



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

Thursday, March 20, 2014, 3:30 p.m.  
Midwest City Library  
8143 E. Reno  
Midwest City, OK 73110  
(Telephone: 732-4828)

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 #80 – 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 (#81 - #83)**

- Document #81 – Approval of Minutes of February 20, 2014 Meeting
- Document #82 – Acceptance of Review of Expenditures for February 2014
- Document #83 – Contract Awards & Purchases
  - Item A: Endpoint Protection Software, Web Filtering Appliance & Licenses
  - Item B: Summer Reading Materials

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

- Document #84 – Discussion, Consideration and Possible Action: Report and Recommendations - Public Services Committee meeting, March 12, 2014 – Jose Jimenez, Chair

### **4:15 – 4:30 pm INFORMATION REPORTS**

- Document #85 – MLS February 2014 Library Visits
- Document #86 – MLS February 2014 Circulation Report
- Document #87 – MLS February 2014 Computer Usage Report
- Document #88 – MLS February 2014 System Reserve Report

### **4:30 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT**

### **4:45 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS**

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

April 17, 2014  
Northwest Library, 5600 NW 122<sup>nd</sup>, Oklahoma City, OK 73142

## **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 March 2014:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Hector Lee Mata, Circulation Clerk, Capitol Hill Library	20
Wanda L. Little, Library Aide, Southern Oaks Library	5
Gloria Melchor, Associate Librarian, Capitol Hill Library	5
Emmy Verdin-Crowe, Circulation Clerk, Midwest City Library	5

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

DATE: February 20, 2014      TIME: 3:30 pm

MEETING PLACE: Belle Isle Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 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 Belle Isle Library and Downtown Library, 300 Park Avenue, Oklahoma City, on February 18, 2014, in conformity with the Oklahoma Open Meeting Act §311.**

## **Commission Members**

### **PRESENT:**

Bose' Akadiri  
Ralph Bullard  
Allen Coffey, Disbursing Agent  
Fran Cory  
Cynthia Friedemann  
Deanna Hannah  
Jose Jimenez  
Carolyn Leslie  
Brian Maughan  
Penny McCaleb  
Tracy McGehee  
Lori Nelson  
Kim Patterson  
Hugh Rice  
Vanna Shaw  
Judy Smith, Vice-Chair  
Alyne Strube  
Beth Toland  
Susan Tucker  
Stephanie West  
Nancy Anthony, Chair  
Donna Morris, Executive Director  
**(Secretary)**

### **EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Rozz Grigsby  
Helene Harpman  
Tracy McDaniel  
Mukesh Patel  
Jim Shonts

Estimate of general public and staff attending: 24

**I.** The meeting was called to order at 3:30 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Akadiri, Bullard, Coffey, Cory, Friedemann, Hannah, Jimenez, Leslie, McGehee, Nelson, Patterson, Rice, Shaw, Smith, Strube, Toland, Tucker, West, Anthony (Arrived: Maughan, 3:35; McCaleb, 3:50).

**II.** Mrs. Anthony introduced Ms. Katrina Prince, Manager of Library Operations I, for the Bethany Library. Ms. Prince welcomed the commission and provided information on events happening at the Bethany Library.

**III.** Mrs. Anthony called for the Presentation of Service certificates for February 2014: Sarah Kellum, Library Aide, Midwest City Library ~ 20 years of service; Christopher Carroll, Development Coordinator ~ 10 years of service; Lawana D. Morgan, Circulation Clerk, Ralph Ellison Library ~ 10 years of service.

Mrs. Anthony also recognized the following employees who were unable to attend the meeting: Mark Marshall, Circulation Clerk, Village Library ~ 15 years of service; Shahin S. Asghari, Circulation Clerk, Edmond Library ~ 15 years of service; Tamerat Atlabachew, Library Aide, Village Library ~ 10 years of service; Gloria J. Turner, Library Aide, Edmond Library ~ 10 years of service; Gloria B. Deleon, Associate Librarian, Capitol Hill Library ~ 5 years of service.

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

**V.** Mrs. Anthony presented the Consent Docket: Document #72 – Approval of Minutes of January 16, 2014; Document #73 – Acceptance of Review of Expenditures for January 2014; Document #74 – Contract Awards and Purchases.

Mrs. Anthony called for a motion.

**Mrs. Beth Toland moved to accept the consent docket. Mrs. Alyne Strube seconded. Questions and discussion followed.** *Mrs. Judy Smith referred to Document #74, Item C: Copiers and suggested the commission recommendation be revised to include the 710 Coin/Bill Vendor in the recommendation. Grammatical corrections were made to Document #72.* **No further discussion. Motion passed unanimously.**

**VI.** Mrs. Anthony referred to Document #75 – Discussion, Consideration, and Possible Action – Revisions to Metropolitan Library System Policy and Procedure Manual.

Mrs. Donna Morris highlighted the recommended changes to the commission adopted policy AL 340: Smoking Restrictions and AL 320: 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. Questions and discussion followed.

Mrs. Anthony called for a motion.

**Mrs. Fran Cory moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AL 340: Smoking Restrictions and AL 320 Rules of Conduct. Mrs. Smith seconded. No further discussion. Motion passed unanimously.**

**VII.** Mrs. Anthony referred to the Special Presentation ~ *Friends Annual Booksale* – Joe McReynolds.

Mr. McReynolds reported this year will be the 35<sup>th</sup> annual booksale. Last year the Friends booksale raised approximately \$235,000. Over the years the Friends have given over 3 million dollars to the library system. Mr. McReynolds handed out tickets and invited the

commissioners to attend the presale event on Friday, February 21<sup>st</sup> in the Oklahoma Expo building at the State Fairgrounds.

Mrs. Anthony thanked Mr. McReynolds and the Friends for all they do for the Library System.

**VIII.** Mrs. Anthony called on Mrs. Morris to present the 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

Questions and discussion followed.

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

Mrs. Morris referred to the Kids eReading Room flyer included in the commission packets. MLS has partnered with OverDrive to create an online children's reading room. The kids eReading Room is a new service for children, independent of the larger digital collection, yet easily accessible.

Mrs. Morris highlighted the schedule for the carpeting installation at the Downtown Library. The carpet installation for the 3<sup>rd</sup> floor administrative offices will take place March 24 through March 30. Administrative staff will be working but in various locations throughout the building and may not have access to desk phones during the recarpeting phase. Each department should only be out of phone reach for a day. The library will be closed to the public from March 31 to April 27; however if the work is completed early, we will open as soon as possible.

Mrs. Morris provided Capitol Project Updates. MLS is still waiting to hear on possible TIF funding for Capitol Hill. MLS received the 95% plans for additional Edmond parking, which would add 16 parking spaces on site and 11 off site spaces. We are hopeful the design work can start in late March. Lastly, an updated elevation plan for Jones was approved in mid-January. We expect the 95% development plans to be received in early March.

**X.** Mrs. Anthony presented the Standing Committee assignments for 2014.

**XI.** Mrs. Anthony called for comments from the Commission.

**XII.** The next Commission meeting will be held at the Midwest City Library on March 20, 2014.

There being no further business, the meeting was adjourned at 4:08 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

February 28, 2014

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

For comparison, 66.67% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of February 2014.

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## STATEMENT OF FINANCIAL CONDITION

February 28, 2014

## ASSETS

	Current Year	Previous Year
CASH	\$16,203,096.67	\$ 11,642,909.73
INVESTMENTS (Schedule attached)	18,158,102.20	24,165,695.46
PREPAID ACCOUNTS	25,000.00	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	(24,519,723.65)	(23,898,944.43)
	3,899,137.35	3,885,433.57
<b>Total Assets</b>	<b>\$38,285,336.22</b>	<b>\$ 39,724,038.76</b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

## LIABILITIES:

Previous Year Reserve for Appropriations	\$227,063.49	\$372,275.60
Current Year Purchase Orders Outstanding	1,230,388.07	557,113.87
Previous Year Purchase Orders Outstanding	114,521.27	45,518.93
Checks Outstanding	178,177.98	189,983.22
<b>Total Liabilities</b>	<b>1,750,150.81</b>	<b>1,164,891.62</b>
DEFERRED TAX REVENUE:		
Current Year Ad Valorem Tax	3,899,137.35	3,885,433.57

## FUND BALANCE:

Beginning of the Year	\$29,031,368.36	\$30,212,769.61
Add: Revenues		
Budgeted	24,900,723.65	24,379,901.43
Other	1,556,656.89	1,530,135.92
Less: Expenditures	(22,852,700.84)	(21,449,093.39)
<b>Total Fund Balance</b>	<b>32,636,048.06</b>	<b>34,673,713.57</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$38,285,336.22</b>	<b>\$ 39,724,038.76</b>

Document #82  
MLC FY 2013-14  
March 20, 2014



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

**As of February 28, 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 February 28, 2014**

	Current Year			Percent Budget Received	Previous Year			Percent Budget Received
	Budget	Current Month Receipts	Year To Date Receipts		Budget	Current Month Receipts	Year To Date Receipts	
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$28,418,861.00	\$ 373,051.12	\$ 24,519,723.65	86.28%	\$ 27,784,378.00	\$ 520,513.38	\$ 23,898,944.43	86.02%
State Aid	258,653.00	-	-	0.00%	257,465.70	114,957.00	114,957.00	44.65%
Fines	468,000.00	50,000.00	381,000.00	81.41%	450,000.00	53,000.00	366,000.00	81.33%
Total Budgeted Revenue	\$ 29,145,514.00	\$ 423,051.12	\$ 24,900,723.65	85.44%	\$ 28,491,843.70	\$ 688,470.38	\$ 24,379,901.43	85.57%
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 54,560.54	\$ 909,030.62			\$ 55,648.89	\$ 886,085.42	
Gifts and Lost Books Fees		0.00	0.00			0.00	112,000.00	
Investment Income		14,170.39	129,816.36			29,993.07	246,367.00	
Flexible Benefits Account Balance		0.00	0.00			0.00	3,231.33	
Sale of Surplus Equipment		5,555.55	20,586.58			0.00	35,244.26	
Insurance Reimbursements		1,161.00	1,161.00			0.00	0.00	
Miscellaneous		5,753.56	496,062.33			33,496.73	247,207.91	
Total Miscellaneous Revenue		\$ 81,201.04	\$ 1,556,656.89			\$ 119,138.69	\$ 1,530,135.92	
Total Revenue	\$ 29,145,514.00	\$ 504,252.16	\$ 26,457,380.54	90.78%	\$ 28,491,843.70	\$ 807,609.07	\$ 25,910,037.35	
								ML Mar 90.94%

Document #82  
MLC FY 2013-14  
March 20, 2014

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

**February 28, 2014**

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 40,723.88	\$ 5,413.34	\$ 1,313.65	\$ 44,823.57
810 Prepaid Fees	(20,433.81)	0.00	199.21	(20,633.02)
815 Fines	50,945.68	47,034.04	51,460.09	46,519.63
820 Copy	125,925.66	12,554.69	2,345.19	136,135.16
<b>Total Revolving Funds</b>	<b>\$197,161.41</b>	<b>\$ 65,002.07</b>	<b>\$ 55,318.14</b>	<b>\$206,845.34</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b>Special Grants</b>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
871 14/LET/Zinio	4,123.00	4,700.41	4,700.41	0.00
877 14/Dollar General/Youth Literacy	3,000.00	3,000.00	0.00	3,000.00
879 14/OAC/Black History Month	4,550.00	0.00	4,550.00	(4,550.00)
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 Readir	600.00	600.00	0.00	600.00
891 14/OHC/Worst Hard Time	1,000.00	1,000.00	0.00	1,000.00
899 11/LET/Young Professional Adv	3,000.00	3,318.75	1,010.14	2,308.61
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	10,000.00	0.00
952 13/LET/Materials	13,315.00	13,315.00	13,319.77	(4.77)
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	6,000.00	0.00
<b>Friends Grants</b>				
846 10 Public Art	3,000.00	4,500.00	2,859.74	1,640.26
872 14 Our World	40,000.00	40,000.00	25,838.03	14,161.97
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	4,000.00	0.00
876 14 Summer at the Library	71,000.00	71,000.00	1,707.70	69,292.30
890 14 Rock and Read	480.00	480.00	0.00	480.00
892 14 Flat Screen TVs	4,000.00	4,000.00	0.00	4,000.00
916 12 Bench and Bike Rack	11,000.00	11,000.00	10,358.88	641.12
945 13 Staff Recognition	25,299.02	25,534.02	25,349.58	184.44
948 13 Summer at the Library	67,300.00	67,300.00	66,189.32	1,110.68
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
<b>Total Grants</b>				<b>146,952.21</b>
<b>Total Special Funds</b>				<b><u>\$ 353,797.55</u></b>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 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	1,111,732.11	9,221,331.35	61.63	14,963,591.00	5,742,259.65
102	Wages - Part-time	164,143.37	1,420,529.73	54.39	2,611,763.00	1,191,233.27
103	Payroll Taxes	94,037.76	781,732.43	62.79	1,245,011.00	463,278.57
109	Workers' Comp. Insurance	15,000.00	117,949.00	57.64	204,648.00	86,699.00
112	Group Insurance	234,652.13	1,851,645.56	62.37	2,969,033.00	1,117,387.44
113	Employees' Retirement	74,532.51	1,739,720.30	87.04	1,998,785.00	259,064.70
114	Unemployment Compen.	.00	1,256.60	4.19	30,000.00	28,743.40
Total Personal Services		1,694,097.88	15,134,164.97	63.00	24,022,831.00	8,888,666.03

**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insu.	50.00	264,301.98	97.35	271,506.00	7,204.02
205	Rent of Library Buildings	7,571.88	67,584.40	75.79	89,175.00	21,590.60
207	Janitorial Services	34,431.80	274,932.40	52.47	524,000.00	249,067.60
208	Maintenance of Facilities	23,800.66	206,072.77	34.34	600,156.00	394,083.23
211	Parking & Transportation	10,838.13	91,690.90	55.71	164,600.00	72,909.10
212	Travel Expenses	6,344.26	53,595.14	40.31	132,954.00	79,358.86
213	Professional Services	11,759.69	233,081.68	54.28	429,420.00	196,338.32
214	Security Services	37,731.56	271,649.36	58.62	463,406.00	191,756.64
216	Telephone Services	6,311.51	70,965.22	21.90	324,027.00	253,061.78
217	Electrical Services	34,534.00	352,459.10	53.77	655,455.00	302,995.90
218	Gas Services	8,169.83	27,634.03	55.61	49,696.00	22,061.97
219	Water & Garbage Services	4,066.53	48,735.39	51.61	94,431.00	45,695.61
220	Trigen Energy Services	10,226.21	125,359.56	53.68	233,541.00	108,181.44
226	Memberships	4,392.00	19,337.00	70.94	27,259.00	7,922.00
230	Other Library-Related Serv.	22,070.85	300,142.92	62.89	477,253.00	177,110.08
231	Automation Contractual	12,060.89	232,628.33	55.15	421,777.00	189,148.67
236	Network Catalog Services	3,938.77	44,429.09	48.16	92,250.00	47,820.91
Total Contractual Services		238,298.57	2,684,599.27	53.15	5,050,906.00	2,366,306.73

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 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	10,987.15	67,161.19	33.08	203,000.00	135,838.81
302	Postage	20,478.59	150,385.47	51.23	293,575.00	143,189.53
303	Supplies	23,991.51	261,434.71	58.34	448,149.00	186,714.29
310	Maintenance Supplies	3,088.59	55,293.23	73.72	75,000.00	19,706.77
312	Safety Supplies & Equip.	406.50	5,871.14	99.51	5,900.00	28.86
321	Gasoline & Oil	3,388.01	22,457.16	40.10	56,000.00	33,542.84
322	Vehicle Parts & Repairs	171.08	9,749.87	30.47	32,000.00	22,250.13
330	Programming Activities	13,420.74	127,471.40	43.04	296,168.00	168,696.60
331	Other Commodities	260.65	12,700.44	29.83	42,574.00	29,873.56
Total Commodities		76,192.82	712,524.61	49.06	1,452,366.00	739,841.39

**Capital Outlays**

401	Books & Materials	324,480.48	2,438,759.53	46.99	5,190,000.00	2,751,240.47
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	228.95	165,704.95	91.22	181,650.00	15,945.05
408	Furniture, Fixture, & Equip.	50,023.33	185,255.64	54.21	341,757.00	156,501.36
409	Motor Vehicles	.00	86,473.91	82.36	105,000.00	18,526.09
410	Automation System & Equip.	131,077.60	150,950.81	25.02	603,350.00	452,399.19
450	Capital Projects	419,826.08	1,291,267.15	20.53	6,290,024.00	4,998,756.85
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		925,636.44	4,321,411.99	15.63	27,650,779.36	23,329,367.37
Total Budget		2,934,225.71	22,852,700.84	39.28	58,176,882.36	35,324,181.52

**Monthly Journal Entries -- February 2014**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
120	1001	Cash	\$ 14,000.00	
	3602	Interest income Interest on 3134g3a83		\$ 14,000.00
<b><u>Tax revenues</u></b>				
121	1001	Cash	\$ 145,452.15	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/27 to 1/31		\$ 145,452.15
122	1001	Cash	\$ 54,537.41	
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 1/16 to 1/31		\$ 54,537.41
123	1001	Cash	\$ 227,622.10	
	1201	Ad Valorem Tax - Current year		\$ 227,598.97
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 2/1 to 2/15		\$ 23.13
<b><u>Miscellaneous revenue</u></b>				
124	1001	Cash	\$ 8,234.96	
	3605	Mic. Reimbursements		\$ 8,234.96
		Almonte rent 7,171.88		
		Ill refund 49.43 LET-postage 27.98		
		Independent-rebate 57.19 Name badges 2.00		
		Insurance-R Rea 846.56 Sarantakos refund 79.92		
		<b>Total</b>	<b>\$ 8,234.96</b>	
125	1001	Cash	\$ 1,161.00	
	3607	Insurance Insurance proceeds from maintenance pickup wreck		\$ 1,161.00
126	1001	Cash	\$ 5,555.55	
	3606	Surplus Sale Sale of truck		\$ 5,555.55
<b><u>Fines</u></b>				
127	1001	Cash	\$ 50,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in February		\$ 50,000.00

**Payable entries**

128	3001	Current Year Reserv. for Appropriations.	\$ 2,934,447.69	
	3011	Current Year P.O. Outstanding		\$ 2,934,447.69
	3002	Prior Year Reserv. for Appropriations.	\$ 2,336.62	
	3012	Prior Year P.O. Outstanding		\$ 2,336.62
		Purchase orders issued in February		
129	3011	Current Year P.O. Outstanding	\$ 2,426,059.51	
	3012	Prior Year P.O. Outstanding	\$ 21,122.85	
	3021	Current Year Warrants Outstanding		\$ 2,447,182.36
		Checks issued in February		
130	3021	Current Year Warrants Outstanding	\$ 2,499,079.27	
	1001	Cash		\$ 2,499,079.27
		Checks cleared Bank in February		

**Bank interest and fees**

131	1001	Cash	\$ 170.39	
	3602	Bank Fees	\$ 419.20	
	3602	Interest Income		\$ 589.59
		Interest and fees from GF checking account		
132	8000	Special Fund Cash		\$ 206.70
	8815	Bank Fees	\$ 219.26	
	8815	Interest Income		\$ 12.56
		Interest and fees from SF checking account		

**Special funds**

133	8000	Special Fund Cash	\$ 69,130.59	
	8815	Fines		\$ 25,840.00
	8820	Copy		\$ 12,554.69
	8805	Gift/Lost Books		\$ 5,413.34
	8810	Prepaid Fees	\$ 199.21	
	8846			\$ 1,500.00
	8871			\$ 577.41
	8891			\$ 1,000.00
	8892			\$ 4,000.00
	8951		\$ 1,500.00	
	8815	Credit card receipts		\$ 21,181.48
	8815	Credit card fees	\$ 1,237.12	
		Revenues of special funds received in February		

