



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, May 15, 2014, 3:30 p.m.

The Village Library
10307 N. Penn
The Village, OK 73120
(Telephone: 755-0710)

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 #98 – 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 (#99 - #102)

- Document #99 – Approval of Minutes of April 17, 2014 Meeting
- Document #100 – Acceptance of Review of Expenditures for April 2014
- Document #101 – Contract Awards
 - Item A: Secure Case DVD Cases
 - Item B: Two Ring Disc Binders
- Document #102 – Request for Transfer of Funds

4:00 – 4:10 pm COMMITTEE REPORTS

- Document #103 – Discussion, Consideration and Possible Action: Report and Recommendations – Executive Director Search Committee meeting, April 28, 2014 – Hugh Rice, Chair

4:10 – 4:20 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #104 – Discussion, Consideration and Possible Action: Report and Recommendations from Administration – Capitol Hill Library Revised Project Agreement

4:20 – 4:30 pm SPECIAL PRESENTATIONS

- Summer Reading – Emily Williams, Outreach & Kellie Delaney, Planning

4:30 – 4:40 pm INFORMATION REPORTS

- Document #105 – MLS April 2014 Library Visits
- Document #106 – MLS April 2014 Circulation Report
- Document #107 – MLS April 2014 Computer Usage Report
- Document #108 – MLS April 2014 System Reserve Report

4:40 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

June 19, 2014

Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

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 May 2014:

<u>Employees</u>	<u>Years of Service</u>
Joshua H. Wells, Library Aide, Bethany Library	15
Joyce A. Jackson, Project Specialist, Outreach	5
Carsen K. Moon, Library Aide, Downtown Library	5

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

DATE: April 17, 2014

TIME: 3:30 pm

MEETING PLACE: Northwest 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 Midwest City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on April 15, 2014, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri
Ralph Bullard
Fran Cory
Cynthia Friedemann
Rozz Grigsby
Deanna Hannah
Jose Jimenez
Penny McCaleb
Lori Nelson
Mukesh Patel
Hugh Rice
Vanna Shaw
Judy Smith, Vice-Chair
Susan Tucker
Stephanie West
Nancy Anthony, Chair
Donna Morris, Executive Director
(Secretary)

EXCUSED:

Allen Coffey, Disbursing Agent
Mick Cornett, Mayor of Oklahoma City
Helene Harpman
Carolyn Leslie
Brian Maughan
Tracy McDaniel
Tracy McGehee
Kim Patterson
Jim Shonts
Alyne Strube
Beth Toland

Estimate of general public and staff attending: 18

I. The meeting was called to order at 3:32 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Bullard, Cory, Friedemann, Grigsby, Hannah, Jimenez, McCaleb, Nelson, Patel, Rice, Shaw, Smith, Tucker, West, Anthony (Arrived: Patel, 3:33; Akadiri, 3:39).

II. Mrs. Anthony introduced Mrs. Jule Ballou, Manager of Library Operations II, for the Northwest Library. Mrs. Ballou welcomed the commission to the Northwest Library. She shared information about the Northwest Library Staff, current events at the Northwest Library, and feedback from customers.

III. Mrs. Anthony called for the Presentation of Service certificates for April 2014: LaVetta Dent, Manager of Library Operations I, Almonte Library ~ 35 years of service; Heidi M. Johnson, Technical Processing Manager ~ 35 years of service; Melanie D. Levick, Technical Processor ~ 10 years of service; Julia A. McConnell, Librarian, Northwest Library ~ 5 years of service.

Mrs. Anthony also recognized the following employee who was unable to attend the meeting: Roger A. Banker, Public Computer Specialist, Midwest City 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 #90 – Approval of Minutes of March 20, 2014; Document #91 – Acceptance of Review of Expenditures for March 2014.

Mrs. Anthony called for a motion.

Mrs. Penny McCaleb moved to accept the consent docket. Mr. Hugh Rice seconded. *A correction was made to page 3 of Document #90; Tif should be TIF. No further discussion, motion passed unanimously.*

VI. Mrs. Anthony referred to Document #92 – Discussion, Consideration, and Possible Action – Report and Recommendations – Bylaws Committee meeting, March 24, 2014

Mrs. Penny McCaleb, Chair of the Bylaws Committee, presented the Report and Recommendations from the March 24, 2014 meeting. She stated the main charge of the Bylaws committee was to revise the Bylaws and add an Executive Committee to the Commission's Standing Committees. The proposed Executive Committee will be composed of the three sitting officers of the commission and two at large members, to be appointed by the Commission chair. Mrs. McCaleb reviewed the proposed responsibilities of an Executive Committee. Questions and Discussion followed.

In addition to adding an Executive Committee to the Commission Bylaws; the committee also reviewed alternate voting mechanisms for commission meetings when a quorum cannot be established. The Oklahoma Open Meeting Act does allow for video conferencing; however, the requirements of the Act would make it very difficult to comply. The committee is not recommending any changes to the bylaws regarding voting. Discussion followed.

The motion coming from committee is to approve the recommended changes to the Commission Bylaws. A motion coming from committee requires no second. No further discussion, motion passed unanimously.

VII. Mrs. Anthony referred to Document #93 – Discussion, Consideration, and Possible Action – Commission Elected Candidates to the Library Endowment Trust Board.

Mrs. Penny McCaleb reported the bylaws of the Library Endowment Trust specify the Library Commission is responsible for appointing a certain number of Trustees to the Library Endowment Trust Board.

Mrs. McCaleb presented the slate of candidates for appointment to serve three year terms. Resumes for each candidate were provided. Questions and discussion followed.

Mrs. McCaleb moved to approve the appointment of Heather Ross, David Carpenter, Robert Clements, and Catherine Armitage to the Library Endowment Trust, for a three year term. Mr. Hugh Rice seconded. No further discussion; motion passed unanimously.

VIII. Mrs. Anthony called on Mrs. Morris to present the Information Reports.

- ❖ Document #94 – MLS March 2014 Library Visits
- ❖ Document #95 – MLS March 2014 Circulation Report
- ❖ Document #96 – MLS March 2014 Computer Usage Report
- ❖ Document #97 – MLS March 2014 System Reserve Report

Questions and discussion followed.

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

Mrs. Morris reported the annual evaluation for the library's primary book vendor, Baker & Taylor has been completed. This year's evaluation shows that Baker & Taylor has met or exceeded requirements of the current contract.

Mrs. Morris reported MLS along with Pioneer and Tulsa City County Library System received a Special Project Award from OLA. The award was given for the "Drawn Together" fundraiser for Moore's Briarwood and Plaza Towers Elementary Schools. The event raised over \$70,000 for the two schools.

Mrs. Morris recently received OLA's distinguished service award. She thanked the MLS staff and colleagues from around the state for the nomination.

MLS & Jones recently met to review the Design Development plans. The first FF&E meeting will be held on April 23.

MLS has contracted with Denelle Wrightson of Dewberry Architects to begin work on Interior space planning for the Edmond Library.

Mrs. Morris will be presenting a request for additional funding for the Capitol Hill project to the TIF review committee on April 23rd.

Mrs. Morris called on Diane Sarantakos, Director of Development, to present volunteer stats to the commission. Mrs. Sarantakos, reported National Volunteer Week was April 6th through April 12th. In 2013 the library system had 690 volunteers with a total of 34,539.16 hours. Each commission member was presented with a gift of appreciation for their service to the library system.


Lastly, Mrs. Sarantakos announced, Mrs. Lori Piccolo, Director of Human Resources, and husband Brad, have a new addition to their family. On behalf of the Commission, Mrs. Anthony expressed congratulations to Mrs. Piccolo and her husband on the birth of their daughter.

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

Mr. Rice reminded the Commission to complete and return the survey recently received by the Executive Director Search Firm, Bradbury Associates. Bradbury Associates will be holding staff meetings and meeting with the Executive Director Search Committee on April 28 & April 29.

XI. Mrs. Anthony announced the next Commission meeting will be held at the Village Library on May 15, 2014.

There being no further business, the meeting was adjourned at 4:09 pm.


Donna Morris, Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

April 30, 2014

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

For comparison, 83.33% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of April 2014.

STATEMENT OF FINANCIAL CONDITION

April 30, 2014

ASSETS

	Current Year	Previous Year
CASH	\$ 16,026,405.74	\$ 10,119,392.69
INVESTMENTS (Schedule attached)	18,158,102.20	26,165,695.46
PREPAID ACCOUNTS	25,000.00	28,487.88
Total Assets	\$ 34,209,507.94	\$ 36,313,576.03

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$307,008.15	\$383,565.37
Current Year Purchase Orders Outstanding	906,866.43	543,084.54
Previous Year Purchase Orders Outstanding	35,855.67	0.00
Checks Outstanding	102,251.77	250,685.79
Total Liabilities	1,351,982.02	1,177,335.70

FUND BALANCE:

Beginning of the Year	\$29,031,368.36	\$30,212,769.61
Add: Revenues		
Budgeted	30,379,772.86	29,784,305.61
Other	1,698,117.29	1,637,335.61
Less: Expenditures	(28,251,732.59)	(26,498,170.50)

Total Fund Balance

32,857,525.92

Total Liabilities, Deferred Revenue and Fund Balance

\$ 34,209,507.94

Document #100
MLC FY 2013-14
May 15, 2014

35,136,240.33
\$ 36,313,576.03

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

As of April 30, 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	3/20/2014	3/20/2015	0.650%	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>

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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of April 30, 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	
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$28,418,861.00	\$ 3,896,248.38	\$ 29,645,177.86	104.32%	\$27,784,378.00	\$ 3,151,886.87	\$ 29,073,652.61	104.64%
State Aid	258,653.00	115,820.00	260,595.00	100.75%	257,465.70	143,696.00	258,653.00	100.46%
Fines	468,000.00	47,000.00	474,000.00	101.28%	450,000.00	44,000.00	452,000.00	100.44%
Total Budgeted Revenue	<u>\$ 29,145,514.00</u>	<u>\$ 4,059,068.38</u>	<u>\$ 30,379,772.86</u>	104.23%	<u>\$ 28,491,843.70</u>	<u>\$ 3,339,582.87</u>	<u>\$ 29,784,305.61</u>	104.54%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 45,721.08	\$ 999,398.33			\$ 38,757.56	\$ 954,942.37	
Gifts and Lost Books Fees		0.00	0.00			0.00	112,000.00	
Investment Income		230.33	156,281.82			5,344.35	257,236.74	
Flexible Benefits Account Balance		0.00	0.00			0.00	3,231.33	
Sale of Surplus Equipment		36.05	20,622.63			0.00	35,244.26	
Insurance Reimbursements		0.00	1,161.00			0.00	0.00	
Miscellaneous		8,134.74	520,653.51			14,549.15	274,680.91	
Total Miscellaneous Revenue	<u>\$ 54,122.20</u>	<u>\$ 1,698,117.29</u>				<u>\$ 58,651.06</u>	<u>\$ 1,637,335.61</u>	
Total Revenue	<u>\$ 29,145,514.00</u>	<u>\$ 4,113,190.58</u>	<u>\$ 32,077,890.15</u>	110.06%	<u>\$ 28,491,843.70</u>	<u>\$ 3,398,233.93</u>	<u>\$ 31,421,641.22</u>	110.28%
								Doc MLC May 10, 2024

Document #100
MLC - FY 2013-14
May 15, 2014

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

April 30, 2014

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 47,731.72	\$ 3,630.28	\$ 955.31	\$ 50,406.69
810 Prepaid Fees	(21,028.93)	0.00	426.12	(21,455.05)
815 Fines	47,976.83	45,254.26	48,719.90	44,511.19
820 Copy	135,229.32	13,498.94	17,530.35	131,197.91
Total Revolving Funds	\$209,908.94	\$ 62,383.48	\$ 67,631.68	\$204,660.74
GRANTS:	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
Special Grants				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
877 14/Dollar General/Youth Literacy	3,000.00	3,000.00	0.00	3,000.00
878 14/OAC/Gem's-The World's Hist	3,500.00	0.00	3,500.00	(3,500.00)
879 14/OAC/Black History Month	4,550.00	4,550.00	4,550.00	0.00
883 14/EEJF/Children's Books	5,000.00	5,000.00	0.00	5,000.00
884 14/KFF/After School	9,600.00	9,600.00	9,200.00	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	400.00	600.00
893 14/OCCF/Harrah	265.00	265.00	0.00	265.00
894 14/Sonic/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
895 14/Junior League/Summer Reading	5,250.00	5,250.00	0.00	5,250.00
896 14/Kerr/Summer Reading	2,500.00	2,500.00	0.00	2,500.00
899 11/LET/Young Professional Adv	3,000.00	3,318.75	2,311.63	1,007.12
928 12/ODL/College Savings	1,000.00	1,000.00	650.00	350.00
929 12/ODL/Early Literacy	2,500.00	2,500.00	2,500.00	0.00
933 12/LET/Aviation	5,738.00	5,738.00	2,092.00	3,646.00
935 12/Conoco/MWC	1,000.00	1,000.00	980.53	19.47
952 13/LET/Materials	13,315.00	13,319.77	13,319.77	0.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
Friends Grants				
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	35,144.69	4,855.31
873 14 Come Read with Me	15,000.00	15,000.00	10,227.48	4,772.52
874 14 Brawner Scholarships	12,000.00	12,000.00	7,050.00	4,950.00
876 14 Summer at the Library	71,000.00	71,000.00	1,805.70	69,194.30
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
897 14 Retirement Reception	6,000.00	6,000.00	0.00	6,000.00
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	67,300.00	0.00
950 13 SO Grand Opening	2,000.00	2,000.00	1,899.61	100.39
960 13 Volunteer Transportation	500.00	500.00	24.00	476.00
Total Grants				149,868.23
Total Special Funds				<u>\$354,528.97</u>

Metropolitan Library System
Statement of Encumbrances
Month of April 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	1,111,415.29	11,443,203.85	76.47	14,963,591.00	3,520,387.15
102	Wages - Part-time	169,048.66	1,753,885.80	67.15	2,611,763.00	857,877.20
103	Payroll Taxes	94,408.14	970,125.04	77.92	1,245,011.00	274,885.96
109	Workers' Comp. Insurance	14,266.00	147,145.00	71.90	204,648.00	57,503.00
112	Group Insurance	235,428.58	2,319,197.60	78.11	2,969,033.00	649,835.40
113	Employees' Retirement	75,151.39	1,889,914.13	94.55	1,998,785.00	108,870.87
114	Unemployment Compen.	441.38	1,697.98	5.66	30,000.00	28,302.02
Total Personal Services		1,700,159.44	18,525,169.40	77.11	24,022,831.00	5,497,661.60

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insu.	30.00	264,331.98	97.36	271,506.00	7,174.02
205	Rent of Library Buildings	7,571.88	82,728.16	92.77	89,175.00	6,446.84
207	Janitorial Services	34,431.80	343,796.00	65.61	524,000.00	180,204.00
208	Maintenance of Facilities	27,353.46	272,555.57	45.41	600,156.00	327,600.43
211	Parking & Transportation	11,766.67	114,412.01	69.51	164,600.00	50,187.99
212	Travel Expenses	5,914.34	63,244.13	47.57	132,954.00	69,709.87
213	Professional Services	13,647.72	263,129.44	61.28	429,420.00	166,290.56
214	Security Services	51,971.27	351,076.55	75.76	463,406.00	112,329.45
216	Telephone Services	10,548.74	91,772.45	28.32	324,027.00	232,254.55
217	Electrical Services	35,825.12	422,634.11	64.48	655,455.00	232,820.89
218	Gas Services	3,714.00	38,833.95	78.14	49,696.00	10,862.05
219	Water & Garbage Services	3,874.66	56,537.46	59.87	94,431.00	37,893.54
220	Trigen Energy Services	11,164.69	146,221.00	62.61	233,541.00	87,320.00
226	Memberships	1,372.00	22,199.00	81.44	27,259.00	5,060.00
230	Other Library-Related Serv.	11,446.48	334,059.02	70.00	477,253.00	143,193.98
231	Automation Contractual	26,014.26	305,106.22	72.34	421,777.00	116,670.78
236	Network Catalog Services	4,651.61	54,537.39	59.12	92,250.00	37,712.61
Total Contractual Services		261,298.70	3,227,174.44	63.89	5,050,906.00	1,823,731.56

Metropolitan Library System
Statement of Encumbrances
Month of April 2014

FY-14

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	-3,007.84	85,925.43	42.33	203,000.00	117,074.57
302	Postage	5,552.67	177,343.13	60.41	293,575.00	116,231.87
303	Supplies	20,742.18	315,958.26	70.50	448,149.00	132,190.74
310	Maintenance Supplies	1,610.24	59,783.79	79.71	75,000.00	15,216.21
312	Safety Supplies & Equip.	.00	5,871.14	99.51	5,900.00	28.86
321	Gasoline & Oil	3,616.46	29,202.19	52.15	56,000.00	26,797.81
322	Vehicle Parts & Repairs	588.15	10,881.55	34.00	32,000.00	21,118.45
330	Programming Activities	49,964.18	199,757.27	67.45	296,168.00	96,410.73
331	Other Commodities	2,905.74	16,510.23	38.78	42,574.00	26,063.77
Total Commodities		81,971.78	901,232.99	62.05	1,452,366.00	551,133.01

Capital Outlays

401	Books & Materials	445,419.69	3,617,567.86	69.70	5,190,000.00	1,572,432.14
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	6,691.15	172,482.50	94.95	181,650.00	9,167.50
408	Furniture, Fixture, & Equip.	463.59	199,868.50	58.48	341,757.00	141,888.50
409	Motor Vehicles	.00	86,473.91	82.36	105,000.00	18,526.09
410	Automation System & Equip.	.00	150,950.81	25.02	603,350.00	452,399.19
450	Capital Projects	72,424.63	1,367,812.18	21.75	6,290,024.00	4,922,211.82
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		524,999.06	5,598,155.76	20.25	27,650,779.36	22,052,623.60
Total Budget		2,568,428.98	28,251,732.59	48.56	58,176,882.36	29,925,149.77

Monthly Journal Entries -- April 2014

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Tax revenues</u>				
158	1001	Cash	\$ 1,202,702.12	
	1201	Ad Valorem Tax - Current year		\$ 1,202,702.12
		Ad Valorem Tax apportioned by County for 3/24 to 3/31		
159	1001	Cash	\$ 45,712.54	
	1201	Ad Valorem Tax - Current year		\$ 14.34
	3601	Prior year Tax		\$ 45,698.20
		Ad Valorem Tax apportioned by County for 3/17 to 3/31		
160	1001	Cash	\$ 2,693,554.80	
	1201	Ad Valorem Tax - Current year		\$ 2,693,531.92
	3601	Prior year Tax		\$ 22.88
		Ad Valorem Tax apportioned by County for 4/01 to 4/15		
161	1001	Cash	\$ 115,820.00	
	3401	State Aid		\$ 115,820.00
		State Aid, 2nd payment		
<u>Miscellaneous revenue</u>				
162	1001	Cash	\$ 8,134.74	
	3605	Mic. Reimbursements		\$ 8,134.74
		Café rent 500.00 LET reimb 58.31		
		Unit Petro 25.77 Cons. Rpts ref 340.69		
		C.Bassett 35.00 Target refund 3.09		
		Almonte rent 7,171.88 Total \$ 8,134.74		
163	1001	Cash	\$ 36.05	
	3606	Surplus sales		\$ 36.05
		Scrap metal sales to Standard Iron		
<u>Fines</u>				
164	1001	Cash	\$ 47,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 47,000.00
		Fines transferred from Special fund in April		
<u>Payable entries</u>				
165	3001	Current Year Reserv. for Appropriations.	\$ 2,567,678.98	
	3011	Current Year P.O. Outstanding		\$ 2,567,678.98
	3002	Prior Year Reserv. for Appropriations.		\$ 80,395.77
	3012	Prior Year P.O. Outstanding	\$ 80,395.77	\$ -
		Purchase orders issued or cancelled in April		

166	3011	Current Year P.O. Outstanding	\$	2,797,918.90	
	3012	Prior Year P.O. Outstanding	\$	6,333.17	
	3021	Current Year Warrants Outstanding			\$ 2,804,252.07
		Checks issued in April			
167	3021	Current Year Warrants Outstanding	\$	3,104,918.36	
	1001	Cash			\$ 3,104,918.36
		Checks cleared Bank in April			

Bank interest and fees

168	1001	Cash	\$	230.33	
	3602	Bank fees	\$	395.85	
	3602	Interest Income			\$ 626.18
		Interest and fees from GF checking account			
169	8000	Special Fund Cash			\$ 235.54
	8815	Bank fees	\$	250.08	
	8815	Interest income			\$ 14.54
		Interest and fees from SF checking account			

Special funds

170	8000	Special Fund Cash	\$	94,442.21	
	8815	Fines			\$ 25,175.47
	8820	Copy			\$ 13,498.94
	8805	Gift/Lost Books			\$ 3,630.28
	8810	Prepaid Fees	\$	426.12	
	8894				\$ 20,000.00
	8895				\$ 5,250.00
	8896				\$ 2,500.00
	8897				\$ 6,000.00
	8815	Credit card receipts			\$ 20,064.25
	8815	Credit card fees	\$	1,250.61	
		Revenues of special funds received in April			
171	8000				\$ 87,811.70
	8815	Fines	\$	47,219.03	
	8820	Copy	\$	17,530.35	
	8805		\$	955.31	
	8928		\$	78.68	
	8929		\$	236.89	
	8873		\$	9,980.40	
	8884		\$	5,000.00	
	8899		\$	17.49	
	8872		\$	6,516.00	
	8933		\$	179.55	
	8876		\$	98.00	
		Expenditures of special funds in April			

