

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, December 12, 2013, 3:30 p.m. Capitol Hill Library 334 SW 26th Oklahoma City, OK 73109 (Telephone: 634-6308)

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

Fran Cory, Chair

3:30 - 3:45 pm INTRODUCTIONS

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 <u>residential</u> 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.

- ➤ Document #52 Approval of Minutes of November 21, 2013 Meeting
- > Document #53 Acceptance of Review of Expenditures for November 2013
- Document #54 Contract Awards & Purchases
 Item A: Integrated Library System (ILS) Purchase, Installation, and Support Services

4:00 – 4:30 pm INFORMATION REPORTS

- Document #55 MLS Annual Report FY 2012-13
- ➤ Document #56 MLS November 2013 Library Visits
- ➤ Document #57 MLS November 2013 Circulation Report
- Document #58 MLS November 2013 Computer Usage Report
- ➤ Document #59 MLS November 2013 System Reserve Report
- Document #60 MLS Annual Statistical Report FY 2012-13

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

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

Appointment of Nominating Committee - Mrs. Fran Cory

NEXT COMMISSION MEETING DATE AND PLACE:

January 16, 2014 Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK 73111

Prepared by: MLC Secretary

Page 1 of 4

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

DATE: November 21, 2013 TIME: 3:30 pm

MEETING PLACE: Northwest Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 9, 2012. 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 Northwest Library and Downtown Library, 300 Park Avenue, Oklahoma City, on November 19, 2013, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Bose' Akadiri

Nancy Anthony, Disbursing Agent

Allen Coffey

Cynthia Friedemann

Rozz Grigsby

Deanna Hannah

Helene Harpman

Carolyn Leslie

Penny McCaleb

Tracy McDaniel

Tracy McGehee

Mukesh Patel

Hugh Rice

Judy Smith, Vice-Chair

Beth Toland

Susan Tucker

Ray Vaughn

Stephanie West

Fran Cory, Chair

Donna Morris, Executive Director

(Secretary)

EXCUSED:

Ralph Bullard

Mick Cornett, Mayor of Oklahoma City

Jose Jimenez Lori Nelson

Kim Patterson Vanna Shaw

Jim Shonts

Alvne Strube

Estimate of general public and staff attending: 18

Prepared by: MLC Secretary

Page 2 of 4

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

Roll was called to establish a quorum. Present: Anthony, Coffey, Friedemann, Grigsby, Harpman, Leslie, McCaleb, McDaniel, McGehee, Rice, Smith, Toland, Tucker, Vaughn, West, Cory (Arrived: Patel, 3:32; Hannah, 3:33; Akadiri, 3:45).

- **II.** Mrs. Cory introduced Mrs. Barbara Beasley, Manager of Library Operations I, for the Warr Acres Library. Mrs. Beasley welcomed the commission and provided information on events happening at the Warr Acres library.
- **III.** Mrs. Cory called for the Presentation of Service certificates for November 2013: Linda L. Hyams, Security Manager ~ 10 years of service.

Mrs. Cory also recognized the following employees who were unable to attend the meeting: Lisa D. Coker, Materials Selection Technician ~ 10 years of service; Peter L. Roberson, Maintenance Technician I, Downtown Library ~ 10 years of service; Alicia M. Ruzycki, Library Aide, Choctaw Library ~ 10 years of service; Linda A. Elston, Library Aide, Choctaw Library ~ 10 years of service; Karen J. Strange, Technical Processor ~ 5 years of service; Donna Adamek, Circulation Clerk, Edmond Library ~ 5 years of service.

- **IV.** Mrs. Cory called for comments from the general public. There were none.
- **V.** Mrs. Cory presented the Consent Docket: Document #44 Approval of Minutes of October 17, 2013; Document #45 Acceptance of Review of Expenditures for October 2013; Document #46 Contract Awards and Purchases.

Mrs. Cory called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Hugh Rice seconded. No further discussion; motion passed unanimously.

VI. Mrs. Cory referred to Document #47 – Discussion, Consideration, and Possible Action: Report and Recommendations from Finance Committee, November 11, 2013

Mrs. Nancy Anthony stated the library has been very fortunate to have had former Deputy Executive Director/Technology, Mr. Jim Welch as an employee for many years. Mr. Welch developed and wrote the software for the in house ILS (Integrated Library System). Once Mr. Welch announced his plans to retire, library staff began the process of researching and interviewing potential vendors for a new ILS.

Ms. Anne Fischer explained the search and interview process conducted by the ILS Task Force. Requests for proposals were mailed in late August 2013. Proposals were received from the three potential vendors: Polaris, TLC (The Library Corporation) and Innovative Interfaces, Inc (iii). Demonstrations were held for staff over a three day period. At the conclusion of the demonstrations, staff who participated was asked to evaluate the vendors. The evaluation criteria, as well as the scores were included in the Finance and Commission packets. Also included is a spreadsheet detailing the ILS purchase price five year cost of ownership.

The Finance Committee met and reviewed the documents provided. The committee discussed in detail the cost and contract specifications. The three vendors have different systems; therefore it's not necessarily the lowest bidder to be awarded the contract. Questions were asked about the recommended vendor, TLC, regarding the future of the company as well as the support they would provide to library staff. All libraries contacted for vendor references had nothing but great things to say about TLC. The recommendation is to authorize Administration to begin contract negotiations with TLC, with the intent to

Prepared by: MLC Secretary

Page 3 of 4

bring a recommendation for a contract award to the commission in December. Questions and Discussion followed.

Mrs. Anthony read the motion coming from the Finance Committee.

The Finance Committee moves to authorize Administration begin contract negotiations with TLC. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

VII. Mrs. Cory referred to Special Presentations: Endowment Trust Report ~ Mrs. Penny McCaleb

Mrs. McCaleb reported the Endowment Trust is in the process of planning the Literary Voices fundraiser. The featured author for the event will be Khaled Hosseini. Mr. Hosseini has three books; *The Kite Runner, A Thousand Splendid Suns, And the Mountains Echoed.* The novels have sold over 38 million copies world-wide. Mrs. McCaleb provided biographical information on Mr. Hosseini. The Literary Voices event will be held during National Library Week on Wednesday, April 9, 2014 at Oklahoma City Golf & Country Club. Invitations for the event will be mailed out in February.

Mrs. Cory referred to Special Presentations: Follow-up to Insurance Questions from Oct. 17 MLC Meeting ~ Ms. Sheila McAlester, C.L. Frates

Mrs. McAlester referred to the property insurance and reported, due to previous tornados and hail Oklahoma has sustained, Property Insurance rates have increased ranging from 15 to 40%, depending on location. The library system had a significant loss experience in 2009, which also caused premiums to increase. In addition, employee crime coverage was increased from \$25,000 to \$200,000.

Mrs. McAlester referred to the fiduciary liability which increased from \$11,193 in premiums to \$15,547. The rating basis for all companies is its plan assets. The library system's plan assets increased from 24.1 million dollars to 36.6 million dollars, which is about a 50% increase causing the premium to increase approximately 30%. Questions and Discussion followed. Mr. Hugh Rice questioned the basis for the increase of assets last year, since the last property valuation was completed in 2004. Mrs. McAlester will research what the basis for the evaluation increase was and the information will be brought back to the commission.

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

- ❖ Document #48 MLS October 2013 Library Visits
- ❖ Document #40 MLS October 2013 Circulation Report
- ❖ Document #41 MLS October 2013 Computer Usage Report
- ❖ Document #42 MLS October 2013 System Reserve Report

Questions and discussion followed.

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

Mrs. Morris encouraged commission members to visit the Warr Acres Library to see the recently installed public art sculpture. The sculpture titled "Mind Connect" by Oklahoma artist, Mr. Randy Vaughn, was dedicated at the Warr Acres Library's customer appreciation reception on October 26.

Mrs. Morris reported the staff recognition event was held on Saturday, October 26th. She thanked the commission members who were able to attend the event. Mrs. Morris also thanked the Friends of the Libraries members who attended the event and for their financial support of the event every year.

Mrs. Morris called on Mr. Lloyd Lovely, to introduce the new Maintenance Manager. Mr. Lovely introduced Mr. Curtiss Ray, the new Manager of Facilities Maintenance. Mr. Ray comes to the library from Astellas Pharma Technologies, Inc. where he was an electronic specialist. Commission members welcomed Mr. Ray.

Mrs. Morris referred to the information cheat sheet attached to the Executive Director's Report entitled, *Your Library – There's an App for That.* The cheat sheet lists various apps the Metropolitan Library System offers for free. It also lists the availability of the apps based on the various devices.

X. The next Commission meeting will be held at the Capitol Hill Library on December 12, 2013.

There being no further business, the meeting was adjourned at 4:10 pm.

Donna Morris, Executive Director

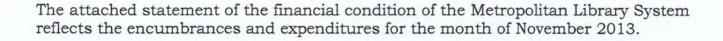
(Secretary)

Prepared by: MLC Secretary

Page 4 of 4

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

November 30, 2013



For comparison, 41.67% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of November 2013.

Document #53 MLC FY 2013-14 December 12, 2013

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STATEMENT OF FINANCIAL CONDITION

November 30, 2013

ASSETS

5.4.5a	Current Year		Previous Y	
CASH		\$ 1,229,339.31		\$ 1,449,890.91
INVESTMENTS (Schedule attached)		18,158,475.44		19,153,419.09
PREPAID ACCOUNTS		30,757.77		30,000.00
TAXES RECEIVABLE: 2013-14 Ad Valorem Tax Less: Reserve for Delinquent Tax Budgeted Tax Revenue Less: Tax Received	31,260,747.00 (2,841,886.00) 28,418,861.00 (1,555,790.09)	26,863,070.91	30,562,816.00 (2,778,438.00) 27,784,378.00 (831,231.48)	26,953,146.52
Total Assets		\$46,281,643.43	<u> </u>	\$ 47,586,456.52
LIABILITIES:	ITIES, DEFERRED R	EVENUE AND FUND BALA	ANCE	
Previous Year Reserve for Appropriations Current Year Purchase Orders Outstanding Previous Year Purchase Orders Outstanding Checks Outstanding Total Liabilities	\$228,463.25 425,234.55 152,468.70 220,507.06	1,026,673.56	\$364,745.78 282,140.54 83,933.50 271,349.72	1,002,169.54
DEFERRED TAX REVENUE:				
Current Year Ad Valorem Tax		26,863,070.91		26,953,146.52
FUND BALANCE:				
Beginning of the Year	\$29,031,368.36		\$30,212,769.61	
Add: Revenues Budgeted Other	1,803,790.09 1,226,307.81		1,062,231.48 1,104,123.07	
Less: Expenditures	(13,669,567.30)		(12,747,983.70)	
Total Fund Balance		18,391,898.96	-	19,631,140.46
Total Liabilities, Deferred Revenue and Fund Ba	lance	\$46,281,643.43	_	\$ 47,586,456.52

Document #53 MLC FY 2013-14 December 12, 2013

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

As of November 30, 2013

Туре	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.	12/19/2011	12/19/2013	1.100%		240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%		230,000.00
CD - Coppermark Bank	4/14/2012	12/14/2013	1.100%		100,373.24
CD - BancFirst	7/28/2012	7/27/2015	1.200%		240,000.00
CD - Interbank	11/9/2013	11/5/2014	0.500%		99,733.20
CD - Citizen's Bank of Edmond	7/2/2009	7/2/2014	2.810%		122,052.12
CD - First State Bank	3/20/2012	3/20/2014	1.220%		240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%		101,482.20
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%		1,999,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%		2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%		2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%		2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%		2,000,388.89
FHLB	1/30/2013	10/30/2017	0.850%		2,000,000.00
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%		2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%		2,000,000.00
Total Investments				\$ 1	8,158,475.44

METROPOLITAN LIBRARY SYSTEM GENERAL FUND STATEMENT OF REVENUES, BUDGET VS. ACTUAL As of November 30, 2013

5			Current Y	ear				Previous Y	ear		
BUDGETED:	Budget	_	Current Month Receipts	_	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts		Year To Date Receipts	Percent Budget Received
Current Year Ad Valorem Tax	\$28,418,861.00	\$	1,555,790.09	\$	1,555,790.09	5.47%	\$27,784,378.00	\$ 831,231.48	\$	831,231.48	2.99%
State Aid	258,653.00		-		-	0.00%	257,465.70	-2		-	0.00%
Fines	468,000.00		47,000.00		248,000.00	52.99%	450,000.00	49,000.00		231,000.00	51.33%
Total Budgeted Revenue	\$ 29,145,514.00	\$	1,602,790.09	\$	1,803,790.09	6.19%	\$ 28,491,843.70	\$ 880,231.48	\$	1,062,231.48	3.73%
NOT BUDGETED:											
Prior Years Taxes		\$	98,107.80	\$	693,119.34			\$ 80,376.26	\$	642,765.83	
Gifts and Lost Books Fees			0.00		0.00			62,000.00		112,000.00	
Investment Income			(6,565.00)		81,703.12			32,055.20		139,805.80	
Flexible Benefits Account Balan	nce		0.00		0.00			0.00		0.00	
Sale of Surplus Equipment			1,112.80		14,641.03			18,773.00		35,174.26	
Insurance Reimbursements			0.00		0.00			0.00		0.00	
Miscellaneous			12,182.21		436,844.32			22,563.86		174,377.18	
Total Miscellaneous Revenue	•	\$	104,837.81	\$	1,226,307.81			\$ 215,768.32	\$	1,104,123.07	UNI
Total Revenue	\$ 29,145,514.00	\$	1,707,627.90	\$	3,030,097.90	10.40%	\$ 28,491,843.70	\$ 1,095,999.80	\$	2,166,354.55	LOFY
											MLGFY 2013-14 December 12, 2013
											2013

METROPOLITAN LIBRARY SYSTEM SPECIAL FUNDS STATEMENT OF REVENUES AND EXPENDITURES

November 30, 2013

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:	0			
805 Gifts/Lost Books 810 Prepaid Fees	\$ 32,676.85 (19,609.35)	\$ 3,294.88 0.00	\$ 1,059.26 252.52	\$ 34,912.47 (19,861.87)
815 Fines	47,798.65	41,448.71	49,323.19	39,924.17
820 Copy Total Revolving Funds	100,923.15 \$161,789.30	10,039.65 \$ 54,783.24	2,394.28 \$ 53,029.25	108,568.52 \$163,543.29
GRANTS:	GRANT	RECEIPTS	EXPEND.	ENDING
GRANTS.	AMOUNT	TO DATE	TO DATE	BALANCE
Special Grants				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
871 14/LET/Zinio	4,123.00	4,123.00	1,126.41	2,996.59
877 14/Dollar General/Youth Literacy	3,000.00	3,000.00	0.00	3,000.00
880 14/OAC/Melody of China	3,000.00	0.00	3,000.00	(3,000.00)
881 14/OAC/Hispanic Heritage	2,250.00	2,250.00	2,250.00	0.00
882 14/OAC/Cimarron Opera	4,000.00	4,000.00	4,000.00	0.00
883 14/EEJF/Children's Books	5,000.00	5,000.00	0.00	5,000.00
884 14/KFF/After School	9,600.00	9,600.00	1,800.00	7,800.00
886 14/OGE/Summer at Library	5,000.00	5,000.00	0.00	5,000.00
887 14/Continental/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
888 14/Downtown Club/Summer Reading		300.00	0.00	300.00
899 11/LET/Young Professional Adv	3,000.00	3,000.00	200.00	2,800.00
928 12/ODL/College Savings	1,000.00	1,000.00	0.00	
929 12/ODL/Early Literacy	2,500.00		September 1995	1,000.00
20-20-30 July 20-30-30-30-30-30-30-30-30-30-30-30-30-30		2,500.00	2,263.11	236.89
933 12/LET/Aviation	5,738.00	5,738.00	747.45	4,990.55
935 12/Conoco/MWC	1,000.00	1,000.00	0.00	1,000.00
951 13/LET/WA Art	10,000.00	10,000.00	8,500.00	1,500.00
952 13/LET/Materials	13,315.00	13,315.00	12,322.12	992.88
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
987 12/LET/Read Y'all	6,000.00	6,000.00	5,786.00	214.00
Friends Grants				
846 10 Public Art	3,000.00	3,000.00	2,859.74	140.26
872 14 Our World	40,000.00	40,000.00	17,388.03	22,611.97
873 14 Come Read with Me	15,000.00	15,000.00	0.00	15,000.00
874 14 Brawner Scholarships	12,000.00	12,000.00	0.00	12,000.00
875 14 MTC Door Opener	4,000.00	4,000.00	0.00	4,000.00
876 14 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
885 14 Piano Moving	700.00	700.00	700.00	
889 14 CH Book Giveaways	2,500.00	2,500.00	0.00	0.00
890 14 Rock and Read	480.00	480.00		2,500.00
916 12 Bench and Bike Rack	11,000.00		0.00	480.00
945 13 Staff Recognition	TOUGHANT VENETO	11,000.00	10,358.88	641.12
946 13 Come Read with Me	25,299.02	25,534.02	25,349.58	184.44
948 13 Summer at the Library	60,181.00	60,181.00	36,098.93	24,082.07
	67,300.00	67,300.00	64,798.78	2,501.22
	2,000.00	2,000.00	1,409.61	590.39
960 13 Volunteer Transportation 961 13 After School	500.00 9,600.00	500.00 9,600.00	24.00 8,800.00	476.00 800.00
Total Grants	-2455555	313.23.33	5,555.55	
Total Special Funds				199,274.68
Total Special Fullus				\$362,817.97

Metropolitan Library System Statement of Encumbrances Month of November 2013

FY-14

Personal Services

Acct	Purpose	This Month	Year to Date F	Percent	Appropriation	Balance
101	Salaries	1,085,585.49	5,905,463.23	39.47	14,963,591.00	9,058,127.7
102	Wages - Part-time	165,726.67	941,628.37	36.05	2,611,763.00	1,670,134.63
03	Payroll Taxes	91,748.01	502,821.10	40.39	1,245,011.00	742,189.90
09	Workers' Comp. Insurance	15,959.00	76,337.00	37.30	204,648.00	128,311.00
12	Group Insurance	230,848.95	1,150,587.60	38.75	2,969,033.00	1,818,445.4
113	Employees' Retirement	71,765.72	388,918.57	19.46	1,998,785.00	1,609,866.4
114	Unemployment Compen.	.00	173.23	.58	30,000.00	29,826.7
	Total Personal Services	1,661,633.84	8,965,929.10	37.32	24,022,831.00	15,056,901.90
	Total I Cisolial Sciviscs	=========	========	07.02	=======================================	=========
	tenance & Operations - Co	L to At and				0.5.50
Viain 201		L to At and		96.50	271.506.00	9.515.5
201	Bldg, Property, & Auto Insu. Rent of Library Buildings	2,640.00 7,571.88	261,990.48 44,868.76	50.32	271,506.00 89,175.00	9,515.5 44,306.2
201 205 207	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services	2,640.00 7,571.88 34,431.80	261,990.48 44,868.76 171,637.00	50.32 32.76	89,175.00 524,000.00	44,306.2 352,363.0
201 205 207 208	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities	2,640.00 7,571.88 34,431.80 15,076.71	261,990.48 44,868.76 171,637.00 129,162.08	50.32 32.76 21.52	89,175.00 524,000.00 600,156.00	44,306.2 352,363.0 470,993.9
201 205 207 208 211	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47	50.32 32.76 21.52 36.70	89,175.00 524,000.00 600,156.00 164,600.00	44,306.2 352,363.0 470,993.9 104,194.5
01 05 07 08 11	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39	50.32 32.76 21.52 36.70 34.65	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6
01 05 07 08 11 12	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87	50.32 32.76 21.52 36.70 34.65 42.16	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1
01 05 07 08 11 12 13	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75	50.32 32.76 21.52 36.70 34.65 42.16 32.20	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2
201 205 207 208 211 212 213 214 216	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2 275,029.2
201 205 207 208 211 212 213 214 216 217	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2 275,029.2 406,429.1
01 05 07 08 11 12 13 14 16 17	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services Gas Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06 1,656.64	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85 6,352.62	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99 12.78	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00 49,696.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2 275,029.2 406,429.1 43,343.3
01 05 07 08 11 12 13 14 16 17 18	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services Gas Services Water & Garbage Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06 1,656.64 6,550.63	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85 6,352.62 36,427.52	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99 12.78 38.58	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00 49,696.00 94,431.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.3 314,187.2 275,029.2 406,429.1 43,343.3 58,003.4
01 05 07 08 11 12 13 14 16 17 18 19 20	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services Gas Services Water & Garbage Services Trigen Energy Services	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06 1,656.64 6,550.63 13,698.56	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85 6,352.62 36,427.52 95,114.87	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99 12.78 38.58 40.73	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00 49,696.00 94,431.00 233,541.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2 275,029.2 406,429.1 43,343.3 58,003.4 138,426.1
201 205 207 208 211 212 213 214 216 217 218 219 220 226	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Telephone Services Gas Services Water & Garbage Services Trigen Energy Services Memberships	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06 1,656.64 6,550.63 13,698.56 1,228.00	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85 6,352.62 36,427.52 95,114.87 11,829.00	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99 12.78 38.58 40.73 43.39	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00 49,696.00 94,431.00 233,541.00 27,259.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2 275,029.2 406,429.1 43,343.3 58,003.4 138,426.1 15,430.0
201 205 207 208 211 212 213 214 216 217 218 219 226 230	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Electrical Services Gas Services Water & Garbage Services Trigen Energy Services Memberships Other Library-Related Serv.	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06 1,656.64 6,550.63 13,698.56 1,228.00 169,661.74	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85 6,352.62 36,427.52 95,114.87 11,829.00 233,313.54	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99 12.78 38.58 40.73 43.39 48.89	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00 49,696.00 94,431.00 233,541.00 27,259.00 477,253.00	44,306.2 352,363.0 470,993.9 104,194.5 86,891.6 248,388.1 314,187.2 275,029.2 406,429.1 43,343.3 58,003.4 138,426.1 15,430.0 243,939.4
201	Bldg, Property, & Auto Insu. Rent of Library Buildings Janitorial Services Maintenance of Facilities Parking & Transportation Travel Expenses Professional Services Security Services Telephone Services Telephone Services Gas Services Water & Garbage Services Trigen Energy Services Memberships	2,640.00 7,571.88 34,431.80 15,076.71 12,304.43 30,315.54 62,290.33 37,469.85 5,127.14 35,031.06 1,656.64 6,550.63 13,698.56 1,228.00	261,990.48 44,868.76 171,637.00 129,162.08 60,405.47 46,062.39 181,031.87 149,218.75 48,997.74 249,025.85 6,352.62 36,427.52 95,114.87 11,829.00	50.32 32.76 21.52 36.70 34.65 42.16 32.20 15.12 37.99 12.78 38.58 40.73 43.39	89,175.00 524,000.00 600,156.00 164,600.00 132,954.00 429,420.00 463,406.00 324,027.00 655,455.00 49,696.00 94,431.00 233,541.00 27,259.00	44,306.2

