



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, June 19, 2014, 3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(Telephone: 231-8650)

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 #109 – 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 (#110 - #114)

- Document #110 – Approval of Minutes of May 15, 2014 Meeting
- Document #111 – Acceptance of Review of Expenditures for May 2014
- Document #112 – Contract Awards
 - Item A: Elevator Maintenance
 - Item B: Furniture for Midwest City Library
 - Item C: Bins for AMH Sorter
 - Item D: Laptop Computers
 - Item E: Data Cabling for IP Computers
 - Item F: Cisco IP Computers
 - Item G: PC Reservation & Print Management
 - Item H: Point of Sale Hardware & Software
 - Item I: Janitorial Services
 - Item J: Janitorial Supplies
 - Item K: Professional Contract with Jimmy C. Welch
 - Item L: Pest Control Services
 - Item M: Annual Renewal of Supply & Service Contracts
 - Item N: Copier Paper
 - Item O: LaserJet Toner Cartridges & Toner Coll. Units
 - Item P: Carpet Maintenance
 - Item Q: Exterior Lighting at Warr Acres
- Document #113 – Request to Declare Equipment Surplus
- Document #114 – Request for Transfer of Funds

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #115 – Discussion, Consideration, and Possible Action: Report and Recommendations - Administrative & Personnel Committee meeting May 14, 2014
- Document #116 – Discussion, Consideration, and Possible Action: Report and Recommendations – Finance Committee meeting May 27, 2014 ~ Allen Coffey, Chair
- Document #117 – Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2014-2015

4:15 – 4:30 pm SPECIAL PRESENTATIONS

- Sign-Up – Kay Bauman, Deputy Executive Director/Library Operations

4:30 – 4:40 pm INFORMATION REPORTS

- Document #118 – MLS May 2014 Library Visits
- Document #119 – MLS May 2014 Circulation Report
- Document #120 – MLS May 2014 Computer Usage Report
- Document #121 – MLS May 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:

July 17, 2014
Almonte Library, 2914 SW 59th, Oklahoma City, OK 73119

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 June 2014:

<u>Employees</u>	<u>Years of Service</u>
Donna L. Morris, Executive Director	45
Alan Siavashi, Receiving Technician, Technical Processing	20
Kimberly A. Edwards, Librarian, Downtown Library	15
Stacy G. Schrank, Employee Development Coordinator, Planning	10
Danielle D. Walker, Library Aide, Southern Oaks Library	10
Teri Lynn Wooley, Project Specialist, Outreach	10
Crystal D. Easley, Circulation Clerk, Del City Library	10
Jon Lucas Vodka, Maintenance Technician I	5
Diane M. Sarantakos, Director of Development/Volunteer Services	5

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

DATE: May 15, 2014

TIME: 3:30 pm

MEETING PLACE: Village 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 Village Library and Downtown Library, 300 Park Avenue, Oklahoma City, on May 13, 2014, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

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

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Helene Harpman
Jose Jimenez
Brian Maughan
Tracy McDaniel
Tracy McGehee
Stephanie West

Estimate of general public and staff attending: 19

I. The meeting was called to order at 3:35 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Akadiri, Cory, Friedemann, Hannah, Leslie, McCaleb, Rice, Shaw, Shonts, Smith, Strube, Toland, Tucker, Anthony (Arrived: Coffey, 3:36; Nelson, 3:37; Patterson, 3:40; Bullard, 3:54; Patel, 3:54).

II. Mrs. Anthony introduced the Village Mayor, Dave Bennett. Mr. Bennett welcomed the Commission to the City of the Village and expressed his appreciation of the Village Library.

Mrs. Anthony welcomed Ms. Emily Canniff, Manager of Library Operations I, for the Village Library. Ms. Canniff welcomed the commission to the Village Library. She reported on the current events taking place at the Village Library as well as in the community.

III. Mrs. Anthony called for the Presentation of Service Certificates for May 2014. She recognized the following employees who were unable to attend the meeting: Joshua Wells, Library Aide, Bethany Library ~ 15 years of service; Carsen Moon, Library Aide, Downtown Library ~ 5 years of service; Joyce Jackson, Project Specialist, Outreach ~ 5 years of service.

IV. Mrs. Anthony called for comments from the general public. (*Two Citizens Request to Speak* forms are attached.) Each person was allotted 3 minutes to address the commission. Mrs. Bela Patel and Mr. Hiren Patel addressed the commission regarding a request to hold Sermons (Discourses) at the Downtown Library on Sundays from 9:00 am to Noon. The group currently meets during regular operating hours at the Downtown Library on Sundays at 4:00pm.

V. Mrs. Anthony presented the Consent Docket: Document #99 – Approval of Minutes of April 17, 2014; Document #100 – Acceptance of Review of Expenditures for April 2014; Document #101 – Contract Awards; Document #102 – Request for Transfer of Funds.

Mrs. Anthony called for a motion.

Mrs. Alyne Strube moved to accept the consent docket. Mrs. Fran Cory seconded. Discussion followed; motion passed unanimously.

VI. Mrs. Anthony referred to Document #103 – Discussion, Consideration, and Possible Action – Report and Recommendations – Executive Director Search Committee, April 28, 2014 – Hugh Rice, chair

Mr. Hugh Rice reported the Executive Director Search Committee met with the search firm, Bradbury Associates, on April 28. He referred to the Executive Director Search Schedule. The recruitment process will begin May 17 and run through August 16. Bradbury will complete all pre-screening interviews by August 20 and will meet with the Search Committee on August 27 to present the pool of candidates. The Committee will select 6-8 semifinalists at that time. The semi-finalist interviews will take place on September 11 and September 12 via Skype and finalist interviews will take place on site September 23 and September 24. The final interview process will include staff meetings, a public forum, and an informal reception. The Commission will hold a Special Meeting on October 9 to vote on the selected candidate. Questions and Discussion followed. The full commission is encouraged to take part in and attend any of the Search Committee meetings.

VII. Mrs. Anthony referred to Document #104 – Discussion, Consideration, and Possible Action – Report and Recommendation from Administration – Amended Capitol Hill Library Project Agreement.

Mrs. Morris explained the changes in the Amended Capitol Hill Library Project Agreement. As part of securing additional funds, the Downtown/MAPS TIF Review Committee recommended the approval of \$1,160,000.00 in additional funding for the Capitol Hill Library Project. This increase means that the MLS contribution to the project should also be increased. Funding for the additional support is included in the existing FY 2013-14 450 account. Discussion followed.

Mrs. Anthony called for a motion.

Mr. Jim Shonts moved to approve the Amendment to the Capitol Hill Library Project Agreement between the City of Oklahoma City and the Metropolitan Library Commission of Oklahoma County. Mrs. Susan Tucker seconded. *Mrs. Judy Smith referred to page 2, paragraph F, of the agreement and suggested the second to last sentence be revised since there is no longer an Exhibit "A".* **No further discussion; motion passed unanimously.**

VIII. Mrs. Anthony referred to Special Presentations: Summer Reading ~ Emily Williams, Young Adult Services Coordinator, Outreach and Kellie Delaney, Manager of Web Development & Support, Planning.

Mrs. Delaney and Mrs. Williams presented a video highlighting the Summer Reading 2014 program. The new Summer Reading Program is open to readers of all ages; from babies to adults. While you can sign-up online today; you will not be able to log your reading until the program begins on June 1st. Mrs. Delaney explained the new online sign-up process and encouraged Commission members to sign-up today. Postcards were handed out displaying the Summer Reading website, as well as the various sponsors to the program. Questions and Discussion followed.

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

Questions and discussion followed.

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

Mrs. Morris reported the Downtown College Consortium will be ceasing operations on July 31. Unfortunately the advent of online courses and other continuing education classes in the area has affected enrollment at the consortium. Mrs. Candace McDaniel, Headquarters Manager, has been in contact with two of the institutions regarding possible continuation of some learning opportunities. In addition, the policy approved last month for public space use will need to be modified to take out the wording "OKC Downtown College" and will be replaced with the wording "continuing education tenant agreements".

Mrs. Morris stated the hardware for the new ILS has been installed, and went very well. TLC Technicians in Denver will now begin loading the software that will be utilized in the new system.

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

Mrs. Anthony announced Ms. Bose' Akadiri is moving to Chicago and therefore resigning from the commission. Mrs. Anthony expressed her appreciation to Ms. Akadiri and wished her the best.

Mrs. Anthony referred back to the comments from the general public regarding a request to open the Downtown Library on Sunday mornings for the group to hold Sermons (Discourses). Currently, none of the libraries are open on Sunday mornings and such a request would require a significant policy change.

XII. Mrs. Anthony announced the next Commission meeting will be held at the Downtown Library on June 19, 2014.

There being no further business, the meeting was adjourned at 4:31 pm.


Donna Morris, Executive Director
(Secretary)

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**
TO START OF MEETING

DATE: 5/15/14

Please complete this form if you are interested in addressing the Library Commission

Bela Patel
PRINT NAME

4601 Mary Ann Circle
RESIDENCE: ADDRESS/ZIP

ok city
COUNTY OF RESIDENCE

Bpatee

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 343 7216 Sayam711 @ Yahoo. Com
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: DAY

SELF: _____

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**
TO START OF MEETING

DATE: 5/15/14

Please complete this form if you are interested in addressing the Library Commission

Hiren Patel
PRINT NAME

2404 S.W. 11th St, Okc. Ok.
RESIDENCE: ADDRESS/ZIP

Oklahoma
COUNTY OF RESIDENCE

Hiren Patel
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-209-4047 hiren@patel@gmail.com
TELEPHONE **E-MAIL**

WHO YOU ARE REPRESENTING:

ORGANIZATION: DAY

SELF: _____

I ask to speak on the following Agenda Item(s) _____

I ask to speak on the topic or issue(s) of _____

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2014

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

For comparison, 91.67% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2014.

[This page is intentionally left blank]

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

As of May 31, 2014

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/24/2012	1/24/2015	1.000%	\$ 95,014.35
CD - Municipal Emp. Credit Union	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2013	12/19/2015	0.800%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - Prosperity Bank	12/14/2013	12/14/2014	0.350%	100,000.00
CD - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - Interbank	11/9/2013	11/5/2014	0.500%	99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%	122,052.12
CD - First State Bank	3/20/2014	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>

Document #111
MLC OFY 2013-14
June 19, 2014

Page 5 of 32

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

May 31, 2014

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 50,406.69	\$ 4,028.69	\$ 1,096.11	\$ 53,339.27
810 Prepaid Fees	(21,455.05)	0.00	361.39	(21,816.44)
815 Fines	44,511.19	43,562.23	58,304.81	29,768.61
820 Copy	131,197.91	12,404.90	102,620.71	40,982.10
Total Revolving Funds	\$ 204,660.74	\$ 59,995.82	\$ 162,383.02	\$ 102,273.54
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
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	3,500.00	3,500.00	0.00
883 14/EEJF/Children's Books	5,000.00	5,000.00	5,000.00	0.00
884 14/KFF/After School	9,600.00	9,600.00	9,600.00	0.00
886 14/OGE/Summer at Library	5,000.00	5,000.00	5,000.00	0.00
887 14/Continental/Summer Reading	5,000.00	5,000.00	5,000.00	0.00
888 14/Downtown Club/Summer Readin	600.00	600.00	600.00	0.00
891 14/OHC/Worst Hard Time	1,000.00	1,000.00	800.00	200.00
893 14/OCCF/Harrah	265.00	265.00	0.00	265.00
894 14/Sonic/Summer Reading	20,000.00	20,000.00	20,000.00	0.00
895 14/Junior League/Summer Reading	5,250.00	5,250.00	5,250.00	0.00
896 14/Kerr/Summer Reading	2,500.00	2,500.00	2,500.00	0.00
899 11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
928 12/ODL/College Savings	1,000.00	1,000.00	825.00	175.00
933 12/LET/Aviation	5,738.00	5,738.00	2,392.00	3,346.00
935 12/Conoco/MWC	1,000.00	1,000.00	1,000.00	0.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<u>Friends Grants</u>				
846 10 Public Art	3,000.00	4,500.00	3,997.43	502.57
872 14 Our World	40,000.00	40,000.00	40,000.00	0.00
873 14 Come Read with Me	15,000.00	15,000.00	11,141.53	3,858.47
874 14 Brawner Scholarships	12,000.00	12,000.00	12,000.00	0.00
876 14 Summer at the Library	71,000.00	71,000.00	23,644.53	47,355.47
890 14 Rock and Read	480.00	480.00	0.00	480.00
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
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	11,000.00	0.00
945 13 Staff Recognition	25,299.02	25,534.02	25,349.58	184.44
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
966 14 Staff Recognition	17,000.00	0.00	1,325.00	(1,325.00)
Total Grants				70,740.76
Total Special Funds				\$ 173,014.30

Metropolitan Library System
Statement of Encumbrances
Month of May 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	1,642,131.77	13,085,335.62	87.45	14,963,591.00	1,878,255.38
102	Wages - Part-time	252,239.56	2,006,125.36	76.81	2,611,763.00	605,637.64
103	Payroll Taxes	141,447.63	1,111,572.67	89.28	1,245,011.00	133,438.33
109	Workers' Comp. Insurance	20,235.00	167,380.00	81.79	204,648.00	37,268.00
112	Group Insurance	232,250.63	2,551,448.23	85.94	2,969,033.00	417,584.77
113	Employees' Retirement	110,910.61	2,000,824.74	100.10	1,998,785.00	-2,039.74
114	Unemployment Compen.	.00	1,697.98	5.66	30,000.00	28,302.02
Total Personal Services		2,399,215.20	20,924,384.60	87.10	24,022,831.00	3,098,446.40

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insu.	.00	264,331.98	97.36	271,506.00	7,174.02
205	Rent of Library Buildings	7,571.88	90,300.04	99.04	91,175.00	874.96
207	Janitorial Services	34,431.80	378,227.80	72.18	524,000.00	145,772.20
208	Maintenance of Facilities	50,745.06	322,985.88	54.00	598,156.00	275,170.12
211	Parking & Transportation	10,009.56	124,506.57	75.64	164,600.00	40,093.43
212	Travel Expenses	980.34	63,450.98	47.72	132,954.00	69,503.02
213	Professional Services	21,317.15	284,491.34	66.25	429,420.00	144,928.66
214	Security Services	36,169.84	387,246.39	83.57	463,406.00	76,159.61
216	Telephone Services	10,636.66	102,374.11	31.59	324,027.00	221,652.89
217	Electrical Services	38,284.16	460,918.27	70.32	655,455.00	194,536.73
218	Gas Services	1,421.04	40,254.99	81.00	49,696.00	9,441.01
219	Water & Garbage Services	4,442.33	60,979.79	64.58	94,431.00	33,451.21
220	Trigen Energy Services	12,209.85	158,430.85	67.84	233,541.00	75,110.15
226	Memberships	705.00	22,904.00	84.02	27,259.00	4,355.00
230	Other Library-Related Serv.	46,363.87	380,422.89	79.71	477,253.00	96,830.11
231	Automation Contractual	14,877.53	319,983.75	75.87	421,777.00	101,793.25
236	Network Catalog Services	4,041.68	58,579.07	63.50	92,250.00	33,670.93
Total Contractual Services		294,207.75	3,520,388.70	69.70	5,050,906.00	1,530,517.30

Metropolitan Library System
Statement of Encumbrances
Month of May 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	17,345.82	103,271.25	50.87	203,000.00	99,728.75
302	Postage	21,511.25	198,854.38	67.74	293,575.00	94,720.62
303	Supplies	28,804.82	344,132.65	76.79	448,149.00	104,016.35
310	Maintenance Supplies	4,680.40	64,464.19	85.95	75,000.00	10,535.81
312	Safety Supplies & Equip.	.00	5,871.14	99.51	5,900.00	28.86
321	Gasoline & Oil	3,504.93	32,707.12	58.41	56,000.00	23,292.88
322	Vehicle Parts & Repairs	565.03	11,546.58	36.08	32,000.00	20,453.42
330	Programming Activities	7,464.50	207,594.74	70.09	296,168.00	88,573.26
331	Other Commodities	1,387.26	17,997.49	42.27	42,574.00	24,576.51
Total Commodities		85,264.01	986,439.54	67.92	1,452,366.00	465,926.46

Capital Outlays

401	Books & Materials	580,102.85	4,197,505.71	80.88	5,190,000.00	992,494.29
404	Government Documents	.00	3,000.00	44.78	6,700.00	3,700.00
405	Book Repairs & Bindings	559.50	559.50	29.45	1,900.00	1,340.50
407	Periodicals & Subscriptions	158.00	172,640.50	95.04	181,650.00	9,009.50
408	Furniture, Fixture, & Equip.	19,438.85	214,671.09	62.81	341,757.00	127,085.91
409	Motor Vehicles	.00	86,473.91	82.36	105,000.00	18,526.09
410	Automation System & Equip.	-104.55	150,846.26	25.00	603,350.00	452,503.74
450	Capital Projects	3,676.89	1,371,489.07	21.80	6,290,024.00	4,918,534.93
490	Capital Reserves - Current	.00	.00	.00	-1,198,551.76	-1,198,551.76
499	Reserve Carryover - Prior	.00	.00	.00	16,128,950.12	16,128,950.12
Total Capital Outlays		603,831.54	6,197,186.04	22.41	27,650,779.36	21,453,593.32
Total Budget		3,382,518.50	31,628,398.88	54.37	58,176,882.36	26,548,483.48

Monthly Journal Entries -- May 2014

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
174	1001	Cash	\$ 10,000.00	
	3602	Interest Income Interest on 313382wy5		\$ 10,000.00
175	1001	Cash	\$ 10,500.00	
	3602	Interest Income Interest on 313381vj1		\$ 10,500.00
<u>Tax revenues</u>				
176	1001	Cash	\$ 283,618.63	
	1201	Ad Valorem Tax - Current year		\$ 236,533.23
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 4/16 to 4/30		\$ 47,085.40
177	1001	Cash	\$ 54,300.08	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 5/1 to 5/14		\$ 54,300.08
178	1001	Cash	\$ 28,955.00	
	3401	State Aid State Aid, 3rd payment		\$ 28,955.00
<u>Miscellaneous revenue</u>				
179	1001	Cash	\$ 4,559.68	
	3605	Mic. Reimbursements		\$ 4,559.68
		Ins - R Rea 343.26 Friends 1,321.62		
		LET-postage 18.49 Friends 1,054.56		
		Subscrip refund 1,247.99 Independent 31.56		
		Café rent 500.00 St Louis-refund 39.20		
		name badges \$ 3.00		
		total \$ 4,559.68		
180	1001	Cash	\$ 18.00	
	3606	Surplus Sale Scrap metal sales		\$ 18.00
181	1001	Cash	\$ 100,000.00	
	3613	Miscellaneous Revenue - Copy Funds Transfer excess copy fund money from Special Funds to General Fund		\$ 100,000.00

Fines

182	1001	Cash	\$	44,000.00	
	1001	Cash	\$	12,740.08	
	3403	Projected Mic. Revenue - Fines			\$ 44,000.00
	3403	Projected Mic. Revenue - Fines			\$ 12,740.08
		Fines transferred to General Fund in May			

Payable entries

183	3001	Current Year Reserv. for Appropriations.	\$	3,385,217.01	
	3011	Current Year P.O. Outstanding			\$ 3,385,217.01
	3002	Prior Year Reserv. for Appropriations.			\$ 35,855.67
	3012	Prior Year P.O. Outstanding	\$	35,855.67	
		Purchase orders issued in May			
184	3011	Current Year P.O. Outstanding	\$	3,696,875.22	
	3021	Current Year Warrants Outstanding			\$ 3,696,875.22
		Checks issued in May			
185	3021	Current Year Warrants Outstanding	\$	3,494,406.64	
	1001	Cash			\$ 3,494,406.64
		Checks cleared Bank in May			

Bank interest and fees

186	1001	Cash			\$ 72.95
	3602	Bank Fees	\$	425.88	
	3602	Interest Income			\$ 352.93
		Interest and fees from GF checking account			
187	8000	Special Fund Cash			\$ 247.52
	8815	Bank Fees	\$	254.45	
	8815	Interest Income			\$ 6.93
		Interest and fees from SF checking account			

Special funds

188	8000	Special Fund Cash	\$	62,897.01	
	8815	Fines			\$ 25,059.17
	8820	Copy			\$ 12,404.90
	8805	Gift/Lost Books			\$ 4,028.69
	8810	Prepaid Fees	\$	361.39	
	8878				\$ 3,500.00
	8899				\$ 882.00
	8935	other	\$	19.47	
	8815	Credit card receipts			\$ 18,496.13
	8815	Credit card expenses	\$	1,093.02	
		Revenues of special funds received in May			

189	8000	Special Fund Cash		\$	223,503.22
	8815	Fines	\$	44,217.26	
	8820	Copy	\$	102,620.71	
	8805	Gift/Lost Books	\$	1,096.11	
	8872		\$	4,855.31	
	8876		\$	21,838.83	
	8883		\$	5,000.00	
	8884		\$	400.00	
	8886		\$	5,000.00	
	8887		\$	5,000.00	
	8888		\$	600.00	
	8894		\$	20,000.00	
	8895		\$	5,250.00	
	8896		\$	2,500.00	
	8928		\$	175.00	
	8874		\$	4,950.00	

Expenditures of special funds in May

190	8000	Special Fund Cash		\$	7,920.86
	8891		\$	400.00	
	8892		\$	3,003.00	
	8899		\$	200.00	
	8916		\$	641.12	
	8933		\$	300.00	
	8846		\$	1,137.69	
	8873		\$	914.05	
	8966		\$	1,325.00	

Additional expenditures of special funds in May

Corrections, adjustments, and miscellaneous

191	3602	Interest	\$	373.24	
	3605	Other Income		\$	373.24
		To correct account number to interest income from miscellaneous income			
192	8815	Fines	\$	12,740.08	
	8000	Cash		\$	12,740.08
		To record fines posted directly to General Fund, in error			
193	1001	Cash	\$	21,372.89	
	3021	Current Year Warrants Outstanding		\$	2,484.38
	3605	Miscellaneous revenue	\$	18,587.09	
	3001	Current Year Reserv. for Appropriations.		\$	37,475.60
		To correct for encumbrances posted (cancelled checks)			
194	3605	Miscellaneous revenue	\$	1,889.12	
	3611	Flex revenue		\$	1,889.12
		To correct the account number used to record the Flex account balances			

