



# METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, June 18, 2015, 3:30 p.m.  
Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(Telephone: 231-8650)

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

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

Nancy Anthony, Chair

## **3:30 – 3:45 pm**      **INTRODUCTIONS**

- Document #77 – Presentation of Service Certificates for Library Staff – June 2015

**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 (#78 - #81)**

- Document #78 – Approval of Minutes of May 21, 2015 Meeting
- Document #79 – Acceptance of Review of Expenditures for May 2015
- Document #80 – Contract Awards & Purchases
  - Item A: Capitol Hill Temporary Library Improvements
  - Item B: Cisco Firewall Equipment
  - Item C: People Counters
  - Item D: Production and Delivery of Library Cards
  - Item E: Rejection of Bids – Self-Check Units
  - Item F: Annual Renewal of Supply & Service Contracts
- Document #81 – Request for Transfer of Funds

## **4:00 – 4:20 pm**      **COMMITTEE REPORTS**

- Document #82 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee meeting May 28, 2015 – Mr. Allen Coffey, Chair
- Document #83 – Discussion, Consideration and Possible Action: Metropolitan Library System Preliminary Budget FY 2015-2016
- Document #84 – Discussion, Consideration and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board – Mrs. Penny McCaleb

## **4:20 – 4:30 pm**      **RECOMMENDATIONS FROM ADMINISTRATION**

- Document #85 – Discussion, Consideration and Possible Action: Capitol Hill Library – MLS Parking Lot – Donation of MLS Land to Oklahoma

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

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

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

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

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

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

Library System staff receiving Certificates of Service in June 2015:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Katherine L. Casey, Technical Processing Aide	5
Tracey D. Thompson, Assistant Manager of Library Operations, Midwest City Library	5
Cathy Gale Webb, Library Aide, Southern Oaks Library	5
Kim Terry, Director of Marketing and Communications	10
Phyllis A. Davidson, Librarian, Downtown Library	20
Susan a. Stinson, Circulation Clerk, Southern Oaks Library	35
Laurie F. Mack-Clark, Accounting Manager, Business Office	40

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

DATE: May 21, 2015

TIME: 3:30 p.m.

MEETING PLACE: Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 29, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 19, 2015, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Ralph Bullard  
Fran Cory  
Cynthia Friedemann  
Deanna Hannah  
Helene Harpman  
Jose Jimenez  
Carolyn Leslie  
Penny McCaleb  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Hugh Rice  
Vanna Shaw  
Jim Shonts  
Judy Smith, Vice-Chair  
Mary Sosa  
Alyne Strube  
Beth Toland  
Susan Tucker  
Sharon Voorhees  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

**EXCUSED:**

Allen Coffey, Disbursing Agent  
Mick Cornett, Mayor of Oklahoma City  
Rozz Grigsby  
Karen Helton  
Brian Maughan  
Tracy McDaniel

Estimate of general public and staff attending: 18

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

Roll was called to establish a quorum. Present: Bullard, Cory, Friedemann, Hannah, Harpman, Jimenez, Leslie, McCaleb, Patel, Rice, Shaw, Shonts, Smith, Sosa, Strube, Toland, Tucker, Voorhees, Anthony (Arrived: Patterson 3:40 p.m., Nelson 3:56 p.m.).

II. Mrs. Anthony introduced Mr. Benjamin Mead-Harvey, Manager of Library Operations I, the Village Library. Mr. Mead-Harvey welcomed the commission to the Village Library. He provided information on recent and upcoming events happening in the Village. Today the Village Library building celebrated its 25<sup>th</sup> Anniversary; however, the Village Library has existed in some form for more than 49 years. Since beginning his role as Village Library Manager on March 30th, Mr. Mead-Harvey has learned that the Village Library is very engaged with the community, and in moving forward, he will seek out more ways to be involved with the community.

III. Mrs. Anthony referred to the Presentation of Service Certificates for May 2015. She recognized the following employees who were unable to attend the meeting: Ashley Noel Meyer, Associate Librarian, Northwest Library – five years of service; Dana Beach, Librarian, Choctaw Library – 10 years of service; Rena M. Gibson, Circulation Clerk, Ralph Ellison Library – 10 years of service; Regina M. Wolfinger, Circulation Clerk, Library Operations – 25 years of service.

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

V. Mrs. Anthony presented the Consent Docket: Document #71 – Approval of Minutes of April 16, 2015 Meeting; Document #72 - Acceptance of Review of Expenditures for April 2015; Document #73 – Contract Awards & Purchases.

Mrs. Anthony called for a motion.

**Mrs. Alyne Strube moved to accept the consent docket. Mrs. Mary Sosa seconded. Questions and discussion followed. Motion passed; 19-yes, 1-abstain.**

VI. Mrs. Anthony referred to Document #75 - Discussion, Consideration, and Possible Action: Administrative & Personnel Committee Meeting, May 13, 2015 – Hugh Rice, Chair.

Mr. Rice reported the committee discussed the annual review of salaries and benefits. Those recommendations will be sent to the Finance Committee for approval on May 28, 2015 as part of the 2015-16 preliminary budget.

Mr. Rice referred to the next recommendation from the committee.

**The motion coming from the A&P Committee is to repeal SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511.1 Complaint Resolution Procedures; SH 520.1 Grievance Policy Procedures; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions from the Metropolitan Library System policies. A motion coming from committee requires no second. Motion passed unanimously.**

VII. Mrs. Anthony referred to Document #76 - Discussion, Consideration, and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board – Mrs. Penny McCaleb

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

Mrs. McCaleb requested the commission re-appoint Mr. Craig Woodruff to the Library Endowment Trust. Mr. Woodruff's biographical information was provided. Questions and discussion followed.

**Mr. Rice moved to approve the re-appointment of Craig Woodruff to the Library Endowment Trust for a three-year term. Mrs. Beth Toland seconded. No further discussion; motion passed unanimously.**

**VIII.** Mrs. Anthony referred to the Special Presentation, *Summer Reading* – Emily Williams, Young Adult Services Coordinator, Outreach and Kristin Williamson, Children’s Services Coordinator, Outreach.

Mrs. Williams and Mrs. Williamson explained the Summer Reading program for 2015. The program is open to all ages; from babies to adults. Online pre-registration began May 15. Currently, more than 1,200 people have pre-registered for Summer Reading. The Summer Reading program runs from June 1<sup>st</sup> through July 31<sup>st</sup>. Outreach mailed 146,000 bilingual postcards to students in Oklahoma County. Outreach also conducted 12 school visits and spoke to more than 3000 students. This year there will be weekly drawings in order to keep people motivated and engaged throughout the summer. Another change to this year’s program is a Goal 3 has been added. For every person that completes Goal 3, a book will be donated in their name to the Ronald McDonald House (*Read it Forward*). Commission members were encouraged to sign up for the Summer Reading program and track minutes read. Postcards and bookmarks were handed out displaying the Summer Reading website, as well as the various sponsors and aspects of the program. Questions and Discussion followed.

**IX.** Mrs. Anthony called on Mr. Rogers to present the Executive Director’s Report.

Mr. Rogers reported the Capitol Hill Library project is moving forward. Bids were issued for the temporary space on Tuesday, May 19 and are due back by June 9. It is anticipated the project will be on the June commission agenda for approval.

The resurfacing of the parking lot at Del City has been interrupted by all the rain. The city manager anticipates partial completion of the resurfacing to be done by 5 p.m. today.

MLS will be speaking to the Edmond Capital Improvement Advisory Task Force on June 18 regarding the need for a second Edmond Library.

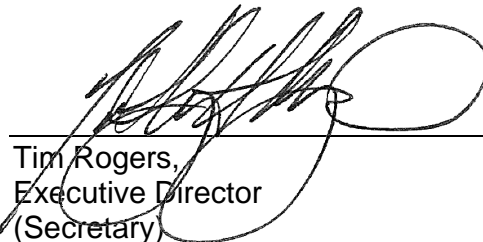
The new manager at Ralph Ellison, Michael Gillespie, will begin on June 8. He will be introduced at the June Commission meeting.

Literary Voices™ was a great success. The event brought in \$20,000 more than last year and eight more people were in attendance.

**X.** Mrs. Anthony called for comments from the Commission. Questions and discussion followed.

**XI.** The next regularly scheduled meeting will be held at the Downtown Library on June 18, 2015.

There being no further business, the meeting was adjourned at 4:19 p.m..



Tim Rogers,  
Executive Director  
(Secretary)

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

May 31, 2015

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of May 2015.

For comparison, 91.67% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of May 2015.

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# STATEMENT OF FINANCIAL CONDITION

May 31, 2015

## ASSETS

	Current Year	Previous Year
CASH	\$ 7,131,327.51	\$ 13,080,617.62
INVESTMENTS (Schedule attached)	23,612,609.80	18,158,102.20
PREPAID ACCOUNTS	25,000.00	25,000.00
<b>Total Assets</b>	<b>\$30,768,937.31</b>	<b>\$ 31,263,719.82</b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

### LIABILITIES:

Previous Year Reserve for Appropriations	\$478,757.37	\$342,833.70
Current Year Purchase Orders Outstanding	367,841.25	595,208.22
Previous Year Purchase Orders Outstanding	0.00	0.00
Checks Outstanding	245,875.14	314,786.84
<b>Total Liabilities</b>	<b>1,092,473.76</b>	<b>1,252,828.76</b>

### FUND BALANCE:

Beginning of the Year	\$27,031,002.21	\$29,031,368.36
Add: Revenues		
Budgeted	31,842,314.22	30,756,301.25
Other	1,417,372.52	1,851,620.33
Less: Expenditures	(30,614,225.40)	(31,628,398.88)
<b>Total Fund Balance</b>	<b>29,676,463.55</b>	<b>30,010,891.06</b>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$30,768,937.31</b>	<b>\$ 31,263,719.82</b>
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**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
SCHEDULE OF INVESTMENT**

**As of May 31, 2015**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	1/26/2015	10/26/2017	1.000%	\$ 97,415.15
CD - Municipal Emp. Credit Union	5/30/2015	5/30/2017	1.250%	240,027.76
CD - Weokie Credit Union	1/20/2015	1/20/2020	1.510%	124,808.36
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 - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - First State Bank	3/20/2015	9/20/2016	1.000%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
CD - Bank of India	12/31/2014	7/1/2015	0.400%	250,000.00
CD - Patriot National Bank	12/31/2014	6/30/2015	0.300%	250,000.00
CD - Bank of Baroda	12/31/2014	6/30/2015	0.350%	250,000.00
CD - SAFRA National Bank	1/15/2015	10/15/2015	0.400%	250,000.00
CD - Santander Bank NA	1/7/2015	10/7/2015	0.450%	250,000.00
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
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
Freddie Mac	12/29/2014	12/29/2017	1.250%	3,000,000.00
Freddie Mac	1/5/2015	9/18/2015	0.180%	3,005,133.69
Federal Home Loan Bank	1/5/2015	7/30/2015	0.300%	500,850.00
Total Investments				<u><u>\$ 23,612,609.80</u></u>

**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF REVENUES, BUDGET VS. ACTUAL  
As of May 31, 2015**

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$29,513,267.00	\$ 247,712.33	\$ 31,065,795.22	105.26%	\$28,418,861.00	\$ 290,833.31	\$ 29,936,011.17	105.34%
State Aid	260,594.82	-	251,519.00	96.52%	258,653.00	28,955.00	289,550.00	111.95%
Fines	495,000.00	57,000.00	525,000.00	106.06%	468,000.00	56,740.08	530,740.08	113.41%
<b>Total Budgeted Revenue</b>	<b>\$ 30,268,861.82</b>	<b>\$ 304,712.33</b>	<b>\$ 31,842,314.22</b>	<b>105.20%</b>	<b>\$ 29,145,514.00</b>	<b>\$ 376,528.39</b>	<b>\$ 30,756,301.25</b>	<b>105.53%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 50,029.69	\$ 1,060,518.60			\$ 47,085.40	\$ 1,046,483.73	
Gifts and Lost Books Fees		0.00	0.00			100,000.00	100,000.00	
Investment Income		20,234.28	169,444.79			20,053.81	176,335.63	
Flexible Benefits Account Balance		0.00	0.00			1,889.12	1,889.12	
Sale of Surplus Equipment		0.00	4,563.92			18.00	20,640.63	
Insurance Reimbursements		0.00	0.00			0.00	1,161.00	
Miscellaneous		26,172.93	182,845.21			(15,543.29)	505,110.22	
<b>Total Miscellaneous Revenue</b>		<b>\$ 96,436.90</b>	<b>\$ 1,417,372.52</b>			<b>\$ 153,503.04</b>	<b>\$ 1,851,620.33</b>	
<b>Total Revenue</b>	<b>\$ 30,268,861.82</b>	<b>\$ 401,149.23</b>	<b>\$ 33,259,686.74</b>	<b>109.88%</b>	<b>\$ 29,145,514.00</b>	<b>\$ 530,031.43</b>	<b>\$ 32,607,921.58</b>	

