



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 20, 2014, 3:30 p.m.
Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(Telephone: 843-9601)

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

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

Nancy Anthony, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #71 – 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 (#72 - #74)

- Document #72 – Approval of Minutes of January 16, 2014 Meeting
- Document #73 – Acceptance of Review of Expenditures for January 2014
- Document #74 – Contract Awards & Purchases
 - Item A: Furniture for Downtown Library
 - Item B: Microcomputers
 - Item C: Copiers

4:00 – 4:15 pm REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

- Document #75 – Discussion Consideration, and Possible Action – Revisions to Metropolitan Library System Policy and Procedure Manual

4:15 – 4:30 pm SPECIAL PRESENTATIONS

- *Friends Annual Booksale* – Joe McReynolds

4:30 – 4:45 pm INFORMATION REPORTS

- Document #76 – MLS January 2014 Library Visits
- Document #77 – MLS January 2014 Circulation Report
- Document #78 – MLS January 2014 Computer Usage Report
- Document #79 – MLS January 2014 System Reserve Report

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

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

- MLC 2014 Standing Committee Assignments

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

NEXT COMMISSION MEETING DATE AND PLACE:

March 20, 2014
Midwest City Library, 8143 E. Reno, Midwest City, OK 73110

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in February 2014:

<u>Employees</u>	<u>Years of Service</u>
Sarah J. Kellum, Library Aide, Midwest City Library	20
Mark Marshall, Circulation Clerk, Village Library	15
Shahin S. Asghari, Circulation Clerk, Edmond Library	15
Tamerat Atlabachew, Library Aide, Village Library	10
Gloria J. Turner, Library Aide, Edmond Library	10
Christopher R. Carroll, Development Coordinator	10
Lawana D. Morgan, Circulation Clerk, Ralph Ellison Library	10
Gloria B. Deleon, Associate Librarian, Capitol Hill Library	5

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

DATE: January 16, 2014

TIME: 3:30 pm

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 21, 2013. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Ralph Ellison Library and Downtown Library, 300 Park Avenue, Oklahoma City, on January 14, 2014, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Nancy Anthony, Disbursing Agent
Ralph Bullard
Allen Coffey
Cynthia Friedemann
Rozz Grigsby
Deanna Hannah
Helene Harpman
Jose Jimenez
Carolyn Leslie
Brian Maughan
Penny McCaleb
Tracy McDaniel
Mukesh Patel
Hugh Rice
Jim Shonts
Judy Smith, Vice-Chair
Alyne Strube
Beth Toland
Stephanie West
Fran Cory, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Bose' Akadiri
Mick Cornett, Mayor of Oklahoma City
Tracy McGehee
Lori Nelson
Kim Patterson
Vanna Shaw
Susan Tucker

Estimate of general public and staff attending: 16

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

Roll was called to establish a quorum. Present: Anthony, Bullard, Coffey, Friedemann, Grigsby, Harpman, Jimenez, Leslie, Maughan, McCaleb, McDaniel, Patel, Rice, Shonts, Smith, Strube, Toland, West, Cory.

II. Mrs. Cory introduced Mr. Michael Owens, Manager of Library Operations I, for the Ralph Ellison Library. Mr. Owens welcomed the commission and provided information on events happening at the Ralph Ellison Library.

Mrs. Cory introduced and welcomed Mr. Brian Maughan, newly appointed chair of the board of county commissioners and the newest member of the library commission, by virtue of office.

III. Mrs. Cory called for the Presentation of Service certificates for January 2014: Sylvia A. Lawson, Senior Accounting Technician, Business Office ~ 25 years of service; Lloyd Lovely, Deputy Executive Director/Finance & Support ~ 10 years of service.

Mrs. Cory also recognized the following employees who were unable to attend the meeting: Marie Nichols, Extension Specialist, Wright Library ~ 20 years of service; Christine Bassett, Librarian, Bethany Library ~ 15 years of service; Kimberly A. Clark, Technical Processor ~ 5 years of service; Deborah S. McPherson, Librarian, Bethany Library ~ 5 years of service; Michael Lee, Circulation Clerk, Edmond Library ~ 5 years of service.

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

V. Mrs. Cory presented the Consent Docket: Document #62 – Approval of Minutes of December 12, 2013; Document #63 – Acceptance of Review of Expenditures for December 2013; Document #64 – Contract Awards and Purchases; Document #65 – Request to Declare Vehicle Surplus.

Mrs. Cory called for a motion.

Mr. Ralph Bullard moved to accept the consent docket. Mr. Jim Shonts seconded. Questions and discussion followed. *A grammatical correction was made to Document #64 – Contract Awards, Item A: Roof Replacement for Harrah Library.* **Motion passed unanimously.**

VI. Mrs. Cory referred to Document #66 – Discussion, Consideration, and Possible Action – Report and Recommendations from Nominating Committee ~ Jose Jimenez, Chair.

Mr. Jose Jimenez reported that the Nominating Committee met via teleconference to discuss the recommendation of officers for the 2014 term of the Metropolitan Library Commission. The nominating committee is recommending the following individuals to be presented to the library commission for approval.

- Chair, Nancy Anthony
- Vice-Chair, Judy Smith
- Disbursing Agent, Allen Coffey

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

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

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

VII. Mrs. Cory referred to the official resignation notice from Mrs. Donna Morris, Executive Director. Mrs. Morris notified the commission by letter in December her plans to retire as of December 1, 2014. As a matter of public record, the commission formally accepts Mrs. Morris' official resignation notice.

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

Questions and discussion followed.

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

Mrs. Morris highlighted the Commerical Architecture Honor Award the Northwest Library received and congratulated LWPB Architects and Richard + Bauer. The article and pictures are attached to the Director's Report.

Mrs. Morris stated several staff members and commission member; Cindy Friedemann will be attending ALA Midwinter in Philadelphia January 24 through January 28.

There has been a change in café operators at the Downtown Library. First Edition Café shut down operation on New Year's Eve. Proposals were solicited and we are happy to report 4DAT Enterprises was selected and will resume café operations in approximately 30 days.

Mrs. Morris provided Capitol Project Updates. The demolition of the bowling alley in Del City has began. Del City and MLS are currently working on the A-E selection process, Request for Qualifications, and the Project Agreement. Staff is continuing to work with Edmond to alleviate parking problems at the Edmond Library.

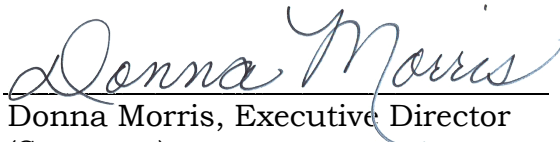
X. Mrs. Cory called for comments from the Commission.

Mrs. Nancy Anthony expressed her appreciation to Mrs. Cory for her role as chair the past few years.

XI. Mrs. Cory announced Mrs. Nancy Anthony will be making the Standing Committee assignments at next month's meeting. If there are any requested changes, please contact the Director's Office or Mrs. Anthony.

XII. The next Commission meeting will be held at the Belle Isle Library on February 20, 2014.

There being no further business, the meeting was adjourned at 3:59 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2014

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2014.

For comparison, 58.33% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2014.

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STATEMENT OF FINANCIAL CONDITION

January 31, 2014

ASSETS

	Current Year	Previous Year
CASH	\$18,195,421.69	\$ 15,438,316.10
INVESTMENTS (Schedule attached)	18,158,102.20	22,160,055.76
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	(24,146,672.53)	(23,378,431.05)
	4,272,188.47	4,405,946.95
Total Assets	\$40,653,306.13	\$ 42,034,318.81

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$229,400.11	\$369,313.54
Current Year Purchase Orders Outstanding	721,999.89	484,077.19
Previous Year Purchase Orders Outstanding	133,307.50	48,417.24
Checks Outstanding	230,136.45	203,451.60
Total Liabilities	1,314,843.95	1,105,259.57

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,272,188.47	4,405,946.95
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FUND BALANCE:

Beginning of the Year	\$29,031,368.36	\$30,212,769.61
Add: Revenues		
Budgeted	24,477,672.53	23,691,431.05
Other	1,475,455.85	1,410,997.23
Less: Expenditures	(19,918,223.03)	(18,792,085.60)

Total Fund Balance

	35,066,273.71	36,523,112.29
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Total Liabilities, Deferred Revenue and Fund Balance

	\$40,653,306.13	\$ 42,034,318.81
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Document #73
MLC FY 2013-14
February 20, 2014

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

As of January 31, 2014

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/24/2012	1/24/2015	1.000%	\$ 95,014.35
CD - Municipal Emp. Credit Union	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2013	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 January 31, 2014**

	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
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$28,418,861.00	\$ 14,338,918.37	\$ 24,146,672.53	84.97%	\$27,784,378.00	\$ 13,418,800.84	\$ 23,378,431.05	84.14%
State Aid	258,653.00	-	-	0.00%	257,465.70	-	-	0.00%
Fines	468,000.00	43,000.00	331,000.00	70.73%	450,000.00	40,000.00	313,000.00	69.56%
Total Budgeted Revenue	\$ 29,145,514.00	\$ 14,381,918.37	\$ 24,477,672.53	83.98%	\$ 28,491,843.70	\$ 13,458,800.84	\$ 23,691,431.05	83.15%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 62,477.92	\$ 854,470.08			\$ 115,875.21	\$ 830,436.53	
Gifts and Lost Books Fees		0.00	0.00			0.00	112,000.00	
Investment Income		8,969.12	115,645.97			30,740.08	216,373.93	
Flexible Benefits Account Balance		0.00	0.00			0.00	3,231.33	
Sale of Surplus Equipment		0.00	15,031.03			0.00	35,244.26	
Insurance Reimbursements		0.00	0.00			0.00	0.00	
Miscellaneous		37,578.27	490,308.77			30,836.78	213,711.18	
Total Miscellaneous Revenue		\$ 109,025.31	\$ 1,475,455.85			\$ 177,452.07	\$ 1,410,997.23	
Total Revenue	\$ 29,145,514.00	\$ 14,490,943.68	\$ 25,953,128.38	89.05%	\$ 28,491,843.70	\$ 13,636,252.91	\$ 25,102,428.28	
								MLC 100
								Feb 14

Document #73
MLC FY 2013-14
February 20, 2014

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

January 31, 2014

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 37,335.84	\$ 4,664.92	\$ 1,276.88	\$ 40,723.88
810 Prepaid Fees	(19,961.52)	0.00	472.29	(20,433.81)
815 Fines	43,865.74	51,506.90	44,426.96	50,945.68
820 Copy	116,912.10	10,903.73	1,890.17	125,925.66
Total Revolving Funds	\$ 178,152.16	\$ 67,075.55	\$ 48,066.30	\$ 197,161.41
GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
Special Grants				
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	2,200.00	7,400.00
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	3,318.75	837.50	2,481.25
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	980.53	19.47
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	13,164.58	150.42
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
Friends Grants				
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	12.00	14,988.00
874 14 Brawner Scholarships	12,000.00	12,000.00	7,050.00	4,950.00
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	60,181.00	0.00
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
Total Grants				161,827.93
Total Special Funds				<u>\$ 358,989.34</u>

Metropolitan Library System
Statement of Encumbrances
Month of January 2014

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	1,114,139.96	8,109,599.24	54.20	14,963,591.00	6,853,991.76
102	Wages - Part-time	157,493.57	1,256,386.36	48.10	2,611,763.00	1,355,376.64
103	Payroll Taxes	93,768.86	687,694.67	55.24	1,245,011.00	557,316.33
109	Workers' Comp. Insurance	13,614.00	102,949.00	50.31	204,648.00	101,699.00
112	Group Insurance	233,203.51	1,616,993.43	54.46	2,969,033.00	1,352,039.57
113	Employees' Retirement	73,891.79	1,665,187.79	83.31	1,998,785.00	333,597.21
114	Unemployment Compen.	1,083.37	1,256.60	4.19	30,000.00	28,743.40
Total Personal Services		1,687,195.06	13,440,067.09	55.95	24,022,831.00	10,582,763.91

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insu.	907.50	264,221.98	97.32	271,506.00	7,284.02
205	Rent of Library Buildings	7,571.88	60,012.52	67.30	89,175.00	29,162.48
207	Janitorial Services	34,431.80	240,500.60	45.90	524,000.00	283,499.40
208	Maintenance of Facilities	30,051.07	182,085.90	30.34	600,156.00	418,070.10
211	Parking & Transportation	9,529.09	80,868.76	49.13	164,600.00	83,731.24
212	Travel Expenses	6,933.96	47,250.88	35.54	132,954.00	85,703.12
213	Professional Services	25,543.56	221,321.99	51.54	429,420.00	208,098.01
214	Security Services	61,689.97	233,917.80	50.48	463,406.00	229,488.20
216	Telephone Services	10,716.72	64,653.71	19.95	324,027.00	259,373.29
217	Electrical Services	36,780.03	317,925.10	48.50	655,455.00	337,529.90
218	Gas Services	8,222.12	19,464.20	39.17	49,696.00	30,231.80
219	Water & Garbage Services	4,097.64	44,668.86	47.30	94,431.00	49,762.14
220	Trigen Energy Services	10,640.96	115,133.35	49.30	233,541.00	118,407.65
226	Memberships	1,530.00	15,090.00	55.36	27,259.00	12,169.00
230	Other Library-Related Serv.	22,592.86	278,102.07	58.27	477,253.00	199,150.93
231	Automation Contractual	38,000.14	220,567.44	52.29	421,777.00	201,209.56
236	Network Catalog Services	5,373.23	40,490.32	43.89	92,250.00	51,759.68
Total Contractual Services		314,612.53	2,446,275.48	48.43	5,050,906.00	2,604,630.52

Metropolitan Library System
Statement of Encumbrances
Month of January 2014

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	3,214.05	56,119.98	27.65	203,000.00	146,880.02
302	Postage	20,607.04	129,906.88	44.25	293,575.00	163,668.12
303	Supplies	27,211.91	237,397.26	52.97	448,149.00	210,751.74
310	Maintenance Supplies	19,966.18	51,977.76	69.30	75,000.00	23,022.24
312	Safety Supplies & Equip.	462.34	5,464.64	92.62	5,900.00	435.36
321	Gasoline & Oil	2,922.71	19,069.15	34.05	56,000.00	36,930.85
322	Vehicle Parts & Repairs	297.89	9,578.79	29.93	32,000.00	22,421.21
330	Programming Activities	9,685.46	114,150.66	38.54	296,168.00	182,017.34
331	Other Commodities	344.25	12,439.79	29.22	42,574.00	30,134.21
Total Commodities		84,711.83	636,104.91	43.80	1,452,366.00	816,261.09

Capital Outlays

401	Books & Materials	266,015.70	2,114,279.05	40.74	5,190,000.00	3,075,720.95
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	1,174.52	165,476.00	91.10	181,650.00	16,174.00
408	Furniture, Fixture, & Equip.	33,475.81	135,232.31	39.57	341,757.00	206,524.69
409	Motor Vehicles	.00	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	452,233.86	871,441.07	13.85	6,290,024.00	5,418,582.93
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		752,899.89	3,395,775.55	12.28	27,650,779.36	24,255,003.81
Total Budget		2,839,419.31	19,918,223.03	34.24	58,176,882.36	38,258,659.33

Monthly Journal Entries -- January 2014

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
104	1001	Cash	\$ 8,500.00	
	3602	Interest Income FHLB 313381xb6 interest		\$ 8,500.00
<u>Tax revenues</u>				
105	1001	Cash	\$ 10,307,611.21	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/23 to 12/31		\$ 10,307,611.21
106	1001	Cash	\$ 62,477.36	
	3601	Prior year Tax		\$ 62,477.07
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/16 to 12/31		\$ 0.29
107	1001	Cash	\$ 3,568,912.13	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/1 to 1/10		\$ 3,568,912.13
108	1001	Cash	\$ 9.08	
	3601	Prior year Tax		\$ 0.85
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/1 to 1/15		\$ 8.23
109	1001	Cash	\$ 363,884.43	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/13 to 1/17		\$ 363,884.43
110	1001	Cash	\$ 98,502.08	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/20 to 1/24		\$ 98,502.08
<u>Miscellaneous revenue</u>				
111	1001	Cash	\$ 37,661.57	
	3605	Mic. Reimbursements		\$ 37,661.57
		Friends 1,022.31 Abibow 8.31		
		Abibow 19.51 Abibow 13.62		
		Friends 816.92 OCCC - fall 6,655.00		
		P Doss insurance 343.26 MLS grant reimb 21,535.39		
		Scrap metal 48.30 Abibow 24.02		
		OKC rent 7,171.88 LET \$ 20.74		
		name badges 3.00 cleared voids \$ (20.69)		
		Total \$ 37,661.57		
<u>Fines</u>				
112	1001	Cash	\$ 43,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in Jan.		\$ 43,000.00

Payable entries

113	3001	Current Year Reserv. for Appropriations.	\$ 2,836,629.43	
	3011	Current Year P.O. Outstanding		\$ 2,836,629.43
	3002	Prior Year Reserv. for Appropriations.		\$ 1,351.78
	3012	Prior Year P.O. Outstanding	\$ 1,351.78	
		Purchase orders issued in January		
114	3011	Current Year P.O. Outstanding	\$ 2,462,401.32	
	3012	Prior Year P.O. Outstanding	\$ 4,816.22	
	3021	Current Year Warrants Outstanding		\$ 2,467,217.54
		Checks issued in January		
115	3021	Current Year Warrants Outstanding	\$ 2,394,658.64	
	1001	Cash		\$ 2,394,658.64
		Checks cleared Bank in January		

Bank interest and fees

116	1001	Cash	\$ 469.12	
	3602	Bank Fees	\$ 425.55	
	3602	Interest Income		\$ 894.67
		Interest and fees from GF checking account		
117	8000	Special Fund Cash		\$ 220.67
	8815	Bank Fees	\$ 241.90	
	8815	Interest Income		\$ 21.23
		Interest and fees from SF checking account		

Special funds

118	8000	Special Fund Cash	\$ 65,838.56	
	8815	Special Fund Accounts		\$ 28,680.89
	8820			\$ 10,903.73
	8805			\$ 4,664.92
	8810		\$ 472.29	
	8899			\$ 318.75
	8815	Credit card receipts		\$ 22,804.78
	8815	Credit card fees	\$ 1,007.22	
	8005	increase petty cash funds	\$ 55.00	
		Revenues of special fund received		
119	8000	Special Fund Cash		\$ 72,120.24
	8815	Special Fund Accounts	\$ 43,177.84	
	8820		\$ 1,890.17	
	8805		\$ 1,276.88	
	8874		\$ 1,950.00	
	8884		\$ 400.00	
	8873		\$ 12.00	
	8952		\$ 842.46	
	8935		\$ 398.00	
	8899		\$ 637.50	
	8946		\$ 21,535.39	
		Expenditures of special fund		