Corrections, adjustments, and miscellaneous

172	1001	Cash	\$	7,582.11	
	3021	Warrants Outstanding			\$ 7,582.11
		To adjust for cancelled checks in March			
173	8000	Cash	\$	4,549.82	
	8879	Black History Month			\$ 4,550.00
	8815	Fines	\$	0.18	
		To add grant money transferred to bank account from the state			
		Grand Total		<u>\$ 12,867,144.44</u>	<u>\$12,867,144.44</u>

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General Fund F.Y. 13-14

Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-04308	Bank of Oklahoma	Payroll Transmittal-Chks	31,908.74	
		Payroll Transmittal-Chks	13,183.67	
		Payroll Transmittal-Chks	110.00	45,202.41
G-04309	Bank of Oklahoma	Federal Withholding Tax	59,981.85	
		Federal Withholding Tax	4,932.00	64,913.85
G-04310	Oklahoma Tax Commission	State Withholding Tax	17,854.00	
		State Withholding Tax	1,085.00	18,939.00
G-04311	Mun. Employees Credit Union	Employee Cr Union Deducts	11,122.47	
		Employee Cr Union Deducts	87.50	11,209.97
G-04312	United Way of Central Oklahoma	Employee Deductions	699.11	
		Employee Deductions	24.00	723.11
G-04313	Clerk, U.S. District	Employee Deductions	254.03	254.03
G-04314	Works & Lentz, Inc.	Employee Deductions	265.38	265.38
G-04315	HealthSmart Benefit Solutions	Employee Deductions	175.00	175.00
G-04316	Bank of America	Payroll Transmittal-DDep	325,781.67	
		Payroll Transmittal-DDep	58,066.85	
		Payroll Transmittal-DDep	825.00	384,673.52
G-04317	Nationwide Retirement Solution	Employee Deductions	5,493.38	5,493.38
G-04318	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-04319	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,641.06	3,641.06
G-04320	Bank of Oklahoma	Employee Flexplan Deposit	33,875.13	33,875.13
G-04321	Bank of Oklahoma	Employee Soc/Sec Deposits	32,419.59	
		Employee Soc/Sec Deposits	5,207.45	
		Employee Medicare Deposit	7,582.04	
		Employee Medicare Deposit	1,217.87	
		Employer Soc/Sec Deposits	37,626.99	
		Employer Medicare Deposit	8,799.82	92,853.76
G-04322	MassMutual Financial Group	Employee Contrib -- DC PI	21,163.08	
		Employer Contrib -- DC PI	37,780.57	58,943.65
G-04323	Pioneer Credit Recovery	Employee Deductions	172.64	172.64
G-04324	Robinson & Hoover	Employee Deductions	186.22	186.22
G-04325	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-04326	Administrative Services	Employee Deductions	1,521.97	1,521.97
G-04327	UNUM Life Insurance	Employee Deductions	1,124.70	
		Employee Deductions	37.30	1,162.00
G-04328	UNUM Life Insurance	Grp L-T Disab Ins Prm-APR	7,024.96	7,024.96
G-04329	CompSource Oklahoma	Workers Comp Insurance	14,266.00	14,266.00
G-04330	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-APR	50,782.68	50,782.68
G-04331	Vision Service Plan of	Grp Vision Ins - April	2,863.29	2,863.29
G-04332	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-APR	171,015.95	171,015.95
G-04333	UNUM Life Insurance	Grp LTC Insurance Prm-APR	1,368.70	1,368.70
G-04334	Bradford Industrial Supply	Maintenance of Facilities	18.48	
		Maintenance of Facilities	167.79	186.27
G-04335	O G & E	Electrical Services	191.54	
		Electrical Services	1,676.37	1,867.91
G-04336	Oklahoma Natural Gas Co.	Gas Services	98.48	
		Gas Services	739.83	
		Gas Services	139.56	
		Gas Services	194.24	1,172.11
G-04337	City of Oklahoma City	Water & Garbage Services	28.81	
		Water & Garbage Services	280.85	
		Water & Garbage Services	140.91	450.57

General Fund F.Y. 13-14

Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-04338	City of the Village	Water & Garbage Services	91.41	91.41
G-04339	Brodart Co.	Supplies	4,649.56	4,649.56
G-04340	Locke Supply Co.	Maintenance of Facilities	206.58	
		Maintenance of Facilities	18.05	
		Maintenance of Facilities	20.68	245.31
G-04341	Demco	Supplies	397.74	397.74
G-04342	The University of Oklahoma	Printing/Printing Supply	7,857.36	7,857.36
G-04343	Barbara Beasley	Travel Expenses	712.54	
		Supplies	43.46	756.00
G-04344	Recorded Books, LLC	Materials	2,360.37	2,360.37
G-04345	Scott Rice Co. - OKC	Maintenance of Facilities	330.00	330.00
G-04346	Thorndike/Gale Group	Materials	6,366.28	6,366.28
G-04347	JoNita Normore	Transportation	6.38	6.38
G-04348	Ebrahim Ejtehad	Programming Activities	12.99	
		Programming Activities	42.86	55.85
G-04349	Genealogical Publishing Co, Inc	Materials	10.50	10.50
G-04350	INTEGRIS Corporate Assistance	Group Insurance	1,052.00	1,052.00
G-04351	Jonathan Willis	Telephone Services	35.00	35.00
G-04352	Diane Sarantakos	Travel Expenses	277.86	
		Transportation	260.68	538.54
G-04353	Linda Hyams	Telephone Services	35.00	35.00
G-04354	AT&T	Telephone Services	1,210.35	1,210.35
G-04355	Blackstone Audio Books	Materials	2,209.50	2,209.50
G-04356	Cheryll Jones	Programming Activities	2.70	2.70
G-04357	Random House, Inc	Materials	300.00	300.00
G-04358	A T & T Mobility	Telephone Services	136.56	136.56
G-04359	Karen L. Litteral	Supplies	3.26	
		Programming Activities	12.89	16.15
G-04360	Hobby Lobby	Programming Activities	127.95	
		Programming Activities	98.83	226.78
G-04361	Ingram Library Service	Materials	2,128.00	2,128.00
G-04362	Julie Ballou	Transportation	65.58	65.58
G-04363	A. R. K. Ramos Fondry &	Capital Projects	1,741.60	1,741.60
G-04364	Dana Morrow	Transportation	71.80	71.80
G-04365	Audio Editions	Materials	1,953.96	1,953.96
G-04366	Findaway World, LLC	Materials	11,400.79	11,400.79
G-04367	Perfection Truck Parts&Equip.	Vehicle Parts & Repairs	42.64	42.64
G-04368	Ginger Waldrip	Programming Activities	100.00	100.00
G-04369	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-04370	AV Cafe Inc	Materials	2,129.99	2,129.99
G-04371	Ingram Library Service	Materials	1,384.29	1,384.29
G-04372	Hope Health/ IHAC	Professional Services	195.00	195.00
G-04373	Oklahoma Secretary of State	Library-related Services	10.00	10.00
G-04374	Town of Luther	Water & Garbage Services	37.60	37.60
G-04375	Jana Hausburg	Transportation	10.00	10.00
G-04376	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-04377	Dana Beach	Transportation	123.18	
		Programming Activities	23.67	146.85
G-04378	Landon Holman	Transportation	28.65	28.65
G-04379	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-04380	Angela Thornton	Transportation	15.46	15.46

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Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-04381	Debbie Robertus	Transportation	8.85	8.85
G-04382	CDW Government, Inc.	Automation	35,583.86	35,583.86
G-04383	Batteries Sooner LLC	Maintenance of Facilities	46.47	46.47
G-04384	Associated Appliance, Inc.	Maintenance of Facilities	123.87	123.87
G-04385	Natasha Corso	Programming Activities	800.00	800.00
G-04386	Contractors Supply Co.	Maintenance of Facilities	32.58	32.58
G-04387	Ruby Soutiere	Transportation	42.01	42.01
G-04388	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-04389	Joy E. Cavett	Programming Activities	80.00	80.00
G-04390	Andrea Emmons	Programming Activities	141.38	
		Transportation	37.46	178.84
G-04391	Sally Gray	Programming Activities	27.34	27.34
G-04392	ULINE	Supplies	100.76	100.76
G-04393	City of Harrah Acct 02-0121-01	Water & Garbage Services	85.04	85.04
G-04394	Amazon/GE Money Bank	Supplies	25.73	
		Programming	89.50	
		Programming	338.09	
		Automation	4.60	
		Programming	116.16	574.08
G-04395	Gregory Bennett	Transportation	18.82	18.82
G-04396	United Parcel Service	Postage	542.00	542.00
G-04397	John Wood	Telephone Services	50.00	50.00
G-04398	City of Choctaw	Water & Garbage Services	96.87	96.87
G-04399	Andrew N. Soliven	Memberships	89.00	89.00
G-04400	ABC-CLIO,LLC	Materials	2,668.00	2,668.00
G-04401	Office Depot Credit Plan	Supplies	74.94	
		Supplies	41.53	116.47
G-04402	Baker & Taylor Entertainment	Materials	1,261.26	
		Materials	3,443.27	
		Materials	2,233.49	6,938.02
G-04403	Elisabeth Wright	Programming Activities	40.67	40.67
G-04404	LaVetta Kinsey Dent	Transportation	53.25	53.25
G-04405	Walmart Community/GECRB	Supplies	37.58	
		Programming Activities	61.71	
		Programming Activities	47.70	
		Programming Activities	54.16	
		Programming Activities	2.97	204.12
G-04406	LaWana D. Morgan	Transportation	32.39	32.39
G-04407	Bill's Pavement Maintenance	Maintenance of Facilities	3,433.11	3,433.11
G-04408	The Meadows	Library-related Services	52.00	52.00
G-04409	Midwest Tape	Materials	65.98	65.98
G-04410	Pamela Buchanan	Transportation	45.47	45.47
G-04411	The Great Courses	Materials	125.00	125.00
G-04412	SLRS, Inc.	Programming Activities	176.00	176.00
G-04413	Darrie Breathwit	Programming Activities	59.42	59.42
G-04414	Christopher Larwig	Transportation	30.52	30.52
G-04415	Star Lighting	Maintenance of Facilities	378.40	378.40
G-04416	John Utley	Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	53.12	123.12
G-04417	John Rahhal	Transportation	86.83	86.83
G-04418	Sunbelt Data Systems Inc	Supplies	8,687.45	8,687.45

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Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-04419	Waste Connections of Oklahoma	Garbage Services	679.00	
		Garbage Services	54.00	733.00
G-04420	Denise M Kennemer	Programming Activities	150.00	150.00
G-04421	Tim Spindle	Transportation	80.42	
		Library-related Services	20.00	100.42
G-04422	Kelley Hoffman	Transportation	11.08	11.08
G-04423	Faith Centered Resources	Materials	418.96	418.96
G-04424	Laura McMurtry	Telephone Services	35.00	
		Transportation	23.97	58.97
G-04425	Cox Communications, Inc.	Telephone Service	200.14	200.14
G-04426	Joshua Jordan	Programming Activities	15.17	
		Programming Activities	9.93	25.10
G-04427	Baker & Taylor Books	Materials	1,748.84	
		Materials	1,122.99	
		Materials	1,382.50	
		Materials	1,206.68	
		Materials	5,073.30	
		Materials	5,335.39	
		Materials	4,506.34	
		Materials	1,451.05	
		Materials	7,287.71	29,114.80
G-04428	Baker & Taylor Books	Materials	767.13	
		Materials	5,198.77	
		Materials	1,674.01	
		Materials	525.74	8,165.65
G-04429	Baker & Taylor Books	Materials	375.45	375.45
G-04430	Meaghan Hunt Wilson	Transportation	108.33	
		Programming Activities	60.40	168.73
G-04431	Vickie Saxton	Supplies	20.54	
		Programming Activities	34.45	54.99
G-04432	David Newyear	Memberships	90.00	90.00
G-04433	Tulin LaFollette	Transportation	18.31	18.31
G-04434	Curtiss Ray	Maintenance of Facilities	42.52	
		Maintenance of Facilities	18.39	60.91
G-04435	Darci Parker	Programming Activities	100.00	100.00
G-04436	Peter Chang	Transportation	79.97	79.97
G-04437	Christine Bassett	Programming Activities	31.17	
		Programming Activities	95.44	126.61
G-04438	Nicoma Park Lumber Co	Maintenance of Facilities	11.23	11.23
G-04439	Lisa Bradley	Transportation	4.50	4.50
G-04440	Cheryl Coleman	Programming Activities	26.23	
		Programming Activities	7.86	
		Programming Activities	5.97	
		Programming Activities	40.00	80.06
G-04441	Stacy Schrank	Travel Expenses	481.34	481.34
G-04442	Personalized Prevention	Professional Services	707.00	707.00
G-04443	Joe H Shelton	Programming Activities	144.76	144.76
G-04444	Baker & Taylor Entertainment	Materials	2,912.93	2,912.93
G-04445	Mackin	Materials	59.00	59.00
G-04446	R. Justin Herwig	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	

** Continued **

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Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04446	R. Justin Herwig	Transportation	110.22	215.22
G-04447	Savannah Mitchell	Programming Activities	75.00	75.00
G-04448	Anna Todd	Programming Activities	20.00	20.00
G-04449	Chris Kennedy	Travel Expenses	283.50	
		Other Commodities	6.50	
		Other Commodities	48.17	338.17
G-04450	Knoll, Inc.	Furniture	747.22	747.22
G-04451	O G & E	Electrical Services	2,317.83	
		Electrical Services	989.15	
		Electrical Services	4,755.58	
		Electrical Services	151.86	
		Electrical Services	1,567.71	9,782.13
G-04452	Oklahoma Natural Gas Co.	Gas Services	251.53	
		Gas Services	32.21	283.74
G-04453	City of Bethany	Water & Garbage Services	97.90	97.90
G-04454	City of Oklahoma City	Water & Garbage Services	167.68	
		Water & Garbage Services	197.41	
		Water & Garbage Services	196.81	561.90
G-04455	Brodart Co.	Supplies	15.75	
		Programming	33.91	
		Supplies	49.30	98.96
G-04456	Southwestern Stationers, Inc.	Furniture	392.00	
		Supplies	691.20	1,083.20
G-04457	Locke Supply Co.	Maintenance of Facilities	82.78	
		Maintenance of Facilities	209.57	
		Maintenance of Facilities	4.56	296.91
G-04458	Emsco Electric Supply	Maintenance of Facilities	31.25	
		Maintenance of Facilities	16.28	47.53
G-04459	Demco	Supplies	145.85	145.85
G-04460	Gaylord Bros.	Supplies	23.40	23.40
G-04461	Gale/ Cengage Learning, Inc.	Materials	5,400.75	5,400.75
G-04462	Hewlett-Packard Co.	Automation Contractual	7,402.15	7,402.15
G-04463	AT&T	Telephone Services	662.18	
		Telephone Services	807.93	
		Telephone Services	708.10	2,178.21
G-04464	City of Edmond	Electrical Services	3,654.81	3,654.81
G-04465	Baker & Taylor Books	Materials	424.35	424.35
G-04466	Donna Morris	Travel Expenses	139.53	
		Professional Services	30.00	
		Travel Expenses	441.92	611.45
G-04467	Central Oklahoma Winnelson	Maintenance of Facilities	26.83	26.83
G-04469	American Express	Travel Expenses	295.42	
		Travel Expenses	295.43	
		Safety Supplies	136.50	
		Automation Contractual	149.00	
		Membership	110.00	986.35
G-04470	Bill Warren Office Products	Supplies	81.55	81.55
G-04471	American Library Association	Memberships	350.00	350.00
G-04472	Recorded Books, LLC	Materials	8,135.55	8,135.55
G-04473	Scott Rice Co. - OKC	Furniture	648.13	648.13
G-04474	DVA, Inc	Materials	110.96	110.96

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Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-04475	Live Oak Media	Materials	334.10	334.10
G-04476	Harvey Janitorial Sales, Inc.	Maint Supplies	789.39	
		Maintenance Supplies	112.85	902.24
G-04477	Oklahoma Municipal League, Inc.	Materials	390.00	390.00
G-04478	HealthSmart Benefit Solutions	Group Insurance	386.00	386.00
G-04479	Independent Stationers	Supplies	1,134.00	
		Supplies	18.73	1,152.73
G-04480	Cerebellum Corporation	Materials	129.80	129.80
G-04481	Great American Glass & Tinting	Maintenance of Facilities	362.00	362.00
G-04482	Swadley's Restaurant	Other Commodities	151.97	151.97
G-04483	Random House, Inc	Materials	431.25	431.25
G-04484	Brilliance Corporation	Materials	2,802.27	2,802.27
G-04485	Ingram Library Service	Materials	634.86	634.86
G-04486	Albert Bostick	Programming Activities	300.00	300.00
G-04487	Audio Editions	Materials	1,749.38	1,749.38
G-04488	OverDrive, Inc.	Materials	5,481.75	5,481.75
G-04489	Findaway World, LLC	Materials	10,309.00	10,309.00
G-04490	Fuelman	Gasoline & Oil	3,616.46	
		Vehicle Part & Repairs	55.74	3,672.20
G-04491	Ingram Library Service	Materials	1,192.22	1,192.22
G-04492	Center Point Large Print	Materials	2,330.64	2,330.64
G-04493	Angela Thornton	Travel Expenses	220.32	220.32
G-04494	Home Depot Credit Services	Supplies	727.35	
		Maintenance of Facilities	229.00	956.35
G-04495	Evans Hardware	Maintenance of Facilities	6.08	6.08
G-04496	Batteries Sooner LLC	Maintenance of Facilities	38.12	
		Maintenance of Facilities	42.25	80.37
G-04497	Southwest Paper - OKC	Maintenance Supplies	2,372.68	
		Supplies	1,256.00	3,628.68
G-04498	Contractors Supply Co.	Maintenance of Facilities	4.80	4.80
G-04499	Newsbank	Materials	1,193.00	1,193.00
G-04500	Chase Card Services	Automation Contractual	24.00	
		Travel Expenses	687.96	
		Maintenance of Facilities	2,500.00	
		Travel Expenses	379.00	
		Telephone Services	51.91	
		Automation Contractual	69.95	
		Supplies	49.99	
		Printing Supplies	110.93	
		Supplies	113.15	
		Automation	1,274.95	
		Supplies	315.13	
		Programming	334.95	
		Professional Services	320.00	
		Programming	45.86	
		Programming	31.45	
		Equipment	44.05	
		Supplies	45.96	
		Supplies	26.65	
		Postage	14.90	
		Supplies	54.95	
		Supplies	46.38	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04500	Chase Card Services	Equipment	2,716.66	
		Professional Services	99.98	
		Printing Supplies	220.44	
		Programming	160.57	
		Programming	38.12	
		Automation	299.00	
		Supplies	43.85	
		Maintenance of Facilities	39.97	
		Library-related Services	51.75	
		Supplies	68.67	
		Automation Contractual	795.00	
		Library-Related Services	198.08	11,274.21
G-04501	Film Ideas, Inc.	Materials	977.88	977.88
G-04502	City of Edmond	Water & Garbage Services	357.51	357.51
G-04503	Amazon/GE Money Bank	Supplies	114.44	
		Equipment	101.86	
		Programming	49.00	
		Supplies	89.99	
		Supplies	35.85	
		Programming	86.52	
		Automation	29.76	
		Supplies	32.94	
		Automation	15.90	
		Automation	341.70	897.96
G-04504	First Advantage	Professional Services	74.00	74.00
G-04505	United Parcel Service	Postage	609.22	609.22
G-04506	Baker & Taylor Books	Materials	4,347.35	4,347.35
G-04507	Cox Communications, Inc.	Telephone Services	1,909.75	
		Telephone Services	2,070.06	3,979.81
G-04508	Baker & Taylor Entertainment	Materials	1,513.20	
		Materials	1,880.64	3,393.84
G-04509	Oklahoma Historical Society	Periodicals/Subscriptions	360.00	360.00
G-04510	Walmart Community/GEGRB	Programming Activities	29.91	
		Programming Activities	34.44	
		Programming Activities	68.90	133.25
G-04511	Univ of OK Press Acct 12974	Materials	34.72	34.72
G-04512	Creative Educational Strategie	Professional Services	1,000.00	1,000.00
G-04513	Midwest Tape	Materials	164.42	164.42
G-04514	American Library Association	Library-related Services	204.25	204.25
G-04515	Oklahoma Heritage Association	Materials	148.25	148.25
G-04516	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-04517	Cox Communications, Inc.	Telephone Services	416.39	
		Telephone Services	80.11	496.50
G-04518	Baker & Taylor Books	Materials	2,145.56	
		Materials	1,101.37	
		Materials	913.92	
		Materials	4,545.46	
		Materials	5,136.28	
		Materials	4,145.30	
		Materials	2,788.94	
		Materials	5,372.23	26,149.06

