



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

Thursday, October 16, 2014, 3:30 p.m.  
Southern Oaks Library  
6900 S. Walker  
Oklahoma City, OK 73139  
(Telephone: 631-4468)

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

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

Nancy Anthony, Chair

### **3:30 – 3:45 pm INTRODUCTIONS**

- Document #36 – Presentation of Service Certificates for Library Staff

**COMMENTS FROM GENERAL PUBLIC** (Limited to 3 minutes per speaker or 15 minutes total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

### **3:45 – 4:00 pm CONSENT DOCKET (#37 - #40)**

- Document #37 – Approval of Minutes of September 18, 2014 Meeting
- Document #38 – Approval of Minutes of October 9, 2014 Special Meeting
- Document #39 – Acceptance of Review of Expenditures for September 2014
- Document #40 – Contract Awards & Purchases  
Item A: Copiers

### **4:00 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Document #41 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Finley & Cook
- Document #42 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2015

### **4:30 – 4:40 pm RECOMMENDATIONS FROM COMMISSION CHAIR**

- Discussion, Consideration and Possible Action: Appointment of Interim Executive Director

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

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

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

**November 20, 2014  
Edmond Library, 10 S. Boulevard, Edmond, OK 73034**

## **PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF**

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 10 years, a ruby is added to the pin; subsequent rubies are added at 10, 15, 20 and 25-year intervals of service culminating with the addition of a diamond to the pin for 30 years of service. The Library System staff are presented with the pins at a special reception hosted by the Friends each year.

To complement that recognition of service in a formal way, the Metropolitan Library Commission of Oklahoma County presents service certificates of appreciation to Library System staff for these same increments of service. The staff to be presented with certificates will be recognized at each monthly meeting at which time the certificates are presented.

Library System staff receiving Certificates of Service in October 2014:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Rondia K. Banks, Librarian, Northwest Library	15
Lisa K. Bradley, Librarian, Downtown Library	15
Rosemary Stafford, Library Aide, Village Library	10
Sheldon L. Beach, Librarian, Downtown Library	10
Kristin K. Williamson, Children's Services Coordinator, Outreach	10
Patricia Ortiz, Circulation Clerk, Southern Oaks Library	10
Phillip D. Belt, Delivery Driver, Maintenance	5
Matthew Logo-Falepouono, Delivery Driver, Maintenance	5
Mallory L. Weigl, Librarian, Almonte Library	5

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

DATE: September 18, 2014      TIME: 3:30 pm

MEETING PLACE: Del City Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 21, 2013. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Del City Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on September 16, 2014, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

PRESENT:

Ralph Bullard  
Fran Cory  
Deanna Hannah  
Helene Harpman  
Karen Helton  
Carolyn Leslie  
Brian Maughan  
Penny McCaleb  
Tracy McDaniel  
Mukesh Patel  
Hugh Rice  
Judy Smith, Vice-Chair  
Alyne Strube  
Beth Toland  
Susan Tucker  
Sharon Voorhees  
Nancy Anthony, Chair  
Karen Marriott, Deputy Executive  
Director/Materials & Outreach  
**(Secretary)**

EXCUSED:

Allen Coffey, Disbursing Agent  
Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Rozz Grigsby  
Jose Jimenez  
Lori Nelson  
Kim Patterson  
Vanna Shaw  
Jim Shonts

Estimate of general public and staff attending: 15

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

Mrs. Anthony welcomed new commission member, Mrs. Sharon Voorhees. Mrs. Voorhees was appointed by the Oklahoma City Council to replace Ms. Bose' Akadiri.

Roll was called to establish a quorum. Present: Bullard, Cory, Hannah, Harpman, Helton, Leslie, McCaleb, Patel, Rice, Smith, Strube, Toland, Tucker, Voorhees, Anthony (Arrived: Maughan, 3:32; McDaniel, 3:32).

**II.** Mrs. Anthony introduced Mrs. Devin McGhee, Manager of Library Operations, for the Del City Library. Mrs. McGhee welcomed the commission to the Del City Library. She shared a story on how the Del City Library has made a positive impact in the lives of library customers.

**III.** Mrs. Anthony called for the Presentation of Service Certificates for September 2014: Mary Ann Johnson, Associate Librarian, Edmond Library ~ 10 years of service.

Mrs. Anthony also recognized the following employees who were unable to attend the meeting: Faye Horn, Circulation Clerk, Library Operations ~ 35 years of service; Susan Ryan, Materials Selector, Materials Selection ~ 25 years of service; Corey Niebank III, Library Aide, Edmond Library ~ 10 years of service.

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

**V.** Mrs. Anthony presented the Consent Docket: Document #24 – Approval of Minutes of August 28, 2014; Document #25 – Acceptance of Review of Expenditures for August 2014; Document #26 – Contract Awards & Purchases; Document #27 – Request to Declare Furniture & Equipment Surplus.

Mrs. Anthony called for a motion.

**Mrs. Beth Toland moved to accept the consent docket. Mrs. Judy Smith seconded.**

Mrs. Anthony called on Mr. Steve Payne, CL Frates to present the contract award for Property and Casualty Insurance.

The insurance costs did decrease this year which is attributable primarily from adding four new vehicles and removing six older vehicles from the policy. The property and liability insurance all remain stable.

**Questions and discussion followed; motion passed unanimously.**

**VI.** Mrs. Anthony referred to Document #28 and Document #29 – Reports from the Executive Director Search Committee meetings.

Mr. Rice briefly reviewed the minutes from the August 27, 2014 meeting. As reported at the August 28<sup>th</sup> Commission Meeting, the Executive Director Search Committee reviewed and narrowed the list of 18 qualified candidates to six semi-finalists, to be interviewed via Skype on September 10, 2014.

Mr. Rice then referred to Document #29 – Executive Director Search Committee meeting minutes from September 10, 2014. The Search Committee met at the Oklahoma City Community Foundation and interviewed the six semi-finalist Executive Director candidates via Skype. At the conclusion of the semi-finalist interviews, the Search Committee narrowed the list to three finalists' to come to Oklahoma City and participate in a series of events including a public forum and final interviews with the committee.

Attached to the minutes is a schedule for the final interview process. Mr. Rice encouraged the commission to participate in the process. A public forum and reception will be held at the Downtown Library on September 23<sup>rd</sup> from 6:30 - 8:30 p.m. The final interviews will take place on September 24<sup>th</sup>. At the conclusion of the interviews, the committee will be making its recommendation, which will then be brought to the commission for final approval at a Special Meeting on October 9, 2014 at the Village Library. Mr. Rice called on Mrs. Kelley Hoffman, Director of Human Resources, to distribute the bios and resumes of the three selected finalists'. Discussion followed.

**VII.** Mrs. Anthony referred to Document #30 – Discussion, Consideration, and Possible Action: Approval of 2015 Holiday and Closing Schedule.

Mrs. Anthony called for a motion.

**Mr. Brian Maughan moved to approve the MLS 2015 Holiday and Closing Schedule as presented. Mrs. Fran Cory seconded. No further discussion; motion passed unanimously.**

**VIII.** Mrs. Anthony referred to Special Presentations: Focus 2014 – Stacy Schrank, Employee Development Coordinator.

Mr. Schrank provided information on this year's annual staff development day. The event will be held at the Reed Center in Midwest City on Monday, October 13<sup>th</sup>. Mr. Schrank provided information on the keynote speaker and handed out a schedule of events for the day. Mr. Schrank encouraged the Commission to take part in the day and to contact the Planning Office or Director's Office, if interested.

**IX.** Mrs. Anthony called on Ms. Karen Marriott to present the Information Reports.

- ❖ Document #31 – MLS August 2014 Library Visits
- ❖ Document #32 – MLS August 2014 Circulation Report
- ❖ Document #33 – MLS August 2014 Computer Usage Report
- ❖ Document #34 – MLS August 2014 System Reserve Report

Ms. Marriott reminded the commission the August Information Reports will be the last reports from the previous system. There will not be any statistical data included in the October Commission packets and it may be several months before new reports are available.

**X.** Mrs. Anthony called on Ms. Marriott to present the Executive Director's Report.

Ms. Marriott reported on Commission appointments and reappointments. Oklahoma City has reappointed Mr. Hugh Rice, Mrs. Penny McCaleb, and Mrs. Cindy Friedemann to the Commission. Oklahoma City has also appointed Mrs. Sharon Voorhees to the Commission. Mrs. Voorhees replaces Mrs. Bose' Akadiri. Del City has reappointed Mr. Mac Patel.

The switch to the new ILS took place over Labor Day weekend. As with any change, there were a few issues but for the most part the switch went well. The Director's Report highlights some stats from September 1<sup>st</sup> through September 11<sup>th</sup>.

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

Mrs. Anthony encouraged commission members to attend and take part in the Executive Director finalists' interview process on September 23<sup>rd</sup> and September 24<sup>th</sup>.

Mrs. Anthony announced the next Commission meeting will be a Special Meeting to hire a new Executive Director at the Village Library on October 9, 2014 at 3:30 pm.

The next regularly scheduled meeting will be held at the Southern Oaks Library on October 16, 2014.

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

A handwritten signature in cursive script, reading "Karen Marriott", written in dark ink. The signature is positioned above a horizontal line.

