



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

Thursday, January 16, 2014, 3:30 p.m.  
Ralph Ellison Library  
2000 NE 23<sup>rd</sup>  
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 #61 – 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 (#62 - #65)**

- Document #62 – Approval of Minutes of December 12, 2013 Meeting
- Document #63 – Acceptance of Review of Expenditures for December 2013
- Document #64 – Contract Awards & Purchases
  - Item A: Roof Replacement for Harrah Library
  - Item B: Steel Shelving for Warr Acres Library
  - Item C: Carpet Installation at the Downtown Library
- Document #65 – Request to Declare Vehicle Surplus

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

- Document #66 – Discussion, Consideration, and Possible Action – Report and Recommendations from Nominating Committee ~ Jose Jimenez, chair

### **4:15 – 4:30 pm OTHER BUSINESS**

- Accept Official Resignation notice from Mrs. Donna Morris, Executive Director

### **4:30 – 4:45 pm INFORMATION REPORTS**

- Document #67 – MLS December 2013 Library Visits
- Document #68 – MLS December 2013 Circulation Report
- Document #69 – MLS December 2013 Computer Usage Report
- Document #70 – MLS December 2013 System Reserve Report

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

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

- Request by Commission Chair for 2014 MLC Standing Committee assignments

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

February 20, 2014  
Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

## **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 January 2014:

| <b><u>Employees</u></b>   | <b><u>Years of Service</u></b> |
|---|--------------------------------|
| Sylvia A. Lawson, Senior Accounting Technician, Business Office | 25                             |
| Marie Nichols, Extension Specialist, Wright Library             | 20                             |
| Christine Bassett, Librarian, Bethany Library                   | 15                             |
| Lloyd Lovely, Deputy Executive Director/Finance & Support       | 10                             |
| Kimberly A. Clark, Technical Processor                          | 5                              |
| Deborah S. McPherson, Librarian, Bethany Library                | 5                              |
| Michael Lee, Circulation Clerk, Edmond Library                  | 5                              |

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

DATE: December 12, 2013      TIME: 3:30 pm

MEETING PLACE: Capitol Hill 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 Capitol Hill Library and Downtown Library, 300 Park Avenue, Oklahoma City, on December 10, 2013, in conformity with the Oklahoma Open Meeting Act §311.**

## **Commission Members**

### **PRESENT:**

Bose' Akadiri  
Nancy Anthony, Disbursing Agent  
Ralph Bullard  
Allen Coffey  
Cynthia Friedemann  
Helene Harpman  
Carolyn Leslie  
Penny McCaleb  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Hugh Rice  
Vanna Shaw  
Jim Shonts  
Judy Smith, Vice-Chair  
Beth Toland  
Susan Tucker  
Ray Vaughn  
Stephanie West  
Fran Cory, Chair  
Donna Morris, Executive Director  
**(Secretary)**

### **EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Rozz Grigsby  
Deanna Hannah  
Jose Jimenez  
Tracy McDaniel  
Tracy McGehee  
Alyne Strube

Estimate of general public and staff attending: 16

**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, Harpman, Leslie, McCaleb, Patel, Patterson, Rice, Shaw, Shonts, Smith, Toland, Tucker, Vaughn, West, Cory (Arrived: Friedemann, 3:32; Nelson, 3:38; Akadiri, 3:40).

**II.** Mrs. Cory introduced Mrs. Jana Hausburg, Manager of Library Operations I, for the Capitol Hill Library. Mrs. Hausburg welcomed the commission and provided information on events happening at the Capitol Hill Library.

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

**IV.** Mrs. Cory presented the Consent Docket: Document #52 – Approval of Minutes of December 12, 2013; Document #53 – Acceptance of Review of Expenditures for November 2013; Document #54 – Contract Awards and Purchases.

Mrs. Cory called for a motion.

**Mrs. Nancy Anthony moved to accept the consent docket. Mrs. Judy Smith seconded. Questions and discussion followed; motion passed unanimously.**

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

- ❖ Document #55 – MLS Annual Report FY 2012-13
- ❖ Document #56 – MLS November 2013 Library Visits
- ❖ Document #57 – MLS November 2013 Circulation Report
- ❖ Document #58 – MLS November 2013 Computer Usage Report
- ❖ Document #59 – MLS November 2013 System Reserve Report
- ❖ Document #60 – MLS Annual Statistical Report FY 2012-13

Questions and discussion followed.

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

Mrs. Morris reminded commission members, the Downtown Library is a venue for Opening Night. There are four performers scheduled for the evening. Mrs. Morris thanked the Friends of the Library for being the venue hosts.


Mrs. Morris referred to the handouts provided: Library Cards – The Gift that Keeps on Giving. The handout highlights 31 “gifts” your library card gives you.

**VII.** Mrs. Cory announced the nominating committee; Jose Jimenez, Chair; Cindy Friedemann, and Beth Toland. The nominating committee will meet prior to and make their recommendations for Chair, Vice-Chair and Disbursing Agent at the January Commission meeting.

Mrs. Cory announced Mrs. Morris has submitted her official resignation letter, announcing her intent to retire on December 1, 2014. A copy of the letter has been mailed to each commission member. The commission will officially accept Mrs. Morris' notice of resignation at the January Commission meeting.

**VIII.** The next Commission meeting will be held at the Ralph Ellison Library on January 16, 2014.

There being no further business, the meeting was adjourned at 3:49 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

December 31, 2013

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

For comparison, 50.00% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of December 2013.

[This page is intentionally left blank]

STATEMENT OF FINANCIAL CONDITION

December 31, 2013

ASSETS

|  | Current Year           | Previous Year           |
|--|------------------------|-------------------------|
| CASH                                     | \$ 6,099,053.35        | \$ 7,386,333.80         |
| INVESTMENTS (Schedule attached)          | 18,158,102.20          | 19,153,419.09           |
| PREPAID ACCOUNTS                         | 27,593.77              | 30,000.00               |
| TAXES RECEIVABLE: 2013-14 Ad Valorem Tax | 31,260,747.00          | 30,562,816.00           |
| Less: Reserve for Delinquent Tax         | (2,841,886.00)         | (2,778,438.00)          |
| Budgeted Tax Revenue                     | 28,418,861.00          | 27,784,378.00           |
| Less: Tax Received                       | (9,807,754.16)         | (9,959,630.21)          |
|  | 18,611,106.84          | 17,824,747.79           |
| <b>Total Assets</b>                      | <b>\$42,895,856.16</b> | <b>\$ 44,394,500.68</b> |

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

|   |                        |                         |
|---|------------------------|-------------------------|
| <b>LIABILITIES:</b>   |                        |                         |
| Previous Year Reserve for Appropriations                    | \$228,048.33           | \$370,101.88            |
| Current Year Purchase Orders Outstanding                    | 347,771.78             | 258,534.95              |
| Previous Year Purchase Orders Outstanding                   | 139,475.50             | 52,644.47               |
| Checks Outstanding  | 157,577.55             | 158,737.50              |
| <b>Total Liabilities</b>                                    | <b>872,873.16</b>      | <b>840,018.80</b>       |
| <b>DEFERRED TAX REVENUE:</b>                                |                        |                         |
| Current Year Ad Valorem Tax                                 | 18,611,106.84          | 17,824,747.79           |
| <b>FUND BALANCE:</b>  |                        |                         |
| Beginning of the Year                                       | \$29,031,368.36        | \$30,212,769.61         |
| Add: Revenues   |                        |                         |
| Budgeted  | 10,095,754.16          | 10,232,630.21           |
| Other   | 1,366,430.54           | 1,233,455.16            |
| Less: Expenditures  | (17,081,676.90)        | (15,949,120.89)         |
| <b>Total Fund Balance</b>                                   | <b>23,411,876.16</b>   | <b>25,729,734.09</b>    |
| <b>Total Liabilities, Deferred Revenue and Fund Balance</b> | <b>\$42,895,856.16</b> | <b>\$ 44,394,500.68</b> |

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

**As of December 31, 2013**

| Type                             | Purchase<br>Date | Maturity<br>Date | Interest<br>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.  | 12/19/2013       | 12/19/2015       | 0.800%           | 240,000.00              |
| CD - Kirkpatrick Bank, Edmond    | 12/12/2011       | 12/12/2016       | 1.980%           | 230,000.00              |
| CD - Prosperity Bank             | 12/14/2013       | 12/14/2014       | 0.350%           | 100,000.00              |
| CD - BancFirst                   | 7/28/2012        | 7/27/2015        | 1.200%           | 240,000.00              |
| CD - Interbank                   | 11/9/2013        | 11/5/2014        | 0.500%           | 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                      | 8/23/2012        | 8/23/2019        | 1.400%           | 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            |
| 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>\$ 18,158,102.20</u> |



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

|                                    | Current Year            |                        |                         |                         | Previous Year           |                        |                         |                         |
|------------------------------------|-------------------------|------------------------|-------------------------|-------------------------|-------------------------|------------------------|-------------------------|-------------------------|
|                                    | Budget                  | Current Month Receipts | Year To Date Receipts   | Percent Budget Received | Budget                  | Current Month Receipts | Year To Date Receipts   | Percent Budget Received |
| <b><u>BUDGETED:</u></b>            |                         |                        |                         |                         |                         |                        |                         |                         |
| Current Year Ad Valorem Tax        | \$28,418,861.00         | \$ 8,251,964.07        | \$ 9,807,754.16         | 34.51%                  | \$27,784,378.00         | \$ 9,128,398.73        | \$ 9,959,630.21         | 35.85%                  |
| State Aid                          | 258,653.00              | -                      | -                       | 0.00%                   | 257,465.70              | -                      | -                       | 0.00%                   |
| Fines                              | 468,000.00              | 40,000.00              | 288,000.00              | 61.54%                  | 450,000.00              | 42,000.00              | 273,000.00              | 60.67%                  |
| <b>Total Budgeted Revenue</b>      | <b>\$ 29,145,514.00</b> | <b>\$ 8,291,964.07</b> | <b>\$ 10,095,754.16</b> | <b>34.64%</b>           | <b>\$ 28,491,843.70</b> | <b>\$ 9,170,398.73</b> | <b>\$ 10,232,630.21</b> | <b>35.91%</b>           |
| <b><u>NOT BUDGETED:</u></b>        |                         |                        |                         |                         |                         |                        |                         |                         |
| Prior Years Taxes                  |                         | \$ 98,872.82           | \$ 791,992.16           |                         |                         | \$ 44,246.30           | \$ 714,561.32           |                         |
| Gifts and Lost Books Fees          |                         | 0.00                   | 0.00                    |                         |                         | 0.00                   | 112,000.00              |                         |
| Investment Income                  |                         | 24,973.73              | 106,676.85              |                         |                         | 45,828.05              | 185,633.85              |                         |
| Flexible Benefits Account Balance  |                         | 0.00                   | 0.00                    |                         |                         | 3,231.33               | 3,231.33                |                         |
| Sale of Surplus Equipment          |                         | 390.00                 | 15,031.03               |                         |                         | 70.00                  | 35,244.26               |                         |
| Insurance Reimbursements           |                         | 0.00                   | 0.00                    |                         |                         | 0.00                   | 0.00                    |                         |
| Miscellaneous                      |                         | 15,886.18              | 452,730.50              |                         |                         | 8,407.22               | 182,784.40              |                         |
| <b>Total Miscellaneous Revenue</b> |                         | <b>\$ 140,122.73</b>   | <b>\$ 1,366,430.54</b>  |                         |                         | <b>\$ 101,782.90</b>   | <b>\$ 1,233,455.16</b>  |                         |
| <b>Total Revenue</b>               | <b>\$ 29,145,514.00</b> | <b>\$ 8,432,086.80</b> | <b>\$ 11,462,184.70</b> | <b>39.33%</b>           | <b>\$ 28,491,843.70</b> | <b>\$ 9,272,181.63</b> | <b>\$ 11,466,085.37</b> | <b>40.24%</b>           |

Document #63  
MLC FY 2013-14  
January 16, 2014

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

December 31, 2013

|                                      | BEGINNING<br>OF MONTH   | RECEIPTS                    | EXPEND.                    | ENDING<br>BALANCE           |
|--------------------------------------|-------------------------|-----------------------------|----------------------------|-----------------------------|
| <b>REVOLVING FUNDS:</b>              |                         |                             |                            |                             |
| 805 Gifts/Lost Books                 | \$ 34,912.47            | \$ 3,137.55                 | \$ 714.18                  | \$ 37,335.84                |
| 810 Prepaid Fees                     | (19,861.87)             | 0.00                        | 99.65                      | (19,961.52)                 |
| 815 Fines                            | 39,924.17               | 45,804.53                   | 41,862.96                  | 43,865.74                   |
| 820 Copy                             | 108,568.52              | 10,170.84                   | 1,827.26                   | 116,912.10                  |
| <b>Total Revolving Funds</b>         | <b>\$ 163,543.29</b>    | <b>\$ 59,112.92</b>         | <b>\$ 44,504.05</b>        | <b>\$ 178,152.16</b>        |
| <b>GRANTS:</b>                       | <b>GRANT<br/>AMOUNT</b> | <b>RECEIPTS<br/>TO DATE</b> | <b>EXPEND.<br/>TO DATE</b> | <b>ENDING<br/>BALANCE</b>   |
| <b><u>Special Grants</u></b>         |                         |                             |                            |                             |
| 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                    | 4,700.41                   | (577.41)                    |
| 877 14/Dollar General/Youth Literacy | 3,000.00                | 3,000.00                    | 0.00                       | 3,000.00                    |
| 880 14/OAC/Melody of China           | 3,000.00                | 3,000.00                    | 3,000.00                   | 0.00                        |
| 883 14/EEJF/Children's Books         | 5,000.00                | 5,000.00                    | 0.00                       | 5,000.00                    |
| 884 14/KFF/After School              | 9,600.00                | 9,600.00                    | 1,800.00                   | 7,800.00                    |
| 886 14/OGE/Summer at Library         | 5,000.00                | 5,000.00                    | 0.00                       | 5,000.00                    |
| 887 14/Continental/Summer Reading    | 5,000.00                | 5,000.00                    | 0.00                       | 5,000.00                    |
| 888 14/Downtown Club/Summer Readin   | 600.00                  | 600.00                      | 0.00                       | 600.00                      |
| 899 11/LET/Young Professional Adv    | 3,000.00                | 3,000.00                    | 200.00                     | 2,800.00                    |
| 928 12/ODL/College Savings           | 1,000.00                | 1,000.00                    | 0.00                       | 1,000.00                    |
| 929 12/ODL/Early Literacy            | 2,500.00                | 2,500.00                    | 2,263.11                   | 236.89                      |
| 933 12/LET/Aviation                  | 5,738.00                | 5,738.00                    | 747.45                     | 4,990.55                    |
| 935 12/Conoco/MWC                    | 1,000.00                | 1,000.00                    | 582.53                     | 417.47                      |
| 951 13/LET/WA Art                    | 10,000.00               | 10,000.00                   | 8,500.00                   | 1,500.00                    |
| 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                    | 5,972.94                   | 27.06                       |
| <b><u>Friends Grants</u></b>         |                         |                             |                            |                             |
| 846 10 Public Art                    | 3,000.00                | 3,000.00                    | 2,859.74                   | 140.26                      |
| 872 14 Our World                     | 40,000.00               | 40,000.00                   | 17,388.03                  | 22,611.97                   |
| 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                   | 5,100.00                   | 6,900.00                    |
| 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                   |
| 889 14 CH Book Giveaways             | 2,500.00                | 2,500.00                    | 2,500.00                   | 0.00                        |
| 890 14 Rock and Read                 | 480.00                  | 480.00                      | 0.00                       | 480.00                      |
| 916 12 Bench and Bike Rack           | 11,000.00               | 11,000.00                   | 10,358.88                  | 641.12                      |
| 945 13 Staff Recognition             | 25,299.02               | 25,534.02                   | 25,349.58                  | 184.44                      |
| 946 13 Come Read with Me             | 60,181.00               | 60,181.00                   | 38,645.61                  | 21,535.39                   |
| 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                      |
| 960 13 Volunteer Transportation      | 500.00                  | 500.00                      | 24.00                      | 476.00                      |
| 961 13 After School                  | 9,600.00                | 9,600.00                    | 9,600.00                   | 0.00                        |
| <b>Total Grants</b>                  |                         |                             |                            | <b>187,284.53</b>           |
| <b>Total Special Funds</b>           |                         |                             |                            | <b><u>\$ 365,436.69</u></b> |

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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                 | 1,089,996.05      | 6,995,459.28        | 46.75          | 14,963,591.00        | 7,968,131.72   |
| 102                     | Wages - Part-time        | 157,264.42        | 1,098,892.79        | 42.07          | 2,611,763.00         | 1,512,870.21   |
| 103                     | Payroll Taxes            | 91,104.71         | 593,925.81          | 47.70          | 1,245,011.00         | 651,085.19     |
| 109                     | Workers' Comp. Insurance | 12,998.00         | 89,335.00           | 43.65          | 204,648.00           | 115,313.00     |
| 112                     | Group Insurance          | 233,202.32        | 1,383,789.92        | 46.61          | 2,969,033.00         | 1,585,243.08   |
| 113                     | Employees' Retirement    | 1,202,377.43      | 1,591,296.00        | 79.61          | 1,998,785.00         | 407,489.00     |
| 114                     | Unemployment Compen.     | .00               | 173.23              | .58            | 30,000.00            | 29,826.77      |
| Total Personal Services |                          | 2,786,942.93      | 11,752,872.03       | 48.92          | 24,022,831.00        | 12,269,958.97  |

**Maintenance & Operations - Contractual Services**

|                            |                              |            |              |       |              |              |
|----------------------------|------------------------------|------------|--------------|-------|--------------|--------------|
| 201                        | Bldg, Property, & Auto Insu. | 1,324.00   | 263,314.48   | 96.98 | 271,506.00   | 8,191.52     |
| 205                        | Rent of Library Buildings    | 7,571.88   | 52,440.64    | 58.81 | 89,175.00    | 36,734.36    |
| 207                        | Janitorial Services          | 34,431.80  | 206,068.80   | 39.33 | 524,000.00   | 317,931.20   |
| 208                        | Maintenance of Facilities    | 23,195.03  | 152,088.01   | 25.34 | 600,156.00   | 448,067.99   |
| 211                        | Parking & Transportation     | 10,934.20  | 71,339.67    | 43.34 | 164,600.00   | 93,260.33    |
| 212                        | Travel Expenses              | -5,425.47  | 40,636.92    | 30.56 | 132,954.00   | 92,317.08    |
| 213                        | Professional Services        | 14,746.56  | 195,778.43   | 45.59 | 429,420.00   | 233,641.57   |
| 214                        | Security Services            | 23,009.08  | 172,227.83   | 37.17 | 463,406.00   | 291,178.17   |
| 216                        | Telephone Services           | 4,939.25   | 53,936.99    | 16.65 | 324,027.00   | 270,090.01   |
| 217                        | Electrical Services          | 32,119.22  | 281,145.07   | 42.89 | 655,455.00   | 374,309.93   |
| 218                        | Gas Services                 | 4,889.46   | 11,242.08    | 22.62 | 49,696.00    | 38,453.92    |
| 219                        | Water & Garbage Services     | 4,143.70   | 40,571.22    | 42.96 | 94,431.00    | 53,859.78    |
| 220                        | Trigen Energy Services       | 9,377.52   | 104,492.39   | 44.74 | 233,541.00   | 129,048.61   |
| 226                        | Memberships                  | 1,731.00   | 13,560.00    | 49.75 | 27,259.00    | 13,699.00    |
| 230                        | Other Library-Related Serv.  | 22,195.67  | 255,509.21   | 53.54 | 477,253.00   | 221,743.79   |
| 231                        | Automation Contractual       | 77,412.24  | 182,567.30   | 43.29 | 421,777.00   | 239,209.70   |
| 236                        | Network Catalog Services     | 4,120.09   | 35,117.09    | 38.07 | 92,250.00    | 57,132.91    |
| Total Contractual Services |                              | 270,715.23 | 2,132,036.13 | 42.21 | 5,050,906.00 | 2,918,869.87 |

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of December 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 | 12,135.41         | 52,905.93           | 26.06          | 203,000.00           | 150,094.07     |
| 302               | Postage                      | 5,796.22          | 109,299.84          | 37.23          | 293,575.00           | 184,275.16     |
| 303               | Supplies                     | 28,158.15         | 210,185.35          | 46.90          | 448,149.00           | 237,963.65     |
| 310               | Maintenance Supplies         | -1,906.56         | 32,011.58           | 42.68          | 75,000.00            | 42,988.42      |
| 312               | Safety Supplies & Equip.     | .00               | 5,002.30            | 84.78          | 5,900.00             | 897.70         |
| 321               | Gasoline & Oil               | 2,864.11          | 16,146.44           | 28.83          | 56,000.00            | 39,853.56      |
| 322               | Vehicle Parts & Repairs      | 586.33            | 9,280.90            | 29.00          | 32,000.00            | 22,719.10      |
| 330               | Programming Activities       | 9,600.58          | 104,465.20          | 35.27          | 296,168.00           | 191,702.80     |
| 331               | Other Commodities            | 2,530.07          | 12,095.54           | 28.41          | 42,574.00            | 30,478.46      |
| Total Commodities |                              | 59,764.31         | 551,393.08          | 37.97          | 1,452,366.00         | 900,972.92     |

**Capital Outlays**

|                       |                              |              |               |       |               |               |
|-----------------------|------------------------------|--------------|---------------|-------|---------------|---------------|
| 401                   | Books & Materials            | 271,563.73   | 1,848,263.35  | 35.61 | 5,190,000.00  | 3,341,736.65  |
| 404                   | Government Documents         | .00          | 3,000.00      | 44.78 | 6,700.00      | 3,700.00      |
| 405                   | Book Repairs & Bindings      | .00          | .00           | .00   | 1,900.00      | 1,900.00      |
| 407                   | Periodicals & Subscriptions  | 516.96       | 164,301.48    | 90.45 | 181,650.00    | 17,348.52     |
| 408                   | Furniture, Fixture, & Equip. | 15,197.05    | 101,756.50    | 29.77 | 341,757.00    | 240,000.50    |
| 409                   | Motor Vehicles               | 39.47        | 86,473.91     | 82.36 | 105,000.00    | 18,526.09     |
| 410                   | Automation System & Equip.   | .00          | 19,873.21     | 3.29  | 603,350.00    | 583,476.79    |
| 450                   | Capital Projects             | 7,369.92     | 421,707.21    | 6.70  | 6,290,024.00  | 5,868,316.79  |
| 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 |                              | 294,687.13   | 2,645,375.66  | 9.57  | 27,650,779.36 | 25,005,403.70 |
| Total Budget          |                              | 3,412,109.60 | 17,081,676.90 | 29.36 | 58,176,882.36 | 41,095,205.46 |

**Monthly Journal Entries -- December 2013**

| Jrnl #                              | Acct # | Account Name and JE Description  | Debits          | Credits         |
|-------------------------------------|--------|--|-----------------|-----------------|
| <b><u>Investments</u></b>           |        |  |                 |                 |
| 85                                  | 1001   | Cash   | \$ 2,223.55     |                 |
|                                     | 3602   | Interest Income<br>Interest on renewal of Prosperity bank CD                             |                 | \$ 2,223.55     |
| 86                                  | 1001   | Cash   | \$ 12,500.00    |                 |
|                                     | 3602   | Interest Income<br>Interest on Fannie Mae 3136g17c7                                      |                 | \$ 12,500.00    |
| 87                                  | 1001   | Cash   | \$ 10,500.00    |                 |
|                                     | 3602   | Interest Income<br>Interest on Federal Home Loan Bank 313381mx0                          |                 | \$ 10,500.00    |
| <b><u>Tax revenues</u></b>          |        |  |                 |                 |
| 88                                  | 1001   | Cash   | \$ 2,329,105.37 |                 |
|                                     | 1201   | Ad Valorem Tax - Current year  |                 | \$ 2,230,232.55 |
|                                     | 3601   | Prior year Tax<br>Ad Valorem Tax apportioned by County for 11/16 to 11/27                |                 | \$ 98,872.82    |
| 89                                  | 1001   | Cash   | \$ 1,020,089.76 |                 |
|                                     | 1201   | Ad Valorem Tax - Current year<br>Ad Valorem Tax apportioned by County for 12/1 to 12/6   |                 | \$ 1,020,089.76 |
| 90                                  | 1001   | Cash   | \$ 1,539,531.00 |                 |
|                                     | 1201   | Ad Valorem Tax - Current year<br>Ad Valorem Tax apportioned by County for 12/9 to 12/13  |                 | \$ 1,539,531.00 |
| 91                                  | 1001   | Cash   | \$ 3,462,110.76 |                 |
|                                     | 1201   | Ad Valorem Tax - Current year<br>Ad Valorem tax apportioned by County for 12/16 to 12/20 |                 | \$ 3,462,110.76 |
| <b><u>Miscellaneous revenue</u></b> |        |  |                 |                 |
| 92                                  | 1001   | Cash   | \$ 19,423.46    |                 |
|                                     | 3605   | Mic. Reimbursements  |                 | \$ 19,423.46    |
|                                     |        | Nationwide refund \$ 18.98 Café Rent \$ 500.00   |                 |                 |
|                                     |        | Cisco Eagle return \$ 152.00 LET postage \$ 11.96  |                 |                 |
|                                     |        | employee refund \$ 21.73 Consortium \$ 4,375.00  |                 |                 |
|                                     |        | OKC rent 7,171.88 OKC rent 7,171.88  |                 |                 |
|                                     |        | Bank error 0.03 <b>Total</b> \$ 19,423.46  |                 |                 |
| 93                                  | 1001   | Cash   | \$ 390.00       |                 |
|                                     | 3606   | Surplus Sale<br>Scrap sales  |                 | \$ 390.00       |

**Fines**

|    |      |   |    |           |              |
|----|------|---|----|-----------|--------------|
| 94 | 1001 | Cash  | \$ | 40,000.00 |              |
|    | 3403 | Projected Mic. Revenue - Fines                |    |           | \$ 40,000.00 |
|    |      | Fines transferred to General Fund in December |    |           |              |

**Payable entries**

|    |      |  |    |              |                 |
|----|------|--|----|--------------|-----------------|
| 95 | 3001 | Current Year Reserv. for Appropriations. | \$ | 3,412,109.60 |                 |
|    | 3011 | Current Year P.O. Outstanding            |    |              | \$ 3,412,109.60 |
|    | 3002 | Prior Year Reserv. for Appropriations.   | \$ | 414.92       |                 |
|    | 3012 | Prior Year P.O. Outstanding              |    |              | \$ 414.92       |
|    |      | Purchase orders issued in December       |    |              |                 |
| 96 | 3011 | Current Year P.O. Outstanding            | \$ | 3,489,572.37 |                 |
|    | 3012 | Prior Year P.O. Outstanding              | \$ | 13,408.12    |                 |
|    | 3021 | Current Year Warrants Outstanding        |    |              | \$ 3,502,980.49 |
|    |      | Checks issued in December                |    |              |                 |
| 97 | 3021 | Current Year Warrants Outstanding        | \$ | 3,565,910.00 |                 |
|    | 1001 | Cash                                     |    |              | \$ 3,565,910.00 |
|    |      | Checks cleared Bank in December          |    |              |                 |

**Bank interest and fees**

|    |      |  |    |        |           |
|----|------|--|----|--------|-----------|
| 98 | 1001 | Cash                                       |    |        | \$ 249.82 |
|    | 3602 | Bank Fees                                  | \$ | 438.54 |           |
|    | 3602 | Interest Income                            |    |        | \$ 188.72 |
|    |      | Interest and fees from GF checking account |    |        |           |
| 99 | 8000 | Special Fund Cash                          |    |        | \$ 269.80 |
|    | 8815 | Bank Fees                                  | \$ | 291.26 |           |
|    | 8815 | Interest Income                            |    |        | \$ 21.46  |
|    |      | Interest and fees from SF checking account |    |        |           |