Grand Total

\$ 11,512,483.73 \$11,512,483.73

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-04819	Bank of Oklahoma	Payroll Transmittal-Chks	31,991.11	
		Payroll Transmittal-Chks	13,317.15	
		Payroll Transmittal-Chks	110.00	45,418.26
G-04820	Bank of Oklahoma	Federal Withholding Tax	58,781.85	
		Federal Withholding Tax	4,819.00	63,600.85
G-04821	Oklahoma Tax Commission	State Withholding Tax	17,591.00	
		State Withholding Tax	1,064.00	18,655.00
G-04822	Mun. Employees Credit Union	Employee Cr Union Deducts	10,976.47	
		Employee Cr Union Deducts	87.50	11,063.97
G-04823	United Way of Central Oklahoma	Employee Deductions	680.11	
		Employee Deductions	24.00	704.11
G-04824	Clerk, U.S. District	Employee Deductions	260.04	260.04
G-04825	HealthSmart Benefit Solutions	Employee Deductions	170.00	170.00
G-04826	Bank of America	Payroll Transmittal-DDep	321,448.90	
		Payroll Transmittal-DDep	57,812.79	
		Payroll Transmittal-DDep	825.00	380,086.69
G-04827	Nationwide Retirement Solution	Employee Deductions	5,435.38	5,435.38
G-04828	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-04829	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,650.35	3,650.35
G-04830	Bank of Oklahoma	Employee Flexplan Deposit	33,453.74	33,453.74
G-04831	Bank of Oklahoma	Employee Soc/Sec Deposits	31,972.30	
		Employee Soc/Sec Deposits	5,189.10	
		Employee Medicare Deposit	7,477.44	
		Employee Medicare Deposit	1,213.57	
		Employer Soc/Sec Deposits	37,161.41	
		Employer Medicare Deposit	8,690.94	91,704.76
G-04832	MassMutual Financial Group	Employee Contrib -- DC PI	20,730.75	
		Employee Contrib -- DC PI	37,087.55	57,818.30
G-04833	Pioneer Credit Recovery	Employee Deductions	159.94	159.94
G-04834	Robinson & Hoover	Employee Deductions	167.89	167.89
G-04835	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-04836	Administrative Services	Employee Deductions	1,463.54	1,463.54
G-04837	UNUM Life Insurance	Employee Deductions	1,081.20	
		Employee Deductions	37.30	1,118.50
G-04838	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	6,956.97	6,956.97
G-04839	CompSource Oklahoma	Workers Comp Insurance	14,235.00	14,235.00
G-04840	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-May	50,210.95	50,210.95
G-04841	Vision Service Plan of	Grp Vision Ins - May	2,874.76	2,874.76
G-04842	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-May	168,428.25	168,428.25
G-04843	UNUM Life Insurance	Grp LTC Insurance Prm-May	1,420.70	1,420.70
G-04844	City of Midwest City, Inc.	Water & Garbage Services	271.47	271.47
G-04845	Bradford Industrial Supply	Maintenance of Facilities	154.15	154.15
G-04846	O G & E	Electrical Services	194.94	
		Electrical Services	1,768.11	1,963.05
G-04847	Oklahoma Natural Gas Co.	Gas Services	62.27	
		Gas Services	206.28	
		Gas Services	72.52	
		Gas Services	63.50	404.57
G-04848	Brodart Co.	Supplies	50.64	50.64
G-04849	Locke Supply Co.	Maintenance of Facilities	36.31	
		Maintenance of Facilities	10.66	46.97
G-04850	Demco	Equipment	3,680.00	
	** Continued **			

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-04850	Demco	Supplies	636.65	
		Supplies	143.32	
		Supplies	484.43	
		Supplies	25.43	4,969.83
G-04851	Gaylord Bros.	Supplies	68.21	68.21
G-04852	Gale/ Cengage Learning, Inc.	Materials	46,020.75	46,020.75
G-04853	The University of Oklahoma	Printing/Printing Supply	3,890.00	
		Printing/Printing Supply	140.00	4,030.00
G-04854	Oriental Trading Company	Programming	31.99	31.99
G-04855	Standard Printing Co., Inc.	Supplies	1,158.00	1,158.00
G-04856	123 Security Products.com	Equipment	4,636.26	4,636.26
G-04857	Baker & Taylor Books	Materials	1,648.00	1,648.00
G-04858	Jessica Morris	Transportation	37.45	37.45
G-04859	Thomson Reuters-West	Materials	862.50	862.50
G-04860	Taryn Kingery	Programming Activities	32.43	32.43
G-04861	Maintenance Connection	Professional Services	3,200.00	
		Maintenance of Facilities	396.00	3,596.00
G-04862	Keystone Tape & Label, Inc.	Printing/Printing Supply	203.10	
		Printing/Printing Supply	875.86	
		Printing/Printing Supply	1,157.22	2,236.18
G-04863	Recorded Books, LLC	Materials	2,747.00	2,747.00
G-04864	World Trade Press	Materials	2,205.00	2,205.00
G-04865	Phillip Tolbert	Transportation	59.40	59.40
G-04866	Encyclopedia Britannica, Inc.	Materials	4,053.00	4,053.00
G-04867	Southwest Trailers & Equipment	Maintenance of Facilities	356.79	356.79
G-04868	Chelsi House	Transportation	34.03	34.03
G-04869	Arphax Publishing Co	Materials	561.89	561.89
G-04870	Thorndike/Gale Group	Materials	987.58	987.58
G-04871	DVA, Inc	Materials	29.96	29.96
G-04872	Randy Wayland	Supplies	58.37	58.37
G-04873	Brendan Parker	Programming Activities	400.00	400.00
G-04874	Anne G. Fischer	Travel Expenses	470.00	470.00
G-04875	Light Bulb Supply Co., Inc.	Maintenance of Facilities	403.60	403.60
G-04876	Friday	Library-related Services	700.00	700.00
G-04877	Hal Leonard Corporation	Materials	128.55	128.55
G-04878	Independent Stationers	Supplies	22.13	
		Supplies	52.34	
		Supplies	52.60	
		Supplies	12.64	139.71
G-04879	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-04880	Schoolhouse Outfitters LLC	Supplies	345.37	345.37
G-04881	Amigos Library Services	Materials	24,061.00	24,061.00
G-04882	Joan Kendall	Postage	44.60	44.60
G-04883	INTEGRIS Corporate Assistance	Group Insurance	1,038.00	1,038.00
G-04884	AT&T	Telephone Services	1,210.35	1,210.35
G-04885	Blackstone Audio Books	Materials	986.50	986.50
G-04886	Scott's Printing & Copying	Printing/Printing Supply	289.58	289.58
G-04887	Brilliance Corporation	Materials	1,543.80	1,543.80
G-04888	ALA Registration Dept	Professional Services	250.00	250.00
G-04889	Ingram Library Service	Materials	1,313.37	1,313.37
G-04890	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	199.42	199.42

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-04891	XPEDX	Supplies	600.00	600.00
G-04892	Dana Morrow	Other Commodities	117.00	117.00
G-04893	Summit Mailing Systems, Inc.	Postage	195.95	195.95
G-04894	Audio Editions	Materials	8.00	8.00
G-04895	OSCPA	Professional Services	255.00	255.00
G-04896	Larry G. Johnson	Parking	108.38	108.38
G-04897	OverDrive, Inc.	Materials	5,637.90	5,637.90
G-04898	Findaway World, LLC	Materials	3,474.83	3,474.83
G-04899	Victoria Dixon	Transportation	38.73	38.73
G-04900	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-04901	AV Cafe Inc	Materials	3,071.52	3,071.52
G-04902	Ingram Library Service	Materials	266.37	266.37
G-04903	Grey House Publishing	Materials	930.00	930.00
G-04904	Meghan Attalla	Programming Activities	11.96	11.96
G-04905	Town of Luther	Water & Garbage Services	37.60	37.60
G-04906	Jana Hausburg	Parking	10.00	10.00
G-04907	Barnes & Noble, Inc.	Materials	3,467.81	3,467.81
G-04908	Susan Pierce	Programming Activities	280.00	
		Programming Activities	1,050.00	
		Programming Activities	150.00	1,480.00
G-04909	Angela Thornton	Transportation	57.58	57.58
G-04910	Oklahoma Museum Network	Programming Activities	225.00	225.00
G-04911	Cox Media Oklahoma City	Library-related Services	10,165.00	10,165.00
G-04912	Home Depot Credit Services	Maintenance of Facilities	132.72	132.72
G-04913	Rena Gibson	Programming Activities	62.37	62.37
G-04914	CDW Government, Inc.	Automation	2,949.80	
		Automation	5,899.60	
		Automation	8,259.44	
		Automation	3,392.27	
		Automation	147.49	20,648.60
G-04915	Batteries Sooner LLC	Maintenance of Facilities	101.76	101.76
G-04916	Natasha Corso	Programming Activities	400.00	400.00
G-04917	Westlake Hardware	Maintenance of Facilities	19.55	
		Maintenance of Facilities	35.65	55.20
G-04918	OPUBCO Communications Group	Other Library Related Svc	143.90	143.90
G-04919	Kimberly Edwards	Transportation	28.69	28.69
G-04920	Cintas	Maintenance of Facilities	175.00	175.00
G-04921	Joy E. Cavett	Programming Activities	300.00	300.00
G-04922	ULINE	Supplies	211.75	
		Supplies	98.02	309.77
G-04923	City of Harrah Acct 02-0121-01	Water & Garbage Services	105.04	105.04
G-04924	Crossings Community Church	Professional Services	1,150.00	1,150.00
G-04925	Info Group, Inc.	Materials	24,449.00	24,449.00
G-04926	Amazon/GE Money Bank	Programming	61.61	
		Programming	117.41	
		Supplies	105.07	284.09
G-04927	United Parcel Service	Postage	8.91	
		Postage	1,166.55	1,175.46
G-04928	Oklahoma Press Service	Library-Related Services	106.10	106.10
G-04929	John Wood	Other Commodities	32.18	
		Automation Contractual	9.71	41.89
G-04930	City of Choctaw	Water & Garbage Services	75.81	75.81

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-04931	Devin McGhee	Transportation	27.65	27.65
G-04932	Office Depot Credit Plan	Supplies	104.64	104.64
G-04933	Todd Olberding	Telephone Services	47.03	47.03
G-04934	Alice Murphy	Transportation	152.10	152.10
G-04935	Baker & Taylor Books	Materials	7,097.88	7,097.88
G-04936	Cheryl Pernell	Parking	108.38	108.38
G-04937	Sharon Thompson	Transportation	144.01	144.01
G-04938	Baker & Taylor Entertainment	Materials	3,466.09	
		Materials	1,897.92	5,364.01
G-04939	Brad Richter	Programming Activities	144.69	144.69
G-04940	City of Edmond	Maintenance of Facilities	8,400.00	8,400.00
G-04941	Walmart Community/GECRB	Other Commodities	63.03	
		Supplies	.80	63.83
G-04943	Garcia Tire Service, Inc.	Maintenance of Facilities	322.62	322.62
G-04944	Univ of OK Press Acct 12974	Books & Materials	21.62	21.62
G-04945	Pamela Buchanan	Telephone Services	35.00	
		Transportation	3.75	38.75
G-04946	Sharon G. Bish	Transportation	177.93	177.93
G-04947	Pete Roberson	Transportation	108.02	108.02
G-04948	Kelly D Smith	Programming Activities	60.00	60.00
G-04949	Star Lighting	Maintenance of Facilities	418.00	418.00
G-04950	Cintas Corporation 064	Maintenance of Facilities	495.10	495.10
G-04951	Recorded Books Digital	Materials	48,372.54	48,372.54
G-04952	Sunbelt Data Systems Inc	Supplies	5,651.42	5,651.42
G-04953	Cambridge University Press	Materials	115.00	115.00
G-04954	Waste Connections of Oklahoma	Garbage Services	679.00	
		Garbage Services	54.00	733.00
G-04955	Faith Centered Resources	Materials	97.56	97.56
G-04956	Laura McMurtry	Telephone Services	35.00	
		Transportation	2.13	37.13
G-04957	Suzanne & Jim, Inc	Programming Activities	500.00	500.00
G-04958	SMC Technologies, Inc	Capital Projects	125.00	125.00
G-04959	Cox Communications, Inc.	Capital Projects	269.45	
		Telephone Service	282.21	551.66
G-04960	Bryan's Flooring	Capital Projects	179,501.68	179,501.68
G-04961	Sarah Blaney	Printing/Printing Supply	11.42	
		Transportation	30.67	42.09
G-04962	Discount School Supply	Supplies	158.82	158.82
G-04963	Baker & Taylor Books	Materials	2,034.36	
		Materials	2,550.17	
		Materials	1,705.07	
		Materials	3,025.24	
		Materials	5,616.59	
		Materials	4,605.76	
		Materials	4,345.72	
		Materials	12,079.18	
		Materials	2,583.04	38,545.13
G-04964	Baker & Taylor Books	Materials	722.07	
		Materials	4,503.55	
		Materials	5,220.66	
		Materials	4,353.05	14,799.33
G-04965	Baker & Taylor Books	Materials	701.11	701.11

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-04966	Kari Fox	Programming Activities	141.56	141.56
G-04967	Beatriz Meyer	Programming Activities	190.00	190.00
G-04968	Ajax Delvecki	Programming Activities	6.44	6.44
G-04969	G4S Secure Solutions	Security Services	8,372.83	8,372.83
G-04970	Hugg & Hall Equipment Co	Maintenance of Facilities	1,019.95	1,019.95
G-04971	Alexandrina Persico	Programming Activities	60.00	60.00
G-04972	Kelly Dalrymple	Transportation	18.20	18.20
G-04973	Superior Linen Service	Supplies	27.50	27.50
G-04974	Jessica Gonzalez	Transportation	141.69	141.69
G-04975	Libra Electric Company	Capital Projects	491.38	491.38
G-04976	Dianne Williams	Other Commodities	21.51	21.51
G-04977	Quik Print	Library-related Services	60.95	60.95
G-04978	Jacson Melvin	Transportation	329.99	329.99
G-04979	Jessica Reagan Kloiber	Transportation	80.57	80.57
G-04980	Sharon Jorski	Transportation	189.40	189.40
G-04982	KOCB c/o WICS TV	Library-related Services	1,200.00	1,200.00
G-04983	Baker & Taylor Entertainment	Materials	55.15	55.15
G-04984	R. Justin Herwig	Telephone Services	35.00	35.00
G-04985	Tyler Outdoor Advertising, LLC	Library-related Services	2,830.00	2,830.00
G-04986	Savannah Mitchell	Programming Activities	75.00	75.00
G-04987	Chris Kennedy	Transportation	53.36	53.36
G-04988	Regina Fields	Supplies	13.93	13.93
G-04989	Lindsay Jones Egle	Programming Activities	12.93	
		Transportation	11.63	24.56
G-04990	O G & E	Electrical Services	1,051.68	
		Electrical Services	5,028.10	
		Electrical Services	1,668.22	7,748.00
G-04991	Oklahoma Natural Gas Co.	Gas Services	111.58	111.58
G-04992	City of Oklahoma City	Water & Garbage Services	28.81	
		Water & Garbage Services	454.73	
		Water & Garbage Services	166.67	650.21
G-04993	City of the Village	Water & Garbage Services	91.41	91.41
G-04994	Gaylord Bros.	Equipment	1,862.00	
		Equipment	313.36	2,175.36
G-04995	Gale/ Cengage Learning, Inc.	Materials	4,058.67	4,058.67
G-04996	Baker & Taylor Books	Materials	3,062.33	3,062.33
G-04997	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04998	The McGraw-Hill Global Educ.	Materials	9,633.40	9,633.40
G-04999	A.M. Best Co.	Materials	4,529.90	4,529.90
G-05000	Infobase Learning	Materials	33,396.18	33,396.18
G-05001	Thorndike/Gale Group	Materials	1,555.55	1,555.55
G-05002	Oxford University Press	Materials	16,276.88	16,276.88
G-05003	Copelin's Office Center	Supplies	898.80	898.80
G-05004	Independent Stationers	Supplies	43.20	
		Supplies	26.58	
		Supplies	10.08	79.86
G-05005	Cerebellum Corporation	Materials	59.90	59.90
G-05006	Booklist Online/ALA	Materials	650.00	650.00
G-05007	Debbie Langston	Programming Activities	70.00	70.00
G-05008	Random House, Inc	Materials	555.00	555.00
G-05009	A T & T Mobility	Telephone Services	136.60	136.60
G-05010	Hobby Lobby	Programming Activities	55.60	55.60

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05011	Ingram Library Service	Materials	1,601.67	1,601.67
G-05012	Audio Editions	Materials	8.00	8.00
G-05013	Lakeshore Learning Materials	Supplies	384.91	
		Supplies	289.84	
		Supplies	214.91	
		Supplies	109.88	999.54
G-05014	Neopost, Inc.	Postage	192.00	192.00
G-05015	Findaway World, LLC	Materials	5,651.28	5,651.28
G-05016	Employment Technologies Corp	Professional Services	460.00	460.00
G-05017	Victoria Dixon	Parking	108.38	108.38
G-05018	Fuelman	Postage	20.00	
		Gasoline & Oil	3,504.93	3,524.93
G-05019	Jerod Gerfen	Travel Expenses	459.24	459.24
G-05020	Ingram Library Service	Materials	621.13	621.13
G-05021	The Library Store, Inc.	Supplies	360.09	360.09
G-05022	OPUBCO Communications Group	Materials	10,800.00	10,800.00
G-05023	Jamshid Pourtorkan	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-05024	Home Depot Credit Services	Maintenance of Facilities	69.70	
		Maintenance of Facilities	48.66	118.36
G-05025	Batteries Sooner LLC	Maintenance of Facilities	113.88	113.88
G-05026	Oklahoma Center for Nonprofits	Professional Services	90.00	90.00
G-05027	Joy E. Cavett	Programming Activities	150.00	150.00
G-05028	Amazon/GE Money Bank	Programming	28.45	
		Programming	119.82	
		Programming	37.57	
		Supplies	49.58	
		Programming	219.70	
		Programming	49.95	
		Supplies	262.45	
		Automation	147.35	914.87
G-05029	United Parcel Service	Postage	3.73	3.73
G-05030	Cox Communications, Inc.	Telephone Services	1,911.16	
		Telephone Services	2,071.57	3,982.73
G-05031	Baker & Taylor Entertainment	Materials	4,692.23	
		Materials	4,306.13	8,998.36
G-05032	Walmart Community/GECRB	Programming Activities	110.45	
		Other Commodities	81.97	
		Programming Activities	54.04	
		Programming Activities	27.15	
		Programming Activities	34.50	
		Programming Activities	209.77	
		Supplies	59.97	577.85
G-05033	Megan Cox	Programming Activities	120.00	120.00
G-05034	Scott Delsigne	Programming Activities	125.00	125.00
G-05035	Pinnacle Business Systems, Inc	Automation	12,500.00	12,500.00
G-05036	Tim Spindle	Professional Services	250.00	
		Travel Expenses	422.00	672.00
G-05037	Cox Communications, Inc.	Telephone Services	493.63	493.63
G-05038	Target Bank	Programming	37.99	37.99
G-05039	Buffi Rae Smith	Programming Activities	100.00	100.00
G-05040	Baker & Taylor Books	Materials	2,352.78	

** Continued **

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05040	Baker & Taylor Books	Materials	2,053.12
		Materials	1,773.62
		Materials	1,737.42
		Materials	4,053.26
		Materials	2,959.65
		Materials	4,276.47
G-05041	Baker & Taylor Books	Materials	564.29
		Materials	1,332.00
		Materials	3,873.34
G-05042	Baker & Taylor Books	Materials	255.00
G-05043	Trak-1 Technology, Inc.	Professional Services	113.96
G-05044	Veolia Energy Oklahoma City,	Trigen Energy Services	12,209.85
G-05045	Quik Print	Library-related Services	13.77
G-05046	Baker & Taylor Entertainment	Materials	2,404.90
G-05047	Sheldon Beach	Parking	108.38
		Transportation	106.62
G-05048	Spiritful Voices Community	Programming Activities	100.00
G-05049	Comfort Inn @ Founders Towers	Programming Activities	648.00
G-05050	Shoplet	Supplies	63.79
G-05051	Thomas Peter Fletcher	Programming Activities	400.00
G-05052	O G & E	Electrical Services	128.40
G-05053	Oklahoma Natural Gas Co.	Gas Services	33.57
G-05054	City of Oklahoma City	Water & Garbage Services	187.00
		Water & Garbage Services	204.55
G-05055	Locke Supply Co.	Maintenance of Facilities	129.12
		Maintenance of Facilities	59.32
		Maintenance of Facilities	83.50
G-05056	Emsco Electric Supply	Maintenance of Facilities	92.90
G-05057	City of Edmond	Electrical Services	4,056.29
G-05058	Donna Morris	Travel Expenses	610.36
G-05059	American Express	Automation Contractual	149.00
		Travel Expenses	445.00
G-05060	CDW Government, Inc.	Automation	6.10
G-05061	OPUBCO Communications Group	Library-related Services	103.10
G-05062	Bank of America	Library-related Services	339.83
G-05063	City of Edmond	Water & Garbage Services	478.30
G-05064	Amazon/GE Money Bank	Supplies	67.99
		Supplies	35.10
G-05065	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00
G-05066	Superior Linen Service	Supplies	27.50
G-05067	Bank of Oklahoma	Payroll Transmittal-Chks	31,913.66
		Payroll Transmittal-Chks	13,751.17
G-05068	Bank of Oklahoma	Federal Withholding Tax	62,085.85
		Federal Withholding Tax	4,967.00
G-05069	Oklahoma Tax Commission	State Withholding Tax	18,579.00
		State Withholding Tax	1,080.00
G-05070	Mun. Employees Credit Union	Employee Cr Union Deducts	11,001.47
		Employee Cr Union Deducts	87.50
G-05071	United Way of Central Oklahoma	Employee Deductions	680.11
		Employee Deductions	24.00
G-05072	Clerk, U.S. District	Employee Deductions	254.17