451,687.20 1,861,590.00 36.86

Total Contractual Services

5,050,906.00

3,189,316.00

Metropolitan Library System Statement of Encumbrances Month of November 2013

FY-14

Maintenance & Operations - Commodities

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
301 302 303 310 312	Printing & Printing Supplies Postage Supplies Maintenance Supplies Safety Supplies & Equip.	14,906.17 21,445.78 69,873.29 6,633.34 111.27	103,503.62 182,152.20 33,649.04	20.08 35.26 40.65 44.87 84.78	203,000.00 293,575.00 448,149.00 75,000.00 5,900.00	162,229.48 190,071.38 265,996.80 41,350.96 897.70
321 322 330 331	Gasoline & Oil Vehicle Parts & Repairs Programming Activities Other Commodities	3,218.43 .00 17,326.10 2,863.27	13,282.33 8,694.57 94,739.62	23.72 27.17 31.99 22.47	56,000.00 32,000.00 296,168.00 42,574.00	42,717.67 23,305.43 201,428.38 33,008.53
	Total Commodities	136,377.65		33.83	1,452,366.00	961,006.33
Capi	tal Outlays					
401 404 405 407 408 409 410 450 490 499	Books & Materials Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixture, & Equip. Motor Vehicles Automation System & Equip. Capital Projects Capital Reserves - Current Reserve Carryover - Prior	399,136.53 3,000.00 .00 135,222.08 5,181.50 .00 .00 6,553.07	3,000.00 .00 163,784.52 86,559.45 86,434.44 19,873.21 414,337.29	30.38 44.78 .00 90.16 25.33 82.32 3.29 6.59 .00	5,190,000.00 6,700.00 1,900.00 181,650.00 341,757.00 105,000.00 603,350.00 6,290,024.00 -1,198,551.76 16,128,950.12	3,613,300.38 3,700.00 1,900.00 17,865.48 255,197.55 18,565.56 583,476.79 5,875,686.71 -1,198,551.76 16,128,950.12
	Total Capital Outlays	549,093.18 ========	2,350,688.53	8.50	27,650,779.36 =======	25,300,090.83
	Total Budget	2,798,791.87	13,669,567.30	23.50	58,176,882.36	44,507,315.06

Monthly Journal Entries -- November 2013

Jrnl#	Acct#	Account Name and JE Des	scription		_	Debits		Credits
Invest	ments							
69	1001 3602 1101	Cash Interest Income Investments Sold investment Freddie Mac 3134g3zq6			\$	1,973,333.33 26,666.67	\$	2,000,000.00
70	1001 3602	Cash Interest Income Interest on Federal Home Loan Bank 313	382wy5		\$	10,000.00	\$	10,000.00
71	1001 3602	Cash Interest Income Interest on Federal Home Loan Bank 313	:381vj1		\$	10,500.00	\$	10,500.00
Tax re	venues							
72	1001 1201 3601	Cash Ad Valorem Tax - Current year Prior year Tax Ad Valorem Tax apportioned by County for	for 10/16 to 10/31		\$	125,582.11	\$ \$	27,474.31 98,107.80
73	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County f	for 11/1 to 11/15		\$	1,528,315.78	\$	1,528,315.78
Misce	llaneous	6						
74	1001 3605	café rent 500.00 LET Independent-rebate 31.58 nan Specialty refund 1,578.70 rent Barnes refund 55.92 Din Friends 1,021.78 nan	ner-no shows sne tags	140. 108.	90 00 63 00 00	12,416.07	\$	12,416.07
75	1001 3606	Cash Scrap metal sales Vehicle and late sale items			\$	1,112.80	\$	1,112.80
Fines								
76	1001 3403	Cash Projected Mic. Revenue - Fines Fines transferred to General Fund in Nove	ember		\$	47,000.00	\$	47,000.00

Payable entries

77	3001	Current Year Reserv. for Appropriations.	\$ 2,797,951.87	
	3011	Current Year P.O. Outstanding		\$ 2,797,951.87
	3002	Prior Year Reserv. for Appropriations.	\$ 17,147.58	202 10 200 270
	3012	Prior Year P.O. Outstanding		\$ 17,147.58
		Purchase orders issued in November		
78	3011	Current Year P.O. Outstanding	\$ 2,768,664.20	
	3012	Prior Year P.O. Outstanding	\$ 19,977.65	
	3021	Warrants Outstanding		\$ 2,788,641.85
		Checks issued in November		
79	3021	Warrants Outstanding	\$ 2,872,650.12	
	1001			\$ 2,872,650.12
		Checks cleared Bank in November		
Bank	interest	and fees		
80	1001	Cash		\$ 398.33
	3602	Bank Fees	\$ 450.28	
	3602	Interest Income		\$ 51.95
		Interest and fees from GF checking account		
81	8000	Special Fund Cash		\$ 268.55
	8815	Bank Fees	\$ 287.31	
	8815	Interest Income		\$ 18.76
		Interest and fees from SF checking account		
Speci	al funds			
82	8000	Special Fund Cash	\$ 62,629.32	
	8815	Fines		\$ 22,590.58
	8820	Сору		\$ 10,039.65
	8805	Gift/Lost Books		\$ 3,294.88
	8810	Prepaid Fees	\$ 252.52	7.00
	8881			\$ 2,250.00
	8882			\$ 4,000.00
	8889			\$ 2,500.00
	8890			\$ 480.00
	8945			\$ 60.00
	8815	2 miles visited to	\$ 1,172.64	
	8815	Credit card receipts		\$ 18,839.37
		Revenues of special funds received in November		

Document #53 MLC FY 2013-14

				Decem	12, 2013	
83	8000				\$	63,541.36
	8815	Fines	\$	47,863.24		
	8820	Сору	\$	2,394.28		
	8805	Gift/Lost Books	\$	1,059.26		
	8945		\$	790.00		
	8961		\$	5,200.00		
	8884			1,400.00		
	8946		\$	746.55		
	8872		\$	2,388.03		
	8885		\$	700.00		
	8951		\$	1,000.00		
`orre	ctions	Expenditures of special funds in November adjustments, and miscellaneous				
		adjustificitis, and miscenarious	6	222.00		
84	3605 3002		\$	233.86 54.95		
	3002		Ψ	34.53	\$	288.81
	3001	To correct fund balances			Ψ	200.01
		Grand Total	\$	12,339,940.42	\$12	2,339,940.42
			_			-

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-01709	City of Midwest City, Inc.	Water & Garbage Services	817.95	817.95
G-01710		Maintenance of Facilities	313.92	313.92
G-01711		Electrical Services	251.25	2.17.50
0-01711	OOGL	Electrical Services	2,755.99	3,007.24
0 04740	Oklahama Natural Can Ca	Gas Services	123.71	3,007.24
G-01712	Oklahoma Natural Gas Co.			
		Gas Services	35.62	
		Gas Services	50.60	
		Gas Services	38.71	248.64
G-01713	City of Oklahoma City	Water & Garbage Services	259.26	259.26
G-01714	Brodart Co.	Supplies	53.20	53.20
G-01715	Southwestern Stationers, Inc.	Supplies	81.99	81.99
G-01716		Maintenance of Facilities	56.21	56.21
G-01717		Maintenance of Facilities	28.65	0.7177.0
001717	Looke Cuppi, Co.	Maintenance of Facilities	27.11	
		Maintenance of Facilities	20.49	
		Maintenance of Facilities	30.72	
		Maintenance of Facilities	63.67	
		Maintenance of Facilities	8.15	400.47
ALC:EN	2. Zan 2. A	Maintenance of Facilities	11.38	190.17
G-01718		Maintenance of Facilities	106.00	106.00
G-01719		Maintenance of Facilities	54.10	54.10
G-01720	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-01721	Gaylord Bros.	Supplies	291.39	
		Fixtures	785.34	
		Furniture	638.71	
		Supplies	25.33	1,740.77
G-01722	Gale/ Cengage Learning, Inc.	Materials	1,307.67	1,307.67
G-01723		Grp L-T Disab Ins Prm-NOV	6,734.12	6,734.12
G-01724		Supplies	30.33	30.33
G-01724			686.50	
		Supplies		686.50
G-01726	American Express	Automation Contractual	149.00	
		Programming	59.97	
42 23222		Professional Services	205.00	413.97
G-01727		Workers Comp Insurance	15,959.00	15,959.00
G-01728	Barbara Beasley	Supplies	80.72	
		Postage	25.80	
		Supplies	12.82	119.34
G-01729	Legal Directories Publishing	Materials	440.75	440.75
G-01730	Recorded Books, LLC	Materials	6,597.43	6,597.43
G-01731	Phillip Tolbert	Programming Activities	29.22	29.22
G-01732		Other Commodities	286.26	286.26
G-01733		Materials	1,098.75	1,098.75
G-01734		Other Commodities	38.78	38.78
G-01735		Maintenance of Facilities		
			407.58	407.58
G-01736		Supplies	12.46	12.46
G-01737	Full Circle Bookstore	Materials	102.08	222.22
	V 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	Programming Activities	124.70	226.78
G-01739		Memberships	295.00	295.00
G-01740		Programming Activities	70.00	70.00
G-01741		Transportation	101.70	101.70
G-01742	Diane Sarantakos	Transportation	206.12	
		Other Commodities	25.68	231.80
		A STATE OF THE STA	4.000	

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-01743	AT&T	Telephone Services	1,088.61	1,088.61
G-01744	Blackstone Audio Books	Materials	391.98	391.98
G-01745	Cheryll Jones	Programming Activities	48.52	48.52
G-01746	Random House, Inc	Materials	763.75	763.75
G-01747	AT&T Mobility	Telephone Services	95.12	95.12
G-01748	Brilliance Corporation	Materials	2,107.91	2,107.91
G-01749	ALA Registration Dept	Professional Services	175.00	175.00
G-01750	Filtration Services Group, LLC	Maintenance of Facilities	45.96	45.96
G-01751	Ingram Library Service	Materials	1,943.63	1,943.63
G-01751	Julie Ballou	Memberships	90.00	90.00
G-01753	Dana Morrow	Parking & Transportation	133.17	133.17
G-01754	Mergent Co., Inc.	Materials	26,730.00	26,730.00
G-01755	Summit Mailing Systems, Inc.	Postage Supplies	443.95	443.95
G-01756	Audio Editions	Materials	313.11	313.11
G-01757	OverDrive, Inc.	Materials	21,028.79	21,028.79
G-01758	Findaway World, LLC	Materials	11,975.26	11,975.26
G-01759	Metro Parking Garage	Parking	1,800.00	2 420 00
C 04760	ALA DI A 2014	Parking	1,620.00	3,420.00
G-01760	ALA-PLA 2014	Memberships	230.00	230.00
G-01761	Chickasaw Telecom, Inc.	Automation	1,240.00	1,240.00
G-01762	Porch School Supply	Programming Activities	45.54	45.54
G-01763	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	107.00
0.04704	E	Maintenance of Facilities	98.50	197.00
G-01764	Evans Enterprises Inc-OKC	Maintenance of Facilities	85.00	85.00
G-01765	Vickie Ross	Supplies	29.20	29.20
G-01766	Ingram Library Service	Materials	1,025.37	1,025.37
G-01767	Oklahoma Secretary of State	Library Related Service	5.00	5.00
G-01768	Meghan Attalla	Programming Activities	76.07	76.07
G-01769	Town of Luther	Water & Garbage Services	45.60	45.60
G-01770	Jana Hausburg	Transportation	13.45	
		Memberships	90.00	
2 1 1		Transportation	27.23	130.68
G-01771	Landon Holman	Transportation	83.06	83.06
G-01772	Angela Thornton	Transportation	120.42	120.42
G-01773	WorthingtonDirect	Furniture	552.77	552.77
G-01774	Jamshid Pourtorkan	Programming Activities	100.00	100.00
G-01775	Evans Hardware	Maintenance of Facilities	13.25	
		Maintenance of Facilities	39.93	53.18
G-01776	Tracey Thompson	Supplies	6.49	6.49
G-01777	Scholastic Library	Materials	2,012.25	2,012.25
G-01778	Heidi A. Port	Other Commodities	19.51	19.51
G-01779	Quill Corporation	Supplies	33.38	33.38
G-01780	National Cowboy & Western	Other Commodities	2,185.00	2,185.00
G-01781	Cintas	Maintenance of Facilities	165.00	165.00
G-01782	Steve Crawford	Capitol Hill Library	250.00	250.00
G-01783	Joy E. Cavett	Programming Activities	40.00	40.00
G-01784	Andrea Emmons	Programming Activities	21.65	0.00
		Programming Activities	9.85	31.50
G-01785	Oklahoma Roofing &	Maintenance of Facilities	2,232.00	4,14,8
	To the state of th	Maintenance of Facilities	3,819.00	6,051.00
G-01786	Lauren BeHeau Gerfen	Programming Activities	250.00	250.00
G-01787	City of Harrah	Water & Garbage Services	79.10	79.10
			10.10	13.10

November 2013 General Fund F.Y. 13-14 Warrant Register Amount Number Vendor/Pavee Purpose 142.24 G-01788 Amazon/GE Money Bank Programming 182.79 Programming 16.85 Supplies Automation 65.98 157.34 Programming Supplies 25.09 590.29 Professional Services 173.00 173.00 G-01789 Crowe & Dunlevy United Parcel Service 163.12 163.12 G-01790 Postage 50.00 Telephone Services G-01791 John Wood 35.48 85.48 Transportation Water & Garbage Services 490.22 490.22 G-01792 City of Choctaw 2.610.00 G-01793 Frates Insurance Auto Insurance 2.610.00 28.30 28.30 G-01794 Ann Meeks Parking & Transportation Baker & Taylor Books Materials 2.692.11 2,692.11 G-01795 2.569.92 Baker & Taylor Entertainment Materials G-01796 5.313.47 Materials 2.743.55 Transportation 60.62 60.62 G-01797 Elisabeth Wright Walmart Community/GECRB G-01798 **Programming Activities** 74.95 Programming Activities 959.16 Programming Activities 113.33 Programming Activities 69.27 1.216.71 G-01799 Triple B Media LLC Advertisement-Retail Sale 36.00 36.00 Telephone Services 50.00 G-01800 Kimberly A Terry Telephone Services 50.00 50.00 Telephone Services Transportation 127.92 277 92 G-01801 John L. Hilbert **Programming Activities** 159.02 159.02 G-01802 Luann Sewell Waters **Programming Activities** 100.00 100.00 G-01803 Albert L Gray Eagle Programming Activities 200.00 200.00 G-01804 Jones Hardware and Lumber Inc. Maintenance of Facilities 3.99 3.99 G-01805 **Emily Canniff** Programming Activities 165.00 165.00 G-01806 Engineered Equipment Inc. Maintenance of Facilities 214.68 214.68 G-01807 Donna Durbin Transportation 16.55 16.55 Sunbelt Data Systems Inc G-01808 Supplies 8.085.00 8,085.00 G-01809 Sheila Fixel Programming Activities 21.00 21.00 G-01810 Waste Connections of Oklahoma Garbage Services 679.00 Garbage Services 54.00 733.00 G-01811 Panacean Systems Professional Services 7.054.94 7.054.94 G-01812 Tim Spindle Supplies 9.00 Transportation 15.26 24.26 G-01813 Faith Centered Resources Materials 53.93 53.93 G-01814 Safelite Fulfillment, Inc. Vehicle Parts & Repairs 259.17 259.17 G-01815 Baker & Taylor Books Materials 2.261.29 Materials 1.494.92 Materials 3,142.29 Materials 2,723.42 Materials 4 613 01 Materials 5,720.63 Materials 8.288.91 Materials 332.18 28,576,65 G-01816 Baker & Taylor Books Materials 1.096.48 Materials 889.08 ** Continued **

MLC – December 12, 2013 Prepared by: Deputy Executive Director/Finance & Support MLS – Financial Statement & Review of Expenditures November 2013 Page 14 of 32

Warrant Register

N	umber	Vendor/Payee	Purpose		Amount
		** Continued **			
	-01816	Baker & Taylor Books	Materials	9,622.25	11,607.81
	-01817	Baker & Taylor Books	Materials	778.16	778.16
	-01818	Sarah Abbasi	Programming Activities	33.36	33.36
	-01819	Kenaz H Thomas	Parking	12.00	12.00
	-01820	Intergroup Service Office	Books & Materials	145.00	145.00
	-01821	Molly Giles	Programming Activities	61.99	61.99
	-01822	Megan Huggins	Programming Activities	11.64	11.64
	-01823	Vanda Cole	Transportation	7.80	7.80
	-01824	Maria S Pinilla Cano	Programming Activities	300.00	300.00
	-01825	Sue Baney-Stull	Programming Activities	12.45	12.45
	-01826	Cisco Systems Capital CRP	Automation Contractual	762.24	762.24
	-01827	Emily Williams	Transportation	31.64	31.64
	-01828	Kelly Dalrymple	Transportation	24.01	24.01
	-01829	Kone Inc	Maintenance of Facilities	129.11	129.11
	-01830	Lloyd Lovely	Transportation	71.19	71.19
G-	-01831	Smart Technologies	Automation Contractual	450.00	
	30.00		Automation Contractual	460.00	910.00
G-	-01832	COTPA-Sheridan & Walker	Parking	1,162.00	
	Section		Parking	2,771.13	3,933.13
	-01833	Teresa Matthews	Transportation	75.48	75.48
G-	-01834	Stacy Schrank	Transportation	75.56	
			Transportation	54.65	130.21
	-01835	Baker & Taylor Entertainment	Materials	3,325.55	3,325.55
	-01836	Mackin	Materials	57.55	57.55
	-01837	R. Justin Herwig	Transprotation	180.52	180.52
	01838	Savannah Mitchell	Programming Activities	75.00	75.00
	01839	Mary J. Sholly	Transportation	73.08	73.08
	01840	Chris Kennedy	Programming Activities	70.00	70.00
G-	01841	Brittany Barber	Programming Activities	39.37	39.37
	01842	Jennifer I. Jones	Transportation	68.03	68.03
	01843	Regina Fields	Transportation	16.95	16.95
	01844	Lindsay Jones Egle	Programming Activities	24.34	24.34
G-	01845	Metropolitan Library System	Postage	10.89	
			Programming Activities	9.69	20.58
G-	01846	OG&E	Electrical Services	807.93	
1.2	11272		Electrical Services	149.96	957.89
	01847	Oklahoma Natural Gas Co.	Gas Services	30.50	30.50
	01848	City of the Village	Water & Garbage Services	91.41	91.41
G-	01849	Brodart Co.	Programming	37.44	
_		V-10-2-77-0-	Supplies	1,700.00	1,737.44
G-1	01850	Locke Supply Co.	Maintenance of Facilities	113.04	
			Maintenance of Facilities	13.22	
~	04054	Action Associated	Maintenance of Facilities	36.89	163.15
	01851	Dagwell Dixie Inc	Maintenance of Facilities	56.20	56.20
	01852	Tech-Lock	Maintenance of Facilities	18.00	18.00
	01853	Emsco Electric Supply	Maintenance of Facilities	410.62	410.62
	01854	Demco	Supplies	4,888.67	4,888.67
G-(01855	The University of Oklahoma	Printing/Printing Supply	215.00	Lake State Comment
0	01050	Javanal Dagard Bulling	Printing/Printing Supply	9,463.56	9,678.56
	01856	Journal Record Publishing Co.	Periodicals/Subscriptions	378.00	378.00
G-(01857	City of Edmond	Electrical Services	3,776.21	3,776.21