Karen Marriott,  
Deputy Executive Director/Materials & Outreach

**MINUTES OF THE SPECIAL MEETING  
OF THE METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

DATE: October 9, 2014

TIME: 3:30 pm

MEETING PLACE: Village Library

**Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County September 12, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on October 7, 2014, in conformity with the Oklahoma Open Meeting Act §311.**

**Commission Members**

**PRESENT:**

Ralph Bullard  
Allen Coffey, Disbursing Agent  
Fran Cory  
Helene Harpman  
Jose Jimenez  
Carolyn Leslie  
Brian Maughan  
Mukesh Patel  
Kim Patterson  
Vanna Shaw  
Judy Smith, Vice-Chair  
Beth Toland  
Susan Tucker  
Sharon Voorhees  
Nancy Anthony, Chair  
Donna Morris, Executive Director  
**(Secretary)**

**EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Cynthia Friedemann  
Rozz Grigsby  
Deanna Hannah  
Karen Helton  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Hugh Rice  
Jim Shonts  
Alyne Strube

Estimate of general public and staff attending: 10

**I.** The meeting was called to order at 3:38 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Bullard, Coffey, Cory, Harpman, Jimenez, Leslie, Maughan, Patel, Patterson, Shaw, Smith, Toland, Tucker, Voorhees, Anthony.

**II.** Mrs. Anthony called for a motion to move to Executive Session to discuss the hiring and contract details of the selected candidate for the Executive Director position, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

Mrs. Anthony requested Mrs. Kelley Hoffman, Director of Human Resources; Ms. Karen Marriott, Deputy Director/Materials & Outreach; and Mrs. Donna Morris, Executive Director, be present during Executive Session.

**Mrs. Judy Smith moved to go in to Executive Session. Mr. Brian Maughan seconded. No further discussion. Motion passed unanimously.**

The Committee went into Executive Session at 3:39 p.m.

**Ms. Helene Harpman moved to reconvene in open meeting. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.**

The Committee reconvened in Open Meeting at 4:06 p.m.

**III.** Mrs. Anthony read the motion from the Executive Director Search Committee.

**The motion coming from the Executive Director Search Committee is to accept the recommendation to hire Mr. Tim Rogers as Executive Director, effective January 15, 2015 subject to the signed contract agreement, which includes an annual salary of \$150,000; moving allowance of up to \$10,000; monthly car allowance of \$650; and all other benefits to be consistent with full time employees of the Metropolitan Library System. Motion passed unanimously.**

**IV.** There being no further business, Mrs. Anthony adjourned the meeting at 4:08 pm.

  
Donna Morris, Executive Director  
(Secretary)



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

September 30, 2014

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

For comparison, 25.00% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of September 2014.

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# STATEMENT OF FINANCIAL CONDITION

September 30, 2014

## ASSETS

	Current Year	Previous Year
CASH	\$ 4,032,200.15	\$ 1,730,029.43
INVESTMENTS (Schedule attached)	18,036,050.08	22,164,723.22
PREPAID ACCOUNTS	25,000.00	30,757.77
TAXES RECEIVABLE: 2014-15 Ad Valorem Tax	32,464,608.00	31,260,747.00
Less: Reserve for Delinquent Tax	-2,951,341.00	-2,841,886.00
Budgeted Tax Revenue	29,513,267.00	28,418,861.00
Less: Tax Received	0.00	0.00
<b>Total Assets</b>	<b>\$51,606,517.23</b>	<b>\$ 52,344,371.42</b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:		
Previous Year Reserve for Appropriations	\$350,296.24	\$290,675.69
Current Year Purchase Orders Outstanding	738,230.67	425,054.28
Previous Year Purchase Orders Outstanding	512,091.48	195,796.64
Checks Outstanding	284,933.84	523,716.44
<b>Total Liabilities</b>	<b>1,885,552.23</b>	<b>1,435,243.05</b>
DEFERRED TAX REVENUE:		
Current Year Ad Valorem Tax	29,513,267.00	28,418,861.00
FUND BALANCE:		
Beginning of the Year	\$27,031,002.21	\$29,031,368.56
Add: Revenues		
Budgeted	204,000.00	157,000.00
Other	610,994.79	1,020,542.23
Less: Expenditures	(7,638,299.00)	(7,718,643.42)
<b>Total Fund Balance</b>	<b>20,207,698.00</b>	<b>22,490,267.37</b>
<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$51,606,517.23</b>	<b>\$ 52,344,371.42</b>

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

**As of September 30, 2014**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	7/24/2012	1/24/2015	1.000%	\$ 95,014.35
CD - Municipal Emp. Credit Union	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/17/2010	1/18/2015	3.140%	106,899.93
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2013	12/19/2015	0.800%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - Prosperity Bank	12/14/2013	12/14/2014	0.350%	100,000.00
CD - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - Interbank	11/9/2013	11/5/2014	0.500%	99,733.20
CD - First State Bank	3/20/2014	3/20/2015	0.650%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
FHLB	1/30/2013	10/30/2017	0.850%	2,000,000.00
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Total Investments				<u>\$ 18,036,050.08</u>

**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF REVENUES, BUDGET VS. ACTUAL  
As of September 30, 2014**

	Current Year			Percent Budget Received	Previous Year			Percent Budget Received
	Budget	Current Month Receipts	Year To Date Receipts		Budget	Current Month Receipts	Year To Date Receipts	
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$ 29,513,267.00	\$ -	\$ -	0.00%	\$ 28,418,861.00	\$ -	\$ -	0.00%
State Aid	260,594.82	-	-	0.00%	258,653.00	-	-	0.00%
Fines	495,000.00	144,000.00	204,000.00	41.21%	468,000.00	46,000.00	157,000.00	33.55%
<b>Total Budgeted Revenue</b>	<b>\$ 30,268,861.82</b>	<b>\$ 144,000.00</b>	<b>\$ 204,000.00</b>	<b>0.67%</b>	<b>\$ 29,145,514.00</b>	<b>\$ 46,000.00</b>	<b>\$ 157,000.00</b>	<b>0.54%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 107,828.42	\$ 483,800.71		\$ 118,846.19	\$ 517,068.99		
Gifts and Lost Books Fees		0.00	0.00		0.00	0.00		
Investment Income		19,694.53	59,780.52		(29,518.73)	90,066.01		
Flexible Benefits Account Balance		0.00	0.00		0.00	0.00		
Sale of Surplus Equipment		900.60	1,213.10		1,375.00	2,306.35		
Insurance Reimbursements		0.00	0.00		0.00	0.00		
Miscellaneous		27,305.39	66,200.46		10,082.98	411,100.88		
<b>Total Miscellaneous Revenue</b>		<b>\$ 155,728.94</b>	<b>\$ 610,994.79</b>		<b>\$ 100,785.44</b>	<b>\$ 1,020,542.23</b>		
<b>Total Revenue</b>	<b>\$ 30,268,861.82</b>	<b>\$ 299,728.94</b>	<b>\$ 814,994.79</b>	<b>2.69%</b>	<b>\$ 29,145,514.00</b>	<b>\$ 146,785.44</b>	<b>\$ 1,177,542.23</b>	<b>0.54%</b>

Document #39  
MLC FY 2014-15  
October 16, 2014

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

**September 30, 2014**

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 62,516.70	\$ 610.10	\$ 511.48	\$ 62,615.32
810 Prepaid Fees	(22,407.04)	22,407.04	0.00	0.00
815 Fines	93,481.52	14,797.25	145,836.32	(37,557.55)
820 Copy	72,223.21	13,361.89	2,345.33	83,239.77
<b>Total Revolving Funds</b>	<b>\$ 205,814.39</b>	<b>\$ 51,176.28</b>	<b>\$148,693.13</b>	<b>\$ 108,297.54</b>
<b>GRANTS:</b>				
	<u>GRANT AMOUNT</u>	<u>RECEIPTS TO DATE</u>	<u>EXPEND. TO DATE</u>	<u>ENDING BALANCE</u>
<b><u>Special Grants</u></b>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	0.00	500.00
893 14/OCCF/Harrah	265.00	265.00	0.00	265.00
899 11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
901 14/Sarkeys/Summer Reading	7,500.00	7,500.00	0.00	7,500.00
902 14/ODL/LEGO Classroom Packs	727.50	727.50	0.00	727.50
933 12/LET/Aviation	5,738.00	5,738.00	2,392.00	3,346.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<b><u>Friends Grants</u></b>				
846 10 Public Art	3,000.00	4,500.00	3,997.43	502.57
873 14 Come Read with Me	15,000.00	15,000.00	15,000.00	0.00
876 14 Summer at the Library	71,000.00	71,000.00	58,021.33	12,978.67
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	400.00	5,600.00
898 14 Advertising Wraps	14,000.00	14,000.00	0.00	14,000.00
903 15 Interactive Panels	2,500.00	2,500.00	0.00	2,500.00
904 15 Parent Child Book Club	1,500.00	1,500.00	418.00	1,082.00
905 15 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	0.00	12,000.00
907 15 Come Read with Me Books	15,000.00	15,000.00	5,022.79	9,977.21
908 15 Our World	40,000.00	40,000.00	0.00	40,000.00
966 14 Staff Recognition	17,000.00	17,184.44	2,890.86	14,293.58
<b>Total Grants</b>				<b>201,894.95</b>
<b>Total Special Funds</b>				<b>\$ 310,192.49</b>

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

FY-15

**Personal Services**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	1,068,206.35	3,276,854.59	21.57	15,192,312.00	11,915,457.41
102	Wages - Part-time	157,035.24	506,435.90	18.90	2,678,988.00	2,172,552.10
103	Payroll Taxes	89,058.78	276,036.55	21.43	1,288,039.00	1,012,002.45
109	Workers Comp. Insurance	14,249.00	43,249.00	21.80	198,384.00	155,135.00
112	Group Insurance	233,276.33	720,297.66	22.85	3,152,195.00	2,431,897.34
113	Employees' Retirement	72,745.52	221,721.31	10.83	2,047,683.00	1,825,961.69
114	Unemployment Compen.	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		1,634,571.22	5,044,595.01	20.52	24,587,601.00	19,543,005.99
		=====	=====		=====	=====