134	8000			\$	74,115.68
	8815	Fines	\$	50,003.71	
	8820	Copy	\$	2,345.19	
	8805	Gift/Lost Books	\$	1,313.65	
	8952		\$	155.19	
	8875		\$	4,000.00	
	8948		\$	1,390.54	
	8872		\$	8,450.00	
	8876		\$	1,707.70	
	8879		\$	4,550.00	
	8987		\$	27.06	
	8899		\$	172.64	

Expenditures of special funds in February

**Corrections, adjustments, and miscellaneous**

135	1001	Cash	\$	20.69	
	3021	Current Year Warrants Outstanding	\$	61.56	
	3605	Miscellaneous revenues	\$	1.05	
	3001	Current Year Reserv. for Appropriations.			\$ 83.30
		Corrections to check runs			
136	1102	Prepaid accounts	\$	2,593.77	
	3605	Miscellaneous revenues			\$ 2,593.77
		Credit prepaid account for VISA prepayment elimination			
137	3605	Miscellaneous revenues	\$	5,187.54	
	1102	Prepaid accounts			\$ 5,187.54
		Entry 136 entered backwards			
		Grand Total	\$	8,539,277.63	\$ 8,539,277.63



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Warrant Register

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Number	Vendor/Payee	Purpose	Amount
G-03281	Bank of Oklahoma	Payroll Transmittal-Chks	32,712.14
		Payroll Transmittal-Chks	13,558.21
		Payroll Transmittal-Chks	110.00
G-03282	Bank of Oklahoma	Federal Withholding Tax	59,636.85
		Federal Withholding Tax	4,605.00
G-03283	Oklahoma Tax Commission	State Withholding Tax	17,791.00
		State Withholding Tax	955.00
G-03284	Mun. Employees Credit Union	Employee Cr Union Deducts	11,022.47
		Employee Cr Union Deducts	87.50
G-03285	United Way of Central Oklahoma	Employee Deductions	699.11
		Employee Deductions	34.00
G-03286	Clerk, U.S. District	Employee Deductions	254.03
G-03287	Works & Lentz, Inc.	Employee Deductions	265.38
G-03288	HealthSmart Benefit Solutions	Employee Deductions	177.50
G-03289	Bank of America	Payroll Transmittal-DDep	325,442.78
		Payroll Transmittal-DDep	56,034.58
		Payroll Transmittal-DDep	770.00
G-03290	Nationwide Retirement Solution	Employee Deductions	5,468.38
G-03291	Transamerica Life Insurance Co	Employee Deductions	279.51
G-03292	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,732.10
G-03293	Bank of Oklahoma	Employee Flexplan Deposit	33,680.03
G-03294	Bank of Oklahoma	Employee Soc/Sec Deposits	32,401.78
		Employee Soc/Sec Deposits	5,066.85
		Employee Medicare Deposit	7,577.86
		Employee Medicare Deposit	1,185.04
		Employer Soc/Sec Deposits	37,468.91
		Employer Medicare Deposit	8,762.81
G-03295	MassMutual Financial Group	Employee Contrib -- DC PI	20,695.14
		Employer Contrib -- DC PI	37,031.51
G-03296	Love, Beal & Nixon, P.C.	Employee Deductions	270.13
G-03297	Pioneer Credit Recovery	Employee Deductions	172.64
G-03298	Robinson & Hoover	Employee Deductions	198.18
G-03299	ODHS Oklahoma Centralized	Employee Deductions	484.28
G-03300	Administrative Services	Employee Deductions	1,497.55
G-03301	UNUM Life Insurance	Employee Deductions	1,112.70
		Employee Deductions	37.30
G-03302	Metropolitan Library System	Supplies	38.57
		Programming Activities	5.26
G-03303	O G & E	Electrical Services	191.72
		Electrical Services	1,572.47
G-03304	Oklahoma Natural Gas Co.	Gas Services	137.14
		Gas Services	960.57
		Gas Services	303.54
G-03305	City of Oklahoma City	Water & Garbage Services	259.26
G-03306	Brodart Co.	Supplies	22.80
G-03307	Locke Supply Co.	Maintenance of Facilities	94.57
		Maintenance of Facilities	16.28
		Maintenance of Facilities	134.76
G-03308	Gale/ Cengage Learning, Inc.	Materials	4,206.60
G-03309	UNUM Life Insurance	Grp L-T Disab Ins Prm-FEB	7,184.10
G-03310	Baker & Taylor Books	Materials	200.87
G-03311	Charles S. Isaacs	Telephone Services	35.00

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Number	Vendor/Payee	Purpose		Amount
G-03312	Thomson Reuters-West	Materials	1,338.00	1,338.00
G-03313	Upstart	Supplies	23.24	23.24
G-03314	CCH Incorporated	Materials	203.80	203.80
G-03315	Recorded Books, LLC	Materials	2,191.02	2,191.02
G-03316	Thorndike/Gale Group	Materials	2,314.35	2,314.35
G-03317	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-FEB	50,607.86	50,607.86
G-03318	Staples Credit Plan	Supplies	76.96	76.96
G-03319	Full Circle Bookstore	Materials	63.97	63.97
G-03320	AT&T	Telephone Services	1,090.35	1,090.35
G-03321	Blackstone Audio Books	Materials	1,168.50	1,168.50
G-03322	Random House, Inc	Materials	862.50	862.50
G-03323	Brilliance Corporation	Materials	139.46	139.46
G-03324	Ingram Library Service	Materials	3,308.25	3,308.25
G-03325	Audio Editions	Materials	878.13	878.13
G-03326	Lakeshore Learning Materials	Programming Activities	35.64	35.64
G-03327	OverDrive, Inc.	Materials	15,463.46	15,463.46
G-03328	Findaway World, LLC	Materials	8,344.74	8,344.74
G-03329	AV Cafe Inc	Materials	82.96	82.96
G-03330	Matthew Cotter	Telephone Services	35.00	35.00
G-03331	Ingram Library Service	Materials	1,458.18	1,458.18
G-03332	Town of Luther	Water & Garbage Services	37.60	37.60
G-03333	Susan Pierce	Programming Activities	448.00	
		Programming Activities	112.00	560.00
G-03334	Evans Hardware	Maintenance of Facilities	9.58	9.58
G-03335	Scholastic Library	Materials	1,913.25	1,913.25
G-03336	Cintas	Maintenance of Facilities	175.00	175.00
G-03337	Postmaster	Postage	3,000.00	3,000.00
G-03338	City of Harrah Acct 02-0121-01	Water & Garbage Services	62.53	62.53
G-03339	Amazon/GE Money Bank	Programming	53.49	53.49
G-03340	Shren Sylvester	Transportation	17.51	17.51
G-03341	City of Choctaw	Water & Garbage Services	84.71	84.71
G-03342	Vision Service Plan of	Grp Vision Ins Prem-Feb.	2,825.61	2,825.61
G-03343	Susan Stinson	Mileage	8.57	8.57
G-03344	Baker & Taylor Entertainment	Materials	1,704.51	1,704.51
G-03345	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Feb	169,923.56	169,923.56
G-03346	Cory's Audio-Visual Svcs, Inc.	Equipment	15,224.71	15,224.71
G-03347	Daniel Fields	Programming Activities	23.40	23.40
G-03348	Focal Point Consulting, LLC	Professional Services	875.00	875.00
G-03349	Walmart Community/GEGRB	Programming Activities	43.39	
		Supplies	48.07	
		Programming Activities	37.09	128.55
G-03350	LaWana D. Morgan	Transportation	10.23	10.23
G-03351	Oklahoma A+ Schools	Professional Services	75.00	75.00
G-03352	Pamela Buchanan	Transportation	21.45	21.45
G-03353	Aaron Bluit	Transportation	138.49	138.49
G-03354	Sabrina Littleaxe	Memberships	59.00	59.00
G-03355	Community Playthings	Programming	674.00	674.00
G-03356	Waste Connections of Oklahoma	Garbage Services	679.00	
		Garbage Services	54.00	733.00
G-03357	Walmart Community/GEGRB	Materials	249.60	249.60
G-03358	Tim Spindle	Mileage	6.33	6.33
G-03359	Laura McMurtry	Telephone Services	35.00	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03359	Laura McMurtry	Transportation	2.04	37.04
G-03360	Cox Communications, Inc.	Telephone Services	78.62	78.62
G-03361	Baker & Taylor Books	Materials	994.97	
		Materials	1,494.85	
		Materials	1,332.34	
		Materials	4,644.59	
		Materials	3,835.58	
		Materials	6,006.10	18,308.43
G-03362	Baker & Taylor Books	Materials	508.12	
		Materials	1,745.73	
		Materials	2,916.13	
		Materials	3,050.29	8,220.27
G-03363	Baker & Taylor Books	Materials	802.86	802.86
G-03364	OnPeak LLC	Travel Expenses	166.88	166.88
G-03365	Megan Huggins	Transportation	35.64	35.64
G-03366	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	419.90	419.90
G-03367	Sheet Metal Service	Maintenance of Facilities	21.00	
		Maintenance of Facilities	144.25	165.25
G-03368	Kelly Dalrymple	Programming Activities	82.63	82.63
G-03369	Tulin LaFollette	Transportation	10.85	10.85
G-03370	Girl Scouts - Western Oklahoma	Materials	303.30	303.30
G-03371	University of Oklahoma	Professional Services	50.00	50.00
G-03372	Kone Inc	Maintenance of Facilities	975.00	975.00
G-03373	Baker & Taylor Entertainment	Materials	1,719.25	1,719.25
G-03374	Mackin	Materials	103.41	103.41
G-03375	UNUM Life Insurance	Grp LTC Insurance Prm-Feb	1,413.00	1,413.00
G-03376	Knoll, Inc.	Furniture	1,187.50	1,187.50
G-03377	Oklahoma Natural Gas Co.	Gas Services	420.84	
		Gas Services	173.50	594.34
G-03378	City of the Village	Water & Garbage Services	91.41	91.41
G-03379	Southwestern Stationers, Inc.	Supplies	184.32	
		Supplies	142.20	326.52
G-03380	Oklahoma Library Association	Memberships	109.00	
		Professional Services	180.00	289.00
G-03381	American Express	Automation Contractual	149.00	149.00
G-03382	Scott Rice Co. - OKC	Furniture	648.13	648.13
G-03383	Harvey Janitorial Sales, Inc.	Maint Supplies	272.16	272.16
G-03384	Independent Stationers	Supplies	177.12	
		Supplies	368.40	545.52
G-03385	INTEGRIS Corporate Assistance	Group Insurance	1,046.00	1,046.00
G-03386	Debbie Langston	Programming Activities	70.00	70.00
G-03387	A T & T Mobility	Telephone Services	150.54	150.54
G-03388	Hobby Lobby	Programming Activities	42.23	
		Supplies	190.54	232.77
G-03389	Larry G. Johnson	Parking & Transportation	108.38	108.38
G-03390	Neopost, Inc.	Postage	192.00	192.00
G-03391	Victoria Dixon	Parking & Transportation	108.38	108.38
G-03392	Fuelman	Gasoline & Oil	3,388.01	
		Vehicle Parts & Repairs	171.08	3,559.09
G-03393	Barbara Caballero	Programming Activities	200.00	200.00
G-03394	Bharathi Srinivasan	Programming Activities	200.00	200.00

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Number	Vendor/Payee	Purpose		Amount
G-03395	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-03396	Amber Austin	Programming Activities	150.00	150.00
G-03397	Amazon/GE Money Bank	Programming	43.57	43.57
G-03398	United Parcel Service	Postage	648.13	648.13
G-03399	Frates Insurance	Bond	50.00	50.00
G-03400	Office Depot Credit Plan	Supplies	103.95	103.95
G-03401	Cheryl Pernell	Parking & Transportation	108.38	108.38
G-03402	Walmart Community/GECRB	Programming Activities	37.68	
		Programming Activities	10.72	
		Other Commodities	46.30	
		Programming Activities	30.21	
		Programming Activities	74.22	199.13
G-03403	Sunbelt Data Systems Inc	Supplies	3,648.50	3,648.50
G-03404	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	509.80	509.80
G-03405	Krueger International, Inc.	Furniture	1,394.96	1,394.96
G-03406	Smart Technologies	Automation Contractual	1,395.00	1,395.00
G-03407	Personalized Prevention	Professional Services	707.00	707.00
G-03408	Sheldon Beach	Parking & Transportation	108.38	108.38
G-03409	O G & E	Electrical Services	868.85	868.85
G-03410	City of Oklahoma City	Water & Garbage Services	28.81	
		Water & Garbage Services	280.85	
		Water & Garbage Services	143.56	453.22
G-03411	Southwestern Stationers, Inc.	Supplies	6.00	6.00
G-03412	Tech-Lock	Maintenance of Facilities	17.50	17.50
G-03413	Demco	Supplies	102.83	
		Programming	93.09	
		Supplies	53.36	249.28
G-03414	Gaylord Bros.	Furniture	690.97	690.97
G-03415	The University of Oklahoma	Printing/Printing Supply	8,132.36	8,132.36
G-03416	City of Edmond	Electrical Services	4,127.75	4,127.75
G-03417	Oklahoma Library Association	Professional Services	65.00	
		Professional Services	220.00	285.00
G-03418	Baker & Taylor Books	Materials	1,761.96	1,761.96
G-03419	Infobase Learning	Materials	2,991.30	2,991.30
G-03420	Recorded Books, LLC	Materials	2,125.49	2,125.49
G-03421	Denyvetta Davis	Travel Expenses	332.50	
		Transportation	134.64	467.14
G-03422	Thorndike/Gale Group	Materials	297.50	297.50
G-03423	Friday	Library-related Services	1,800.00	1,800.00
G-03424	Independent Stationers	Supplies	257.91	257.91
G-03425	Marpro Label Inc.	Supplies	5,344.00	5,344.00
G-03426	Blackstone Audio Books	Materials	1,404.90	1,404.90
G-03427	Oklahoma Gazette	Library-related Services	1,616.00	1,616.00
G-03428	Random House, Inc	Materials	168.75	168.75
G-03429	Scott's Printing & Copying	Printing/Printing Supply	912.20	912.20
G-03430	Ingram Library Service	Materials	307.97	307.97
G-03431	Audio Editions	Materials	1,262.46	1,262.46
G-03432	Lakeshore Learning Materials	Programming	333.42	333.42
G-03433	OverDrive, Inc.	Materials	7,091.02	7,091.02
G-03434	Findaway World, LLC	Materials	9,087.56	9,087.56
G-03435	Specialty Roll Products	Maintenance Supplies	2,293.50	2,293.50
G-03436	Grey House Publishing	Materials	307.50	307.50

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Number	Vendor/Payee	Purpose		Amount
G-03437	Perry Publishing Co.	Library-related Services	800.00	800.00
G-03438	Cox Media Oklahoma City	Library-related Services	12,290.00	12,290.00
G-03439	CDW Government, Inc.	Printing Supplies	390.87	390.87
G-03440	OPUBCO Communications Group	Classified Adv-Sealed Bid	191.70	191.70
G-03441	ProQuest	Materials	2,435.00	2,435.00
G-03442	City of Edmond	Water & Garbage Services	326.36	326.36
G-03443	Amazon/GE Money Bank	Supplies	184.61	184.61
G-03444	Ford Audio-Video	Capital Projects	433.07	433.07
G-03445	Oklahoma Press Service	Library-Related Services	118.70	118.70
G-03446	Frates Insurance	Notarial Bond Ins. Prem.	30.00	30.00
G-03447	Baker & Taylor Books	Materials	2,886.02	2,886.02
G-03448	Baker & Taylor Entertainment	Materials	4,048.55	4,048.55
G-03449	Manpower, Inc.	Salaries	156.80	156.80
G-03450	Walmart Community/GECRB	Programming Activities	62.27	62.27
G-03451	MetroFamily Magazine	Library-related Services	1,449.00	1,449.00
G-03452	Leadership Oklahoma City, Inc.	Supplies	25.00	25.00
G-03453	Emily Canniff	Travel Expenses	548.00	
		Transportation	5.49	553.49
G-03454	Engineered Equipment Inc.	Maintenance of Facilities	144.24	144.24
G-03455	Oklahoma City Ad Club	Library-related Services	200.00	200.00
G-03456	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-03457	Baker & Taylor Books	Materials	1,047.92	
		Materials	1,961.39	
		Materials	1,470.40	
		Materials	2,844.68	
		Materials	4,268.11	
		Materials	4,308.41	
		Materials	5,307.73	21,208.64
G-03458	Baker & Taylor Books	Materials	774.41	
		Materials	3,481.49	
		Materials	5,468.25	
		Materials	3,511.44	13,235.59
G-03459	Baker & Taylor Books	Materials	1,548.67	1,548.67
G-03460	One Call Now	Automation Contractual	897.00	
		Automation Contractual	17.94	914.94
G-03461	Emily Williams	Travel Expenses	264.00	264.00
G-03462	G4S Secure Solutions	Security Services	9,167.71	9,167.71
G-03463	Superior Linen Service	Supplies	137.50	137.50
G-03464	Lloyd Lovely	Transportation	60.65	60.65
G-03465	Veolia Energy Oklahoma City,	Trigen Energy Services	10,226.21	10,226.21
G-03466	Subway Sandwiches & Salads	Programming Activities	30.00	30.00
G-03467	Stacy Schrank	Travel Expenses	427.00	427.00
G-03468	KOCB c/o WICS TV	Library-Related Services	4,010.00	4,010.00
G-03469	Baker & Taylor Entertainment	Materials	845.28	845.28
G-03470	Provantage	Equipment	101.45	101.45
G-03471	ASIS International	Memberships	195.00	195.00
G-03472	Columbia University Press	Materials	75.00	75.00
G-03473	Shoplet	Printing Supplies	54.06	54.06
G-03474	Metropolitan Library System	Library-related services	577.41	577.41
G-03475	Bradford Industrial Supply	Maintenance of Facilities	25.42	25.42
G-03476	O G & E	Electrical Services	2,059.95	

\*\* Continued \*\*

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-03476	O G & E	Electrical Services	3,950.95	
		Electrical Services	183.45	
		Electrical Services	1,480.77	7,675.12
G-03477	Oklahoma Natural Gas Co.	Gas Services	30.73	30.73
G-03478	City of Bethany	Water & Garbage Services	131.69	131.69
G-03479	City of Oklahoma City	Water & Garbage Services	167.68	
		Water & Garbage Services	197.41	365.09
G-03480	Southwestern Stationers, Inc.	Supplies	220.00	
		Furniture	1,444.95	1,664.95
G-03481	Locke Supply Co.	Maintenance of Facilities	21.90	
		Maintenance of Facilities	287.31	
		Maintenance of Facilities	53.40	
		Maintenance of Facilities	59.41	422.02
G-03482	Tech-Lock	Maintenance of Facilities	2.00	2.00
G-03483	Demco	Supplies	207.40	
		Supplies	4,575.00	
		Supplies	716.81	
		Supplies	30.21	5,529.42
G-03484	Gale/ Cengage Learning, Inc.	Materials	51,043.73	51,043.73
G-03485	The University of Oklahoma	Printing/Printing Supply	214.00	214.00
G-03486	Oriental Trading Company	Programming	28.75	28.75
G-03487	Hewlett-Packard Co.	Automation Contractual	7,402.15	7,402.15
G-03488	AT&T	Telephone Services	661.68	
		Telephone Services	807.67	
		Telephone Services	707.88	2,177.23
G-03489	Alma L. Brown	Programming Activities	18.09	
		Postage	4.74	
		Programming Activities	12.36	
		Postage	2.24	37.43
G-03490	Oklahoma Library Association	Professional Services	610.00	
		Professional Services	260.00	870.00
G-03491	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03492	Charles S. Isaacs	Transportation	46.76	46.76
G-03493	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03494	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,529.98	1,529.98
G-03495	Recorded Books, LLC	Materials	1,226.20	1,226.20
G-03496	Thorndike/Gale Group	Materials	1,839.60	1,839.60
G-03497	Northwest Chamber	Memberships	270.00	270.00
G-03498	HealthSmart Benefit Solutions	Group Insurance	386.00	386.00
G-03499	Ebrahim Ejtehadi	Programming Activities	60.63	60.63
G-03500	Independent Stationers	Supplies	38.81	38.81
G-03501	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-03502	Janet Brooks	Transportation	17.48	17.48
G-03503	Southwest Solutions Group, Inc	Automation Contractual	1,207.69	1,207.69
G-03504	Jonathan Willis	Telephone Services	35.00	
		Transportation	39.31	74.31
G-03505	Diane Sarantakos	Transportation	122.42	
		Other Commodities	31.70	154.12
G-03506	Linda Hyams	Telephone Services	35.00	
		Other Commodities	17.07	52.07
G-03507	Blackstone Audio Books	Materials	82.50	82.50