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05073	Bank of America	Payroll Transmittal-DDep	339,902.76	
		Payroll Transmittal-DDep	58,298.76	398,201.52
G-05074	Nationwide Retirement Solution	Employee Deductions	5,435.38	5,435.38
G-05075	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-05076	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,706.41	3,706.41
G-05077	Bank of Oklahoma	Employee Flexplan Deposit	13,091.90	13,091.90
G-05078	Bank of Oklahoma	Employee Soc/Sec Deposits	33,350.63	
		Employee Soc/Sec Deposits	5,263.52	
		Employee Medicare Deposit	7,799.82	
		Employee Medicare Deposit	1,230.97	
		Employer Soc/Sec Deposits	38,614.38	
		Employer Medicare Deposit	9,030.72	95,290.04
G-05079	MassMutual Financial Group	Employee Contrib -- DC PI	20,765.61	
		Employer Contrib -- DC PI	37,156.55	57,922.16
G-05080	Pioneer Credit Recovery	Employee Deductions	97.19	97.19
G-05081	Robinson & Hoover	Employee Deductions	194.13	194.13
G-05082	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-05083	Administrative Services	Employee Deductions	1,427.94	1,427.94
G-05084	Leadership Oklahoma City, Inc.	Other Commodities	30.00	30.00
G-05085	City of Del City	Rent of Library Buildings	400.00	400.00
G-05086	Federal Corporation	Maintenance of Facilities	23.69	23.69
G-05087	O G & E	Electrical Services	2,576.02	
		Electrical Services	791.23	
		Electrical Services	2,856.96	6,224.21
G-05088	Oklahoma Natural Gas Co.	Gas Services	128.59	
		Gas Services	89.57	218.16
G-05089	City of Bethany	Water & Garbage Services	157.39	157.39
G-05090	City of Oklahoma City	Water & Garbage Services	646.11	
		Water & Garbage Services	216.13	
		Water & Garbage Services	56.35	918.59
G-05091	Brodart Co.	Supplies	2,450.00	
		Supplies	4,150.00	6,600.00
G-05092	Southwestern Stationers, Inc.	Supplies	150.00	150.00
G-05093	Locke Supply Co.	Maintenance of Facilities	7.31	
		Maintenance of Facilities	89.87	
		Maintenance of Facilities	24.02	121.20
G-05094	Tech-Lock	Maintenance of Facilities	8.50	8.50
G-05095	Demco	Supplies	548.71	
		Equipment	418.60	
		Supplies	93.45	
		Supplies	1,311.00	
		Supplies	612.36	2,984.12
G-05096	Hewlett-Packard Co.	Automation Contractual	7,402.15	7,402.15
G-05097	Synergy Datacom Supply, Inc.	Automation Contractual	24.80	24.80
G-05098	AT&T	Telephone Services	666.01	
		Telephone Services	808.70	
		Telephone Services	711.17	2,185.88
G-05099	Standard Printing Co., Inc.	Supplies	985.00	985.00
G-05100	Weston Woods Accts Receivable	Materials	4,095.95	4,095.95
G-05101	Taryn Kingery	Programming Activities	17.50	17.50
G-05102	Upstart	Supplies	95.96	95.96
G-05103	Oasis Audio LLC	Materials	21.99	21.99

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05104	Recorded Books, LLC	Materials	4,023.05	4,023.05
G-05105	Denyvetta Davis	Transportation	85.39	85.39
G-05106	Thorndike/Gale Group	Materials	769.93	769.93
G-05107	Ebrahim Ejtehad	Programming Activities	34.39	34.39
G-05108	Fast Signs	Printing/Printing Supply	1,152.91	1,152.91
G-05109	Copelin's Office Center	Supplies	1,738.50	1,738.50
G-05110	Independent Stationers	Supplies	18.73	
		Supplies	149.67	168.40
G-05111	Walter Wayne McEvilly	Programming Activities	600.00	600.00
G-05112	Murray Womble, Inc.	Capital Projects	150.00	150.00
G-05113	OHC of the Southwest, P.A.	Professional Services	87.00	87.00
G-05114	Jonathan Willis	Telephone Services	35.00	
		Transportation	50.91	85.91
G-05115	Diane Sarantakos	Library-related Services	95.47	95.47
G-05116	Blackstone Audio Books	Materials	400.00	400.00
G-05117	Oklahoma Gazette	Library-related Services	1,136.00	1,136.00
G-05118	Random House, Inc	Materials	832.50	832.50
G-05119	Scott's Printing & Copying	Printing/Printing Supply	816.72	
		Printing/Printing Supply	780.53	1,597.25
G-05120	OCLC, Inc.	Network Catalog Services	4,041.68	4,041.68
G-05121	Brilliance Corporation	Materials	2,454.13	2,454.13
G-05122	Angela Hill	Programming Activities	14.85	14.85
G-05123	Ingram Library Service	Materials	808.71	808.71
G-05124	XPEDX	Supplies	192.72	192.72
G-05125	Mergent Co., Inc.	Materials	2,819.00	2,819.00
G-05126	Audio Editions	Materials	4,083.62	4,083.62
G-05127	Larry G. Johnson	Travel Expenses	144.48	
		Professional Services	20.00	164.48
G-05128	OverDrive, Inc.	Materials	5,053.91	5,053.91
G-05129	Findaway World, LLC	Materials	15,553.76	15,553.76
G-05130	Jo Nita White	Programming Activities	11.99	11.99
G-05131	Chickasaw Telecom, Inc.	Automation Contractual	186.56	186.56
G-05132	Newegg, Inc.	Equipment	267.58	267.58
G-05133	Capstone	Materials	270.00	270.00
G-05134	Ginger Waldrip	Programming Activities	200.00	200.00
G-05135	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-05136	Oklahoma City Zoo Educ. Dept.	Programming Activities	175.00	175.00
G-05137	Sheryl Ann Dudley	Programming Activities	140.00	140.00
G-05138	AV Cafe Inc	Materials	1,325.93	1,325.93
G-05139	Meghan Attalla	Programming Activities	51.31	
		Programming Activities	32.40	83.71
G-05140	The Black Chronicle	Periodicals/Subscriptions	20.00	20.00
G-05141	Center Point Large Print	Materials	1,342.08	1,342.08
G-05142	Anita Roesler	Other Commodities	36.76	36.76
G-05143	Oklahoma Petroleum Directory	Materials	200.00	200.00
G-05144	Cox Media Oklahoma City	Library-Related Services	11,720.00	11,720.00
G-05145	Home Depot Credit Services	Automation	333.00	
		Supplies	78.80	411.80
G-05146	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	

** Continued **

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-05146	Oklahoma Building Services, Inc	Pest Control Service	450.00	
		Pest Control Services	260.00	34,431.80
G-05147	Evans Hardware	Maintenance of Facilities	54.74	54.74
G-05148	CDW Government, Inc.	Automation Contractual	7.62	7.62
G-05149	Heidi A. Port	Parking	10.00	
		Other Commodities	4.31	14.31
G-05150	Southwest Paper - OKC	Maintenance Supplies	114.56	114.56
G-05151	Kimberly Edwards	Programming Activities	94.00	94.00
G-05152	Postmaster	Postage	3,000.00	3,000.00
G-05153	Joy E. Cavett	Programming Activities	150.00	150.00
G-05154	Stanley Taucer	Automation Contractual	122.58	122.58
G-05155	Chase Card Services	Automation Contractual	24.00	
		Travel Expenses	409.00	
		Professional Services	22.00	
		Telephone Services	51.91	
		Automation Contractual	69.95	
		Supplies	120.68	
		Programming	123.76	
		Maintenance of Facilities	65.00	
		Supplies	523.10	
		Other Commodities	440.73	
		Travel Expense	530.00	
		Memberships	255.00	
		Supplies	3.12	
		Supplies	75.63	
		Supplies	134.09	
		Supplies	15.81	
		Programming	114.15	
		Postage	50.85	
		Automation Contractual	1,404.00	4,432.78
G-05156	Vance Hunt Libraries	Equipment	2,725.00	2,725.00
G-05157	Andrea Emmons	Programming Activities	11.38	11.38
G-05158	Oklahoma County OSU Ext Ctr	Programming Activities	32.88	32.88
G-05159	Carol L. Roberts	Programming Activities	31.63	31.63
G-05160	ULINE	Supplies	61.71	61.71
G-05161	Amazon/GE Money Bank	Supplies	139.90	139.90
G-05162	Darlene S. Browers	Transportation	45.87	45.87
G-05163	First Advantage	Professional Services	10.00	10.00
G-05164	United Parcel Service	Postage	621.73	621.73
G-05165	Oklahoma Press Service	Library-Related Services	104.30	104.30
G-05166	John Wood	Telephone Services	50.00	50.00
G-05167	Baker & Taylor Books	Materials	2,240.82	2,240.82
G-05168	Baker & Taylor Entertainment	Materials	2,296.34	
		Materials	2,697.52	4,993.86
G-05169	Focal Point Consulting, LLC	Professional Services	1,750.00	1,750.00
G-05170	Walmart Community/GECRB	Programming Activities	66.45	
		Other Commodities	54.92	
		Programming Activities	51.53	172.90
G-05171	Midwest Tape	Materials	239.96	239.96
G-05172	Lisa Hubbert	Programming Activities	120.00	120.00
G-05173	Leadership Oklahoma City, Inc.	Memberships	450.00	
	** Continued **			

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05173	Leadership Oklahoma City, Inc.	Supplies	25.00 475.00
G-05174	Metro Monitor, Inc.	Library-related Services	95.00 95.00
G-05175	Roberto Soto	Maintenance of Facilities	4.32 4.32
G-05176	Katrina Lacher	Programming Activities	100.00 100.00
G-05177	Kathryn M Milton	Programming Activities	60.00 60.00
G-05178	Kevin Sendall	Programming Activities	10.85
		Supplies	56.26 67.11
G-05179	Donna Morris	Transportation	450.00 450.00
G-05180	Darrie Breathwit	Programming Activities	119.79 119.79
G-05181	Engineered Equipment Inc.	Maintenance of Facilities	158.52 158.52
G-05182	Oklahoma Heritage Association	Materials	1,018.24 1,018.24
G-05183	John Utley	Telephone Services	35.00 35.00
G-05184	SmithKor Investments LLC	Rent of Library Buildings	7,171.88 7,171.88
G-05185	Amy Thomas	Programming Activities	79.95 79.95
G-05186	Sunbelt Data Systems Inc	Supplies	10,106.00 10,106.00
G-05187	Edie Daniel	Programming Activities	65.76
		Programming Activities	7.76
		Programming Activities	34.95 108.47
G-05188	Joey's Pizzeria	Programming Activities	82.00 82.00
G-05189	Morrison Supply Company	Maintenance of Facilities	34.00 34.00
G-05190	Myers Landscape Management,	Maintenance of Facilities	2,431.67
		Maintenance of Facilities	2,581.66
		Maintenance of Facilities	1,270.00
		Maintenance of Facilities	340.00 6,623.33
G-05191	SMC Technologies, Inc	Capital Projects	125.00 125.00
G-05192	Cox Communications, Inc.	Telephone Services	12.58 12.58
G-05193	Target Bank	Programming Activities	120.36 120.36
G-05194	Bob Howard Automall	Vehicle Repaires	171.20 171.20
G-05195	Baker & Taylor Books	Materials	2,417.08
		Materials	1,431.58
		Materials	1,472.25
		Materials	1,780.13
		Materials	3,500.76
		Materials	5,653.82
		Materials	5,033.29
		Materials	6,699.47
		Materials	1,604.49 29,592.87
G-05196	Baker & Taylor Books	Materials	826.73
		Materials	940.08
		Materials	3,431.23
		Materials	7,297.33
		Materials	5,730.69 18,226.06
G-05197	Baker & Taylor Books	Materials	558.25 558.25
G-05198	Sarah Abbasi	Programming Activities	86.57 86.57
G-05199	Brandy Haynes	Programming Activities	60.00 60.00
G-05200	Megan Huggins	Programming Activities	11.79
		Programming Activities	11.42 23.21
G-05201	Meaghan Hunt Wilson	Programming Activities	28.56 28.56
G-05202	Maria Watkins	Other Commodities	7.31 7.31
G-05203	G4S Secure Solutions	Security Services	9,244.79
		Security Services	9,202.98 18,447.77

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05204	Curtiss Ray	Maintenance of Facilities	5.73	5.73
G-05205	Kone Inc	Maintenance of Facilities	975.00	975.00
G-05206	Carl Corporation	Capital Projects	62,642.00	62,642.00
G-05207	Buffalo Industries	Programming Activities	50.00	50.00
G-05208	Cheryl Coleman	Transportation	19.71	
		Programming Activities	23.72	43.43
G-05209	Oklahoma Tax Commission	Professional Services	20.00	20.00
G-05210	Oklahoma Automatic	Maintenance of Facilities	142.00	142.00
G-05211	Automatic Protection Sys of	Maintenance of Facilities	2,550.00	2,550.00
G-05212	American Trainco Inc.	Professional Services	7,920.00	7,920.00
G-05213	Joe H Shelton	Programming Activities	66.18	66.18
G-05214	Baker & Taylor Entertainment	Materials	67.60	67.60
G-05215	KOCO	Library-related Services	7,510.00	7,510.00
G-05216	Chris Kennedy	Other Commodities	6.50	6.50
G-05217	Jennifer I. Jones	Transportation	56.00	56.00
G-05218	Shoplet	Supplies	118.92	
		Supplies	59.84	178.76
G-05219	Federal Corporation	Maintenance of Facilities	153.22	153.22
G-05220	O G & E	Electrical Services	10,806.40	
		Electrical Services	2,050.10	12,856.50
G-05221	Oklahoma Natural Gas Co.	Gas Services	92.53	
		Gas Services	88.85	
		Gas Services	20.32	
		Gas Services	152.87	
		Gas Services	43.17	397.74
G-05222	Southwestern Stationers, Inc.	Supplies	33.44	33.44
G-05223	Locke Supply Co.	Maintenance of Facilities	9.25	
		Maintenance of Facilities	17.63	26.88
G-05224	Demco	Supplies	27.43	27.43
G-05225	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-05226	123 Security Products.com	Equipment	1,176.45	1,176.45
G-05227	Jessica Morris	Professional Services	450.00	450.00
G-05228	Barbara Beasley	Supplies	21.82	
		Other Commodities	261.12	282.94
G-05229	Spaces, Inc.	Furniture	22,475.00	22,475.00
G-05230	Newegg, Inc.	Automation	32.94	
		Equipment	28.86	61.80
G-05231	Batteries Sooner LLC	Maintenance of Facilities	18.87	
		Maintenance of Facilities	103.90	122.77
G-05232	Dowell Parking Center	Parking	312.00	312.00
G-05233	HF Group, LLC	Book Repairs & Bindings	559.50	559.50
G-05234	Amazon/GE Money Bank	Programming	40.06	
		Supplies	38.27	78.33
G-05235	Preston Bell	Transportation	50.00	50.00
G-05236	Lisa Hubbert	Programming Activities	240.00	240.00
G-05237	BMC Software, Inc.	Automation	2,987.00	2,987.00
G-05238	Cox Communications, Inc.	Telephone Services	67.53	67.53
G-05239	Lamar Companies	Library-related Services	11,800.00	11,800.00
G-05240	G4S Secure Solutions	Security Services	9,262.52	9,262.52
G-05241	COTPA-Sheridan & Walker	Parking	1,162.00	
		Parking	2,656.00	3,818.00
G-05242	KOCO	Library-related Services	2,300.00	2,300.00

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05243	Weston Woods Accts Receivable	Materials	56.85	56.85
G-05244	Baker & Taylor Books	Materials	7,259.45	7,259.45
G-05245	Recorded Books, LLC	Materials	1,206.40	1,206.40
G-05246	Thorndike/Gale Group	Materials	5,277.86	5,277.86
G-05247	Hal Leonard Corporation	Materials	63.73	63.73
G-05248	Cerebellum Corporation	Materials	7,976.75	7,976.75
G-05249	Full Circle Bookstore	Materials	12.00	12.00
G-05250	Random House, Inc	Materials	1,053.75	1,053.75
G-05251	Gateway Films/Vision Video	Materials	833.53	833.53
G-05252	Ingram Library Service	Materials	658.93	658.93
G-05253	Audio Editions	Materials	2,629.21	2,629.21
G-05254	OverDrive, Inc.	Materials	20,578.62	
		Materials	6,241.21	26,819.83
G-05255	Findaway World, LLC	Materials	7,373.10	7,373.10
G-05256	Ingram Library Service	Materials	872.70	
		Materials	1,272.19	2,144.89
G-05257	Center Point Large Print	Materials	1,940.10	1,940.10
G-05258	Baker & Taylor Books	Materials	2,089.64	2,089.64
G-05259	Baker & Taylor Entertainment	Materials	3,346.63	
		Materials	4,449.46	7,796.09
G-05260	Oklahoma Heritage Association	Materials	461.92	461.92
G-05261	Recorded Books Digital	Materials	512.64	512.64
G-05262	Baker & Taylor Books	Materials	1,453.23	
		Materials	942.16	
		Materials	1,081.97	
		Materials	1,714.74	
		Materials	3,563.53	
		Materials	3,212.98	
		Materials	5,989.31	
		Materials	265.97	18,223.89
G-05263	Baker & Taylor Books	Materials	1,304.93	
		Materials	2,849.51	
		Materials	4,076.75	
		Materials	680.36	8,911.55
G-05264	Baker & Taylor Books	Materials	433.76	433.76
G-05265	Dove Creek Press	Materials	23.45	23.45
G-05266	Baker & Taylor Entertainment	Materials	2,573.03	2,573.03
G-05267	Mackin	Materials	36.27	36.27
G-05268	Greathall Productions, Inc.	Materials	45.87	45.87
G-05269	O G & E	Electrical Services	1,246.75	
		Electrical Services	1,163.50	
		Electrical Services	165.06	
		Electrical Services	122.65	2,697.96
G-05270	Oklahoma Natural Gas Co.	Gas Services	35.62	
		Gas Services	20.12	
		Gas Services	51.80	
		Gas Services	146.97	
		Gas Services	83.81	338.32
G-05271	City of Oklahoma City	Water & Garbage Services	259.26	
		Water & Garbage Services	37.35	
		Water & Garbage Services	140.66	
		Water & Garbage Services	47.46	484.73

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05272	Demco	Supplies	82.08	
		Supplies	22.79	104.87
G-05273	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-05274	Synergy Datacom Supply, Inc.	Supplies	18.58	18.58
G-05275	AT&T	Telephone Services	136.62	136.62
G-05276	Independent Stationers	Supplies	393.15	393.15
G-05277	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	135.72	135.72
G-05278	Dana Morrow	Other Commodities	210.69	210.69
G-05279	Building Specialties	Maintenance of Facilities	35.76	35.76
G-05280	Perfection Truck Parts&Equip.	Maintenance of Facilities	37.04	
		Maintenance of Facilities	7.94	44.98
G-05281	OPUBCO Communications Group	Legal Notice Adv.	87.60	87.60
G-05282	Oklahoma Center for Nonprofits	Professional Services	50.00	50.00
G-05283	Amazon/GE Money Bank	Supplies	1.72	
		Programming Supplies	78.90	
		Programming	601.34	
		Supplies	58.72	
		Shipping	321.72	1,062.40
G-05284	United Parcel Service	Postage	626.11	626.11
G-05285	Arts Council of Oklahoma City	Programming Activities	14,068.00	14,068.00
G-05286	Walmart Community/GEGRB	Other Commodities	93.18	93.18
G-05287	AT&T	Telephone Services	142.11	142.11
G-05288	Superior Linen Service	Supplies	41.25	41.25
G-05289	Nicoma Park Lumber Co	Maintenance of Facilities	11.15	11.15
G-05290	COTPA-Sheridan & Walker	Parking Vouchers	600.00	600.00
G-05291	Bank of Oklahoma	Payroll Transmittal-Chks	33,731.01	
		Payroll Transmittal-Chks	13,647.08	47,378.09
G-05292	Bank of Oklahoma	Federal Withholding Tax	63,639.85	
		Federal Withholding Tax	4,914.00	68,553.85
G-05293	Oklahoma Tax Commission	State Withholding Tax	19,100.00	
		State Withholding Tax	1,094.00	20,194.00
G-05294	Mun. Employees Credit Union	Employee Cr Union Deducts	11,001.47	
		Employee Cr Union Deducts	95.00	11,096.47
G-05295	Clerk, U.S. District	Employee Deductions	254.17	254.17
G-05296	Bank of America	Payroll Transmittal-DDep	343,628.24	
		Payroll Transmittal-DDep	57,327.00	400,955.24
G-05297	Nationwide Retirement Solution	Employee Deductions	5,523.38	5,523.38
G-05298	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,596.68	3,596.68
G-05299	Bank of Oklahoma	Employee Soc/Sec Deposits	33,675.29	
		Employee Soc/Sec Deposits	5,186.13	
		Employee Medicare Deposit	7,875.64	
		Employee Medicare Deposit	1,212.91	
		Employer Soc/Sec Deposits	38,861.58	
		Employer Medicare Deposit	9,088.60	95,900.15
G-05300	MassMutual Financial Group	Employee Contrib -- DC PI	20,473.37	
		Employer Contrib -- DC PI	36,666.51	57,139.88
G-05301	Pioneer Credit Recovery	Employee Deductions	167.49	167.49
G-05302	Robinson & Hoover	Employee Deductions	171.39	171.39
G-05303	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-05304	City of Midwest City, Inc.	Water & Garbage Services	263.55	263.55
G-05305	Bradford Industrial Supply	Maintenance of Facilities	1.00	
		Maintenance of Facilities	61.59	62.59