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

**May 31, 2015**

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 57,996.78	\$ 764.00	\$ 409.62	\$ 58,351.16
815 Fines	57,266.36	45,202.27	57,260.13	45,208.50
820 Copy	72,228.87	16,484.35	1,606.69	87,106.53
<b>Total Revolving Funds</b>	<b>\$ 187,492.01</b>	<b>\$ 62,450.62</b>	<b>\$ 59,276.44</b>	<b>\$ 190,666.19</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<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	250.00	250.00
893 14/OCCF/Harrah	265.00	543.80	0.00	543.80
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
909 15/OAC/Black History Month	5,000.00	0.00	5,000.00	(5,000.00)
910 15/OAC/Tuvan Throat Singers	5,000.00	0.00	5,000.00	(5,000.00)
911 15/OAC/Stinky Cheese Man	3,000.00	0.00	3,000.00	(3,000.00)
912 15/OAC/Roots of Af/Am Music	3,000.00	0.00	3,000.00	(3,000.00)
914 15/OGE/summer Reading	5,000.00	5,000.00	0.00	5,000.00
916 15/LET/Inasmuch Media Surfers	132,000.00	132,000.00	130,396.00	1,604.00
917 15/Continental/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
919 15/Coca Cola/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
920 15/LET/After School at the Library	12,000.00	12,000.00	8,400.00	3,600.00
922 15/LET/Summer at the Library	2,500.00	2,500.00	0.00	2,500.00
923 15/OHC/Let's Talk About It	800.00	800.00	800.00	0.00
926 15/CommFoun/Robotics Kits	2,500.00	2,500.00	0.00	2,500.00
928 15/OHC/Play Ball	1,000.00	1,000.00	800.00	200.00
929 15/PhiPhi/Summer Reading	10,000.00	10,000.00	0.00	10,000.00
930 15/Sonic/Summer Reading	20,000.00	20,000.00	0.00	20,000.00
933 12/LET/Aviation	5,738.00	5,738.00	2,603.94	3,134.06
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
876 14 Summer at the Library	71,000.00	71,000.00	70,931.60	68.40
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	5,832.55	167.45
903 15 Interactive Panels	2,500.00	2,500.00	1,679.96	820.04
904 15 Parent Child Book Club	1,500.00	1,500.00	1,402.77	97.23
905 15 Summer at the Library	71,000.00	71,000.00	21,622.37	49,377.63
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	12,000.00	0.00
907 15 Come Read with Me	15,000.00	15,000.00	5,022.79	9,977.21
908 15 Our World	40,000.00	40,000.00	20,728.26	19,271.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
918 15 Lobby Benches	500.00	500.00	409.42	90.58
921 15 Staff Appreciation Dinner	18,000.00	253.30	2,038.54	(1,785.24)
925 15 Legislative Day	700.00	0.00	304.14	(304.14)
<b>Total Grants</b>				<b>149,737.75</b>
<b>Total Special Funds</b>				<b>\$ 340,403.94</b>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2015

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	1,304,793.03	13,746,248.04	90.48	15,192,312.00	1,446,063.96
102	Wages - Part-time	.00	1,394,131.38	52.04	2,678,988.00	1,284,856.62
103	Payroll Taxes	96,171.03	1,111,384.03	86.28	1,288,039.00	176,654.97
109	Workers Comp. Insurance	14,414.00	164,547.00	82.94	198,384.00	33,837.00
112	Group Insurance	247,867.27	2,633,151.26	83.53	3,152,195.00	519,043.74
113	Employees' Retirement	79,903.88	1,722,046.80	84.10	2,047,683.00	325,636.20
114	Unemployment Compen.	.00	13,754.29	45.85	30,000.00	16,245.71
Total Personal Services		1,743,149.21	20,785,262.80	84.54	24,587,601.00	3,802,338.20

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	30.00	259,109.58	84.94	305,056.00	45,946.42
205	Rent of Library Buildings	7,715.31	92,010.00	99.84	92,155.00	145.00
207	Janitorial Services	36,724.06	414,406.61	72.52	571,446.00	157,039.39
208	Maintenance of Facilities	31,233.68	325,132.56	59.64	545,122.00	219,989.44
211	Parking & Transportation	13,738.83	154,499.55	81.07	190,570.00	36,070.45
212	Travel Expenses	4,215.50	53,026.03	52.43	101,144.00	48,117.97
213	Professional Services	11,129.72	307,476.27	72.28	425,410.00	117,933.73
214	Security Services	36,796.93	420,675.06	85.85	490,000.00	69,324.94
216	Telephone Services	11,124.43	124,739.10	35.58	350,592.00	225,852.90
217	Electrical Services	37,369.18	495,668.97	86.23	574,846.00	79,177.03
218	Gas Services	1,344.73	35,984.76	81.28	44,270.00	8,285.24
219	Water & Garbage Services	5,547.92	69,054.72	93.53	73,831.00	4,776.28
220	Veolia Energy Services	13,164.61	154,591.50	67.78	228,068.00	73,476.50
226	Memberships	410.00	25,749.00	91.31	28,199.00	2,450.00
230	Other Library-Related Serv.	14,005.50	476,305.56	99.36	479,386.00	3,080.44
231	Automation Contractual	20,555.80	352,563.02	60.49	582,810.00	230,246.98
236	Network Catalog Services	4,540.65	61,082.70	64.64	94,500.00	33,417.30
Total Contractual Services		249,646.85	3,822,074.99	73.82	5,177,405.00	1,355,330.01

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of May 2015

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	16,312.34	128,056.26	62.54	204,750.00	76,693.74
302	Postage	19,127.44	180,890.81	60.74	297,825.00	116,934.19
303	Supplies	20,440.29	252,517.07	56.33	448,272.00	195,754.93
310	Maintenance Supplies	8,340.69	60,868.56	81.16	75,000.00	14,131.44
312	Safety Supplies & Equip.	.00	5,258.92	65.33	8,050.00	2,791.08
321	Gasoline & Oil	2,363.62	26,860.06	53.72	50,000.00	23,139.94
322	Vehicle Parts & Repairs	4,862.67	12,897.84	42.99	30,000.00	17,102.16
330	Programming Activities	31,770.32	186,260.42	70.57	263,920.00	77,659.58
331	Other Commodities	626.11	15,251.70	37.82	40,328.00	25,076.30
Total Commodities		103,843.48	868,861.64	61.27	1,418,145.00	549,283.36

**Capital Outlays**

401	Books & Materials	505,321.46	4,024,544.71	78.86	5,103,220.00	1,078,675.29
404	Government Documents	.00	6,000.00	89.55	6,700.00	700.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	468.00	172,358.87	91.49	188,385.00	16,026.13
408	Furniture, Fixtures, & Equip.	33,405.77	161,255.43	54.61	295,302.00	134,046.57
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	821.50	120,751.04	32.45	372,153.00	251,401.96
450	Capital Projects	88,616.80	653,105.67	11.11	5,878,384.00	5,225,278.33
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		628,633.53	5,138,025.97	20.72	24,797,220.56	19,659,194.59
Total Budget		2,725,273.07	30,614,225.40	54.69	55,980,371.56	25,366,146.16

**Monthly Journal Entries -- May 2015**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
165	1001	Cash	\$ 10,000.00	
	3602	Interest Income Interest on 313382wy5		\$ 10,000.00
166	1001	Cash	\$ 10,500.00	
	3602	Interest Income Interest on 313381vj1		\$ 10,500.00
<b><u>Tax revenues</u></b>				
167	1001	Cash	\$ 180,363.71	
	1201	Ad Valorem Tax - Current year		\$ 132,321.46
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 4/16 to 4/30		\$ 48,042.25
168	1001	Cash	\$ 117,378.31	
	1201	Ad Valorem Tax - Current year		\$ 115,390.87
	3601	Prior year Tax Ad Valorem Tax apportioned by County for 5/1 to 5/14		\$ 1,987.44
<b><u>Miscellaneous revenue</u></b>				
169	1001	Cash	\$ 14,470.29	
	3605	Mic. Reimbursements		\$ 14,470.29
		Ins - U Ward 356.30 Friends 372.10		
		LET 4,968.25 Friends 149.42		
		Libr of Congress 507.37 Unit Petro 13.79		
		OKC 7,315.31 name badges \$ 1.00		
		Independent 49.25 GE room rent \$ 737.50		
		<b>total</b>	<b>\$ 14,470.29</b>	
<b><u>Fines</u></b>				
170	1001	Cash	\$ 57,000.00	
	3403	Projected Mic. Revenue - Fines Fines transferred to General Fund in May		\$ 57,000.00
<b><u>Payable entries</u></b>				
171	3001	Current Year Reserv. for Appropriations.	\$ 2,725,273.07	
	3011	Current Year P.O. Outstanding Purchase orders issued in May		\$ 2,725,273.07
172	3011	Current Year P.O. Outstanding	\$ 2,840,404.97	
	3605	Miscellaneous Revenue		\$ 11,702.64
	3021	Current Year Warrants Outstanding Checks issued in May less previous months' voids		\$ 2,828,702.33

173	3021	Current Year Warrants Outstanding	\$	3,069,487.37	
	1001	Cash			\$ 3,069,487.37
		Checks cleared Bank in May			

**Bank interest and fees**

174	1001	Cash			\$ 265.72
	3602	Bank Fees	\$	429.83	
	3602	Interest Income			\$ 164.11
		Interest and fees from GF checking account			
175	8000	Special Fund Cash			\$ 225.13
	8815	Bank Fees	\$	231.83	
	8815	Interest Income			\$ 6.70
		Interest and fees from SF checking account			

**Special funds**

176	8000	Special Fund Cash	\$	93,450.62	
	8815	Fines			\$ 45,202.27
	8820	Copy			\$ 16,484.35
	8805	Gift/Lost Books			\$ 764.00
	8928				\$ 1,000.00
	8929				\$ 10,000.00
	8930				\$ 20,000.00
		Revenues of special funds received in May			

177	8000	Special Fund Cash			\$ 76,830.74
	8815	Fines	\$	57,035.00	
	8820	Copy	\$	1,606.69	
	8805	Gift/Lost Books	\$	409.62	
	8905		\$	9,778.67	
	8920		\$	800.00	
	8928		\$	800.00	
	8876		\$	970.23	
	8906		\$	5,149.50	
	8923		\$	200.00	
	8921		\$	81.03	
		Expenditures of special funds in May			

Grand Total			\$	9,195,820.74	\$ 9,195,820.74
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General Fund F.Y. 14-15

Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
G-04407	O G & E	Electrical Services	242.95	
		Electrical Services	1,639.40	1,882.35
G-04408	Oklahoma Natural Gas Co.	Gas Services	108.37	
		Gas Services	45.64	
		Gas Services	55.82	
		Gas Services	39.77	249.60
G-04409	City of Oklahoma City	Water & Garbage Services	323.12	323.12
G-04410	Brodart Co.	Supplies	4,317.32	4,317.32
G-04411	Southwestern Stationers, Inc.	Supplies	959.20	
		Supplies	643.20	1,602.40
G-04412	Locke Supply Co.	Maintenance of Facilities	544.96	544.96
G-04413	Dagwell Dixie Inc	Maintenance of Facilities	32.28	32.28
G-04414	Gale/ Cengage Learning, Inc.	Books & Materials	372.40	372.40
G-04415	Baker & Taylor Books	Books & Materials	2,730.79	2,730.79
G-04416	American Express	Maintenance of Facilities	488.58	
		Automation Contractual	239.88	
		Travel Expenses	374.00	
		Programming Supplies	53.90	
		Professional Services	270.00	
		Printing&Printing Supplie	1,291.96	
		Automation Contractual	550.00	
		Automation Contractual	149.00	3,417.32
G-04417	Bill Warren Office Products	Supplies	826.20	826.20
G-04418	CompSource Mutual	Workers Comp Insurance	13,414.00	13,414.00
G-04419	Upstart	Programming	24.50	24.50
G-04420	United Refrigeration, Inc.	Maintenance of Facilities	451.07	451.07
G-04421	Recorded Books, LLC	Books & Materials	2,442.00	2,442.00
G-04422	Thorndike/Gale Group	Books & Materials	356.13	356.13
G-04423	Jonathan Willis	Transportation	90.16	90.16
G-04424	AT&T	Telephone Services	1,210.35	1,210.35
G-04425	Blackstone Audio Books	Books & Materials	640.00	640.00
G-04426	OSCPA	Professional Services	255.00	
		Memberships	255.00	510.00
G-04427	OverDrive, Inc.	Network Cataloge Services	262.00	
		Books and Materials	15,796.39	16,058.39
G-04428	Findaway World, LLC	Books & Materials	279.95	279.95
G-04429	AV Cafe Inc	Books & Materials	2,139.48	2,139.48
G-04430	Ingram Library Service	Books & Materials	407.16	407.16
G-04431	Town of Luther	Water & Garbage Services	37.60	37.60
G-04432	Center Point Large Print	Books & Materials	524.82	524.82
G-04433	Landon Holman	Transportation	39.22	39.22
G-04434	American Benefit Systems, Inc.	Professional Services	125.00	125.00
G-04435	Cintas	Maintenance of Facilities	175.00	175.00
G-04436	City of Harrah Acct 02-0121-01	Water & Garbage Services	64.00	64.00
G-04437	Crossings Community Church	Professional Services	1,140.00	1,140.00
G-04438	Amazon/GE Money Bank	Supplies	171.16	
		Programming Supplies	110.31	
		Automation	541.11	822.58
G-04439	City of Choctaw	Water & Garbage Services	82.96	82.96
G-04440	Baker & Taylor Books	Books & Materials	3,276.04	3,276.04
G-04441	Baker & Taylor Entertainment	Books & Materials	1,068.45	1,068.45
G-04442	Elisabeth Wright	Programming Activities	27.17	27.17