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	258,062.08	258,969.58	84.89	305,056.00	46,086.42
205	Rent of Library Buildings	7,571.88	30,287.52	32.87	92,155.00	61,867.48
207	Janitorial Services	5,805.02	123,883.14	21.68	571,446.00	447,562.86
208	Maintenance of Facilities	21,955.84	81,574.19	14.96	545,122.00	463,547.81
211	Parking & Transportation	9,630.41	37,293.04	19.57	190,570.00	153,276.96
212	Travel Expenses	7,416.05	11,701.05	11.57	101,144.00	89,442.95
213	Professional Services	15,653.12	140,132.02	32.94	425,410.00	285,277.98
214	Security Services	33,904.07	105,651.35	21.56	490,000.00	384,348.65
216	Telephone Services	13,411.31	54,427.87	15.52	350,592.00	296,164.13
217	Electrical Services	59,916.18	177,343.56	30.85	574,846.00	397,502.44
218	Gas Services	1,144.53	3,432.14	7.75	44,270.00	40,837.86
219	Water & Garbage Services	8,712.25	24,695.18	33.45	73,831.00	49,135.82
220	Trigen Energy Services	23,095.71	62,959.99	27.61	228,068.00	165,108.01
226	Memberships	4,503.00	9,518.00	33.75	28,199.00	18,681.00
230	Other Library-Related Serv.	10,961.54	64,989.52	13.56	479,386.00	414,396.48
231	Automation Contractual	15,596.89	55,276.41	9.48	582,810.00	527,533.59
236	Network Catalog Services	4,258.15	21,010.57	22.23	94,500.00	73,489.43
Total Contractual Services		501,598.03	1,263,145.13	24.40	5,177,405.00	3,914,259.87
		=====	=====		=====	=====

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

FY-15

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	6,599.44	18,928.39	9.24	204,750.00	185,821.61
302	Postage	19,586.83	45,028.55	15.12	297,825.00	252,796.45
303	Supplies	33,490.93	61,086.66	13.63	448,272.00	387,185.34
310	Maintenance Supplies	7,882.90	16,484.86	21.98	75,000.00	58,515.14
312	Safety Supplies & Equip.	1,911.25	4,545.10	56.46	8,050.00	3,504.90
321	Gasoline & Oil	3,456.84	6,932.24	13.86	50,000.00	43,067.76
322	Vehicle Parts & Repairs	58.90	449.53	1.50	30,000.00	29,550.47
330	Programming Activities	19,590.67	66,908.22	25.35	263,920.00	197,011.78
331	Other Commodities	1,132.06	3,391.54	8.41	40,328.00	36,936.46
Total Commodities		93,709.82	223,755.09	15.78	1,418,145.00	1,194,389.91

**Capital Outlays**

401	Books & Materials	379,312.12	782,844.52	15.34	5,103,220.00	4,320,375.48
404	Government Documents	3,000.00	3,000.00	44.78	6,700.00	3,700.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	23,759.89	26,801.41	14.23	188,385.00	161,583.59
408	Furniture, Fixtures, & Equip.	2,642.36	40,002.02	13.55	295,302.00	255,299.98
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	.00	140.00	.04	372,153.00	372,013.00
450	Capital Projects	19,703.43	254,005.57	4.32	5,878,384.00	5,624,378.43
490	Capital Reserves - Current	.00	.00	.00	-2,005,521.44	-2,005,521.44
499	Reserve Carryover - Prior	.00	.00	.00	14,930,398.00	14,930,398.00
Total Capital Outlays		428,417.80	1,106,803.77	4.46	24,797,220.56	23,690,416.79
Total Budget		2,658,296.87	7,638,299.00	13.64	55,980,371.56	48,342,072.56



**Monthly Journal Entries -- September 2014**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
29	1001	Cash	\$ 10,000.00	
	3602	Interest		\$ 10,000.00
		Interest from 3136g1gz6		
30	1001	Cash	\$ 10,000.00	
	3602	Interest		\$ 10,000.00
		Interest from 313381pa7		
<b><u>Tax revenues</u></b>				
31	1001	Cash	\$ 70,404.20	
	3601	Prior year Tax		\$ 70,404.20
		Ad Valorem Tax apportioned by County for 8/16 to 8/30		
32	1001	Cash	\$ 37,424.22	
	3601	Prior year Tax		\$ 37,424.22
		Ad Valorem Tax apportioned by County for 9/1 to 9/13		
<b><u>Miscellaneous revenue</u></b>				
33	1001	Cash	\$ 10,612.53	
	3605	Miscellaneous Revenue		\$ 9,711.93
	3606	Surplus Income		\$ 900.60
		Unit Petroleum 17.55 Café rent 500.00		
		LET reimb 6.24 refund-ALA 175.00		
		Ins - A Bluit 298.66 Friends Reimb 703.36		
		Ins - U Ward 356.30 Stamps 16.64		
		OKC - rent 7,171.88 Ins - Rea 356.30		
		Gen Elec-room rental 110.00 <b>Total</b> \$ 9,711.93		
<b><u>Fines</u></b>				
34	1001	Cash	\$ 144,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 144,000.00
		Fines transferred to General Fund in September		
<b><u>Payable entries</u></b>				
35	3001	Current Year Reserv. for Appropriations.	\$ 2,658,296.87	
	3011	Current Year P.O. Outstanding		\$ 2,658,296.87
	3002	Prior Year Reserv. for Appropriations.	\$ 52,217.19	
	3012	Prior Year P.O. Outstanding		\$ 52,217.19
		Purchase orders issued in September		

36	3011	Current Year P.O. Outstanding	\$	2,428,968.23	
	3012	Prior Year P.O. Outstanding	\$	267,080.01	
	3021	Current Year Warrants Outstanding			\$ 2,696,048.24
		Checks issued in September			
37	3021	Current Year Warrants Outstanding	\$	2,628,090.47	
	1001	Cash			\$ 2,628,090.47
		Checks cleared Bank in September			

**Bank interest and fees**

38	1001	Cash			\$ 305.47
	3602	Bank Fees	\$	421.70	
	3602	Interest Income			\$ 116.23
		Interest and fees from GF checking account			
39	8000	Special Fund Cash			\$ 234.69
	8815	Bank Fees	\$	243.34	
	8815	Interest Income			\$ 8.65
		Interest and fees from SF checking account			

**Special funds**

40	8000	Special Fund Cash	\$	49,935.37	
	8815	Fines			\$ 2,557.15
	8820	Copy			\$ 13,361.89
	8805	Gift/Lost Books			\$ 610.10
	8810				\$ 22,407.04
	8815	charge card expenses	\$	1,232.26	
	8815	charge card revenue			\$ 12,231.45
		Revenues of special funds received in September			
41	8000				\$ 148,823.94
	8815		\$	144,360.72	
	8820		\$	2,345.33	
	8805		\$	511.48	
	8897		\$	400.00	
	8904		\$	418.00	
	8966		\$	509.99	
	8876		\$	278.42	
		Expenditures of special funds in September			

**Corrections, adjustments, and miscellaneous**

42	3001	Current Year Warrants Outstanding	\$	77,593.46	
	3403	finer			\$ 60,000.00
	3605	prior year cancelled checks			\$ 17,593.46
		To correct last month's entry 28, adjusting the final budget			

\$	8,595,343.79	\$	8,595,343.79
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General Fund F.Y. 14-15

Warrant Register

September 2014

Number	Vendor/Payee	Purpose		Amount
G-00740	U.S. Postal Service	Postage	15,000.00	15,000.00
G-00741	REsolutionsTECH Inc.	Professional Services	7,000.00	7,000.00
G-00742	Bank of Oklahoma	Payroll Transmittal-Chks	27,957.31	
		Payroll Transmittal-Chks	11,240.35	
		Payroll Transmittal-Chks	55.00	39,252.66
G-00743	Bank of Oklahoma	Federal Withholding Tax	57,033.85	
		Federal Withholding Tax	4,446.00	61,479.85
G-00744	Oklahoma Tax Commission	State Withholding Tax	17,134.00	
		State Withholding Tax	952.00	18,086.00
G-00745	Mun. Employees Credit Union	Employee Cr Union Deducts	10,642.47	
		Employee Cr Union Deducts	95.00	10,737.47
G-00746	United Way of Central Oklahoma	Employee Deductions	633.92	
		Employee Deductions	23.00	656.92
G-00747	Clerk, U.S. District	Employee Deductions	260.35	260.35
G-00748	HealthSmart Benefit Solutions	Employee Deductions	165.00	165.00
G-00749	Bank of America	Payroll Transmittal-DDep	316,752.38	
		Payroll Transmittal-DDep	55,477.96	
		Payroll Transmittal-DDep	990.00	373,220.34
G-00750	Nationwide Retirement Solution	Employee Deductions	5,303.38	5,303.38
G-00751	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-00752	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,202.33	3,202.33
G-00753	Bank of Oklahoma	Employee Flexplan Deposit	34,526.22	34,526.22
G-00754	Bank of Oklahoma	Employee Soc/Sec Deposits	30,618.40	
		Employee Soc/Sec Deposits	4,865.38	
		Employee Medicare Deposit	7,278.98	
		Employee Medicare Deposit	1,137.82	
		Employer Soc/Sec Deposits	35,483.72	
		Employer Medicare Deposit	8,417.13	87,801.43
G-00755	MassMutual Financial Group	Employee Contrib -- DC PI	20,646.30	
		Employer Contrib -- DC PI	36,586.38	57,232.68
G-00756	Pioneer Credit Recovery	Employee Deductions	172.83	172.83
G-00757	Robinson & Hoover	Employee Deductions	187.13	187.13
G-00758	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-00759	Administrative Services	Employee Deductions	1,432.43	1,432.43
G-00760	W.Craig Barton	Employee Deductions	49.43	49.43
G-00761	UNUM Life Insurance	Employee Deductions	1,089.40	
		Employee Deductions	37.30	1,126.70
G-00762	UNUM Life Insurance	Grp L-T Disab Ins Prm-Sep	6,785.88	6,785.88
G-00763	CompSource Oklahoma	Workers Comp Insurance	14,249.00	14,249.00
G-00764	U.S. Postmaster	Postage	685.00	685.00
G-00765	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-SP	53,865.37	53,865.37
G-00766	Vision Service Plan of	Grp Vision Ins Prem-Sep.	2,785.65	2,785.65
G-00767	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-SP	165,703.43	165,703.43
G-00768	UNUM Life Insurance	Grp LTC Insurance Prm-SP	1,357.00	1,357.00
G-00769	Bradford Industrial Supply	Maintenance of Facilities	86.62	
		Maintenance of Facilities	50.75	
		Maintenance of Facilities	55.96	193.33
G-00770	O G & E	Electrical Services	3,559.87	3,559.87
G-00771	Oklahoma Natural Gas Co.	Gas Services	82.64	
		Gas Services	36.02	
		Gas Services	35.32	
		Gas Services	36.70	190.68