Grand Total

\$ 22,331,045.13 \$ 22,331,045.13

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-02776	Metropolitan Library System	Supplies	34.98	34.98
G-02777	O G & E	Electrical Services	195.10	195.10
G-02778	Oklahoma Natural Gas Co.	Gas Services	973.81	973.81
G-02779	Demco	Furniture	979.00	979.00
G-02780	Gaylord Bros.	Supplies	302.42	302.42
G-02781	Susie Beasley	Memberships	90.00	90.00
G-02782	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02783	Charles S. Isaacs	Transportation	14.52	14.52
G-02784	CompSource Oklahoma	Workers Comp Insurance	13,660.00	13,660.00
G-02785	Anne G. Fischer	Telephone Services	50.00	
		Automation Contractual	19.95	69.95
G-02786	INTEGRIS Corporate Assistance	Group Insurance	1,040.00	1,040.00
G-02787	Jonathan Willis	Transportation	73.51	73.51
G-02788	Larry G. Johnson	Parking	108.38	108.38
G-02789	Metro Parking Garage	Parking	1,800.00	
		Parking	1,440.00	3,240.00
G-02790	Victoria Dixon	Parking	108.38	108.38
G-02791	Ginger Waldrip	Programming Activities	100.00	100.00
G-02792	Matthew Cotter	Telephone Services	35.00	
		Transportation	30.40	65.40
G-02793	Vickie Ross	Supplies	29.20	29.20
G-02794	Hope Health/ IHAC	Professional Services	195.00	195.00
G-02795	Dana Beach	Programming Activities	125.00	125.00
G-02796	CDW Government, Inc.	Automation	383.04	383.04
G-02797	Cintas	Maintenance of Facilities	140.00	140.00
G-02798	ULINE	Supplies	34.50	34.50
G-02799	Ford Audio-Video	Audio Visual System	80,976.00	
		Capital Projects	1,392.81	
		Capital Projects	1,400.00	
		Capital Projects	835.92	84,604.73
G-02800	United Parcel Service	Postage	451.53	451.53
G-02801	City of Choctaw	Water & Garbage Services	248.25	248.25
G-02802	Todd Olberding	Telephone Services	46.88	46.88
G-02803	Walmart Community/GECRB	Programming Activities	41.06	
		Programming Activities	25.67	66.73
G-02804	Lisa Hubbert	Programming Activities	120.00	120.00
G-02805	Pamela Buchanan	Transportation	39.95	39.95
G-02806	Scott Delsigne	Programming Activities	125.00	125.00
G-02807	Panacean Systems	Professional Services	7,054.94	7,054.94
G-02808	Laura McMurtry	Telephone Services	35.00	
		Transportation	3.93	38.93
G-02809	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	1,831.66	
		Maintenance of Facilities	1,160.00	
		Maintenance of Facilities	200.00	5,623.33
G-02810	Southern Aluminum Manufacturing	Furniture	925.00	925.00
G-02811	Joshua Jordan	Programming Activities	27.46	27.46
G-02812	Sarah Blaney	Supplies	22.26	
		Transportation	34.47	56.73
G-02813	Securitas Security USA, Inc.	Security Services	6,469.34	
		Security Services	1,342.07	
		Security Services	6,062.15	

** Continued **

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02813	Securitas Security USA, Inc.	Security Services	1,342.07	15,215.63
G-02814	Cisco Systems Capital CRP	Automation Contractual	746.01	746.01
G-02815	Mentor Hope LLC	Programming Activities	100.00	100.00
G-02816	Lloyd Lovely	Telephone Services	40.00	40.00
G-02817	Star Bright Books, Inc.	Programming Activities	67.67	67.67
G-02818	Suzette V. Felton	Transportation	17.94	17.94
G-02819	Federal Corporation	Maintenance of Facilities	75.32	75.32
G-02820	Grainger	Maintenance of Facilities	610.64	610.64
G-02821	O G & E	Electrical Services	1,574.55	1,574.55
G-02822	Oklahoma Natural Gas Co.	Gas Services	336.75	336.75
G-02823	City of Oklahoma City	Water & Garbage Services	246.38	246.38
G-02824	Brodart Co.	Supplies	4,025.00	4,025.00
G-02825	Southwestern Stationers, Inc.	Supplies	206.52	
		Supplies	138.72	345.24
G-02826	Locke Supply Co.	Maintenance of Facilities	10.50	
		Maintenance of Facilities	115.07	
		Maintenance of Facilities	241.51	
		Maintenance of Facilities	103.06	470.14
G-02827	Emsco Electric Supply	Maintenance of Facilities	100.79	
		Maintenance of Facilities	170.40	271.19
G-02828	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-02829	Weston Woods Accts Receivable	Materials	1,227.95	1,227.95
G-02830	Charles S. Isaacs	Telephone Services	35.00	35.00
G-02831	Thomson Reuters-West	Materials	2,480.00	2,480.00
G-02832	Recorded Books, LLC	Materials	1,150.65	1,150.65
G-02833	Johnstone Supply	Maintenance of Facilities	15.98	15.98
G-02834	Marilyn E. Backus	Transportation	39.78	39.78
G-02835	Thorndike/Gale Group	Materials	24.79	24.79
G-02836	Library Video Co.	Materials	49.90	49.90
G-02837	Full Circle Bookstore	Materials	36.80	36.80
G-02838	Mardel, Inc.	Materials	135.00	135.00
G-02839	National Seminars Training	Professional Services	179.00	179.00
G-02840	Oklahoma Gazette	Library-related Services	1,616.00	
		Library-related Services	1,616.00	3,232.00
G-02841	Scott's Printing & Copying	Printing/Printing Supply	467.86	467.86
G-02842	Brilliance Corporation	Materials	79.97	79.97
G-02843	MPLC	Programming Activities	528.31	528.31
G-02844	Ingram Library Service	Materials	898.34	898.34
G-02845	Audio Editions	Materials	338.30	338.30
G-02846	OverDrive, Inc.	Materials	7,111.20	7,111.20
G-02847	Findaway World, LLC	Materials	12,625.57	12,625.57
G-02848	AV Cafe Inc	Materials	805.75	805.75
G-02849	Ingram Library Service	Materials	434.98	434.98
G-02850	Oklahoma Secretary of State	Library-related Services	25.00	25.00
G-02851	Town of Luther	Water & Garbage Services	37.60	37.60
G-02852	Movie Licensing USA	Programming Activities	1,788.00	1,788.00
G-02853	Southwest Paper - OKC	Supplies	2,512.00	2,512.00
G-02854	Sharon A. Nolan	Programming Activities	50.00	50.00
G-02855	Ruby Soutiere	Transportation	3.17	3.17
G-02856	MAC Systems, Inc.	Maintenance of Facilities	1,018.00	
		Maintenance of Facilities	1,105.00	2,123.00

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-02857	Kevin Colwell	Transportation	30.23	30.23
G-02858	City of Harrah Acct 02-0121-01	Water & Garbage Services	61.12	61.12
G-02859	Amazon/GE Money Bank	Programming Activities	100.65	
		Programming Activities	97.62	
		Programming Activities	30.52	
		Automation	34.57	
		Library-related Services	55.02	318.38
G-02860	Baker & Taylor Entertainment	Materials	627.41	
		Materials	1,412.63	2,040.04
G-02861	John L. Hilbert	Programming Activities	124.04	124.04
G-02862	Darrie Breathwit	Programming Activities	60.43	60.43
G-02863	Star Lighting	Maintenance of Facilities	99.90	
		Maintenance of Facilities	557.58	657.48
G-02864	Cintas Corporation 064	Maintenance of Facilities	600.10	600.10
G-02865	Waste Connections of Oklahoma	Garbage Services	679.00	
		Garbage Services	54.00	733.00
G-02866	Firetrol Protection Systems	Maintenance of Facilities	300.00	300.00
G-02867	Faith Centered Resources	Materials	46.98	46.98
G-02868	Cox Communications, Inc.	Telephone Service	82.49	82.49
G-02869	Baker & Taylor Books	Materials	1,124.26	
		Materials	1,981.95	
		Materials	4,259.38	
		Materials	7,918.38	
		Materials	4,616.38	19,900.35
G-02870	Baker & Taylor Books	Materials	1,831.35	
		Materials	3,765.86	
		Materials	1,191.47	6,788.68
G-02871	Cheryl Coleman	Programming Activities	66.79	66.79
G-02872	Baker & Taylor Entertainment	Materials	344.09	344.09
G-02873	Provantage	Other Library Related Svc	527.00	527.00
G-02874	Mackin	Materials	124.68	124.68
G-02875	R. Justin Herwig	Transportation	50.45	50.45
G-02876	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
G-02877	Bank of Oklahoma	Payroll Transmittal-Chks	32,478.39	
		Payroll Transmittal-Chks	11,341.72	
		Payroll Transmittal-Chks	110.00	43,930.11
G-02878	Bank of Oklahoma	Federal Withholding Tax	60,876.85	
		Federal Withholding Tax	3,793.00	64,669.85
G-02879	Oklahoma Tax Commission	State Withholding Tax	18,068.00	
		State Withholding Tax	806.00	18,874.00
G-02880	Mun. Employees Credit Union	Employee Cr Union Deducts	10,837.47	
		Employee Cr Union Deducts	87.50	10,924.97
G-02881	United Way of Central Oklahoma	Employee Deductions	719.11	
		Employee Deductions	34.00	753.11
G-02882	Clerk, U.S. District	Employee Deductions	254.03	254.03
G-02883	Works & Lentz, Inc.	Employee Deductions	265.38	265.38
G-02884	Mutual Assurance	Employee Deductions	175.00	175.00
G-02885	Bank of America	Payroll Transmittal-DDep	329,953.39	
		Payroll Transmittal-DDep	48,757.07	
		Payroll Transmittal-DDep	770.00	379,480.46
G-02886	Nationwide Retirement Solution	Employee Deductions	5,468.38	5,468.38
G-02887	Transamerica Life Insurance Co	Employee Deductions	322.71	322.71

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Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-02888	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,891.90	3,891.90
G-02889	Bank of Oklahoma	Employee Flexplan Deposit	33,670.83	33,670.83
G-02890	Bank of Oklahoma	Employee Soc/Sec Deposits	32,807.26	
		Employee Soc/Sec Deposits	4,365.79	
		Employee Medicare Deposit	7,672.72	
		Employee Medicare Deposit	1,021.04	
		Employer Soc/Sec Deposits	37,173.21	
		Employer Medicare Deposit	8,693.67	91,733.69
G-02891	MassMutual Financial Group	Employee Contrib -- DC PI	20,697.60	
		Employer Contrib -- DC PI	37,115.61	57,813.21
G-02892	Love, Beal & Nixon, P.C.	Employee Deductions	308.37	308.37
G-02893	Pioneer Credit Recovery	Employee Deductions	172.64	172.64
G-02894	Robinson & Hoover	Employee Deductions	210.14	210.14
G-02895	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-02896	FISHER & FISHER	Employee Deductions	100.00	100.00
G-02897	Administrative Services	Employee Deductions	1,493.99	1,493.99
G-02898	UNUM Life Insurance	Employee Deductions	1,139.90	
		Employee Deductions	37.30	1,177.20
G-02899	UNUM Life Insurance	Grp L-T Disab Ins Prm-JAN	6,762.54	6,762.54
G-02900	Mutual Assurance	Grp Life AD&D Ins Prm-JAN	50,299.00	50,299.00
G-02901	Vision Service Plan of	Grp Vision Ins Prem-Jan..	2,908.24	2,908.24
G-02902	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JAN	169,859.93	169,859.93
G-02903	UNUM Life Insurance	Grp LTC Insurance Prm-Jan	1,453.80	1,453.80
G-02904	Grainger	Maintenance of Facilities	35.92	35.92
G-02905	Oklahoma Natural Gas Co.	Gas Services	491.08	
		Gas Services	132.04	
		Gas Services	187.04	810.16
G-02906	City of the Village	Water & Garbage Services	91.41	91.41
G-02907	Locke Supply Co.	Maintenance of Facilities	177.19	
		Maintenance of Facilities	20.58	
		Maintenance of Facilities	63.87	
		Maintenance of Facilities	17.54	279.18
G-02908	Gaylord Bros.	Supplies	178.82	178.82
G-02909	Oklahoma Library Association	Professional Services	75.00	75.00
G-02910	American Express	Automation Contractual	149.00	
		Programming Activities	27.50	176.50
G-02911	ALA Order Fulfillment	Supplies	114.00	114.00
G-02912	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02913	The Norman Transcript	Periodicals/Subscriptions	239.88	239.88
G-02914	Friday	Library-reltaed Services	1,600.00	1,600.00
G-02915	Spaces, Inc.	Furniture	1,454.40	1,454.40
G-02916	Staples Credit Plan	Supplies	5.99	5.99
G-02917	Debbie Langston	Programming Activities	70.00	70.00
G-02918	AT&T	Telephone Services	1,210.35	1,210.35
G-02919	Miranda Arana	Programming Activities	200.00	200.00
G-02920	A T & T Mobility	Telephone Services	150.24	150.24
G-02921	Scott's Printing & Copying	Printing/Printing Supply	229.75	229.75
G-02922	Hobby Lobby	Programming Activities	27.74	27.74
G-02923	XPEDX	Supplies	285.20	285.20
G-02924	OverDrive, Inc.	Network Catalog Services	1,267.50	1,267.50
G-02925	Fuelman	Gasoline & Oil	2,922.71	2,922.71
G-02926	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-02927	Home Depot Credit Services	Maintenance of Facilities	71.40	71.40
G-02928	Batteries Sooner LLC	Maintenance of Facilities	103.87	103.87
G-02929	Heidi Johnson	Memberships	90.00	90.00
G-02930	Amazon/GE Money Bank	Supplies	49.99	
		Supplies	76.39	
		Supplies	38.84	165.22
G-02931	United Parcel Service	Postage	314.54	314.54
G-02932	Oklahoma Press Service	Library-Related Services	124.10	124.10
G-02933	Office Depot Credit Plan	Supplies	110.81	
		Supplies	170.13	280.94
G-02934	Tyler Broadcasting Corporation	Library-related Services	2,000.00	2,000.00
G-02935	Cheryl Pernell	Parking	108.38	108.38
G-02936	Mary Long	Memberships	90.00	90.00
G-02937	Construction Industries Board	Maintenance of Facilities	75.00	75.00
G-02938	John Rahhal	Transportation	111.36	111.36
G-02939	Museum of Osteology	Programming Activities	125.00	125.00
G-02940	Kamran Baradaran	Programming Activities	125.00	125.00
G-02941	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-02942	Morrison Supply Company	Maintenance of Facilities	103.00	103.00
G-02943	SMC Technologies, Inc	Capital Projects	619.46	619.46
G-02944	Buffi Rae Smith	Programming Activities	50.00	50.00
G-02945	Securitas Security USA, Inc.	Security Services	4,076.06	
		Security Services	806.07	
		Security Services	3,851.71	
		Security Services	635.72	9,369.56
G-02946	Trak-1 Technology, Inc.	Professional Services	91.40	91.40
G-02947	Hugg & Hall Equipment Co	Maintenance of Facilities	170.78	170.78
G-02948	TRXO	Library-related Services	400.00	400.00
G-02949	Sheet Metal Service	Maintenance of Facilities	40.00	40.00
G-02950	Smart Technologies	Automation Contractual	92.50	
		Automation Contractual	129.50	222.00
G-02951	Oklahoma Accountancy Board	Memberships	50.00	50.00
G-02952	KOCB c/o WICS TV	Library-related Services	6,410.00	6,410.00
G-02953	Sheldon Beach	Parking	108.38	108.38
G-02954	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00
G-02955	KOCO	Library-related Services	6,540.00	6,540.00
G-02956	Savannah Mitchell	Programming Activities	75.00	75.00
G-02957	Knoll, Inc.	Furniture	532.17	532.17
G-02958	Bradford Industrial Supply	Maintenance of Facilities	7.98	7.98
G-02959	O G & E	Electrical Services	943.75	
		Electrical Services	4,203.80	
		Electrical Services	159.56	
		Electrical Services	1,552.69	6,859.80
G-02960	City of Oklahoma City	Water & Garbage Services	174.12	
		Water & Garbage Services	28.81	
		Water & Garbage Services	280.85	
		Water & Garbage Services	193.84	
		Water & Garbage Services	140.91	818.53
G-02961	Locke Supply Co.	Maintenance of Facilities	58.15	58.15
G-02962	Emsco Electric Supply	Maintenance of Facilities	75.30	
		Maintenance of Facilities	54.10	129.40
G-02963	Gale/ Cengage Learning, Inc.	Materials	1,571.70	1,571.70

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose	Amount	Amount
G-02964	AT&T	Telephone Services	662.31	
		Telephone Services	807.50	
		Telephone Services	709.25	2,179.06
G-02965	City of Edmond	Electrical Services	4,380.69	4,380.69
G-02966	Weston Woods Accts Receivable	Materials	193.13	193.13
G-02967	Baker & Taylor Books	Materials	7,408.08	7,408.08
G-02968	Upstart	Supplies	160.50	160.50
G-02969	Recorded Books, LLC	Materials	1,584.00	1,584.00
G-02970	Thorndike/Gale Group	Materials	5,851.30	5,851.30
G-02971	Staples Credit Plan	Supplies	4.99	4.99
G-02972	Morningstar	Materials	175.00	175.00
G-02973	Shawver & Son	Maintenance of Facilities	722.50	722.50
G-02974	Blackstone Audio Books	Materials	150.00	150.00
G-02975	Random House, Inc	Materials	341.25	341.25
G-02976	Brilliance Corporation	Materials	2,269.09	2,269.09
G-02977	Gateway Films/Vision Video	Materials	2,107.10	2,107.10
G-02978	Ingram Library Service	Materials	1,571.27	1,571.27
G-02979	Audio Editions	Materials	346.31	346.31
G-02980	Ingram Library Service	Materials	1,640.41	1,640.41
G-02981	Center Point Large Print	Materials	1,807.65	1,807.65
G-02982	Batteries Sooner LLC	Maintenance of Facilities	32.94	32.94
G-02983	Southwest Paper - OKC	Supplies	1,869.40	1,869.40
G-02984	City of Edmond	Water & Garbage Services	320.13	320.13
G-02985	Oklahoma County OSU Ext Ctr	Programming Activities	195.54	195.54
G-02986	ULINE	Supplies	53.99	53.99
G-02987	First Advantage	Professional Services	18.00	18.00
G-02988	Baker & Taylor Books	Materials	3,766.07	3,766.07
G-02989	Baker & Taylor Entertainment	Materials	870.07	
		Materials	7,523.32	8,393.39
G-02990	Midwest Tape	Materials	314.93	314.93
G-02991	The Great Courses	Materials	519.75	519.75
G-02992	Engineered Equipment Inc.	Maintenance of Facilities	98.28	98.28
G-02993	Oklahoma City Ad Club	Library-related Services	990.00	990.00
G-02994	Accuity, Inc.	Materials	1,307.00	1,307.00
G-02995	Sunbelt Data Systems Inc	Supplies	9,126.75	9,126.75
G-02996	Baker & Taylor Books	Materials	1,326.66	
		Materials	821.04	
		Materials	2,334.41	
		Materials	2,297.57	
		Materials	2,799.36	
		Materials	3,681.96	
		Materials	7,006.43	
		Materials	5,677.02	
		Materials	4,549.33	30,493.78
G-02997	Baker & Taylor Books	Materials	1,224.14	
		Materials	3,054.63	
		Materials	4,753.14	
		Materials	9,077.03	18,108.94
G-02998	Baker & Taylor Books	Materials	397.39	397.39
G-02999	Veolia Energy Oklahoma City,	Trigen Energy Services	10,640.96	10,640.96
G-03000	Baker & Taylor Entertainment	Materials	389.52	389.52
G-03001	Grainger	Maintenance of Facilities	262.60	262.60