**Special funds**

|     |      |                           |    |           |              |
|-----|------|---------------------------|----|-----------|--------------|
| 100 | 8000 | Special Fund Cash         | \$ | 61,210.61 |              |
|     | 8815 | Fines                     |    |           | \$ 27,675.58 |
|     | 8820 | Copy                      |    |           | \$ 10,170.84 |
|     | 8805 | Gift & Lost Books         |    |           | \$ 3,137.55  |
|     | 8810 | Prepaid Acct              | \$ | 99.65     |              |
|     | 8880 |                           |    |           | \$ 3,000.00  |
|     | 8888 |                           |    |           | \$ 300.00    |
|     | 8815 | Credit card receipts      |    |           | \$ 18,107.49 |
|     | 8815 | Credit card expenses      | \$ | 1,081.20  |              |
|     |      | Revenues of special funds |    |           |              |

|     |      |                               |    |           |           |
|-----|------|-------------------------------|----|-----------|-----------|
| 101 | 8000 | Special Fund Cash             |    | \$        | 58,322.09 |
|     | 8815 | Fines                         | \$ | 40,490.50 |           |
|     | 8820 | Copy                          | \$ | 1,827.26  |           |
|     | 8805 | Gift & Lost Books             | \$ | 714.18    |           |
|     | 8961 |                               | \$ | 800.00    |           |
|     | 8946 |                               | \$ | 2,546.68  |           |
|     | 8871 |                               | \$ | 3,574.00  |           |
|     | 8874 |                               | \$ | 5,100.00  |           |
|     | 8987 |                               | \$ | 186.94    |           |
|     | 8889 |                               | \$ | 2,500.00  |           |
|     | 8935 |                               | \$ | 582.53    |           |
|     |      | Expenditures of special funds |    |           |           |

**Corrections, adjustments, and miscellaneous**

|     |      |  |    |          |             |
|-----|------|--|----|----------|-------------|
| 102 | 3605 |  | \$ | 3,164.00 |             |
|     | 1102 |  |    |          | \$ 3,164.00 |
|     |      | To record change in prepaid  |    |          |             |
| 103 | 3605 |  | \$ | 373.28   |             |
|     | 1001 |  |    |          | \$ 0.04     |
|     | 1101 |  |    |          | \$ 373.24   |
|     |      | To correct amount of interest vs principal, rec'd from Prosperity bank |    |          |             |

|                         |                         |
|-------------------------|-------------------------|
| <u>\$ 19,041,896.26</u> | <u>\$ 19,041,896.26</u> |
|-------------------------|-------------------------|

-

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                  | Purpose                   |           | Amount    |
|---------|-------------------------------|---------------------------|-----------|-----------|
| G-02248 | City of Midwest City, Inc.    | Water & Garbage Services  | 588.27    | 588.27    |
| G-02249 | O G & E                       | Electrical Services       | 193.41    |           |
|         |                               | Electrical Services       | 1,014.30  | 1,207.71  |
| G-02250 | Oklahoma Natural Gas Co.      | Gas Services              | 59.79     |           |
|         |                               | Gas Services              | 254.32    |           |
|         |                               | Gas Services              | 65.61     | 379.72    |
| G-02251 | City of Oklahoma City         | Water & Garbage Services  | 40.00     |           |
|         |                               | Water & Garbage Services  | 5.42      |           |
|         |                               | Water & Garbage Services  | 53.90     | 99.32     |
| G-02252 | Southwestern Stationers, Inc. | Supplies                  | 25.99     | 25.99     |
| G-02253 | Demco                         | Supplies                  | 60.66     |           |
|         |                               | Supplies                  | 43.51     | 104.17    |
| G-02254 | Eales Electronics Corp.       | Maintenance of Facilities | 50.00     | 50.00     |
| G-02255 | Gale/ Cengage Learning, Inc.  | Materials                 | 1,190.87  | 1,190.87  |
| G-02256 | Oriental Trading Company      | Programming               | 365.00    | 365.00    |
| G-02257 | Superintendent of Documents   | Government Documents      | 3,000.00  | 3,000.00  |
| G-02258 | UNUM Life Insurance           | Grp L-T Disab Ins Prm-DEC | 6,830.68  | 6,830.68  |
| G-02259 | Baker & Taylor Books          | Materials                 | 1,240.40  | 1,240.40  |
| G-02260 | The Newspress                 | Subscriptions             | 165.00    | 165.00    |
| G-02261 | CompSource Oklahoma           | Workers Comp Insurance    | 19,998.00 | 19,998.00 |
| G-02262 | Taryn Kingery                 | Programming Activities    | 15.04     |           |
|         |                               | Programming Activities    | 21.49     | 36.53     |
| G-02263 | Barbara Beasley               | Professional Services     | 230.00    |           |
|         |                               | Travel Expenses           | 455.60    | 685.60    |
| G-02264 | Recorded Books, LLC           | Materials                 | 1,720.55  | 1,720.55  |
| G-02265 | Rowman & Littlefield Pub. Co. | Materials                 | 182.84    | 182.84    |
| G-02266 | Johnstone Supply              | Maintenance of Facilities | 19.27     | 19.27     |
| G-02267 | Thorndike/Gale Group          | Materials                 | 6,264.79  | 6,264.79  |
| G-02268 | The Edmond Sun                | Subscriptions             | 86.40     | 86.40     |
| G-02269 | Randy Wayland                 | Supplies                  | 41.87     |           |
|         |                               | Supplies                  | 20.58     | 62.45     |
| G-02270 | Ebrahim Ejtehad               | Programming Activities    | 22.60     | 22.60     |
| G-02271 | Joan Kendall                  | Other Commodities         | 22.88     | 22.88     |
| G-02272 | Liberty Flags Inc.            | Supplies                  | 109.90    | 109.90    |
| G-02273 | Diane Sarantakos              | Mileage                   | 137.53    | 137.53    |
| G-02274 | AT&T                          | Telephone Services        | 1,210.35  | 1,210.35  |
| G-02275 | Blackstone Audio Books        | Materials                 | 422.32    | 422.32    |
| G-02276 | Cheryll Jones                 | Programming Activites     | 48.50     |           |
|         |                               | Programming Activities    | 17.02     | 65.52     |
| G-02277 | Brilliance Corporation        | Materials                 | 1,356.03  | 1,356.03  |
| G-02278 | Ingram Library Service        | Materials                 | 3,943.68  | 3,943.68  |
| G-02279 | Audio Editions                | Materials                 | 1,718.71  | 1,718.71  |
| G-02280 | Findaway World, LLC           | Materials                 | 13,192.76 | 13,192.76 |
| G-02281 | Metro Parking Garage          | Parking                   | 1,800.00  |           |
|         |                               | Parking                   | 1,620.00  | 3,420.00  |
| G-02282 | Ginger Waldrip                | Programming Activities    | 200.00    | 200.00    |
| G-02283 | AV Cafe Inc                   | Materials                 | 218.90    | 218.90    |
| G-02284 | Ingram Library Service        | Materials                 | 1,145.79  | 1,145.79  |
| G-02285 | Women Make Movies             | Materials                 | 460.00    | 460.00    |
| G-02286 | Grey House Publishing         | Materials                 | 605.25    | 605.25    |
| G-02287 | Town of Luther                | Water & Garbage Services  | 45.60     | 45.60     |
| G-02288 | Angela Thornton               | Programming Activities    | 30.30     | 30.30     |



General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   |          | Amount    |
|---------|--------------------------------|---------------------------|----------|-----------|
| G-02289 | Home Depot Credit Services     | Maintenance Supplies      | 269.10   | 269.10    |
| G-02290 | Monty Harper                   | Programming Activities    | 400.00   | 400.00    |
| G-02291 | Earl's Rib Palace              | Other Commodities         | 184.10   | 184.10    |
| G-02292 | Southwest Paper - OKC          | Maintenance Supplies      | 591.28   |           |
|         |                                | Maintenance Supplies      | 1,144.32 | 1,735.60  |
| G-02293 | Kimberly Edwards               | Programming Activities    | 48.88    | 48.88     |
| G-02294 | ProQuest                       | Materials                 | 2,600.00 | 2,600.00  |
| G-02295 | Cintas                         | Maintenance of Facilities | 140.00   | 140.00    |
| G-02296 | Sugar Free Allstars            | Programming Activities    | 400.00   | 400.00    |
| G-02297 | Joy E. Cavett                  | Programming Activities    | 40.00    | 40.00     |
| G-02298 | Carol L. Roberts               | Programming Activities    | 44.63    | 44.63     |
| G-02299 | Amazon/GE Money Bank           | Programming               | 115.30   | 115.30    |
| G-02300 | Lori Piccolo                   | Supplies                  | 22.76    | 22.76     |
| G-02301 | United Parcel Service          | Postage                   | 609.07   | 609.07    |
| G-02302 | City of Choctaw                | Water & Garbage Services  | 458.17   | 458.17    |
| G-02303 | Devin McGhee                   | Postage                   | 18.40    |           |
|         |                                | Other Commodities         | 13.13    |           |
|         |                                | Supplies                  | 11.58    | 43.11     |
| G-02304 | Alice Murphy                   | Supplies                  | 48.75    | 48.75     |
| G-02305 | Baker & Taylor Books           | Materials                 | 3,202.15 | 3,202.15  |
| G-02306 | Baker & Taylor Entertainment   | Materials                 | 845.43   |           |
|         |                                | Materials                 | 2,621.38 | 3,466.81  |
| G-02307 | Daniel Fields                  | Programming Activities    | 96.35    |           |
|         |                                | Programming Activities    | 27.26    | 123.61    |
| G-02308 | LaVetta Kinsey Dent            | Supplies                  | 38.41    | 38.41     |
| G-02309 | Walmart Community/GEGRB        | Programming Activities    | 128.00   | 128.00    |
| G-02310 | Margaret Jean Manners          | Memberships               | 51.00    | 51.00     |
| G-02311 | Gary Good Entertainment &      | Programming Activities    | 450.00   | 450.00    |
| G-02312 | Midwest Tape                   | Materials                 | 479.92   | 479.92    |
| G-02313 | Lisa Hubbert                   | Programming Activities    | 120.00   | 120.00    |
| G-02314 | Fire Suppression Specialist, L | Maintenance of Facilities | 1,005.50 | 1,005.50  |
| G-02315 | Roberto Soto                   | Telephone Services        | 27.09    | 27.09     |
| G-02316 | Darrie Breathwit               | Programming Activities    | 89.66    | 89.66     |
| G-02317 | Emily Canniff                  | Professional Services     | 230.00   | 230.00    |
| G-02319 | American Library Association   | Library-related Services  | 195.25   | 195.25    |
| G-02320 | Cintas Corporation 064         | Maintenance of Facilities | 480.08   | 480.08    |
| G-02321 | Cory E Punto                   | Programming Activities    | 600.00   | 600.00    |
| G-02322 | Panacean Systems               | Professional Services     | 7,054.94 | 7,054.94  |
| G-02323 | Michael Price                  | Programming Activities    | 200.00   | 200.00    |
| G-02324 | Kelley Hoffman                 | Mileage                   | 12.12    | 12.12     |
| G-02325 | Cox Communications, Inc.       | Telephone Service         | 9.68     | 9.68      |
| G-02326 | Baker & Taylor Books           | Materials                 | 924.30   |           |
|         |                                | Materials                 | 994.14   |           |
|         |                                | Materials                 | 1,029.81 |           |
|         |                                | Materials                 | 1,917.73 |           |
|         |                                | Materials                 | 6,685.68 |           |
|         |                                | Materials                 | 6,039.54 | 17,591.20 |
| G-02327 | Baker & Taylor Books           | Materials                 | 973.74   |           |
|         |                                | Materials                 | 5,228.17 | 6,201.91  |
| G-02328 | Baker & Taylor Books           | Materials                 | 2,272.26 | 2,272.26  |
| G-02329 | Clarissa Sharp                 | Programming Activities    | 120.00   | 120.00    |
| G-02330 | Margaret R Kletke              | Programming Activities    | 175.00   | 175.00    |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                  | Purpose                   |           | Amount    |
|---------|-------------------------------|---------------------------|-----------|-----------|
| G-02331 | Beatriz Meyer                 | Programming Activities    | 304.00    |           |
|         |                               | Programming Activities    | 76.00     |           |
|         |                               | Programming Activities    | 114.00    | 494.00    |
| G-02332 | Broadway Tag Agency           | Materials                 | 652.58    | 652.58    |
| G-02333 | Sheet Metal Service           | Maintenance of Facilities | 113.29    | 113.29    |
| G-02334 | COTPA-Sheridan & Walker       | Parking                   | 1,162.00  |           |
|         |                               | Parking                   | 2,564.70  | 3,726.70  |
| G-02335 | Kiona Millirons               | Programming Activities    | 200.00    | 200.00    |
| G-02336 | Personalized Prevention       | Professional Services     | 2,250.00  |           |
|         |                               | Professional Services     | 12,160.00 | 14,410.00 |
| G-02337 | Baker & Taylor Entertainment  | Materials                 | 1,679.80  | 1,679.80  |
| G-02338 | Provantage                    | Automation                | 295.64    | 295.64    |
| G-02339 | Mackin                        | Materials                 | 271.54    | 271.54    |
| G-02340 | Savannah Mitchell             | Programming Activities    | 75.00     | 75.00     |
| G-02341 | Chris Kennedy                 | Supplies                  | 48.20     | 48.20     |
| G-02342 | Regina Fields                 | Postage                   | 5.55      | 5.55      |
| G-02343 | Chloe Cook                    | Programming Activities    | 135.00    | 135.00    |
| G-02344 | Tina Clark                    | Programming Activities    | 135.00    | 135.00    |
| G-02345 | Adam Ledbetter                | Programming Activities    | 300.00    | 300.00    |
| G-02346 | Bradford Industrial Supply    | Maintenance of Facilities | 29.68     |           |
|         |                               | Maintenance of Facilities | 6.85      |           |
|         |                               | Maintenance of Supplies   | 63.08     | 99.61     |
| G-02347 | O G & E                       | Electrical Services       | 1,246.08  | 1,246.08  |
| G-02348 | Oklahoma Natural Gas Co.      | Gas Services              | 222.92    |           |
|         |                               | Gas Services              | 101.45    | 324.37    |
| G-02349 | City of Oklahoma City         | Water & Garbage Services  | 28.81     |           |
|         |                               | Water & Garbage Services  | 293.73    |           |
|         |                               | Water & Garbage Services  | 259.26    |           |
|         |                               | Water & Garbage Services  | 141.38    | 723.18    |
| G-02350 | Brodart Co.                   | Supplies                  | 3,794.00  | 3,794.00  |
| G-02351 | Southwestern Stationers, Inc. | Supplies                  | 2,366.99  |           |
|         |                               | Supplies                  | 138.60    | 2,505.59  |
| G-02352 | Locke Supply Co.              | Maintenance of Facilities | 40.51     |           |
|         |                               | Maintenance of Facilities | 68.99     |           |
|         |                               | Maintenance of Supplies   | 101.07    |           |
|         |                               | Maintenance of Facilities | 67.55     | 278.12    |
| G-02353 | Demco                         | Furniture                 | 456.00    | 456.00    |
| G-02354 | The University of Oklahoma    | Printing/Printing Supply  | 435.00    |           |
|         |                               | Printing/Printing Supply  | 90.00     | 525.00    |
| G-02355 | American Express              | Travel Expenses           | 435.60    |           |
|         |                               | Automation Contractual    | 149.00    |           |
|         |                               | TV Ads                    | 45.00     |           |
|         |                               | Programming Activities    | 27.48     |           |
|         |                               | Supplies                  | 57.40     |           |
|         |                               | TV Ads                    | 65.00     |           |
|         |                               | Professional Services     | 244.00    |           |
|         |                               | Travel Expenses           | 422.00    |           |
|         |                               | Professional Services     | 355.00    |           |
|         |                               | Professional Services     | 350.00    |           |
|         |                               | Professional Services     | 230.00    | 2,380.48  |
| G-02356 | Bill Warren Office Products   | Supplies                  | 61.25     | 61.25     |
| G-02357 | Charles S. Isaacs             | Telephone Services        | 35.00     | 35.00     |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   |           | Amount    |
|---------|--------------------------------|---------------------------|-----------|-----------|
| G-02358 | Upstart                        | Supplies                  | 22.45     | 22.45     |
| G-02359 | Blackbaud                      | Automation Contractual    | 7,402.81  | 7,402.81  |
| G-02360 | Midwest City                   | Memberships               | 220.00    | 220.00    |
| G-02361 | Staples Credit Plan            | Supplies                  | 83.43     | 83.43     |
| G-02362 | INTEGRIS Corporate Assistance  | Group Insurance           | 1,070.00  | 1,070.00  |
| G-02363 | Debbie Langston                | Programming Activities    | 70.00     | 70.00     |
| G-02364 | Jonathan Willis                | Mileage                   | 137.30    | 137.30    |
| G-02365 | Linda Hyams                    | Supplies                  | 10.28     | 10.28     |
| G-02366 | A T & T Mobility               | Telephone Services        | 170.16    | 170.16    |
| G-02367 | Scott's Printing & Copying     | Printing/Printing Supply  | 1,404.20  |           |
|         |                                | Printing/Printing Supply  | 361.80    | 1,766.00  |
| G-02368 | Hobby Lobby                    | Programming Activities    | 27.97     |           |
|         |                                | Programming Activities    | 41.38     |           |
|         |                                | Supplies                  | 109.43    | 178.78    |
| G-02369 | Filtration Services Group, LLC | Maintenance of Facilities | 78.96     | 78.96     |
| G-02370 | James E. Nimmo                 | Transportation            | 150.00    | 150.00    |
| G-02371 | Larry G. Johnson               | Parking                   | 108.38    | 108.38    |
| G-02372 | Hannelore A. Chan              | Programming Activities    | 75.00     | 75.00     |
| G-02373 | Victoria Dixon                 | Parking                   | 108.38    | 108.38    |
| G-02374 | Cummins Southern Plains, Ltd.  | Maintenance of Facilities | 307.00    | 307.00    |
| G-02375 | Chickasaw Telecom, Inc.        | Automation Contractual    | 201.00    | 201.00    |
| G-02376 | Ginger Waldrip                 | Programming Activities    | 100.00    | 100.00    |
| G-02377 | Matthew Cotter                 | Telephone Services        | 35.00     |           |
|         |                                | Transportation            | 26.44     | 61.44     |
| G-02378 | Landon Holman                  | Mileage                   | 79.10     | 79.10     |
| G-02379 | Batteries Sooner LLC           | Maintenance of Facilities | 182.25    | 182.25    |
| G-02380 | Ruby Soutiere                  | Transportation            | 2.90      | 2.90      |
| G-02381 | Neofunds by Neopost            | Postage                   | 3,000.00  | 3,000.00  |
| G-02382 | Joy E. Cavett                  | Programming Activities    | 150.00    | 150.00    |
| G-02383 | Bibliotheca ITG, LLC           | Automation Contractual    | 43,672.78 | 43,672.78 |
| G-02384 | Walgreen Co.                   | Professional Services     | 3,187.50  | 3,187.50  |
| G-02385 | City of Midwest City           | Maintenance of Facilities | 5,500.00  | 5,500.00  |
| G-02386 | U.S. Postmaster                | Postage                   | 58.00     | 58.00     |
| G-02387 | City of Harrah Acct 02-0121-01 | Water & Garbage Services  | 61.12     | 61.12     |
| G-02388 | United Parcel Service          | Postage                   | 4.37      |           |
|         |                                | Postage                   | 349.28    | 353.65    |
| G-02389 | Todd Olberding                 | Telephone Services        | 46.88     | 46.88     |
| G-02390 | Alice Murphy                   | Supplies                  | 48.75     | 48.75     |
| G-02391 | Cheryl Pernell                 | Parking                   | 108.38    | 108.38    |
| G-02392 | Arts Council of Oklahoma City  | Programming Activities    | 500.00    | 500.00    |
| G-02393 | Walmart Community/GEGRB        | Programming Activities    | 117.45    |           |
|         |                                | Other Commodities         | 21.90     |           |
|         |                                | Programming Activities    | 49.38     |           |
|         |                                | Programming Activities    | 27.74     |           |
|         |                                | Programming Supplies      | 137.81    |           |
|         |                                | Programming Activities    | 34.76     |           |
|         |                                | Equipment                 | 43.97     | 433.01    |
| G-02394 | AVL Systems Design             | Capital Projects          | 2,500.00  | 2,500.00  |
| G-02395 | Pamela Buchanan                | Transportation            | 51.42     | 51.42     |
| G-02396 | Michaelle M Statham            | Programming Activities    | 45.00     | 45.00     |
| G-02397 | Star Lighting                  | Maintenance of Facilities | 358.40    | 358.40    |
| G-02398 | Amy Thomas                     | Professional Services     | 230.00    | 230.00    |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   |            | Amount     |
|---------|--------------------------------|---------------------------|------------|------------|
| G-02399 | Waste Connections of Oklahoma  | Garbage Services          | 679.00     |            |
|         |                                | Garbage Services          | 54.00      | 733.00     |
| G-02400 | Laura McMurtry                 | Telephone Services        | 35.00      |            |
|         |                                | Transportation            | 24.27      | 59.27      |
| G-02401 | Bob Hurley Ford LLC            | Motor Vehicles            | 40,222.00  | 40,222.00  |
| G-02402 | Buffi Rae Smith                | Programming Activities    | 50.00      | 50.00      |
| G-02403 | Greater Oklahoma City          | Memberships               | 250.00     | 250.00     |
| G-02404 | Securitas Security USA, Inc.   | Security Services         | 6,203.42   |            |
|         |                                | Security Services         | 1,342.07   |            |
|         |                                | Security Services         | 646.85     | 8,192.34   |
| G-02405 | Brandy Haynes                  | Programming Activities    | 80.00      | 80.00      |
| G-02406 | Cisco Systems Capital CRP      | Automation                | 838.10     | 838.10     |
| G-02407 | Vickie Saxton                  | Transportation            | 33.45      |            |
|         |                                | Programming Activities    | 43.34      |            |
|         |                                | Supplies                  | 21.66      | 98.45      |
| G-02408 | Juggle Whatever                | Programming Activities    | 35.00      | 35.00      |
| G-02409 | Susan Urban                    | Memberships               | 53.00      | 53.00      |
| G-02410 | Maria Watkins                  | Transportation            | 47.19      | 47.19      |
| G-02411 | One Call Now                   | Automation Contractual    | 914.94     | 914.94     |
| G-02412 | Smith Lighting Sales, Inc.     | Capital Projects          | 2,234.40   | 2,234.40   |
| G-02413 | Trane Co.                      | Maintenance of Facilities | 233.21     | 233.21     |
| G-02414 | Kone Inc                       | Maintenance of Facilities | 209.00     | 209.00     |
| G-02415 | Lloyd Lovely                   | Telephone Services        | 40.00      |            |
|         |                                | Transportation            | 83.17      | 123.17     |
| G-02416 | Smart Technologies             | Automation Contractual    | 110.00     | 110.00     |
| G-02417 | Erika Collins Sterling         | Maintenance of Facilities | 416.50     | 416.50     |
| G-02418 | Global Industrial Equipment    | Programming               | 169.60     | 169.60     |
| G-02419 | Personalized Prevention        | Professional Services     | 707.00     | 707.00     |
| G-02420 | R. Justin Herwig               | Telephone Services        | 35.00      | 35.00      |
| G-02421 | Sheldon Beach                  | Parking                   | 108.38     | 108.38     |
| G-02422 | Chris Kennedy                  | Travel Expense            | 77.11      |            |
|         |                                | Transportation            | 65.83      | 142.94     |
| G-02423 | Jennifer I. Jones              | Programming Activities    | 11.57      | 11.57      |
| G-02424 | Shoplet                        | Supplies                  | 163.97     | 163.97     |
| G-02425 | Derick Brock                   | Programming Activities    | 275.00     | 275.00     |
| G-02426 | Bank of Oklahoma               | Payroll Transmittal-Chks  | 30,623.44  |            |
|         |                                | Payroll Transmittal-Chks  | 12,356.68  |            |
|         |                                | Payroll Transmittal-Chks  | 110.00     | 43,090.12  |
| G-02427 | Bank of Oklahoma               | Federal Withholding Tax   | 58,270.85  |            |
|         |                                | Federal Withholding Tax   | 4,167.00   | 62,437.85  |
| G-02428 | Oklahoma Tax Commission        | State Withholding Tax     | 17,618.00  |            |
|         |                                | State Withholding Tax     | 841.00     | 18,459.00  |
| G-02429 | Mun. Employees Credit Union    | Employee Cr Union Deducts | 11,493.47  |            |
|         |                                | Employee Cr Union Deducts | 87.50      | 11,580.97  |
| G-02430 | United Way of Central Oklahoma | Employee Deductions       | 610.32     |            |
|         |                                | Employee Deductions       | 50.00      | 660.32     |
| G-02431 | Clerk, U.S. District           | Employee Deductions       | 246.31     | 246.31     |
| G-02432 | Works & Lentz, Inc.            | Employee Deductions       | 257.32     | 257.32     |
| G-02433 | Mutual Assurance               | Employee Deductions       | 175.00     | 175.00     |
| G-02434 | Bank of America                | Payroll Transmittal-DDep  | 318,764.20 |            |
|         |                                | Payroll Transmittal-DDep  | 52,683.42  |            |
|         |                                | Payroll Transmittal-DDep  | 825.00     | 372,272.62 |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   |            | Amount     |
|---------|--------------------------------|---------------------------|------------|------------|
| G-02435 | Nationwide Retirement Solution | Employee Deductions       | 5,630.32   | 5,630.32   |
| G-02436 | Transamerica Life Insurance Co | Employee Deductions       | 321.84     | 321.84     |
| G-02437 | Bank of Okla-Institutional     | Employee Contrib -- DB PI | 3,771.50   | 3,771.50   |
| G-02438 | Bank of Oklahoma               | Employee Flexplan Deposit | 33,774.80  | 33,774.80  |
| G-02439 | Bank of Oklahoma               | Employee Soc/Sec Deposits | 32,140.71  |            |
|         |                                | Employee Soc/Sec Deposits | 4,802.91   |            |
|         |                                | Employee Medicare Deposit | 7,786.78   |            |
|         |                                | Employee Medicare Deposit | 1,123.27   |            |
|         |                                | Employer Soc/Sec Deposits | 36,943.77  |            |
|         |                                | Employer Medicare Deposit | 8,910.11   | 91,707.55  |
| G-02440 | MassMutual Financial Group     | Employee Contrib -- DC PI | 20,206.83  |            |
|         |                                | Employer Contrib -- DC PI | 36,217.37  | 56,424.20  |
| G-02441 | Love, Beal & Nixon, P.C.       | Employee Deductions       | 296.22     | 296.22     |
| G-02442 | Pioneer Credit Recovery        | Employee Deductions       | 192.27     | 192.27     |
| G-02443 | Robinson & Hoover              | Employee Deductions       | 179.03     | 179.03     |
| G-02444 | ODHS Oklahoma Centralized      | Employee Deductions       | 484.28     | 484.28     |
| G-02445 | FISHER & FISHER                | Employee Deductions       | 100.00     | 100.00     |
| G-02446 | Administrative Services        | Employee Deductions       | 1,520.77   | 1,520.77   |
| G-02447 | UNUM Life Insurance            | Employee Deductions       | 1,320.70   |            |
|         |                                | Employee Deductions       | 37.30      | 1,358.00   |
| G-02448 | Baker & Taylor Books           | Materials                 | 2,958.11   | 2,958.11   |
| G-02449 | Infobase Learning              | Materials                 | 13,900.85  | 13,900.85  |
| G-02450 | Recorded Books, LLC            | Materials                 | 875.25     | 875.25     |
| G-02451 | Thorndike/Gale Group           | Materials                 | 705.84     | 705.84     |
| G-02452 | Mutual Assurance               | Grp Life AD&D Ins Prm-DEC | 50,035.92  | 50,035.92  |
| G-02453 | Library Video Co.              | Materials                 | 239.80     | 239.80     |
| G-02454 | Taylor and Francis/CRC Press   | Materials                 | 1,141.99   | 1,141.99   |
| G-02455 | Blackstone Audio Books         | Materials                 | 3,249.86   | 3,249.86   |
| G-02456 | Random House, Inc              | Materials                 | 678.00     | 678.00     |
| G-02457 | Brilliance Corporation         | Materials                 | 744.75     | 744.75     |
| G-02458 | Ingram Library Service         | Materials                 | 1,355.05   | 1,355.05   |
| G-02459 | Audio Editions                 | Materials                 | 1,908.05   | 1,908.05   |
| G-02460 | OverDrive, Inc.                | Materials                 | 5,738.41   | 5,738.41   |
| G-02461 | Findaway World, LLC            | Materials                 | 6,244.06   | 6,244.06   |
| G-02462 | Metro Parking Garage           | Parking                   | 20.50      | 20.50      |
| G-02463 | AV Cafe Inc                    | Materials                 | 556.06     | 556.06     |
| G-02464 | Vision Service Plan of         | Grp Vision Ins Prem-Dec.  | 2,726.99   | 2,726.99   |
| G-02465 | Baker & Taylor Books           | Materials                 | 2,301.83   | 2,301.83   |
| G-02466 | Baker & Taylor Entertainment   | Materials                 | 480.94     |            |
|         |                                | Materials                 | 3,488.84   | 3,969.78   |
| G-02467 | Metropolitan Library System    | Grp Hlth/Dtl Ins Prem-DEC | 169,778.73 | 169,778.73 |
| G-02468 | Midwest Tape                   | Materials                 | 239.96     | 239.96     |
| G-02469 | Christian Book Distributors    | Books & Materials         | 221.64     |            |
|         |                                | Books & Materials         | 55.47      | 277.11     |
| G-02470 | Baker & Taylor Books           | Materials                 | 1,190.74   |            |
|         |                                | Materials                 | 747.63     |            |
|         |                                | Materials                 | 1,189.82   |            |
|         |                                | Materials                 | 6,502.86   |            |
|         |                                | Materials                 | 2,155.13   |            |
|         |                                | Materials                 | 8,845.08   | 20,631.26  |
| G-02471 | Baker & Taylor Books           | Materials                 | 931.76     |            |
|         |                                | Materials                 | 2,833.88   |            |