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Number	Vendor/Payee	Purpose		Amount
G-03508	Cheryll Jones	Programming Activities	9.73	9.73
G-03509	Random House, Inc	Materials	942.00	942.00
G-03510	OCLC, Inc.	Network Catalog Services	3,938.77	3,938.77
G-03511	Brilliance Corporation	Materials	747.13	747.13
G-03512	Karen L.Litteral	Programming Activities	12.98	12.98
G-03513	Ingram Library Service	Materials	868.26	868.26
G-03514	Julie Ballou	Transportation	55.26	55.26
G-03515	Albert Bostick	Programming Activities	3,000.00	3,000.00
G-03516	Summit Mailing Systems, Inc.	Postage	220.22	220.22
G-03517	Audio Editions	Materials	2,326.59	2,326.59
G-03518	Chickasaw Telecom, Inc.	Automation	2,449.00	2,449.00
G-03519	Positive Promotions	Supplies	77.65	77.65
G-03520	AV Cafe Inc	Materials	178.08	178.08
G-03521	Ingram Library Service	Materials	996.09	996.09
G-03522	Melody A. Kellogg	Transportation	29.23	29.23
G-03523	Perry Publishing Co.	Periodicals/Subscriptions	20.00	20.00
G-03524	Jana Hausburg	Transportation	2.71	
		Supplies	12.90	15.61
G-03525	Center Point Large Print	Materials	1,763.31	1,763.31
G-03526	Landon Holman	Transportation	74.48	74.48
G-03527	Anita Roesler	Other Commodities	80.98	
		Transportation	64.18	145.16
G-03528	Angela Thornton	Transportation	13.04	13.04
G-03529	Baker & Taylor	Programming	143.62	143.62
G-03530	Evans Hardware	Maintenance of Facilities	18.81	18.81
G-03531	Heidi A. Port	Supplies	8.67	8.67
G-03532	Southwest Paper - OKC	Maintenance Supplies	9,443.44	9,443.44
G-03533	Westlake Hardware	Maintenance of Facilities	19.58	19.58
G-03534	OPUBCO Communications Group	Legal Adv.-Sealed Bid	83.40	83.40
G-03535	Patterson Medical Supply, Inc.	Supplies	25.10	25.10
G-03536	Ruby Soutiere	Transportation	2.17	2.17
G-03537	Rainbow Resource Center, Inc	Books & Materials	54.00	54.00
G-03538	Kelley Riha	Memberships	90.00	
		Transportation	118.36	208.36
G-03539	Joy E. Cavett	Programming Activities	150.00	150.00
G-03540	Chase Card Services	Automation Contractual	24.00	
		Travel Expenses	561.82	
		Travel Expenses	225.23	
		Travel Expenses	450.46	
		Travel Expenses	841.52	
		Travel Expenses	169.34	
		Travel Expenses	460.00	
		Automation Contractual	20.98	
		Travel Expenses	473.50	
		Telephone Services	1.00	
		Supplies	1.00	
		Travel Expenses	460.00	
		Travel Expenses	169.34	
		Travel Expenses	129.92	
		Supplies	1.00	
		Supplies	1.00	
		Supplies	1.00	

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Number	Vendor/Payee ** Continued **	Purpose	Amount	
G-03540	Chase Card Services	Programming	103.00	
		Supplies	1.00	
		Travel Expenses	1.00	
		Printing Supplies	1.00	
		Memberships	180.00	
		Printing Supplies	1,513.75	
		Professional Services	100.00	
		Other Library Related Svc	442.94	
		Postage	27.70	
		Supplies	1,192.22	
		Supplies	45.88	
		Travel Expenses	152.00	
		Travel Expenses	169.34	
		Travel Expenses	1.00	
		Travel Expenses	1.00	7,922.94
G-03541	Andrea Emmons	Transportation	21.34	
		Programming Activities	106.04	127.38
G-03542	Kevin Colwell	Transportation	23.97	23.97
G-03543	Amazon/GE Money Bank	Automation	637.84	
		Supplies	35.73	
		Supplies	79.96	753.53
G-03544	First Advantage	Professional Services	28.00	28.00
G-03545	United Parcel Service	Postage	612.61	612.61
G-03546	John Wood	Telephone Services	50.00	
		Transportation	22.40	72.40
G-03547	Crystal Suppes	Transportation	18.93	18.93
G-03548	Office Depot Credit Plan	Supplies	34.94	
		Supplies	74.72	109.66
G-03549	Todd Olberding	Telephone Services	47.02	47.02
G-03550	Baker & Taylor Books	Materials	3,016.74	3,016.74
G-03551	Baker & Taylor Entertainment	Materials	3,238.12	
		Materials	1,039.46	4,277.58
G-03552	Walmart Community/GECRB	Programming Activities	42.94	
		Programming Activities	18.90	
		Supplies	6.88	68.72
G-03553	Bill's Pavement Maintenance	Maintenance of Facilities	1,500.00	1,500.00
G-03554	Katherine L.B. Etzkorn	Programming Activities	73.00	
		Memberships	90.00	163.00
G-03555	Kimberly A Terry	Travel Expenses	482.90	482.90
G-03556	USPS/BME	Postage	20.00	20.00
G-03557	Janet Bowen	Supplies	23.03	23.03
G-03558	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-03559	Donna Morris	Transportation	450.00	450.00
G-03560	Engineered Equipment Inc.	Maintenance of Facilities	121.08	121.08
G-03561	C & D Faucet Parts Inc	Maintenance of Facilities	157.68	157.68
G-03562	Star Lighting	Maintenance of Facilities	216.00	
		Maintenance of Facilities	99.90	
		Maintenance of Facilities	54.00	369.90
G-03563	John Utley	Telephone Services	35.00	
		Transportation	15.68	50.68
G-03564	Melissa Weathers	Transportation	7.22	7.22



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Number	Vendor/Payee	Purpose		Amount
G-03565	Oscara Koszara	Transportation	5.99	5.99
G-03566	Sunbelt Data Systems Inc	Supplies	4,577.50	4,577.50
G-03567	Jeffery Mullins	Mileage	7.51	7.51
G-03568	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	
		Maintenance of Facilities	17.00	
		Maintenance of Facilities	17.00	
		Maintenance of Facilities	17.00	68.00
G-03569	Target Bank	Supplies	58.14	
		Supplies	8.54	66.68
G-03570	Buffi Rae Smith	Programming Activities	50.00	50.00
G-03571	Joshua Jordan	Programming Activities	18.15	18.15
G-03572	Sarah Blaney	Transportation	76.37	76.37
G-03573	Baker & Taylor Books	Materials	1,981.45	
		Materials	1,141.84	
		Materials	1,460.27	
		Materials	2,305.87	
		Materials	1,555.47	
		Materials	2,684.84	
		Materials	1,048.88	12,178.62
G-03574	Baker & Taylor Books	Materials	1,013.40	
		Materials	2,863.86	
		Materials	5,644.87	9,522.13
G-03575	Baker & Taylor Books	Materials	653.30	653.30
G-03576	Trak-1 Technology, Inc.	Professional Services	113.96	113.96
G-03577	G4S Secure Solutions	Security Services	9,177.35	9,177.35
G-03578	Tulin LaFollette	Transportation	10.81	10.81
G-03579	Ok Dept of Wildlife Conservat	Materials	125.00	125.00
G-03580	Curtiss Ray	Other Commodities	33.64	33.64
G-03581	Kone Inc	Maintenance of Facilities	975.00	975.00
G-03582	Natasha Earle	Other Commodities	22.79	22.79
G-03583	Peter Chang	Transportation	9.18	9.18
G-03584	Price Towers	Books & Materials	86.86	86.86
G-03585	Pump & Supply LLC	Maintenance of Facilities	99.89	99.89
G-03586	Smart Technologies	Automation Contractual	1,350.00	1,350.00
G-03587	Cheryl Coleman	Programming Activities	78.60	78.60
G-03588	Star Bright Books, Inc.	Programming Activities	33.87	33.87
G-03589	Joe H Shelton	Programming Activities	94.52	94.52
G-03590	Baker & Taylor Entertainment	Materials	1,390.02	1,390.02
G-03591	R. Justin Herwig	Transportation	97.89	97.89
G-03592	Mary J. Sholly	Transportation	44.33	44.33
G-03593	Chris Kennedy	Transportation	53.87	
		Programming Activities	4.32	58.19
G-03594	Kyle Dillingham, LLC	Materials	80.00	80.00
G-03595	Environments, Inc.	Programming	278.82	
		Programming	462.09	740.91
G-03596	Bank of Oklahoma	Payroll Transmittal-Chks	32,013.07	
		Payroll Transmittal-Chks	13,441.78	45,454.85
G-03597	Bank of Oklahoma	Federal Withholding Tax	62,958.85	
		Federal Withholding Tax	4,704.00	67,662.85
G-03598	Oklahoma Tax Commission	State Withholding Tax	18,790.00	
		State Withholding Tax	1,011.00	19,801.00
G-03599	Mun. Employees Credit Union	Employee Cr Union Deducts	11,122.47	
	** Continued **			

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<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>	<b>Amount</b>	
	<b>** Continued **</b>			
G-03599	Mun. Employees Credit Union	Employee Cr Union Deducts	87.50	11,209.97
G-03600	United Way of Central Oklahoma	Employee Deductions	699.11	
		Employee Deductions	34.00	733.11
G-03601	Clerk, U.S. District	Employee Deductions	288.19	288.19
G-03602	Works & Lentz, Inc.	Employee Deductions	260.06	260.06
G-03603	Bank of America	Payroll Transmittal-DDep	341,960.12	
		Payroll Transmittal-DDep	56,652.87	398,612.99
G-03604	Nationwide Retirement Solution	Employee Deductions	5,493.38	5,493.38
G-03605	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-03606	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,639.62	3,639.62
G-03607	Bank of Oklahoma	Employee Flexplan Deposit	13,434.56	13,434.56
G-03608	Bank of Oklahoma	Employee Soc/Sec Deposits	33,634.57	
		Employee Soc/Sec Deposits	5,109.97	
		Employee Medicare Deposit	7,866.16	
		Employee Medicare Deposit	1,195.08	
		Employer Soc/Sec Deposits	38,744.78	
		Employer Medicare Deposit	9,061.26	95,611.82
G-03609	MassMutual Financial Group	Employee Contrib -- DC PI	20,969.84	
		Employer Contrib -- DC PI	37,501.00	58,470.84
G-03610	Love, Beal & Nixon, P.C.	Employee Deductions	368.72	368.72
G-03611	Pioneer Credit Recovery	Employee Deductions	169.12	169.12
G-03612	Robinson & Hoover	Employee Deductions	182.81	182.81
G-03613	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-03614	Administrative Services	Employee Deductions	1,497.82	1,497.82
G-03615	Metropolitan Library System	Postage	77.58	77.58
G-03616	City of Del City	Rent of Library Buildings	400.00	400.00
G-03617	O G & E	Electrical Services	621.72	
		Electrical Services	907.96	
		Electrical Services	10,595.81	
		Electrical Services	2,930.84	
		Electrical Services	1,790.71	
		Electrical Services	874.16	17,721.20
G-03618	Oklahoma Natural Gas Co.	Gas Services	551.08	
		Gas Services	658.56	
		Gas Services	666.33	
		Gas Services	20.32	
		Gas Services	444.97	
		Gas Services	851.59	
		Gas Services	119.19	3,312.04
G-03619	City of Oklahoma City	Water & Garbage Services	632.47	
		Water & Garbage Services	296.00	
		Water & Garbage Services	56.35	984.82
G-03620	Brodart Co.	Supplies	232.56	232.56
G-03621	Locke Supply Co.	Maintenance of Facilities	64.73	64.73
G-03622	Emsco Electric Supply	Capital Projects	3,669.77	
		Maintenance of Facilities	232.23	
		Maintenance of Facilities	267.00	4,169.00
G-03623	Demco	Supplies	53.29	53.29
G-03624	Gaylord Bros.	Supplies	89.90	
		Supplies	20.11	110.01
G-03625	Oriental Trading Company	Supplies	219.50	
	<b>** Continued **</b>			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-03625	Oriental Trading Company	Programming	27.24	246.74
G-03626	City of Warr Acres	Water & Garbage Services	51.95	51.95
G-03627	Synergy Datacom Supply, Inc.	Supplies	43.23	43.23
G-03628	Oklahoma Library Association	Professional Services	400.00	
		Professional Services	260.00	
		Professional Services	220.00	880.00
G-03629	Weston Woods Accts Receivable	Materials	179.85	179.85
G-03630	TDS Telecom	Telephone Services	1,281.74	1,281.74
G-03631	American Library Association	Memberships	350.00	
		Memberships	2,700.00	3,050.00
G-03632	Recorded Books, LLC	Materials	5,162.40	5,162.40
G-03633	Spaces, Inc.	Furniture	290.00	290.00
G-03634	Copelin's Office Center	Supplies	174.75	174.75
G-03635	Independent Stationers	Printing supplies	179.20	
		Supplies	81.40	260.60
G-03636	Downtown College Consortium	Professional Services	80.00	80.00
G-03637	Random House, Inc	Materials	281.25	281.25
G-03638	Brilliance Corporation	Materials	1,162.13	1,162.13
G-03639	Hobby Lobby	Programming Activities	54.07	54.07
G-03640	Ingram Library Service	Materials	1,206.30	1,206.30
G-03641	Albert Bostick	Programming Activities	1,200.00	
		Programming Activities	600.00	1,800.00
G-03642	Audio Editions	Materials	690.35	690.35
G-03643	OverDrive, Inc.	Materials	13,851.51	13,851.51
G-03644	Findaway World, LLC	Materials	1,636.79	1,636.79
G-03645	Ginger Waldrip	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-03646	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-03647	Ingram Library Service	Materials	530.64	530.64
G-03648	Grey House Publishing	Materials	451.05	451.05
G-03649	Voss Lighting	Maintenance Supplies	549.60	549.60
G-03650	Bharathi Srinivasan	Programming Activities	30.07	30.07
G-03651	Susan Pierce	Programming Activities	448.00	
		Programming Activities	950.00	1,398.00
G-03652	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-03653	CDW Government, Inc.	Printing Supplies	444.09	444.09
G-03654	Southwest Paper - OKC	Maintenance Supplies	2,247.14	2,247.14
G-03655	ProQuest	Materials	2,983.00	2,983.00
G-03656	Bank of America	Library-related Services	260.54	260.54
G-03657	Contractors Supply Co.	Maintenance of Facilities	11.32	11.32
G-03658	Dowell Parking Center	Parking	312.00	312.00
G-03659	ULINE	Other Library Related Svc	116.26	116.26
G-03660	Info Group, Inc.	Materials	6,600.00	6,600.00
G-03661	Amazon/GE Money Bank	Supplies	45.27	
		Supplies	154.57	199.84
G-03662	United Parcel Service	Postage	17.78	
	** Continued **			

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03662	United Parcel Service	Postage	568.29	568.07
G-03663	Carolyn K McCurry	Programming Activities	65.00	65.00
G-03664	Office Depot Credit Plan	Programming Activities	31.99	31.99
G-03665	Baker & Taylor Books	Materials	2,297.51	2,297.51
G-03666	Cox Communications, Inc.	Telephone Services	106.38	
		Telephone Services	51.98	158.36
G-03667	Baker & Taylor Entertainment	Materials	3,240.58	
		Materials	7,411.28	
		Materials	230.16	10,882.02
G-03668	Manpower, Inc.	Salaries	235.20	235.20
G-03669	Walmart Community/GEGRB	Programming Activities	100.78	100.78
G-03670	Preston Bell	Transportation	50.00	50.00
G-03671	Thomas P. Gallagher	Transportation	25.00	25.00
G-03672	The Great Courses	Materials	524.75	524.75
G-03673	SLRS, Inc.	Programming Activities	285.00	285.00
G-03674	Oklahoma City County Health	Programming Activities	500.00	
		Programming Activities	100.00	600.00
G-03675	Jones Hardware and Lumber Inc.	Maintenance of Facilities	38.36	38.36
G-03676	Kelly D Smith	Programming Activities	60.00	60.00
G-03677	Star Lighting	Maintenance of Facilities	47.96	
		Maintenance of Facilities	159.00	
		Maintenance of Facilities	545.30	
		Maintenance of Facilities	150.85	903.11
G-03678	Katherine E Broekhuysen	Programming Activities	100.00	100.00
G-03679	AT&T	Telephone Services	144.67	144.67
G-03680	Morrison Supply Company	Maintenance of Facilities	110.00	110.00
G-03681	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	1,831.66	4,263.33
G-03682	Cox Communications, Inc.	Telephone Services	12.58	
		Telephone Service	145.43	
		Telephone Services	416.32	574.33
G-03683	Baker & Taylor Books	Materials	1,988.64	
		Materials	1,165.47	
		Materials	2,113.86	
		Materials	1,344.61	
		Materials	3,815.89	
		Materials	3,038.86	
		Materials	1,548.67	
		Materials	3,780.42	18,796.42
G-03684	Baker & Taylor Books	Materials	482.12	
		Materials	4,095.68	
		Materials	3,688.30	
		Materials	4,684.65	
		Materials	1,204.52	14,155.27
G-03685	Brandy Haynes	Programming Activities	80.00	80.00
G-03686	Chase Card Services	Memberships	113.00	113.00
G-03687	All Hours Locksmith Inc	Capital Projects	130.00	130.00
G-03688	Katheryn L Lawrence	Programming Activities	50.00	50.00
G-03689	Baker & Taylor Entertainment	Materials	1,052.67	1,052.67
G-03690	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00
G-03691	Shoplet	Supplies	161.18	161.18

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Number	Vendor/Payee	Purpose		Amount
G-03692	COTPA-Sheridan & Walker	Parking	500.00	500.00
G-03693	O G & E	Electrical Services	947.40	
		Electrical Services	144.40	
		Electrical Services	111.04	1,202.84
G-03694	Oklahoma Natural Gas Co.	Gas Services	316.91	
		Gas Services	1,347.42	1,664.33
G-03695	City of Oklahoma City	Water & Garbage Services	140.66	
		Water & Garbage Services	53.90	194.56
G-03696	Triangle/A & E	Supplies	54.00	54.00
G-03697	Locke Supply Co.	Maintenance of Facilities	20.13	20.13
G-03698	AT&T	Telephone Services	136.58	136.58
G-03699	Jessica Morris	Memberships	75.00	
		Transportation	9.18	84.18
G-03700	John R. Day	Transportation	109.86	109.86
G-03701	Taryn Kingery	Programming Activities	29.26	29.26
G-03702	HealthSmart Benefit Solutions	Group Insurance	386.00	386.00
G-03703	Staples Credit Plan	Supplies	31.98	31.98
G-03704	Josh Lewis	Postage	9.80	9.80
G-03705	Full Circle Bookstore	Programming Activities	103.03	103.03
G-03706	Restoration Station L.L.C.	Maintenance of Facilities	215.00	215.00
G-03707	Debbie Langston	Programming Activities	70.00	70.00
G-03708	Jonathan Willis	Automation Contractual	4.93	4.93
G-03709	Cheryll Jones	Transportation	17.47	
		Programming Activities	46.34	63.81
G-03710	Metro Parking Garage	Parking	1,800.00	
		Parking	1,530.00	3,330.00
G-03711	Chickasaw Telecom, Inc.	Automation Contractual	149.25	149.25
G-03712	Meghan Attalla	Programming Activities	49.47	49.47
G-03713	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-03714	Batteries Sooner LLC	Maintenance of Facilities	10.17	10.17
G-03715	Southwest Paper - OKC	Maintenance Supplies	8,536.24	
		Maintenance Supplies	128.19	
		Supplies	2,512.00	11,176.43
G-03716	Cintas	Maintenance of Facilities	140.00	140.00
G-03717	Kathryn Hatfield	Programming Activities	84.23	84.23
G-03718	Joy E. Cavett	Programming Activities	80.00	80.00
G-03719	Andrea Emmons	Transportation	24.64	
		Programming Activities	13.62	38.26
G-03720	Carol L. Roberts	Memberships	90.00	90.00
G-03721	Spectrum Industries, Inc.	Capital Projects	16.71	16.71
G-03722	Amazon/GE Money Bank	Programming	44.00	
		Supplies	92.33	136.33
G-03723	Gregory Bennett	Transportation	29.85	29.85
G-03724	NeoPost USA Inc	Maintenance of Facilities	1,362.10	1,362.10
G-03725	Office Depot Credit Plan	Programming Activities	34.98	34.98
G-03726	Southern Hardlines, Inc.	Maintenance of Facilities	12.98	12.98
G-03727	Todd Podzemny	Programming Activities	13.29	
		Memberships	90.00	103.29
G-03728	Manpower, Inc.	Professional Services	9.41	9.41
G-03729	Elisabeth Wright	Programming Activities	17.30	17.30
G-03730	Walmart Community/GECRB	Postage	29.40	
		Supplies	16.94	

