



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

Thursday, August 28, 2014, 3:30 p.m.  
Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(Telephone: 843-9601)

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

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

Nancy Anthony, Chair

### **3:30 – 3:45 pm INTRODUCTIONS**

- Document #11 – 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 (#12 - #14)**

- Document #12 – Approval of Minutes of July 17, 2014 Meeting
- Document #13 – Acceptance of Review of Expenditures for July 2014
- Document #14 – Contract Awards & Purchases  
Item A: Vehicle Wraps

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

- Document #15 – Discussion, Consideration and Possible Action: Report and Recommendations from the Finance Committee, August 19, 2014
- Document #16 – Discussion, Consideration and Possible Action: Metropolitan Library System Fiscal Year 2014–2015 Final Budget

### **4:15 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Document #17 – Discussion, Consideration and Possible Action: Revisions to MLS Policy & Procedure Manual
- Document #18 – Discussion, Consideration and Possible Action: Request for Use of Downtown Library Public Space

### **4:30 – 4:40 pm INFORMATION REPORTS**

- Document #19 – MLS July 2014 Library Visits
- Document #20 – MLS July 2014 Circulation Report
- Document #21 – MLS July 2014 Computer Usage Report
- Document #22 – MLS July 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:***

September 18, 2014  
Del City Library, 4509 SE 15th, Del City, OK 73115

## **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 August 2014:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Cheryl E. Pernell, Associate Librarian, Downtown Library	35
Barbara Beasley, Manager of Library Operations I, Warr Acres Library	30
Sharon A. Nolan, Librarian, Library Operations	25
Janet Bowen, Circulation Clerk, Bethany Library	15
Ngoc Kim Nguyen, Librarian, Village Library	10
Kevin D. Colwell, Receiving Technician, Technical Processing	10
John R. Day, Administrative Specialist, Construction Management	5
Randall W. Myster, Library Aide, Village Library	5
Kristen D. Gadlin, Library Aide, Village Library	5

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

DATE: July 17, 2014

TIME: 3:30 pm

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

## **Commission Members**

### **PRESENT:**

Ralph Bullard  
Allen Coffey, Disbursing Agent  
Fran Cory  
Brian Maughan  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Hugh Rice  
Vanna Shaw  
Judy Smith, Vice-Chair  
Alyne Strube  
Beth Toland  
Susan Tucker  
Stephanie West  
Nancy Anthony, Chair  
Donna Morris, Executive Director  
**(Secretary)**

### **EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Rozz Grigsby  
Deanna Hannah  
Helene Harpman  
Jose Jimenez  
Carolyn Leslie  
Jim Shonts

Estimate of general public and staff attending: 14

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

Roll was called to establish a quorum. Present: Bullard, Coffey, Cory, McCaleb, Nelson, Patel, Patterson, Rice, Shaw, Smith, Strube, Toland, Tucker, West, Anthony (Arrived: McDaniel, 3:36; Maughan, 3:52).

**II.** Mrs. Anthony introduced Mrs. LaVetta Dent, Manager of Library Operations, for the Almonte Library. Mrs. Dent welcomed the commission to the Almonte Library. She provided information and facts about the Almonte Library. Questions and discussion followed.

**III.** Mrs. Anthony referred to the Presentation of Service Certificates for July 2014. The following employees were unable to attend the meeting to receive their certificates.

Ann G. Aliotta, Librarian, Library Operations ~ 30 years of service; Patricia Whisenhunt, Circulation Clerk, Belle Isle Library, 20 years of service; Paula A. Hannapel, Cataloging Technician, 15 years of service; Jessica R. Kloiber, Circulation Clerk, Downtown Library, 10 years of service; Jules A. Henry, Extension Specialist, Library Operations, 5 years of service.

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

**V.** Mrs. Anthony presented the Consent Docket: Document #02 – Approval of Minutes of June 19, 2014; Document #03 – Acceptance of Review of Expenditures for June 2014; Document #04 – Contract Awards & Purchases.

Mrs. Anthony called for a motion.

**Mrs. Beth Toland moved to accept the consent docket. Mrs. Penny McCaleb seconded. Questions and discussion followed; motion passed unanimously.**

**VI.** Mrs. Anthony referred to Document #05 – Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Edmond Parking Agreement

Mrs. Morris stated MLS and the City of Edmond have been working on a parking agreement to add additional parking to the Edmond Library's current parking facility. The agreement has been reviewed by the library's attorney and the city attorney for the City of Edmond. Questions and Discussion followed.

Mrs. Anthony called for a motion.

**Mr. Hugh Rice moved to approve the agreement as presented. Mr. Ralph Bullard seconded. No further discussion; motion passed unanimously.**

**VII.** Mrs. Anthony called on Mrs. Morris to present the Information Reports.

- ❖ Document #06 – MLS June 2014 Library Visits
- ❖ Document #07 – MLS June 2014 Circulation Report
- ❖ Document #08 – MLS June 2014 Computer Usage Report
- ❖ Document #09 – MLS June 2014 System Reserve Report
- ❖ Document #10 – MLS Annual Furniture & Equipment Inventory Report FY 2013-14

Questions and discussion followed.

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

Mrs. Morris reported on the upcoming transition to the new ILS. Based on the workload that will be required to go live on September 2, we have determined that we need to close an additional day, Saturday, August 30. Therefore, the system will be closed three consecutive days, Saturday, August 30 through Monday, September 1.

Mrs. Morris provided updates to the Capital Projects.

Mrs. Morris reported the OKC council did approve the TIF funding for the Capitol Hill Library on July 1st.

The final Design Development plans for Jones have been received. Once we review and approve the plans, the Construction Documents phase will begin.

Warranty work is underway at Northwest Library.


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

Mr. Hugh Rice provided an update on the Executive Director Search. There are currently 6 applicants who have applied for the position. Bradbury is anticipating there will be 15 to 20 total applicants by the time the position closes on August 16.

Mrs. Anthony reported Mrs. Stephanie West has moved and is resigning from the commission. Mrs. West introduced her replacement, appointed by the City of Edmond, Mrs. Karen Helton.

**X.** Mrs. Anthony announced the next Commission meeting will be held at the Belle Isle Library on August 28, 2014.

There being no further business, the meeting was adjourned at 4:07 pm.

  
Donna Morris, Executive Director  
(Secretary)

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

July 31, 2014

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

For comparison, 8.33% of the year has passed.

This is the first monthly report for 2014-15. The revenue budget and expenditure appropriations are based upon the Preliminary Budget approved by the Commission on June 19, 2014.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of July 2014.

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STATEMENT OF FINANCIAL CONDITION

July 31, 2014

ASSETS

	Current Year	Previous Year
CASH	\$ 8,564,181.08	\$ 1,951,280.09
INVESTMENTS (Schedule attached)	18,036,050.08	26,164,723.22
PREPAID ACCOUNTS	25,000.00	30,757.77
TAXES RECEIVABLE: 2014-15 Ad Valorem Tax	32,198,569.00	31,021,258.00
Less: Reserve for Delinquent Tax	-2,927,143.00	-2,820,114.00
Budgeted Tax Revenue	29,271,426.00	28,201,144.00
Less: Tax Received	0.00	0.00
<b>Total Assets</b>	<b>29,271,426.00</b>	<b>28,201,144.00</b>
	<u>\$55,896,657.16</u>	<u>\$ 56,347,905.08</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:		
Previous Year Reserve for Appropriations	\$450,709.16	\$556,295.86
Current Year Purchase Orders Outstanding	809,113.27	226,933.24
Previous Year Purchase Orders Outstanding	835,893.31	282,755.98
Checks Outstanding	229,219.33	342,014.14
<b>Total Liabilities</b>	<b>2,324,935.07</b>	<b>1,407,999.22</b>
DEFERRED TAX REVENUE:		
Current Year Ad Valorem Tax	29,271,426.00	28,201,144.00
FUND BALANCE:		
Beginning of the Year	\$27,048,595.67	\$29,025,343.44
Add: Revenues		
Budgeted	60,000.00	60,000.00
Other	174,322.26	223,740.25
Less: Expenditures	(2,982,621.84)	(2,570,321.83)
<b>Total Fund Balance</b>	<b>24,300,296.09</b>	<b>26,738,761.86</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$55,896,657.16</b>	<b>\$ 56,347,905.08</b>



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

**As of July 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 - 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>\$ 18,036,050.08</u>

METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF REVENUES, BUDGET VS. ACTUAL  
As of July 31, 2014

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$29,271,426.00	\$ -	\$ -	0.00%	\$28,201,144.00	\$ -	\$ -	0.00%
State Aid	252,000.00	-	-	0.00%	258,653.00	-	-	0.00%
Fines	484,200.00	60,000.00	60,000.00	12.39%	468,000.00	60,000.00	60,000.00	12.82%
<b>Total Budgeted Revenue</b>	<b>\$ 30,007,626.00</b>	<b>\$ 60,000.00</b>	<b>\$ 60,000.00</b>	<b>0.20%</b>	<b>\$ 28,927,797.00</b>	<b>\$ 60,000.00</b>	<b>\$ 60,000.00</b>	<b>0.21%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 121,152.81	\$ 121,152.81			\$ 154,902.53	\$ 154,902.53	
Gifts and Lost Books Fees		0.00	0.00			0.00	0.00	
Investment Income		26,371.77	26,371.77			28,195.71	28,195.71	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		312.50	312.50			0.00	0.00	
Insurance Reimbursements		0.00	0.00			0.00	0.00	
Miscellaneous		26,485.18	26,485.18			40,642.01	40,642.01	
<b>Total Miscellaneous Revenue</b>	<b>\$ 30,007,626.00</b>	<b>\$ 174,322.26</b>	<b>\$ 174,322.26</b>		<b>\$ 28,927,797.00</b>	<b>\$ 223,740.25</b>	<b>\$ 223,740.25</b>	
<b>Total Revenue</b>	<b>\$ 30,007,626.00</b>	<b>\$ 234,322.26</b>	<b>\$ 234,322.26</b>	<b>0.78%</b>	<b>\$ 28,927,797.00</b>	<b>\$ 283,740.25</b>	<b>\$ 283,740.25</b>	

Document #13  
MLC FY 2014-15  
August 28, 2014

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

**July 31, 2014**

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 56,548.63	\$ 3,831.79	\$ 954.58	\$ 59,425.84
810 Prepaid Fees	(21,940.65)	0.00	112.22	(22,052.87)
815 Fines	60,605.75	52,165.76	61,506.92	51,264.59
820 Copy	51,553.91	12,774.31	2,911.21	61,417.01
<b>Total Revolving Funds</b>	<b>\$ 146,767.64</b>	<b>\$ 68,771.86</b>	<b>\$ 65,484.93</b>	<b>\$ 150,054.57</b>
<b>GRANTS:</b>				
	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<b><u>Special Grants</u></b>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
893 14/OCCF/Harrah	265.00	265.00	0.00	265.00
899 11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
901 14/Sarkeys/Summer Reading	7,500.00	7,500.00	0.00	7,500.00
902 14/ODL/LEGO Classroom Packs	727.50	727.50	0.00	727.50
933 12/LET/Aviation	5,738.00	5,738.00	2,392.00	3,346.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<b><u>Friends Grants</u></b>				
846 10 Public Art	3,000.00	4,500.00	3,997.43	502.57
873 14 Come Read with Me	15,000.00	15,000.00	14,899.17	100.83
876 14 Summer at the Library	71,000.00	71,000.00	55,226.91	15,773.09
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
898 14 Advertising Wraps	14,000.00	14,000.00	0.00	14,000.00
903 15 Interactive Panels	2,500.00	2,500.00	0.00	2,500.00
904 15 Parent Child Book Club	1,500.00	1,500.00	0.00	1,500.00
905 15 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	0.00	12,000.00
907 15 Come Read with Me Books	15,000.00	15,000.00	0.00	15,000.00
908 15 Our World	40,000.00	40,000.00	0.00	40,000.00
950 13 SO Grand Opening	2,000.00	2,000.00	2,000.00	0.00
960 13 Volunteer Transportation	500.00	500.00	500.00	0.00
966 14 Staff Recognition	17,000.00	17,184.44	1,338.38	15,846.06
<b>Total Grants</b>				<b>212,183.47</b>
<b>Total Special Funds</b>				<b><u>\$ 362,238.04</u></b>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of July 2014

FY-15

**Personal Services**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	1,111,663.52	1,111,663.52	7.32	15,192,312.00	14,080,648.48
102	Wages - Part-time	180,595.42	180,595.42	6.74	2,678,988.00	2,498,392.58
103	Payroll Taxes	94,769.16	94,769.16	7.36	1,288,039.00	1,193,269.84
109	Workers Comp. Insurance	14,500.00	14,500.00	7.31	198,384.00	183,884.00
112	Group Insurance	246,922.27	246,922.27	7.83	3,152,195.00	2,905,272.73
113	Employees' Retirement	75,403.49	75,403.49	3.68	2,047,683.00	1,972,279.51
114	Unemployment Compen.	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,723,853.86	1,723,853.86	7.01	24,587,601.00	22,863,747.14

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	.00	.00	.00	305,056.00	305,056.00
205	Rent of Library Buildings	15,143.76	15,143.76	16.43	92,155.00	77,011.24
207	Janitorial Services	434,051.82	434,051.82	75.96	571,446.00	137,394.18
208	Maintenance of Facilities	34,280.36	34,280.36	6.29	545,122.00	510,841.64
211	Parking & Transportation	17,864.52	17,864.52	9.37	190,570.00	172,705.48
212	Travel Expenses	930.00	930.00	.92	101,144.00	100,214.00
213	Professional Services	115,504.94	115,504.94	27.15	425,410.00	309,905.06
214	Security Services	34,594.51	34,594.51	7.06	490,000.00	455,405.49
216	Telephone Services	22,346.09	22,346.09	6.37	350,592.00	328,245.91
217	Electrical Services	55,311.97	55,311.97	9.62	574,846.00	519,534.03
218	Gas Services	1,171.49	1,171.49	2.65	44,270.00	43,098.51
219	Water & Garbage Services	6,774.17	6,774.17	9.18	73,831.00	67,056.83
220	Trigen Energy Services	18,000.00	18,000.00	7.89	228,068.00	210,068.00
226	Memberships	3,951.00	3,951.00	14.01	28,199.00	24,248.00
230	Other Library-Related Serv.	1,070.76	1,070.76	.22	479,386.00	478,315.24
231	Automation Contractual	25,869.44	25,869.44	4.44	582,810.00	556,940.56
236	Network Catalog Services	7,494.27	7,494.27	7.93	94,500.00	87,005.73
Total Contractual Services		794,359.10	794,359.10	15.34	5,177,405.00	4,383,045.90

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of July 2014

FY-15

**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	4,404.51	4,404.51	2.15	204,750.00	200,345.49
302	Postage	16,915.45	16,915.45	5.68	297,825.00	280,909.55
303	Supplies	14,443.19	14,443.19	3.22	448,272.00	433,828.81
310	Maintenance Supplies	6,483.76	6,483.76	8.65	75,000.00	68,516.24
312	Safety Supplies & Equip.	218.40	218.40	2.71	8,050.00	7,831.60
321	Gasoline & Oil	.00	.00	.00	50,000.00	50,000.00
322	Vehicle Parts & Repairs	284.15	284.15	.95	30,000.00	29,715.85
330	Programming Activities	36,088.92	36,088.92	13.67	263,920.00	227,831.08
331	Other Commodities	627.50	627.50	1.56	40,328.00	39,700.50
Total Commodities		79,465.88	79,465.88	5.60	1,418,145.00	1,338,679.12

**Capital Outlays**

401	Books & Materials	147,903.91	147,903.91	2.90	5,103,220.00	4,955,316.09
404	Government Documents	.00	.00	.00	6,700.00	6,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	414.00	414.00	.22	188,385.00	187,971.00
408	Furniture, Fixtures, & Equip.	17,187.24	17,187.24	5.82	295,302.00	278,114.76
409	Motor Vehicles	10.25	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	140.00	140.00	.04	372,153.00	372,013.00
450	Capital Projects	219,287.60	219,287.60	3.73	5,878,384.00	5,659,096.40
490	Capital Reserves - Current	.00	.00	.00	-2,005,521.44	-2,005,521.44
499	Reserve Carryover - Prior	.00	.00	.00	14,930,398.00	14,930,398.00
Total Capital Outlays		384,943.00	384,943.00	1.55	24,797,220.56	24,412,277.56
Total Budget		2,982,621.84	2,982,621.84	5.33	55,980,371.56	52,997,749.72

**Monthly Journal Entries -- July 2014**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
1	1201	2014 Ad Valorem Tax	\$ 32,198,569.00	
	1251	Reserve for Delinquent Tax		\$ 2,927,143.00
	3900	Fund Balance	\$ 27,048,595.67	
	3401	Projected Mis. Revenue - State Aid	\$ 252,000.00	
	3403	Projected Mis. Revenue - Fines	\$ 484,200.00	
	3001	2014-15 Reserve for Appropriation		\$57,056,221.67
		Opening entry -- setting up appropriation based on preliminary budget approved by the Commission 6/19/14.		

**Investments**

2	1001	Cash	\$ 140,171.15	
	3602	Interest Income		\$ 18,119.03
	1101	Investments		\$ 122,052.12
		Cashed in CD from Citizen's bank		
3	1001	Cash	\$ 8,500.00	
	3602	Interest Income		\$ 8,500.00
		Interest from 313381xb6		

**Tax revenues**

4	1001	Cash	\$ 77,003.16	
	3601	Prior year Tax		\$ 77,003.16
		Ad Valorem Tax apportioned by County for 6/16 to 6/28		
5	1001	Cash	\$ 44,149.65	
	3601	Prior year Tax		\$ 44,149.65
		Ad Valorem Tax apportioned by County for 7/1 to 7/15		

**Miscellaneous revenue**

6	1001	Cash	\$ 26,485.18	
	3605	Mic. Reimbursements		\$ 26,485.18
		Insurance - Life: 72.00 Consortium 5,620.00		
		OKC Almonte 7,171.88 LET 13.22		
		Café 500.00 Friends 954.80		
		Frates refund 1,470.00 Friends 131.12		
		OSCC copies 218.56		
		Badge 1.00 Ins-Lehr Patton 10,332.60		
		<b>total</b>	<b>\$ 26,485.18</b>	
		Miscellaneous revenues		
7	1001	Cash	\$ 312.50	
	3606	Scrap/surplus		\$ 312.50
		Scrap/surplus sales		

**Fines**

8	1001	Cash	\$	60,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 60,000.00
		Fines transferred to General Fund in July			

**Payable entries**

9	3001	Current Year Reserv. for Appropriations.	\$	2,982,621.84	
	3011	Current Year P.O. Outstanding			\$ 2,982,621.84
	3002	Prior Year Reserv. for Appropriations.			\$ 450,709.16
	3012	Prior Year P.O. Outstanding	\$	450,709.16	
		Purchase orders issued or cancelled in July			
10	3011	Current Year P.O. Outstanding	\$	2,173,508.57	
	3012	Prior Year P.O. Outstanding	\$	457,950.49	
	3021	Current Year Warrants Outstanding			\$ 2,631,459.06
		Checks issued in July			
11	3021	Current Year Warrants Outstanding	\$	2,683,464.47	
	1001	Cash			\$ 2,683,464.47
		Checks cleared Bank in July			

**Bank interest and fees**

12	1001	Cash			\$ 247.26
	3602	Bank Fees	\$	528.30	
	3602	Interest Income			\$ 281.04
		Interest and fees from GF checking account			
13	8000	Special Fund Cash			\$ 262.00
	8815	Bank Fees	\$	268.69	
	8815	Interest Income			\$ 6.69
		Interest and fees from SF checking account			

**Special funds**

14	8000	Special Fund Cash	\$	209,414.72	
	8815	Fines			\$ 30,071.59
	8820	Copy			\$ 12,774.31
	8805	Gift/Lost Books			\$ 3,831.79
	8810	Prepaid Fees	\$	112.22	
	8903				\$ 2,500.00
	8904				\$ 1,500.00
	8905				\$ 71,000.00
	8906				\$ 12,000.00
	8907				\$ 15,000.00
	8908				\$ 40,000.00
	8815	Credit card receipts			\$ 22,087.48
	8815	Credit card expenses	\$	1,238.23	
		Revenues of special funds received in July			

15	8000	Cash		\$	79,414.18
	8815		\$	60,000.00	
	8820	Copy	\$	2,911.21	
	8805	Gift/Lost Books	\$	954.58	
	8966		\$	13.38	
	8950		\$	100.39	
	8960		\$	476.00	
	8876		\$	11,200.98	
	8873		\$	3,757.64	
		Expenditures of special funds in July			
		Grand Total		\$ 69,379,217.18	\$69,379,217.18



General Fund F.Y. 14-15

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-00001	City of Del City	Rent of Library Buildings	400.00	400.00
G-00002	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00003	UNUM Life Insurance	Grp L-T Disab Ins Prem-JL	7,032.24	7,032.24
G-00004	INTEGRIS Corporate Assistance	Group Insurance	1,030.00	1,030.00
G-00005	Samaritan Technologies	Automation Contractual	5,400.00	5,400.00
G-00006	AT&T	Telephone Services	1,210.35	1,210.35
G-00007	Sum Total Systems, Inc.	Professional Services	18,890.86	18,890.86
G-00008	Metro Parking Garage	Parking	1,800.00	
		Parking	1,530.00	3,330.00
G-00009	Susan Pierce	Programming Activities	1,050.00	
		Programming Activities	150.00	1,200.00
G-00010	Oklahoma Center for Nonprofits	Professional Services	400.00	400.00
G-00011	Dowell Parking Center	Parking	312.00	312.00
G-00012	The State Chamber	Memberships	538.00	538.00
G-00013	Cummins-Allison Corp	Maintenance of Facilities	354.00	354.00
G-00014	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-00015	Panacean Systems	Professional Services	7,266.59	7,266.59
G-00016	COTPA-Sheridan & Walker	Parking	1,365.00	
		Parking	2,821.00	4,186.00
G-00017	Dewberry Architects, Inc.	Professional Services	6,960.00	6,960.00
G-00018	City of Oklahoma City	Water & Garbage Services	157.44	157.44
G-00019	Locke Supply Co.	Maintenance of Facilities	42.85	
		Maintenance of Facilities	22.42	
		Maintenance of Facilities	11.32	76.59
G-00020	Emsco Electric Supply	Maintenance of Facilities	46.98	46.98
G-00021	Oklahoma Library Association	Professional Services	65.00	65.00
G-00022	American Library Association	Memberships	175.00	175.00
G-00023	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00024	Blackbaud	Automation Contractual	5,250.00	5,250.00
G-00025	Walter Wayne McEvilly	Programming Activities	200.00	200.00
G-00026	Ginger Waldrip	Programming Activities	100.00	100.00
G-00027	Evans Hardware	Maintenance of Facilities	24.06	24.06
G-00029	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	175.00	700.00
G-00030	Irrigation Station, LLP	Maintenance of Facilities	12.60	12.60
G-00031	City of Edmond	Maintenance of Facilities	4,200.00	4,200.00
G-00032	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-00033	Juggle Whatever	Programming Activities	125.00	125.00
G-00034	Darci Parker	Programming Activities	50.00	50.00
G-00035	Kiona Millirons	Programming Activities	100.00	100.00
G-00036	Personalized Prevention	Professional Services	707.00	707.00
G-00037	Wayne Stein	Programming Activities	150.00	150.00
G-00038	EBSCO Information Services	Materials	6,445.00	6,445.00
G-00039	Baker & Taylor Books	Materials	1,685.03	1,685.03
G-00040	Ingram Library Service	Materials	389.73	389.73
G-00041	R. R. Bowker, LLC	Materials	4,605.00	4,605.00
G-00042	Mergent Co., Inc.	Materials	15,206.00	15,206.00
G-00043	Ingram Library Service	Materials	135.17	135.17
G-00044	Baker & Taylor, Inc.	Materials	4,885.00	4,885.00