\*\* Continued \*\*

General Fund F.Y. 13-14

**Warrant Register**

December 2013

| Number  | Vendor/Payee                  | Purpose                   | Amount   | Amount   |
|---------|-------------------------------|---------------------------|----------|----------|
|         | ** Continued **               |                           |          |          |
| G-02471 | Baker & Taylor Books          | Materials                 | 2,609.70 |          |
|         |                               | Materials                 | 942.80   | 7,318.14 |
| G-02472 | Baker & Taylor Books          | Materials                 | 1,644.77 | 1,644.77 |
| G-02473 | Baker & Taylor Entertainment  | Materials                 | 619.28   | 619.28   |
| G-02474 | Mackin                        | Materials                 | 35.14    | 35.14    |
| G-02475 | UNUM Life Insurance           | Grp LTC Insurance Prm-Dec | 1,443.00 | 1,443.00 |
| G-02476 | Chase Card Services           | Automation Contractual    | 1.00     |          |
|         |                               | Travel Expenses           | 1.00     |          |
|         |                               | Travel Expenses           | 1.00     |          |
|         |                               | Telephone Services        | 1.00     |          |
|         |                               | Automation Contractual    | 1.00     |          |
|         |                               | Telephone Services        | 1.00     |          |
|         |                               | Maintenance of Facilities | 1.00     |          |
|         |                               | Programming               | 1.00     |          |
|         |                               | Supplies                  | 1.00     |          |
|         |                               | Programming               | 1.00     |          |
|         |                               | Programming               | 1.00     |          |
|         |                               | Programming               | 1.00     |          |
|         |                               | Supplies                  | 1.00     |          |
|         |                               | Automation                | 1.00     |          |
|         |                               | Automation                | 1.00     |          |
|         |                               | Supplies                  | 1.00     |          |
|         |                               | Programming               | 1.00     |          |
|         |                               | Supplies                  | 1.00     |          |
|         |                               | Printing Supplies         | 1.00     |          |
|         |                               | Professional Services     | 1.00     |          |
|         |                               | Motor Vehicles            | 39.47    |          |
|         |                               | Postage                   | 1.00     | 60.47    |
| G-02477 | Bradford Industrial Supply    | Maintenance of Facilities | 22.45    | 22.45    |
| G-02478 | Grainger                      | Maintenance of Facilities | 1,040.75 | 1,040.75 |
| G-02479 | O G & E                       | Electrical Services       | 1,866.92 |          |
|         |                               | Electrical Services       | 888.62   |          |
|         |                               | Electrical Services       | 3,943.78 |          |
|         |                               | Electrical Services       | 124.15   |          |
|         |                               | Electrical Services       | 1,310.72 | 8,134.19 |
| G-02480 | Oklahoma Natural Gas Co.      | Gas Services              | 418.02   |          |
|         |                               | Gas Services              | 33.61    | 451.63   |
| G-02481 | City of Bethany               | Water & Garbage Services  | 121.41   | 121.41   |
| G-02482 | City of Oklahoma City         | Water & Garbage Services  | 174.12   |          |
|         |                               | Water & Garbage Services  | 193.84   |          |
|         |                               | Water & Garbage Services  | 320.22   | 688.18   |
| G-02483 | City of the Village           | Water & Garbage Services  | 91.41    | 91.41    |
| G-02484 | Southwestern Stationers, Inc. | Supplies                  | 39.39    |          |
|         |                               | Supplies                  | 459.85   |          |
|         |                               | Supplies                  | 37.70    | 536.94   |
| G-02485 | Locke Supply Co.              | Maintenance of Facilities | 35.88    |          |
|         |                               | Maintenance of Facilities | 1.29     |          |
|         |                               | Maintenance of Facilities | 15.85    |          |
|         |                               | Maintenance of Facilities | 162.89   |          |
|         |                               | Maintenance of Facilities | 22.90    | 238.81   |
| G-02486 | Tech-Lock                     | Maintenance of Facilities | 158.00   | 158.00   |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                 | Purpose                   |          | Amount   |
|---------|------------------------------|---------------------------|----------|----------|
| G-02487 | Emsco Electric Supply        | Maintenance of Facilities | 18.95    | 18.95    |
| G-02488 | Demco                        | Supplies                  | 144.00   |          |
|         |                              | Furniture                 | 1,340.00 |          |
|         |                              | Furniture                 | 3,908.00 |          |
|         |                              | Supplies                  | 98.58    | 5,490.58 |
| G-02489 | Gaylord Bros.                | Supplies                  | 458.50   |          |
|         |                              | Supplies                  | 23.03    | 481.53   |
| G-02490 | Hewlett-Packard Co.          | Automation Contractual    | 7,107.10 | 7,107.10 |
| G-02491 | AT&T                         | Telephone Services        | 659.91   |          |
|         |                              | Telephone Services        | 806.19   |          |
|         |                              | Telephone Services        | 707.31   | 2,173.41 |
| G-02492 | City of Edmond               | Electrical Services       | 3,596.78 | 3,596.78 |
| G-02493 | Baker & Taylor Books         | Materials                 | 303.79   | 303.79   |
| G-02494 | ALA Order Fulfillment        | Supplies                  | 95.00    | 95.00    |
| G-02495 | American Library Association | Memberships               | 648.00   | 648.00   |
| G-02496 | Maintenance Connection       | Maintenance of Facilities | 396.00   | 396.00   |
| G-02497 | Barbara Beasley              | Other Commodities         | 29.67    |          |
|         |                              | Supplies                  | 23.01    | 52.68    |
| G-02498 | Keystone Tape & Label, Inc.  | Supplies                  | 523.82   | 523.82   |
| G-02499 | Recorded Books, LLC          | Materials                 | 1,460.74 | 1,460.74 |
| G-02500 | Denyvetta Davis              | Transportation            | 147.19   | 147.19   |
| G-02501 | JoNita Normore               | Transportation            | 7.12     | 7.12     |
| G-02502 | Ebrahim Ejtehad              | Programming Activities    | 19.84    | 19.84    |
| G-02503 | Independent Stationers       | Supplies                  | 1,863.97 |          |
|         |                              | Supplies                  | 982.80   |          |
|         |                              | Supplies                  | 36.74    | 2,883.51 |
| G-02504 | Full Circle Bookstore        | Programming Activities    | 923.76   | 923.76   |
| G-02505 | Commercial Concepts, Inc.    | Maintenance of Facilities | 3,568.50 | 3,568.50 |
| G-02506 | Joan Kendall                 | Supplies                  | 5.48     |          |
|         |                              | Postage                   | 27.60    | 33.08    |
| G-02507 | Jonathan Willis              | Telephone Services        | 35.00    | 35.00    |
| G-02508 | Diane Sarantakos             | Travel Expenses           | 20.00    | 20.00    |
| G-02509 | Linda Hyams                  | Telephone Services        | 35.00    | 35.00    |
| G-02510 | Blackstone Audio Books       | Materials                 | 240.00   | 240.00   |
| G-02511 | Cheryll Jones                | Programming Activities    | 48.74    |          |
|         |                              | Transportation            | 14.01    | 62.75    |
| G-02512 | OCLC, Inc.                   | Network Catalog Services  | 4,120.09 | 4,120.09 |
| G-02513 | Brilliance Corporation       | Materials                 | 317.82   | 317.82   |
| G-02514 | Hobby Lobby                  | Programming Activities    | 41.82    |          |
|         |                              | Programming Activities    | 2.98     | 44.80    |
| G-02515 | Phyllis Davidson             | Transportation            | 15.11    |          |
|         |                              | Supplies                  | 2.58     | 17.69    |
| G-02516 | Julie Ballou                 | Professional Services     | 230.00   | 230.00   |
| G-02517 | Candace McDaniel             | Equipment                 | 17.33    | 17.33    |
| G-02518 | Lakeshore Learning Materials | Programming               | 191.98   |          |
|         |                              | Programming Activities    | 18.99    | 210.97   |
| G-02519 | OverDrive, Inc.              | Materials                 | 3,000.00 | 3,000.00 |
| G-02520 | AV Cafe Inc                  | Materials                 | 662.11   | 662.11   |
| G-02521 | Ingram Library Service       | Materials                 | 450.95   | 450.95   |
| G-02522 | Oklahoma Secretary of State  | Library-related Services  | 10.00    | 10.00    |
| G-02523 | Meghan Attalla               | Programming Activities    | 31.32    | 31.32    |
| G-02524 | Center Point Large Print     | Materials                 | 3,156.36 | 3,156.36 |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   |              | Amount       |
|---------|--------------------------------|---------------------------|--------------|--------------|
| G-02525 | Anita Roesler                  | Transportation            | 45.09        | 45.09        |
| G-02526 | Atlas Business Solutions, Inc. | Automation Contractual    | 750.00       | 750.00       |
| G-02527 | Evans Hardware                 | Maintenance of Facilities | 10.37        | 10.37        |
| G-02528 | Southwest Paper - OKC          | Maintenance Supplies      | 1,148.00     | 1,148.00     |
| G-02529 | Steve's Wholesale Distributors | Maintenance of Facilities | 121.86       |              |
|         |                                | Maintenance of Facilities | 169.78       | 291.64       |
| G-02530 | OPUBCO Communications Group    | Other Library Related Svc | 708.87       | 708.87       |
| G-02531 | Bank of America                | Library-related Services  | 248.64       | 248.64       |
| G-02532 | Bank of Okla-Institutional     | Employees' Retirement     | 1,130,104.00 | 1,130,104.00 |
| G-02533 | U.S. Postmaster                | Postage                   | 58.00        | 58.00        |
| G-02534 | MAC Systems, Inc.              | Maintenance of Facilities | 159.00       |              |
|         |                                | Maintenance of Facilities | 36.00        | 195.00       |
| G-02535 | Novalco, Inc                   | Maintenance of Facilities | 187.50       | 187.50       |
| G-02536 | City of Edmond                 | Water & Garbage Services  | 457.22       | 457.22       |
| G-02537 | Sally Gray                     | Programming Activities    | 45.13        | 45.13        |
| G-02538 | Amazon/GE Money Bank           | Supplies                  | 44.99        |              |
|         |                                | Programming               | 871.08       |              |
|         |                                | Automation                | 175.18       |              |
|         |                                | Programming               | 31.94        |              |
|         |                                | Supplies                  | 53.09        |              |
|         |                                | Automation                | 453.90       |              |
|         |                                | Programming               | 105.82       |              |
|         |                                | Supplies                  | 399.54       | 2,135.54     |
| G-02539 | First Advantage                | Professional Services     | 34.00        | 34.00        |
| G-02540 | United Parcel Service          | Postage                   | 439.73       | 439.73       |
| G-02541 | John Wood                      | Telephone Services        | 50.00        | 50.00        |
| G-02542 | Shren Sylvester                | Other Commodities         | 4.88         | 4.88         |
| G-02543 | Devin McGhee                   | Other Commodities         | 77.90        | 77.90        |
| G-02544 | World Book School & Library    | Materials                 | 8,726.00     | 8,726.00     |
| G-02545 | Frates Insurance               | Insurance                 | 30.00        | 30.00        |
| G-02546 | Ann Meeks                      | Programming Activities    | 10.78        | 10.78        |
| G-02547 | Alice Murphy                   | Supplies                  | 81.25        |              |
|         |                                | Programming Activities    | 225.16       | 306.41       |
| G-02548 | Baker & Taylor Entertainment   | Materials                 | 5,031.94     | 5,031.94     |
| G-02549 | Todd Podzemny                  | Programming Activities    | 33.77        |              |
|         |                                | Postage                   | 40.92        | 74.69        |
| G-02550 | LaVetta Kinsey Dent            | Supplies                  | 49.80        | 49.80        |
| G-02551 | Walmart Community/GECRB        | Programming Activities    | 54.72        |              |
|         |                                | Other Commodities         | 29.68        | 84.40        |
| G-02552 | Construction Building          | Maintenance of Facilities | 1,333.00     | 1,333.00     |
| G-02553 | John L. Hilbert                | Programming Activities    | 84.62        | 84.62        |
| G-02554 | Preston Bell                   | Transportation            | 50.00        | 50.00        |
| G-02555 | Pamela Buchanan                | Telephone Services        | 35.00        | 35.00        |
| G-02556 | Aaron Bluit                    | Transportation            | 168.77       | 168.77       |
| G-02557 | Fire Suppression Specialist, L | Maintenance of Facilities | 601.00       |              |
|         |                                | Maintenance of Facilities | 55.00        | 656.00       |
| G-02558 | Donna Morris                   | Transportation            | 450.00       | 450.00       |
| G-02559 | Emily Canniff                  | Maintenance of Facilities | 10.30        |              |
|         |                                | Other Commodities         | 48.93        | 59.23        |
| G-02560 | Engineered Equipment Inc.      | Maintenance of Facilities | 234.50       | 234.50       |
| G-02561 | Denesa Bennett                 | Transportation            | 17.80        | 17.80        |
| G-02562 | Marquis Who's Who              | Materials                 | 1,079.55     | 1,079.55     |



General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                 | Purpose                   |           | Amount    |
|---------|------------------------------|---------------------------|-----------|-----------|
| G-02563 | Star Lighting                | Maintenance of Facilities | 63.00     | 63.00     |
| G-02564 | John Utley                   | Telephone Services        | 35.00     |           |
|         |                              | Transportation            | 17.40     | 52.40     |
| G-02565 | Rondia K. Banks              | Memberships               | 90.00     | 90.00     |
| G-02566 | Sunbelt Data Systems Inc     | Supplies                  | 6,290.75  | 6,290.75  |
| G-02567 | Edie Daniel                  | Programming Activities    | 55.91     |           |
|         |                              | Programming Activities    | 42.23     | 98.14     |
| G-02568 | Worth Hydrochem of Oklahoma  | Maintenance of Facilities | 232.00    | 232.00    |
| G-02569 | Morrison Supply Company      | Maintenance of Facilities | 29.62     |           |
|         |                              | Maintenance of Facilities | 130.00    | 159.62    |
| G-02570 | Christian Book Distributors  | Books & Materials         | 164.78    | 164.78    |
| G-02571 | Baker & Taylor Books         | Materials                 | 704.23    |           |
|         |                              | Materials                 | 958.18    |           |
|         |                              | Materials                 | 363.92    | 2,026.33  |
| G-02572 | Baker & Taylor Books         | Materials                 | 688.67    |           |
|         |                              | Materials                 | 55.40     | 744.07    |
| G-02573 | Baker & Taylor Books         | Materials                 | 128.46    | 128.46    |
| G-02574 | Trak-1 Technology, Inc.      | Professional Services     | 75.12     | 75.12     |
| G-02575 | Meaghan Hunt Wilson          | Programming Activities    | 71.90     |           |
|         |                              | Supplies                  | 16.78     |           |
|         |                              | Programming Activities    | 27.98     |           |
|         |                              | Supplies                  | 17.99     | 134.65    |
| G-02576 | Chase Card Services          | Books & Materials         | 90.00     | 90.00     |
| G-02577 | Eric King                    | Supplies                  | 85.45     | 85.45     |
| G-02578 | David Newyear                | Transportation            | 37.12     | 37.12     |
| G-02579 | Conrad Doty                  | Maintenance of Facilities | 12.96     | 12.96     |
| G-02580 | Kone Inc                     | Maintenance of Facilities | 975.00    | 975.00    |
| G-02581 | COTPA-Sheridan & Walker      | Parking                   | 500.00    | 500.00    |
| G-02582 | Veolia Energy Oklahoma City, | Trigen Energy Services    | 9,377.52  | 9,377.52  |
| G-02583 | Diane Sharp                  | Programming Activities    | 18.15     | 18.15     |
| G-02584 | Global Industrial Equipment  | Furniture                 | 713.31    | 713.31    |
| G-02585 | Joe H Shelton                | Programming Activities    | 30.45     | 30.45     |
| G-02586 | Baker & Taylor Entertainment | Materials                 | 2,941.70  | 2,941.70  |
| G-02587 | R. Justin Herwig             | Transportation            | 69.83     | 69.83     |
| G-02588 | Picture This Photography     | Programming Activities    | 1,465.50  | 1,465.50  |
| G-02589 | Anna Todd                    | Transportation            | 27.12     | 27.12     |
| G-02590 | Mary J. Sholly               | Transportation            | 90.57     | 90.57     |
| G-02591 | Chris Kennedy                | Other Commodities         | 200.00    | 200.00    |
| G-02592 | Regina Fields                | Maintenance of Facilities | 13.48     | 13.48     |
| G-02593 | Knoll, Inc.                  | Furniture                 | 129.58    |           |
|         |                              | Furniture                 | 2,478.60  | 2,608.18  |
| G-02594 | Shoplet                      | Supplies                  | 131.66    |           |
|         |                              | Maintenance Supplies      | 165.80    | 297.46    |
| G-02595 | City of Del City             | Rent of Library Buildings | 400.00    | 400.00    |
| G-02596 | O G & E                      | Electrical Services       | 581.45    |           |
|         |                              | Electrical Services       | 10,862.16 |           |
|         |                              | Electrical Services       | 2,555.06  |           |
|         |                              | Electrical Services       | 1,796.10  |           |
|         |                              | Electrical Services       | 937.84    | 16,732.61 |
| G-02597 | Oklahoma Natural Gas Co.     | Gas Services              | 525.52    |           |
|         |                              | Gas Services              | 395.29    |           |
|         |                              | Gas Services              | 385.10    |           |

\*\* Continued \*\*

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   | Amount   |          |
|---------|--------------------------------|---------------------------|----------|----------|
|         | ** Continued **                |                           |          |          |
| G-02597 | Oklahoma Natural Gas Co.       | Gas Services              | 242.35   |          |
|         |                                | Gas Services              | 89.28    | 1,637.54 |
| G-02598 | City of Oklahoma City          | Water & Garbage Services  | 607.47   |          |
|         |                                | Water & Garbage Services  | 56.35    | 663.82   |
| G-02599 | Southwestern Stationers, Inc.  | Supplies                  | 16.99    |          |
|         |                                | Supplies                  | 211.91   |          |
|         |                                | Supplies                  | 61.58    | 290.48   |
| G-02600 | Locke Supply Co.               | Maintenance of Facilities | 20.67    |          |
|         |                                | Maintenance of Facilities | 78.98    |          |
|         |                                | Maintenance of Facilities | 57.26    |          |
|         |                                | Maintenance of Facilities | 20.38    |          |
|         |                                | Maintenance of Facilities | 141.61   |          |
|         |                                | Maintenance of Facilities | 103.72   | 422.62   |
| G-02601 | Tech-Lock                      | Maintenance of Facilities | 3.00     | 3.00     |
| G-02602 | Emsco Electric Supply          | Maintenance of Facilities | 43.02    | 43.02    |
| G-02603 | Gaylord Bros.                  | Equipment                 | 575.52   |          |
|         |                                | Furniture                 | 227.83   | 803.35   |
| G-02604 | The University of Oklahoma     | Printinig/Printing Supply | 3,800.00 | 3,800.00 |
| G-02605 | City of Warr Acres             | Water & Garbage Services  | 51.95    | 51.95    |
| G-02606 | TDS Telecom                    | Telephone Services        | 597.22   | 597.22   |
| G-02607 | Thomson Reuters-West           | Periodicals & Subscript   | 516.96   | 516.96   |
| G-02608 | Scott Rice Co. - OKC           | Furniture                 | 885.01   | 885.01   |
| G-02609 | Harvey Janitorial Sales, Inc.  | Supplies                  | 1,521.88 |          |
|         |                                | Supplies                  | 1,317.85 | 2,839.73 |
| G-02610 | Mutual Assurance               | Group Insurance           | 382.00   | 382.00   |
| G-02611 | Independent Stationers         | Supplies                  | 6.80     |          |
|         |                                | Supplies                  | 32.40    |          |
|         |                                | Printing Supplies         | 172.34   | 211.54   |
| G-02612 | Scott's Printing & Copying     | Printing/Printing Supply  | 2,517.74 | 2,517.74 |
| G-02613 | Dale Carnegie Training of Okla | Professional Services     | 1,995.00 | 1,995.00 |
| G-02614 | Walker Companies               | Programming Activities    | 18.95    | 18.95    |
| G-02615 | Employment Technologies Corp   | Professional Services     | 700.00   | 700.00   |
| G-02616 | ALA-PLA 2014                   | Professional Services     | 230.00   | 230.00   |
| G-02617 | Fuelman                        | Gasoline                  | 2,864.11 |          |
|         |                                | Vehicle Parts & Repairs   | 148.47   |          |
|         |                                | Vehicle Parts & Repairs   | 360.70   |          |
|         |                                | Vehicle Parts & Repairs   | 77.16    | 3,450.44 |
| G-02618 | Aqualife Aquarium Systems, Inc | Maintenance of Facilities | 98.50    | 98.50    |
| G-02619 | Susan Pierce                   | Programming Activities    | 1,400.00 |          |
|         |                                | Programming Activities    | 200.00   |          |
|         |                                | Programming Activities    | 448.00   | 2,048.00 |
| G-02620 | Angela Thornton                | Transportation            | 52.04    | 52.04    |
| G-02621 | Cox Media Oklahoma City        | Library-related Services  | 3,220.00 | 3,220.00 |
| G-02622 | Evans Hardware                 | Maintenance of Facilities | 12.79    | 12.79    |
| G-02623 | CDW Government, Inc.           | Supplies                  | 296.06   | 296.06   |
| G-02624 | Debra Jackson                  | Transportation            | 13.48    | 13.48    |
| G-02625 | Southwest Paper - OKC          | Supplies                  | 1,296.00 | 1,296.00 |
| G-02626 | Sharon A. Nolan                | Programming Activities    | 44.97    |          |
|         |                                | Programming Activities    | 19.44    |          |
|         |                                | Programming Activites     | 16.23    |          |
|         |                                | Programming Activities    | 36.33    |          |

\*\* Continued \*\*

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                      | Amount   | Amount    |
|---------|--------------------------------|------------------------------|----------|-----------|
|         | ** Continued **                |                              |          |           |
| G-02626 | Sharon A. Nolan                | Programming Activities       | 83.78    |           |
|         |                                | Programming Activities       | 25.96    | 226.71    |
| G-02627 | Mailing Services -134730000    | Printing/Printing Supply     | 226.22   | 226.22    |
| G-02628 | MAC Systems, Inc.              | Maintenance of Facilities    | 237.00   | 237.00    |
| G-02629 | Envisionware                   | Automation Contractual       | 6,228.60 | 6,228.60  |
| G-02630 | Amazon/GE Money Bank           | Supplies                     | 38.39    |           |
|         |                                | Supplies                     | 261.33   | 299.72    |
| G-02631 | Lori Piccolo                   | Supplies                     | 4.12     |           |
|         |                                | Transportation               | 16.27    | 20.39     |
| G-02632 | United Parcel Service          | Postage                      | 429.45   | 429.45    |
| G-02633 | Oklahoma Press Service         | Library-Related Services     | 106.10   | 106.10    |
| G-02634 | Andrew N. Soliven              | Transportation               | 43.84    |           |
|         |                                | Transportation               | 35.71    | 79.55     |
| G-02635 | Frates Insurance               | Auto Insurance               | 1,294.00 | 1,294.00  |
| G-02636 | Daniel Fields                  | Programming Activities       | 35.38    |           |
|         |                                | Programming Activities       | 29.77    | 65.15     |
| G-02637 | Walmart Community/GECRB        | Programming Activities       | 81.42    |           |
|         |                                | Programming Activities       | 10.11    | 91.53     |
| G-02638 | The Meadows                    | Library-related Services     | 45.00    | 45.00     |
| G-02639 | Imagenation Promotional Group  | Other Commodities            | 1,813.87 | 1,813.87  |
| G-02640 | Thomas P. Gallagher            | Transportation               | 25.00    | 25.00     |
| G-02641 | Metro Monitor, Inc.            | Library-related Services     | 95.00    | 95.00     |
| G-02642 | Engineered Equipment Inc.      | Maintenance of Facilities    | 111.96   | 111.96    |
| G-02643 | Phillip M. Mitchell            | Programming Activities       | 500.00   | 500.00    |
| G-02644 | SmithKor Investments LLC       | Rent of Library Buildings    | 7,171.88 | 7,171.88  |
| G-02645 | MSC Technologies               | Automation                   | 3,809.00 | 3,809.00  |
| G-02646 | Oklahoma City Police Dept.     | Maintenance of Facilities    | 65.00    | 65.00     |
| G-02647 | AT&T                           | Telephone Services           | 125.82   | 125.82    |
| G-02648 | Cox Communications, Inc.       | Telephone Services           | 12.58    | 12.58     |
| G-02649 | Securitas Security USA, Inc.   | Security Services            | 6,469.34 |           |
|         |                                | Security Services            | 1,342.07 |           |
|         |                                | Security Services            | 5,243.61 |           |
|         |                                | Security Services            | 1,113.54 |           |
|         |                                | Security Services            | 648.18   | 14,816.74 |
| G-02650 | Discount School Supply         | Programming                  | 141.67   | 141.67    |
| G-02651 | Sarah Abbasi                   | Transportation               | 48.08    |           |
|         |                                | Programming Activities       | 36.38    | 84.46     |
| G-02652 | Kone Inc                       | Maintenance of Facilities    | 975.00   | 975.00    |
| G-02653 | Lisa Bradley                   | Transportation               | 4.97     | 4.97      |
| G-02654 | Global Industrial Equipment    | Furniture, Fixture, & Equip. | 1,074.45 | 1,074.45  |
| G-02655 | Stacy Schrank                  | Transportation               | 132.67   | 132.67    |
| G-02656 | KOCB c/o WICS TV               | Library-related Services     | 1,730.00 | 1,730.00  |
| G-02657 | Tyler Outdoor Advertising, LLC | Library-related Services     | 2,830.00 | 2,830.00  |
| G-02658 | Chris Kennedy                  | Transportation               | 9.27     | 9.27      |
| G-02659 | ASIS International             | Memberships                  | 195.00   | 195.00    |
| G-02660 | Donna Hilton                   | Programming Activities       | 60.00    |           |
|         |                                | Programming Activities       | 60.00    | 120.00    |
| G-02661 | Baker & Taylor Books           | Materials                    | 464.69   | 464.69    |
| G-02662 | Recorded Books, LLC            | Materials                    | 60.97    | 60.97     |
| G-02663 | The Penworthy Co.              | Materials                    | 2,870.69 | 2,870.69  |
| G-02664 | Thorndike/Gale Group           | Materials                    | 1,597.31 | 1,597.31  |