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**Warrant Register**

February 2014

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-03730	Walmart Community/GEGRB	Programming Activities	30.24	76.58
G-03731	Megan Cox	Programming Activities	120.00	120.00
G-03732	John L. Hilbert	Programming Activities	120.71	120.71
G-03733	Cynthia Friedemann	Travel Expenses	477.57	477.57
G-03734	Darrie Breathwit	Programming Activities	99.59	99.59
G-03735	David Calhoun	Programming Activities	6.50	6.50
G-03736	Star Lighting	Maintenance of Facilities	227.00	227.00
G-03737	Donna Durbin	Transportation	12.88	12.88
G-03738	Panacean Systems	Professional Services	7,054.94	7,054.94
G-03739	Cox Communications, Inc.	Telephone Service	9.68	9.68
G-03740	Sarah Blaney	Other Commodities	21.13	21.13
G-03741	Meaghan Hunt Wilson	Programming Activities	43.79	43.79
G-03742	Cisco Systems Capital CRP	Automation Contractual	411.13	411.13
G-03743	Vickie Saxton	Programming Activities	19.96	19.96
G-03744	G4S Secure Solutions	Security Services	9,297.78	
		Security Services	10,088.72	19,386.50
G-03745	Kelly Dalrymple	Transportation	12.94	12.94
G-03746	Daily Ardmoreite	Periodicals/Subscriptions	189.00	189.00
G-03747	Lloyd Lovely	Telephone Services	40.00	40.00
G-03748	Jessica Gonzalez	Memberships	90.00	90.00
G-03749	Patsy Boyer	Programming Activities	100.00	100.00
G-03750	Carl Corporation	Capital Projects	62,642.00	62,642.00
G-03751	Jean Wilburn	Postage	9.50	9.50
G-03752	COTPA-Sheridan & Walker	Parking	1,162.00	
		Parking	2,727.14	3,889.14
G-03753	Cheryl Coleman	Programming Activities	16.10	
		Programming Activities	26.26	
		Programming Activities	10.89	53.25
G-03754	R. Justin Herwig	Supplies	2.71	
		Supplies	13.36	16.07
G-03755	Sheldon Beach	Memberships	90.00	90.00
G-03756	Anna Todd	Transportation	32.65	
		Programming Activities	34.87	
		Programming Activities	15.93	
		Programming Activities	22.73	106.18
G-03757	Suzette V. Felton	Programming Activities	17.09	17.09
G-03758	Jessica Minter	Transportation	8.40	8.40
G-03759	Chris Kennedy	Other Commodities	7.04	7.04
G-03760	Regina Fields	Postage	38.60	
		Programming Activities	16.05	54.65
G-03761	Lindsay Jones Egle	Transportation	29.34	
		Memberships	90.00	119.34
Total of FY 13-14 Warrants Issued				\$ 2,426,270.50

General Fund F.Y. 12-13

**Warrant Register**

February 2014

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06489	Cox Communications, Inc.	Capital Projects	3,220.72	
		Capital Projects	3,627.64	6,848.36
G-06491	Baker & Taylor Books	Materials	70.16	70.16
G-06492	Municipal Code Corporation	Materials	110.24	110.24
G-06493	Ingram Library Service	Materials	20.87	20.87
G-06494	Thomson Reuters	Materials	2,195.00	2,195.00
G-06495	Morrison Supply Company	Capital Projects	10,284.00	10,284.00
G-06496	Knoll, Inc.	Furniture	1,494.44	1,494.44
G-06497	John R. Day	Transportation	99.78	99.78
Total of FY 12-13 Warrants Issued				\$ 21,122.85

Special Funds

Warrant Register

February 2014

Number	Vendor/Payee	Purpose		Amount
S-19489	Idayingi T. Legg-Jack	Lost & Paid Item Returned	24.80	24.80
S-19490	Angela Salcedo &/or Elvira	Lost & Paid Item Returned	11.15	11.15
S-19491	Kenneth M. Marsalis	Lost & Paid Item Returned	78.05	78.05
S-19492	Katie E. Autry &/or Beth A.	Lost & Paid Item Returned	3.00	3.00
S-19493	Rafin T. Chatman	Lost & Paid Item Returned	13.95	13.95
S-19494	Haley D. Amend &/or Cecilia	Lost & Paid Item Returned	17.95	17.95
S-19495	Robert A. Peacock, Jr.	Lost & Paid Item Returned	24.95	24.95
S-19496	Ashlie H. Taylor	Lost & Paid Item Returned	19.95	19.95
S-19497	Presley N. Payne &/or Dana R.	Lost & Paid Item Returned	11.95	11.95
S-19499	Mary K. Heidelberg	Lost & Paid Item Returned	11.15	11.15
S-19500	Selene Vannatta	Lost & Paid Item Returned	3.00	3.00
S-19501	Barbara Sue Chappell	Lost & Paid Item Returned	64.75	64.75
S-19502	Candy J. Flanagan	Lost & Paid Item Returned	4.55	4.55
S-19503	Leslie M. Shubert	Lost & Paid Item Returned	14.95	14.95
S-19504	Jesse R. Swensen	Lost & Paid Item Returned	3.00	3.00
S-19505	Emily S. Stanfield	Lost & Paid Item Returned	3.00	3.00
S-19506	Stacy K. Junk	Lost & Paid Item Returned	16.90	16.90
S-19507	Susanna S. Davis	Lost & Paid Item Returned	15.35	15.35
S-19508	Oklahoma Tax Commission	Sales Tax	50.49	50.49
S-19509	Oklahoma Tax Commission	Sales Tax	3.71	3.71
S-19510	Oklahoma Tax Commission	Sales Tax	947.29	947.29
S-19511	Oklahoma Dept. of Libraries	Books Lost Account	50.49	50.49
S-19512	Donye V. Robinson &/or	Lost & Paid Item Returned	5.95	5.95
S-19513	Maximino M. Perez &/or Maria	Lost & Paid Item Returned	3.00	3.00
S-19514	Kelly M. Utz-Espey	Lost & Paid Item Returned	65.00	65.00
S-19515	Saliha Panjwani &/or Shireen	Lost & Paid Item Returned	3.00	3.00
S-19516	Ta'Jaire S. Beckwith &/or	Lost & Paid Item Returned	29.95	29.95
S-19517	Lisa K. Estep	Lost & Paid Item Returned	25.00	25.00
S-19518	Pam F. Troup	Lost & Paid Item Returned	27.65	27.65
S-19519	Laura K. Maxwell	Lost & Paid Item Returned	3.00	3.00
S-19520	Kathleen T McSpadden	Lost & Paid Item Returned	78.80	78.80
S-19521	Shanda A. Abbitt	Lost & Paid Item Returned	19.95	19.95
S-19522	Kimberlee D. Williams	Lost & Paid Item Returned	3.00	3.00
S-19523	Rachel J. Duncan	Lost & Paid Item Returned	13.95	13.95
S-19524	Heather P. Hughes	Lost & Paid Item Returned	3.00	3.00
S-19525	John R. Rogers	Lost & Paid Item Returned	3.00	3.00
S-19526	Melenie Nachimson	Lost & Paid Item Returned	7.60	7.60
S-19527	Angela D. Bryant	Lost & Paid Item Returned	3.00	3.00
S-19528	Tahirah A Watley	Lost & Paid Item Returned	12.65	12.65
S-19529	Denise F. M. Herrera	Lost & Paid Item Returned	3.00	3.00
S-19530	St. Louis County Library	Books Lost Account	49.20	49.20
S-19531	Bloomington Public Library	Books Lost Account	25.00	25.00
S-19532	Metropolitan Library System	Transfer of Fines & Fees	50,000.00	50,000.00
S-19533	Standley Systems	Copier Maintenance	6.09	6.09
S-19534	Center Point Large Print	Materials	155.19	155.19
S-19535	Friends of the Metro. Library	14//MTC Door Opener	4,000.00	4,000.00
S-19536	Larry R. Wingate	Lost & Paid Item Returned	3.00	3.00
S-19537	Eudoxia M. Jason	Lost & Paid Item Returned	6.00	6.00
S-19538	Dashea R. Carruthers	Lost & Paid Item Returned	13.15	13.15
S-19539	Karen A. Shafer	Lost & Paid Item Returned	31.95	31.95
S-19540	Rae L. Peeples	Lost & Paid Item Returned	3.00	3.00
S-19541	Pamela K. Jones	Lost & Paid Item Returned	8.30	8.30



Special Funds

Warrant Register

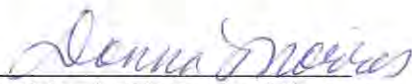
February 2014

Number	Vendor/Payee	Purpose		Amount
S-19542	Jennifer J. Moore	Lost & Paid Item Returned	6.98	6.98
S-19543	Cassidy N. Litz &/or Carmel	Lost & Paid Item Returned	13.95	13.95
S-19544	Diane L. Parker	Lost & Paid Item Returned	15.99	15.99
S-19545	Linda W. Maloy	Lost & Paid Item Returned	3.00	3.00
S-19546	ImageNet Consulting, LLC	Copier Maintenance	175.71	175.71
S-19547	Chris I. Gallegos	Lost & Paid Item Returned	3.00	3.00
S-19548	Traci L. Nyberg	Lost & Paid Item Returned	3.00	3.00
S-19549	Ha Thi Ngan Trinh	Lost & Paid Item Returned	18.00	18.00
S-19550	Rachel G. Sine	Lost & Paid Item Returned	35.95	35.95
S-19551	Stephanie Watson	Lost & Paid Item Returned	5.05	5.05
S-19552	Jennipher A. Francis	Lost & Paid Item Returned	45.00	45.00
S-19553	Samuel Huang &/or Yanhao Xie	Lost & Paid Item Returned	9.95	9.95
S-19554	Zephaniah C Thompson	Lost & Paid Item Returned	21.90	21.90
S-19555	Younte P. Anderson	Lost & Paid Item Returned	17.95	17.95
S-19556	Beckie S. Bigler	Lost & Paid Item Returned	3.00	3.00
S-19557	Traci R. Epperson	Lost & Paid Item Returned	16.95	16.95
S-19558	Sheryl E. Taylor	Lost & Paid Item Returned	12.95	12.95
S-19559	Rachel N. Ortiz or Christina N	Lost & Paid Item Returned	15.00	15.00
S-19560	Christina N. Ortiz	Lost & Paid Item Returned	3.00	3.00
S-19561	Claudia E. Martinez	Lost & Paid Item Returned	24.95	24.95
S-19562	Michael M. Smith, Jr &/or	Lost & Paid Item Returned	18.95	18.95
S-19563	McKenzie R. Knight &/or	Lost & Paid Item Returned	107.65	107.65
S-19564	David H. Glover	Lost & Paid Item Returned	15.00	15.00
S-19565	Joveetta Y. Hekmatara	Lost & Paid Item Returned	3.00	3.00
S-19566	Dayna L. Brown	Lost & Paid Item Returned	3.00	3.00
S-19567	Standley Systems	Copy Fund	525.00	
		Copier Maintenance	3.39	
		Copier Maintenance	1.94	
		Copier Maintenance	21.66	
		Copier Maintenance	35.41	
		Copier Maintenance	10.56	
		Copier Maintenance	13.90	
		Copier Maintenance	12.86	
		Copier Maintenance	4.45	
		Copier Usage	230.41	
		Copier Usage	322.62	
		Copier Maintenance	5.01	
		Copier Maintenance	28.89	1,216.10
S-19568	CDW Government, Inc.	Friends Summer at the Lib	1,390.54	1,390.54
S-19569	Deborah Williams	14/Friends/Our World	8,450.00	8,450.00
S-19570	CDW Government, Inc.	Friend Summer at the Lib	1,707.70	1,707.70
S-19571	Deborah Williams	14/OAC/Black History	4,550.00	4,550.00
S-19572	Swadley's Restaurant	11/LET/Young Professional	27.06	27.06
S-19573	Swadley's Restaurant	11/LET/Young Professional	172.64	172.64

Total of Special Funds Warrants Issued \$ 74,118.68

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

3-11-14  
Date

I, Lloyd Lovely, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

3-7-14  
Date

## **CONTRACT AWARDS AND PURCHASES**

The following recommendations for the Commission's approval are made in accordance with the Library System's purchasing policy. For additional information regarding these recommendations, please contact the Purchasing Officer at 606-3794.

### **ITEM A: ENDPOINT PROTECTION SOFTWARE, WEB FILTERING APPLIANCE & LICENSES**

The Library has McAfee's Endpoint Protection software installed on all computers and servers. McAfee's Endpoint Suite for Enterprise allows centralized management that protects from both viruses and malware in real-time as well as full daily scans. The web filtering is a server appliance with licenses for the number of connections. Updated lists are downloaded on a daily basis. This server provides filtering for the entire library system.

The Endpoint Protection software is licensed software and runs on a library server. The filtering product is both a server appliance and the licenses to provide web filtering for both library owned computers and all wireless users. Currently we have one web filtering appliance. This contract award covers:

- renewal of the Endpoint Protection licenses
- maintenance of the existing web filtering appliance
- user licenses for web filtering
- an additional web filtering appliance to allow for load balancing internet traffic as well as having two appliances in case one were to go down.

The Library's purchasing policy allows the Library to purchase off of any state or National contract. This software and appliance is available from CDW-G through the National Joint Powers Alliance Contract #111309-CDW.

<b>McAfee Endpoint Protection &amp; Web Filtering Appliance &amp; Software</b>	
<b>Item</b>	<b>Price</b>
Endpoint Protection Software	\$12,622.50
Maintenance of Web Appliance	\$ 1,934.67
Web filtering licenses	\$11,281.27
Web Filtering Appliance	\$9,745.42

### **RECOMMENDATION:**

That the Commission approve the purchase of the McAfee Endpoint Protection software licenses, web filtering licenses, and additional web filtering appliance in the amount of \$35,583.86. Funding for the purchase is provided for in the FY2013-14 budget, accounts 231 & 410.

## **CONTRACT AWARDS AND PURCHASES**

(cont'd)

### **ITEM B: SUMMER READING MATERIALS**

Provided for in the FY2013-14 budget is the request for materials for the Summer Reading Program.

Specifications were prepared and the bid was advertised for 2 days in the Oklahoman. Bid packets were sent to prospective bidders. A pre-bid conference was scheduled on February 27, 2014. No vendors attended.

A bid opening was held on March 11, 2014. Four bids were received. The tabulation is as follows:

<b>Vendor</b>	<b>Total Bid</b>
IPGI	\$12,549.40
AC Printing	\$13,412.00
Southwest Stationers	\$13,745.00
University Printing Services	\$18,152.00

### **RECOMMENDATION:**

That the Commission approve the purchase of the Summer Reading Materials to IPGI in the amount of \$12,549.40. Funding for the purchase is provided for in the FY2013-14 budget, account 301.

**REPORT AND RECOMMENDATIONS**  
**FROM THE PUBLIC SERVICES COMMITTEE**

***The Public Services Committee met March 12, 2014 for:***

(Please reference the Public Services Committee Packet mailed to entire Commission for the detailed reports)

- I.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual

***During its meeting, the Committee:***

Reviewed and discussed all items.

**COMMISSION ACTION:**

**Approve the recommendation from the Public Services Committee for adoption to the Metropolitan Library System Policy and Procedure Manual revisions to, AS 510 Public Space Reservations and Use; SF 910 Fee Schedule.**

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**PUBLIC SERVICES COMMITTEE**

**MINUTES**

Wednesday      March 12, 2014      3:30 p.m.  
Downtown Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843-9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County February 27, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on March 10, 2014, in conformity with the Oklahoma Open Meeting Act §311.

**COMMITTEE MEMBERS PRESENT:**

Jose Jimenez, Chair  
Carolyn Leslie  
Lori Nelson  
Vanna Shaw  
Stephanie West

**COMMITTEE MEMBERS EXCUSED:**

Kim Patterson

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 5**

**I.** The meeting was called to order at 3:35 p.m. by Mr. Jose Jimenez, Chair.

Roll was called to establish a quorum. Present: Leslie, Shaw, West, Jimenez, (Arrived: Nelson, 3:56).

**II.** Mr. Jimenez explained the duties and history of the Public Services Committee. He then referred to Mrs. Donna Morris, Executive Director to present the report and recommendations from Administration.

Mrs. Morris stated one of the main jobs of the Commission is to approve policies for the library system. Policies are periodically updated according to changes within the system. In this particular case, we are preparing to convert to a new Integrated Library System (ILS) around Labor Day. Mr. Jim Welch, former Deputy Executive Director/Technology wrote the current meeting room booking program for the system. As a result of migrating to an ILS, we have to have a different way to reserve meeting rooms. Staff had been researching for a new program for Summer Reading, which would allow for online registration. We will be signing a contract with Evanced Solutions for the Summer Reading Program. Staff decided to research the company's meeting room booking software to see if it would meet the library's needs. The program was reviewed by various staff members and was found to be a good fit. As part of the preparation in transitioning to a new product, administrative staff has a task of making sure the policies match what the new product will do. Once we begin updating the policies, it is a good time to make other needed changes. Since the policy was changed so dramatically, we completely rewrote AS 510 and AS 510.2. For your information and to compare the changes, we included the current policy as well. It's important to note there are not currently any procedures with these policies. Normally the Commission does not approve the procedures, but we do try to provide them for you to understand how the policy works. In this case we cannot write the procedures until we have the software and know how it works. As a point of information, we can provide you with the procedures once they are written; however, they will not require Commission approval.

Mrs. Morris referred to Kay Bauman, Deputy Executive Director/Library Operations to highlight the changes to the policy and recommendations.

Mrs. Bauman stated there were some goals that we had in writing these policies. The biggest goal was to create rule sets in developing the software. The policy is designed to help us build the rule sets to get the software up and running. Another goal in writing this policy was to have clarity in the definition of priority for the various groups that use the meeting rooms at the library. Mrs. Bauman referred to the cover sheet and highlighted the changes made from the current policy AS 510 Public Space Reservations and Use.

- Renamed the prioritized list as categories and added categories for study rooms and OKC Downtown College
- Updated AS 510.2 MLS List of Organizations Exempt from Public Space Fees. Many formerly identified as "library-related" organizations are now exempt.
- Updated the list of groups who may rent space
- Added criteria that a group must abide by and a statement that the Library may deny use if we believe we cannot accommodate the group

- Added a statement indicating no special privileges are extended to organizations to which Library staff, Commission members or members of their households belong
- Merged the regulations to have only one list for all locations
- Copyright and Commercial General Liability Insurance sections added

The revised AS 510.2 was included for your information; however, since it is not a policy it does not require any action from the Commission.