General Fund F.Y. 14-15

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-00045	Newsbank	Materials	19,615.00	19,615.00
G-00046	Learning Express, LLC	Materials	10,095.00	10,095.00
G-00047	Baker & Taylor Books	Materials	1,256.32	1,256.32
G-00048	Baker & Taylor Entertainment	Materials	266.46	266.46
G-00049	Bank of Oklahoma	Payroll Transmittal-Chks	32,493.92	
		Payroll Transmittal-Chks	15,020.17	
		Payroll Transmittal-Chks	110.00	47,624.09
G-00050	Bank of Oklahoma	Federal Withholding Tax	60,688.85	
		Federal Withholding Tax	5,163.00	65,851.85
G-00051	Oklahoma Tax Commission	State Withholding Tax	18,077.00	
		State Withholding Tax	1,105.00	19,182.00
G-00052	Mun. Employees Credit Union	Employee Cr Union Deducts	11,051.47	
		Employee Cr Union Deducts	95.00	11,146.47
G-00053	United Way of Central Oklahoma	Employee Deductions	689.11	
		Employee Deductions	23.00	712.11
G-00054	Clerk, U.S. District	Employee Deductions	260.35	260.35
G-00055	HealthSmart Benefit Solutions	Employee Deductions	177.50	177.50
G-00056	Bank of America	Payroll Transmittal-DDep	327,416.72	
		Payroll Transmittal-DDep	60,009.35	
		Payroll Transmittal-DDep	935.00	388,361.07
G-00057	Nationwide Retirement Solution	Employee Deductions	5,523.38	5,523.38
G-00058	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-00059	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,610.63	3,610.63
G-00060	Bank of Oklahoma	Employee Flexplan Deposit	35,496.64	35,496.64
G-00061	Bank of Oklahoma	Employee Soc/Sec Deposits	32,632.43	
		Employee Soc/Sec Deposits	5,482.95	
		Employee Medicare Deposit	7,631.72	
		Employee Medicare Deposit	1,282.28	
		Employer Soc/Sec Deposits	38,115.22	
		Employer Medicare Deposit	8,914.12	94,058.72
G-00062	MassMutual Financial Group	Employee Contrib -- DC PI	21,236.23	
		Employer Contrib -- DC PI	38,101.87	59,338.10
G-00063	Pioneer Credit Recovery	Employee Deductions	159.65	159.65
G-00064	Robinson & Hoover	Employee Deductions	178.39	178.39
G-00065	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-00066	Administrative Services	Employee Deductions	1,445.45	1,445.45
G-00067	W.Craig Barton	Employee Deductions	49.43	49.43
G-00068	UNUM Life Insurance	Employee Deductions	1,081.20	
		Employee Deductions	37.30	1,118.50
G-00069	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-JL	56,365.68	56,365.68
G-00070	Vision Service Plan of	Grp Vision Ins Prem-July	2,787.65	2,787.65
G-00071	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JL	175,821.30	175,821.30
G-00072	UNUM Life Insurance	Grp LTC Insurance Prm-JL	1,390.80	1,390.80
G-00073	Bradford Industrial Supply	Maintenance of Facilities	1,112.86	1,112.86
G-00074	O G & E	Electrical Services	172.41	
		Electrical Services	3,098.62	3,271.03
G-00075	Oklahoma Natural Gas Co.	Gas Services	34.71	34.71
G-00076	City of the Village	Water & Garbage Services	91.41	91.41
G-00077	Locke Supply Co.	Maintenance of Facilities	83.88	
		Maintenance of Facilities	155.92	239.80
G-00078	Gale/ Cengage Learning, Inc.	Materials	652.21	652.21
G-00079	Journal Record Publishing Co.	Periodicals/Subscriptions	189.00	189.00

General Fund F.Y. 14-15

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-00080	AT&T	Telephone Services	669.30	
		Telephone Services	819.61	
		Telephone Services	848.05	2,336.96
G-00081	City of Edmond	Electrical Services	4,448.74	4,448.74
G-00082	Oklahoma Library Association	Memberships	1,350.00	1,350.00
G-00083	South OKC Chamber of Commerce	Memberships	325.00	325.00
G-00084	Baker & Taylor Books	Materials	1,032.24	1,032.24
G-00085	Oklahoma Genealogical Society	Professional Services	50.00	50.00
G-00086	Matthew Bender	Materials	2,520.25	2,520.25
G-00087	Independent Stationers	Supplies	12.33	
		Supplies	241.92	254.25
G-00088	Full Circle Bookstore	Programming Activities	902.20	902.20
G-00089	Criss-Cross Numerical Direct.	Materials	9,391.93	9,391.93
G-00090	OCLC, Inc.	Materials	1,268.00	1,268.00
G-00091	OverDrive, Inc.	Materials	12,585.68	12,585.68
G-00092	Findaway World, LLC	Materials	676.47	676.47
G-00093	Thomson Reuters	Materials	1,000.29	1,000.29
G-00094	Jamshid Pourtorkan	Programming Activities	150.00	150.00
G-00095	Maricela Peraza	Programming Activities	75.00	75.00
G-00096	HR Specialist: Employment	Periodicals/Subscriptions	199.00	199.00
G-00097	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	1,575.00	
		Programming Activities	175.00	
		Programming Activities	175.00	2,625.00
G-00098	Chase Card Services	Motor Vehicle Tag	10.25	
		Postage	60.65	
		Maintenance Supplies	239.28	
		Supplies	52.97	
		Automation	24.00	
		Memberships	235.00	
		Memberships	345.00	
		Programming	42.15	
		Automation Contractual	17.95	
		Library-related Services	18.07	
		Automation Contractual	69.95	
		Automation Contractual	12.00	
		Automation Contractual	24.00	1,151.27
G-00099	City of Edmond	Water & Garbage Services	576.29	576.29
G-00100	Oklahoma County OSU Ext Ctr	Programming Activities	29.53	29.53
G-00101	Amazon/GE Money Bank	Maintenance of Facilities	20.00	
		Programming	56.30	
		Programming	111.19	187.49
G-00102	United Parcel Service	Postage	30.52	30.52
G-00103	Arts Council of Oklahoma City	Programming Activities	13,483.00	13,483.00
G-00104	Walmart Community/GECRB	Programming Activities	67.51	
		Programming Activities	52.28	
		Supplies	151.98	
		Supplies	41.88	313.65
G-00105	Garcia Tire Service, Inc.	Maintenance of Facilities	13.95	13.95

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-00106	Kelly D Smith	Programming Activities	60.00	60.00
G-00107	Tim Spindle	Memberships	96.00	96.00
G-00108	Cisco Systems Capital CRP	Automation Contractual	1.00	1.00
G-00109	Vickie Saxton	Programming Activities	51.69	
		Supplies	6.49	58.18
G-00110	Juggle Whatever	Programming Activities	150.00	150.00
G-00111	G4S Secure Solutions	Security Services	6,686.69	6,686.69
G-00112	Tulin LaFollette	Programming Activities	6.45	6.45
G-00113	Smart Technologies	Equipment	140.00	140.00
G-00114	RB Floor Care Services Inc.	mAINTENANCE OF FACILTIES	637.50	637.50
G-00115	Quik Print	Printing/Printing Supply	3.90	3.90
G-00116	Kiona Millirons	Programming Activities	600.00	600.00
G-00117	Raymond S Johnson	Programming Activities	125.00	125.00
G-00118	Kerri Shadid	Programming Activities	150.00	150.00
G-00119	Brandon Beckham	Memberships	94.00	94.00
G-00120	Abdalla Khalid	Programming Activities	150.00	150.00
G-00121	City of Del City	Rent of Library Buildings	400.00	400.00
G-00122	Bradford Industrial Supply	Maintenance of Facilities	71.66	
		Maintenance of Facilities	138.61	
		Maintenance of Facilities	182.60	
		Maintenance of Facilities	9.92	402.79
G-00123	Grainger	Maintenance of Facilities	1,027.55	1,027.55
G-00124	O G & E	Electrical Services	2,390.76	
		Electrical Services	12,971.92	
		Electrical Services	4,025.73	
		Electrical Services	4,109.06	
		Electrical Services	2,179.47	25,676.94
G-00125	Oklahoma Natural Gas Co.	Gas Services	83.81	
		Gas Services	91.61	
		Gas Services	86.65	
		Gas Services	94.44	
		Gas Services	35.98	392.49
G-00126	City of Bethany	Water & Garbage Services	131.69	131.69
G-00127	City of Oklahoma City	Water & Garbage Services	1,187.07	
		Water & Garbage Services	246.21	
		Water & Garbage Services	56.35	1,489.63
G-00128	Brodart Co.	Supplies	1,388.80	1,388.80
G-00129	Locke Supply Co.	Maintenance of Facilities	7.41	
		Maintenance of Facilities	11.87	
		Maintenance of Facilities	281.80	
		Maintenance of Facilities	44.44	
		Maintenance of Facilities	48.50	
		Maintenance of Facilities	63.17	457.19
G-00130	Synergy Datacom Supply, Inc.	Maintenance of Facilities	2,030.00	
		Supplies	.80	2,030.80
G-00131	Alma L. Brown	Programming Activities	14.05	14.05
G-00132	Baker & Taylor Books	Materials	220.29	220.29
G-00133	Bill Warren Office Products	Supplies	100.25	100.25
G-00134	TDS Telecom	Telephone Services	1,279.29	1,279.29
G-00135	Barbara Beasley	Postage	19.60	19.60
G-00136	United Refrigeration, Inc.	Maintenance of Facilities	796.99	796.99
G-00137	Ebrahim Ejtehadi	Programming Activities	15.06	

\*\* Continued \*\*

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Warrant Register

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00137	Ebrahim Ejtehad	Programming Activities	11.96	27.02
G-00138	Harmony Business Supplies	Supplies	1,262.90	1,262.90
G-00139	Amigos Library Services	Network Catalog Services	3,500.00	3,500.00
G-00140	Blackstone Audio Books	Materials	44.96	44.96
G-00141	Random House, Inc	Materials	566.25	566.25
G-00142	Scott's Printing & Copying	Printing/Printing Supply	1,503.57	
		Printing/Printing Supply	2,638.99	4,142.56
G-00143	MPLC	Programming Activities	227.10	227.10
G-00144	Ingram Library Service	Materials	1,095.18	1,095.18
G-00145	XPEDX	Maintenance Supplies	4,080.16	
		Supplies	1,105.63	5,185.79
G-00146	Walker Companies	Printing/Printing Supply	100.00	100.00
G-00147	Larry G. Johnson	Parking	108.38	108.38
G-00148	OverDrive, Inc.	Materials	16,528.78	16,528.78
G-00149	Victoria Dixon	Parking	108.38	108.38
G-00150	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	118.50	118.50
G-00151	Ingram Library Service	Materials	273.35	273.35
G-00152	Meghan Attalla	Programming Activities	41.99	41.99
G-00153	Made By Me Publications, Inc.	Programming Activities	200.00	200.00
G-00154	Critter Tales, Inc.	Programming Activities	200.00	200.00
G-00155	Home Depot Credit Services	Maintenance of Facilities	125.45	125.45
G-00156	Batteries Sooner LLC	Maintenance of Facilities	35.00	
		Maintenance of Facilities	47.92	
		Maintenance of Facilities	33.46	116.38
G-00157	Michael Corley	Programming Activities	249.00	249.00
G-00158	Maricela Peraza	Programming Activities	75.00	75.00
G-00159	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	175.00	525.00
G-00160	MAC Systems, Inc.	Maintenance of Facilities	954.00	
		Maintenance of Facilities	168.00	
		Maintenance of Facilities	324.00	1,446.00
G-00161	Amazon/GE Money Bank	Programming	283.90	283.90
G-00162	United Parcel Service	Postage	374.49	374.49
G-00163	John Wood	Telephone Services	50.00	50.00
G-00164	Office Depot Credit Plan	Supplies	47.58	47.58
G-00165	Southern Hardlines, Inc.	Maintenance of Facilities	40.47	40.47
G-00166	Ann Meeks	Programming Activities	6.48	6.48
G-00167	Irrigation Station, LLP	Maintenance of Facilities	5.08	5.08
G-00168	Cheryl Pernell	Parking	108.38	108.38
G-00169	Walmart Community/GEGRB	Supplies	182.38	182.38
G-00170	Garcia Tire Service, Inc.	Maintenance of Facilities	50.16	50.16
G-00171	Donna Morris	Transportation	450.00	450.00
G-00172	Darrie Breathwit	Programming Activities	49.43	49.43
G-00173	American Library Association	Library-related Services	208.75	208.75
G-00174	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-00175	CMP Corporation	Maintenance of Facilities	284.49	
		Maintenance of Facilities	2,503.98	2,788.47
G-00176	Laura McMurtry	Automation Contractual	13.01	13.01
G-00177	Myers Landscape Management,	Maintenance of Facilities	1,865.00	1,865.00
G-00178	Cox Communications, Inc.	Telephone Services	12.58	12.58

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-00179	Baker & Taylor Books	Materials	10,401.99	10,401.99
G-00180	Baker & Taylor Books	Materials	721.73	721.73
G-00181	Baker & Taylor Books	Materials	2,046.20	2,046.20
G-00182	Meaghan Hunt Wilson	Programming Activities	7.09	
		Other Commodities	7.00	
		Supplies	3.99	
		Programming Activities	24.98	43.06
G-00183	Chase Card Services	Books & Material	31.21	31.21
G-00184	David Newyear	Supplies	10.27	10.27
G-00185	G4S Secure Solutions	Security Services	9,264.08	9,264.08
G-00186	Superior Linen Service	Supplies	27.50	27.50
G-00187	Ponteha Ponnle Nikjou	Programming Activities	200.00	200.00
G-00188	RB Floor Care Services Inc.	Janitorial Services	301.50	
		Janitorial Services	481.59	783.09
G-00189	COTPA-Sheridan & Walker	Parking	100.00	100.00
G-00190	Erika Collins Sterling	Maintenance of Facilities	223.00	223.00
G-00191	Kiona Millirons	Programming Activities	200.00	200.00
G-00192	H I S Paints	Maintenance of Facilities	24.99	24.99
G-00193	Baker & Taylor Entertainment	Materials	431.68	431.68
G-00194	R. Justin Herwig	Supplies	9.53	9.53
G-00195	Sheldon Beach	Parking	108.38	108.38
G-00196	Savannah Mitchell	Programming Activities	600.00	600.00
G-00197	JobDig/LinkUp	Library-related Services	120.00	120.00
G-00198	Chris Kennedy	Other Commodities	46.50	46.50
G-00199	Lindsay Jones Egle	Programming Activities	13.67	13.67
G-00200	Society for Human Resource	Memberships	185.00	185.00
G-00201	Derick Brock	Programming Activities	250.00	250.00
G-00202	Samuel Seide	Printing/Printing Supplie	100.00	100.00
G-00203	Eric Rothwell	Transportation	50.00	50.00
G-00204	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-00205	Allison Amend	Programming Activities	100.00	100.00
G-00206	Bank of Oklahoma	Payroll Transmittal-Chks	30,766.59	
		Payroll Transmittal-Chks	14,914.89	45,681.48
G-00207	Bank of Oklahoma	Federal Withholding Tax	62,660.85	
		Federal Withholding Tax	5,427.00	68,087.85
G-00208	Oklahoma Tax Commission	State Withholding Tax	18,719.00	
		State Withholding Tax	1,207.00	19,926.00
G-00209	Mun. Employees Credit Union	Employee Cr Union Deducts	11,051.47	
		Employee Cr Union Deducts	95.00	11,146.47
G-00210	United Way of Central Oklahoma	Employee Deductions	689.11	
		Employee Deductions	23.00	712.11
G-00211	Clerk, U.S. District	Employee Deductions	254.17	254.17
G-00212	HealthSmart Benefit Solutions	Employee Deductions	2.50	2.50
G-00213	Bank of America	Payroll Transmittal-DDep	339,435.56	
		Payroll Transmittal-DDep	63,154.72	402,590.28
G-00214	Nationwide Retirement Solution	Employee Deductions	5,523.38	5,523.38
G-00215	Transamerica Life Insurance Co	Employee Deductions	279.51	279.51
G-00216	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,636.60	3,636.60
G-00217	Bank of Oklahoma	Employee Flexplan Deposit	14,679.87	14,679.87
G-00218	Bank of Oklahoma	Employee Soc/Sec Deposits	32,905.42	
		Employee Soc/Sec Deposits	5,715.56	
		Employee Medicare Deposit	7,782.04	

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-00218	Bank of Oklahoma	Employee Medicare Deposit	1,336.79
		Employer Soc/Sec Deposits	38,621.17
		Employee Medicare Deposit	9,118.65
G-00219	MassMutual Financial Group	Employee Contrib -- DC PI	21,011.99
		Employer Contrib -- DC PI	37,301.62
G-00220	Pioneer Credit Recovery	Employee Deductions	169.13
G-00221	Robinson & Hoover	Employee Deductions	201.12
G-00222	ODHS Oklahoma Centralized	Employee Deductions	311.21
G-00223	Administrative Services	Employee Deductions	1,468.15
G-00224	W.Craig Barton	Employee Deductions	111.77
G-00225	UNUM Life Insurance	Employee Deductions	16.70
G-00226	Bradford Industrial Supply	Maintenance of Facilities	35.70
		Maintenance of Facilities	18.48
		Maintenance of Facilities	287.94
G-00227	O G & E	Electrical Services	1,876.07
		Electrical Services	1,802.83
		Electrical Services	418.24
		Electrical Services	247.00
G-00228	Oklahoma Natural Gas Co.	Gas Services	35.62
		Gas Services	20.12
		Gas Services	48.74
		Gas Services	96.88
		Gas Services	20.32
		Gas Services	83.81
G-00229	City of Oklahoma City	Water & Garbage Services	141.47
		Water & Garbage Services	47.62
G-00230	Southwestern Stationers, Inc.	Supplies	371.50
G-00231	Locke Supply Co.	Maintenance of Facilities	62.26
		Maintenance of Facilities	39.43
G-00232	Eales Electronics Corp.	Maintenance of Facilities	50.00
G-00233	Hewlett-Packard Co.	Automation Contractual	7,402.15
G-00234	City of Warr Acres	Water & Garbage Services	55.15
G-00235	Synergy Datacom Supply, Inc.	Equipment	1,173.34
G-00236	AT&T	Telephone Services	138.94
G-00237	U.S. Postal Service	Postage	15,000.00
G-00238	YALSA	Professional Services	310.00
G-00239	Filtration Services Group, LLC	Maintenance of Facilities	93.51
G-00240	Summit Mailing Systems, Inc.	Postage	386.95
G-00241	Metro Parking Garage	Parking	1,800.00
		Parking	1,530.00
G-00242	Labor Law Center	Professional Services	599.00
G-00243	WorthingtonDirect	Equipment	669.47
G-00244	Oklahoma Building Services, Inc	Janitorial Services	18,950.98
		Janitorial Services	3,635.25
		Janitorial Services	2,715.67
		Janitorial Services	3,671.66
G-00245	Oklahoma Museum Network	Programming Activities	175.00
		Programming Activities	1,400.00
G-00246	Dowell Parking Center	Parking	312.00
G-00247	J & I Trailer Hitches	Maintenance of Facilities	4.00
G-00248	Amazon/GE Money Bank	Programming	228.66
	** Continued **		

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July 2014

Number	Vendor/Payee ** Continued **	Purpose	Amount
G-00248	Amazon/GE Money Bank	Supplies	79.84
		Programming	30.46
		Programming	167.52
G-00249	United Parcel Service	Postage	536.44
G-00250	Walmart Community/GECRB	Programming Activities	80.64
G-00251	The Meadows	Library-Related Services	57.76
G-00252	Preston Bell	Transportation	50.00
G-00253	Engineered Equipment Inc.	Maintenance of Facilities	227.08
		Maintenance of Facilities	72.36
		Maintenance of Facilities	91.23
G-00254	Museum of Osteology	Programming Activities	500.00
G-00255	Barbara Byrd	Programming Activities	1,200.00
G-00256	AT&T	Telephone Services	149.21
G-00257	Myers Landscape Management,	Maintenance of Facilities	2,431.67
		Maintenance of Facilities	2,581.66
G-00258	Buffi Rae Smith	Programming Activities	100.00
G-00259	Clarissa Sharp	Programming Activities	100.00
G-00260	G4S Secure Solutions	Security Services	9,312.23
G-00261	Poetry	Periodicals/Subscriptions	26.00
G-00262	Anthony Beets	Programming Activities	125.00
G-00263	Smart Technologies	Automation Contractual	280.00
G-00264	RB Floor Care Services Inc.	Janitorial Services	363.00
		Janitorial Services	514.00
G-00265	COTPA-Sheridan & Walker	Parking Coupons	1,000.00
G-00266	Erika Collins Sterling	Maintenance of Facilities	51.50
G-00267	Kiona Millirons	Programming Activities	100.00
G-00268	Cristy Gosset	Programming Activities	200.00
G-00269	Emily R Otero	Programming Activities	100.00
G-00270	City of Oklahoma City	Water & Garbage Services	34.89
G-00271	Gaylord Bros.	Supplies	106.30
G-00272	Baker & Taylor Books	Materials	1,626.60
G-00273	Recorded Books, LLC	Materials	995.54
G-00274	Thorndike/Gale Group	Materials	269.88
G-00275	INTEGRIS Corporate Assistance	Group Insurance	1,026.00
G-00276	Price Digests	Materials	816.09
G-00277	OHC of the Southwest, P.A.	Professional Services	90.00
G-00278	Audio Editions	Materials	166.63
G-00279	OverDrive, Inc.	Materials	13,632.98
G-00280	Ingram Library Service	Materials	515.02
G-00281	OPUBCO Communications Group	Other Library Related Svc	65.10
G-00282	Amazon/GE Money Bank	Other Commodities	249.00
G-00283	Irrigation Station, LLP	Maintenance of Facilities	66.77
G-00284	The Great Courses	Materials	79.95
G-00285	Panacean Systems	Professional Services	7,266.59
G-00286	S & P Capital IQ	Materials	650.00
G-00287	Baker & Taylor Books	Materials	1,665.40
G-00288	Baker & Taylor Books	Materials	188.49
G-00289	Baker & Taylor Books	Materials	450.68
G-00290	RB Floor Care Services Inc.	Janitorial Services	2,450.00
G-00291	COTPA-Sheridan & Walker	Parking	100.00
G-00292	Baker & Taylor Entertainment	Materials	774.25



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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-00293	United States Treasury	Group Insurance	406.00	406.00
G-00294	City of Midwest City, Inc.	Water & Garbage Services	895.64	895.64
G-00295	Bradford Industrial Supply	Maintenance of Facilities	38.74	
		Maintenance of Facilities	64.00	
		Maintenance of Facilities	24.36	127.10
G-00296	O G & E	Electrical Services	423.70	423.70
G-00297	Southwestern Stationers, Inc.	Supplies	677.52	
		Supplies	5.52	683.04
G-00298	Locke Supply Co.	Maintenance of Facilities	37.94	37.94
G-00299	Dagwell Dixie Inc	Maintenance of Facilities	65.61	65.61
G-00300	Emsco Electric Supply	Maintenance of Facilities	250.00	250.00
G-00301	Kathryn Thurman	Programming Activities	145.00	145.00
G-00302	Synergy Datacom Supply, Inc.	Equipment	1,340.00	1,340.00
G-00303	Alma L. Brown	Programming Activities	12.86	
		Supplies	5.40	
		Supplies	1.05	
		Programming Activities	12.10	31.41
G-00304	American Library Association	Memberships	350.00	
		Memberships	258.00	608.00
G-00305	Copelin's Office Center	Supplies	21.98	21.98
G-00306	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-00307	Debbie Langston	Programming Activities	70.00	70.00
G-00308	Cheryll Jones	Programming Activities	8.65	8.65
G-00309	Karen L. Litteral	Programming Activities	13.82	13.82
G-00310	Hobby Lobby	Programming Activities	38.20	
		Programming Activities	6.27	44.47
G-00311	Ginger Waldrip	Programming Activities	100.00	100.00
G-00312	Vickie Ross	Supplies	30.30	30.30
G-00313	MAC Systems, Inc.	Maintenance of Facilities	875.00	875.00
G-00314	United Parcel Service	Postage	488.50	488.50
G-00315	Todd Olberding	Telephone Services	47.29	47.29
G-00316	Todd Podzemny	Programming Activities	13.98	13.98
G-00317	John L. Hilbert	Programming Activities	87.60	87.60
G-00318	AVL Systems Design	Maintenance of Facilities	115.00	115.00
G-00319	Lisa Hubbert	Programming Activities	120.00	120.00
G-00320	Thomas P. Gallagher	Transportation	25.00	25.00
G-00321	O'Reilly Automotive Stores,	Maintenance of Facilities	34.15	34.15
G-00322	Alexis Whitney	Programming Activities	32.48	32.48
G-00323	Cintas Corporation 064	Maintenance of Facilities	606.65	606.65
G-00324	Morrison Supply Company	Maintenance of Facilities	1.00	1.00
G-00325	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-00326	Vickie Saxton	Supplies	26.61	
		Programming Activities	14.14	40.75
G-00327	G4S Secure Solutions	Security Services	9,331.51	9,331.51
G-00328	Peter Chang	Telephone Services	35.00	35.00
G-00329	Lloyd Lovely	Telephone Services	40.00	40.00
G-00330	Carl Corporation	Automation Contractual	1,771.15	1,771.15
G-00331	COTPA-Sheridan & Walker	Parking	1,365.00	
		Parking	2,821.00	4,186.00
G-00332	Global Industrial Equipment	Equipment	883.82	883.82
G-00333	PFPP, LP	Maintenance of Facilities	150.00	150.00
G-00334	Ed Dillard	Telephone Services	35.00	35.00