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Number	Vendor/Payee	Purpose	Amount	Amount
G-04519	Baker & Taylor Books	Materials	4,283.55	
		Materials	7,517.96	
		Materials	6,337.68	18,139.19
G-04520	Baker & Taylor Books	Materials	1,114.09	1,114.09
G-04521	Zakia Heather Yazdanipour	Programming Activities	100.00	100.00
G-04522	Trak-1 Technology, Inc.	Professional Services	146.52	146.52
G-04523	David Newyear	Travel Expenses	248.06	248.06
G-04524	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	129.95	129.95
G-04525	G4S Secure Solutions	Security Services	9,129.18	
		Security Services	9,129.17	
		Security Services	8,459.55	26,717.90
G-04526	Kone Inc	Maintenance of Facilities	975.00	975.00
G-04527	Jessica Gonzalez	Travel Expenses	228.87	228.87
G-04528	Veolia Energy Oklahoma City,	Trigen Energy Services	11,164.69	11,164.69
G-04529	ALA Subscription Dept	Materials	35.00	35.00
G-04530	Personalized Prevention	Professional Services	707.00	707.00
G-04531	Baker & Taylor Entertainment	Materials	1,984.51	1,984.51
G-04532	Sheldon Beach	Parking	108.38	108.38
G-04533	Shoplet	Maintenance Supplies	165.64	165.64
G-04534	Chase Card Services	Travel Expenses	475.00	475.00
G-04535	Chase Card Services	Travel Expenses	10.00	
		Professional Services	220.00	
		Books & Materials	1.00	
		Books & Materials	427.71	658.71
G-04536	Bank of Oklahoma	Payroll Transmittal-Chks	33,333.77	
		Payroll Transmittal-Chks	13,108.46	46,442.23
G-04537	Bank of Oklahoma	Federal Withholding Tax	63,398.85	
		Federal Withholding Tax	4,870.00	68,268.85
G-04538	Oklahoma Tax Commission	State Withholding Tax	18,881.00	
		State Withholding Tax	1,063.00	19,944.00
G-04539	Mun. Employees Credit Union	Employee Cr Union Deducts	11,122.47	
		Employee Cr Union Deducts	87.50	11,209.97
G-04540	United Way of Central Oklahoma	Employee Deductions	699.11	
		Employee Deductions	24.00	723.11
G-04541	Clerk, U.S. District	Employee Deductions	251.04	251.04
G-04542	Works & Lentz, Inc.	Employee Deductions	198.95	198.95
G-04543	Bank of America	Payroll Transmittal-DDep	340,076.29	
		Payroll Transmittal-DDep	59,213.02	399,289.31
G-04544	Nationwide Retirement Solution	Employee Deductions	5,493.38	5,493.38
G-04545	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-04546	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,752.87	3,752.87
G-04547	Bank of Oklahoma	Employee Flexplan Deposit	13,534.89	13,534.89
G-04548	Bank of Oklahoma	Employee Soc/Sec Deposits	33,611.59	
		Employee Soc/Sec Deposits	5,275.17	
		Employee Medicare Deposit	7,860.84	
		Employee Medicare Deposit	1,233.67	
		Employer Soc/Sec Deposits	38,886.85	
		Employer Medicare Deposit	9,094.48	95,962.60
G-04549	MassMutual Financial Group	Employee Contrib -- DC PI	20,908.43	
		Employer Contrib -- DC PI	37,370.82	58,279.25
G-04550	Pioneer Credit Recovery	Employee Deductions	169.12	169.12
G-04551	Robinson & Hoover	Employee Deductions	183.28	183.28

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Number	Vendor/Payee	Purpose		Amount
G-04552	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-04553	Administrative Services	Employee Deductions	1,521.97	1,521.97
G-04554	Bradford Industrial Supply	Maintenance of Facilities	24.25	24.25
G-04555	O G & E	Electrical Services	666.81	
		Electrical Services	2,798.21	3,465.02
G-04556	Oklahoma Natural Gas Co.	Gas Services	271.88	
		Gas Services	318.88	590.76
G-04557	City of Oklahoma City	Water & Garbage Services	52.78	52.78
G-04558	Locke Supply Co.	Maintenance of Facilities	144.66	
		Maintenance of Facilities	42.93	
		Maintenance of Facilities	6.84	194.43
G-04559	Emsco Electric Supply	Maintenance of Facilities	123.94	
		Capital Projects	110.00	233.94
G-04560	Demco	Supplies	56.01	56.01
G-04561	EBSCO Subscription Services	Materials	64,476.00	64,476.00
G-04562	The University of Oklahoma	Printing	117.00	
		Printing	55.00	172.00
G-04563	123 Security Products.com	Equipment	4,636.26	4,636.26
G-04564	South OKC Chamber of Commerce	Memberships	325.00	325.00
G-04565	Weston Woods Accts Receivable	Materials	389.35	389.35
G-04566	Baker & Taylor Books	Materials	2,157.64	2,157.64
G-04567	ABDO Publishing Company	Materials	2,927.08	2,927.08
G-04568	Mitchell Repair Information Co	Materials	13,491.00	13,491.00
G-04569	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	41.10	76.10
G-04570	Barbara Beasley	Transportation	12.43	
		Supplies	95.33	107.76
G-04571	United Refrigeration, Inc.	Maintenance of Facilities	7.11	7.11
G-04572	Recorded Books, LLC	Materials	6,461.03	6,461.03
G-04573	Oklahoma Employment	Unemployment Compensation	441.38	441.38
G-04574	Johnstone Supply	Maintenance of Facilities	56.81	56.81
G-04575	Arphax Publishing Co	Materials	1,503.00	1,503.00
G-04576	Thorndike/Gale Group	Materials	8,138.96	8,138.96
G-04577	Oxford University Press	Materials	3,320.00	3,320.00
G-04578	The Edmond Sun	Periodicals/Subscriptions	86.40	86.40
G-04579	Matthew Bender	Materials	1,611.31	1,611.31
G-04580	Lois Cross	Programming Activities	50.00	50.00
G-04581	Ebrahim Ejtehadi	Programming Activities	38.31	38.31
G-04582	Walter Wayne McEvilly	Programming Activities	300.00	
		Programming Activities	300.00	600.00
G-04583	Cerebellum Corporation	Materials	38.94	38.94
G-04584	Full Circle Bookstore	Programming Activities	52.00	52.00
G-04585	Janet Brooks	Transportation	41.61	41.61
G-04586	Commercial Concepts, Inc.	Capital Projects	770.00	
		Capital Projects	2,076.00	2,846.00
G-04587	Debbie Langston	Programming Activities	70.00	70.00
G-04588	OHC of the Southwest, P.A.	Professional Services	87.00	87.00
G-04589	NA Publishing Inc	Periodicals/Subscriptions	2,249.12	
		Periodicals/Subscriptions	2,501.25	
		Periodicals/Subscriptions	1,195.38	5,945.75
G-04590	Jonathan Willis	Telephone Services	35.00	35.00
G-04591	IPMA-HR	Memberships	107.00	107.00

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Number	Vendor/Payee	Purpose	Amount	Amount
G-04592	Kristin Williamson	Travel Expenses	234.00	
		Transportation	154.01	
		Programming Activities	47.80	
		Other Commodities	230.00	665.81
G-04593	Cheryll Jones	Programming Activities	32.68	32.68
G-04594	OCLC, Inc.	Network Catalog Services	4,651.61	4,651.61
G-04595	Karen L. Litteral	Programming Activities	17.39	17.39
G-04596	Hobby Lobby	Programming Activities	89.51	89.51
G-04597	Ingram Library Service	Materials	3,520.83	3,520.83
G-04598	Audio Editions	Materials	1,511.24	1,511.24
G-04599	Larry G. Johnson	Parking	108.38	108.38
G-04600	Lakeshore Learning Materials	Programming	180.45	
		Programming Activities	16.15	196.60
G-04601	OverDrive, Inc.	Materials	28,513.62	28,513.62
G-04602	Findaway World, LLC	Materials	538.89	538.89
G-04603	FedEx Office	Programming Activities	49.97	49.97
G-04604	Victoria Dixon	Parking	108.38	108.38
G-04605	Deborah Williams	Programming Activities	3,000.00	3,000.00
G-04606	Ginger Waldrip	Programming Activities	200.00	200.00
G-04607	Matthew Cotter	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-04608	Oklahoma Historical Society	Professional Services	20.00	20.00
G-04609	Ingram Library Service	Materials	355.05	
		Materials	827.13	1,182.18
G-04610	Melody A. Kellogg	Other Commodities	56.09	56.09
G-04611	Cherokee Building Materials	Maintenance of Facilities	400.51	400.51
G-04612	Dana Beach	Programming Activities	79.69	79.69
G-04613	Anita Roesler	Transportation	120.78	120.78
G-04614	WorthingtonDirect	Supplies	65.52	65.52
G-04615	Home Depot Credit Services	Maintenance of Facilities	64.23	
		Maintenance of Facilities	133.43	197.66
G-04616	Evans Hardware	Maintenance of Facilities	13.52	13.52
G-04617	CDW Government, Inc.	Supplies	57.59	57.59
G-04618	Scholastic Inc	Programming Activities	3,336.00	3,336.00
G-04619	Bank of America	Library-related Services	260.75	260.75
G-04620	Rainbow Resource Center, Inc	Books & Materials	79.75	79.75
G-04621	MAC Systems, Inc.	Maintenance of Facilities	108.00	108.00
G-04622	Joy E. Cavett	Programming Activities	150.00	
		Programming Activities	300.00	
		Programming Activities	150.00	600.00
G-04623	Oklahoma Roofing &	Capital Projects	3,200.00	3,200.00
G-04624	Carol L. Roberts	Mileage	31.39	31.39
G-04625	ULINE	Supplies	44.61	44.61
G-04626	Amazon/GE Money Bank	Automation	30.63	
		Supplies	622.97	
		Supplies	169.00	
		Automation	299.00	1,121.60
G-04627	Lori Piccolo	Transportation	66.17	66.17
G-04628	Association of Fundraising	Memberships	300.00	300.00
G-04629	Crowe & Dunlevy	Professional Services	30.50	30.50
G-04630	United Parcel Service	Postage	9.90	
		Postage	599.91	609.81

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Number	Vendor/Payee	Purpose		Amount
G-04631	John Wood	Telephone Services	50.00	50.00
G-04632	Andrew N. Soliven	Transportation	18.98	18.98
G-04633	Frates Insurance	Notary Bond	30.00	30.00
G-04634	Progressive Business Pub	Periodicals/Subscriptions	299.00	299.00
G-04635	Todd Olberding	Telephone Services	47.02	47.02
G-04636	Baker & Taylor Books	Materials	1,356.61	1,356.61
G-04637	Cheryl Pernell	Parking	108.38	108.38
G-04638	Baker & Taylor Entertainment	Materials	1,241.59	
		Materials	4,642.73	5,884.32
G-04639	Financial Information, Inc.	Materials	1,095.00	1,095.00
G-04640	Elisabeth Wright	Transportation	49.99	49.99
G-04641	LaVetta Kinsey Dent	Supplies	30.07	30.07
G-04642	Walmart Community/GECRB	Other Commodities	98.99	
		Supplies	17.91	116.90
G-04643	Megan Cox	Programming Activities	120.00	120.00
G-04644	Danny Gordon Art, LLC	Programming Activities	175.00	175.00
G-04645	AVL Systems Design	Maintenance of Facilities	115.00	115.00
G-04646	Imagenation Promotional Group	Other Commodities	1,665.97	1,665.97
G-04647	Pamela Buchanan	Telephone Services	35.00	35.00
G-04648	Aaron Bluitt	Transportation	245.10	245.10
G-04649	O'Reilly Automotive Stores,	Maintenance of Facilities	18.97	
		Maintenance of Facilities	167.15	186.12
G-04650	Roberto Soto	Maintenance of Facilities	4.43	4.43
G-04651	Oklahoma City County Health	Programming Activities	250.00	250.00
G-04652	Jones Hardware and Lumber Inc.	Maintenance of Facilities	93.86	93.86
G-04653	Donna Morris	Transportation	450.00	450.00
G-04654	Darrie Breathwit	Programming Activities	75.31	75.31
G-04655	Engineered Equipment Inc.	Maintenance of Facilities	58.68	
		Maintenance of Facilities	9.48	68.16
G-04656	Shauna Leonard	Programming Activities	142.75	142.75
G-04657	Melissa Weathers	Transportation	40.93	40.93
G-04658	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-04659	Rondia K. Banks	Programming Activities	26.09	26.09
G-04660	Oklahoma City Police Dept.	Maintenance of Facilities	34.00	
		Maintenance of Facilities	17.00	51.00
G-04661	Morrison Supply Company	Maintenance of Facilities	28.92	28.92
G-04662	Southern Aluminum Manufacturing	Furniture	389.00	389.00
G-04663	Buffi Rae Smith	Programming Activities	50.00	50.00
G-04664	Baker & Taylor Books	Materials	1,660.50	
		Materials	1,949.38	
		Materials	1,198.68	
		Materials	1,573.60	
		Materials	3,611.04	
		Materials	2,447.19	
		Materials	3,389.92	
		Materials	525.79	16,356.10
G-04665	Baker & Taylor Books	Materials	457.08	
		Materials	4,539.68	
		Materials	4,437.60	
		Materials	1,463.46	10,897.82
G-04666	Baker & Taylor Books	Materials	1,152.94	1,152.94
G-04667	Vickie Saxton	Programming Activities	35.11	35.11

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Number	Vendor/Payee	Purpose		Amount
G-04668	Maria Watkins	Transportation	24.00	24.00
G-04669	Conrad Doty	Supplies	25.07	25.07
G-04670	G4S Secure Solutions	Security Services	8,435.45	8,435.45
G-04671	Superior Linen Service	Supplies	55.00	55.00
G-04672	Billy Cobb Electric, LLC	Maintenance of Facilities	373.64	373.64
G-04673	Lloyd Lovely	Transportation	71.40	
		Supplies	32.50	103.90
G-04674	Rachel Kopchick	Supplies	106.91	106.91
G-04675	R.B. Akins Co.	Capital Projects	635.00	635.00
G-04676	ServRight	Maintenance of Facilities	1,095.00	1,095.00
G-04677	Smart Technologies	Automation Contractual	110.00	110.00
G-04678	Joy D Quinn	Programming Activities	75.00	75.00
G-04679	Kiona Millirons	Programming Activities	800.00	800.00
G-04680	Teresa Matthews	Other Commodities	95.21	95.21
G-04681	Global Industrial Equipment	Supplies	371.61	371.61
G-04682	Stacy Schrank	Transportation	49.52	49.52
G-04683	H I S Paints	Maintenance of Facilities	23.09	23.09
G-04684	Baker & Taylor Entertainment	Materials	2,101.19	2,101.19
G-04685	R. Justin Herwig	Supplies	2.93	2.93
G-04686	Mary J. Sholly	Transportation	62.89	62.89
G-04687	JobDig/LinkUp	Library-related Services	240.00	240.00
G-04688	Chris Kennedy	Supplies	25.98	25.98
G-04689	Lindsay Jones Egle	Programming Activities	15.85	
		Programming Activities	51.26	67.11
G-04690	Sarah Baker	Programming Activities	100.00	100.00
G-04691	Comfort Inn @ Founders Towers	Programming Activities	201.00	201.00
G-04692	Shoplet	Supplies	31.68	31.68
G-04693	City of Del City	Rent of Library Buildings	400.00	400.00
G-04694	Bradford Industrial Supply	Maintenance of Facilities	96.00	
		Maintenance of Facilities	74.47	
		Maintenance of Facilities	38.15	
		Maintenance of Facilities	1,588.00	1,796.62
G-04695	O G & E	Electrical Services	932.40	
		Electrical Services	1,033.89	
		Electrical Services	10,533.68	
		Electrical Services	149.41	
		Electrical Services	1,982.03	
		Electrical Services	1,213.15	
		Electrical Services	1,166.87	
		Electrical Services	100.13	17,111.56
G-04696	Oklahoma Natural Gas Co.	Gas Services	187.45	
		Gas Services	53.05	
		Gas Services	99.29	
		Gas Services	38.39	
		Gas Services	54.28	
		Gas Services	446.27	
		Gas Services	20.32	
		Gas Services	315.15	
		Gas Services	281.58	
		Gas Services	58.51	1,554.29
G-04697	City of Oklahoma City	Water & Garbage Services	34.70	
		Water & Garbage Services	147.10	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04697	City of Oklahoma City	Water & Garbage Services	459.35	
		Water & Garbage Services	47.46	688.61
G-04698	Southwestern Stationers, Inc.	Supplies	307.65	
		Supplies	212.30	
		Supplies	410.34	930.29
G-04699	Locke Supply Co.	Maintenance of Facilities	43.36	
		Maintenance of Facilities	134.23	
		Maintenance of Facilities	139.90	317.49
G-04700	Tech-Lock	Maintenance of Facilities	2,854.00	
		Maintenance of Facilities	289.00	3,143.00
G-04701	Demco	Supplies	69.25	69.25
G-04702	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-04703	Oriental Trading Company	Programming	58.00	58.00
G-04704	City of Warr Acres	Water & Garbage Services	50.70	50.70
G-04705	Synergy Datacom Supply, Inc.	Supplies	84.20	84.20
G-04706	AT&T	Telephone Services	136.62	136.62
G-04707	Donna Morris	Other Commodities	47.02	47.02
G-04708	Central Oklahoma Winnelson	Maintenance of Facilities	23.63	23.63
G-04709	Karen Marriott	Travel Expenses	255.13	255.13
G-04710	TDS Telecom	Telephone Services	1,282.02	1,282.02
G-04711	ALA Order Fulfillment	Supplies	280.90	
		Other Commodities	258.00	538.90
G-04712	United Refrigeration, Inc.	Maintenance of Facilities	29.52	29.52
G-04713	Recorded Books, LLC	Materials	7,016.92	7,016.92
G-04714	Thorndike/Gale Group	Materials	1,763.47	1,763.47
G-04715	Randy Wayland	Travel Expenses	120.00	120.00
G-04716	Staples Credit Plan	Supplies	157.57	
		Supplies	24.99	
		Programming	10.08	192.64
G-04717	Cerebellum Corporation	Materials	19.93	19.93
G-04718	Full Circle Bookstore	Materials	103.96	103.96
G-04719	Commercial Concepts, Inc.	Maintenance of Facilities	3,427.98	
		Capital Projects	1,845.12	
		Capital Projects	2,836.60	8,109.70
G-04720	Shawver & Son	Maintenance of Facilities	147.98	147.98
G-04721	Linda Hyams	Telephone Services	35.00	35.00
G-04722	Random House, Inc	Materials	1,199.25	1,199.25
G-04723	Scott's Printing & Copying	Printing/Printing Supply	1,297.68	1,297.68
G-04724	Brilliance Corporation	Materials	559.79	559.79
G-04725	ALA Registration Dept	Professional Services	343.00	343.00
G-04726	Ingram Library Service	Materials	3,896.09	3,896.09
G-04727	Julie Ballou	Other Commodities	35.17	35.17
G-04728	XPEDX	Supplies	192.72	192.72
G-04729	James E. Garling	Programming Activities	300.00	300.00
G-04730	Walker Companies	Supplies	223.60	223.60
G-04731	Audio Editions	Materials	1,874.95	1,874.95
G-04732	OverDrive, Inc.	Materials	8,472.85	8,472.85
G-04733	Findaway World, LLC	Supplies	838.00	
		Supplies	244.00	
		Materials	5,867.70	6,949.70
G-04734	Metro Parking Garage	Parking	1,800.00	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04734	Metro Parking Garage	Parking	1,530.00	3,330.00
G-04735	Perfection Truck Parts&Equip.	Maintenance of Facilities	16.86	16.86
G-04736	Ginger Waldrip	Programming Activities	100.00	100.00
G-04737	AV Cafe Inc	Materials	3,297.11	3,297.11
G-04738	Ingram Library Service	Materials	4,789.76	4,789.76
G-04739	Voss Lighting	Maintenance of Facilities	945.98	945.98
G-04740	Cherokee Building Materials	Maintenance of Facilities	5.60	5.60
G-04741	Cisco-Eagle, Inc.	Supplies	106.25	106.25
G-04742	The Library Store, Inc.	Supplies	262.73	262.73
G-04743	Kricket Rhoads-Connywerdy	Programming Activities	245.00	245.00
G-04744	Oklahoma Museum Network	Programming Activities	225.00	225.00
G-04745	Atlas Business Solutions, Inc.	Automation	4,470.00	4,470.00
G-04746	Home Depot Credit Services	Maintenance of Facilities	16.37	16.37
G-04747	Pauline Rodriguez-Atkins	Travel Expenses	292.51	292.51
G-04748	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-04749	Tracey Thompson	Travel Expenses	383.66	383.66
G-04750	Displays 2 Go	Supplies	205.45	205.45
G-04751	Natasha Corso	Programming Activities	800.00	800.00
G-04752	Southwest Paper - OKC	Maintenance Supplies	342.00	342.00
G-04753	Kimberly Edwards	Travel Expenses	291.37	291.37
G-04754	Heidi Johnson	Supplies	66.73	66.73
G-04755	Kathryn Hatfield	Travel Expenses	509.94	509.94
G-04756	Katrina Prince	Travel Expenses	111.71	
		Memberships	90.00	201.71
G-04757	Dowell Parking Center	Parking	312.00	312.00
G-04758	Carol L. Roberts	Travel Expenses	117.20	117.20
G-04759	Clyde Herrod	Travel Expenses	279.75	279.75
G-04760	Amazon/GE Money Bank	Supplies	45.03	
		Supplies	66.41	111.44
G-04761	Crowe & Dunlevy	Professional Services	152.50	152.50
G-04762	United Parcel Service	Postage	534.47	534.47
G-04763	Devin McGhee	Travel Expenses	261.35	261.35
G-04764	Baker & Taylor Books	Materials	1,027.81	1,027.81
G-04765	Reduxion Theatre	Programming Activities	4,000.00	4,000.00
G-04766	Baker & Taylor Entertainment	Materials	3,763.22	
		Materials	1,094.88	4,858.10
G-04767	Todd Podzemny	Travel Expenses	266.23	266.23
G-04768	Manpower, Inc.	Professional Services	137.26	137.26
G-04769	LaVetta Kinsey Dent	Travel Expenses	287.46	287.46
G-04770	Preston Bell	Transportation	50.00	50.00
G-04771	Univ of OK Press Acct 12974	Books & Materials	79.32	79.32
G-04772	Lisa Hubbert	Programming Activities	240.00	240.00
G-04773	Thomas P. Gallagher	Transportation	25.00	25.00
G-04774	The Great Courses	Materials	185.00	185.00
G-04775	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-04776	Molly Cromer	Programming Activities	130.00	130.00