Currently the Downtown Library has separate procedures from the other libraries. We are changing that to only have one set of procedures system-wide.

Questions and discussion followed. Mrs. Stephanie West inquired about the requests to allow groups to serve wine or beer at events at the library. Mrs. Morris stated groups requesting to serve wine or beer must abide by the policy and requires a request be made 3 months prior to the event. The event cannot take place during library working hours. The event must be approved first by the Executive Director, and then goes to the Commission for approval. The group must also provide proof of all necessary permits, liability insurance, and must indemnify the library for the event. Previously, the policy only allowed for those types of events to take place at the downtown library; however with the new proposed policy it would give groups the ability to have afterhours events at other library locations. Mrs. Bauman added, because of the physical layout at various libraries, there are not many locations that could actually be a venue for an afterhours event. Discussion followed.

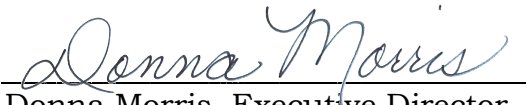
Mrs. Bauman referred to SF 910 Fee Schedule. The current fee schedule is very detailed for the Downtown Library. In order to be consistent system-wide we updated the fee schedule to the number of guests expected to attend and the number of hours reserved. The only room specific fees are for the Downtown Auditorium and Downtown Computer Lab. Questions and discussion followed.

Mr. Jimenez called for a motion from the committee.

**Mrs. Carolyn Leslie moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AS 510 Public Space Reservations and Use; SF 910 Fee Schedule. Mrs. Vanna Shaw seconded. No further discussion. Motion passed unanimously.**

Mr. Jimenez called for questions or comments. There were none.

**III.** There being no further business, Mr. Jimenez adjourned the meeting at 4:16 p.m.

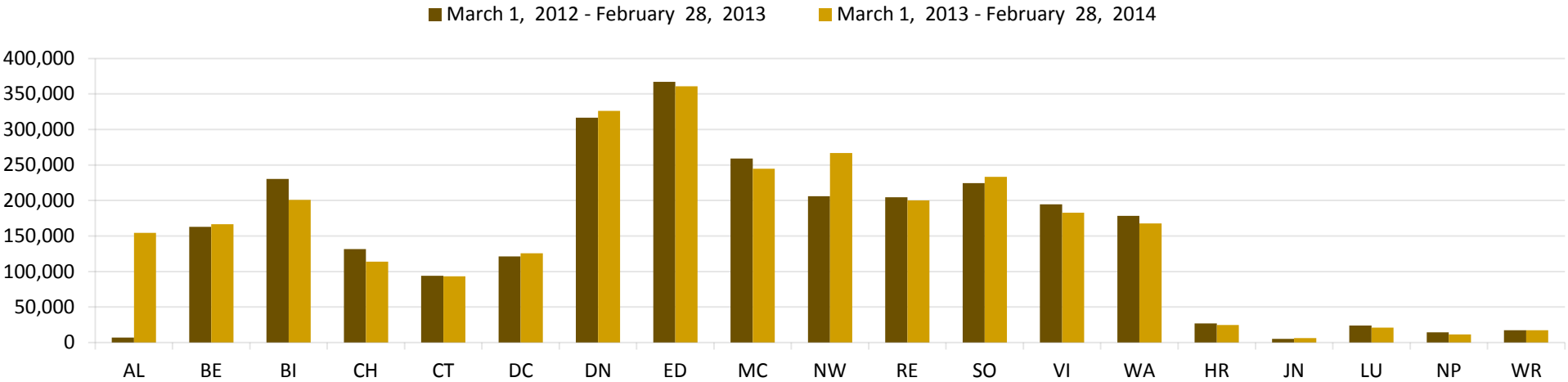
  
Donna Morris, Executive Director  
(Secretary)



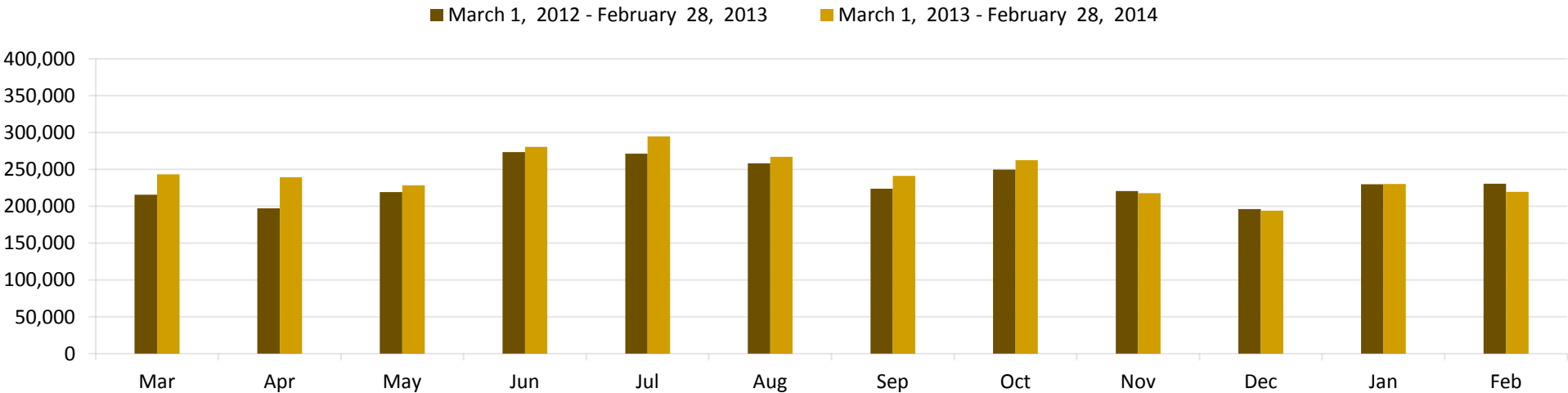
# Library Visits Report

## System Summary

### Visits by Library

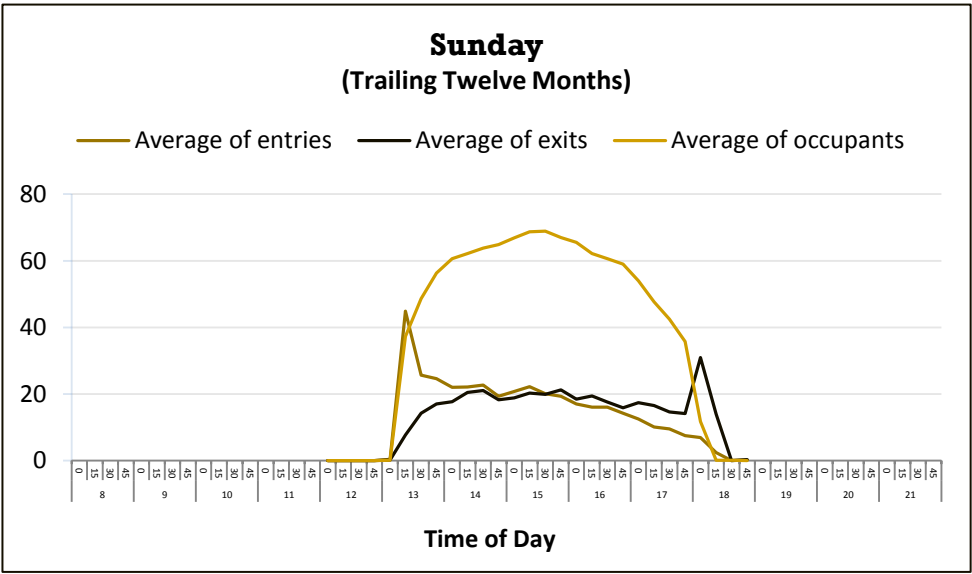
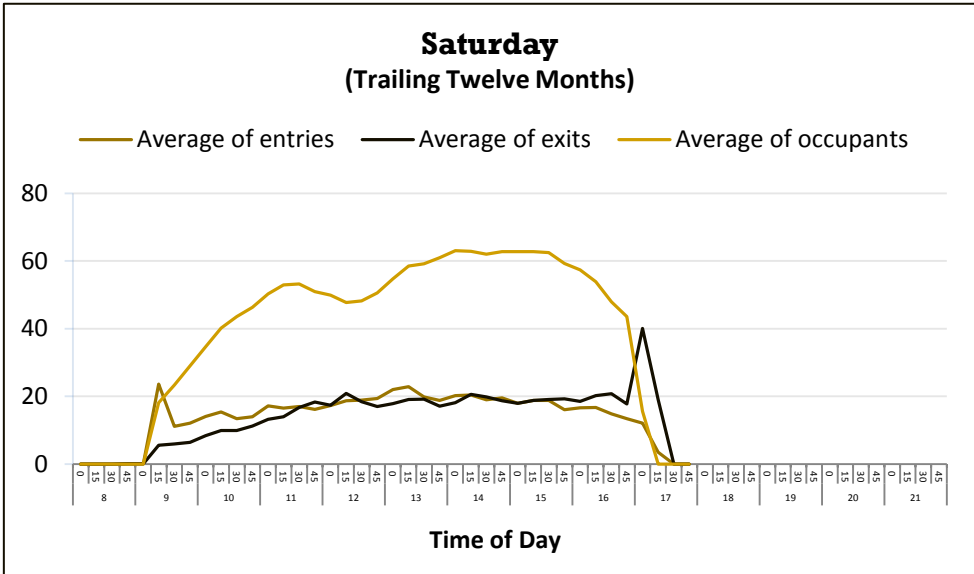
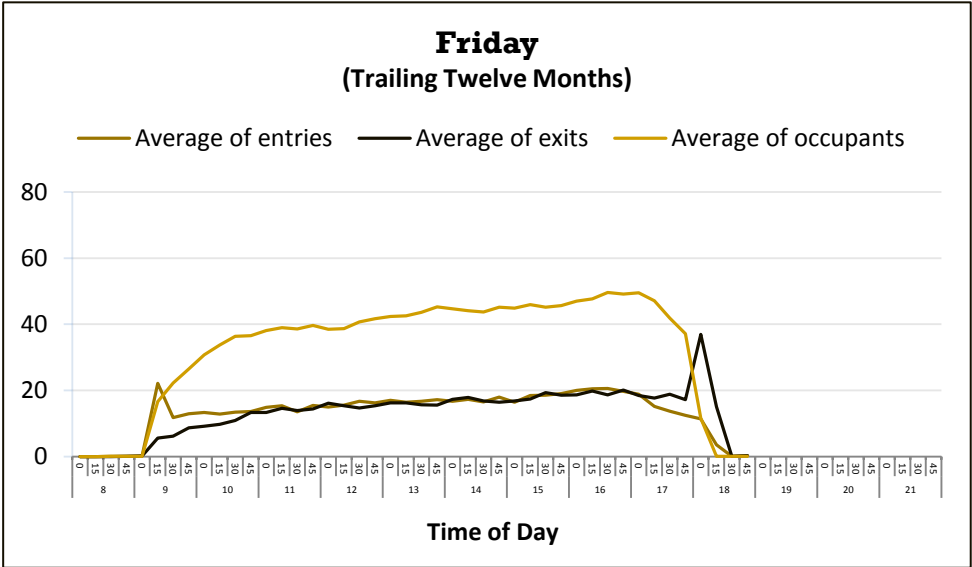
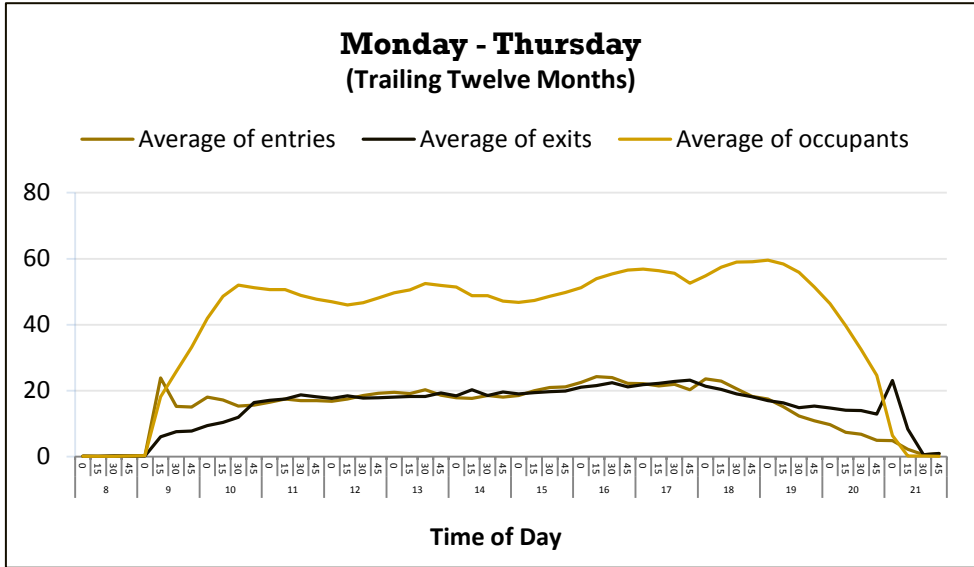


### Visits by Month



# Library Visits Report

## Visits Profile: MC



# Library Visits Report

## Data

July 1, 2013 - February 28, 2014 (66.67% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
AL	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	6,926
	FY14	14,363	13,775	13,270	15,523	13,233	12,616	13,880	13,480	-	-	-	-	110,140
	%								94.6%					
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	150,184
	FY14	18,988	20,140	18,240	18,111	15,663	13,100	16,238	15,963	-	-	-	-	136,442
	%	-3.5%	-1.8%	-8.1%	-8.4%	-11.6%	-17.0%	-15.1%	-10.1%					-9.2%
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	106,954
	FY14	17,748	15,357	13,770	15,150	12,067	10,275	12,533	12,095	-	-	-	-	108,994
	%	8.2%	5.3%	7.4%	10.1%	-4.4%	-11.1%	-4.3%	-0.1%					1.9%
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	88,316
	FY14	10,265	9,942	9,542	11,202	8,857	7,075	8,283	8,811	-	-	-	-	73,977
	%	-12.7%	-21.7%	-31.7%	-0.7%	-15.8%	-19.1%	-13.7%	-9.8%					-16.2%
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	62,681
	FY14	9,711	8,344	7,497	8,867	6,859	5,838	7,545	6,697	-	-	-	-	61,357
	%	5.9%	1.7%	0.3%	3.9%	-6.2%	-11.7%	-1.0%	-13.7%					-2.1%
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	82,400
	FY14	12,801	11,342	10,424	11,046	9,012	8,329	9,575	8,921	-	-	-	-	81,449
	%	4.1%	0.9%	2.6%	-0.5%	-7.8%	-2.0%	0.2%	-8.8%					-1.2%
DN	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	28,883	215,701
	FY14	30,922	30,590	26,694	29,039	24,755	24,746	26,112	24,014	-	-	-	-	216,871
	%	8.9%	3.8%	-0.9%	4.4%	-1.9%	3.4%	-5.0%	-9.1%					0.5%
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	239,705
	FY14	38,981	31,594	29,473	30,411	26,167	22,039	27,066	25,677	-	-	-	-	231,408
	%	2.0%	-4.3%	-0.8%	-1.1%	-3.7%	-7.2%	-6.8%	-8.5%					-3.5%
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	170,475
	FY14	24,588	22,569	20,176	21,747	18,136	16,021	20,325	18,592	-	-	-	-	162,153
	%	-1.8%	-6.8%	-2.4%	-6.2%	-11.7%	-8.8%	0.4%	-2.4%					-4.9%
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	170,765
	FY14	28,307	24,059	21,973	23,019	20,073	17,296	20,858	19,835	-	-	-	-	175,420
	%	6.6%	7.6%	3.7%	2.7%	1.8%	1.6%	-0.1%	-3.9%					2.7%

# Library Visits Report

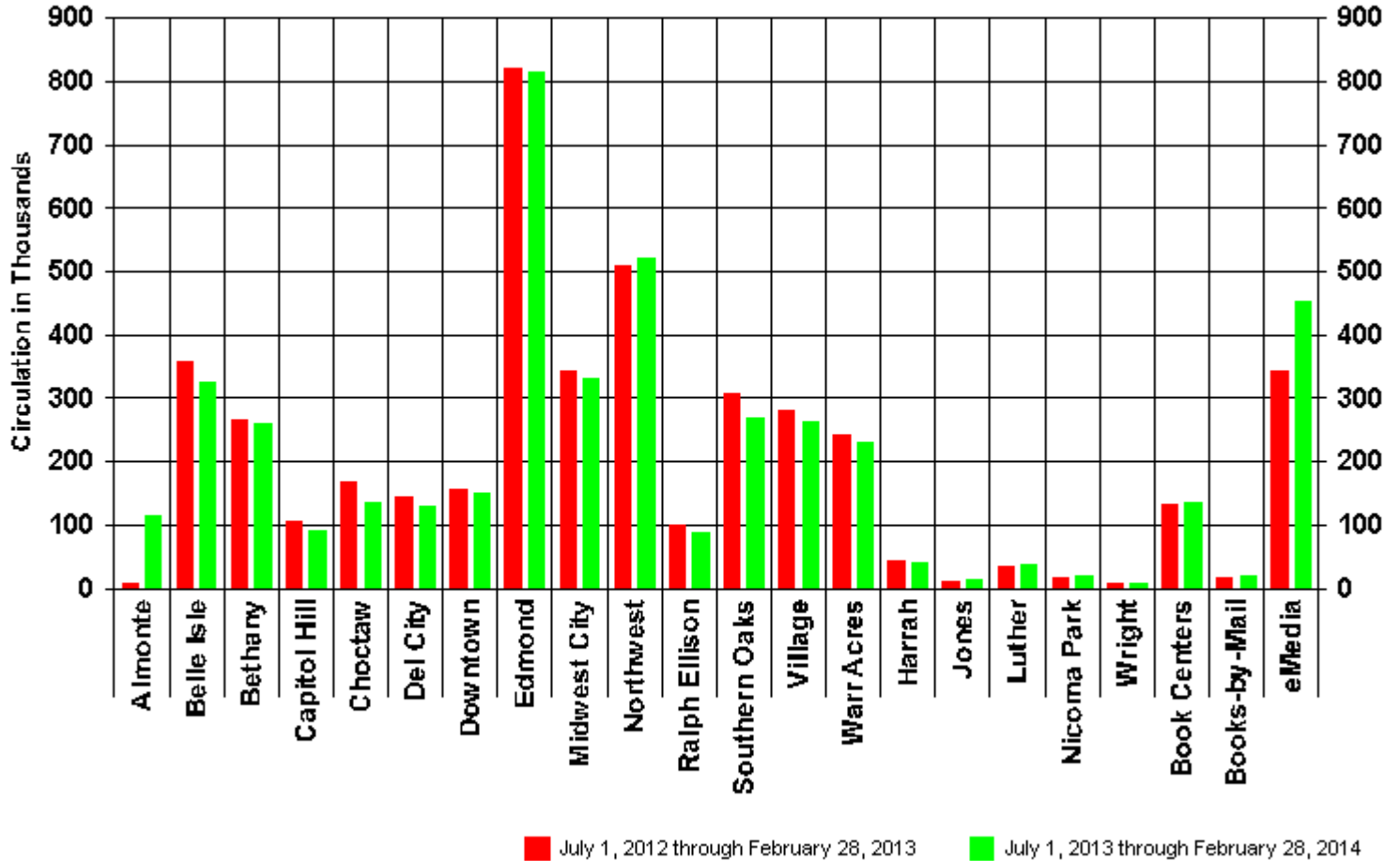
## Data

July 1, 2013 - February 28, 2014 (66.67% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
RE	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	18,764	143,358
	FY14	22,402	17,426	13,901	18,211	14,196	13,503	14,994	14,722	-	-	-	-	129,355
	%	15.5%	-9.9%	-14.4%	-10.2%	-14.7%	-10.3%	-13.8%	-22.5%					-9.8%
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	147,490
	FY14	22,592	21,941	20,779	21,765	17,907	15,097	18,307	17,178	-	-	-	-	155,565
	%	4.1%	4.5%	169.4%	1.0%	-5.8%	-13.5%	-11.4%	-6.6%					5.5%
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	123,314
	FY14	19,298	17,254	15,390	16,195	13,226	11,223	14,075	13,727	-	-	-	-	120,389
	%	2.5%	-0.6%	-1.5%	1.0%	-4.7%	-6.6%	-4.0%	-8.0%					-2.4%
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	115,476
	FY14	17,109	15,682	13,804	14,765	11,329	11,185	13,155	13,451	-	-	-	-	110,479
	%	2.4%	-3.9%	-6.6%	-5.8%	-16.1%	-4.8%	-2.1%	1.0%					-4.3%
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	16,866
	FY14	1,959	2,102	2,240	2,200	1,926	1,740	2,024	1,980	-	-	-	-	16,170
	%	-2.6%	-8.4%	2.1%	-4.8%	-1.7%	-3.1%	-6.0%	-7.9%					-4.1%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	3,692
	FY14	480	455	447	882	474	515	516	443	-	-	-	-	4,213
	%	-4.1%	-5.7%	8.6%	66.9%	22.9%	42.1%	11.9%	-20.7%					14.1%
LU	FY13	2,072	2,489	1,974	1,892	1,862	1,689	1,768	1,717	1,864	2,114	1,738	1,955	15,464
	FY14	1,953	2,031	1,721	1,831	1,544	1,353	1,613	1,325	-	-	-	-	13,371
	%	-5.7%	-18.4%	-12.8%	-3.2%	-17.1%	-19.9%	-8.8%	-22.8%					-13.5%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	8,823
	FY14	1,023	949	885	878	716	570	968	853	-	-	-	-	6,841
	%	-30.9%	-27.3%	-10.3%	-18.0%	-27.7%	-38.1%	-9.6%	-14.6%					-22.5%
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	12,044
	FY14	1,326	1,384	1,156	1,637	1,547	1,414	1,977	1,691	-	-	-	-	12,132
	%	3.3%	-8.3%	-2.6%	-2.8%	-16.3%	-13.1%	31.8%	20.3%					0.7%
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	1,880,636
	FY14	294,815	266,935	241,378	262,478	217,687	193,934	230,043	219,456	-	-	-	-	1,926,726
	%	8.6%	3.3%	7.8%	5.1%	-1.4%	-1.1%	0.1%	-4.9%					2.5%