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**Warrant Register**

July 2014

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-00335	Estate of Charlene F Purcer	Group Insurance	17.60	17.60
Total of FY 14-15 Warrants Issued				\$ 2,173,508.57

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-05920	O G & E	Electrical Services	2,936.13	2,936.13
G-05921	Oklahoma Natural Gas Co.	Gas Services	41.32	
		Gas Services	35.62	76.94
G-05922	Brodart Co.	Supplies	4,333.70	4,333.70
G-05923	Demco	Supplies	252.07	
		Supplies	5,633.00	5,885.07
G-05924	Walker Companies	Supplies	19.95	19.95
G-05925	Town of Luther	Water & Garbage Services	37.60	37.60
G-05926	Dell Marketing L.P.	Automation	4,468.25	4,468.25
G-05927	City of Harrah Acct 02-0121-01	Water & Garbage Services	161.65	161.65
G-05928	Amazon/GE Money Bank	Programming	347.40	
		Supplies	16.57	
		Programming Supplies	291.00	654.97
G-05929	City of Choctaw	Water & Garbage Services	100.40	100.40
G-05930	Sabre Technologies	Automation	870.00	870.00
G-05931	Oklahoma Natural Gas Co.	Gas Services	83.00	
		Gas Services	34.93	117.93
G-05932	City of Oklahoma City	Water & Garbage Services	35.44	
		Water & Garbage Services	1,383.62	1,419.06
G-05933	Brodart Co.	Supplies	131.24	
		Supplies	26.23	157.47
G-05934	Locke Supply Co.	Maintenance of Facilities	14.45	
		Maintenance of Facilities	23.75	38.20
G-05935	Demco	Supplies	849.83	
		Programming Supplies	849.83	
		Furniture, Fixtures&Equip	913.62	
		Supplies	83.07	2,696.35
G-05936	Donna Morris	Telephone Reimbursement	50.00	
		Travel Expenses	474.69	
		Travel Expenses	945.04	1,469.73
G-05937	Karen Marriott	Travel Expenses	373.00	373.00
G-05938	John R. Day	Transportation	134.48	134.48
G-05939	American Express	Automation Contractual	149.00	
		Travel Expenses	1,047.20	
		Programming Supplies	104.99	1,301.19
G-05940	Charles S. Isaacs	Transportation	92.40	92.40
G-05941	Maintenance Connection	Maintenance of Facilities	396.00	
		Maintenance of Facilities	396.00	
		Maintenance of Facilities	1,797.30	2,589.30
G-05942	Phillip Tolbert	Supplies	22.73	22.73
G-05943	Kasandra Dewbre-Burrows	Transportation	10.01	10.01
G-05944	Denyvetta Davis	Travel Expenses	774.71	774.71
G-05945	Independent Stationers	Supplies	68.02	68.02
G-05946	OHC of the Southwest, P.A.	Professional Services	87.00	87.00
G-05947	Jonathan Willis	Transportation	195.83	195.83
G-05948	Diane Sarantakos	Travel Expenses	456.02	456.02
G-05949	Cheryll Jones	Programming Activities	9.68	9.68
G-05950	A T & T Mobility	Telephone Services	137.20	137.20
G-05951	Hobby Lobby	Supplies	822.64	
		Programming Activities	63.98	886.62
G-05952	Phyllis Davidson	Transportation	76.51	76.51
G-05953	Findaway World, LLC	Supplies	260.16	260.16

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Number	Vendor/Payee	Purpose		Amount
G-05954	Matthew Cotter	Transportation	24.12	24.12
G-05955	Jana Hausburg	Transportation	44.78	44.78
G-05956	Kay L. Bauman	Travel Expenses	278.50	278.50
G-05957	Anita Roesler	Transportation	263.69	263.69
G-05958	Karen Casey	Supplies	81.34	
		Programming Activities	52.17	
		Programming Activities	26.80	
		Supplies	1.54	
		Supplies	50.17	
		Supplies	29.53	
		Supplies	23.80	
		Supplies	22.71	
		Supplies	6.24	
		Programming Activities	25.33	
		Supplies	43.08	362.71
G-05959	Batteries Sooner LLC	Maintenance of Facilities	35.34	
		Maintenance of Facilities	98.21	
		Maintenance of Facilities	182.56	
		Maintenance of Facilities	47.85	363.96
G-05960	Heidi A. Port	Transportation	138.91	138.91
G-05961	Katrina Prince	Other Commodities	246.82	246.82
G-05962	Kelley Riha	Transportation	337.22	337.22
G-05963	Vance Hunt Libraries	Fixtures	679.00	679.00
G-05965	Gregory Bennett	Transportation	17.25	17.25
G-05966	United Parcel Service	Postage	425.19	425.19
G-05967	Cox Communications, Inc.	Telephone Services	1,918.32	
		Telephone Services	2,122.82	4,041.14
G-05968	Susan Stinson	Transportation	13.89	13.89
G-05969	Todd Podzemny	Postage	78.40	
		Other Commodities	7.94	
		Programming Activities	9.98	96.32
G-05970	Walmart Community/GECRB	Supplies	12.00	12.00
G-05971	Kimberly A Terry	Professional Services	14.69	
		Travel Expenses	374.50	
		Professional Services	35.00	424.19
G-05972	Pamela Buchanan	Mileage	21.56	
		Transportation	37.35	58.91
G-05973	Aaron Bluit	Transportation	575.94	575.94
G-05974	Emily Canniff	Transportation	53.29	53.29
G-05975	Kelley Hoffman	Transportation	44.60	
		Other Commodities	52.00	96.60
G-05976	Laura McMurtry	Telephone Services	35.00	
		Transportation	53.65	88.65
G-05977	Morrison Supply Company	Maintenance of Facilities	1.00	1.00
G-05978	Cox Communications, Inc.	Telephone Service	427.74	
		Telephone Services	426.10	853.84
G-05979	Sarah Blaney	Transportation	164.73	164.73
G-05980	Discount School Supply	Programming	97.15	97.15
G-05981	Megan Huggins	Transportation	34.72	34.72
G-05982	G4S Secure Solutions	Security Services	9,302.60	9,302.60
G-05983	Peter Chang	Transportation	104.00	104.00
G-05984	Lloyd Lovely	Travel Expenses	434.00	

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-05984	Lloyd Lovely	Travel Expenses	456.06	
		Travel Expenses	379.01	
		Transportation	115.64	1,384.71
G-05985	Jean Wilburn	Postage	9.50	9.50
G-05986	Johnson Controls Inc	Capital Projects	1,317.00	1,317.00
G-05987	Christopher Carroll	Transportation	86.80	86.80
G-05988	R. Justin Herwig	Transportation	233.05	233.05
G-05989	Savannah Mitchell	Programming Activities	115.00	115.00
G-05990	Mary J. Sholly	Transportation	205.22	205.22
G-05991	Chris Kennedy	Other Commodities	197.41	197.41
G-05992	Donna Hilton	Programming Activities	60.00	60.00
G-05993	Shoplet	Supplies	70.14	70.14
G-05994	Melissa Joyce Meadows	Programming Activities	225.00	225.00
G-05995	Ed Dillard	Transportation	156.40	156.40
G-05996	Jessica Elaine Moad	Memberships	53.00	53.00
G-05997	Weston Woods Accts Receivable	Materials	2,520.25	2,520.25
G-05998	Recorded Books, LLC	Materials	5,528.80	5,528.80
G-05999	Thorndike/Gale Group	Materials	7,125.53	7,125.53
G-06000	Cerebellum Corporation	Materials	149.75	149.75
G-06001	Blackstone Audio Books	Materials	3,872.50	3,872.50
G-06002	Random House, Inc	Materials	637.50	637.50
G-06003	Brilliance Corporation	Materials	1,859.36	1,859.36
G-06004	Ingram Library Service	Materials	526.27	526.27
G-06005	Audio Editions	Materials	2,280.14	2,280.14
G-06006	OverDrive, Inc.	Materials	4,925.92	4,925.92
G-06007	Findaway World, LLC	Materials	17,825.17	17,825.17
G-06008	Full Cast Audio	Materials	30.00	30.00
G-06009	AV Cafe Inc	Materials	512.01	512.01
G-06010	Ingram Library Service	Materials	289.57	289.57
G-06011	Women Make Movies	Materials	198.00	198.00
G-06012	Amazon/GE Money Bank	Supplies	161.01	
		Supplies	54.29	
		Supplies	114.44	
		Programming Activities	793.52	1,123.26
G-06013	Baker & Taylor Books	Materials	3,003.78	3,003.78
G-06014	Baker & Taylor Entertainment	Materials	4,830.63	
		Materials	2,955.79	7,786.42
G-06015	Baker & Taylor Books	Materials	1,221.77	
		Materials	1,417.61	
		Materials	1,327.56	
		Materials	1,993.00	
		Materials	2,883.64	
		Materials	4,234.26	
		Materials	170.50	13,248.34
G-06016	Baker & Taylor Books	Materials	533.22	
		Materials	1,853.69	
		Materials	499.01	2,885.92
G-06017	Baker & Taylor Books	Materials	477.36	477.36
G-06018	Baker & Taylor Entertainment	Materials	297.69	297.69
G-06019	Bradford Industrial Supply	Maintenance of Facilities	58.28	58.28
G-06020	O G & E	Electrical Services	3,706.67	
	** Continued **			

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-06020	O G & E	Electrical Services	1,571.96	
		Electrical Services	8,445.79	13,724.42
G-06021	City of Oklahoma City	Water & Garbage Services	187.60	
		Water & Garbage Services	208.12	395.72
G-06022	Brodart Co.	Supplies	26.25	
		Supplies	6.30	32.55
G-06023	Demco	Supplies	65.70	
		Programming	48.45	114.15
G-06024	Standard Printing Co., Inc.	Supplies	1,302.75	1,302.75
G-06025	Cheryl Mann	Transportation	32.24	32.24
G-06026	ALA Order Fulfillment	Programming	82.80	82.80
G-06027	Recorded Books, LLC	Materials	1,014.60	1,014.60
G-06028	Oklahoma Employment	Unemployment Compensation	4,007.66	4,007.66
G-06029	Thorndike/Gale Group	Materials	1,551.14	1,551.14
G-06030	DVA, Inc	Materials	19.98	19.98
G-06031	Reliance Label Solutions, Inc	Supplies	2,765.78	2,765.78
G-06032	Kristin Williamson	Transportation	427.61	427.61
G-06033	Cheryll Jones	Programming Activities	5.42	5.42
G-06034	Random House, Inc	Materials	30.00	30.00
G-06035	Scott's Printing & Copying	Printing/Printing Supply	705.08	705.08
G-06036	Brilliance Corporation	Materials	2,214.23	2,214.23
G-06037	Phyllis Davidson	Professional Services	11.25	11.25
G-06038	Dana Morrow	Transportation	271.03	271.03
G-06039	Employment Technologies Corp	Professional Services	650.00	650.00
G-06040	Fuelman	Vehicle Parts & Repairs	59.24	
		Gasoline & Oil	3,779.06	3,838.30
G-06041	AV Cafe Inc	Materials	127.14	127.14
G-06042	Center Point Large Print	Materials	2,949.60	2,949.60
G-06043	Landon Holman	Transportation	26.74	26.74
G-06044	Pauline Rodriguez-Atkins	Travel Expenses	1,566.22	1,566.22
G-06045	CDW Government, Inc.	Automation	6,696.00	
		Automation	216.57	
		Supplies	40.71	6,953.28
G-06046	Southwest Paper - OKC	Maintenance Supplies	1,610.24	
		Supplies	2,512.00	
		Maintenance Supplies	2,269.84	6,392.08
G-06047	Patricia Ortiz	Transportation	22.06	22.06
G-06048	Bank of America	Library-related Services	261.06	261.06
G-06049	Chase Card Services	Travel Expenses	583.97	
		Travel Expenses	781.32	
		Travel Expenses	978.66	
		Telephone Services	51.91	
		Programming	69.89	
		Programming	358.00	
		Supplies	845.70	
		Programming	815.00	
		Other Commodities	270.00	
		Programming	120.36	
		Programming	45.85	
		Programming	99.99	
		Supplies	4.34	

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Warrant Register

July 2014

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-06049	Chase Card Services	Maintenance Supplies	69.43
		Programming	64.99
		Supplies	54.55
		Programming	160.37
		Programming	42.50
		Maintenance of Facilities	422.23
		Supplies	198.71
		Supplies	95.97
		Supplies	125.29
		Printing Supplies	197.13
		Postage	30.70
		Supplies	21.77
		Other Commodities	129.95
		Other Commodities	60.95
		Programming	35.55
		Supplies	189.00
		Automation	2,384.90
		Supplies	87.83
		Supplies	33.15
		Maintenance of Facilities	193.50
		Maintenance of Facilities	150.00
		Travel Expenses	781.32
		Supplies	112.60
		Travel Expenses	12.50
		Professional Services	20.00
G-06050	Oklahoma County OSU Ext Ctr	Programming Activities	10,699.88
G-06051	Amazon/GE Money Bank	Programming	31.94
		Supplies	376.02
		Supplies	147.39
		Supplies	768.80
		Programming	38.16
		Programming Activities	41.48
G-06052	United Parcel Service	Postage	1,371.85
G-06053	Andrew N. Soliven	Transportation	411.57
G-06054	Office Depot Credit Plan	Supplies	87.58
G-06055	Baker & Taylor Books	Materials	59.14
G-06056	Baker & Taylor Entertainment	Materials	5,348.24
G-06057	John L. Hilbert	Programming Activities	5,348.24
G-06058	Pete Roberson	Transportation	2,774.10
G-06059	David Calhoun	Transportation	120.30
G-06060	Tim Spindle	Travel Expenses	120.30
G-06061	Worth Hydrochem of Oklahoma	Maintenance of Facilities	34.50
G-06062	Cox Communications, Inc.	Telephone Services	8.79
G-06063	Baker & Taylor Books	Materials	811.02
		Materials	232.00
		Materials	65.29
		Materials	1,757.38
		Materials	1,246.66
		Materials	1,873.31
		Materials	6,064.28
		Materials	2,613.16
G-06064	Baker & Taylor Books	Materials	13,554.79
		Materials	1,002.73
		Materials	2,225.76
G-06065	Baker & Taylor Books	Materials	3,228.49
G-06066	Trak-1 Technology, Inc.	Professional Services	8.29
			48.84

General Fund F.Y. 13-14

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-06067	Cisco Systems Capital CRP	Automation Contractual	661.29	661.29
G-06068	Randell Baze	Transportation	24.02	24.02
G-06069	David Newyear	Transportation	22.04	22.04
G-06070	Emily Williams	Travel Expenses	469.00	
		Travel Expenses	712.32	1,181.32
G-06071	G4S Secure Solutions	Security Services	1,411.54	1,411.54
G-06072	Tulin LaFollette	Transportation	27.00	27.00
G-06073	Kone Inc	Maintenance of Facilities	975.00	975.00
G-06074	Carl Corporation	Capital Projects	41,761.00	41,761.00
G-06075	RB Floor Care Services Inc.	Maintenance of Facilities	323.00	323.00
G-06076	Veolia Energy Oklahoma City,	Trigen Energy Services	20,835.43	20,835.43
G-06077	Nathan Clymer	Transportation	14.90	14.90
G-06078	Roger A Banker	Transportation	16.91	16.91
G-06079	Stacy Schrank	Travel Expenses	1,609.91	1,609.91
G-06080	Dewberry Architects, Inc.	Professional Service	5,259.19	5,259.19
G-06081	Joe H Shelton	Postage	13.60	
		Programming Activities	54.26	67.86
G-06082	Denise D. Ryan	Transportation	280.32	280.32
G-06083	Kari Zimmerman	Programming Activities	49.80	49.80
G-06084	Oklahoma Natural Gas Co.	Gas Services	83.70	83.70
G-06085	Gaylord Bros.	Furniture	3,846.31	3,846.31
G-06086	The University of Oklahoma	Printing/Printing Supply	3,800.00	
		Printing/Printing Supply	50.00	3,850.00
G-06087	123 Security Products.com	Equipment	247.76	247.76
G-06088	Weston Woods Accts Receivable	Materials	76.37	76.37
G-06089	Barbara Beasley	Supplies	45.00	45.00
G-06090	Recorded Books, LLC	Materials	1,128.55	1,128.55
G-06091	Southwest Trailers & Equipment	Vehicle Parts & Repairs	150.53	150.53
G-06092	Ebrahim Ejtehadi	Programming Activities	13.94	13.94
G-06093	Friday	Printing/Printing Supply	1,200.00	1,200.00
G-06094	Blackstone Audio Books	Materials	1,395.00	1,395.00
G-06095	Random House, Inc	Materials	739.25	739.25
G-06096	Scott's Printing & Copying	Printing/Printing Supply	879.83	
		Printing/Printing Supply	989.35	
		Printing/Printing Supply	297.12	2,166.30
G-06097	OCLC, Inc.	Network Catalog Services	4,070.03	4,070.03
G-06098	Ingram Library Service	Materials	794.26	794.26
G-06099	R. R. Bowker, LLC	Network Catalog Services	2,010.00	2,010.00
G-06100	Walker Companies	Supplies	45.31	45.31
G-06101	Lakeshore Learning Materials	Programming Activities	597.69	597.69
G-06102	Findaway World, LLC	Materials	10,874.32	10,874.32
G-06103	AV Cafe Inc	Materials	95.80	95.80
G-06104	Home Depot Credit Services	Automation	118.97	
		Supplies	47.97	
		Maintenance Supplies	595.00	
		Maintenance of Facilities	20.00	
		Maintenance of Facilities	12.93	
		Maintenance of Facilities	201.51	996.38
G-06105	Lisa Walker	Transportation	69.68	69.68
G-06106	United Parcel Service	Postage	44.68	44.68
G-06107	Todd Olberding	Telephone Services	47.36	47.36
G-06108	Baker & Taylor Books	Materials	1,901.61	1,901.61



General Fund F.Y. 13-14

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-06109	Baker & Taylor Entertainment	Materials	132.77	132.77
G-06110	Walmart Community/GECRB	Programming Activities	67.26	
		Programming Activities	48.94	
		Programming Activities	44.00	
		Programming Activities	40.05	
		Programming Activities	181.64	
		Supplies	57.36	439.25
G-06111	Midwest Tape	Materials	9.99	9.99
G-06112	Sharon G. Bish	Travel Expenses	101.03	101.03
G-06113	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-06114	Donna R. Adamek	Supplies	30.27	30.27
G-06115	Darrie Breathwit	Programming Activities	127.63	127.63
G-06116	CMP Corporation	Maintenance of Facilities	80.28	
		Maintenance of Facilities	3,058.38	3,138.66
G-06117	SMC Technologies, Inc	Maintenance of Facilities	125.00	
		Capital Projects	125.00	250.00
G-06118	Baker & Taylor Books	Materials	1,240.45	
		Materials	2,474.82	
		Materials	1,422.98	
		Materials	2,063.05	
		Materials	1,330.10	
		Materials	256.91	8,788.31
G-06119	Baker & Taylor Books	Materials	588.30	
		Materials	418.64	1,006.94
G-06120	Baker & Taylor Books	Materials	86.45	86.45
G-06121	Lamar Companies	Library-related Services	1,200.00	1,200.00
G-06122	Superior Linen Service	Supplies	27.50	27.50
G-06123	Erika Collins Sterling	Maintenance of Facilities	223.00	
		Maintenance of Facilities	223.00	
		Maintenance of Facilities	223.00	
		Maintenance of Facilities	223.00	
		Maintenance of Facilities	223.00	
		Maintenance of Facilities	223.00	1,338.00
G-06124	R. Justin Herwig	Telephone Services	35.00	35.00
G-06125	Tyler Outdoor Advertising, LLC	Tyler Outdoor Advertising	1,450.00	1,450.00
G-06126	KOCO	Library-related Services	3,000.00	3,000.00
G-06127	Oklahoma Department of Labor	Maintenance of Facilities	5.00	5.00
G-06128	Comfort Inn @ Founders Towers	Programming Activities	67.00	67.00
G-06129	Risa Sargent	Transportation	60.17	60.17
G-06130	Brodart Co.	Supplies	2,520.00	2,520.00
G-06131	The University of Oklahoma	Printing/Printing Supply	135.00	135.00
G-06132	Anne G. Fischer	Travel Expenses	264.00	
		Transportation	130.61	394.61
G-06133	Staples Credit Plan	Programming	149.00	149.00
G-06134	Studio Architecture PC	Capital Projects	4,072.50	4,072.50
G-06135	Cox Media Oklahoma City	Library-related Services	18,400.00	18,400.00
G-06136	Kimberly A Terry	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-06137	Maria Watkins	Transportation	35.62	35.62
G-06138	Stacy Schrank	Transportation	131.21	131.21
G-06139	Nub Games, Inc.	Automation Contractual	1,200.00	1,200.00
G-06140	Recorded Books, LLC	Materials	2,475.00	2,475.00

General Fund F.Y. 13-14

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
G-06141	Thorndike/Gale Group	Materials	1,403.22	1,403.22
G-06142	Blackstone Audio Books	Materials	300.00	300.00
G-06143	Random House, Inc	Materials	63.75	63.75
G-06144	Audio Editions	Materials	5,501.44	5,501.44
G-06145	Ingram Library Service	Materials	102.70	102.70
G-06146	The Library Store, Inc.	Supplies	43.54	43.54
G-06147	CDW Government, Inc.	Automation	22,934.73	
		Automation	9,829.17	32,763.90
G-06148	Kevin Colwell	Transportation	17.98	
		Transportation	17.98	
		Transportation	23.97	59.93
G-06149	Abolghasem Siavashi	Transportation	5.99	
		Mileage	11.98	17.97
G-06150	Baker & Taylor Books	Materials	1,210.79	1,210.79
G-06151	Baker & Taylor Entertainment	Materials	1,074.85	1,074.85
G-06152	Walmart Community/GECRB	Programming Activities	74.33	74.33
G-06153	Baker & Taylor Books	Materials	1,673.47	
		Materials	886.43	
		Materials	1,850.63	
		Materials	1,629.12	
		Materials	431.28	6,470.93
G-06154	Baker & Taylor Books	Materials	1,114.14	
		Materials	396.59	1,510.73
G-06155	Baker & Taylor Books	Materials	138.60	138.60
G-06156	Mackin	Materials	70.60	70.60
G-06157	Southwestern Stationers, Inc.	Equipment	245.99	245.99
G-06158	Demco	Supplies	360.00	360.00
G-06159	BayScan Technologies	Automation	1,737.00	1,737.00
G-06160	Independent Stationers	Supplies	30.06	30.06
G-06161	Joan Kendall	Postage	34.80	34.80
G-06162	Walker Companies	Maintenance of Facilities	8.98	8.98
G-06163	Scholastic Inc	Programming Activities	18,704.05	18,704.05
G-06164	Heidi Johnson	Transportation	15.23	15.23
G-06165	Carol L. Roberts	Transportation	13.84	13.84
G-06166	LaVetta Kinsey Dent	Transportation	99.40	99.40
G-06167	John L. Hilbert	Programming Activities	50.66	50.66
G-06168	Target Bank	Other Commodities	270.00	270.00
Total of FY 13-14 Warrants Issued				\$ 458,175.49

