



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

Thursday, April 16, 2015, 3:30 p.m.  
Northwest Library  
5600 NW 122<sup>nd</sup>  
Oklahoma City, OK 73142  
(Telephone: 606-3580)

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 #63 – Presentation of Service Certificates for Library Staff – March & April

**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 (#64 - #66)**

- Document #64 – Approval of Minutes of February 19, 2015 Meeting
- Document #65 – Acceptance of Review of Expenditures for February 2015
- Document #66 – Acceptance of Review of Expenditures for March 2015

### **4:00 – 4:20 pm COMMITTEE REPORTS (#67 - #68)**

- Document #67 – Discussion, Consideration and Possible Action: Long-Range Planning Committee meeting, April 6, 2015 – Penny McCaleb, Chair
- Document #68 – Discussion, Consideration and Possible Action: Executive Committee meeting, April 8, 2015 – Nancy Anthony, Chair

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

- Document #69 – Discussion, Consideration and Possible Action: Capitol Hill Library Temporary Location Lease Agreement

### **4:30 – 4:40 pm SPECIAL PRESENTATIONS**

- Come Read with Me ~ LaVetta Dent, Director of Outreach and Angie Walton, Project Coordinator, Outreach

### **4:40 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT**

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

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

**May 21, 2015**  
**The Village Library, 10307 N. Penn, The Village, OK 73120**

## **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 March 2015 & April 2015:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
<b><u>MARCH 2015</u></b>	
Margaret J. Collins, Library Assistant, Edmond Library	15
Juliet M. Alavicheh, Circulation Clerk, Village Library	10
Jessica L. Minter, Circulation Clerk, Warr Acres Library	10
Hien Si Chau, Library Aide, Midwest City Library	5
Taryn A. Kingery, Librarian, Almonte Library	5
Ruth Ellen Harder, Extension Specialist, Luther Library	5
<b><u>APRIL 2015</u></b>	
Julianna L. Link, Librarian, Village Library	10

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

DATE: February 19, 2015

TIME: 3:30 pm

MEETING PLACE: Belle Isle 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 Belle Isle Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on February 17, 2015, in conformity with the Oklahoma Open Meeting Act §311.

### **Commission Members**

#### **PRESENT:**

Ralph Bullard  
Allen Coffey, Disbursing Agent  
Fran Cory  
Cynthia Friedemann  
Deanna Hannah  
Helene Harpman  
Karen Helton  
Jose Jimenez  
Carolyn Leslie  
Brian Maughan  
Penny McCaleb  
Lori Nelson  
Kim Patterson  
Hugh Rice  
Judy Smith, Vice-Chair  
Beth Toland  
Susan Tucker  
Sharon Voorhees  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

#### **EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Rozz Grigsby  
Tracy McDaniel  
Mukesh Patel  
Vanna Shaw  
Jim Shonts  
Mary Sosa  
Alyne Strube

Estimate of general public and staff attending: 15

**I.** The meeting was called to order at 3:31 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Bullard, Coffey, Cory, Friedemann, Hannah, Harpman, Jimenez, Leslie, McCaleb, Patterson, Rice, Smith, Toland, Tucker, Voorhees, Anthony (Arrived: Helton, 3:32; Maughan, 3:39; Nelson, 4:00).

**II.** Mrs. Anthony introduced Mrs. Barbara Beasley, Manager of Library Operations, Warr Acres Library. Mrs. Beasley provided updates to the Commission regarding the Warr Acres Library.

**III.** Mrs. Anthony referred to the Presentation of Service Certificates for February 2015: James B. Gordon, Public Computer Specialist, Belle Isle Library ~ 10 years of service.

Mrs. Anthony also recognized the following employees who were unable to attend the meeting: Susan K. Beckett, Library Aide, Warr Acres Library ~ 15 years of service; Karen E. Casey, Library Aide, Belle Isle Library ~ 5 years of service; Vanda Dee Cole, Library Adie, Warr Acres Library ~ 5 years of service; Patricia A. Widhalm, Circulation Clerk, Edmond Library ~ 5 years of service.

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

**V.** Mrs. Anthony presented the Consent Docket: Document #58 – Approval of Minutes of January 15, 2015 Meeting; Document #59 - Acceptance of Review of Expenditures for January 2015; Document #60 – Contract Awards & Purchases; Document #61 – Request to Declare Furniture & Equipment Surplus.

Mrs. Anthony called for a motion.

**Mrs. Beth Toland moved to accept the consent docket. Mr. Ralph Bullard seconded. Questions and discussion followed; Motion passed unanimously.**

**VI.** Mrs. Anthony referred to Document #62 - Discussion, Consideration, and Possible Action: Revisions to Metropolitan Library System Policy and Procedures Manual.

Mrs. Kay Bauman, Deputy Executive Director/Library Operations highlighted the recommended changes to the commission adopted policy SF 910: Fee Schedule. Electronic devices (e.g. iPads) that customers may borrow and use in-house necessitates policy updates for if a device is returned late, damaged or lost. Questions and discussion followed.

Mrs. Anthony called for a motion.

**Mrs. Sharon Voorhees moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SF 910: Fee Schedule. Mrs. Susan Tucker seconded. No further discussion. Motion passed unanimously.**

**VII.** Mrs. Anthony referred to the Special Presentation ~ *Friends Annual Booksale* – Joe McReynolds.

Mr. McReynolds reported this year will be the 36<sup>th</sup> annual booksale. Over the years the Friends have given back over 3 million dollars to the library system. Mr. McReynolds handed out tickets and invited the commissioners to attend the presale event on Friday, February 20<sup>th</sup> at the State Fairgrounds.

Mrs. Anthony thanked Mr. McReynolds and the Friends for all they do for the Library System.

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

Mr. Rogers reported the "Hometown Teams" traveling Smithsonian exhibit, sponsored by the Oklahoma Humanities Council, will be unveiled at the Ralph Ellison Library on March 5<sup>th</sup>. The

Ralph Ellison library will need to be closed for installation of the exhibit. Once the specific information is available, Mr. Rogers will notify the commission of the details.

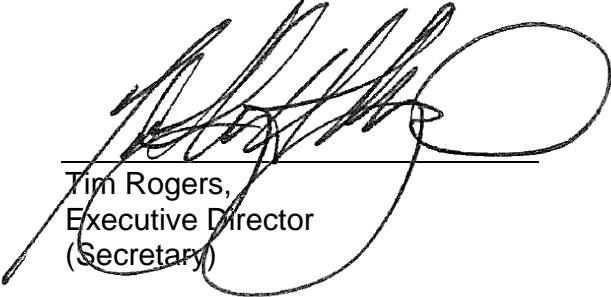
MLS will be co-hosting a Legislative Breakfast with the Pioneer Library System and Tulsa City-County Library on April 7 at the Capitol. Each library system will provide information to the legislators about the importance of state funding for library services. Mr. Rogers encouraged commission participation in the event and added that he will send out additional information once it's available.

The Library Endowment Trust's 13<sup>th</sup> annual Literary Voices™ dinner, featuring author P.J. O'Rourke, will be held on Tuesday, April 14 at the OKC Golf & Country Club. Invitations were included in commission packets.

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

**X.** The next regularly scheduled meeting will be held at the Midwest City Library on March 19, 2015.

There being no further business, the meeting was adjourned at 3:57pm.



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Tim Rogers,  
Executive Director  
(Secretary)

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

February 28, 2015

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

For comparison, 66.67% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of February 2015.