## **Circulation Gains and Losses**

**July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)**



## **Circulation Gains and Losses**

**July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)**

<b>FEBRUARY 28, 2014</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Almonte	13	4162	4162	2166	2166	6328	6328	
	14	8789	71626	4737	42990	13526	114616	
		<b>4627</b>	<b>67464</b>	<b>2571</b>	<b>40824</b>	<b>7198</b>	<b>108288</b>	<b>1711.3</b>
Belle Isle	13	30039	263589	11022	92964	41061	356553	
	14	26853	237383	9989	88235	36842	325618	
		<b>-3186</b>	<b>-26206</b>	<b>-1033</b>	<b>-4729</b>	<b>-4219</b>	<b>-30935</b>	<b>-8.7</b>
Bethany	13	21136	177379	10199	87443	31335	264822	
	14	19088	170535	9909	89533	28997	260068	
		<b>-2048</b>	<b>-6844</b>	<b>-290</b>	<b>2090</b>	<b>-2338</b>	<b>-4754</b>	<b>-1.8</b>
Capitol Hill	13	5976	60841	4669	43272	10645	104113	
	14	5854	49054	4425	41801	10279	90855	
		<b>-122</b>	<b>-11787</b>	<b>-244</b>	<b>-1471</b>	<b>-366</b>	<b>-13258</b>	<b>-12.7</b>
Choctaw	13	11440	100799	7645	67907	19085	168706	
	14	9021	77486	6282	57749	15303	135235	
		<b>-2419</b>	<b>-23313</b>	<b>-1363</b>	<b>-10158</b>	<b>-3782</b>	<b>-33471</b>	<b>-19.8</b>
Del City	13	11518	102343	4436	41798	15954	144141	
	14	10643	88484	4304	41414	14947	129898	
		<b>-875</b>	<b>-13859</b>	<b>-132</b>	<b>-384</b>	<b>-1007</b>	<b>-14243</b>	<b>-9.9</b>
Downtown	13	13851	116039	3964	38634	17815	154673	
	14	12084	107777	4351	42635	16435	150412	
		<b>-1767</b>	<b>-8262</b>	<b>387</b>	<b>4001</b>	<b>-1380</b>	<b>-4261</b>	<b>-2.8</b>
Edmond	13	53444	452207	42426	369145	95870	821352	
	14	47699	424992	42434	387724	90133	812716	
		<b>-5745</b>	<b>-27215</b>	<b>8</b>	<b>18579</b>	<b>-5737</b>	<b>-8636</b>	<b>-1.1</b>
Midwest City	13	27770	236864	12024	104734	39794	341598	
	14	25854	222355	12438	109780	38292	332135	
		<b>-1916</b>	<b>-14509</b>	<b>414</b>	<b>5046</b>	<b>-1502</b>	<b>-9463</b>	<b>-2.8</b>
Northwest	13	33914	287364	25352	222364	59266	509728	
	14	33111	283971	26090	237131	59201	521102	
		<b>-803</b>	<b>-3393</b>	<b>738</b>	<b>14767</b>	<b>-65</b>	<b>11374</b>	<b>2.2</b>
Ralph Ellison	13	7548	72526	2980	27281	10528	99807	
	14	6864	60972	3040	25780	9904	86752	
		<b>-684</b>	<b>-11554</b>	<b>60</b>	<b>-1501</b>	<b>-624</b>	<b>-13055</b>	<b>-13.1</b>
Southern Oaks	13	26332	213128	11257	94916	37589	308044	
	14	20576	184869	8252	83676	28828	268545	
		<b>-5756</b>	<b>-28259</b>	<b>-3005</b>	<b>-11240</b>	<b>-8761</b>	<b>-39499</b>	<b>-12.8</b>
Village	13	21881	190659	10727	90608	32608	281267	
	14	20045	178511	9584	85401	29629	263912	
		<b>-1836</b>	<b>-12148</b>	<b>-1143</b>	<b>-5207</b>	<b>-2979</b>	<b>-17355</b>	<b>-6.2</b>

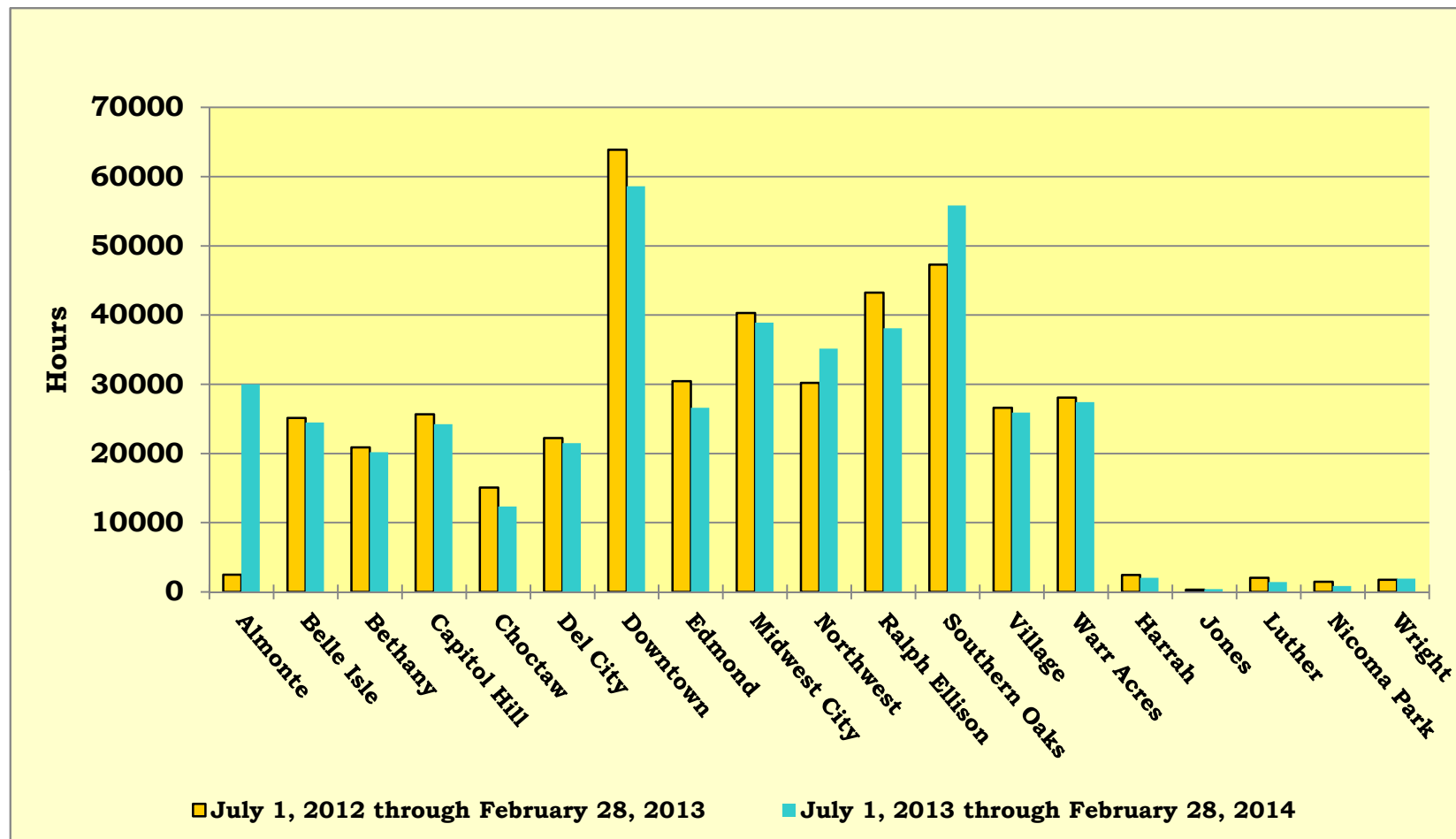
## **Circulation Gains and Losses**

**July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)**

<b>FEBRUARY 28, 2014</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Warr Acres	13	19429	175110	6953	65268	26382	240378	
	14	18799	164137	7604	66648	26403	230785	
		<b>-630</b>	<b>-10973</b>	<b>651</b>	<b>1380</b>	<b>21</b>	<b>-9593</b>	<b>-4.0</b>
EXTENSION LIBRARIES:								
Harrah	13	3622	29638	1993	13683	5615	43321	
	14	3001	26790	1764	13646	4765	40436	
		<b>-621</b>	<b>-2848</b>	<b>-229</b>	<b>-37</b>	<b>-850</b>	<b>-2885</b>	<b>-6.7</b>
Jones	13	868	5746	452	3839	1320	9585	
	14	862	9446	317	3197	1179	12643	
		<b>-6</b>	<b>3700</b>	<b>-135</b>	<b>-642</b>	<b>-141</b>	<b>3058</b>	<b>31.9</b>
Luther	13	2619	21774	1322	11258	3941	33032	
	14	2569	24804	1708	13177	4277	37981	
		<b>-50</b>	<b>3030</b>	<b>386</b>	<b>1919</b>	<b>336</b>	<b>4949</b>	<b>15.0</b>
Nicoma Park	13	1727	13260	562	4392	2289	17652	
	14	1577	15527	639	5118	2216	20645	
		<b>-150</b>	<b>2267</b>	<b>77</b>	<b>726</b>	<b>-73</b>	<b>2993</b>	<b>17.0</b>
Wright	13	525	5026	301	2608	826	7634	
	14	687	4796	270	2837	957	7633	
		<b>162</b>	<b>-230</b>	<b>-31</b>	<b>229</b>	<b>131</b>	<b>-1</b>	<b>.0</b>
<b><u>OTHER:</u></b>								
Book Centers	13	10725	84917	5420	47844	16145	132761	
	14	11255	86137	4795	49091	16050	135228	
		<b>530</b>	<b>1220</b>	<b>-625</b>	<b>1247</b>	<b>-95</b>	<b>2467</b>	<b>1.9</b>
Books-by-Mail	13	1990	17034	0	0	1990	17034	
	14	1924	18030	0	0	1924	18030	
		<b>-66</b>	<b>996</b>	<b>0</b>	<b>0</b>	<b>-66</b>	<b>996</b>	<b>5.8</b>
eMedia	13	45735	341388	0	0	45735	341388	
	14	59629	451011	0	0	59629	451011	
		<b>13894</b>	<b>109623</b>	<b>0</b>	<b>0</b>	<b>13894</b>	<b>109623</b>	<b>32.1</b>
TOTALS	13	356251	2971793	165870	1432124	522121	4403917	
	14	346784	2958693	162932	1487563	509716	4446256	
		<b>-9467</b>	<b>-13100</b>	<b>-2938</b>	<b>55439</b>	<b>-12405</b>	<b>42339</b>	<b>1.0</b>

## Total Computer Hours Used by Library

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)





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## Total Computer Usage

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	226		2,193		2,502.23		226		2,193		2,502.23	
	14	229		3,461		3,211.06		3,059		33,958		30,018.45	
		<b>3</b>	<b>1.3</b>	<b>1,268</b>	<b>57.8</b>	<b>708.83</b>	<b>28.3</b>	<b>2,833</b>	<b>1253.5</b>	<b>31,765</b>	<b>1448.5</b>	<b>27,516.22</b>	<b>1099.7</b>
BELLE ISLE	13	204		3,478		2,900.34		3,240		30,760		25,131.07	
	14	233		3,522		2,845.32		3,097		30,379		24,494.46	
		<b>29</b>	<b>14.2</b>	<b>44</b>	<b>1.3</b>	<b>-55.02</b>	<b>-1.9</b>	<b>-143</b>	<b>-4.4</b>	<b>-381</b>	<b>-1.2</b>	<b>-636.61</b>	<b>-2.5</b>
BETHANY	13	234		2,885		2,400.70		2,929		25,219		20,906.03	
	14	214		2,975		2,347.49		3,028		26,007		20,201.60	
		<b>-20</b>	<b>-8.5</b>	<b>90</b>	<b>3.1</b>	<b>-53.21</b>	<b>-2.2</b>	<b>99</b>	<b>3.4</b>	<b>788</b>	<b>3.1</b>	<b>-704.43</b>	<b>-3.4</b>
CAPITOL HILL	13	231		3,297		2,886.86		3,165		30,668		25,659.18	
	14	217		3,087		2,752.02		2,869		28,641		24,234.68	
		<b>-14</b>	<b>-6.1</b>	<b>-210</b>	<b>-6.4</b>	<b>-134.84</b>	<b>-4.7</b>	<b>-296</b>	<b>-9.4</b>	<b>-2,027</b>	<b>-6.6</b>	<b>-1,424.50</b>	<b>-5.6</b>
CHOCTAW	13	89		1,753		1,715.00		1,398		14,121		15,096.18	
	14	104		1,507		1,382.36		1,522		12,990		12,333.09	
		<b>15</b>	<b>16.9</b>	<b>-246</b>	<b>-14.0</b>	<b>-332.64</b>	<b>-19.4</b>	<b>124</b>	<b>8.9</b>	<b>-1,131</b>	<b>-8.0</b>	<b>-2,763.09</b>	<b>-18.3</b>
DEL CITY	13	197		2,912		2,511.30		2,833		27,396		22,240.08	
	14	218		2,701		2,323.00		2,926		25,868		21,485.01	
		<b>21</b>	<b>10.7</b>	<b>-211</b>	<b>-7.2</b>	<b>-188.30</b>	<b>-7.5</b>	<b>93</b>	<b>3.3</b>	<b>-1,528</b>	<b>-5.6</b>	<b>-755.07</b>	<b>-3.4</b>
DOWNTOWN	13	189		9,920		7,612.57		2,917		80,428		63,886.08	
	14	157		8,088		6,769.98		2,731		72,193		58,592.96	
		<b>-32</b>	<b>-16.9</b>	<b>-1,832</b>	<b>-18.5</b>	<b>-842.59</b>	<b>-11.1</b>	<b>-186</b>	<b>-6.4</b>	<b>-8,235</b>	<b>-10.2</b>	<b>-5,293.12</b>	<b>-8.3</b>
EDMOND	13	226		3,542		3,468.47		3,472		31,925		30,462.14	
	14	224		3,286		2,967.59		3,434		28,549		26,592.77	
		<b>-2</b>	<b>-.9</b>	<b>-256</b>	<b>-7.2</b>	<b>-500.88</b>	<b>-14.4</b>	<b>-38</b>	<b>-1.1</b>	<b>-3,376</b>	<b>-10.6</b>	<b>-3,869.37</b>	<b>-12.7</b>
MIDWEST CITY	13	317		4,914		4,471.43		4,943		48,932		40,298.77	
	14	319		5,079		4,250.06		4,834		46,190		38,929.11	
		<b>2</b>	<b>.6</b>	<b>165</b>	<b>3.4</b>	<b>-221.37</b>	<b>-5.0</b>	<b>-109</b>	<b>-2.2</b>	<b>-2,742</b>	<b>-5.6</b>	<b>-1,369.66</b>	<b>-3.4</b>
NORTHWEST	13	264		3,806		4,054.23		3,529		29,231		30,218.64	
	14	298		3,711		3,766.31		4,189		33,104		35,138.72	
		<b>34</b>	<b>12.9</b>	<b>-95</b>	<b>-2.5</b>	<b>-287.92</b>	<b>-7.1</b>	<b>660</b>	<b>18.7</b>	<b>3,873</b>	<b>13.2</b>	<b>4,920.08</b>	<b>16.3</b>

## Total Computer Usage

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	227		6,244		5,061.11		3,932		53,462		43,242.12	
	14	254		4,608		4,220.48		3,711		43,467		38,112.77	
		<b>27</b>	<b>11.9</b>	<b>-1,636</b>	<b>-26.2</b>	<b>-840.63</b>	<b>-16.6</b>	<b>-221</b>	<b>-5.6</b>	<b>-9,995</b>	<b>-18.7</b>	<b>-5,129.35</b>	<b>-11.9</b>
SOUTHERN OAKS	13	458		7,153		6,445.66		5,199		54,290		47,299.70	
	14	355		6,784		6,068.57		5,192		63,875		55,840.80	
		<b>-103</b>	<b>-22.5</b>	<b>-369</b>	<b>-5.2</b>	<b>-377.09</b>	<b>-5.9</b>	<b>-7</b>	<b>-.1</b>	<b>9,585</b>	<b>17.7</b>	<b>8,541.10</b>	<b>18.1</b>
VILLAGE	13	263		3,598		3,018.83		3,817		31,271		26,596.79	
	14	258		3,529		2,991.87		3,807		31,424		25,913.58	
		<b>-5</b>	<b>-1.9</b>	<b>-69</b>	<b>-1.9</b>	<b>-26.96</b>	<b>-.9</b>	<b>-10</b>	<b>-.3</b>	<b>153</b>	<b>.5</b>	<b>-683.21</b>	<b>-2.6</b>
WARR ACRES	13	212		3,765		3,306.33		3,036		34,417		28,076.52	
	14	198		3,637		3,091.50		2,936		33,164		27,426.30	
		<b>-14</b>	<b>-6.6</b>	<b>-128</b>	<b>-3.4</b>	<b>-214.83</b>	<b>-6.5</b>	<b>-100</b>	<b>-3.3</b>	<b>-1,253</b>	<b>-3.6</b>	<b>-650.22</b>	<b>-2.3</b>
HARRAH	13	41		382		307.73		409		3,059		2,462.16	
	14	28		345		249.40		357		2,618		2,041.99	
		<b>-13</b>	<b>-31.7</b>	<b>-37</b>	<b>-9.7</b>	<b>-58.33</b>	<b>-19.0</b>	<b>-52</b>	<b>-12.7</b>	<b>-441</b>	<b>-14.4</b>	<b>-420.17</b>	<b>-17.1</b>
JONES	13	4		57		47.02		53		381		340.09	
	14	3		63		61.42		57		535		417.75	
		<b>-1</b>	<b>-25.0</b>	<b>6</b>	<b>10.5</b>	<b>14.40</b>	<b>30.6</b>	<b>4</b>	<b>7.5</b>	<b>154</b>	<b>40.4</b>	<b>77.66</b>	<b>22.8</b>
LUTHER	13	21		245		217.98		339		2,409		2,045.88	
	14	20		183		154.69		311		1,866		1,450.86	
		<b>-1</b>	<b>-4.8</b>	<b>-62</b>	<b>-25.3</b>	<b>-63.29</b>	<b>-29.0</b>	<b>-28</b>	<b>-8.3</b>	<b>-543</b>	<b>-22.5</b>	<b>-595.02</b>	<b>-29.1</b>
NICOMA PARK	13	8		152		131.14		161		1,523		1,474.90	
	14	13		114		93.99		136		1,110		877.86	
		<b>5</b>	<b>62.5</b>	<b>-38</b>	<b>-25.0</b>	<b>-37.15</b>	<b>-28.3</b>	<b>-25</b>	<b>-15.5</b>	<b>-413</b>	<b>-27.1</b>	<b>-597.04</b>	<b>-40.5</b>
WRIGHT	13	5		255		207.71		167		2,214		1,767.87	
	14	9		288		237.61		174		2,169		1,940.39	
		<b>4</b>	<b>80.0</b>	<b>33</b>	<b>12.9</b>	<b>29.90</b>	<b>14.4</b>	<b>7</b>	<b>4.2</b>	<b>-45</b>	<b>-2.0</b>	<b>172.52</b>	<b>9.8</b>
TOTAL	13	3,416		60,551		53,266.64		45,765		503,899		429,706.43	
	14	3,351		56,968		49,784.72		48,370		518,107		446,043.15	
		<b>-65</b>	<b>-1.9</b>	<b>-3,583</b>	<b>-5.9</b>	<b>-3,481.92</b>	<b>-6.5</b>	<b>2,605</b>	<b>5.7</b>	<b>14,208</b>	<b>2.8</b>	<b>16,336.72</b>	<b>3.8</b>