Special Funds

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
S-19971	Mary E. Stanart	Lost & Paid Item Returned	3.00	3.00
S-19972	Larry R. Wingate	Lost & Paid Item Returned	3.00	3.00
S-19973	Travis L. Doolin	Lost & Paid Item Returned	50.55	50.55
S-19974	Ashlee N. Vancuren	Lost & Paid Item Returned	3.00	3.00
S-19975	Matthew A. Grissom &/or	Lost & Paid Item Returned	3.00	3.00
S-19976	Penelope J. Edwards	Lost & Paid Item Returned	3.00	3.00
S-19977	Nicholas A. Ballesteros	Lost & Paid Item Returned	3.00	3.00
S-19978	Kristie K. Moxley	Lost & Paid Item Returned	6.95	6.95
S-19979	Sheadrian N. Moore	Lost & Paid Item Returned	9.95	9.95
S-19980	Stevan R. Camp	Lost & Paid Item Returned	12.55	12.55
S-19981	Octavia D. C. Jordan	Lost & Paid Item Returned	12.90	12.90
S-19982	Lila Moreno &/or Josefino	Lost & Paid Item Returned	13.95	13.95
S-19983	Shauna S. Moore	Lost & Paid Item Returned	14.65	14.65
S-19984	Abdullah Ashraf &/or Shagufta	Lost & Paid Item Returned	17.05	17.05
S-19985	Ana I. Delgado	Lost & Paid Item Returned	19.95	19.95
S-19987	Fannie M. Harshbarger	Lost & Paid Item Returned	30.95	30.95
S-19988	Mary J. Sholly	14/Staff Recognition	13.38	13.38
S-19989	Jennifer B. Hernandez	Lost & Paid Item Returned	3.00	3.00
S-19990	Oklahoma Tax Commission	Gifts & Books Lost Accoun	51.34	51.34
S-19991	Devon McDaniel	Lost & Paid Item Returned	14.90	14.90
S-19992	Michael J. Stone &/or Heather	Lost & Paid Item Returned	15.95	15.95
S-19993	Allison D. Elliott &/or	Lost & Paid Item Returned	3.00	3.00
S-19994	Melissa C. Little	Lost & Paid Item Returned	3.00	3.00
S-19995	Christi L. Gulley	Lost & Paid Item Returned	3.00	3.00
S-19996	Latrenda M. Balderas	Lost & Paid Item Returned	3.00	3.00
S-19997	Marisol Torres &/or Maria	Lost & Paid Item Returned	15.95	15.95
S-19998	Katelin MacDonald &/or William	Lost & Paid Item Returned	31.90	31.90
S-19999	Metropolitan Library System	Transfer of Fines & Fees	60,000.00	60,000.00
S-20000	Xerox Corp.	Copy Fund	1,129.00	
		Copier Maintenance	17.27	1,146.27
S-20001	Oklahoma Tax Commission	Copy Fund	1,005.86	1,005.86
S-20002	Standley Systems	Copier Maintenance	6.31	6.31
S-20003	ImageNet Consulting, LLC	Copier Maintenance	215.49	215.49
S-20004	Debra B. Logan	Lost & Paid Item Returned	4.95	4.95
S-20005	Susie Beasley	Lost & Paid Item Returned	14.95	14.95
S-20006	Mary E. Stanart	Lost & Paid Item Returned	6.00	6.00
S-20007	Angela C. Fortune	Lost & Paid Item Returned	3.50	3.50
S-20008	Lisa J. Schoeffler	Lost & Paid Item Returned	3.00	3.00
S-20009	Steven C. Renfro &/or Joann M.	Lost & Paid Item Returned	26.95	26.95
S-20010	Jennifer A. Lee	Lost & Paid Item Returned	3.00	3.00
S-20011	Kiyah Roane &/or Dawn Roane	Lost & Paid Item Returned	3.00	3.00
S-20012	Bushra Siddique	Lost & Paid Item Returned	3.00	3.00
S-20013	Janet S. Turner	Lost & Paid Item Returned	3.55	3.55
S-20014	Krista L. Laymon	Lost & Paid Item Returned	4.65	4.65
S-20015	Mason R. Teeter &/or Dallas E.	Lost & Paid Item Returned	5.95	5.95
S-20016	Latasha K. McKinney	Lost & Paid Item Returned	9.65	9.65
S-20017	Leslie A. Roberts	Lost & Paid Item Returned	9.95	9.95
S-20018	Noell R. Figueroa	Lost & Paid Item Returned	14.95	14.95
S-20019	Sally J. Goin	Lost & Paid Item Returned	24.40	24.40
S-20020	David M. Myers	Lost & Paid Item Returned	24.70	24.70
S-20021	Friends of the Metro. Library	13/Friends/SO Grand Open	100.39	100.39
S-20022	Xavier R. Zackery	Lost & Paid Item Returned	3.00	3.00

Special Funds

Warrant Register

July 2014

Number	Vendor/Payee	Purpose		Amount
S-20023	Susie Beasley	Lost & Paid Item Returned	29.90	29.90
S-20024	Jessica D. Jennings	Lost & Paid Item Returned	3.00	3.00
S-20025	Ashlee N. Vancuren	Lost & Paid Item Returned	3.00	3.00
S-20026	Sally J. Goin	Lost & Paid Item Returned	10.99	10.99
S-20027	Daniel Rueckert	Lost & Paid Item Returned	3.00	3.00
S-20028	Darrell W. Beecham	Lost & Paid Item Returned	3.00	3.00
S-20029	Gary J. Chaparro	Lost & Paid Item Returned	3.00	3.00
S-20030	Patricia A. Jacobson	Lost & Paid Item Returned	9.95	9.95
S-20031	Jennifer L. Ruark	Lost & Paid Item Returned	9.95	9.95
S-20032	Edward D. Duncan	Lost & Paid Item Returned	13.95	13.95
S-20033	Cynthia L. Jones	Lost & Paid Item Returned	22.55	22.55
S-20034	Kristin D. Chaney	Lost & Paid Item Returned	26.90	26.90
S-20035	Tristen C. Robertson	Lost & Paid Item Returned	27.50	27.50
S-20036	Xerox Corp.	Copier Maintenance	29.39	29.39
S-20037	Friends of the Metro. Library	13/Volunteer Transportati	476.00	476.00
S-20038	Cox Media Oklahoma City	14/Summer @ Library	7,975.00	7,975.00
S-20039	Scholastic Inc	14/Friends Summer @ Libra	515.00	515.00
S-20040	Magic 104.1 KMGL	14/Summer @ Library	2,700.00	2,700.00
S-20041	Quik Print	14/Friends Summer @ Lib	10.98	10.98
S-20042	Devon McDaniel	Lost & Paid Item Returned	9.90	9.90
S-20043	Tracee A. Mathis	Lost & Paid Item Returned	30.30	30.30
S-20044	Shawna B. Schrag	Lost & Paid Item Returned	3.00	3.00
S-20045	Arielle D. Davis /or Anchika J	Lost & Paid Item Returned	3.00	3.00
S-20046	Cynthia L. Jones	Lost & Paid Item Returned	14.95	14.95
S-20047	Willis M. Bates	Lost & Paid Item Returned	3.00	3.00
S-20048	Mariel A. Bowsher	Lost & Paid Item Returned	3.00	3.00
S-20049	Darrell L. Stetler, II	Lost & Paid Item Returned	6.00	6.00
S-20050	Julie A. Lees	Lost & Paid Item Returned	11.15	11.15
S-20051	Jackie R. Cooper, Jr. &/or	Lost & Paid Item Returned	11.99	11.99
S-20052	Allison M Stephens	Lost & Paid Item Returned	12.05	12.05
S-20053	Nathan S. Fraticelli, Sr.	Lost & Paid Item Returned	12.25	12.25
S-20054	Sebastian Reyes &/or Victoria	Lost & Paid Item Returned	14.95	14.95
S-20055	Rush Michael Roberts &/or	Lost & Paid Item Returned	15.95	15.95
S-20056	Lora M. Jackson	Lost & Paid Item Returned	16.00	16.00
S-20057	Julie J. Corley	Lost & Paid Item Returned	20.00	20.00
S-20058	Cecilia D. Wilson	Lost & Paid Item Returned	24.95	24.95
S-20059	Juliet M Hutton	Lost & Paid Item Returned	31.95	31.95
S-20060	Sandy J. Sitter	Lost & Paid Item Returned	34.95	34.95
S-20061	Pamela A. Deering	Lost & Paid Item Returned	42.90	42.90
S-20062	Cynthia C. Vleugels	Lost & Paid Item Returned	70.75	70.75
S-20063	Standley Systems	Copier Maintenance	10.76	
		Copier Maintenance	2.83	
		Copier Maintenance	32.83	
		Copier Maintenance	35.64	
		Copier Maintenance	4.55	
		Copier Maintenance	17.31	
		Copier Maintenance	20.52	
		Copier Maintenance	.25	
		Copier Usage	122.17	
		Copier Usage	231.83	
		Copier Maintenance	25.88	
		Copier Maintenance	3.32	507.89

**Special Funds**

**Warrant Register**

**July 2014**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-20064	Barnes & Noble, Inc.	14/Come Read With Me	860.56	
		14/Come Read With Me	1,372.80	
		14/Come Read With Me	1,524.28	3,757.64
Total of Special Funds Warrants Issued				\$ 79,540.92

I, Donna Morris, certify that:

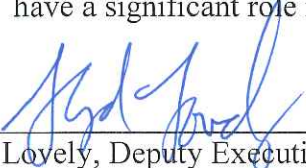
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

8-20-14  
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

8-20-14  
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: VEHICLE WRAPS**

Provided for by a grant from the Friends of the Library are funds for advertising wraps for five MLS Vehicles. The vehicles to be wrapped include two of the Maintenance delivery trucks, the IT Dodge Caravan, the Outreach Chevy Passenger Van, and the Books by Mail Ford Passenger Van.

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

Bids were received and publicly opened on August 7, 2014. Three vendors responded.

<b>Vehicle Wraps</b>	
<b>Vendor</b>	<b>Bid</b>
Screen Graphics of Florida	\$14,647.59
CVM/Wrap City Vinyl	\$14,906.00
Monster Graphx	\$16,837.62

Monster Graphx is the only bidder located in Oklahoma County. Their bid exceeds lowest bid by more than 5% and \$1,000 therefore, preferential consideration will not apply.

The low bidder, Screen Graphics of Florida, will be using UnderWraps Custom Car Wraps out of Owasso as the installer. The installation will be done on site at the Service Center.

### **RECOMMENDATION:**

That the Commission award the contract for the vehicle wraps to Screen Graphics of Florida for \$14,647.59. Funding is provided for by the Friends of the Library grant in the amount of \$14,000. The balance will be funded by the FY 2015 budget, account 230.

## **REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE**

**The Finance Committee met August 19, 2014 for:**

- I. **Finance Committee:** Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Approval of FY 2014-15 Final 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 Final Budget FY 2014-15 (**Document #16**).



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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Tuesday, August 19, 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, July 29, 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 August 15, 2014, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Allen Coffey, Chair  
Fran Cory  
Rozz Grigsby  
Judy Smith  
Beth Toland

**COMMITTEE MEMBERS EXCUSED:**

Jim Shonts

**COMMISSION MEMBERS PRESENT:**

Donna Morris, Executive Director

**ESTIMATE OF OTHERS PRESENT: 8**

I. Mr. Allen Coffey called the meeting to order at 3:30 pm. Roll was called to establish a quorum. Present: Cory, Grigsby, Smith, Toland, Coffey.

II. Mr. Coffey referred to the Report and Recommendation from Administration – Approval of FY 2014-15 Final Budget. Mr. Coffey then called on Mr. Lloyd Lovely, Deputy Executive Director/Finance to explain changes from the preliminary budget.

Mr. Lovely handed out copies of and explained the Assessed Valuation of Oklahoma County for Year 2014 (**see attachment A**). The assessed valuation document is what is used in finalizing the library's budget. The County Assessor's Office has certified the county's assessed property values at \$6,243,193,764, which is 3.9% higher than last year's assessed valuation. There was a slight difference in the original amount used to determine the final budget; therefore, Mr. Lovely provided replacement pages for sections 1 through 3 of the final budget.

Mr. Lovely stated the final budget is up approximately 1.3 million from the preliminary budget. He referenced the Comparative Schedule of Revenue Sources chart on page 1-3 to explain differences in totals from preliminary to the final budget. He reported the Ad Valorem Taxes (line 3) increased about \$240,000 from the preliminary budget; Miscellaneous Income (line 6) increased about \$19,000, Total Carryover (line 17) increased the most at almost a million dollars.

Due to the uncertainty of what the final numbers from the county would be, a market adjustment was not included in the preliminary budget. However, the Administrative and Personnel Committee proposed a 0 to 4% market adjustment, contingent upon revenue and approval by the Finance Committee. Since the final numbers have been received, Administration is proposing a 2% market adjustment for all employees and is included in the final budget. Mrs. Donna Morris, Executive Director, provided a handout (**see attachment B**) which explains the rationale used, in the request to support the proposed 2% market adjustment. The proposed 2% market adjustment will amount to approximately \$360,000. Discussion followed.

Mr. Lovely reviewed the remaining list of operating expense changes included in the proposed final budget. Questions and discussion followed.

The proposed final budget of \$57,299,863 consists of \$37,551,715 for the operating budget, \$5,883,134 for capital projects, and \$13,865,014 for reserves. The operating budget is an increase of \$595,255 or 1.61% from last year's budget.

Mr. Lovely reviewed the Schedule of Cash Reserves as detailed on page 3-4. Questions and discussion followed.

Mr. Coffey called for a motion to approve the Fiscal Year 2014-15 Final Budget.

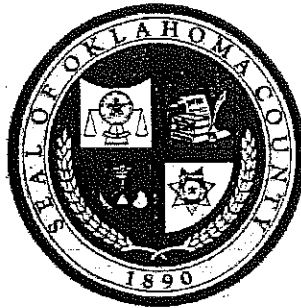
**Mrs. Beth Toland moved to approve the Metropolitan Library System proposed Final Budget for FY 2014-15 as presented.**

**Mrs. Fran Cory seconded. No further discussion. Motion passed unanimously.**

**III.** There being no further business, Mr. Coffey adjourned the meeting at 4:00 p.m.

  
\_\_\_\_\_  
Donna Morris, Executive Director  
(Secretary)

**ASSESSED VALUATION  
OF  
OKLAHOMA COUNTY  
FOR YEAR 2014**



# ASSESSED VALUATION OF OKLAHOMA COUNTY FOR YEAR 2014

SCHOOL DISTRICTS	PERSONAL	PUBLIC SERVICE	REAL ESTATE	TOTAL VALUE	HOMESTEAD EXEMPTION	*VETERAN EXEMPTION	NET VALUE
JTNAM CITY #1 LESS TIF	137,499,145	23,740,782	800,834,549	962,074,476	21,208,000	5,443,147	935,423,329
JTHER #3	2,345,167	42,413,002	19,725,753	64,483,922	789,252	211,000	63,483,670
JTHER #3 - I89	120,205	2,891,316	9,570,086	12,581,587	147,000	171,932	12,262,655
SUBTOTAL LUTHER #3	2,465,372	45,304,318	29,295,819	77,065,509	936,252	382,932	75,746,325
HOCTAW #4 LESS TIF	4,909,046	7,606,052	190,852,040	203,367,138	6,661,744	5,565,695	191,139,699
EER CREEK #6	13,300,149	9,384,104	267,256,768	289,941,021	3,438,000	1,053,198	285,449,823
ARRAH #7 LESS TIF	3,949,587	19,172,816	46,422,170	69,544,573	1,819,241	1,160,200	66,565,132
ONES #9	2,658,624	2,382,892	31,564,592	36,606,108	1,239,157	412,570	34,954,381
DMOND #12	124,153,783	24,786,553	1,399,247,742	1,548,188,078	23,133,000	7,009,697	1,518,045,381
DMOND #12 - I89	994,591	1,159,490	50,352,660	52,506,741	585,589	267,417	51,853,735
SUBTOTAL EDMOND #12	125,148,374	25,946,043	1,449,600,402	1,600,694,819	23,718,589	7,277,114	1,569,699,116
AKDALE #29	7,526,035	1,420,824	74,566,884	83,513,743	661,000	213,102	82,639,641
MILLWOOD #37	14,250,680	1,429,174	26,564,130	42,243,984	859,676	440,002	40,944,306
WESTERN HEIGHTS #41	167,121,470	16,416,806	145,146,242	328,684,518	1,830,356	222,728	326,631,434
MID-DEL #52 LESS TIF	83,784,741	20,129,446	393,131,712	497,045,899	13,337,694	8,517,001	475,191,204
HOOKED OAK #53	27,262,616	8,042,072	21,556,623	56,861,311	273,185	11,966	56,576,160
RUTCHO #74	7,395,864	2,901,553	5,669,067	15,966,484	147,547	31,001	15,787,936
ETHANY #88	773,632	662,283	12,647,702	14,083,617	403,000	60,883	13,619,734
OKLAHOMA CITY #89 LESS TIF	319,139,225	133,421,652	1,533,717,013	1,986,277,890	40,458,397	6,870,852	1,938,948,641
McLOUD #1	142,211	1,128,912	7,067,351	8,338,474	283,942	95,594	7,958,938
MOORE #2	8,169,384	3,485,884	69,509,223	81,164,491	2,002,000	1,187,371	77,975,120
WEDMONT #22	164,589	1,077,576	31,213,579	32,455,744	744,000	500,597	31,211,147
AUSTANG #69	147,991	793,944	16,430,306	17,372,241	455,000	156,977	16,760,264
TOTAL SCHOOL DISTRICTS	925,808,735	324,447,133	5,153,046,172	6,403,302,040	120,476,780	39,602,930	6,243,222,330
SCHOOL INCREMENT							
OKC #89 TIF 1 INCREMENT	9,682,944	0	5,109,570	14,792,514	0	0	14,792,514
OKC #89 TIF 2 INCREMENT	13,085,292	0	76,896,674	89,981,966	53,100	0	89,928,866
OKC #89 TIF 4 INCREMENT	302,059	0	2,800,718	3,102,777	1,395	0	3,101,382
OKC #89 LAS ROSAS TIF 6 INCREMENT	297	0	505,134	505,431	52,486	0	452,965
OKC #89 OU HEALTH TIF 7 INCREMENT	6,460	0	9,406	15,866	38,188	3,495	(25,817)
OKC #89 DEVON TIF 8 INCREMENT	27,152,567	0	53,563,593	80,716,160	0	0	80,716,160
OKC #89 VILLAGE TIF 1 INCREMENT	184,554	0	3,711,705	3,896,259	36,000	28,566	3,831,693
PUTNAM CITY #1 TIF 4 INCREMENT	647,322	0	3,908,552	4,555,874	(4,000)	0	4,559,874
MID-DEL #52 TIF 1 INCREMENT	9,693,367	0	564,862	10,258,229	0	0	10,258,229
CHOCTAW #4 TIF 1 INCREMENT	50,146	0	718,879	769,025	20,000	0	749,025
HARRAH #7 TIF 1 INCREMENT	8	0	1,007,947	1,007,955	16,000	14,242	977,713
TOTAL TIF INCREMENTS	60,805,016	0	148,797,040	209,602,056	213,149	46,303	209,342,604
TOTAL ASSESSED VALUE	986,613,751	324,447,133	5,301,843,212	6,632,187,936	120,689,929	39,649,233	6,452,564,934

# ASSESSED VALUATION OF OKLAHOMA COUNTY FOR YEAR 2014

SPECIAL DISTRICTS	PERSONAL	PUBLIC SERVICE	REAL ESTATE	TOTAL VALUE	HOMESTEAD EXEMPTION	*VETERAN EXEMPTION	NET VALUE
BORDON COOPER TECH CTR #5	142,211	1,128,912	7,087,351	8,338,474	283,942	95,594	7,958,938
CANADIAN VALLEY TECH CTR #6	1,086,212	2,533,803	60,291,587	63,911,602	1,602,000	718,457	61,591,145
MOORE NORMAN TECH CTR #17	1,041,794	913,924	22,688,826	24,644,544	684,000	703,705	23,256,839
FRANCIS TUTTLE TECH CTR #21 LESS TIF	327,263,215	63,831,101	2,592,396,121	2,983,490,437	49,817,265	14,281,157	2,919,392,015
METRO TECH CTR #22 LESS TIF	227,732,328	102,739,589	1,202,733,703	1,533,205,620	27,270,538	4,974,084	1,500,960,998
EASTERN OK CO TECH CTR #23 LESS TIFs	13,637,763	73,177,868	236,922,177	323,737,808	8,642,394	5,527,121	309,568,293
ROSE STATE COLLEGE LESS TIF	95,146,076	26,250,065	493,868,564	615,264,705	17,058,991	11,075,177	587,130,537
OKLA. CITY COMM COLLEGE LESS TIF	251,568,644	52,152,477	461,644,602	765,365,723	14,431,650	1,998,488	748,935,585
NO SPECIAL DISTRICT	8,190,492	1,719,394	75,433,241	85,343,127	686,000	229,147	84,427,980
<b>TOTAL SPECIAL DISTRICTS</b>	<b>925,808,735</b>	<b>324,447,133</b>	<b>5,153,046,172</b>	<b>6,403,302,040</b>	<b>120,476,780</b>	<b>39,602,830</b>	<b>6,243,222,330</b>
<b>SPECIAL DISTRICT INCREMENT</b>							
METRO TECH #22 TIF 1 INCREMENT	9,682,944	0	5,109,570	14,792,514	0	0	14,792,514
METRO TECH #22 TIF 2 INCREMENT	13,085,292	0	76,896,674	89,981,966	53,100	0	89,928,866
METRO TECH #22 TIF 4 INCREMENT	0	0	10,996	10,996	(605)	0	11,601
METRO TECH #22 TIF 7 INCREMENT	6,460	0	9,406	15,866	38,188	3,495	(25,817)
METRO TECH #22 DEVON TIF 8 INCREMENT	27,152,567	0	53,563,593	80,716,160	0	0	80,716,160
METRO TECH #22 VILLAGE TIF 1 INCREMENT	184,554	0	3,711,705	3,896,259	36,000	28,566	3,831,693
FRANCIS TUTTLE #21 TIF 4 INCREMENT	647,322	0	3,908,552	4,555,874	(4,000)	0	4,559,874
OKC COMM COLLEGE TIF 4 INCREMENT	302,059	0	2,789,722	3,091,781	2,000	0	3,089,781
OKC COMM COLLEGE LAS ROSAS TIF 6 INCREMENT	297	0	505,134	505,431	52,466	0	452,965
ROSE STATE TIF 1 INCREMENT	9,693,367	0	564,862	10,258,229	0	0	10,258,229
EASTERN OK CO TECH CTR #23 TIFs 1 INCREMENT	50,154	0	1,726,826	1,776,980	36,000	14,242	1,726,738
TOTAL TIF INCREMENTS	60,805,016	0	148,797,040	209,602,056	213,149	46,303	209,342,604
<b>TOTAL ASSESSED VALUE</b>	<b>986,613,751</b>	<b>324,447,133</b>	<b>5,301,843,212</b>	<b>6,612,904,096</b>	<b>120,689,929</b>	<b>39,649,233</b>	<b>6,452,564,934</b>

# ASSESSED VALUATION OF OKLAHOMA COUNTY FOR YEAR 2014

CITIES	PERSONAL	PUBLIC SERVICE	REAL ESTATE	TOTAL VALUE	HOMESTEAD EXEMPTION	*VETERAN EXEMPTION	NET VALUE
BETHANY	4,860,505	3,491,525	82,932,215	91,284,245	3,511,000	624,556	87,148,689
CHOCTAW LESS TIF	2,086,438	3,249,478	72,834,863	78,170,779	2,592,612	1,840,104	73,738,063
DEL CITY	16,169,974	4,323,784	82,923,397	103,417,155	4,048,946	1,441,184	97,927,025
EDMOND	58,133,762	13,659,702	850,015,999	921,809,463	15,345,000	3,869,446	902,595,017
FOREST PARK	692,838	259,318	9,434,402	10,386,558	321,000	334,861	9,730,697
HARRAH LESS TIF	1,100,705	1,565,494	26,569,887	29,236,086	992,476	743,853	27,499,757
JONES	1,046,783	720,380	11,064,700	12,831,863	493,000	178,349	12,160,514
LAKE ALUMA	67	4,936	2,585,847	2,590,850	27,000	0	2,563,850
LUTHER	1,450,771	36,569,406	5,680,224	43,700,401	224,885	66,939	43,408,577
MIDWEST CITY LESS TIF	28,135,094	11,407,389	267,452,466	306,994,949	9,554,017	5,696,403	291,744,529
NICHOLS HILLS	1,689,280	1,135,752	124,654,042	127,479,054	1,042,000	197,927	126,239,127
NICOMA PARK	1,142,553	811,528	9,486,713	11,440,794	491,959	209,204	10,739,631
OKLAHOMA CITY LESS TIF	777,389,050	210,676,086	3,316,659,594	4,304,734,730	72,960,113	21,228,697	4,210,545,920
SMITH VILLAGE	200	104,268	227,300	331,768	15,000	15,574	301,194
SPENCER	885,799	885,768	12,781,099	14,552,666	796,947	360,703	13,395,016
THE VILLAGE LESS TIF	7,005,506	1,316,230	63,721,978	72,043,714	2,088,000	434,553	69,521,161
VALLEY BROOK	290,670	159,268	1,600,174	2,050,112	108,869	3,952	1,937,291
WARR ACRES	9,696,119	1,419,645	52,436,962	63,552,726	1,826,000	419,121	61,307,605
WOODLAWN PARK	826,343	68,508	1,488,666	2,383,517	45,000	38,055	2,300,462
TOTAL CITIES	912,612,437	291,828,465	4,994,550,528	6,198,991,430	116,483,824	37,703,481	6,044,804,125
TOTAL TOWNSHIPS	13,196,298	32,618,668	158,495,644	204,310,610	3,992,956	1,928,015	198,389,699
TOTAL COUNTY	925,808,735	324,447,133	5,153,046,172	6,403,302,040	120,476,780	39,631,496	6,243,193,764
COUNTY INCREMENT							
COUNTY OKC TIF 1 INCREMENT	9,682,944	0	5,109,570	14,792,514	0	0	14,792,514
COUNTY OKC TIF 2 INCREMENT	13,085,292	0	76,896,674	89,981,966	53,100	0	89,928,866
COUNTY OKC TIF 4 INCREMENT	949,381	0	6,709,270	7,658,651	(2,605)	0	7,661,256
COUNTY OKC TIF 6 INCREMENT	297	0	505,134	505,431	52,466	0	452,965
COUNTY OKC TIF 7 INCREMENT	6,460	0	9,406	15,866	38,188	3,495	(25,817)
COUNTY OKC TIF 8 INCREMENT	27,152,567	0	53,563,593	80,716,160	0	0	80,716,160
COUNTY VILLAGE TIF 1 INCREMENT	184,554	0	3,711,705	3,896,259	36,000	0	3,860,259
COUNTY MWC TIF 1 INCREMENT	9,693,367	0	564,862	10,258,229	0	0	10,258,229
COUNTY CHOCTAW TIF 1 INCREMENT	50,146	0	718,879	769,025	20,000	0	749,025
COUNTY HARRAH TIF 1 INCREMENT	8	0	1,007,947	1,007,955	16,000	14,242	977,713
TOTAL TIF INCREMENTS	60,805,016	0	148,797,040	209,602,056	213,149	17,737	209,371,170
TOTAL ASSESSED VALUE	986,613,751	324,447,133	5,301,843,212	6,612,904,096	120,689,929	39,649,233	6,452,564,934

\*Exemption on Homesteaded property for veterans classified as 100% disabled by the U.S. Department of Veterans Affairs or for their surviving spouse.