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# STATEMENT OF FINANCIAL CONDITION

February 28, 2015

## ASSETS

	Current Year	Previous Year
CASH	\$ 9,647,347.83	\$ 16,203,096.67
INVESTMENTS (Schedule attached)	24,113,029.80	18,158,102.20
PREPAID ACCOUNTS	25,000.00	25,000.00
TAXES RECEIVABLE: 2014-15 Ad Valorem Tax	32,464,608.00	31,260,747.00
Less: Reserve for Delinquent Tax	-2,951,341.00	-2,841,886.00
Budgeted Tax Revenue	29,513,267.00	28,418,861.00
Less: Tax Received	-25,529,187.17	-24,519,723.65
	3,984,079.83	3,899,137.35
<b>Total Assets</b>	<b>\$37,769,457.46</b>	<b>\$ 38,285,336.22</b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

### LIABILITIES:

Previous Year Reserve for Appropriations	\$393,339.66	\$227,063.49
Current Year Purchase Orders Outstanding	480,441.14	1,230,388.07
Previous Year Purchase Orders Outstanding	130,216.21	114,521.27
Checks Outstanding	290,956.92	178,177.98
<b>Total Liabilities</b>	<b>1,294,953.93</b>	<b>1,750,150.81</b>

### DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	3,984,079.83	3,899,137.35
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### FUND BALANCE:

Beginning of the Year	\$27,031,002.21	\$29,031,368.36
Add: Revenues		
Budgeted	26,006,920.17	24,900,723.65
Other	1,155,599.56	1,556,656.89
Less: Expenditures	(21,703,098.24)	(22,852,700.84)
<b>Total Fund Balance</b>	<b>32,490,423.70</b>	<b>32,636,048.06</b>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$37,769,457.46</b>	<b>\$ 38,285,336.22</b>
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**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
SCHEDULE OF INVESTMENT**

**As of February 28, 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	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/20/2015	1/20/2015	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	3/20/2014	3/20/2015	0.650%	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
Freddie Mac	1/6/2015	4/17/2015	0.200%	500,420.00
Federal Home Loan Bank	1/5/2015	7/30/2015	0.300%	500,850.00
Total Investments				<u>\$ 24,113,029.80</u>

**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF REVENUES, BUDGET VS. ACTUAL  
As of February 28, 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	\$ 342,432.44	\$ 25,529,187.17	86.50%	\$28,418,861.00	\$ 373,051.12	\$ 24,519,723.65	86.28%
State Aid	260,594.82	139,733.00	139,733.00	53.62%	258,653.00	-	-	0.00%
Fines	495,000.00	47,000.00	338,000.00	68.28%	468,000.00	50,000.00	381,000.00	81.41%
<b>Total Budgeted Revenue</b>	<b>\$ 30,268,861.82</b>	<b>\$ 529,165.44</b>	<b>\$ 26,006,920.17</b>	<b>85.92%</b>	<b>\$ 29,145,514.00</b>	<b>\$ 423,051.12</b>	<b>\$ 24,900,723.65</b>	<b>85.44%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 96,135.05	\$ 906,817.97			\$ 54,560.54	\$ 909,030.62	
Gifts and Lost Books Fees		0.00	0.00			0.00	0.00	
Investment Income		13,762.65	121,094.04			14,170.39	129,816.36	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		226.80	4,563.92			5,555.55	20,586.58	
Insurance Reimbursements		0.00	0.00			1,161.00	1,161.00	
Miscellaneous		3,392.04	123,123.63			5,753.56	496,062.33	
<b>Total Miscellaneous Revenue</b>		<b>\$ 113,516.54</b>	<b>\$ 1,155,599.56</b>			<b>\$ 81,201.04</b>	<b>\$ 1,556,656.89</b>	
<b>Total Revenue</b>	<b>\$ 30,268,861.82</b>	<b>\$ 642,681.98</b>	<b>\$ 27,162,519.73</b>	<b>89.74%</b>	<b>\$ 29,145,514.00</b>	<b>\$ 504,252.16</b>	<b>\$ 26,457,380.54</b>	<b>90.78%</b>

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

February 28, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 63,486.42	\$ 658.00	\$ 493.97	\$ 63,650.45
815 Fines	47,670.39	61,657.40	48,604.46	60,723.33
820 Copy	76,347.20	2,762.90	1,458.71	77,651.39
<b>Total Revolving Funds</b>	<b>\$ 187,504.01</b>	<b>\$ 65,078.30</b>	<b>\$ 50,557.14</b>	<b>\$ 202,025.17</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u><b>Special Grants</b></u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	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
902 14/ODL/LEGO Classroom Packs	727.50	756.68	756.68	0.00
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)
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	98,246.40	33,753.60
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	0.00	12,000.00
933 12/LET/Aviation	5,738.00	5,738.00	2,392.00	3,346.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<u><b>Friends Grants</b></u>				
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	58,021.33	12,978.67
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	5,832.55	167.45
898 14 Advertising Wraps	14,000.00	14,000.00	14,000.00	0.00
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	1,350.77	149.23
905 15 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	6,250.50	5,749.50
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	15,978.26	24,021.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
915 15 OCJJC Bookshelves	5,000.00	5,000.00	0.00	5,000.00
918 15 Lobby Benches	500.00	500.00	0.00	500.00
966 14 Staff Recognition	17,000.00	17,284.44	17,031.14	253.30
<b>Total Grants</b>				<u>211,135.53</u>
<b>Total Special Funds</b>				<u><u>\$ 413,160.70</u></u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of February 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	1,115,225.88	9,230,735.01	60.76	15,192,312.00	5,961,576.99
102	Wages - Part-time	169,587.81	1,394,131.38	52.04	2,678,988.00	1,284,856.62
103	Payroll Taxes	94,112.27	776,932.60	60.32	1,288,039.00	511,106.40
109	Workers Comp. Insurance	11,401.00	116,976.00	58.96	198,384.00	81,408.00
112	Group Insurance	242,768.49	1,904,574.72	60.42	3,152,195.00	1,247,620.28
113	Employees' Retirement	78,074.08	1,444,922.53	70.56	2,047,683.00	602,760.47
114	Unemployment Compen.	.00	13,067.99	43.56	30,000.00	16,932.01
Total Personal Services		1,711,169.53	14,881,340.23	60.52	24,587,601.00	9,706,260.77

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	.00	259,019.58	84.91	305,056.00	46,036.42
205	Rent of Library Buildings	7,715.31	68,864.07	74.73	92,155.00	23,290.93
207	Janitorial Services	31,776.56	294,837.93	51.60	571,446.00	276,608.07
208	Maintenance of Facilities	29,178.02	229,106.76	42.03	545,122.00	316,015.24
211	Parking & Transportation	12,436.84	113,151.15	59.38	190,570.00	77,418.85
212	Travel Expenses	1,944.37	27,632.37	27.32	101,144.00	73,511.63
213	Professional Services	6,064.96	256,306.58	60.25	425,410.00	169,103.42
214	Security Services	37,563.13	291,709.80	59.53	490,000.00	198,290.20
216	Telephone Services	14,957.75	94,562.67	26.97	350,592.00	256,029.33
217	Electrical Services	36,128.05	386,373.59	67.21	574,846.00	188,472.41
218	Gas Services	6,390.26	26,280.08	59.36	44,270.00	17,989.92
219	Water & Garbage Services	4,537.16	54,446.11	73.74	73,831.00	19,384.89
220	Trigen Energy Services	10,796.97	121,521.80	53.28	228,068.00	106,546.20
226	Memberships	1,671.00	17,826.00	63.22	28,199.00	10,373.00
230	Other Library-Related Serv.	6,580.04	350,499.55	73.11	479,386.00	128,886.45
231	Automation Contractual	61,819.86	327,126.70	56.13	582,810.00	255,683.30
236	Network Catalog Services	4,549.40	45,914.74	48.59	94,500.00	48,585.26
Total Contractual Services		274,109.68	2,965,179.48	57.27	5,177,405.00	2,212,225.52

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

FY-15

**Maintenance & Operations - Commodities**

<b>Acct</b>	<b>Purpose</b>	<b>This Month</b>	<b>Year to Date</b>	<b>Percent</b>	<b>Appropriation</b>	<b>Balance</b>
301	Printing & Printing Supplies	21,662.07	76,319.35	37.27	204,750.00	128,430.65
302	Postage	23,462.38	135,481.61	45.49	297,825.00	162,343.39
303	Supplies	18,139.84	185,418.61	41.36	448,272.00	262,853.39
310	Maintenance Supplies	.00	43,707.10	58.28	75,000.00	31,292.90
312	Safety Supplies & Equip.	83.20	5,196.98	64.56	8,050.00	2,853.02
321	Gasoline & Oil	1,687.43	20,204.27	40.41	50,000.00	29,795.73
322	Vehicle Parts & Repairs	47.15	5,426.28	18.09	30,000.00	24,573.72
330	Programming Activities	7,825.54	117,524.40	44.53	263,920.00	146,395.60
331	Other Commodities	594.97	10,364.77	25.70	40,328.00	29,963.23
Total Commodities		73,502.58	599,643.37	42.28	1,418,145.00	818,501.63