General Fund F.Y. 13-14

Warrant Register

April 2014

Number	Vendor/Payee	Purpose	Amount	Amount
G-04777	Darrie Breathwit	Travel Expenses	120.00	
		Programming Activities	14.59	134.59
G-04778	Emily Canniff	Travel Expenses	278.33	
		Transportation	12.28	290.61
G-04779	Engineered Equipment Inc.	Maintenance of Facilities	145.08	
		Maintenance of Facilities	1,057.20	1,202.28
G-04780	Jenny Bodenhamer	Travel Expenses	280.39	280.39
G-04781	Oklahoma Heritage Association	Materials	113.75	113.75
G-04782	Rondia K. Banks	Travel Expenses	407.35	407.35
G-04783	Panacean Systems	Professional Services	7,054.94	7,054.94
G-04785	AT&T	Telephone Services	142.11	142.11
G-04786	Morrison Supply Company	Maintenance of Facilities	375.00	375.00
G-04787	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.66	5,013.33
G-04788	Cox Communications, Inc.	Telephone Services	85.46	85.46
G-04789	Bryan's Flooring	Capital Projects	242,303.32	242,303.32
G-04790	Baker & Taylor Books	Materials	1,606.78	
		Materials	2,499.30	
		Materials	1,558.58	
		Materials	3,451.31	
		Materials	3,055.41	
		Materials	8,412.02	
		Materials	8,912.46	29,495.86
G-04791	Baker & Taylor Books	Materials	1,953.24	
		Materials	4,883.78	
		Materials	3,745.58	
		Materials	184.19	10,766.79
G-04792	Baker & Taylor Books	Materials	732.01	732.01
G-04793	Angel Suhrstedt	Travel Expenses	395.04	395.04
G-04794	Brandy Haynes	Programming Activities	100.00	100.00
G-04795	Cisco Systems Capital CRP	Automation Contractual	1,371.51	1,371.51
G-04796	Ray the Painter	Maintenance of Facilities	4,390.00	
		Maintenance of Facilities	2,370.00	6,760.00
G-04797	Emily Williams	Travel Expenses	283.05	
		Transportation	10.98	294.03
G-04798	G4S Secure Solutions	Security Services	8,445.09	8,445.09
G-04799	Lloyd Lovely	Telephone Services	40.00	40.00
G-04800	Rachel Kopchick	Travel Expenses	108.64	108.64
G-04801	Brandon Johnston	Travel Expenses	166.82	166.82
G-04802	Jennifer Pharr Davis	Programming Activities	350.00	350.00
G-04803	Nicoma Park Lumber Co	Maintenance of Facilities	31.50	31.50
G-04804	COTPA-Sheridan & Walker	Parking	1,162.00	
		Parking	2,656.00	3,818.00
G-04805	Aaron Reynolds	Programming Activities	5,551.38	5,551.38
G-04806	4DAT Enterprise	Supplies	214.35	214.35
G-04807	Bradbury Associates LLC	Library-related Services	3,000.00	3,000.00
G-04808	Kiona Millirons	Programming Activities	600.00	600.00
G-04809	Global Industrial Equipment	Supplies	204.86	204.86
G-04810	Baker & Taylor Entertainment	Materials	1,404.73	1,404.73
G-04811	Mackin	Materials	113.75	113.75
G-04812	Sheldon Beach	Travel Expenses	278.33	278.33
G-04813	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00

General Fund F.Y. 13-14

Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-04814	KOCO	Library-related Services	7,470.00	7,470.00
G-04815	Anna Todd	Travel Expenses	409.04	409.04
G-04816	Chris Kennedy	Travel Expenses	524.10	
		Parking	6.00	530.10
G-04817	Knoll, Inc.	Furniture	6,175.44	6,175.44
G-04818	Lindsay Jones Egle	Travel Expenses	383.11	383.11
Total of FY 13-14 Warrants Issued				\$ 2,798,668.90

General Fund F.Y. 12-13

Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
G-06503	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	4,795.00	4,795.00
G-06504	Chase Card Services	Automation	1,115.82	1,115.82
G-06505	Oklahoma State Treasurer	Programming Activities	500.00	500.00
G-06506	Cox Communications, Inc.	Capital Projects	171.81	
		Capital Projects	228.24	400.05
G-06507	CDW Government, Inc.	Automation	87.39	87.39
Total of FY 12-13 Warrants Issued				\$ 6,898.26

Special Funds

Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
S-19669	Lynn M. Martin	Lost & Paid Item Returned	13.95	13.95
S-19670	Oklahoma Tax Commission	Sales Tax Technical & Boo	51.01	51.01
S-19671	Elizabeth L. Kettler	Lost & Paid Item Returned	3.00	3.00
S-19672	Jarmila M. Gayden	Lost & Paid Item Returned	12.00	12.00
S-19673	Kaylea N. Taylor &/or Jeanelle	Lost & Paid Item Returned	25.15	25.15
S-19674	Maria A. Walker	Lost & Paid Item Returned	3.00	3.00
S-19675	Dawnta D. Henderson, Jr &/or	Lost & Paid Item Returned	3.00	3.00
S-19676	Malcolm Stoughtenborough	Lost & Paid Item Returned	26.65	26.65
S-19677	Katelyn A. Lasher	Lost & Paid Item Returned	26.95	26.95
S-19678	Tynisha L. Perkins	Lost & Paid Item Returned	12.95	12.95
S-19679	Sahel Faramarzi &/or Kamran	Lost & Paid Item Returned	3.00	3.00
S-19680	Randi L. Brandt	Lost & Paid Item Returned	3.00	3.00
S-19681	Shelli R. Simmons	Lost & Paid Item Returned	14.50	14.50
S-19682	Jie Wang &/or Jinyo Cai	Lost & Paid Item Returned	3.00	3.00
S-19683	Safia H. Qureshi	Lost & Paid Item Returned	27.05	27.05
S-19684	Oklahoma Tax Commission	Surplus Sales Tax	38.83	38.83
S-19685	Xerox Corp.	Copy fund	4,659.00	
		Copy Fund	4,659.00	9,318.00
S-19686	Oklahoma Tax Commission	Copy Fund	1,046.80	1,046.80
S-19687	Susie Beasley	12/ODL/College Savings	21.43	21.43
S-19688	Global Industrial Equipment	Early Literacy	209.58	209.58
S-19689	Barnes & Noble, Inc.	14/Firends/Come Read W/Me	8,360.40	8,360.40
S-19690	Gregory J Arnold Jr	14/KKF/After School	400.00	400.00
S-19691	Savannah Mitchell	14/KKF/After School	1,200.00	1,200.00
S-19692	Judy K. Maupin	Lost & Paid Item Returned	20.00	20.00
S-19693	Janie E. Baumeister	Lost & Paid Item Returned	3.00	3.00
S-19694	Sharon A. Nolan	Lost & Paid Item Returned	15.95	15.95
S-19695	Alison A. Reynolds	Lost & Paid Item Returned	12.95	12.95
S-19696	Ron Thompson	Lost & Paid Item Returned	3.00	3.00
S-19697	Halli G. Humphrey &/or Kim A	Lost & Paid Item Returned	12.95	12.95
S-19698	Monita K. Jackson	Lost & Paid Item Returned	21.95	21.95
S-19699	Stephanie L. Douglas	Lost & Paid Item Returned	18.30	18.30
S-19700	Jennifer K. Chambers	Lost & Paid Item Returned	9.95	9.95
S-19701	Tracee A. Mathis	Lost & Paid Item Returned	3.00	3.00
S-19702	Melissa A. Blankenship	Lost & Paid Item Returned	75.95	75.95
S-19703	Diann Horton	Lost & Paid Item Returned	9.20	9.20
S-19704	Michael R. Morel	Lost & Paid Item Returned	21.95	21.95
S-19705	Rita A. Bollinger	Lost & Paid Item Returned	3.00	3.00
S-19706	Searra A Howe	Lost & Paid Item Returned	14.85	14.85
S-19707	Susannah Rankin	Lost & Paid Item Returned	10.95	10.95
S-19708	Diana Cecilia Rodriguez	Lost & Paid Item Returned	6.35	6.35
S-19709	Sandra K. McElfresh	Lost & Paid Item Returned	5.00	5.00
S-19710	Melissa S. Smith	Lost & Paid Item Returned	3.00	3.00
S-19711	Raymond J. Rudebock	Lost & Paid Item Returned	55.60	55.60
S-19712	Melissa D. Fox	Lost & Paid Item Returned	17.75	17.75
S-19713	San Diego State University	Books Lost Account	45.00	45.00
S-19714	Xerox Corp.	Copy Fund	7,010.00	7,010.00
S-19715	Standley Systems	Copier Maintenance	6.38	6.38
S-19716	ImageNet Consulting, LLC	Copier Maintenance	149.17	149.17
S-19717	Chase Card Services	LET Young Professionals	17.49	17.49
S-19718	Chase Card Services	Fines Account	180.20	180.20
S-19719	Esther C. Kim &/or Amy C. Kim	Lost & Paid Item Returned	3.00	3.00

Special Funds

Warrant Register

April 2014

Number	Vendor/Payee	Purpose		Amount
S-19720	Heather E. Nearman	Lost & Paid Item Returned	41.95	41.95
S-19721	Rachel G. Sine	Lost & Paid Item Returned	3.00	3.00
S-19722	Josie M. Newman &/or Shane G.	Lost & Paid Item Returned	21.90	21.90
S-19723	Larry R. Wingate	Lost & Paid Item Returned	3.00	3.00
S-19724	Nour Tafish &/or Shaimaa	Lost & Paid Item Returned	3.00	3.00
S-19725	Carson Cooper &/or Lauren	Lost & Paid Item Returned	3.00	3.00
S-19726	Ricardo D. Guerra &/or Ricardo	Lost & Paid Item Returned	3.00	3.00
S-19727	Marianne I Bacharach	Lost & Paid Item Returned	3.95	3.95
S-19728	Gavin L. Gibson &/or Cicely	Lost & Paid Item Returned	3.00	3.00
S-19729	Ashley L. Schlesinger	Lost & Paid Item Returned	36.10	36.10
S-19730	William J. Clayburn	Lost & Paid Item Returned	3.00	3.00
S-19731	Julie A Partin	Lost & Paid Item Returned	3.00	3.00
S-19732	Metropolitan Library System	Transfer of Fines & Fees	47,000.00	47,000.00
S-19733	Shauna Leonard	12/ODL/COLLEGE Savings	57.25	57.25
S-19734	Deli Partners of Little Rock	14/Friends/Our World	102.00	102.00
S-19735	Comfort Inn @ Founders Towers	14/Friends/Our World	414.00	414.00
S-19736	Scott Delsigne	14/KKF/After School	400.00	400.00
S-19737	Amena Butler	14/KKF/After School	400.00	400.00
S-19738	Savannah Mitchell	14/KKF/After School	1,200.00	1,200.00
S-19739	Patrick D. Cory	Lost & Paid Item Returned	4.95	4.95
S-19740	Wesley J. Day	Lost & Paid Item Returned	3.00	3.00
S-19741	Tulsa City/County Library	Books Lost Account	21.00	21.00
S-19742	Olivia SL McDaniel &/or Devon	Lost & Paid Item Returned	3.00	3.00
S-19743	Jillian C. Vaught	Lost & Paid Item Returned	17.65	17.65
S-19744	Abilene Public Library	Books Lost Account	17.95	17.95
S-19745	Brooke J. McEwen	Lost & Paid Item Returned	26.95	26.95
S-19746	Arynn S. Church &/or Wanda J	Lost & Paid Item Returned	3.00	3.00
S-19747	Slaymon, Paulina R	Lost & Paid Item Returned	3.00	3.00
S-19748	Shawna B Schrag	Lost & Paid Item Returned	3.00	3.00
S-19749	Becky R Vanausdle	Lost & Paid Item Returned	11.95	11.95
S-19750	Sojung Kim	Lost & Paid Item Returned	11.95	11.95
S-19751	Deneen Rhone-Dunn	Lost & Paid Item Returned	9.85	9.85
S-19752	Aleasha K Jefferson	Lost & Paid Item Returned	4.55	4.55
S-19753	Latoya M Hill	Lost & Paid Item Returned	61.75	61.75
S-19754	Velma L Hernandez	Lost & Paid Item Returned	3.00	3.00
S-19755	Amazon/GE Money Bank	ODL Early Literacy	27.31	27.31
S-19756	Hobby Lobby	12/LET/Aviation	179.55	179.55
S-19757	Kricket Rhoads-Connywerdy	14/Friends/Our World	1,200.00	1,200.00
S-19758	Kevin Connywerdy	14/Friends/Our World	1,200.00	1,200.00
S-19759	Leslie Deer	14/Friends/Our World	1,200.00	1,200.00
S-19760	Zack T. Morris	14/Friends/Our World	1,200.00	1,200.00
S-19761	John G Hamilton	14/Friends/Our World	1,200.00	1,200.00
S-19762	Hachette Book Group	Friends Come Read With Me	1,620.00	1,620.00
S-19763	The University of Oklahoma	14/Friends/Summer @ Libra	98.00	98.00
S-19764	Scott Delsigne	14/KKF/After School	400.00	400.00
S-19765	Amena Butler	14/KKF/After School	400.00	400.00
S-19766	Savannah Mitchell	14/KKF/After School	600.00	600.00
Total of Special Funds Warrants Issued				\$ 87,811.70

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

5-9-14
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

5-9-14
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: SECURE CASE DVD CASES

Provided for in the annual budget is the continuous requirement for technical processing supplies including DVD cases.

Specifications were prepared and the bid was advertised for two days in The Oklahoman. A pre-bid meeting was scheduled on April 24, 2014. No vendors attended.

Bids were received and publicly opened on May 6, 2014. Four vendors responded.

Secure Case DVD Cases	
Vendor	Bid
Brodart	0.79
Demco	0.82
Bayscan Technologies	0.89
Business Services	2.59

RECOMMENDATION:

That the Commission award the contract for the Secure Case DVD's to Brodart for \$0.79 each. Funding for these purchases will be provided for in the FY 2014-2015 budget, account 303. This is a new 3 year contract with the 1st payment to be made after July 1.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: TWO RING DISC BINDERS

Provided for in the annual budget is the continuous requirement for technical processing supplies including two ring DVD disc binders.

Specifications were prepared and the bid was advertised for two days in The Oklahoman. A pre-bid meeting was scheduled on April 22, 2014. No vendors attended.

Bids were received and publicly opened on May 1, 2014. Four vendors responded.

Two Ring Disc Binders	
Vendor	Bid
The Library Store	2.15
Brodart	2.53
Accurate Forms & Supplies	2.75
Vernon	3.48

RECOMMENDATION:

That the Commission award the contract for the two ring DVD disc binders to The Library Store for \$2.15 each. Funding for these purchases will be provided for in the FY 2014-2015 budget, account 303. This is a new 3 year contract with the 1st payment to be made after July 1.

METROPOLITAN LIBRARY SYSTEM TRANSFER OF FUNDS

This year's budget did not account for a contractual price increase of two percent in the Almonte rent. (Note: Oklahoma City actually reimburses the Library for this rent, so this is merely a flow-through item).

Additional Appropriations

		<u>Additional Needed</u>	<u>Account's New Total</u>
Account 205	Rent of Library Buildings	\$2,000.00	\$91,175.00

Canceled Appropriations

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 208	Maintenance of Facilities	\$2,000.00	\$598,156.00

Commission Action

That the Library Commission approve the transfer of funds as requested above.

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

EXECUTIVE DIRECTOR SEARCH COMMITTEE

Monday, April 28, 2014 3:00 p.m
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County February 7, 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 April 24, 2014, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Hugh Rice, Chair
Nancy Anthony
Cynthia Friedemann
Jose Jimenez
Susan Tucker
Karen Mariott (non-voting)
Kelley Hoffman (non-voting) *in place of Lori Piccolo*

ESTIMATE OF OTHERS PRESENT: 3

I. The meeting was called to order at 3:04 p.m. by Mr. Hugh Rice, Chair.

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

II. Mr. Rice and the other Executive Director Search Committee members re-introduced themselves to Bradbury Associates; Mrs. Jobeth Bradbury and Mr. Dan Bradbury.

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

Item A: Confirm Structure for the Search

The committee discussed the structure for the Executive Director search. The consensus is that the committee will be responsible for narrowing down the candidates to three to four finalists. Once the finalists have been identified, they will participate in a two day final interview process on site. The final interview process will include staff meetings, a public forum, and an informal reception. The public forum and reception will give the full commission the opportunity to interact with the selected final candidates. Feedback forms will also be made available during this time. This will give staff, commission and public the opportunity to rank the finalists. In addition, commission members receive notice and may attend any of open meetings of the Search Committee. The two day interview process will conclude with a final interview with the Search Committee. Once the interviews are completed, and the committee makes its selection, the committee would authorize Bradbury Associates to extend an offer to the candidate. The offer will be contingent upon a background investigation, and final approval by the full commission. The candidate will have 36 hours to respond, once the offer is extended.

Item B: Confirm Tentative Schedule for Search Consultants Work: Review the proposed search schedule and process

The committee discussed the draft schedule of the Executive Director Search, provided by Bradbury Associates. Bradbury recommended the Commission hold a special meeting prior to the regularly scheduled commission meeting in October, for the sole purpose of reviewing and approving the final candidate. Discussion followed. Revisions were made to the schedule and the revised schedule is attached.

Item C: Marketing Plan: Share marketing/advertising plan

Bradbury Associates provided copies of the Marketing plan for the Search (see attached). If anyone has additions to the list, please let Bradbury know.

Item D: Identification of Key Attributes: Report of group assessment from the attribute survey as well as challenges and desired results.

Bradbury provided a summary of the top attributes as ranked by the commission in a recent survey conducted (See Attached). Approximately 13 commissioners completed the survey to date. The information collected as well as information from staff will be used in the search process.

Item E: Job Advertisement/Announcement: Review of basic elements of the job ad/announcement – including starting salary range and closing date. Establish deadline and final input for announcement approval.

After the current visit, Bradbury's goal is to have the final announcement approved by the Search Committee on May 16. The recruitment and application process will take place

May 17 through August 16. Once the application process is closed on August 16, all candidate documents will be uploaded to a dropbox for the Search Committee to access and review. Bradbury will conduct phone conversations with applicants August 20, and then meet again with the Search Committee on August 27. At that time, the Search Committee will narrow down the candidates to approximately 6 – 8 semi-finalists. Once the semi-finalists have been selected, the Search Committee will conduct Skype Interviews with the semi-finalists and select 3 to 4 finalists.

The starting salary range was reviewed and discussed. The consensus of the Committee is to set the starting salary range at \$135,000 to \$165,000. The allotted monthly car allowance is in addition to the salary range, which is an added benefit for the Executive Director.

Item F: Staff Meetings/Other Input: Discussion of purpose and general feedback from staff meetings.

In addition to the current on-site meetings with staff, Bradbury will be sending out an email to all staff for input regarding the Executive Director Search process. This information along with the attribute survey completed by Commission will be used for the process.

Item G: Confidentiality: Reach consensus on the confidentiality of the applications under Oklahoma open meetings/records law

The consensus of the committee is that the identity of the candidates remain confidential until the finalists have been selected.

IV. Mr. Rice called for any additional items to be discussed. There were none. The meeting was adjourned at 4:24 p.m.



Maria Watkins,
Executive Assistant

SEARCH SCHEDULE (REVISED APRIL 2014)

EXECUTIVE DIRECTOR SEARCH TIMELINE - METROPOLITAN LIBRARY SYSTEM (OK)

The following timeline represents an illustrative search schedule based on beginning June 2014. The actual target dates will be determined and approved by the Metropolitan Library System Search Committee. This will be one of our major discussion items when we meet April 28.