General Fund F.Y. 13-14

**Warrant Register**

December 2013

| Number  | Vendor/Payee                   | Purpose                   |            | Amount     |
|---------|--------------------------------|---------------------------|------------|------------|
| G-02665 | Hal Leonard Corporation        | Materials                 | 134.85     | 134.85     |
| G-02666 | Library Video Co.              | Materials                 | 399.75     | 399.75     |
| G-02667 | Random House, Inc              | Materials                 | 873.75     | 873.75     |
| G-02668 | Brilliance Corporation         | Materials                 | 2,404.01   | 2,404.01   |
| G-02669 | Ingram Library Service         | Materials                 | 2,696.05   | 2,696.05   |
| G-02670 | OverDrive, Inc.                | Materials                 | 21,057.65  | 21,057.65  |
| G-02671 | Findaway World, LLC            | Materials                 | 14,168.55  | 14,168.55  |
| G-02672 | Capstone                       | Materials                 | 1,704.56   | 1,704.56   |
| G-02673 | Ingram Library Service         | Materials                 | 1,875.28   | 1,875.28   |
| G-02674 | Molly Griffis                  | Materials                 | 64.88      | 64.88      |
| G-02675 | Books in Motion                | Materials                 | 6.00       | 6.00       |
| G-02676 | Baker & Taylor Books           | Materials                 | 612.87     | 612.87     |
| G-02677 | Baker & Taylor Entertainment   | Materials                 | 642.33     |            |
|         |                                | Materials                 | 2,141.10   | 2,783.43   |
| G-02678 | The Great Courses              | Materials                 | 1,818.55   | 1,818.55   |
| G-02679 | Baker & Taylor Books           | Materials                 | 2,717.00   |            |
|         |                                | Materials                 | 2,281.63   |            |
|         |                                | Materials                 | 2,463.89   |            |
|         |                                | Materials                 | 2,035.43   | 9,497.95   |
| G-02680 | Baker & Taylor Books           | Materials                 | 2,039.33   |            |
|         |                                | Materials                 | 1,583.64   | 3,622.97   |
| G-02681 | Baker & Taylor Books           | Materials                 | 424.96     | 424.96     |
| G-02682 | Baker & Taylor Entertainment   | Materials                 | 444.62     | 444.62     |
| G-02683 | Bank of Oklahoma               | Payroll Transmittal-Chks  | 31,448.37  |            |
|         |                                | Payroll Transmittal-Chks  | 12,789.88  | 44,238.25  |
| G-02684 | Bank of Oklahoma               | Federal Withholding Tax   | 61,523.85  |            |
|         |                                | Federal Withholding Tax   | 4,653.00   | 66,176.85  |
| G-02685 | Oklahoma Tax Commission        | State Withholding Tax     | 18,528.00  |            |
|         |                                | State Withholding Tax     | 986.00     | 19,514.00  |
| G-02686 | Mun. Employees Credit Union    | Employee Cr Union Deducts | 11,493.47  |            |
|         |                                | Employee Cr Union Deducts | 87.50      | 11,580.97  |
| G-02687 | United Way of Central Oklahoma | Employee Deductions       | 610.32     |            |
|         |                                | Employee Deductions       | 50.00      | 660.32     |
| G-02688 | Clerk, U.S. District           | Employee Deductions       | 240.92     | 240.92     |
| G-02689 | Works & Lentz, Inc.            | Employee Deductions       | 251.74     | 251.74     |
| G-02690 | Bank of America                | Payroll Transmittal-DDep  | 335,390.41 |            |
|         |                                | Payroll Transmittal-DDep  | 55,987.28  | 391,377.69 |
| G-02691 | Nationwide Retirement Solution | Employee Deductions       | 5,630.32   | 5,630.32   |
| G-02692 | Transamerica Life Insurance Co | Employee Deductions       | 321.84     | 321.84     |
| G-02693 | Bank of Okla-Institutional     | Employee Contrib -- DB PI | 3,747.05   | 3,747.05   |
| G-02694 | Bank of Oklahoma               | Employee Flexplan Deposit | 13,434.56  | 13,434.56  |
| G-02695 | Bank of Oklahoma               | Employee Soc/Sec Deposits | 31,357.87  |            |
|         |                                | Employee Soc/Sec Deposits | 5,020.34   |            |
|         |                                | Employee Medicare Deposit | 7,698.17   |            |
|         |                                | Employee Medicare Deposit | 1,174.16   |            |
|         |                                | Employer Soc/Sec Deposits | 36,378.30  |            |
|         |                                | Employer Medicare Deposit | 8,872.53   | 90,501.37  |
| G-02696 | MassMutual Financial Group     | Employee Contrib -- DC PI | 20,121.19  |            |
|         |                                | Employer Contrib -- DC PI | 36,056.06  | 56,177.25  |
| G-02697 | Love, Beal & Nixon, P.C.       | Employee Deductions       | 258.25     | 258.25     |
| G-02698 | Pioneer Credit Recovery        | Employee Deductions       | 191.71     | 191.71     |
| G-02699 | Robinson & Hoover              | Employee Deductions       | 225.45     | 225.45     |

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                    | Purpose                   |           | Amount    |
|---------|---------------------------------|---------------------------|-----------|-----------|
| G-02700 | ODHS Oklahoma Centralized       | Employee Deductions       | 484.28    | 484.28    |
| G-02701 | FISHER & FISHER                 | Employee Deductions       | 100.00    | 100.00    |
| G-02702 | Administrative Services         | Employee Deductions       | 1,520.50  | 1,520.50  |
| G-02703 | O G & E                         | Electrical Services       | 824.07    | 824.07    |
| G-02704 | Oklahoma Natural Gas Co.        | Gas Services              | 229.34    |           |
|         |                                 | Gas Services              | 952.40    |           |
|         |                                 | Gas Services              | 20.32     | 1,202.06  |
| G-02705 | City of Oklahoma City           | Water & Garbage Services  | 140.66    |           |
|         |                                 | Water & Garbage Services  | 73.22     | 213.88    |
| G-02706 | Demco                           | Supplies                  | 52.89     | 52.89     |
| G-02707 | AT&T                            | Telephone Services        | 136.38    | 136.38    |
| G-02708 | U.S. Postal Service             | Postage                   | 210.33    | 210.33    |
| G-02709 | Keystone Tape & Label, Inc.     | Printing/Printing Supply  | 799.56    | 799.56    |
| G-02710 | Oklahoma Genealogical Society   | Professional Services     | 35.00     | 35.00     |
| G-02711 | Randy Wayland                   | Other Commodities         | 86.90     | 86.90     |
| G-02712 | Spaces, Inc.                    | Furniture                 | 100.00    | 100.00    |
| G-02713 | Independent Stationers          | Supplies                  | 734.00    | 734.00    |
| G-02714 | Diane Sarantakos                | Other Commodities         | 33.09     | 33.09     |
| G-02715 | Oklahoma Gazette                | Library-related Services  | 1,616.00  | 1,616.00  |
| G-02716 | Cheryll Jones                   | Programming Activities    | 27.96     | 27.96     |
| G-02717 | Scott's Printing & Copying      | Printing/Printing Supply  | 1,279.96  |           |
|         |                                 | Printing/Printing Supply  | 1,363.72  | 2,643.68  |
| G-02718 | Ginger Waldrip                  | Programming Activities    | 100.00    | 100.00    |
| G-02719 | Vickie Ross                     | Supplies                  | 19.55     | 19.55     |
| G-02720 | Karen Casey                     | Programming Activities    | 12.64     |           |
|         |                                 | Programming Activities    | 67.56     |           |
|         |                                 | Programming Activities    | 38.96     |           |
|         |                                 | Programming Activities    | 6.76      |           |
|         |                                 | Programming Activities    | 16.73     |           |
|         |                                 | Programming Activities    | 27.23     |           |
|         |                                 | Programming Activities    | 76.76     | 246.64    |
| G-02721 | Oklahoma Building Services, Inc | Janitorial Services       | 25,688.98 |           |
|         |                                 | Janitorial Services       | 3,606.15  |           |
|         |                                 | Janitorial Services       | 3,411.67  |           |
|         |                                 | Pest Control Services     | 1,015.00  |           |
|         |                                 | Pest Control Service      | 450.00    |           |
|         |                                 | Pest Control Services     | 260.00    |           |
|         |                                 | Maintenance of Facilities | 135.00    | 34,566.80 |
| G-02722 | Batteries Sooner LLC            | Maintenance of Facilities | 63.92     | 63.92     |
| G-02723 | Heidi A. Port                   | Transportation            | 74.58     | 74.58     |
| G-02724 | Andrea Emmons                   | Programming Activities    | 91.82     | 91.82     |
| G-02725 | Amazon/GE Money Bank            | Supplies                  | 208.38    | 208.38    |
| G-02726 | Gregory Bennett                 | Transportation            | 18.98     | 18.98     |
| G-02727 | United Parcel Service           | Postage                   | 710.02    | 710.02    |
| G-02728 | John Wood                       | Telephone Services        | 50.00     | 50.00     |
| G-02729 | Daniel Fields                   | Programming Activities    | 88.39     | 88.39     |
| G-02730 | LaVetta Kinsey Dent             | Supplies                  | 91.66     | 91.66     |
| G-02731 | Walmart Community/GEGRB         | Other Commodities         | 49.15     |           |
|         |                                 | Programming Activities    | 65.36     |           |
|         |                                 | Programming Activities    | 20.95     | 135.46    |
| G-02732 | Darrie Breathwit                | Programming Activities    | 44.79     | 44.79     |
| G-02733 | Alexis Whitney                  | Programming Activities    | 41.14     |           |

\*\* Continued \*\*

General Fund F.Y. 13-14

Warrant Register

December 2013

| Number  | Vendor/Payee                 | Purpose                   | Amount   |          |
|---------|------------------------------|---------------------------|----------|----------|
|         | ** Continued **              |                           |          |          |
| G-02733 | Alexis Whitney               | Programming Activities    | 29.26    | 70.40    |
| G-02734 | Target Bank                  | Programming Activities    | 44.97    | 44.97    |
| G-02735 | Joshua Jordan                | Programming Activities    | 40.09    | 40.09    |
| G-02736 | Sarah Blaney                 | Library-related Service   | 20.38    | 20.38    |
| G-02737 | Ruth Harder                  | Supplies                  | 10.29    |          |
|         |                              | Postage                   | 18.40    | 28.69    |
| G-02738 | Vickie Saxton                | Transportation            | 16.39    |          |
|         |                              | Programming Activities    | 27.39    | 43.78    |
| G-02739 | David Newyear                | Supplies                  | 20.44    | 20.44    |
| G-02740 | Vanessa Spaeth               | Supplies                  | 40.96    | 40.96    |
| G-02741 | Lamar Companies              | Library-related Services  | 2,000.00 | 2,000.00 |
| G-02742 | Smart Technologies           | Automation Contractual    | 370.00   | 370.00   |
| G-02743 | Cheryl Coleman               | Programming Activities    | 43.33    | 43.33    |
| G-02744 | Lindsay Jones Egle           | Programming Activities    | 14.33    | 14.33    |
| G-02745 | Society for Human Resource   | Memberships               | 185.00   | 185.00   |
| G-02746 | City of Midwest City, Inc.   | Water & Garbage Services  | 279.39   | 279.39   |
| G-02747 | O G & E                      | Electrical Services       | 817.66   |          |
|         |                              | Electrical Services       | 141.90   |          |
|         |                              | Electrical Services       | 985.15   |          |
|         |                              | Electrical Services       | 94.34    | 2,039.05 |
| G-02748 | Oklahoma Natural Gas Co.     | Gas Services              | 153.03   |          |
|         |                              | Gas Services              | 105.05   |          |
|         |                              | Gas Services              | 636.06   | 894.14   |
| G-02749 | City of Oklahoma City        | Water & Garbage Services  | 40.00    | 40.00    |
| G-02750 | ABDO Publishing Company      | Materials                 | 2,994.86 | 2,994.86 |
| G-02751 | Recorded Books, LLC          | Materials                 | 487.80   | 487.80   |
| G-02752 | Thorndike/Gale Group         | Materials                 | 1,300.20 | 1,300.20 |
| G-02753 | Independent Stationers       | Supplies                  | 49.08    | 49.08    |
| G-02754 | Random House, Inc            | Materials                 | 122.50   | 122.50   |
| G-02755 | Brilliance Corporation       | Materials                 | 51.15    | 51.15    |
| G-02756 | Ingram Library Service       | Materials                 | 110.66   | 110.66   |
| G-02757 | Audio Editions               | Materials                 | 403.09   | 403.09   |
| G-02758 | ALA-PLA 2014                 | Professional Services     | 230.00   | 230.00   |
| G-02759 | AV Cafe Inc                  | Materials                 | 41.96    | 41.96    |
| G-02760 | Ingram Library Service       | Materials                 | 817.96   | 817.96   |
| G-02761 | Batteries Sooner LLC         | Maintenance of Facilities | 159.80   | 159.80   |
| G-02762 | OPUBCO Communications Group  | Library-related Services  | 76.55    | 76.55    |
| G-02763 | Dowell Parking Center        | Parking                   | 312.00   | 312.00   |
| G-02764 | Vater Office Furniture       | Furniture                 | 464.40   | 464.40   |
| G-02765 | United Parcel Service        | Postage                   | 3.65     | 3.65     |
| G-02766 | Baker & Taylor Entertainment | Materials                 | 587.52   | 587.52   |
| G-02767 | City of OK City Development  | Maintenance of Facilities | 324.50   | 324.50   |
| G-02768 | Star Lighting                | Maintenance of Facilities | 298.20   | 298.20   |
| G-02769 | Baker & Taylor Books         | Materials                 | 1,132.92 |          |
|         |                              | Materials                 | 3,015.12 |          |
|         |                              | Materials                 | 5,399.39 | 9,547.43 |
| G-02770 | Baker & Taylor Books         | Materials                 | 1,495.62 |          |
|         |                              | Materials                 | 3,223.81 | 4,719.43 |
| G-02771 | Baker & Taylor Books         | Materials                 | 609.10   | 609.10   |
| G-02772 | COTPA-Sheridan & Walker      | Parking                   | 1,162.00 |          |
|         |                              | Parking                   | 2,573.00 | 3,735.00 |

General Fund F.Y. 13-14

**Warrant Register**

December 2013

| <b>Number</b>                     | <b>Vendor/Payee</b>          | <b>Purpose</b> |          | <b>Amount</b>   |
|-----------------------------------|------------------------------|----------------|----------|-----------------|
| G-02773                           | Baker & Taylor Entertainment | Materials      | 246.72   | 246.72          |
| G-02774                           | Provantage                   | Automation     | 1,021.90 | 1,021.90        |
| G-02775                           | Knoll, Inc.                  | Furniture      | 7,619.93 | 7,619.93        |
| Total of FY 13-14 Warrants Issued |                              |                |          | \$ 3,489,572.37 |

General Fund F.Y. 12-13

**Warrant Register**

December 2013

| <b>Number</b>                     | <b>Vendor/Payee</b>      | <b>Purpose</b>    |           | <b>Amount</b> |
|-----------------------------------|--------------------------|-------------------|-----------|---------------|
| G-06476                           | Recorded Books, LLC      | Materials         | 50.40     | 50.40         |
| G-06477                           | Baker & Taylor Books     | Materials         | 27.11     | 27.11         |
| G-06478                           | AV Cafe Inc              | Materials         | 97.40     | 97.40         |
| G-06479                           | Ingram Library Service   | Materials         | 46.36     | 46.36         |
| G-06480                           | Baker & Taylor Books     | Materials         | 182.65    | 182.65        |
| G-06481                           | Chase Card Services      | Other Commodities | 214.00    | 214.00        |
| G-06482                           | Shawver & Son            | Automation        | 2,582.24  | 2,582.24      |
| G-06483                           | Cox Communications, Inc. | Capital Projects  | 10,207.96 | 10,207.96     |
| Total of FY 12-13 Warrants Issued |                          |                   |           | \$ 13,408.12  |



Special Funds

Warrant Register

December 2013

| Number  | Vendor/Payee                   | Purpose                   |           | Amount    |
|---------|--------------------------------|---------------------------|-----------|-----------|
| S-19306 | Susie M. Conduct               | Lost & Paid item Returned | 14.95     | 14.95     |
| S-19307 | Central Michigan University    | Books Lost Account        | 60.00     | 60.00     |
| S-19308 | O'Fallon Public Library        | Books Lost Account        | 14.95     | 14.95     |
| S-19309 | Ronnet R. Bryant               | Lost & Paid item Returned | 11.95     | 11.95     |
| S-19310 | Lance D. Redinger              | Lost & Paid item Returned | 3.00      | 3.00      |
| S-19311 | Christina G. Cummings          | Lost & Paid item Returned | 12.00     | 12.00     |
| S-19312 | Amber D. Tucker                | Lost & Paid item Returned | 3.00      | 3.00      |
| S-19313 | Rogelio Resendiz &/or Monica   | Lost & Paid item Returned | 16.05     | 16.05     |
| S-19314 | Gilbert R. Webb                | Lost & Paid item Returned | 5.95      | 5.95      |
| S-19315 | Axel J. Castillo &/or Rita     | Lost & Paid item Returned | 7.95      | 7.95      |
| S-19316 | Nneka D. Turley                | Lost & Paid item Returned | 26.00     | 26.00     |
| S-19317 | Nagesh Chopra                  | Lost & Paid item Returned | 8.95      | 8.95      |
| S-19318 | Gwen M. Hampton                | Lost & Paid item Returned | 6.00      | 6.00      |
| S-19319 | Christie R. Geis               | Lost & Paid item Returned | 9.75      | 9.75      |
| S-19320 | Standley Systems               | Copier Usage              | 230.60    |           |
|         |                                | Copier Usage              | 373.38    |           |
|         |                                | Copier Maintenance        | 6.38      |           |
|         |                                | Copier Maintenance        | 27.55     |           |
|         |                                | Copier Maintenance        | 6.04      |           |
|         |                                | Copier Maintenance        | 4.96      |           |
|         |                                | Copier Maintenance        | 24.15     |           |
|         |                                | Copier Maintenance        | 81.25     |           |
|         |                                | Copier Maintenance        | 24.05     |           |
|         |                                | Copier Maintenance        | 27.06     |           |
|         |                                | Copier Maintenance        | 28.31     |           |
|         |                                | Copier Maintenance        | 2.37      | 836.10    |
| S-19321 | Kiona Millirons                | 13/Friends/ After School  | 400.00    | 400.00    |
| S-19322 | Jennifer D. Rodgers            | Lost & Paid Item Returned | 8.95      | 8.95      |
| S-19323 | Nancy Avila                    | Lost & Paid Item Returned | 3.00      | 3.00      |
| S-19324 | Darin P. Hassell               | Lost & Paid Item Returned | 2.60      | 2.60      |
| S-19325 | Shawna J. Haworth              | Lost & Paid Item Returned | 4.20      | 4.20      |
| S-19326 | Samantha E. Power &/or Nicole  | Lost & Paid Item Returned | 11.25     | 11.25     |
| S-19327 | Dee Wu                         | Lost & Paid Item Returned | 9.95      | 9.95      |
| S-19328 | Otter D. Chuculate             | Lost & Paid Item Returned | 15.55     | 15.55     |
| S-19329 | Carson M. McCachern &/or       | Lost & Paid Item Returned | 12.15     | 12.15     |
| S-19330 | Ursula K. Urquhart &/or        | Lost & Paid Item Returned | 7.25      | 7.25      |
| S-19331 | Jose A. Escapa, Jr             | Lost & Paid Item Returned | 41.40     | 41.40     |
| S-19332 | Eliana A. Perez &/or Mandy A.  | Lost & Paid Item Returned | 6.95      | 6.95      |
| S-19333 | Ava A. Greene &/or Nicole J.   | Lost & Paid Item Returned | 9.10      | 9.10      |
| S-19334 | Nekishea N. Burkhalter         | Lost & Paid Item Returned | 3.95      | 3.95      |
| S-19335 | Hanna K. Hensley               | Lost & Paid Item Returned | 3.00      | 3.00      |
| S-19336 | Peter Hai Nguyen               | Lost & Paid Item Returned | 6.95      | 6.95      |
| S-19337 | Joanetta L. Parker             | Lost & Paid Item Returned | 3.00      | 3.00      |
| S-19338 | Lakrisha J. Hunt               | Lost & Paid Item Returned | 12.00     | 12.00     |
| S-19339 | Max E. Green &/or Cari Lee     | Lost & Paid Item Returned | 13.95     | 13.95     |
| S-19340 | Rebekah J. Schrader &/or Stacy | Lost & Paid Item Returned | 6.95      | 6.95      |
| S-19341 | Billie F. Canaday              | Lost & Paid Item Returned | 20.00     | 20.00     |
| S-19342 | Ruby A. Stout                  | Lost & Paid Item Returned | 3.00      | 3.00      |
| S-19343 | Jamie C. Miller                | Lost & Paid Item Returned | 11.95     | 11.95     |
| S-19344 | Metropolitan Library System    | Fines Account             | 40,000.00 | 40,000.00 |
| S-19345 | Barnes & Noble, Inc.           | 13/Friends/ Come Read     | 1,379.33  | 1,379.33  |
| S-19346 | Kiona Millirons                | 13/Friends/ After School  | 400.00    | 400.00    |

Special Funds

Warrant Register

December 2013

| Number                                 | Vendor/Payee                   | Purpose                   |          | Amount       |
|--|--------------------------------|---------------------------|----------|--------------|
| S-19347                                | Friday                         | 14/LET/Zinio              | 900.00   | 900.00       |
| S-19348                                | Oklahoma Gazette               | 14/LET/Zinio              | 2,674.00 | 2,674.00     |
| S-19350                                | Debra B. Logan                 | Lost & Paid Item Returned | 17.35    | 17.35        |
| S-19351                                | Victoria S. Perkins            | Lost & Paid Item Returned | 6.00     | 6.00         |
| S-19352                                | Tera K. Lyons                  | Lost & Paid Item Returned | 24.95    | 24.95        |
| S-19353                                | Amanda Harmer                  | Lost & Paid Item Returned | 6.95     | 6.95         |
| S-19354                                | Ray Farrell &/or Alyssa        | Lost & Paid Item Returned | 6.95     | 6.95         |
| S-19355                                | Sandra K. Wilson               | Lost & Paid Item Returned | 6.35     | 6.35         |
| S-19356                                | Joseph J. McElroy &.or Charity | Lost & Paid Item Returned | 3.45     | 3.45         |
| S-19358                                | Patricia D. Johnson            | Lost & Paid Item Returned | 19.84    | 19.84        |
| S-19359                                | Steve A. Carter                | Lost & Paid Item Returned | 19.50    | 19.50        |
| S-19360                                | Aleena Ali &/or Tayyaba Ali    | Lost & Paid Item Returned | 15.85    | 15.85        |
| S-19361                                | Alyssa C. Brown                | Lost & Paid Item Returned | 9.00     | 9.00         |
| S-19362                                | Dora M. Herndon &/or Katherine | Lost & Paid Item Returned | 13.35    | 13.35        |
| S-19363                                | Jessica Woods                  | Lost & Paid Item Returned | 16.95    | 16.95        |
| S-19364                                | Laura A. Oak                   | Lost & Paid Item Returned | 19.15    | 19.15        |
| S-19365                                | Chase Card Services            | Fines Account             | 166.80   |              |
|  |                                | Fines Account             | 157.60   | 324.40       |
| S-19366                                | Standley Systems               | Copier Maintenance        | 8.11     | 8.11         |
| S-19367                                | Barnes & Noble, Inc.           | 13/Friends/ Come Read     | 412.21   |              |
|  |                                | 13/Friends/ Come Read     | 755.14   | 1,167.35     |
| S-19368                                | Jack I Patrick                 | Lost & Paid Item Returned | 47.85    | 47.85        |
| S-19369                                | Elijah L Warren                | Lost & Paid Item Returned | 5.95     | 5.95         |
| S-19370                                | Elizabeth B Taylor             | Lost & Paid Item Returned | 3.00     | 3.00         |
| S-19371                                | Ashley M Heidenreich           | Lost & Paid Item Returned | 5.55     | 5.55         |
| S-19372                                | Marzena Morgret                | Lost & Paid Item Returned | 15.00    | 15.00        |
| S-19373                                | Mary R. McElroy                | Lost & Paid Item Returned | 14.95    | 14.95        |
| S-19374                                | Amanda Thomas                  | Fines Account             | 80.00    | 80.00        |
| S-19375                                | Linda Hyams                    | Lew Brawner Scholarship   | 900.00   | 900.00       |
| S-19376                                | Andrea Emmons                  | Lee Brawner Scholarship   | 1,200.00 | 1,200.00     |
| S-19377                                | Ashley Noel Meyer              | Lee Brawner Scholar       | 1,200.00 | 1,200.00     |
| S-19378                                | Ajax Delvecki                  | Lee Brawner Scholarship   | 1,800.00 | 1,800.00     |
| S-19379                                | Barnes & Noble, Inc.           | 12/LET/Read Y'all         | 186.94   | 186.94       |
| S-19380                                | Scholastic Book Fairs          | 14/Friends/Book Giveaway  | 2,500.00 | 2,500.00     |
| S-19381                                | Oklahoma Tax Commission        | Gifts & books Lost Accoun | 42.44    | 42.44        |
| S-19382                                | University of Oklahoma         | Books Lost Account        | 67.00    | 67.00        |
| S-19383                                | Oklahoma Tax Commission        | Fines Account             | 86.10    | 86.10        |
| S-19384                                | Oklahoma Tax Commission        | Copy Fund                 | 836.25   | 836.25       |
| S-19385                                | Demco                          | Conoco MWC                | 582.53   | 582.53       |
| S-19386                                | ImageNet Consulting, LLC       | Copier Maintenance        | 146.80   | 146.80       |
| Total of Special Funds Warrants Issued |                                |                           |          | \$ 58,412.89 |

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

1-10-14

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

1-9-14

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: ROOF REPLACEMENT FOR HARRAH LIBRARY**

Provided for in the FY2013-14 budget is the request for roof replacement for the Harrah Library.