**Capital Outlays**

401	Books & Materials	321,229.27	2,461,596.91	48.24	5,103,220.00	2,641,623.09
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	.00	166,595.04	88.43	188,385.00	21,789.96
408	Furniture, Fixtures, & Equip.	13,727.91	107,570.12	36.43	295,302.00	187,731.88
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	.00	19,389.30	5.21	372,153.00	352,763.70
450	Capital Projects	188,887.92	495,773.54	8.43	5,878,384.00	5,382,610.46
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		523,845.10	3,256,935.16	13.13	24,797,220.56	21,540,285.40
Total Budget		2,582,626.89	21,703,098.24	38.77	55,980,371.56	34,277,273.32

Monthly Journal Entries -- February 2015

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
117	1001	Cash	\$ 14,000.00	
	3602	Interest income		\$ 14,000.00
		Interest on 3134g3a83		
<b><u>Tax revenues</u></b>				
118	1001	Cash	\$ 133,157.33	
	1201	Ad Valorem Tax - Current year		\$ 133,157.33
		Ad Valorem Tax apportioned by County for 1/26 to 1/30		
119	1001	Cash	\$ 96,143.06	
	3601	Prior year Tax		\$ 96,135.05
	1201	Ad Valorem Tax - Current year		\$ 8.01
		Ad Valorem Tax apportioned by County for 1/16 to 1/30		
120	1001	Cash	\$ 209,267.10	
	1201	Ad Valorem Tax - Current year		\$ 209,267.10
		Ad Valorem Tax apportioned by County for 2/1 to 2/13		
121	1001	Cash	\$ 139,733.00	
	3401	State Aid		\$ 139,733.00
		State Aid, 1st payment		
<b><u>Miscellaneous revenue</u></b>				
122	1001	Cash	\$ 3,392.04	
	3605	Mic. Reimbursements		\$ 3,392.04
		Almonte rent		
		badges	2.00	
		Insurance-J Johnson	1,074.78	
		Independent rebate	19.43	
		Insurance-D Morris	356.30	
		LET postage	84.23	
		Insurance-U Ward	356.30	
		Paycom test	(1.00)	
		café rent	1,500.00	
		<b>Total</b>	<b>\$ 3,392.04</b>	
123	1001	Cash	\$ 226.80	
	3606	Surplus		\$ 226.80
		Scrap sale		
<b><u>Fines</u></b>				
124	1001	Cash	\$ 47,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 47,000.00
		Fines transferred to General Fund in February		

**Payable entries**

125	3001	Current Year Reserv. for Appropriations.	\$	2,582,526.81	
	3011	Current Year P.O. Outstanding			\$ 2,582,526.81
		Purchase orders issued in February			
126	3011	Current Year P.O. Outstanding	\$	2,357,207.17	
	3012	Prior Year P.O. Outstanding	\$	95,121.24	
	3021	Current Year Warrants Outstanding			\$ 2,452,328.41
		Checks issued in February			
127	3021	Current Year Warrants Outstanding	\$	2,525,168.52	
	1001	Cash			\$ 2,525,168.52
		Checks cleared Bank in February			

**Bank interest and fees**

128	1001	Cash			\$ 237.35
	3602	Bank Fees	\$	437.81	
	3602	Interest Income			\$ 200.46
		Interest and fees from GF checking account			
129	8000	Special Fund Cash			\$ 208.43
	8815	Bank Fees	\$	217.69	
	8815	Interest Income			\$ 9.26
		Interest and fees from SF checking account			

**Special funds**

130	8000	Special Fund Cash	\$	65,069.04	
	8815	Fines			\$ 61,648.14
	8820	Copy			\$ 2,762.90
	8805	Gift/Lost Books			\$ 658.00
		Revenues of special funds received in February			
131	8000				\$ 60,961.68
	8815	Fines	\$	48,386.77	
	8820	Copy	\$	1,458.71	
	8805	Gift/Lost Books	\$	493.97	
	8906		\$	600.00	
	8904		\$	22.23	
	8908		\$	5,000.00	
	8909		\$	5,000.00	
		Expenditures of special funds in February			

Grand Total

\$ 8,329,629.29 \$ 8,329,629.29

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03036	O G & E	Electrical Services	1,095.45	1,095.45
G-03037	Oklahoma Natural Gas Co.	Gas Services	1,085.77	1,085.77
G-03038	Tindle Arnold	Transportation	28.22	28.22
G-03039	Recorded Books, LLC	Books & Materials	1,866.11	1,866.11
G-03040	Thorndike/Gale Group	Books & Materials	1,174.86	1,174.86
G-03041	Blackstone Audio Books	Books & Materials	420.00	420.00
G-03042	Cheryll Jones	Programming Activities	53.60	53.60
G-03043	Gateway Films/Vision Video	Books & Materials	1,453.18	1,453.18
G-03044	Ingram Library Service	Books & Materials	1,593.89	1,593.89
G-03045	Findaway World, LLC	Books & Materials	5,441.23	5,441.23
G-03046	Employment Technologies Corp	Professional Services	450.00	450.00
G-03047	AV Cafe Inc	Books & Materials	646.59	646.59
G-03048	Ingram Library Service	Books & Materials	481.40	481.40
G-03049	Center Point Large Print	Books & Materials	217.47	217.47
G-03050	Baker & Taylor Entertainment	Books & Materials	3,412.78	3,412.78
G-03051	Imagination Promotional Group	Programming Activities	357.22	
		Printing/Printing Supply	80.00	437.22
G-03052	Baker & Taylor Books	Books & Materials	3,029.58	
		Books & Materials	4,362.48	
		Books & Materials	3,971.37	
		Books & Materials	3,132.03	
		Books & Materials	1,543.68	16,039.14
G-03053	Baker & Taylor Books	Books & Materials	2,144.89	
		Books & Materials	855.70	3,000.59
G-03054	Baker & Taylor Books	Books & Materials	93.14	93.14
G-03055	Kelly Dalrymple	Programming Activities	43.09	
		Programming Activities	23.35	
		Programming Activities	28.51	94.95
G-03056	Baker & Taylor Entertainment	Books & Materials	734.06	734.06
G-03057	Bank of Oklahoma	Payroll Transmittal-Chks	25,887.97	
		Payroll Transmittal-Chks	10,656.91	36,544.88
G-03058	Bank of Oklahoma	Federal Withholding Tax	58,943.85	
		Federal Withholding Tax	4,696.00	63,639.85
G-03059	Oklahoma Tax Commission	State Withholding Tax	17,739.00	
		State Withholding Tax	1,029.00	18,768.00
G-03060	Mun. Employees Credit Union	Employee Cr Union Deducts	10,492.08	
		Employee Cr Union Deducts	95.00	10,587.08
G-03061	United Way of Central Oklahoma	Employee Deductions	513.85	
		Employee Deductions	27.75	541.60
G-03062	HealthSmart Benefit Solutions	Employee Deductions	172.50	172.50
G-03063	Bank of America	Payroll Transmittal-DDep	331,719.52	
		Payroll Transmittal-DDep	61,525.60	
		Payroll Transmittal-DDep	990.00	394,235.12
G-03064	Nationwide Retirement Solution	Employee Deductions	5,035.38	5,035.38
G-03065	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-03066	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,768.34	2,768.34
G-03067	Bank of Oklahoma	Employee Flexplan Deposit	35,166.61	35,166.61
G-03068	Bank of Oklahoma	Employee Soc/Sec Deposits	32,194.58	
		Employee Soc/Sec Deposits	5,251.49	
		Employee Medicare Deposit	7,529.42	
		Employee Medicare Deposit	1,228.15	
		Employer Soc/Sec Deposits	37,446.01	