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Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
G-04443	AVL Systems Design	Maintenance of Facilities	460.00	460.00
G-04444	Darrie Breathwit	Programming Activities	28.00	28.00
G-04445	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-04446	Laura McMurtry	Telephone Services	35.00	
		Transportation	39.50	74.50
G-04447	Bryan's Flooring	Capital Projects	180,020.00	180,020.00
G-04448	Baker & Taylor Books	Books & Materials	1,387.27	
		Books & Materials	2,278.07	
		Books & Materials	2,591.70	
		Books & Materials	459.96	6,717.00
G-04449	Baker & Taylor Books	Books & Materials	2,106.42	
		Books & Materials	4,193.54	6,299.96
G-04450	Vickie Saxton	Programming Activities	7.04	
		Other Commodities	23.38	30.42
G-04451	Superior Linen Service	Supplies	101.50	101.50
G-04452	Quik Print	Printing/Printing Supply	12.97	12.97
G-04453	Baker & Taylor Entertainment	Books & Materials	15.75	15.75
G-04454	Knoll, Inc.	Furniture	7,127.11	7,127.11
G-04455	Dave Mack	Telephone Services	35.00	35.00
G-04456	David Schuler	Telephone Services	19.22	19.22
G-04457	Bradford Industrial Supply	Maintenance of Facilities	48.15	48.15
G-04458	O G & E	Electrical Services	1,026.78	1,026.78
G-04459	City of Oklahoma City	Water & Garbage Services	37.52	37.52
G-04460	City of the Village	Water & Garbage Services	91.41	91.41
G-04461	Locke Supply Co.	Maintenance of Facilities	85.58	
		Maintenance of Facilities	32.21	
		Maintenance of Facilities	92.17	209.96
G-04462	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-04463	EBSCO Information Services	Books & Materials	48,455.00	48,455.00
G-04464	The University of Oklahoma	Printing/Printing Supply	135.00	
		Printing/Printing Supply	370.00	
		Printing/Printing Supply	192.00	
		Printing/Printing Supply	366.00	
		Printing & Printing Suppl	3,775.00	4,838.00
G-04465	Oriental Trading Company	Programming	101.90	101.90
G-04466	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	7,097.12	7,097.12
G-04467	Alma L. Brown	Programming Activities	19.34	
		Programming Activities	38.15	
		Programming Activities	35.75	93.24
G-04468	Baker & Taylor Books	Books & Materials	2,484.22	2,484.22
G-04469	Thomson Reuters-West	Books & Materials	1,544.00	1,544.00
G-04470	Maintenance Connection	Maintenance of Facilities	396.00	
		Maintenance of Facilities	1,797.30	2,193.30
G-04471	Recorded Books, LLC	Books & Materials	1,896.80	
		Books & Materials	2,810.02	4,706.82
G-04472	Scott Rice Co. - OKC	Furniture	3,382.39	3,382.39
G-04473	Thorndike/Gale Group	Books & Materials	1,317.23	
		Books & Materials	818.73	2,135.96
G-04474	Anne G. Fischer	Transportation	218.59	218.59
G-04475	Independent Stationers	Supplies	13.31	13.31
G-04476	Full Circle Bookstore	Programming Activities	134.89	134.89

General Fund F.Y. 14-15

Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
G-04477	INTEGRIS Corporate Assistance	Group Insurance	1,012.00	1,012.00
G-04478	Penguin Random House LLC	Books & Materials	270.00	270.00
G-04479	A T & T Mobility	Telephone Services	155.96	155.96
G-04480	Scott's Printing & Copying	Printing/Printing Supply	1,507.34	1,507.34
G-04481	Brilliance Corporation	Books & Materials	1,489.49	1,489.49
G-04482	Ingram Library Service	Books & Materials	1,422.67	
		Books & Materials	808.48	2,231.15
G-04483	Findaway World, LLC	Books & Materials	1,375.21	1,375.21
G-04484	Scovill & Sides Hardware Co.	Maintenance of Facilities	45.00	45.00
G-04485	Fuelman	Gasoline & Oil	2,332.87	2,332.87
G-04486	Coughlan Companies, Inc.	Books & Materials	1,647.18	1,647.18
G-04487	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-04488	AV Cafe Inc	Books & Materials	583.09	583.09
G-04489	Matthew Cotter	Telephone Services	35.00	35.00
G-04490	Bharathi Srinivasan	Programming Activities	150.00	150.00
G-04491	Home Depot Credit Services	Maintenance of Facilities	179.00	179.00
G-04492	Evans Hardware	Maintenance of Facilities	11.68	
		Maintenance of Facilities	5.78	
		Maintenance of Facilities	195.38	212.84
G-04493	Batteries Sooner LLC	Maintenance of Facilities	10.99	10.99
G-04494	McGraw - Hill Companies	Books & Materials	10,115.07	10,115.07
G-04495	Southwest Paper - OKC	Maintenance Supplies	1,182.72	1,182.72
G-04496	Steve's Wholesale Distributors	Maintenance of Facilities	23.96	23.96
G-04497	Westlake Hardware	Maintenance of Facilities	31.96	31.96
G-04498	Contractors Supply Co.	Maintenance of Facilities	15.59	15.59
G-04499	Rainbow Pennant Co.	Printing/Printing Supply	3,500.00	3,500.00
G-04500	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-04501	Joy E. Cavett	Programming Activities	80.00	80.00
G-04502	Sugar Free Allstars LLC	Programming Activities	400.00	400.00
G-04503	Amazon/GE Money Bank	Programming	70.71	
		Programming	370.60	
		Supplies	50.10	491.41
G-04504	United Parcel Service	Postage	172.66	172.66
G-04505	Southern Hardlines, Inc.	Maintenance of Facilities	18.46	
		Maintenance of Facilities	17.99	36.45
G-04506	Baker & Taylor Books	Books & Materials	884.03	884.03
G-04507	Reduxion Theatre	Programming Activities	4,800.00	4,800.00
G-04508	Baker & Taylor Entertainment	Books & Materials	2,594.50	
		Books & Materials	1,482.57	
		Books & Materials	478.79	4,555.86
G-04509	Focal Point Consulting, LLC	Professional Services	600.00	600.00
G-04510	Pamela Buchanan	Telephone Services	35.00	
		Transportation	11.73	46.73
G-04511	Kelly D Smith	Programming Activities	60.00	60.00
G-04512	Star Lighting and Supply	Maintenance of Facilities	11.56	11.56
G-04513	John Utley	Telephone Services	35.00	35.00
G-04514	Career Cruising	Books & Materials	13,400.00	13,400.00
G-04515	Karen K. Bailey	Programming Activities	75.00	75.00
G-04516	Pamela Barrymore	Programming Activities	75.00	75.00
G-04517	OKC Improv Foundation	Programming Activities	250.00	250.00
G-04518	Tim Spindle	Programming Activities	15.00	
		Professional Services	270.00	

\*\* Continued \*\*

General Fund F.Y. 14-15

Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04518	Tim Spindle	Travel Expenses	568.70	853.70
G-04519	Joshua Jordan	Programming Activities	43.68	
		Programming Activities	48.78	92.46
G-04520	Baker & Taylor Books	Books & Materials	2,151.08	
		Books & Materials	3,493.01	
		Books & Materials	5,450.76	
		Books & Materials	3,167.85	
		Books & Materials	2,344.94	
		Books & Materials	4,315.38	
		Books & Materials	2,348.75	
		Books & Materials	2,987.66	
		Books & Materials	3,862.09	30,121.52
G-04521	Baker & Taylor Books	Books & Materials	846.77	
		Books & Materials	1,308.89	
		Books & Materials	3,505.67	
		Books & Materials	2,951.02	8,612.35
G-04522	Trak-1 Technology, Inc.	Professional Services	146.52	146.52
G-04523	Meaghan Hunt Wilson	Travel Expenses	476.70	
		Programming Activities	44.21	520.91
G-04524	Beatriz Meyer	Programming Activities	228.00	228.00
G-04525	G4S Secure Solutions	Security Services	9,451.24	9,451.24
G-04526	Lloyd Lovely	Telephone Services	40.00	40.00
G-04527	Christiane Faris	Programming Activities	200.00	200.00
G-04528	Nicoma Park Lumber Co	Maintenance of Facilities	21.67	
		Maintenance of Facilities	19.94	
		Maintenance of Facilities	25.44	67.05
G-04529	Veolia Energy Oklahoma City,	Veolia Energy Services	13,164.61	13,164.61
G-04530	Personalized Prevention	Professional Services	707.00	707.00
G-04531	Suzette V. Chang	Memberships	22.00	22.00
G-04532	The Terminix International Co.	Pest Control	744.00	
		Pest Control	470.00	
		Janitorial Services	251.00	1,465.00
G-04533	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-04534	Merwin Inc	Maintenance of Facilities	319.00	319.00
G-04535	Mary Robinson	Programming Activities	72.94	72.94
G-04536	Vanessa Davis	Transportation	28.51	28.51
G-04537	Clear Channel Airports	Library-Related Services	895.00	895.00
G-04538	Deborah A Crabtree-Fedder	Programming Activities	50.00	50.00
G-04539	Blackbourn	Supplies	108.00	108.00
G-04540	David Eric Hampton	Programming Activities	100.00	100.00
G-04541	WCA Waste Corporation	Garbage Services	35.00	35.00
G-04542	Oklahoma Natural Gas Co.	Gas Services	47.17	47.17
G-04543	Locke Supply Co.	Maintenance of Facilities	15.89	
		Matinenance of Facilities	171.14	187.03
G-04544	Barbara Beasley	Other Commodities	210.00	
		Other Commodities	47.75	257.75
G-04545	Lois Cross	Programming Activities	25.00	25.00
G-04546	Independent Stationers	Supplies	125.10	125.10
G-04547	Neopost, Inc.	Postage	153.60	153.60
G-04548	FedEx Office	Programming Activities	84.99	84.99
G-04549	Home Depot Credit Services	Maintenance of Facilities	111.41	111.41

General Fund F.Y. 14-15

Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
G-04550	ULINE	Supplies	162.68	162.68
G-04551	Cox Communications, Inc.	Telephone Services	1,782.30	
		Telephone Services	1,968.40	3,750.70
G-04552	Construction Building	Maintenance of Facilities	50.01	50.01
G-04553	Cox Communications, Inc.	Telephone Services	1,490.20	
		Telephone Services	352.49	
		Telephones Services	501.40	2,344.09
G-04554	Stacy Schrank	Travel Expenses	451.99	
		Transportation	42.29	
		Supplies	20.76	
		Memberships	50.00	
		Professional Services	70.00	
		Professional Services	150.00	785.04
G-04555	Pandora Media, Inc.	Library-Related Services	5,000.00	5,000.00
G-04556	Mun. Employees Credit Union	Employee Cr Union Deducts	10,867.08	10,867.08
G-04557	United Way of Central Oklahoma	Employee Deductions	536.60	536.60
G-04558	HealthSmart Benefit Solutions	Employee Deductions	177.50	177.50
G-04559	Nationwide Retirement Solution	Employee Deductions	5,585.38	5,585.38
G-04560	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-04561	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,829.15	2,829.15
G-04562	Bank of Oklahoma	Employee Flexplan Deposit	4,746.18	4,746.18
G-04563	MassMutual Financial Group	Employee Contrib -- DC PI	22,843.47	
		Employer Contirb -- DC PI	40,315.87	63,159.34
G-04564	Vision Service Plan of	Employee Deductions	1,215.77	1,215.77
G-04565	Administrative Services	Employee Deductions	1,487.62	1,487.62
G-04566	UNUM Life Insurance	Employee Deductions	1,239.40	1,239.40
G-04567	Bank of Oklahoma	Employee Deductions	29,799.48	29,799.48
G-04568	Paycom Payroll LLC	Salaries	569,120.24	
		Group Insurance	1,045.00	
		Payroll Taxes	47,200.74	
		Capital Projects	6,592.86	623,958.84
G-04569	Suzanne & Jim, Inc	Programming Activities	500.00	500.00
G-04570	City of Del City	Rent of Library Buildings	400.00	400.00
G-04571	Bradford Industrial Supply	Maintenance of Facilities	21.50	
		Maintenance of Facilities	10.04	31.54
G-04572	O G & E	Electrical Services	2,640.53	
		Electrical Services	4,495.81	
		Electrical Services	124.60	
		Electrical Services	1,599.14	8,860.08
G-04573	Oklahoma Natural Gas Co.	Gas Services	89.81	89.81
G-04574	City of Bethany	Water & Garbage Services	131.69	131.69
G-04575	City of Oklahoma City	Water & Garbage Services	477.12	
		Water & Garbage Services	385.62	
		Water & Garbage Services	260.14	
		Water & Garbage Services	216.44	
		Water & Garbage Services	283.84	1,623.16
G-04576	Triangle/A & E	Capital Projects	57.60	57.60
G-04577	Locke Supply Co.	Maintenance of Facilities	101.98	101.98
G-04578	Tech-Lock	Maintenance of Facilities	118.00	118.00
G-04579	Demco	Supplies	37.89	
		Supplies	219.76	257.65
G-04580	City of Edmond	Electrical Services	3,910.81	3,910.81