Oklahoma Roofing is the designated contractor for central Oklahoma under the State of Oklahoma Roof Asset Management Program administered by the Office of Management and Enterprise Services Construction and Properties Division (CAP). The roofing maintenance contract provides competitively bid, line item unit pricing for roofing maintenance and replacement. In addition to being utilized by Oklahoma State Agencies the program is available to and is utilized by other Oklahoma government entities such as cities, counties, and schools.

The contract is administered by the CAP which sends the contract and bonds from to the contractor, receives the completed contract and bonds, verifies current insurance coverage, and verifies that plans and specifications have been received, reviewed and approved.

The contractor submits payment application to CAP which reviews the payment application and forwards agency for payment. CAP charges a 3.5% administrative fee for this service.

The proposal from Oklahoma Roofing under the Roof Asset Management Program is as follows:

| <b>Location</b> | <b>Price</b>       | <b>Admin Fee</b> | <b>Total</b>       |
|-----------------|--------------------|------------------|--------------------|
| <b>Harrah</b>   | <b>\$25,095.01</b> | <b>\$878.33</b>  | <b>\$25,973.34</b> |

### **RECOMMENDATION:**

That the Commission award the contract to Oklahoma Roofing for the roof replacement at Harrah Library in the amount of \$25,973.34. Funding for this project is provided for in the FY2013-14 budget, account 450.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: STEEL SHELVING FOR WARR ACRES LIBRARY**

Provided for in the FY2013-14 budget is the request for steel shelving for the Warr Acres Library.

Specifications were prepared and bids were let for 25 days. The bid was advertised for two days in the Oklahoman. Bid packets were sent to four prospective bidders. A pre-bid conference was scheduled on December 19, 2013. No vendors attended.

A bid opening was held on January 3, 2014. Five bids were received. The tabulation is as follows:

| <b>Vendor</b>    | <b>Total Bid</b> |
|------------------|------------------|
| School Specialty | \$13,416.34      |
| Demco            | \$14,853.05      |
| Vance Hunt       | \$15,267.57      |
| Library Store    | \$16,153.07      |
| Brodart          | \$17,239.74      |

### **RECOMMENDATION:**

That the Commission award the bid to School Specialty, Inc. in the amount of \$13,416.34. Funding for the purchase is provided for in the FY2013-14 budget, account 408.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM C: CARPET INSTALLATION AT THE DOWNTOWN LIBRARY**

Provided for in the FY2013-14 budget is funding for carpet replacement at the Downtown Library. The carpet selected was from Milliken.

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

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

| Library  | Total Bid Price |
|----------|-----------------|
| Downtown | \$421,805       |

### **RECOMMENDATION:**

That the Commission award the contract for the carpet replacement for the Downtown Library to Milliken in the amount of \$421,805. Adequate funding is available in the FY 2013-2014 budget, account 450.

## **REQUEST TO DECLARE VEHICLES SURPLUS**

The Commission on August 22, 2013 (Doc #13) approved the purchase of one Ford F-550 utility truck.

The Ford F-550 utility truck will replace the 2004 GMC 550 that has become surplus to the Library System's needs.

The Administration wishes to dispose of the vehicle in accordance with Commission policy by offering it for "Sealed Bid Sale" to the general public. Money received from the sale will be placed in the general fund. Notice of the sale will be published in the local papers and posted for public information at all library locations.

| <b>Inventory Number</b> | <b>Description</b>                              | <b>Mileage</b> |
|-------------------------|---|----------------|
| 30511                   | 2004 GMC 550 with 14' Van Box Body and Liftgate | 151,041        |

### **RECOMMENDATION:**

That the Commission declares the 2004 GMC 550 with 14' Van Box Body and Liftgate to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.

## **Nominating Committee Report**

Cynthia Friedemann

Beth Toland

Jose Jimenez

The nominating committee met by telephone conference to discuss the recommendations of officers for the 2014 term of the Metropolitan Library Commission.

The nominating committee has contacted each of the selected officers and confirmed that they have agreed to serve. The nominating committee is recommending the following individuals to be presented to the Metropolitan Library Commission for approval.

Chair: Nancy Anthony

Vice Chair Judy Smith

Disbursing Agent: Allen Coffey

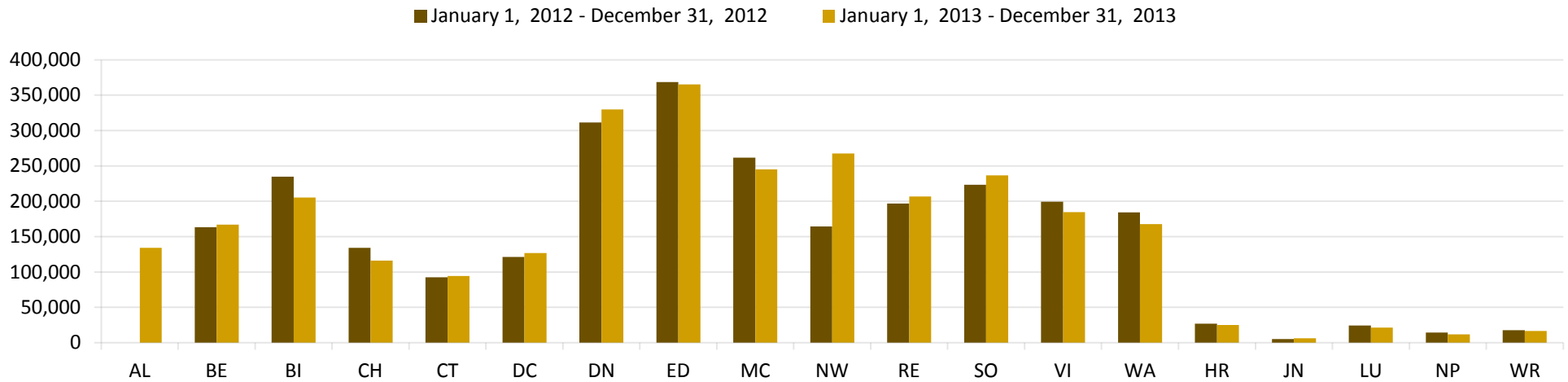
This recommendation is presented as our report for the Metropolitan Library Commission meeting on Thursday, January 16, 2014.



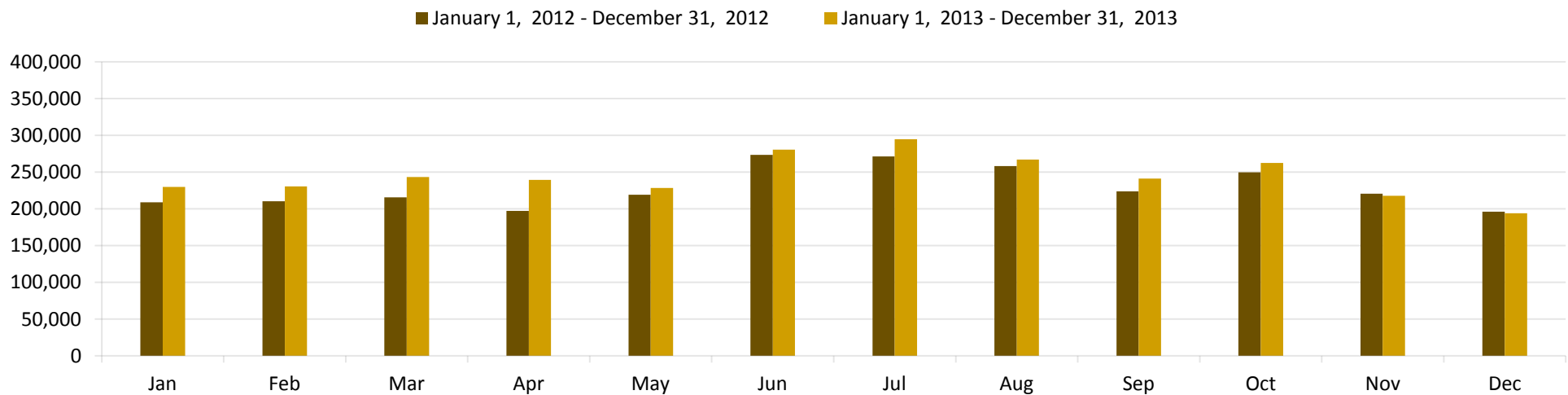
# Library Visits Report

## System Summary

### Visits by Library



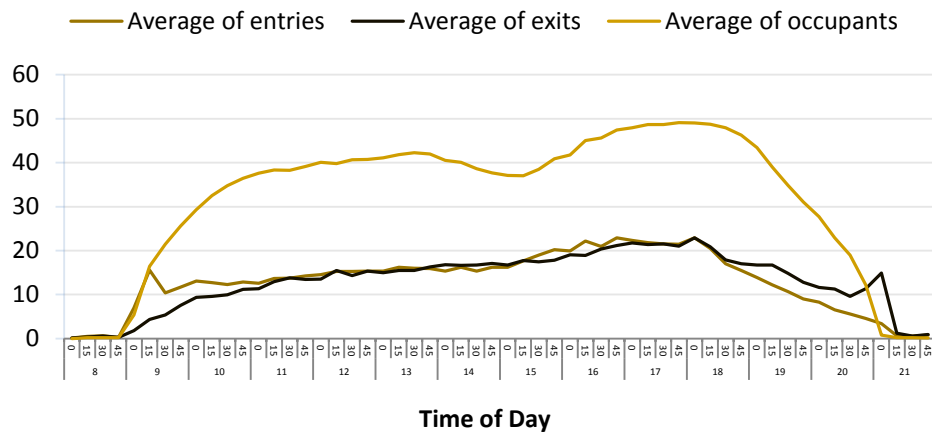
### Visits by Month



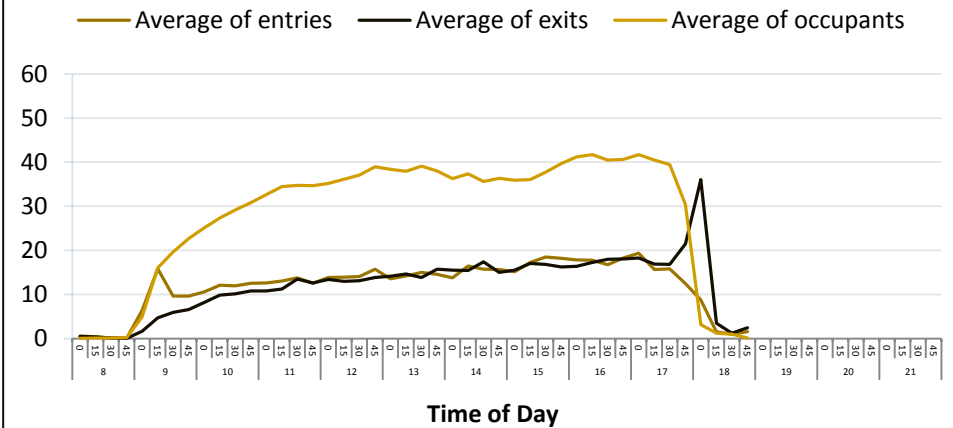
# Library Visits Report

## Visits Profile: RE

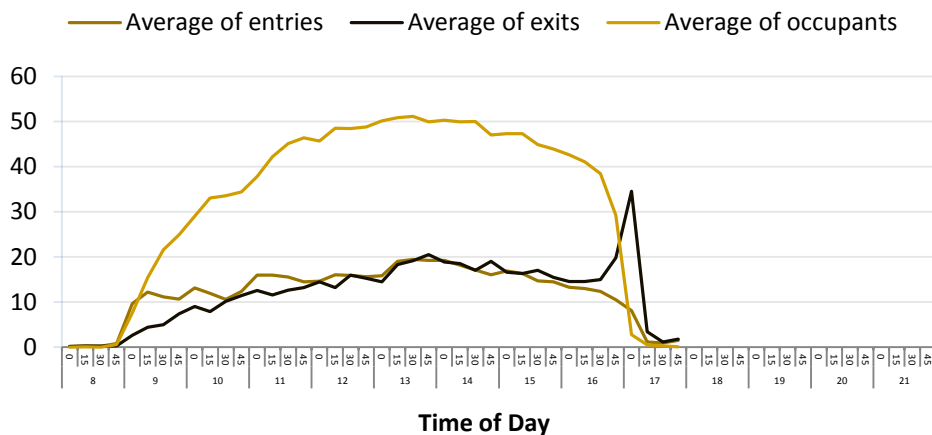
**Monday - Thursday**  
(Trailing Twelve Months)



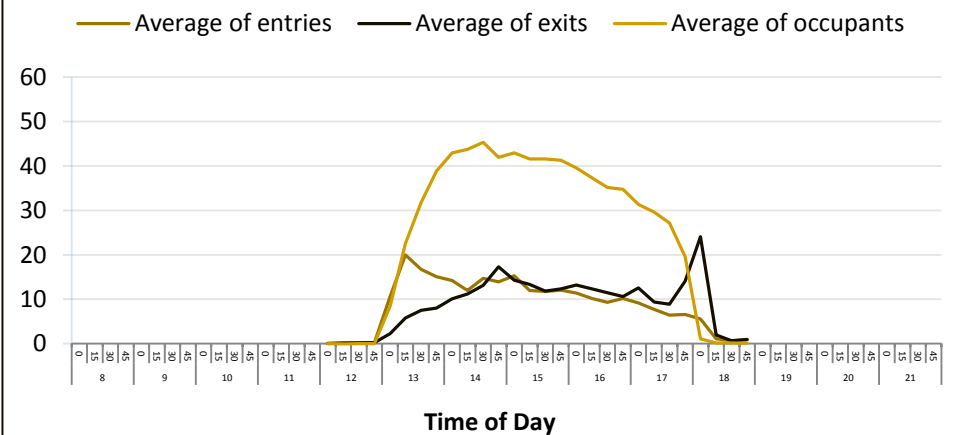
**Friday**  
(Trailing Twelve Months)



**Saturday**  
(Trailing Twelve Months)



**Sunday**  
(Trailing Twelve Months)



# Library Visits Report

## Data

July 1, 2013 - December 31, 2013 (50.00% 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     | 13,270     | 15,523     | 13,233     | 12,616     | -          | -          | -          | -          | -          | -          | 82,780            |
|    | %    |            |            |            |            |            |            |            |            |            |            |            |            |                   |
| 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     | 113,305           |
|    | FY14 | 18,988     | 20,140     | 18,240     | 18,111     | 15,663     | 13,100     | -          | -          | -          | -          | -          | -          | 104,241           |
|    | %    | -3.5%      | -1.8%      | -8.1%      | -8.4%      | -11.6%     | -17.0%     |            |            |            |            |            |            | -8.0%             |
| 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     | 81,752            |
|    | FY14 | 17,748     | 15,357     | 13,770     | 15,150     | 12,067     | 10,275     | -          | -          | -          | -          | -          | -          | 84,366            |
|    | %    | 8.2%       | 5.3%       | 7.4%       | 10.1%      | -4.4%      | -11.1%     |            |            |            |            |            |            | 3.2%              |
| CH | FY13 | 11,751     | 12,690     | 13,965     | 11,278     | 10,524     | 8,748      | 9,596      | 9,763      | 9,781      | 10,306     | 9,504      | 10,486     | 68,957            |
|    | FY14 | 10,265     | 9,942      | 9,542      | 11,202     | 8,857      | 7,075      | -          | -          | -          | -          | -          | -          | 56,883            |
|    | %    | -12.7%     | -21.7%     | -31.7%     | -0.7%      | -15.8%     | -19.1%     |            |            |            |            |            |            | -17.5%            |
| 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      | 47,301            |
|    | FY14 | 9,711      | 8,344      | 7,497      | 8,867      | 6,859      | 5,838      | -          | -          | -          | -          | -          | -          | 47,115            |
|    | %    | 5.9%       | 1.7%       | 0.3%       | 3.9%       | -6.2%      | -11.7%     |            |            |            |            |            |            | -0.4%             |
| 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     | 63,068            |
|    | FY14 | 12,801     | 11,342     | 10,424     | 11,046     | 9,012      | 8,329      | -          | -          | -          | -          | -          | -          | 62,953            |
|    | %    | 4.1%       | 0.9%       | 2.6%       | -0.5%      | -7.8%      | -2.0%      |            |            |            |            |            |            | -0.2%             |
| 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     | 161,801           |
|    | FY14 | 30,922     | 30,590     | 26,694     | 29,039     | 24,755     | 24,746     | -          | -          | -          | -          | -          | -          | 166,746           |
|    | %    | 8.9%       | 3.8%       | -0.9%      | 4.4%       | -1.9%      | 3.4%       |            |            |            |            |            |            | 3.1%              |
| 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     | 182,598           |
|    | FY14 | 38,981     | 31,594     | 29,473     | 30,411     | 26,167     | 22,039     | -          | -          | -          | -          | -          | -          | 178,666           |
|    | %    | 2.0%       | -4.3%      | -0.8%      | -1.1%      | -3.7%      | -7.2%      |            |            |            |            |            |            | -2.2%             |
| 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     | 131,201           |
|    | FY14 | 24,588     | 22,569     | 20,176     | 21,747     | 18,136     | 16,021     | -          | -          | -          | -          | -          | -          | 123,236           |
|    | %    | -1.8%      | -6.8%      | -2.4%      | -6.2%      | -11.7%     | -8.8%      |            |            |            |            |            |            | -6.1%             |
| 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     | 129,246           |
|    | FY14 | 28,307     | 24,059     | 21,973     | 23,019     | 20,073     | 17,296     | -          | -          | -          | -          | -          | -          | 134,727           |
|    | %    | 6.6%       | 7.6%       | 3.7%       | 2.7%       | 1.8%       | 1.6%       |            |            |            |            |            |            | 4.2%              |

# Library Visits Report

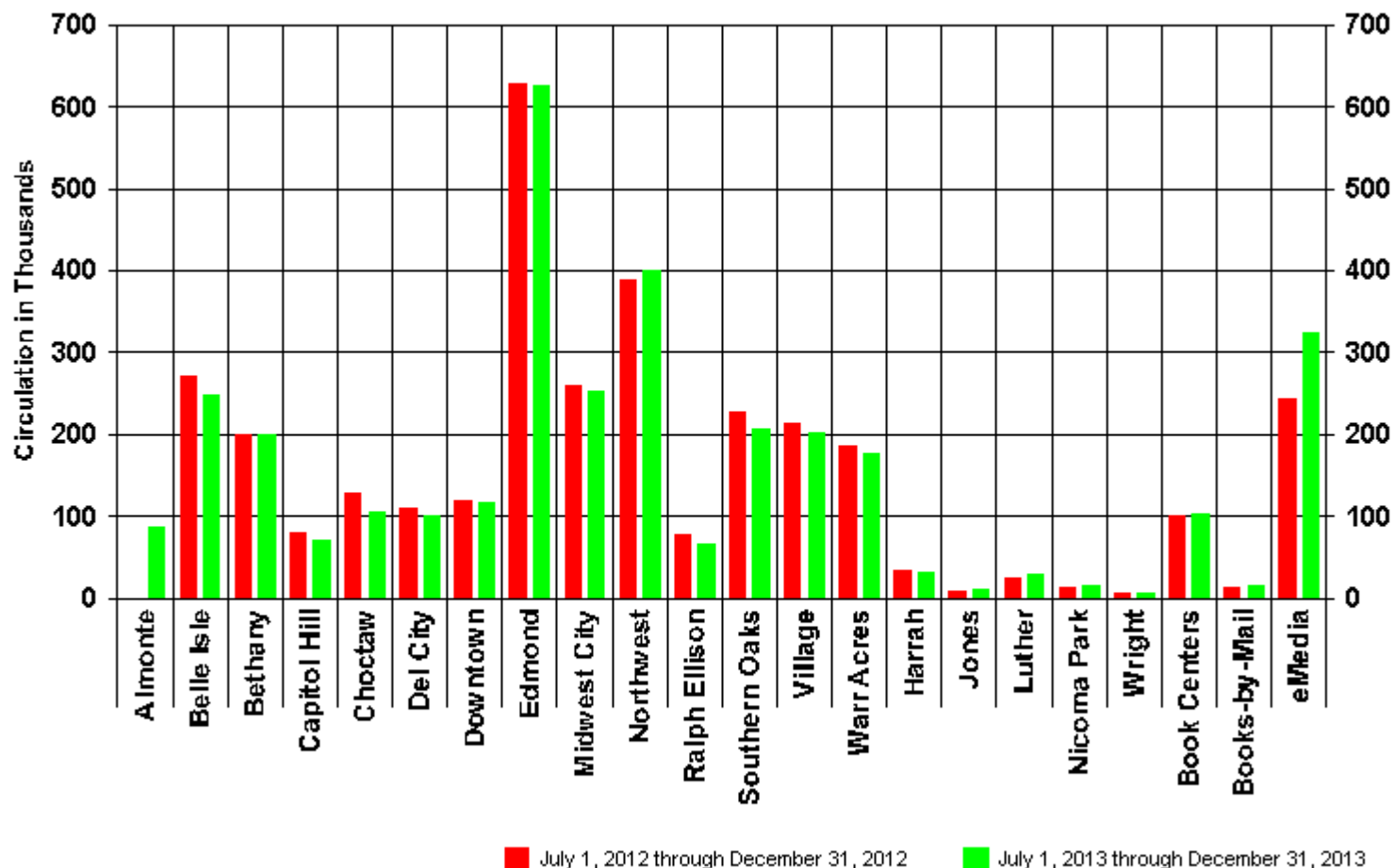
## Data

July 1, 2013 - December 31, 2013 (50.00% 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     | 106,957           |
|     | FY14 | 22,402     | 17,426     | 13,901     | 18,211     | 14,196     | 13,503     | -          | -          | -          | -          | -          | -          | 99,639            |
|     | %    | 15.5%      | -9.9%      | -14.4%     | -10.2%     | -14.7%     | -10.3%     |            |            |            |            |            |            | -6.8%             |
| 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     | 108,423           |
|     | FY14 | 22,592     | 21,941     | 20,779     | 21,765     | 17,907     | 15,097     | -          | -          | -          | -          | -          | -          | 120,080           |
|     | %    | 4.1%       | 4.5%       | 169.4%     | 1.0%       | -5.8%      | -13.5%     |            |            |            |            |            |            | 10.8%             |
| 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     | 93,735            |
|     | FY14 | 19,298     | 17,254     | 15,390     | 16,195     | 13,226     | 11,223     | -          | -          | -          | -          | -          | -          | 92,587            |
|     | %    | 2.5%       | -0.6%      | -1.5%      | 1.0%       | -4.7%      | -6.6%      |            |            |            |            |            |            | -1.2%             |
| 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     | 88,725            |
|     | FY14 | 17,109     | 15,682     | 13,804     | 14,765     | 11,329     | 11,185     | -          | -          | -          | -          | -          | -          | 83,874            |
|     | %    | 2.4%       | -3.9%      | -6.6%      | -5.8%      | -16.1%     | -4.8%      |            |            |            |            |            |            | -5.5%             |
| 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      | 12,563            |
|     | FY14 | 1,959      | 2,102      | 2,240      | 2,200      | 1,926      | 1,740      | -          | -          | -          | -          | -          | -          | 12,166            |
|     | %    | -2.6%      | -8.4%      | 2.1%       | -4.8%      | -1.7%      | -3.1%      |            |            |            |            |            |            | -3.2%             |
| JN  | FY13 | 501        | 483        | 411        | 528        | 386        | 362        | 461        | 559        | 573        | 473        | 580        | 558        | 2,671             |
|     | FY14 | 480        | 455        | 447        | 882        | 474        | 515        | -          | -          | -          | -          | -          | -          | 3,253             |
|     | %    | -4.1%      | -5.7%      | 8.6%       | 66.9%      | 22.9%      | 42.1%      |            |            |            |            |            |            | 21.8%             |
| 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      | 11,979            |
|     | FY14 | 1,953      | 2,031      | 1,721      | 1,831      | 1,544      | 1,353      | -          | -          | -          | -          | -          | -          | 10,433            |
|     | %    | -5.7%      | -18.4%     | -12.8%     | -3.2%      | -17.1%     | -19.9%     |            |            |            |            |            |            | -12.9%            |
| NP  | FY13 | 1,479      | 1,306      | 986        | 1,071      | 990        | 921        | 1,071      | 999        | 1,028      | 924        | 1,280      | 1,408      | 6,754             |
|     | FY14 | 1,023      | 949        | 885        | 878        | 716        | 570        | -          | -          | -          | -          | -          | -          | 5,020             |
|     | %    | -30.9%     | -27.3%     | -10.3%     | -18.0%     | -27.7%     | -38.1%     |            |            |            |            |            |            | -25.7%            |
| 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      | 9,139             |
|     | FY14 | 1,326      | 1,384      | 1,156      | 1,637      | 1,547      | 1,414      | -          | -          | -          | -          | -          | -          | 8,464             |
|     | %    | 3.3%       | -8.3%      | -2.6%      | -2.8%      | -16.3%     | -13.1%     |            |            |            |            |            |            | -7.4%             |
| 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    | 1,420,175         |
|     | FY14 | 294,815    | 266,935    | 241,378    | 262,478    | 217,687    | 193,934    | -          | -          | -          | -          | -          | -          | 1,477,227         |
|     | %    | 8.6%       | 3.3%       | 7.8%       | 5.1%       | -1.4%      | -1.1%      |            |            |            |            |            |            | 4.0%              |