Date: August 19, 2014

Re: Rationale for 2% Market Adjustment

From: Donna Morris

The administration is recommending a 2% market adjustment for all staff effective on the first pay day in January. The generally held definition of a "market adjustment" is that it is an increase necessary for an individual or an organization to bring the individual or organization to approximate market values and to maintain and address recruitment and retention challenges.

Supporting data includes the Employment Cost Index, released in April 2014 which shows that compensation for state and local government for the 12- month period ending in March 2014 increased 1.9%.

The Consumer Price Index (CPI) released in April 2014 showed the increase for all items was 1.5%.

The Federal Register reported a 1.5% cost of living (COLA) increase in Social Security Benefits.

US Employers are predicted to increase base salaries on an average of 3%.



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

**Please remember to bring your**  
**FY 2014-15 Final Budget Binder**  
**to the August 28, 2014**  
**Commission meeting @ Belle Isle Library**

**NOTE: Attached are replacement pages for  
Sections 1, 2, & 3 of the FY 2014-15 Budget Binder.**

## **REPORT AND RECOMMENDATION FROM ADMINISTRATION**

### **REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL**

MLS policies contained in the Policy and Procedure Manual, periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner. In this case, the transition to the Evanced “Sign Up” and “Spaces” and the Carl X/ILS required changes to existing policies so that the policies would correspond to the new software.

The administration recommends for your consideration, changes in the Commission adopted policies for the four policies listed below.

1. AM 100 Borrowing
2. AM 110 Delinquent/Lost/Damaged Materials
3. AL 212 Library Card Signatures
4. SF 910 Fee Schedule

Changes are highlighted in red.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AM100, Borrowing; AM110 Delinquent/Lost/Damaged Materials; AL 212, Library Card Signatures; and SF 910 Fee Schedule.

# Access to Materials

## AM 100 Borrowing

*Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00,  
10/04,  
10/10, Draft 8/14*

### Policy

The Borrowing Policy ensures that the requirements for borrowing Metropolitan Library System materials are provided to library customers and staff.

### Regulations

#### 1. Requirements for Borrowing Materials

- a. To borrow materials the customer must be a registered MLS borrower without a ~~stop order~~block or delinquencies (~~"Overdue 60"~~) against his/her ~~record~~account.
- b. To borrow materials at a library the customer must do one of the following:
  - a) Present his/her valid MLS library card at the circulation desk
  - ~~b)~~ b) Present his/her MLS library card/account number at the circulation desk plus standard identification verifying name and current address.
  - ~~b)c)~~ c) Use his/her MLS Library card/account at the self check machines.
  - ~~e)d)~~ d) If a customer has forgotten his/her card and does not know the number, staff should check circulation records to verify that the customer is a registered borrower without a ~~stop order or delinquencies~~block against his/her ~~record~~account. The customer must then show acceptable identification equal to that required for obtaining a library ~~card~~account.
- c. Customers who need to replace a lost or stolen card prior to borrowing materials must show proof of eligibility and pay a non-refundable processing fee. (See SF 910 Fee Schedule for amount.)

#### 2. Maximum Items Borrowed

- a. A maximum of 30 physical items can be on loan to one borrower at a time. If materials are in short supply at a given agency, the library manager may set a further limit.
- b. Service providers working in partnership with the library to provide materials in electronic formats may set their own borrowing limits.
- c. See AM 200 Interlibrary Loan for limits on borrowing materials through interlibrary loan.

#### 3. Loan Periods and Renewals

- a. ~~Books, other printed materials, audio and video recordings~~Library materials may be checked out for two weeks. They may be renewed to a maximum loan period of 42 days if there is no System Reserve holds request for the items during that period.
- b. Customers may attempt to renew materials anytime within the maximum loan period. There is ~~no a~~ limit to the of two (2) number of times an item may be

# Access to Materials

## AM 100 Borrowing

*Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00,  
10/04,  
10/10, Draft 8/14*

renewed. The software permits ~~renewals until the maximum~~two (2) renewals to the maximum loan period ~~is reached~~, which is calculated from the original ~~checkout~~due date.

- c. Service providers working in partnership with the library to provide materials in electronic formats may set their own loan periods and renewal limits.
- d. See AM 200 Interlibrary Loan for the loan period and renewal policy for materials borrowed through interlibrary loan.

# AM 100 Borrowing

## AM 110 Delinquent/Lost/Damaged Materials

*Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99,  
12/99, 8/00;  
6/08, DRAFT 8/14*

### Policy

The Delinquent/Lost/Damaged Materials Policy ensures that the Metropolitan Library System encourages borrowers to return materials promptly and helps cover the cost of replacing lost or damaged materials by charging fees.

### Regulations

Fees for lost, overdue or damaged materials will be assessed according to the fee schedule found in AM 111.

#### 1. Delinquent Borrowers

- a. Those who, ~~after notification,~~ fail to pay ~~outstanding fines or the cost fee~~ of lost ~~or~~ damaged item(s) ~~as defined below, s within 60 days or fines that total \$25.00 or more~~ will lose borrowing privileges. A ~~stop order block~~ will be placed on the delinquent borrower's library card ~~number account~~ and a new library card ~~account~~ will not be issued to that person.
- b. An account will be blocked from borrowing on the 3<sup>rd</sup> occurrence in a 12 month period of claiming s/he did not borrow materials on account.
- ~~b-c.~~ After reasonable notification, the library system may also take legal steps to collect fines and retrieve materials not returned and to file felony or misdemeanor complaints.
- ~~c-d.~~ The ~~stop order block~~ will be removed or a new library card account issued when the delinquent borrower pays the outstanding fines and/or costs of ~~lost~~ materials plus penalties resulting from the delinquency.

#### 2. Lost or Damaged Materials

- a. Once an item is 60 days overdue, the item is considered lost. The borrower who loses or does not return an item must pay the cost of replacing it as determined by the library system.
- b. The borrower who damages an item must pay the cost of replacing or rebinding it as determined by the library system.
- ~~b.~~ If the borrower finds and returns a lost item within six months, the library system will refund the replacement cost, minus any fines. No refunds will be made after six months.

#### 3. ~~Damaged Materials~~

- ~~a. The borrower who damages a print item must pay the cost of replacing or rebinding it as determined by the library system.~~

# AM 100 Borrowing

## AM 110 Delinquent/Lost/Damaged Materials

*Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99,  
12/99, 8/00;*

*6/08, DRAFT 8/14*

b.c. ~~The borrower who damages an audiovisual item must pay  
the cost of replacing it as determined by the library system.~~

# AL 210 Library Cards

## AL 212 Card Signatures

Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00  
10/04; **DRAFT 08/14**

### Policy

Each Metropolitan Library System library card has the following signature requirements:

- 1) Persons age 17 or older are issued cards requiring no signature but their own. Services available depend on the person's eligibility. (see Eligibility)
- 2) Persons up to age 17 are issued student cards requiring a parent or guardian's signature. Services available depend on the person's eligibility (see Eligibility) with the following additional stipulations:
  - a) Upon issuance, student cards may be used without a parent or guardian's signature for two weeks to check out no more than two items (other than videos rated R by the MPAA). Subsequent use requires ~~that~~ the parent or guardian's signature ~~be present on the card~~.
  - ~~b) Before any video rated R by the Motion Picture Association of America (MPAA) may be checked out, the parent or guardian must authorize those borrowing options must sign a Video Consent Form in addition to signing the card.~~
  - ~~c) A parent or guardian may use the Parental Preference Option to set additional parameters for their child's borrowing of materials.~~
  - ~~d) Parents or guardians may review the current borrowing record of their child.~~
  - i) **Note:** Persons not yet in school or kindergarten are encouraged to borrow materials through another member of the family who holds a valid library card. However, persons not yet in school or kindergarten may be issued a card at the parent's or guardian's request.

# SF 910 Fee Schedule

*Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; Draft 8/14*

This schedule includes the specific amounts for library service fees authorized by the policies listed below. Fees to offset the cost of promotional items that are occasionally sold by the library for the benefit of customers are not included in this list.

## AL 210 Library Cards

- Annual fee card - \$40.00 per year for family use
- Cash deposit card - \$10.00 per item processing fee

## AL211 Reciprocal Cards

- Lost, damaged or overdue materials owned by reciprocal libraries - fees are assessed by the owning library

## AL 310 Card Holder Responsibilities

- Lost or stolen cards - \$1.00 per replacement card

## AL 350 Copying of library materials

- Photocopies - \$0.10 per page
- Microfiche copies - \$0.25 per page
- Computer prints, black and white - \$.10 per page
- Computer prints, color - \$.50 per page

## AM 110 Delinquent; Lost/Damaged

### Lost or damaged materials

- ~~cataloged~~ book or magazine - ILS automatically gives the amount
- ~~uncataloged paperback - \$3.00 per item~~
- audiovisual materials - replacement cost if lost or damaged due to carelessness or neglect
- audiovisual materials, one part of a set - \$7.00 per part if lost or damaged due to carelessness or neglect
- audiovisual materials, liner notes or guide – no charge

### Overdue fines

- ~~cataloged book, audio recording or video recording~~ - \$0.10 per day to a maximum of \$3.00
- ~~uncataloged paperback or magazine - no charge~~

## AM 200 Interlibrary Loan

- Copies made to fill interlibrary loan requests - \$0.15 per page over 50 pages
- Lost or damaged materials lent to other libraries by MLS - cost of material plus \$10.00 processing fee
- Lost or damaged materials borrowed by MLS - lending library sets the fee
- Overdue materials borrowed by MLS - \$0.50 per day up to cost of material

## AM 313 Local History Permission to Use

Digital copies of local history images



# SF 910 Fee Schedule

*Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; Draft 8/14*

- at 300 dpi - \$5.00 per image
- at 600 dpi - \$15.00 per image
- at 1200 dpi - \$30.00 per image
- processing fee \$5.00

## Use of local history images

- book, brochure, filmstrip, flyer, poster, postcard, or PowerPoint programs for sale
  - for a quantity of 1 to 4,999 - \$15.00 per image
  - for a quantity of 5,000 to 9,999 - \$30.00 per image
  - for a quantity of 10,000 to 29,999 - \$60.00 per image
  - for a quantity of 30,000 and over - \$120.00 per image
- website - \$15.00 per image
- commercial décor - \$150.00 per image
- advertising & product design - \$15.00 per image
- serials
  - for a quantity of 49,999 or under - \$15.00 per image
  - for a quantity of 50,000 to 99,999 - \$60.00 per image
  - for a quantity of 100,000 or over - \$120.00 per image
- video for resale or broadcast documentaries
  - for a quantity of 5000 or under - \$35.00 per image
  - for a quantity of 5001 or over - \$100.00 per image
- interactive CD-ROM or DVD - \$120.00 per image
- exhibitions or one time broadcasts
  - for commercial use - \$30.00 per image
  - for non-commercial use - \$15.00 per image

## AS 100 Reference Services

- Inquiries by mail – \$0.25 per page of photocopying and \$3.00 shipping and handling

## AS 510 Public Space Reservations and Use

Rental space fees cover the Library's basic operational expenses. Fees are approved by the Metropolitan Library Commission and are not negotiable.

- Category 2  
AS 510.2 MLS List of Organizations Exempt from Public Space Fees will incur fees for any additional required and/or optional service fees listed below.

# SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99,  
8/00, 10/04, 08/08, 8/10, 5/11; 3/14; Draft 8/14

- Category 5

Fees for certified 501(c) 3 organizations: Discount of 50% off the hourly rental rate applied to businesses, private individuals and private groups.

Guest/room	4 hour block	8 hour block	*Per Hour
Up to 12 Guests	\$40.00	\$80.00	\$12.00
13 - 20 Guests	\$50.00	\$100.00	\$15.00
21 - 50 Guests	\$80.00	\$160.00	\$25.00
51 - 100 Guests	\$100.00	\$200.00	\$30.00
Over 100 Guests	\$300.00	\$600.00	\$85.00
Downtown Computer Lab	\$150.00	\$300.00	\$50.00
Downtown Auditorium	\$500.00	\$1000.00	\$150.00

Fees for businesses, private individuals or private groups:

Guest/room	4 hour block	8 hour block	*Per Hour
Up to 12 Guests	\$60.00	\$120.00	\$20.00
13 - 20 Guests	\$90.00	\$180.00	\$25.00
21 - 50 Guests	\$210.00	\$420.00	\$55.00
51 - 100 Guests	\$250.00	\$500.00	\$70.00
Over 100 Guests	\$475.00	\$900.00	\$125.00
Downtown Computer Lab	\$210.00	\$420.00	\$125.00
Downtown Auditorium	\$600.00	\$1,200.00	\$170.00

Library	Room	Rate per hr
Almonte	A	\$40
Belle Isle	A	\$25
Belle Isle	B or C	\$40
Belle Isle	A+B	\$65
Belle Isle	A+B+C	\$125
Bethany	A or B	\$25
Bethany	A+B	\$50
Capitol Hill	FF	\$40
Capitol Hill	Basement	\$25
Choctaw	A	\$40
Downtown	Single Classroom	\$25
Downtown	Lab	\$125
Downtown	Double Classroom	\$50
Downtown	Friends	\$70
Downtown	Atrium	\$3000 fixed
Downtown	Thorpe or Sequoyah	\$20
Downtown	46 Star	\$170

# SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99,  
8/00, 10/04, 08/08, 8/10, 5/11; 3/14; Draft 8/14

Edmond	A or B	\$40
Edmond	A+B	\$80
Edmond	D	\$20
Midwest City	B	\$25
Midwest City	A	\$40
Midwest City	A+B	\$65
Midwest City	Forum	\$70
Northwest	A or B	\$70
Northwest	A+B	\$140
Ralph Ellison	A	\$50
Ralph Ellison	B	\$60
Ralph Ellison	A+B	\$110
Southern Oaks	A	\$50
Village	B	\$20
Village	A	\$40
Village	A+B	\$60
Warr Acres	A	\$40

For each 4 hour block reserved a 25% discount is applied.

- Fees for additional required and/or optional service where available:

Service	Rate	Increment
AV assistance may be required when using MLS equipment	\$25.00	per hour*
Conference Phone	\$25.00	per use
Custodial Staff	\$25.00	per hour*
Changes to contracted room setup	\$10.00	per hour*
IT assistance required for configuration of computers	\$50.00	per hour*
Piano, Grand (Downtown Library only)	\$50.00	per use
Piano, upright	\$25.00	per use
Security, additional	\$40.00	Per hour*, per officer
Telephone calls that are long distance	MLS Cost	
Access to space prior to libraries opening between <i>SH 610 Facility Access</i> working and operating hours (plus space fees)	\$100.00	per hour
Access to space after <i>SH 610 Facility Access</i> operating hours (space only)	\$3,000.00	Flat rate

\*Per Hour means any portion of an hour

SH 610 Facility Access

# SF 910 Fee Schedule

*Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; Draft 8/14*

- Replace broken key – no charge if the employee returns a portion of the key
- VG 300 Open Records
- Printed copies to fill open records requests - For each request, the first 10 pages of printed copies will be provided free of charge. The fee for subsequent copies will be \$0.10 per page.
  - Other types of copies (computer disks, videos, sound recordings, etc.) – Fee will take into consideration the cost of reproduction and be comparable to the fee charged for print copies.
  - Conducting a document search - A fee of \$2.00 will be charged for each quarter (1/4) hour spent.

## **REQUEST FOR USE OF DOWNTOWN LIBRARY PUBLIC SPACE**

On behalf of the Metropolitan Library System and Friends of the Library, the MLS Headquarters Manager has submitted a reservation request for the use of the Downtown Library Atrium for a reception to honor Executive Director Donna Morris on November 21, 2014, 7pm-10pm. Criteria for hosting a library related after-hours event were met and the request to have wine/beer served by an Oklahoma ABLE Commission licensed caterer has been referred to the Commission for approval.

The caterer's ABLE Commission license is attached.

### **COMMISSION ACTION: To accept/approve the following recommendations**

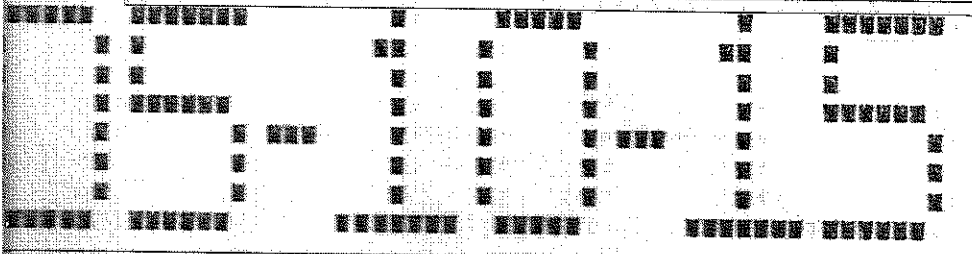
To approve the recommendation allowing the Metropolitan Library System and Friends of the Library to use the Downtown Library Atrium for an after-hours event on November 21, 2014 and have wine/beer served by an Oklahoma ABLE licensed caterer.

THIS LICENSE MUST BE POSTED IN A

CONSPICUOUS PLACE

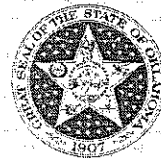
## ALCOHOLIC BEVERAGE LAWS ENFORCEMENT COMMISSION

EXPIRES:



LICENSE NO. CMB 604347  
EFFECTIVE 05/11/2014  
LICENSE FEE \$1250.00

STATE  
OF  
OKLAHOMA



LED TO: IGUANA MEXICAN GRILL  
PREMISE: 6482 AVONDALE DRIVE  
NICHOLS HILLS, OK 73116

MAILING: 6482 AVONDALE DRIVE  
NICHOLS HILLS, OK 73116

*A. Keith Burf*

DIRECTOR

## SALES TAX PERMIT

LOW POINT BEER: BOTTLE &amp; CAN LICENSE - 1 dispensing location

County OKLAHOMA COUNTY

Holders of an Oklahoma Sales Tax Permit will find notice of penalties for violation of the Oklahoma Sales Tax code at [www.tax.ok.gov](http://www.tax.ok.gov)

If the sales tax permit at this location becomes invalid then all associated permits will become invalid. If the business changes location or ownership or is discontinued for any reason, this permit must be returned to the Oklahoma Tax Commission for cancellation WITH AN EXPLANATION ON THE REVERSE SIDE.

Sales Account ID

STS-10138190-1

Site Permit Number

67895296

Business Location	Industry Code	City Code	Effective	Expires
THE IGUANA CAFE 6482 AVONDALE DR NICHOLS HILLS OK 73116-6404	722110 722410	5516	June 12, 2008	June 12, 2017

PLEASE POST IN CONSPICUOUS PLACE

Thomas Kemp Jr., Chairman  
Jerry Johnson, Vice-Chairman  
Dawn Cash, Secretary-Member

## SALES TAX PERMIT

MIXED BEVERAGE/CATERER LICENSE

County OKLAHOMA COUNTY

Holders of an Oklahoma Sales Tax Permit will find notice of penalties for violation of the Oklahoma Sales Tax code at [www.tax.ok.gov](http://www.tax.ok.gov)

If the sales tax permit at this location becomes invalid then all associated permits will become invalid. If the business changes location or ownership or is discontinued for any reason, this permit must be returned to the Oklahoma Tax Commission for cancellation WITH AN EXPLANATION ON THE REVERSE SIDE.