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05306	O G & E	Electrical Services	1,442.88	1,442.88
G-05307	Brodart Co.	Supplies	4,025.00	4,025.00
G-05308	Locke Supply Co.	Maintenance of Facilities	14.63	14.63
G-05309	Demco	Supplies	11.79	11.79
G-05310	Synergy Datacom Supply, Inc.	Equipment	76.71	76.71
G-05311	U.S. Postal Service	Postage	220.00	220.00
G-05312	TDS Telecom	Telephone Services	1,282.02	1,282.02
G-05313	Taryn Kingery	Programming Activities	70.00	70.00
G-05314	FedEx	Postage	24.75	24.75
G-05315	Randy Wayland	Postage	13.60	13.60
G-05316	HealthSmart Benefit Solutions	Group Insurance	386.00	386.00
G-05317	Commercial Concepts, Inc.	Maintenance of Facilities	225.00	225.00
G-05318	Liberty Flags Inc.	Supplies	284.50	284.50
G-05319	Cheryll Jones	Programming Activities	51.53	51.53
G-05320	Albert Bostick	Programming Activities	300.00	300.00
G-05321	Walker Companies	Supplies	66.65	66.65
G-05322	Lakeshore Learning Materials	Programming	287.41	287.41
G-05323	Metro Parking Garage	Parking	1,800.00	
		Parking	1,530.00	3,330.00
G-05324	Russell Interiors	Maintenance of Facilities	4,550.00	4,550.00
G-05325	Chickasaw Telecom, Inc.	Automation Contractual	373.13	373.13
G-05326	Ginger Waldrip	Programming Activities	100.00	100.00
G-05327	Oklahoma City Zoo Educ. Dept.	Programming Activities	100.00	100.00
G-05328	Dana Beach	Programming Activities	19.95	19.95
G-05329	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-05330	Cisco-Eagle, Inc.	Maintenance of Facilities	160.21	160.21
G-05331	Southwest Paper - OKC	Maintenance Supplies	2,296.00	2,296.00
G-05332	OPUBCO Communications Group	Library-related Services	163.40	163.40
G-05333	Cintas	Maintenance of Facilities	140.00	140.00
G-05334	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-05335	MAC Systems, Inc.	Maintenance of Facilities	230.00	230.00
G-05336	Andrea Emmons	Programming Activities	15.17	15.17
G-05337	Carol L. Roberts	Programming Activities	8.31	8.31
G-05338	Amazon/GE Money Bank	Programming	660.77	
		Programming	159.89	
		Programming	21.35	842.01
G-05339	United Parcel Service	Postage	7.49	7.49
G-05340	Todd Olberding	Telephone Services	47.03	47.03
G-05341	Todd Podzemny	Supplies	13.88	13.88
G-05342	Elisabeth Wright	Programming Activities	22.03	22.03
G-05343	Walmart Community/GEGRB	Programming Activities	161.32	161.32
G-05344	Kimberly A Terry	Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	150.00
G-05345	John L. Hilbert	Programming Activities	109.10	109.10
G-05346	Thomas P. Gallagher	Transportation	25.00	25.00
G-05347	American Library Association	Library-related Services	195.25	195.25
G-05348	Star Lighting	Maintenance of Facilities	29.94	29.94
G-05349	Cintas Corporation 064	Maintenance of Facilities	401.08	401.08
G-05350	Panacean Systems	Professional Services	7,054.94	7,054.94
G-05351	Weatherford Daily News	Periodicals/Subscriptions	138.00	138.00

General Fund F.Y. 13-14

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-05352	Myers Landscape Management,	Maintenance of Facilities	656.00	656.00
G-05353	Cox Communications, Inc.	Telephone Services	85.46	85.46
G-05354	Joshua Jordan	Programming Activities	13.06	13.06
G-05355	Vickie Saxton	Programming Activities	44.07	
		Supplies	29.19	73.26
G-05356	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	150.00	150.00
G-05357	G4S Secure Solutions	Security Services	8,459.55	8,459.55
G-05358	Sheet Metal Service	Maintenance of Facilities	968.67	968.67
G-05359	Cheryl Coleman	Programming Activities	23.24	23.24
G-05360	Global Industrial Equipment	Equipment	185.44	185.44
G-05361	Automatic Protection Sys of	Maintenance of Facilities	11,181.80	11,181.80
G-05362	Dewberry Architects, Inc.	Professional Services	972.00	972.00
G-05363	Savannah Mitchell	Programming Activities	75.00	
		Programming Activities	150.00	225.00
G-05364	Chris Kennedy	Other Commodities	6.05	6.05
G-05365	Donna Hilton	Programming Activities	120.00	120.00
Total of FY 13-14 Warrants Issued				\$ 3,701,831.48

General Fund F.Y. 12-13

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
G-06508	AVL Systems Design	Automation	2,484.39	2,484.39
Total of FY 12-13 Warrants Issued				\$ 2,484.39

Special Funds

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
S-19767	Sarah M. Cooper	Lost & Paid Item Returned	11.35	11.35
S-19768	Jean L. Wood	Lost & Paid Item Returned	7.45	7.45
S-19769	Lauren A. Jones	Lost & Paid Item Returned	24.95	24.95
S-19770	Sarah A. Wood	Lost & Paid Item Returned	21.95	21.95
S-19771	Liberty M. Powers &/or Julie L.	Lost & Paid Item Returned	3.00	3.00
S-19772	September D. Rowlett	Lost & Paid Item Returned	12.95	12.95
S-19773	Kimberly C Bulleigh	Lost & Paid Item Returned	3.00	3.00
S-19774	Imare N. Walker &/or Carmen M.	Lost & Paid Item Returned	9.95	9.95
S-19775	Ralph J. Stephens	Lost & Paid Item Returned	25.95	25.95
S-19776	Vince M. Wanjiku &/or Mary E.	Lost & Paid Item Returned	3.00	3.00
S-19777	Standley Systems	Copier Maintenance	14.11	
		Copier Maintenance	6.85	
		Copier Maintenance	29.20	
		Copier Maintenance	44.02	
		Copier Maintenance	13.06	
		Copier Maintenance	19.11	
		Copier Maintenance	16.96	
		Copier Maintenance	.92	
		Copier Usage	147.76	
		Copier Usage	293.46	
		Copier Maintenance	7.51	
		Copier Maintenance	37.40	630.36
S-19778	Brad Richter	14/Friends/Our World	4,855.31	4,855.31
S-19779	Keystone Tape & Label, Inc.	14/Friends/Summer @ Lib	631.40	631.40
S-19780	Open Sky Media, Inc	14/Friends/Summer @ Lib	1,335.00	1,335.00
S-19781	Esther C. Kim &/or Amy C. Kim	Lost & Paid Item Returned	3.00	3.00
S-19782	Dorothy C. Weaver	Lost & Paid Item Returned	20.10	20.10
S-19783	Teresa G. Slaughter	Lost & Paid Item Returned	11.95	11.95
S-19784	Carrie L. Cutshall	Lost & Paid Item Returned	3.00	3.00
S-19785	Cherry P. Kelley	Lost & Paid Item Returned	16.95	16.95
S-19786	Wilma J. Klaassen	Lost & Paid Item Returned	11.20	11.20
S-19787	Joyce M. Stewart	Lost & Paid Item Returned	11.95	11.95
S-19788	Ron W. Atchley, Jr	Lost & Paid Item Returned	18.00	18.00
S-19789	Elizabeth Ann Thomas	Lost & Paid Item Returned	3.00	3.00
S-19790	Guadalupe Iglesias	Lost & Paid Item Returned	8.55	8.55
S-19791	Emely Rojas &/or Berlinda	Lost & Paid Item Returned	3.00	3.00
S-19792	Lawanda S. Barton	Lost & Paid Item Returned	3.00	3.00
S-19793	Heather L. Whitacre	Lost & Paid Item Returned	3.00	3.00
S-19794	Standley Systems	Copier Maintenance	6.92	6.92
S-19795	Scholastic Book Fairs	14/Friends/ Summer @ Lib	19,531.00	19,531.00
S-19796	4DAT Enterprise	14/Friends/Summer @ Lib	341.43	341.43
S-19797	Scholastic Book Fairs	14/EEJF/Children's Books	5,000.00	5,000.00
S-19798	Amena Butler	14/KKF/After School	400.00	400.00
S-19799	Scholastic Book Fairs	14/OGE/Summer @ Library	5,000.00	5,000.00
S-19800	Scholastic Book Fairs	14/Continental/Sum Read	5,000.00	5,000.00
S-19801	Scholastic Book Fairs	14/Continental/Sum Read	600.00	600.00
S-19802	Scholastic Book Fairs	14/Sonic/Summer Reading	20,000.00	20,000.00
S-19803	Scholastic Book Fairs	14/Junior League/Summer	5,250.00	5,250.00
S-19804	Scholastic Book Fairs	14/Kerr/Summer Reading	2,500.00	2,500.00
S-19805	Metropolitan Library System	Fines Account	44,000.00	44,000.00
S-19806	Nancy P. Condit	Lost & Paid Item Returned	3.00	3.00
S-19807	Wesley J. Day	Lost & Paid Item Returned	3.00	3.00

Special Funds

Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
S-19808	Jennifer A. Hanks	Lost & Paid Item Returned	11.95	11.95
S-19809	Clayton Beaver	Lost & Paid Item Returned	3.00	3.00
S-19810	Asa N. Leveaux	Lost & Paid Item Returned	39.95	39.95
S-19811	Marianne I Bacharach	Lost & Paid Item Returned	7.15	7.15
S-19812	James C. Yearout	Lost & Paid Item Returned	3.00	3.00
S-19813	Thomas J. Roberson	Lost & Paid Item Returned	12.95	12.95
S-19814	Andy W. Confer	Lost & Paid Item Returned	3.00	3.00
S-19815	Sua Izquierdo	Lost & Paid Item Returned	36.95	36.95
S-19816	Enrique Santiago	Lost & Paid Item Returned	13.95	13.95
S-19817	Ricardo Martinez, Jr. &/or	Lost & Paid Item Returned	3.00	3.00
S-19818	Roy Lester Allen	Lost & Paid Item Returned	3.95	3.95
S-19819	Ram Poudel	Lost & Paid Item Returned	3.00	3.00
S-19820	Cara A. Bieberstein	Lost & Paid Item Returned	15.95	15.95
S-19821	Jerri B. Tittle	Lost & Paid Item Returned	26.95	26.95
S-19822	Haden C. Johnston &/or Cheryl	Lost & Paid Item Returned	23.90	23.90
S-19823	Ryan R. Ross &/or Andrea Ross	Lost & Paid Item Returned	3.00	3.00
S-19824	Courtney A. Odle	Lost & Paid Item Returned	5.99	5.99
S-19825	Katherine C. Arnold	Lost & Paid Item Returned	14.95	14.95
S-19826	Beverly Elliott	Lost & Paid Item Returned	14.35	14.35
S-19827	Alexander Coleman &/or Heather	Lost & Paid Item Returned	3.00	3.00
S-19828	Chase Card Services	Fines Account	154.50	154.50
S-19829	Oklahoma Dental Wellness	Room Rental Refund	60.00	60.00
S-19830	Metropolitan Library System	Transfer of Funds	100,000.00	100,000.00
S-19831	Oklahoma Museum Network	12/ODL/College Savings	175.00	175.00
S-19832	Stacy Schrank	Lee Brawner Scholarship	1,200.00	1,200.00
S-19833	Brittany Barber	Lee Brawner Scholarship	1,800.00	1,800.00
S-19834	Regina Jo Bennett	14/OHC/Worst Hard Time	200.00	200.00
S-19835	Harlan Harbour Winn III	14/OHC/Worst Hard Time	200.00	200.00
S-19836	Smart Technologies	14/Friends/Flat Screen TV	934.00	
		14/Friends/Flat Screen TV	979.00	
		14/Friends/Flat Screen TV	1,090.00	3,003.00
S-19837	Pioneer Library System	11?Let/Young Professional	200.00	200.00
S-19838	Stephanie L. Barnett	Lost & Paid Item Returned	11.95	11.95
S-19839	Teknika C. Brown	Lost & Paid Item Returned	10.00	10.00
S-19840	Lee B. Russell	Lost & Paid Item Returned	3.00	3.00
S-19841	Bianca L. Cole	Lost & Paid Item Returned	12.00	12.00
S-19842	Deborah L. Lancaster	Lost & Paid Item Returned	19.60	19.60
S-19843	Susan C. Dolan	Lost & Paid Item Returned	23.00	23.00
S-19844	Brenda Salazar &/or Beatris	Lost & Paid Item Returned	3.00	3.00
S-19845	Jose Manuel Gallegos &/or	Lost & Paid Item Returned	3.00	3.00
S-19846	Eva G. Lopez-Castro &/or Maria	Lost & Paid Item Returned	13.00	13.00
S-19847	Taylor C. Dougan &/or Patricia	Lost & Paid Item Returned	23.95	23.95
S-19848	Kenneth T. Ngo &/or Maily Lam	Lost & Paid Item Returned	10.50	10.50
S-19849	Elijah T. Robinson &/or Sam T.	Lost & Paid Item Returned	15.95	15.95
S-19850	Jennifer A. Thompson	Lost & Paid Item Returned	6.85	6.85
S-19851	Cassidy E. Swafford &/or Vicky	Lost & Paid Item Returned	9.15	9.15
S-19852	Diane M. Martincich	Lost & Paid Item Returned	21.40	21.40
S-19853	Griffin L. Wagens-Newman &/or	Lost & Paid Item Returned	10.95	10.95
S-19854	Starlena M. Gruver	Lost & Paid Item Returned	7.35	7.35
S-19855	Vy T. Lam	Lost & Paid Item Returned	3.00	3.00
S-19856	Kelsey L. McNaught	Lost & Paid Item Returned	24.95	24.95
S-19857	Emilee D. Little	Lost & Paid Item Returned	29.95	29.95

Special Funds

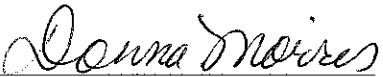
Warrant Register

May 2014

Number	Vendor/Payee	Purpose		Amount
S-19858	Meg W. Vinyard	Lost & Paid Item Returned	172.80	172.80
S-19859	Theresa L. Hammond	Lost & Paid Item Returned	12.95	12.95
S-19860	Adrian E. Savedra &/or Tara D.	Lost & Paid Item Returned	3.00	3.00
S-19861	Sherra M. Belk	Lost & Paid Item Returned	17.95	17.95
S-19862	Derovations Corporation	Bench & Bike Rack	641.12	641.12
S-19863	ImageNet Consulting, LLC	Copier Maintenance	228.67	228.67
S-19864	Amie L Sellers	12/LET/Aviation	300.00	300.00
S-19865	Derovations Corporation	10/Friends/Public Art	1,137.69	1,137.69
S-19866	Jessica Morris	Lee Brawner Scholarship	150.00	150.00
S-19867	Ajax Delvecki	Lee Brawner Scholarship	1,800.00	1,800.00
S-19868	Barnes & Noble, Inc.	14/Freinds/Come Read W/Me	914.05	914.05
S-19869	Oklahoma Tax Commission	Oklahoma St. Sales Tax-AP	48.32	48.32
S-19870	Aleasha K Jefferson	Lost & Paid Item Returned	13.00	13.00
S-19871	Ryan R. Ross &/or Andrea Ross	Lost & Paid Item Returned	3.00	3.00
S-19872	Aaron J.White	Lost & Paid Item Returned	36.95	36.95
S-19873	Tanja J. King	Lost & Paid Item Returned	14.95	14.95
S-19874	Lindsay M. Collins	Lost & Paid Item Returned	26.95	26.95
S-19875	Sophia Conduff &/or Thomas C.	Lost & Paid Item Returned	6.00	6.00
S-19876	Tonya M. Jasper	Lost & Paid Item Returned	4.95	4.95
S-19877	Julie H. Calvert	Lost & Paid Item Returned	10.45	10.45
S-19878	Melissa R. Clabaugh	Lost & Paid Item Returned	17.95	17.95
S-19879	Edgar J. Helguera &/or Martha	Lost & Paid Item Returned	15.95	15.95
S-19880	Hallie L. Tannous	Lost & Paid Item Returned	3.00	3.00
S-19881	Shajuana Jackson-Brooks	Lost & Paid Item Returned	6.00	6.00
S-19882	Oklahoma Tax Commission	Oklahoma St Sales Tax-APR	2.76	2.76
S-19883	Oklahoma Tax Commission	Oklahoma St Sales Tax-APR	1,054.49	1,054.49
S-19884	Standley Systems	Copier Maintenance	12.05	
		Copier Maintenance	9.12	
		Copier Maintenance	34.91	
		Copier Maintenance	80.07	
		Copier Maintenance	21.25	
		Copier Maintenance	31.71	
		Copier Maintenance	28.74	
		Copier Usage	137.67	
		Copier Usage	314.02	
		Copier Maintenance	.89	
		Copier Maintenance	4.90	
		Copier Maintenance	24.94	700.27
S-19885	National Cowboy & Western	Staff Recognition	1,325.00	1,325.00
Total of Special Funds Warrants Issued				\$ 231,500.88

I, Donna Morris, certify that:

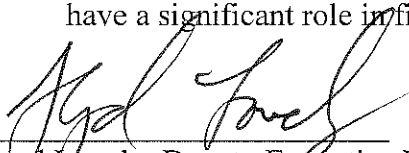
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

6-12-14
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

6-12-14
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: ELEVATOR MAINTENANCE

To be provided for in the FY2014-15 budget is funding for elevator maintenance for six elevators at three library locations. Four elevators are located at the Downtown Library, one is located at the Belle Isle Library and one is located at the Capitol Hill Library.

The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. ThyssenKrupp has a competitively bid contract with The Cooperative Purchasing Network (TCPN).

Elevators	Monthly Rate	Annual Rate
Downtown 1	\$229.59	\$2,755.08
Downtown 2	\$527.45	\$6,329.40
Downtown 3	\$527.45	\$6,329.40
Downtown 4	\$527.45	\$6,329.40
Belle Isle	\$199.64	\$2,395.68
Capitol Hill	\$199.64	\$2,395.68
Total		\$26,534.64

RECOMMENDATION:

That the Commission award the contract for elevator maintenance to ThyssenKrupp in the amount of \$26,534.64. Adequate funding will be available in the FY 2014-2015 budget, account 208.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM B: FURNITURE FOR MIDWEST CITY LIBRARY

Provided for in the FY2013-14 budget is funding for new lounge chairs for the Midwest City Library. The current lounge chairs were purchased in August of 2006, are worn and frayed.

Charles Alan lounge chairs were chosen to replace the current chairs. The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. Charles Alan is on the University of Oklahoma Institutional Furniture Contract #R-10122-10. Spaces is a local dealer on the contract.

Qty	Item	Price
20	Charlie Lounge Chairs @1040.00	\$19,666.40
	Freight	\$1,675.00
	Total	\$21,341.40

RECOMMENDATION:

That the Commission award the contract for the Charles Evans furniture to Spaces, Inc. in the amount of \$21,341.40. Adequate funding is available in the FY 2013-2014 budget, account 408.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM C: BINS FOR AMH SORTER

The Library purchased the original sorter for the Service Center in 2009. At that time, 69 bins were purchased. These bins are used every day and are transported on the library's delivery trucks between libraries. We have not been as happy with the construction of the bins as we had hoped and Maintenance staff have spent a lot of time repairing them and piecing parts together when they cannot be repaired. We have been searching for a replacement that would hold up better to the daily transport process. Last year we purchased two Ergo Trolleys from Lyngsoe systems for testing. After using them for a year, we believe they will hold up better and they cost slightly less per bin than what we paid for the original bins.

Lyngsoe Systems is a sole source for these bins. The library contacted other vendors and no one else sells this particular bin. The price for each Trolley is \$1,200 and shipping for 25 units will be \$2,550.

RECOMMENDATION:

That the Commission approve the purchase of 25 of the Lyngsoe Systems Ergo Trolleys in the amount of \$32,550. Funding for the purchase is provided for in the FY2013-14 budget, account 231.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM D: LAPTOP COMPUTERS

Provided for in the FY2013-14 budget is the request for laptops. These laptops will be used for the normally scheduled technology replacement cycle. These laptops will be used by staff for RFID shelf management, staff training, and classes held for the public. The library will be purchasing 30 laptops for this fiscal year.

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

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

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

Computers with Monitors	
Vendor	Price Each
CDW-G (Hewlett-Packard)	\$ 1,092.14
Dell	\$ 1,340.74

RECOMMENDATION:

That the Commission approve the purchase of 30 laptops to CDW-G in the amount of \$32,764.20. Funding for the purchase is provided for in the FY2013-14 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM E: DATA CABLING FOR IP CAMERAS

Three years ago the library replaced the servers that controlled the security cameras for the Downtown building. These servers store recorded video from the 70 cameras. At that time we chose to spread the costs out by purchasing the servers and encoders that would convert the feed from the analog cameras to a digital feed to work with the new servers. We knew that there would be a need to replace the cameras with IP cameras and the wiring would also need to be re-done as the analog cameras use coaxial wiring instead of Ethernet cables. Specifications were prepared and the bid was advertised for two days in The Oklahoman.

Included in this year's budget were funds to replace the cameras and installation of new wiring. Three vendors participated in the walk-through and all three vendors submitted a bid. Smart Technologies has the lowest and best price. The bid prices are listed below.

Company	Price
Smart Technologies	\$12,798.25
Choctaw Defense Services	\$19,300.00
AT&T	\$20,593.01

RECOMMENDATION:

That the Commission approve the contract with Smart Technologies for installation of data wiring in the amount of \$12,798.25. Funding for the purchase is provided for in the FY2013-14 budget, account 231.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM F: CISCO IP CAMERAS

Included in the FY2014 budget are funds to replace the analog cameras in the Downtown building. These cameras were installed in 2006 and many of them have been replaced, some more than once. Because they are analog cameras, the Library had to purchase encoders when the new Physical Security camera system was installed to convert the analog signal to a digital signal to be compatible with the system. At the time the new system was installed, it was decided to split the project into two parts, hardware/software system first and then the wiring and camera replacement would be completed at a later date.