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Number	Vendor/Payee	Purpose		Amount
G-03002	City of Bethany	Water & Garbage Services	121.41	121.41
G-03003	Locke Supply Co.	Maintenance of Facilities	114.70	114.70
G-03004	Tech-Lock	Maintenance of Facilities	3.00	3.00
G-03005	The University of Oklahoma	Printing/Printing Supply	40.00	40.00
G-03006	Alma L. Brown	Programming Activities	22.69	22.69
G-03007	Standard Printing Co., Inc.	Supplies	1,447.50	
		Supplies	1,447.50	2,895.00
G-03008	Cheryl Mann	Transportation	33.73	33.73
G-03009	American Library Association	Memberships	473.00	
		Memberships	175.00	648.00
G-03010	Barbara Beasley	Postage	60.75	60.75
G-03011	Denyvetta Davis	Transportation	165.22	165.22
G-03012	Ebrahim Ejtehad	Programming Activities	40.72	40.72
G-03013	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-03014	Janet Brooks	Transportation	7.28	7.28
G-03015	Jonathan Willis	Telephone Services	35.00	35.00
G-03016	Linda Hyams	Telephone Services	35.00	35.00
G-03017	OCLC, Inc.	Network Catalog Services	4,105.73	4,105.73
G-03018	ALA Registration Dept	Professional Services	230.00	
		Professional Services	235.00	465.00
G-03019	Meghan Attalla	Programming Activities	29.70	29.70
G-03020	Melody A. Kellogg	Transportation	11.70	11.70
G-03021	Landon Holman	Transportation	27.69	27.69
G-03022	Cox Media Oklahoma City	Library-Related Services	10,780.00	10,780.00
G-03023	Debra Jackson	Supplies	34.43	
		Supplies	12.03	46.46
G-03024	Displays 2 Go	Programming	164.09	164.09
G-03025	Steve's Wholesale Distributors	Maintenance of Facilities	208.74	208.74
G-03026	Bank of America	Library-related Services	248.28	248.28
G-03027	Contractors Supply Co.	Maintenance of Facilities	45.88	45.88
G-03028	MAC Systems, Inc.	Maintenance of Facilities	390.00	390.00
G-03029	Joy E. Cavett	Programming Activities	150.00	150.00
G-03030	Bank of Oklahoma	Employer FICA Deposits	22.95	22.95
G-03031	Chase Card Services	Automation Contractual	1.00	
		Travel Expenses	403.50	
		Travel Expenses	364.00	
		Travel Expenses	364.00	
		Travel Expenses	403.50	
		Professional Services	434.99	
		Telephone Services	1.00	
		Memberships	1.00	
		Printing Supplies	1.00	
		Equipment	1.00	
		Printing Supplies	1.00	
		Furniture	729.00	
		Maintenance of Facilities	1.00	
		Other Library Related Svc	1.00	
		Memberships	1.00	
		Supplies	1.00	
		Automation Contractual	1.00	
		Programming	1.00	
		Travel	445.00	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03031	Chase Card Services	Supplies	1.00	
		Programming	1.00	
		Maintenance of Facilities	1.00	
		Other Commodities	1.00	
		Automation Contractual	1.00	
		Automation Contractual	1.00	3,161.99
G-03032	Walgreen Co.	Professional Services	2,397.00	2,397.00
G-03033	United Parcel Service	Postage	712.92	712.92
G-03034	John Wood	Telephone Services	50.00	50.00
G-03035	Todd Podzemny	Postage	46.00	46.00
G-03036	Shawnee News - Star	Periodicals/Subscriptions	209.76	209.76
G-03037	Walmart Community/GECRB	Programming Activities	12.68	
		Programming Activities	19.82	
		Supplies	72.06	104.56
G-03038	John L. Hilbert	Professional Services	65.00	65.00
G-03039	Aaron Bluit	Transportation	126.84	126.84
G-03040	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-03041	Roberto Soto	Maintenance of Facilities	20.00	20.00
G-03042	Donna Morris	Transportation	450.00	450.00
G-03043	Darrie Breathwit	Programming Activities	16.24	16.24
G-03044	Emily Canniff	Transportation	20.57	
		Postage	46.00	66.57
G-03045	Alexis Whitney	Programming Activities	25.98	25.98
G-03046	Kelly D Smith	Programming Activities	60.00	60.00
G-03047	Star Lighting	Maintenance of Facilities	113.40	113.40
G-03048	John Utley	Telephone Services	35.00	
		Transportation	87.01	122.01
G-03049	Melissa Weathers	Transportation	12.03	12.03
G-03050	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-03051	Vickie Saxton	Programming Activities	18.12	18.12
G-03052	Emily Williams	Transportation	7.46	7.46
G-03053	Shirley J Filer	Programming Activities	50.00	50.00
G-03054	Cheryl Coleman	Programming Activities	44.72	44.72
G-03055	Personalized Prevention	Professional Services	707.00	707.00
G-03056	Joe H Shelton	Programming Activities	24.83	24.83
G-03057	R. Justin Herwig	Telephone Services	35.00	
		Telephone Services	35.00	
		Supplies	8.93	78.93
G-03058	Mary J. Sholly	Transportation	15.99	15.99
G-03059	Cox Communications, Inc.	Telephone Services	219.22	
		Telephone Services	178.31	397.53
G-03060	Cox Communications, Inc.	Telephone Services	344.22	
		Telephone Services	4,022.20	4,366.42
G-03061	Baker & Taylor Books	Materials	1,825.31	1,825.31
G-03062	Recorded Books, LLC	Materials	405.00	405.00
G-03063	The Penworthy Co.	Materials	1,632.45	1,632.45
G-03064	Thorndike/Gale Group	Materials	3,507.19	3,507.19
G-03065	Blackstone Audio Books	Materials	832.38	832.38
G-03066	Random House, Inc	Materials	956.50	956.50
G-03067	Brilliance Corporation	Materials	643.72	643.72
G-03068	Ingram Library Service	Materials	1,197.47	1,197.47

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Number	Vendor/Payee	Purpose		Amount
G-03069	Dinah-Might Adventures, LP	Materials	33.70	33.70
G-03070	Audio Editions	Materials	1,479.59	1,479.59
G-03071	Findaway World, LLC	Materials	4,674.50	4,674.50
G-03072	AV Cafe Inc	Materials	943.53	943.53
G-03073	Ingram Library Service	Materials	487.72	487.72
G-03074	Barnes & Noble, Inc.	Materials	539.00	539.00
G-03075	Baker & Taylor Entertainment	Materials	1,354.99	
		Materials	1,589.30	2,944.29
G-03076	University of Oklahoma Press	Materials	67.95	67.95
G-03077	Midwest Tape	Materials	79.98	79.98
G-03078	The Great Courses	Materials	50.00	50.00
G-03079	Faith Centered Resources	Materials	1,434.48	1,434.48
G-03080	Baker & Taylor Books	Materials	1,411.31	
		Materials	1,026.75	
		Materials	2,637.57	
		Materials	2,883.84	
		Materials	2,017.56	
		Materials	4,191.50	14,168.53
G-03081	Baker & Taylor Books	Materials	1,081.14	
		Materials	2,855.02	
		Materials	811.83	4,747.99
G-03082	Baker & Taylor Books	Materials	1,021.42	1,021.42
G-03083	Baker & Taylor Entertainment	Materials	399.48	399.48
G-03084	Bank of Oklahoma	Payroll Transmittal-Chks	31,609.49	
		Payroll Transmittal-Chks	13,236.04	44,845.53
G-03085	Bank of Oklahoma	Federal Withholding Tax	62,490.85	
		Federal Withholding Tax	5,114.00	67,604.85
G-03086	Oklahoma Tax Commission	State Withholding Tax	18,612.00	
		State Withholding Tax	1,089.00	19,701.00
G-03087	Mun. Employees Credit Union	Employee Cr Union Deducts	10,947.47	
		Employee Cr Union Deducts	87.50	11,034.97
G-03088	United Way of Central Oklahoma	Employee Deductions	699.11	
		Employee Deductions	34.00	733.11
G-03089	Clerk, U.S. District	Employee Deductions	247.92	247.92
G-03090	Works & Lentz, Inc.	Employee Deductions	260.06	260.06
G-03091	Bank of America	Payroll Transmittal-DDep	340,113.96	
		Payroll Transmittal-DDep	60,708.41	400,822.37
G-03092	Nationwide Retirement Solution	Employee Deductions	5,468.38	5,468.38
G-03093	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-03094	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,742.92	3,742.92
G-03095	Bank of Oklahoma	Employee Flexplan Deposit	13,453.88	13,453.88
G-03096	Bank of Oklahoma	Employee Soc/Sec Deposits	33,404.94	
		Employee Soc/Sec Deposits	5,398.79	
		Employee Medicare Deposit	7,812.39	
		Employee Medicare Deposit	1,262.64	
		Employer Soc/Sec Deposits	38,803.89	
		Employer Medicare Deposit	9,075.14	95,757.79
G-03097	MassMutual Financial Group	Employee Contrib -- DC PI	20,566.37	
		Employer Contrib -- DC PI	36,776.18	57,342.55
G-03098	Love, Beal & Nixon, P.C.	Employee Deductions	274.00	274.00
G-03099	Pioneer Credit Recovery	Employee Deductions	169.12	169.12
G-03100	Robinson & Hoover	Employee Deductions	146.93	146.93

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Number	Vendor/Payee	Purpose		Amount
G-03101	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-03102	FISHER & FISHER	Employee Deductions	100.00	100.00
G-03103	Administrative Services	Employee Deductions	1,501.11	1,501.11
G-03104	UNUM Life Insurance	Employee Deductions	6.70	6.70
G-03105	O G & E	Electrical Services	2,083.62	
		Electrical Services	624.82	
		Electrical Services	3,122.51	5,830.95
G-03106	Oklahoma Natural Gas Co.	Gas Services	727.66	
		Gas Services	782.04	
		Gas Services	33.10	1,542.80
G-03107	City of Oklahoma City	Water & Garbage Services	568.83	
		Water & Garbage Services	56.35	
		Water & Garbage Services	259.27	884.45
G-03108	American Library Association	Memberships	248.00	
		Memberships	328.00	576.00
G-03109	FedEx	Automation Contractual	146.74	146.74
G-03110	Greater Oklahoma City	Other Commodities	80.00	80.00
G-03111	Randy Wayland	Supplies	38.88	38.88
G-03112	Independent Stationers	Supplies	64.58	64.58
G-03113	Joan Kendall	Postage	42.40	42.40
G-03114	Cheryll Jones	Programming Activies	4.30	4.30
G-03115	Karen L.Litteral	Programming Activities	14.82	14.82
G-03116	Melody A. Kellogg	Professional Services	230.00	
		Travel Expenses	363.60	593.60
G-03117	Anita Roesler	Mileage	47.91	47.91
G-03118	Debbie Robertus	Mileage	12.21	12.21
G-03119	Batteries Sooner LLC	Maintenance of Facilities	11.94	
		Maintenance of Facilities	94.91	106.85
G-03120	Amber Austin	Programming Activities	150.00	150.00
G-03121	Oklahoma County OSU Ext Ctr	Programming Activities	98.53	98.53
G-03122	Walmart Community/GECRB	Programming Activities	114.47	
		Supplies	36.86	151.33
G-03123	The Meadows	Library-related Services	63.36	63.36
G-03124	Pamela Buchanan	Telephone Services	35.00	35.00
G-03125	Thomas P. Gallagher	Transportation	25.00	25.00
G-03126	Darrie Breathwit	Programming Activities	33.89	33.89
G-03127	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-03128	Cox Communications, Inc.	Telephone Services	12.58	
		Telephone Service	67.53	80.11
G-03129	Ray the Painter	Maintenance of Facilities	2,106.00	2,106.00
G-03130	City of Del City	Rent of Library Buildings	400.00	400.00
G-03131	Bradford Industrial Supply	Maintenance of Facilities	8.19	8.19
G-03132	O G & E	Electrical Services	11,935.13	
		Electrical Services	1,928.78	
		Electrical Services	918.37	14,782.28
G-03133	Locke Supply Co.	Maintenance of Facilities	15.10	15.10
G-03134	Tech-Lock	Maintenance of Facilities	9.00	9.00
G-03135	Hewlett-Packard Co.	Automation Contractual	7,402.15	7,402.15
G-03136	City of Warr Acres	Water & Garbage Services	51.95	51.95
G-03137	Synergy Datacom Supply, Inc.	Supplies	2.86	2.86
G-03138	TDS Telecom	Telephone Services	1,281.74	1,281.74
G-03139	Oklahoma Employment	Unemployment Compen	1,083.37	1,083.37

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Number	Vendor/Payee	Purpose		Amount
G-03140	The Norman Transcript	Subscriptions	239.88	239.88
G-03141	Spaces, Inc.	Furniture	306.00	
		Furniture	75.00	381.00
G-03142	Independent Stationers	Supplies	56.50	56.50
G-03143	Oracle America, Inc.	Professional Services	4,548.00	4,548.00
G-03144	ALA Registration Dept	Professional Services	230.00	230.00
G-03145	Lynda G. Bahr	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-03146	Ginger Waldrip	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-03147	Oklahoma Building Services, Inc.	Janitorial Services	25,688.98	
		Janitorial Services	3,606.15	
		Janitorial Services	3,411.67	
		Pest Control Services	1,015.00	
		Pest Control Service	450.00	
		Pest Control Services	260.00	34,431.80
G-03148	Evans Hardware	Maintenance of Facilities	13.25	13.25
G-03149	Patterson Medical Supply, Inc.	Supplies	61.15	61.15
G-03150	Sharon A. Nolan	Programming Activities	66.52	66.52
G-03151	ExaminerEnterprise	Subscriptions	222.00	222.00
G-03152	MAC Systems, Inc.	Maintenance of Facilities	600.00	
		Maintenance of Facilities	846.00	1,446.00
G-03153	Dowell Parking Center	Parking	312.00	312.00
G-03154	Crowe & Dunlevy	Professional Services	397.28	397.28
G-03155	Walmart Community/GEICB	Other Commodities	12.00	12.00
G-03156	Preston Bell	Transportation	50.00	50.00
G-03157	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	1,831.66	4,263.33
G-03158	Securitas Security USA, Inc.	Security Services	5,044.18	
		Security Services	1,096.92	6,141.10
G-03159	Brandy Haynes	Programming Activities	60.00	60.00
G-03160	G4S Secure Solutions	Security Services	4,872.05	
		Security Services	9,085.81	13,957.86
G-03161	Krueger International, Inc.	Furniture	6,522.50	6,522.50
G-03162	Alexandrina Persico	Programming Activities	60.00	60.00
G-03163	Michael S Springer	Programming Activities	100.00	100.00
G-03164	Lloyd Lovely	Telephone Services	40.00	
		Mileage	36.27	76.27
G-03165	Sabre Technologies	Automation	2,079.00	2,079.00
G-03166	Knoll, Inc.	Furniture	1,554.24	1,554.24
G-03167	National Cowboy & Western	Subscriptions	80.00	80.00
G-03168	Grainger	Maintenance of Facilities	9.96	9.96
G-03169	O G & E	Electrical Services	940.81	
		Electrical Services	878.44	1,819.25
G-03170	Oklahoma Natural Gas Co.	Gas Services	553.42	
		Gas Services	268.56	
		Gas Services	765.63	
		Gas Services	20.32	
		Gas Services	511.99	
		Gas Services	99.14	
		Gas Services	1,208.64	3,427.70
G-03171	Locke Supply Co.	Maintenance of Facilities	42.20	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03171	Locke Supply Co.	Maintenance of Facilities	268.75	310.95
G-03172	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-03173	Gale/ Cengage Learning, Inc.	Materials	1,348.32	1,348.32
G-03174	The University of Oklahoma	Printing/Printing Supply	50.00	50.00
G-03175	AT&T	Telephone Services	136.66	136.66
G-03176	Baker & Taylor Books	Materials	766.92	766.92
G-03177	Recorded Books, LLC	Materials	1,386.00	1,386.00
G-03178	Thorndike/Gale Group	Materials	3,373.42	3,373.42
G-03179	Spaces, Inc.	Furniture	1,165.00	1,165.00
G-03180	Random House, Inc	Materials	180.00	180.00
G-03181	Brilliance Corporation	Materials	439.84	439.84
G-03182	RSPT LLC	Materials	269.08	269.08
G-03183	Ingram Library Service	Materials	1,389.67	1,389.67
G-03184	Audio Editions	Materials	1,100.41	1,100.41
G-03185	OverDrive, Inc.	Materials	19,305.26	
		Materials	4,125.00	23,430.26
G-03186	Findaway World, LLC	Materials	1,207.31	1,207.31
G-03187	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-03188	AV Cafe Inc	Materials	1,226.53	1,226.53
G-03189	Ingram Library Service	Materials	531.79	531.79
G-03190	Oklahoma Secretary of State	Library-related Services	10.00	10.00
G-03191	Associated Appliance, Inc.	Maintenance of Facilities	73.90	73.90
G-03192	Westlake Hardware	Maintenance of Facilities	16.99	16.99
G-03193	Novalco, Inc	Maintenance of Facilities	201.00	201.00
G-03194	Info Group, Inc.	Materials	2,925.00	2,925.00
G-03195	Frates Insurance	Auto Insurance	907.50	907.50
G-03196	Baker & Taylor Entertainment	Materials	3,526.51	
		Materials	3,155.03	6,681.54
G-03197	Jerry Baker	Books & Materials	318.50	318.50
G-03198	Midwest Tape	Materials	179.97	179.97
G-03199	O'Reilly Automotive Stores,	Maintenance of Facilities	118.89	118.89
G-03200	2M Solutions, Inc	Equipment	178.05	178.05
G-03201	AT&T	Telephone Services	125.88	125.88
G-03202	Cox Communications, Inc.	Telephone Service	9.68	9.68
G-03203	Baker & Taylor Books	Materials	1,679.04	
		Materials	1,061.71	
		Materials	1,216.87	
		Materials	3,774.58	
		Materials	3,409.81	
		Materials	1,648.52	
		Materials	3,737.98	16,528.51
G-03204	Baker & Taylor Books	Materials	966.12	
		Materials	1,441.34	
		Materials	2,276.98	
		Materials	4,856.47	
		Materials	165.61	9,706.52
G-03205	Baker & Taylor Books	Materials	693.23	693.23
G-03206	Smith Lighting Sales, Inc.	Capital Projects	128.02	128.02
G-03207	G4S Secure Solutions	Security Services	9,201.44	9,201.44
G-03208	Window World of Oklahoma City,	Maintenance of Facilities	2,226.50	2,226.50
G-03209	Derek Davis	Professional Services	350.00	350.00