Sales Account ID

STS-10135359-0

Site Permit Number

1551777792

Business Location	Industry Code	City Code	Effective	Expires
THE IGUANA CAFE 6482 AVONDALE DR OKLAHOMA CITY OK 73116	7221 722410	5521	May 2, 2008	May 2, 2017

PLEASE POST IN CONSPICUOUS PLACE

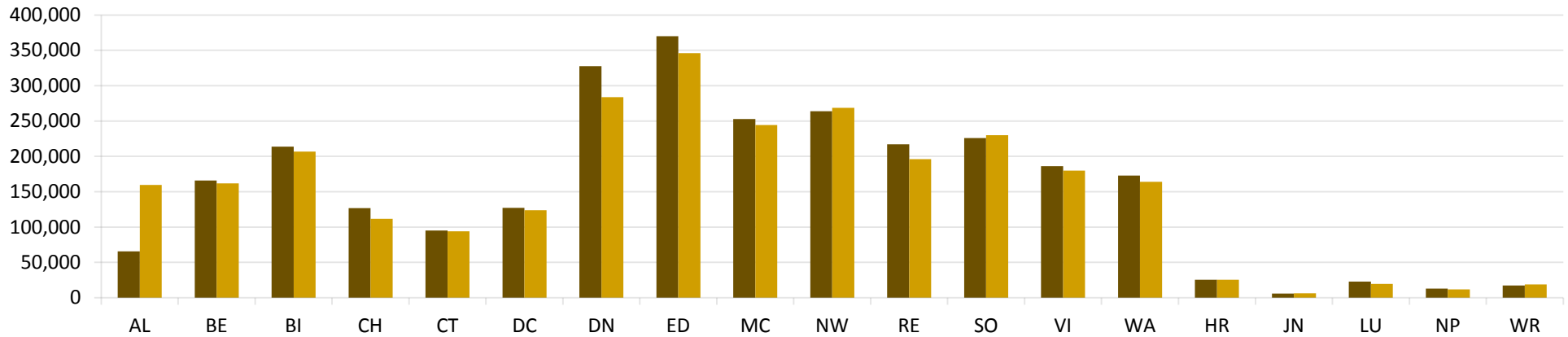
Thomas Kemp Jr., Chairman  
Jerry Johnson, Vice-Chairman  
Dawn Cash, Secretary-Member

# Library Visits Report

## System Summary

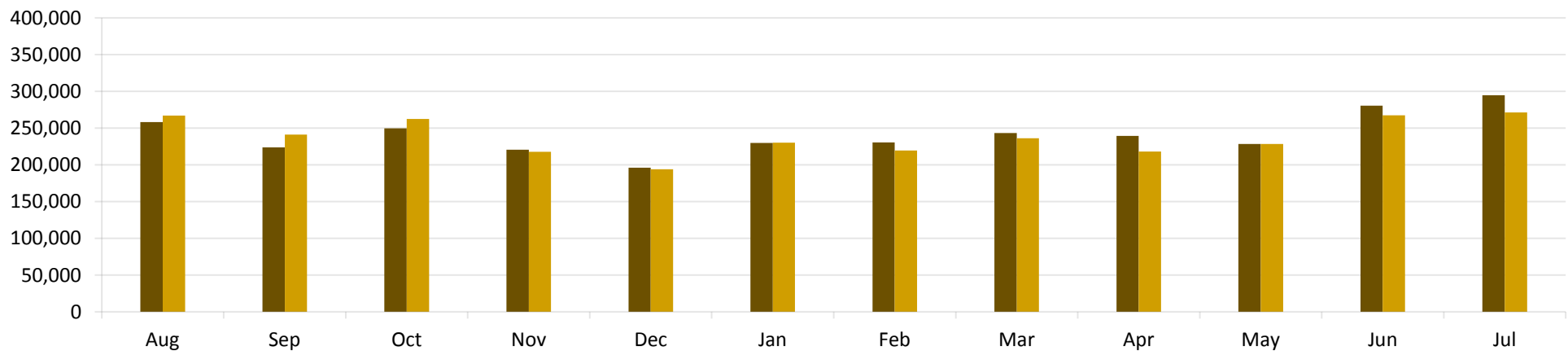
### Visits by Library

■ August 1, 2012 - July 31, 2013    ■ August 1, 2013 - July 31, 2014



### Visits by Month

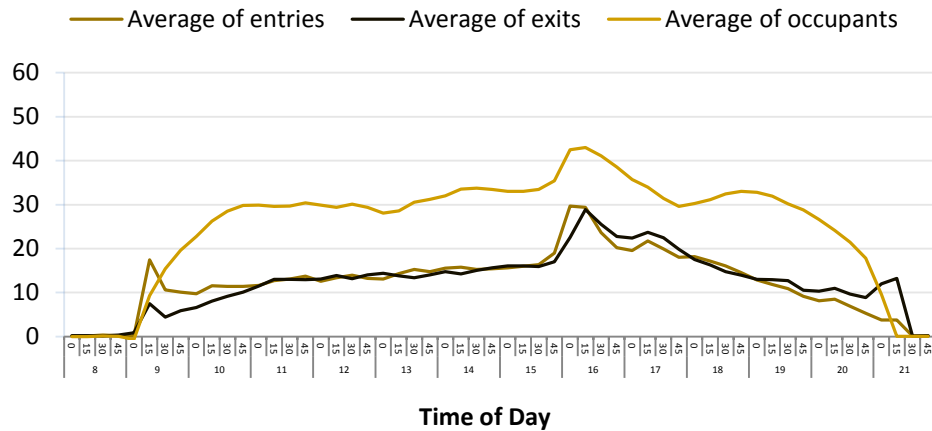
■ August 1, 2012 - July 31, 2013    ■ August 1, 2013 - July 31, 2014



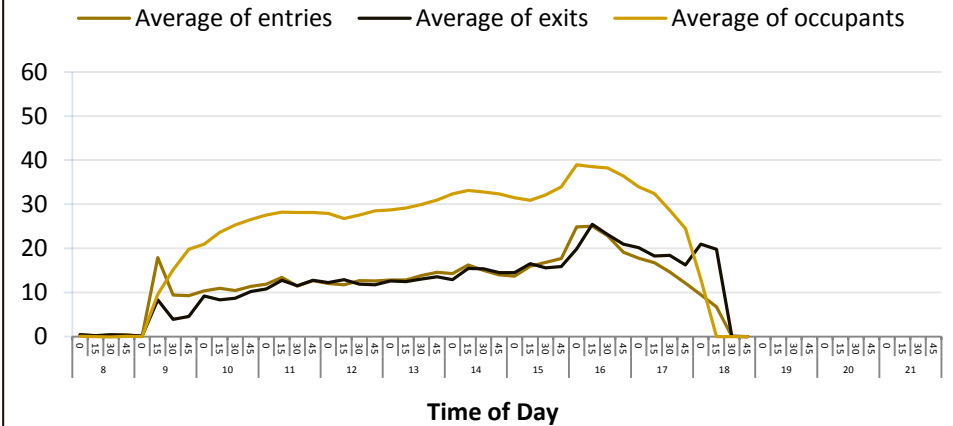
# Library Visits Report

## Visits Profile: BI

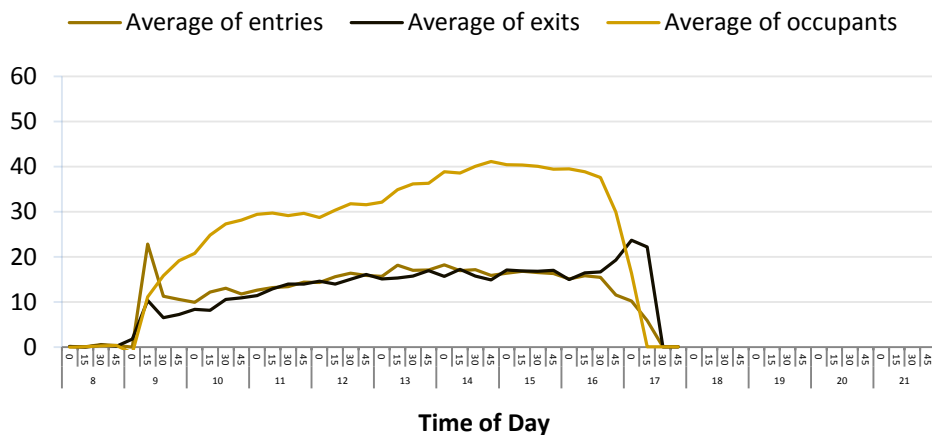
**Monday - Thursday**  
(Trailing Twelve Months)



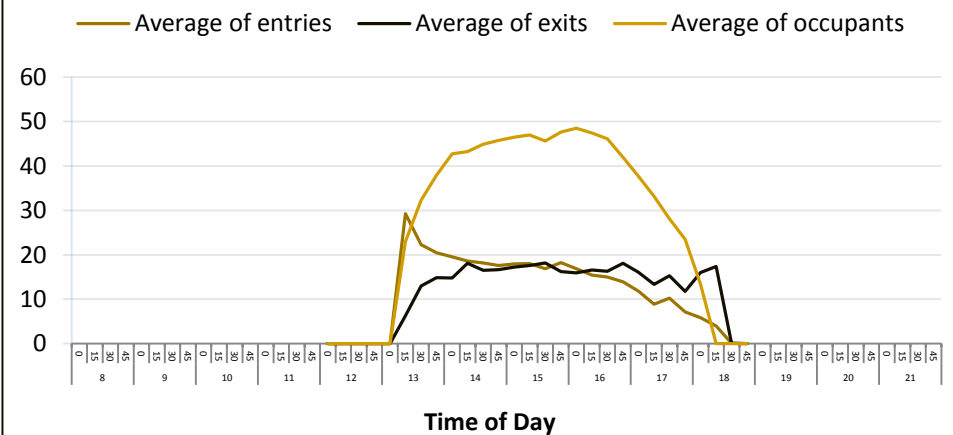
**Friday**  
(Trailing Twelve Months)



**Saturday**  
(Trailing Twelve Months)



**Sunday**  
(Trailing Twelve Months)





# Library Visits Report

## Data

July 1, 2014 - July 31, 2014 (8.33% of the 14-15 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	FY14	14,363	13,775	13,270	15,523	13,233	12,616	13,880	13,480	13,045	12,256	11,709	13,131	14,363
	FY15	13,532	-	-	-	-	-	-	-	-	-	-	-	13,532
	%	-5.8%												-5.8%
BI	FY14	18,988	20,140	18,240	18,111	15,663	13,100	16,238	15,963	17,911	18,571	16,731	17,718	18,988
	FY15	18,431	-	-	-	-	-	-	-	-	-	-	-	18,431
	%	-2.9%												-2.9%
BE	FY14	17,748	15,357	13,770	15,150	12,067	10,275	12,533	12,095	13,137	12,994	12,789	15,735	17,748
	FY15	15,969	-	-	-	-	-	-	-	-	-	-	-	15,969
	%	-10.0%												-10.0%
CH	FY14	10,265	9,942	9,542	11,202	8,857	7,075	8,283	8,811	9,954	9,837	8,595	9,818	10,265
	FY15	9,656	-	-	-	-	-	-	-	-	-	-	-	9,656
	%	-5.9%												-5.9%
CT	FY14	9,711	8,344	7,497	8,867	6,859	5,838	7,545	6,697	7,167	8,017	8,418	9,862	9,711
	FY15	8,830	-	-	-	-	-	-	-	-	-	-	-	8,830
	%	-9.1%												-9.1%
DC	FY14	12,801	11,342	10,424	11,046	9,012	8,329	9,575	8,921	9,947	10,032	10,202	12,382	12,801
	FY15	12,804	-	-	-	-	-	-	-	-	-	-	-	12,804
	%	0.0%												0.0%
DN	FY14	30,922	30,590	26,694	29,039	24,755	24,746	26,112	24,014	22,030	2,484	21,394	24,806	30,922
	FY15	27,222	-	-	-	-	-	-	-	-	-	-	-	27,222
	%	-12.0%												-12.0%
ED	FY14	38,981	31,594	29,473	30,411	26,167	22,039	27,066	25,677	29,000	27,905	26,993	35,036	38,981
	FY15	34,883	-	-	-	-	-	-	-	-	-	-	-	34,883
	%	-10.5%												-10.5%
MC	FY14	24,588	22,569	20,176	21,747	18,136	16,021	20,325	18,592	21,418	21,224	18,777	22,845	24,588
	FY15	22,593	-	-	-	-	-	-	-	-	-	-	-	22,593
	%	-8.1%												-8.1%
NW	FY14	28,307	24,059	21,973	23,019	20,073	17,296	20,858	19,835	22,448	21,856	22,078	27,600	28,307
	FY15	27,608	-	-	-	-	-	-	-	-	-	-	-	27,608
	%	-2.5%												-2.5%

# Library Visits Report

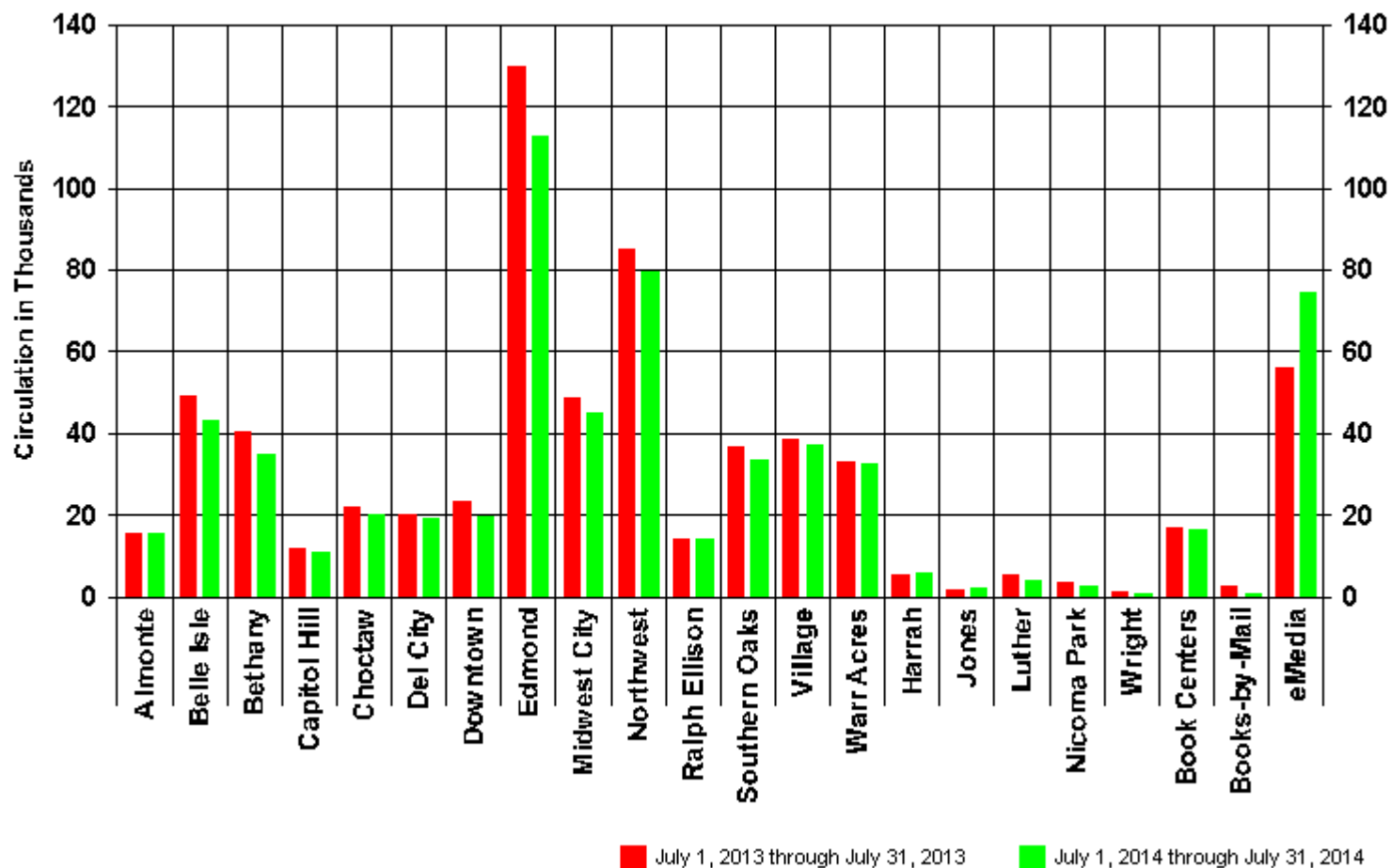
## Data

July 1, 2014 - July 31, 2014 (8.33% of the 14-15 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	FY14	22,402	17,426	13,901	18,211	14,196	13,503	14,994	14,722	15,745	17,515	17,124	19,371	22,402
	FY15	19,373	-	-	-	-	-	-	-	-	-	-	-	19,373
	%	-13.5%												-13.5%
SO	FY14	22,592	21,941	20,779	21,765	17,907	15,097	18,307	17,178	19,164	19,500	18,563	19,975	22,592
	FY15	19,996	-	-	-	-	-	-	-	-	-	-	-	19,996
	%	-11.5%												-11.5%
VI	FY14	19,298	17,254	15,390	16,195	13,226	11,223	14,075	13,727	15,244	14,959	14,344	16,630	19,298
	FY15	17,575	-	-	-	-	-	-	-	-	-	-	-	17,575
	%	-8.9%												-8.9%
WA	FY14	17,109	15,682	13,804	14,765	11,329	11,185	13,155	13,451	12,857	13,746	13,552	15,196	17,109
	FY15	15,425	-	-	-	-	-	-	-	-	-	-	-	15,425
	%	-9.8%												-9.8%
HR	FY14	1,959	2,102	2,240	2,200	1,926	1,740	2,024	1,980	2,230	2,318	2,174	2,234	1,959
	FY15	2,375	-	-	-	-	-	-	-	-	-	-	-	2,375
	%	21.2%												21.2%
JN	FY14	480	455	447	882	474	515	516	443	480	497	462	483	480
	FY15	583	-	-	-	-	-	-	-	-	-	-	-	583
	%	21.4%												21.4%
LU	FY14	1,953	2,031	1,721	1,831	1,544	1,353	1,613	1,325	1,518	1,604	1,645	1,806	1,953
	FY15	1,697	-	-	-	-	-	-	-	-	-	-	-	1,697
	%	-13.1%												-13.1%
NP	FY14	1,023	949	885	878	716	570	968	853	991	1,204	1,341	1,290	1,023
	FY15	1,332	-	-	-	-	-	-	-	-	-	-	-	1,332
	%	30.2%												30.2%
WR	FY14	1,326	1,384	1,156	1,637	1,547	1,414	1,977	1,691	1,831	1,608	1,509	1,502	1,326
	FY15	1,542	-	-	-	-	-	-	-	-	-	-	-	1,542
	%	16.3%												16.3%
SYS	FY14	294,815	266,935	241,378	262,478	217,687	193,934	230,043	219,456	236,117	218,127	228,399	267,418	294,815
	FY15	271,428	-	-	-	-	-	-	-	-	-	-	-	271,428
	%	-7.9%												-7.9%

## **Circulation Gains and Losses**

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)



## **Circulation Gains and Losses**

**July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)**

<b>JULY 31, 2014</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Almonte	14	9873	9873	5436	5436	15309	15309	
	15	10595	10595	4911	4911	15506	15506	
		<b>722</b>	<b>722</b>	<b>-525</b>	<b>-525</b>	<b>197</b>	<b>197</b>	<b>1.3</b>
Belle Isle	14	35148	35148	13866	13866	49014	49014	
	15	30527	30527	12549	12549	43076	43076	
		<b>-4621</b>	<b>-4621</b>	<b>-1317</b>	<b>-1317</b>	<b>-5938</b>	<b>-5938</b>	<b>-12.1</b>
Bethany	14	25420	25420	14940	14940	40360	40360	
	15	22439	22439	12296	12296	34735	34735	
		<b>-2981</b>	<b>-2981</b>	<b>-2644</b>	<b>-2644</b>	<b>-5625</b>	<b>-5625</b>	<b>-13.9</b>
Capitol Hill	14	6560	6560	5002	5002	11562	11562	
	15	6034	6034	5032	5032	11066	11066	
		<b>-526</b>	<b>-526</b>	<b>30</b>	<b>30</b>	<b>-496</b>	<b>-496</b>	<b>-4.3</b>
Choctaw	14	11788	11788	10241	10241	22029	22029	
	15	11294	11294	8576	8576	19870	19870	
		<b>-494</b>	<b>-494</b>	<b>-1665</b>	<b>-1665</b>	<b>-2159</b>	<b>-2159</b>	<b>-9.8</b>
Del City	14	12733	12733	7406	7406	20139	20139	
	15	12287	12287	6937	6937	19224	19224	
		<b>-446</b>	<b>-446</b>	<b>-469</b>	<b>-469</b>	<b>-915</b>	<b>-915</b>	<b>-4.5</b>
Downtown	14	16247	16247	7108	7108	23355	23355	
	15	13631	13631	6093	6093	19724	19724	
		<b>-2616</b>	<b>-2616</b>	<b>-1015</b>	<b>-1015</b>	<b>-3631</b>	<b>-3631</b>	<b>-15.5</b>
Edmond	14	62138	62138	67751	67751	129889	129889	
	15	54858	54858	58010	58010	112868	112868	
		<b>-7280</b>	<b>-7280</b>	<b>-9741</b>	<b>-9741</b>	<b>-17021</b>	<b>-17021</b>	<b>-13.1</b>
Midwest City	14	31194	31194	17563	17563	48757	48757	
	15	29105	29105	16101	16101	45206	45206	
		<b>-2089</b>	<b>-2089</b>	<b>-1462</b>	<b>-1462</b>	<b>-3551</b>	<b>-3551</b>	<b>-7.3</b>
Northwest	14	43286	43286	41944	41944	85230	85230	
	15	41095	41095	38348	38348	79443	79443	
		<b>-2191</b>	<b>-2191</b>	<b>-3596</b>	<b>-3596</b>	<b>-5787</b>	<b>-5787</b>	<b>-6.8</b>
Ralph Ellison	14	9363	9363	4614	4614	13977	13977	
	15	9391	9391	4831	4831	14222	14222	
		<b>28</b>	<b>28</b>	<b>217</b>	<b>217</b>	<b>245</b>	<b>245</b>	<b>1.8</b>
Southern Oaks	14	25108	25108	11695	11695	36803	36803	
	15	23120	23120	10287	10287	33407	33407	
		<b>-1988</b>	<b>-1988</b>	<b>-1408</b>	<b>-1408</b>	<b>-3396</b>	<b>-3396</b>	<b>-9.2</b>
Village	14	25165	25165	13434	13434	38599	38599	
	15	24523	24523	12780	12780	37303	37303	
		<b>-642</b>	<b>-642</b>	<b>-654</b>	<b>-654</b>	<b>-1296</b>	<b>-1296</b>	<b>-3.4</b>