## **Circulation Gains and Losses**

**July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)**





## **Circulation Gains and Losses**

**July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)**

| <b>DECEMBER 31, 2013</b> |    | <b><u>ADULT<br/>MONTH</u></b> | <b><u>ADULT<br/>YEAR</u></b> | <b><u>JUVENILE<br/>MONTH</u></b> | <b><u>JUVENILE<br/>YEAR</u></b> | <b><u>TOTAL<br/>MONTH</u></b> | <b><u>TOTAL<br/>YEAR</u></b> | <b><u>%</u></b> |
|--------------------------|----|-------------------------------|------------------------------|----------------------------------|---------------------------------|-------------------------------|------------------------------|-----------------|
| Almonte                  | 13 | 0                             | 0                            | 0                                | 0                               | 0                             | 0                            |                 |
|                          | 14 | 7794                          | 54157                        | 4774                             | 33150                           | 12568                         | 87307                        |                 |
|                          |    | <b>7794</b>                   | <b>54157</b>                 | <b>4774</b>                      | <b>33150</b>                    | <b>12568</b>                  | <b>87307</b>                 | <b>100.0</b>    |
| Belle Isle               | 13 | 30204                         | 200970                       | 9691                             | 70572                           | 39895                         | 271542                       |                 |
|                          | 14 | 27321                         | 180345                       | 9266                             | 68448                           | 36587                         | 248793                       |                 |
|                          |    | <b>-2883</b>                  | <b>-20625</b>                | <b>-425</b>                      | <b>-2124</b>                    | <b>-3308</b>                  | <b>-22749</b>                | <b>-8.4</b>     |
| Bethany                  | 13 | 20997                         | 133817                       | 8909                             | 66352                           | 29906                         | 200169                       |                 |
|                          | 14 | 19063                         | 130257                       | 9060                             | 69051                           | 28123                         | 199308                       |                 |
|                          |    | <b>-1934</b>                  | <b>-3560</b>                 | <b>151</b>                       | <b>2699</b>                     | <b>-1783</b>                  | <b>-861</b>                  | <b>-.4</b>      |
| Capitol Hill             | 13 | 6482                          | 47374                        | 4416                             | 32808                           | 10898                         | 80182                        |                 |
|                          | 14 | 5556                          | 37484                        | 4735                             | 32615                           | 10291                         | 70099                        |                 |
|                          |    | <b>-926</b>                   | <b>-9890</b>                 | <b>319</b>                       | <b>-193</b>                     | <b>-607</b>                   | <b>-10083</b>                | <b>-12.6</b>    |
| Choctaw                  | 13 | 11831                         | 77102                        | 6959                             | 51568                           | 18790                         | 128670                       |                 |
|                          | 14 | 9248                          | 58906                        | 5487                             | 45096                           | 14735                         | 104002                       |                 |
|                          |    | <b>-2583</b>                  | <b>-18196</b>                | <b>-1472</b>                     | <b>-6472</b>                    | <b>-4055</b>                  | <b>-24668</b>                | <b>-19.2</b>    |
| Del City                 | 13 | 11187                         | 78160                        | 4176                             | 32179                           | 15363                         | 110339                       |                 |
|                          | 14 | 10316                         | 67032                        | 3866                             | 32562                           | 14182                         | 99594                        |                 |
|                          |    | <b>-871</b>                   | <b>-11128</b>                | <b>-310</b>                      | <b>383</b>                      | <b>-1181</b>                  | <b>-10745</b>                | <b>-9.7</b>     |
| Downtown                 | 13 | 12463                         | 87754                        | 3665                             | 31084                           | 16128                         | 118838                       |                 |
|                          | 14 | 11725                         | 82720                        | 4220                             | 33458                           | 15945                         | 116178                       |                 |
|                          |    | <b>-738</b>                   | <b>-5034</b>                 | <b>555</b>                       | <b>2374</b>                     | <b>-183</b>                   | <b>-2660</b>                 | <b>-2.2</b>     |
| Edmond                   | 13 | 51969                         | 343227                       | 34657                            | 284829                          | 86626                         | 628056                       |                 |
|                          | 14 | 50585                         | 325997                       | 38324                            | 301054                          | 88909                         | 627051                       |                 |
|                          |    | <b>-1384</b>                  | <b>-17230</b>                | <b>3667</b>                      | <b>16225</b>                    | <b>2283</b>                   | <b>-1005</b>                 | <b>-.2</b>      |
| Midwest City             | 13 | 26965                         | 179248                       | 10086                            | 80697                           | 37051                         | 259945                       |                 |
|                          | 14 | 26203                         | 168052                       | 11493                            | 85027                           | 37696                         | 253079                       |                 |
|                          |    | <b>-762</b>                   | <b>-11196</b>                | <b>1407</b>                      | <b>4330</b>                     | <b>645</b>                    | <b>-6866</b>                 | <b>-2.6</b>     |
| Northwest                | 13 | 30087                         | 218534                       | 21799                            | 170973                          | 51886                         | 389507                       |                 |
|                          | 14 | 31729                         | 216281                       | 22999                            | 184369                          | 54728                         | 400650                       |                 |
|                          |    | <b>1642</b>                   | <b>-2253</b>                 | <b>1200</b>                      | <b>13396</b>                    | <b>2842</b>                   | <b>11143</b>                 | <b>2.9</b>      |
| Ralph Ellison            | 13 | 8303                          | 55653                        | 2641                             | 21275                           | 10944                         | 76928                        |                 |
|                          | 14 | 7046                          | 46376                        | 2881                             | 19574                           | 9927                          | 65950                        |                 |
|                          |    | <b>-1257</b>                  | <b>-9277</b>                 | <b>240</b>                       | <b>-1701</b>                    | <b>-1017</b>                  | <b>-10978</b>                | <b>-14.3</b>    |
| Southern Oaks            | 13 | 26404                         | 156443                       | 10145                            | 71507                           | 36549                         | 227950                       |                 |
|                          | 14 | 22308                         | 140704                       | 8844                             | 66109                           | 31152                         | 206813                       |                 |
|                          |    | <b>-4096</b>                  | <b>-15739</b>                | <b>-1301</b>                     | <b>-5398</b>                    | <b>-5397</b>                  | <b>-21137</b>                | <b>-9.3</b>     |
| Village                  | 13 | 21912                         | 145288                       | 8720                             | 68955                           | 30632                         | 214243                       |                 |
|                          | 14 | 20642                         | 136764                       | 8731                             | 65658                           | 29373                         | 202422                       |                 |
|                          |    | <b>-1270</b>                  | <b>-8524</b>                 | <b>11</b>                        | <b>-3297</b>                    | <b>-1259</b>                  | <b>-11821</b>                | <b>-5.5</b>     |

## **Circulation Gains and Losses**

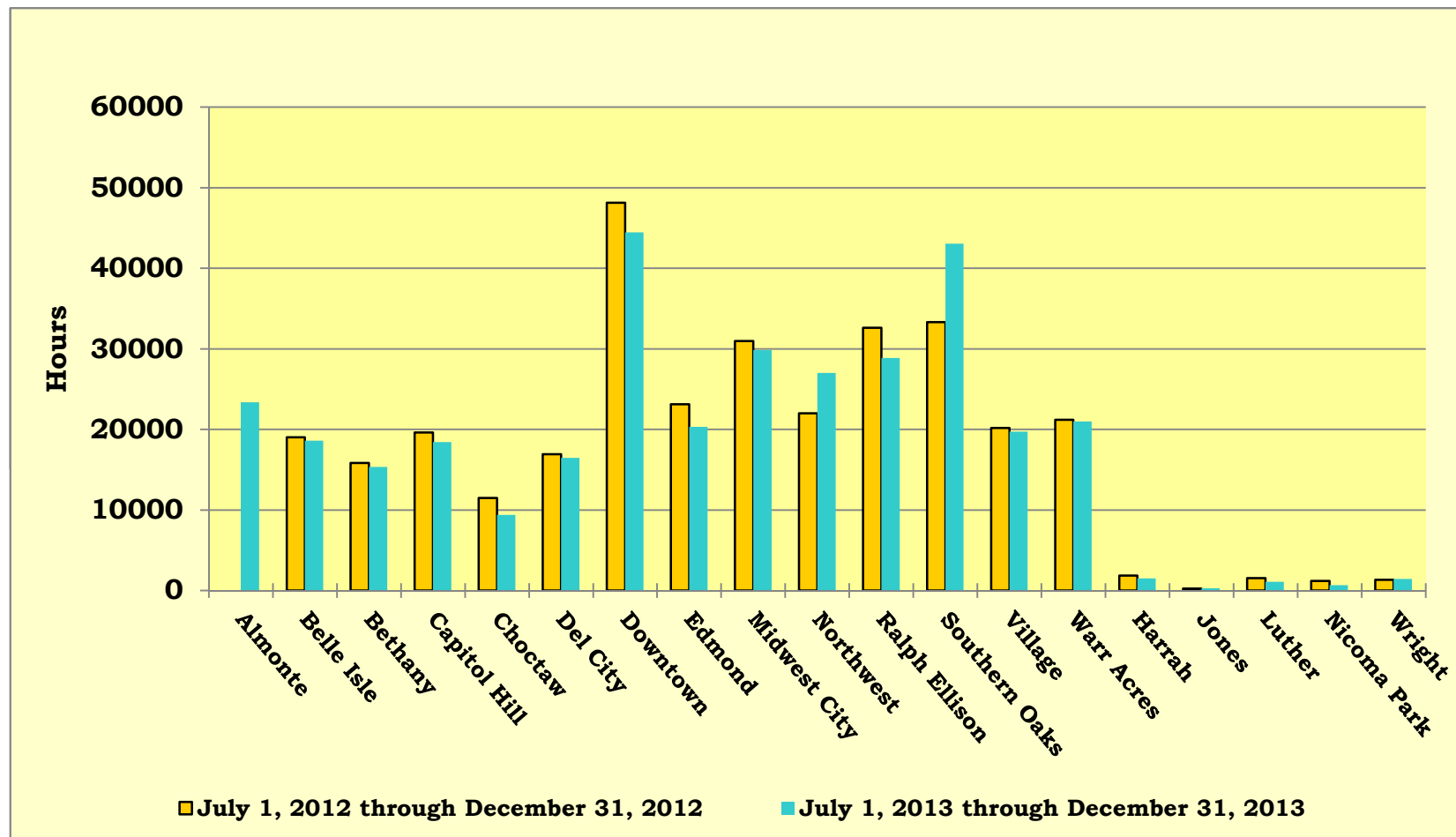
**July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)**

| <b>DECEMBER 31, 2013</b>    |    | <b><u>ADULT<br/>MONTH</u></b> | <b><u>ADULT<br/>YEAR</u></b> | <b><u>JUVENILE<br/>MONTH</u></b> | <b><u>JUVENILE<br/>YEAR</u></b> | <b><u>TOTAL<br/>MONTH</u></b> | <b><u>TOTAL<br/>YEAR</u></b> | <b><u>%</u></b> |
|-----------------------------|----|-------------------------------|------------------------------|----------------------------------|---------------------------------|-------------------------------|------------------------------|-----------------|
| Warr Acres                  | 13 | 20356                         | 134645                       | 6656                             | 50565                           | 27012                         | 185210                       |                 |
|                             | 14 | 20297                         | 125370                       | 7077                             | 51134                           | 27374                         | 176504                       |                 |
|                             |    | <b>-59</b>                    | <b>-9275</b>                 | <b>421</b>                       | <b>569</b>                      | <b>362</b>                    | <b>-8706</b>                 | <b>-4.7</b>     |
| <b>EXTENSION LIBRARIES:</b> |    |                               |                              |                                  |                                 |                               |                              |                 |
| Harrah                      | 13 | 3680                          | 22561                        | 1300                             | 9829                            | 4980                          | 32390                        |                 |
|                             | 14 | 3415                          | 20489                        | 1752                             | 10168                           | 5167                          | 30657                        |                 |
|                             |    | <b>-265</b>                   | <b>-2072</b>                 | <b>452</b>                       | <b>339</b>                      | <b>187</b>                    | <b>-1733</b>                 | <b>-5.4</b>     |
| Jones                       | 13 | 603                           | 4141                         | 366                              | 2988                            | 969                           | 7129                         |                 |
|                             | 14 | 1188                          | 7511                         | 403                              | 2456                            | 1591                          | 9967                         |                 |
|                             |    | <b>585</b>                    | <b>3370</b>                  | <b>37</b>                        | <b>-532</b>                     | <b>622</b>                    | <b>2838</b>                  | <b>39.8</b>     |
| Luther                      | 13 | 2810                          | 16355                        | 1355                             | 8702                            | 4165                          | 25057                        |                 |
|                             | 14 | 3130                          | 19122                        | 1478                             | 10021                           | 4608                          | 29143                        |                 |
|                             |    | <b>320</b>                    | <b>2767</b>                  | <b>123</b>                       | <b>1319</b>                     | <b>443</b>                    | <b>4086</b>                  | <b>16.3</b>     |
| Nicoma Park                 | 13 | 1620                          | 9859                         | 460                              | 3139                            | 2080                          | 12998                        |                 |
|                             | 14 | 1767                          | 12137                        | 508                              | 4009                            | 2275                          | 16146                        |                 |
|                             |    | <b>147</b>                    | <b>2278</b>                  | <b>48</b>                        | <b>870</b>                      | <b>195</b>                    | <b>3148</b>                  | <b>24.2</b>     |
| Wright                      | 13 | 571                           | 3666                         | 248                              | 1957                            | 819                           | 5623                         |                 |
|                             | 14 | 360                           | 3325                         | 224                              | 2220                            | 584                           | 5545                         |                 |
|                             |    | <b>-211</b>                   | <b>-341</b>                  | <b>-24</b>                       | <b>263</b>                      | <b>-235</b>                   | <b>-78</b>                   | <b>-1.4</b>     |
| <b><u>OTHER:</u></b>        |    |                               |                              |                                  |                                 |                               |                              |                 |
| Book Centers                | 13 | 10685                         | 63524                        | 5347                             | 37033                           | 16032                         | 100557                       |                 |
|                             | 14 | 10541                         | 63661                        | 6335                             | 38779                           | 16876                         | 102440                       |                 |
|                             |    | <b>-144</b>                   | <b>137</b>                   | <b>988</b>                       | <b>1746</b>                     | <b>844</b>                    | <b>1883</b>                  | <b>1.9</b>      |
| Books-by-Mail               | 13 | 1936                          | 12913                        | 0                                | 0                               | 1936                          | 12913                        |                 |
|                             | 14 | 1799                          | 14061                        | 0                                | 0                               | 1799                          | 14061                        |                 |
|                             |    | <b>-137</b>                   | <b>1148</b>                  | <b>0</b>                         | <b>0</b>                        | <b>-137</b>                   | <b>1148</b>                  | <b>8.9</b>      |
| eMedia                      | 13 | 42177                         | 244150                       | 0                                | 0                               | 42177                         | 244150                       |                 |
|                             | 14 | 57791                         | 323922                       | 0                                | 0                               | 57791                         | 323922                       |                 |
|                             |    | <b>15614</b>                  | <b>79772</b>                 | <b>0</b>                         | <b>0</b>                        | <b>15614</b>                  | <b>79772</b>                 | <b>32.7</b>     |
| TOTALS                      | 13 | 343242                        | 2235384                      | 141596                           | 1097012                         | 484838                        | 3332396                      |                 |
|                             | 14 | 349824                        | 2234673                      | 152457                           | 1154958                         | 502281                        | 3389631                      |                 |
|                             |    | <b>6582</b>                   | <b>-711</b>                  | <b>10861</b>                     | <b>57946</b>                    | <b>17443</b>                  | <b>57235</b>                 | <b>1.7</b>      |



## Total Computer Hours Used by Library

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)



---

This page is intentionally blank

## Total Computer Usage

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|              | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|--------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| ALMONTE      | 13 |                    |              |                 |              | .00                 |              |                   |              |                |              | .00                |              |
|              | 14 | 197                |              | 3,473           |              | 3,334.60            |              | 2,591             |              | 26,827         |              | 23,365.27          |              |
|              |    | <b>197</b>         | <b>100.0</b> | <b>3,473</b>    | <b>100.0</b> | <b>3,334.60</b>     | <b>100.0</b> | <b>2,591</b>      | <b>100.0</b> | <b>26,827</b>  | <b>100.0</b> | <b>23,365.27</b>   | <b>100.0</b> |
| BELLE ISLE   | 13 | 205                |              | 3,551           |              | 3,010.47            |              | 2,797             |              | 23,290         |              | 19,022.03          |              |
|              | 14 | 225                |              | 2,946           |              | 2,612.35            |              | 2,621             |              | 23,147         |              | 18,607.60          |              |
|              |    | <b>20</b>          | <b>9.8</b>   | <b>-605</b>     | <b>-17.0</b> | <b>-398.12</b>      | <b>-13.2</b> | <b>-176</b>       | <b>-6.3</b>  | <b>-143</b>    | <b>-6</b>    | <b>-414.43</b>     | <b>-2.2</b>  |
| BETHANY      | 13 | 197                |              | 2,843           |              | 2,453.65            |              | 2,429             |              | 19,127         |              | 15,821.94          |              |
|              | 14 | 230                |              | 2,467           |              | 2,099.89            |              | 2,594             |              | 19,913         |              | 15,356.31          |              |
|              |    | <b>33</b>          | <b>16.8</b>  | <b>-376</b>     | <b>-13.2</b> | <b>-353.76</b>      | <b>-14.4</b> | <b>165</b>        | <b>6.8</b>   | <b>786</b>     | <b>4.1</b>   | <b>-465.63</b>     | <b>-2.9</b>  |
| CAPITOL HILL | 13 | 252                |              | 3,274           |              | 3,026.50            |              | 2,689             |              | 23,767         |              | 19,610.65          |              |
|              | 14 | 197                |              | 2,778           |              | 2,577.60            |              | 2,433             |              | 22,252         |              | 18,425.99          |              |
|              |    | <b>-55</b>         | <b>-21.8</b> | <b>-496</b>     | <b>-15.1</b> | <b>-448.90</b>      | <b>-14.8</b> | <b>-256</b>       | <b>-9.5</b>  | <b>-1,515</b>  | <b>-6.4</b>  | <b>-1,184.66</b>   | <b>-6.0</b>  |
| CHOCTAW      | 13 | 91                 |              | 1,618           |              | 1,701.48            |              | 1,199             |              | 10,572         |              | 11,479.87          |              |
|              | 14 | 68                 |              | 1,244           |              | 1,213.57            |              | 1,309             |              | 9,869          |              | 9,385.81           |              |
|              |    | <b>-23</b>         | <b>-25.3</b> | <b>-374</b>     | <b>-23.1</b> | <b>-487.91</b>      | <b>-28.7</b> | <b>110</b>        | <b>9.2</b>   | <b>-703</b>    | <b>-6.6</b>  | <b>-2,094.06</b>   | <b>-18.2</b> |
| DEL CITY     | 13 | 215                |              | 2,986           |              | 2,563.82            |              | 2,409             |              | 21,158         |              | 16,941.48          |              |
|              | 14 | 211                |              | 2,728           |              | 2,325.31            |              | 2,483             |              | 20,123         |              | 16,465.76          |              |
|              |    | <b>-4</b>          | <b>-1.9</b>  | <b>-258</b>     | <b>-8.6</b>  | <b>-238.51</b>      | <b>-9.3</b>  | <b>74</b>         | <b>3.1</b>   | <b>-1,035</b>  | <b>-4.9</b>  | <b>-475.72</b>     | <b>-2.8</b>  |
| DOWNTOWN     | 13 | 179                |              | 9,011           |              | 7,359.24            |              | 2,500             |              | 60,230         |              | 48,141.14          |              |
|              | 14 | 183                |              | 7,611           |              | 6,573.80            |              | 2,374             |              | 55,288         |              | 44,460.28          |              |
|              |    | <b>4</b>           | <b>2.2</b>   | <b>-1,400</b>   | <b>-15.5</b> | <b>-785.44</b>      | <b>-10.7</b> | <b>-126</b>       | <b>-5.0</b>  | <b>-4,942</b>  | <b>-8.2</b>  | <b>-3,680.86</b>   | <b>-7.6</b>  |
| EDMOND       | 13 | 270                |              | 3,419           |              | 3,358.99            |              | 2,982             |              | 24,314         |              | 23,138.81          |              |
|              | 14 | 239                |              | 2,923           |              | 2,768.05            |              | 2,947             |              | 21,859         |              | 20,336.66          |              |
|              |    | <b>-31</b>         | <b>-11.5</b> | <b>-496</b>     | <b>-14.5</b> | <b>-590.94</b>      | <b>-17.6</b> | <b>-35</b>        | <b>-1.2</b>  | <b>-2,455</b>  | <b>-10.1</b> | <b>-2,802.15</b>   | <b>-12.1</b> |
| MIDWEST CITY | 13 | 373                |              | 5,048           |              | 4,495.97            |              | 4,245             |              | 38,507         |              | 30,987.65          |              |
|              | 14 | 327                |              | 4,838           |              | 4,264.33            |              | 4,124             |              | 35,610         |              | 29,866.87          |              |
|              |    | <b>-46</b>         | <b>-12.3</b> | <b>-210</b>     | <b>-4.2</b>  | <b>-231.64</b>      | <b>-5.2</b>  | <b>-121</b>       | <b>-2.9</b>  | <b>-2,897</b>  | <b>-7.5</b>  | <b>-1,120.78</b>   | <b>-3.6</b>  |
| NORTHWEST    | 13 | 269                |              | 3,418           |              | 3,524.20            |              | 2,982             |              | 21,503         |              | 21,992.49          |              |
|              | 14 | 251                |              | 3,208           |              | 3,564.81            |              | 3,535             |              | 25,265         |              | 27,028.18          |              |
|              |    | <b>-18</b>         | <b>-6.7</b>  | <b>-210</b>     | <b>-6.1</b>  | <b>40.61</b>        | <b>1.2</b>   | <b>553</b>        | <b>18.5</b>  | <b>3,762</b>   | <b>17.5</b>  | <b>5,035.69</b>    | <b>22.9</b>  |

## Total Computer Usage

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|               | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| RALPH ELLISON | 13 | 240                |              | 6,167           |              | 5,083.91            |              | 3,463             |              | 40,516         |              | 32,634.77          |              |
|               | 14 | 215                |              | 4,687           |              | 4,363.15            |              | 3,203             |              | 33,554         |              | 28,881.01          |              |
|               |    | <b>-25</b>         | <b>-10.4</b> | <b>-1,480</b>   | <b>-24.0</b> | <b>-720.76</b>      | <b>-14.2</b> | <b>-260</b>       | <b>-7.5</b>  | <b>-6,962</b>  | <b>-17.2</b> | <b>-3,753.76</b>   | <b>-11.5</b> |
| SOUTHERN OAKS | 13 | 470                |              | 7,689           |              | 6,999.21            |              | 4,152             |              | 38,806         |              | 33,306.51          |              |
|               | 14 | 359                |              | 6,072           |              | 5,944.29            |              | 4,434             |              | 49,843         |              | 43,042.68          |              |
|               |    | <b>-111</b>        | <b>-23.6</b> | <b>-1,617</b>   | <b>-21.0</b> | <b>-1,054.92</b>    | <b>-15.1</b> | <b>282</b>        | <b>6.8</b>   | <b>11,037</b>  | <b>28.4</b>  | <b>9,736.17</b>    | <b>29.2</b>  |
| VILLAGE       | 13 | 245                |              | 3,081           |              | 2,867.25            |              | 3,243             |              | 23,892         |              | 20,189.22          |              |
|               | 14 | 220                |              | 3,116           |              | 2,785.00            |              | 3,276             |              | 24,146         |              | 19,719.12          |              |
|               |    | <b>-25</b>         | <b>-10.2</b> | <b>35</b>       | <b>1.1</b>   | <b>-82.25</b>       | <b>-2.9</b>  | <b>33</b>         | <b>1.0</b>   | <b>254</b>     | <b>1.1</b>   | <b>-470.10</b>     | <b>-2.3</b>  |
| WARR ACRES    | 13 | 217                |              | 3,893           |              | 3,343.85            |              | 2,549             |              | 26,362         |              | 21,208.99          |              |
|               | 14 | 191                |              | 3,243           |              | 2,832.97            |              | 2,509             |              | 25,765         |              | 20,982.91          |              |
|               |    | <b>-26</b>         | <b>-12.0</b> | <b>-650</b>     | <b>-16.7</b> | <b>-510.88</b>      | <b>-15.3</b> | <b>-40</b>        | <b>-1.6</b>  | <b>-597</b>    | <b>-2.3</b>  | <b>-226.08</b>     | <b>-1.1</b>  |
| HARRAH        | 13 | 24                 |              | 321             |              | 272.13              |              | 326               |              | 2,296          |              | 1,866.16           |              |
|               | 14 | 26                 |              | 259             |              | 213.95              |              | 302               |              | 1,888          |              | 1,497.97           |              |
|               |    | <b>2</b>           | <b>8.3</b>   | <b>-62</b>      | <b>-19.3</b> | <b>-58.18</b>       | <b>-21.4</b> | <b>-24</b>        | <b>-7.4</b>  | <b>-408</b>    | <b>-17.8</b> | <b>-368.19</b>     | <b>-19.7</b> |
| JONES         | 13 | 6                  |              | 43              |              | 29.63               |              | 45                |              | 281            |              | 249.79             |              |
|               | 14 | 4                  |              | 64              |              | 51.53               |              | 51                |              | 406            |              | 288.92             |              |
|               |    | <b>-2</b>          | <b>-33.3</b> | <b>21</b>       | <b>48.8</b>  | <b>21.90</b>        | <b>73.9</b>  | <b>6</b>          | <b>13.3</b>  | <b>125</b>     | <b>44.5</b>  | <b>39.13</b>       | <b>15.7</b>  |
| LUTHER        | 13 | 23                 |              | 269             |              | 217.47              |              | 296               |              | 1,856          |              | 1,544.01           |              |
|               | 14 | 15                 |              | 130             |              | 89.38               |              | 268               |              | 1,438          |              | 1,082.56           |              |
|               |    | <b>-8</b>          | <b>-34.8</b> | <b>-139</b>     | <b>-51.7</b> | <b>-128.09</b>      | <b>-58.9</b> | <b>-28</b>        | <b>-9.5</b>  | <b>-418</b>    | <b>-22.5</b> | <b>-461.45</b>     | <b>-29.9</b> |
| NICOMA PARK   | 13 | 11                 |              | 156             |              | 120.08              |              | 141               |              | 1,216          |              | 1,208.78           |              |
|               | 14 | 6                  |              | 95              |              | 78.69               |              | 115               |              | 862            |              | 665.06             |              |
|               |    | <b>-5</b>          | <b>-45.5</b> | <b>-61</b>      | <b>-39.1</b> | <b>-41.39</b>       | <b>-34.5</b> | <b>-26</b>        | <b>-18.4</b> | <b>-354</b>    | <b>-29.1</b> | <b>-543.72</b>     | <b>-45.0</b> |
| WRIGHT        | 13 | 9                  |              | 267             |              | 226.78              |              | 154               |              | 1,693          |              | 1,345.45           |              |
|               | 14 | 14                 |              | 215             |              | 196.60              |              | 149               |              | 1,549          |              | 1,428.97           |              |
|               |    | <b>5</b>           | <b>55.6</b>  | <b>-52</b>      | <b>-19.5</b> | <b>-30.18</b>       | <b>-13.3</b> | <b>-5</b>         | <b>-3.2</b>  | <b>-144</b>    | <b>-8.5</b>  | <b>83.52</b>       | <b>6.2</b>   |
| TOTAL         | 13 | 3,296              |              | 57,054          |              | 50,654.63           |              | 38,601            |              | 379,386        |              | 320,689.74         |              |
|               | 14 | 3,178              |              | 52,097          |              | 47,889.87           |              | 41,318            |              | 399,604        |              | 340,887.93         |              |
|               |    | <b>-118</b>        | <b>-3.6</b>  | <b>-4,957</b>   | <b>-8.7</b>  | <b>-2,764.76</b>    | <b>-5.5</b>  | <b>2,717</b>      | <b>7.0</b>   | <b>20,218</b>  | <b>5.3</b>   | <b>20,198.19</b>   | <b>6.3</b>   |