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Number	Vendor/Payee	Purpose		Amount
G-03210	Baker & Taylor Entertainment	Materials	909.62	909.62
G-03211	City of Midwest City, Inc.	Water & Garbage Services	247.71	247.71
G-03212	Bradford Industrial Supply	Maintenance of Facilities	15.86	15.86
G-03213	Grainger	Maintenance of Facilities	244.81	
		Maintenance of Facilities	62.27	307.08
G-03214	O G & E	Electrical Services	153.97	
		Electrical Services	1,066.75	
		Electrical Services	116.69	1,337.41
G-03215	Oklahoma Natural Gas Co.	Gas Services	201.15	
		Gas Services	772.42	
		Gas Services	157.33	1,130.90
G-03216	City of Oklahoma City	Water & Garbage Services	34.70	
		Water & Garbage Services	134.22	
		Water & Garbage Services	66.78	235.70
G-03217	Brodart Co.	Supplies	2,450.00	2,450.00
G-03218	Locke Supply Co.	Maintenance of Facilities	10.84	
		Maintenance of Facilities	48.03	58.87
G-03219	Emsco Electric Supply	Maintenance of Facilities	65.36	65.36
G-03220	Demco	Supplies	53.07	
		Other Commodities	64.17	
		Supplies	18.03	
		Supplies	270.00	
		Supplies	45.30	450.57
G-03221	Gaylord Bros.	Supplies	76.66	76.66
G-03222	Oklahoma Library Association	Professional Services	525.00	525.00
G-03223	Donna Morris	Telephone Reimbursement	50.00	
		Telephone Reimbursement	50.00	
		Telephone Reimbursement	50.00	
		Travel Expenses	494.60	
		Travel Expenses	1,376.93	
		Telephone Reimbursement	50.00	
		Telephone Reimbursement	50.00	2,121.53
G-03224	Bill Warren Office Products	Supplies	56.88	56.88
G-03225	CompSource Oklahoma	Workers Comp Insurance	13,954.00	13,954.00
G-03226	Barbara Beasley	Postage	18.40	
		Other Commodities	31.33	49.73
G-03227	FedEx	Automation Contractual	54.98	54.98
G-03228	JoNita Normore	Transportation	12.60	12.60
G-03229	Anne G. Fischer	Telephone Services	50.00	
		Transportation	43.56	93.56
G-03230	Lois Cross	Programming Activities	50.00	50.00
G-03231	Harmony Business Supplies	Supplies	2,785.70	2,785.70
G-03232	Copelin's Office Center	Supplies	68.52	68.52
G-03233	Independent Stationers	Supplies	18.73	
		Supplies	36.72	
		Supplies	7.96	
		Supplies	96.24	159.65
G-03234	Elizabeth Kessler	Transportation	23.79	23.79
G-03235	Commercial Concepts, Inc.	Maintenance of Facilities	349.00	
		Capital Projects	400.00	
		Capital Projects	515.00	1,264.00
G-03236	Liberty Flags Inc.	Supplies	181.90	181.90

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-03237	Diane Sarantakos	Travel Expenses	341.23	341.23
G-03238	Scott's Printing & Copying	Printing/Printing Supply	256.91	256.91
G-03239	Harrah Chamber of Commerce	Memberships	50.00	50.00
G-03240	Metro Parking Garage	Parking	1,800.00	
		Parking	1,440.00	3,240.00
G-03241	Chickasaw Telecom, Inc.	Automation Contractual	26,932.92	26,932.92
G-03242	Ginger Waldrip	Programming Activities	100.00	100.00
G-03243	Meghan Attalla	Programming Activities	79.09	79.09
G-03244	Evans Hardware	Maintenance of Facilities	17.59	17.59
G-03245	Heidi Johnson	Supplies	27.02	27.02
G-03246	Katrina Prince	Programming Activities	32.40	32.40
G-03247	Joy E. Cavett	Programming Activities	120.00	120.00
G-03248	Choctaw Chamber of Commerce	Memberships	125.00	125.00
G-03249	Carol L. Roberts	Supplies	12.98	
		Programming Activities	19.76	32.74
G-03250	Amazon/GE Money Bank	Supplies	20.63	
		Supplies	6.88	
		Supplies	92.94	
		Supplies	136.86	257.31
G-03251	United Parcel Service	Postage	1,166.03	1,166.03
G-03252	Todd Olberding	Professional Services	195.00	
		Travel Expenses	859.25	
		Transportation	375.84	1,430.09
G-03253	Ann Meeks	Programming Activities	3.25	3.25
G-03254	Daniel Fields	Programming Activities	57.00	
		Supplies	24.37	81.37
G-03255	Walmart Community/GECRB	Supplies	39.85	
		Maintenance of Facilities	84.53	
		Programming Activities	62.64	
		Supplies	153.56	
		Safety Supplies	462.34	802.92
G-03256	AVL Systems Design	Capital Projects	2,500.00	2,500.00
G-03257	USPS/BME	Postage	200.00	200.00
G-03258	Roberto Soto	Maintenance of Facilities	19.38	19.38
G-03259	Emily Canniff	Other Commodities	155.75	155.75
G-03260	David Calhoun	Transportation	13.50	13.50
G-03261	Cintas Corporation 064	Maintenance of Facilities	480.08	480.08
G-03262	Albert Brown	Maintenance of Facilities	75.00	75.00
G-03263	MSC Technologies	Automation	2,748.26	2,748.26
G-03264	Panacean Systems	Professional Services	7,054.94	7,054.94
G-03265	Kelley Hoffman	Transportation	15.75	15.75
G-03266	Cisco Systems Capital CRP	Automation Contractual	746.01	746.01
G-03267	Maria Watkins	Transportation	21.03	21.03
G-03268	Conrad Doty	Supplies	20.01	20.01
G-03269	G4S Secure Solutions	Security Services	7,804.38	7,804.38
G-03270	Chelsea Gonzales	Programming Activities	100.00	100.00
G-03271	Curtiss Ray	Maintenance of Facilities	30.31	30.31
G-03272	McAlester News Capital	Periodicals/Subscriptions	183.00	183.00
G-03273	COTPA-Sheridan & Walker	Parking	1,095.06	
		Parking	2,490.00	3,585.06
G-03274	Cheryl Coleman	Programming Activities	7.03	7.03
G-03275	Global Industrial Equipment	Equipment	1,054.97	1,054.97

General Fund F.Y. 13-14

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-03276	Stacy Schrank	Travel Expenses	1,184.57	
		Travel Expenses	427.00	1,611.57
G-03277	Denise D. Ryan	Transportation	69.44	69.44
G-03278	National Auto Accessories	Vehicle Part & Repairs	179.00	179.00
G-03279	Chris Kennedy	Supplies	24.34	24.34
G-03280	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
Total of FY 13-14 Warrants Issued				\$ 2,464,871.20

General Fund F.Y. 12-13

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
G-06484	Vance Hunt Libraries	Furniture	2,968.00	2,968.00
G-06485	Staples Credit Plan	Supplies	64.99	64.99
G-06486	247Graphx Studios, Inc	Library-related Services	1,600.00	1,600.00
G-06487	Stanley J. Adamiak	Programming Activities	100.00	100.00
G-06488	Todd Olberding	Transportation	183.23	183.23
Total of FY 12-13 Warrants Issued				\$ 4,916.22

Special Funds

Warrant Register

January 2014

Number	Vendor/Payee	Purpose	Amount	
S-19387	Fort Worth Library	Books Lost Account	32.00	
		Books Lost Account	29.97	61.97
S-19388	Carrie D. Wilson	Lost & Paid Item Returned	13.65	13.65
S-19389	Dallas Public Library	Books Lost Account	33.95	33.95
S-19390	Regan G. Beatty	Lost & Paid Item Returned	6.35	6.35
S-19391	Sophie Germany	Lost & Paid Item Returned	14.85	14.85
S-19392	Delois M. Bryd	Lost & Paid Item Returned	13.00	13.00
S-19393	Aaron M. McKey	Lost & Paid Item Returned	16.95	16.95
S-19394	Ronald R. Gipson, Jr	Lost & Paid Item Returned	11.95	11.95
S-19395	Kaycee J. McClellan &/or Susan	Lost & Paid Item Returned	12.75	12.75
S-19396	Marchella T. Dennis	Lost & Paid Item Returned	16.95	16.95
S-19397	Marshall J. Turvey	Lost & Paid Item Returned	28.00	28.00
S-19398	Beatriz A. Aranda &/or Luz O.	Lost & Paid Item Returned	3.00	3.00
S-19399	Jose A. Ramos	Lost & Paid Item Returned	6.95	6.95
S-19400	Daniel F. Wade	Lost & Paid Item Returned	13.05	13.05
S-19401	Georgia H. Vanmeter &/or	Lost & Paid Item Returned	3.65	3.65
S-19402	Martha A. Verduzco &/or Aurora	Lost & Paid Item Returned	17.00	17.00
S-19403	Amanda R. Satlow	Lost & Paid Item Returned	3.00	3.00
S-19404	Natalie N. Torres	Lost & Paid Item Returned	3.00	3.00
S-19405	Kristie M. Brand	Lost & Paid Item Returned	6.00	6.00
S-19406	Aubrie J. Williams	Lost & Paid Item Returned	122.60	
		Lost & Paid Item Returned	24.95	147.55
S-19407	Ashlie R. Turley	Lost & Paid Item Returned	3.00	3.00
S-19408	Anne R. Healy	Lost & Paid Item Returned	16.00	16.00
S-19409	Eileen D. McRoy	Lost & Paid Item Returned	3.00	3.00
S-19410	Standley Systems	Copier Maintenance	2.07	
		Copier Maintenance	3.16	
		Copier Maintenance	19.45	
		Copier Usage	155.72	
		Copier Usage	207.14	
		Copier Maintenance	3.90	
		Copier Maintenance	18.63	
		Copier Maintenance	27.70	
		Copier Maintenance	8.34	
		Copier Maintenance	9.77	
		Copier Maintenance	9.73	
		Copier Maintenance	2.39	468.00
S-19411	Suzette V. Felton	14/Friends/Lee Brawner	600.00	600.00
S-19412	Brittany Barber	14/Friends/Lee Brawner	900.00	900.00
S-19413	Natasha Corso	14/KKF/After School	400.00	400.00
S-19414	R. Justin Herwig	14/Friends/ Lee Brawner	450.00	450.00
S-19415	Kathleen J. Santos	Lost & Paid Item Returned	8.95	8.95
S-19416	Carolyn J. Smothers	Lost & Paid Item Returned	100.40	100.40
S-19417	Clara Miranda	Lost & Paid Item Returned	3.00	3.00
S-19418	Aniyah N. Carter &/or	Lost & Paid Item Returned	3.00	3.00
S-19419	Leticia D. Gray	Lost & Paid Item Returned	3.00	3.00
S-19420	Pamela J. Berryman	Lost & Paid Item Returned	4.95	4.95
S-19421	Joye J. Alberts	Lost & Paid Item Returned	8.60	8.60
S-19422	Dianna M. Moody	Lost & Paid Item Returned	3.50	3.50
S-19423	Roshan T. Valentine &/or	Lost & Paid Item Returned	3.00	3.00
S-19424	Raina Miller &/or Churie	Lost & Paid Item Returned	3.00	3.00
S-19425	Barnes & Noble, Inc.	14/Friends Come Read	12.00	12.00

Special Funds

Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
S-19426	Metropolitan Library System	Fines Account	43,000.00	43,000.00
S-19427	Center Point Large Print	Materials	842.46	842.46
S-19428	Kristie M. Brand	Lost & Paid Item Returned	3.00	3.00
S-19429	Ann C. Morgan	Lost & Paid Item Returned	3.00	3.00
S-19430	Bertha Mata	Lost & Paid Item Returned	11.00	11.00
S-19431	Betty L. Beavers	Lost & Paid Item Returned	3.00	3.00
S-19432	Stephen D. Le	Lost & Paid Item Returned	28.75	28.75
S-19433	Jennifer C. Burris	Lost & Paid Item Returned	3.00	3.00
S-19434	Paola P. Villalobos	Lost & Paid Item Returned	9.35	9.35
S-19435	Terica L. Alvarado	Lost & Paid Item Returned	3.00	3.00
S-19436	Sally N. Starling	Lost & Paid Item Returned	13.95	13.95
S-19437	Dana L. Harper	Lost & Paid Item Returned	3.00	3.00
S-19438	Clermont County Public Library	Books Lost Account	23.95	23.95
S-19439	Pioneer Library System	Books Lost Account	36.00	36.00
S-19440	Tulsa City-County Library	Books Lost Account	21.00	21.00
S-19441	Chase Card Services	Fines Account	148.00	148.00
S-19442	Standley Systems	Copier Maintenance	6.73	6.73
S-19443	Chase Card Services	Conoco MWC	398.00	398.00
S-19444	University of Oklahoma	11/LET/Young Professional	637.50	637.50
S-19445	Debra B. Logan	Lost & Paid Item Returned	32.60	32.60
S-19446	Topeka & Shawnee	Books Lost Account	17.99	17.99
S-19447	Oklahoma Tax Commission	State Sales Tax, December	36.88	36.88
S-19448	Oklahoma Dept. of Libraries	Books Lost Account	57.00	57.00
S-19449	Abbee L. Geissler	Lost & Paid Item Returned	3.00	3.00
S-19450	Dollie R. McSpadden	Lost & Paid Item Returned	27.60	27.60
S-19451	Andrew C. Chapman &/or Beth	Lost & Paid Item Returned	14.95	14.95
S-19452	Boone County Public Library	Books Lost Account	13.99	13.99
S-19453	Texas Woman's University	Books Lost Account	60.00	60.00
S-19454	Oklahoma Tax Commission	State Sales Tax-December	29.84	29.84
S-19455	Oklahoma Tax Commission	State Sales Tax - Dec.	750.01	750.01
S-19456	ImageNet Consulting, LLC	Copier Maintenance	127.65	127.65
S-19458	Melinda E. Moore	Lost & Paid Book Returned	14.95	14.95
S-19459	Amy S. Milligan	Lost & Paid Book Returned	3.00	3.00
S-19460	Phillip B. Brown	Lost & Paid Book Returned	12.95	12.95
S-19461	Brittney E. May	Lost & Paid Book Returned	17.95	17.95
S-19462	Allison E. Cockerell	Lost & Paid Book Returned	26.90	26.90
S-19463	Maggie McKinney &/or Rebecca	Lost & Paid Book Returned	3.00	3.00
S-19464	Patricia J. Ferguson	Lost & Paid Book Returned	26.95	26.95
S-19465	Sherri M. Smathers	Lost & Paid Book Returned	10.95	10.95
S-19466	F. Charlene Smith	Lost & Paid Book Returned	3.00	3.00
S-19467	Kristie L. Lowry	Lost & Paid Book Returned	9.45	9.45
S-19468	Maria A. Veres Homic	Lost & Paid Book Returned	3.00	3.00
S-19469	Metropolitan Library System	13/Friends Come Read	21,535.39	21,535.39
S-19470	Cynthia J. Smith	Lost & Paid Item Returned	3.00	3.00
S-19471	Charity R. Heim	Lost & Paid Item Returned	3.00	3.00
S-19472	Jaquale E. Watts &/or Joseph	Lost & Paid Item Returned	3.00	3.00
S-19473	Lydia C. Zackery	Lost & Paid Item Returned	3.00	3.00
S-19474	Henry N. Bowman &/or Lori N.	Lost & Paid Item Returned	16.95	16.95
S-19475	Marti E. Carpenter	Lost & Paid Item Returned	3.00	3.00
S-19476	Erica N. Anderson	Lost & Paid Item Returned	20.00	20.00
S-19477	Andres Esparza &/or Cynthia	Lost & Paid Item Returned	6.00	6.00
S-19478	Janet V. Funk	Lost & Paid Item Returned	13.00	13.00

Special Funds

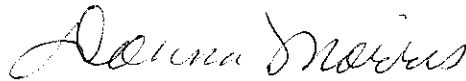
Warrant Register

January 2014

Number	Vendor/Payee	Purpose		Amount
S-19479	Willmer A. Vigil &/or Maria V.	Lost & Paid Item Returned	9.95	9.95
S-19480	Daniela Rios	Lost & Paid Item Returned	13.95	13.95
S-19481	Mary L. Houston	Lost & Paid Item Returned	6.00	6.00
S-19482	Vernon Godwin	Lost & Paid Item Returned	3.00	3.00
S-19483	Daniel J. Becannen	Lost & Paid Item Returned	6.65	6.65
S-19484	Thomas V. Alford, Jr.	Lost & Paid Item Returned	3.95	3.95
S-19485	Callaway J. Crenshaw &/or	Lost & Paid Item Returned	15.95	15.95
S-19486	Joplin Public Library	Books Lost Account	23.50	23.50
S-19487	Penny S. Corbin	Lost & Paid Item Returned	26.15	26.15
S-19488	Standley Systems	Copier Maintenance	2.29	
		Copier Maintenance	3.99	
		Copier Maintenance	23.55	
		Copier Maintenance	26.27	
		Copier Maintenance	7.56	
		Copier Maintenance	9.78	
		Copier Maintenance	9.33	
		Copier Usage	188.32	
		Copier Usage	238.17	
		Copier Maintenance	5.57	
		Copier Maintenance	20.54	
		Copier Maintenance	2.41	537.78
		Total of Special Funds Warrants Issued		\$ 72,178.49

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.



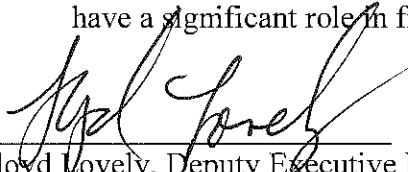
Donna Morris, Executive Director



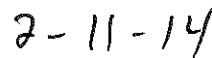
Date

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



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: FURNITURE FOR DOWNTOWN LIBRARY

Provided for in the FY2013-14 budget is funding for new lounge chairs for the Downtown Library. The current lounge chairs were purchased in July of 2004, are worn and frayed.