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General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03068	Bank of Oklahoma	Employer Medicare Deposit	8,757.51
G-03069	MassMutual Financial Group	Employee Contrib -- DC PI	21,956.99
		Employee Contrib -- DC PI	55.56
		Employer Contrib -- DC PI	38,923.25
G-03070	Pioneer Credit Recovery	Employee Deductions	162.89
G-03071	Robinson & Hoover	Employee Deductions	136.09
G-03072	ODHS Oklahoma Centralized	Employee Deductions	311.21
G-03073	Administrative Services	Employee Deductions	1,448.09
G-03074	UNUM Life Insurance	Employee Deductions	1,099.50
		Employee Deductions	37.30
G-03075	UNUM Life Insurance	Grp L-T Disab Ins Prm-Feb	6,959.12
G-03076	CompSource Oklahoma	Workers Comp Insurance	12,701.00
G-03077	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-Feb	55,911.53
G-03078	Vision Service Plan of	Grp Vision Ins Prem-Feb.	2,840.17
G-03079	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Feb	173,363.37
G-03080	UNUM Life Insurance	Grp LTC Insurance Prm-Feb	1,305.30
G-03081	Bradford Industrial Supply	Maintenance of Facilities	30.10
G-03082	O G & E	Electrical Services	222.63
		Electrical Services	1,659.60
G-03083	Oklahoma Natural Gas Co.	Gas Services	504.98
		Gas Services	136.47
		Gas Services	216.84
		Gas Services	382.22
G-03084	City of Oklahoma City	Water & Garbage Services	37.52
		Water & Garbage Services	323.53
G-03085	City of the Village	Water & Garbage Services	91.41
G-03086	Brodart Co.	Supplies	1,352.96
		Supplies	2,765.00
G-03087	Southwestern Stationers, Inc.	Supplies	24.00
		Supplies	61.83
		Supplies	371.28
G-03088	Hunzicker Brothers, Inc.	Maintenance of Facilities	300.00
G-03089	Locke Supply Co.	Maintenance of Facilities	483.75
		Maintenance of Facilities	4.68
		Maintenance of Facilities	1.01
		Maintenance of Facilities	39.24
		Maintenance of Facilities	342.90
		Maintenance of Facilities	2.14
		Maintenance of Facilities	95.26
G-03090	Tech-Lock	Maintenance of Facilities	3.00
G-03091	Demco	Supplies	234.98
G-03092	Gale/ Cengage Learning, Inc.	Books & Materials	1,669.15
G-03093	Baker & Taylor Books	Books & Materials	4,155.24
G-03094	American Express	Maintenance Supplies	358.92
		Postage	84.85
		Supplies	59.58
		Supplies	24.93
		Automation Contractual	149.00
G-03095	Bill Warren Office Products	Supplies	10.14
G-03096	Charles S. Isaacs	Telephone Services	35.00
		Transportation	52.56

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03097	American Library Association	Memberships	372.00	372.00
G-03098	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03099	Recorded Books, LLC	Books & Materials	2,953.20	
		Books & Materials	5,743.11	8,696.31
G-03100	Johnstone Supply	Maintenance of Facilities	195.93	
		Maintenance of Facilities	29.14	225.07
G-03101	Thorndike/Gale Group	Books & Materials	4,415.51	4,415.51
G-03102	Anne G. Fischer	Transportation	119.91	119.91
G-03103	Friday	Library-related Services	900.00	900.00
G-03104	Independent Stationers	Supplies	23.26	
		Supplies	159.30	
		Supplies	63.04	245.60
G-03105	Full Circle Bookstore	Books & Materials	63.92	63.92
G-03106	Conney Safety Products	Supplies	50.41	50.41
G-03107	Jonathan Willis	Transportation	76.72	76.72
G-03108	AT&T	Telephone Services	1,210.35	1,210.35
G-03109	Oklahoma Gazette	Printing/Printing Supply	1,741.00	1,741.00
G-03110	A T & T Mobility	Telephone Services	144.70	144.70
G-03111	Scott's Printing & Copying	Printing/Printing Supply	1,046.08	1,046.08
G-03112	Brilliance Corporation	Books & Materials	2,441.49	2,441.49
G-03113	ALA Registration Dept	Professional Services	255.00	255.00
G-03114	Ingram Library Service	Books & Materials	1,155.57	
		Books & Materials	720.87	1,876.44
G-03115	Julie Ballou	Professional Services	255.00	255.00
G-03116	XPEDX	Supplies	1,462.48	
		Maintenance Supplies	8,679.30	
		Supplies	2,233.60	
		Supplies	159.72	12,535.10
G-03117	Lakeshore Learning Materials	Programming Activities	121.18	121.18
G-03118	OverDrive, Inc.	Books & Materials	6,688.61	
		Network Catalog Services	281.00	6,969.61
G-03119	Findaway World, LLC	Supplies	1,049.00	
		Books & Materials	353.41	
		Books & Materials	1,928.11	3,330.52
G-03120	Fuelman	Gasoline & Oil	1,674.33	
		Vehicle Parts & Repairs	8.00	1,682.33
G-03121	Chickasaw Telecom, Inc.	Automation Contractual	1,567.13	1,567.13
G-03122	AV Cafe Inc	Books & Materials	62.84	
		Books & Materials	1,175.46	1,238.30
G-03123	Matthew Cotter	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-03124	Ingram Library Service	Books & Materials	1,565.57	
		Books & Materials	378.28	1,943.85
G-03125	Town of Luther	Water & Garbage Services	37.60	37.60
G-03126	The Black Chronicle	Printing/Printing Supply	900.00	900.00
G-03127	Landon Holman	Transportatin	37.26	37.26
G-03128	Home Depot Credit Services		1,979.10	
		Maintenance of Facilities	31.58	2,010.68
G-03129	Evans Hardware	Maintenance of Facilities	13.98	13.98
G-03130	Cindy Revels-Nigg	Programming Activities	85.63	85.63
G-03131	Batteries Sooner LLC	Maintenance of Facilities	57.71	57.71
G-03132	Steve's Wholesale Distributors	Maintenance of Facilities	104.85	

\*\* Continued \*\*

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03132	Steve's Wholesale Distributors	Maintenance of Facilities	10.24	115.09
G-03133	Westlake Hardware	Maintenance of Facilities	9.99	9.99
G-03134	ProQuest	Books & Materials	20,330.00	20,330.00
G-03135	Cintas	Maintenance of Facilities	140.00	140.00
G-03136	Postmaster	Postage	3,000.00	3,000.00
G-03137	Omnigraphics, Inc.	Books & Materials	1,631.07	1,631.07
G-03138	City of Harrah Acct 02-0121-01	Water & Garbage Services	64.00	64.00
G-03139	Oklahoma Literacy Coalition	Memberships	40.00	40.00
G-03140	Amazon/GE Money Bank	Supplies	16.32	
		Supplies	80.29	
		Programming	92.41	
		Maintenance Supplies	271.56	
		Supplies	469.24	
		Programming	30.43	960.25
G-03141	United Parcel Service	Postage	40.61	
		Postage	497.23	537.84
G-03142	John Wood	Telephone Services	50.00	50.00
G-03143	City of Choctaw	Water & Garbage Services	77.34	77.34
G-03144	Office Depot Credit Plan	Supplies	41.91	41.91
G-03145	Irrigation Station, LLP	Maintenance of Facilities	13.06	13.06
G-03146	Baker & Taylor Entertainment	Books & Materials	1,537.55	
		Books & Materials	1,054.01	
		Books & Materials	2,245.39	
		Books & Materials	183.30	5,020.25
G-03147	Walmart Community/GEGRB	Other Commodities	170.60	170.60
G-03148	MetroFamily Magazine	Printing/Printing Supply	1,449.00	1,449.00
G-03149	Pamela Buchanan	Telephone Services	35.00	
		Transportation	107.01	142.01
G-03150	Thomas P. Gallagher	Transportation	25.00	25.00
G-03151	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-03152	Laura McMurtry	Telephone Services	35.00	
		Transportation	44.56	79.56
G-03154	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-03155	Cox Communications, Inc.	Telephone Services	213.97	213.97
G-03156	Baker & Taylor Books	Books & Materials	1,315.94	
		Books & Materials	2,461.67	
		Books & Materials	2,946.82	
		Books & Materials	3,196.18	
		Books & Materials	3,359.19	
		Books & Materials	2,978.76	
		Books & Materials	1,097.09	17,355.65
G-03157	Baker & Taylor Books	Books & Materials	690.96	
		Books & Materials	738.64	
		Books & Materials	138.59	
		Books & Materials	1,496.25	
		Books & Materials	1,186.68	4,251.12
G-03158	Baker & Taylor Books	Books & Materials	609.30	609.30
G-03159	Trak-1 Technology, Inc.	Professional Services	123.96	123.96
G-03160	G4S Secure Solutions	Security Services	9,277.81	9,277.81
G-03161	Superior Linen Service	Supplies	14.50	14.50