General Fund F.Y. 14-15

Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
G-04581	Oklahoma Library Association	Professional Services	135.00	135.00
G-04582	Baker & Taylor Books	Books & Materials	2,123.57	2,123.57
G-04583	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	11.56	46.56
G-04584	Infobase Learning	Books & Materials	34,732.03	34,732.03
G-04585	Recorded Books, LLC	Books & Materials	514.52	
		Books & Materials	371.00	885.52
G-04586	Thorndike/Gale Group	Books & Materials	3,560.52	3,560.52
G-04587	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-May	57,052.76	57,052.76
G-04588	Copelin's Office Center	Supplies	898.90	898.90
G-04589	Independent Stationers	Supplies	82.56	
		Supplies	9.82	92.38
G-04590	Full Circle Bookstore	Books & Materials	96.00	96.00
G-04591	Amigos Library Services	Books & Materials	25,264.05	25,264.05
G-04592	Jonathan Willis	Telephone Services	35.00	
		Travel Expenses	1,054.05	1,089.05
G-04593	Lanny B. Myers	Telephone Services	35.00	35.00
G-04594	Cheryll Jones	Programming Activities	167.33	167.33
G-04595	OCLC, Inc.	Network Catalog Services	4,278.65	4,278.65
G-04596	IDville	Supplies	115.50	115.50
G-04597	Ingram Library Service	Books & Materials	1,084.62	
		Books & Materials	1,265.59	2,350.21
G-04598	XPEDX	Maintenance Supplies	1,912.50	1,912.50
G-04599	James E. Garling	Programming Activities	350.00	350.00
G-04600	OSCPA	Professional Services	10.00	10.00
G-04601	OverDrive, Inc.	Books & Materials	6,957.07	
		Books & Materials	11,175.09	18,132.16
G-04602	Findaway World, LLC	Books & Materials	5,525.38	
		Books & Materials	83.98	5,609.36
G-04603	Coughlan Companies, Inc.	Books & Materials	104.94	104.94
G-04604	Evans Enterprises Inc-OKC	Maintenance of Facilities	82.00	82.00
G-04605	AV Cafe Inc	Books & Materials	234.31	234.31
G-04606	Ingram Library Service	Books & Materials	1,054.18	1,054.18
G-04607	Meghan Attalla	Programming Activities	22.43	22.43
G-04608	OPUBCO Communications Group	Books & Materials	10,800.00	10,800.00
G-04609	Jamshid Pourtorkan	Programming Activities	300.00	300.00
G-04610	Batteries Sooner LLC	Maintenance of Facilities	14.95	
		Maintenance of Facilities	161.40	176.35
G-04611	Bank of America	Library-related Services	95.00	95.00
G-04612	Oklahoma Center for Nonprofits	Professional Services	90.00	90.00
G-04613	Jerry Amundsen Inc.	Maintenance of Facilities	40.82	40.82
G-04614	Joy E. Cavett	Programming Activities	150.00	
		Programming Activities	600.00	750.00
G-04615	Chase Card Services	Automation Contractual	19.00	
		Telephone Services	10.57	
		Programming	139.34	
		Automation	849.00	
		Automation	143.22	
		Programming Supplies	307.55	
		Supplies	315.00	
		Supplies	43.47	
		Supplies	118.51	

\*\* Continued \*\*

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	** Continued **			
G-04615	Chase Card Services	Automation	500.00	
		Supplies	327.51	
		Supplies	49.63	
		Printing & Printing Suppl	519.90	
		Travel Expenses	751.81	
		Supplies	107.93	
		Memberships	398.00	
		Programming	328.35	
		Safety Supplies	61.94	
		Supplies	14.29	
		Programming Supplies	156.77	
		Maintenance of Facilities	470.52	
		Automation	250.00	
		Supplies	132.99	
		Programming	54.31	
		Professsional Services	150.00	
		Supplies	205.86	
		Supplies	47.77	
		Automation	221.98	
		Furniture	750.00	
		Programming	16.99	
		Professional Services	18.00	7,480.21
G-04616	City of Edmond	Water & Garbage Services	848.29	848.29
G-04617	Oklahoma County OSU Ext Ctr	Programming Activities	43.25	43.25
G-04618	United Parcel Service	Postage	114.21	114.21
G-04619	Oklahoma Press Service	Library-related Services	120.50	120.50
G-04620	John Wood	Telephone Services	50.00	50.00
G-04621	Andrew N. Soliven	Supplies	9.69	9.69
G-04622	Vision Service Plan of	Grp Vision Ins Prem-May	2,865.18	2,865.18
G-04623	Baker & Taylor Books	Books & Materials	762.35	762.35
G-04624	Baker & Taylor Entertainment	Books & Materials	4,277.14	
		Books & Materials	3,354.97	
		Books & Materials	1,472.71	9,104.82
G-04625	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-May	176,688.21	176,688.21
G-04626	LaVetta Kinsey Dent	Other Commodities	87.97	
		Professional Services	190.00	
		Supplies	87.99	365.96
G-04627	Walmart Community/GECRB	Supplies	82.64	82.64
G-04628	Coop's Buttons	Supplies	103.49	103.49
G-04629	Roberto Soto	Maintenance of Facilities	2.40	2.40
G-04630	Engineered Equipment Inc.	Maintenance of Facilities	81.60	81.60
G-04631	Oklahoma Heritage Association	Books & Materials	44.37	44.37
G-04632	SmithKor Investments LLC	Rent of Library Buildings	7,315.31	7,315.31
G-04633	University of Oklahoma	Professional Services	450.00	450.00
G-04634	Recorded Books Digital	Books & Materials	10,360.31	
		Books & Materials	5,045.45	
		Books & Materials	30,000.00	45,405.76
G-04635	Cox Communications, Inc.	Telephone Services	12.94	12.94
G-04636	Baker & Taylor Books	Books & Materials	2,156.04	
		Books & Materials	4,006.08	
		Books & Materials	2,263.23	

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** Continued **				
G-04636	Baker & Taylor Books	Books & Materials	1,763.52	
		Books & Materials	2,284.46	
		Books & Materials	571.02	
		Books & Materials	2,423.11	
		Books & Materials	4,649.24	
		Books & Materials	2,292.43	
		Books & Materials	1,325.21	
		Books & Materials	3,413.70	
		Books & Materials	1,032.93	28,180.97
G-04637	Baker & Taylor Books	Books & Materials	1,366.85	
		Books & Materials	3,079.54	
		Books & Materials	1,373.92	
		Books & Materials	4,553.68	
		Books & Materials	944.41	11,318.40
G-04638	Baker & Taylor Books	Books & Materials	530.59	
		Books & Materials	354.64	885.23
G-04639	OCLC	Books & Materials	653.00	653.00
G-04640	Emily Williams	Other Commodities	7.98	
		Programming Activities	8.60	16.58
G-04641	G4S Secure Solutions	Security Services	9,552.40	9,552.40
G-04642	Superior Linen Service	Supplies	87.00	87.00
G-04643	Christiane Faris	Programming Activities	100.00	100.00
G-04644	Smart Technologies	Automation Contractual	2,175.00	
		Automation Contractual	1,050.00	3,225.00
G-04645	RB Floor Care Services Inc.	Maintenance of Facilities	1,400.00	
		Maintenance of Facilities	2,624.00	4,024.00
G-04646	Cheryl Coleman	Programming Activities	17.25	17.25
G-04647	Quik Print	Programming Activities	87.09	87.09
G-04648	KOCB c/o WICS TV	Library-Related Services	4,450.00	4,450.00
G-04649	H I S Paints	Maintenance of Facilities	9.20	9.20
G-04650	Baker & Taylor Entertainment	Books & Materials	18.68	18.68
G-04651	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	
		Library-related Services	1,450.00	3,070.00
G-04652	KOCO	Library-Related Services	8,900.00	8,900.00
G-04653	Anna Todd	Programming Activities	54.13	54.13
G-04654	UNUM Life Insurance	Grp LTC Insurance Prm-Apr	1,330.00	1,330.00
G-04655	Guadalupe Barillas	Programming Activities	275.00	275.00
G-04656	news9.com	Library-Realted Services	400.00	400.00
G-04657	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-04658	Edgar Nunez	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-04659	Angie Walton	Other Commodities	54.95	54.95
G-04660	C.O.T.P.A.	Parking	500.00	500.00
G-04661	Kristine Charter	Professional Services	250.50	250.50
G-04662	Timothy H Rogers	Transprotation	650.00	650.00
G-04663	Cypress Information Services L	Books & Materials	2,361.56	2,361.56
G-04664	O G & E	Electric Services	841.65	
		Electrical Services	2,965.91	3,807.56
G-04665	Oklahoma Natural Gas Co.	Gas Services	89.41	
		Gas Services	100.84	
		Gas Services	85.41	

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-04665	Oklahoma Natural Gas Co.	Gas Services	90.78	
		Gas Services	36.38	402.82
G-04666	City of Oklahoma City	Water & Garbage Services	83.42	83.42
G-04667	Emsco Electric Supply	Maintenance of Facilities	949.33	949.33
G-04668	Demco	Furniture	1,406.00	1,406.00
G-04669	AT&T	Telephone Services	694.07	
		Telephone Services	839.83	
		Telephone Services	811.22	2,345.12
G-04670	Emmy Verdin-Crowe	Transportation	70.69	70.69
G-04671	Karen L.Litteral	Programming Activities	16.21	16.21
G-04672	Kellie Delaney	Supplies	79.60	79.60
G-04673	Amazon/GE Money Bank	Automation	18.69	
		Automation	571.05	589.74
G-04674	Jennifer Adkisson	Transportation	79.70	79.70
G-04675	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-04676	Teresa Matthews	Programming Activities	29.56	
		Programming Activities	15.55	45.11
G-04677	Roger A Banker	Transportation	22.08	22.08
G-04678	Joe H Shelton	Programming Activities	47.11	47.11
G-04679	Oklahoma Turnpike Authority	Gasoline & Oil	30.75	30.75
G-04680	Timothy H Rogers	Travel Expenses	177.50	177.50
G-04681	Jasmine Shumaker	Other Commodities	17.60	17.60
G-04682	Robin Sagel	Transportation	51.57	51.57
G-04683	Kori Contreras	Transportation	75.90	75.90
G-04684	Travis Howell	Transportation	154.10	154.10
G-04685	Bradford Industrial Supply	Maintenance of Facilities	70.92	70.92
G-04686	Grainger	Maintenance of Facilities	76.46	76.46
G-04687	O G & E	Electrical Services	10,567.17	
		Electrical Services	2,326.59	
		Electrical Services	1,391.87	14,285.63
G-04688	Oklahoma Natural Gas Co.	Gas Services	20.72	20.72
G-04689	City of Oklahoma City	Water & Garbage Services	887.36	887.36
G-04690	Triangle/A & E	Capital Projects	119.70	119.70
G-04691	Southwestern Stationers, Inc.	Supplies	14.25	
		Furniture	1,500.00	
		Supplies	18.32	
		Printing/Printing Supply	514.00	2,046.57
G-04692	Locke Supply Co.	Maintenance of Facilities	65.31	
		Maintenance of Facilities	145.25	210.56
G-04693	Tech-Lock	Maintenance of Facilities	31.50	
		Maintenance of Facilities	155.00	186.50
G-04694	The University of Oklahoma	Printing/Printing Supply	150.00	150.00
G-04695	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-04696	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-04697	Oklahoma Library Association	Professional Services	190.00	190.00
G-04698	Edmond Chamber of Commerce	Other Commodities	30.00	
		Professional Services	25.00	55.00
G-04699	Baker & Taylor Books	Books & Materials	648.04	648.04
G-04700	Central Oklahoma Winnelson	Maintenance of Facilities	45.97	45.97
G-04701	Bill Warren Office Products	Furniture	2,960.92	2,960.92
G-04702	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,977.30	1,977.30



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G-04703	Recorded Books, LLC	Books & Materials	701.50	
		Books & Materials	3,350.69	4,052.19
G-04704	Thorndike/Gale Group	Books & Materials	460.66	460.66
G-04705	HealthSmart Benefit Solutions	Group Insurance	775.00	775.00
G-04706	Lois Cross	Programming Activities	25.00	25.00
G-04707	Copelin's Office Center	Supplies	157.78	157.78
G-04708	Independent Stationers	Supplies	704.75	704.75
G-04709	Full Circle Bookstore	Books & Materials	196.00	196.00
G-04710	YP	Books & Materials	142.87	142.87
G-04711	Sandra Lanham	Transportation	39.91	39.91
G-04712	Kristin Williamson	Travel Expenses	158.38	
		Parking	10.00	168.38
G-04713	Blackstone Audio Books	Books & Materials	405.00	405.00
G-04714	Penguin Random House LLC	Books & Materials	10.00	
		Books & Materials	97.50	107.50
G-04715	Scott's Printing & Copying	Printing/Printing Supply	790.45	790.45
G-04716	Brilliance Corporation	Books & Materials	979.59	979.59
G-04717	Ingram Library Service	Books & Materials	140.47	
		Books & Materials	2,107.58	2,248.05
G-04718	Findaway World, LLC	Books & Materials	8,298.99	
		Books & Materials	39.98	8,338.97
G-04719	Deborah Williams	Programming Activities	2,181.81	
		Programming Activities	818.19	3,000.00
G-04720	Ginger Waldrip	Programming Activities	100.00	100.00
G-04721	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-04722	AV Cafe Inc	Books & Materials	244.85	244.85
G-04723	Jerod Gerfen	Transportation	28.05	28.05
G-04724	Ingram Library Service	Books & Materials	777.61	777.61
G-04725	Women Make Movies	Books & Materials	282.00	282.00
G-04726	Center Point Large Print	Books & Materials	2,150.94	2,150.94
G-04727	Susan Pierce	Programming Activities	448.00	448.00
G-04728	Cox Media Oklahoma City	Library-related Services	8,270.00	8,270.00
G-04729	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-04730	Batteries Sooner LLC	Maintenance of Facilities	14.95	
		Maintenance of Facilities	20.34	35.29
G-04731	Quill Corporation	Supplies	71.88	71.88
G-04732	Steve's Wholesale Distributors	Maintenance of Facilities	19.98	19.98
G-04733	4 Imprint	Programming	2,787.01	2,787.01
G-04734	ULINE	Supplies	250.18	250.18
G-04735	Amazon/GE Money Bank	Programming	498.46	
		Programming	71.76	
		Supplies	24.21	
		Programming	238.00	
		Maint Supplies	278.84	
		Supplies	62.46	
		Supplies	344.34	
		Supplies	41.99	
		Supplies	54.60	
		Programming Activities	7.98	