General Fund F.Y. 14-15

Warrant Register

September 2014

Number	Vendor/Payee	Purpose		Amount
G-00772	City of Oklahoma City	Water & Garbage Services	267.23	267.23
G-00773	Locke Supply Co.	Maintenance of Facilities	60.22	
		Maintenance of Facilities	130.34	190.56
G-00774	American Express	Advertising	606.00	
		Automation Contractual	149.00	755.00
G-00775	American Library Association	Memberships	175.00	175.00
G-00776	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00777	United Refrigeration, Inc.	Maintenance of Facilities	33.70	33.70
G-00778	U.S. Postmaster	Postage	220.00	220.00
G-00779	Journal Record Publishing	Other Library Related Svc	107.80	107.80
G-00780	Anne G. Fischer	Other Commodities	143.00	143.00
G-00781	Friday	Library-related Services	1,800.00	1,800.00
G-00782	Independent Stationers	Other Library Related Svc	41.45	41.45
G-00783	Debbie Langston	Programming Activities	70.00	70.00
G-00784	Oklahoma Gazette	Library-related Services	1,616.00	1,616.00
G-00785	A T & T Mobility	Telephone Services	138.30	138.30
G-00786	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	672.63	
		Maintenance of Facilities	36.03	708.66
G-00787	Albert Bostick	Programming Activities	500.00	500.00
G-00788	Neopost, Inc.	Maintenance of Facilities	231.75	231.75
G-00789	Fuelman	Postage	20.00	
		Gasoline & Oil	20.00	
		Vehicle Parts & Repairs	58.90	
		Gasoline & Oil	3,423.39	3,522.29
G-00790	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-00791	Town of Luther	Water & Garbage Services	37.60	37.60
G-00792	Landon Holman	Transportation	34.38	34.38
G-00793	Batteries Sooner LLC	Maintenance of Facilities	9.90	9.90
G-00794	Cintas	Maintenance of Facilities	140.00	140.00
G-00795	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-00796	Public Relations Society	Memberships	330.00	
		Memberships	200.00	530.00
G-00797	Zack T. Morris	Programming Activities	500.00	500.00
G-00798	City of Harrah Acct 02-0121-01	Water & Garbage Services	327.74	327.74
G-00799	Amazon/GE Money Bank	Automation	838.99	
		Programming	56.42	
		Equipment	102.99	998.40
G-00800	Crowe & Dunlevy	Professional Services	29.00	29.00
G-00801	United Parcel Service	Postage	478.93	
		Postage	273.90	752.83
G-00802	Oklahoma Press Service	Library-related Services	108.80	
		Library-related Services	105.20	214.00
G-00803	City of Choctaw	Water & Garbage Services	1,359.81	1,359.81
G-00804	Walmart Community/GEGRB	Supplies	17.96	17.96
G-00805	Omatic Software LLC	Automation Contractual	958.80	958.80
G-00806	Lisa Hubbert	Programming Activities	120.00	120.00
G-00807	FOLIO Treasurer	Memberships	100.00	100.00
G-00808	Kelly D Smith	Programming Activities	60.00	60.00
G-00809	John Utley	Telephone Services	35.00	35.00
G-00810	CMP Corporation	Maintenance of Facilities	277.65	277.65
G-00811	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	450.31	1,142.16

General Fund F.Y. 14-15

Warrant Register

September 2014

Number	Vendor/Payee	Purpose		Amount
G-00812	Library Ideas LLC	Books & Materials	71,250.00	71,250.00
G-00813	G4S Secure Solutions	Security Services	7,306.62	7,306.62
G-00814	Hugg & Hall Equipment Co	Maintenance of Equipment	361.10	361.10
G-00815	Superior Linen Service	Supplies	29.00	29.00
G-00816	Toby Tobin-Butts	Programming Activities	500.00	500.00
G-00817	RB Floor Care Services Inc.	Janitorial Services	390.00	390.00
G-00818	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	
		Maintenance of Facilities	2,211.00	4,422.00
G-00819	Nathan Hendrix	Programming Activities	500.00	500.00
G-00820	O G & E	Electrical Services	1,717.61	
		Electrical Services	9,150.08	
		Electrical Services	3,479.52	14,347.21
G-00821	City of Oklahoma City	Water & Garbage Services	29.00	
		Water & Garbage Services	514.22	
		Water & Garbage Services	148.35	691.57
G-00822	City of the Village	Water & Garbage Services	91.41	91.41
G-00823	Recorded Books, LLC	Materials	8,723.56	8,723.56
G-00824	YALSA	Professional Services	310.00	310.00
G-00825	Thorndike/Gale Group	Materials	3,481.46	3,481.46
G-00826	Full Circle Bookstore	Programming Activities	75.88	75.88
G-00827	Blackstone Audio Books	Materials	318.00	318.00
G-00828	Random House, Inc	Materials	40.00	40.00
G-00829	Brilliance Corporation	Materials	437.00	437.00
G-00830	Ingram Library Service	Materials	3,585.13	3,585.13
G-00831	Audio Editions	Materials	210.90	210.90
G-00832	OverDrive, Inc.	Materials	2,644.84	2,644.84
G-00833	Findaway World, LLC	Materials	7,226.36	7,226.36
G-00834	Coughlan Companies, Inc.	Materials	3,513.66	3,513.66
G-00835	Ingram Library Service	Materials	1,142.42	1,142.42
G-00836	Center Point Large Print	Materials	133.02	133.02
G-00837	Joe J. Poe	Supplies	147.22	147.22
G-00838	DLT Solutions	Automation	313.51	313.51
G-00839	Amazon/GE Money Bank	Programming	58.25	
		Supplies	41.99	
		Supplies	12.95	113.19
G-00840	Baker & Taylor Entertainment	Materials	8,396.98	
		Materials	1,260.45	9,657.43
G-00841	Walmart Community/GECRB	Programming Activities	75.38	
		Other Commodities	28.20	
		Programming Activities	9.68	113.26
G-00842	Midwest Tape	Materials	79.98	79.98
G-00843	Laura McMurry	Telephone Services	35.00	
		Transportatin	59.25	94.25
G-00844	Baker & Taylor Books	Materials	2,277.70	
		Materials	3,872.84	
		Materials	5,173.14	
		Materials	3,406.29	
		Materials	6,903.21	
		Materials	514.61	22,147.79
G-00845	Baker & Taylor Books	Materials	1,699.88	
		Materials	1,945.92	
		Materials	6,347.41	

\*\* Continued \*\*

General Fund F.Y. 14-15

Warrant Register

September 2014

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00845	Baker & Taylor Books	Materials	8,194.18	18,187.39
G-00846	Baker & Taylor Books	Materials	534.72	534.72
G-00847	Smart Technologies	Automation	1,405.00	1,405.00
G-00848	Global Industrial Equipment	Supplies	40.84	40.84
G-00849	Baker & Taylor Entertainment	Materials	2,137.17	2,137.17
G-00850	Mackin	Materials	249.75	249.75
G-00851	Jessica Little	Transportation	15.58	15.58
G-00852	Kamp's 1910 Cafe	Other Commodities	91.54	91.54
G-00853	Metropolitan Library System	Other Commodities	6.50	6.50
G-00854	O G & E	Electrical Services	157.47	157.47
G-00855	Brodart Co.	Supplies	2,765.00	2,765.00
G-00856	Southwestern Stationers, Inc.	Supplies	205.80	205.80
G-00857	Locke Supply Co.	Maintenance of Facilities	109.53	
		Maintenance of Facilities	19.78	129.31
G-00858	Emsco Electric Supply	Maintenance of Facilities	60.26	60.26
G-00859	The University of Oklahoma	Printing/Printing Supply	508.00	
		Other Commodities	79.80	
		Printing/Printing Supply	3,800.00	4,387.80
G-00860	Hewlett-Packard Co.	Automation Contractual	7,402.15	7,402.15
G-00861	Synergy Datacom Supply, Inc.	Automation Contractual	283.71	283.71
G-00862	City of Edmond	Electrical Services	4,677.17	4,677.17
G-00863	Alma L. Brown	Programming Activities	12.00	12.00
G-00864	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	56.11	91.11
G-00865	American Library Association	Memberships	198.00	198.00
G-00866	Keystone Tape & Label, Inc.	Printing/Printing Supply	231.65	231.65
G-00867	YALSA	Professional Services	310.00	310.00
G-00868	Staples Advantage	Supplies	35.71	35.71
G-00869	The Norman Transcript	Periodicals/Subscriptions	239.88	239.88
G-00870	HealthSmart Benefit Solutions	Group Insurance	382.00	382.00
G-00871	Independent Stationers	Supplies	1,512.00	1,512.00
G-00872	Schoolhouse Outfitters LLC	Automation	689.00	689.00
G-00873	Lanny B. Myers	Telephone Services	35.00	35.00
G-00874	Kristin Williamson	Programming Activities	31.72	31.72
G-00875	Cheryll Jones	Programming Activities	84.20	84.20
G-00876	Scott's Printing & Copying	Printing/Printing Supply	699.04	699.04
G-00877	Karen L. Litteral	Programming Activities	25.40	25.40
G-00878	Hobby Lobby	Programming Activities	17.98	
		Programming Activities	56.15	
		Programming Activities	50.08	
		Programming Activities	25.56	149.77
G-00879	OverDrive, Inc.	Books & Materials	11,068.84	
		Books & Materials	21,881.39	32,950.23
G-00880	PAR Sprinkler, Inc.	Maintenance of Facilities	204.34	204.34
G-00881	Matthew Cotter	Telephone Services	35.00	
		Transportation	40.38	75.38
G-00882	The Black Chronicle	Periodicals/Subscriptions	140.00	140.00
G-00883	Jamshid Pourtorkan	Programming Activities	150.00	150.00
G-00884	Home Depot Credit Services	Maintenance of Facilities	157.06	157.06
G-00885	Debbie Robertus	Other Commodities	16.65	16.65
G-00886	Southwest Paper - OKC	Maintenance Supplies	1,653.06	1,653.06