Charles Alan lounge chairs were chosen to replace the current chairs. Charles Alan is on the University of Oklahoma Institutional Furniture Contract #R-10122-10. Spaces, Inc. is a local dealer on the contract.

Qty	Item	Price
20	Charlie Lounge Chairs @1040.00	\$20,800.00
	Freight	\$1,675.00
	Total	\$22,475.00

RECOMMENDATION:

That the Commission award the contract for the Charles Alan furniture to Spaces, Inc. in the amount of \$22,475.00. Adequate funding is available in the FY 2013-2014 budget, account 408.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: MICROCOMPUTERS

Provided for in the FY2013-14 budget is the request for microcomputers. These computers will be used for the normally scheduled technology replacement cycle. This includes both staff and public computers. The library will be purchasing 140 computers for this fiscal year.

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

CDW-G has a competitively bid contract through the National Joint Powers Alliance which includes Hewlett Packard products.

Dell participates in the State Contract pricing. The Library's specification for computers was developed and this specification was then priced with each vendor's contract price. The table below shows the results:

Computers with Monitors	
Vendor	Price Each
CDW-G (Hewlett-Packard)	\$ 854.14
Dell	\$ 999.83

RECOMMENDATION:

That the Commission approve the purchase of 140 microcomputers from CDW-G for the purchase of Hewlett-Packard computers in the amount of \$119,579.60. Funding for the purchase is provided for in the FY2013-14 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: COPIERS

The Library wishes to purchase three new Xerox WC5330 copiers and one new Xerox WC7845 copier. The WC5330 copiers will replace the public copiers at the Belle Isle, Edmond and Midwest City Libraries that were purchased in 2008. The WC7845 will be used in the IT Division to replace a color printer, scanner and fax machine.

Xerox was awarded the Oklahoma State Wide contract for copiers #SW171.

Model	Qty	Price	Total
Xerox WC5330	3	\$4,114.00	\$12,342.00
Xerox WC7845	1	\$9,659.00	\$9,659.00
710 Coin/Bill Vendor	1	\$2,350.00	\$2,350.00
Total			\$24,351.00

RECOMMENDATION:

That the Commission approve the purchase of the 4 Xerox copiers from Xerox Corporation in the amount of \$24,351.00. Funding for this purchase is available in special fund account 820.

REPORT AND RECOMMENDATION FROM ADMINISTRATION

REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

MLS policies contained in the Policy and Procedure Manual, periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

The administration recommends for your consideration

1. Changes in the Commission adopted policy AL340: Smoking Restrictions and AL320: Rules of Conduct. The changes are recommended by staff in conjunction with the Governor's executive order banning the use of electronic cigarettes and similar devices on public property, and we have updated our Smoking Restrictions and Rules of Conduct policies to reflect this.

The revised policy is attached.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AL340: Smoking Restrictions and AL320: Rules of Conduct.

AL 300 Responsibilities of Customers

AL 320 Rules of Conduct

Adopted: 8/76, Revised: 10/82, 2/91, 6/97, 6/08, 2/14

Policy

The Metropolitan Library System, by adopting these rules of conduct seeks to ensure that our library provides an atmosphere conducive to appropriate use of its services and facilities.

Regulations

1. The library reserves the right to require anyone of any age violating the Library Rules of Conduct to leave the library. Serious or repeated misconduct may lead to restrictions including loss of library privileges ranging from one day to two years, and/or appropriate legal action.
2. A person excluded from the use of the library building, property, and/or services may request in writing that the Executive Director reconsider such a decision and present evidence to the Executive Director that the exclusion is not warranted under the circumstances or that s/he no longer poses a threat as described above.
3. The following actions and forms of conduct are not permitted:
 - Engaging in any activity in violation of federal, state, local or other applicable law or library policy.
 - Engaging in any unlawful or potentially harmful activity on library property. (Illegal or disruptive behavior will be subject to immediate, appropriate, and necessary action.)
 - Carrying firearms and/or dangerous weapons of any type (except armed law enforcement officers or MLS authorized security officers)
 - Selling, consuming, possessing, or being under the influence of alcohol or illegal drugs. See Policies and Procedures for use of the Meeting Rooms for exceptions regarding alcohol consumption.
 - Soliciting, conducting surveys, polls or petitions not authorized by the library.
 - Tampering with, defacing, mutilating or theft of library property.
 - Disrupting the use of library services of other customers. Examples: loud talking, audible tones such as those from a cell phone or headphones, screaming, crying, banging on computer keyboards, creating or contributing to loud and/or persistent noise producing activities
 - Harassing others, verbally or physically
 - Fighting or challenging to fight, running, pushing, shoving or throwing things
 - Entering the library with communicable diseases, contagious illnesses or lice or other body or article infestation.
 - Using restrooms for bathing, shampooing or doing laundry
 - Littering
 - Entering or being in the library barefoot, without a shirt, with wet clothes, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.

AL 300 Responsibilities of Customers

AL 320 Rules of Conduct

Adopted: 8/76, Revised: 10/82, 2/91, 6/97, 6/08, 2/14

- Entering unauthorized workspaces, including docks and back alleys.
- Blocking or impeding access of others or bringing items in that take up an excessive amount of space or present a potential danger
- Monopolizing library space, equipment, materials, or facilities preventing others from using them, including prolonged or chronic sleeping or lying down.
- Eating, drinking using or preparing to use tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, other tobacco products and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking), except in designated areas. No smoking within 25 feet of entrances according to State law.
- Engaging in acts of indecent exposure or sexual activity of any kind
- Leaving packages, backpacks, luggage, or any other personal items unattended. (These unattended items are subject to immediate confiscation.)
- Bringing animals into the library, with the exception of service animals.
- Damaging, destroying or stealing someone else's property.
- Leaving children under 10 years old unattended. (The library assumes no responsibility for minor children.)
- Failing to comply with a reasonable staff request.

AL 300 Responsibilities of Customers

AL 340 Smoking Restrictions

Adopted: 8/91, Revised: 1/92, 5/04, Draft 2/14

Policy Statement

In our commitment to a healthful, comfortable and productive environment for employees and the general public, the Library System follows Oklahoma Statutes concerning restrictions on smoking.

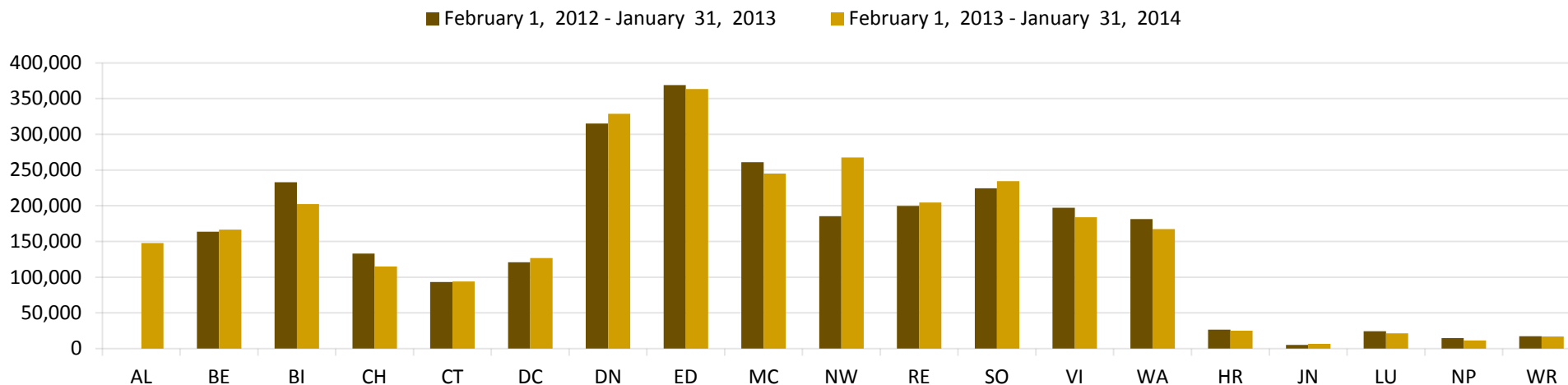
Regulations

- 1) Smoking-The use of tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, other tobacco products and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking) is strictly prohibited within, or on, Library System owned, leased or operated buildings, facilities and vehicles. Additionally, no smoking is permitted within 25 feet of the entrances or exits. This includes but is not limited to:
 - A) all public service areas
 - B) meeting rooms
 - C) restrooms
 - D) lobbies, foyers, elevators, hallways
 - E) offices, workrooms, shop areas, rooftops
 - F) meal and break rooms
 - G) vehicles
- 2) "No Smoking" signs must be posted at all building entrances, throughout each building, and in Library-owned vehicles.
- 3) Employees are responsible for informing Library customers of this policy.
- 4) The Library System will inform employees and employment applicants of smoking restrictions.
- 5) Penalties for employee violations will include the following:
 - A) First offense: a verbal warning from his/her supervisor.
 - B) Second offense: a written warning from his/her supervisor.
 - C) Third offense: further disciplinary action, possible employee dismissal.
- 6) Penalties for Library customer violations will include the following:
 - A) First offense: a verbal warning from Library management.
 - B) Second offense: customer will be asked to leave the building.
 - C) Third offense: the Executive Director may suspend the customer's library privileges based on the documented violations.

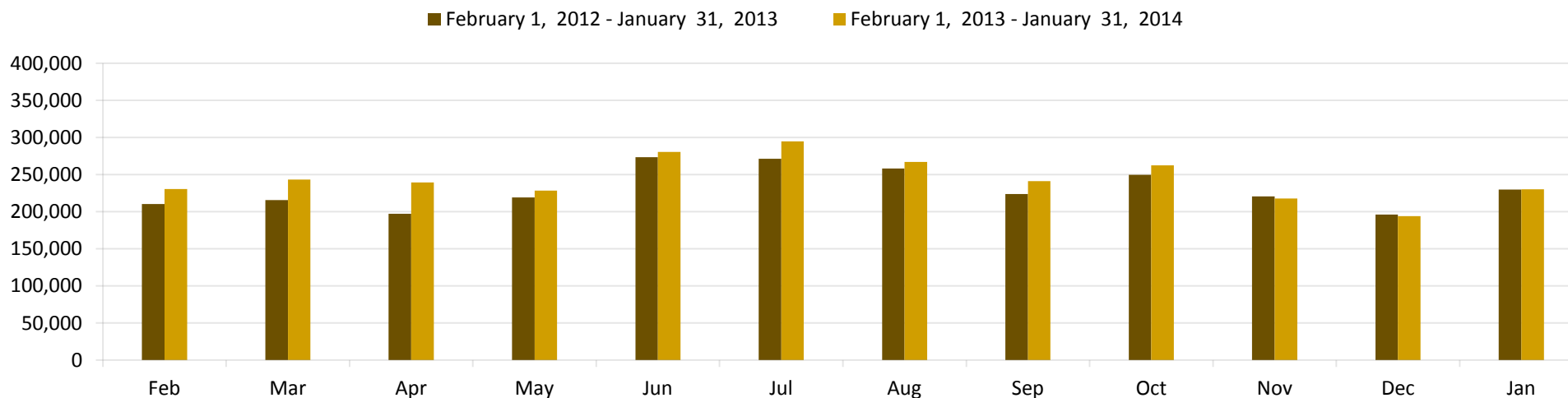
Library Visits Report

System Summary

Visits by Library



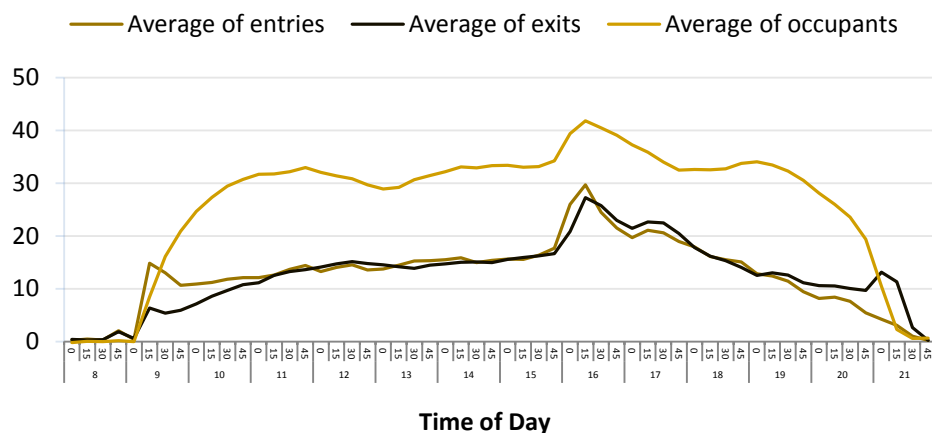
Visits by Month



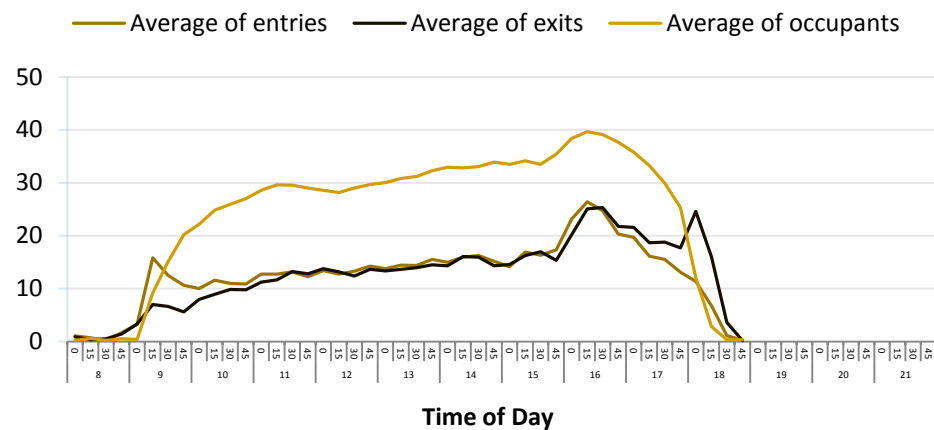
Library Visits Report

Visits Profile: BI

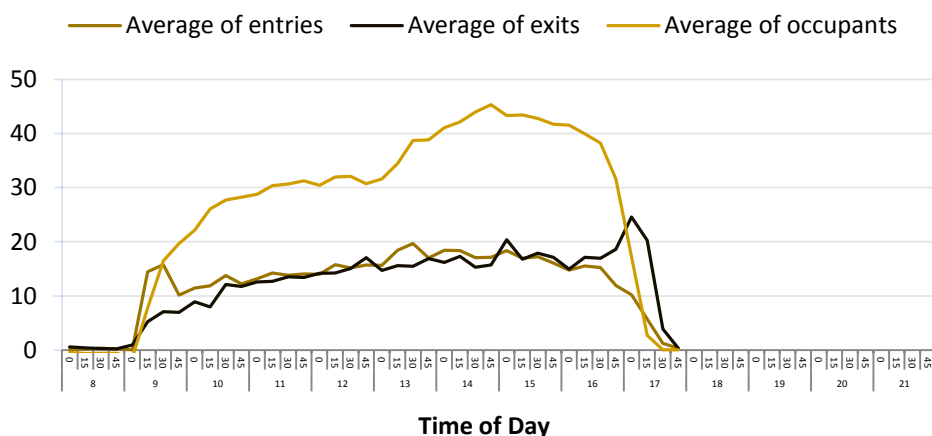
Monday - Thursday
(Trailing Twelve Months)



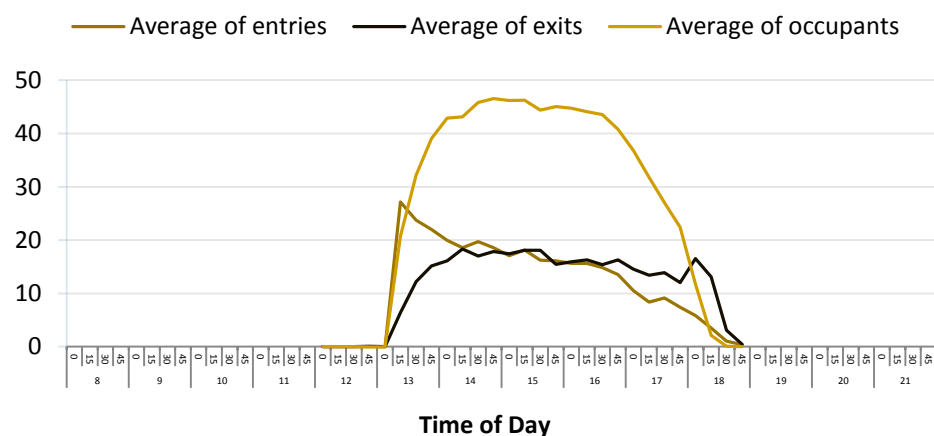
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2013 - January 31, 2014 (58.33% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
AL	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	-
	FY14	14,363	13,775	13,270	15,523	13,233	12,616	13,880	-	-	-	-	-	96,660
	%													
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	132,426
	FY14	18,988	20,140	18,240	18,111	15,663	13,100	16,238	-	-	-	-	-	120,479
	%	-3.5%	-1.8%	-8.1%	-8.4%	-11.6%	-17.0%	-15.1%						-9.0%
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	94,851
	FY14	17,748	15,357	13,770	15,150	12,067	10,275	12,533	-	-	-	-	-	96,898
	%	8.2%	5.3%	7.4%	10.1%	-4.4%	-11.1%	-4.3%						2.2%
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	78,553
	FY14	10,265	9,942	9,542	11,202	8,857	7,075	8,283	-	-	-	-	-	65,167
	%	-12.7%	-21.7%	-31.7%	-0.7%	-15.8%	-19.1%	-13.7%						-17.0%
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	54,920
	FY14	9,711	8,344	7,497	8,867	6,859	5,838	7,545	-	-	-	-	-	54,660
	%	5.9%	1.7%	0.3%	3.9%	-6.2%	-11.7%	-1.0%						-0.5%
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	72,621
	FY14	12,801	11,342	10,424	11,046	9,012	8,329	9,575	-	-	-	-	-	72,528
	%	4.1%	0.9%	2.6%	-0.5%	-7.8%	-2.0%	0.2%						-0.1%
DN	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	28,883	189,277
	FY14	30,922	30,590	26,694	29,039	24,755	24,746	26,112	-	-	-	-	-	192,858
	%	8.9%	3.8%	-0.9%	4.4%	-1.9%	3.4%	-5.0%						1.9%
ED	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	28,066	29,723	29,442	28,348	42,064	211,639
	FY14	38,981	31,594	29,473	30,411	26,167	22,039	27,066	-	-	-	-	-	205,731
	%	2.0%	-4.3%	-0.8%	-1.1%	-3.7%	-7.2%	-6.8%						-2.8%
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	151,435
	FY14	24,588	22,569	20,176	21,747	18,136	16,021	20,325	-	-	-	-	-	143,561
	%	-1.8%	-6.8%	-2.4%	-6.2%	-11.7%	-8.8%	0.4%						-5.2%
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	150,127
	FY14	28,307	24,059	21,973	23,019	20,073	17,296	20,858	-	-	-	-	-	155,585
	%	6.6%	7.6%	3.7%	2.7%	1.8%	1.6%	-0.1%						3.6%