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	** Continued **		
G-04735	Amazon/GE Money Bank	Programming	61.07
		Programming	40.92
		Programming	49.42
		Supplies	19.98
			1,794.03
G-04736	Florencia M Briglie	Programming Activities	150.00
G-04737	United Parcel Service	Postage	156.61
G-04738	Frates Insurance	Auto Insurance	30.00
G-04739	Progressive Business Pub	Periodicals & Subscript	330.00
G-04740	Baker & Taylor Entertainment	Books & Materials	1,161.07
		Books & Materials	5,738.86
		Books & Materials	869.71
		Books & Materials	257.64
			8,027.28
G-04741	Arts Council of Oklahoma City	Programming Activities	14,068.00
G-04742	Walmart Community/GECRB	Programming Activities	51.46
		Postage	19.60
		Programming Activities	39.24
		Programming Activities	81.84
			192.14
G-04743	Katherine L.B. Etzkorn	Transportation	18.75
		Programming Activities	50.20
			68.95
G-04744	Preston Bell	Transportation	50.00
			50.00
G-04745	Susan Monroe	Transportation	64.12
			64.12
G-04746	Jennifer Adkisson	Memberships	83.00
			83.00
G-04747	Metro Monitor, Inc.	Library-related Services	95.00
			95.00
G-04748	Star Lighting and Supply	Maintenance of Facilities	195.72
			195.72
G-04749	BMC Software, Inc.	Automation	4,049.62
			4,049.62
G-04750	CMP Corporation	Maintenance of Facilities	33.54
			33.54
G-04751	Katherine E Broekhuysen	Programming Activities	100.00
			100.00
G-04752	Weatherford Daily News	Periodicals & Subscript	138.00
			138.00
G-04753	AT&T	Telephone Services	181.14
			181.14
G-04754	Baker & Taylor Books	Books & Materials	4,966.14
		Books & Materials	1,968.69
		Books & Materials	2,392.21
		Books & Materials	1,040.05
		Books & Materials	761.64
		Books & Materials	4,336.18
		Books & Materials	1,019.48
		Books & Materials	5,864.91
		Books & Materials	755.65
			23,104.95
G-04755	Baker & Taylor Books	Books & Materials	1,429.43
		Books & Materials	2,378.61
		Books & Materials	1,249.00
		Books & Materials	1,958.86
			7,015.90
G-04756	Baker & Taylor Books	Books & Materials	554.10
			554.10
G-04757	NTU Art Association, Inc.	Programming Activities	100.00
			100.00
G-04758	G4S Secure Solutions	Security Services	9,314.46
			9,314.46
G-04759	Carl Corporation	Automation Contractual	1,600.00
			1,600.00
G-04760	RB Floor Care Services Inc.	Maintenance of Facilities	653.00
		Janitorial Services	2,763.00
		Maintenance of Facilities	804.00
		Maintenance of Facilities	401.50
			4,621.50
G-04761	Automatic Protection Sys of	Maintenance of Facilities	1,486.00
			1,486.00

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G-04762	KOCB c/o WICS TV	Library-related Services	550.00	550.00
G-04763	Baker & Taylor Entertainment	Books & Materials	59.40	
		Books & Materials	396.53	455.93
G-04764	Savannah Mitchell	Programming Activities	150.00	150.00
G-04765	Chris Kennedy	Transportation	61.70	61.70
G-04766	W M Corp	Supplies	8,754.03	8,754.03
G-04767	Angie Walton	Supplies	32.50	
		Transportation	304.36	336.86
G-04768	Signature Landscape LLC	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.67	5,013.34
G-04769	James A Triffo	Maintenance of Facilities	300.00	300.00
G-04770	GST Manufacturing, LTD	Equipment	2,925.00	2,925.00
G-04771	Rachel Lynch	Transportation	201.25	201.25
G-04772	Mun. Employees Credit Union	Employee Cr Union Deducts	10,867.08	10,867.08
G-04773	United Way of Central Oklahoma	Employee Deductions	536.60	536.60
G-04774	Nationwide Retirement Solution	Employee Deductions	5,585.38	5,585.38
G-04775	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-04776	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,811.27	2,811.27
G-04777	Bank of Oklahoma	Employee Flexplan Deposit	4,746.18	4,746.18
G-04778	MassMutual Financial Group	Employee Contrib -- DC PI	22,412.51	
		Employer Contrib -- DC PI	39,588.01	62,000.52
G-04779	Administrative Services	Employee Deductions	1,475.32	1,475.32
G-04780	Paycom Payroll LLC	Salaries	595,175.42	
		Payroll Taxes	48,970.29	
		Capital Projects	6,639.36	650,785.07
G-04781	Bank of Oklahoma	Employee Deductions	10,206.70	10,206.70
G-04782	Bradford Industrial Supply	Maintenance of Facilities	13.97	
		Maintenance of Facilities	60.02	
		Maintenance of Facilities	84.42	
		Maintenance of Facilities	46.20	
		Maintenance of Facilities	7.82	212.43
G-04783	Grainger	Maintenance Supplies	226.35	226.35
G-04784	O G & E	Electrical Services	1,095.07	
		Electrical Services	1,021.37	
		Electrical Services	166.63	
		Electrical Services	113.52	2,396.59
G-04785	Oklahoma Natural Gas Co.	Gas Services	107.39	
		Gas Services	110.31	217.70
G-04786	City of Oklahoma City	Water & Garbage Services	44.75	
		Water & Garbage Services	149.27	
		Water & Garbage Services	46.47	240.49
G-04787	Brodart Co.	Supplies	199.92	199.92
G-04788	Southwestern Stationers, Inc.	Supplies	15.11	
		Supplies	365.10	380.21
G-04789	Locke Supply Co.	Maintenance of Facilities	31.09	
		Maintenance of Facilities	32.52	
		Maintenance of Facilities	51.12	
		Maintenance of Facilities	31.86	
		Maintenance of Facilities	28.63	
		Maintenance of Facilities	34.85	
		Maintenance of Facilities	89.08	299.15
G-04790	Demco	Programming	95.68	
	** Continued **			

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04790	Demco	Programming	95.68
		Supplies	95.68
G-04791	Eales Electronics Corp.	Maintenance of Facilities	50.00
G-04792	Gaylord Bros.	Supplies	152.50
G-04793	Bob Howard Chrysler/Dodge	Vehicle Parts & Repairs	1,298.24
G-04794	AT&T	Telephone Services	141.50
G-04795	Standard Printing Co., Inc.	Supplies	1,525.00
G-04796	U.S. Postal Service	Postage	15,000.00
G-04797	Recorded Books, LLC	Books & Materials	3,510.77
		Books & Materials	495.00
G-04798	The Penworthy Co.	Books & Materials	654.14
G-04799	Thorndike/Gale Group	Books & Materials	4,067.12
G-04800	Cynthia A. Martin	Programming Activities	42.25
G-04801	Independent Stationers	Supplies	1,016.64
		Supplies	25.36
G-04802	Janet Brooks	Other Commodities	79.89
G-04803	Julianna Link	Programming Activities	32.08
G-04804	INTEGRIS Corporate Assistance	Group Insurance	1,016.00
G-04805	Oklahoma Gazette	Printing/Printing Supply	1,741.00
G-04806	Cheryll Jones	Programming Activities	64.68
G-04807	Scott's Printing & Copying	Printing/Printing Supply	482.71
G-04808	Brilliance Corporation	Books & Materials	672.50
G-04809	Hobby Lobby	Programming Activities	95.98
G-04810	ALA Registration Dept	Professional Services	270.00
G-04811	Ingram Library Service	Books & Materials	80.24
G-04812	OverDrive, Inc.	Books & Materials	20,245.11
		Books & Materials	2,551.39
G-04813	Findaway World, LLC	Books & Materials	475.85
G-04814	Coughlan Companies, Inc.	Books & Materials	2,134.57
G-04815	Porch School Supply	Programming Activities	14.65
G-04816	Ginger Waldrip	Programming Activities	100.00
G-04817	Life Changing Skills, LLC	Programming Activities	100.00
G-04818	AV Cafe Inc	Books & Materials	1,711.44
		Books & Materials	527.25
G-04819	Ingram Library Service	Books & Materials	61.62
		Books & Materials	73.85
G-04820	Meghan Attalla	Programming Activities	58.00
G-04821	The Library Store, Inc.	Programming Supplies	98.30
		Programming Supplies	98.30
G-04822	Home Depot Credit Services	Maintenance of Facilities	27.58
G-04823	Ellen I. Mercer	Programming Activities	75.00
G-04824	Cintas	Maintenance of Facilities	140.00
G-04825	Oklahoma Museum Network	Programming Activities	175.00
G-04826	Andrea Emmons	Professional Services	600.00
G-04827	4 Imprint	Supplies	482.92
G-04828	Oklahoma County OSU Ext Ctr	Programming Activities	13.56
G-04829	Amazon/GE Money Bank	Programming	191.09
		Automation	95.28
		Programming Supplies	28.14
G-04830	United Parcel Service	Postage	510.76
G-04831	Office Depot Credit Plan	Supplies	32.98

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May 2015

Number	Vendor/Payee	Purpose	Amount	Amount
G-04832	Baker & Taylor Entertainment	Books & Materials	1,627.88	
		Books & Materials	2,324.52	
		Books & Materials	4,546.13	8,498.53
G-04833	Walmart Community/GEGRB	Supplies	12.52	
		Programming Activities	35.03	
		Programming Supplies	11.97	
		Supplies	484.97	544.49
G-04834	The Meadows	Library-related Services	45.00	45.00
G-04835	Cynthia Friedemann	Travel Expenses	903.12	903.12
G-04836	O'Reilly Automotive Stores,	Maintenance of Facilities	201.86	201.86
G-04837	Darrie Breathwit	Programming Activities	78.26	78.26
G-04838	Engineered Equipment Inc.	Maintenance of Facilities	135.84	135.84
G-04839	Alexis Whitney	Programming Activities	24.49	24.49
G-04840	John Utley	Telephone Services	35.00	35.00
G-04841	Cultural Surroundings	Furniture	4,886.00	4,886.00
G-04842	Cintas Corporation 064	Maintenance of Facilities	504.72	504.72
G-04843	University of Oklahoma	Professional Services	75.00	75.00
G-04844	Rondia K. Banks	Programming Activities	10.57	10.57
G-04845	CMP Corporation	Maintenance of Facilities	328.33	328.33
G-04846	Panacean Systems	Professional Services	7,266.59	7,266.59
G-04847	Morrison Supply Company	Maintenance of Facilities	66.18	66.18
G-04848	Cox Communications, Inc.	Telephone Services	12.84	12.84
G-04849	Joshua Jordan	Programming Activities	59.87	59.87
G-04850	Baker & Taylor Books	Books & Materials	1,380.47	
		Books & Materials	1,519.90	
		Books & Materials	1,991.41	
		Books & Materials	1,967.44	
		Books & Materials	2,131.45	
		Books & Materials	2,894.18	
		Books & Materials	837.50	12,722.35
G-04851	Baker & Taylor Books	Books & Materials	1,088.38	
		Books & Materials	1,621.21	
		Books & Materials	1,930.05	4,639.64
G-04852	Baker & Taylor Books	Books & Materials	648.40	648.40
G-04853	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-04854	Vickie Saxton	Programming Activities	22.78	22.78
G-04855	Rush Truck Center	Maintenance of Facilities	3,312.57	3,312.57
G-04856	G4S Secure Solutions	Security Services	8,478.83	8,478.83
G-04857	Darci Janzen	Programming Activities	300.00	300.00
G-04858	Superior Linen Service	Supplies	29.00	29.00
G-04859	Natasha Earle	Professional Services	110.70	110.70
G-04860	Lloyd Lovely	Telephone Services	40.00	40.00
G-04861	Nicoma Park Lumber Co	Maintenance of Facilities	15.58	15.58
G-04862	Smart Technologies	Automation Contractual	175.00	175.00
G-04863	RB Floor Care Services Inc.	Janitorial Services	704.00	
		Janitorial Services	840.00	1,544.00
G-04864	Quik Print	Printing/Printing Supply	494.06	494.06
G-04865	Joe H Shelton	Professional Services	600.00	600.00
G-04866	Amy Upchurch	Programming Activities	18.40	
		Programming Activities	5.70	
		Programming Activities	48.76	72.86
G-04867	Martha Stallings	Programming Activities	100.00	100.00

General Fund F.Y. 14-15

**Warrant Register**

May 2015

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-04868	Jon Vodka	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-04869	David Schuler	Telephone Services	35.00	35.00
G-04870	C.O.T.P.A.	Parking	1,814.75	
		Parking	2,562.00	
		Parking	1,921.50	
		Parking	4,376.75	10,675.00
G-04871	Signature Landscape LLC	Maintenance of Facilities	1,345.46	1,345.46
G-04872	Ngoc Nguyen	Programming Activities	29.84	29.84
G-04873	Saidah Yakasai	Transportation	37.78	37.78
G-04874	David Rushing	Transportation	63.25	63.25
Total of FY 14-15 Warrants Issued				\$ 2,841,958.62