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-01858	Standard Printing Co., Inc.	Supplies	1,300.00	1,300.00
G-01859	Weston Woods Accts Receivable	Materials	65.90	65.90
G-01860	Baker & Taylor Books	Materials	199.01	199.01
G-01861	Charles S. Isaacs	Telephone Services	35.00	100.01
G-01001	Charles 5. Isaacs	Transportation	63.45	98.45
G-01862	Barbara Basalay		54.35	30.43
G-01002	Barbara Beasley	Transportation	40.30	
		Programming Activities		
		Programming Activities	41.56	
		Programming Activities	140.00	050.00
0.04000	D 11D 1110	Programming Activities	76.81	353.02
G-01863	Recorded Books, LLC	Materials	4,973.05	4,973.05
G-01864	Thorndike/Gale Group	Materials	4,694.74	4,694.74
G-01865	Anne G. Fischer	Telephone Services	50.00	
	14. 17. 100	Telephone Services	50.00	100.00
G-01866	Kristin Hill	Transportation	9.15	9.15
G-01867	Angie Paeltz	Transportation	19.27	19.27
G-01868	Independent Stationers	Supplies	45.48	45.48
G-01869	AVID Products	Automation	1,261.81	1,261.81
G-01870	Janet Brooks	Transportation	66.42	66.42
G-01871	Amigos Library Services	Network Catalog Services	369.75	369.75
G-01872	Debbie Langston	Programming Activities	105.00	105.00
G-01873	Jill Vessels	Parking	5.00	5.00
G-01874	Linda Hyams	Telephone Services	35.00	35.00
G-01875	Blackstone Audio Books	Materials	1,573.22	1,573.22
G-01876	Oklahoma Gazette	Library-related Services	1,616.00	1,616.00
G-01877	Random House, Inc	Materials	450.00	450.00
G-01878	Scott's Printing & Copying	Printing/Printing Supply	1,487.47	1,487.47
G-01879	MPLC	Programming Activities	168.58	168.58
G-01880	Hobby Lobby	Programming Activities	112.74	112.74
G-01881	IDville	Supplies	115.50	115.50
G-01882	Ingram Library Service	Materials	870.53	870.53
G-01883	Audio Editions	Materials	1,089.22	1,089.22
G-01884	Larry G. Johnson	Parking	108.38	108.38
G-01885	OverDrive, Inc.	Materials	8,059.56	8,059.56
G-01886	Neopost, Inc.	Postage	192.00	192.00
G-01887	Lynda G. Bahr	Transportation	383.69	383.69
G-01888	Finley & Cook, PLLC	Professional Services	2,500.00	2,500.00
G-01889	Findaway World, LLC	Materials	8,224.15	8,224.15
G-01890	Victoria Dixon	Parking	108.38	108.38
G-01891	Chickasaw Telecom, Inc.	Automation Contractual	237.00	237.00
G-01892	Ginger Waldrip	Programming Activities	100.00	100.00
G-01893	AV Cafe Inc	Materials	966.48	966.48
G-01894	Matthew Cotter	Telephone Services	35.00	35.00
G-01895	Specialty Roll Products	Maintenance Supplies	3,822.20	3,822.20
G-01896	Ingram Library Service	Materials	127.79	127.79
G-01897	Oklahoma Secretary of State	Library-Related Service	10.00	10.00
G-01898	General Lighting & Sign Serv.	Maintenance of Facilities	748.80	748.80
G-01899	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-01900	Security Imaging	Supplies	144.81	144.81
G-01901	Jamshid Pourtorkan	Programming Activities	100.00	000.00
G-01902	Patteries Seeper LLC	Programming Activities	100.00	200.00
G-0 1902	Batteries Sooner LLC ** Continued **	Maintenance of Facilities	83.94	
	Continued			

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01902	Batteries Sooner LLC	Maintenance of Facilities	6.99	90.93
G-01903	Southwest Paper - OKC	Maintenance Supplies	6,463.00	6,463.00
G-01904	OPUBCO Communications Group		71.15	71.15
G-01905	Heidi Johnson	Transportation	8.98	8.98
G-01906	Patricia Ortiz	Transportation	24.24	24.24
G-01907	Ruby Soutiere	Transportatin	37.31	37.31
G-01908	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-01909	Novalco, Inc	Maintenance of Facilities	179.00	222.33
A Local State		Maintenance of Facilities	506.44	685.44
G-01910	City of Edmond	Water & Garbage Services	768.72	768.72
G-01911	Kevin Colwell	Transportation	33.34	33.34
G-01912	Lori Piccolo	Transportation	158.52	
		Professional Services	100.00	258.52
G-01913	United Parcel Service	Postage	86.96	86.96
G-01914	Frates Insurance	Notary Bond Insurance	30.00	30.00
G-01915	Office Depot Credit Plan	Supplies	59.94	1,5,5,5,5
2.21215		Supplies	94.96	154.90
G-01916	Alice Murphy	Supplies	65.00	65.00
G-01917	Baker & Taylor Books	Materials	2,121.57	2,121.57
G-01918	Cheryl Pernell	Parking	108.38	108.38
G-01919		and the second control of the second control		100.30
G-01919	Baker & Taylor Entertainment	Materials	3,318.30	40 000 04
0.04000	W-1	Materials	8,984.94	12,303.24
G-01920	Walmart Community/GECRB	Programming Activities	10.00	
		Programming Activities	48.76	100000000000000000000000000000000000000
-2.5.5550		Programming Activities	38.94	97.70
G-01921	LaWana D. Morgan	Transportation	38.76	38.76
G-01922	MetroFamily Magazine	Library-related Services	1,449.00	1,449.00
G-01923	Midwest Tape	Materials	289.92	289.92
G-01924	Imagenation Promotional Group	Supplies	456.81	
		Library-related Services	452.03	908.84
G-01925	Pamela Buchanan	Transportation	43.28	43.28
G-01926	Aaron Bluitt	Transportation	126.16	126.16
G-01927	Emily Canniff	Transportation	54.52	54.52
G-01928	Jenny Bodenhamer	Memberships	90.00	04.02
0-01020	definity bodefinanter	Parking	1.00	91.00
G-01929	John Utley	Telephone Services		91.00
0-01929	John Oney		35.00	40.04
C 01020	Cintag Corneration 064	Transportation	7.91	42.91
G-01930	Cintas Corporation 064	Maintenance of Facilities	505.77	505.77
G-01931	Oscara Koszara	Transportation	9.15	9.15
G-01932	Budget Flag & Banner	Supplies	398.00	398.00
G-01933	Laura McMurtry	Transportation	55.52	55.52
G-01934	Securitas Security USA, Inc.	Security Services	5,762.99	
		Security Services	1,441.79	
		Security Services	6,112.01	
		Security Services	727.13	
		Security Services	6,058.00	
		Security Services	1,192.49	21,294.41
G-01935	Baker & Taylor Books	Materials	2,189.94	
12 14 16 53	2 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Materials	2,341.81	
		Materials	1,557.74	
		Materials	1,233.23	
	** Continued **		1,200.20	
	Johnnood			

General Fund F.Y. 13-14 Warrant Register November 2013 Purpose Amount Number Vendor/Payee ** Continued ** G-01935 Baker & Taylor Books Materials 3.942.14 Materials 4,479.47 Materials 4.570.79 21.097.85 Materials 782.73 G-01936 Baker & Taylor Books Materials 1.000.72 Materials 3.296.46 Materials 1.659.35 Materials 4.670.41 10.626.94 **Professional Services** 130.24 130.24 G-01937 Trak-1 Technology, Inc. G-01938 Sarah Abbasi Transportation 48.25 48.25 G-01939 Vickie Saxton Transportation 16.39 **Programming Activities** 9.23 25.62 Hooked on Phonics 2.866.25 2.866.25 G-01940 Materials G-01941 Veolia Energy Oklahoma City, Trigen Energy Services 13.698.56 13.698.56 G-01942 Joe H Shelton Programming Activities 152.39 13.20 Postage Transportation 25.20 190.79 Materials 1,426.65 G-01943 Baker & Taylor Entertainment 1,426.65 222.84 222.84 G-01944 Mackin Materials Sheldon Beach 108.38 G-01945 Parking 108.38 Tyler Outdoor Advertising, LLC Library-related Services 2.830.00 2.830.00 G-01946 Jessica Minter Transportation 8.14 8.14 G-01947 Library-related Services 149.00 G-01948 JobDig/LinkUp 149.00 Transportation G-01949 Chris Kennedy 31.67 31.67 G-01950 Shoplet Supplies 75.12 Supplies 324.90 400.02 G-01951 Kathy C. Brown Programming Activities 43.75 43.75 G-01952 Metropolitan Library System Professional Services 8.511.90 8,511.90 Bank of Oklahoma G-01953 Payroll Transmittal-Chks 32.424.28 Payroll Transmittal-Chks 14.376.92 Payroll Transmittal-Chks 110.00 46.911.20 G-01954 Bank of Oklahoma Federal Witholding Tax 57.808.85 Federal Witholding Tax 4.795.00 62.603.85 G-01955 Oklahoma Tax Commission State Witholding Tax 17,449,00 State Witholding Tax 966.00 18,415.00 G-01956 Mun. Employees Credit Union Employee Cr Union Deducts 11.264.47 Employee Cr Union Deducts 87.50 11,351.97 G-01957 United Way of Central Oklahoma **Employee Deductions** 615.32 **Employee Deductions** 50.00 665.32 Clerk, U.S. District G-01958 **Employee Deductions** 246.79 246.79 Works & Lentz, Inc. G-01959 **Employee Deductions** 257.32 257.32 G-01960 Mutual Assurance **Employee Deductions** 172.50 172.50 G-01961 Bank of America Payroll Transmittal-DDep 314.606.74 Payroll Transmittal-DDep 56.663.03 Payroll Transmittal-DDep 825.00 372.094.77 G-01962 Nationwide Retirement Solution **Employee Deductions** 5,722.34 5,722.34 G-01963 Transamerica Life Insurance Co **Employee Deductions** 330.60 330.60 G-01964 Bank of Okla-Institutional Employee Contrib - DB PI 3,835.38 3.835.38 G-01965 Bank of Oklahoma Employee Flexplan Deposit 33,178.25 33,178.25 G-01966 Bank of Oklahoma Employee Soc/Sec Deposits 30,978.81 Employee Soc/Sec Deposits 5,176.58 ** Continued **

MLC – December 12, 2013 Prepared by: Deputy Executive Director/Finance & Support MLS – Financial Statement & Review of Expenditures November 2013 Page 18 of 32

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-01966	Bank of Oklahoma	Employee Medicare Deposit	7,361.76	
		Employee Medicare Deposit	1,210.64	
		Employer Soc/Sec Deposits	36,155.53	
		Employer Medicare Deposit	8,572.61	89,455.93
G-01967	MassMutual Financial Group	Employee Contrib DC PI	19,915.14	
		Employer Contrib DC PI	35,686.40	55,601.54
G-01968	Love, Beal & Nixon, P.C.	Employee Deductions	270.31	270.31
G-01969	Pioneer Credit Recovery	Employee Deductions	192.68	192.68
G-01970	Robinson & Hoover	Employee Deductions	167.43	167.43
G-01971	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-01972	Administrative Services	Employee Deductions	1,490.74	1,490.74
G-01973	UNUM Life Insurance	Employee Deductions	1,314.40	
		Employee Deductions	37.30	1,351.70
G-01974	Mutual Assurance	Grp Life AD&D Ins Prm-NOV	49,401.02	49,401.02
G-01975	Vision Service Plan of	Grp Vision Ins Prem-Nov.	2,715.58	2,715.58
G-01976	Metropolitan Library System	Grp Hith/Dtl Ins Prem-NOV	168,136.83	168,136.83
G-01977	UNUM Life Insurance	Grp LTC Insurance Prm-Nov	1,466.40	1,466.40
G-01978	City of Del City	Rent of Library Buildings	400.00	400.00
G-01979	Bradford Industrial Supply	Maintenance of Facilities	8.55	
		Maintenance of Facilities	266.03	274.58
G-01980	OG&E	Electrical Services	2,086.06	
		Electrical Services	4,538.13	
		Electrical Services	1,484.98	8,109.17
G-01981	City of Oklahoma City	Water & Garbage Services	161.24	
		Water & Garbage Services	35.25	
		Water & Garbage Services	596.41	
		Water & Garbage Services	636.52	
24212020	11-1-2-1-2-5	Water & Garbage Services	147.25	1,576.67
G-01982	Locke Supply Co.	Maintenance of Facilities	92.87	92.87
G-01983	Demco	Equipment	359.09	359.09
G-01984	Gale/ Cengage Learning, Inc.	Materials	6,643.00	6,643.00
G-01985	AT&T	Telephone Services	662.59	
		Telephone Services	806.19	
0.04000		Telephone Services	710.27	2,179.05
G-01986	Alma L. Brown	Programming Activities	37.91	
		Programming Activities	4.72	
		Programming Activities	17.52	
		Programming Activities	10.70	04.44
0.04007	Oldsbarra Library Association	Programming Activities	13.56	84.41
G-01987	Oklahoma Library Association	Professional Services	75.00	75.00
G-01988	Weston Woods Accts Receivable	Materials	119.90	119.90
G-01989	Baker & Taylor Books American Library Association	Materials Mambarahina	2,333.88 248.00	2,333.88 248.00
G-01990 G-01991	Maintenance Connection	Memberships Maintenance of Facilities	396.00	396.00
G-01992	Recorded Books, LLC	Materials	3,871.64	3,871.64
G-01993			209.49	The state of the s
G-01993 G-01994	Denyvetta Davis DVA, Inc	Transportation Materials	926.40	209.49 926.40
G-01995	LexisNexis Matthew Bender	Materials	409.29	409.29
G-01996	Mutual Assurance	Group Insurance	386.00	386.00
G-01997	BLR	Suplies	26.90	26.90
G-01998	Ebrahim Ejtehadi	Programming Activities	24.67	24.67
20,000	Estatiliti Ejtotidai	gramming / touvides	24.01	27.01

General Fund F.Y. 13-14 Warrant Register November 2013 Vendor/Pavee Purpose Amount Number G-01999 U.S. Postmaster Postage 58.00 58.00 7.54 G-02000 Independent Stationers Supplies 7.54 G-02001 Walter Wayne McEvilly **Programming Activities** 300.00 300.00 G-02002 Full Circle Bookstore Materials 726.96 726.96 Maintenance of Facilities 2.070.00 2.070.00 G-02003 Commercial Concepts, Inc. G-02004 INTEGRIS Corporate Assistance Group Insurance 1.074.00 1.074.00 G-02005 Downtown College Consortium Professional Services 60.00 60.00 G-02006 Jonathan Willis Telephone Services 35.00 35.00 G-02007 Diane Sarantakos Other Commodities 24.59 Supplies 118.07 142.66 G-02008 Kristin Williamson Transportation 54.64 54.64 G-02009 Blackstone Audio Books Materials 25.98 25.98 G-02010 Random House, Inc. Materials 390.00 390.00 G-02011 Scott's Printing & Copying Printing/Printing Supply 901.22 901.22 G-02012 **Brilliance Corporation** Materials 989.60 989.60 G-02013 Ingram Library Service Materials 1.510.63 1,510.63 Materials G-02014 Information Today, Inc. 3.080.40 3,080.40 G-02015 OverDrive, Inc. Materials 10.506.67 10.506.67 Telephone Services G-02016 Lvnda G. Bahr 35.00 Telephone Services 35.00 Telephone Services 35.00 Telephone Services 140.00 35.00 G-02017 Findaway World, LLC Materials 7.411.70 7,411.70 G-02018 Hannelore A. Chan Programming Activities 75.00 75.00 G-02019 ALA-PLA 2014 Professional Services 230.00 230.00 21.63 G-02020 Jo Nita White Maintenance of Facilities 21.63 G-02021 Advertisement Retail Sale Norman Transcript 74.00 74.00 G-02022 Fuelman Gasoline & Oil 3.218.43 3,218.43 G-02023 Ginger Waldrip **Programming Activities** 200.00 Programming Activities 100.00 300.00 G-02024 AV Cafe Inc. Materials 891.26 891.26 G-02025 Ingram Library Service Materials 1.465.89 1.465.89 G-02026 Grey House Publishing Materials 451.05 451.05 G-02027 Jana Hausburg **Programming Activities** 13.01 13.01 G-02028 Center Point Large Print Materials 3.370.80 3.370.80 Transportation G-02029 Anita Roesler 168.60 168.60 G-02030 Oklahoma Building Services, Inc. Janitorial Services 25,688.98 Janitorial Services 3.606.15 Janitorial Services 3,411.67 Pest Control Services 1,015.00 Pest Control Service 450.00 34,431.80 Pest Control Services 260.00 Maintenance of Facilities G-02031 Evans Hardware 4.95 4.95 G-02032 20.21 Rena Gibson **Programming Activities** 20.21 G-02033 **Batteries Sooner LLC** Maintenance of Facilities 35.97 35.97 G-02034 Southwest Paper - OKC Maintenance Supplies 228.00 228.00 G-02035 Kimberly Edwards **Programming Activities** 47.48 47.48 G-02036 Molly Griffis Materials 239.20 239.20 G-02037 Bank of America Library-related Services 324.85 324.85 G-02038 Sharon A. Nolan Programming Activities 171.22 171.22 G-02039 Kathryn Hatfield Programming Activities 18.48 18.48 G-02040 Oklahoma Museum Network Programming Activities 875.00 875.00

Warrant Register

Number	Vandar/Payos	Durnaga		Amount
	Vendor/Payee	Purpose	440.00	Amount
G-02041	Kelley Riha	Transportation	148.20	148.20
G-02042	Dowell Parking Center	Parking	312.00	312.00
G-02043	Joy E. Cavett	Programming Activities	150.00	150.00
G-02044	Chase Card Services	Automation Contractual	24.00	
		Telephone Services	117.09	
		Automation Contractual	69.95	
		Programming	104.50	
		Other Commodities	688.35	
		Motor Vehicles	39.47	
		Telephone Services	31.74	
		Motor Vehicles	38.45	
		Programming	102.01	
		Programming	37.44	
		Supplies	108.05	
		Library-related Services	139.00	
		Professional Services	265.00	
		Programming	151.34	
		Professional Services	199.00	
		Automation	999.95	
		Supplies	33.33	
		Supplies	96.80	
		Supplies	140.45	
		Travel	379.60	
		Programming.	66.75	
		Travel	474.60	
		Postage	995.00	
		Capital Projects	1,204.00	
		Automation	1,200.00	
		Programming	108.00	
		Maintenance Supplies	98.68	
		Programming	84.45	
		Programming	131.76	
		Other Commodities	99.50	
		Other Commodities	46.84	8,275.10
G-02045	United Parcel Service	Postage	8.11	0,2.0
0 020 10	Critica i arosi con vico	Postage	376.31	384.42
G-02046	Office Depot Credit Plan	Supplies	185.71	185.71
G-02047	Alice Murphy	Supplies	42.50	42.50
			6,912.28	6,912.28
G-02048	Baker & Taylor Books	Materials		0,912.20
G-02049	Baker & Taylor Entertainment	Materials	1,636.95	0 407 70
612222		Materials	7,860.75	9,497.70
G-02050	Todd Podzemny	Other Commodiites	21.42	
		Supplies	4.47	.02.65
		Programming Activities	41.78	67.67
G-02051	Daniel Fields	Programming Activities	78.00	78.00
G-02052	Walmart Community/GECRB	Programming Activities	267.74	
	State of the state	Supplies	50.42	
		Programming Activities	22.75	
		Supplies	103.76	444.67
G-02053	University of Oklahoma Press	Materials	26.21	26.21
G-02054	Lisa Hubbert	Programming Activities	120.00	120.00
G-02055	Pamela Buchanan	Telephone Services	35.00	35.00
0-02000	anicia Duonanan	relephone dervices	33.00	35.00

General Fund FY 13-14 Warrant Register November 2013 Amount Number Vendor/Payee Purpose G-02056 O'Reilly Automotive Stores. Maintenance of Facilities 29.95 29.95 G-02057 Michaelle M Statham Programming Activities 60.00 60.00 G-02058 Donna Morris Transportation 450.00 450.00 G-02059 Engineered Equipment Inc. Maintenance of Facilities 111.96 111.96 G-02060 Star Lighting Maintenance of Facilities 104.25 104.25 G-02061 SmithKor Investments LLC Rent of Library Buildings 7.171.88 7.171.88 G-02062 Museum of Osteology Programming Activities 125.00 125.00 G-02063 Cory E Punto Programming Activities 225.00 225.00 G-02064 Sheila Fixel **Programming Activities** 9.72 9.72 G-02065 Maintenance of Facilities Worth Hydrochem of Oklahoma 232.00 Maintenance of Facilities 95.00 327.00 G-02066 Midwest City Municipal Auth Professional Services 22.560.00 22,560.00 G-02067 Myers Landscape Management, Maintenance of Facilities 2,431.67 Maintenance of Facilities 1.831.66 4.263.33 G-02068 Cox Communications, Inc. Telephone Services 12 58 12 58 G-02069 Buffi Rae Smith 50.00 Programming Activities 50.00 G-02070 Baker & Taylor Books Materials 1.007.06 Materials 1.278.41 Materials 1.605.04 Materials 2.534.04 Materials 1.770.14 Materials 2.662.68 Materials 7,707.45 Materials 23,249,96 4,685.14 G-02071 Baker & Taylor Books Materials 2.148.15 Materials 2,981.31 Materials 1,227.57 6.357.03 Baker & Taylor Books G-02072 Materials 2.541.60 2.541.60 G-02073 Kari Fox **Programming Activities** 116.53 116.53 G-02074 Brandy Haynes Programming Activities 100.00 100.00 G-02075 Megan Huggins Programming Activities 7.21 7.21 G-02076 Kara Fried Transportation 5.17 5.17 G-02077 Juggle Whatever **Programming Activities** 35.00 35.00 G-02078 Conrad Doty Maintenance of Facilities 19.07 19.07 G-02079 Tulin LaFollette Transportation 44.97 44.97 G-02080 Cheryl Coleman **Programming Activities** 27.21 Transportation 38.99 Programming Activities 80.00 146.20 G-02081 Christopher Carroll Transportation 31.81 31.81 G-02082 Baker & Taylor Entertainment Materials 1,717.17 1,717.17 G-02083 Polina M. Ezhkova Varner **Programming Activities** 675.00 675.00 G-02084 Chris Kennedy Travel Expenses 514.10 Travel Expenses 824.41 1.338.51 G-02085 Lindsay Jones Egle Transportation 140.63 140.63 G-02086 Enve Media, LLC **Programming Activities** 500.00 500.00 G-02087 Metropolitan Library System Supplies 29.97 29.97 G-02088 **Electrical Services** OG&E 592.85 **Electrical Services** 2.282.17 2,875.02 Oklahoma Natural Gas Co. G-02089 Gas Services 138.76 Gas Services 131.70 Gas Services 88.06