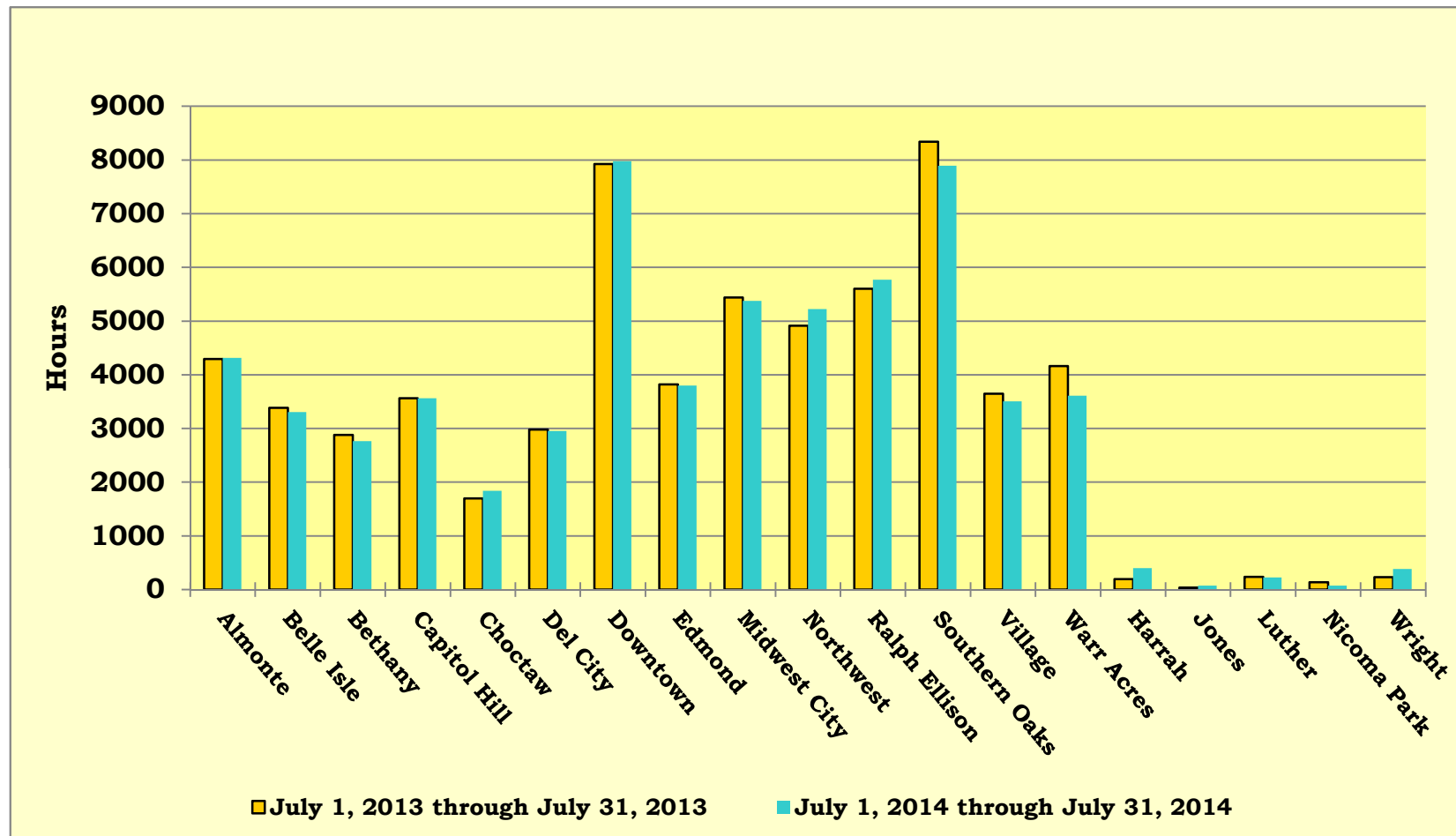
## **Circulation Gains and Losses**

**July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)**

<b>JULY 31, 2014</b>		<b><u>ADULT MONTH</u></b>	<b><u>ADULT YEAR</u></b>	<b><u>JUVENILE MONTH</u></b>	<b><u>JUVENILE YEAR</u></b>	<b><u>TOTAL MONTH</u></b>	<b><u>TOTAL YEAR</u></b>	<b><u>%</u></b>
Warr Acres	14	23052	23052	10015	10015	33067	33067	
	15	22400	22400	10332	10332	32732	32732	
		<b>-652</b>	<b>-652</b>	<b>317</b>	<b>317</b>	<b>-335</b>	<b>-335</b>	<b>-1.0</b>
EXTENSION LIBRARIES:								
Harrah	14	3342	3342	2025	2025	5367	5367	
	15	3541	3541	2024	2024	5565	5565	
		<b>199</b>	<b>199</b>	<b>-1</b>	<b>-1</b>	<b>198</b>	<b>198</b>	<b>3.7</b>
Jones	14	1163	1163	501	501	1664	1664	
	15	1380	1380	648	648	2028	2028	
		<b>217</b>	<b>217</b>	<b>147</b>	<b>147</b>	<b>364</b>	<b>364</b>	<b>21.9</b>
Luther	14	3267	3267	2106	2106	5373	5373	
	15	2320	2320	1642	1642	3962	3962	
		<b>-947</b>	<b>-947</b>	<b>-464</b>	<b>-464</b>	<b>-1411</b>	<b>-1411</b>	<b>-26.3</b>
Nicoma Park	14	2099	2099	1385	1385	3484	3484	
	15	1669	1669	844	844	2513	2513	
		<b>-430</b>	<b>-430</b>	<b>-541</b>	<b>-541</b>	<b>-971</b>	<b>-971</b>	<b>-27.9</b>
Wright	14	627	627	500	500	1127	1127	
	15	580	580	336	336	916	916	
		<b>-47</b>	<b>-47</b>	<b>-164</b>	<b>-164</b>	<b>-211</b>	<b>-211</b>	<b>-18.7</b>
<b><u>OTHER:</u></b>								
Book Centers	14	10727	10727	6170	6170	16897	16897	
	15	11368	11368	5137	5137	16505	16505	
		<b>641</b>	<b>641</b>	<b>-1033</b>	<b>-1033</b>	<b>-392</b>	<b>-392</b>	<b>-2.3</b>
Books-by-Mail	14	2377	2377	0	0	2377	2377	
	15	701	701	0	0	701	701	
		<b>-1676</b>	<b>-1676</b>	<b>0</b>	<b>0</b>	<b>-1676</b>	<b>-1676</b>	<b>-70.5</b>
eMedia	14	56215	56215	0	0	56215	56215	
	15	74433	74433	0	0	74433	74433	
		<b>18218</b>	<b>18218</b>	<b>0</b>	<b>0</b>	<b>18218</b>	<b>18218</b>	<b>32.4</b>
TOTALS	14	416892	416892	243702	243702	660594	660594	
	15	407291	407291	217714	217714	625005	625005	
		<b>-9601</b>	<b>-9601</b>	<b>-25988</b>	<b>-25988</b>	<b>-35589</b>	<b>-35589</b>	<b>-5.4</b>

## Total Computer Hours Used by Library

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)



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## Total Computer Usage

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	14	981		5,538		4,292.09		981		5,538		4,292.09	
	15	1,118		4,996		4,313.26		1,118		4,996		4,313.26	
		<b>137</b>	<b>14.0</b>	<b>-542</b>	<b>-9.8</b>	<b>21.17</b>	<b>.5</b>	<b>137</b>	<b>14.0</b>	<b>-542</b>	<b>-9.8</b>	<b>21.17</b>	<b>.5</b>
BELLE ISLE	14	948		4,440		3,382.48		948		4,440		3,382.48	
	15	997		4,057		3,305.89		997		4,057		3,305.89	
		<b>49</b>	<b>5.2</b>	<b>-383</b>	<b>-8.6</b>	<b>-76.59</b>	<b>-2.3</b>	<b>49</b>	<b>5.2</b>	<b>-383</b>	<b>-8.6</b>	<b>-76.59</b>	<b>-2.3</b>
BETHANY	14	956		3,847		2,877.67		956		3,847		2,877.67	
	15	997		3,570		2,765.53		997		3,570		2,765.53	
		<b>41</b>	<b>4.3</b>	<b>-277</b>	<b>-7.2</b>	<b>-112.14</b>	<b>-3.9</b>	<b>41</b>	<b>4.3</b>	<b>-277</b>	<b>-7.2</b>	<b>-112.14</b>	<b>-3.9</b>
CAPITOL HILL	14	791		4,950		3,563.39		791		4,950		3,563.39	
	15	747		4,369		3,565.05		747		4,369		3,565.05	
		<b>-44</b>	<b>-5.6</b>	<b>-581</b>	<b>-11.7</b>	<b>1.66</b>	<b>.0</b>	<b>-44</b>	<b>-5.6</b>	<b>-581</b>	<b>-11.7</b>	<b>1.66</b>	<b>.0</b>
CHOCTAW	14	528		1,776		1,698.53		528		1,776		1,698.53	
	15	477		1,768		1,839.04		477		1,768		1,839.04	
		<b>-51</b>	<b>-9.7</b>	<b>-8</b>	<b>-.5</b>	<b>140.51</b>	<b>8.3</b>	<b>-51</b>	<b>-9.7</b>	<b>-8</b>	<b>-.5</b>	<b>140.51</b>	<b>8.3</b>
DEL CITY	14	922		3,892		2,981.95		922		3,892		2,981.95	
	15	979		3,884		2,952.97		979		3,884		2,952.97	
		<b>57</b>	<b>6.2</b>	<b>-8</b>	<b>-.2</b>	<b>-28.98</b>	<b>-1.0</b>	<b>57</b>	<b>6.2</b>	<b>-8</b>	<b>-.2</b>	<b>-28.98</b>	<b>-1.0</b>
DOWNTOWN	14	1,046		10,463		7,927.20		1,046		10,463		7,927.20	
	15	945		8,868		7,978.89		945		8,868		7,978.89	
		<b>-101</b>	<b>-9.7</b>	<b>-1,595</b>	<b>-15.2</b>	<b>51.69</b>	<b>.7</b>	<b>-101</b>	<b>-9.7</b>	<b>-1,595</b>	<b>-15.2</b>	<b>51.69</b>	<b>.7</b>
EDMOND	14	1,121		4,074		3,822.83		1,121		4,074		3,822.83	
	15	1,081		4,028		3,799.59		1,081		4,028		3,799.59	
		<b>-40</b>	<b>-3.6</b>	<b>-46</b>	<b>-1.1</b>	<b>-23.24</b>	<b>-.6</b>	<b>-40</b>	<b>-3.6</b>	<b>-46</b>	<b>-1.1</b>	<b>-23.24</b>	<b>-.6</b>
MIDWEST CITY	14	1,566		7,158		5,438.35		1,566		7,158		5,438.35	
	15	1,577		6,566		5,373.87		1,577		6,566		5,373.87	
		<b>11</b>	<b>.7</b>	<b>-592</b>	<b>-8.3</b>	<b>-64.48</b>	<b>-1.2</b>	<b>11</b>	<b>.7</b>	<b>-592</b>	<b>-8.3</b>	<b>-64.48</b>	<b>-1.2</b>
NORTHWEST	14	1,387		4,780		4,915.49		1,387		4,780		4,915.49	
	15	1,502		4,844		5,223.14		1,502		4,844		5,223.14	
		<b>115</b>	<b>8.3</b>	<b>64</b>	<b>1.3</b>	<b>307.65</b>	<b>6.3</b>	<b>115</b>	<b>8.3</b>	<b>64</b>	<b>1.3</b>	<b>307.65</b>	<b>6.3</b>



## Total Computer Usage

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	14	1,352		7,091		5,603.27		1,352		7,091		5,603.27	
	15	1,376		6,804		5,767.78		1,376		6,804		5,767.78	
		<b>24</b>	<b>1.8</b>	<b>-287</b>	<b>-4.0</b>	<b>164.51</b>	<b>2.9</b>	<b>24</b>	<b>1.8</b>	<b>-287</b>	<b>-4.0</b>	<b>164.51</b>	<b>2.9</b>
SOUTHERN OAKS	14	1,645		10,277		8,339.72		1,645		10,277		8,339.72	
	15	1,714		8,685		7,891.99		1,714		8,685		7,891.99	
		<b>69</b>	<b>4.2</b>	<b>-1,592</b>	<b>-15.5</b>	<b>-447.73</b>	<b>-5.4</b>	<b>69</b>	<b>4.2</b>	<b>-1,592</b>	<b>-15.5</b>	<b>-447.73</b>	<b>-5.4</b>
VILLAGE	14	1,311		4,582		3,646.40		1,311		4,582		3,646.40	
	15	1,265		4,220		3,503.60		1,265		4,220		3,503.60	
		<b>-46</b>	<b>-3.5</b>	<b>-362</b>	<b>-7.9</b>	<b>-142.80</b>	<b>-3.9</b>	<b>-46</b>	<b>-3.5</b>	<b>-362</b>	<b>-7.9</b>	<b>-142.80</b>	<b>-3.9</b>
WARR ACRES	14	943		5,554		4,163.91		943		5,554		4,163.91	
	15	942		4,039		3,611.86		942		4,039		3,611.86	
		<b>-1</b>	<b>-.1</b>	<b>-1,515</b>	<b>-27.3</b>	<b>-552.05</b>	<b>-13.3</b>	<b>-1</b>	<b>-.1</b>	<b>-1,515</b>	<b>-27.3</b>	<b>-552.05</b>	<b>-13.3</b>
HARRAH	14	108		285		192.52		108		285		192.52	
	15	105		525		401.61		105		525		401.61	
		<b>-3</b>	<b>-2.8</b>	<b>240</b>	<b>84.2</b>	<b>209.09</b>	<b>108.6</b>	<b>-3</b>	<b>-2.8</b>	<b>240</b>	<b>84.2</b>	<b>209.09</b>	<b>108.6</b>
JONES	14	18		52		36.58		18		52		36.58	
	15	18		80		72.04		18		80		72.04	
			<b>.0</b>	<b>28</b>	<b>53.8</b>	<b>35.46</b>	<b>96.9</b>		<b>.0</b>	<b>28</b>	<b>53.8</b>	<b>35.46</b>	<b>96.9</b>
LUTHER	14	105		278		235.52		105		278		235.52	
	15	102		238		225.89		102		238		225.89	
		<b>-3</b>	<b>-2.9</b>	<b>-40</b>	<b>-14.4</b>	<b>-9.63</b>	<b>-4.1</b>	<b>-3</b>	<b>-2.9</b>	<b>-40</b>	<b>-14.4</b>	<b>-9.63</b>	<b>-4.1</b>
NICOMA PARK	14	49		181		136.14		49		181		136.14	
	15	32		110		73.49		32		110		73.49	
		<b>-17</b>	<b>-34.7</b>	<b>-71</b>	<b>-39.2</b>	<b>-62.65</b>	<b>-46.0</b>	<b>-17</b>	<b>-34.7</b>	<b>-71</b>	<b>-39.2</b>	<b>-62.65</b>	<b>-46.0</b>
WRIGHT	14	55		252		231.21		55		252		231.21	
	15	63		409		385.63		63		409		385.63	
		<b>8</b>	<b>14.5</b>	<b>157</b>	<b>62.3</b>	<b>154.42</b>	<b>66.8</b>	<b>8</b>	<b>14.5</b>	<b>157</b>	<b>62.3</b>	<b>154.42</b>	<b>66.8</b>
TOTAL	14	15,832		79,470		63,485.25		15,832		79,470		63,485.25	
	15	16,037		72,060		63,051.12		16,037		72,060		63,051.12	
		<b>205</b>	<b>1.3</b>	<b>-7,410</b>	<b>-9.3</b>	<b>-434.13</b>	<b>-.7</b>	<b>205</b>	<b>1.3</b>	<b>-7,410</b>	<b>-9.3</b>	<b>-434.13</b>	<b>-.7</b>

## Computer Usage by Adult Customers

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	14	684		3,017		2,455.87		684		3,017		2,455.87	
	15	812		2,979		2,485.54		812		2,979		2,485.54	
		<b>128</b>	<b>18.7</b>	<b>-38</b>	<b>-1.3</b>	<b>29.67</b>	<b>1.2</b>	<b>128</b>	<b>18.7</b>	<b>-38</b>	<b>-1.3</b>	<b>29.67</b>	<b>1.2</b>
BELLE ISLE	14	822		3,489		2,663.85		822		3,489		2,663.85	
	15	859		3,554		2,916.63		859		3,554		2,916.63	
		<b>37</b>	<b>4.5</b>	<b>65</b>	<b>1.9</b>	<b>252.78</b>	<b>9.5</b>	<b>37</b>	<b>4.5</b>	<b>65</b>	<b>1.9</b>	<b>252.78</b>	<b>9.5</b>
BETHANY	14	807		2,970		2,223.00		807		2,970		2,223.00	
	15	829		2,891		2,237.82		829		2,891		2,237.82	
		<b>22</b>	<b>2.7</b>	<b>-79</b>	<b>-2.7</b>	<b>14.82</b>	<b>.7</b>	<b>22</b>	<b>2.7</b>	<b>-79</b>	<b>-2.7</b>	<b>14.82</b>	<b>.7</b>
CAPITOL HILL	14	473		1,963		1,471.00		473		1,963		1,471.00	
	15	441		1,826		1,551.13		441		1,826		1,551.13	
		<b>-32</b>	<b>-6.8</b>	<b>-137</b>	<b>-7.0</b>	<b>80.13</b>	<b>5.4</b>	<b>-32</b>	<b>-6.8</b>	<b>-137</b>	<b>-7.0</b>	<b>80.13</b>	<b>5.4</b>
CHOCTAW	14	377		1,186		1,078.43		377		1,186		1,078.43	
	15	334		1,130		1,113.43		334		1,130		1,113.43	
		<b>-43</b>	<b>-11.4</b>	<b>-56</b>	<b>-4.7</b>	<b>35.00</b>	<b>3.2</b>	<b>-43</b>	<b>-11.4</b>	<b>-56</b>	<b>-4.7</b>	<b>35.00</b>	<b>3.2</b>
DEL CITY	14	696		2,719		2,131.51		696		2,719		2,131.51	
	15	747		2,894		2,188.15		747		2,894		2,188.15	
		<b>51</b>	<b>7.3</b>	<b>175</b>	<b>6.4</b>	<b>56.64</b>	<b>2.7</b>	<b>51</b>	<b>7.3</b>	<b>175</b>	<b>6.4</b>	<b>56.64</b>	<b>2.7</b>
DOWNTOWN	14	944		10,012		7,594.10		944		10,012		7,594.10	
	15	852		8,416		7,609.60		852		8,416		7,609.60	
		<b>-92</b>	<b>-9.7</b>	<b>-1,596</b>	<b>-15.9</b>	<b>15.50</b>	<b>.2</b>	<b>-92</b>	<b>-9.7</b>	<b>-1,596</b>	<b>-15.9</b>	<b>15.50</b>	<b>.2</b>
EDMOND	14	937		3,458		3,195.73		937		3,458		3,195.73	
	15	912		3,446		3,191.84		912		3,446		3,191.84	
		<b>-25</b>	<b>-2.7</b>	<b>-12</b>	<b>-.3</b>	<b>-3.89</b>	<b>-.1</b>	<b>-25</b>	<b>-2.7</b>	<b>-12</b>	<b>-.3</b>	<b>-3.89</b>	<b>-.1</b>
MIDWEST CITY	14	1,278		5,236		4,036.73		1,278		5,236		4,036.73	
	15	1,262		5,079		4,115.90		1,262		5,079		4,115.90	
		<b>-16</b>	<b>-1.3</b>	<b>-157</b>	<b>-3.0</b>	<b>79.17</b>	<b>2.0</b>	<b>-16</b>	<b>-1.3</b>	<b>-157</b>	<b>-3.0</b>	<b>79.17</b>	<b>2.0</b>
NORTHWEST	14	1,126		4,134		4,388.12		1,126		4,134		4,388.12	
	15	1,242		4,055		4,258.84		1,242		4,055		4,258.84	
		<b>116</b>	<b>10.3</b>	<b>-79</b>	<b>-1.9</b>	<b>-129.28</b>	<b>-2.9</b>	<b>116</b>	<b>10.3</b>	<b>-79</b>	<b>-1.9</b>	<b>-129.28</b>	<b>-2.9</b>

## Computer Usage by Adult Customers

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	14	1,006		4,545		3,659.96		1,006		4,545		3,659.96	
	15	1,042		4,402		3,660.78		1,042		4,402		3,660.78	
		<b>36</b>	<b>3.6</b>	<b>-143</b>	<b>-3.1</b>	<b>.82</b>	<b>.0</b>	<b>36</b>	<b>3.6</b>	<b>-143</b>	<b>-3.1</b>	<b>.82</b>	<b>.0</b>
SOUTHERN OAKS	14	1,173		4,861		4,061.52		1,173		4,861		4,061.52	
	15	1,202		4,772		4,263.37		1,202		4,772		4,263.37	
		<b>29</b>	<b>2.5</b>	<b>-89</b>	<b>-1.8</b>	<b>201.85</b>	<b>5.0</b>	<b>29</b>	<b>2.5</b>	<b>-89</b>	<b>-1.8</b>	<b>201.85</b>	<b>5.0</b>
VILLAGE	14	1,037		3,596		2,782.80		1,037		3,596		2,782.80	
	15	1,023		3,416		2,844.05		1,023		3,416		2,844.05	
		<b>-14</b>	<b>-1.4</b>	<b>-180</b>	<b>-5.0</b>	<b>61.25</b>	<b>2.2</b>	<b>-14</b>	<b>-1.4</b>	<b>-180</b>	<b>-5.0</b>	<b>61.25</b>	<b>2.2</b>
WARR ACRES	14	798		3,844		2,898.21		798		3,844		2,898.21	
	15	794		3,332		2,854.95		794		3,332		2,854.95	
		<b>-4</b>	<b>-.5</b>	<b>-512</b>	<b>-13.3</b>	<b>-43.26</b>	<b>-1.5</b>	<b>-4</b>	<b>-.5</b>	<b>-512</b>	<b>-13.3</b>	<b>-43.26</b>	<b>-1.5</b>
HARRAH	14	87		239		150.63		87		239		150.63	
	15	77		225		156.75		77		225		156.75	
		<b>-10</b>	<b>-11.5</b>	<b>-14</b>	<b>-5.9</b>	<b>6.12</b>	<b>4.1</b>	<b>-10</b>	<b>-11.5</b>	<b>-14</b>	<b>-5.9</b>	<b>6.12</b>	<b>4.1</b>
JONES	14	14		48		35.59		14		48		35.59	
	15	14		70		68.01		14		70		68.01	
			<b>.0</b>	<b>22</b>	<b>45.8</b>	<b>32.42</b>	<b>91.1</b>		<b>.0</b>	<b>22</b>	<b>45.8</b>	<b>32.42</b>	<b>91.1</b>
LUTHER	14	60		159		137.75		60		159		137.75	
	15	69		155		140.44		69		155		140.44	
		<b>9</b>	<b>15.0</b>	<b>-4</b>	<b>-2.5</b>	<b>2.69</b>	<b>2.0</b>	<b>9</b>	<b>15.0</b>	<b>-4</b>	<b>-2.5</b>	<b>2.69</b>	<b>2.0</b>
NICOMA PARK	14	33		118		85.26		33		118		85.26	
	15	21		95		64.39		21		95		64.39	
		<b>-12</b>	<b>-36.4</b>	<b>-23</b>	<b>-19.5</b>	<b>-20.87</b>	<b>-24.5</b>	<b>-12</b>	<b>-36.4</b>	<b>-23</b>	<b>-19.5</b>	<b>-20.87</b>	<b>-24.5</b>
WRIGHT	14	43		221		214.26		43		221		214.26	
	15	51		372		351.90		51		372		351.90	
		<b>8</b>	<b>18.6</b>	<b>151</b>	<b>68.3</b>	<b>137.64</b>	<b>64.2</b>	<b>8</b>	<b>18.6</b>	<b>151</b>	<b>68.3</b>	<b>137.64</b>	<b>64.2</b>
TOTAL	14	12,395		55,815		45,264.32		12,395		55,815		45,264.32	
	15	12,583		53,109		46,073.52		12,583		53,109		46,073.52	
		<b>188</b>	<b>1.5</b>	<b>-2,706</b>	<b>-4.8</b>	<b>809.20</b>	<b>1.8</b>	<b>188</b>	<b>1.5</b>	<b>-2,706</b>	<b>-4.8</b>	<b>809.20</b>	<b>1.8</b>

## Computer Usage by Minor Customers

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	14	297		2,521		1,836.22		297		2,521		1,836.22	
	15	306		2,017		1,827.72		306		2,017		1,827.72	
		<b>9</b>	<b>3.0</b>	<b>-504</b>	<b>-20.0</b>	<b>-8.50</b>	<b>-.5</b>	<b>9</b>	<b>3.0</b>	<b>-504</b>	<b>-20.0</b>	<b>-8.50</b>	<b>-.5</b>
BELLE ISLE	14	126		951		718.63		126		951		718.63	
	15	138		503		389.26		138		503		389.26	
		<b>12</b>	<b>9.5</b>	<b>-448</b>	<b>-47.1</b>	<b>-329.37</b>	<b>-45.8</b>	<b>12</b>	<b>9.5</b>	<b>-448</b>	<b>-47.1</b>	<b>-329.37</b>	<b>-45.8</b>
BETHANY	14	149		877		654.67		149		877		654.67	
	15	168		679		527.71		168		679		527.71	
		<b>19</b>	<b>12.8</b>	<b>-198</b>	<b>-22.6</b>	<b>-126.96</b>	<b>-19.4</b>	<b>19</b>	<b>12.8</b>	<b>-198</b>	<b>-22.6</b>	<b>-126.96</b>	<b>-19.4</b>
CAPITOL HILL	14	318		2,987		2,092.39		318		2,987		2,092.39	
	15	306		2,543		2,013.92		306		2,543		2,013.92	
		<b>-12</b>	<b>-3.8</b>	<b>-444</b>	<b>-14.9</b>	<b>-78.47</b>	<b>-3.8</b>	<b>-12</b>	<b>-3.8</b>	<b>-444</b>	<b>-14.9</b>	<b>-78.47</b>	<b>-3.8</b>
CHOCTAW	14	151		590		620.10		151		590		620.10	
	15	143		638		725.61		143		638		725.61	
		<b>-8</b>	<b>-5.3</b>	<b>48</b>	<b>8.1</b>	<b>105.51</b>	<b>17.0</b>	<b>-8</b>	<b>-5.3</b>	<b>48</b>	<b>8.1</b>	<b>105.51</b>	<b>17.0</b>
DEL CITY	14	226		1,173		850.44		226		1,173		850.44	
	15	232		990		764.82		232		990		764.82	
		<b>6</b>	<b>2.7</b>	<b>-183</b>	<b>-15.6</b>	<b>-85.62</b>	<b>-10.1</b>	<b>6</b>	<b>2.7</b>	<b>-183</b>	<b>-15.6</b>	<b>-85.62</b>	<b>-10.1</b>
DOWNTOWN	14	102		451		333.10		102		451		333.10	
	15	93		452		369.29		93		452		369.29	
		<b>-9</b>	<b>-8.8</b>	<b>1</b>	<b>.2</b>	<b>36.19</b>	<b>10.9</b>	<b>-9</b>	<b>-8.8</b>	<b>1</b>	<b>.2</b>	<b>36.19</b>	<b>10.9</b>
EDMOND	14	184		616		627.10		184		616		627.10	
	15	169		582		607.75		169		582		607.75	
		<b>-15</b>	<b>-8.2</b>	<b>-34</b>	<b>-5.5</b>	<b>-19.35</b>	<b>-3.1</b>	<b>-15</b>	<b>-8.2</b>	<b>-34</b>	<b>-5.5</b>	<b>-19.35</b>	<b>-3.1</b>
MIDWEST CITY	14	288		1,922		1,401.62		288		1,922		1,401.62	
	15	315		1,487		1,257.97		315		1,487		1,257.97	
		<b>27</b>	<b>9.4</b>	<b>-435</b>	<b>-22.6</b>	<b>-143.65</b>	<b>-10.2</b>	<b>27</b>	<b>9.4</b>	<b>-435</b>	<b>-22.6</b>	<b>-143.65</b>	<b>-10.2</b>
NORTHWEST	14	261		646		527.37		261		646		527.37	
	15	260		789		964.30		260		789		964.30	
		<b>-1</b>	<b>-.4</b>	<b>143</b>	<b>22.1</b>	<b>436.93</b>	<b>82.9</b>	<b>-1</b>	<b>-.4</b>	<b>143</b>	<b>22.1</b>	<b>436.93</b>	<b>82.9</b>