Special Funds

Warrant Register

May 2015

Number	Vendor/Payee	Purpose		Amount
S-20534	Oriental Trading Company	Friends Summer at the Lib	669.34	669.34
S-20535	Amazon/GE Money Bank	Friends Summer at the Lib	4,654.62	4,654.62
S-20536	Valerie L. Sisk	Lost & Paid Item Returned	13.95	13.95
S-20537	Walmart Community/GECRB	Summer at the Library	1,040.50	1,040.50
S-20538	Morgan A. Goolsby	Lost & Paid Item Returned	23.95	23.95
S-20539	Nancy Magerus	Lost & Paid Item Returned	37.00	37.00
S-20540	Kevin Frantz	Lost & Paid Item Returned	9.95	9.95
S-20541	Robin Summerford	Lost & Paid Item Returned	7.95	7.95
S-20542	Jennifer Lyn Walker	Lost & Paid Materials	20.60	20.60
S-20543	Jonathan C Coerver	Lost & Paid Item Returned	11.95	11.95
S-20544	Xerox Corp.	Copier Maintenance	55.10	55.10
S-20545	Scott Delsigne	15/LET After School @ Lib	400.00	400.00
S-20546	Richard P Rouillard	15/OHC/Play Ball	200.00	200.00
S-20547	Paul R Lehman	15/OHC/Play Ball	200.00	200.00
S-20548	Bryan Kimmey	15/OHC/Play Ball	200.00	200.00
S-20550	Xerox Corp.	Copier Maintenance	26.87	
		Copier Maintenance	6.32	
		Copier Maintenance	9.02	
		Copy Maintenance	32.74	
		Copy Maintenance	20.39	
		Copy Maintenance	43.36	
		Copy Maintenance	14.00	
		Copy Maintenance	45.20	
		Copier Maintenance	39.43	
		Copier Maintenance	54.51	
		Copier Maintenance	14.56	
		Copier Maintenance	38.34	
		Copier Maintenance	37.20	
		Copier Maintenance	38.49	420.43
S-20551	Standley Systems	Copier Maintenance	4.94	4.94
S-20552	Upstart	Summer at the Library	374.63	374.63
S-20553	Lyric Theatre of Oklahoma	15/Summer @ Library	915.00	915.00
S-20554	Oklahoma Tax Commission	Sales Tax	47.84	47.84
S-20555	Chase Card Services	Friends Summer at the Lib	1,076.00	
		Friends Summer at the Lib	131.17	
		Friends Summer at the Lib	252.91	1,460.08
S-20556	Jessica Morris	15/Brawner Scholarship	600.00	600.00
S-20557	Andrew N. Soliven	15/Brawner Scholarship	1,200.00	1,200.00
S-20558	Ashley Noel Meyer	15/Brawner Scholarship	1,200.00	1,200.00
S-20559	Stacy Schrank	15/Brawner Scholarship	1,200.00	1,200.00
S-20560	Kristine Charter	15/Brawner Scholarship	949.50	949.50
S-20561	Chase Card Services	Fines Account	35.00	35.00
S-20562	Oklahoma Tax Commission	Sales Tax	1,126.22	1,126.22
S-20563	Chase Card Services	Friends Summer at the Lib	116.00	116.00
S-20564	Learning Tree	15 Summer @ Library	351.45	351.45
S-20565	Kandi K. Deaton	Lost & Paid Item Returned	28.90	28.90
S-20566	Anna Fresonke	Lost & Paid Item Returned	6.00	6.00
S-20567	Ladonna J. Meinders	Lost & Paid Item Returned	16.95	16.95
S-20568	Lesslie Roberts	Lost & Paid Item Returned	12.95	12.95
S-20569	Alex James	Lost & Paid Item Returned	18.30	18.30
S-20570	Metropolitan Library System	Transfer of Fines	57,000.00	57,000.00
S-20571	Savannah Mitchell	15/LET After School @ Lib	400.00	400.00

**Special Funds**

**Warrant Register**

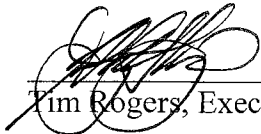
**May 2015**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-20572	Richard P Rouillard	15/OHC/Let's Read About	200.00	200.00
S-20573	Harlan Harbour Winn III	15/OHC/Play Ball	200.00	200.00
S-20574	ALA Order Fulfillment	Friends Summer at the Lib	479.60	479.60
S-20575	Topeka & Shawnee	Books Lost Account	34.99	34.99
S-20576	Hobby Lobby	15 Summer @ Library	23.96	23.96
S-20577	Lubbock Public Library - ILL	Books Lost Account	23.00	23.00
S-20578	Scholastic Inc	15 Summer @ Library	396.00	396.00
S-20579	St Louis County Library	Books Lost Account	27.94	27.94
S-20580	Boonslick Regional Library	Books Lost Account	34.95	34.95
S-20581	Mary J. Sholly	15 Summer @ Library	267.72	267.72
S-20582	Indian Prairie Public Library	Books Lost Account	16.50	16.50
S-20583	Chrystal M. Broussard	Lost & Paid Item Returned	15.95	15.95
S-20584	Candace McDaniel	15 Staff Appreciation	81.03	81.03
Total of Special Funds Warrants Issued				\$ 76,830.74



I, Tim Rogers, certify that:

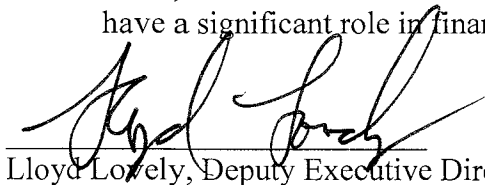
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

  
Tim Rogers, Executive Director

6/11/2015  
Date

I, Lloyd Lovely, certify that:

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

  
Lloyd Lovely, Deputy Executive Director of Finance and Support

6-10-15  
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: CAPITOL HILL TEMPORARY LIBRARY IMPROVEMENTS**

Provided for in the FY2014-15 budget is the request for funds for the renovation of a temporary facility for the Capitol Hill Library during renovation/expansion of the current space. The Gymnasium at 330 SW 24th Street, located 2 blocks north of Capitol Hill was identified as the best solution. Improvements will be made to the gym to facilitate moving the current staff and collection prior to beginning the renovation of the current library this fall.

Sam Moore, Architect was hired to prepare the drawings and specifications for the project.

Notices were published in The Oklahoman and bids were let for 22 days. The bid documents were posted at four plan rooms.

A pre-bid conference was held on May 27, 2015. Seven contractors attended.

Bids were received and publicly opened on June 9<sup>th</sup>. Three Contractors responded.

Contractor	Days To Complete	Base Bid	Alt. 1	Alt. 2	Alt. 3	Alt. 4	Total with Recommended Alternates 1 & 2
Evans Building Concepts	60	\$142,855	\$3,115	\$8,784	\$4,910	-\$630	\$154,754
Cooley Construction	100	\$213,687	\$7,920	\$8,910	No Bid	No Bid	\$230,517
Anderson and House	100	\$244,000	\$9,900	\$15,100	\$9,000	-\$2,000	\$269,000

Alternate 1 – Move existing condenser CU-03 to the roof and install new condensing unit CU-02 on the roof. - **Recommended**

Alternate 2 – Replace ceiling panels, paint walls, clean light fixtures, diffusers and return air grilles in areas indicated on the Drawings. **Recommended**

Alternate 3 – Provide Masland "Mesh" carpet. – **Not Recommended**

Alternate 4 – Provide for Philadelphia "Neyland II 26 Unitary" carpet. – **Not Recommended**

### **RECOMMENDATION:**

That the Commission award contract for the improvements to the temporary Capitol Hill Library Facility to Evans Building Concepts including Alternate 1 & Alternate 2 in the amount of \$154,754.00. Funding for the purchase is provided for in the FY2014-15 budget, account 450.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM B: CISCO FIREWALL EQUIPMENT**

The firewall that is used to provide security for the library's network is almost 10 years old. Cisco is no longer updating the technology on this unit and as security threats change, we become more in danger of newer types of network hacks and intrusions the longer we keep the current device. We believe that replacing the older hardware and software will provide better protection for the library's network and computers against potential intrusions, viruses, and malware. This new solution includes not only a firewall but additional tools that continually monitor all incoming data for potential security infiltrations.

All Cisco hardware and software products are included on an Oklahoma State Contract through OneNet. The contract number is: C1402. Chickasaw Telecom is one of the vendors contracted to sell from this contract. They are located in Oklahoma County. Chickasaw has designed, configured and installed our original network equipment so they were also chosen to set up and install the replacement equipment. The pricing for replacing, including purchase, configuration, & installation of the associated hardware and software is listed below.

<b>Company</b>	<b>Price</b>
Chickasaw Telecom	\$108,422

### **RECOMMENDATION:**

That the Commission approve the contract with Chickasaw Telecom for the purchase, configuration, and installation of Cisco firewall equipment and related hardware/software in the amount of \$108,422. Funding for the purchase is provided for in the FY2014-15 budget, account 410.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM C: PEOPLE COUNTERS**

Provided for in the FY2014-15 budget is the request for Thermal Sensor People Counters. These library visits counting sensors are overhead-mounted, temperature-sensing units, capable of providing increased accuracy in the collection of library visits counts through the MLS network via wired Ethernet connections.

Overhead, thermal sensors will enable the library system to analyze library visits data with greater precision, leading to increased accuracy in calculated library occupancies throughout the day and during special programs. These data provide a measure of library usage independent of transactional means, and provide a view of library usage capable of measuring even the in-house researcher.

The PC-THI60-GMF-W thermal visits counting sensor is a SenSource product, as is the remainder of our existing library visits counting system. The sensors send data to proprietary software that was purchased from SenSource with the first sensors we purchased. To ensure compatibility with the existing software, we consider SenSource to be a sole-source vendor for this purchase.

### **RECOMMENDATION:**

That the Commission approve the purchase of twelve PC-THI60-GMF-W thermal library visits counting sensors from SenSource for a total amount of \$14,223. Funding for this project is included in the FY2014-2015 budget, Account 410.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM D: PRODUCTION AND DELIVERY OF LIBRARY CARDS**

To be provided in the FY2015-16 budget is the request for printing and delivery of library cards.

Specifications were prepared and advertised for two days in The Oklahoman. Bid packets were provided to 10 prospective bidders.

A pre-bid conference was held on May 26<sup>th</sup>. One vendor attended.

Bids were received and publicly opened on June 2<sup>nd</sup>. Seven vendors responded.

<b>Vendor</b>	<b>Quantity</b>	<b>Price per Unit</b>	<b>Grand Total</b>
Lucas Color Card	120,000	0.095	\$11,400.00
SSI Technologies	120,000	0.1069	\$12,828.00
Rainbow Printing	120,000	0.122	\$14,640.00
Tele-Pak	120,000	0.1427	\$17,124.00
Dasher Printing	120,000	0.14706	\$17,647.20
Data2	120,000	0.1678	\$20,136.00
Vanguard ID Systems	120,000	0.1825	\$21,900.00

### **RECOMMENDATION:**

That the Commission award bid for production and delivery of library cards to Lucas Color Card in the amount of \$11,400.00. Funding for the purchase is to be provided for in the FY2015-16 budget, account 303.

## CONTRACT AWARDS AND PURCHASES

(Cont'd)

### **ITEM E: REJECTION OF BIDS – SELF-CHECK UNITS**

Included in the FY2015 budget are funds to replace the self-check units. We initially had planned on replacing these units at the same time as the ILS software but had not been able to find a company whose software would work with our existing hardware. As part of the bid process, we gave the vendors the opportunity to send a demo unit for staff to work with and see how it would fit into our environment. Six vendors bid and three of the vendors chose to send demo units for testing. Some vendors submitted bids for multiple models and multiple payment modules. The bid pricing for the configurations we would have considered are below:

		*Tech Logic	*Bibliotheca	*3M	Bayscan	MK Solution	LAT
Products	Qty	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price
Self-check unit, Payment Modules, Installation, 1st year maintenance and Training	24	\$193,526.00	\$277,420.00	\$271,512.00	\$302,652.00	\$320,000.00	\$202,611.00
Total maintenance yrs 2-6		\$138,522.05	\$191,028.96	\$209,793.00	\$69,054.00	\$85,111.00	\$123,592.71

\*Sent unit for testing.

After evaluating the bids and testing the units, we found that the units currently do not provide all of the functionality that we need. We are recommending that all bids be rejected and we will continue researching other solutions and also work with the vendors that bid to see if they are willing to do additional work to provide the library with the needed functionality.

### **RECOMMENDATION:**

That the Commission reject all bids for self-checkout units.