General Fund F.Y. 14-15

Warrant Register

September 2014

Number	Vendor/Payee	Purpose		Amount
G-00887	Johnson Equipment Company	Maintenance of Facilities	2,697.00	2,697.00
G-00888	Bank of America	Library-related Services	252.15	252.15
G-00889	Envisionware	Capital Projects	15,750.00	15,750.00
G-00890	Norman Music Alliance	Programming Activities	3,000.00	3,000.00
G-00891	City of Edmond	Water & Garbage Services	1,149.48	1,149.48
G-00892	Eaton-Quade Plastics Co.	Maintenance of Facilities	7.50	7.50
G-00893	Devin McGhee	Other Commodities	53.50	53.50
G-00894	Southern Hardlines, Inc.	Maintenance of Facilities	1.98	1.98
G-00895	Cox Communications, Inc.	Telephone Services	2,870.08	
		Telephone Services	3,004.76	5,874.84
G-00896	Susan Stinson	Parking	4.00	4.00
G-00897	Todd Podzemny	Postage	86.00	86.00
G-00898	LaVetta Kinsey Dent	Travel Expenses	362.20	362.20
G-00899	Walmart Community/GECRB	Supplies	105.41	105.41
G-00900	Pamela Buchanan	Telephone Services	35.00	
		Transportation	77.11	112.11
G-00901	Thomas P. Gallagher	Transportation	25.00	25.00
G-00902	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-00903	Donna Morris	Transportation	450.00	450.00
G-00904	Darrie Breathwit	Programming Activities	60.91	60.91
G-00905	Amy Thomas	Programming Activities	34.97	34.97
G-00906	Tim Spindle	Programming Activities	10.28	10.28
G-00907	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-00908	Cox Communications, Inc.	Telephone Services	200.89	
		Telephone Services	426.10	
		Telephones Services	458.61	
		Telephone Services	320.43	1,406.03
G-00909	Sarah Blaney	Programming Activities	93.74	93.74
G-00910	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-00911	David Newyear	Other Commodities	34.86	
		Supplies	50.77	85.63
G-00912	G4S Secure Solutions	Security Services	7,899.18	7,899.18
G-00913	Derek Davis	Telephone Services	35.00	35.00
G-00914	Katheryn L Lawrence	Programming Activities	50.00	
		Programming Activities	50.00	100.00
G-00915	Carl Corporation	Capital Projects	3,953.43	3,953.43
G-00916	Smart Technologies	Automation Contractual	600.00	600.00
G-00917	RB Floor Care Services Inc.	Janitorial Services	578.50	
		Janitorial Services	870.00	
		Janitorial Services	857.00	2,305.50
G-00918	Veolia Energy Oklahoma City,	Veolia Energy Services	23,095.71	23,095.71
G-00919	Joe H Shelton	Programming Activities	18.65	18.65
G-00920	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	
		Library-related Services	1,450.00	3,070.00
G-00921	Ed Dillard	Telephone Services	35.00	35.00
G-00922	Cassandra Elaine Watts	Programming Activities	25.00	25.00
G-00923	Blue Haven Pools of Oklahoma	Maintenance of Facilities	150.00	150.00
G-00924	Dave Mack	Telephone Services	35.00	35.00
G-00925	Mark D Vance	Telephone Services	35.00	35.00
G-00926	Xuan-Lan Paula Tran	Parking	5.00	5.00
G-00927	Bradford Industrial Supply	Maintenance of Facilities	110.35	
		Maintenance of Facilities	60.08	170.43

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Number	Vendor/Payee	Purpose		Amount
G-00928	O G & E	Electrical Services	4,134.66	
		Electrical Services	4,178.57	8,313.23
G-00929	Oklahoma Natural Gas Co.	Gas Services	33.68	33.68
G-00930	City of Bethany	Water & Garbage Services	121.41	121.41
G-00931	City of Oklahoma City	Water & Garbage Services	174.72	
		Water & Garbage Services	204.55	
		Water & Garbage Services	393.07	772.34
G-00932	Gale/ Cengage Learning, Inc.	Books & Materials	1,116.25	1,116.25
G-00933	AT&T	Telephone Services	673.75	
		Telephone Services	820.10	
		Telephone Services	788.11	2,281.96
G-00934	Baker & Taylor Books	Books & Materials	7,639.38	7,639.38
G-00935	Susie Beasley	Programming Activities	13.01	13.01
G-00936	Best of Books	Books & Materials	40.78	40.78
G-00937	Rowman & Littlefield Pub. Co.	Books & Materials	2,457.07	2,457.07
G-00938	Greater Oklahoma City	Memberships	3,000.00	3,000.00
G-00939	Live Oak Media	Materials	9.45	9.45
G-00940	Cheryll Jones	Programming Activities	37.71	
		Transportation	5.71	43.42
G-00941	Random House, Inc	Materials	57.00	57.00
G-00942	OCLC, Inc.	Network Catalog Services	4,258.15	4,258.15
G-00943	ALA Registration Dept	Professional Services	400.00	400.00
G-00944	Ingram Library Service	Materials	1,265.90	1,265.90
G-00945	Findaway World, LLC	Materials	15,475.68	15,475.68
G-00946	AV Cafe Inc	Materials	200.55	200.55
G-00947	Marie Nichols	Other Commodities	25.35	25.35
G-00948	Ingram Library Service	Materials	91.79	91.79
G-00949	Center Point Large Print	Materials	722.64	722.64
G-00950	Dana Beach	Programming Activities	67.90	67.90
G-00951	Scholastic Library	Materials	3,541.30	3,541.30
G-00952	Batteries Sooner LLC	Maintenance of Facilities	11.98	11.98
G-00953	Oklahoma Center for Nonprofits	Memberships	500.00	500.00
G-00954	ULINE	Supplies	61.49	61.49
G-00955	United Parcel Service	Postage	60.12	60.12
G-00956	John Wood	Telephone Services	50.00	50.00
G-00957	Baker & Taylor Entertainment	Materials	2,823.72	2,823.72
G-00958	Walmart Community/GECRB	Programming Activities	18.72	
		Programming Activities	29.41	
		Programming Activities	15.35	
		Programming Activities	16.42	79.90
		Programming Activities	52.58	52.58
G-00959	Darrie Breathwit	Materials	2,428.13	
G-00960	Baker & Taylor Books	Materials	1,896.82	
		Materials	4,250.68	
		Materials	4,467.19	
		Materials	8,803.19	
		Materials	2,277.06	24,123.07
G-00961	Baker & Taylor Books	Materials	1,601.26	
		Materials	1,614.77	
		Materials	5,443.61	
		Materials	238.92	8,898.56
G-00962	Trak-1 Technology, Inc.	Professional Services	65.12	65.12



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Number	Vendor/Payee	Purpose	Amount	Amount
G-00963	Meaghan Hunt Wilson	Programming Activities	17.34	
		Supplies	1.96	19.30
G-00964	Vickie Saxton	Programming Activities	14.08	14.08
G-00965	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	119.95	119.95
G-00966	Superior Linen Service	Supplies	29.00	29.00
G-00967	RB Floor Care Services Inc.	Janitorial Services	654.36	654.36
G-00968	Stacy Schrank	Professional Services	600.00	600.00
G-00969	Baker & Taylor Entertainment	Books & Materials	85.38	85.38
G-00970	Sheldon Beach	Parking	108.38	108.38
G-00971	Gas & Supply	Maintenance of Facilities	5.44	5.44
G-00972	Amy Upchurch	Programming Activities	31.00	31.00
G-00973	PBS Distribution	Materials	23.74	23.74
G-00974	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-00975	Fastenal Company	Maintenance of Facilities	11.01	11.01
G-00976	Bank of Oklahoma	Payroll Transmittal-Chks	30,247.57	
		Payroll Transmittal-Chks	11,396.83	41,644.40
G-00977	Bank of Oklahoma	Federal Withholding Tax	60,074.85	
		Federal Withholding Tax	4,544.00	64,618.85
G-00978	Oklahoma Tax Commission	State Withholding Tax	17,997.00	
		State Withholding Tax	953.00	18,950.00
G-00979	Mun. Employees Credit Union	Employee Cr Union Deducts	10,642.47	
		Employee Cr Union Deducts	95.00	10,737.47
G-00980	United Way of Central Oklahoma	Employee Deductions	633.92	
		Employee Deductions	18.00	651.92
G-00981	Clerk, U.S. District	Employee Deductions	254.17	254.17
G-00982	Bank of America	Payroll Transmittal-DDep	328,094.86	
		Payroll Transmittal-DDep	55,352.06	383,446.92
G-00983	Nationwide Retirement Solution	Employee Deductions	5,303.38	5,303.38
G-00984	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-00985	Bank of Okla-Institutional	Employee Contrib -- DB PI	3,206.49	3,206.49
G-00986	Bank of Oklahoma	Employee Flexplan Deposit	14,537.43	14,537.43
G-00987	Bank of Oklahoma	Employee Soc/Sec Deposits	31,630.70	
		Employee Soc/Sec Deposits	4,870.79	
		Employee Medicare Deposit	7,517.09	
		Employee Medicare Deposit	1,139.11	
		Employer Soc/Sec Deposits	36,501.59	
		Employer Medicare Deposit	8,656.34	90,315.62
G-00988	MassMutual Financial Group	Employee Contrib -- DC PI	20,419.18	
		Employee Contrib -- DC PI	36,159.14	56,578.32
G-00989	Pioneer Credit Recovery	Employee Deductions	169.13	169.13
G-00990	Robinson & Hoover	Employee Deductions	192.38	192.38
G-00991	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-00992	Administrative Services	Employee Deductions	1,440.14	1,440.14
G-00993	City of Del City	Rent of Library Buildings	400.00	400.00
G-00994	Bradford Industrial Supply	Maintenance of Facilities	18.48	18.48
G-00995	Grainger	Maintenance of Facilities	294.13	294.13
G-00996	O G & E	Electric Services	2,560.68	
		Electrical Services	13,887.62	
		Electrical Services	4,417.28	
		Electrical Services	2,318.09	23,183.67
G-00997	Oklahoma Natural Gas Co.	Gas Services	83.32	
		Gas Services	91.03	174.35