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03162	Sabre Technologies	Automation Contractual	4,000.00	4,000.00
G-03163	Smart Technologies	Automation Contractual	3,565.00	3,565.00
G-03164	RB Floor Care Services Inc.	Maintenance of Facilities	986.00	
		Maintenance of Facilities	470.50	
		Maintenance of Facilities	580.00	2,036.50
G-03165	Quik Print	Printing/Printing Supply	48.84	48.84
G-03166	Stacy Schrank	Travel Expenses	1,018.94	1,018.94
G-03167	KOCO	Library-Related Services	5,070.00	5,070.00
G-03168	Oklahoma Department of Labor	Maintenance of Facilities	25.00	25.00
G-03169	The Terminix International Co.	Pest Control	640.00	
		Pest Control	470.00	
		Janitorial Services	226.00	
		Maintenance of Facilities	495.00	1,831.00
G-03170	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-03171	C.O.T.P.A.	Parking	1,600.00	
		Parking Coupons	100.00	1,700.00
G-03172	Clear Channel Airports	Library-Related Services	895.00	895.00
G-03173	City of Del City	Rent of Library Buildings	400.00	400.00
G-03174	O G & E	Electrical Services	953.73	
		Electrical Services	3,911.46	
		Electrical Services	145.90	
		Electrical Services	1,404.59	6,415.68
G-03175	Oklahoma Natural Gas Co.	Gas Services	33.84	33.84
G-03176	City of Oklahoma City	Water & Garbage Services	202.58	
		Water & Garbage Services	394.31	
		Water & Garbage Services	242.07	
		Water & Garbage Services	377.88	
		Water & Garbage Services	259.16	1,476.00
G-03177	Southwestern Stationers, Inc.	Supplies	124.80	124.80
G-03178	Locke Supply Co.	Maintenance of Facilities	12.99	
		Maintenance of Facilities	87.65	
		Maintenance of Facilities	16.88	117.52
G-03179	Demco	Supplies	47.07	47.07
G-03180	Gale/ Cengage Learning, Inc.	Books & Materials	44,077.95	44,077.95
G-03181	The University of Oklahoma	Printing/Printing Supply	1,449.00	
		Printing/Printing Supply	7,700.00	
		Programming Activities	204.00	9,353.00
G-03182	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-03183	City of Edmond	Electrical Services	5,270.07	5,270.07
G-03184	U.S. Postal Service	Postage	40.83	40.83
G-03185	Infobase Learning	Books & Materials	8,296.10	8,296.10
G-03186	Recorded Books, LLC	Books & Materials	1,657.64	1,657.64
G-03187	U.S. Postmaster	Postage	220.00	220.00
G-03188	Anne G. Fischer	Professional Services	255.00	255.00
G-03189	Copelin's Office Center	Supplies	330.00	330.00
G-03190	Independent Stationers	Supplies	53.90	
		Supplies	45.66	
		Supplies	8.44	
		Supplies	102.84	210.84
G-03191	OHC of the Southwest, P.A.	Professional Services	90.00	90.00
G-03192	Lanny B. Myers	Telephone Services	35.00	35.00
G-03193	Scott's Printing & Copying	Printing/Printing Supply	542.38	542.38

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03194	OCLC, Inc.	Network Catalog Services	4,268.40	4,268.40
G-03195	Hobby Lobby	Programming Activities	93.94	
		Programming Activities	102.56	196.50
G-03196	HAJOCA Oklahoma City	Maintenance of Facilities	95.00	95.00
G-03197	Ingram Library Service	Materials	114.13	
		Books & Materials	1,141.69	1,255.82
G-03198	Albert H Bostick, Jr.	Programming Activities	250.00	250.00
G-03199	Walker Companies	Printing/Printing Supply	372.00	
		Printing/Printing Supply	40.00	412.00
G-03200	Lakeshore Learning Materials	Programming Supplies	222.89	
		Programming Supplies	128.39	351.28
G-03201	OverDrive, Inc.	Books & Materials	18,737.43	18,737.43
G-03202	Findaway World, LLC	Books & Materials	188.96	188.96
G-03203	Scovil & Sides Hardware Co.	Maintenance of Facilities	15.00	15.00
G-03204	Aqualife Aquarium Systems, Inc	Supplies	118.50	118.50
G-03205	AV Cafe Inc	Books & Materials	1,207.17	1,207.17
G-03206	Ingram Library Service	Books & Materials	548.84	
		Books & Materials	444.81	993.65
G-03207	Meghan Attalla	Programming Activities	74.53	74.53
G-03208	Jana Hausburg	Programming Activities	8.67	8.67
G-03209	Barnes & Noble, Inc.	Books & Materials	215.70	215.70
G-03210	Center Point Large Print	Books & Materials	1,174.32	
		Books & Materials	941.88	2,116.20
G-03211	Evans Hardware	Maintenance of Facilities	53.66	
		Maintenance of Facilities	44.45	
		Maintenance of Facilities	12.68	
		Maintenance of Facilities	4.58	115.37
G-03212	Tracey Thompson	Travel Expenses	130.65	130.65
G-03213	Debra Jackson	Transportation	11.00	11.00
G-03214	Steve's Wholesale Distributors	Maintenance of Facilities	35.24	35.24
G-03215	Bank of America	Library-related Services	269.14	269.14
G-03216	Mailing Services -134730000	Printing/Printing Supply	431.52	431.52
G-03217	Chase Card Services	Telephone Services	10.56	
		Automation	113.75	
		Postage	99.85	
		Supplies	59.30	
		Programming	49.49	
		Programming	44.25	
		Printing Supplies	58.44	
		Printing Supplies	1,983.68	
		Automation Contractual	19.00	
		Library-related Services	924.83	
		Travel Expenses	781.20	
		Supplies	9.57	
		Automation	1,109.95	
		Maintenance of Facilities	639.92	
		Equipment	274.67	
		Equipment	261.12	
		Maintenance of Facilities	15.87	
		Programming	64.95	
		Maintenance of Facilities	947.56	
		Automatin Contractual	38.00	

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General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03217	Chase Card Services	Programming Activities	24.67
		Professional Services	199.00
		Supplies	119.64
G-03218	City of Edmond	Water & Garbage Services	327.83
G-03219	Sally Gray	Memberships	100.00
G-03220	Amazon/GE Money Bank	Programming	100.09
		Supplies	166.02
		Programming Supplies	118.68
		Maintenance of Facilities	15.96
		Programming	173.37
		Printing Supplies	498.93
G-03221	United Parcel Service	Postage	3.60
		Postage	8.36
		Postage	18.39
		Postage	464.58
G-03222	Oklahoma Press Service	Library-related Services	97.10
G-03223	Office Depot Credit Plan	Supplies	105.94
G-03224	Todd Olberding	Travel Expenses	286.20
		Travel Expenses	767.82
G-03225	Cox Communications, Inc.	Telephone Services	3,552.36
		Telephone Services	3,991.36
G-03226	Baker & Taylor Entertainment	Books & Materials	1,791.19
		Books & Materials	1,480.56
		Books & Materials	119.92
G-03227	Todd Podzemny	Other Commodities	24.13
G-03228	Kimberly A Terry	Travel Expenses	441.23
		Transportation	184.05
G-03229	The Great Courses	Books & Materials	489.00
G-03230	O'Reilly Automotive Stores,	Maintenance of Facilities	13.99
G-03231	Metro Monitor, Inc.	Library-related Services	95.00
G-03232	Roberto Soto	Professional Services	20.00
G-03233	Darrie Breathwit	Programming Activities	85.42
G-03234	Engineered Equipment Inc.	Maintenance of Facilities	158.91
G-03235	Jenny Bodenhamer	Memberships	100.00
G-03236	Alexis Whitney	Programming Activities	30.76
		Programming Activities	28.02
		Programming Activities	3.60
G-03237	Kelly D Smith	Programming Activities	60.00
G-03238	Cintas Corporation 064	Maintenance of Facilities	144.95
G-03239	Albert Brown	Telephone Services	30.84
G-03240	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00
		Maintenance of Facilities	95.00
G-03241	Joey's Pizzeria	Other Commodities	75.00
G-03242	Faith Centered Resources	Books & Materials	769.81
G-03243	Oklahoma City Police Dept.	Maintenance of Facilities	68.00
G-03244	Morrison Supply Company	Capital Projects	60.36
		Maintenance of Facilities	14.40
		Maintenance of Facilities	495.00
G-03245	Cox Communications, Inc.	Telephone Services	1,310.57
		Telephone Services	352.49
		Telephones Services	501.40