The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. Cisco cameras and related hardware and software are included on an Oklahoma State Contract through OneNet. The contract number is: C1402 Chickasaw Telecom is one of the vendors contracted to sell from this contract. They are located in Oklahoma County. Chickasaw has configured and installed the hardware and software that will be controlling the cameras so they were also chosen to set up and install the new digital cameras. The pricing for replacing 70 cameras and associated hardware and software is listed below.

Company	Price
Chickasaw Telecom	\$106,161.84

RECOMMENDATION:

That the Commission approve the contract with Chickasaw Telecom for the purchase installation of Cisco IP Cameras and related hardware/software in the amount of \$106,161.84. Funding for the purchase is provided for in the FY2013-14 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM G: PC RESERVATION & PRINT MANAGEMENT

As part of the switch to a new ILS system, we also need to purchase computer reservation software for the public computers. Most companies make a combined package that does both computer reservation and print management. Specifications were prepared and the bid was advertised for two days in The Oklahoman. Bids were sent to three companies and two companies responded.

After evaluating the bids, it was determined that Envisionware's PC Reservation & LPT:One Print Management was the best and lowest bid to replace our in-house developed computer reservation system.

Company	Total Cost
EnvisionWare	\$ 85,884.50
Comprise	\$120,304.00

RECOMMENDATION:

That the Commission approve the purchase of PC Reservation & LPT:One Print Management from Envisionware, Inc. in the amount of \$85,884.50. Funding for the purchase is provided for in the FY2013-14 budget, account 410.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM H: POINT OF SALE HARDWARE & SOFTWARE

The Library has always had the financial accounting from fines, fees, lost materials, and other payments included as part of the ILS system. However, when meeting with the ILS vendors, we found that a Point of Sale System would be required as these companies do not handle the financial accounting within their software. We visited with vendors at the library conferences as this is not a standard point of sale system; it has to use the SIP2 protocol to talk to the ILS system.

Specifications were prepared and the bid was advertised for two days in The Oklahoman. Bids were sent to three vendors.

One of the items we have been very concerned with is PCI Compliance as we wanted to be able to continue allowing customers to pay with credit cards. Two vendors bid on the POS system. One vendor is fully PCI compliant; the other vendor says that their hardware takes care of the compliance. After visiting with our credit card processor and the company that currently performs PCI testing on our system, we are not comfortable with the PCI compliance of Swyer Associates. We feel that the best interests of the library and our customers would be served by going with Comprise Technologies as both their hardware and software are PCI compliant.

Company	Price
Comprise Technologies	\$80,147.95
Swyer Associates	\$44,578.00

RECOMMENDATION:

That the Commission approve the purchase of the Smart Money Manager (SMM) Point of Sale system from Comprise Technologies in the amount of \$80,147.95. Funding for the purchase is provided for in the FY2013-14 budget, account 450.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM I: JANITORIAL SERVICES

To be provided for in the FY2014-15 budget is the annual request for janitorial and services. All library locations and the Service Center are to be covered under the contract.

Specifications were prepared and bids were let for seventeen days and were advertised for two days in The Oklahoman. Bids were sent to twenty prospective bidders. A pre-bid conference was held on May 7, 2014. Ten vendors attended.

Bids were received and publicly opened May 30, 2014. Nine vendors responded.

Vendor	Bid
Oklahoma Building Service	\$ 371,482.82
A&T Property Management	\$ 325,807.00
Coverall of Oklahoma	\$ 432,796.00
Pure Service	\$ 433,552.12
Members Building Maintenance	\$ 459,441.36
Metropolitan Cleaning Service	\$ 460,548.13
SourceOne	\$ 471,248.94
A&W Building Management	\$ 510,941.48
Jani-King	\$ 610,453.47

The bid specifications state in part "The contractor shall have experience in cleaning large, multi-storied office buildings of at least 75,000 sq. ft. for a period of at least three (3) years. The contractor shall provide a statement regarding such experience. Each bidder shall provide the Library at the time bids are submitted, at least five (5) local references with three (3) of the references being of contracts similar in scope and size. For each reference, summarize the type of service(s), the scope of work performed, square footage under contract, and the name, address and telephone number of (1) individual employed by the referenced client with whom the bidder worked closely when providing the service."

Three of the five references for A&T Property Management were for contracts in the 1990's and two of those did not have any contact information. The one dated reference that did have contact information could not provide any information due to the amount of time since the contract was in effect. The two current references were contacted but were for one 5,247 sq ft building and one 16,703 sq ft building.

We therefore consider Oklahoma Building Service to be the lowest and best bid.

RECOMMENDATION:

That the Commission award the contract for Janitorial Services to Oklahoma Building Service in the amount of \$371,482.82. Funding for the purchase is to be provided for in the FY2014-15 budget, account 207.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM J: JANITORIAL SUPPLIES

To be provided for in the FY 2014-15 budget is the request for janitorial supplies to be used throughout the library system.

Specifications were prepared and bids were advertised for two days. A pre-bid conference was held May 20, 2014. No vendors attended.

Bids were received and publicly opened June 5, 2014. Five vendors responded.

Item #	Est. Qty.	Product	Xpedx	Empire Paper	Southwest Paper	Massco	Staples	J & P Supplies
1	275	GP En Motion Paper Towels 89420	\$44.13	\$43.93	\$46.80	\$47.83	\$47.79	\$59.60
2	400	GP En Motion Paper Towels 89460	\$42.50	\$45.66	\$48.66	\$49.69	\$48.83	\$57.75
3	350	GP Compact Coreless Tissue 19375	\$36.43	\$37.50	\$39.95	\$40.79	\$43.72	\$60.06
4	500	EnMotion Frag/Dye free soap 42711	\$31.15	\$30.56	\$32.54	\$33.27	\$36.37	\$38.58

According to the Metropolitan Library System Purchasing Policy, preferential consideration is given to Oklahoma County vendors when all other factors are equal and the differential does not exceed 5% or \$1,000, whichever is less.

Xpedx is the low bidder for items 2 and 3 and Empire Paper is the low bidder for items 1 and 4. Xpedx has a local presence in Oklahoma County and Empire Paper is located in Wichita Falls, TX. The differential for items 1 and 4 is less than 5% and based on estimated quantities the total price differential for items 1 and 4 would be less than \$1,000.

RECOMMENDATION:

That the Commission award the contract for janitorial supplies to Xpedx at the prices quoted above. Adequate funding for these supplies is to be provided for in the FY2014-15 budget, account 310.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM K: PROFESSIONAL CONTRACT WITH JIMMY C. WELCH FOR SOFTWARE, SUPPORT & TRANSITION FACILITATION

The Library wishes to continue to contract with Jimmy C. Welch (consultant) for the support and maintenance of in-house developed software. In addition, the consultant will provide other processing and reporting functions that are critical to library operations. These programs have been developed, enhanced, and maintained by consultant for in excess of 30 years. The consultant is uniquely qualified to perform these services for the library as it transitions to new software systems. During the transition the consultant will write data extraction software to port existing data into new systems. The agreed upon fee for these services is \$7,266.59 per month.

RECOMMENDATION:

That the Commission award the contract for software support and transition facilitation to Jimmy C. Welch in the amount of \$7,266.59 per month (\$87,199.08/year). Funding for this contract will be provided in the FY 2014-15 budget, account 213.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM L: PEST CONTROL SERVICES

Provided for in the annual budget is the requirement for pest control services for the Metropolitan Library System's facilities.

Specifications were prepared and the bid was advertised for two days in The Oklahoman. A pre-bid meeting was scheduled on May 13, 2014. One vendor attended.

Bids were received and publicly opened on June 3, 2014. Four vendors responded.

Pest Control Services	
Vendor	Bid
Terminix Commercial	\$17,580
All Star Pest Control	\$18,960
Schendel Pest Services	\$19,218
Oklahoma Pest Solutions	\$20,040

RECOMMENDATION:

That the Commission award the contract for the pest control services to Terminix Commercial for \$17,580.00. Funding for these purchases will be provided for in the FY 2015 budget, account 207.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM M: ANNUAL RENEWAL OF SUPPLY & SERVICE CONTRACTS

The Library's purchasing policy requires that supply and service contracts be renewed annually by the Administration. The contractors listed below have performed their respective services satisfactorily and are recommended for renewal. The contracts will be renewed at the terms and conditions stated below.

Contractor	Supply/Service	Award Date	Estimated Annual Cost	Account #
University Printing	Printing of <i>info</i> Magazine	6/21/13 Doc #110B	\$50,000	301
G4S	Uniformed Security Officers	11/21/13 Doc #46A	\$500,000	214
BayScan	RFID Tags	6/21/12 Doc 110E	\$58,000	303
Reliance Label Solutions	Thermal Labels	Sole Source	\$12,000	303
Demco	Indestructible CD Cases	Sole Source	\$18,000	303
CDWG	McAfeeEndpoint-Protection Software	3/20/2014 Doc #83A	\$13,000	231
CDWG	McAfeeEndpoint-WebFiltering-License	3/20/2014 Doc #83A	\$11,500	231
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	\$88,000	231
Chickasaw	Cisco Network & Telephone Maintenance	State Contract	\$40,000	231
Biblioteca	Maintenance & Support for Book Sorters	Sole Source	\$44,000	231
Myers Landscape	Lawn Maintenance	9/19/13 Doc #25A	\$70,000	208

RECOMMENDATION:

That the Commission approve the renewal of the above contracts for the Fiscal Year 2014-2015. Funding for these contracts will be made available in the FY2014-15 budget.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM N: COPIER PAPER

Provided for in the annual budget is the continuous requirement for letter size, white, 20lb bond copier paper for use in the printers and copiers throughout the library system. The total purchase cost of the copier paper exceeds the open market amount allowed by purchasing policy.

Specifications were prepared and bids were let for 17 days. Bids were published for two days, (May 14th and 16th, 2014), in **The Oklahoman**. Bid packets were also sent to 15 prospective vendors.

A pre-bid conference was held on Tuesday, May 20, 2014. No vendors attended.

A public bid opening was conducted on Friday, May 30, 2014. Five vendors responded and all vendors meet specifications. Xpedx is the best and lowest bidder.

Vendor	8 ½"x 11" Letter
Xpedx	\$27.92 per case
Contact Paper Group, Inc.	\$28.20 per case
Bill Warren Office Products	\$30.95 per case
Southwest Paper	\$31.30 per case
Harvey Janitorial Supplies	\$34.08 per case

RECOMMENDATION:

That the Commission awards the contract for the 8-1/2 x 11 copier paper to Xpedx at the price indicated above. Funding for the purchase of copier paper will be provided for in the FY 2014-2015 budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM O: LASERJET TONER CARTRIDGES & TONER COLLECTION UNITS

Provided for in the annual budget is the continuous requirement for LaserJet toner cartridges and toner collection units for the various Hewlett Packard printers throughout the library system. The total purchase cost of these toner cartridges and toner collection units exceeds the maximum open market amount allowed by the purchasing policy.

A pre-bid conference was held on Friday, May 23, 2014. No vendors attended.

Specifications were prepared and bids were let for 20 days and were advertised for two days, (May 15 and 20, 2014), in **The Oklahoman**. Bid packets were mailed to (19) prospective vendors. Bids were received and publicly opened on Tuesday, June 3, 2014. Thirteen vendors responded.

**In the bid specifications, it is stated that this is a no substitution bid. The Hewlett Packard brand and the model numbers that were listed in the bid were the only LaserJet Toner Cartridges and Toner Collection Units acceptable. This bid is for new cartridges and collection units only. Remanufactured cartridges and/or collection units are not acceptable. Onlinetechstores.com bid on compatible cartridges which did not meet the specifications.

Beyond Technology Corp. is the best and lowest bidder and meets specifications.

Cost Based on Estimated Usage for Toner Cartridges

Vendor	Total for Estimated Usage
Beyond Technology Corp.	\$69,582.11
Sharper Imaging Corp.	\$73,092.56
The Tree House	\$76,713.20
Supplies Now	\$78,653.89
Sabre Technologies	\$78,940.00
ASE Direct, Inc.	\$79,531.45

Vendor	Total for Estimated Usage
ABC Laser USA Corp.	\$79,627.01
B & H Photo-Video Pro Audio, Inc.	\$80,702.61
Aamcomp, Inc.	\$84,566.05
SDF Professional Computers, Inc.	\$84,800.19
H & H Printer Services	\$85,915.00
Printer Components, Inc.	\$88,927.40
**Onlinetechstores.com	**\$22,339.47

RECOMMENDATION:

That the Commission awards the contract for LaserJet toner cartridges and toner collection units to Beyond Technology Corp. Funding for these purchases is provided for the FY 2014-15 Budget, account 303.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM P: CARPET MAINTENANCE

To be provided for in the FY2014-15 budget is funding for carpet cleaning for the libraries.

The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. Milliken offers the Millicare Carpet Care Program through a competitively bid National Joint Powers Alliance (NJPA) contract. RB Floor Care Services is the local vendor that provides this service. The frequency and cost for each location is shown below.

Facility	Frequency	Total	Facility	Frequency	Total
Almonte	4 times/yr	\$3,120.00	Luther	2 times/yr	\$600.00
Belle Isle	6 times/yr	\$4,784.00	Midwest City	6 times/yr	\$11,212.00
Bethany	6 times/yr	\$2,363.00	Nicoma Park	2 times/yr	\$600.00
Capitol Hill	6 times/yr	\$2,736.00	Northwest	6 times/yr	\$9,646.00
Choctaw	4 times/yr	\$1,926.00	Ralph Ellison	4 times/yr	\$2,840.00
Del City	4 times/yr	\$1,612.00	Service Center	6 times/yr	\$3,166.00
Downtown	6 times/yr	\$20,854.00	Southern Oaks	6 times/yr	\$3,990.00
Edmond	6 times/yr	\$7,404.00	The Village	6 times/yr	\$3,184.00
Harrah	2 times/yr	\$600.00	War Acres	6 times/yr	\$3,642.00
Jones	2 times/yr	\$600.00	Wright	2 times/yr	\$600.00
Total					\$85,479.00

RECOMMENDATION:

That the Commission award the contract for carpet maintenance to RB Floor Care Service, Inc. in the amount of \$85,479. Adequate funding will be available in the FY 2014-2015 budget, account 207.

CONTRACT AWARDS AND PURCHASES

(cont'd)

ITEM Q: EXTERIOR LIGHTING AT WARR ACRES

Provided for in the FY2013-14 budget is funding to upgrade the lighting for the Warr Acres parking lot. The project will include replacing two 8' globe lights with 25' poles with LED lighting in the east parking lot and mounting a wall pack on the north side of the library to increase the lighting to the employee parking area.

Specifications were prepared and the bid was advertised for two days in The Oklahoman.

A pre-bid meeting was scheduled on Tuesday, May 22, 2014. One vendor attended.

Bids were received and publicly opened on June 11, 2014. Three vendors responded.

Exterior Lighting – Warr Acres	
Vendor	Total Cost
NEC Services	\$11,253.00
Libra Electric	\$13,379.00
Tri-State	\$14,700.00

RECOMMENDATION:

That the Commission award the contract for the exterior lighting upgrade at the Warr Acres Library to NEC Services in the amount of \$11,253.00. Adequate funding is available in the FY 2013-2014 budget, account 208.

REQUEST TO DECLARE EQUIPMENT SURPLUS

The Commission on February 20, 2014 (Doc #74) approved the purchase of three new Xerox WC5330 copiers. These copiers have replaced one copier at the Belle Isle Library, one copier at the Edmond Library and one at the Midwest City Library that were all purchased in 2008. Also, on the Oklahoma State Wide contract for copiers #SW171 we were able to purchase for Outreach a Xerox WC3615DN copier to replace the Canon Imagerunner 3245 that was purchased in 2010. The copiers have become surplus to the Library System's needs.

The Administration wishes to dispose of the equipment in accordance with Commission policy by offering them for "Sealed Bid Sale" to the general public. Money received from the sealed bid sale will be placed in the general fund.

Notice of the Sealed Bid Sale will be published in the local papers and posted for public information at all library locations.

Inventory Number	Description
40241	Savin 9025B S/N #M6485101200
40296	Savin 9025B S/N # M6485101195
40299	Savin 9025B S/N # M6485200170
42711	Canon Imagerunner 3245 S/N # DHJ02879

RECOMMENDATION:

That the Commission declare the (4) four copiers to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.

METROPOLITAN LIBRARY SYSTEM TRANSFER OF FUNDS

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

Additional Appropriations

		<u>Additional Budget Needed</u>	<u>Budget's New Total</u>
Account 113	Employees' Retirement	\$100,000.00	\$2,098,785.00

Canceled Appropriations

		<u>Amount Canceled</u>	<u>Account's New Total</u>
Account 101	Salaries	\$100,000.00	\$14,863,591.00

The actuary report for the Defined Benefit Plan was received too late to be included in the Final Budget calculations for this current year, and the contribution recommended in that report was higher than the amount budgeted.

Commission Action

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

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met May 14, 2014 for:

(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports. If you need another copy, please notify the Director's Office)

- I.** Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits
 - With Reports and Recommendations from Administration:
 - ❖ Compensation & Benefit Plans

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee sent the recommendations for the Salaries and Benefit Plans to the Finance Committee meeting for approval as part of the FY 2014-15 Preliminary Budget on May 27, 2014.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, May 14, 2014 TIME: 3:30 PM
MEETING PLACE: 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, April 15, 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 May 12, 2014, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Bose' Akadiri
Ralph Bullard
Cynthia Friedemann
Mukesh Patel
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Helene Harpman

ESTIMATE OF OTHERS PRESENT: 9

I. The meeting was called to order at 3:34 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Friedemann, Patel, and Rice (Arrived: Akadiri, 3:40).

II. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Annual Review of Human Resources ~ Salaries and Benefits.

Mrs. Kelley Hoffman, Benefits Manager, provided the details of the Compensation report and recommendations.

The employer outlook for 2014 is consistent compared to last year. The Employment Cost Index showed wages and salaries for state and local government employees increasing slightly, while the cost of benefits decreased minimally over the prior year. The Consumer Price Index which reflects the average change of prices over time of goods and services fell slightly in the Dallas/Fort Worth area. The US and Southern regions of the country remain unchanged from last year. The federal register reported a 1.5% cost of living increase in Social Security benefits effective January 2014. US Employers are predicted to increase base salaries on average 3% with performance based increases averaging between 1.02 to 4.46%. The average merit increase for MLS Employees during the last fiscal year was 2.38%. There are currently 57 employees maxed out of their salary range, which means they receive a bonus in lieu of a salary increase. After analyzing the salary and benefit data available the recommendation is to continue the current performance based merit increase schedule range from 0 to 3% beginning July 1, 2014. At this time the preliminary budget does not reflect a recommended market adjustment. Once the final numbers are received from the County, Administration may make a recommendation prior to final budget approval for a possible market adjustment to be effective January 1, 2015. Questions and Discussion followed. Mr. Patel questioned the budget impact of last year's market adjustment and performance based merit increases. Mr. Lovely stated performance increases totaled approximately \$172,000 and market adjustments totaled approximately \$350,000. Discussion continued. Mr. Patel recommended the market adjustment be increased this year, if the budget allows, due to inflation and cost of living increases. The committee discussed a range for a possible market adjustment if the revenues from the County are sufficient. Discussion followed. The consensus of the committee is to recommend a 0-4% market adjustment contingent upon revenue and approval by the Finance Committee.

Mrs. Hoffman referred to the benefits portion of the report and recommendations. She provided a brief overview of the Plan performance.

- Paid medical and prescription drug claims (including Stop Loss Reimbursements) increased 23% over the prior year.
We have identified a couple of areas where costs are getting out of control and trying to find some innovative ways to save our health care dollars. Outpatient procedures have increased dramatically. Costs are up 56% over the last 10 months. We are currently working with a consultant that facilitates direct agreements with Surgery Center of Oklahoma. They offer transparent package pricing to patients. The consultant ran six months of claims data for outpatient procedures and the savings for using Surgery Center of Oklahoma compared to a full service hospital was approximately \$50,000. There are employer groups in Oklahoma that are flying their out-of-state members into the state of Oklahoma to have their surgeries performed at the Surgery Center because of the substantial savings. We are continuing to

aggressively research the data available and hope to bring a recommendation to the committee in the future.

- Medical claims increased 14%
- Prescription Drug claims increased 24%
All employer groups are having this issue. Last year we had a decrease for the first time in several years. We changed pharmacy benefit managers, tightened up the plan design, and increased member cost share. This year the number of prescriptions issued increased 25%. There are 30% more of our members taking prescription medications and there's a 70% increase in the medications that our being prescribed over \$500. We are working diligently with our pharmacy manager to try and find ways to save.
- Paid dental claims are on track to be 18% lower than last year.
- To date this year, there are four individuals with claims in excess of \$75,000 (Specific Stop Loss Deductible). The Stop Loss carrier has reimbursed \$115,250.
- The Total Plan Expenses were allocated as follows:
 - Stop Loss Coverage: 16.44%
 - Administration: 1.94%%
 - Claims: 78.50%
 - Ancillary Coverage (Group Term Life/AD&D): 1.35%
- The average age of our membership is 39.7.
- The Plan currently covers 422 members compared to 411 last year.
We attribute part of this to the Affordable Care Act's requirement for individual coverage. We expect our enrollment will continue to increase this year during open enrollment.
- The Provider networks and Lab Card program discounts saved the Plan 44.66% on billed charges.

Questions and Discussion followed.

Mrs. Hoffman reviewed and explained the recommended changes to the self-funded employee benefit plan.

Affordable Care Act (ACA) Mandated Changes:

1. Eliminate Annual Maximum Per Covered Person.
2. Eliminate all Pre-existing Condition Limitations.
3. Provide coverage for Clinical Trials.

Recommendations:

1. Terminate Disease Management program through WellNet Interactive.
Due to low participation and difficulty determining what our return on investment is for this program, we are recommending terminating the contract for now. We will continue to look at options to assist our members with chronic conditions.
2. Increase Prescription Drug Benefit Retail coinsurance for Brand Name products to 35% Preferred and 40% Non-Preferred (current coinsurance amounts 30% / 35%).
3. Increase Prescription Drug Benefit Mail Order copayments to \$125 Preferred / \$175 Non-Preferred (current copayments \$105 / \$150).