Library Visits Report

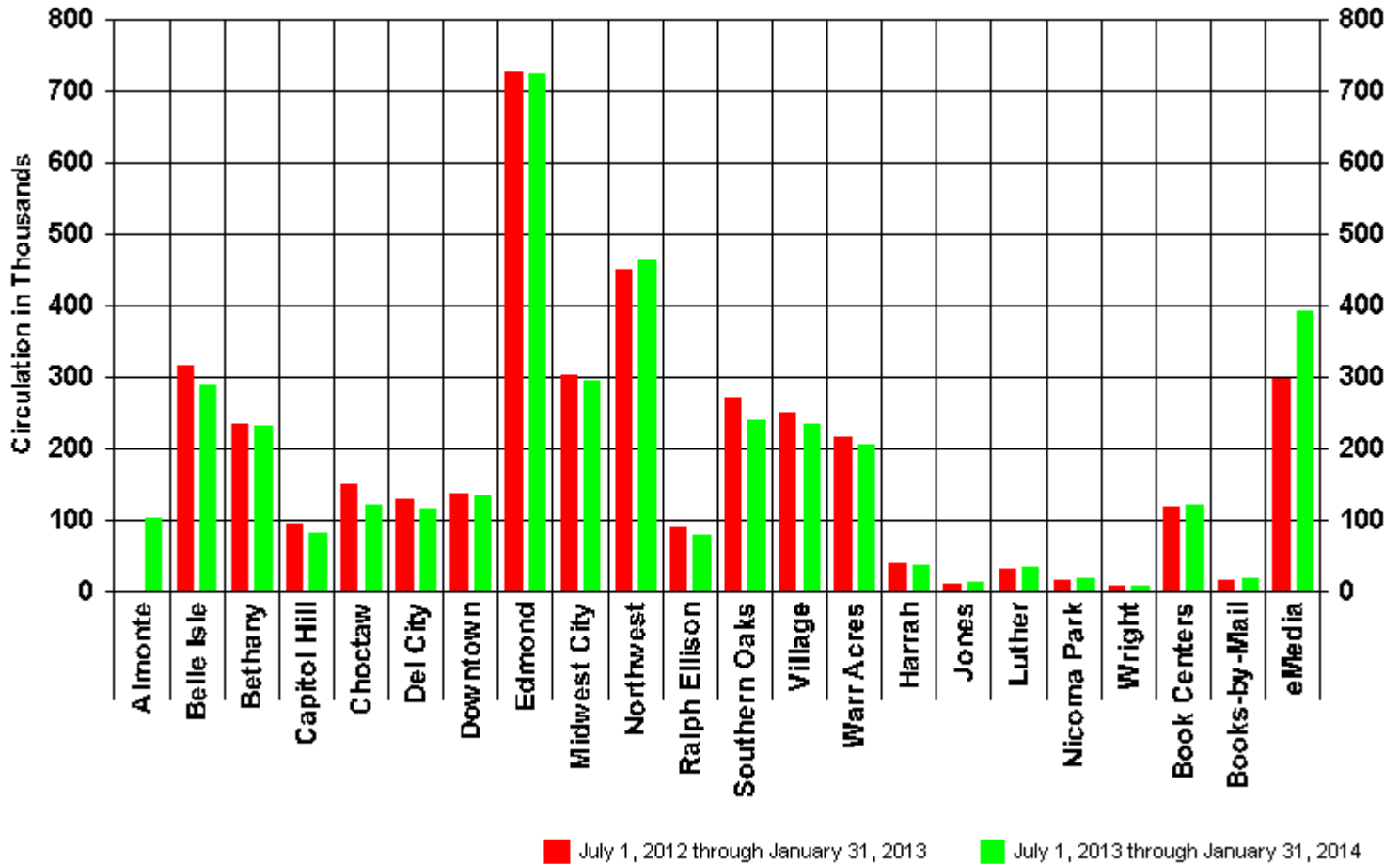
Data

July 1, 2013 - January 31, 2014 (58.33% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
RE	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	18,764	124,353
	FY14	22,402	17,426	13,901	18,211	14,196	13,503	14,994	-	-	-	-	-	114,633
	%	15.5%	-9.9%	-14.4%	-10.2%	-14.7%	-10.3%	-13.8%						-7.8%
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	129,096
	FY14	22,592	21,941	20,779	21,765	17,907	15,097	18,307	-	-	-	-	-	138,386
	%	4.1%	4.5%	169.4%	1.0%	-5.8%	-13.5%	-11.4%						7.2%
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	108,395
	FY14	19,298	17,254	15,390	16,195	13,226	11,223	14,075	-	-	-	-	-	106,662
	%	2.5%	-0.6%	-1.5%	1.0%	-4.7%	-6.6%	-4.0%						-1.6%
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	102,159
	FY14	17,109	15,682	13,804	14,765	11,329	11,185	13,155	-	-	-	-	-	97,029
	%	2.4%	-3.9%	-6.6%	-5.8%	-16.1%	-4.8%	-2.1%						-5.0%
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	14,716
	FY14	1,959	2,102	2,240	2,200	1,926	1,740	2,024	-	-	-	-	-	14,190
	%	-2.6%	-8.4%	2.1%	-4.8%	-1.7%	-3.1%	-6.0%						-3.6%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	3,133
	FY14	480	455	447	882	474	515	516	-	-	-	-	-	3,769
	%	-4.1%	-5.7%	8.6%	66.9%	22.9%	42.1%	11.9%						20.3%
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	13,747
	FY14	1,953	2,031	1,721	1,831	1,544	1,353	1,613	-	-	-	-	-	12,046
	%	-5.7%	-18.4%	-12.8%	-3.2%	-17.1%	-19.9%	-8.8%						-12.4%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	7,825
	FY14	1,023	949	885	878	716	570	968	-	-	-	-	-	5,988
	%	-30.9%	-27.3%	-10.3%	-18.0%	-27.7%	-38.1%	-9.6%						-23.5%
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	10,638
	FY14	1,326	1,384	1,156	1,637	1,547	1,414	1,977	-	-	-	-	-	10,441
	%	3.3%	-8.3%	-2.6%	-2.8%	-16.3%	-13.1%	31.8%						-1.9%
SYS	FY13	271,465	258,373	223,894	249,647	220,680	196,115	229,736	230,725	243,481	239,389	228,402	280,442	1,649,911
	FY14	294,815	266,935	241,378	262,478	217,687	193,934	230,043	-	-	-	-	-	1,707,270
	%	8.6%	3.3%	7.8%	5.1%	-1.4%	-1.1%	0.1%						3.5%

Circulation Gains and Losses

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)



Circulation Gains and Losses

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

JANUARY 31, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Almonte	13	0	0	0	0	0	0	
	14	8680	62837	5103	38253	13783	101090	
		8680	62837	5103	38253	13783	101090	100.0
Belle Isle	13	32580	233550	11370	81942	43950	315492	
	14	30185	210530	9798	78246	39983	288776	
		-2395	-23020	-1572	-3696	-3967	-26716	-8.5
Bethany	13	22426	156243	10892	77244	33318	233487	
	14	21190	151447	10573	79624	31763	231071	
		-1236	-4796	-319	2380	-1555	-2416	-1.0
Capitol Hill	13	7491	54865	5795	38603	13286	93468	
	14	5716	43200	4761	37376	10477	80576	
		-1775	-11665	-1034	-1227	-2809	-12892	-13.8
Choctaw	13	12257	89359	8694	60262	20951	149621	
	14	9559	68465	6371	51467	15930	119932	
		-2698	-20894	-2323	-8795	-5021	-29689	-19.8
Del City	13	12665	90825	5183	37362	17848	128187	
	14	10809	77841	4548	37110	15357	114951	
		-1856	-12984	-635	-252	-2491	-13236	-10.3
Downtown	13	14434	102188	3586	34670	18020	136858	
	14	12973	95693	4826	38284	17799	133977	
		-1461	-6495	1240	3614	-221	-2881	-2.1
Edmond	13	55536	398763	41890	326719	97426	725482	
	14	51296	377293	44236	345290	95532	722583	
		-4240	-21470	2346	18571	-1894	-2899	-.4
Midwest City	13	29846	209094	12013	92710	41859	301804	
	14	28449	196501	12315	97342	40764	293843	
		-1397	-12593	302	4632	-1095	-7961	-2.6
Northwest	13	34916	253450	26039	197012	60955	450462	
	14	34579	250860	26672	211041	61251	461901	
		-337	-2590	633	14029	296	11439	2.5
Ralph Ellison	13	9325	64978	3026	24301	12351	89279	
	14	7732	54108	3166	22740	10898	76848	
		-1593	-10870	140	-1561	-1453	-12431	-13.9
Southern Oaks	13	30353	186796	12152	83659	42505	270455	
	14	23589	164293	9315	75424	32904	239717	
		-6764	-22503	-2837	-8235	-9601	-30738	-11.4
Village	13	23490	168778	10926	79881	34416	248659	
	14	21702	158466	10159	75817	31861	234283	
		-1788	-10312	-767	-4064	-2555	-14376	-5.8

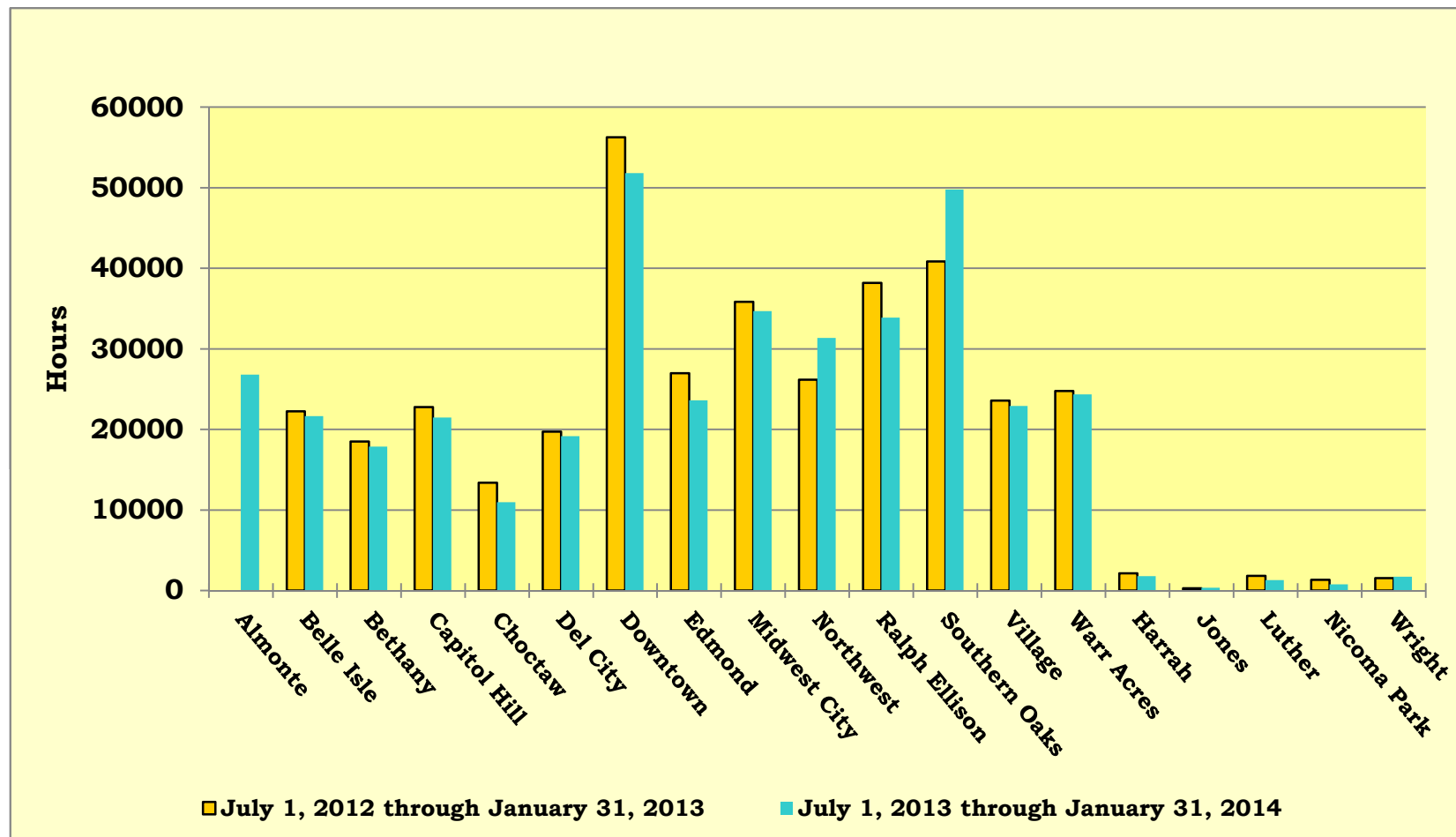
Circulation Gains and Losses

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

JANUARY 31, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	13	21036	155681	7750	58315	28786	213996	
	14	19968	145338	7910	59044	27878	204382	
		-1068	-10343	160	729	-908	-9614	-4.5
EXTENSION LIBRARIES:								
Harrah	13	3455	26016	1861	11690	5316	37706	
	14	3300	23789	1714	11882	5014	35671	
		-155	-2227	-147	192	-302	-2035	-5.4
Jones	13	737	4878	399	3387	1136	8265	
	14	1073	8584	424	2880	1497	11464	
		336	3706	25	-507	361	3199	38.7
Luther	13	2800	19155	1234	9936	4034	29091	
	14	3113	22235	1448	11469	4561	33704	
		313	3080	214	1533	527	4613	15.9
Nicoma Park	13	1674	11533	691	3830	2365	15363	
	14	1813	13950	470	4479	2283	18429	
		139	2417	-221	649	-82	3066	20.0
Wright	13	835	4501	350	2307	1185	6808	
	14	784	4109	347	2567	1131	6676	
		-51	-392	-3	260	-54	-132	-1.9
<u>OTHER:</u>								
Book Centers	13	10668	74192	5391	42424	16059	116616	
	14	11221	74882	5517	44296	16738	119178	
		553	690	126	1872	679	2562	2.2
Books-by-Mail	13	2131	15044	0	0	2131	15044	
	14	2045	16106	0	0	2045	16106	
		-86	1062	0	0	-86	1062	7.1
eMedia	13	51503	295653	0	0	51503	295653	
	14	67460	391382	0	0	67460	391382	
		15957	95729	0	0	15957	95729	32.4
TOTALS	13	380158	2615542	169242	1266254	549400	3881796	
	14	377236	2611909	169673	1324631	546909	3936540	
		-2922	-3633	431	58377	-2491	54744	1.4

Total Computer Hours Used by Library

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)



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Total Computer Usage

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	244		3,670		3,442.12		2,834		30,497		26,807.39	
		244	100.0	3,670	100.0	3,442.12	100.0	2,834	100.0	30,497	100.0	26,807.39	100.0
BELLE ISLE	13	239		3,992		3,208.70		3,036		27,282		22,230.73	
	14	244		3,710		3,041.54		2,865		26,857		21,649.14	
		5	2.1	-282	-7.1	-167.16	-5.2	-171	-5.6	-425	-1.6	-581.59	-2.6
BETHANY	13	267		3,207		2,683.39		2,695		22,334		18,505.33	
	14	220		3,119		2,497.80		2,814		23,032		17,854.11	
		-47	-17.6	-88	-2.7	-185.59	-6.9	119	4.4	698	3.1	-651.22	-3.5
CAPITOL HILL	13	247		3,604		3,161.67		2,936		27,371		22,772.32	
	14	229		3,302		3,056.67		2,662		25,554		21,482.66	
		-18	-7.3	-302	-8.4	-105.00	-3.3	-274	-9.3	-1,817	-6.6	-1,289.66	-5.7
CHOCTAW	13	111		1,796		1,901.31		1,309		12,368		13,381.18	
	14	110		1,614		1,564.92		1,418		11,483		10,950.73	
		-1	-9	-182	-10.1	-336.39	-17.7	109	8.3	-885	-7.2	-2,430.45	-18.2
DEL CITY	13	232		3,326		2,787.30		2,639		24,484		19,728.78	
	14	228		3,044		2,696.25		2,711		23,167		19,162.01	
		-4	-1.7	-282	-8.5	-91.05	-3.3	72	2.7	-1,317	-5.4	-566.77	-2.9
DOWNTOWN	13	230		10,278		8,132.37		2,730		70,508		56,273.51	
	14	203		8,817		7,362.70		2,576		64,105		51,822.98	
		-27	-11.7	-1,461	-14.2	-769.67	-9.5	-154	-5.6	-6,403	-9.1	-4,450.53	-7.9
EDMOND	13	264		4,069		3,854.86		3,246		28,383		26,993.67	
	14	263		3,404		3,288.52		3,210		25,263		23,625.18	
		-1	-.4	-665	-16.3	-566.34	-14.7	-36	-1.1	-3,120	-11.0	-3,368.49	-12.5
MIDWEST CITY	13	383		5,511		4,839.69		4,628		44,018		35,827.34	
	14	396		5,501		4,812.18		4,519		41,111		34,679.05	
		13	3.4	-10	-.2	-27.51	-.6	-109	-2.4	-2,907	-6.6	-1,148.29	-3.2
NORTHWEST	13	286		3,922		4,171.92		3,267		25,425		26,164.41	
	14	361		4,128		4,344.23		3,895		29,393		31,372.41	
		75	26.2	206	5.3	172.31	4.1	628	19.2	3,968	15.6	5,208.00	19.9