Activity	Target Date:
Consultants make first visit to Oklahoma City; meet with Search Committee and staff; tour the libraries & communities; establish definitive work schedule and marketing plan	April 28, 29 2014
Advertisement is approved by Search Committee	May 16 2014
Post ads, actively recruit candidate pool	May 17-August 16 2014
Applications Close	August 16 2014
All candidate documents sent to Search Committee	August 17 2014
All pre-screening interviews (by consultants) completed	August 20 2014
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists	August 27 2014 3pm-5pm
Semi-final Interviews on Site or via Skype	September 10 & 11 2014 Times TBD
Reference Reports to Search Committee	September 21 2014
Final Interviews on Site	September 23 & 24 2014
Negotiations Completed; Commission Meeting	October 9 2014
New Director Start Date	TBD

Marketing Plan-Metropolitan Library System (OK) 2014

LOCAL, REGIONAL SITES:

Oklahoma Library Association - listserv
ODL (Oklahoma Department of Libraries) Jobline
Metropolitan Library System website
Univ of Oklahoma listserv

GENERAL LIBRARY SITES:

ALISJOBS
AMERICAN LIBRARIES JOBLIST
APALA-L (Asian Pacific Americans Library Association)
ARSL LIST
ASCLA
BRADBURY ASSOCIATES WEBSITE
BRANCH COORDINATORS LIST
CALA (Chinese Americans Library Association)
CENTRAL BRANCH MANAGERS LIST
LIBGIG (I NEED A LIBRARY JOB NATIONAL LIST)
LIBJOBS
MADLISJOBS
NEW LIBRARIANS LIST
PUBLIB
REFORMA (Latino Caucus)
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DELAWARE LIBRARY ASSOCIATION
INDIANA LIBRARY ASSOCIATION
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ISLMANET (ILLINOIS)
KANSAS LIBRARY ASSOCIATION JOBLINE
KENTUCKY LIBRARY ASSOCIATION JOBLINE
MARYLAND LIBRARY ASSOCIATION
MICHIGAN LIBRARIES LISTSERV
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MISSOURI PUBLIC LIBRARY DIRECTOR'S LISTSERV
MOUNTAIN PLAINS LIBRARY ASSOCIATION
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NEW MEXICO LIBRARY ASSOCIATION LISTSERV
OHIO LIBRARY JOBLINE
PACIFIC NORTHWEST LIBRARY ASSOCIATION
PENNSYLVANIA LIBRARY ASSOCIATION JOBLINE

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VIRGINIA LIBRARY ASSOCIATION

LIBRARY SCHOOLS

DREXEL UNIVERSITY COLLEGE OF INFO SCIENCE AND TECHNOLOGY
ILLINOIS GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE
KENT STATE list serv only; no job link
LSU SLIS Joblist
RUTGERS
SIMMONS
UNIV. OF ALBANY -SUNY LISTSERV
UNIV. OF INDIANA
UNIV. OF MI
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UNIV. OF WISCONSIN LIBRARY SCHOOL

METROPOLITAN LIBRARY SYSTEM-APRIL 2014

EXECUTIVE DIRECTOR ATTRIBUTES, SKILLS AND ABILITIES SUMMARY

TOP ATTRIBUTES AS RANKED BY THE COMMISSION

Works strategically with local govt, organizations, agencies and communities to enhance library services – 8

Excellent interpersonal skills - 6

Good listener/responsive to needs & concerns of staff, customers, and communities – 6

Visionary leader; creative and innovative – 6

Experience working in a multi-branch system serving distinct and diverse communities – 5

Articulate communicator/dynamic presence – 4

Success working with a governing Library Commission or Board - 4

Prior experience as a director - 4

Skilled leading a diverse team of highly talented professionals-in interpreting policy to achieve high standards and setting and meeting goals – 3.5

Experience developing an annual budget proposal linked to commission policies and priorities - 3

Ability to foster team environment; coaching and leadership development skills - 3

Ability to address conflicting goals and build consensus – 2.5

Experience providing analysis and advice in developing policies and procedures - 2

Strategic planning experience – 2

Awareness of issues important to library staff

Ability to create a shared vision of excellent library services

Success in promoting library services to its communities

High energy; enthusiastic

Strong record of support for the Library Bill of Rights/issues of censorship

Willingness to challenge status quo to initiate change

What are the key personal and professional qualifications (i.e. training, education, experience, etc.) that you would like to see in the next Executive Director?

- Top level training, experience and education in working with a large public library system
- Having served as an executive director
- They need experience with larger system...if not directing, in a deputy role
- It would be nice if the director possessed an MBA
- Education and experience working in a high level position at a library
- The Executive Director is required to have a Master's Degree in Library Science. It would be to the advantage of Oklahoma County if the individual had experience in leading a Library System with a similar size and population as the Oklahoma County Metropolitan Library System. The director would need to have strong administrative skills.
- Experience -- working with large staff and multiple branches
- Prior experience in a large, urban, multi-branch system
- Evidence of leadership and policy development and implementation
- Strong budget and finance experience
- Work experience in a library system is key with commensurate education/training
- Someone highly enthusiastic about the mission of the MLS in all environments; i.e. system, Commission, community, stakeholders
- Dynamic leadership traits that challenges and motivates others; Needs to be energetic and enthusiastic as well as need to display quality leadership skills
- Developing a strategic plan that involves all stakeholders
- Their ability to lead from the balcony should be very helpful to their success
- Excellent interpersonal skills that should be utilized in a positive manner to maintain a cohesion within the library system
- Interpersonal and communication skills to work with staff, the commission, endowment trust, friends and govt and community agencies
- Leadership skills to inspire teamwork in moving toward the vision and resolving conflicts
- I feel the next director should have strong experience working with diverse groups and present themselves well to the public.
- Should be well-known and well-respected among professional library organizations; Respect of peers
- Energy and stability to be able to lead a large, diverse Commission as well as an even larger and more diverse public
- Have lived in the community or one similar for an easier transition if the new Director did not have to adjust to a new "climate" both literally and figuratively
- Vision of how the library can best continue to impact the community

- Willingness to innovate to achieve the vision while assimilating and respecting “lessons learned” from the past
- Knowledge of our library system, national library issues and how MLS fits into the community to shape its future
- A strong leader who is inclusive, not exclusive-and with conflict resolving strengths

What are the top three challenges facing MLS?

- The changing demographics of the geographic area requires a sensitive and appropriate response to the needs of this diversity. The Spanish speaking population in OK is growing but they are not being specifically targeted in library programs
- The library advertises itself as a “safe place” for school age children after school. But we are hiring guards rather than establishing an environment where these unsupervised students can help, learn, be entertained even for 15 minutes when they “hang out” on library property after school. Children who don’t have safe home environments should also be encouraged to “live” at the library during scheduled hours of operation.
- The world has gone electronic. The library needs to offer more technical advice to current patrons on downloading books to borrowed devices and home computers as well as hand held devices. There should be an electronic “desk” not just one person at each library who can walk patrons through getting into the mode of 2014 and on. Since the library is anxious to encourage more “senior” usage, every person employed in every library should know how to teach and demonstrate new technology.
- We should not face a lawsuit whenever an employee is terminated. There is something wrong with either with our contracts or our supervising. When complaints at one branch seem to be statistically out of proportion to another, we need to be vigilant in assessing the problem and closely monitoring the personnel and policies. There seem to be some serious “holes” in supervision of some of the operations.
- Parking at the Downtown Library and at most of the branches is an ongoing challenge facing the Metropolitan Library System.
- Revenue—Metropolitan Library System is in strong shape financially, and we need to plan ahead to remain financially sound.
- Staying on top of technological advances; Dedication to updated technology
- Leadership
- Diverse and cumbersome governance structure; Meeting the public’s expectations
- Adapting to change in library usage; e-services; Transitioning from physical to electronic media culture
- Keeping up with community library needs-evolving use of technology and social media
- Promote library services to a diverse community
- Work effectively with local government and organizations for enhancement of the library
- Promotion/education/communication of library resources to the public, and particularly children.

- Continuation of physical expansion in appropriate locations to meet public needs
- Infrastructure maintenance
- Growth
- Dependence on state funds
- Continuing changes; forecasting changes
- Vision toward future
- Using our resources to reach underserved populations and areas
- Hiring and retaining the best possible staff-salary, benefits, "family" culture
- Overcoming public perception that the library is rich-reserves for late receipt of ad valorem, future buildings and expansion, etc.
- How to remain relevant with the changes in technology while providing reading materials of all kinds
- Communicating to the public all of the services libraries have.
- Keeping our politicians engaged in the importance of libraries to our community.
- Alternate means of access to materials
- The two newest libraries have shown us growth potential into new communities.
- We would benefit from a director with experience in urban library development and innovations
- Succession planning, expansion of leadership model that engages branches dynamically

What would you like the next Executive Director to focus on accomplishing during the first twelve (12) months?

- The new ED has a hard act to follow. Donna has led the library to great growth without much controversy. I would like to see the new leader continue to be open and enthusiastic and to work with other organizations, both private and public, to educate the public about what the library has to offer and how vital libraries are to the community. Some of our public schools are not succeeding as they should; the public needs to know that the library is an excellent educational, informational and research tool, vital to the growth of the area. EVERYONE should have a library card and find something compelling in his local library. The Thunder has united Oklahomans in pride and enthusiasm. It's glory can be shared by our library system.
- Become familiar w/the system/community
- They need to be responsive to the needs and concerns of staff, customers, and communities.
- Developing a strong sense of commitment within all of the staff by being inclusive in problem solving at all levels of the job.
- Develop a new improved strategic planning process
- Developing staff relationships, listening to staff needs and ideas, bonding with them
- Positioning their role in the community as an active advocate for the system.
- Developing teams to implement new services
- Develop staff leadership team

- Articulate a vision for service
- Networking and building relationships in all environments; i.e. system (employees/staff at all branches), Commission, community, stakeholders
- Becoming familiar with our organization, etc.; Understanding MLS and its branches
- Establish a positive working relationship with all staff, commission and community
- Developing a strategic plan-both short term and long term
- Learning about MLS and the wonderful resources we have in staff, facilities, materials and supporters, and bringing a fresh point of view to helping MLS achieve its potential
- Since no director will be strong in all areas; perhaps, the first year would be a good time to address weaknesses
- Develop goals & strategies to promote library resources, focused on targeting younger generation
- Evaluation of processes, staff, services, etc. from fresh set of eyes
- It will be important to become familiar with Administrative Team and with the staff.
- It will be critical to meet and to work strategically with the City Council, Friends and the Library Endowment Trust and Library Commission.

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

Amended Capitol Hill Library Project Agreement

The Metropolitan Library System and the City of Oklahoma City are continuing to work on the Capitol Hill Library Project which is part of the Oklahoma City General Obligation Bond Packages of 2000 and 2007.

As you might recall, late last year, when the Project Architects submitted their draft programming report, it included a probable cost estimate which exceeded the budget at that time.

As part of securing additional funds, on April 23, 2014, the Downtown/MAPS Tax Increment Financing Review Committee recommended the approval of \$1,160,000.00 in additional funding for the Capitol Hill Library Project. This means that the MLS contribution to the project should be increased, in keeping with our past project and as funds allow, in proportion to the increase from the city of Oklahoma City. Details of the increased amounts are included in the proposed amendment.

Therefore, Exhibit A to the original Agreement is amended as described in the attached document.

Funding for the additional support described in the attached amendment is included in the existing 2013-2014 450 account.

Administrative Recommendation for Commission Action

Approve the Amendment to the Capitol Hill Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County.

AMENDMENT

Deleted: EXHIBIT A¶

Field Code Changed

This Amendment is made this _____ day of _____, 2014, by and between the City of Oklahoma City (the “City”), and Metropolitan Library System of Oklahoma County (“MLS”) to the Capitol Hill Library Project Agreement dated June 18th, 2013 (“Agreement”) between the City and MLS.

All terms, conditions and/or provisions set forth herein below in this Amendment shall govern and control over any conflicting or inconsistent term, condition and/or provision contained in the Agreement.

WHEREAS, on April 23, 2014, the Downtown / Maps Tax Increment Financing Review Committee recommended the approval of \$1,160,000.00 for the funding of the Capitol Hill Library project;

NOW, THEREFORE, Exhibit A to the Agreement is hereby amended to read as follows:

METROPOLITAN LIBRARY COMMISSION FUNDING SCHEDULE PROJECT NO. MB-0787 CAPITOL HILL LIBRARY PROJECT

Under the terms of this Agreement, MLS agrees to provide to the City funding up to \$1,488,000.00, (an increase of \$398,000.00) as described below:

Deleted: 1,090,000.00

- A. An amount up to but not exceeding \$337,000.00, (An increase of \$90,000.00)

Deleted: 247,000.00

for Architectural, Engineering, and Consulting services required for the Capitol Hill Library Project.

- B. An amount up to but not exceeding \$56,000.00, (An increase of 13,000.00) for

Deleted: 43,000.00

design work associated with the FF&E to be purchased directly by MLS for the Capitol Hill Library Project.

- C. An amount up to but not exceeding \$995,000.00, (An increase of \$195,000.00)

Deleted: 800,000.00

to supplement construction funding for the Project. It is the intent of the parties hereto that the City’s General Obligation Bonds shall be fully expended towards to the Project prior to MLS becoming obligated to fund any portion of the \$995,000.00, described herein.

Deleted: 800,000.00

- D. An amount up to but not exceeding \$100,000 (An increase of \$100,000.00) to supplement construction contingency funding for the Project. It is the intent of the parties hereto that the City's General Obligation Bonds shall be fully expended towards to the Project prior to MLS becoming obligated to fund any portion of the \$100,000.00 described herein.
- E. None of the funds provided in this agreement shall be used by the City for the selection, procurement, fabrication or installation of "public art" as defined by the City's Public Art Ordinance. Additionally, none of these funds shall be used for the calculation of the estimated construction cost by this same Ordinance.
- F. Upon Project Final Acceptance, should there be improvements or fixtures yet to be performed or provided by the contractor, then the City and MLS may agree in lieu of pursuing completion from the contractor, the City may return MLS construction funds to the MLS in an amount equal to the cost of completing such improvements or providing such fixtures. The Director of MLS and the Public Works Director are authorized to approve an agreement indicating the amount and return of MLS construction funds. These monies cannot exceed the MLS construction contribution identified in and Exhibit "A" and the improvements or fixtures. The MLS shall provide the City with indication that the funds were used for the improvements or fixtures.

IN WITNESS WHEREOF, the Metropolitan Library System adopts and
approves this Amendment this _____ day of _____, 2014.

Metropolitan Library Commission

Chair

ATTEST:

MLC Secretary

IN WITNESS WHEREOF, The City of Oklahoma City adopts and approves this
Amendment this _____ day of _____, 2014.

The City of Oklahoma City

Mayor

ATTEST:

City Clerk

Reviewed for form and legality this _____ day of _____, 2014.

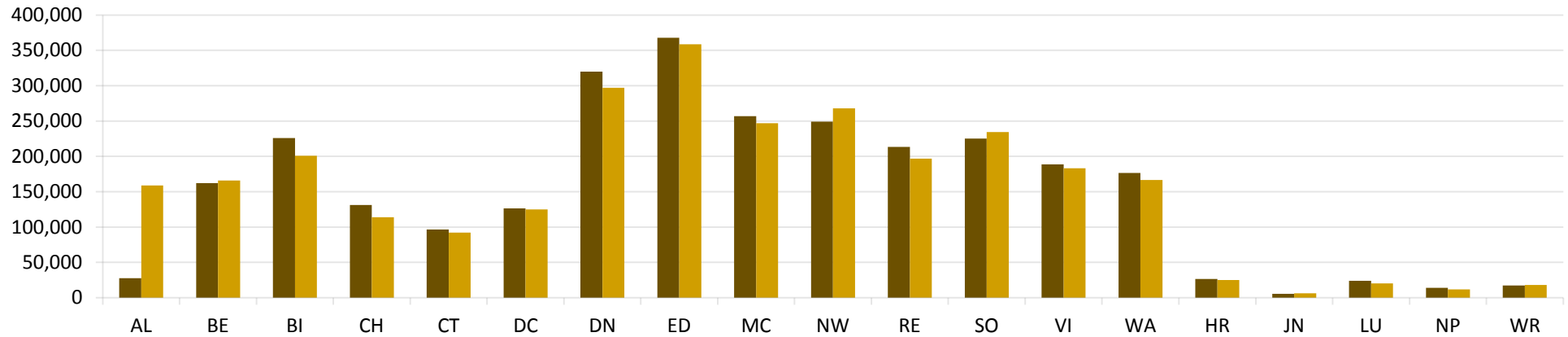
Assistant Municipal Counselor

Library Visits Report

System Summary

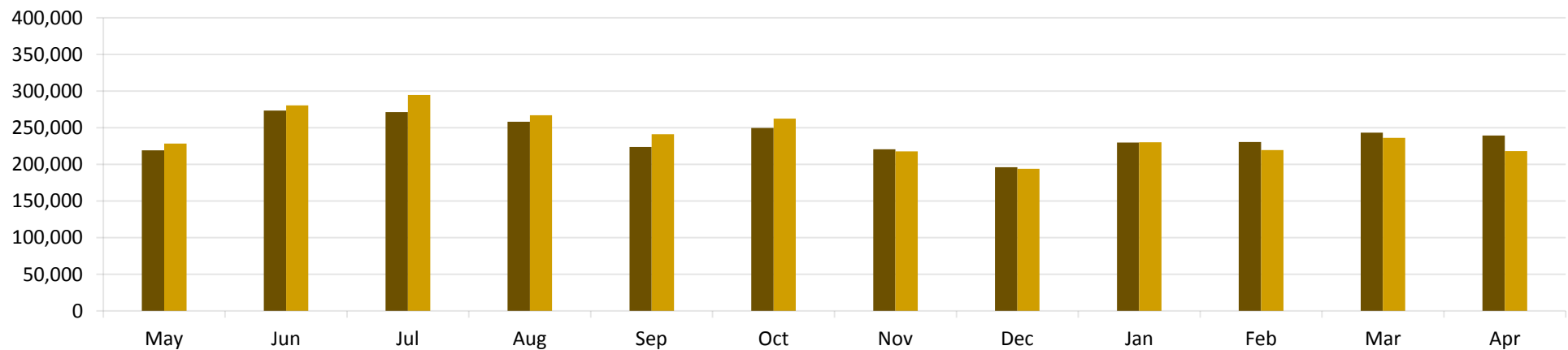
Visits by Library

■ May 1, 2012 - April 30, 2013 ■ May 1, 2013 - April 30, 2014



Visits by Month

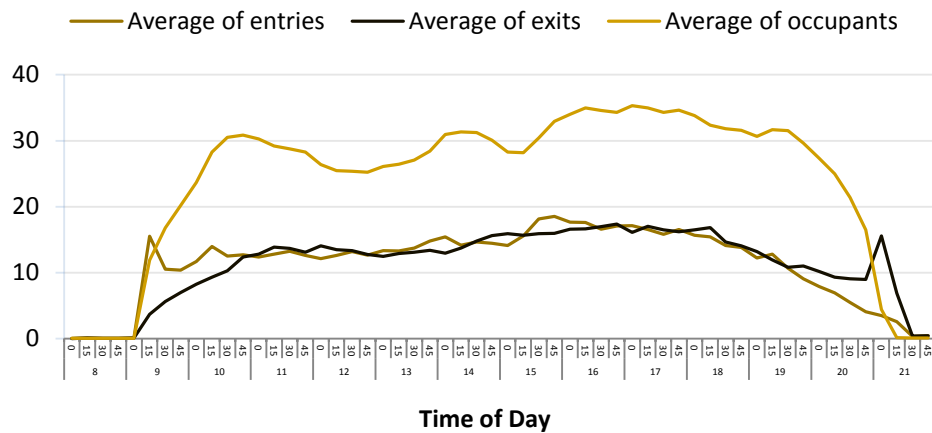
■ May 1, 2012 - April 30, 2013 ■ May 1, 2013 - April 30, 2014



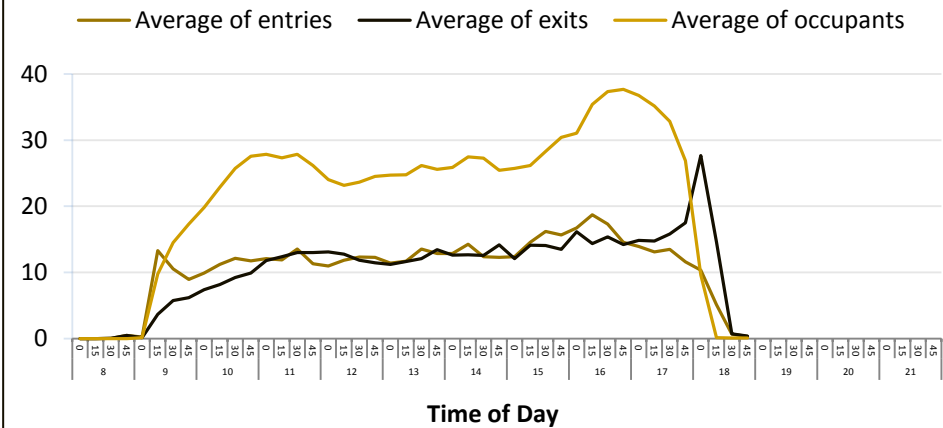
Library Visits Report

Visits Profile: VI

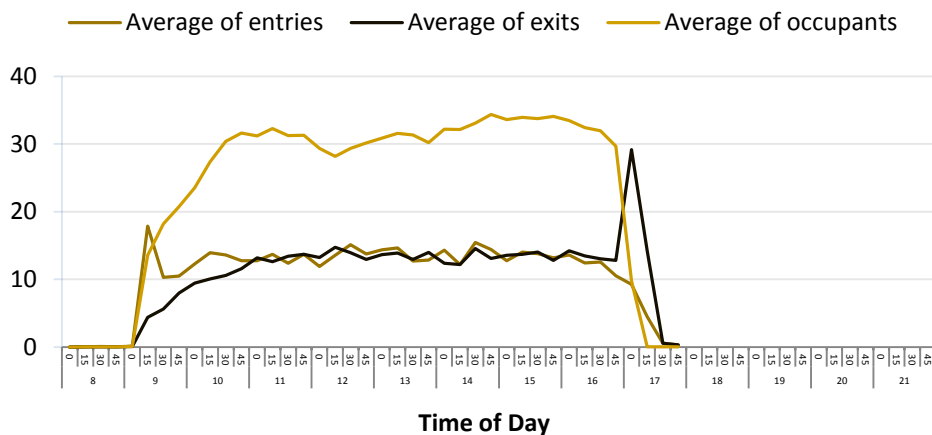
Monday - Thursday
(Trailing Twelve Months)