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Number	Vendor/Payee	Purpose		Amount
G-00998	City of Oklahoma City	Water & Garbage Services	52.78	52.78
G-00999	Locke Supply Co.	Maintenance of Facilities	35.48	
		Maintenance of Facilities	120.75	
		Maintenance of Facilities	12.65	168.88
G-01000	Gaylord Bros.	Supplies	113.82	113.82
G-01001	The University of Oklahoma	Printing/Printing Supply	45.00	45.00
G-01002	Lois Cross	Programming Activities	50.00	50.00
G-01003	Jonathan Willis	Telephone Services	35.00	
		Transportation	61.86	96.86
G-01004	Scott's Printing & Copying	Printing/Printing Supply	53.58	53.58
G-01005	XPEDX	Maintenance Supplies	5,865.08	
		Supplies	1,116.80	6,981.88
G-01006	High-Tech-Tronics, Inc.	Maintenance of Facilities	213.75	213.75
G-01007	Larry G. Johnson	Parking	108.38	108.38
G-01008	Lakeshore Learning Materials	Programming Activities	176.70	176.70
G-01009	OverDrive, Inc.	Books & Materials	7,363.19	7,363.19
G-01010	Lynda G. Bahr	Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	153.36	223.36
G-01011	Victoria Dixon	Parking	108.38	108.38
G-01012	Ginger Waldrip	Programming Activities	100.00	
		Programming Activities	200.00	300.00
G-01013	Barnes & Noble, Inc.	Books & Materials	126.18	126.18
G-01014	Made By Me Publications, Inc.	Programming Activities	150.00	150.00
G-01015	Jamshid Pourtoran	Programming Activities	150.00	150.00
G-01016	Home Depot Credit Services	Maintenance of Facilities	108.23	108.23
G-01017	Associated Appliance, Inc.	Maintenance of Facilities	23.99	23.99
G-01018	Latino Community Development	Other Commodities	200.00	200.00
G-01019	Jerry Amundsen Inc.	Maintenance of Facilities	27.83	
		Maintenance of Facilities	94.92	122.75
G-01020	Joy E. Cavett	Programming Activities	150.00	150.00
G-01021	United Parcel Service	Postage	81.27	81.27
G-01022	CPI Office Products	Supplies	36.35	36.35
G-01023	Cheryl Pernell	Parking	108.36	108.36
G-01024	Elisabeth Wright	Professional Services	310.00	
		Programming Activities	23.69	333.69
G-01025	Walmart Community/GECRB	Programming Activities	18.23	
		Programming Activities	18.78	
		Programming Activities	28.44	
		Programming Activities	28.44	93.89
G-01026	Bruce E Benson	Programming Activities	300.00	300.00
G-01027	Engineered Equipment Inc.	Maintenance of Facilities	118.80	
		Maintenance of Facilities	158.16	
		Maintenance of Facilities	147.12	424.08
G-01028	Shauna Leonard	Programming Activities	300.00	300.00
G-01029	SmithKor Investments LLC	Rent of Library Buildings	7,171.88	7,171.88
G-01030	Cox Communications, Inc.	Telephone Services	12.58	12.58
G-01031	Baker & Taylor Books	Books & Materials	2,238.17	2,238.17
G-01032	Baker & Taylor Books	Books & Materials	1,241.35	1,241.35
G-01033	Baker & Taylor Books	Books & Materials	663.77	663.77
G-01034	G4S Secure Solutions	Security Services	9,347.50	9,347.50
G-01035	Kiona Millirons	Programming Activities	125.00	125.00

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Number	Vendor/Payee	Purpose		Amount
G-01036	Baker & Taylor Entertainment	Books & Materials	706.61	706.61
G-01037	KOCO	Library-related Services	1,012.50	1,012.50
G-01038	Comprise Technologies, Inc.	Automation	3,260.00	3,260.00
G-01039	W M Corp	Supplies	7,608.49	7,608.49
G-01040	Bakeries Unlimited LLC	Other Commodities	54.60	54.60
G-01041	O G & E	Electrical Services	1,811.13	1,811.13
G-01042	Oklahoma Natural Gas Co.	Gas Services	91.25	
		Gas Services	86.90	
		Gas Services	27.57	
		Gas Services	93.79	
		Gas Services	36.38	335.89
G-01043	City of Oklahoma City	Water & Garbage Services	1,292.85	
		Water & Garbage Services	1,247.80	2,540.65
G-01044	Recorded Books, LLC	Materials	7,469.17	7,469.17
G-01045	Thorndike/Gale Group	Materials	2,979.38	2,979.38
G-01046	Blackstone Audio Books	Materials	655.00	655.00
G-01047	Ingram Library Service	Materials	33.08	
		Books & Materials	137.20	170.28
G-01048	Audio Editions	Materials	14.99	14.99
G-01049	Findaway World, LLC	Materials	11,693.80	11,693.80
G-01050	Coughlan Companies, Inc.	Materials	19.47	19.47
G-01051	Ingram Library Service	Books & Materials	629.84	629.84
G-01052	Center Point Large Print	Materials	3,960.33	3,960.33
G-01053	Mailing Services -134730000	Other Commodities	36.64	36.64
G-01054	Chase Card Services	Automation Contractual	240.00	
		Automation Contractual	24.00	
		Other Library Related Svc	518.30	
		Telephone Services	32.19	
		Equipment	336.95	
		Maintenance of Facilities	38.95	
		Supplies	59.60	
		Supplies	21.97	
		Automation	2,204.91	
		Supplies	82.22	
		Automation	13.01	
		Supplies	49.90	
		Postage	99.85	
		Automation Contractual	35.00	
		Automation Contractual	158.00	
		Automation Contractual	19.00	
		Professional Services	22.00	
		Automation Contractual	18.70	
		Programming Activities	24.67	3,999.22
G-01055	Baker & Taylor Entertainment	Materials	9,018.09	9,018.09
G-01056	Scott Delsigne	Programming Activities	150.00	150.00
G-01057	AT&T	Telephone Services	163.65	163.65
G-01058	Baker & Taylor Books	Materials	2,391.41	
		Materials	1,367.35	
		Materials	3,501.21	
		Materials	1,931.09	
		Materials	703.55	
		Books & Materials	217.18	10,111.79

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Number	Vendor/Payee	Purpose	Amount	
G-01059	Baker & Taylor Books	Materials	944.24	
		Materials	721.83	
		Books & Materials	4,619.31	6,285.38
G-01060	Baker & Taylor Books	Books & Materials	249.57	249.57
G-01061	Nicom Park Lumber Co	Maintenance of Facilities	7.62	7.62
G-01062	Mackin	Materials	181.83	181.83
G-01063	PBS Distribution	Materials	59.97	59.97
G-01064	Oklahoma Turnpike Authority	Gasoline & Oil	15.95	15.95
G-01065	Jon Vodka	Telephone Services	35.00	35.00
G-01066	Metropolitan Library System	Supplies	200.00	200.00
G-01067	City of Midwest City, Inc.	Water & Garbage Services	1,066.01	1,066.01
G-01068	O G & E	Electrical Services	1,971.27	
		Electrical Services	390.81	
		Electrical Services	539.70	
		Electrical Services	2,222.54	
		Electrical Services	301.98	5,426.30
G-01069	Oklahoma Natural Gas Co.	Gas Services	36.02	
		Gas Services	46.03	
		Gas Services	108.36	
		Gas Services	125.49	
		Gas Services	83.45	
		Gas Services	20.52	419.87
G-01070	City of Oklahoma City	Water & Garbage Services	34.89	
		Water & Garbage Services	135.03	
		Water & Garbage Services	54.06	223.98
G-01071	Southwestern Stationers, Inc.	Supplies	1,670.50	
		Safety Supplies	1,660.00	3,330.50
G-01072	Locke Supply Co.	Maintenance of Facilities	81.00	
		Maintenance of Facilities	169.10	
		Maintenance of Facilities	15.63	
		Maintenance of Facilities	42.65	308.38
G-01073	Tech-Lock	Maintenance of Facilities	385.00	385.00
G-01074	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-01075	The University of Oklahoma	Printing/Printing Supply	21.00	21.00
G-01076	Superintendent of Documents	Government Documents	3,000.00	3,000.00
G-01077	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-01078	AT&T	Telephone Services	138.46	138.46
G-01079	Standard Printing Co., Inc.	Supplies	475.00	475.00
G-01080	Recorded Books, LLC	Materials	1,401.00	1,401.00
G-01081	Thorndike/Gale Group	Materials	4,208.42	4,208.42
G-01082	Robert L. Hampton, Jr.-Charter	Maintenance of Facilities	390.50	390.50
G-01083	Harvey Janitorial Sales, Inc.	Supplies	1,475.84	
		Supplies	553.44	
		Maintenance Supplies	72.68	2,101.96
G-01084	HealthSmart Benefit Solutions	Group Insurance	386.00	386.00
G-01085	Independent Stationers	Supplis	4.25	
		Supplies	13.74	
		Supplies	42.12	60.11
G-01086	Walter Wayne McEvilly	Programming Activities	250.00	250.00
G-01087	Full Circle Bookstore	Programming Activities	268.32	268.32
G-01088	Schoolhouse Outfitters LLC	Automation	207.00	207.00
G-01089	INTEGRIS Corporate Assistance	Group Insurance	996.00	