Total Computer Usage

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	245		6,702		5,546.24		3,708		47,218		38,181.01	
	14	254		5,305		5,011.28		3,457		38,859		33,892.29	
		9	3.7	-1,397	-20.8	-534.96	-9.6	-251	-6.8	-8,359	-17.7	-4,288.72	-11.2
SOUTHERN OAKS	13	592		8,331		7,547.53		4,743		47,137		40,854.04	
	14	411		7,248		6,729.55		4,841		57,091		49,772.23	
		-181	-30.6	-1,083	-13.0	-817.98	-10.8	98	2.1	9,954	21.1	8,918.19	21.8
VILLAGE	13	311		3,781		3,388.74		3,554		27,673		23,577.96	
	14	274		3,749		3,202.59		3,550		27,895		22,921.71	
		-37	-11.9	-32	-.8	-186.15	-5.5	-4	-.1	222	.8	-656.25	-2.8
WARR ACRES	13	277		4,290		3,561.20		2,825		30,652		24,770.19	
	14	234		3,762		3,351.89		2,741		29,527		24,334.80	
		-43	-15.5	-528	-12.3	-209.31	-5.9	-84	-3.0	-1,125	-3.7	-435.39	-1.8
HARRAH	13	42		381		288.27		368		2,677		2,154.43	
	14	27		385		294.62		329		2,273		1,792.59	
		-15	-35.7	4	1.0	6.35	2.2	-39	-10.6	-404	-15.1	-361.84	-16.8
JONES	13	4		43		43.28		49		324		293.07	
	14	3		66		67.41		54		472		356.33	
		-1	-25.0	23	53.5	24.13	55.8	5	10.2	148	45.7	63.26	21.6
LUTHER	13	22		308		283.89		318		2,164		1,827.90	
	14	23		245		213.61		291		1,683		1,296.17	
		1	4.5	-63	-20.5	-70.28	-24.8	-27	-8.5	-481	-22.2	-531.73	-29.1
NICOMA PARK	13	12		155		134.98		153		1,371		1,343.76	
	14	8		134		118.81		123		996		783.87	
		-4	-33.3	-21	-13.5	-16.17	-12.0	-30	-19.6	-375	-27.4	-559.89	-41.7
WRIGHT	13	8		266		214.71		162		1,959		1,560.16	
	14	16		332		273.81		165		1,881		1,702.78	
		8	100.0	66	24.8	59.10	27.5	3	1.9	-78	-4.0	142.62	9.1
TOTAL	13	3,772		63,962		55,750.05		42,366		443,348		376,439.79	
	14	3,748		61,535		55,370.50		45,055		461,139		396,258.43	
		-24	-.6	-2,427	-3.8	-379.55	-.7	2,689	6.3	17,791	4.0	19,818.64	5.3

Computer Usage by Adult Customers

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	186		2,553		2,384.90		2,052		19,387		17,653.62	
		186	100.0	2,553	100.0	2,384.90	100.0	2,052	100.0	19,387	100.0	17,653.62	100.0
BELLE ISLE	13	207		3,514		2,858.38		2,568		23,719		19,515.97	
	14	206		3,128		2,601.82		2,409		21,935		17,863.88	
		-1	-5	-386	-11.0	-256.56	-9.0	-159	-6.2	-1,784	-7.5	-1,652.09	-8.5
BETHANY	13	232		2,853		2,401.64		2,227		18,868		15,686.09	
	14	187		2,624		2,082.54		2,352		18,331		14,120.94	
		-45	-19.4	-229	-8.0	-319.10	-13.3	125	5.6	-537	-2.8	-1,565.15	-10.0
CAPITOL HILL	13	171		1,999		1,853.00		1,876		14,563		12,855.96	
	14	146		1,823		1,775.29		1,613		11,858		10,650.00	
		-25	-14.6	-176	-8.8	-77.71	-4.2	-263	-14.0	-2,705	-18.6	-2,205.96	-17.2
CHOCTAW	13	89		1,139		1,150.88		943		8,577		9,134.42	
	14	82		1,065		993.63		1,022		7,546		6,823.24	
		-7	-7.9	-74	-6.5	-157.25	-13.7	79	8.4	-1,031	-12.0	-2,311.18	-25.3
DEL CITY	13	182		2,514		2,144.43		2,016		17,897		14,557.27	
	14	187		2,438		2,185.59		2,135		18,237		15,284.10	
		5	2.7	-76	-3.0	41.16	1.9	119	5.9	340	1.9	726.83	5.0
DOWNTOWN	13	209		9,943		7,836.15		2,482		67,955		54,227.94	
	14	183		8,563		7,169.59		2,322		62,093		50,241.46	
		-26	-12.4	-1,380	-13.9	-666.56	-8.5	-160	-6.4	-5,862	-8.6	-3,986.48	-7.4
EDMOND	13	222		3,590		3,376.17		2,737		24,313		22,713.95	
	14	233		3,004		2,895.18		2,657		21,719		20,158.55	
		11	5.0	-586	-16.3	-480.99	-14.2	-80	-2.9	-2,594	-10.7	-2,555.40	-11.3
MIDWEST CITY	13	323		4,465		3,910.89		3,711		33,027		27,077.00	
	14	324		4,572		4,044.26		3,672		32,889		28,209.97	
		1	.3	107	2.4	133.37	3.4	-39	-1.1	-138	-.4	1,132.97	4.2
NORTHWEST	13	229		3,403		3,658.05		2,568		21,539		22,480.03	
	14	311		3,663		3,891.27		3,155		25,384		27,415.85	
		82	35.8	260	7.6	233.22	6.4	587	22.9	3,845	17.9	4,935.82	22.0

Computer Usage by Adult Customers

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	194		5,067		4,146.31		2,797		32,092		26,402.85	
	14	207		3,953		3,668.02		2,635		27,662		24,028.06	
		13	6.7	-1,114	-22.0	-478.29	-11.5	-162	-5.8	-4,430	-13.8	-2,374.79	-9.0
SOUTHERN OAKS	13	456		5,408		5,066.22		3,449		29,245		26,584.78	
	14	318		4,352		4,197.93		3,517		31,139		28,690.46	
		-138	-30.3	-1,056	-19.5	-868.29	-17.1	68	2.0	1,894	6.5	2,105.68	7.9
VILLAGE	13	277		3,083		2,680.79		2,939		21,465		17,648.24	
	14	228		3,099		2,623.84		2,889		22,534		18,086.06	
		-49	-17.7	16	.5	-56.95	-2.1	-50	-1.7	1,069	5.0	437.82	2.5
WARR ACRES	13	237		3,082		2,518.04		2,388		22,374		17,951.93	
	14	210		3,060		2,723.01		2,343		22,389		18,527.74	
		-27	-11.4	-22	-.7	204.97	8.1	-45	-1.9	15	.1	575.81	3.2
HARRAH	13	31		315		204.70		288		2,214		1,589.22	
	14	22		321		231.65		257		1,833		1,314.90	
		-9	-29.0	6	1.9	26.95	13.2	-31	-10.8	-381	-17.2	-274.32	-17.3
JONES	13	4		38		42.56		38		287		277.54	
	14	3		58		60.59		37		400		323.48	
		-1	-25.0	20	52.6	18.03	42.4	-1	-2.6	113	39.4	45.94	16.6
LUTHER	13	15		182		158.05		185		1,265		978.24	
	14	13		179		157.00		177		1,097		798.62	
		-2	-13.3	-3	-1.6	-1.05	-.7	-8	-4.3	-168	-13.3	-179.62	-18.4
NICOMA PARK	13	11		144		129.03		121		1,263		1,259.63	
	14	6		120		111.04		91		821		658.65	
		-5	-45.5	-24	-16.7	-17.99	-13.9	-30	-24.8	-442	-35.0	-600.98	-47.7
WRIGHT	13	7		253		208.70		122		1,709		1,410.56	
	14	11		314		260.50		133		1,730		1,610.58	
		4	57.1	61	24.1	51.80	24.8	11	9.0	21	1.2	200.02	14.2
TOTAL	13	3,096		50,992		44,343.99		33,455		342,372		292,351.62	
	14	3,063		48,889		44,057.65		35,468		348,984		302,460.16	
		-33	-1.1	-2,103	-4.1	-286.34	-.6	2,013	6.0	6,612	1.9	10,108.54	3.5

Computer Usage by Minor Customers

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13					.00						.00	
	14	58		1,117		1,057.22		782		11,110		9,153.77	
		58	100.0	1,117	100.0	1,057.22	100.0	782	100.0	11,110		9,153.77	100.0
BELLE ISLE	13	32		478		350.32		468		3,563		2,714.76	
	14	38		582		439.72		456		4,922		3,785.26	
		6	18.8	104	21.8	89.40	25.5	-12	-2.6	1,359	38.1	1,070.50	39.4
BETHANY	13	35		354		281.75		468		3,466		2,819.24	
	14	33		495		415.26		462		4,701		3,733.17	
		-2	-5.7	141	39.8	133.51	47.4	-6	-1.3	1,235	35.6	913.93	32.4
CAPITOL HILL	13	76		1,605		1,308.67		1,060		12,808		9,916.36	
	14	83		1,479		1,281.38		1,049		13,696		10,832.66	
		7	9.2	-126	-7.9	-27.29	-2.1	-11	-1.0	888	6.9	916.30	9.2
CHOCTAW	13	22		657		750.43		366		3,791		4,246.76	
	14	28		549		571.29		396		3,937		4,127.49	
		6	27.3	-108	-16.4	-179.14	-23.9	30	8.2	146	3.9	-119.27	-2.8
DEL CITY	13	50		812		642.87		623		6,587		5,171.51	
	14	41		606		510.66		576		4,930		3,877.91	
		-9	-18.0	-206	-25.4	-132.21	-20.6	-47	-7.5	-1,657	-25.2	-1,293.60	-25.0
DOWNTOWN	13	21		335		296.22		248		2,553		2,045.57	
	14	20		254		193.11		254		2,012		1,581.52	
		-1	-4.8	-81	-24.2	-103.11	-34.8	6	2.4	-541	-21.2	-464.05	-22.7
EDMOND	13	42		479		478.69		509		4,070		4,279.72	
	14	30		400		393.34		553		3,544		3,466.63	
		-12	-28.6	-79	-16.5	-85.35	-17.8	44	8.6	-526	-12.9	-813.09	-19.0
MIDWEST CITY	13	60		1,046		928.80		917		10,991		8,750.34	
	14	72		929		767.92		847		8,222		6,469.08	
		12	20.0	-117	-11.2	-160.88	-17.3	-70	-7.6	-2,769	-25.2	-2,281.26	-26.1
NORTHWEST	13	57		519		513.87		699		3,886		3,684.38	
	14	50		465		452.96		740		4,009		3,956.56	
		-7	-12.3	-54	-10.4	-60.91	-11.9	41	5.9	123	3.2	272.18	7.4

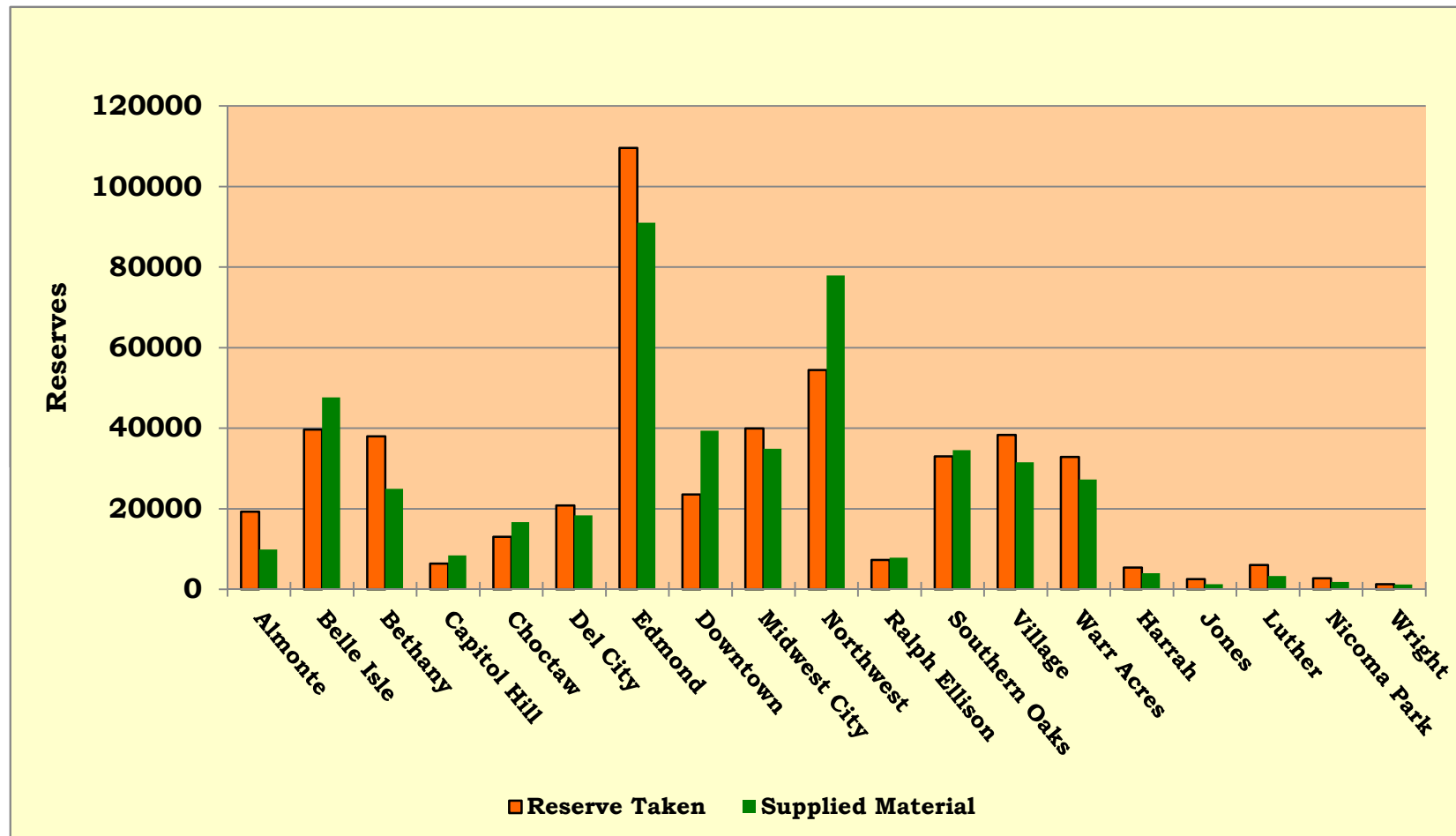
Computer Usage by Minor Customers

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	51		1,635		1,399.93		911		15,126		11,778.16	
	14	47		1,352		1,343.26		822		11,197		9,864.23	
		-4	-7.8	-283	-17.3	-56.67	-4.0	-89	-9.8	-3,929	-26.0	-1,913.93	-16.2
SOUTHERN OAKS	13	136		2,923		2,481.31		1,294		17,892		14,269.26	
	14	93		2,896		2,531.62		1,324		25,952		21,081.77	
		-43	-31.6	-27	-.9	50.31	2.0	30	2.3	8,060	45.0	6,812.51	47.7
VILLAGE	13	34		698		707.95		615		6,208		5,929.72	
	14	46		650		578.75		661		5,361		4,835.65	
		12	35.3	-48	-6.9	-129.20	-18.2	46	7.5	-847	-13.6	-1,094.07	-18.5
WARR ACRES	13	40		1,208		1,043.16		437		8,278		6,818.26	
	14	24		702		628.88		398		7,138		5,807.06	
		-16	-40.0	-506	-41.9	-414.28	-39.7	-39	-8.9	-1,140	-13.8	-1,011.20	-14.8
HARRAH	13	11		66		83.57		80		463		565.21	
	14	5		64		62.97		72		440		477.69	
		-6	-54.5	-2	-3.0	-20.60	-24.6	-8	-10.0	-23	-5.0	-87.52	-15.5
JONES	13			5		.72		11		37		15.53	
	14			8		6.82		17		72		32.85	
			100.0	3	60.0	6.10	847.2	6	54.5	35	94.6	17.32	111.5
LUTHER	13	7		126		125.84		133		899		849.66	
	14	10		66		56.61		114		586		497.55	
		3	42.9	-60	-47.6	-69.23	-55.0	-19	-14.3	-313	-34.8	-352.11	-41.4
NICOMA PARK	13	1		11		5.95		32		108		84.13	
	14	2		14		7.77		32		175		125.22	
		1	100.0	3	27.3	1.82	30.6		.0	67	62.0	41.09	48.8
WRIGHT	13	1		13		6.01		40		250		149.60	
	14	5		18		13.31		32		151		92.20	
		4	400.0	5	38.5	7.30	121.5	-8	-20.0	-99	-39.6	-57.40	-38.4
TOTAL	13	676		12,970		11,406.06		8,911		100,976		84,088.17	
	14	685		12,646		11,312.85		9,587		112,155		93,798.27	
		9	1.3	-324	-2.5	-93.21	-.8	676	7.6	11,179	11.1	9,710.10	11.5

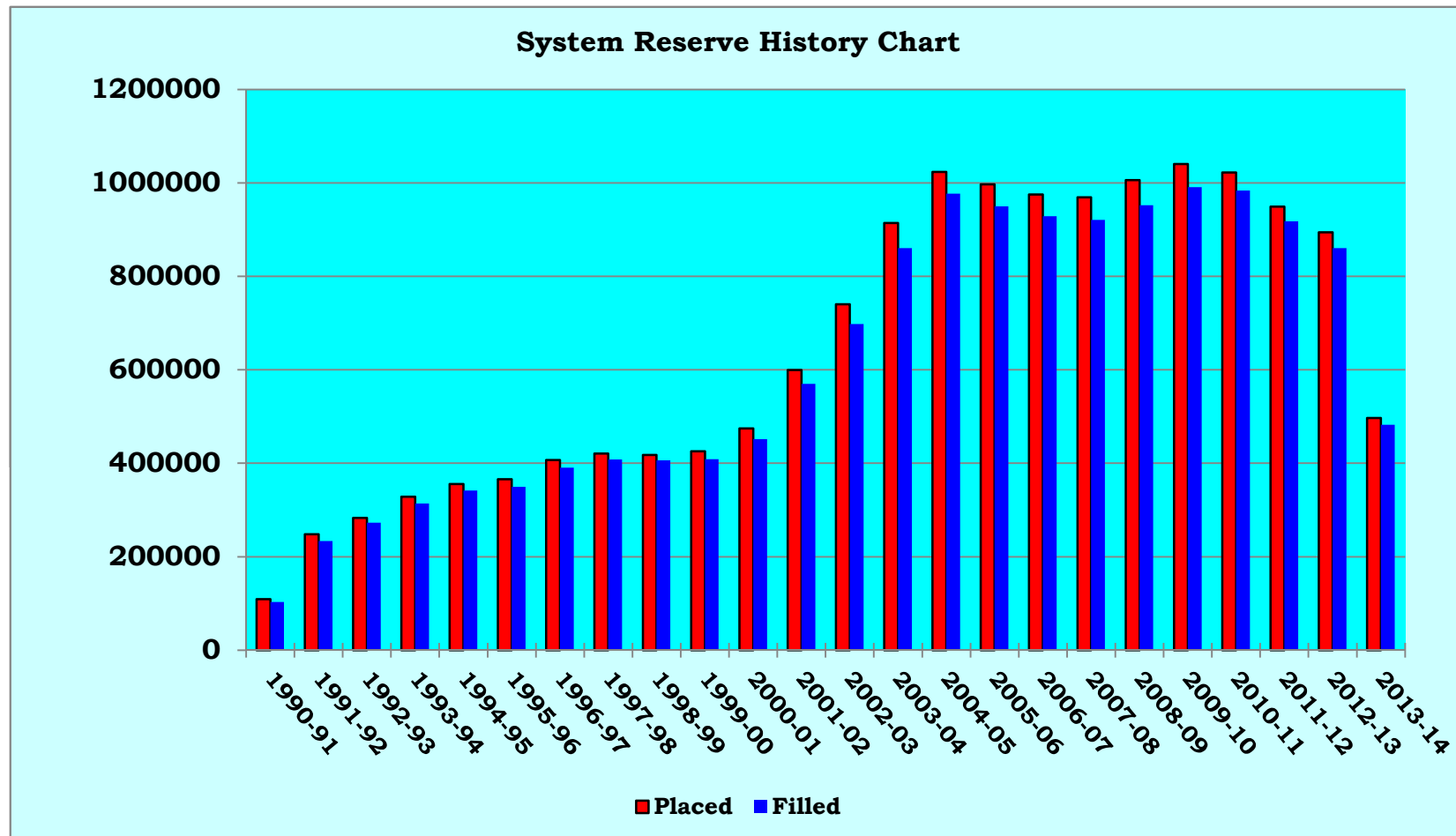
System Reserve Report

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)