Mrs. Hoffman provided information on the Wellness Program. This is the second year we have used a points based system. We are getting ready to launch our third step challenge in conjunction with Summer Rading. Last year during the step challenge, members walked 21 million steps for a total of 10,000 miles.

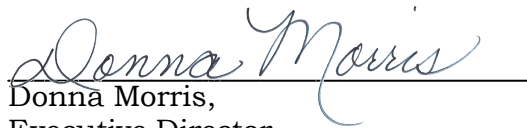
Mrs. Hoffman referred to Workers' Compensation and reported State Bill 1062, which changed the Workers' Compensation system from court-based to an administrative system, went into effect on February 1st. We're just beginning to see claims under the new system and are still unsure how it will impact our costs moving forward but we will share that information with you once we have it.

Mr. Rice referred to the recommendations and called for questions.

Mr. Rice called for a motion from the Committee.

Mrs. Friedemann moved to recommend that the Finance committee incorporate the funds for the recommendations regarding Compensation and Benefits into the FY 2014-15 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Ms. Akadiri seconded. No Further discussion; motion passed unanimously.

No further discussion. The meeting was adjourned at 4:29 p.m.

A handwritten signature in blue ink that reads "Donna Morris". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Donna Morris,
Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met May 27, 2014, for:

(Please reference the A & P and Finance Committees' packets for the detailed reports.)

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 14, 2014
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLC FY 2014-2015 Preliminary Budget

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

COMMISSION ACTION:

- 1. To approve the Metropolitan Library System Preliminary Budget FY 2014-15 (**Document #117**).

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Tuesday, May 27, 2014 TIME: 3:30 PM
MEETING PLACE: 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, April 22, 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 May 22, 2014, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Allen Coffey, Chair
Fran Cory
Judy Smith
Beth Toland

COMMITTEE MEMBERS EXCUSED:

Rozz Grigsby
Jim Shonts

COMMISSION MEMBERS IN ATTENDANCE:

Nancy Anthony

ESTIMATE OF OTHERS PRESENT: 9

- I.** The meeting was called to order at 3:31 p.m. by Mr. Allen Coffey, Chair.
- II.** Roll was called to establish a quorum. Present: Cory, Smith, Toland, Coffey.
- III.** Mr. Coffey referred to Report and Recommendations from the Administrative and Personnel Committee meeting held on May 14, 2014.

Mrs. Morris stated the A & P Committee met and reviewed Administration's recommendation relating to salaries and benefits.

The preliminary budget includes the performance based merit increase ranging from 0 to 3%, which is the same as last year. There are 57 employees who are currently at the max and do not receive a merit increase. They do, however, receive a onetime bonus in lieu of a merit increase. The preliminary budget does not include a market adjustment. Depending on pending tax revenue and approval from the Finance Committee, the A&P Committee recommended a possible market adjustment from 0-4% for all employees effective January 1, 2015. Once the final numbers are received from the County, a recommendation regarding a market adjustment may be brought to the Finance Committee to be included in the final budget. Questions and discussion followed.

Mrs. Morris called on Mrs. Kelley Hoffman, Benefits Manager to explain the recommended changes to the Benefit Plans.

Mrs. Hoffman provided a brief overview of the Benefit Plan performance. She highlighted the recommended changes to the self-funded employee benefit plan and also highlighted the Affordable Care Act (ACA) Mandated Changes. Questions and discussion followed.

Mrs. Judy Smith questioned one of the ACA Mandated Changes to provide coverage for clinical trials and asked for more information on what that mandated change encompasses and what expenses does the library system have in connection with the clinical trial. Mrs. Hoffman stated there is a list of specific criteria and she will provide that information to the Finance Committee.

Mr. Coffey asked if there were any further questions relating to the recommendations from the A & P Committee.

- IV.** Mr. Coffey called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to present the overview of the Preliminary Budget.

Mr. Lovely provided a brief history of the budget process. Questions and discussion followed.

Mr. Lovely referred to section 1 of the FY 2014-15 Preliminary Budget. For the purpose of the preliminary budget, Mr. Lovely is estimating a 3% increase in ad valorem tax revenue. Last year's increase was 2.3%. Mr. Lovely will receive the final assessment numbers from the county in late July or early August and will adjust the amount for the final budget at that time. Questions and discussion followed.

Mr. Lovely explained the carryover from prior year detailed on page 1-3, Comparative Schedule of Revenue Sources. The total FY 2014-15 proposed preliminary budget is \$55,980,371.

Per page 2-1, Overview of FY 2014-15 Proposed Preliminary Budget, the total budget consists of:

- \$ 37,177,111 for the operating budget
- \$ 5,878,384 for capital projects

➤ \$ 12,924,876 for reserves

The operating budget is an increase of \$220,651.00 or 0.60%, from last year's budget.

Mr. Lovely referred to the proposed Salaries, Wages & Benefits costs which reflect a 2.35% increase over last fiscal year. Normally, the increase is over 5%, but this preliminary budget makes no provision for a market adjustment to salaries. Mrs. Morris asked the committee if revenues do come in above projections and Administration comes to the Finance Committee with a recommendation for a market adjustment, what kind of supporting documentation needs to be provided? Mrs. Anthony stated a recommended market adjustment needs to be defined and should include data to support the recommendation, i.e., inflation, cost of living increase, etc. Mrs. Anthony stated if it is called a market adjustment, we need to define that and the components of that definition as well as the data to support it. Discussion followed.

Mr. Lovely reviewed the remaining accounts with significant changes as compared to last year's budget as shown on Pages 3-1 through 3-3. Questions and discussion followed.

Mr. Lovely referred to page 3-4, and explained the Schedule of Cash Reserves. Mrs. Judy Smith questioned the rationale used to remove cash reserve dollars from The Village, Warr Acres and Bethany for currently identified improvements. Mr. Lovely explained the dollars have been included in the budget since 1998 and there has been no movement for improvements from those cities. Mrs. Smith shared a recent letter from the City of the Village, which stated that after a long period of flat income, the Village has seen a great deal of new construction. The library is located in a TIF district which is financing a development loan. Once the loan is paid off in seven years, the Village will have approximately one million dollars per year to be spent for redevelopment in the district. Currently, the only identified project is expansion of the Village Library. Mrs. Smith concluded that the Village not only has a plan, but also an identified funding source. Discussion followed. The consensus of the committee is to allocate Currently Identified Improvements for: New Edmond Library, Village Library, Bethany Library, and Warr Acres Library at \$4,000,000 in the cash reserve. And as part of the final budget, criteria, timeframe and a plan for future identified improvements should be updated and/or developed. Mrs. Anthony added if Ad Valorem taxes come back higher than the 3% projected, in addition to a possible market adjustment, this could be an area for the remaining additional dollars. She also recommended that the Long-Range Planning Committee review the criteria, timelines and future plans for improvements.

Mr. Coffey called for further questions and/or comments. Mr. Coffey called for a motion on the FY 2014-15 Preliminary Budget.

Mrs. Fran Cory moved to approve the MLS FY 2014-15 Preliminary Budget. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.

V. There being no further business, Mr. Coffey adjourned the meeting at 4:24 p.m.



Donna Morris, Executive Director
(Secretary)

Preliminary Budget
FY 2014 – 2015
(July 1, 2014 to June 30, 2015)

Please remember to bring your
FY 2014-15 Preliminary Budget Binder
to Commission meeting June 19, 2014

Preliminary Budget
FY 2014 – 2015
(July 1, 2014 to June 30, 2015)

Please remember to bring your
FY 2014-15 Preliminary Budget Binder
to Commission meeting June 19, 2014

Preliminary Budget
FY 2014 – 2015
(July 1, 2014 to June 30, 2015)

Please remember to bring your
FY 2014-15 Preliminary Budget Binder
to Commission meeting June 19, 2014

Preliminary Budget
FY 2014 – 2015
(July 1, 2014 to June 30, 2015)

Please remember to bring your
FY 2014-15 Preliminary Budget Binder
to Commission meeting June 19, 2014

Preliminary Budget
FY 2014 – 2015
(July 1, 2014 to June 30, 2015)

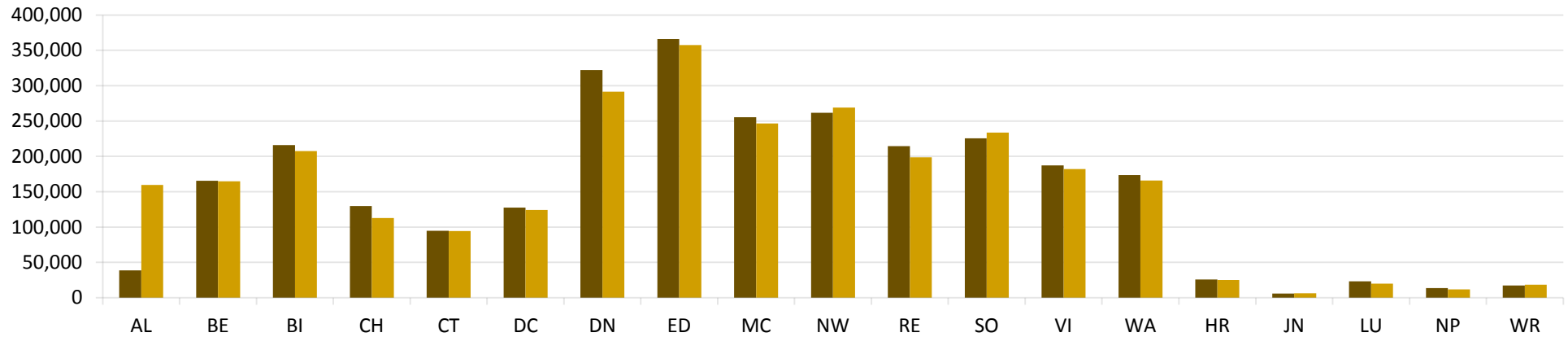
Please remember to bring your
FY 2014-15 Preliminary Budget Binder
to Commission meeting June 19, 2014

Library Visits Report

System Summary

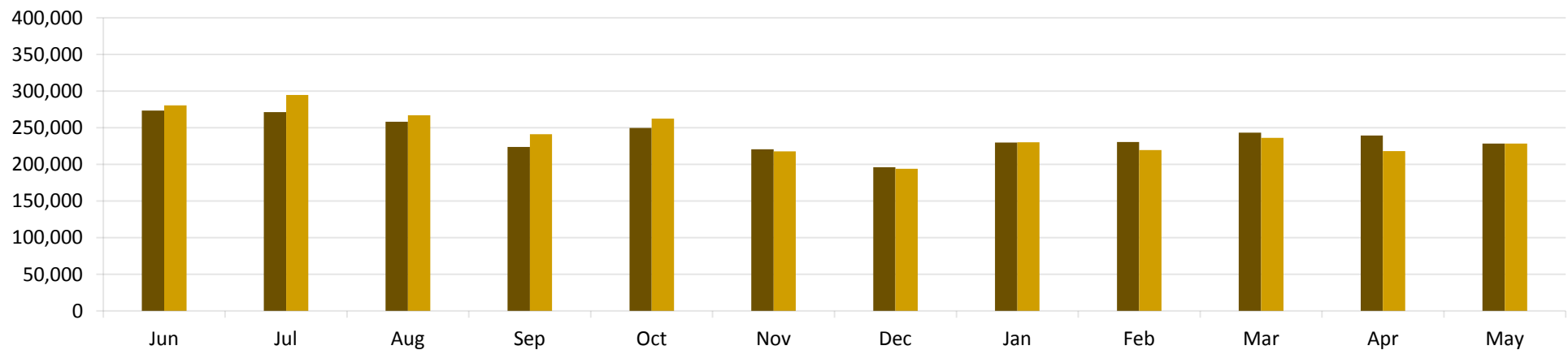
Visits by Library

■ June 1, 2012 - May 31, 2013 ■ June 1, 2013 - May 31, 2014



Visits by Month

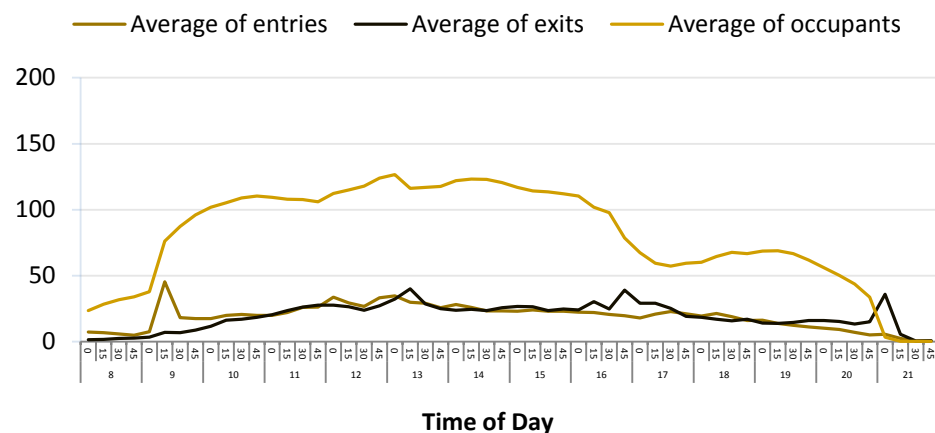
■ June 1, 2012 - May 31, 2013 ■ June 1, 2013 - May 31, 2014



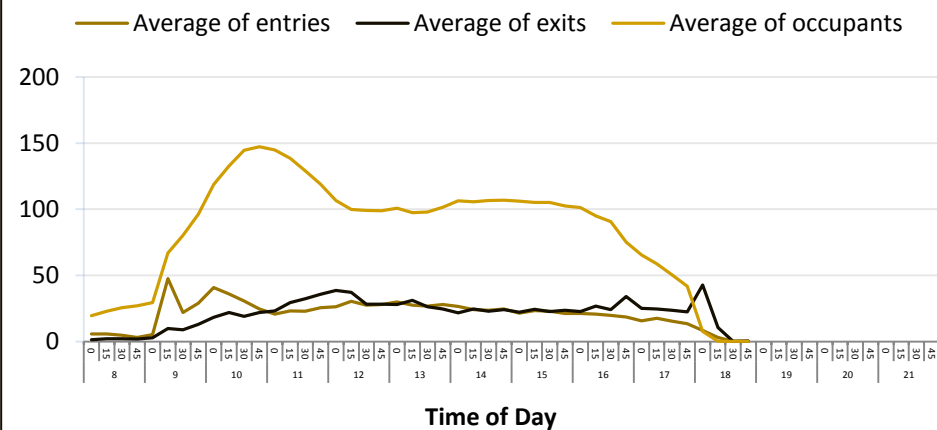
Library Visits Report

Visits Profile: DN

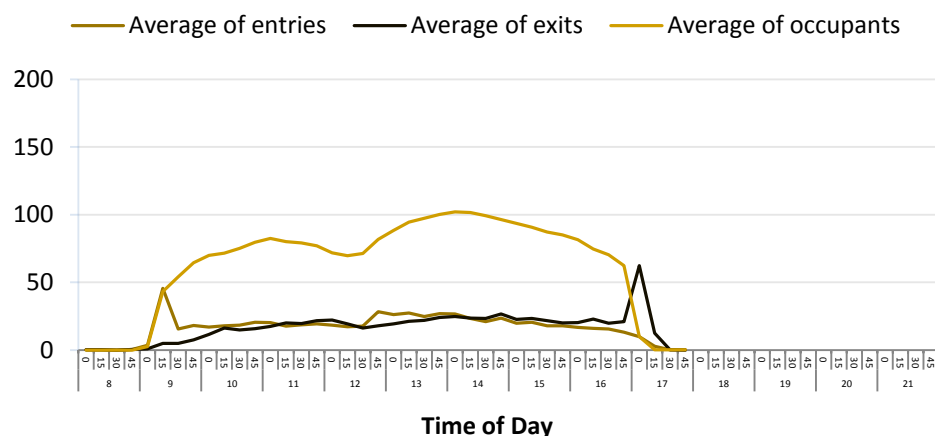
Monday - Thursday
(Trailing Twelve Months)



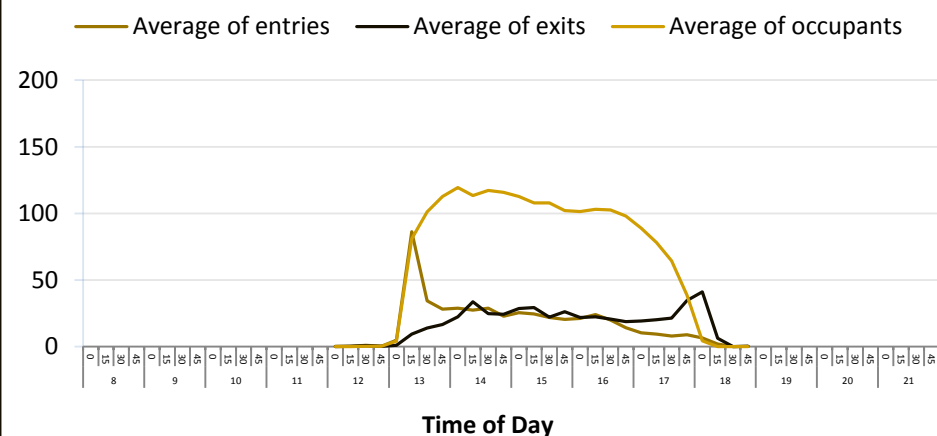
Friday
(Trailing Twelve Months)



Saturday
(Trailing Twelve Months)



Sunday
(Trailing Twelve Months)



Library Visits Report

Data

July 1, 2013 - May 31, 2014 (91.67% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
AL	FY13	-	-	-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	38,716
	FY14	14,363	13,775	13,270	15,523	13,233	12,616	13,880	13,480	13,045	12,256	11,709	-	147,151
	%								94.6%	30.1%	12.3%	7.9%		
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	196,788
	FY14	18,988	20,140	18,240	18,111	15,663	13,100	16,238	15,963	17,911	18,571	16,731	-	189,656
	%	-3.5%	-1.8%	-8.1%	-8.4%	-11.6%	-17.0%	-15.1%	-10.1%	-7.3%	10.1%	60.6%		-3.6%
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	147,686
	FY14	17,748	15,357	13,770	15,150	12,067	10,275	12,533	12,095	13,137	12,994	12,789	-	147,914
	%	8.2%	5.3%	7.4%	10.1%	-4.4%	-11.1%	-4.3%	-0.1%	-1.8%	-1.7%	-9.5%		0.2%
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	117,906
	FY14	10,265	9,942	9,542	11,202	8,857	7,075	8,283	8,811	9,954	9,837	8,595	-	102,363
	%	-12.7%	-21.7%	-31.7%	-0.7%	-15.8%	-19.1%	-13.7%	-9.8%	1.8%	-4.5%	-9.6%		-13.2%
CT	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	7,761	7,993	8,308	6,190	9,268	85,172
	FY14	9,711	8,344	7,497	8,867	6,859	5,838	7,545	6,697	7,167	8,017	8,418	-	84,958
	%	5.9%	1.7%	0.3%	3.9%	-6.2%	-11.7%	-1.0%	-13.7%	-10.3%	-3.5%	36.0%		-0.3%
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	114,153
	FY14	12,801	11,342	10,424	11,046	9,012	8,329	9,575	8,921	9,947	10,032	10,202	-	111,629
	%	4.1%	0.9%	2.6%	-0.5%	-7.8%	-2.0%	0.2%	-8.8%	-2.6%	-6.0%	-6.1%		-2.2%
DN	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	28,883	296,152
	FY14	30,922	30,590	26,694	29,039	24,755	24,746	26,112	24,014	22,030	2,484	21,394	-	262,779
	%	8.9%	3.8%	-0.9%	4.4%	-1.9%	3.4%	-5.0%	-9.1%	-17.8%	-90.7%	-20.3%		-11.3%
ED	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	28,066	29,723	29,442	28,348	42,064	327,219
	FY14	38,981	31,594	29,473	30,411	26,167	22,039	27,066	25,677	29,000	27,905	26,993	-	315,306
	%	2.0%	-4.3%	-0.8%	-1.1%	-3.7%	-7.2%	-6.8%	-8.5%	-2.4%	-5.2%	-4.8%		-3.6%
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	230,146
	FY14	24,588	22,569	20,176	21,747	18,136	16,021	20,325	18,592	21,418	21,224	18,777	-	223,572
	%	-1.8%	-6.8%	-2.4%	-6.2%	-11.7%	-8.8%	0.4%	-2.4%	2.4%	8.4%	-2.0%		-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	234,786
	FY14	28,307	24,059	21,973	23,019	20,073	17,296	20,858	19,835	22,448	21,856	22,078	-	241,802
	%	6.6%	7.6%	3.7%	2.7%	1.8%	1.6%	-0.1%	-3.9%	3.2%	2.0%	5.9%		3.0%