## Computer Usage by Adult Customers

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|              | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|--------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| ALMONTE      | 13 |                    |              |                 |              | .00                 |              |                   |              |                |              | .00                |              |
|              | 14 | 141                |              | 2,232           |              | 2,177.79            |              | 1,866             |              | 16,834         |              | 15,268.72          |              |
|              |    | <b>141</b>         | <b>100.0</b> | <b>2,232</b>    | <b>100.0</b> | <b>2,177.79</b>     | <b>100.0</b> | <b>1,866</b>      | <b>100.0</b> | <b>16,834</b>  | <b>100.0</b> | <b>15,268.72</b>   | <b>100.0</b> |
| BELLE ISLE   | 13 | 168                |              | 3,051           |              | 2,582.14            |              | 2,359             |              | 20,200         |              | 16,655.54          |              |
|              | 14 | 192                |              | 2,553           |              | 2,280.51            |              | 2,203             |              | 18,814         |              | 15,267.71          |              |
|              |    | <b>24</b>          | <b>14.3</b>  | <b>-498</b>     | <b>-16.3</b> | <b>-301.63</b>      | <b>-11.7</b> | <b>-156</b>       | <b>-6.6</b>  | <b>-1,386</b>  | <b>-6.9</b>  | <b>-1,387.83</b>   | <b>-8.3</b>  |
| BETHANY      | 13 | 161                |              | 2,285           |              | 1,951.16            |              | 1,992             |              | 16,010         |              | 13,281.44          |              |
|              | 14 | 199                |              | 2,023           |              | 1,698.17            |              | 2,162             |              | 15,701         |              | 12,031.98          |              |
|              |    | <b>38</b>          | <b>23.6</b>  | <b>-262</b>     | <b>-11.5</b> | <b>-252.99</b>      | <b>-13.0</b> | <b>170</b>        | <b>8.5</b>   | <b>-309</b>    | <b>-1.9</b>  | <b>-1,249.46</b>   | <b>-9.4</b>  |
| CAPITOL HILL | 13 | 172                |              | 1,868           |              | 1,764.81            |              | 1,702             |              | 12,563         |              | 10,999.60          |              |
|              | 14 | 137                |              | 1,321           |              | 1,233.06            |              | 1,467             |              | 10,048         |              | 8,892.35           |              |
|              |    | <b>-35</b>         | <b>-20.3</b> | <b>-547</b>     | <b>-29.3</b> | <b>-531.75</b>      | <b>-30.1</b> | <b>-235</b>       | <b>-13.8</b> | <b>-2,515</b>  | <b>-20.0</b> | <b>-2,107.25</b>   | <b>-19.2</b> |
| CHOCTAW      | 13 | 61                 |              | 1,080           |              | 1,050.25            |              | 852               |              | 7,323          |              | 7,834.62           |              |
|              | 14 | 53                 |              | 836             |              | 771.18              |              | 938               |              | 6,391          |              | 5,735.17           |              |
|              |    | <b>-8</b>          | <b>-13.1</b> | <b>-244</b>     | <b>-22.6</b> | <b>-279.07</b>      | <b>-26.6</b> | <b>86</b>         | <b>10.1</b>  | <b>-932</b>    | <b>-12.7</b> | <b>-2,099.45</b>   | <b>-26.8</b> |
| DEL CITY     | 13 | 162                |              | 2,177           |              | 1,864.72            |              | 1,831             |              | 15,332         |              | 12,373.34          |              |
|              | 14 | 165                |              | 2,101           |              | 1,810.93            |              | 1,947             |              | 15,773         |              | 13,074.66          |              |
|              |    | <b>3</b>           | <b>1.9</b>   | <b>-76</b>      | <b>-3.5</b>  | <b>-53.79</b>       | <b>-2.9</b>  | <b>116</b>        | <b>6.3</b>   | <b>441</b>     | <b>2.9</b>   | <b>701.32</b>      | <b>5.7</b>   |
| DOWNTOWN     | 13 | 166                |              | 8,806           |              | 7,186.27            |              | 2,271             |              | 58,008         |              | 46,388.51          |              |
|              | 14 | 164                |              | 7,479           |              | 6,467.75            |              | 2,139             |              | 53,526         |              | 43,069.38          |              |
|              |    | <b>-2</b>          | <b>-1.2</b>  | <b>-1,327</b>   | <b>-15.1</b> | <b>-718.52</b>      | <b>-10.0</b> | <b>-132</b>       | <b>-5.8</b>  | <b>-4,482</b>  | <b>-7.7</b>  | <b>-3,319.13</b>   | <b>-7.2</b>  |
| EDMOND       | 13 | 225                |              | 2,987           |              | 2,890.62            |              | 2,512             |              | 20,706         |              | 19,318.48          |              |
|              | 14 | 196                |              | 2,568           |              | 2,384.38            |              | 2,422             |              | 18,599         |              | 17,139.88          |              |
|              |    | <b>-29</b>         | <b>-12.9</b> | <b>-419</b>     | <b>-14.0</b> | <b>-506.24</b>      | <b>-17.5</b> | <b>-90</b>        | <b>-3.6</b>  | <b>-2,107</b>  | <b>-10.2</b> | <b>-2,178.60</b>   | <b>-11.3</b> |
| MIDWEST CITY | 13 | 298                |              | 3,808           |              | 3,400.58            |              | 3,384             |              | 28,482         |              | 23,097.06          |              |
|              | 14 | 254                |              | 3,848           |              | 3,431.72            |              | 3,345             |              | 28,191         |              | 24,074.52          |              |
|              |    | <b>-44</b>         | <b>-14.8</b> | <b>40</b>       | <b>1.1</b>   | <b>31.14</b>        | <b>.9</b>    | <b>-39</b>        | <b>-1.2</b>  | <b>-291</b>    | <b>-1.0</b>  | <b>977.46</b>      | <b>4.2</b>   |
| NORTHWEST    | 13 | 206                |              | 2,912           |              | 3,044.67            |              | 2,340             |              | 18,177         |              | 18,852.94          |              |
|              | 14 | 208                |              | 2,809           |              | 3,149.52            |              | 2,846             |              | 21,740         |              | 23,535.06          |              |
|              |    | <b>2</b>           | <b>1.0</b>   | <b>-103</b>     | <b>-3.5</b>  | <b>104.85</b>       | <b>3.4</b>   | <b>506</b>        | <b>21.6</b>  | <b>3,563</b>   | <b>19.6</b>  | <b>4,682.12</b>    | <b>24.8</b>  |

## Computer Usage by Adult Customers

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|               | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| RALPH ELLISON | 13 | 190                |              | 4,395           |              | 3,680.42            |              | 2,603             |              | 27,021         |              | 22,251.89          |              |
|               | 14 | 159                |              | 3,250           |              | 3,004.85            |              | 2,430             |              | 23,714         |              | 20,362.82          |              |
|               |    | <b>-31</b>         | <b>-16.3</b> | <b>-1,145</b>   | <b>-26.1</b> | <b>-675.57</b>      | <b>-18.4</b> | <b>-173</b>       | <b>-6.6</b>  | <b>-3,307</b>  | <b>-12.2</b> | <b>-1,889.07</b>   | <b>-8.5</b>  |
| SOUTHERN OAKS | 13 | 338                |              | 4,558           |              | 4,380.83            |              | 2,993             |              | 23,821         |              | 21,504.82          |              |
|               | 14 | 247                |              | 3,523           |              | 3,515.89            |              | 3,201             |              | 26,802         |              | 24,504.29          |              |
|               |    | <b>-91</b>         | <b>-26.9</b> | <b>-1,035</b>   | <b>-22.7</b> | <b>-864.94</b>      | <b>-19.7</b> | <b>208</b>        | <b>6.9</b>   | <b>2,981</b>   | <b>12.5</b>  | <b>2,999.47</b>    | <b>13.9</b>  |
| VILLAGE       | 13 | 209                |              | 2,434           |              | 2,118.70            |              | 2,661             |              | 18,387         |              | 14,970.23          |              |
|               | 14 | 188                |              | 2,539           |              | 2,149.58            |              | 2,660             |              | 19,433         |              | 15,455.60          |              |
|               |    | <b>-21</b>         | <b>-10.0</b> | <b>105</b>      | <b>4.3</b>   | <b>30.88</b>        | <b>1.5</b>   | <b>-1</b>         | <b>.0</b>    | <b>1,046</b>   | <b>5.7</b>   | <b>485.37</b>      | <b>3.2</b>   |
| WARR ACRES    | 13 | 184                |              | 2,720           |              | 2,301.32            |              | 2,150             |              | 19,275         |              | 15,416.85          |              |
|               | 14 | 167                |              | 2,486           |              | 2,143.42            |              | 2,134             |              | 19,324         |              | 15,800.34          |              |
|               |    | <b>-17</b>         | <b>-9.2</b>  | <b>-234</b>     | <b>-8.6</b>  | <b>-157.90</b>      | <b>-6.9</b>  | <b>-16</b>        | <b>-.7</b>   | <b>49</b>      | <b>.3</b>    | <b>383.49</b>      | <b>2.5</b>   |
| HARRAH        | 13 | 18                 |              | 275             |              | 213.50              |              | 257               |              | 1,899          |              | 1,384.52           |              |
|               | 14 | 17                 |              | 214             |              | 172.36              |              | 235               |              | 1,512          |              | 1,083.25           |              |
|               |    | <b>-1</b>          | <b>-5.6</b>  | <b>-61</b>      | <b>-22.2</b> | <b>-41.14</b>       | <b>-19.3</b> | <b>-22</b>        | <b>-8.6</b>  | <b>-387</b>    | <b>-20.4</b> | <b>-301.27</b>     | <b>-21.8</b> |
| JONES         | 13 | 6                  |              | 42              |              | 29.11               |              | 34                |              | 249            |              | 234.98             |              |
|               | 14 | 1                  |              | 54              |              | 45.93               |              | 34                |              | 342            |              | 262.89             |              |
|               |    | <b>-5</b>          | <b>-83.3</b> | <b>12</b>       | <b>28.6</b>  | <b>16.82</b>        | <b>57.8</b>  |                   | <b>.0</b>    | <b>93</b>      | <b>37.3</b>  | <b>27.91</b>       | <b>11.9</b>  |
| LUTHER        | 13 | 10                 |              | 158             |              | 108.52              |              | 170               |              | 1,083          |              | 820.19             |              |
|               | 14 | 12                 |              | 91              |              | 58.73               |              | 164               |              | 918            |              | 641.62             |              |
|               |    | <b>2</b>           | <b>20.0</b>  | <b>-67</b>      | <b>-42.4</b> | <b>-49.79</b>       | <b>-45.9</b> | <b>-6</b>         | <b>-3.5</b>  | <b>-165</b>    | <b>-15.2</b> | <b>-178.57</b>     | <b>-21.8</b> |
| NICOMA PARK   | 13 | 7                  |              | 144             |              | 112.20              |              | 110               |              | 1,119          |              | 1,130.60           |              |
|               | 14 | 5                  |              | 82              |              | 67.69               |              | 85                |              | 701            |              | 547.61             |              |
|               |    | <b>-2</b>          | <b>-28.6</b> | <b>-62</b>      | <b>-43.1</b> | <b>-44.51</b>       | <b>-39.7</b> | <b>-25</b>        | <b>-22.7</b> | <b>-418</b>    | <b>-37.4</b> | <b>-582.99</b>     | <b>-51.6</b> |
| WRIGHT        | 13 | 7                  |              | 249             |              | 219.17              |              | 115               |              | 1,456          |              | 1,201.86           |              |
|               | 14 | 13                 |              | 198             |              | 187.52              |              | 122               |              | 1,416          |              | 1,350.08           |              |
|               |    | <b>6</b>           | <b>85.7</b>  | <b>-51</b>      | <b>-20.5</b> | <b>-31.65</b>       | <b>-14.4</b> | <b>7</b>          | <b>6.1</b>   | <b>-40</b>     | <b>-2.7</b>  | <b>148.22</b>      | <b>12.3</b>  |
| TOTAL         | 13 | 2,588              |              | 43,949          |              | 38,898.99           |              | 30,336            |              | 291,111        |              | 247,717.47         |              |
|               | 14 | 2,518              |              | 40,207          |              | 36,750.98           |              | 32,400            |              | 299,779        |              | 258,097.93         |              |
|               |    | <b>-70</b>         | <b>-2.7</b>  | <b>-3,742</b>   | <b>-8.5</b>  | <b>-2,148.01</b>    | <b>-5.5</b>  | <b>2,064</b>      | <b>6.8</b>   | <b>8,668</b>   | <b>3.0</b>   | <b>10,380.46</b>   | <b>4.2</b>   |

## Computer Usage by Minor Customers

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|              | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|--------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| ALMONTE      | 13 |                    |              |                 |              | .00                 |              |                   |              |                |              | .00                |              |
|              | 14 | 56                 |              | 1,241           |              | 1,156.81            |              | 725               |              | 9,993          |              | 8,096.55           |              |
|              |    | <b>56</b>          | <b>100.0</b> | <b>1,241</b>    | <b>100.0</b> | <b>1,156.81</b>     | <b>100.0</b> | <b>725</b>        | <b>100.0</b> | <b>9,993</b>   |              | <b>8,096.55</b>    | <b>100.0</b> |
| BELLE ISLE   | 13 | 37                 |              | 500             |              | 428.33              |              | 438               |              | 3,090          |              | 2,366.49           |              |
|              | 14 | 33                 |              | 393             |              | 331.84              |              | 418               |              | 4,333          |              | 3,339.89           |              |
|              |    | <b>-4</b>          | <b>-10.8</b> | <b>-107</b>     | <b>-21.4</b> | <b>-96.49</b>       | <b>-22.5</b> | <b>-20</b>        | <b>-4.6</b>  | <b>1,243</b>   | <b>40.2</b>  | <b>973.40</b>      | <b>41.1</b>  |
| BETHANY      | 13 | 36                 |              | 558             |              | 502.49              |              | 437               |              | 3,117          |              | 2,540.50           |              |
|              | 14 | 31                 |              | 444             |              | 401.72              |              | 432               |              | 4,212          |              | 3,324.33           |              |
|              |    | <b>-5</b>          | <b>-13.9</b> | <b>-114</b>     | <b>-20.4</b> | <b>-100.77</b>      | <b>-20.1</b> | <b>-5</b>         | <b>-1.1</b>  | <b>1,095</b>   | <b>35.1</b>  | <b>783.83</b>      | <b>30.9</b>  |
| CAPITOL HILL | 13 | 80                 |              | 1,406           |              | 1,261.69            |              | 987               |              | 11,204         |              | 8,611.05           |              |
|              | 14 | 60                 |              | 1,457           |              | 1,344.54            |              | 966               |              | 12,204         |              | 9,533.64           |              |
|              |    | <b>-20</b>         | <b>-25.0</b> | <b>51</b>       | <b>3.6</b>   | <b>82.85</b>        | <b>6.6</b>   | <b>-21</b>        | <b>-2.1</b>  | <b>1,000</b>   | <b>8.9</b>   | <b>922.59</b>      | <b>10.7</b>  |
| CHOCTAW      | 13 | 30                 |              | 538             |              | 651.23              |              | 347               |              | 3,249          |              | 3,645.25           |              |
|              | 14 | 15                 |              | 408             |              | 442.39              |              | 371               |              | 3,478          |              | 3,650.64           |              |
|              |    | <b>-15</b>         | <b>-50.0</b> | <b>-130</b>     | <b>-24.2</b> | <b>-208.84</b>      | <b>-32.1</b> | <b>24</b>         | <b>6.9</b>   | <b>229</b>     | <b>7.0</b>   | <b>5.39</b>        | <b>.1</b>    |
| DEL CITY     | 13 | 53                 |              | 809             |              | 699.10              |              | 578               |              | 5,826          |              | 4,568.14           |              |
|              | 14 | 46                 |              | 627             |              | 514.38              |              | 536               |              | 4,350          |              | 3,391.10           |              |
|              |    | <b>-7</b>          | <b>-13.2</b> | <b>-182</b>     | <b>-22.5</b> | <b>-184.72</b>      | <b>-26.4</b> | <b>-42</b>        | <b>-7.3</b>  | <b>-1,476</b>  | <b>-25.3</b> | <b>-1,177.04</b>   | <b>-25.8</b> |
| DOWNTOWN     | 13 | 13                 |              | 205             |              | 172.97              |              | 229               |              | 2,222          |              | 1,752.63           |              |
|              | 14 | 19                 |              | 132             |              | 106.05              |              | 235               |              | 1,762          |              | 1,390.90           |              |
|              |    | <b>6</b>           | <b>46.2</b>  | <b>-73</b>      | <b>-35.6</b> | <b>-66.92</b>       | <b>-38.7</b> | <b>6</b>          | <b>2.6</b>   | <b>-460</b>    | <b>-20.7</b> | <b>-361.73</b>     | <b>-20.6</b> |
| EDMOND       | 13 | 45                 |              | 432             |              | 468.37              |              | 470               |              | 3,608          |              | 3,820.33           |              |
|              | 14 | 43                 |              | 355             |              | 383.67              |              | 525               |              | 3,260          |              | 3,196.78           |              |
|              |    | <b>-2</b>          | <b>-4.4</b>  | <b>-77</b>      | <b>-17.8</b> | <b>-84.70</b>       | <b>-18.1</b> | <b>55</b>         | <b>11.7</b>  | <b>-348</b>    | <b>-9.6</b>  | <b>-623.55</b>     | <b>-16.3</b> |
| MIDWEST CITY | 13 | 75                 |              | 1,240           |              | 1,095.39            |              | 861               |              | 10,025         |              | 7,890.59           |              |
|              | 14 | 73                 |              | 990             |              | 832.61              |              | 779               |              | 7,419          |              | 5,792.35           |              |
|              |    | <b>-2</b>          | <b>-2.7</b>  | <b>-250</b>     | <b>-20.2</b> | <b>-262.78</b>      | <b>-24.0</b> | <b>-82</b>        | <b>-9.5</b>  | <b>-2,606</b>  | <b>-26.0</b> | <b>-2,098.24</b>   | <b>-26.6</b> |
| NORTHWEST    | 13 | 63                 |              | 506             |              | 479.53              |              | 642               |              | 3,326          |              | 3,139.55           |              |
|              | 14 | 43                 |              | 399             |              | 415.29              |              | 689               |              | 3,525          |              | 3,493.12           |              |
|              |    | <b>-20</b>         | <b>-31.7</b> | <b>-107</b>     | <b>-21.1</b> | <b>-64.24</b>       | <b>-13.4</b> | <b>47</b>         | <b>7.3</b>   | <b>199</b>     | <b>6.0</b>   | <b>353.57</b>      | <b>11.3</b>  |

## Computer Usage by Minor Customers

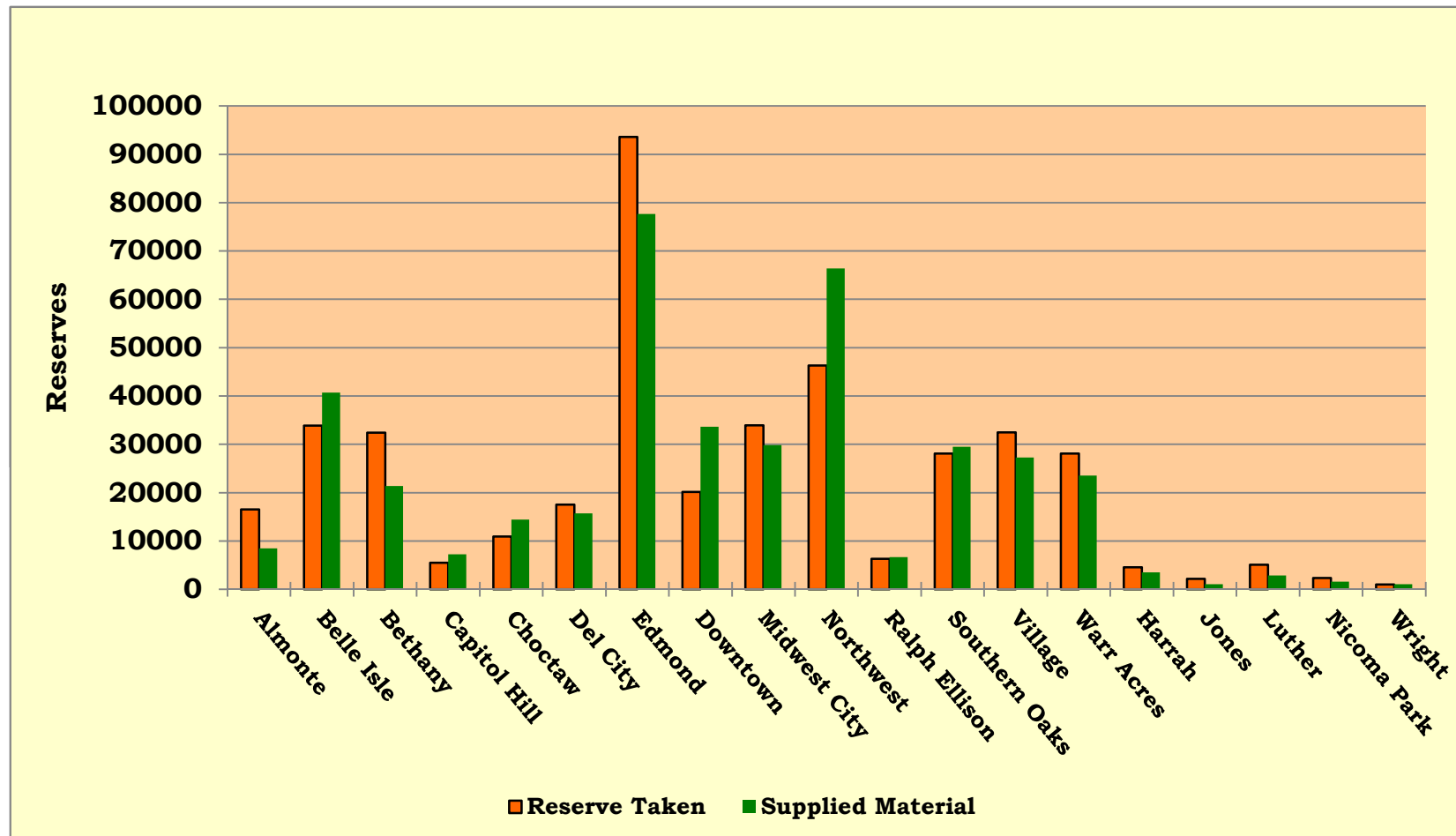
July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|               | FY | Month<br>Customers | %            | Month<br>Visits | %            | Month<br>Hours Used | %            | Year<br>Customers | %            | Year<br>Visits | %            | Year<br>Hours Used | %            |
|---------------|----|--------------------|--------------|-----------------|--------------|---------------------|--------------|-------------------|--------------|----------------|--------------|--------------------|--------------|
| RALPH ELLISON | 13 | 50                 |              | 1,772           |              | 1,403.49            |              | 860               |              | 13,495         |              | 10,382.88          |              |
|               | 14 | 56                 |              | 1,437           |              | 1,358.30            |              | 773               |              | 9,840          |              | 8,518.19           |              |
|               |    | <b>6</b>           | <b>12.0</b>  | <b>-335</b>     | <b>-18.9</b> | <b>-45.19</b>       | <b>-3.2</b>  | <b>-87</b>        | <b>-10.1</b> | <b>-3,655</b>  | <b>-27.1</b> | <b>-1,864.69</b>   | <b>-18.0</b> |
| SOUTHERN OAKS | 13 | 132                |              | 3,131           |              | 2,618.38            |              | 1,159             |              | 14,985         |              | 11,801.69          |              |
|               | 14 | 112                |              | 2,549           |              | 2,428.40            |              | 1,233             |              | 23,041         |              | 18,538.39          |              |
|               |    | <b>-20</b>         | <b>-15.2</b> | <b>-582</b>     | <b>-18.6</b> | <b>-189.98</b>      | <b>-7.3</b>  | <b>74</b>         | <b>6.4</b>   | <b>8,056</b>   | <b>53.8</b>  | <b>6,736.70</b>    | <b>57.1</b>  |
| VILLAGE       | 13 | 36                 |              | 647             |              | 748.55              |              | 582               |              | 5,505          |              | 5,218.99           |              |
|               | 14 | 32                 |              | 577             |              | 635.42              |              | 616               |              | 4,713          |              | 4,263.52           |              |
|               |    | <b>-4</b>          | <b>-11.1</b> | <b>-70</b>      | <b>-10.8</b> | <b>-113.13</b>      | <b>-15.1</b> | <b>34</b>         | <b>5.8</b>   | <b>-792</b>    | <b>-14.4</b> | <b>-955.47</b>     | <b>-18.3</b> |
| WARR ACRES    | 13 | 33                 |              | 1,173           |              | 1,042.53            |              | 399               |              | 7,087          |              | 5,792.14           |              |
|               | 14 | 24                 |              | 757             |              | 689.55              |              | 375               |              | 6,441          |              | 5,182.57           |              |
|               |    | <b>-9</b>          | <b>-27.3</b> | <b>-416</b>     | <b>-35.5</b> | <b>-352.98</b>      | <b>-33.9</b> | <b>-24</b>        | <b>-6.0</b>  | <b>-646</b>    | <b>-9.1</b>  | <b>-609.57</b>     | <b>-10.5</b> |
| HARRAH        | 13 | 6                  |              | 46              |              | 58.63               |              | 69                |              | 397            |              | 481.64             |              |
|               | 14 | 9                  |              | 45              |              | 41.59               |              | 67                |              | 376            |              | 414.72             |              |
|               |    | <b>3</b>           | <b>50.0</b>  | <b>-1</b>       | <b>-2.2</b>  | <b>-17.04</b>       | <b>-29.1</b> | <b>-2</b>         | <b>-2.9</b>  | <b>-21</b>     | <b>-5.3</b>  | <b>-66.92</b>      | <b>-13.9</b> |
| JONES         | 13 |                    |              | 1               |              | .52                 |              | 11                |              | 32             |              | 14.81              |              |
|               | 14 | 3                  |              | 10              |              | 5.60                |              | 17                |              | 64             |              | 26.03              |              |
|               |    | <b>3</b>           | <b>100.0</b> | <b>9</b>        | <b>900.0</b> | <b>5.08</b>         | <b>976.9</b> | <b>6</b>          | <b>54.5</b>  | <b>32</b>      | <b>100.0</b> | <b>11.22</b>       | <b>75.8</b>  |
| LUTHER        | 13 | 13                 |              | 111             |              | 108.95              |              | 126               |              | 773            |              | 723.82             |              |
|               | 14 | 3                  |              | 39              |              | 30.65               |              | 104               |              | 520            |              | 440.94             |              |
|               |    | <b>-10</b>         | <b>-76.9</b> | <b>-72</b>      | <b>-64.9</b> | <b>-78.30</b>       | <b>-71.9</b> | <b>-22</b>        | <b>-17.5</b> | <b>-253</b>    | <b>-32.7</b> | <b>-282.88</b>     | <b>-39.1</b> |
| NICOMA PARK   | 13 | 4                  |              | 12              |              | 7.88                |              | 31                |              | 97             |              | 78.18              |              |
|               | 14 | 1                  |              | 13              |              | 11.00               |              | 30                |              | 161            |              | 117.45             |              |
|               |    | <b>-3</b>          | <b>-75.0</b> | <b>1</b>        | <b>8.3</b>   | <b>3.12</b>         | <b>39.6</b>  | <b>-1</b>         | <b>-3.2</b>  | <b>64</b>      | <b>66.0</b>  | <b>39.27</b>       | <b>50.2</b>  |
| WRIGHT        | 13 | 2                  |              | 18              |              | 7.61                |              | 39                |              | 237            |              | 143.59             |              |
|               | 14 | 1                  |              | 17              |              | 9.08                |              | 27                |              | 133            |              | 78.89              |              |
|               |    | <b>-1</b>          | <b>-50.0</b> | <b>-1</b>       | <b>-5.6</b>  | <b>1.47</b>         | <b>19.3</b>  | <b>-12</b>        | <b>-30.8</b> | <b>-104</b>    | <b>-43.9</b> | <b>-64.70</b>      | <b>-45.1</b> |
| TOTAL         | 13 | 708                |              | 13,105          |              | 11,755.64           |              | 8,265             |              | 88,275         |              | 72,972.27          |              |
|               | 14 | 660                |              | 11,890          |              | 11,138.89           |              | 8,918             |              | 99,825         |              | 82,790.00          |              |
|               |    | <b>-48</b>         | <b>-6.8</b>  | <b>-1,215</b>   | <b>-9.3</b>  | <b>-616.75</b>      | <b>-5.2</b>  | <b>653</b>        | <b>7.9</b>   | <b>11,550</b>  | <b>13.1</b>  | <b>9,817.73</b>    | <b>13.5</b>  |