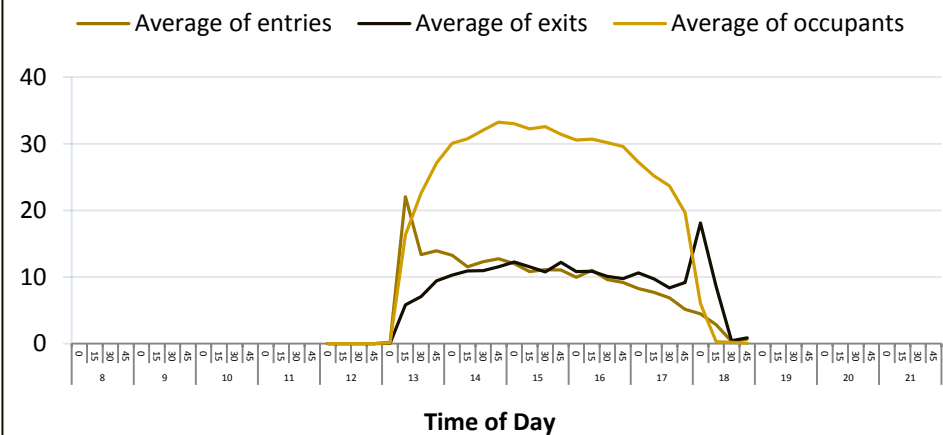
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2013 - April 30, 2014 (83.33% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
AL	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	27,864
	FY14	14,363	13,775	13,270	15,523	13,233	12,616	13,880	13,480	13,045	12,256	-	-	135,441
	%								94.6%	30.1%	12.3%			
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	186,368
	FY14	18,988	20,140	18,240	18,111	15,663	13,100	16,238	15,963	17,911	18,571	-	-	172,924
	%	-3.5%	-1.8%	-8.1%	-8.4%	-11.6%	-17.0%	-15.1%	-10.1%	-7.3%	10.1%			-7.2%
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	133,551
	FY14	17,748	15,357	13,770	15,150	12,067	10,275	12,533	12,095	13,137	12,994	-	-	135,125
	%	8.2%	5.3%	7.4%	10.1%	-4.4%	-11.1%	-4.3%	-0.1%	-1.8%	-1.7%			1.2%
CH	FY13	11,751	12,690	13,965	11,278	10,524	8,748	9,596	9,763	9,781	10,306	9,504	10,486	108,403
	FY14	10,265	9,942	9,542	11,202	8,857	7,075	8,283	8,811	9,954	9,837	-	-	93,768
	%	-12.7%	-21.7%	-31.7%	-0.7%	-15.8%	-19.1%	-13.7%	-9.8%	1.8%	-4.5%			-13.5%
CT	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	7,761	7,993	8,308	6,190	9,268	78,982
	FY14	9,711	8,344	7,497	8,867	6,859	5,838	7,545	6,697	7,167	8,017	-	-	76,541
	%	5.9%	1.7%	0.3%	3.9%	-6.2%	-11.7%	-1.0%	-13.7%	-10.3%	-3.5%			-3.1%
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	103,286
	FY14	12,801	11,342	10,424	11,046	9,012	8,329	9,575	8,921	9,947	10,032	-	-	101,428
	%	4.1%	0.9%	2.6%	-0.5%	-7.8%	-2.0%	0.2%	-8.8%	-2.6%	-6.0%			-1.8%
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	269,301
	FY14	30,922	30,590	26,694	29,039	24,755	24,746	26,112	24,014	22,030	2,484	-	-	241,385
	%	8.9%	3.8%	-0.9%	4.4%	-1.9%	3.4%	-5.0%	-9.1%	-17.8%	-90.7%			-10.4%
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	298,871
	FY14	38,981	31,594	29,473	30,411	26,167	22,039	27,066	25,677	29,000	27,905	-	-	288,313
	%	2.0%	-4.3%	-0.8%	-1.1%	-3.7%	-7.2%	-6.8%	-8.5%	-2.4%	-5.2%			-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	210,986
	FY14	24,588	22,569	20,176	21,747	18,136	16,021	20,325	18,592	21,418	21,224	-	-	204,795
	%	-1.8%	-6.8%	-2.4%	-6.2%	-11.7%	-8.8%	0.4%	-2.4%	2.4%	8.4%			-2.9%
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	213,935
	FY14	28,307	24,059	21,973	23,019	20,073	17,296	20,858	19,835	22,448	21,856	-	-	219,724
	%	6.6%	7.6%	3.7%	2.7%	1.8%	1.6%	-0.1%	-3.9%	3.2%	2.0%			2.7%

Library Visits Report

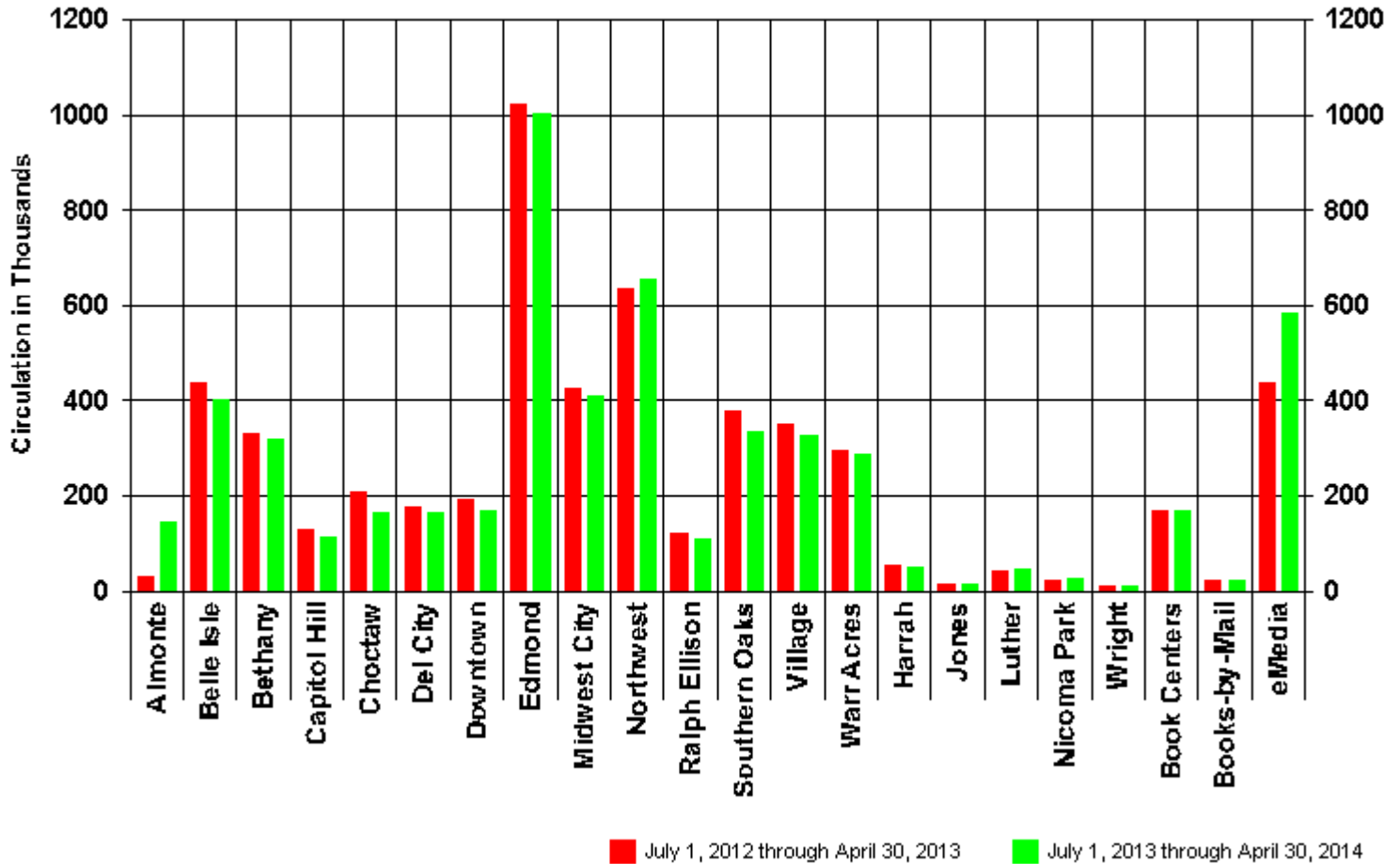
Data

July 1, 2013 - April 30, 2014 (83.33% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
RE	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	18,764	179,913
	FY14	22,402	17,426	13,901	18,211	14,196	13,503	14,994	14,722	15,745	17,515	-	-	162,614
	%	15.5%	-9.9%	-14.4%	-10.2%	-14.7%	-10.3%	-13.8%	-22.5%	-15.7%	-2.0%			-9.6%
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	184,762
	FY14	22,592	21,941	20,779	21,765	17,907	15,097	18,307	17,178	19,164	19,500	-	-	194,228
	%	4.1%	4.5%	169.4%	1.0%	-5.8%	-13.5%	-11.4%	-6.6%	2.7%	4.8%			5.1%
VI	FY13	18,823	17,358	15,621	16,034	13,878	12,021	14,660	14,919	15,198	14,703	15,261	17,268	153,215
	FY14	19,298	17,254	15,390	16,195	13,226	11,223	14,075	13,727	15,244	14,959	-	-	150,591
	%	2.5%	-0.6%	-1.5%	1.0%	-4.7%	-6.6%	-4.0%	-8.0%	0.3%	1.7%			-1.7%
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	143,130
	FY14	17,109	15,682	13,804	14,765	11,329	11,185	13,155	13,451	12,857	13,746	-	-	137,082
	%	2.4%	-3.9%	-6.6%	-5.8%	-16.1%	-4.8%	-2.1%	1.0%	-6.9%	-0.7%			-4.2%
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	21,289
	FY14	1,959	2,102	2,240	2,200	1,926	1,740	2,024	1,980	2,230	2,318	-	-	20,718
	%	-2.6%	-8.4%	2.1%	-4.8%	-1.7%	-3.1%	-6.0%	-7.9%	-3.3%	9.4%			-2.7%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	4,737
	FY14	480	455	447	882	474	515	516	443	480	497	-	-	5,190
	%	-4.1%	-5.7%	8.6%	66.9%	22.9%	42.1%	11.9%	-20.7%	-16.1%	5.2%			9.6%
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	19,443
	FY14	1,953	2,031	1,721	1,831	1,544	1,353	1,613	1,325	1,518	1,604	-	-	16,493
	%	-5.7%	-18.4%	-12.8%	-3.2%	-17.1%	-19.9%	-8.8%	-22.8%	-18.6%	-24.1%			-15.2%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	10,775
	FY14	1,023	949	885	878	716	570	968	853	991	1,204	-	-	9,036
	%	-30.9%	-27.3%	-10.3%	-18.0%	-27.7%	-38.1%	-9.6%	-14.6%	-3.6%	30.3%			-16.1%
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	14,695
	FY14	1,326	1,384	1,156	1,637	1,547	1,414	1,977	1,691	1,831	1,608	-	-	15,572
	%	3.3%	-8.3%	-2.6%	-2.8%	-16.3%	-13.1%	31.8%	20.3%	26.1%	34.2%			6.0%
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	2,363,506
	FY14	294,815	266,935	241,378	262,478	217,687	193,934	230,043	219,456	236,117	218,127	-	-	2,380,969
	%	8.6%	3.3%	7.8%	5.1%	-1.4%	-1.1%	0.1%	-4.9%	-3.0%	-8.9%			0.7%

Circulation Gains and Losses

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)



Circulation Gains and Losses

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

APRIL 30, 2014		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE YEAR	TOTAL MONTH	TOTAL YEAR	%
Almonte	13	7931	19344	5068	11465	12999	30809	
	14	9149	90364	4894	53620	14043	143984	
		1218	71020	-174	42155	1044	113175	367.3
Belle Isle	13	27406	322215	10631	116281	38037	438496	
	14	27369	293714	10250	109199	37619	402913	
		-37	-28501	-381	-7082	-418	-35583	-8.1
Bethany	13	21721	221238	10544	108345	32265	329583	
	14	19170	210708	9595	109472	28765	320180	
		-2551	-10530	-949	1127	-3500	-9403	-2.9
Capitol Hill	13	7465	75685	5322	54405	12787	130090	
	14	6539	62049	4559	52086	11098	114135	
		-926	-13636	-763	-2319	-1689	-15955	-12.3
Choctaw	13	11729	124257	8092	84233	19821	208490	
	14	8737	95851	6248	70340	14985	166191	
		-2992	-28406	-1844	-13893	-4836	-42299	-20.3
Del City	13	11873	125754	4971	51495	16844	177249	
	14	11204	111545	4618	51263	15822	162808	
		-669	-14209	-353	-232	-1022	-14441	-8.1
Downtown	13	14176	144170	4239	47390	18415	191560	
	14	2068	121280	749	48204	2817	169484	
		-12108	-22890	-3490	814	-15598	-22076	-11.5
Edmond	13	55122	562887	44828	459663	99950	1022550	
	14	47001	524091	43246	477798	90247	1001889	
		-8121	-38796	-1582	18135	-9703	-20661	-2.0
Midwest City	13	28263	294086	12378	130244	40641	424330	
	14	25759	275119	12310	135089	38069	410208	
		-2504	-18967	-68	4845	-2572	-14122	-3.3
Northwest	13	35317	357725	26739	276658	62056	634383	
	14	35672	357147	27047	295536	62719	652683	
		355	-578	308	18878	663	18300	2.9
Ralph Ellison	13	7955	88890	2889	33559	10844	122449	
	14	8181	76799	3509	32663	11690	109462	
		226	-12091	620	-896	846	-12987	-10.6
Southern Oaks	13	24963	264087	10161	115618	35124	379705	
	14	21796	229040	9431	103265	31227	332305	
		-3167	-35047	-730	-12353	-3897	-47400	-12.5
Village	13	23096	236922	10101	112533	33197	349455	
	14	21144	222118	9387	105913	30531	328031	
		-1952	-14804	-714	-6620	-2666	-21424	-6.1

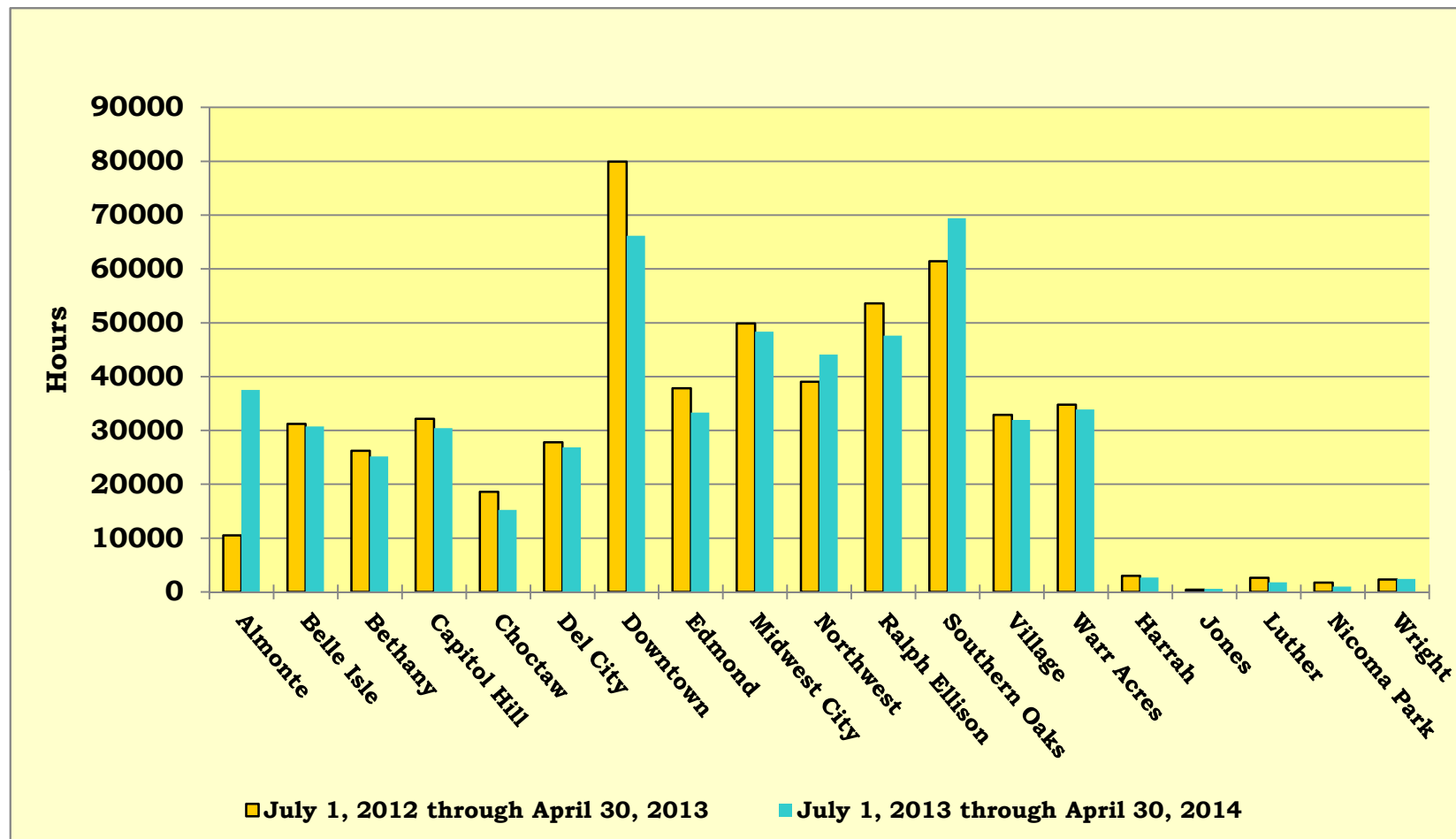
Circulation Gains and Losses

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

APRIL 30, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	13	20017	214254	6969	79642	26986	293896	
	14	19993	203984	7463	81985	27456	285969	
		-24	-10270	494	2343	470	-7927	-2.7
EXTENSION LIBRARIES:								
Harrah	13	3179	36418	1817	17602	4996	54020	
	14	3244	33410	1828	17452	5072	50862	
		65	-3008	11	-150	76	-3158	-5.8
Jones	13	1050	7629	451	4683	1501	12312	
	14	1199	11699	433	4006	1632	15705	
		149	4070	-18	-677	131	3393	27.6
Luther	13	2670	27286	1277	13921	3947	41207	
	14	2336	29738	1384	16059	3720	45797	
		-334	2452	107	2138	-227	4590	11.1
Nicoma Park	13	1870	16942	523	5425	2393	22367	
	14	1586	18925	721	6762	2307	25687	
		-284	1983	198	1337	-86	3320	14.8
Wright	13	699	6286	263	3148	962	9434	
	14	500	5931	206	3404	706	9335	
		-199	-355	-57	256	-256	-99	-1.0
<u>OTHER:</u>								
Book Centers	13	10625	106144	6305	60349	16930	166493	
	14	10477	107973	7294	61357	17771	169330	
		-148	1829	989	1008	841	2837	1.7
Books-by-Mail	13	2570	21804	0	0	2570	21804	
	14	2974	23177	0	0	2974	23177	
		404	1373	0	0	404	1373	6.3
eMedia	13	46871	437039	0	0	46871	437039	
	14	63328	582240	0	0	63328	582240	
		16457	145201	0	0	16457	145201	33.2
TOTALS	13	366568	3711062	173568	1786659	540136	5497721	
	14	349426	3686902	165172	1835473	514598	5522375	
		-17142	-24160	-8396	48814	-25538	24654	.4

Total Computer Hours Used by Library

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)



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Total Computer Usage

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	198		3,884		4,125.55		630		9,688		10,509.77	
	14	219		3,788		3,696.04		3,489		41,790		37,507.11	
		21	10.6	-96	-2.5	-429.51	-10.4	2,859	453.8	32,102	331.4	26,997.34	256.9
BELLE ISLE	13	190		3,359		2,957.36		3,662		37,825		31,198.92	
	14	181		3,894		3,159.01		3,513		38,025		30,753.33	
		-9	-4.7	535	15.9	201.65	6.8	-149	-4.1	200	.5	-445.59	-1.4
BETHANY	13	196		3,257		2,668.47		3,343		31,713		26,224.41	
	14	204		3,153		2,552.24		3,445		32,247		25,182.30	
		8	4.1	-104	-3.2	-116.23	-4.4	102	3.1	534	1.7	-1,042.11	-4.0
CAPITOL HILL	13	180		3,839		3,289.01		3,573		38,467		32,156.06	
	14	174		3,524		3,120.88		3,225		35,841		30,440.06	
		-6	-3.3	-315	-8.2	-168.13	-5.1	-348	-9.7	-2,626	-6.8	-1,716.00	-5.3
CHOCTAW	13	91		1,820		1,772.15		1,597		17,693		18,601.49	
	14	86		1,691		1,554.25		1,709		16,224		15,265.01	
		-5	-5.5	-129	-7.1	-217.90	-12.3	112	7.0	-1,469	-8.3	-3,336.48	-17.9
DEL CITY	13	192		3,424		2,909.71		3,206		33,768		27,814.63	
	14	183		3,030		2,678.07		3,312		32,099		26,860.68	
		-9	-4.7	-394	-11.5	-231.64	-8.0	106	3.3	-1,669	-4.9	-953.95	-3.4
DOWNTOWN	13	200		9,500		7,941.79		3,334		99,612		79,951.18	
	14	18		766		898.24		2,951		79,394		66,147.53	
		-182	-91.0	-8,734	-91.9	-7,043.55	-88.7	-383	-11.5	-20,218	-20.3	-13,803.65	-17.3
EDMOND	13	228		4,135		3,923.09		3,922		39,626		37,853.70	
	14	262		3,705		3,371.95		3,946		36,083		33,332.01	
		34	14.9	-430	-10.4	-551.14	-14.0	24	.6	-3,543	-8.9	-4,521.69	-11.9
MIDWEST CITY	13	328		5,168		4,832.24		5,635		59,368		49,870.60	
	14	330		5,580		4,865.30		5,487		57,169		48,352.87	
		2	.6	412	8.0	33.06	.7	-148	-2.6	-2,199	-3.7	-1,517.73	-3.0
NORTHWEST	13	277		4,025		4,344.99		4,103		37,405		39,050.29	
	14	312		4,277		4,477.15		4,791		41,583		44,069.18	
		35	12.6	252	6.3	132.16	3.0	688	16.8	4,178	11.2	5,018.89	12.9