Library Visits Report

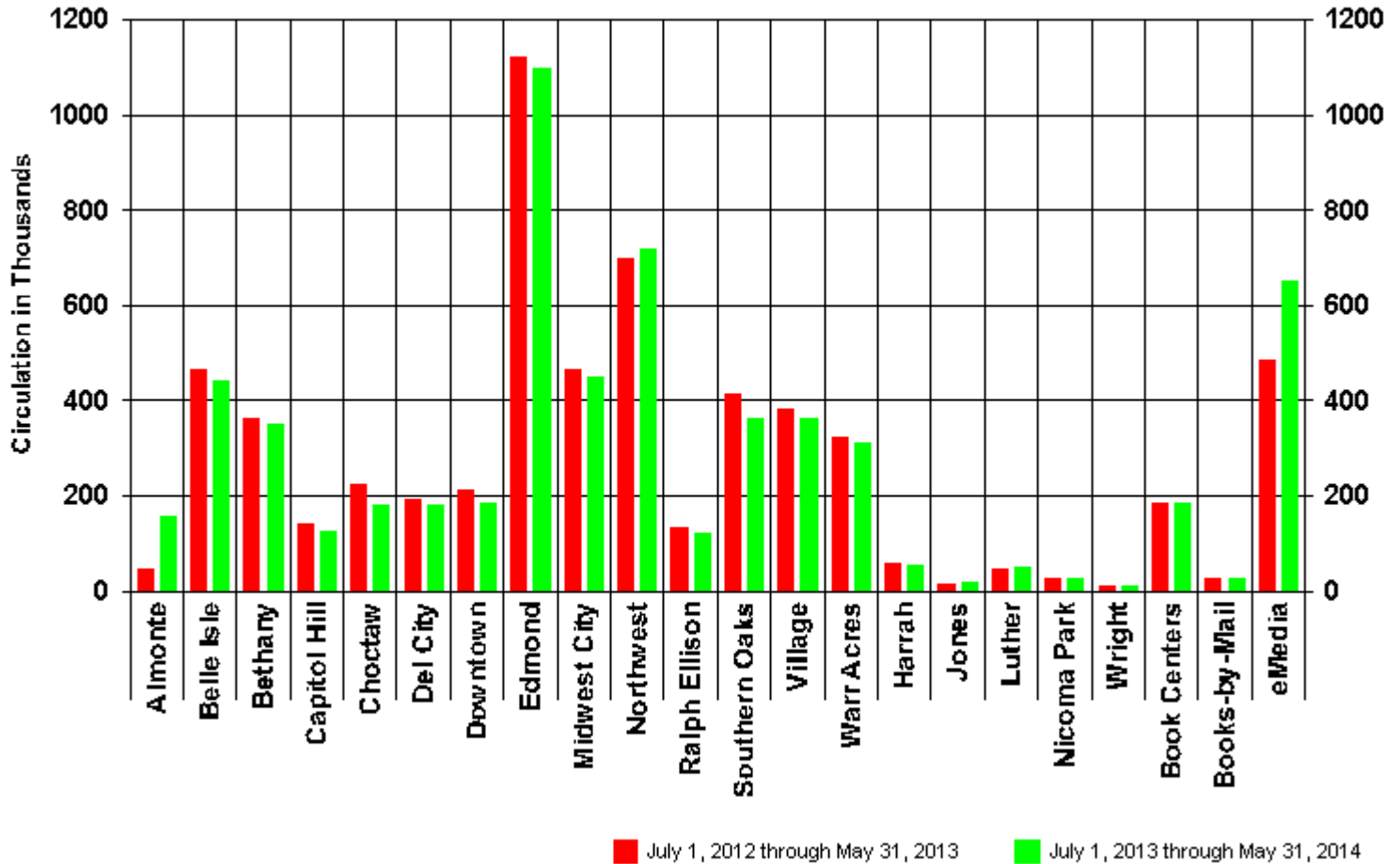
Data

July 1, 2013 - May 31, 2014 (91.67% of the 13-14 Fiscal Year)

		<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>FYTD Total</u>
RE	FY13	19,398	19,333	16,247	20,278	16,643	15,057	17,397	19,005	18,681	17,873	15,523	18,764	195,436
	FY14	22,402	17,426	13,901	18,211	14,196	13,503	14,994	14,722	15,745	17,515	17,124	-	179,738
	%	15.5%	-9.9%	-14.4%	-10.2%	-14.7%	-10.3%	-13.8%	-22.5%	-15.7%	-2.0%	10.3%		-8.0%
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	204,158
	FY14	22,592	21,941	20,779	21,765	17,907	15,097	18,307	17,178	19,164	19,500	18,563	-	212,791
	%	4.1%	4.5%	169.4%	1.0%	-5.8%	-13.5%	-11.4%	-6.6%	2.7%	4.8%	-4.3%		4.2%
VI	FY13	18,823	17,358	15,621	16,034	13,878	12,021	14,660	14,919	15,198	14,703	15,261	17,268	168,476
	FY14	19,298	17,254	15,390	16,195	13,226	11,223	14,075	13,727	15,244	14,959	14,344	-	164,935
	%	2.5%	-0.6%	-1.5%	1.0%	-4.7%	-6.6%	-4.0%	-8.0%	0.3%	1.7%	-6.0%		-2.1%
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	157,218
	FY14	17,109	15,682	13,804	14,765	11,329	11,185	13,155	13,451	12,857	13,746	13,552	-	150,634
	%	2.4%	-3.9%	-6.6%	-5.8%	-16.1%	-4.8%	-2.1%	1.0%	-6.9%	-0.7%	-3.8%		-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	23,429
	FY14	1,959	2,102	2,240	2,200	1,926	1,740	2,024	1,980	2,230	2,318	2,174	-	22,892
	%	-2.6%	-8.4%	2.1%	-4.8%	-1.7%	-3.1%	-6.0%	-7.9%	-3.3%	9.4%	1.6%		-2.3%
JN	FY13	501	483	411	528	386	362	461	559	573	473	580	558	5,318
	FY14	480	455	447	882	474	515	516	443	480	497	462	-	5,652
	%	-4.1%	-5.7%	8.6%	66.9%	22.9%	42.1%	11.9%	-20.7%	-16.1%	5.2%	-20.4%		6.3%
LU	FY13	2,072	2,489	1,974	1,892	1,862	1,689	1,768	1,717	1,864	2,114	1,738	1,955	21,180
	FY14	1,953	2,031	1,721	1,831	1,544	1,353	1,613	1,325	1,518	1,604	1,645	-	18,138
	%	-5.7%	-18.4%	-12.8%	-3.2%	-17.1%	-19.9%	-8.8%	-22.8%	-18.6%	-24.1%	-5.4%		-14.4%
NP	FY13	1,479	1,306	986	1,071	990	921	1,071	999	1,028	924	1,280	1,408	12,055
	FY14	1,023	949	885	878	716	570	968	853	991	1,204	1,341	-	10,377
	%	-30.9%	-27.3%	-10.3%	-18.0%	-27.7%	-38.1%	-9.6%	-14.6%	-3.6%	30.3%	4.7%		-13.9%
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	15,914
	FY14	1,326	1,384	1,156	1,637	1,547	1,414	1,977	1,691	1,831	1,608	1,509	-	17,081
	%	3.3%	-8.3%	-2.6%	-2.8%	-16.3%	-13.1%	31.8%	20.3%	26.1%	34.2%	23.8%		7.3%
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	2,591,908
	FY14	294,815	266,935	241,378	262,478	217,687	193,934	230,043	219,456	236,117	218,127	228,399	-	2,609,368
	%	8.6%	3.3%	7.8%	5.1%	-1.4%	-1.1%	0.1%	-4.9%	-3.0%	-8.9%	0.0%		0.7%

Circulation Gains and Losses

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)



Circulation Gains and Losses

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

MAY 31, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Almonte	13	8387	27731	4630	16095	13017	43826	
	14	9090	99454	4831	58451	13921	157905	
		703	71723	201	42356	904	114079	260.3
Belle Isle	13	20588	342803	6847	123128	27435	465931	
	14	26340	320054	9928	119127	36268	439181	
		5752	-22749	3081	-4001	8833	-26750	-5.7
Bethany	13	22470	243708	10491	118836	32961	362544	
	14	19245	229953	10223	119695	29468	349648	
		-3225	-13755	-268	859	-3493	-12896	-3.6
Capitol Hill	13	6147	81832	4324	58729	10471	140561	
	14	5706	67755	3705	55791	9411	123546	
		-441	-14077	-619	-2938	-1060	-17015	-12.1
Choctaw	13	8620	132877	6051	90284	14671	223161	
	14	8332	104183	6421	76761	14753	180944	
		-288	-28694	370	-13523	82	-42217	-18.9
Del City	13	11313	137067	5283	56778	16596	193845	
	14	11859	123404	5127	56390	16986	179794	
		546	-13663	-156	-388	390	-14051	-7.2
Downtown	13	13959	158129	4359	51749	18318	209878	
	14	11026	132306	3506	51710	14532	184016	
		-2933	-25823	-853	-39	-3786	-25862	-12.3
Edmond	13	54270	617157	44270	503933	98540	1121090	
	14	48008	572099	45700	523498	93708	1095597	
		-6262	-45058	1430	19565	-4832	-25493	-2.3
Midwest City	13	27220	321306	11865	142109	39085	463415	
	14	25068	300187	12155	147244	37223	447431	
		-2152	-21119	290	5135	-1862	-15984	-3.4
Northwest	13	34520	392245	27493	304151	62013	696396	
	14	35024	392171	28426	323962	63450	716133	
		504	-74	933	19811	1437	19737	2.8
Ralph Ellison	13	7079	95969	2848	36407	9927	132376	
	14	7568	84367	3626	36289	11194	120656	
		489	-11602	778	-118	1267	-11720	-8.9
Southern Oaks	13	24317	288404	8214	123832	32531	412236	
	14	22179	251219	8338	111603	30517	362822	
		-2138	-37185	124	-12229	-2014	-49414	-12.0
Village	13	23254	260176	10364	122897	33618	383073	
	14	22293	244411	10082	115995	32375	360406	
		-961	-15765	-282	-6902	-1243	-22667	-5.9

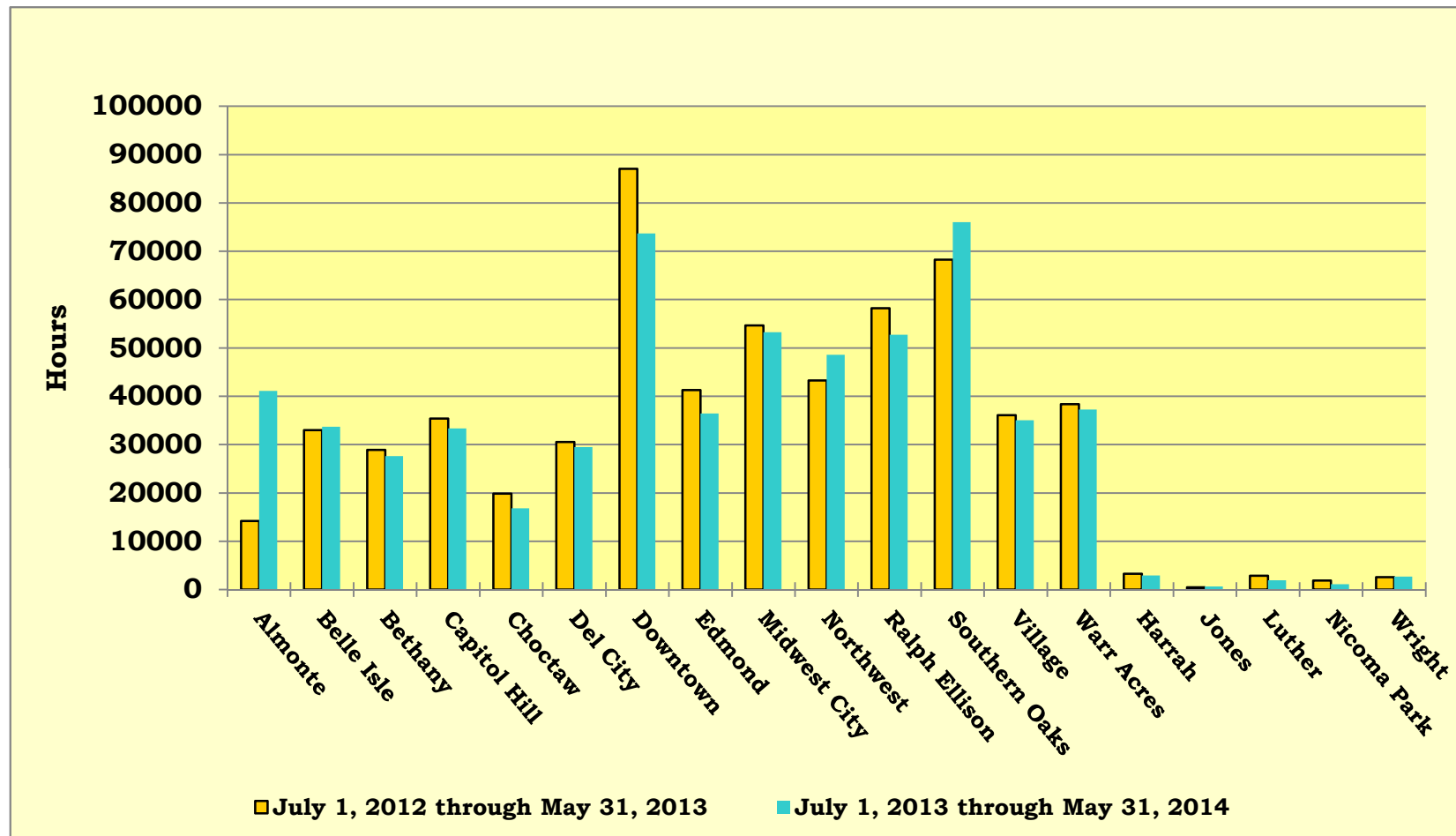
Circulation Gains and Losses

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

MAY 31, 2014		<u>ADULT MONTH</u>	<u>ADULT YEAR</u>	<u>JUVENILE MONTH</u>	<u>JUVENILE YEAR</u>	<u>TOTAL MONTH</u>	<u>TOTAL YEAR</u>	<u>%</u>
Warr Acres	13	21068	235322	7943	87585	29011	322907	
	14	19030	223014	7296	89281	26326	312295	
		-2038	-12308	-647	1696	-2685	-10612	-3.3
EXTENSION LIBRARIES:								
Harrah	13	3243	39661	1642	19244	4885	58905	
	14	3018	36428	1280	18732	4298	55160	
		-225	-3233	-362	-512	-587	-3745	-6.4
Jones	13	1101	8730	448	5131	1549	13861	
	14	720	12419	361	4367	1081	16786	
		-381	3689	-87	-764	-468	2925	21.1
Luther	13	2770	30056	1502	15423	4272	45479	
	14	2827	32565	1580	17639	4407	50204	
		57	2509	78	2216	135	4725	10.4
Nicoma Park	13	1872	18814	856	6281	2728	25095	
	14	1385	20310	496	7258	1881	27568	
		-487	1496	-360	977	-847	2473	9.9
Wright	13	439	6725	257	3405	696	10130	
	14	449	6380	243	3647	692	10027	
		10	-345	-14	242	-4	-103	-1.0
<u>OTHER:</u>								
Book Centers	13	10560	116704	6250	66599	16810	183303	
	14	10204	118177	4784	66141	14988	184318	
		-356	1473	-1466	-458	-1822	1015	.6
Books-by-Mail	13	2138	23942	0	0	2138	23942	
	14	726	23903	0	0	726	23903	
		-1412	-39	0	0	-1412	-39	-.2
eMedia	13	48033	485072	0	0	48033	485072	
	14	67019	649259	301	301	67320	649560	
		18986	164187	301	301	19287	164488	33.9
TOTALS	13	353368	4064430	165937	1952596	519305	6017026	
	14	357116	4044018	168409	2003882	525525	6047900	
		3748	-20412	2472	51286	6220	30874	.5

Total Computer Hours Used by Library

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)



This page is intentionally blank

Total Computer Usage

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	188		3,624		3,676.61		818		13,312		14,186.38	
	14	229		3,803		3,577.29		3,716		45,593		41,084.40	
		41	21.8	179	4.9	-99.32	-2.7	2,898	354.3	32,281	242.5	26,898.02	189.6
BELLE ISLE	13	132		2,038		1,793.74		3,794		39,863		32,992.66	
	14	190		3,472		2,913.50		3,703		41,497		33,666.83	
		58	43.9	1,434	70.4	1,119.76	62.4	-91	-2.4	1,634	4.1	674.17	2.0
BETHANY	13	169		3,426		2,676.38		3,512		35,139		28,900.79	
	14	186		3,013		2,467.91		3,629		35,260		27,650.21	
		17	10.1	-413	-12.1	-208.47	-7.8	117	3.3	121	.3	-1,250.58	-4.3
CAPITOL HILL	13	186		3,770		3,207.67		3,759		42,237		35,363.73	
	14	167		3,198		2,896.49		3,390		39,039		33,336.55	
		-19	-10.2	-572	-15.2	-311.18	-9.7	-369	-9.8	-3,198	-7.6	-2,027.18	-5.7
CHOCTAW	13	70		1,295		1,251.86		1,667		18,988		19,853.35	
	14	90		1,647		1,526.41		1,799		17,871		16,791.42	
		20	28.6	352	27.2	274.55	21.9	132	7.9	-1,117	-5.9	-3,061.93	-15.4
DEL CITY	13	194		3,327		2,706.01		3,398		37,095		30,520.64	
	14	189		3,146		2,636.25		3,499		35,245		29,496.93	
		-5	-2.6	-181	-5.4	-69.76	-2.6	101	3.0	-1,850	-5.0	-1,023.71	-3.4
DOWNTOWN	13	159		8,904		7,108.94		3,493		108,516		87,060.12	
	14	184		7,041		7,533.69		3,132		86,435		73,681.22	
		25	15.7	-1,863	-20.9	424.75	6.0	-361	-10.3	-22,081	-20.3	-13,378.90	-15.4
EDMOND	13	224		3,743		3,457.74		4,146		43,369		41,311.44	
	14	216		3,433		3,085.09		4,162		39,516		36,417.10	
		-8	-3.6	-310	-8.3	-372.65	-10.8	16	.4	-3,853	-8.9	-4,894.34	-11.8
MIDWEST CITY	13	302		5,164		4,760.64		5,937		64,532		54,631.24	
	14	313		5,463		4,880.30		5,799		62,632		53,233.17	
		11	3.6	299	5.8	119.66	2.5	-138	-2.3	-1,900	-2.9	-1,398.07	-2.6
NORTHWEST	13	239		3,918		4,223.14		4,340		41,323		43,273.43	
	14	270		4,203		4,511.79		5,059		45,786		48,580.97	
		31	13.0	285	7.3	288.65	6.8	719	16.6	4,463	10.8	5,307.54	12.3

Total Computer Usage

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	214		5,383		4,641.69		4,646		70,753		58,233.70	
	14	209		5,618		5,131.19		4,424		59,276		52,748.44	
		-5	-2.3	235	4.4	489.50	10.5	-222	-4.8	-11,477	-16.2	-5,485.26	-9.4
SOUTHERN OAKS	13	345		8,074		6,842.56		6,363		77,788		68,278.48	
	14	317		6,802		6,563.00		6,219		84,918		76,006.73	
		-28	-8.1	-1,272	-15.8	-279.56	-4.1	-144	-2.3	7,130	9.2	7,728.25	11.3
VILLAGE	13	222		3,854		3,207.96		4,507		42,419		36,107.37	
	14	195		3,666		3,070.20		4,463		42,410		35,045.74	
		-27	-12.2	-188	-4.9	-137.76	-4.3	-44	-1.0	-9	.0	-1,061.63	-2.9
WARR ACRES	13	173		4,264		3,541.02		3,595		46,190		38,342.63	
	14	181		3,972		3,365.43		3,495		44,828		37,281.36	
		8	4.6	-292	-6.8	-175.59	-5.0	-100	-2.8	-1,362	-2.9	-1,061.27	-2.8
HARRAH	13	27		321		267.19		496		4,037		3,284.35	
	14	22		358		278.43		440		3,761		2,946.68	
		-5	-18.5	37	11.5	11.24	4.2	-56	-11.3	-276	-6.8	-337.67	-10.3
JONES	13	4		55		32.40		65		535		446.46	
	14	6		73		73.59		66		750		656.97	
		2	50.0	18	32.7	41.19	127.1	1	1.5	215	40.2	210.51	47.2
LUTHER	13	16		246		244.35		387		3,266		2,867.68	
	14	16		200		147.52		363		2,493		1,945.63	
			.0	-46	-18.7	-96.83	-39.6	-24	-6.2	-773	-23.7	-922.05	-32.2
NICOMA PARK	13	7		167		144.66		186		1,979		1,882.62	
	14	6		123		80.43		160		1,483		1,107.19	
		-1	-14.3	-44	-26.3	-64.23	-44.4	-26	-14.0	-496	-25.1	-775.43	-41.2
WRIGHT	13	13		292		265.06		196		3,116		2,561.18	
	14	14		288		240.43		207		3,071		2,661.55	
		1	7.7	-4	-1.4	-24.63	-9.3	11	5.6	-45	-1.4	100.37	3.9
TOTAL	13	2,884		61,865		54,049.62		55,305		694,457		600,098.25	
	14	3,000		59,519		54,978.94		57,725		691,864		604,339.09	
		116	4.0	-2,346	-3.8	929.32	1.7	2,420	4.4	-2,593	-.4	4,240.84	.7

Computer Usage by Adult Customers

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	137		2,415		2,585.54		605		8,899		9,995.80	
	14	163		2,576		2,453.96		2,723		29,919		27,549.29	
		26	19.0	161	6.7	-131.58	-5.1	2,118	350.1	21,020	236.2	17,553.49	175.6
BELLE ISLE	13	112		1,782		1,597.82		3,239		34,795		29,172.43	
	14	166		2,948		2,490.71		3,135		34,447		28,281.91	
		54	48.2	1,166	65.4	892.89	55.9	-104	-3.2	-348	-1.0	-890.52	-3.1
BETHANY	13	150		2,774		2,199.86		2,915		29,519		24,413.23	
	14	152		2,579		2,106.99		3,044		28,990		22,710.82	
		2	1.3	-195	-7.0	-92.87	-4.2	129	4.4	-529	-1.8	-1,702.41	-7.0
CAPITOL HILL	13	116		1,853		1,750.14		2,388		22,069		19,900.82	
	14	104		1,830		1,721.83		2,083		19,230		17,520.65	
		-12	-10.3	-23	-1.2	-28.31	-1.6	-305	-12.8	-2,839	-12.9	-2,380.17	-12.0
CHOCTAW	13	50		815		750.70		1,215		12,914		13,255.85	
	14	68		1,003		863.77		1,308		11,645		10,408.43	
		18	36.0	188	23.1	113.07	15.1	93	7.7	-1,269	-9.8	-2,847.42	-21.5
DEL CITY	13	159		2,538		2,081.27		2,645		27,552		22,871.48	
	14	150		2,467		2,077.25		2,778		27,906		23,727.27	
		-9	-5.7	-71	-2.8	-4.02	-1.2	133	5.0	354	1.3	855.79	3.7
DOWNTOWN	13	143		8,525		6,785.08		3,162		104,710		83,973.90	
	14	168		6,809		7,295.62		2,822		83,751		71,488.18	
		25	17.5	-1,716	-20.1	510.54	7.5	-340	-10.8	-20,959	-20.0	-12,485.72	-14.9
EDMOND	13	193		3,199		2,937.56		3,478		37,169		35,047.09	
	14	183		2,967		2,618.20		3,472		34,032		31,068.48	
		-10	-5.2	-232	-7.3	-319.36	-10.9	-6	-1.2	-3,137	-8.4	-3,978.61	-11.4
MIDWEST CITY	13	238		4,221		3,829.52		4,812		49,688		42,153.80	
	14	246		4,434		4,014.04		4,722		50,383		43,482.96	
		8	3.4	213	5.0	184.52	4.8	-90	-1.9	695	1.4	1,329.16	3.2
NORTHWEST	13	190		3,348		3,617.05		3,405		35,025		37,014.12	
	14	200		3,549		3,835.33		4,119		39,606		42,443.69	
		10	5.3	201	6.0	218.28	6.0	714	21.0	4,581	13.1	5,429.57	14.7