## Computer Usage by Adult Customers

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	172		1,375		1,621.94		172		1,375		1,621.94	
	14	171		2,380		2,217.25		2,223		21,776		19,879.24	
		-1	-6	1,005	73.1	595.31	36.7	2,051	1192.4	20,401	1483.7	18,257.30	1125.6
BELLE ISLE	13	185		2,993		2,536.14		2,752		26,709		22,051.34	
	14	193		2,962		2,445.84		2,603		24,899		20,311.72	
		8	4.3	-31	-1.0	-90.30	-3.6	-149	-5.4	-1,810	-6.8	-1,739.62	-7.9
BETHANY	13	192		2,471		2,081.08		2,422		21,357		17,777.97	
	14	184		2,473		1,935.92		2,537		20,813		16,059.59	
		-8	-4.2	2	.1	-145.16	-7.0	115	4.7	-544	-2.5	-1,718.38	-9.7
CAPITOL HILL	13	156		1,878		1,769.61		2,032		16,400		14,603.66	
	14	131		1,651		1,550.88		1,741		13,495		12,189.51	
		-25	-16.0	-227	-12.1	-218.73	-12.4	-291	-14.3	-2,905	-17.7	-2,414.15	-16.5
CHOCTAW	13	66		1,170		1,112.75		1,010		9,776		10,302.08	
	14	78		992		871.27		1,101		8,578		7,802.56	
		12	18.2	-178	-15.2	-241.48	-21.7	91	9.0	-1,198	-12.3	-2,499.52	-24.3
DEL CITY	13	154		2,192		1,906.38		2,170		19,991		16,409.00	
	14	183		2,253		1,994.16		2,316		20,472		17,272.70	
		29	18.8	61	2.8	87.78	4.6	146	6.7	481	2.4	863.70	5.3
DOWNTOWN	13	173		9,637		7,401.62		2,654		77,585		61,622.48	
	14	139		7,856		6,582.10		2,459		69,945		56,821.18	
		-34	-19.7	-1,781	-18.5	-819.52	-11.1	-195	-7.3	-7,640	-9.8	-4,801.30	-7.8
EDMOND	13	181		3,097		3,050.43		2,919		27,411		25,765.31	
	14	194		2,878		2,618.59		2,853		24,599		22,778.50	
		13	7.2	-219	-7.1	-431.84	-14.2	-66	-2.3	-2,812	-10.3	-2,986.81	-11.6
MIDWEST CITY	13	271		4,016		3,622.94		3,983		37,045		30,701.39	
	14	260		4,154		3,529.46		3,930		37,035		31,734.08	
		-11	-4.1	138	3.4	-93.48	-2.6	-53	-1.3	-10	.0	1,032.69	3.4
NORTHWEST	13	198		3,231		3,468.20		2,767		24,776		25,949.51	
	14	259		3,286		3,371.05		3,413		28,669		30,788.22	
		61	30.8	55	1.7	-97.15	-2.8	646	23.3	3,893	15.7	4,838.71	18.6

## Computer Usage by Adult Customers

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	185		4,562		3,753.80		2,981		36,658		30,155.12	
	14	198		3,432		3,096.78		2,834		31,097		27,125.66	
		<b>13</b>	<b>7.0</b>	<b>-1,130</b>	<b>-24.8</b>	<b>-657.02</b>	<b>-17.5</b>	<b>-147</b>	<b>-4.9</b>	<b>-5,561</b>	<b>-15.2</b>	<b>-3,029.46</b>	<b>-10.0</b>
SOUTHERN OAKS	13	333		4,409		4,061.00		3,782		33,660		30,653.31	
	14	250		4,065		3,685.74		3,769		35,195		32,368.79	
		<b>-83</b>	<b>-24.9</b>	<b>-344</b>	<b>-7.8</b>	<b>-375.26</b>	<b>-9.2</b>	<b>-13</b>	<b>-.3</b>	<b>1,535</b>	<b>4.6</b>	<b>1,715.48</b>	<b>5.6</b>
VILLAGE	13	221		2,976		2,418.30		3,164		24,457		20,071.68	
	14	210		2,878		2,411.26		3,100		25,483		20,514.49	
		<b>-11</b>	<b>-5.0</b>	<b>-98</b>	<b>-3.3</b>	<b>-7.04</b>	<b>-.3</b>	<b>-64</b>	<b>-2.0</b>	<b>1,026</b>	<b>4.2</b>	<b>442.81</b>	<b>2.2</b>
WARR ACRES	13	182		2,900		2,472.45		2,570		25,279		20,428.94	
	14	174		3,043		2,548.96		2,515		25,418		21,061.45	
		<b>-8</b>	<b>-4.4</b>	<b>143</b>	<b>4.9</b>	<b>76.51</b>	<b>3.1</b>	<b>-55</b>	<b>-2.1</b>	<b>139</b>	<b>.5</b>	<b>632.51</b>	<b>3.1</b>
HARRAH	13	29		300		212.18		317		2,514		1,801.40	
	14	18		232		154.30		275		2,065		1,469.20	
		<b>-11</b>	<b>-37.9</b>	<b>-68</b>	<b>-22.7</b>	<b>-57.88</b>	<b>-27.3</b>	<b>-42</b>	<b>-13.2</b>	<b>-449</b>	<b>-17.9</b>	<b>-332.20</b>	<b>-18.4</b>
JONES	13	2		52		43.19		40		339		320.73	
	14	1		57		56.38		38		457		379.86	
		<b>-1</b>	<b>-50.0</b>	<b>5</b>	<b>9.6</b>	<b>13.19</b>	<b>30.5</b>	<b>-2</b>	<b>-5.0</b>	<b>118</b>	<b>34.8</b>	<b>59.13</b>	<b>18.4</b>
LUTHER	13	14		160		137.07		199		1,425		1,115.31	
	14	14		137		110.38		191		1,234		909.00	
			<b>.0</b>	<b>-23</b>	<b>-14.4</b>	<b>-26.69</b>	<b>-19.5</b>	<b>-8</b>	<b>-4.0</b>	<b>-191</b>	<b>-13.4</b>	<b>-206.31</b>	<b>-18.5</b>
NICOMA PARK	13	7		143		124.85		128		1,406		1,384.48	
	14	12		107		89.32		103		928		747.97	
		<b>5</b>	<b>71.4</b>	<b>-36</b>	<b>-25.2</b>	<b>-35.53</b>	<b>-28.5</b>	<b>-25</b>	<b>-19.5</b>	<b>-478</b>	<b>-34.0</b>	<b>-636.51</b>	<b>-46.0</b>
WRIGHT	13	5		248		205.88		127		1,957		1,616.44	
	14	9		277		233.16		142		2,007		1,843.74	
		<b>4</b>	<b>80.0</b>	<b>29</b>	<b>11.7</b>	<b>27.28</b>	<b>13.3</b>	<b>15</b>	<b>11.8</b>	<b>50</b>	<b>2.6</b>	<b>227.30</b>	<b>14.1</b>
TOTAL	13	2,726		47,810		41,999.81		36,189		390,120		334,352.09	
	14	2,678		45,113		39,502.80		38,143		394,165		342,057.46	
		<b>-48</b>	<b>-1.8</b>	<b>-2,697</b>	<b>-5.6</b>	<b>-2,497.01</b>	<b>-5.9</b>	<b>1,954</b>	<b>5.4</b>	<b>4,045</b>	<b>1.0</b>	<b>7,705.37</b>	<b>2.3</b>

## Computer Usage by Minor Customers

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	54		818		880.29		54		818		880.29	
	14	58		1,081		993.81		836		12,182		10,139.21	
		<b>4</b>	<b>7.4</b>	<b>263</b>	<b>32.2</b>	<b>113.52</b>	<b>12.9</b>	<b>782</b>	<b>1448.1</b>	<b>11,364</b>	<b>1389.2</b>	<b>9,258.92</b>	<b>1051.8</b>
BELLE ISLE	13	19		485		364.20		488		4,051		3,079.73	
	14	40		560		399.48		494		5,480		4,182.74	
		<b>21</b>	<b>110.5</b>	<b>75</b>	<b>15.5</b>	<b>35.28</b>	<b>9.7</b>	<b>6</b>	<b>1.2</b>	<b>1,429</b>	<b>35.3</b>	<b>1,103.01</b>	<b>35.8</b>
BETHANY	13	42		414		319.62		507		3,862		3,128.06	
	14	30		502		411.57		491		5,194		4,142.01	
		<b>-12</b>	<b>-28.6</b>	<b>88</b>	<b>21.3</b>	<b>91.95</b>	<b>28.8</b>	<b>-16</b>	<b>-3.2</b>	<b>1,332</b>	<b>34.5</b>	<b>1,013.95</b>	<b>32.4</b>
CAPITOL HILL	13	75		1,419		1,117.25		1,133		14,268		11,055.52	
	14	86		1,436		1,201.14		1,128		15,146		12,045.17	
		<b>11</b>	<b>14.7</b>	<b>17</b>	<b>1.2</b>	<b>83.89</b>	<b>7.5</b>	<b>-5</b>	<b>-.4</b>	<b>878</b>	<b>6.2</b>	<b>989.65</b>	<b>9.0</b>
CHOCTAW	13	23		583		602.25		388		4,345		4,794.10	
	14	26		515		511.09		421		4,412		4,530.53	
		<b>3</b>	<b>13.0</b>	<b>-68</b>	<b>-11.7</b>	<b>-91.16</b>	<b>-15.1</b>	<b>33</b>	<b>8.5</b>	<b>67</b>	<b>1.5</b>	<b>-263.57</b>	<b>-5.5</b>
DEL CITY	13	43		720		604.92		663		7,405		5,831.08	
	14	35		448		328.84		610		5,396		4,212.31	
		<b>-8</b>	<b>-18.6</b>	<b>-272</b>	<b>-37.8</b>	<b>-276.08</b>	<b>-45.6</b>	<b>-53</b>	<b>-8.0</b>	<b>-2,009</b>	<b>-27.1</b>	<b>-1,618.77</b>	<b>-27.8</b>
DOWNTOWN	13	16		283		210.95		263		2,843		2,263.60	
	14	18		232		187.88		272		2,248		1,771.78	
		<b>2</b>	<b>12.5</b>	<b>-51</b>	<b>-18.0</b>	<b>-23.07</b>	<b>-10.9</b>	<b>9</b>	<b>3.4</b>	<b>-595</b>	<b>-20.9</b>	<b>-491.82</b>	<b>-21.7</b>
EDMOND	13	45		445		418.04		553		4,514		4,696.83	
	14	30		408		349.00		581		3,950		3,814.27	
		<b>-15</b>	<b>-33.3</b>	<b>-37</b>	<b>-8.3</b>	<b>-69.04</b>	<b>-16.5</b>	<b>28</b>	<b>5.1</b>	<b>-564</b>	<b>-12.5</b>	<b>-882.56</b>	<b>-18.8</b>
MIDWEST CITY	13	46		898		848.49		960		11,887		9,597.38	
	14	59		925		720.60		904		9,155		7,195.03	
		<b>13</b>	<b>28.3</b>	<b>27</b>	<b>3.0</b>	<b>-127.89</b>	<b>-15.1</b>	<b>-56</b>	<b>-5.8</b>	<b>-2,732</b>	<b>-23.0</b>	<b>-2,402.35</b>	<b>-25.0</b>
NORTHWEST	13	66		575		586.03		762		4,455		4,269.13	
	14	39		425		395.26		776		4,435		4,350.50	
		<b>-27</b>	<b>-40.9</b>	<b>-150</b>	<b>-26.1</b>	<b>-190.77</b>	<b>-32.6</b>	<b>14</b>	<b>1.8</b>	<b>-20</b>	<b>-.4</b>	<b>81.37</b>	<b>1.9</b>

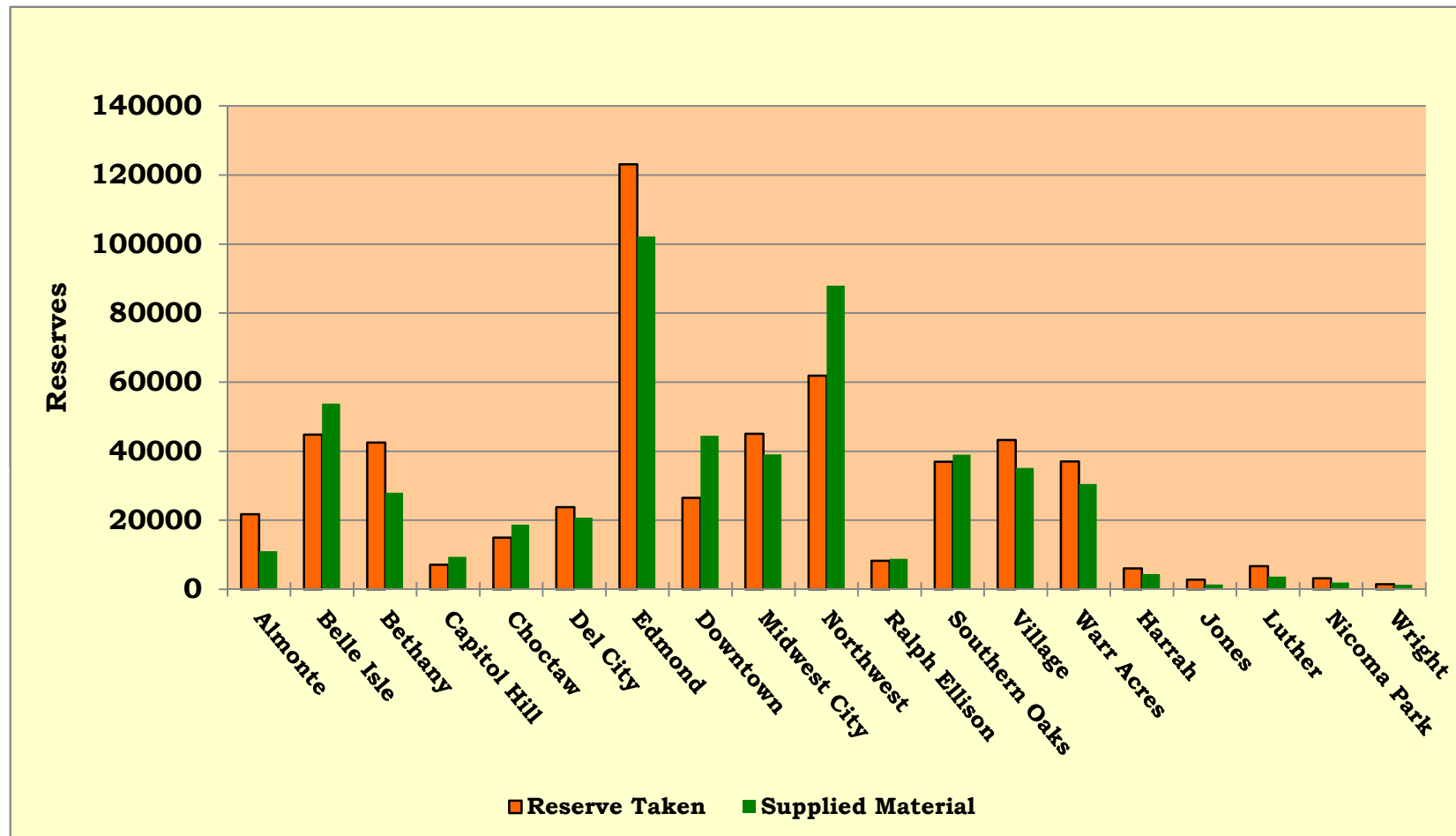
## Computer Usage by Minor Customers

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	42		1,682		1,307.31		951		16,804		13,087.00	
	14	56		1,176		1,123.70		877		12,370		10,987.11	
		<b>14</b>	<b>33.3</b>	<b>-506</b>	<b>-30.1</b>	<b>-183.61</b>	<b>-14.0</b>	<b>-74</b>	<b>-7.8</b>	<b>-4,434</b>	<b>-26.4</b>	<b>-2,099.89</b>	<b>-16.0</b>
SOUTHERN OAKS	13	125		2,744		2,384.66		1,417		20,630		16,646.39	
	14	105		2,719		2,382.83		1,423		28,680		23,472.01	
		<b>-20</b>	<b>-16.0</b>	<b>-25</b>	<b>-.9</b>	<b>-1.83</b>	<b>-.1</b>	<b>6</b>	<b>.4</b>	<b>8,050</b>	<b>39.0</b>	<b>6,825.62</b>	<b>41.0</b>
VILLAGE	13	42		622		600.53		653		6,814		6,525.11	
	14	48		651		580.61		707		5,941		5,399.09	
		<b>6</b>	<b>14.3</b>	<b>29</b>	<b>4.7</b>	<b>-19.92</b>	<b>-3.3</b>	<b>54</b>	<b>8.3</b>	<b>-873</b>	<b>-12.8</b>	<b>-1,126.02</b>	<b>-17.3</b>
WARR ACRES	13	30		865		833.88		466		9,138		7,647.58	
	14	24		594		542.54		421		7,746		6,364.85	
		<b>-6</b>	<b>-20.0</b>	<b>-271</b>	<b>-31.3</b>	<b>-291.34</b>	<b>-34.9</b>	<b>-45</b>	<b>-9.7</b>	<b>-1,392</b>	<b>-15.2</b>	<b>-1,282.73</b>	<b>-16.8</b>
HARRAH	13	12		82		95.55		92		545		660.76	
	14	10		113		95.10		82		553		572.79	
		<b>-2</b>	<b>-16.7</b>	<b>31</b>	<b>37.8</b>	<b>-.45</b>	<b>-.5</b>	<b>-10</b>	<b>-10.9</b>	<b>8</b>	<b>1.5</b>	<b>-87.97</b>	<b>-13.3</b>
JONES	13	2		5		3.83		13		42		19.36	
	14	2		6		5.04		19		78		37.89	
			<b>.0</b>	<b>1</b>	<b>20.0</b>	<b>1.21</b>	<b>31.6</b>	<b>6</b>	<b>46.2</b>	<b>36</b>	<b>85.7</b>	<b>18.53</b>	<b>95.7</b>
LUTHER	13	7		85		80.91		140		984		930.57	
	14	6		46		44.31		120		632		541.86	
		<b>-1</b>	<b>-14.3</b>	<b>-39</b>	<b>-45.9</b>	<b>-36.60</b>	<b>-45.2</b>	<b>-20</b>	<b>-14.3</b>	<b>-352</b>	<b>-35.8</b>	<b>-388.71</b>	<b>-41.8</b>
NICOMA PARK	13	1		9		6.29		33		117		90.42	
	14	1		7		4.67		33		182		129.89	
			<b>.0</b>	<b>-2</b>	<b>-22.2</b>	<b>-1.62</b>	<b>-25.8</b>		<b>.0</b>	<b>65</b>	<b>55.6</b>	<b>39.47</b>	<b>43.7</b>
WRIGHT	13			7		1.83		40		257		151.43	
	14			11		4.45		32		162		96.65	
			<b>100.0</b>	<b>4</b>	<b>57.1</b>	<b>2.62</b>	<b>143.2</b>	<b>-8</b>	<b>-20.0</b>	<b>-95</b>	<b>-37.0</b>	<b>-54.78</b>	<b>-36.2</b>
TOTAL	13	690		12,741		11,266.83		9,576		113,779		95,354.34	
	14	673		11,855		10,281.92		10,227		123,942		103,985.69	
		<b>-17</b>	<b>-2.5</b>	<b>-886</b>	<b>-7.0</b>	<b>-984.91</b>	<b>-8.7</b>	<b>651</b>	<b>6.8</b>	<b>10,163</b>	<b>8.9</b>	<b>8,631.35</b>	<b>9.1</b>