Total Computer Usage

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	226		5,900		5,204.23		4,434		65,370		53,592.01	
	14	236		5,338		4,968.84		4,219		53,658		47,617.25	
		10	4.4	-562	-9.5	-235.39	-4.5	-215	-4.8	-11,712	-17.9	-5,974.76	-11.1
SOUTHERN OAKS	13	401		7,812		6,939.61		6,018		69,714		61,435.92	
	14	339		6,877		6,701.13		5,902		78,116		69,443.73	
		-62	-15.5	-935	-12.0	-238.48	-3.4	-116	-1.9	8,402	12.1	8,007.81	13.0
VILLAGE	13	212		3,554		3,098.57		4,286		38,565		32,899.41	
	14	237		3,698		3,052.66		4,269		38,744		31,975.54	
		25	11.8	144	4.1	-45.91	-1.5	-17	-.4	179	.5	-923.87	-2.8
WARR ACRES	13	220		3,866		3,441.69		3,423		41,926		34,801.61	
	14	188		4,047		3,394.20		3,315		40,856		33,915.93	
		-32	-14.5	181	4.7	-47.49	-1.4	-108	-3.2	-1,070	-2.6	-885.68	-2.5
HARRAH	13	31		325		279.48		469		3,716		3,017.16	
	14	29		361		276.06		418		3,403		2,668.25	
		-2	-6.5	36	11.1	-3.42	-1.2	-51	-10.9	-313	-8.4	-348.91	-11.6
JONES	13	2		46		36.95		61		480		414.06	
	14	2		70		81.47		60		677		583.38	
			.0	24	52.2	44.52	120.5	-1	-1.6	197	41.0	169.32	40.9
LUTHER	13	14		307		307.15		371		3,020		2,623.33	
	14	19		238		189.37		347		2,293		1,798.11	
		5	35.7	-69	-22.5	-117.78	-38.3	-24	-6.5	-727	-24.1	-825.22	-31.5
NICOMA PARK	13	4		127		127.71		179		1,812		1,737.96	
	14	8		146		79.97		154		1,360		1,026.76	
		4	100.0	19	15.0	-47.74	-37.4	-25	-14.0	-452	-24.9	-711.20	-40.9
WRIGHT	13	8		283		248.95		183		2,824		2,296.12	
	14	8		279		231.91		193		2,783		2,421.12	
			.0	-4	-1.4	-17.04	-6.8	10	5.5	-41	-1.5	125.00	5.4
TOTAL	13	3,198		64,631		58,448.70		52,429		632,592		546,048.63	
	14	3,035		54,462		49,348.74		54,745		632,345		549,360.15	
		-163	-5.1	-10,169	-15.7	-9,099.96	-15.6	2,316	4.4	-247	.0	3,311.52	.6

Computer Usage by Adult Customers

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	142		2,651		3,010.46		468		6,484		7,410.26	
	14	169		2,801		2,727.88		2,558		27,356		25,120.90	
		27	19.0	150	5.7	-282.58	-9.4	2,090	446.6	20,872	321.9	17,710.64	239.0
BELLE ISLE	13	176		3,021		2,705.31		3,125		32,971		27,515.39	
	14	162		3,332		2,757.61		2,967		31,491		25,785.30	
		-14	-8.0	311	10.3	52.30	1.9	-158	-5.1	-1,480	-4.5	-1,730.09	-6.3
BETHANY	13	164		2,672		2,215.93		2,763		26,709		22,183.96	
	14	167		2,742		2,217.74		2,892		26,236		20,403.97	
		3	1.8	70	2.6	1.81	.1	129	4.7	-473	-1.8	-1,779.99	-8.0
CAPITOL HILL	13	117		1,902		1,852.98		2,270		20,171		18,120.33	
	14	123		2,129		2,044.32		1,979		17,368		15,760.89	
		6	5.1	227	11.9	191.34	10.3	-291	-12.8	-2,803	-13.9	-2,359.44	-13.0
CHOCTAW	13	68		1,165		1,138.48		1,165		12,097		12,503.62	
	14	68		1,066		913.84		1,240		10,642		9,544.66	
			.0	-99	-8.5	-224.64	-19.7	75	6.4	-1,455	-12.0	-2,958.96	-23.7
DEL CITY	13	166		2,705		2,297.39		2,484		25,006		20,783.86	
	14	154		2,478		2,251.43		2,630		25,511		21,697.01	
		-12	-7.2	-227	-8.4	-45.96	-2.0	146	5.9	505	2.0	913.15	4.4
DOWNTOWN	13	173		9,196		7,699.50		3,017		96,182		77,187.65	
	14	16		728		872.76		2,655		76,943		64,191.44	
		-157	-90.8	-8,468	-92.1	-6,826.74	-88.7	-362	-12.0	-19,239	-20.0	-12,996.21	-16.8
EDMOND	13	181		3,501		3,384.31		3,284		33,967		32,105.01	
	14	227		3,183		2,826.22		3,288		31,064		28,448.80	
		46	25.4	-318	-9.1	-558.09	-16.5	4	.1	-2,903	-8.5	-3,656.21	-11.4
MIDWEST CITY	13	286		4,193		3,855.11		4,570		45,454		38,313.41	
	14	280		4,562		4,038.79		4,474		45,913		39,435.77	
		-6	-2.1	369	8.8	183.68	4.8	-96	-2.1	459	1.0	1,122.36	2.9
NORTHWEST	13	225		3,454		3,751.55		3,216		31,724		33,445.67	
	14	260		3,742		3,994.24		3,918		36,075		38,635.55	
		35	15.6	288	8.3	242.69	6.5	702	21.8	4,351	13.7	5,189.88	15.5

Computer Usage by Adult Customers

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	185		4,380		4,006.02		3,367		45,291		37,788.35	
	14	189		3,940		3,615.03		3,233		38,529		33,880.54	
		4	2.2	-440	-10.0	-390.99	-9.8	-134	-4.0	-6,762	-14.9	-3,907.81	-10.3
SOUTHERN OAKS	13	285		4,304		4,025.40		4,367		42,251		38,863.09	
	14	271		4,308		4,200.92		4,319		43,645		40,515.89	
		-14	-4.9	4	.1	175.52	4.4	-48	-1.1	1,394	3.3	1,652.80	4.3
VILLAGE	13	177		3,050		2,591.98		3,542		30,579		25,198.67	
	14	192		3,078		2,526.26		3,490		31,439		25,373.47	
		15	8.5	28	.9	-65.72	-2.5	-52	-1.5	860	2.8	174.80	.7
WARR ACRES	13	189		2,979		2,549.51		2,898		31,042		25,414.74	
	14	155		3,325		2,750.87		2,833		31,661		26,186.50	
		-34	-18.0	346	11.6	201.36	7.9	-65	-2.2	619	2.0	771.76	3.0
HARRAH	13	29		260		178.05		368		3,005		2,154.31	
	14	20		259		179.70		318		2,602		1,856.74	
		-9	-31.0	-1	-.4	1.65	.9	-50	-13.6	-403	-13.4	-297.57	-13.8
JONES	13	1		39		35.30		43		425		391.12	
	14	2		65		79.41		41		587		539.27	
		1	100.0	26	66.7	44.11	125.0	-2	-4.7	162	38.1	148.15	37.9
LUTHER	13	11		194		193.16		221		1,798		1,460.07	
	14	13		183		148.93		214		1,565		1,184.30	
		2	18.2	-11	-5.7	-44.23	-22.9	-7	-3.2	-233	-13.0	-275.77	-18.9
NICOMA PARK	13	3		115		117.70		142		1,664		1,622.77	
	14	6		132		72.00		115		1,151		880.46	
		3	100.0	17	14.8	-45.70	-38.8	-27	-19.0	-513	-30.8	-742.31	-45.7
WRIGHT	13	7		263		237.61		141		2,534		2,124.24	
	14	8		265		224.08		160		2,599		2,311.95	
		1	14.3	2	.8	-13.53	-5.7	19	13.5	65	2.6	187.71	8.8
TOTAL	13	2,585		50,044		45,845.75		41,451		489,354		424,586.52	
	14	2,482		42,318		38,442.03		43,324		482,377		421,753.41	
		-103	-4.0	-7,726	-15.4	-7,403.72	-16.1	1,873	4.5	-6,977	-1.4	-2,833.11	-.7

Computer Usage by Minor Customers

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	56		1,233		1,115.09		162		3,204		3,099.51	
	14	50		987		968.16		931		14,434		12,386.21	
		-6	-10.7	-246	-20.0	-146.93	-13.2	769	474.7	11,230	350.5	9,286.70	299.6
BELLE ISLE	13	14		338		252.05		537		4,854		3,683.53	
	14	19		562		401.40		546		6,534		4,968.03	
		5	35.7	224	66.3	149.35	59.3	9	1.7	1,680	34.6	1,284.50	34.9
BETHANY	13	32		585		452.54		580		5,004		4,040.45	
	14	37		411		334.50		553		6,011		4,778.33	
		5	15.6	-174	-29.7	-118.04	-26.1	-27	-4.7	1,007	20.1	737.88	18.3
CAPITOL HILL	13	63		1,937		1,436.03		1,303		18,296		14,035.73	
	14	51		1,395		1,076.56		1,246		18,473		14,679.17	
		-12	-19.0	-542	-28.0	-359.47	-25.0	-57	-4.4	177	1.0	643.44	4.6
CHOCTAW	13	23		655		633.67		432		5,596		6,097.87	
	14	18		625		640.41		469		5,582		5,720.35	
		-5	-21.7	-30	-4.6	6.74	1.1	37	8.6	-14	-.3	-377.52	-6.2
DEL CITY	13	26		719		612.32		722		8,762		7,030.77	
	14	29		552		426.64		682		6,588		5,163.67	
		3	11.5	-167	-23.2	-185.68	-30.3	-40	-5.5	-2,174	-24.8	-1,867.10	-26.6
DOWNTOWN	13	27		304		242.29		317		3,430		2,763.53	
	14	2		38		25.48		296		2,451		1,956.09	
		-25	-92.6	-266	-87.5	-216.81	-89.5	-21	-6.6	-979	-28.5	-807.44	-29.2
EDMOND	13	47		634		538.78		638		5,659		5,748.69	
	14	35		522		545.73		658		5,019		4,883.21	
		-12	-25.5	-112	-17.7	6.95	1.3	20	3.1	-640	-11.3	-865.48	-15.1
MIDWEST CITY	13	42		975		977.13		1,065		13,914		11,557.19	
	14	50		1,018		826.51		1,013		11,256		8,917.10	
		8	19.0	43	4.4	-150.62	-15.4	-52	-4.9	-2,658	-19.1	-2,640.09	-22.8
NORTHWEST	13	52		571		593.44		887		5,681		5,604.62	
	14	52		535		482.91		873		5,508		5,433.63	
		.0		-36	-6.3	-110.53	-18.6	-14	-1.6	-173	-3.0	-170.99	-3.1

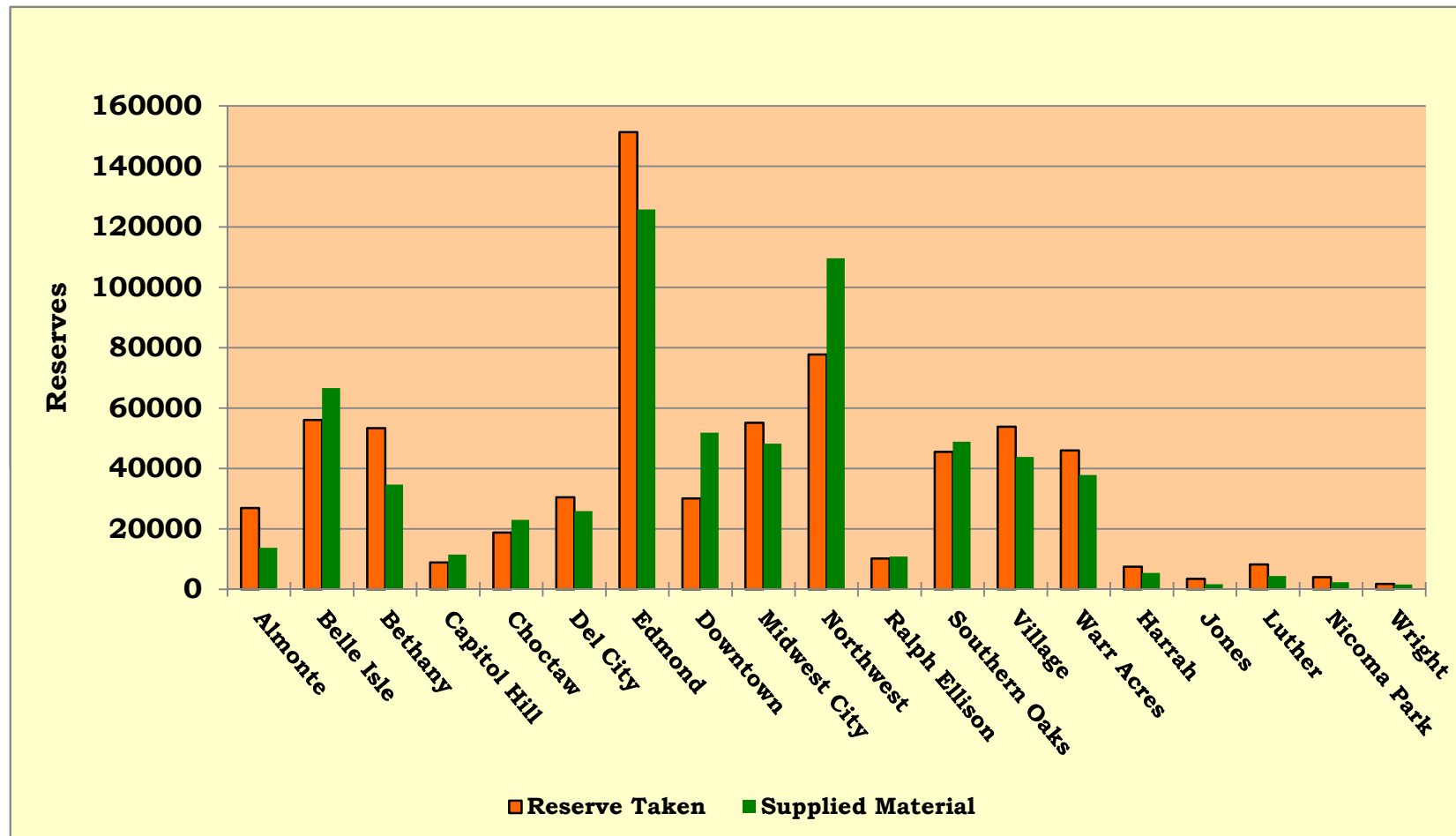
Computer Usage by Minor Customers

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	41		1,520		1,198.21		1,067		20,079		15,803.66	
	14	47		1,398		1,353.81		986		15,129		13,736.71	
		6	14.6	-122	-8.0	155.60	13.0	-81	-7.6	-4,950	-24.7	-2,066.95	-13.1
SOUTHERN OAKS	13	116		3,508		2,914.21		1,651		27,463		22,572.83	
	14	68		2,569		2,500.21		1,583		34,471		28,927.84	
		-48	-41.4	-939	-26.8	-414.00	-14.2	-68	-4.1	7,008	25.5	6,355.01	28.2
VILLAGE	13	35		504		506.59		744		7,986		7,700.74	
	14	45		620		526.40		779		7,305		6,602.07	
		10	28.6	116	23.0	19.81	3.9	35	4.7	-681	-8.5	-1,098.67	-14.3
WARR ACRES	13	31		887		892.18		525		10,884		9,386.87	
	14	33		722		643.33		482		9,195		7,729.43	
		2	6.5	-165	-18.6	-248.85	-27.9	-43	-8.2	-1,689	-15.5	-1,657.44	-17.7
HARRAH	13	2		65		101.43		101		711		862.85	
	14	9		102		96.36		100		801		811.51	
		7	350.0	37	56.9	-5.07	-5.0	-1	-1.0	90	12.7	-51.34	-6.0
JONES	13	1		7		1.65		18		55		22.94	
	14			5		2.06		19		90		44.11	
		-1	-100.0	-2	-28.6	.41	24.8	1	5.6	35	63.6	21.17	92.3
LUTHER	13	3		113		113.99		150		1,222		1,163.26	
	14	6		55		40.44		133		728		613.81	
		3	100.0	-58	-51.3	-73.55	-64.5	-17	-11.3	-494	-40.4	-549.45	-47.2
NICOMA PARK	13	1		12		10.01		37		148		115.19	
	14	2		14		7.97		39		209		146.30	
		1	100.0	2	16.7	-2.04	-20.4	2	5.4	61	41.2	31.11	27.0
WRIGHT	13	1		20		11.34		42		290		171.88	
	14			14		7.83		33		184		109.17	
		-1	-100.0	-6	-30.0	-3.51	-31.0	-9	-21.4	-106	-36.6	-62.71	-36.5
TOTAL	13	613		14,587		12,602.95		10,978		143,238		121,462.11	
	14	553		12,144		10,906.71		11,421		149,968		127,606.74	
		-60	-9.8	-2,443	-16.7	-1,696.24	-13.5	443	4.0	6,730	4.7	6,144.63	5.1

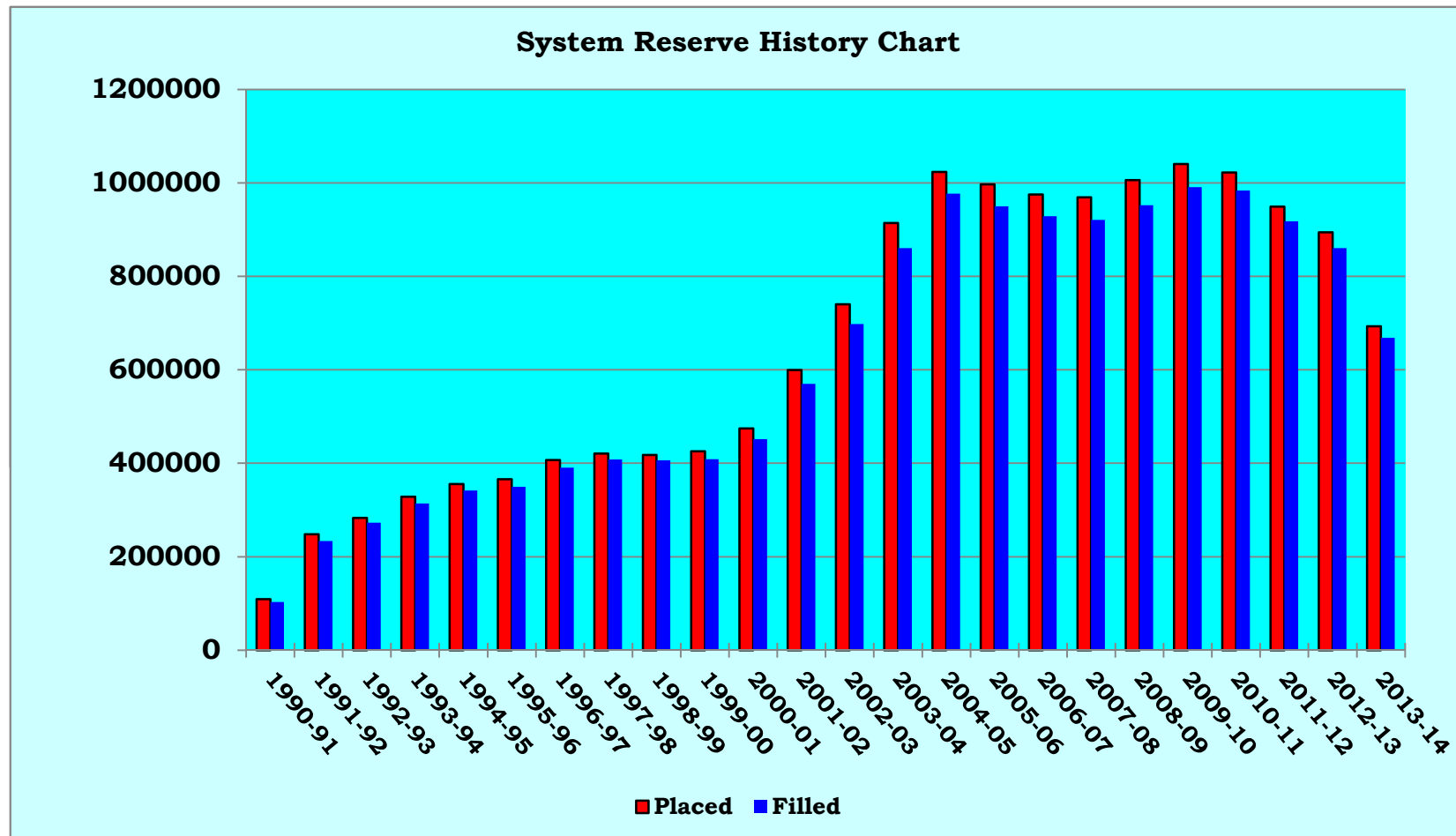
System Reserve Report

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)



System Reserve Report

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)



System Reserves Report

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13	2,577	6,736		2,397	5,784	
	14	2,432	26,869		2,323	25,122	
		-145	20,133	298.9	-74	19,338	334.3
BELLE ISLE	13	5,757	70,638		4,066	66,103	
	14	5,359	56,078		5,262	54,209	
		-398	-14,560	-20.6	1,196	-11,894	-18.0
BETHANY	13	5,538	57,156		5,355	53,884	
	14	5,009	53,329		4,938	49,330	
		-529	-3,827	-6.7	-417	-4,554	-8.5
CAPITOL HILL	13	1,045	12,529		1,041	12,071	
	14	785	8,839		798	8,539	
		-260	-3,690	-29.5	-243	-3,532	-29.3
CHOCTAW	13	2,161	20,723		2,162	20,039	
	14	1,918	18,829		1,818	18,035	
		-243	-1,894	-9.1	-344	-2,004	-10.0
DEL CITY	13	3,087	33,108		2,883	31,177	
	14	3,134	30,482		2,915	28,819	
		47	-2,626	-7.9	32	-2,358	-7.6
EDMOND	13	15,076	162,616		14,976	157,597	
	14	13,289	151,379		13,176	146,911	
		-1,787	-11,237	-6.9	-1,800	-10,686	-6.8
DOWNTOWN	13	3,191	35,651		3,111	34,017	
	14	1,040	30,105		1,642	29,035	
		-2,151	-5,546	-15.6	-1,469	-4,982	-14.6
MIDWEST CITY	13	5,596	61,567		5,367	59,597	
	14	4,963	55,158		4,734	53,400	
		-633	-6,409	-10.4	-633	-6,197	-10.4
NORTHWEST	13	7,856	74,410		7,406	70,538	
	14	7,588	77,709		7,467	74,759	
		-268	3,299	4.4	61	4,221	6.0
RALPH ELLISON	13	951	13,132		998	12,663	
	14	1,002	10,192		953	9,798	
		51	-2,940	-22.4	-45	-2,865	-22.6
SOUTHERN OAKS	13	5,560	59,839		5,496	57,805	
	14	3,983	45,477		3,908	43,978	
		-1,577	-14,362	-24.0	-1,588	-13,827	-23.9

System Reserves Report

July 1, 2013 through April 30, 2014 (83.33% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	5,312	59,325		5,498	57,321	
	14	4,932	53,815		5,101	51,590	
		-380	-5,510	-9.3	-397	-5,731	-10.0
WARR ACRES	13	4,792	49,166		4,595	47,422	
	14	4,453	45,944		4,282	43,983	
		-339	-3,222	-6.6	-313	-3,439	-7.3
HARRAH	13	775	8,738		765	8,541	
	14	677	7,456		655	7,240	
		-98	-1,282	-14.7	-110	-1,301	-15.2
JONES	13	324	3,173		292	3,096	
	14	246	3,421		250	3,351	
		-78	248	7.8	-42	255	8.2
LUTHER	13	1,028	9,414		995	9,273	
	14	798	8,245		796	8,160	
		-230	-1,169	-12.4	-199	-1,113	-12.0
NICOMA PARK	13	528	5,129		510	5,012	
	14	324	3,983		334	3,942	
		-204	-1,146	-22.3	-176	-1,070	-21.3
WRIGHT	13	209	2,256		194	2,177	
	14	120	1,756		114	1,726	
		-89	-500	-22.2	-80	-451	-20.7
TOTAL	13	72,091	752,486		68,831	721,085	
	14	62,643	695,886		62,075	668,437	
		-9,448	-56,600	-7.5	-6,756	-52,648	-7.3

EXECUTIVE DIRECTOR'S REPORT

MAY 2014

KUDOS

I have attached several items of interest that you might enjoy.