System Reserve Report

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)



System Reserves Report

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13						
	14	2,750	19,274		2,545	18,074	
		2,750	19,274		2,545	18,074	
BELLE ISLE	13	7,752	52,614		7,228	50,360	
	14	5,772	39,659		5,363	38,624	
		-1,980	-12,955	-24.6	-1,865	-11,736	-23.3
BETHANY	13	5,751	40,104		5,455	38,135	
	14	5,516	37,983		5,076	35,364	
		-235	-2,121	-5.3	-379	-2,771	-7.3
CAPITOL HILL	13	1,311	9,328		1,229	9,000	
	14	885	6,362		875	6,185	
		-426	-2,966	-31.8	-354	-2,815	-31.3
CHOCTAW	13	2,132	14,401		2,019	13,992	
	14	2,111	13,043		2,032	12,675	
		-21	-1,358	-9.4	13	-1,317	-9.4
DEL CITY	13	3,495	24,303		3,158	22,998	
	14	3,256	20,805		2,986	20,019	
		-239	-3,498	-14.4	-172	-2,979	-13.0
EDMOND	13	17,053	116,539		16,357	113,006	
	14	15,918	109,556		15,271	106,664	
		-1,135	-6,983	-6.0	-1,086	-6,342	-5.6
DOWNTOWN	13	3,822	25,756		3,620	24,739	
	14	3,387	23,567		3,224	22,729	
		-435	-2,189	-8.5	-396	-2,010	-8.1
MIDWEST CITY	13	6,697	44,188		6,337	42,840	
	14	6,020	39,965		5,714	38,937	
		-677	-4,223	-9.6	-623	-3,903	-9.1
NORTHWEST	13	7,883	51,531		7,413	49,077	
	14	8,096	54,428		7,668	52,779	
		213	2,897	5.6	255	3,702	7.5
RALPH ELLISON	13	1,455	9,590		1,361	9,230	
	14	988	7,324		955	7,057	
		-467	-2,266	-23.6	-406	-2,173	-23.5
SOUTHERN OAKS	13	7,060	42,966		6,704	41,373	
	14	4,889	33,040		4,584	32,054	
		-2,171	-9,926	-23.1	-2,120	-9,319	-22.5

System Reserves Report

July 1, 2013 through January 31, 2014 (58.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	6,300	42,543		6,214	41,400	
	14	5,837	38,327		5,240	37,226	
		-463	-4,216	-9.9	-974	-4,174	-10.1
WARR ACRES	13	5,058	35,270		4,998	34,353	
	14	4,747	32,877		4,472	31,662	
		-311	-2,393	-6.8	-526	-2,691	-7.8
HARRAH	13	844	6,118		791	6,018	
	14	797	5,370		820	5,256	
		-47	-748	-12.2	29	-762	-12.7
JONES	13	379	2,196		382	2,172	
	14	318	2,497		340	2,477	
		-61	301	13.7	-42	305	14.0
LUTHER	13	1,159	6,526		1,098	6,446	
	14	904	6,001		912	5,959	
		-255	-525	-8.0	-186	-487	-7.6
NICOMA PARK	13	511	3,542		473	3,543	
	14	445	2,760		419	2,752	
		-66	-782	-22.1	-54	-791	-22.3
WRIGHT	13	237	1,649		237	1,590	
	14	268	1,275		261	1,266	
		31	-374	-22.7	24	-324	-20.4
TOTAL	13	79,750	534,285		75,875	515,282	
	14	73,649	499,004		69,430	482,387	
		-6,101	-35,281	-6.6	-6,445	-32,895	-6.4

EXECUTIVE DIRECTOR'S REPORT

JANUARY 2014

OVERDRIVE AND MLS LAUNCHING NEW EBOOK SERVICE FOR CHILDREN

MLS and Overdrive are launching a Kids eReading Room. The Kids eReading Room is an environment for children, independent of the larger digital collection, yet easily accessible. In addition to listing by subject, all titles in the eReading Room can be searched by reading level, ATOS scores, and other reading metrics to help parents and teachers select titles for children. Adults and kids can sample titles in OverDrive Read prior to checking out a title. Our digital report which is ATTACHED HIGHLIGHTS this new service.

INTERESTING ARTICLE IN JOURNAL RECORD ABOUT LIBRARIES WITH QUOTES FROM STATEWIDE LIBRARY LEADERS

I have attached an article that appeared in the Monday, February 10, edition of the Journal Record about libraries and changing technologies. Enjoy!

DOWNTOWN CARPET INSTALLATION SCHEDULE

We have finalized the schedule for the carpeting installation at the Downtown Library.

- 4TH FLOOR- MARCH 17 – 23RD
- 3RD FLOOR – MARCH 24 – 30TH
- 1ST AND 2ND FLOOR - MARCH 31 - APRIL 27TH The library will be closed to the public during those 4 weeks; however, if the work is completed early, we will open as soon as possible.

During the first week; programs and meetings will not be held on the 4th floor; but the library will be open. During the 2nd week; administrative staff will be working but not at their usual locations; i.e. we might be working in the training room or other areas around the building. We will not have access to our desk phones during the one/two days our area is being recarpeted; however, each department should only be out of phone reach for a day.

LIBRARY EMPLOYEE AUTHORS BOOK

In accordance with our purchasing policy the administration is directed to notify commissioners when an employee provides a service to the library system such as doing a program or authoring a book which the library purchases. In this case, NW circulation clerk, Erin Young, wrote the book *Surviving Henry: adventures in loving a canine catastrophe*, which was purchased by MLS.

CAPITAL PROJECTS UPDATE

- CAPITOL HILL – We are still waiting to hear on possible TIF funding for Capitol Hill. The request is moving through city channels and committee review.
- EDMOND PARKING – We received the 95% plans which would add 16 parking spaces on site and 11 off site spaces at the end of January. We are hopeful that design work can start in late March.

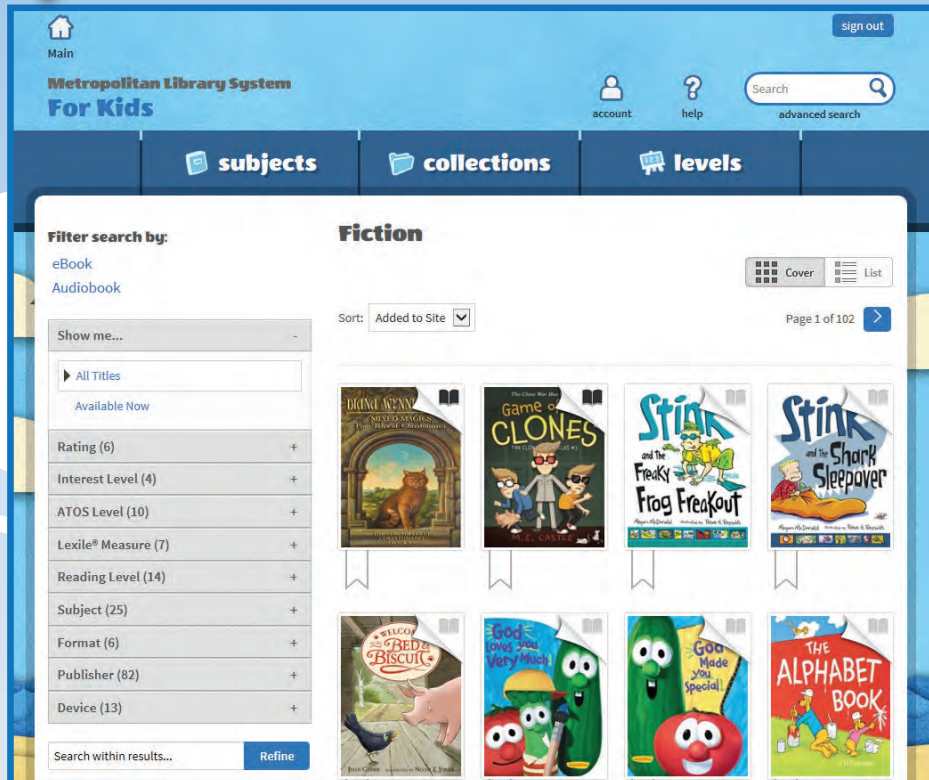
- JONES – We approved an updated elevation plan for Jones in mid-January and expect 95% development plans in early March.

Nothing new to report on other projects

EXECUTIVE DIRECTOR OUTREACH ACTIVITIES

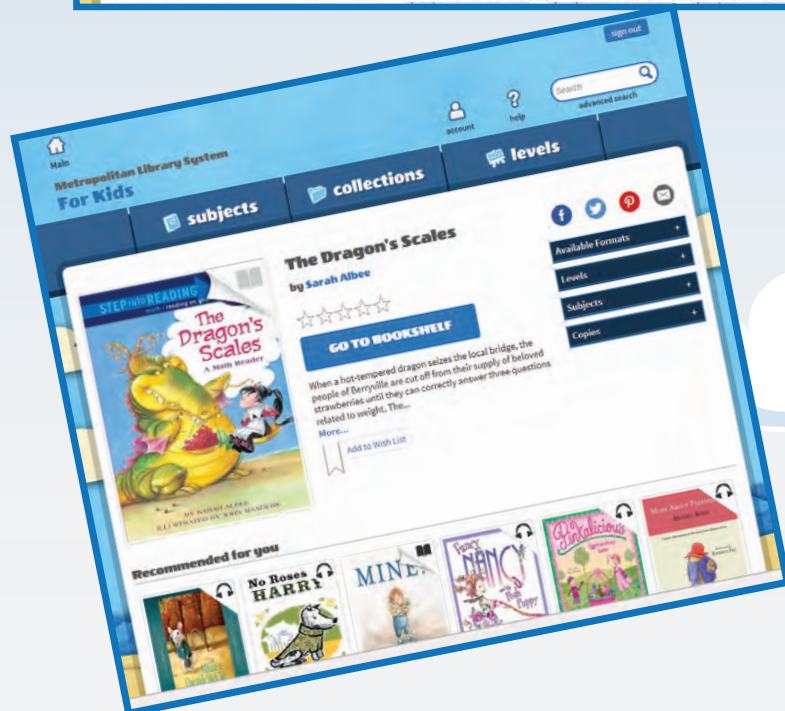
- Attended ALA Midwinter Conference in Philadelphia
- Attended Rotary 29 Club Meeting
- Attended OLA Legislative Day at State Capitol
- Attended Greater OKC Chamber Event
- Will be attending Midwest City Library Advisory Board Meeting
- Will be attending Choctaw Library Guild Meeting

Kids eReading Room



To encourage our youngest readers to use our digital titles, we have partnered with OverDrive to create an online children's reading room. This site is separate from our larger digital collection and contains a number of children's fiction and nonfiction eBooks and audiobooks across a range of reading levels.

As a bonus, nearly all of the eBooks are in the OverDrive READ format so the reader (or their parent) won't be burdened with the process of software installation and creating an Adobe ID. Customers can access this site by visiting our eMedia page and clicking on the "for KIDS eReading Room" graphic.



Starting a new chapter: Libraries shifting roles with new technologies

By [Kirby Lee Davis](#)

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Gary Shaffer, chief executive officer of the Tulsa City-County Library. (Photo by Rip Stell)

TULSA – At first glance, downtown Tulsa’s Librarium looks like a misnomer. Only a quarter of its 22,000 square feet shelters traditional bookshelves. Computer terminals, work tables and benches fill half of the Tulsa City-County Public Library facility.

Busy users man 33 of those 40 free-use terminals, far outnumbering the eight people sitting down reading a book. A casual study of those screens reveals far more uses than scrolling text. One man adjusted his earphones to watch a video. One child shuffled in her seat as she played an online game. Other users read or fill out forms.

Welcome to the library of the 21st century. Forget images of Marian the Librarian reverently tending silent rows of bound parchments. Today’s depositories of knowledge recall the days of ancient Alexandria, when bustling libraries anchored culture and government.

“We’re transitioning from being a book warehouse, which is the public’s perception of where a library is, into the provision of lifelong learning,” said Gary Shaffer, chief executive officer of Tulsa’s 24-branch [library](#) system.

Some libraries offer classes and research services you might expect at a trade school or college.

“They are becoming more and more part of a place not just to discover information, but a place to create new knowledge, new information,” said Rick Luce, dean of [University of Oklahoma Libraries](#).

Many libraries serve as virtual offices, with free online access and reference materials, desks, power, and meeting space. Shaffer sees its knowledge base as the ideal entrepreneur’s haven, providing every resource needed to understand and operate a business.

“Libraries get you past the pay wall,” said Jane B. Malcolm, assistant director of Oral Roberts University [Library](#) Public Services. “They get you down in the deep Web, because we subscribe to databases of information that have already been vetted.”

Many libraries provide regular concerts, lectures and social meetings.

“The library has a role for engaging our learners in a very active way with the culture, the intellectual life of the university and the community,” said Sheila Johnson, Oklahoma State University’s dean of [libraries](#).

The [Librarium](#) goes a step farther with a Make section for kids of all ages to build things with toys, sewing machines or other creative devices.

“Yes, it’s entertainment, but the entertainer is helping the kids learn,” said Lynda Reynolds, president of the [Oklahoma Library Association](#) and director of the Stillwater Public Library. “Such programs are definitely following up on ideas that we’re helping educate people with.”

Your local library even serves as the de facto customer service arm of many state and federal government departments and agencies, their officials directing users to go to the local library to learn procedures or file online forms.

“It’s a very exciting time for libraries that are engaged with their customers and shaping what we need now, as well as what we need of the future,” said Susan McVey, director of the [Oklahoma Department of Libraries](#).

All these services demonstrate adaptation to a digital age where consumers need never visit a library to download books, magazines, newspapers, music, games and movies. Many of those users may not realize their library probably provides those same services for free, both from online and brick-and-mortar branches.

“There has been some difficulty with libraries working with publishers who don’t want to give us access to e-books that we turn around and give out for free,” said Reynolds, who helped a growing consortium of small Oklahoma libraries provide e-book services to their users. “But a lot of the publishers are now coming up with models and they’re working with specific libraries, working out how best to market e-books.”

Such moves have spurred libraries to experiment with how they maintain and expand their collections, which have grown over the years to include not just books and magazines, but information and entertainment in a variety of other forms. With downloads increasing, many libraries are investing more of their limited dollars in electronic versions, which brings some welcome synergies.

“If you’re handling physical books, it takes a long time to process 20,000 books,” Malcolm said with a smile, recalling an email that delivered that many e-books to the ORU library with a single download. “So it’s pretty exciting what you can do.”

The widespread availability of electronic products also allowed many libraries to rethink how they use their limited physical space. By moving less-used resources to reserve shelves, more libraries are working to create more areas for conversation, meetings and performances.

“We often don’t have the luxury of providing all the space you want,” said [Oklahoma County Metropolitan Library System](#) Executive Director Donna Morris. “Most of our libraries, with a couple of exceptions, are really space-challenged.”

At the same time, with many older or backlist books still unavailable electronically due to copyright laws, the digital era heightens the importance of preserving aging inventories. Many libraries also expect to continue investing heavily in bound publications, noting that many readers across the different age groups still prefer them.

“We are not going exclusively to electronic acquisitions, to electronic materials,” said Johnson. “Not all things are better electronically for use.”

Today’s e-resources have spurred many libraries to maximize the unique value of their local collections, digitizing and sharing them as resources permit. While Johnson sees this as a time-honored charge of librarians to collect, maintain and preserve their region’s cultural history, it also provides the library a distinctive asset in a growing sea of digital information.

At the same time, it heightens pressure on both the library’s funding and knowledge base. While technology costs have decreased in many areas, the volume of records to be digitized, cataloged and maintained grows. These records often span numerous evolving software and hardware systems over the last century, many not just outdated, but tied to decaying paper, film or tape.

“You have to have some level of understanding some of the things consumers are trying to get to,” said McVey. “But one of the advantages of being a librarian is that it’s a learning organization and you’re encouraged to learn new things.”

That aligns with the central role librarians see for themselves: connecting and educating people on their desired information, in whatever form it’s in.

“It used to be the librarian was so valuable because there was limited information and finding it was the key,” said Shaffer. “Now there’s so much information out there, it’s like finding a needle in a haystack. How do you find it? So the skills of the librarian are highly needed.”

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES

February 2014 ~ February 2015

<u>STANDING COMMITTEE</u>	<u>TYPICAL AREAS OF RESPONSIBILITY</u>
<u>Administrative & Personnel Committee</u> Hugh Rice, Chair Bose` Akadiri Ralph Bullard Cynthia Friedemann Helene Harpman Mukesh Patel	 <ul style="list-style-type: none">➤ Personnel Classification/Compensation Schedules➤ Personnel policies and benefits➤ Insurance coverage: property, group medical, liability, vehicles➤ Conducts Executive Director Evaluation
<u>Finance Committee</u> Allen Coffey, Chair Fran Cory Rozz Grigsby Jim Shonts Judy Smith Beth Toland	 <ul style="list-style-type: none">➤ Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission➤ Review and propose any budget amendments to the Commission
<u>Long-Range Planning Committee</u> Penny McCaleb, Chair Deanna Hannah Tracy McDaniel Tracy McGehee Alyne Strube Beth Toland Susan Tucker	 <ul style="list-style-type: none">➤ Review and propose plans for library services and facilities that go beyond the current fiscal year➤ Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services
<u>Public Services Committee</u> Jose Jimenez, Chair Carolyn Leslie Lori Nelson Kim Patterson Vanna Shaw Stephanie West	 <ul style="list-style-type: none">➤ Policies for joint services and programs with other community organizations➤ Policies for loan of books and other Materials➤ Policies and fees for services, use of meeting rooms, etc.➤ Library programming policies

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