Gas Services

86.99

** Continued **

General Fund F.Y. 13-14 November 2013 Warrant Register Number Vendor/Pavee Purpose Amount ** Continued ** G-02089 Oklahoma Natural Gas Co. Gas Services 103.46 47.14 Gas Services 596.11 G-02090 City of Bethany Water & Garbage Services 131.69 131.69 G-02091 City of Oklahoma City Water & Garbage Services 52.78 Water & Garbage Services 375.87 428.65 Maintenance of Facilities G-02092 Locke Supply Co. 53.30 53.30 7,107.10 G-02093 Hewlett-Packard Co. Automation Contractual 7.107.10 G-02094 U.S. Postal Service Postage 15.000.00 15.000.00 G-02095 Robert L. Hampton, Jr.-Charter Maintenance of Facilities 230.00 230.00 G-02096 Staples Advantage Supplies 65.96 65.96 G-02097 Fast Signs Printing/Printing Supply 118.55 118.55 G-02098 **Dustin Cooper** Programming Activities 130.00 130.00 G-02099 Joan Kendall Programming Activities 7.45 42 40 Postage 49.85 G-02100 Shawver & Son Automation Contractual 841.38 Maintenance of Facilities 645.13 1,486.51 G-02101 Diane Sarantakos 37.97 Other Commodities 37.97 G-02102 Scott's Printing & Copying Printing/Printing Supply 459.73 459.73 G-02103 Julie Ballou Transportation 91.27 91.27 G-02104 Candace McDaniel Furn, Fixture & Equip 216.53 216.53 G-02105 Evans Hardware Maintenance of Facilities 3.49 3.49 G-02106 Displays 2 Go Equipment 233 57 233.57 G-02107 Westlake Hardware Maintenance of Facilities 8.97 8.97 G-02108 Best Buy Business Advantage 39 99 Supplies 39.99 G-02109 Andrea Emmons Programming Activities 39.36 Transportation 33.45 72.81 G-02110 Oklahoma Roofing & Maintenance of Facilities 301.42 301.42 G-02111 Amazon/GE Money Bank Programming 27.68 Supplies 1.00 28.68 G-02112 First Advantage Professional Services 52.00 52.00 G-02113 Oklahoma Press Service Library-Related Services 134.00 134.00 G-02114 Walmart Community/GECRB Programming Activities 64 37 Programming Activities 12.44 76.81 G-02115 Metro Monitor, Inc. Library-related Services 95.00 95.00 G-02116 Alexis Whitney Programming Activities 21.60 Programming Activities 52.71 74.31 G-02117 Sarah Blaney Transportation 45.33 45.33 G-02118 Randell Baze Transportation 21.64 21.64 G-02119 **Emily Williams** Travel Expenses 74.11 74.11 G-02120 **Smart Technologies** Automation Contractual 298.00 298.00 G-02121 Professional Services Personalized Prevention 707.00 707.00 G-02122 Supplies Shoplet 36.73 36.73 Bradford Industrial Supply G-02123 Maintenance of Facilities 15.32 15.32 G-02124 Electrical Services OG&E 9,827.02 **Electrical Services** 1.836.56 **Electrical Services** 1,037.37 12.700.95 20.32 G-02125 Oklahoma Natural Gas Co. Gas Services 20.32 G-02126 **EBSCO Subscription Services** Periodicals/Subscriptions 5,827.01 Periodicals/Subscriptions 41.544.23 Periodicals/Subscriptions 22.322.76 Periodicals/Subscriptions 20.816.57

** Continued **

MLC – December 12, 2013 Prepared by: Deputy Executive Director/Finance & Support MLS – Financial Statement & Review of Expenditures November 2013 Page 23 of 32

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02126	EBSCO Subscription Services	Periodicals/Subscriptions Periodicals/Subscriptions	11,359.18 11,839.29	
		Periodicals/Subscriptions Periodicals/Subscriptions	3,877.48 1,210.91	
		Periodicals/Subscriptions Periodicals/Subscriptions	7,717.84 8,077.41	134,592.68
G-02127	Donna Morris	Travel Expenses	64.99	64.99
G-02128	Susan Ryan	Transportation	6.06	6.06
G-02129	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,456.74	0.423.41
0.00400	Tour Assaula	Printing/Printing Supply	225.00	1,681.74
G-02130 G-02131	Tindle Arnold Scott Rice Co OKC	Transportation Maintenance of Facilities	58.31 728.00	58.31 728.00
G-02131	JoNita Normore	Transportation	13.00	13.00
G-02133	Central Oklahoma Volunteer	Memberships	20.00	20.00
G-02135	Independent Stationers	Supplies	99.48	99.48
G-02136	Board of County Commissioners	Library-related Services	160,257.59	160,257.59
G-02137	Shawver & Son	Maintenance of Facilities	178.00	178.00
G-02138 G-02139	Kristin Williamson OCLC, Inc.	Transportation Network Catalog Services	70.74 4,435.95	70.74 4,435.95
G-02139	DWe Williams	Programming Activities	2,666.66	4,433.93
0 02140	BTTO TTIMATIO	Programming Activities	333.34	3,000.00
G-02141	Porch School Supply	Supplies	29.55	29.55
G-02142	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-02143	Melody A. Kellogg	Transportation	41.58	
		Supplies Transportation	34.08 6.00	
		Other Commodities	50.00	131.66
G-02144	Dana Beach	Transportation	5.20	5.20
G-02145	Susan Pierce	Programming Activities	336.00	336.00
G-02146	Batteries Sooner LLC	Maintenance of Facilities	42.25	42.25
G-02147	American Solutions	Supplies	8,095.80	8,095.80
G-02148 G-02149	Novalco, Inc	Maintenance of Facilities	250.00 22.45	250.00 22.45
G-02149 G-02150	Oklahoma County OSU Ext Ctr United Parcel Service	Programming Activities Postage	558.97	558.97
G-02151	Walmart Community/GECRB	Programming Activities	60.57	000.07
	Trainian, Commanny, C20112	Programming Activities	214.67	
		Programming Activities	45.36	
		Programming Activities	51.86	
		Programming Activities Programming Activities	34.44 2.38	
		Supplies	34.73	
		Supplies	19.94	463.95
G-02152	Coop's Buttons	Supplies	103.49	103.49
G-02153	Engineered Equipment Inc.	Maintenance of Facilities	220.32	220.32
G-02154	Star Lighting	Maintenance of Facilities	675.50	675.50
G-02155 G-02156	Oklahoma City Ad Club Gary B Stotler	Memberships Transportation	300.00 14.24	300.00 14.24
G-02157	Cox Communications, Inc.	Telephone Service	249.40	249.40
G-02158	Fast Forward Business Develop	Professional Services	600.00	600.00
G-02159	Securitas Security USA, Inc.	Security Services	6,215.89	
		Security Services	1,192.49	
	** Continued **			

^{**} Continued **

General Fund F.Y. 13-14 November 2013 Warrant Register Amount Number Vendor/Payee Purpose ** Continued ** G-02159 Securitas Security USA, Inc. Security Services 698.04 Security Services 581.70 8,688.12 G-02160 JobDia/LinkUp Library-related Services 149.00 Library-related Services 149.00 298.00 G-02161 Knoll, Inc. **Furniture** 533.60 533.60 Oklahoma Department of Labor Maintenance of Facilities 100.00 100.00 G-02162 **Programming Activities** 180.00 180.00 G-02163 Donna Hilton **EBSCO Subscription Services** Materials 3,528.00 3,528.00 G-02164 Materials 1.279.30 1.279.30 G-02165 Baker & Taylor Books Materials 6,130.78 6,130.78 G-02166 Recorded Books, LLC G-02167 Thorndike/Gale Group Materials 9,613.78 9.613.78 Materials 975.00 975.00 G-02168 DVA, Inc. G-02169 Library Video Co. Materials 119.90 119.90 G-02170 Full Circle Bookstore Materials 160.00 160.00 Blackstone Audio Books 424.72 424.72 G-02171 Materials Materials 1,436,00 1.436.00 G-02172 Random House, Inc. **Brilliance Corporation** Materials 2.354.16 2.354.16 G-02173 Materials G-02174 Ingram Library Service 1,458.86 1,458.86 G-02175 Audio Editions Materials 2,580.20 2,580.20 G-02176 OverDrive, Inc. Materials 11.927.76 11,927.76 G-02177 Findaway World, LLC Materials 6,398.59 6,398.59 G-02178 AV Cafe Inc. Materials 711.48 711.48 1.435.88 1.435.88 G-02179 Ingram Library Service Materials Center Point Large Print Materials 221.70 221.70 G-02180 2.905.22 G-02181 Baker & Taylor Books Materials 2.905.22 G-02182 Baker & Taylor Entertainment Materials 1.844.69 Materials 4.987.76 13,675.26 Materials 6.842.81 G-02183 University of Oklahoma Press Materials 127.20 127.20 G-02184 The Great Courses Materials 13.00 13.00 G-02185 Baker & Taylor Books Materials 536.14 Materials 1.279.21 Materials 2,929.58 Materials 4.066.06 Materials 1.868.38 2.860.25 13.539.62 Materials G-02186 Baker & Taylor Books Materials 555.35 Materials 1.574.82 Materials 3.845.71 5.975.88 G-02187 1.359.43 1.359.43 Baker & Taylor Books Materials 2,272.19 2,272.19 G-02188 Baker & Taylor Entertainment Materials G-02189 Mackin Materials 208.55 208.55 G-02190 Bank of Oklahoma Payroll Transmittal-Chks 31.523.00 Payroll Transmittal-Chks 13,644.72 45,167.72 G-02191 Bank of Oklahoma Federal Witholding Tax 62.047.85 Federal Witholding Tax 4.628.00 66,675.85 G-02192 Oklahoma Tax Commission State Witholding Tax 18.692.00 State Witholding Tax 924.00 19.616.00 G-02193 Mun. Employees Credit Union Employee Cr Union Deducts 11.264.47 Employee Cr Union Deducts 87.50 11,351.97 G-02194 United Way of Central Oklahoma **Employee Deductions** 615.32 ** Continued **

MLC – December 12, 2013 Prepared by: Deputy Executive Director/Finance & Support MLS – Financial Statement & Review of Expenditures November 2013 Page 25 of 32

Warrant Register

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02194	United Way of Central Oklahoma	Employee Deductions	50.00	665.32
G-02195	Clerk, U.S. District	Employee Deductions	240.92	240.92
G-02196	Works & Lentz, Inc.	Employee Deductions	251.74	251.74
G-02197	Bank of America	Payroll Transmittal-DDep	333,730.90	201.14
G-02 197	Bank of America			200 007 04
0.00400	N	Payroll Transmittal-DDep	56,356.94	390,087.84
G-02198	Nationwide Retirement Solution	Employee Deductions	5,722.34	5,722.34
G-02199	Transamerica Life Insurance Co	Employee Deductions	329.62	329.62
G-02200	Bank of Okla-Institutional	Employee Contrib DB PI	3,882.77	3,882.77
G-02201	Bank of Oklahoma	Employee Flexplan Deposit	13,575.21	13,575.21
G-02202	Bank of Oklahoma	Employee Soc/Sec Deposits	32,796.76	
		Employee Soc/Sec Deposits	5,131.02	
		Employee Medicare Deposit	7,891.89	
		Employee Medicare Deposit	1,200.03	
		Employer Soc/Sec Deposits	37,927.90	
		Employer Medicare Deposit	9,091.97	94,039.57
G-02203	MassMutual Financial Group	Employee Contrib DC PI	20,111.50	04,000.01
0-02200	Massiviation i mandial Group	Employer Contrib DC PI	36,079.32	56,190.82
G-02204	Love, Beal & Nixon, P.C.	Employee Deductions	321.16	321.16
G-02204	Pioneer Credit Recovery	Employee Deductions	191.71	191.71
G-02206	Robinson & Hoover	Employee Deductions	211.36	211.36
G-02207	ODHS Oklahoma Centralized	Employee Deductions	484.28	484.28
G-02208	FISHER & FISHER	Employee Deductions	375.46	375.46
G-02209	Administrative Services	Employee Deductions	1,573.03	1,573.03
G-02210	UNUM Life Insurance	Employee Deductions	6.30	6.30
G-02211	Metropolitan Library System	Programming Activities	22.50	
		Postage	64.86	87.36
G-02212	Bradford Industrial Supply	Maintenance of Facilities	46.95	
		Maintenance of Facilities	947.58	994.53
G-02213	OG&E	Electrical Services	743.12	
		Electrical Services	953.55	
		Electrical Services	159.54	
		Electrical Services	87.10	1,943.31
G-02214	Oklahoma Natural Gas Co.	Gas Services	52.46	1,040.01
0-02214	Oklahoma Natural Gas Co.	Gas Services	34.10	
		Gas Services	48.21	
		Gas Services	315.90	667.00
0.00045	0:5: -4 01:1-1 0:5:	Gas Services	217.22	667.89
G-02215	City of Oklahoma City	Water & Garbage Services	723.39	723.39
G-02216	Locke Supply Co.	Maintenance of Facilities	3.28	3.28
G-02217	Tech-Lock	Maintenance of Facilities	26.39	26.39
G-02218	Demco	Supplies	63.00	63.00
G-02219	City of Warr Acres	Water & Garbage Services	50.70	50.70
G-02220	AT&T	Telephone Services	136.38	136.38
G-02221	TDS Telecom	Telephone Servicees	436.28	436.28
G-02222	BayScan Technologies	Supplies	51,250.00	51,250.00
G-02223	Independent Stationers	Supplies	13.44	13.44
G-02224	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-02225	Janet Brooks	Transportation	6.12	6.12
G-02226	Hobby Lobby	Supplies	49.40	49.40
G-02227	Walker Companies	Supplies	18.95	18.95
G-02228	Lynda G. Bahr	Travel Expenses	650.36	
O SELEO	Lyrida O. Daili	Have Expenses	050.50	650.36

General	Fund F.Y. 13-14	Warrant Register	Nov	ember 2013
Number	Vendor/Payee	Purpose		Amount
G-02229	ALA-PLA 2014	Professional Services	565.00	
		Professional Services	230.00	795.00
G-02230	Barnes & Noble, Inc.	Programming Activities	89.51	89.51
G-02231	Smith Farm & Garden	Maintenance of Facilities	227.69	227.69
G-02232	Heidi A. Port	Mileage	97.69	97.69
G-02233	Postmaster	Postage	400.00	400.00
G-02234	Amazon/GE Money Bank	Supplies	44.49	
		Programming	58.88	
		Programming	66.44	
		Programming	36.22	206.03
G-02235	Gregory Bennett	Mileage	8.93	8.93
G-02236	Eaton-Quade Plastics Co.	Maintenance of Facilities	30.00	30.00
G-02237	CPI Office Products	Professional Services	200.00	200.00
G-02238	Walmart Community/GECRB		102.82	
		Programming Activities	58.55	
		Supplies	20.94	
		Supplies	65.62	
		Supplies	75.76	
		Safety Supplies	111.27	434.96
G-02239	Preston Bell	Transportation	50.00	50.00
G-02240	Thomas P. Gallagher	Transportation	25.00	25.00
G-02241	Julia McConnell	Memberships	89.00	89.00
G-02242 G-02243	AT&T	Telephone Services	125.82	125.82
G-02243	Securitas Security USA, Inc.	Security Services	6,228.35	7 407 00
G-02244	Kone Inc	Security Services Maintenance of Facilities	1,258.97 975.00	7,487.32 975.00
G-02244 G-02245	Lisa Bradley		4.57	4.57
G-02246	Global Industrial Equipment	Transportation Automation	798.63	798.63
G-02247	Stacy Schrank	Memberships	90.00	90.00
0 02241	oldey comain	Metriberariipa	30.00	30.00
		Total of FY 13-14 Warrants Issued	\$	2,769,504.20

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-06446	American Express	Supplies	59.99	59.99
G-06447	Robert L. Hampton, JrCharter	Maintenance of Facilities	2,650.00	2,650.00
G-06448	Random House, Inc	Materials	2,668.50	2,668.50
G-06449	Brilliance Corporation	Materials	674.78	674.78
G-06450	Audio Editions	Materials	4,798.73	4,798.73
G-06451	Ingram Library Service	Materials	474.85	*********
35.55.154		Materials	213.51	688.36
G-06452	Baker & Taylor Books	Materials	301.84	301.84
G-06453	Baker & Taylor Entertainment	Materials	57.51	57.51
G-06454	Kimberly A Terry	Telephone Services	50.00	
		Transportation	3.28	53.28
G-06455	Baker & Taylor Books	Materials	357.67	357.67
G-06456	Baker & Taylor Books	Materials	29.94	29.94
G-06457	Recorded Books, LLC	Materials	1,733.40	1,733.40
G-06458	Library Video Co.	Materials	89.85	89.85
G-06459	Random House, Inc	Materials	720.00	720.00
G-06460	Audio Editions	Materials	767.81	767.81
G-06461	Lynda G. Bahr	Transportation	122.55	122.55
G-06462	Baker & Taylor Entertainment	Materials	68.96	68.96
G-06463	Baker & Taylor Books	Materials	255.47	255.47
G-06464	Baker & Taylor Books	Materials	52.48	52.48
G-06465	Ingram Library Service	Materials	102.67	102.67
G-06466	MAC Systems, Inc.	Maintenance of Facilities	2,237.00	2,237.00
G-06468	United States Holocaust	Materials	50.59	50.59
G-06469	Baker & Taylor Books	Materials	79.59	79.59
G-06470	Baker & Taylor Books	Materials	36.26	36.26
G-06471	Random House, Inc	Materials	22.50	22.50
G-06472	Baker & Taylor Entertainment	Materials	4.31	4.31
G-06473	Vision Maker Media	Materials	1,016.07	1,016.07
G-06474	Baker & Taylor Books	Materials	227.65	227.65
G-06475	Baker & Taylor Books	Materials	49.89	49.89

Special Funds November 2013 Warrant Register Vendor/Payee Purpose Amount Number Lost & Paid Item Returned S-19210 Kathryn E. Reilly 24.55 24.55 S-19211 Patrick J. Donahav Lost & Paid Item Returned 19.95 19.95 S-19212 Wesley J. Day Lost & Paid Item Returned 3.00 3.00 Darla E. Benoit Lost & Paid Item Returned S-19213 3.00 3.00 Lost & Paid Item Returned S-19214 Glenna L. Thomas 20.90 20.90 S-19215 Lost & Paid Item Returned Elena R. Chavez &/or Angela 12.15 12.15 S-19216 Katie E. Autry &/or Beth A. Lost & Paid Item Returned 3.00 3 00 S-19217 Kevin M. Tero Lost & Paid Item Returned 9.95 9.95 S-19218 Lost & Paid Item Returned Jessica Hernandez 18.00 18.00 Lost & Paid Item Returned 9.95 9.95 S-19219 Kristy J. Gamez S-19220 Lost & Paid Item Returned 6.95 6.95 Janna C. Smith Lost & Paid Item Returned 11.45 S-19221 Syreeta M. Finley 11.45 Brady Olsen &/or Julie Olsen Lost & Paid Item Returned 3.00 3.00 S-19222 S-19223 Robin D. Owens Lost & Paid Item Returned 3.00 3.00 S-19224 Copier Maintenance 113.17 Standley Systems Copier Maintenance 17.62 Copier Maintenance 32.80 Copier Maintenance 27.67 2.19 Copier Maintenance Copier Maintenance 4.71 Copier Maintenance 2.96 Copier Maintenance 21.68 Copier Usage 225.33 Copier Usage 311.79 23.96 Copier Maintenance 783.88 S-19225 Picture This Photography 14/Friends/Staff Recogn 790.00 790.00 S-19226 Nathan Lee 13/Friends/ After School 800.00 800.00 S-19227 Tarvn Parker 13/Friends/ After School 400.00 400.00 S-19228 Kiona Millirons 13/Friends/ After School 600.00 600.00 S-19229 Savannah Mitchell 13/Friends/ After School 800.00 800.00 Natasha Corso 600.00 S-19230 14/KFF/ After School 600.00 Lost & Paid Item Returned S-19231 Kenneth D. Kerr, Jr. 13.55 13.55 Oklahoma Tax Commission S-19232 State Sales Tax-Oct. 48.56 48.56 S-19233 Briana N. White Lost & Paid Item Returned 13.95 13.95 Lost & Paid Item Returned S-19234 Kevin Colwell 22.95 22.95 S-19235 Shren Sylvester Lost & Paid Item Returned 13.95 13.95 S-19236 Autumn Marie Shawver Lost & Paid Item Returned 15.65 15.65 S-19237 Melissa R. Najera Lost & Paid Item Returned 9.95 9.95 S-19238 Eva K. Serrato &/or Terri L. Lost & Paid Item Returned 10.99 10.99 S-19239 Christian Brewer &/or Sophia Lost & Paid Item Returned 3.00 3.00 S-19240 Lyric G. Massey &/or Aubree M Lost & Paid Item Returned 12.95 12.95 Lost & Paid Item Returned S-19241 31.95 Virginia Y. Nunnery 31.95 S-19242 Lost & Paid Item Returned Christine C. Quintana 3.00 3.00 S-19243 Benjamin J. Bax Esq. Lost & Paid Item Returned 24.00 Lost & Paid Item Returned 6.00 30.00 S-19244 Mary Lynn Wolf Lost & Paid Item Returned 9.95 9.95 Oklahoma Tax Commission S-19245 State Sales Tax-Oct. 863.24 863.24 S-19246 Oklahoma Tax Commission State Sales Tax-Oct. 980.75 980.75 S-19247 Standley Systems Copier Maintenance 4.36 4.36 S-19248 NTU Art Association, Inc. 13/Friends/Come Read W Me 175.00 175.00 S-19249 Scott Delsigne 13/Friends/ After School 400.00 400.00 S-19250 Lost & Paid Item Returned Kim M. Cummings 7.95 7.95