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03246	Sarah Blaney	Other Commodities	24.59	24.59
G-03247	Baker & Taylor Books	Books & Materials	1,821.62	
		Books & Materials	2,054.01	
		Books & Materials	1,754.26	
		Materials	1,994.52	
		Materials	1,917.38	
		Books & Materials	649.76	10,191.55
G-03248	Baker & Taylor Books	Books & Materials	2,172.20	
		Books & Materials	1,536.68	
		Books & Materials	1,297.64	
		Books & Materials	3,434.79	
		Books & Materials	3,269.35	11,710.66
G-03249	Baker & Taylor Books	Books & Materials	3,342.32	
		Books & Materials	1,129.63	4,471.95
G-03250	Meaghan Hunt Wilson	Memberships	93.00	
		Programming Activities	40.32	133.32
G-03251	David Newyear	Supplies	12.33	
		Supplies	8.60	20.93
G-03252	G4S Secure Solutions	Security Services	9,377.23	9,377.23
G-03253	Superior Linen Service	Supplies	29.00	29.00
G-03254	Nicoma Park Lumber Co	Maintenance of Facilities	77.17	77.17
G-03255	RB Floor Care Services Inc.	Maintenance of Facilities	1,696.00	
		Maintenance of Facilities	1,030.00	2,726.00
G-03256	Cheryl Coleman	Programming Activities	24.95	
		Programming Activities	30.21	55.16
G-03257	Veolia Energy Oklahoma City,	Veolia Energy Services	10,796.97	10,796.97
G-03258	Diane Sharp	Programming Activities	20.66	20.66
G-03259	Global Industrial Equipment	Maintenance of Facilities	50.04	50.04
G-03260	Personalized Prevention	Professional Services	707.00	707.00
G-03261	Baker & Taylor Entertainment	Books & Materials	215.80	
		Books & Materials	89.88	305.68
G-03262	R. Justin Herwig	Telephone Services	35.00	35.00
G-03263	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	
		Library-related Services	1,450.00	3,070.00
G-03264	Chris Kennedy	Supplies	8.66	8.66
G-03265	Lindsay Jones Egle	Programming Activities	16.20	16.20
G-03266	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-03267	Oklahoma Turnpike Authority	Gasoline & Oil	13.10	13.10
G-03268	Jon Vodka	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-03269	Signature Landscape LLC	Maintenance of Facilities	2,874.36	2,874.36
G-03270	Timothy H Rogers	Transprotation	650.00	650.00
G-03271	Rebecca Bornstein	Proramming Activities	200.00	200.00
G-03272	Oklahoma Black Museum	Programming Activities	100.00	100.00
G-03273	Bank of Oklahoma	Payroll Transmittal-Chks	26,242.37	
		Payroll Transmittal-Chks	10,385.28	36,627.65
G-03274	Bank of Oklahoma	Federal Withholding Tax	62,405.85	
		Federal Withholding Tax	4,893.00	67,298.85
G-03275	Oklahoma Tax Commission	State Withholding Tax	18,776.00	
		State Withholding Tax	1,107.00	19,883.00
G-03276	Mun. Employees Credit Union	Employee Cr Union Deducts	10,722.08	
		Employee Cr Union Deducts	95.00	10,817.08

General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03277	United Way of Central Oklahoma	Employee Deductions	513.85	
		Employee Deductions	22.75	536.60
G-03278	Bank of America	Payroll Transmittal-DDep	349,085.55	
		Payroll Transmittal-DDep	61,885.58	410,971.13
G-03279	Nationwide Retirement Solution	Employee Deductions	5,060.38	5,060.38
G-03280	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-03281	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,767.70	2,767.70
G-03282	Bank of Oklahoma	Employee Flexplan Deposit	14,684.58	14,684.58
G-03283	Bank of Oklahoma	Employee Soc/Sec Deposits	33,557.72	
		Employee Soc/Sec Deposits	5,270.21	
		Employee Medicare Deposit	7,848.09	
		Employee Medicare Deposit	1,232.57	
		Employer Soc/Sec Deposits	38,827.95	
		Employer Medicare Deposit	9,080.80	95,817.34
G-03284	MassMutual Financial Group	Employee Contrib -- DC PI	22,075.79	
		Employee Contrib -- DC PI	61.73	
		Employer Contrib -- DC PI	39,150.83	61,288.35
G-03285	Pioneer Credit Recovery	Employee Deductions	172.51	172.51
G-03286	Robinson & Hoover	Employee Deductions	50.43	50.43
G-03287	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-03288	Administrative Services	Employee Deductions	1,448.09	1,448.09
G-03289	O G & E	Electrical Services	2,350.56	
		Electric Services	670.48	
		Electrical Services	10,603.25	
		Electrical Services	2,834.75	
		Electrical Services	1,733.93	
		Electrical Services	1,118.93	19,311.90
G-03290	Oklahoma Natural Gas Co.	Gas Services	476.59	
		Gas Services	340.22	
		Gas Services	549.03	
		Gas Services	154.36	
		Gas Services	331.76	
		Gas Services	800.76	
		Gas Services	23.73	
		Gas Services	448.15	
		Gas Services	78.28	3,202.88
G-03291	City of Bethany	Water & Garbage Services	121.41	121.41
G-03292	City of Oklahoma City	Water & Garbage Services	653.15	
		Water & Garbage Services	78.75	731.90
G-03293	Southwestern Stationers, Inc.	Supplies	11.06	11.06
G-03294	Locke Supply Co.	Maintenance of Facilities	47.50	
		Maintenance of Facilities	85.58	133.08
G-03295	Tech-Lock	Maintenance of Facilities	3.50	
		Maintenance of Facilities	97.95	101.45
G-03296	Demco	Supplies	1,695.87	
		Supplies	166.14	1,862.01
G-03297	Gale/ Cengage Learning, Inc.	Books & Materials	1,268.25	1,268.25
G-03298	AT&T	Telephone Services	687.72	
		Telephone Services	838.73	
		Telephone Services	844.42	2,370.87
G-03299	Oklahoma Library Association	Professional Services	320.00	320.00
G-03300	Baker & Taylor Books	Books & Materials	3,617.42	3,617.42



General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03301	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03302	American Library Association	Memberships	255.00	255.00
G-03303	Denyvretta Davis	Travel Expenses	991.46	991.46
G-03304	Thorndike/Gale Group	Books & Materials	1,280.60	1,280.60
G-03305	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-03306	Commercial Concepts, Inc.	Capital Projects	3,750.00	3,750.00
G-03307	Diane Sarantakos	Travel Expenses	991.87	991.87
G-03308	HAJOCA Oklahoma City	Maintenance of Facilities	87.89	87.89
G-03309	Ingram Library Service	Books & Materials	15.97	15.97
G-03310	Albert H Bostick, Jr.	Programming Activities	250.00	250.00
G-03311	Summit Mailing Systems, Inc.	Postage	298.95	298.95
G-03312	OverDrive, Inc.	Books & Materials	12,320.08	
		Books & Materials	2,742.41	15,062.49
G-03313	Findaway World, LLC	Books & Materials	299.88	299.88
G-03314	Deborah Williams	Programming Activities	3,000.00	3,000.00
G-03315	Ginger Waldrip	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-03316	Ingram Library Service	Books & Materials	1,887.34	
		Books & Materials	9.58	1,896.92
G-03317	Voss Lighting	Maintenance of Facilities	1,211.20	1,211.20
G-03318	Center Point Large Print	Books & Materials	478.17	478.17
G-03319	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-03320	Evans Hardware	Maintenance of Facilities	11.98	11.98
G-03321	Associated Appliance, Inc.	Maintenance of Facilities	49.99	49.99
G-03322	Steve's Wholesale Distributors	Maintenance of Facilities	17.14	17.14
G-03323	Ellen I. Mercer	Programming Activities	75.00	75.00
G-03324	MAC Systems, Inc.	Maintenance of Facilities	420.00	
		Maintenance of Facilities	153.00	573.00
G-03326	Amazon/GE Money Bank	Programming Supplies	67.16	
		Supplies	76.00	143.16
G-03327	United Parcel Service	Postage	413.25	413.25
G-03328	Office Depot Credit Plan	Supplies	23.57	23.57
G-03329	Kaplan Early Learning Company	Supplies	365.22	365.22
G-03330	Baker & Taylor Entertainment	Books & Materials	3,052.60	
		Books & Materials	3,509.27	
		Books & Materials	2,165.95	8,727.82
G-03331	Walmart Community/GECRB	Programming Activities	45.58	
		Programming Activities	50.17	95.75
G-03332	The Meadows	Library-related Services	45.00	45.00
G-03333	Preston Bell	Transportation	50.00	50.00
G-03334	American Library Association	Library-related Services	195.25	195.25
G-03335	Star Lighting	Maintenance of Facilities	177.54	
		Maintenance of Facilities	10.76	188.30
G-03336	SmithKor Investments LLC	Rent of Library Buildings	7,315.31	7,315.31
G-03337	2M Solutions, Inc	Equipment	159.27	159.27
G-03338	Faith Centered Resources	Books & Materials	240.00	240.00
G-03339	Cox Communications, Inc.	Telephone Services	12.94	12.94
G-03340	Baker & Taylor Books	Books & Materials	2,585.60	
		Books & Materials	1,657.28	