## CONTRACT AWARDS AND PURCHASES

(Cont'd)

### **ITEM F: ANNUAL RENEWAL OF SUPPLY & SERVICE CONTRACTS**

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

Contractor	Supply/Service	Award Date	Est Annual Cost	FY 15 Unit Cost	FY 16 Unit Cost	Acct #
G4S	Uniformed Security Officers	11/21/13 Doc #46A	\$500,000	\$19.45/hr cal yr 2015	\$19.62/hr cal yr 2016	214
Janitorial Services	Oklahoma Building Services	6/19/14 Doc #112J	\$370,000	No unit cost increase		207
Reliance Label Solutions	Thermal Labels	Sole Source	\$12,000	No unit cost increase		303
Demco	Indestructible CD Cases	Sole Source	\$18,000	No unit cost increase		303
CDWG	McAfeeEndpoint-Protection Software	3/20/2014 Doc #83A	\$13,000	No unit cost increase		231
CDWG	McAfeeEndpoint-WebFiltering-License	3/20/2014 Doc #83A	\$11,500	\$15.72	\$15.75	231
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	\$93,000	\$7402.15/mo	\$7716.25/mo	231
Chickasaw	Cisco Network & Telephone Maintenance	State Contract	\$30,000	\$26,932	\$29,415	231
Bibliotheca	Maintenance & Support for Book Sorters	Sole Source	\$39,000	\$43,672.78	\$38,281.51	231
Signature Landscape	Lawn Maintenance	9/19/13 Doc #25A	\$70,000	No unit cost increase		208
Marpro Label	Removable Adhesive Labels	5/16/13 Doc #102A	\$13,500	No unit cost increase		303
Terminix	Pest Control	6/19/14 Doc #112L	\$18,000	No unit cost increase		207
Brodart	DVD Cases	5/15/14 Doc #101A	\$15,000	No unit cost increase		303
Xpedx	Copy Paper	6/19/14 Doc #112N	\$20,000	No unit cost increase		303
Xpedx	Georgia Pacific Products	6/19/14 Doc #112J	\$50,000	No unit cost increase		310
Paycom	HR/Payroll	11/20/2014 Doc #46B	\$150,000	No unit cost increase		231
Beyond Technology	Toner	6/19/15 Doc #112O	\$75,000	No unit cost increase		303
Millicare/RB Floorcare	Carpet Cleaning	6/19/15 Doc #112P	\$85,000	No unit cost increase		207
ThyssenKrupp	Elevator Maintenance	6/19/15 Doc #112A	\$27,000	No unit cost increase		208

### **RECOMMENDATION:**

That the Commission approve the renewal of the above contracts for the Fiscal Year 2015-2016. Funding for these contracts will be made available in the FY2015-16 budget.

**METROPOLITAN LIBRARY SYSTEM  
TRANSFER OF FUNDS**

Every year, for each entity that receives ad valorem taxes, Oklahoma County charges a fee for its expense of valuating each property in the county. This last fall, the charge increased to \$214,417 from \$160,260. Only \$171,476 was budgeted. The county cited higher software costs as the reason for the large increase.

Water usage rates increased significantly (10 to 15%) this past year, making a budget transfer necessary to cover the higher cost.

**Additional Appropriations**

		Additional Needed	Account's New Total
Account 219	Water and Garbage Services	\$3,000.00	\$76,831.00
Account 230	Other Library-related Services	\$43,000.00	\$522,386.00

**Canceled Appropriations**

		Amount Canceled	Account's New Total
Account 216	Telephone Services	\$3,000.00	\$347,592.00
Account 216	Telephone Services	\$43,000.00	\$304,592.00

**Commission Action**

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



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

### **The Finance Committee met May 28, 2015, for:**

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

- I. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 13, 2015
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
  - MLC FY 2015-2016 Preliminary Budget

### **During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMISSION ACTION:**

- 1. To approve the Metropolitan Library System Preliminary Budget FY 2015-16 (**Document #83**).

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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Tuesday, May 28, 2015                      TIME: 3:30 PM  
MEETING PLACE: Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, April 20, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 26, 2015, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Allen Coffey, Chair  
Jim Shonts  
Judy Smith  
Beth Toland

**COMMITTEE MEMBERS EXCUSED:**

Fran Cory

**COMMISSION MEMBERS IN ATTENDANCE:**

Nancy Anthony

**ESTIMATE OF OTHERS PRESENT: 11**

- I. The meeting was called to order at 3:36 p.m. by Mr. Allen Coffey, Chair.
- II. Roll was called to establish a quorum. Present: Shonts, Smith, Toland, Coffey.
- III. Mr. Coffey referred to Report and Recommendations from the Administrative and Personnel Committee meeting held on May 13, 2015.

Mr. Rogers reported the A & P Committee met and reviewed Administration's recommendation relating to salaries and benefits.

The preliminary budget includes the performance based merit increase ranging from 0 to 3%, which is the same as last year. The preliminary budget currently reflects a 0% market adjustment due to the still uncertain ad valorem tax revenue. Upon receiving the final numbers from the County, administration may bring a recommendation to the commission at final budget approval for a possible market adjustment to be effective January 1, 2016.

Mrs. Kelley Hoffman, Director of Human Resources and Ms. Stephany Boice, Benefits Manager were in attendance to answer questions relating to Salaries & Benefits.

Mr. Coffey called for further questions relating to the recommendations from the A & P Committee.

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

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

Mr. Lovely referred to Section 1 of the FY 2015-16 Preliminary Budget. For the purpose of the preliminary budget, Mr. Lovely is estimating a 4% increase in ad valorem tax revenue. Last year's increase was 3.85%. Mr. Lovely will receive the final assessment numbers from the county in late July or early August and will adjust the amount for the final budget at that time. Questions and discussion followed.

The total FY 2015-16 proposed preliminary budget is \$57,644,432.

Per page 2-1, Overview of FY 2015-16 Proposed Preliminary Budget, the total budget consists of:

➤	\$	38,625,697	for the operating budget
➤	\$	5,543,973	for capital projects
➤	\$	13,474,762	for reserves

The operating budget is an increase of \$1,073,982 or 2.86%, from last year's budget.

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

Mr. Lovely referred to page 3-4, and explained the Schedule of Cash Reserves. Discussion followed.

Mr. Coffey called for further questions and/or comments. Mr. Coffey called for a motion on the FY 2015-16 Preliminary Budget.

**Mr. Jim Shonts moved to approve the MLC FY 2015-16 Preliminary Budget. Mrs. Beth Toland seconded. No further discussion. Motion passed unanimously.**

- V. There being no further business, Mr. Coffey adjourned the meeting at 4:36 p.m.

---

Tim Rogers, Executive Director  
(Secretary)

**Preliminary Budget**  
**FY 2015 – 2016**  
**(July 1, 2015 to June 30, 2016)**

**Please remember to bring your**  
**FY 2015-16 Preliminary Budget Binder**  
**to Commission meeting June 18, 2015**

**For access to the complete budget-please use the following link:**  
[http://my.metrolibrary.info/drupal/sites/default/files/documents/fy15-16\\_budget.pdf](http://my.metrolibrary.info/drupal/sites/default/files/documents/fy15-16_budget.pdf)

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **Commission Elected Candidates to the Library Endowment Trust Board**

According to the bylaws of the Library Endowment Trust, the Library Commission appoints a certain number of Trustees to the LET board.

This slate of candidates shall be presented to the Library Commission for appointment. Such slate shall be presented to the Commission prior to the last meeting of the fiscal year of the Trust to allow the appointed Commission elected Trustees to be announced at the above referenced meeting.

For your consideration, the Library Endowment Trust Board Governance Committee presents the following candidate for reappointment. Biographical information is attached:

David Durrett  
The First State Bank  
Chairman & CEO

### **COMMISSION ACTION:**

That the Commission approve the re-appointment of David Durrett to the Library Endowment Trust.

<i>Board member for renewal</i>	<i>Joined</i>	<i>Term Expires</i>	<i>Area of expertise</i>
<b>David Durrett</b> The First State Bank, Chairman & CEO	2000	2015	Finance

Spouse: Druanne Durrett

David Durrett currently serves as Chairman and CEO of The First State Bank. David has been active in the banking industry in Oklahoma City for over 35 years. He began his career at Fidelity/Bank of Oklahoma in 1972, and he has acquired and started numerous banks in the Oklahoma City area during his career.

David earned his undergraduate degree from Oklahoma State University, as well as, graduate degrees in business and banking from the University of Central Oklahoma and Rutgers University.

David has been active in the community for several years serving on the United Way board, Quail Creek Country Club board of directors, Oklahoma Bankers Association board, the Chance to Change board and the Greater Oklahoma City Chamber of Commerce Advisor Board. David has served on the Library Endowment Trust board since 2000. Currently, David is serving as Chair of the Governance Committee for the Trust.

## **REPORT AND RECOMMENDATION FROM ADMINISTRATION**

### **CAPITOL HILL LIBRARY - MLS PARKING LOT DONATION OF MLS LAND TO OKLAHOMA CITY**

The Library is in the final phase of the design of the Capitol Hill renovation and expansion project. Current Oklahoma City building code requires that on-site parking be provided, and the City has already purchased the land to the south and the southwest of the Library for a new onsite parking lot. In addition to the lots owned by the City, Library Administration would like to incorporate the small 50 foot by 70 foot parcel of land purchased by the Commission in 1985 for \$ 29,900. The aerial view shows the approximate location of the property.

For some time, the Library and the City have been in discussions regarding the best way to incorporate this land into the project. Title to the land must be held by the City in order for them to integrate it into the plan and develop it. Attachment A shows a conceptual plan of the new Capitol Hill parking lot and how the Library's land could be incorporated into it.

After careful consideration, the Administration recommends that the land be donated to Oklahoma City. This is based upon the following:

- While it was purchased with Library funds, it will remain a part of Capitol Hill.
- As the original Capitol Hill Library was built with 1950 General Obligation (GO) Bond funds and as the expansion is funded by Oklahoma City 2000 and 2007 GO Bonds, should the land be sold in the future, all proceeds would, by law, have to be spend on "library" projects.



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

That the Library Commission approve the donation of the land to Oklahoma City and execute the attached Warranty Deed.

# WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, that The Metropolitan Library Commission of Oklahoma County as owner of the below described real property and the improvements thereon and thereto, party of the first, in consideration of the sum of ten (10) Dollars and other valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto The City of Oklahoma City, a Municipal Corporation, party of the second part, the following described real property situated in Oklahoma County, Oklahoma, to wit:

**The North Seventy (70) feet of Lots Twelve (12) and Thirteen (13), of Block Twenty-Four (24) in CAPITOL HILL ADDITION to Oklahoma City, Oklahoma County, Oklahoma according to the recorded plat thereof.**

together with all and singular the hereditaments and appurtenances thereto belonging, and subject to any and all easements of record, together with all improvements thereon and appurtenances thereunto belonging, and warrant title to the same. **TO HAVE AND TO HOLD** said described premises unto the said party of the second part, their heirs and assigns forever free, clear, and discharged of and from all former grants, charges, taxes, judgments, mortgages, and other liens and encumbrances of whatsoever nature.

**NO DOCUMENTRY STAMPS NECESSARY BY AUTHORITY OF 68 O.S 1981, SEC 3202 (11)**

**IN WITNESS WHEREOF**, the said part of the first part hereto has caused these presents to be signed in its name by said person(s) warranting full power to convey, this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**Metropolitan Library Commission of Oklahoma  
County:**

\_\_\_\_\_  
Chair

STATE OF \_\_\_\_\_)

) 49 O.S. (1985) Sec.119 (CORP. ACK)

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2015

by \_\_\_\_\_ as \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission No. & Expiration Date



**REVIEWED** for form and legality

---

Assistant Municipal Counselor

**ACCEPTED** by the Council of this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**THE CITY OF OKLAHOMA CITY**

---

City Clerk

## EXECUTIVE DIRECTOR'S REPORT

JUNE 2015

In order to provide you with the information you need to govern the Library, I will break this report into several sections: 1) Projects, outlining work we're planning and implementing; 2) Personnel, providing you with information about our staff and volunteers; and 3) other Items of Interest, which may include news about financial, service, or other issues impacting the Library or the Commission. I will provide the Commission with an update during the monthly meeting when new or important information is available, and I may touch on other issues not discussed in the written report, but I will not read the report -- your time is too valuable for that. Of course, I will invite any and all questions you might have, and I look forward a lively exchange at the meeting next week.

### Projects

#### 1. Summer Reading Program

The Summer Reading Program kicked off on June 1st, and thus far we have signed up 15,713 people. We are working very closely with the Oklahoma City Public School system's Third Grade Reading Academy which includes 1,500 students across nine schools. Staff from our Outreach Department visited with teachers and students alike and will deliver incentives to the students who reach their reading goals. Relatedly, I wanted to share a story with you ... A little girl at Ralph Ellison Library had been telling her mother for some time that she wanted her very own library card, and so on her second birthday (yes, that's right, her SECOND birthday!) her mother took her to the library and signed her up for a card, and as it was June 1st, she also signed up for the Summer Reading Program. So you can imagine the girl's surprise and excitement when she won the incentive give-away during that first week of the program! She not only received the card that will continue to reward her for years to come, but also a gift card that will reinforce the concept of the "gift that keeps on giving!" You gotta love the Summer Reading Program!

#### 2. Jones Library

We received the 99.9% plans last week and they are due back to the architect by Monday, June 15<sup>th</sup>. Once revised, the 100% plans will be issued and we hope to be out to bid on or about June 30<sup>th</sup>. The current estimate for the project created by the architect shows us a bit more than \$100,000 over budget, so we are working with the city of Jones to explore additional funding alternatives. We anticipate being on schedule for ground breaking in September of this year, and we will message out to the Commission as that solidifies.

#### 3. Capitol Hill Library

As you will see from the meeting agenda for the June 18<sup>th</sup> MLC meeting, there are two items requiring your attention: 1) donation of land owned by the Commission to Oklahoma City and 2) award of the construction contract to prepare the temporary space for use as a library. The first item -- if approved -- will transfer the ownership of the property currently used for staff parking to the city so that they can fold it into the project. The city has said that they cannot update or improve the property if they do not hold title to it. The second item will -- if approved -- award the contract to a construction company to refit of the temporary gymnasium space in a manner that will make it possible to house and use the collection, technology, and provide programming for children and adults. The move-in date has slipped a bit, and we expect to be in the temporary space in late fall/early winter. With respect to the new Capitol Hill Library, a design meeting is scheduled for June 17<sup>th</sup> to discuss and select

interior finishes such as colors, carpets, countertops, and the like. Over all, progress is being made, and the exciting and visible part of construction is right around the corner.