Special Funds

Warrant Register

Number	Vendor/Payee	Purpose		Amount
S-19251	Priya J. Domakonda	Lost & Paid Item Returned	19.95	19.95
S-19252	Sarah M Morgan	Lost & Paid Item Returned	3.00	3.00
S-19253	Denton Public Library	Books Lost Account	24.95	24.95
S-19254	Eliana G. Brown &/or Christy	Lost & Paid Item Returned	3.00	3.00
S-19255	Melissa R. Reeves	Lost & Paid Item Returned	13.95	13.95
S-19256	Eagle Valley Library District	Books Lost Account	15.00	15.00
S-19257	Boonslick Regional Library	Books Lost Account	19.99	19.99
S-19258	Sarah L. Green	Lost & Paid Item Returned	3.00	3.00
S-19259	Michelle M. Calvo	Lost & Paid Item Returned	16.00	16.00
S-19260		Lost & Paid Item Returned	6.95	6.95
	Amy M. Robinson Kiley D. Fields &/or Bobbie C.			
S-19261	and the state of the state of the second of the second of the state of	Lost & Paid Item Returned	15.92	15.92
S-19262	Dalton R. Bradley	Lost & Paid Item Returned	98.00	98.00 35.20
S-19263	Michael J. Stone &/or Heather	Lost & Paid Item Returned	35.20	
S-19264	Norah E. Cervantes &/or Sarah	Lost & Paid Item Returned	3.00	3.00
S-19265	Hao Ngoc Duong	Lost & Paid Item Returned	13.95	13.95
S-19266	Georgiana R. Stephens	Lost & Paid Item Returned	14.00	14.00
S-19267	Kalaya Saguansethakul	Lost & Paid Item Returned	3.00	3.00
S-19268	Alan Tran	Lost & Paid Item Returned	14.75	14.75
S-19269	Elane M. Wolfe	Lost & Paid Item Returned	10.45	10.45
S-19270	Metropolitan Library System	Transfer of Finese	47,000.00	47,000.00
S-19271	Standley Systems	Copier Maintenance	9.58	9.58
S-19272	Barnes & Noble, Inc.	13/Friends Come Read W/Me	252.55	F74 FF
0.40070	Manager	13/Friends Come Read W/Me	319.00	571.55
S-19273	Nathan Lee	13/Friends/ After School	800.00	800.00
S-19274	Scott Delsigne	13/Friends/ After School	200.00	200.00
S-19275	Kiona Millirons	13/Friends/ After School	800.00	800.00
S-19276	Savannah Mitchell	13/Friends/ After School	400.00	400.00
S-19277	Comfort Inn @ Founders Towers	14/Friends/Our World	1,785.00	1,785.00
S-19278	Natasha Corso	14/KFF/ After School	800.00	800.00
S-19279	Edmond Music	14/Friends/Piano Moving	700.00	700.00
S-19280	Dana Morrow	Friends/Our World	603.03	603.03
S-19281	Doris Beaton	Lost & Paid Item Returned	30.00	30.00
S-19282	Dorothy C. Weaver	Lost & Paid Item Returned	22.95	22.95
S-19283	Linda K. Lane	Lost & Paid Item Returned	12.95	12.95
S-19284	Jennifer Adkisson	Lost & Paid Item Returned	7.95	7.95
S-19285	Holly A. Smith	Lost & Paid Item Returned	18.50	18.50
S-19286	Alicia S. Henson	Lost & Paid Item Returned	3.00	3.00
S-19287	Evelyn Kay Pritchard	Lost & Paid Item Returned	24.00	24.00
S-19288	Ricardo A. Davila	Lost & Paid Item Returned	19.95	19.95
S-19289	Andrew L. Copeland &/or	Lost & Paid Item Returned	11.95	11.95
S-19290	Jan L. Newman	Lost & Paid Item Returned	26.95	26.95
S-19291	Maddie P. Greer &/or Barbra B.	Lost & Paid Item Returned	16.95	16.95
S-19292	Maria F. Rubino-Watkins	Lost & Paid Item Returned	47.00	47.00
S-19293	Alicia N. Gebhard	Lost & Paid Item Returned	9.95	9.95
S-19294	David N. Peirce &/or Lynda J.	Lost & Paid Item Returned	12.95	12.95
S-19295	Adrienne M. Rodriguez	Lost & Paid Item Returned	3.00	3.00
S-19296	Lacey F. Reed	Lost & Paid Item Returned	16.95	16.95
S-19297	Esther E. Lopez	Lost & Paid Item Returned	6.25	6.25
S-19298	James J. Studebaker	Lost & Paid Item Returned	16.00	16.00
S-19299	Sohee Johns &/or Soyun Johns	Lost & Paid Item Returned	3.00	3.00
S-19300	Melissa D. Kinnaman	Lost & Paid Item Returned	41.95	41.95
S-19301	Mahlia E. Thornbrough &/or	Lost & Paid Item Returned	29.95	29.95
				100000000000000000000000000000000000000

Document #53 MLC FY 2013-14 December 12, 2013

Special F	unds	Warrant Register	Nov	ember 2013
Number	Vendor/Payee	Purpose	N6 13	Amount
S-19302	Susie M. Condict	Lost & Paid Item Returned	18.60	18.60
S-19303	ImageNet Consulting, LLC	Copier Maintenance	157.91	157.91
S-19304	Provantage	Copy Fund	457.80	457.80
S-19305	Randall D. Vaughn	13Let/WA Art	1,000.00	1,000.00
		Total of Special Funds Warrant	ts Issued	\$ 63,614.11

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.

	de	ma	ma	www.
Donna	Morris,	Exec	utive	Director

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.

Deputy Executive Director of Finance and Support

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: INTEGRATED LIBRARY SYSTEM (ILS) PURCHASE, INSTALLATION, AND SUPPORT SERVICES

With the approval of the Metropolitan Library Commission, the Library has negotiated a contract with The Library Corporation (TLC) for the purchase and installation of hardware, software, data migration, training and support for a new ILS System. The contract has been reviewed by the Library's legal counsel, William Comstock and changes were made to the contract based on his review. The final pricing is detailed below:

Final Pricing

Initial Purchase and Installation Costs	Year 1
TLC Software	\$225,000.00
Third Party Software	\$61,596.00
Purchased Hardware	\$39,777.00
Vendor Services	\$77,710.00
Subtotal	\$404,083.00

Ongoing Maintenance	Year 2	Year 3	Year 4	Year 5	Total
TLC Software					
Carl X	\$32,250.00	\$32,250.00	\$32,250.00	\$32,250.00	\$129,000.00
Ecommerce	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$6,000.00
Hardware					
Maintenance	\$25,126.00	\$25,126.00	\$25,126.00	\$25,126.00	\$100,504.00
Third Party					
Maintenance	N/A	N/A	N/A	N/A	N/A
Vendor Services	N/A	N/A	N/A	N/A	N/A
Total Annual Costs	\$58,876.00	\$58,876.00	\$58,876.00	\$58,876.00	\$235,504.00

RECOMMENDATION:

That the Commission approve the contract with TLC for the purchase and installation of the Carl X Library Automation Software Suite including hardware, software, data migration, training and support services in the amounts stated above. Funding for the purchase is provided for in the FY2013-14 budget, accounts 410 and 450.

Annual Report FY 2012-13:

One of our Twitter followers sent us a message not long ago that pretty well sums up what most library users think: "There's just something about libraries."

hey know what a lot of people may not realize: MLS libraries are not static, but are among the most flexible and changing institutions in central Oklahoma. We enjoy not only a constant influx of new materials, but we also add new services, and FY 2012-13 was no exception to the rule.

The addition of Zinio to our list of Databases was one of our most overwhelming success stories. By logging into Zinio you can download over 250 popular magazines for free. Lisa posted on Facebook, "I think this is going to be awesome." We couldn't agree more. In fact, we checked to find out the Top 5 Most Downloaded Magazines and got this result:

Top 5 Most Downloaded Magazines

- 1. Us Weekly
- 2. \$10 DINNERS (OR LESS!)
- 3. 100 Decorating Ideas
- 4. National Geographic Interactive
- 5. 100 Best Cookies

Another popular acquisition last year was Freegal, a downloadable music service that offers free and legal downloads of DRM-free music every week. Freegal's catalog gives you access to millions of songs from artists across 10,000 music labels. MLS has always been a good way to save money—as we've said before, why buy when you can borrow—and Freegal is another way to save some dollars every month. In tricky economic times, there's a practical reason for using the library. Robin, one

of our Facebook friends, told us: "I drive a lot and listen to audiobooks while on the road. Each audiobook costs \$50 to \$100. And I save on magazines and music, too." Joey's savings were even more amazing. "I calculated this a few months ago and my family uses \$1,000 of library services each month. What we save on magazine subscriptions alone is craziness."

A lot of folks wrote in to tell us that they enjoy other free services as well, things like Same Day Global Newspapers and



Awesome As Ever

things like Same Day Global Newspapers, and Playaways, which are self-contained recorded books. You don't need any kind of player to take advantage of them. You just plug in an earbud or head phone and you're ready to go. Whitney tweeted that Playaways "just made my book obsession worse."

Readers, and listeners, continued to access our large selection of books in audio and digital formats. We looked into popularity there, too, to discover

Top 5 Most Popular Digital Books

- 1. *Inferno*: Robert Langdon Series, Book 4, by Dan Brown
- 2. *Gone Girl*: A Novel, by Gillian Flynn
- 3. *The Heist*: O'Hare and Fox Series,

Book 2, by Janet Evanovich

4. Fifty Shades of Grey: Fifty Shades

Trilogy, Book 1, by E.L. James

5. A Game of Thrones: A Song of Ice and Fire Series, Book 1, by George R. R. Martin

the Top 5 Most Popular Digital Books.

We asked library users on Facebook to share with us their best library memory. Not surprisingly, several remembered getting their first library card. "I felt like the world was finally within my reach," Mandy told us.

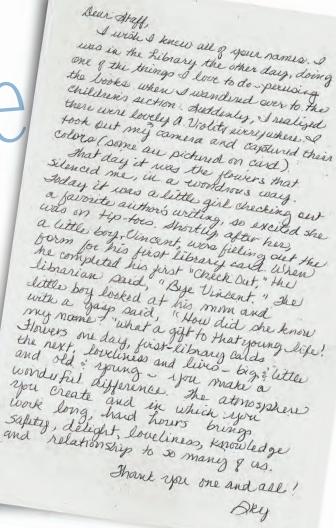
Children have to be taken to the library, and many people remembered moms and dads fondly as parts of their library experiences. Tracy said, "In middle school I would walk to the library after school and spend an hour or so there until my mom picked me up. I can't tell you how many times she had to drag me out of there." Jan recalled "going to the Downtown OKC library (the old location) with my Dad." Elizabeth remembered going to the library with her Mom, who volunteered at a library when she retired. "When she died at 89, I flew back home to Oklahoma. I had a rough day and the

librarians let me go into an unused room with a book so I could feel close to my mom. No place says love like the library!"

Maybe Christina summed it up best when she told us her best library memories are "the ones I'm making now with my two boys."

When we asked our customers why they liked to read, Sue responded, "That's like asking me why I breathe," and Nikki said, "Because I cannot not read."

You know, it's never too late in anyone's life to create more great library memories. Joey added, "the librarians always helps me find exactly what I'm looking for. The



Annual Report continued

librarian will not stop looking until I have the book I need. My librarian is my partner in learning stuff."

That's an important point—you, us, we're partners. We make a good team. And while we contribute to your fond memories of the library, you contribute to ours. They say that a team is only as strong as its weakest member. We're lucky. We have no weak members on our team.

We have you.

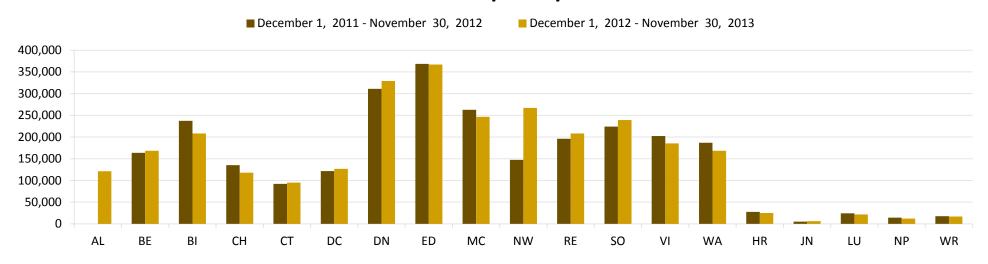
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Financial Information - Budgetary Basis

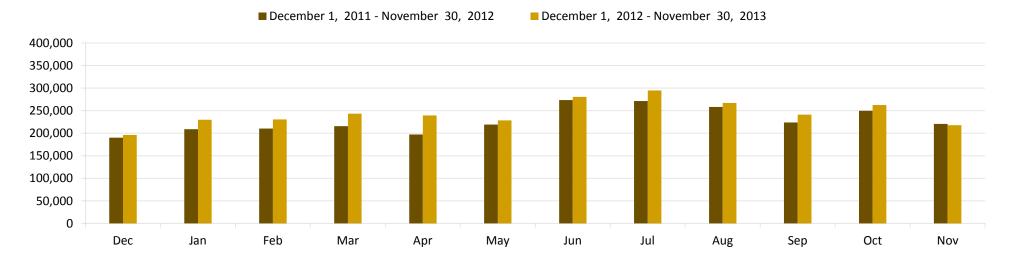
Revenues	3.49	ctary Basis
Property Taxes	FY 2012-13	FY 2011-12
Fines, Fees, & Gifts, etc. State Aid Investment Income Miscellaneous Revenues	\$30,663,799.70 520,000.00 287,392.00 325,335.45 483,196.60	\$30,251,610.47 500,000.00 286,073.00 421,542.81
Total Revenues	\$32,279,723.75	292,447.16
Beginning Fund Balance Forward		\$31,751,673.44
Reserves for future capital and other projects	\$10,880,866.28	\$12,054,150.84
Total Revenues & Balance Forward	\$19,333,641.14	¢10.4~
Expenditures	\$62,494,231.17	\$19,171,370.30 \$62,977,194.58
Personnel		
Maintenance & Operations Books & Materials Capital Outlays Capital Improvements	\$21,623,592.1 ₁ 5,005,322.64 5,456,694.75 835,349.82	\$19,873,731.80 4,563,531.42 5,553,256.14
Total Expenditures	541,903.17	731,442.77
Ending Fund Balance	\$33,462,862.49	^{2,040,725.03} \$32,762,687.16
Reserves for future capital and other projects	12,902,418.56	10,880,866.28
	\$16,128,950.12	\$10,222.5
Total Expenditures and Ending Balance	Č.	\$19,333,641.14
and lice	\$62,494,231.17	52,977,194.58

System Summary

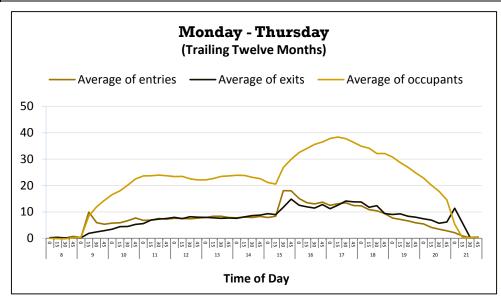
Visits by Library

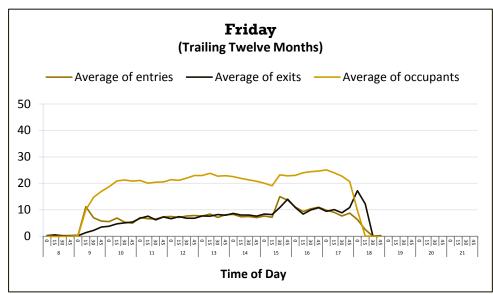


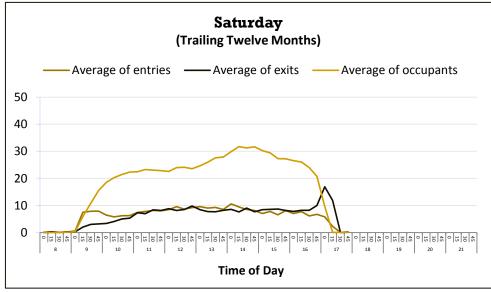
Visits by Month

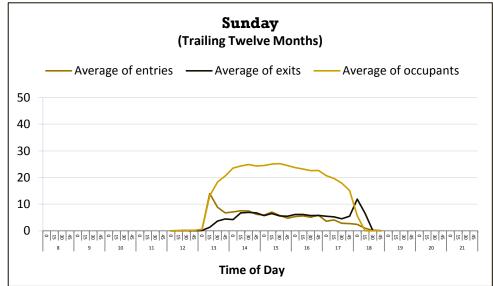


Visits Profile: CH









							D 1							
							Data							
				Jul	y 1, 2013 - No	vember 30, 2	013 (41.67%	of the 13-14 F	iscal Year)					
		<u>Jul</u>	Aug	<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>	FYTD Total
AL	FY13	-		-	-	-	-	-	6,926	10,024	10,914	10,853	12,527	-
	FY14 %	14,363	13,775	13,270	15,523	13,233	-	-	-	-	-	-	-	70,164
	76													
ВІ	FY13	19,684	20,518	19,840	19,763	17,726	15,775	19,121	17,758	19,316	16,868	10,420	17,700	97,530
	FY14	18,988	20,140	18,240	18,111	15,663	-	-	-	-	-	-	-	91,141
	%	-3.5%	-1.8%	-8.1%	-8.4%	-11.6%								-6.6%
BE	FY13	16,408	14,583	12,823	13,764	12,619	11,555	13,098	12,103	13,384	13,213	14,135	16,774	70,197
	FY14	17,748	15,357	13,770	15,150	12,067	-	-	-	-	-	-	-	74,091
	%	8.2%	5.3%	7.4%	10.1%	-4.4%	'	'	1	'	'	'	'	5.5%
СН	FY13	11,751	12,690	13,965	11,278	10,524	8,748	0.506	0.762	0.701	10 206	9,504	10,486	co 200
СП	FY13 FY14	10,265	9,942	9,542	11,278	8,857	8,748	9,596	9,763	9,781	10,306	9,504	10,486	60,209 49,808
	%	-12.7%	-21.7%	-31.7%	-0.7%	-15.8%	- 1	- 1	- 1	- 1	- 1	- 1	- 1	-17.3%
	76	-12.770	-21.770	-31.770	-0.776	-13.670								-17.570
СТ	FY13	9,167	8,206	7,478	8,530	7,309	6,612	7,619	7,761	7,993	8,308	6,190	9,268	40,689
	FY14	9,711	8,344	7,497	8,867	6,859	-	-	-	-	-	-	-	41,278
	%	5.9%	1.7%	0.3%	3.9%	-6.2%								1.4%
DC	FY13	12,301	11,238	10,155	11,098	9,778	8,498	9,553	9,779	10,213	10,672	10,867	12,690	54,570
	FY14	12,801	11,342	10,424	11,046	9,012	-	-	-	-	-	-	-	54,624
	%	4.1%	0.9%	2.6%	-0.5%	-7.8%								0.1%
DN	FY13	28,393	29,480	26,945	27,824	25,236	23,923	27,476	26,424	26,793	26,807	26,851	28,883	137,878
	FY14	30,922	30,590	26,694	29,039	24,755	-	-		-	-	-	-	142,000
	%	8.9%	3.8%	-0.9%	4.4%	-1.9%	ı	'	1	'	'	'	'	3.0%
ED	FY13	38,203	33,006	29,711	30,763	27,169	23,745	29,041	28,066	29,723	29,442	28,348	42,064	158,853
LD	FY14	38,981	31,594	29,473	30,703	26,167	23,743	29,041	28,000	29,723	23,442	28,348	-	156,626
	%	2.0%	-4.3%	-0.8%	-1.1%	-3.7%	1	ı	ı	ı	ı	ı	ı	-1.4%
				aa l		aa I	1		التناما			ا ور		
MC	FY13	25,032	24,228	20,677	23,176	20,529	17,559	20,235	19,040	20,925	19,586	19,159	22,975	113,642
	FY14	24,588	22,569	20,176	21,747	18,136	-	-	-	-	-	-	-	107,215
	%	-1.8%	-6.8%	-2.4%	-6.2%	-11.7%								-5.7%
NW	FY13	26,552	22,353	21,191	22,414	19,712	17,024	20,881	20,638	21,754	21,417	20,851	27,256	112,222
	FY14	28,307	24,059	21,973	23,019	20,073	-	-	-	-	-	-	-	117,431
	%	6.6%	7.6%	3.7%	2.7%	1.8%								4.6%

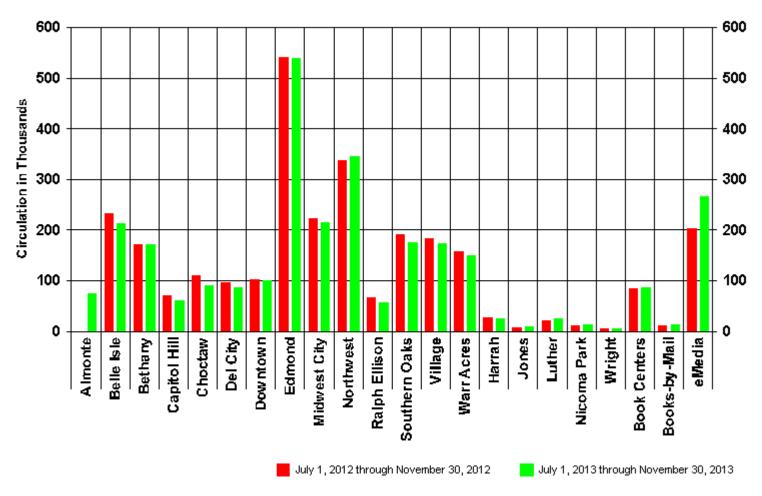
MLC - December 12 , 2013 MLS - November 2013 Library Visits Report Prepared by: Planning Services