\*\* Continued \*\*



General Fund F.Y. 14-15

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
G-03374	Ingram Library Service	Books & Materials	75.96	75.96
G-03375	Jana Hausburg	Other Commodities	22.76	22.76
G-03376	Scholastic Library	Books & Materials	101.50	101.50
G-03377	Cintas	Maintenance of Facilities	140.00	140.00
G-03378	Clyde Herrod	Memberships	100.00	100.00
G-03379	Amazon/GE Money Bank	Supplies	50.94	50.94
G-03380	NeoPost USA Inc	Maintenance of Facilities	1,634.52	1,634.52
G-03381	United Parcel Service	Postage	412.58	412.58
G-03382	Baker & Taylor Books	Books & Materials	946.95	946.95
G-03383	Baker & Taylor Entertainment	Books & Materials	5,797.55	
		Books & Materials	43.14	5,840.69
G-03384	Elisabeth Wright	Programming Activities	17.07	17.07
G-03385	Walmart Community/GEGRB	Supplies	46.31	
		Supplies	53.22	
		Programming Activities	5.34	
		Programming Activities	39.88	144.75
G-03386	Kimberly A Terry	Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Supplies	61.20	211.20
G-03387	Mary Long	Memberships	100.00	100.00
G-03388	John Utley	Telephone Services	35.00	35.00
G-03389	Cintas Corporation 064	Maintenance of Facilities	504.72	504.72
G-03390	Edie Daniel	Programming Activities	75.00	75.00
G-03391	Joshua Jordan	Programming Activities	14.09	
		Programming Activities	21.67	35.76
G-03392	Baker & Taylor Books	Books & Materials	3,510.04	
		Books & Materials	1,574.89	
		Books & Materials	444.56	5,529.49
G-03393	Baker & Taylor Books	Books & Materials	2,066.05	2,066.05
G-03394	Baker & Taylor Books	Books & Materials	1,080.58	1,080.58
G-03395	Vickie Saxton	Programming Activities	14.85	14.85
G-03396	G4S Secure Solutions	Security Services	9,475.74	9,475.74
G-03397	Mascots, Etc.	Programming Activities	150.00	150.00
G-03398	Lloyd Lovely	Other Commodities	39.89	39.89
G-03399	Christine Bassett	Programming Activities	19.57	19.57
G-03400	Rachel Kopchick	Programming Activities	94.74	94.74
G-03401	RB Floor Care Services Inc.	Janitorial Services	300.00	
		Janitorial Services	300.00	
		Janitorial Services	1,347.00	1,947.00
G-03402	Cheryl Coleman	Programming Activities	10.46	
		Programming Activities	11.12	21.58
G-03403	Joe H Shelton	Programming Activities	47.69	47.69
G-03404	Baker & Taylor Entertainment	Books & Materials	15.24	15.24
G-03405	Chris Kennedy	Supplies	31.34	
		Programming Activities	29.99	61.33
G-03406	Regina Fields	Postage	28.80	28.80
G-03407	Ed Dillard	Telephone Services	35.00	35.00
G-03408	Dave Mack	Telephone Services	35.00	35.00
G-03409	Mark D Vance	Telephone Services	35.00	35.00
G-03410	Timothy H Rogers	Salaries	5,729.04	5,729.04
G-03411	Edgar Nunez	Telephone Services	35.00	

\*\* Continued \*\*

General Fund F.Y. 14-15

**Warrant Register**

February 2015

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>	<b>Amount</b>	
	** Continued **			
G-03411	Edgar Nunez	Telephone Services	35.00	70.00
G-03412	David Schuler	Telephone Services	35.00	35.00
G-03413	C.O.T.P.A.	Parking	1,708.00	
		Parking	2,562.00	
		Parking	2,028.25	
		Parking	4,376.75	10,675.00
G-03414	Mediterranean Imports and Deli	Other Commodities	131.00	131.00
Total of FY 14-15 Warrants Issued			\$ 2,357,307.17	

General Fund F.Y. 13-14

**Warrant Register**

February 2015

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06308	Chickasaw Telecom, Inc.	Automation	95,121.24	95,121.24
		Total of FY 13-14 Warrants Issued		\$ 95,121.24

Special Funds

Warrant Register

February 2015

Number	Vendor/Payee	Purpose		Amount
S-20377	Imagenation Promotional Group	50th Anniversary T-Shirts	280.00	280.00
S-20378	Stephanie K. Cassada	Lost & Paid Materials	15.95	15.95
S-20379	Katie Beeton	Lost & Paid Item Returned	10.95	10.95
S-20380	Cynthia Copher	Lost & Paid Item Returned	13.95	13.95
S-20381	Ginger Short	Lost & Paid Item Returned	19.65	19.65
S-20382	Cathy A Goett	Lost & Paid Materials	96.95	96.95
S-20383	Kristi Greene	Lost & Paid Materials	23.00	23.00
S-20384	J T Heath	Lost & Paid Materials	10.95	10.95
S-20385	Latosha Hood	Lost & Paid Materials	33.85	33.85
S-20386	Shams Kherani	Lost & Paid Materials	19.95	19.95
S-20387	Heather M Kovach	Lost & Paid Materials	24.95	24.95
S-20388	Mindy White	Lost & Paid Materials	6.95	6.95
S-20389	Kimaya Williams	Lost & Paid Materials	18.95	18.95
S-20390	Angela Slayton	Lost & Paid Item Returned	21.25	21.25
S-20391	Jessica Morris	Less Brawner Scholarship	600.00	600.00
S-20392	Xerox Corp.	Copier Maintenance	20.38	
		Copier Maintenance	8.13	
		Copy Maintenance	31.17	
		Copy Maintenance	20.24	
		Copy Maintenance	29.55	
		Copy Maintenance	14.00	123.47
S-20393	Sally Gray	15/Parent Child Book	22.23	22.23
S-20394	Oklahoma Tax Commission	Products	48.63	48.63
S-20395	Barbara J. Culbertson	Lost & Paid Item Returned	64.75	64.75
S-20396	Laura Sikes	Lost & Paid Item Returned	25.95	25.95
S-20397	Carolyn L. Hill	Lost & Paid Item Returned	7.00	7.00
S-20398	Hilda L. Xavier De Leon	Lost & Paid Item Returned	61.95	61.95
S-20399	Metropolitan Library System	Transfer of Fines & Fees	47,000.00	47,000.00
S-20400	Oklahoma Tax Commission	Fines Account	1.77	1.77
S-20401	Chase Card Services	Fines Account	35.00	35.00
S-20402	Oklahoma Tax Commission	Copy Fund	1,039.04	1,039.04
S-20403	Bank of Oklahoma	Gold Coin	1,000.00	1,000.00
S-20404	Tulsa City/County Library	Books Lost Account	25.00	25.00
S-20405	Lauren C. Nelson	Lost & Paid Item Returned	8.65	8.65
S-20406	Boone County Public Library	Books Lost Account	25.99	25.99
S-20407	Hannah J. Mesaeh	Lost & Paid Item Returned	27.65	27.65
S-20408	Kiona D. Millirons	Lost & Paid Item Returned	24.95	24.95
S-20409	Brittany M. Roberts	Lost & Paid Item Returned	12.95	12.95
S-20410	Carolyn Ross	Lost & Paid Item Returned	36.95	36.95
S-20411	Tyrene Turoczi	Lost & Paid Item Returned	16.95	16.95
S-20412	Deborah Williams	15/Friends/Our World	5,000.00	5,000.00
S-20413	Deborah Williams	15/OAC/Black History	5,000.00	5,000.00
S-20414	Glenda Rogers	Meeting Room Rental Refun	70.00	70.00
S-20415	Standley Systems	Copier Maintenance	6.85	
		Copier Maintenance	21.85	
		Copier Maintenance	49.07	
		Copier Maintenance	31.86	
		Copier Maintenance	6.77	
		Copier Maintenance	11.94	
		Copier Maintenance	14.00	
		Copier Maintenance	3.18	
		Copier Usage	34.57	