- First, a letter that was received by Mayor Mick Cornett regarding MLS participation in the Edge Project,
- A thank you card from the library media specialist at Briarwood Elementary School in Moore thanking MLS for the "Drawn Together" event which raised funds for the two school libraries affected by last May's tornadoes,
- An article written by our very own Anne Fischer, Deputy Executive Director/Information Technology for the *Voice*, which is the newsletter of the United for Libraries division of ALA,
- And lastly, an article from the Friday newspaper detailing Nancy Anthony and her service to the Metropolitan Library commission, where she was recently elected for a record seventh term as the library commission chair.

DOWNTOWN LIBRARY CONSORTIUM TO CLOSE

We were recently notified by Gus Pekara, Director of the Downtown College Consortium, that the facility will cease operations on July 31, 2014. The consortium was started in 1995 by 5 metro colleges, Oklahoma City Community College, University of Central Oklahoma, Oklahoma State University- Oklahoma City, Rose State College and Redlands Community College. Over the years it has offered quality credit and non-credit college classes and corporate training for the targeted group of downtown workers. For the last 10 years, the library was pleased to be the home of the consortium.

Unfortunately, the advent of online courses and other continuing education classes in the area has affected enrollment. Candace has been in contact with two of the institutions regarding possible continuation of some learning opportunities. We will continue to work with the universities and partner with them when possible to have high quality events, classes and programs in our 4th floor classrooms and public spaces.

On a side note, the policy approved last month for public space use will need to be modified to take out the wording "OKC Downtown College" in category 4 and replace with the wording continuing education tenant agreements. I believe this change to be a minor housekeeping change and does not need commission approval.

ILS UPDATE

TLC Technicians have been at MLS all week and the hardware has been installed for our new system. Anne Fischer reports that the installation went very well. TLC Techs in Denver will now begin loading the software that will be utilized in the new system.

Meetings regarding the various components (circulation, acquisitions, cataloging and outreach to name a few) of the ILS are being held with TLC staff, MLS staff and IT staff. Anne Fischer is meeting with each group --so she has been one busy lady!

CAPITAL PROJECTS UPDATE

- Capitol Hill – As discussed earlier in today's meeting, we were very pleased to have won approval for an additional \$1.16 million dollars by the TIF review committee on April 23, 2014. This means the project is fully funded. Formal approval by the OKC council should take place in the next few weeks. Activities related to the project will include adjustments to the space needs summary and a final programming report; updating of the project schedule; and design work to begin in early June. Thanks to the TIF review committee and the city of Oklahoma City for their help in securing the funding needed for the project.
- Downtown – we received the final plans for the Project 180 Park Avenue plans. The review process is nearing completion but the actual work on Park Avenue is not expected to begin until 2015.
- Edmond Interior space planning – WE had a good meeting on this proposed project and have received some preliminary drawings and plans. We are excited about ideas that surfaced in our meeting to improve customer access and services in this very busy library.
- Jones – We met with our Design consultant for the FF & E work and reviewed many furniture options. We expect an updated set of plans and a revised cost estimate for the project very soon.

EXECUTIVE DIRECTOR OUTREACH ACTIVITIES

- Attended National Legislative Day in Washington DC
- Attended Rotary 29 Club Meeting
- Will be attending Library Endowment Trust Meetings

HOW WE STACK UP MLS BY THE NUMBERS



How many visitors?

2,872,349

Oklahoma County
Population

755,245

Population we serve?

755,245

Oklahoma Population

3,850,568



How many programs?

9,830



How many people attended
these programs?

182,640



How many children & teens
attended these programs?

104,794



Computers

Number of public
internet computers

306

How many computer
visitors did we have?

764,572

Number of
Metrolibrary.org visits

1,414,439

Materials



Library Cards

How many new
cards issued?

45,338

How many library card
holders do we have?

420,325

What percentage of Oklahoma
County population is that?

56%

How many items do
we have?

1,383,112

How many books, CDs,
DVDs borrowed?

6,053,671

How many eBooks and
audio books downloaded?

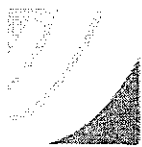
536,736

Percentage of Americans
without internet access

30%

Oklahomans without
Internet access

35%



URBAN LIBRARIES COUNCIL

INSPIRING LIBRARIES
TRANSFORMING COMMUNITIES

April 16, 2014

The Honorable Mick Cornett
200 N Walker - 3rd Floor
Oklahoma City, OK 73102

Dear Mayor Cornett,

I am very pleased to congratulate you and the Metropolitan Library System as an early adopter of Edge, a new leadership and management tool. Using the Edge tool set and training, the library is among the first in the country to explore the strategic needs of the community and evaluate the ability of the library's current technology services to support them.

Your library, like others across America, provides public computers, technology training and Internet-access for residents so that they can:

- apply for jobs
- complete college applications
- advance skills through professional certification programs
- get after school homework help
- access government, financial and health information — and so much more

Edge, developed by national library organizations with funding from the Bill and Melinda Gates Foundation, is a professional tool that enables your library to assess its public technology and to recognize areas of excellence while identifying ways to strengthen policies, practices and resources.

I am particularly pleased to send this letter during National Library Week, April 13 – 19. I know that public libraries are able to achieve the strongest outcomes in their communities when their work is closely aligned with the strategic goals of local leaders like you.

The Urban Libraries Council is honored to serve public libraries across the United States – large and small, urban, suburban and rural. We feel particularly fortunate to have led the development of the Edge Toolkit and we look forward to supporting your library in its continuous use of Edge.

Congratulations to you and your public library for all that you do for the residents of your community.

Best regards,

Susan Benton
President and CEO

cc: Donna Morris, Library Director

4 Major Authors
@ One huge event
PRICE LESS

Donna Morris,

My name is Teresa Schroeder
I am the Briarwood Elementary
Library Media Specialist in
Moore, OK.

I am writing to give you
my sincerest "Thank You" for
helping coordinate the
DRAWN TOGETHER benefit
to raise funds for my library
as well as Plaza Towers. Words
cannot express my gratitude.

Our students still talk about
seeing the "4 authors who
told us how they started by
drawing cartoon characters."

That Saturday back in
September really made an
impression. The funds
generated from that event
will be a tremendous help
as we continue to build our
new collection in our new
facility which is on track
to open the 1st of August.

Please pass our Thanks
on to all who helped -
We are so ~~so~~ ^{all} BLESSED!

Sincerely,
STATIONERY

TYB409
FALLMARK LICENSING, INC.
MADE IN U.S.A.
fallmark.com
Teresa Schroeder, LMS
Briarwood Elementary
Moore Public Schools.



The opportunities and challenges of keeping up with technology

BY ANNE FISCHER

Deputy Executive Director for Technology,
Metropolitan Library System (Oklahoma County,
Okla.)

Keeping up with technology and making it part of a strategic plan can provide many challenges for a library. If you want to make technology part of your strategic plan, I would recommend that your plan be for no more than three years. Having created technology plans for e-rate, I have seen a plan made for five years in advance be completely out of date by year three. Technology changes so quickly and can shift directions so much based on consumer response that what you thought was going to be the “big” thing isn’t really a “thing” at all.

Opportunities for using technology in the library are boundless at this point. There are an endless number of tablets available, and most smart phones can take advantage of the technologies too. Customers can read books on their devices, listen to audio books, and, now that a large number of libraries offer wireless to the public, customers can use the Internet from their own device to find about anything they need or want. For those that do not own a device, companies make products for libraries that have the device as part of the item the customer checks out. There are Playaways that are devices loaded with a single audio-book that the customer can listen to at their own convenience. Now there are Playaway Views that are small screen self-contained video devices that contain a video that can be watched anywhere.

Libraries also have the opportunity to offer many services to customers that would be for a fee if they used them on their own. One type of service that has been around for many years but is still very relevant is access to subscription databases. Subscription databases today offer everything from magazine articles, how-to information for repairing your car, genealogy



Anne Fischer
Deputy Executive
Director for
Technology,
Metropolitan Library
System

searching, and science experiments to learning a new language or one that allows you to take a practice exam for exams such as the GED or the MCAT.

Access to any of these by an individual would incur a charge. However, the library can use their funding and allow access

to thousands of customers either in the library or from their home, office, or mobile device.

Two other services currently available for libraries to offer are Zinio, which allows libraries to select magazine titles for access by customers that can be read in full on their computer or tablet device and Freegal, a music website that libraries can offer to their customers which allows them to download a set number of songs to their smartphone or MP3 device each week. Songs downloaded are permanent and don’t have to be returned.

Other technologies available to libraries are the ability to offer self-service to customers by allowing them to check out their own materials. There are even devices that will allow customers to check out tablets by swiping a credit card, or those that check out pre-loaded e-reader devices. All of these technologies are in addition to what can be offered on public computers that can be used in the library.

On the other hand, when looking at keeping up with technology and looking at all of the opportunities available to the public library, you also have to look at what challenges there are with offering these new technologies. For most libraries, there are two main challenges: funds and staff. Funds are a pretty self-explanatory challenge. Libraries are funded by

taxpayers and must work within their budgets. With all of the items that compete for the funds available, technology can fall behind or being on the “cutting edge” can be too expensive.

The other challenge, staff, can sometimes be a bigger challenge than the funding. On the one hand, you have staff that are very technology savvy and do not think the library moves quickly enough in offering new technology to the customers. On the other hand, some staff think the library should only be about books and refuse to learn to use the new technology. This can cause great difficulty when trying to implement technology. While much of what the library is trying to offer is available on the customer’s device, many customers look to the library to teach them how to use the device and access the materials the library is offering. Libraries need to provide staff with training and access to the various devices so they can be comfortable with using them and they need staff members that are eager to learn the new technologies and are willing to share their knowledge with the customers. Without staff members that are willing to teach customers how to use their devices, the new technology services will never be as successful as they might be. The staff is the front line and they are the ones that will be sharing technology with customers.

When looking at new technologies, you must know your staff, your customers, and how much funding you have to commit to a project. Listen to your customers. What have they been asking if you have or are going to get? Go for that technology first if your funds allow. Do not overbuy, but if your technology implementation is successful, you may want to have funds in reserve to be able to purchase additional items or services.

Technology is everywhere in our world today and for the library to stay relevant to those it serves, it must be willing to embrace technologies that



the customers want to use. While there are many challenges facing libraries today in keeping up with technology, there are just as many opportunities to provide new technologies and services that use technology. It is very exciting to be a part of today's public library!

Anne Fischer is the deputy executive director for technology with the Metropolitan Library System. She holds an MBA from the University of Oklahoma and has worked in library technology for more than 25 years. She continues to love seeing new technology implemented in the public library and enjoys seeing the evolution of libraries with the use of technology.

Archived *Ask a Trustee* columns, along with toolkits, current and past newsletters, publications, and special offers for Trustees, are available in the Trustee Zone on the United for Libraries website. Visit www.ala.org/united/trusteezone and sign in with your login and password. If you need help logging in, please, call (800) 545-2433, ext. 2161, or email united@ala.org.

Ask a Trustee

BY SHIRLEY LANG

Former Trustee, Syosset (N.Y.) Public Library

Take Two Aspirin

A new Trustee writes: *One of my fellow board members is an attorney. His practice is in matrimonial law. Although he has little knowledge of my state's municipal and education laws, this has not stopped him from telling us and the library attorney what to do. He is a "know-it-all." Our board meetings are not pleasant, and I go home with a headache. What can I do to get this person to understand that he does not run the show?*

Attorneys, accountants, architects, electricians, plumbers, etc., all bring with them the experience and expertise of their various specialties. Sometimes this can be very useful to the board. But when this is in conflict with the paid professional advice you are getting, big problems can occur. Case in point: Some time ago (before smart phones) one of my board members insisted that we install a remote control panel for the library's heating system in the director's home. This way, in very cold weather, he could change the time the heat would go on in the building. Instead of simply acting on this Trustee's proposal, we solicited opinions from two independent HVAC contractors. Although this was a new product, both experts gave it high marks and we went ahead and purchased it. Unfortunately, it did not work as expected. A local gadfly who attended our board meetings threatened to sue us for wasting taxpayers' monies. Since we had acted prudently on the advice of two experts we were not liable for the failure of the product. We did get some money back from the manufacturer. Lesson learned.

Some people who serve on library boards have reasons other than the desire to make the library better.

Some are simply testing the waters for a future political career or they see this as a way to promote their local business. Others are enthralled with the idea of having a title, and some with oversized egos see this as a place where they can show off.

Remember the saying "A child wants to be praised, not punished, but would rather be punished than ignored." Ignore this person. Do not argue or respond or attempt to debate with him. That is exactly what he wants. Instead, in a very calm way, address the chair, state your position and the facts as you perceive them. Then make a very specific recommendation that the meeting move on to the next item on the agenda.

People who are desperate for attention continue only when they get some sort of response. Your unwillingness to be drawn into a confrontation will say a lot to the other board members. You will earn their respect and they will begin to side with you.

You are on the board because the community wants you there and they know that you will use your discretion to do what's right for the library, and I know that you are committed to doing that.

The above are the opinions of the author and do not constitute legal advice. Always check with the library attorney regarding legal issues. The above article addresses governing boards.

To submit a piece to *Tools for Trustees*, email it to united@ala.org.

Newspaper: OKC Friday
Date: April 18, 2014

news

Anthony's still chair commissions, but Nancy is a term ahead of Bob

Oklahoma Corporation Commissioner Bob Anthony just cannot rack up more chairmanships than his wife, Nancy, unless she retires. Bob has six, but Nancy has seven.

The Oklahoma Corporation Commission has unanimously re-elected Commissioner Bob Anthony as the Commission Chairman. He assumed the role, again, in March.

The Metropolitan Library Commission re-elected Nancy Anthony chair for a record seventh term this year.

Nancy was first appointed to the Commission by Mayor Patience Latting in 1977. She is serving her 13th term as a commission member having been reappointed by all four succeeding mayors.

Bob has served on the Corporation Com-

mission for 25 years. He is the longest-serving current utility commissioner in the nation. This will be his sixth term as Chairman.

Nancy is also currently serving as a member of the library's executive search committee which will be choosing a new executive director in late 2014. She is a passionate and vocal advocate for public libraries and their role in the community.

Bob Anthony holds an M.Sc. from the London School of Economics, an M.A. from Yale University, an M.P.A. from Harvard University, and a B.S. from the Wharton School of Finance at the University of Pennsylvania. He rose to the rank of captain in the U.S. Army Reserve.

Nancy is President of the OKC Community Foundation.



NANCY ANTHONY pins her husband, Bob Anthony, with his sixth Corporation Commission Chairman's pin. A record honor, but she holds the record for chairmanships. This is the seventh year she has chaired the Metropolitan Library Commission.

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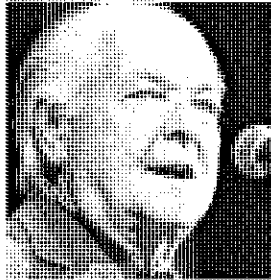


DISTRICT'S OUTGOING LEADER SECURES \$15M FOR UPGRADES

Tax district funds to aid OKC schools and library



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Ron Norick



Dave Lopez

The downtown tax increment finance district, which has typically been used to assist private developments, is set to help the Oklahoma City Public Schools district create a new administrative headquarters and a clinic at Emerson High School, and provide a long-needed modernization of the Capitol Hill Library.

Tax increment financing districts are created by the Oklahoma City Council and allow for increases in property taxes, known as increments, to be reinvested back into the area. The downtown district to date has allocated \$75.2 million for projects ranging from garages for apartment complexes, landscaping, infrastructure and street improvements.

The downtown district also includes money budgeted for participating taxing entities, including the Metropolitan Library System, Oklahoma County, Oklahoma City Public Schools and Career Tech.

Dave Lopez, outgoing interim schools superintendent, thanked the committee tasked with overseeing the district for previously approving an allocation toward building the John W. Rex Elementary under construction downtown.

New construction

Lopez on Wednesday won unanimous approval for \$1.5 million, which included about \$1 million to assist in renovation of an office building at 615 N Classen Blvd. into the district's new headquarters and \$337,000 toward construction of a medical clinic at Emerson Alternative School, 715 N Walker Ave.

Lopez told the board he looked at sites for a headquarters outside the TIF district and also weighed new construction. He said both options were more expensive than buying the former bank building at 615 N Classen. Remaining at the current location, Lopez said, was not an option.

"It's inefficient and built a century ago," Lopez said, adding

it is also in bad shape and too large for the school's operation. "For all those reasons, it became time to look for a new property."

Lopez told the committee previous plans called for building the clinic in the school's boiler room, but it was deemed inappropriate for young moms and moms to be. The amended plans now call for a stand-alone clinic on the school's campus.

Emerson, he added, is an "important" school that serves students with special needs.

"It's where students who have to have a different learning model, not always for behavior, are there, and it's where we have our young moms," Lopez said.

Lopez also asked for \$90,000 for half of the cost of fencing and landscaping addition at Emerson similar to what was erected by St. Anthony Hospital around its parking lots, and a similar amount for such improvements around the new schools headquarters.

"Typically, it would be a chain link fence," Lopez said. "But with all that is going on in these neighborhoods, we didn't think that would be most appropriate."

The requests were unanimously approved by the TIF committee, which is led by former Mayor Ron Norick and consists of representatives of city schools, libraries, the city, county and CareerTech.

The committee also unanimously approved a \$1 million request by the Metropolitan Library System for improvements to the Capitol Hill Library, 334 SW 26, and surprised library Director Donna Morris by awarding another \$160,000 to cover the remainder of a reported shortfall in the project budget.

Morris told the committee the

two-story library has not undergone significant upgrades since it opened in 1951. Morris said the library was initially built with no parking, and was serving a very different neighborhood 60 years ago.

"We had a John A. Brown's, a Penney's, a Katz Drug Store — it was a very vibrant area," Morris said. "But it changed a lot. There isn't as much demand for books as there was. But there is a big demand for computers. It's very busy. Those people are filling out job applications, resumes, assist applications. We have a large Hispanic population in there and we have a Hispanic area. We have kids who come in, need help with their homework, and we've created a special space for them."

Morris said the building is in "need of serious work," with an unreliable elevator, electrical system that doesn't meet code, and energy inefficient windows.

Library system helps

The library system is paying for some repairs, using money budgeted and raised through prior bond issues. Space for additional parking also has been acquired.

"So many things are not possible with the money we have," Morris said. She added even with the requested \$1 million allocation, designers were looking for ways to cut costs to bring the project within budget.

"I'd just as soon fund all of it, \$1.16 million," Norick responded. "Let's give you what you need so you don't need to skimp. We have the money, and libraries are one of the recipients of this whole thing. Let the designers do the value engineering and maybe you'll have the money for more computers or whatever else you will need."