## System Reserve Report

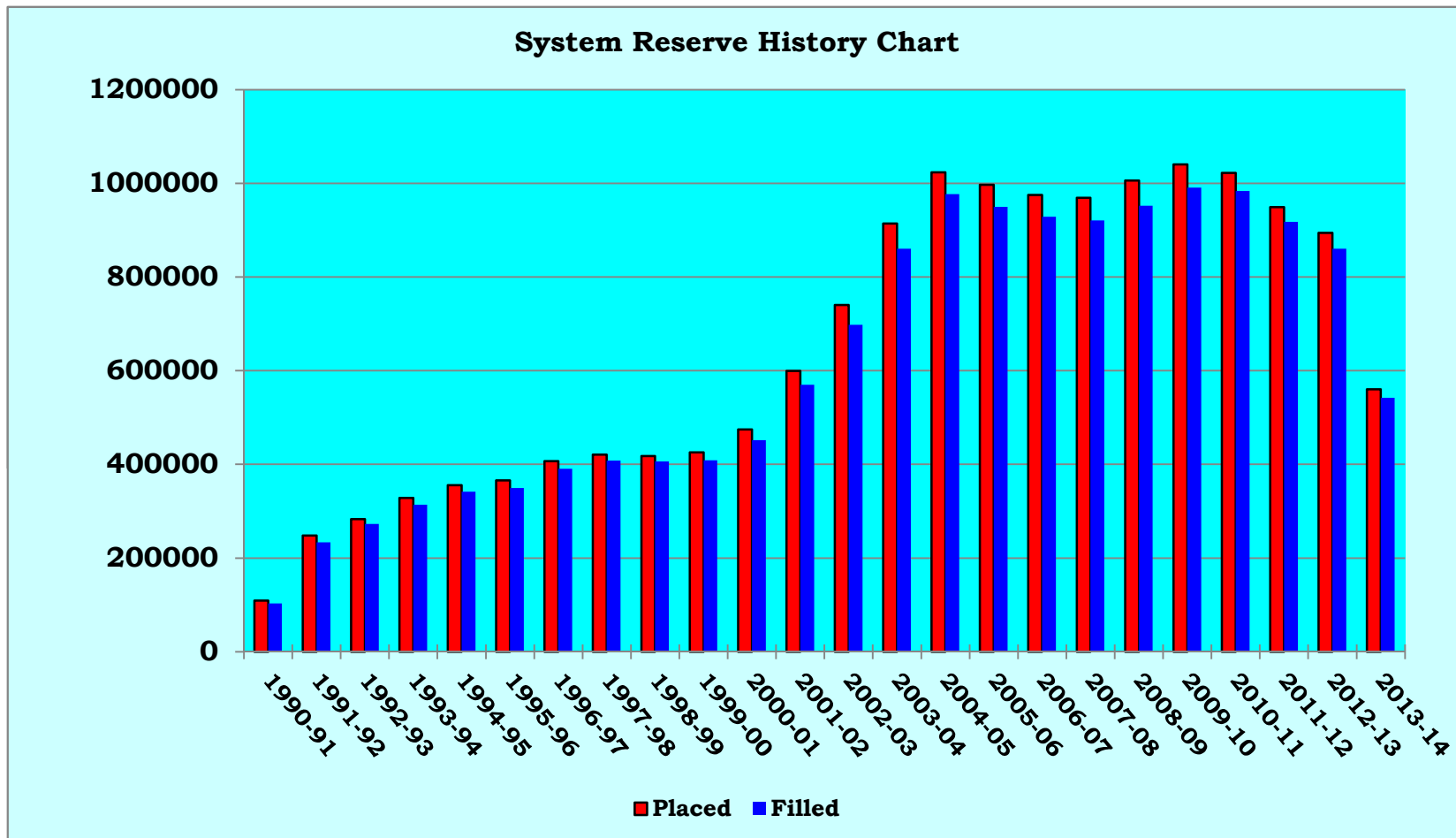
July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)





## System Reserve Report

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)



# System Reserves Report

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13	1,705	1,706		1,269	1,269	
	14	2,477	21,763		2,321	20,395	
		<b>772</b>	<b>20,057</b>	<b>1175.7</b>	<b>1,052</b>	<b>19,126</b>	<b>1507.2</b>
BELLE ISLE	13	5,912	58,573		5,822	56,182	
	14	5,083	44,776		4,860	43,484	
		<b>-829</b>	<b>-13,797</b>	<b>-23.6</b>	<b>-962</b>	<b>-12,698</b>	<b>-22.6</b>
BETHANY	13	5,806	45,996		5,114	43,249	
	14	4,452	42,473		4,272	39,636	
		<b>-1,354</b>	<b>-3,523</b>	<b>-7.7</b>	<b>-842</b>	<b>-3,613</b>	<b>-8.4</b>
CAPITOL HILL	13	931	10,262		878	9,878	
	14	766	7,131		722	6,907	
		<b>-165</b>	<b>-3,131</b>	<b>-30.5</b>	<b>-156</b>	<b>-2,971</b>	<b>-30.1</b>
CHOCTAW	13	2,069	16,483		1,893	15,885	
	14	1,910	14,966		1,817	14,492	
		<b>-159</b>	<b>-1,517</b>	<b>-9.2</b>	<b>-76</b>	<b>-1,393</b>	<b>-8.8</b>
DEL CITY	13	3,050	27,373		2,769	25,767	
	14	2,970	23,790		2,746	22,765	
		<b>-80</b>	<b>-3,583</b>	<b>-13.1</b>	<b>-23</b>	<b>-3,002</b>	<b>-11.7</b>
EDMOND	13	15,266	131,930		14,751	127,757	
	14	13,487	123,123		13,136	119,800	
		<b>-1,779</b>	<b>-8,807</b>	<b>-6.7</b>	<b>-1,615</b>	<b>-7,957</b>	<b>-6.2</b>
DOWNTOWN	13	3,251	29,084		3,040	27,779	
	14	2,914	26,516		2,763	25,492	
		<b>-337</b>	<b>-2,568</b>	<b>-8.8</b>	<b>-277</b>	<b>-2,287</b>	<b>-8.2</b>
MIDWEST CITY	13	5,747	49,971		5,602	48,441	
	14	5,017	45,007		4,793	43,730	
		<b>-730</b>	<b>-4,964</b>	<b>-9.9</b>	<b>-809</b>	<b>-4,711</b>	<b>-9.7</b>
NORTHWEST	13	7,363	58,942		6,972	56,047	
	14	7,404	61,878		6,995	59,774	
		<b>41</b>	<b>2,936</b>	<b>5.0</b>	<b>23</b>	<b>3,727</b>	<b>6.6</b>
RALPH ELLISON	13	1,221	10,827		1,140	10,370	
	14	927	8,254		938	7,995	
		<b>-294</b>	<b>-2,573</b>	<b>-23.8</b>	<b>-202</b>	<b>-2,375</b>	<b>-22.9</b>
SOUTHERN OAKS	13	5,866	48,885		5,644	47,016	
	14	3,841	36,915		3,742	35,796	
		<b>-2,025</b>	<b>-11,970</b>	<b>-24.5</b>	<b>-1,902</b>	<b>-11,220</b>	<b>-23.9</b>

## System Reserves Report

July 1, 2013 through February 28, 2014 (66.67% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	5,950	48,538		5,477	46,877	
	14	4,887	43,247		4,317	41,542	
		<b>-1,063</b>	<b>-5,291</b>	<b>-10.9</b>	<b>-1,160</b>	<b>-5,335</b>	<b>-11.4</b>
WARR ACRES	13	4,609	39,952		4,244	38,597	
	14	4,124	37,030		3,801	35,462	
		<b>-485</b>	<b>-2,922</b>	<b>-7.3</b>	<b>-443</b>	<b>-3,135</b>	<b>-8.1</b>
HARRAH	13	936	7,059		863	6,881	
	14	667	6,038		637	5,893	
		<b>-269</b>	<b>-1,021</b>	<b>-14.5</b>	<b>-226</b>	<b>-988</b>	<b>-14.4</b>
JONES	13	334	2,533		306	2,478	
	14	275	2,773		244	2,721	
		<b>-59</b>	<b>240</b>	<b>9.5</b>	<b>-62</b>	<b>243</b>	<b>9.8</b>
LUTHER	13	949	7,482		862	7,308	
	14	660	6,670		701	6,660	
		<b>-289</b>	<b>-812</b>	<b>-10.9</b>	<b>-161</b>	<b>-648</b>	<b>-8.9</b>
NICOMA PARK	13	494	4,036		480	4,023	
	14	396	3,157		372	3,124	
		<b>-98</b>	<b>-879</b>	<b>-21.8</b>	<b>-108</b>	<b>-899</b>	<b>-22.3</b>
WRIGHT	13	216	1,865		218	1,808	
	14	216	1,491		195	1,461	
			<b>-374</b>	<b>-20.1</b>	<b>-23</b>	<b>-347</b>	<b>-19.2</b>
TOTAL	13	72,318	607,261		67,948	583,226	
	14	63,099	562,515		59,985	542,370	
		<b>-9,219</b>	<b>-44,746</b>	<b>-7.4</b>	<b>-7,963</b>	<b>-40,856</b>	<b>-7.0</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**MARCH 2014**

### **MARKETING DEPARTMENT RECEIVES ADDY'S**

The Marketing and Communications department recently won seven ADDY awards for creative promotions taking place in 2013. The ADDY Awards are the advertising industry's largest and most representative competition. The winning entries were:

**POSTERS:** ZOMBIE CAKE POPS, READ LIKE A SUPERHERO, DIA DE LOS MUERTOS, PATHOLOGY, I CAN'T BELIEVE I SHOT THAT

**MAGAZINES:** INFO, MAY 2013

**ILLUSTRATION:** READ LIKE A SUPERHERO ILLUSTRATION

### **PUBLIC LIBRARY ASSOCIATION CONFERENCE**

A number of staff members are attending the biennial Public Library Association conference this week in Indianapolis. This conference is just for public librarians and does not have committee meetings, just a wide variety of programs geared for public libraries. A number of library managers are attending this year.

### **OKLAHOMA LIBRARY ASSOCIATION CONFERENCE**

The annual state library conference will be held later this month in Tulsa. A number of MLS staffers are presenters at this annual event including Emily Canniff, Manager of Library Operations, Village; Kim Edwards, Librarian, Downtown; Melody Kellogg, Manager of Library Operations, Edmond; Rondia Banks, Librarian, Northwest; Angela Thornton, Manager of Lib Operations, Downtown; Clyde Herrod, Cataloging; Tim Spindle, Planning and Kellie Delaney, Planning. I am sure I missed someone and if so, I apologize and will include their names next month. We are proud of our excellent staff who speak about some of the awesome things we are doing here at MLS.

### **CAPITAL PROJECTS UPDATE**

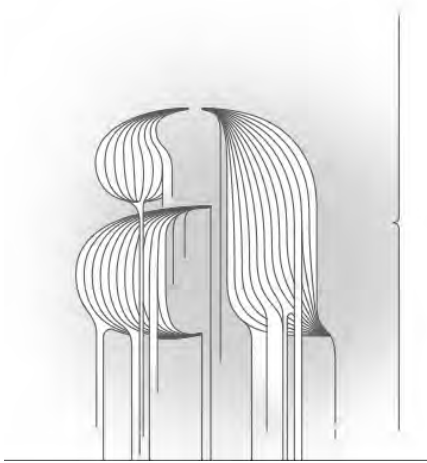
- CAPITOL HILL – OKC and MLS met on March 4<sup>th</sup> to review funding options including possible TIF funding. Progress is being made and we hope to complete the next phase within 30 to 45 days. Discussion also took place as to the timeline of the design work which ultimately dictates when the library would need to be vacated for construction.
- DEL CITY – demolition of the bowling alley was completed on February 28<sup>th</sup>. We are working on drafts of the building program, budget, architect qualifications and lease which will be presented to the city of Del City.

- EDMOND PARKING – Plans are in 99% stage and a draft agreement for the work has been reviewed by MLS and revisions sent back to Edmond.
- JONES – We expect the Design Development plans on March 24<sup>th</sup>.
- NORTHWEST – the city of Oklahoma City officially accepted the building on February 25, 2014. This means the start of the one year warranty period.

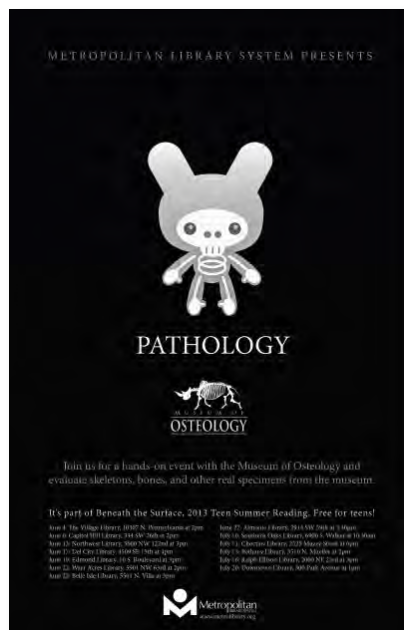
## **EXECUTIVE DIRECTOR OUTREACH ACTIVITIES**

- Attended OLA Legislative Committee Meeting
- Attended Rotary 29 Club Meeting
- Will be attending Library Endowment Trust Meetings
- Will be attending OLA Conference in Tulsa

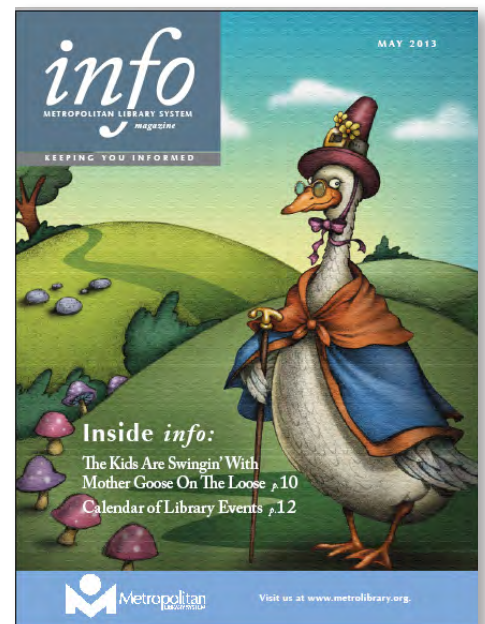




# 48<sup>th</sup> Annual American Advertising Awards



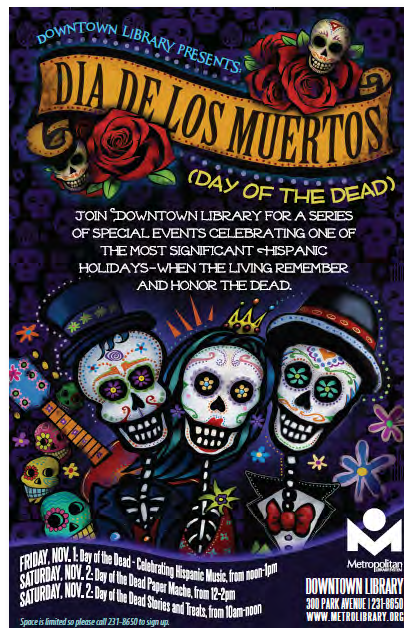
Category: Poster



Category: Magazines



Category: Poster



Category: Poster



Category: Poster



Category: Poster



Category: Illustration



Metropolitan  
LIBRARY SYSTEM



## Free MP3 Downloads for MLS Customers

STATISTICS • AUGUST 1, 2013 - FEBRUARY 28, 2014

### About Freegal

Each customer receives five credits to download DRM-free MP3 songs and music videos every week to their computer, iOS or Android device. Each song download is one credit, and videos are two. Choose from a catalog of over 3 million songs and 15,000 videos.

### Benefits of Freegal

- Available 24/7 wherever you have Internet access
- Downloaded songs are yours to keep forever
- Songs are easy to download and transfer to a device
- No additional software required to play your downloaded songs
- Instant access to new songs without having to visit a physical library location
- Environmentally friendly

### Stats

Total MP3 Downloads

**29,563**

Total Video Downloads

**231**

Total Number of Unique Customers Using Freegal

**1,984**

#### Top 10 Music MP3 Genres

1. Pop
2. Rock
3. Country
4. Alternative
5. Gospel / Christian
6. R&B
7. Classical
8. Holiday
9. Jazz
10. Dance

#### Top 10 Music Video Genres

1. Pop
2. Rock
3. Country
4. Alternative
5. Classical
6. Christmas
7. Dance
8. Hip-Hop
9. Soundtracks
10. Folk

#### Top 10 Music MP3 Artists

1. One Direction
2. Sara Bareilles
3. Kelly Clarkson
4. Adele
5. Miley Cyrus
6. Mumford & Sons
7. Justin Timberlake
8. Carrie Underwood
9. Glee Cast
10. The Civil Wars

#### Top 5 MP3 Songs

1. *Brave* by Sara Bareilles
2. *Wrecking Ball* by Miley Cyrus
3. *Just Give Me A Reason* by Pink feat. Nate Ruess
4. *Say Something* by A Great Big World & Christina Aguilera
5. *Timber* by Pitbull feat. Ke\$ha

#### Top 5 Music Videos

1. *Thriller* by Michael Jackson
2. *We Can't Stop* by Miley Cyrus
3. *Best Song Ever* by One Direction
4. *You Can Call Me Al* by Paul Simon
5. *Mirrors* by Justin Timberlake

### How to Use Freegal

DESKTOP COMPUTER

1. Visit <http://freegal.metrolibrary.org>
2. Login with your Library card and PIN (the first four letters of your last name).
3. Search for any song or video you want to download.
4. Once you find what you're looking for hit the download/wish list button.
5. Hit Download Now to download the song. Note: if you push the Download Now button it will count as one of your downloads even if you did not want that particular song. So be extra careful on which songs/videos you choose to download.
6. Locate your download and play on your computer or transfer to your favorite device.

### How to Use Freegal

MOBILE APP

1. Find and install the Freegal app from your devices' App or Play store.

2. Once the Freegal app is installed, find it on your device and open it by tapping on the Freegal icon.
3. Enter your City and tap the Go button.
4. Tap Metropolitan Library System.
5. Enter your library card number and Pin (the first four letters of your last name).
6. Tap the Login button.
7. Search to find specific songs or videos or tap the Browse button.
8. Once you're ready to download a song/video, tap the download icon.