Data July 1, 2013 - November 30, 2013 (41.67% of the 13-14 Fiscal Year) <u>Jul</u> Aug Sep <u>Oct</u> Nov Dec <u>Jan</u> <u>Feb</u> Mar Apr May <u>Jun</u> **FYTD Total** 17,873 RE FY13 19,398 19,333 16,247 20,278 16,643 15,057 17,397 19,005 18,681 15,523 18,764 91,899 FY14 22,402 17,426 13,901 18,211 14,196 86,136 15.5% -9.9% -14.4% -10.2% -14.7% % -6.3% 21.700 20.986 7,711 21.557 19.016 17.453 18,394 19,396 20,978 SO FY13 20,673 18,660 18,612 90.970 FY14 22,592 21,941 20,779 21,765 17,907 104,983 % 4.1% 4.5% 169.4% 1.0% -5.8% 15.4% FY13 18.823 17.358 15.621 16.034 13.878 12.021 14,919 15,198 81,714 VΙ 14,660 14,703 15,261 17,268 FY14 19,298 17,254 15,390 16,195 13,226 81,364 % 2.5% -0.6% -1.5% 1.0% -4.7% -0.4% FY13 16,706 16,314 14,778 15,682 13,496 14,088 15,407 WA 11,749 13,434 13,317 13,814 13,841 76,976 FY14 17,109 15,682 13,804 14,765 11,329 72,689 -5.6% % 2.4% -3.9% -6.6% -5.8% -16.1% HR FY13 2.011 2.294 2,194 2.311 1.959 1,795 2,153 2,149 2,305 2,119 2,140 2,113 10,768 2,200 FY14 1,959 2,102 2,240 1,926 10,427 % -2.6% -8.4% 2.1% -4.8% -1.7% -3.2% FY13 501 483 411 528 386 362 461 559 573 473 580 558 2,309 JN FY14 480 455 447 882 474 2,738 % -4.1% -5.7% 8.6% 66.9% 22.9% 18.6% LU FY13 2,072 2,489 1,974 1,892 1,862 1,689 1,717 1,738 1,955 10,290 1,768 1,864 2,114 FY14 1,953 2,031 1,721 1,831 1,544 9,080 % -5.7% -18.4% -12.8% -3.2% -17.1% -11.8% 1,479 1,306 986 1,071 990 NP FY13 921 1,071 999 1,028 924 1,280 1,408 5,833 FY14 1,023 949 885 878 716 4,451 % -30.9% -27.3% -10.3% -18.0% -27.7% -23.7% WR FY13 1,283 1,509 1,187 1,684 1,848 1,628 1,499 1,406 1,453 1,198 1,219 1,370 7,511 1,384 FY14 1,326 1,637 7,050 1,156 1,547 % 3.3% -8.3% -2.6% -2.8% -16.3% -6.1% 271,465 258,373 223,894 249,647 SYS FY13 220,680 196,115 229,736 230,725 243,481 239,389 228,402 280,442 1,224,060 FY14 266,935 262,478 294,815 241,378 217,687 1,283,293 % 8.6% -1.4% 3.3% 7.8% 5.1% 4.8%

MLC - December 12, 2013 MLS - November 2013 Library Visits Report Prepared by: Planning Services

Circulation Gains and Losses

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)



Circulation Gains and Losses

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

NOVEMBER 30, 2013		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE <u>YEAR</u>	TOTAL MONTH	TOTAL <u>YEAR</u>	<u>%</u>
Almonte	13 14	0 8617 8617	0 46363 46363	0 5488 5488	0 28376 28376	0 14105 14105	0 74739 74739	100.0
Belle Isle	13 14	30540 26913 - 3627	170766 153024 - 17742	11252 10502 - 750	60881 59182 -1699	41792 37415 - 4377	231647 212206 - 19441	-8.4
Bethany	13 14	20639 19174 - 1465	112820 111194 - 1626	10407 11016 609	57443 59991 2548	31046 30190 -856	170263 171185 922	.5
Capitol Hill	13 14	7415 5872 -1543	40892 31928 -8964	4935 5402 467	28392 27880 - 512	12350 11274 - 1076	69284 59808 -9476	-13.7
Choctaw	13 14	11870 8350 -3520	65271 49658 - 15613	8068 6734 - 1334	44609 39609 -5000	19938 15084 - 4854	109880 89267 -20613	-18.8
Del City	13 14	12120 10460 - 1660	66973 56716 - 10257	4653 4999 346	28003 28696 693	16773 15459 -1314	94976 85412 -9564	-10.1
Downtown	13 14	14025 12301 - 1724	75291 70995 -4296	4395 5201 806	27419 29238 1819	18420 17502 -918	102710 100233 - 2477	-2.4
Edmond	13 14	53257 50071 - 3186	291258 275412 -15846	42402 45362 2960	250172 262730 12558	95659 95433 -226	541430 538142 - 3288	6
Midwest City	13 14	27559 25228 - 2331	152283 141849 -10434	12528 13850 1322	70611 73534 2923	40087 39078 - 1009	222894 215383 - 7511	-3.4
Northwest	13 14	32727 32650 -77	188447 184552 - 3895	25776 28613 2837	149174 161370 12196	58503 61263 2760	337621 345922 8301	2.5
Ralph Ellison	13 14	7844 7032 -812	47350 39330 -8020	3143 2685 -458	18634 16693 -1941	10987 9717 - 1270	65984 56023 -9961	-15.1
Southern Oaks	13 14	28052 21874 - 6178	130039 118396 -11643	12325 10613 -1712	61362 57265 -4097	40377 32487 - 7890	191401 175661 -15740	-8.2
Village	13 14	22541 21488 - 1053	123376 116122 - 7254	10493 10251 -242	60235 56927 -3308	33034 31739 -1295	183611 173049 -10562	-5.8

MLC - December 12, 2013

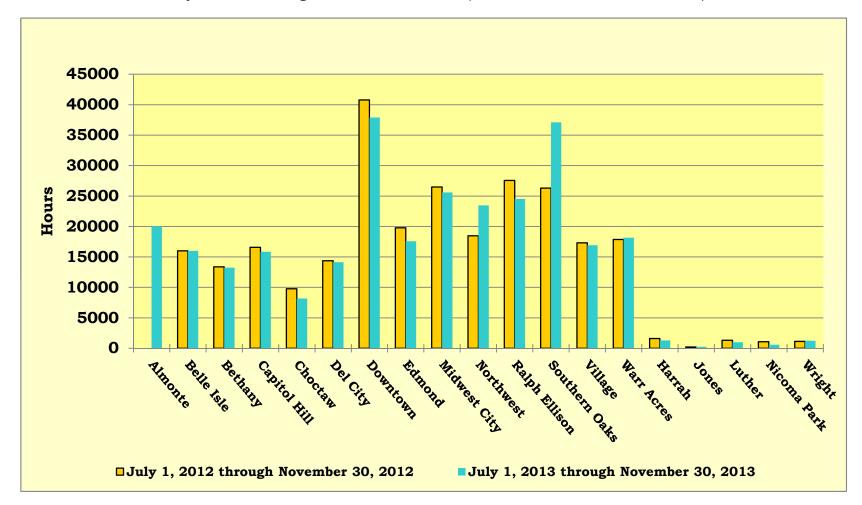
MLS - November 2013 Circulation Gains & Losses

Circulation Gains and Losses July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

NOVEMBER 30, 2013		ADULT MONTH	ADULT YEAR	JUVENILE MONTH	JUVENILE <u>YEAR</u>	TOTAL MONTH	TOTAL <u>YEAR</u>	<u>%</u>
Warr Acres	13 14	21012 20300 - 712	114289 105073 -9216	7538 7997 459	43909 44057 148	28550 28297 -253	158198 149130 -9068	-5.7
EXTENSION LIBRARIE	S:							
Harrah	13 14	3669 3239 -430	18881 17074 - 1807	2026 1573 - 453	8529 8416 -113	5695 4812 -883	27410 25490 -1920	-7.0
Jones	13 14	728 1491 763	3538 6323 2785	549 366 -183	2622 2053 -569	1277 1857 580	6160 8376 2216	36.0
Luther	13 14	2648 3311 663	13545 15992 2447	1112 1657 545	7347 8543 1196	3760 4968 1208	20892 24535 3643	17.4
Nicoma Park	13 14	1589 1750 161	8239 10370 2131	580 430 -150	2679 3501 822	2169 2180 11	10918 13871 2953	27.0
Wright	13 14	713 493 -220	3095 2965 -130	285 291 6	1709 1996 287	998 784 -214	4804 4961 157	3.3
OTHER:								
Book Centers	13 14	10600 10632 32	52839 53120 281	6372 6708 336	31686 32444 758	16972 17340 368	84525 85564 1039	1.2
Books-by-Mail	13 14	2007 1944 - 63	10977 12262 1285	0 0 0	0 0 0	2007 1944 - 63	10977 12262 1285	11.7
eMedia	13 14	38430 50514 12084	201973 266131 64158	0 0 0	0 0 0	38430 50514 12084	201973 266131 64158	31.8
TOTALS	13 14	349985 343704 -6281	1892142 1884849 - 7293	168839 179738 10899	955416 1002501 47085	518824 523442 4618	2847558 2887350 39792	1.4

Total Computer Hours Used by Library

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)



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Total Computer Usage

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
ALMONTE	13					.00						.00	
	14	251		3,953		3,594.14		2,396		23,354		20,030.67	
		251	100.0	3,953	100.0	3,594.14	100.0	2,396	100.0	23,354	100.0	20,030.67	100.0
BELLE ISLE	13	246		3,637		3,035.48		2,592		19,739		16,011.56	
	14	228		3,494		2,870.63		2,396		20,201		15,995.25	
		-18	-7.3	-143	-3.9	-164.85	-5.4	-196	-7.6	462	2.3	-16.31	1
BETHANY	13	246		3,047		2,570.92		2,232		16,284		13,368.29	
	14	207		2,887		2,238.18		2,364		17,446		13,256.42	
		-39	-15.9	-160	-5.3	-332.74	-12.9	132	5.9	1,162	7.1	-111.87	8
CAPITOL HILL	13	270		3,432		3,030.18		2,438		20,493		16,584.15	
	14	228		3,221		2,767.21		2,238		19,474		15,848.39	
		-42	-15.6	-211	-6.1	-262.97	-8.7	-200	-8.2	-1,019	-5.0	-735.76	-4.4
CHOCTAW	13	103		1,685		1,845.26		1,108		8,954		9,778.39	
	14	101		1,390		1,313.69		1,241		8,625		8,172.24	
		-2	-1.9	-295	-17.5	-531.57	-28.8	133	12.0	-329	-3.7	-1,606.15	-16.4
DEL CITY	13	245		3,236		2,697.64		2,194		18,172		14,377.66	
	14	237		3,031		2,550.76		2,272		17,395		14,140.45	
		-8	-3.3	-205	-6.3	-146.88	-5.4	78	3.6	-777	-4.3	-237.21	-1.6
DOWNTOWN	13	236		9,773		7,768.27		2,321		51,219		40,781.90	
	14	180		7,997		6,751.97		2,191		47,677		37,886.48	
		-56	-23.7	-1,776	-18.2	-1,016.30	-13.1	-130	-5.6	-3,542	-6.9	-2,895.42	-7.1
EDMOND	13	274		3,962		3,815.78		2,712		20,895		19,779.82	
	14	263		3,030		2,871.74		2,708		18,936		17,568.61	
		-11	-4.0	-932	-23.5	-944.04	-24.7	-4	1	-1,959	-9.4	-2,211.21	-11.2
MIDWEST CITY	13	394		5,820		4,854.33		3,873		33,459		26,491.68	
	14	354		5,262		4,704.72		3,799		30,772		25,602.54	
		-40	-10.2	-558	-9.6	-149.61	-3.1	-74	-1.9	-2,687	-8.0	-889.14	-3.4
NORTHWEST	13	361		3,656		3,834.86		2,715		18,085		18,468.29	
	14	325		3,991		4,295.09		3,288		22,057		23,463.37	
		-36	-10.0	335	9.2	460.23	12.0	573	21.1	3,972	22.0	4,995.08	27.0

MLC - December 12, 2013

Prepared by: Information Technology

MLS - November 2013 Computer Usage by All Customers

Total Computer Usage

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
RALPH ELLISON	13	354		6,363		5,280.42		3,224		34,349		27,550.86	
	14	229		4,854		4,459.65		2,989		28,867		24,517.86	
		-125	-35.3	-1,509	-23.7	-820.77	-15.5	-235	-7.3	-5,482	-16.0	-3,033.00	-11.0
SOUTHERN OAKS	13	566		7,855		6,964.09		3,682		31,117		26,307.30	
	14	408		7,270		6,300.05		4,075		43,771		37,098.39	
		-158	-27.9	-585	-7.4	-664.04	-9.5	393	10.7	12,654	40.7	10,791.09	41.0
VILLAGE	13	340		3,572		3,152.28		2,998		20,811		17,321.97	
	14	267		3,629		2,988.27		3,056		21,030		16,934.12	
		-73	-21.5	57	1.6	-164.01	-5.2	58	1.9	219	1.1	-387.85	-2.2
WARR ACRES	13	236		4,195		3,495.37		2,332		22,469		17,865.14	
	14	241		3,651		3,073.76		2,319		22,522		18,149.94	
		5	2.1	-544	-13.0	-421.61	-12.1	-13	6	53	.2	284.80	1.6
HARRAH	13	33		383		300.09		302		1,975		1,594.03	
	14	34		314		253.47		276		1,629		1,284.02	
		1	3.0	-69	-18.0	-46.62	-15.5	-26	-8.6	-346	-17.5	-310.01	-19.4
JONES	13	3		42		31.78		39		238		220.16	
	14	3		62		58.26		47		342		237.39	
			.0	20	47.6	26.48	83.3	8	20.5	104	43.7	17.23	7.8
LUTHER	13	24		291		281.68		273		1,587		1,326.54	
	14	19		214		151.17		253		1,308		993.18	
		-5	-20.8	-77	-26.5	-130.51	-46.3	-20	-7.3	-279	-17.6	-333.36	-25.1
NICOMA PARK	13	16		223		217.09		130		1,060		1,088.70	
	14	11		150		121.21		109		767		586.37	
		-5	-31.3	-73	-32.7	-95.88	-44.2	-21	-16.2	-293	-27.6	-502.33	-46.1
WRIGHT	13	18		295		234.14		145		1,426		1,118.67	
	14	10		258		238.01		135		1,334		1,232.37	
		-8	-44.4	-37	-12.5	3.87	1.7	-10	-6.9	-92	-6.5	113.70	10.2
TOTAL	13	3,965		61,467		53,409.66		35,310		322,332		270,035.11	
	14	3,596		58,658		51,601.98		38,152		347,507		292,998.06	
		-369	-9.3	-2,809	-4.6	-1,807.68	-3.4	2,842	8.0	25,175	7.8	22,962.95	8.5

MLC - December 12, 2013

Prepared by: Information Technology

Computer Usage by Adult Customers

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
ALMONTE	13					.00						.00	
	14	177		2,612		2,458.30		1,724		14,603		13,092.69	
		177	100.0	2,612	100.0	2,458.30	100.0	1,724	100.0	14,603	100.0	13,092.69	100.0
BELLE ISLE	13	206		3,097		2,620.19		2,190		17,148		14,072.65	
	14	191		2,833		2,348.04		2,010		16,258		12,985.65	
		-15	-7.3	-264	-8.5	-272.15	-10.4	-180	-8.2	-890	-5.2	-1,087.00	-7.7
BETHANY	13	200		2,522		2,119.07		1,831		13,734		11,331.86	
	14	166		2,230		1,723.15		1,963		13,678		10,333.81	
		-34	-17.0	-292	-11.6	-395.92	-18.7	132	7.2	-56	4	-998.05	-8.8
CAPITOL HILL	13	170		1,977		1,881.35		1,530		10,669		9,209.39	
	14	130		1,484		1,338.62		1,331		8,730		7,659.84	
		-40	-23.5	-493	-24.9	-542.73	-28.8	-199	-13.0	-1,939	-18.2	-1,549.55	-16.8
CHOCTAW	13	77		1,127		1,207.87		791		6,238		6,782.62	
	14	77		976		896.80		885		5,554		4,963.29	
			.0	-151	-13.4	-311.07	-25.8	94	11.9	-684	-11.0	-1,819.33	-26.8
DEL CITY	13	186		2,375		2,011.45		1,666		13,038		10,434.46	
	14	187		2,467		2,081.14		1,778		13,563		11,187.22	
		1	.5	92	3.9	69.69	3.5	112	6.7	525	4.0	752.76	7.2
DOWNTOWN	13	214		9,478		7,516.23		2,104		49,200		39,201.44	
	14	167		7,813		6,605.80		1,975		46,048		36,602.23	
		-47	-22.0	-1,665	-17.6	-910.43	-12.1	-129	-6.1	-3,152	-6.4	-2,599.21	-6.6
EDMOND	13	235		3,375		3,175.47		2,286		17,716		16,427.75	
	14	226		2,589		2,425.34		2,224		16,009		14,742.09	
		-9	-3.8	-786	-23.3	-750.13	-23.6	-62	-2.7	-1,707	-9.6	-1,685.66	-10.3
MIDWEST CITY	13	332		4,423		3,693.68		3,086		24,631		19,653.95	
	14	282		4,294		3,926.09		3,091		24,340		20,641.14	
		-50	-15.1	-129	-2.9	232.41	6.3	5	.2	-291	-1.2	987.19	5.0
NORTHWEST	13	279		3,145		3,365.50		2,134		15,265		15,808.39	
	14	264		3,424		3,770.45		2,639		18,940		20,418.18	
		-15	-5.4	279	8.9	404.95	12.0	505	23.7	3,675	24.1	4,609.79	29.2

MLC - December 12, 2013

Prepared by: Information Technology

Computer Usage by Adult Customers

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month		Month		Month		Year		Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
RALPH ELLISON	13	277		4,413		3,731.00		2,413		22,632		18,575.91	
	14	181		3,579		3,321.02		2,272		20,475		17,361.91	
		-96	-34.7	-834	-18.9	-409.98	-11.0	-141	-5.8	-2,157	-9.5	-1,214.00	-6.5
SOUTHERN OAKS	13	430		4,680		4,529.77		2,652		19,204		17,078.25	
	14	298		3,958		3,741.76		2,950		23,269		20,983.65	
		-132	-30.7	-722	-15.4	-788.01	-17.4	298	11.2	4,065	21.2	3,905.40	22.9
VILLAGE	13	282		2,845		2,424.82		2,451		15,952		12,851.21	
	14	232		2,945		2,385.02		2,471		16,886		13,299.73	
		-50	-17.7	100	3.5	-39.80	-1.6	20	.8	934	5.9	448.52	3.5
WARR ACRES	13	206		3,030		2,479.02		1,964		16,298		12,851.56	
	14	198		2,855		2,425.85		1,964		16,649		13,490.94	
		-8	-3.9	-175	-5.8	-53.17	-2.1		.0	351	2.2	639.38	5.0
HARRAH	13	27		328		233.32		239		1,624		1,171.02	
	14	27		235		157.99		218		1,298		910.89	
			.0	-93	-28.4	-75.33	-32.3	-21	-8.8	-326	-20.1	-260.13	-22.2
JONES	13	2		38		29.53		28		207		205.87	
	14	3		54		53.07		33		288		216.96	
		1	50.0	16	42.1	23.54	79.7	5	17.9	81	39.1	11.09	5.4
LUTHER	13	17		184		170.50		159		915		706.82	
	14	16		162		99.05		151		825		582.12	
		-1	-5.9	-22	-12.0	-71.45	-41.9	-8	-5.0	-90	-9.8	-124.70	-17.6
NICOMA PARK	13	12		211		209.28		103		975		1,018.40	
	14	7		122		101.41		80		619		479.92	
		-5	-41.7	-89	-42.2	-107.87	-51.5	-23	-22.3	-356	-36.5	-538.48	-52.9
WRIGHT	13	17		259		211.09		108		1,207		982.69	
	14	8		245		228.44		109		1,218		1,162.56	
		-9	-52.9	-14	-5.4	17.35	8.2	1	.9	11	.9	179.87	18.3
TOTAL	13	3,169		47,507		41,609.14		27,735		246,653		208,364.24	
	14	2,837		44,877		40,087.34		29,868		259,250		221,114.82	
		-332	-10.5	-2,630	-5.5	-1,521.80	-3.7	2,133	7.7	12,597	5.1	12,750.58	6.1

MLC - December 12, 2013

Prepared by: Information Technology

MLS - November 2013 Computer Usage by Adult Customers

Computer Usage by Minor Customers

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

	FY	Month Customers	%	Month Visits	%	Month Hours Used	%	Year Customers	%	Year Visits	%	Year Hours Used	%
ALMONTE	13	Customers	/0	Visits	/0	.00	/0	Customers	/0	Visits	/0	.00	/0
TEMOTTE	14	74		1,341		1,135.84		672		8,751		6,937.98	
		74	100.0	1,341	100.0	1,135.84	100.0	672	100.0	8,751		6,937.98	100.0
BELLE ISLE	13	40		540		415.29		402		2,591		1,938.91	
	14	37		661		522.59		386		3,943		3,009.60	
		-3	-7.5	121	22.4	107.30	25.8	-16	-4.0	1,352	52.2	1,070.69	55.2
BETHANY	13	46		525		451.85		401		2,550		2,036.43	
	14	41		657		515.03		401		3,768		2,922.61	
		-5	-10.9	132	25.1	63.18	14.0		.0	1,218	47.8	886.18	43.5
CAPITOL HILL	13	100		1,455		1,148.83		908		9,824		7,374.76	
	14	98		1,737		1,428.59		907		10,744		8,188.55	
		-2	-2.0	282	19.4	279.76	24.4	-1	1	920	9.4	813.79	11.0
CHOCTAW	13	26		558		637.39		317		2,716		2,995.77	
	14	24		414		416.89		356		3,071		3,208.95	
		-2	-7.7	-144	-25.8	-220.50	-34.6	39	12.3	355	13.1	213.18	7.1
DEL CITY	13	59		861		686.19		528		5,134		3,943.20	
	14	50		564		469.62		494		3,832		2,953.23	
		-9	-15.3	-297	-34.5	-216.57	-31.6	-34	-6.4	-1,302	-25.4	-989.97	-25.1
DOWNTOWN	13	22		295		252.04		217		2,019		1,580.46	
	14	13		184		146.17		216		1,629		1,284.25	
		-9	-40.9	-111	-37.6	-105.87	-42.0	-1	5	-390	-19.3	-296.21	-18.7
EDMOND	13	39		587		640.31		426		3,179		3,352.07	
	14	37		441		446.40		484		2,927		2,826.52	
		-2	-5.1	-146	-24.9	-193.91	-30.3	58	13.6	-252	-7.9	-525.55	-15.7
MIDWEST CITY	13	62		1,397		1,160.65		787		8,828		6,837.73	
	14	72		968		778.63		708		6,432		4,961.40	
		10	16.1	-429	-30.7	-382.02	-32.9	-79	-10.0	-2,396	-27.1	-1,876.33	-27.4
NORTHWEST	13	82		511		469.36		581		2,820		2,659.90	
	14	61		567		524.64		649		3,117		3,045.19	
		-21	-25.6	56	11.0	55.28	11.8	68	11.7	297	10.5	385.29	14.5