\*\* Continued \*\*

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01089	INTEGRIS Corporate Assistance	Group Insurance	996.00	1,992.00
G-01090	Scott's Printing & Copying	Printing/Printing Supply	727.26	
		Printing/Printing Supply	513.91	1,241.17
G-01091	Ingram Library Service	Books & Materials	54.98	
		Materials	1,519.93	1,574.91
G-01092	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	22.59	22.59
G-01093	James E. Garling	Programming Activities	300.00	300.00
G-01094	James E. Nimmo	Transportation	150.00	150.00
G-01095	OverDrive, Inc.	Books & Materials	8,254.76	8,254.76
G-01096	Metro Parking Garage	Parking	1,800.00	
		Parking	1,530.00	3,330.00
G-01097	Ginger Waldrip	Programming Activities	100.00	100.00
G-01098	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-01099	AV Cafe Inc	Materials	172.02	172.02
G-01100	Adam Ledbetter	Programming Activities	4,800.00	
		Programming Activities	1,200.00	6,000.00
G-01101	Ingram Library Service	Books & Materials	145.51	
		Materials	179.19	
		Books & Materials	196.10	520.80
G-01102	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-01103	Deli Partners of Little Rock	Other Commodities	186.99	186.99
G-01104	Oklahoma Building Services, Inc	Janitorial Services	18,950.98	
		Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,791.66	29,093.56
G-01105	ProQuest	Periodicals/Subscriptions	23,380.01	23,380.01
G-01106	Cintas	Maintenance of Facilities	140.00	140.00
G-01107	Dowell Parking Center	Parking	312.00	312.00
G-01108	Amazon/GE Money Bank	Supplies	57.48	
		Maintenance Supplies	424.81	
		Safety Supplies	145.84	628.13
G-01109	United Parcel Service	Postage	35.38	35.38
G-01110	Frates Insurance	Auto Insurance	27.50	27.50
G-01111	Todd Olberding	Telephone Services	47.29	47.29
G-01112	Baker & Taylor Books	Materials	6,152.18	6,152.18
G-01113	Baker & Taylor Entertainment	Books & Materials	638.60	
		Materials	696.72	
		Books & Materials	2,147.70	3,483.02
G-01114	LaVetta Kinsey Dent	Travel Expenses	833.87	833.87
G-01115	Walmart Community/GEGRB	Programming Activities	11.65	
		Other Commodities	33.48	
		Other Commodities	98.76	
		Programming Activities	100.15	
		Programming Activities	73.14	317.18
G-01116	Construction Building	Maintenance of Facilities	376.65	376.65
G-01117	The Meadows	Library-Related Services	45.00	45.00
G-01118	Preston Bell	Transportation	50.00	50.00
G-01119	The Great Courses	Materials	4,162.90	4,162.90
G-01120	Cory E Punto	Programming Activities	300.00	300.00
G-01121	Panacean Systems	Professional Services	7,266.59	7,266.59
G-01122	Walmart Community/GEGRB	Books & Materials	35.64	35.64

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Number	Vendor/Payee	Purpose		Amount
G-01123	Oklahoma City Police Dept.	Maintenance of Facilities	34.00	34.00
G-01124	Morrison Supply Company	Maintenance of Facilities	1.00	
		Maintenance of Facilities	1.00	2.00
G-01125	Myers Landscape Management,	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.66	5,013.33
G-01126	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-01127	Cox Communications, Inc.	Telephone Services	12.84	12.84
G-01128	Target Bank	Supplies	10.36	10.36
G-01129	Baker & Taylor Books	Books & Materials	2,097.50	
		Books & Materials	1,168.79	
		Materials	1,954.86	
		Materials	1,744.02	
		Materials	3,047.63	
		Materials	5,617.92	
		Materials	1,136.27	16,766.99
G-01130	Baker & Taylor Books	Books & Materials	3,092.46	
		Materials	1,406.15	
		Materials	1,150.97	5,649.58
G-01131	Baker & Taylor Books	Books & Materials	1,652.76	1,652.76
G-01132	Ray the Painter	Maintenance of Facilities	596.66	596.66
G-01133	G4S Secure Solutions	Security Services	9,350.77	9,350.77
G-01134	Kelly Dalrymple	Transportation	27.61	27.61
G-01135	Darci Parker	Programming Activities	200.00	200.00
G-01136	Superior Linen Service	Supplies	58.00	58.00
G-01137	Katheryn L Lawrence	Programming Activities	50.00	50.00
G-01138	Sabre Technologies	Automation	2,937.00	2,937.00
G-01139	Gail C Ingram	Programming Activities	50.00	50.00
G-01140	RB Floor Care Services Inc.	Janitorial Services	1,184.00	
		Janitorial Services	5,527.00	
		Janitorial Services	672.00	7,383.00
G-01141	COTPA-Sheridan & Walker	Parking	1,365.00	
		Parking	2,821.00	4,186.00
G-01142	Automatic Protection Sys of	Maintenance of Facilities	60.00	
		Maintenance of Facilities	40.00	
		Maintenance of Facilities	1,721.44	1,821.44
G-01143	Baker & Taylor Entertainment	Materials	885.19	
		Books & Materials	1,079.85	1,965.04
G-01144	Mackin	Materials	91.03	91.03
G-01145	Shoplet	Supplies	97.20	
		Supplies	11.68	108.88
G-01146	The Terminix International Co.	Pest Control	251.00	
		Pest Control	744.00	
		Pest Control	470.00	
		Janitorial Services	55.00	
		Janitorial Services	150.00	1,670.00
G-01147	W M Corp	Supplies	5,096.23	5,096.23
G-01148	American Book Returns	Maintenance of Facilities	1,042.00	1,042.00
G-01149	USA Swim Clinics LLC	Professional Services	3,500.00	3,500.00
G-01150	Merwin Inc	Maintenance of Facilities	500.00	500.00
Total of FY 14-15 Warrants Issued				\$ 2,428,968.23

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Number	Vendor/Payee	Purpose		Amount
G-06235	Envisionware	Automation	3,000.00	3,000.00
G-06236	Jeffrey P Richardson Jr	Automation Contractual	450.00	450.00
G-06237	Best of Books	Materials	41.57	41.57
G-06238	Recorded Books, LLC	Materials	279.92	279.92
G-06239	Random House, Inc	Materials	941.25	941.25
G-06240	Brilliance Corporation	Materials	650.79	650.79
G-06241	Ingram Library Service	Materials	14.59	14.59
G-06242	Audio Editions	Materials	659.88	659.88
G-06243	Findaway World, LLC	Materials	285.53	285.53
G-06244	Ingram Library Service	Materials	352.59	352.59
G-06245	Baker & Taylor Books	Materials	5,933.06	5,933.06
G-06246	Baker & Taylor Entertainment	Materials	12,960.00	12,960.00
G-06247	Baker & Taylor Books	Materials	1,548.89	
		Materials	4,180.07	5,728.96
G-06248	Baker & Taylor Books	Materials	224.26	224.26
G-06249	Baker & Taylor Books	Materials	99.75	99.75
G-06250	Smart Technologies	Automation	12,798.25	12,798.25
G-06251	Mackin	Materials	58.95	58.95
G-06252	Ray the Painter	Capital Projects	1,560.00	1,560.00
G-06253	Carl Corporation	Capital Projects	41,761.00	
		Capital Projects	83,523.00	125,284.00
G-06254	Quik Print	Fixture	515.34	515.34
G-06255	PremierSource, LLC	Professional Services	10,147.50	10,147.50
G-06256	Reliance Label Solutions, Inc	Supplies	4,564.35	4,564.35
G-06257	Blackstone Audio Books	Materials	1,020.00	1,020.00
G-06258	Random House, Inc	Materials	2,197.50	2,197.50
G-06259	Ingram Library Service	Materials	376.05	376.05
G-06260	Baker & Taylor Books	Materials	1,050.32	
		Materials	1,496.50	2,546.82
G-06261	Baker & Taylor Books	Materials	952.27	952.27
G-06262	Lynda G. Bahr	Telephone Services	35.00	
		Transportation	511.30	546.30
G-06263	Envisionware	Automation System	46,564.50	
		Automation System & Equip	15,490.00	62,054.50
G-06264	Random House, Inc	Materials	1,732.50	1,732.50
G-06265	Ingram Library Service	Materials	19.93	19.93
G-06266	Audio Editions	Materials	1,151.78	1,151.78
G-06267	Chase Card Services	Automation contratual	2,781.18	
		Automation Contractual	599.00	3,380.18
G-06268	Baker & Taylor Books	Materials	1,775.02	1,775.02
G-06269	Baker & Taylor Books	Materials	35.31	35.31
G-06270	Ingram Library Service	Materials	151.88	151.88
G-06271	Baker & Taylor Books	Materials	1,167.74	1,167.74
G-06272	Baker & Taylor Books	Materials	209.43	209.43
G-06273	Baker & Taylor Books	Materials	72.06	72.06
G-06274	Automatic Protection Sys of	Maintenance of Facilities	150.00	
		Maintenance of Facilities	990.20	1,140.20
Total of FY 13-14 Warrants Issued				\$ 267,080.01