4. Bethany Library

As you saw from my most recent bullet points (June 10), we met with representatives from the City of Bethany on June 4th to begin reviewing the 10 proposals received from architects interested in preparing the site plan and the building design of the next Bethany Library. Todd Olberding did a great job explaining the process we've used with other cities and laid out a methodology that the adopted to narrow the field to three firms for interviews to be scheduled in July. Although the funding for the construction project will not be available until a successful ballot issue is completed this autumn, the committee was enthusiastic and engaged in defining what they would like to see as part of Bethany's next generation library. The next meeting of the group will establish the shortlist of candidate firms and is scheduled for June 24<sup>th</sup>.

5. Edmond Library & Parking

We met with the architect working on the Edmond parking project and are reviewing the drawings. The project – which will provide an additional 17 spaces – should start following the summer reading program in August, with an anticipated completion before Thanksgiving. Immediately following the Library Commission meeting on Thursday, June 18th, I will be driving up to Edmond to join Melody Kellogg to make a presentation to the Edmond Capital Improvement Advisory Task Force. The Task Force -- established by the City to help them prioritize potential construction projects -- will provide us with the opportunity to discuss library needs of the Edmond community and how we hope to address those needs with a second location. Priorities set by the Task Force may help the city determine the time frame and scope of individual projects that will be part of a sales tax election in 2017.

6. Patience Latting Northwest Library

You may be aware that we are in the process of resealing the parking lot at the Patience Latting Northwest Library. This project was originally scheduled to be completed prior to the start of summer reading program, but due to the spate of wet weather in May, the work began more than a month late. The contractor is closing off sections of the lot in order to seal it, and this has caused difficulty with parking. While we would normally plan to perform this work after summer reading was ended, we did not wish to delay it any more than had already happened. We anticipate the project being completed within four weeks.

7. Regional Library Reorganization

By now most of you are aware that we are reorganizing the management of our libraries to both spread the supervisory load and to enable us to better grow our future leaders from within. To that end, we have promoted several of our managers to a newly created position of Regional Library Director (RLD). Each RLD will be responsible for the everyday operations in his/her library (as they are now) and will also supervise the managers at two or three other libraries within a close geographic area. As of June 15<sup>th</sup>, the five regional directors are:

- North Regional - Melody Kellogg at the Edmond Library (overseeing the Village and Belle Isle libraries);
- West Regional - Rachel Kopchick at Patience Latting Northwest Library (overseeing Bethany and Warr Acres libraries);
- South Regional - Randy Wayland at Southern Oaks Library (overseeing Almonte and Capitol Hill libraries);
- Central Regional - Julie Ballou at Ronald Norick Downtown Library (overseeing the Extension Libraries and the Digital Library; and

- East Regional – Chris Kennedy at Midwest City Library (overseeing Del City, Ralph Ellison, and Choctaw libraries).

The regional directors will report to Deputy Executive Director for Library Operations Kay Bauman, who – in addition to managing the libraries – will supervise a planning department that will focus on data collection, analysis, and reporting.

8. FY2015-16 Budget

Staff have completed the budget planning process and provided preliminary budgets to the Administration & Personnel and the Finance committees. The results of the presentations to and discussions with the committees are included as action items for the June 18, 2015 Commission agenda. As you will see the budget request include an increase of about \$1.1 million, representing a 4.0% increase in personnel costs (roughly equal amounts in salaries & wages and in health benefits) and a 5.1% increase in contractual services. The reorganization of library management will add 6 FTE to our staffing numbers, while four additional positions will be added in employee relations, project management, and school and business outreach. All of the positions will be added to enable deeper and better involvement and engagement with local communities, reduction of workflow bottlenecks, and better adherence to project schedules.

9. Donna Morris Scholarship

In honor of our recently retired Executive Director Donna Morris, the Friends of the Library have sponsored a scholarship open to both part and full time staff members. The Donna Morris Scholarship will provide up to \$2,500 for any employee of the Metropolitan Library System seeking a degree, and is being established to ensure the advancement and better of all staff of the Library. The Friends recognize that the success of the MLS is tied to the educational engagement and achievement of our staff members and they continued the tradition set by their sponsorship of the Lee B. Brawner Scholarship, which is open only to full time employees. I think I can speak for all of our staff when I thank the Friends for their continued commitment to library excellence, one person at a time.

## Personnel

- As I reported in my bullets of June 3, 2015, Denyveta Davis will be retiring from the system on June 12, 2015. Denyveta's service with the Library spanned more than 30 years, all of it in progressively more responsible positions, culminating in her appointment as the Director of Library Operations in 2001. Responsible for hiring, training, and inspiring hundreds of the dedicated, incredible library staff that now serve our patrons every day, Denyveta was the architect of our current service model developed extensive documentation to help library managers and their staff achieve excellence in customer service. While several of the Commissioners have asked if we were planning a reception, I regret to report that because Denyveta did not wish for a fuss to be made of her departure, we do not currently have anything on the books for her. She will be leaving on vacation June 17<sup>th</sup>, and I hope we can convince her to attend a future Commission meeting, at which we might recognize her contributions to the system and librarianship in Oklahoma. I know I speak for all of you when I thank Denyveta Davis for her years of service and ongoing dedication to the Library.
- Michael Gillespie began as the library manager of the Ralph Ellison Library on Monday, June 8<sup>th</sup>. Michael's background is in academic and medical libraries, and we are certain he will bring his wealth of experience to bear as we attempt to solve next generation library issues. It will be my pleasure to introduce you all to Michael at your next meeting. I look forward to introducing him to you all at the June 18<sup>th</sup> Commission meeting.

- Karin Daugherty was hired as a Materials Services Technician for the Cataloging Department.
- Emily Smith was hired as a Librarian at the Belle Isle Library.
- Nichole Bell was hired as a Public Computer Specialist at the Ralph Ellison Library.
- Natalie Heard was hired as a Library Aide at the Almonte Library.
- Annie Pappas was hired as a Library Aide at the Almonte Library.

#### Items of Interest

- Karen Helton to Step Down from MLC

Karen Helton, our Commission representative from Edmond since September of 2014, has decided to step down from the MLC. As a believer in the importance of the library as an educational and cultural institution within the community, Karen spent many hours using and volunteering in the library, and is now passing along that same love to her own family. As her time with the MLC draws nigh, I want to express my thanks to Karen for her work on the Commission, and recognize her representation of the Edmond community.



**THEY MADE IT HAPPEN.** Celebrating The Village Library's 25th anniversary are, from left, Stan Alexander, who was Mayor when it started, current City Manager Bruce Stone, architect Tom Glover, and Mayor when it opened, Wayne Schooley.  
Vicki Clark|okcFRIDAY

## Village Library marks 25th year

By **CHANDLER VESSELS**  
*OKC FRIDAY*

Twenty-five years ago, a new chapter was written in The Village.

The Village Library, located at 10307 N. Penn Ave., celebrated its 25th anniversary last Thursday.

Though The Village has had a library since 1966, this location has only been open since 1990. The old library, located in a strip mall, was a temporary location until the city had the money to build a new one. A half-cent tax was voted by residents to fund the new library. Though it took 24 years, the city finally got what it needed.

"Everybody was really proud of the accomplishment of finally getting a library," The Village city manager Bruce Stone said. "It had been worked on for decades and I think people were just happy to have the new facility and obviously, it's been heavily used."

Stone said that in its incipient

stages, people would travel from other cities for the library due to its diverse collection of books.

The 14,044 square foot building offered more space, including a children's reading room. Its new location also made it more accessible to the community.

"The library is one of the crown jewels of The Village," Stone said. "It is a beautiful public building that offered a lot of sources and programming and accessibility to books."

In a growing digital age, the library also offered the Internet. In the '90s, the Internet was not the commodity it is now, and the library was a place where people who did not have Internet access could share in the vast web of information. Though there were no public computers when the library first opened, it now boasts 16 computers for public use.

Reading is a skill that is often taken for granted.

[Continued on Page 3]

# Library

[Continued from Page 1]

"Libraries are extremely important for all communities to have," Stone said. "It's a location where your kids can learn, where they can get materials to do research for projects for school. It's also a place where you can benefit from the cultural activity. They've got programs that help enrich people's lives. There's musical programs, children's programs, story time, they provide programs for doing taxes, the list goes on and on."

The library offers plenty of programs to help kids learn, perhaps none with more prestige than the summer reading program. The program keeps kids' minds busy during the summer, allowing them to set reading goals and rewarding them for reaching them. It's a fun way to foster creative thinking, as well as responsibility.

"We're real proud of The Village library," Stone said. "It was one of the major accomplishments of the city to get that building. We're fortunate to have a county library system that's modern and progressive. A lot of small communities don't have this. We have a much larger tax base and it provides resources that you would not have in a lot of other communities. What more can I say? It's a great place."



CELEBRATING the Village Library are, left, Elena Hildenbrand and Judy and Jerry Smith.

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-Staff photo by Jessica Phillips

**Sgt. Rollie Branham chats with children during a story walk at Joe B. Barnes Regional Park.**

# Library hosts story walk

**By Jessica Phillips**  
*Staff Writer*

The Metropolitan Library System hosted a hero story walk last Thursday morning at Joe B. Barnes Regional Park.

Children were invited to complete events throughout the park while trying to find the Big Bad Wolf.

Participants solved a puzzle with the assistance of police officers, tackled an obstacle course lead by the Air Force, and completed challenges hosted by the Midwest Regional Medical Center's emergency medical service, the city's sanitation department and the fire department. Each participant received a certificate at the end.

Children earned prizes for

completing challenges. Those prizes included books and toy footballs.

Medic Brian Pope led the EMS station where children were challenged to walk while balancing a plastic egg on a spoon.

Midwest City Library Manager Chris Kennedy said library staff estimated around 200 people would attend by the end of the event.

Charlotte Davis was among the parents who brought her children to the event.

"I wanted to see what (the library was) doing out here," she said.

Davis said the event was "nice" but thought it would be geared more toward older children.

This was the first time the



-Staff photo by Jessica Phillips

**Children find the Big Bad Wolf at the story walk.**

event was held.

"I think it's great," Kennedy said.

He said the library chose to do a story walk because they wanted to work with the city while keeping the event tied to the library.



# Ronald McDonald House Charities to host Walk for Kids

## FROM STAFF REPORTS

The second annual Walk for Kids, benefiting Ronald McDonald House Charities of Oklahoma City, will be Saturday at the Dell Oklahoma City campus, 3501 SW 15.

This family-friendly event is an opportunity for the community to make a difference in the lives of seriously ill or injured children and their families.

Walk for Kids registration begins at 8:30 a.m., and opening ceremonies start at 9:30 a.m.

The event will feature activities for the family thanks to event sponsor Dell and presenting sponsor Great Plains Coca-Cola Bottling Co.

Activities will include an appearance from Ronald McDonald, carnival games, photos with Rumble the Bison and fun family activities provided by Home Depot and the Metropolitan Library System.

Food will be available from food trucks. Merchandise from Thirty-One Gifts, Walk for Kids T-shirts, and red and white striped socks will be available to purchase.

"The inaugural Walk for Kids exceeded our goal of \$30,000 for our 30th anniversary, raising \$43,000," said Susan Adams, president and chief executive officer of Ronald McDonald House Charities of Oklahoma City.

"We've raised the bar even higher this year with a goal of \$50,000 to provide a

“The inaugural Walk for Kids exceeded our goal of \$30,000 for our 30th anniversary, raising \$43,000. We've raised the bar even higher this year with a goal of \$50,000 to provide a home away from home every day of the year for more families in need.”

**SUSAN ADAMS**

PRESIDENT AND CHIEF  
EXECUTIVE OFFICER OF RONALD  
MCDONALD HOUSE CHARITIES OF  
OKLAHOMA CITY

home away from home every day of the year for more families in need.”

Registration for ages 13 and older is \$25 and includes a T-shirt. Children 12 and younger can participate for free.

To register as an individual or a team, go to [WalkforKidsOKC.org](http://WalkforKidsOKC.org) or call 424-6873.

Participants can also register the morning of the event.

# Ronald McDonald walk set in OKC

**Transcript Staff**

OKLAHOMA CITY — The second annual Walk for Kids, benefiting Ronald McDonald House Charities® of Oklahoma City, is Saturday at the Dell Oklahoma City campus, 3501 SW 15th St. in Oklahoma City.

Walk for Kids registration begins at 8:30 a.m. and opening ceremonies start at 9:30. The event will feature activities for the whole family, thanks to Dell and Great Plains Coca-Cola Bottling Company.

Attendees can enjoy an appearance from Ronald McDonald, carnival games, a radio remote with KMGL from 10 a.m. to noon, photos with Rumble the Bison and activities provided by Home Depot and the Metropolitan Library. Food will be available from local food trucks. Merchandise will be available to purchase.

"The inaugural Walk for Kids exceeded our goal of \$30,000 for our 30th anniversary, raising \$43,000," said Susan Adams, presi-



**Photo Provided**

Ronald McDonald leads the crowd in stretches before the 2014 inaugural run.

dent and chief executive officer of Ronald McDonald House Charities of Oklahoma City. "We've raised the bar even higher this year with a goal of \$50,000 to

provide a home away from home every day of the year for more families in need."

Registration for ages 13 and older is \$25 and includes a T-shirt. Children

age 12 and younger are free. To register as an individual or a team, visit [WalkforKidsOKC.org](http://WalkforKidsOKC.org) or call 424-6873. Participants may register the morning of the event.