MLC - December 12, 2013

Prepared by: Information Technology

Computer Usage by Minor Customers

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month Month		Month			Year		Year	Year		Year	
	FY	Customers	%	Visits	%	Hours Used	%	Customers	%	Visits	%	Hours Used	%
RALPH ELLISON	13	77		1,950		1,549.42		811		11,717		8,974.95	
	14	48		1,275		1,138.63		717		8,392		7,155.95	
		-29	-37.7	-675	-34.6	-410.79	-26.5	-94	-11.6	-3,325	-28.4	-1,819.00	-20.3
SOUTHERN OAKS	13	136		3,175		2,434.32		1,030		11,913		9,229.05	
	14	110		3,312		2,558.29		1,125		20,502		16,114.74	
		-26	-19.1	137	4.3	123.97	5.1	95	9.2	8,589	72.1	6,885.69	74.6
VILLAGE	13	58		727		727.46		547		4,859		4,470.76	
	14	35		684		603.25		585		4,144		3,634.39	
		-23	-39.7	-43	-5.9	-124.21	-17.1	38	6.9	-715	-14.7	-836.37	-18.7
WARR ACRES	13	30		1,165		1,016.35		368		6,171		5,013.58	
	14	43		796		647.91		355		5,873		4,659.00	
		13	43.3	-369	-31.7	-368.44	-36.3	-13	-3.5	-298	-4.8	-354.58	-7.1
HARRAH	13	6		55		66.77		63		351		423.01	
	14	7		79		95.48		58		331		373.13	
		1	16.7	24	43.6	28.71	43.0	-5	-7.9	-20	-5.7	-49.88	-11.8
JONES	13	1		4		2.25		11		31		14.29	
	14			8		5.19		14		54		20.43	
		-1	-100.0	4	100.0	2.94	130.7	3	27.3	23	74.2	6.14	43.0
LUTHER	13	7		107		111.18		114		672		619.72	
	14	3		52		52.12		102		483		411.06	
		-4	-57.1	-55	-51.4	-59.06	-53.1	-12	-10.5	-189	-28.1	-208.66	-33.7
NICOMA PARK	13	4		12		7.81		27		85		70.30	
	14	4		28		19.80		29		148		106.45	
			.0	16	133.3	11.99	153.5	2	7.4	63	74.1	36.15	51.4
WRIGHT	13	1		36		23.05		37		219		135.98	
	14	2		13		9.57		26		116		69.81	
		1	100.0	-23	-63.9	-13.48	-58.5	-11	-29.7	-103	-47.0	-66.17	-48.7
TOTAL	13	796		13,960		11,800.52		7,575		75,679		61,670.87	
	14	759		13,781		11,514.64		8,284		88,257		71,883.24	
		-37	-4.6	-179	-1.3	-285.88	-2.4	709	9.4	12,578	16.6	10,212.37	16.6

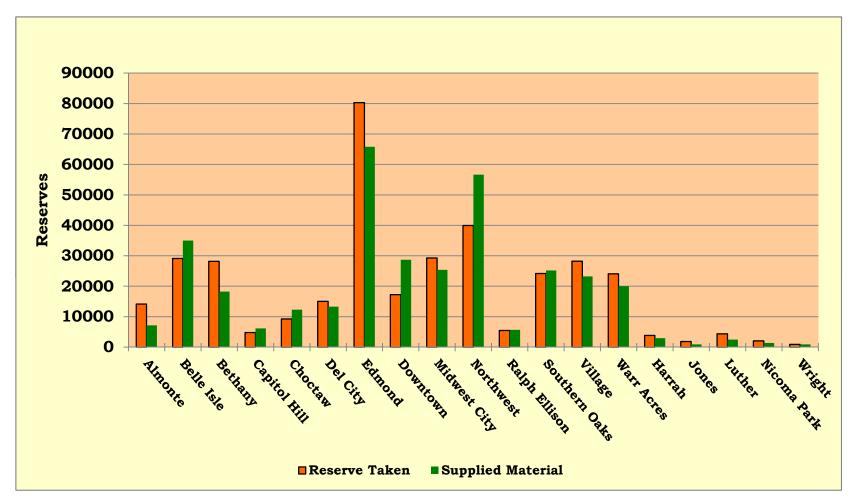
MLC - December 12, 2013

Prepared by: Information Technology

MLS - November 2013 Computer Usage by Minor Customers

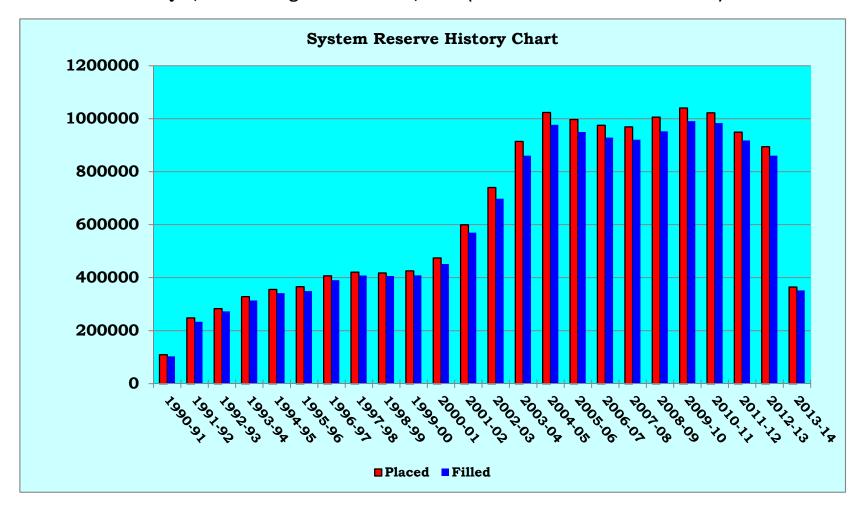
System Reserve Report

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)



System Reserve Report

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)



System Reserves Report

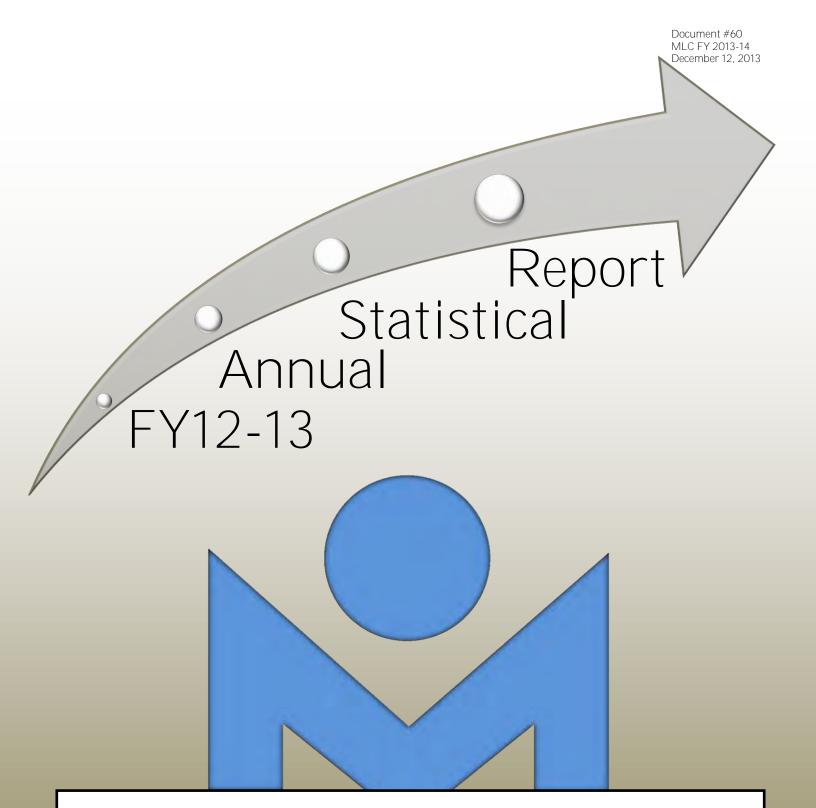
July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
ALMONTE	13			, , , , , , , , , , , , , , , , , , ,			70
	14	2,515	14,128		2,390	13,190	
		2,515	14,128		2,390	13,190	
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,		,,,,,,	,	
BELLE ISLE	13	6,481	38,616		6,565	36,993	
	14	5,044	29,119		4,856	28,221	
		-1,437	-9,497	-24.6	-1,709	-8,772	-23.7
BETHANY	13	5,102	29,666		5,080	28,213	
	14	4,721	28,181		4,478	26,016	
		-381	-1,485	-5.0	-602	-2,197	-7.8
CAPITOL HILL	13	1,096	7,034		1,142	6,847	
CHI II OLI IIILL	14	817	4,764		745	4,578	
	17	- 279	-2,270	-32.3	- 397	- 2,269	-33.1
OHOOTAW	12	1.020	10.600		0.000	10.007	
CHOCTAW	13 14	1,938 1,602	10,622 9,260		2,009	10,297 8,962	
	14	- 336	9,260 - 1,362	-12.8	1,579 -430	-1,335	-13.0
		-336	-1,362	-12.0	-430	-1,335	-13.0
DEL CITY	13	3,054	18,026		3,044	17,172	
	14	2,692	15,011		2,569	14,424	
		-362	-3,015	-16.7	-475	-2,748	-16.0
EDMOND	13	15,300	85,905		15,203	83,182	
	14	14,252	80,320		13,904	77,795	
		-1,048	-5,585	-6.5	-1,299	-5,387	-6.5
DOWNTOWN	13	3,295	19,069		3,318	18,346	
Bowniown	14	2,984	17,256		2,985	16,524	
	11	-311	-1,813	-9.5	-333	-1,822	-9.9
MIDWEST CITY	13	5,889	32,142		5,810	31,178	
	14	5,153	29,263		4,844	28,241	
		-736	-2,879	-9.0	-966	-2,937	-9.4
NORTHWEST	13	6,809	37,066		6,728	35,345	
	14	7,206	39,936		7,076	38,641	
		397	2,870	7.7	348	3,296	9.3
RALPH ELLISON	13	1,262	6,842		1,176	6,620	
	14	1,046	5,454		1,036	5,209	
	<u>.</u> .	- 216	-1,388	-20.3	- 140	-1,411	-21.3
SOUTHERN OAKS	13	6,253	30,243		6,210	29,128	
SOUTHERN OAKS	13 14	6,253 4,323	30,243 24,174		6,210 4,255	29,128 23,426	
	14			20.1			10 <i>6</i>
		-1,930	-6,069	-20.1	-1,955	-5,702	-19.6

System Reserves Report

July 1, 2013 through November 30, 2013 (41.67% of the 13-14 Fiscal Year)

		Month	Year		Month	Year	
		Placed	Placed	%	Filled	Filled	%
VILLAGE	13	5,119	30,979		5,350	30,296	
VIDDITGE	14	5,098	28,217		4,967	27,215	
	1.	- 21	-2,762	-8.9	-383	-3,081	-10.2
WARR ACRES	13	4,510	25,978		4,564	25,209	
	14	4,283	24,088		4,171	23,200	
		-227	-1,890	-7.3	-393	-2,009	-8.0
HARRAH	13	865	4,634		895	4,551	
	14	738	3,836		729	3,724	
		-127	-798	-17.2	-166	-827	-18.2
JONES	13	246	1,603		245	1,564	
	14	298	1,856		285	1,776	
		52	253	15.8	40	212	13.6
LUTHER	13	891	4,534		891	4,515	
	14	821	4,352		818	4,341	
		-70	-182	-4.0	-73	-174	-3.9
NICOMA PARK	13	481	2,696		457	2,623	
	14	433	2,037		417	2,001	
		-48	-659	-24.4	-40	-622	-23.7
WRIGHT	13	151	1,167		180	1,130	
	14	167	878		165	860	
		16	-289	-24.8	-15	-270	-23.9
TOTAL	13	69,456	390,552		69,556	376,833	
	14	64,812	365,675		62,856	351,711	
		-4,644	-24,877	-6.4	-6,700	-25,122	-6.7



Metropolitan Library System

TABLE OF CONTENTS

Table of Contents	2
About this report	3
Circulation	4
Inventory	5
Library Inventories	6
Reserves	7
Library Cards	8
Inter-Library Loans	9
Program Attendance	10
Reading Programs	1
Computer Usage History	12
Public Internet Usage	13
Library Visits	14
Databases and Website	15
MLS Staff	16
Conclusion	17

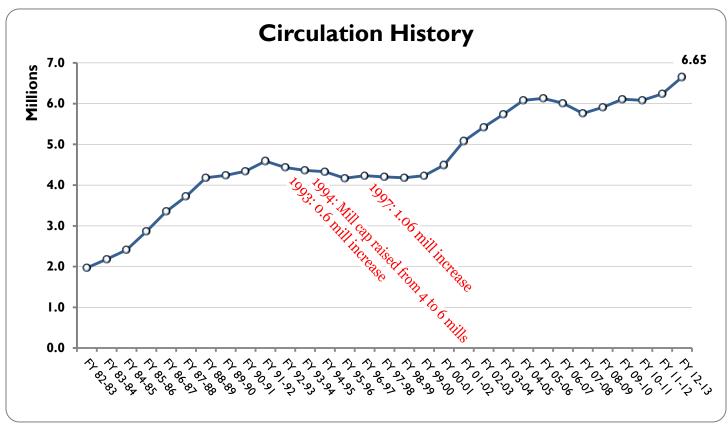
ABOUT THIS REPORT

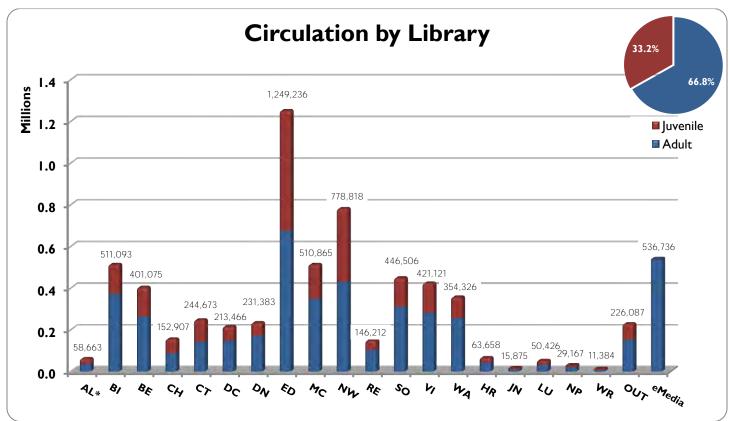
The Annual Statistical Report is a fixture of our yearly reporting practices. The Planning Department begins the process at the close of each **fiscal year by gathering the past year's data**. This information is first used to complete a report for the Oklahoma Department of Libraries (ODL). The ODL report, typically due in early October, is one of the requirements for MLS to be eligible for state aid in the coming year (\$287,392 in FY12-13). It is also an important resource for completing the many other annual surveys and reports, including this one, that are submitted to various agencies and organizations thereafter.

The Annual Statistical Report is intended to provide a fiscal year summary to the staff and Commission and to serve as a record for reference in future years. Some elements of this report vary from year to year but, where possible, numbers are placed in historical context to illustrate multi-year trends. These trends are the result of a combination of factors that can be broadly classified as either stemming from library policies and available resources or as the effects of larger social, demographic, and/or technological developments.

Finally, as we continue marketing the library to promote controlled and sustainable growth, there are considerations, such as maintaining a current and diverse collection, which take precedence over maximizing circulation or other numbers. Therefore, while reading this report, it is important to regard the results presented as a balancing of the resources used to fulfill our mission of providing materials, services and programs to Oklahoma County's diverse community.

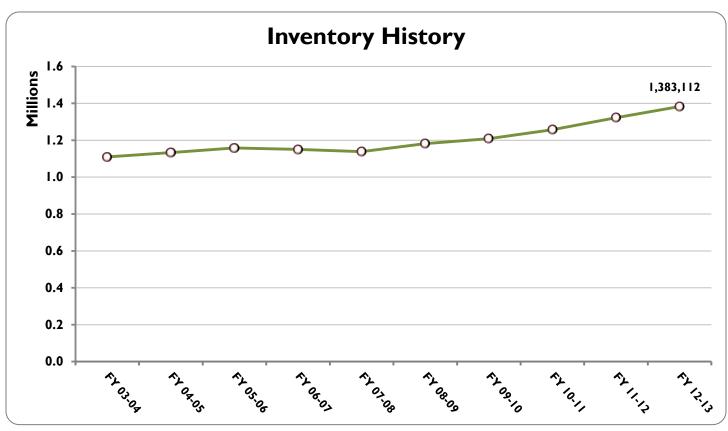
CIRCULATION

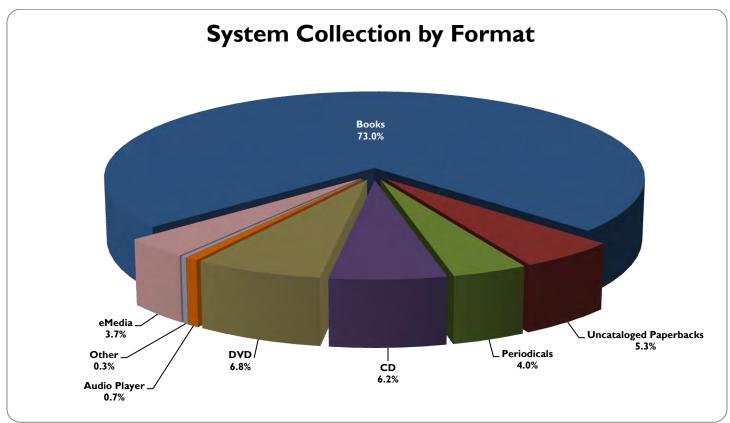




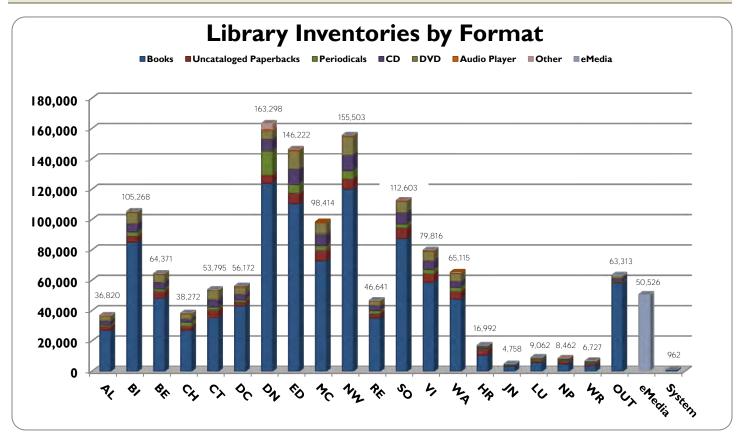
* The Almonte Library opened to the public in February of 2012.

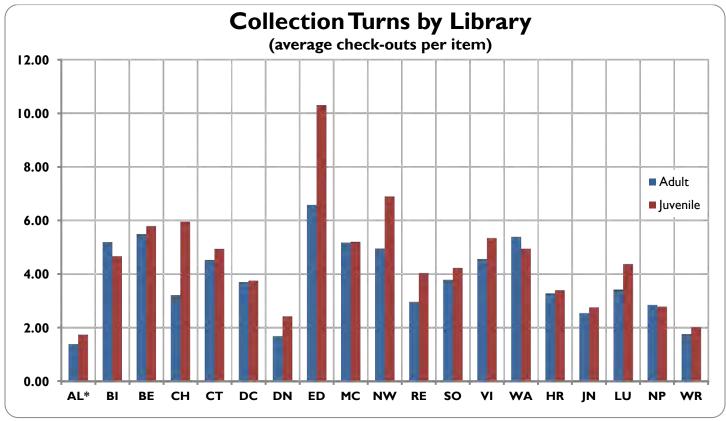
INVENTORY





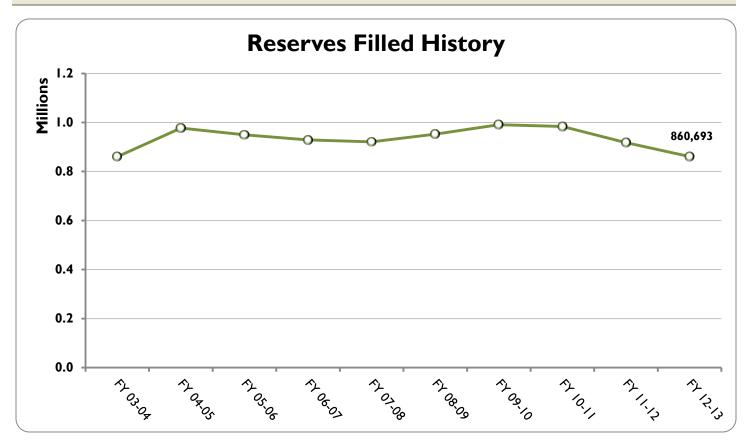
LIBRARY INVENTORIES

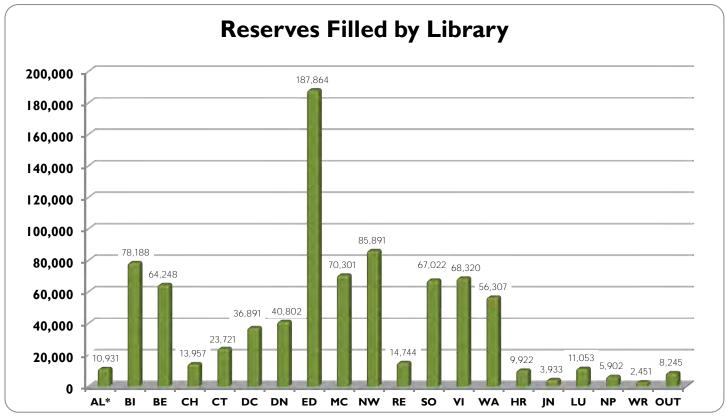




* The Almonte Library opened to the public in February of 2012.