Special Funds

Warrant Register

September 2014

Number	Vendor/Payee	Purpose	Amount
S-20154	Standley Systems	Copier Maintenance	6.27
		Copier Maintenance	55.08
		Copier Maintenance	129.17
		Copier Maintenance	27.88
		Copier Maintenance	30.78
		Copier Maintenance	26.23
		Copier Maintenance	1.81
		Copier Usage	195.83
		Copier Maintenance	3.10
S-20155	Shortt Dogg Entertainment	Retirement Receptions	400.00
S-20156	Full Circle Bookstore	15/Parent Child Book	418.00
S-20157	Metropolitan Library System	Tranbsfer of Fines & Fees	51,000.00
S-20158	Oriental Trading Company	Friends Staff Recognition	55.00
S-20159	Amazon/GE Money Bank	Friends Staff Recognition	32.99
S-20160	Joel Bean	Lost & Paid Books	14.95
S-20161	Fort Worth Library	Lost And Paid	24.99
S-20162	Sun Yuanjun	Lost & Paid Books	29.95
S-20163	Kristina A D Martin	Lost & Paid Books	22.00
S-20164	Paula J Cardenas	Lost & Paid Items	10.95
S-20165	Chad D. Jones	Lost & Paid Item Returned	48.80
S-20166	Gary Hampton	Room Renatal Refund	30.00
S-20167	Xerox Corp.	Copy Fund	85.50
		Copy Fund	85.50
		Copy Fund	85.50
		Copy Maintenance	25.11
		Copier Maintenance	64.84
		Copier Maintenance	11.21
		Copy Maintenance	18.67
		Copy Maintenance	43.82
		Copy Maintenance	14.00
S-20168	Standley Systems	Copier Maintenance	2.99
S-20169	The University of Oklahoma	Summer @ Library	210.00
S-20170	Oklahoma Tax Commission	State Sales Tax-Aug.	42.99
S-20171	Ocean County Library	Books Lost Account	34.95
S-20172	Cereniti T Neal	Lost & Paid Materials	13.95
S-20173	Judith S Myers	Lost & Paid Books	29.90
S-20174	Metropolitan Library System	Fines Account	93,000.00
S-20175	Oklahoma Tax Commission	State Sales Tax-Aug.	15.32
S-20176	Oklahoma Tax Commission	State Sales Tax-Aug.	1,086.32
S-20177	MTM Recognition Corporation	14/Staff Recognition	422.00
S-20178	Amy Thomas	Lost & Paid Books	39.95
S-20179	Alyssa C. Brown	Lost & Paid Books	3.00
S-20180	Rheydene S. Ferguson	Lost & Paid Books	39.95
S-20181	Elizabeth Joseph	Lost & Paid Books	3.00
S-20182	Cambra Strawn	Lost & Paid Books	3.00
S-20183	Marva S Parsons	Lost & Paid Books	79.95
S-20184	Chase Card Services	Fines Account	165.00
		Fines Account	150.40
S-20185	Xerox Corp.	Copy Maintenance	29.67
S-20186	ImageNet Consulting, LLC	Copier Maintenance	140.36
S-20187	Kaycee J. McClellan &/or Susan	Lost & Paid Item Returned	12.75
S-20188	Michelle Swedlow	Lost Book Returned	96.95



**Special Funds**

**Warrant Register**

**September 2014**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-20189	Leslie N Fruit	Lost & Paid Books	14.95	14.95
S-20190	Yolanda Hicks	Prepaid Deposit Refund	18.55	18.55
S-20191	Ralph Tucker	Lost & Paid Item Returned	36.95	36.95
S-20192	Nina Ingram	Prepaid Account	2.30	2.30
S-20193	Lorena M Jimenez	Lost & Paid Books	17.00	17.00
S-20194	Standley Systems	Copier Maintenance	8.25	
		Copier Maintenance	69.26	
		Copier Maintenance	16.50	
		Copier Maintenance	17.83	
		Copier Maintenance	15.68	
		Copier Maintenance	1.01	
		Copier Maintenance	4.89	
		Copier Maintenance	42.27	175.69
S-20195	Quik Print	Summar @ Library	68.42	68.42
Total of Special Funds Warrants Issued				\$ 148,954.19

I, Donna Morris, certify that:

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

  
Donna Morris, Executive Director

10-9-14  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

10-9-14  
Date

## **CONTRACT AWARDS AND PURCHASES**

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

### **ITEM A: COPIERS**

The Library wishes to purchase seven new Xerox W7225PT copiers and coin op vend towers for use in the public library areas. The copiers will replace one copier at the Bethany, Capitol Hill, Southern Oaks, Warr Acres, and Choctaw Libraries, and two copiers at the Downtown Library. The current copiers were purchased in 2009.

The Library's purchasing policy allows the Library to purchase off of any state, GSA or national competitively bid contract. Xerox was awarded the contract for copiers under State Contract #SW171. The state contract pricing is shown below.

<b>Model</b>	<b>Qty</b>	<b>Price</b>	<b>Total</b>
Xerox W7225PT	7	\$5,431.00	\$38,017.00
710 Coin & Bill Vend Tower	7	\$2,350.00	\$16,450.00
Total			\$54,467.00

### **RECOMMENDATION:**

That the Commission approve the purchase of the seven Xerox copiers and vend towers from Xerox Corporation in the amount of \$54,467.00. Funding for this purchase is available in special fund account 820.

## **ACCEPTANCE OF ANNUAL AUDIT**

Note: Audit reports will be handed out at Commission Meeting.

## **METROPOLITAN LIBRARY COMMISSION**

### **CALENDAR YEAR 2015 PROPOSED MEETING DATES**

<u>2015 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 15	Ralph Ellison	2000 NE 23rd, Oklahoma City 424-1437
February 19	Belle Isle --Warr Acres (Host)	5501 N. Villa, Oklahoma City 843-9601
March 19	Midwest City	8143 E. Reno, Midwest City 732-4828
April 16	Northwest	5600 NW122 <sup>nd</sup> , Oklahoma City 606-3580
May 21	The Village	10307 N. Penn., Oklahoma City 755-0710
June 18	Downtown	300 Park Ave., Oklahoma City 231-8650
July 16	Ralph Ellison --Choctaw (Host)	2000 NE 23rd, Oklahoma City 424-1437
August 27*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
<b>*Moved to 4<sup>th</sup> Thursday to accommodate final budget preparations per by-laws</b>		
September 17	Del City	4509 SE 15 <sup>th</sup> , Del City 672-1377
October 15	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
November 19	Edmond	10 S. Boulevard, Edmond 341-9282
December 10**	Capitol Hill	334 SW 26 <sup>th</sup> , Oklahoma City 634-6308

**\*\*Moved to 2<sup>nd</sup> Thursday to accommodate Christmas Break per by-laws**

## **EXECUTIVE DIRECTOR'S REPORT**

**OCTOBER 2014**

### **Emily Williams named to 40 under 40 List**

Emily Williams, Teen Services Coordinator, has been selected into the prestigious *okc.BIZ* 2014 “Forty Under Forty” class. This award recognizes young movers and shakers from Central Oklahoma who not only have built great careers, but who have also made exceptional contributions to our community. Emily has worked at MLS since 2003 and is a graduate of Leadership OKC Young Adult program (LOYAL) and Leadership Arts. She is an artist who frequently donates her artwork for nonprofit fundraisers, and is also currently Vice President of Hounds for the Heartland, a non-profit adoption organization for retired greyhounds.

### **Staff committee reviews HR vendors**

A committee of staff consisting of Anne Fischer, Lloyd Lovely, John Rahal, Sylvia Lawson, Rachel Kopchick, Kelley Hoffman and Stephany Boice spent two days this week viewing demonstrations from three vendors on Human Resources software. This new software will handle a variety of HR functions such as new employee recruitment, employee evaluations; employee benefits and payroll.

A recommendation will come to the commission at the November meeting.

### **#SeeSpotRead**

What do you do when you spot one of our new Spoticus themed MLS vehicles on the streets of Oklahoma County? Take a picture of it and post it to Facebook, Instagram or Twitter! Throughout the month of October, anyone who posts a photo of one of the vehicles and tags it #SeeSpotRead, will be entered in a drawing to win a new eReader. The contest runs Oct. 1- Oct. 31, so be on the look-out.

### **Capital Projects Update**

- Oklahoma City and MLS are working on a 5 year Capital Improvements request list for Oklahoma City Libraries. This has been submitted to the city and details are still being worked out.
- Bethany – We provided information to Bethany about the architect selection process and are working on setting up a meeting with city officials.
- Capitol Hill – The Schematic Design package (about 25% of the design process) is due on 10/17. An updated schedule shows a “MOVE-IN” date of April 2017 which should allow Summer Reading 2017 to be held in the new library. OKC continues to work on the securing the land needed for the expansion. On 10/7, OKC City Council approved the purchase of all of the houses to the south. Negotiations with the bank continue.

- Downtown – The Park Avenue Project 180 is out for bid with the work still expected to begin next spring.
- Edmond
  1. The City of Edmond continues to work with St Mary's church on the parking.
  2. Edmond has hired a firm to conduct a Customer Service Survey. MLS is working with Edmond to develop several questions which will address current and future library services needs.
    1. Todd attended Edmond's Capital Projects Task Force Committee meeting on 9/16. They are working on a process to "identify & prioritize" the capital projects. The process is expected to include public meetings, citizen surveys and interviews with city staff and the stakeholders.
- Jones – An updated schedule was released which shows construction starting in May.
- Northwest – Warranty work continues