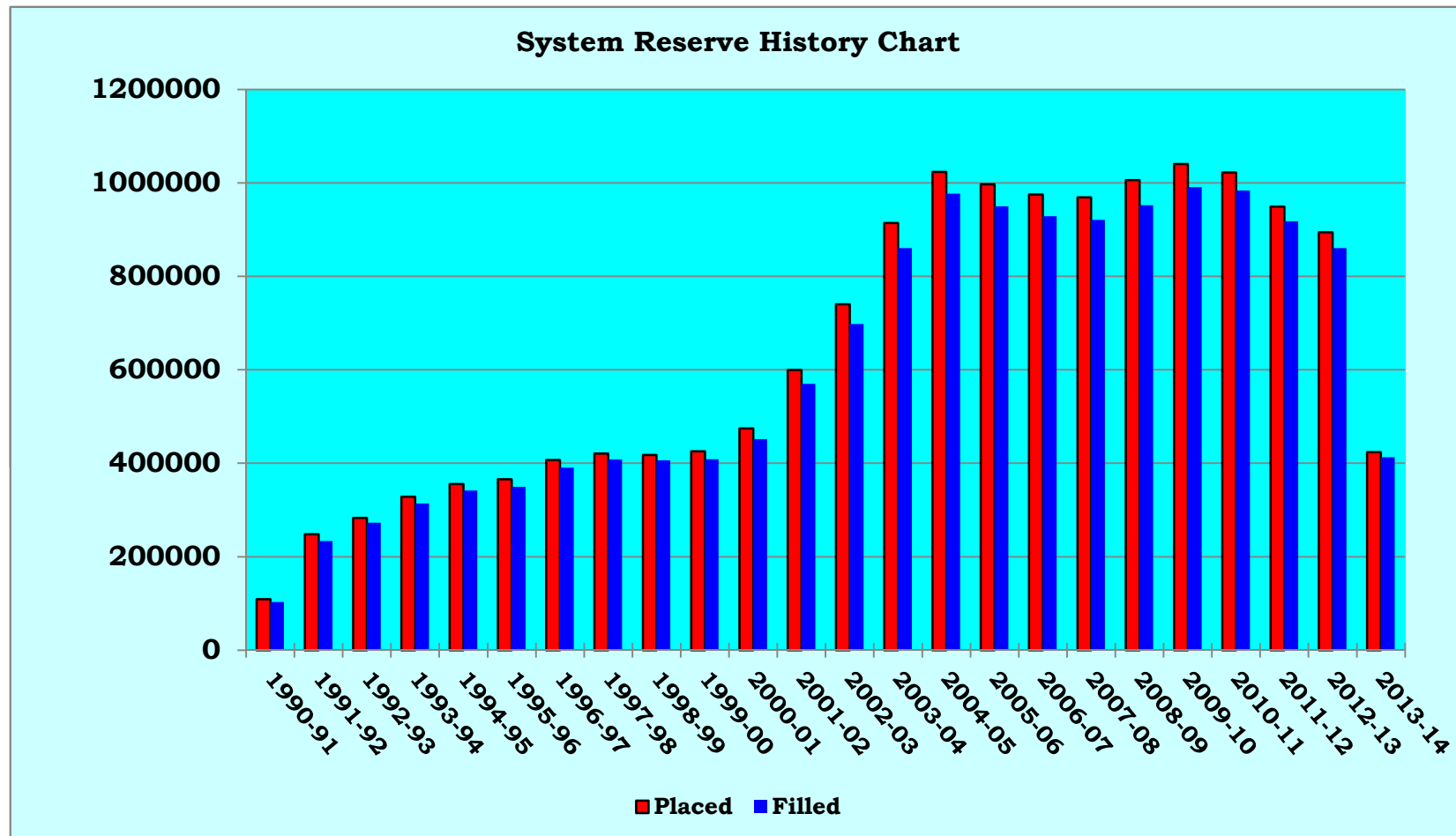
## System Reserve Report

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)



## System Reserve Report

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)



# System Reserves Report

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|               |    | Month<br>Placed | Year<br>Placed | %            | Month<br>Filled | Year<br>Filled | %            |
|---------------|----|-----------------|----------------|--------------|-----------------|----------------|--------------|
| ALMONTE       | 13 |                 |                |              |                 |                |              |
|               | 14 | 2,366           | 16,516         |              | 2,339           | 15,529         |              |
|               |    | <b>2,366</b>    | <b>16,516</b>  |              | <b>2,339</b>    | <b>15,529</b>  |              |
| BELLE ISLE    | 13 | 6,164           | 44,817         |              | 6,140           | 43,132         |              |
|               | 14 | 4,724           | 33,862         |              | 5,040           | 33,261         |              |
|               |    | <b>-1,440</b>   | <b>-10,955</b> | <b>-24.4</b> | <b>-1,100</b>   | <b>-9,871</b>  | <b>-22.9</b> |
| BETHANY       | 13 | 4,545           | 34,270         |              | 4,467           | 32,680         |              |
|               | 14 | 4,220           | 32,434         |              | 4,272           | 30,288         |              |
|               |    | <b>-325</b>     | <b>-1,836</b>  | <b>-5.4</b>  | <b>-195</b>     | <b>-2,392</b>  | <b>-7.3</b>  |
| CAPITOL HILL  | 13 | 972             | 8,010          |              | 924             | 7,771          |              |
|               | 14 | 707             | 5,475          |              | 732             | 5,310          |              |
|               |    | <b>-265</b>     | <b>-2,535</b>  | <b>-31.6</b> | <b>-192</b>     | <b>-2,461</b>  | <b>-31.7</b> |
| CHOCTAW       | 13 | 1,632           | 12,259         |              | 1,676           | 11,973         |              |
|               | 14 | 1,654           | 10,925         |              | 1,681           | 10,643         |              |
|               |    | <b>22</b>       | <b>-1,334</b>  | <b>-10.9</b> | <b>5</b>        | <b>-1,330</b>  | <b>-11.1</b> |
| DEL CITY      | 13 | 2,750           | 20,788         |              | 2,668           | 19,840         |              |
|               | 14 | 2,492           | 17,528         |              | 2,609           | 17,033         |              |
|               |    | <b>-258</b>     | <b>-3,260</b>  | <b>-15.7</b> | <b>-59</b>      | <b>-2,807</b>  | <b>-14.1</b> |
| EDMOND        | 13 | 13,440          | 99,410         |              | 13,468          | 96,650         |              |
|               | 14 | 13,196          | 93,572         |              | 13,599          | 91,394         |              |
|               |    | <b>-244</b>     | <b>-5,838</b>  | <b>-5.9</b>  | <b>131</b>      | <b>-5,256</b>  | <b>-5.4</b>  |
| DOWNTOWN      | 13 | 2,803           | 21,904         |              | 2,773           | 21,119         |              |
|               | 14 | 2,825           | 20,122         |              | 2,981           | 19,505         |              |
|               |    | <b>22</b>       | <b>-1,782</b>  | <b>-8.1</b>  | <b>208</b>      | <b>-1,614</b>  | <b>-7.6</b>  |
| MIDWEST CITY  | 13 | 5,299           | 37,465         |              | 5,325           | 36,503         |              |
|               | 14 | 4,635           | 33,918         |              | 4,982           | 33,223         |              |
|               |    | <b>-664</b>     | <b>-3,547</b>  | <b>-9.5</b>  | <b>-343</b>     | <b>-3,280</b>  | <b>-9.0</b>  |
| NORTHWEST     | 13 | 6,515           | 43,611         |              | 6,319           | 41,664         |              |
|               | 14 | 6,326           | 46,288         |              | 6,471           | 45,112         |              |
|               |    | <b>-189</b>     | <b>2,677</b>   | <b>6.1</b>   | <b>152</b>      | <b>3,448</b>   | <b>8.3</b>   |
| RALPH ELLISON | 13 | 1,276           | 8,126          |              | 1,249           | 7,869          |              |
|               | 14 | 870             | 6,332          |              | 893             | 6,102          |              |
|               |    | <b>-406</b>     | <b>-1,794</b>  | <b>-22.1</b> | <b>-356</b>     | <b>-1,767</b>  | <b>-22.5</b> |
| SOUTHERN OAKS | 13 | 5,604           | 35,872         |              | 5,542           | 34,670         |              |
|               | 14 | 3,912           | 28,116         |              | 4,045           | 27,471         |              |
|               |    | <b>-1,692</b>   | <b>-7,756</b>  | <b>-21.6</b> | <b>-1,497</b>   | <b>-7,199</b>  | <b>-20.8</b> |

## System Reserves Report

July 1, 2013 through December 31, 2013 (50.00% of the 13-14 Fiscal Year)

|             |    | Month<br>Placed | Year<br>Placed | %            | Month<br>Filled | Year<br>Filled | %            |
|-------------|----|-----------------|----------------|--------------|-----------------|----------------|--------------|
| VILLAGE     | 13 | 5,177           | 36,177         |              | 4,890           | 35,186         |              |
|             | 14 | 4,224           | 32,468         |              | 4,771           | 31,986         |              |
|             |    | <b>-953</b>     | <b>-3,709</b>  | <b>-10.3</b> | <b>-119</b>     | <b>-3,200</b>  | <b>-9.1</b>  |
| WARR ACRES  | 13 | 4,151           | 30,166         |              | 4,146           | 29,355         |              |
|             | 14 | 4,004           | 28,105         |              | 3,990           | 27,190         |              |
|             |    | <b>-147</b>     | <b>-2,061</b>  | <b>-6.8</b>  | <b>-156</b>     | <b>-2,165</b>  | <b>-7.4</b>  |
| HARRAH      | 13 | 633             | 5,269          |              | 676             | 5,227          |              |
|             | 14 | 731             | 4,570          |              | 712             | 4,436          |              |
|             |    | <b>98</b>       | <b>-699</b>    | <b>-13.3</b> | <b>36</b>       | <b>-791</b>    | <b>-15.1</b> |
| JONES       | 13 | 212             | 1,817          |              | 226             | 1,790          |              |
|             | 14 | 322             | 2,179          |              | 361             | 2,137          |              |
|             |    | <b>110</b>      | <b>362</b>     | <b>19.9</b>  | <b>135</b>      | <b>347</b>     | <b>19.4</b>  |
| LUTHER      | 13 | 818             | 5,357          |              | 833             | 5,348          |              |
|             | 14 | 730             | 5,085          |              | 706             | 5,047          |              |
|             |    | <b>-88</b>      | <b>-272</b>    | <b>-5.1</b>  | <b>-127</b>     | <b>-301</b>    | <b>-5.6</b>  |
| NICOMA PARK | 13 | 334             | 3,031          |              | 447             | 3,070          |              |
|             | 14 | 276             | 2,314          |              | 332             | 2,333          |              |
|             |    | <b>-58</b>      | <b>-717</b>    | <b>-23.7</b> | <b>-115</b>     | <b>-737</b>    | <b>-24.0</b> |
| WRIGHT      | 13 | 244             | 1,411          |              | 223             | 1,353          |              |
|             | 14 | 129             | 1,007          |              | 145             | 1,005          |              |
|             |    | <b>-115</b>     | <b>-404</b>    | <b>-28.6</b> | <b>-78</b>      | <b>-348</b>    | <b>-25.7</b> |
| TOTAL       | 13 | 63,107          | 454,029        |              | 62,577          | 439,409        |              |
|             | 14 | 58,944          | 424,962        |              | 61,249          | 412,960        |              |
|             |    | <b>-4,163</b>   | <b>-29,067</b> | <b>-6.4</b>  | <b>-1,328</b>   | <b>-26,449</b> | <b>-6.0</b>  |

## **EXECUTIVE DIRECTOR'S REPORT**

**JANUARY 2014**

### **WELCOME TO NEW COMMISSION MEMBER: BRIAN MAUGHAN**

Brian Maughan has been elected Chair of the Oklahoma County Commissioners and will serve as a voting member of the Library commission by virtue of his office. Mr. Maughan is replacing Mr. Ray Vaughan.

### **PATIENCE S. LATTING NORTHWEST LIBRARY RECEIVES COMMERCIAL ARCHITECTURE HONOR AWARD**

We were pleased to learn the Patience S. Latting Northwest Library received the Commercial Architecture Honor Award from the Oklahoma statewide chapter of the American Institute of Architects (AIA). Congratulations to LWPB Architects and Richard + Bauer. The articles and pictures from *The Oklahoman* and *OKCBIZ* magazine have been attached to the Director's Report

### **ALA MIDWINTER**

Several staff members and Commission member Cindy Friedemann will be attending the annual Midwinter conference of the American Library Association in Philadelphia from January 24 through the 28<sup>th</sup>.

### **CHANGE IN CAFÉ OPERATORS AT DOWNTOWN LIBRARY**

The First Edition Café's operators shut down operations of the café on New Year's Eve, after five years of operation. While the Library and the Café were both happy with one another, the operators were not making enough money to make it worth their while. We have searched for other firms, and have had three respond with solid proposals for taking over the space on the same terms (\$500 per month rent). We are happy to report that we have chosen one, 4DAT Enterprises, which will resume operations of the café in approximately 30 days. At first, the café will look very much the same, but the new operators are committed to increasing volume and streamlining expenses, so they plan to tweak the concept as they go along.

### **MARTIN LUTHER KING HOLIDAY**

All MLS libraries will be closed for the Martin Luther King holiday on Monday January 20<sup>th</sup>.

### **CAPITAL PROJECTS UPDATE**

Work is proceeding on several fronts:

- Capitol Hill – As we continue to work on several options to address funding issues, we are optimistic that the design work will begin in earnest in March.
- Del City – The demolition of the bowling alley is scheduled to begin this month. Del City and MLS are working on an A-E selection process, the A-E Request for Qualifications (RFQ), and the Del City / MLS Project Agreement. MLS staff met the week of 1/6/14 to work on the Preliminary Program Requirements.

- Edmond - In late November, St. Mary's Church met with Edmond and agreed in principle to the idea of adding a new driveway to 'the rock house'. This would allow the closing of Jackson Street, providing space for additional parking. On 1/6/14, Edmond released Jim Davis Architects to develop a proposed scope of work, preliminary plans and a probable cost estimate. This preliminary work is to be completed by mid February.
- Northwest – Installation of the audio visual system and training of the staff has been completed. MLS continues to work with OKC on outstanding warranty issues. Studio Architects has submitted an updated schematic drawing of the monumental sign.
- Southern Oaks – OKC & MLS continue to discuss the possibility of adding sidewalks on Walker.



# eMedia

DOWNLOADABLE AUDIO & eBook  
DECEMBER 2013

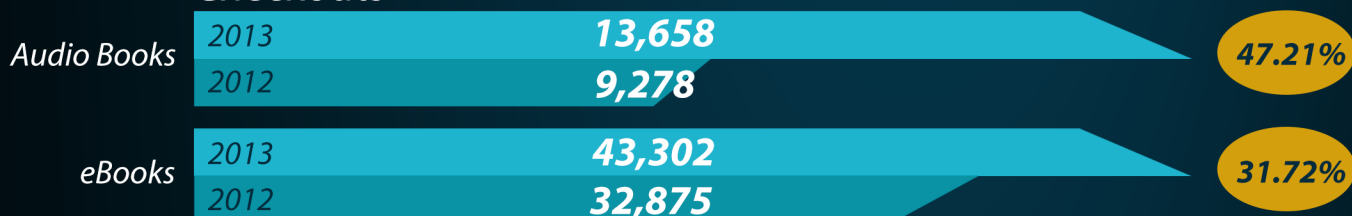
## Unique Titles Purchased for Collection



## Copies in Collection (multiple copies of many titles are purchased)



## Checkouts



## Unique Library Customers Checking Out Titles



## New User Registrations



## Top Ten Viewed Books/2013

### 1. *Divergent* Divergent Trilogy, Book 1

2. *Takedown Twenty*  
Stephanie Plum Series, Book 20

5. *Insurgent*  
Divergent Trilogy, Book 2

8. *The Book Thief*

3. *Sycamore Row*  
Jake Brigrance Series, Book 2

6. *Catching Fire*  
Hunger Games Series, Book 2

9. *Mockingjay*  
Hunger Games Series, Book 3

4. *Allegiant*  
Divergent Trilogy, Book 3

7. *The Hunger Games*  
Hunger Games Series, Book 1

10. *Cross My Heart*  
Cross Series, Book 21

# Architects are honored

Publication: The Oklahoman

Date: December 14, 2013

Section: Business

Page: 2C

FROM STAFF REPORTS

The Oklahoma statewide chapter of the American Institute of Architects recognized winning entries in the 2013 AIA Oklahoma Awards of Excellence program at its recent annual convention. The jury selected 14 projects for recognition. Jurors were Brian Malarkey, Kirksey Architecture, Houston; Patricia Belton Oliver, dean of Gerald D. Hines College of Architecture at University of Houston; and Mark Wamble, professor at Rice University School of Architecture, Houston. Those selected were:

- **Chesapeake Finish Line Tower**, 725 S Lincoln: Commercial Architecture Honor Award.  
Architect: Rand Elliott, Elliott + Associates Architects, Oklahoma City.  
Owner: Oklahoma City Boathouse Foundation.
- **Patience S. Latting Northwest Library**, 5600 NW 122: Commercial Architecture Honor Award.  
Architect: LWPB Architecture, Oklahoma City.  
Owner: City of Oklahoma City.
- **Arts & Humanities Council of Tulsa-Hardesty Arts Center**, 101 E Archer St., Tulsa: Commercial Architecture Honor Award.  
Architect: Selser Schaefer Architects, Tulsa.  
Owner: Arts & Humanities Council of Tulsa.
- **Hart Building**, 726 W Sheridan Ave.: Restoration/Rehabilitation/Adaptive Reuse Honor Award.  
Architect: Allford Hall Monaghan Morris, Oklahoma City and London.  
Owner: Claims Management Resources.
- **Dry Shop**, 1212 N Walker, No. 101, Interior Architecture Honor Award.  
Architect: Fitzsimmons Architects, Oklahoma City.  
Owner: Emily Frosaker.
- **CAMPStreet101**, San Antonio, Texas: Interior Architecture Honor Award.  
Architect: Selser Schaefer Architects, Tulsa.  
Owner: Robert Schaefer and Janet Selser.
- **Woodland Residence**, Norman: Residential Architecture Honor Award.  
Architect: Butzer Gardner Architects, Oklahoma City.  
Owner: Brent Swift.
- **7@Crown Heights**, 1000 NW 37: Residential Architecture Honor Award.  
Architect: Butzer Gardner Architects.  
Owner: Brent Swift.
- **Devon Boathouse**, 725 S Lincoln Blvd.: Commercial Architecture Merit Award.  
Architect: Elliott + Associates Architects.  
Owner: Oklahoma City Boathouse Foundation.
- **Ice House**, 2002 E Sixth St., Tulsa: Restoration/Rehabilitation/Adaptive Reuse Merit Award.  
Architect: Selser Schaefer Architects.  
Owner: Robert Schaefer and Janet Selser.
- **Guardian Lofts**, 117 N Robinson Ave.: Restoration/Rehabilitation/Adaptive Reuse Merit Award.  
Architect: Fitzsimmons Architects, Oklahoma City.  
Owner: Midtown Renaissance.
- **St. Joseph Monastery**, 2200 S Lewis Ave., Tulsa: Restoration Merit Award.  
Architect: Freese Architecture, Tulsa.  
Owner: Sisters of the Benedictine Order of Oklahoma.
- **Armand Hammer Alumni-Student Center**, Oral Roberts University, Tulsa: Commercial Architecture Citation Award.  
Architect: KSQ Architects, Tulsa.  
Owner: Oral Roberts University.
- **Chesapeake Child Development Center**, 6100 N Francis Ave.: Commercial Architecture Citation Award.  
Architect: Elliott + Associates Architects.  
Owner: Chesapeake Energy Corp.



Hart Building, 726 W Sheridan Ave., by Allford Hall Monaghan Morris.

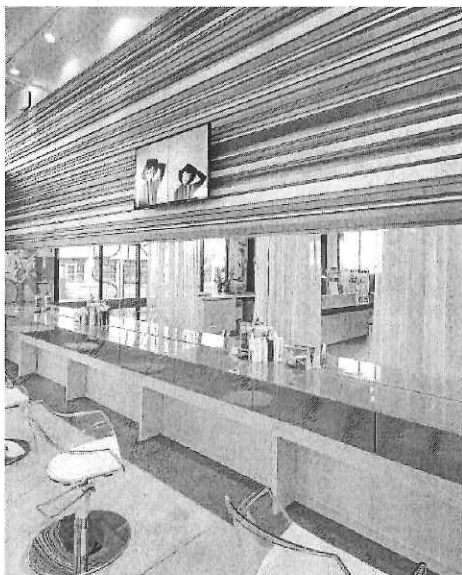
PHOTOS PROVIDED



Patience S. Latting Northwest Library, 5600 NW 122, by LWPB Architecture.



7@Crown Heights, 1000 NW 37, by Butzer Gardner Architects.







The pool and backyard of the Woodland Residence in Norman

# Architecture accolades

## Metro firms take home honors for commercial and residential projects

BY GREG HORTON

**F**ive Oklahoma City architecture firms received awards of excellence at the Oklahoma chapter of the American Institute of Architects' annual convention on November 12. Of the fourteen awards given, nine were for projects in the metro area.

Awards are divided into three categories, with the most prestigious being the Honor Award, followed by the Merit Award and Citation Award. Projects are categorized into commercial, residential, interior and restoration entries, and the jury awards

citations in each of the categories.

Elliott+Associates Architects took home the most awards with three. The projects and their awards were an Honor Award for the Chesapeake Finish Line Tower, a Merit Award for the Devon Boathouse and a Citation Award for the Chesapeake Child Development Center. All of the awards were in the commercial category.

Rand Elliott says the tower was designed to be the signature of the Boathouse District. The tower, which is

a four-floor facility, is FISA (Fédération Internationale des Sociétés d'Aviron) approved to be used for international competitions. Elliott says the buildings along the river are inspired by the beauty of the racing shells and as a metaphor for racing.

"If you pulled up the area on Google Earth, you'd see that the buildings all have a sharp nose that faces the river," he says. "The concept reflects the shape of the boats. It is architecturally inspired by the idea of speed and grace."

The boathouse itself is not only an approved Olympic training facility, but it also functions as the home of the Oklahoma City University rowing program. Featuring a one-of-a-kind indoor, dynamic propulsion tank, the facility is state-of-the-art in every way. The blue LED lights connect the facility both to the water and to the OCU program.

"The building is designed as a metaphor for racing," Elliott says. "The nose looks like the tip of the boat in the water, and it's meant to connect thematically to a boat that is light, thin and fast in the water. We wanted to make the whole district representative of the sport itself."



## ► SPACES Architecture

Of the Chesapeake Child Development Center, Elliott says he is most proud that he gets to create architecture for children.

"We designed the facility so that people whose eye level is at three feet above the ground have the best perspective," he says. "It's literally designed for children; adults are just visitors."

The colorful design is not just based on aesthetics; Elliott intended it to be a participatory experience. Colors, shapes and shadows are all designed to help with the process of educating children.

"We didn't want it to just house children," Elliott says. "We wanted it to have a lasting impact on their lives."

Butzer Gardner Architects was the only Oklahoma City firm to win two Honor Awards, both for residential projects. One, located in Crown Heights, is a multi-unit residence, and the other is a Frank Lloyd Wright-inspired home from the 1940s.

Jeremy Gardner of Butzer Gardner describes 7 at Crown Heights as a restoration project designed to keep elements of the original 1938 art deco style intact.

"With the rehabilitation of a dilapidated art deco fourplex, the reinterpretation of a condemned garage and the addition of a contextually sensitive yet distinctively contemporary threeplex, this formerly decaying property has become the jewel of one of the most beautiful historic neighborhoods in Oklahoma City," Gardner says. "Through meticulous attention to craft, detail and proportion, the new



Woodland Residence bathroom

construction is made to complement the original 1938 art deco structure."

Butzer Gardner also won for the Woodland Residence, a Bruce Goff design from the 1940s.

Jeremy Gardner says, "Designed in the late 1940s with inspiration clearly drawn from Bruce Goff's arrival in town and a local resurgence of Wrightian architectural tendencies, the original house had become worn and overwhelmed by years of misunderstandings and ill-conceived modifications. Just days prior to the new owner's closing on the purchase, a bag of coins found in a bedroom and valued at over \$1 million served as a reminder of the potential the new owner saw in this hallowed home."

Fitzsimmons Architects received two awards at the conference: an Honor Award for the interior of Dry/Shop, a new business in Midtown, and a Merit Award for restoration for Guardian Lofts, also in Midtown.

Dry/Shop is not a hair salon; it is a blow-dry bar and boutique. The emphasis is on styling, not cutting and coloring. Terri Sadler with Fitsimmons says the concept was to take advantage of DryShop's "quirky space."

"The concept was to utilize the quirky layout, industrial character and different levels of the existing raw space to organize the various functions of the Dry/Shop and also to explore how the 'bar' of the blow-dry bar could be used to create unity between the various spaces," she says. "The

## Patience S. Latting Northwest Library





raw space was softened with furniture, fabrics and color, and life was given to the space with bold graphics and shapes.”

The Guardian Loft Apartments is part of a three-phase building project in Midtown that also includes Park Plaza and Guardian Parking. Sadler says the 90-year old, 40,000-square-foot facility was a renovation and adaptive reuse project.

“It provides thirty-seven apartments and a ground level restaurant with shared entries onto the adjacent public Park Plaza that was converted from a former rundown alley,” she says. “The original building design itself is unique, with large casement windows fully restored with insulated glass providing some of the most expansive views available of downtown Oklahoma City. The exterior features of gothic/art deco hybrid detailing [were] used as inspiration for the expanded metal panels’ stepped configuration within the

**In addition to awards received at the Oklahoma chapter of the American Institute of Architects, four metro firms won awards at the Central States Region Design Awards in Santa Monica, Calif., in October. The region covers Iowa, Kansas, Missouri, Nebraska and Oklahoma.**

**Fitzsimmons Architects** won two Citation awards, one for residential and one for commercial projects. The residential award was for One If By Land, a private residence in Nichols Hills. The commercial award was for the new Gibson Dental Clinic at 3906 NW 10th St.

**Allford Hall Monaghan Morris**, a London-based firm with an office in Oklahoma City, won a Citation award for historic preservation/adaptive reuse for their conversion of the Hart Building on Film Row. The firm won an award at the Oklahoma chapter for the same project.

**Butzer Gardner Architects** won a Citation award in the category of interior architecture for the Nichols Law Firm building on E. Main Street in Norman.

**TAP Architecture** won a Citation award for historic preservation/adaptive reuse for the West Town Campus, a formerly empty warehouse that now serves as the home for the Homeless Alliance and more than 15 other ministries and services for Oklahoma City’s poverty-stricken and homeless communities.



Chesapeake Finish Line Tower

SCOTT McDONALD © HEDRICH BLESSING



Hart Building

TIMOTHY HURSELEY





Dry/Shop

JOSEPH MILLS PHOTOGRAPHY

stairwells and common spaces.”

The Oklahoma City office of London-based Allford Hall Monaghan Morris won an Honor Award in restoration for the Hart Building. Associate Director Wade Scaramucci says the project is part of the restoration of Film Row.

“The building was designed for a specific tenant, to be the headquarters for Claims Management Resources,” he says. “Our client requested a simple, beautiful, timeless building that was highly flexible and cost-effective. The existing building fabric of a collection of warehouse buildings — the former home of the Hart Industrial Supply Company — is restored and combined with new elements to create a truly mixed-use

workplace. Flipping the building’s front from the north to the south reorients the original entrance sequence to connect to the new, landscaped parking lot and engage an old, forgotten alleyway. The new layout accommodates a pinwheel of activity arranged around an internal street that is both circulation and social core with public spaces and shared amenities coming off it.”

LWPB Architecture also won an Honor Award in Commercial Architecture for the Patience S. Latting Northwest Library. The striking design is easily visible on NW 122nd Street, just east of MacArthur Boulevard. It is the first branch library constructed by the Metropolitan Library System in thirty years. Lisa Chronister, a principal at LWPB,

says the library “combined imagery from the Oklahoma prairie with the technology and purpose of a modern library.”

“Study areas are housed in glass-enclosed rooms that are reminiscent of the derricks and windmills of Oklahoma’s oil and agricultural industry heritage,” Chronister says. “Various library functions are tucked away behind wood-slat walls inspired by oil field equipment crates.”

Chronister says LED lighting, incorporated directly onto the bookshelves, saves energy and allows for flexibility in rearranging the stacks. Acrylic end panels printed with colorful Oklahoma scenes transform the shelving into large-scale artwork. **612**

7 at Crown Heights



JOAN MARCUS PHOTOGRAPHY

SAM DAY BUTZER GARNIER ARCHITECTS