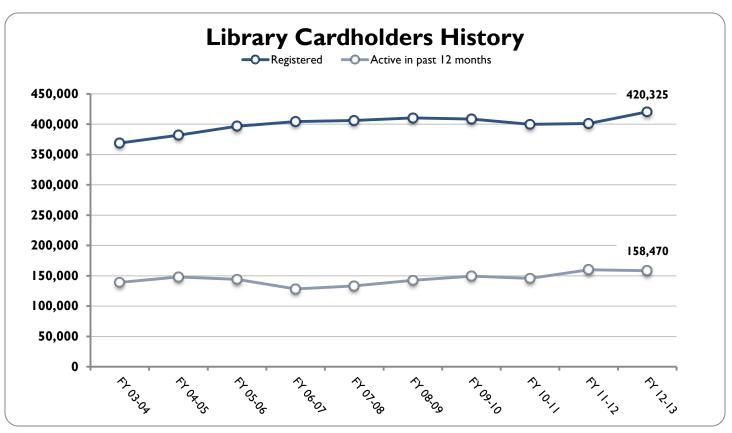
RESERVES

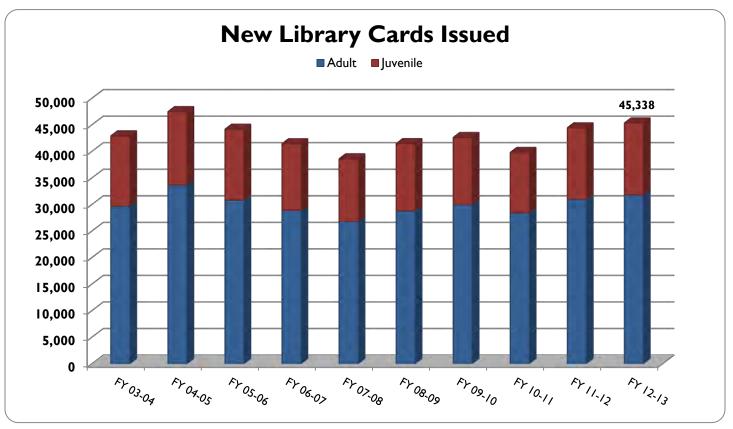




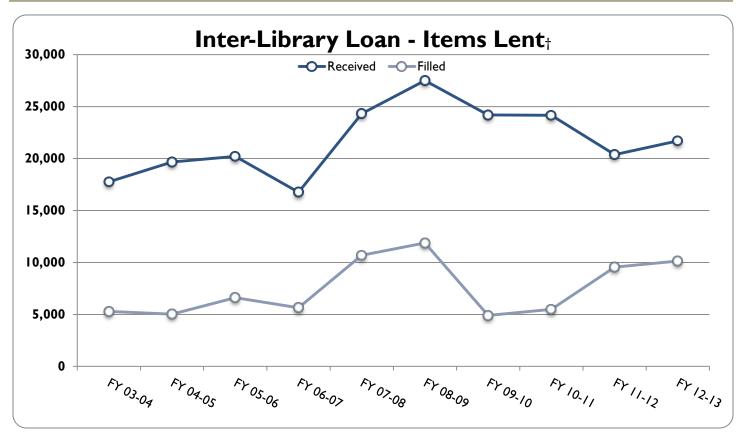
* The Almonte Library opened to the public in February of 2012.

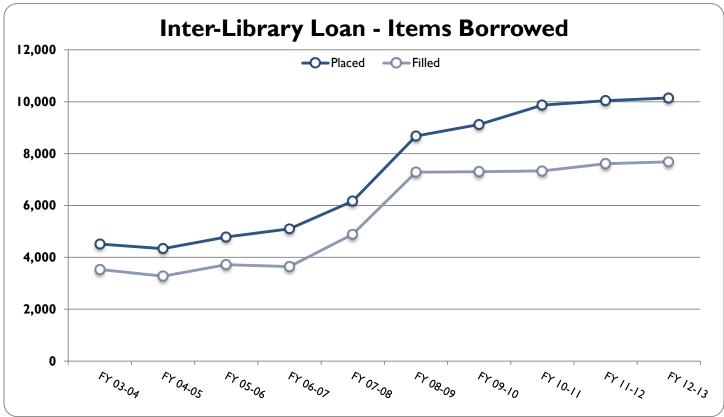
LIBRARY CARDS





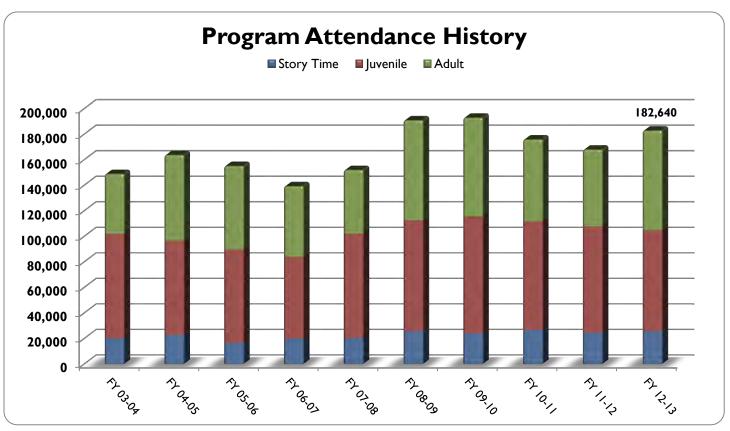
INTER-LIBRARY LOANS

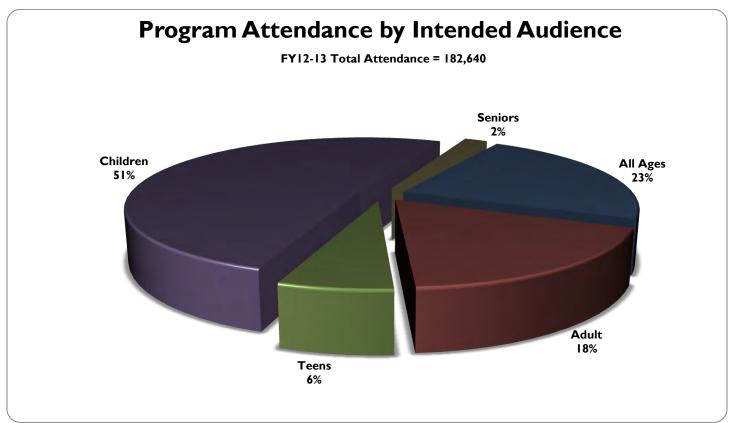




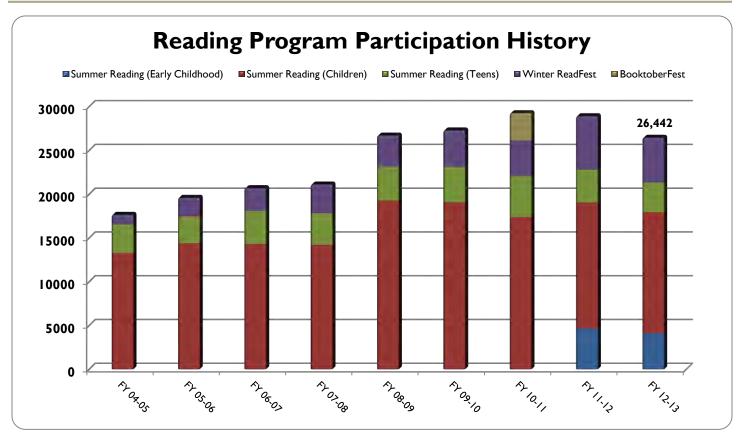
†ODL's Agent ILL system was discontinued in 2009, which eliminated many duplicate requests. ILL lending was also suspended for two months during the move to the service center.

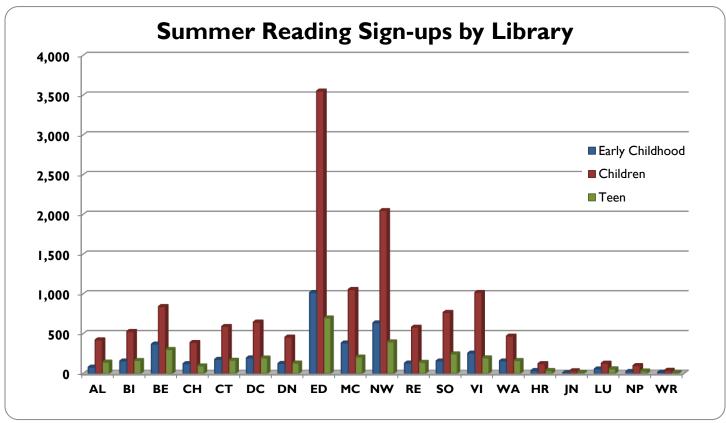
PROGRAM ATTENDANCE



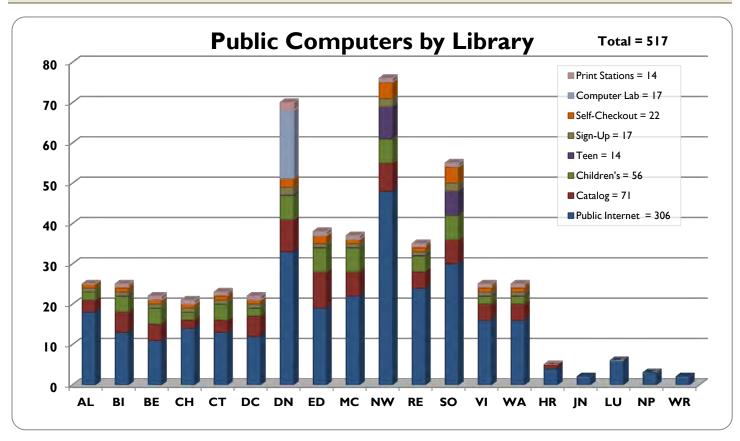


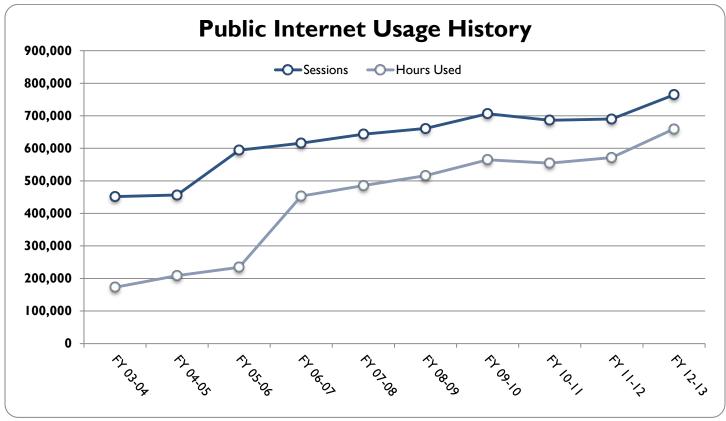
READING PROGRAMS



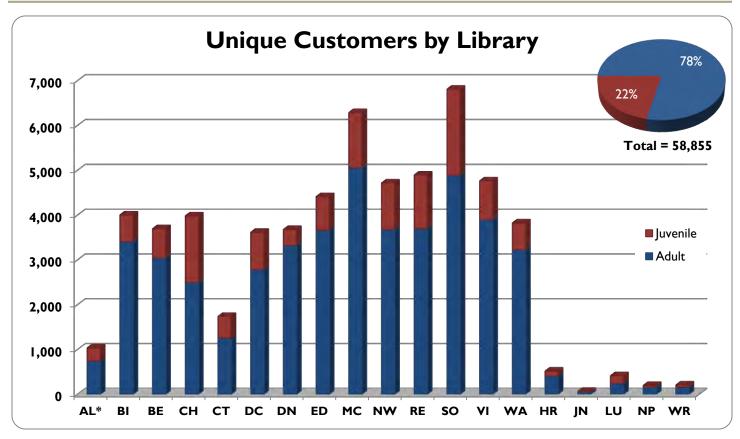


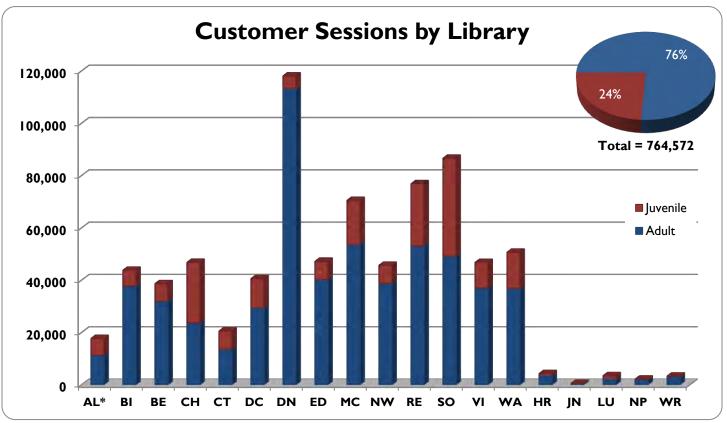
COMPUTER USAGE HISTORY





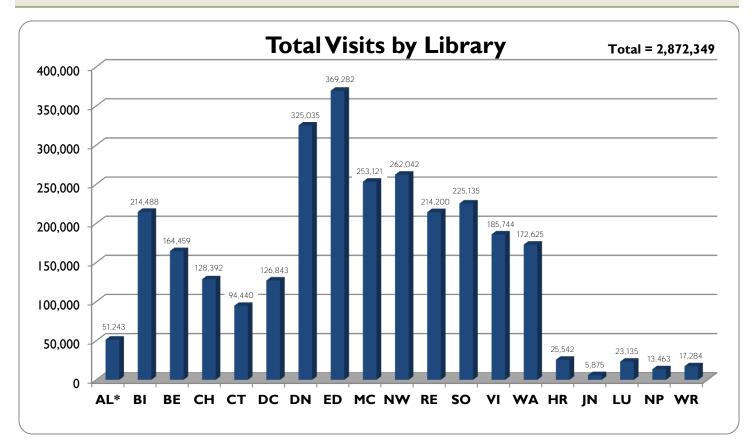
PUBLIC INTERNET USAGE

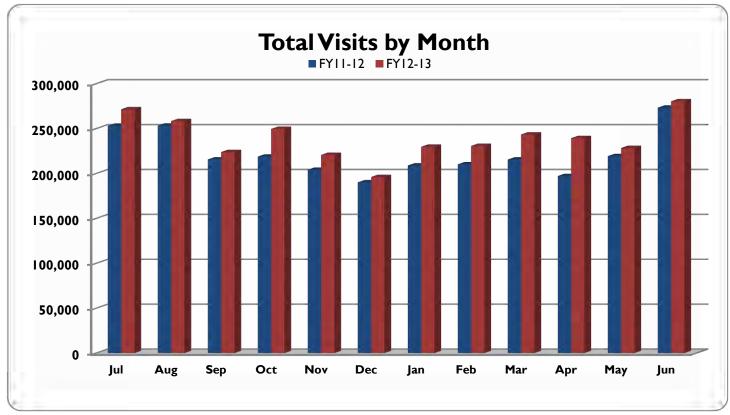




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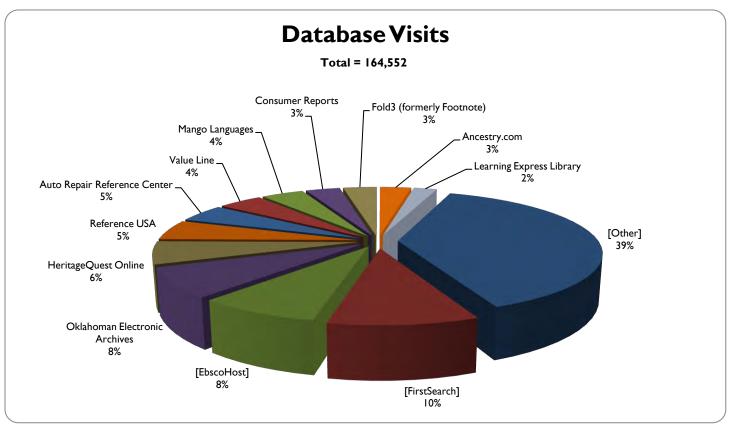
LIBRARY VISITS

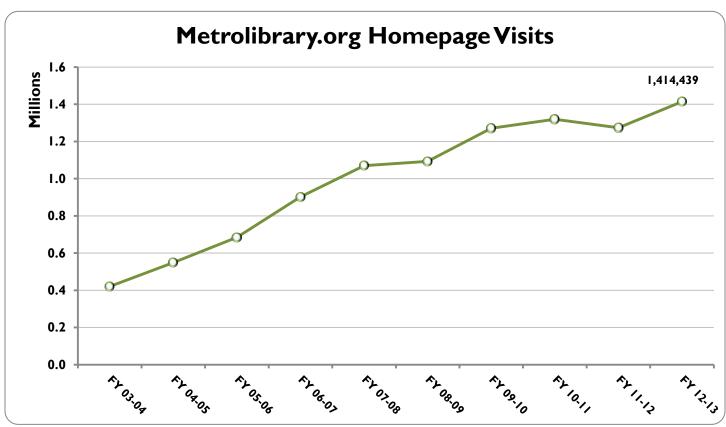




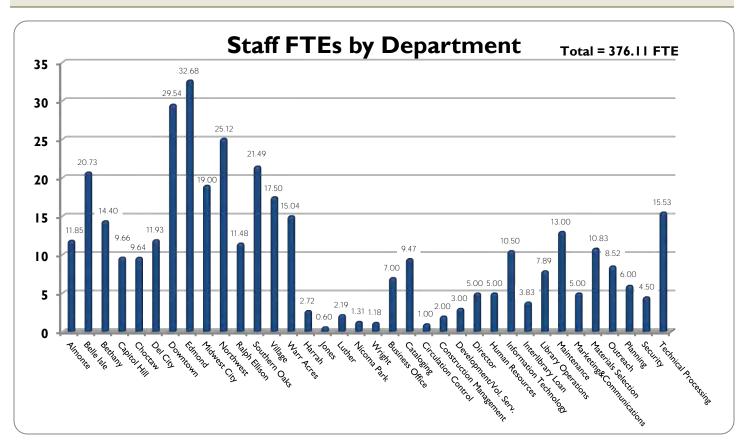
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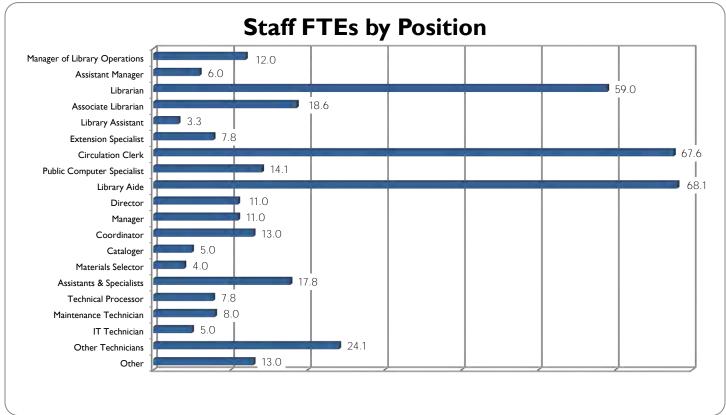
DATABASES AND WEBSITE





MLS STAFF





CONCLUSION

The Metropolitan Library System continues to expand in its ability to facilitate the free flow of information and ideas in new and exciting ways. Facility improvements, increased materials holdings and additional media content continue to represent a few of the many ongoing projects designed to provide increased value to our community now and for years to come.

Each of these factors has contributed to observed increases in the use of library materials and services during the 2012-2013 fiscal year, which has in turn, served to illustrate the value placed upon increased access to library materials and services among Oklahoma County residents.

On September 25, 2012, the newly renovated and expanded Southern Oaks Library reopened its doors to the public. In the nine months between October 1st and the end of the 2013 fiscal year, public Internet computer users at the Southern Oaks Library increased by 32.49% compared to the same period in the previous year, with total hours used increasing 40.76% over the same period.

Additionally, after demonstrating its importance to the surrounding community while serving as the temporary Southern Oaks location, the Almonte Library reopened its doors to the public in February of 2012. In the four months prior to the close of the 2012-2013 fiscal year, the Almonte Library received over 44,000 library visits, and circulated an average of 3,000 items per week.

6,653,677 items were borrowed or renewed during the 2012-2013 fiscal year, a quantity roughly equivalent to 8.97 transactions for each resident of Oklahoma County. These transactions constitute a 6.67% increase over that which was observed during the previous fiscal year. Most notably, in its first complete fiscal year with the Metropolitan Library System, the Northwest Library circulated 778,818 items, making it the second highest-circulating collection in the Metropolitan Library System. Similarly, eMedia circulation grew by 40.93% to 536,736 transactions, a quantity sufficient to rank the eMedia collection as the third highest-circulating collection in the Metropolitan Library System and entirely offset changes at those locations demonstrating fewer circulation transactions.

Finally, new library card holders increased by 2.05%, during fiscal year 2012-2013, and contributed to a 4.76% increase in registered borrowers overall. The other contribution to the increase is due to more of the borrowers remaining registered. These registered borrowers serve to illustrate the importance of continued usage in achieving observed increases in registered borrowers overall, as well as in usage of library materials and services in general.

As has been clearly demonstrated through the data collected during fiscal year 2012-2013, the Metropolitan Library System continues to provide library services to the citizens of Oklahoma County in the variety of ways and formats in which they prefer. In the coming years, the Metropolitan Library System will continue to upgrade and expand its facilities, materials, and services in order to grow alongside the evolving needs of our diverse community.

Prepared by: Planning Services

December 2013

Prepared by: Executive Director

Page 1 of 1

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2013

ABBREVIATED DIRECTOR'S REPORT THIS MONTH

Due to the short turnaround since last month's meeting we have little to report this month.

LIBRARY CLOSINGS

The Library System will be closed on Tuesday, December 24 and Wednesday, December 25 for the Christmas Holiday. The following week we will be closing at 6pm on Tuesday, December 31 and closed on Wednesday, January 1, 2014.

HOLIDAY PARTIES AND EVENTS

There are a number of upcoming holiday parties and events at many of our MLS libraries. Check your copy of *info* for all the details. We just hope the impending forecast for bad weather turns out okay so that these events can take place as scheduled.

OPENING NIGHT

The Downtown Library is once again scheduled to be an Opening night Venue. Four performers are scheduled:

Auditorium:

Adam & Kizzie Ledbetter – Indie/Pop/Jazz Aaron Newman & Ok caravan – Folk/Americana

Atrium:

Dustbowl Gypsies – Bluegrass Storyville Scoundrels – Swing

The Friends of the Library will once again be our venue hosts – THANK YOU FRIENDS!