Computer Usage by Adult Customers

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	174		4,054		3,522.72		3,542		49,359		41,322.79	
	14	171		3,901		3,520.62		3,401		42,419		37,396.93	
		-3	-1.7	-153	-3.8	-2.10	-.1	-141	-4.0	-6,940	-14.1	-3,925.86	-9.5
SOUTHERN OAKS	13	248		4,055		3,698.39		4,616		46,307		42,562.71	
	14	242		4,314		4,151.30		4,561		47,947		44,665.61	
		-6	-2.4	259	6.4	452.91	12.2	-55	-1.2	1,640	3.5	2,102.90	4.9
VILLAGE	13	175		3,180		2,588.81		3,720		33,762		27,785.99	
	14	153		3,041		2,529.06		3,645		34,443		27,874.79	
		-22	-12.6	-139	-4.4	-59.75	-2.3	-75	-2.0	681	2.0	88.80	.3
WARR ACRES	13	152		3,065		2,444.68		3,051		34,108		27,859.49	
	14	135		3,085		2,535.74		2,968		34,750		28,726.40	
		-17	-11.2	20	.7	91.06	3.7	-83	-2.7	642	1.9	866.91	3.1
HARRAH	13	22		238		163.58		390		3,243		2,317.89	
	14	16		236		145.48		334		2,838		2,002.22	
		-6	-27.3	-2	-.8	-18.10	-11.1	-56	-14.4	-405	-12.5	-315.67	-13.6
JONES	13	4		49		31.12		47		474		422.24	
	14	6		65		69.86		47		652		609.13	
		2	50.0	16	32.7	38.74	124.5		.0	178	37.6	186.89	44.3
LUTHER	13	9		152		148.36		231		1,956		1,611.67	
	14	12		157		110.37		227		1,724		1,296.19	
		3	33.3	5	3.3	-37.99	-25.6	-4	-1.7	-232	-11.9	-315.48	-19.6
NICOMA PARK	13	7		141		128.67		149		1,805		1,751.44	
	14	3		106		65.43		118		1,257		945.89	
		-4	-57.1	-35	-24.8	-63.24	-49.1	-31	-20.8	-548	-30.4	-805.55	-46.0
WRIGHT	13	8		256		244.77		149		2,790		2,369.01	
	14	10		268		228.66		170		2,867		2,540.61	
		2	25.0	12	4.7	-16.11	-6.6	21	14.1	77	2.8	171.60	7.2
TOTAL	13	2,287		46,660		41,105.64		43,759		536,144		465,801.75	
	14	2,348		46,335		42,834.22		45,677		528,806		464,739.45	
		61	2.7	-325	-.7	1,728.58	4.2	1,918	4.4	-7,338	-1.4	-1,062.30	-.2

Computer Usage by Minor Customers

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	51		1,209		1,091.07		213		4,413		4,190.58	
	14	66		1,227		1,123.33		993		15,674		13,535.11	
		15	29.4	18	1.5	32.26	3.0	780	366.2	11,261	255.2	9,344.53	223.0
BELLE ISLE	13	20		256		195.92		555		5,068		3,820.23	
	14	24		524		422.79		568		7,050		5,384.92	
		4	20.0	268	104.7	226.87	115.8	13	2.3	1,982	39.1	1,564.69	41.0
BETHANY	13	19		652		476.52		597		5,620		4,487.56	
	14	34		434		360.92		585		6,270		4,939.39	
		15	78.9	-218	-33.4	-115.60	-24.3	-12	-2.0	650	11.6	451.83	10.1
CAPITOL HILL	13	70		1,917		1,457.53		1,371		20,168		15,462.91	
	14	63		1,368		1,174.66		1,307		19,809		15,815.90	
		-7	-10.0	-549	-28.6	-282.87	-19.4	-64	-4.7	-359	-1.8	352.99	2.3
CHOCTAW	13	20		480		501.16		452		6,074		6,597.50	
	14	22		644		662.64		491		6,226		6,382.99	
		2	10.0	164	34.2	161.48	32.2	39	8.6	152	2.5	-214.51	-3.3
DEL CITY	13	35		789		624.74		753		9,543		7,649.16	
	14	39		679		559.00		721		7,339		5,769.66	
		4	11.4	-110	-13.9	-65.74	-10.5	-32	-4.2	-2,204	-23.1	-1,879.50	-24.6
DOWNTOWN	13	16		379		323.86		331		3,806		3,086.22	
	14	16		232		238.07		310		2,684		2,193.04	
		.0		-147	-38.8	-85.79	-26.5	-21	-6.3	-1,122	-29.5	-893.18	-28.9
EDMOND	13	31		544		520.18		668		6,200		6,264.35	
	14	33		466		466.89		690		5,484		5,348.62	
		2	6.5	-78	-14.3	-53.29	-10.2	22	3.3	-716	-11.5	-915.73	-14.6
MIDWEST CITY	13	64		943		931.12		1,125		14,844		12,477.44	
	14	67		1,029		866.26		1,077		12,249		9,750.21	
		3	4.7	86	9.1	-64.86	-7.0	-48	-4.3	-2,595	-17.5	-2,727.23	-21.9
NORTHWEST	13	49		570		606.09		935		6,298		6,259.31	
	14	70		654		676.46		940		6,180		6,137.28	
		21	42.9	84	14.7	70.37	11.6	5	.5	-118	-1.9	-122.03	-1.9

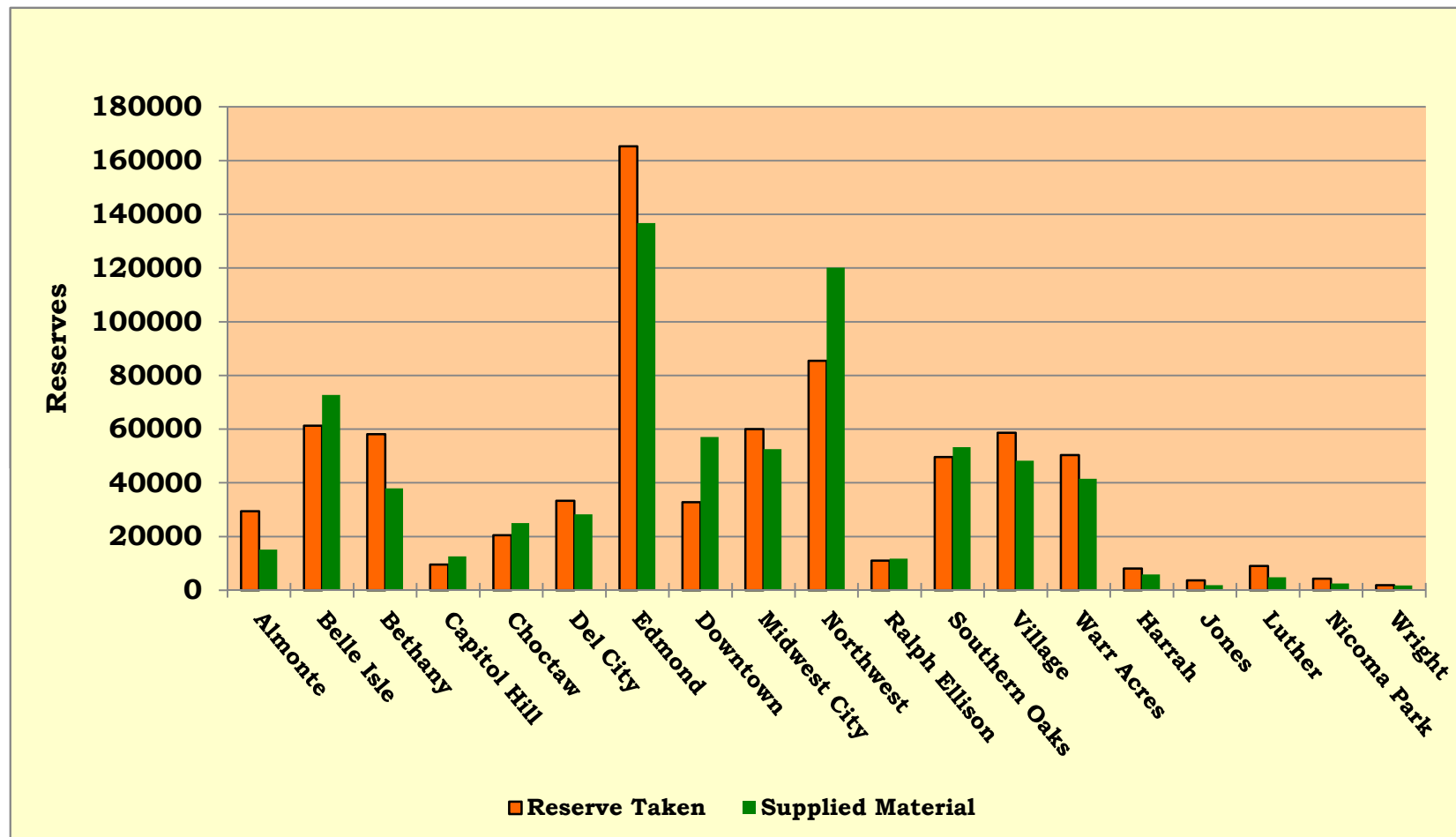
Computer Usage by Minor Customers

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	13	40		1,329		1,118.97		1,104		21,394		16,910.91	
	14	38		1,717		1,610.57		1,023		16,857		15,351.51	
		-2	-5.0	388	29.2	491.60	43.9	-81	-7.3	-4,537	-21.2	-1,559.40	-9.2
SOUTHERN OAKS	13	97		4,019		3,144.17		1,747		31,481		25,715.77	
	14	75		2,488		2,411.70		1,658		36,971		31,341.12	
		-22	-22.7	-1,531	-38.1	-732.47	-23.3	-89	-5.1	5,490	17.4	5,625.35	21.9
VILLAGE	13	47		674		619.15		787		8,657		8,321.38	
	14	42		625		541.14		818		7,967		7,170.95	
		-5	-10.6	-49	-7.3	-78.01	-12.6	31	3.9	-690	-8.0	-1,150.43	-13.8
WARR ACRES	13	21		1,199		1,096.34		544		12,082		10,483.14	
	14	46		887		829.69		527		10,078		8,554.96	
		25	119.0	-312	-26.0	-266.65	-24.3	-17	-3.1	-2,004	-16.6	-1,928.18	-18.4
HARRAH	13	5		83		103.61		106		794		966.46	
	14	6		122		132.95		106		923		944.46	
		1	20.0	39	47.0	29.34	28.3		.0	129	16.2	-22.00	-2.3
JONES	13			6		1.28		18		61		24.22	
	14			8		3.73		19		98		47.84	
			100.0	2	33.3	2.45	191.4	1	5.6	37	60.7	23.62	97.5
LUTHER	13	7		94		95.99		156		1,310		1,256.01	
	14	4		43		37.15		136		769		649.44	
		-3	-42.9	-51	-54.3	-58.84	-61.3	-20	-12.8	-541	-41.3	-606.57	-48.3
NICOMA PARK	13			26		15.99		37		174		131.18	
	14	3		17		15.00		42		226		161.30	
		3	100.0	-9	-34.6	-.99	-6.2	5	13.5	52	29.9	30.12	23.0
WRIGHT	13	5		36		20.29		47		326		192.17	
	14	4		20		11.77		37		204		120.94	
		-1	-20.0	-16	-44.4	-8.52	-42.0	-10	-21.3	-122	-37.4	-71.23	-37.1
TOTAL	13	597		15,205		12,943.98		11,546		158,313		134,296.50	
	14	652		13,184		12,144.72		12,048		163,058		139,599.64	
		55	9.2	-2,021	-13.3	-799.26	-6.2	502	4.3	4,745	3.0	5,303.14	3.9

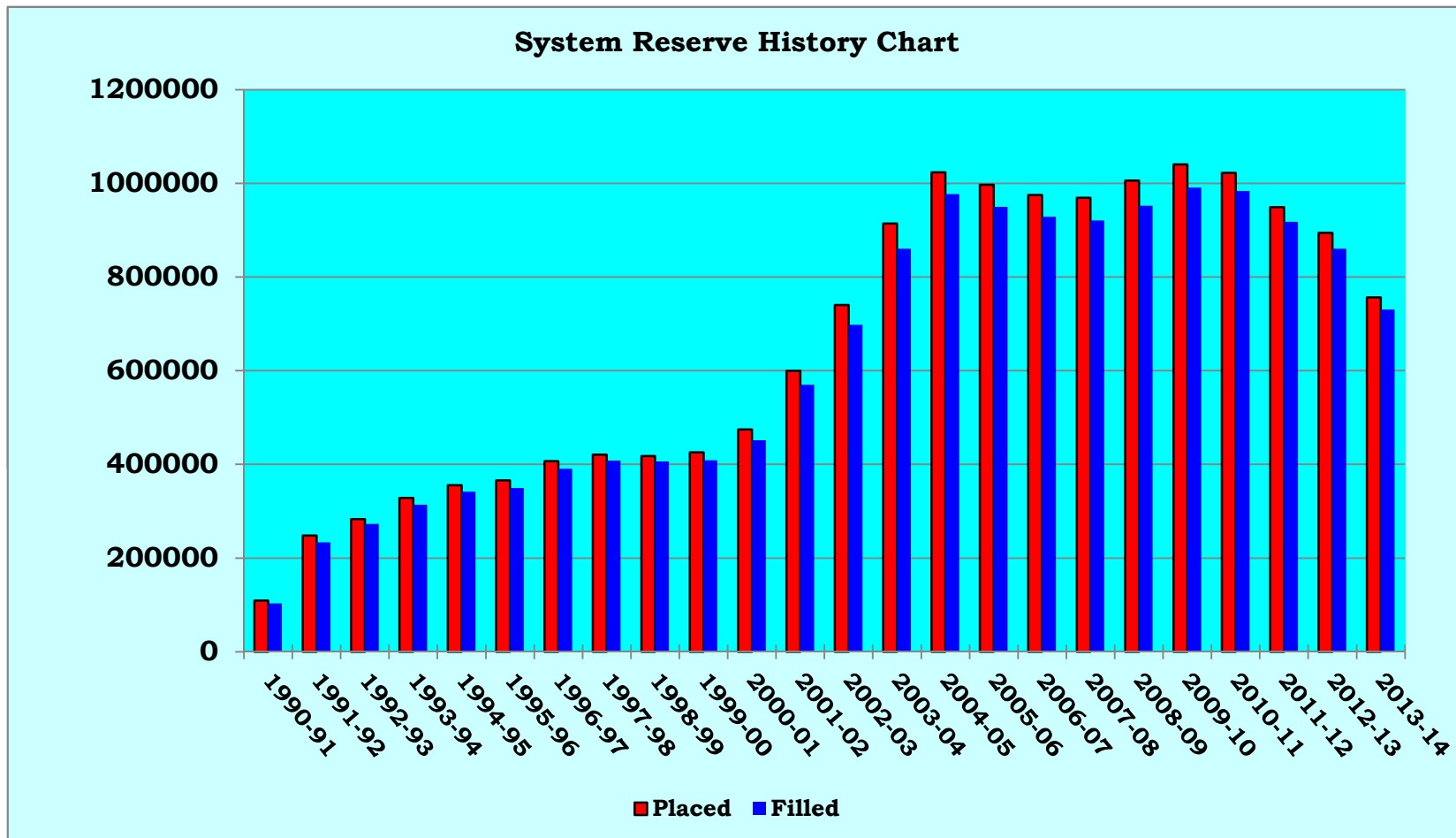
System Reserve Report

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)



System Reserve Report

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)



System Reserves Report

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	13	2,651	9,398		2,507	8,291	
	14	2,594	29,476		2,414	27,536	
		-57	20,078	213.6	-93	19,245	232.1
BELLE ISLE	13	4,719	75,390		6,159	72,261	
	14	5,201	61,306		5,116	59,325	
		482	-14,084	-18.7	-1,043	-12,936	-17.9
BETHANY	13	5,480	62,719		5,198	59,082	
	14	4,726	58,081		4,581	53,911	
		-754	-4,638	-7.4	-617	-5,171	-8.8
CAPITOL HILL	13	999	13,543		1,039	13,110	
	14	692	9,542		693	9,232	
		-307	-4,001	-29.5	-346	-3,878	-29.6
CHOCTAW	13	1,536	22,265		1,548	21,587	
	14	1,643	20,489		1,680	19,715	
		107	-1,776	-8.0	132	-1,872	-8.7
DEL CITY	13	2,892	36,010		2,783	33,960	
	14	2,785	33,281		2,830	31,649	
		-107	-2,729	-7.6	47	-2,311	-6.8
EDMOND	13	14,891	177,590		14,638	172,235	
	14	13,922	165,375		13,227	160,138	
		-969	-12,215	-6.9	-1,411	-12,097	-7.0
DOWNTOWN	13	3,496	39,190		3,408	37,425	
	14	2,685	32,823		2,544	31,578	
		-811	-6,367	-16.2	-864	-5,847	-15.6
MIDWEST CITY	13	5,303	66,908		5,221	64,818	
	14	4,874	60,071		4,888	58,288	
		-429	-6,837	-10.2	-333	-6,530	-10.1
NORTHWEST	13	7,703	82,145		7,317	77,855	
	14	7,714	85,481		7,454	82,213	
		11	3,336	4.1	137	4,358	5.6
RALPH ELLISON	13	1,029	14,173		984	13,647	
	14	807	11,005		806	10,604	
		-222	-3,168	-22.4	-178	-3,043	-22.3
SOUTHERN OAKS	13	4,860	64,751		4,734	62,539	
	14	4,159	49,656		3,940	47,918	
		-701	-15,095	-23.3	-794	-14,621	-23.4

System Reserves Report

July 1, 2013 through May 31, 2014 (91.67% of the 13-14 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	13	5,543	64,909		5,456	62,777	
	14	4,752	58,601		4,998	56,588	
		-791	-6,308	-9.7	-458	-6,189	-9.9
WARR ACRES	13	4,365	53,578		4,348	51,770	
	14	4,340	50,321		4,180	48,163	
		-25	-3,257	-6.1	-168	-3,607	-7.0
HARRAH	13	728	9,467		727	9,268	
	14	689	8,146		677	7,917	
		-39	-1,321	-14.0	-50	-1,351	-14.6
JONES	13	443	3,617		443	3,539	
	14	300	3,727		300	3,651	
		-143	110	3.0	-143	112	3.2
LUTHER	13	939	10,377		855	10,128	
	14	753	9,004		749	8,909	
		-186	-1,373	-13.2	-106	-1,219	-12.0
NICOMA PARK	13	473	5,603		480	5,492	
	14	368	4,353		329	4,271	
		-105	-1,250	-22.3	-151	-1,221	-22.2
WRIGHT	13	121	2,378		131	2,308	
	14	116	1,872		127	1,853	
		-5	-506	-21.3	-4	-455	-19.7
TOTAL	13	68,870	821,890		68,638	789,722	
	14	63,495	759,805		61,929	730,365	
		-5,375	-62,085	-7.6	-6,709	-59,357	-7.5

EXECUTIVE DIRECTOR'S REPORT

JUNE 2014

COMMISSION UPDATE

As reported last month, Bose Akadiri has resigned from the commission and is moving to Chicago. We received a letter of resignation from Tracy McGehee, effective immediately, as she has taken a Chaplaincy position with the Billy Graham Rapid Response Team. We will be working with Mayor Mick Cornett on replacements for these two commissioners as well as other OKC reappointments. In addition we will be contacting other communities who have commissioners up for reappointment.

ALA ANNUAL CONFERENCE

This year's annual American Library Association Conference will be held in Las Vegas, NV. Several MLS staffers and commissioner Cindy Friedmann will be in attendance. Over 20,000 librarians, trustees and vendors are expected to attend. We look forward to seeing many new products and also attending a wide variety of programs and events.

TLC/ILS UPDATE

Library staff continues to work tirelessly on a variety of tasks and projects related to the ILS conversion. In particular, I want to recognize Kay Bauman and Anne Fischer for all the work they are doing to effect these changes. As I write this; staff are training on the new sign up software which runs the MLS calendar of events. They are also working very hard on the *Spaces* (meeting room booking) component of the software. Other staff, too numerous to name, are involved in specific tasks and committees. We will provide updates to the commission as they become available.

CAPITAL PROJECTS UPDATE

- Bethany – ON June 3rd, the Bethany City Council discussed a possible GO Bond Election which might include funding for a library renovation and expansion. I am to meet with one of the City Councilwomen and Commissioner Deanna Hannah within the next week.
- Capitol Hill –OKC City Council is expected to approve the Amended Project Agreement on June 17.
- Jones – The new street which will be the entrance to the library is complete.
- Northwest – General warranty work will begin on August 18th. The public will be impacted the most as the entry way on 122nd street will need to be closed for several days as work is underway.

EXECUTIVE DIRECTOR OUTREACH ACTIVITIES

- Attended Legislative Committee Meetings @ ODL
- Attended Rotary 29 Club Meetings
- Met with Bethany City Officials
- Attended PLDC Meeting @ ODL
- Will be attending ALA Annual Conference in Las Vegas