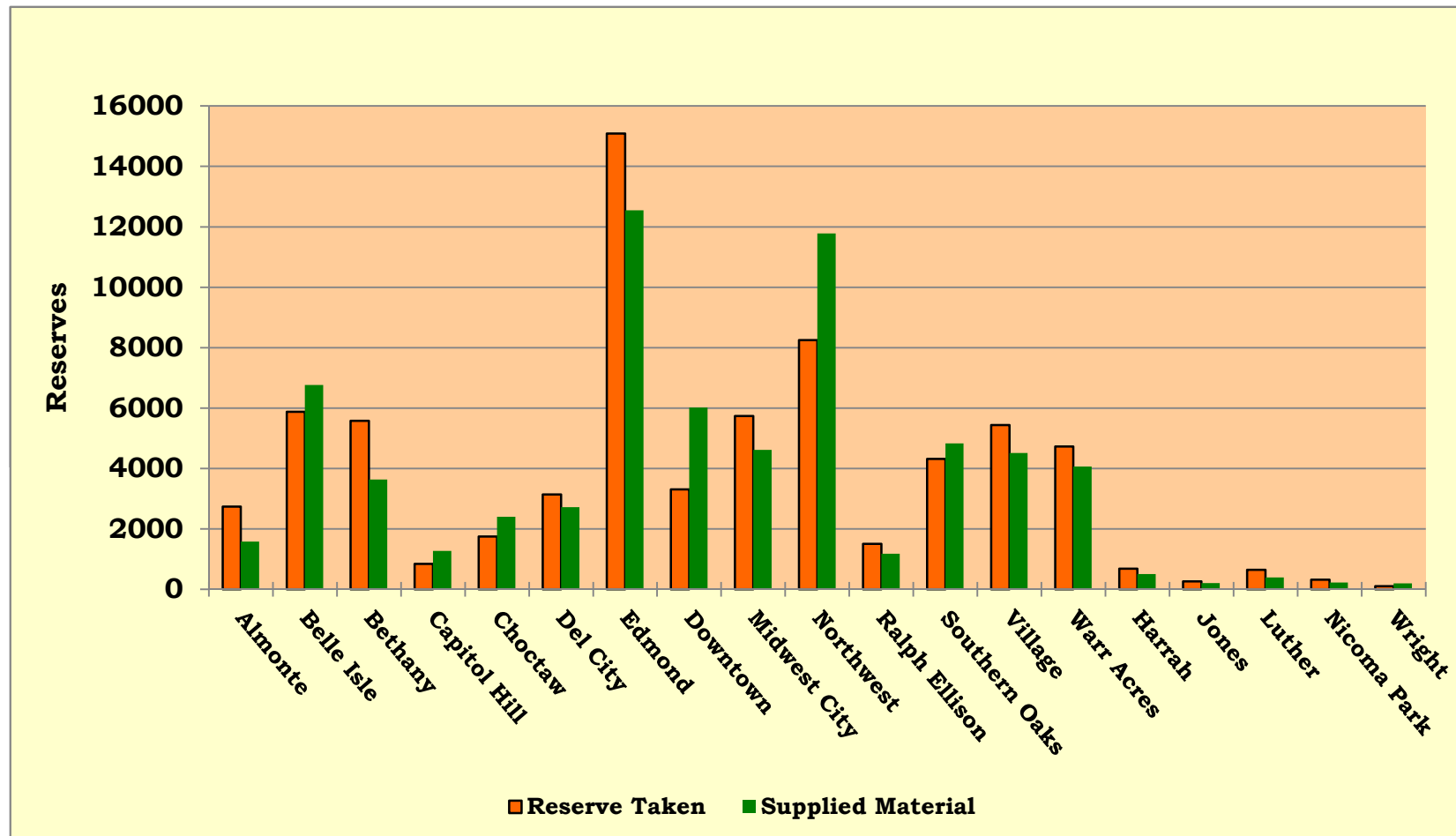
## Computer Usage by Minor Customers

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
RALPH ELLISON	14	346		2,546		1,943.31		346		2,546		1,943.31	
	15	334		2,402		2,107.00		334		2,402		2,107.00	
		<b>-12</b>	<b>-3.5</b>	<b>-144</b>	<b>-5.7</b>	<b>163.69</b>	<b>8.4</b>	<b>-12</b>	<b>-3.5</b>	<b>-144</b>	<b>-5.7</b>	<b>163.69</b>	<b>8.4</b>
SOUTHERN OAKS	14	472		5,416		4,278.20		472		5,416		4,278.20	
	15	512		3,913		3,628.62		512		3,913		3,628.62	
		<b>40</b>	<b>8.5</b>	<b>-1,503</b>	<b>-27.8</b>	<b>-649.58</b>	<b>-15.2</b>	<b>40</b>	<b>8.5</b>	<b>-1,503</b>	<b>-27.8</b>	<b>-649.58</b>	<b>-15.2</b>
VILLAGE	14	274		986		863.60		274		986		863.60	
	15	242		804		659.55		242		804		659.55	
		<b>-32</b>	<b>-11.7</b>	<b>-182</b>	<b>-18.5</b>	<b>-204.05</b>	<b>-23.6</b>	<b>-32</b>	<b>-11.7</b>	<b>-182</b>	<b>-18.5</b>	<b>-204.05</b>	<b>-23.6</b>
WARR ACRES	14	145		1,710		1,265.70		145		1,710		1,265.70	
	15	148		707		756.91		148		707		756.91	
		<b>3</b>	<b>2.1</b>	<b>-1,003</b>	<b>-58.7</b>	<b>-508.79</b>	<b>-40.2</b>	<b>3</b>	<b>2.1</b>	<b>-1,003</b>	<b>-58.7</b>	<b>-508.79</b>	<b>-40.2</b>
HARRAH	14	21		46		41.89		21		46		41.89	
	15	28		300		244.86		28		300		244.86	
		<b>7</b>	<b>33.3</b>	<b>254</b>	<b>552.2</b>	<b>202.97</b>	<b>484.5</b>	<b>7</b>	<b>33.3</b>	<b>254</b>	<b>552.2</b>	<b>202.97</b>	<b>484.5</b>
JONES	14	4		4		.99		4		4		.99	
	15	4		10		4.03		4		10		4.03	
			<b>.0</b>	<b>6</b>	<b>150.0</b>	<b>3.04</b>	<b>307.1</b>		<b>.0</b>	<b>6</b>	<b>150.0</b>	<b>3.04</b>	<b>307.1</b>
LUTHER	14	45		119		97.77		45		119		97.77	
	15	33		83		85.45		33		83		85.45	
		<b>-12</b>	<b>-26.7</b>	<b>-36</b>	<b>-30.3</b>	<b>-12.32</b>	<b>-12.6</b>	<b>-12</b>	<b>-26.7</b>	<b>-36</b>	<b>-30.3</b>	<b>-12.32</b>	<b>-12.6</b>
NICOMA PARK	14	16		63		50.88		16		63		50.88	
	15	11		15		9.10		11		15		9.10	
		<b>-5</b>	<b>-31.3</b>	<b>-48</b>	<b>-76.2</b>	<b>-41.78</b>	<b>-82.1</b>	<b>-5</b>	<b>-31.3</b>	<b>-48</b>	<b>-76.2</b>	<b>-41.78</b>	<b>-82.1</b>
WRIGHT	14	12		31		16.95		12		31		16.95	
	15	12		37		33.73		12		37		33.73	
			<b>.0</b>	<b>6</b>	<b>19.4</b>	<b>16.78</b>	<b>99.0</b>		<b>.0</b>	<b>6</b>	<b>19.4</b>	<b>16.78</b>	<b>99.0</b>
TOTAL	14	3,437		23,655		18,220.93		3,437		23,655		18,220.93	
	15	3,454		18,951		16,977.60		3,454		18,951		16,977.60	
		<b>17</b>	<b>.5</b>	<b>-4,704</b>	<b>-19.9</b>	<b>-1,243.33</b>	<b>-6.8</b>	<b>17</b>	<b>.5</b>	<b>-4,704</b>	<b>-19.9</b>	<b>-1,243.33</b>	<b>-6.8</b>

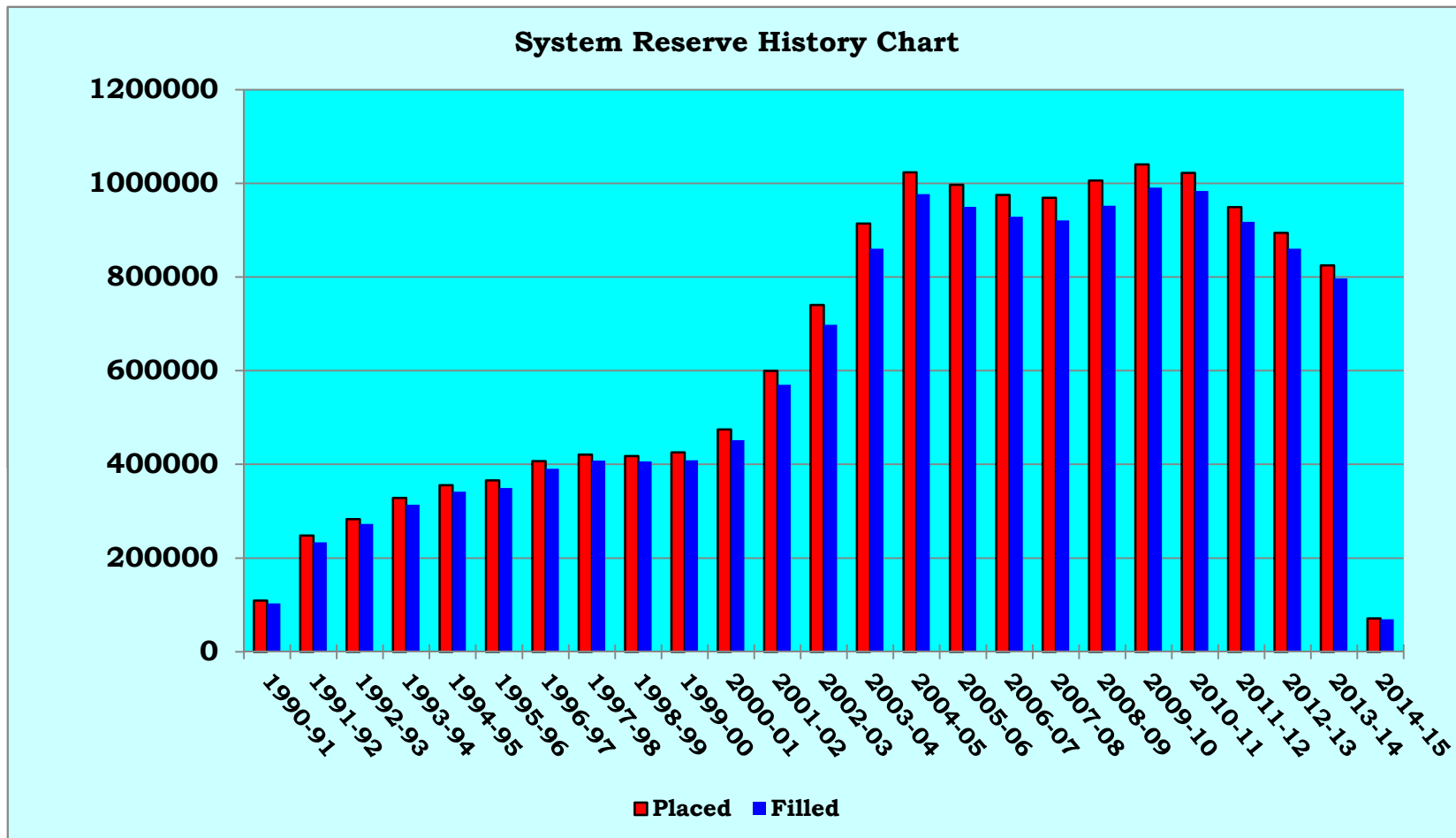
## System Reserve Report

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)



## System Reserve Report

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)



## System Reserves Report

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
ALMONTE	14	3,065	3,065		2,811	2,811	
	15	2,741	2,741		2,595	2,595	
		<b>-324</b>	<b>-324</b>	<b>-10.6</b>	<b>-216</b>	<b>-216</b>	<b>-7.7</b>
BELLE ISLE	14	6,418	6,418		6,219	6,219	
	15	5,875	5,875		5,604	5,604	
		<b>-543</b>	<b>-543</b>	<b>-8.5</b>	<b>-615</b>	<b>-615</b>	<b>-9.9</b>
BETHANY	14	6,072	6,072		5,618	5,618	
	15	5,582	5,582		5,469	5,469	
		<b>-490</b>	<b>-490</b>	<b>-8.1</b>	<b>-149</b>	<b>-149</b>	<b>-2.7</b>
CAPITOL HILL	14	1,118	1,118		1,068	1,068	
	15	838	838		832	832	
		<b>-280</b>	<b>-280</b>	<b>-25.0</b>	<b>-236</b>	<b>-236</b>	<b>-22.1</b>
CHOCTAW	14	2,162	2,162		2,079	2,079	
	15	1,747	1,747		1,838	1,838	
		<b>-415</b>	<b>-415</b>	<b>-19.2</b>	<b>-241</b>	<b>-241</b>	<b>-11.6</b>
DEL CITY	14	3,148	3,148		3,084	3,084	
	15	3,140	3,140		3,027	3,027	
		<b>-8</b>	<b>-8</b>	<b>-.3</b>	<b>-57</b>	<b>-57</b>	<b>-1.8</b>
EDMOND	14	17,577	17,577		16,906	16,906	
	15	15,087	15,087		14,929	14,929	
		<b>-2,490</b>	<b>-2,490</b>	<b>-14.2</b>	<b>-1,977</b>	<b>-1,977</b>	<b>-11.7</b>
DOWNTOWN	14	3,751	3,751		3,545	3,545	
	15	3,309	3,309		3,336	3,336	
		<b>-442</b>	<b>-442</b>	<b>-11.8</b>	<b>-209</b>	<b>-209</b>	<b>-5.9</b>
MIDWEST CITY	14	6,442	6,442		6,064	6,064	
	15	5,741	5,741		5,520	5,520	
		<b>-701</b>	<b>-701</b>	<b>-10.9</b>	<b>-544</b>	<b>-544</b>	<b>-9.0</b>
NORTHWEST	14	8,825	8,825		8,551	8,551	
	15	8,248	8,248		8,300	8,300	
		<b>-577</b>	<b>-577</b>	<b>-6.5</b>	<b>-251</b>	<b>-251</b>	<b>-2.9</b>
RALPH ELLISON	14	1,501	1,501		1,405	1,405	
	15	1,501	1,501		1,415	1,415	
				<b>.0</b>	<b>10</b>	<b>10</b>	<b>.7</b>
SOUTHERN OAKS	14	4,957	4,957		4,776	4,776	
	15	4,314	4,314		4,166	4,166	
		<b>-643</b>	<b>-643</b>	<b>-13.0</b>	<b>-610</b>	<b>-610</b>	<b>-12.8</b>



## System Reserves Report

July 1, 2014 through July 31, 2014 (8.33% of the 14-15 Fiscal Year)

		Month Placed	Year Placed	%	Month Filled	Year Filled	%
VILLAGE	14	6,471	6,471		5,882	5,882	
	15	5,438	5,438		5,262	5,262	
		<b>-1,033</b>	<b>-1,033</b>	<b>-16.0</b>	<b>-620</b>	<b>-620</b>	<b>-10.5</b>
WARR ACRES	14	5,031	5,031		4,940	4,940	
	15	4,728	4,728		4,558	4,558	
		<b>-303</b>	<b>-303</b>	<b>-6.0</b>	<b>-382</b>	<b>-382</b>	<b>-7.7</b>
HARRAH	14	766	766		707	707	
	15	679	679		674	674	
		<b>-87</b>	<b>-87</b>	<b>-11.4</b>	<b>-33</b>	<b>-33</b>	<b>-4.7</b>
JONES	14	354	354		349	349	
	15	266	266		275	275	
		<b>-88</b>	<b>-88</b>	<b>-24.9</b>	<b>-74</b>	<b>-74</b>	<b>-21.2</b>
LUTHER	14	884	884		893	893	
	15	645	645		619	619	
		<b>-239</b>	<b>-239</b>	<b>-27.0</b>	<b>-274</b>	<b>-274</b>	<b>-30.7</b>
NICOMA PARK	14	411	411		395	395	
	15	317	317		328	328	
		<b>-94</b>	<b>-94</b>	<b>-22.9</b>	<b>-67</b>	<b>-67</b>	<b>-17.0</b>
WRIGHT	14	179	179		188	188	
	15	107	107		121	121	
		<b>-72</b>	<b>-72</b>	<b>-40.2</b>	<b>-67</b>	<b>-67</b>	<b>-35.6</b>
TOTAL	14	79,865	79,865		76,147	76,147	
	15	70,997	70,997		69,505	69,505	
		<b>-8,868</b>	<b>-8,868</b>	<b>-11.1</b>	<b>-6,642</b>	<b>-6,642</b>	<b>-8.7</b>

## **EXECUTIVE DIRECTOR'S REPORT**

**AUGUST 2014**

### **TLC/ILS UPDATE**

We are on schedule to go live with our new TLC/Carl X catalog and ILS system on September 2. Staff are furiously working to get everything in place and ready for the conversion over Labor Day weekend. Staff from all over the system have been downtown over the last several weeks getting training on the new Catalog and the Circulation functions. As a reminder, the system will go dark on Friday, August 29<sup>th</sup> shortly after 6:00pm and will not be available until 9:00am on Tuesday, September 2. The Marketing Department and the Web Services and Support staff have begun to publicize the change with a number of stories that will run in the local papers and will be posting on social media sites as well. We hope that customers will be patient with us in the first week or so as we work all the kinks out.

Another by-product of the transition to the new system will be the change in statistical reporting that we provide to the commission each month. The September statistics will reflect August data from the old system; and will be familiar to you. However, beginning in October we will not have any statistical data in the packet and it will be several months before new reports will be available. When the new reports are generated they will not look the same and the data will not be comparable because the two systems do not measure usage in the same manner. More information on this will be available later.

### **LIBRARY EMPLOYEE RELATIVE PRESENTS PROGRAMS**

In accordance with our purchasing policy the administration is directed to notify commissioners when an employee or relative of an employee provides a service to the library system such as doing a program, authoring a book or the like. In this case Sam Seide has provided graphic design services for the Development Department. His wife is library employee Sarah Blaney.

### **CAPITAL PROJECTS UPDATE**

- Bethany – On Tuesday night, August 19<sup>th</sup>, the Bethany City Council unanimously approved negotiating for architectural services to get costs and size estimates for the Bethany Library, with the intent of putting the library renovation and expansion on the referendum ballot in March, 2015.
- Capitol Hill –Contract Revisions with Guernsey were approved by the OKC Council on 8/12/14 and the construction budget has been finalized at \$4,100,000. The first Design meeting with MLS, OKC, Guernsey Architects and their consultants, MS +R Architects will be held on September 11, 2014. The schedule calls for the plans to be complete in July of 2015 with construction to start in the fall of 2015.

The library would need to be vacated in August of 2015 and the re-opening to be held in the spring of 2017.

- Jones – Studio is working on an updated estimate as well as updated Design Development plans.
- Northwest – Warranty work is underway with the drive up book return being closed sporadically during the day ONLY. Sprinkler repair work, and parking lot repair is also underway. The entry on 122nd street is anticipated to reopen on Sunday, August 24.

### **EXECUTIVE DIRECTOR OUTREACH ACTIVITIES**

- Attended Rotary 29 Club Meetings
- Attended Library Endowment Trust Meeting

## Turning the page: Libraries offer more e-books, help users learn to download

By: Caele Pemberton July 18, 2014 0



Kim Terry with the Metropolitan Library System. (Photo by Brent Fuchs)

OKLAHOMA CITY – Jack Wride says he had to overcome a mountain of detail when it came to e-books.

Wride is a technology assistant with the Eastern Oklahoma Library System. He helps customers almost every day with questions about e-readers. With so many devices, he had to learn how to help in a variety of ways.

"You can easily have up to 28 different devices with different protocols walk through the door at any moment," he said.

Wride has been with the EOLS for over three years, and he has seen a dramatic increase in the number of people checking out e-books. One of the biggest challenges, he said, is finding user-friendly ways to help customers.

"Of course, being in tech myself, I can just start talking alphabet soup to them, but that will only confuse them," he said.

The Pioneer Library System offers one-on-one sessions for people to learn how to use e-readers and similar apps, said Adri Edwards-Johnson, PLS virtual library coordinator. The sessions help people understand how to easily download and read books on a variety of devices.

"A lot of people will buy a device, like a Kindle, and Amazon makes the process seamless to purchase an e-book," she said. "There's a little more friction when it comes to getting free books from the library."

Like the other library systems in the state, the Metropolitan Library System also offers an array of titles. Some books have a waiting list, because the library purchases a certain number of copies, said MLS Director of Marketing Kim Terry.

These books cost about the same as physical copies, she said, ranging to more than \$30. However, with a virtual copy, customers will not face late fees and they won't have to buy the book if it isn't returned. The book is automatically erased from the device after two weeks.

The library also benefits from electronic books. It doesn't have to spend money on old, worn-out copies like it does with physical books.

Last year, the MLS budget for electronic books was \$460,000. The most popular genre was fiction, but biographies were also popular, Terry said.

MLS added a new feature Friday that allows people to go directly to Amazon or Barnes & Noble's website to buy electronic books if a book has a wait list. A portion of the proceeds go back to the library, Terry said. She isn't sure how much the library will make from these books, but it will likely vary from book to book depending on the price.

MLS does not check out e-readers, but it is something they are looking at, Terry said. People visiting the library will likely see iPads that can be used inside the library in the near future, she said.

The Pew Research Internet Project reported in January that 28 percent of Americans 18 years and older read e-books. Thirty-two percent said they own an e-reader, like a Kindle or a Nook. Thirty-one percent said they read e-books on computers, and 32 percent said they read them on cellphones.

However, some areas of the state lack sufficient Internet service for e-books to be very popular. Southeastern Oklahoma Library System Executive Director Wayne Hanway said this is the biggest problem he sees when it comes to these books.

Last year, electronic book checkouts accounted for only 3 percent of the SOLS total circulation, he said. If the

Internet were to improve greatly, he believes he would see an increase in these types of checkouts.

SOLS has several thousand e-books, and after a committee decides which ones to buy, Hanway makes the final purchase. The library will continue to gather these editions because there are a growing number of people interested, he said.

“Every reader has a preference in terms of what they want to read and how they want to read it,” he said. “The challenge as the library is when we have to pay to acquire the same material in different formats to accommodate those needs.”

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