\*\* Continued \*\*

Special Funds

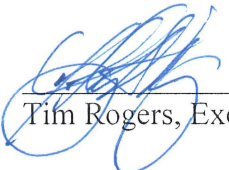
Warrant Register

February 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
S-20415	Standley Systems	Copier Usage	82.29
		Copier Maintenance	3.81
		Copier Maintenance	30.01
			296.20
		Total of Special Funds Warrants Issued	\$ 61,172.38

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

3/17/2015

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

3-12-15

Date



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

March 31, 2015

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

For comparison, 75.00% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of March 2015.

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# STATEMENT OF FINANCIAL CONDITION

March 31, 2015

## ASSETS

	Current Year	Previous Year
CASH	\$ 8,727,090.44	\$ 15,018,133.52
INVESTMENTS (Schedule attached)	24,113,029.80	18,158,102.20
PREPAID ACCOUNTS	25,000.00	25,000.00
TAXES RECEIVABLE: 2014-15 Ad Valorem Tax	32,464,608.00	31,260,747.00
Less: Reserve for Delinquent Tax	<u>-2,951,341.00</u>	<u>-2,841,886.00</u>
Budgeted Tax Revenue	29,513,267.00	28,418,861.00
Less: Tax Received	<u>-27,191,336.54</u>	<u>-25,748,929.48</u>
	2,321,930.46	2,669,931.52
<b>Total Assets</b>	<u><u>\$35,187,050.70</u></u>	<u><u>\$ 35,871,167.24</u></u>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

### LIABILITIES:

Previous Year Reserve for Appropriations	\$404,661.58	\$226,582.26
Current Year Purchase Orders Outstanding	496,691.11	1,137,136.47
Previous Year Purchase Orders Outstanding	106,562.43	122,584.61
Checks Outstanding	<u>186,971.03</u>	<u>402,918.06</u>
<b>Total Liabilities</b>	1,194,886.15	1,889,221.40

### DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	2,321,930.46	2,669,931.52
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### FUND BALANCE:

Beginning of the Year	\$27,031,002.21	\$29,031,368.36
Add: Revenues		
Budgeted	27,729,069.54	26,320,704.48
Other	1,256,562.25	1,643,995.09
Less: Expenditures	<u>(24,346,399.91)</u>	<u>(25,684,053.61)</u>
<b>Total Fund Balance</b>	<u>31,670,234.09</u>	<u>31,312,014.32</u>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<u><u>\$35,187,050.70</u></u>	<u><u>\$ 35,871,167.24</u></u>
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**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
SCHEDULE OF INVESTMENT**

**As of March 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	5/30/2013	5/30/2015	1.105%	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	3/20/2014	3/20/2015	0.650%	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
Freddie Mac	1/6/2015	4/17/2015	0.200%	500,420.00
Federal Home Loan Bank	1/5/2015	7/30/2015	0.300%	500,850.00
Total Investments				<u>\$ 24,113,029.80</u>

METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
STATEMENT OF REVENUES, BUDGET VS. ACTUAL  
As of March 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	\$ 1,662,149.37	\$ 27,191,336.54	92.13%	\$28,418,861.00	\$ 1,229,205.83	\$ 25,748,929.48	90.61%
State Aid	260,594.82	-	139,733.00	53.62%	258,653.00	144,775.00	144,775.00	55.97%
Fines	495,000.00	60,000.00	398,000.00	80.40%	468,000.00	46,000.00	427,000.00	91.24%
<b>Total Budgeted Revenue</b>	<b><u>\$ 30,268,861.82</u></b>	<b><u>\$ 1,722,149.37</u></b>	<b><u>\$ 27,729,069.54</u></b>	<b>91.61%</b>	<b><u>\$ 29,145,514.00</u></b>	<b><u>\$ 1,419,980.83</u></b>	<b><u>\$ 26,320,704.48</u></b>	<b>90.31%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 51,749.66	\$ 958,567.63			\$ 44,646.63	\$ 953,677.25	
Gifts and Lost Books Fees		0.00	0.00			0.00	0.00	
Investment Income		27,577.98	148,672.02			26,235.13	156,051.49	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		0.00	4,563.92			0.00	20,586.58	
Insurance Reimbursements		0.00	0.00			0.00	1,161.00	
Miscellaneous		21,635.05	144,758.68			16,456.44	512,518.77	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 100,962.69</u></b>	<b><u>\$ 1,256,562.25</u></b>			<b><u>\$ 87,338.20</u></b>	<b><u>\$ 1,643,995.09</u></b>	
<b>Total Revenue</b>	<b><u>\$ 30,268,861.82</u></b>	<b><u>\$ 1,823,112.06</u></b>	<b><u>\$ 28,985,631.79</u></b>	<b>95.76%</b>	<b><u>\$ 29,145,514.00</u></b>	<b><u>\$ 1,507,319.03</u></b>	<b><u>\$ 27,964,699.57</u></b>	<b>95.95%</b>

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

March 31, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 63,650.45	\$ 764.00	\$ 6,392.68	\$ 58,021.77
815 Fines	60,723.33	70,627.03	60,928.93	70,421.43
820 Copy	77,651.39	2,446.80	7,899.16	72,199.03
<b>Total Revolving Funds</b>	<b>\$ 202,025.17</b>	<b>\$ 73,837.83</b>	<b>\$ 75,220.77</b>	<b>\$ 200,642.23</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u><b>Special Grants</b></u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	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	98,246.40	33,753.60
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	1,800.00	10,200.00
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	400.00	400.00
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
<u><b>Friends Grants</b></u>				
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	58,021.33	12,978.67
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	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	1,350.77	149.23
905 15 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	6,850.50	5,149.50
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	19,978.26	20,021.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
915 15 OCJJC Bookshelves	5,000.00	5,000.00	5,000.00	0.00
918 15 Lobby Benches	500.00	500.00	409.42	90.58
921 15 Staff Appreciation Dinner	18,000.00	253.30	1,825.00	(1,571.70)
966 14 Staff Recognition	17,000.00	17,284.44	17,284.44	0.00
<b>Total Grants</b>				<u>197,189.17</u>
<b>Total Special Funds</b>				<u><u>\$ 397,831.40</u></u>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of March 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	1,282,488.38	10,513,223.39	69.20	15,192,312.00	4,679,088.61
102	Wages - Part-time	.00	1,394,131.38	52.04	2,678,988.00	1,284,856.62
103	Payroll Taxes	94,447.65	871,380.25	67.65	1,288,039.00	416,658.75
109	Workers Comp. Insurance	13,231.00	130,207.00	65.63	198,384.00	68,177.00
112	Group Insurance	241,207.24	2,145,781.96	68.07	3,152,195.00	1,006,413.04
113	Employees' Retirement	78,372.39	1,523,294.92	74.39	2,047,683.00	524,388.08
114	Unemployment Compen.	.00	13,067.99	43.56	30,000.00	16,932.01
Total Personal Services		1,709,746.66	16,591,086.89	67.48	24,587,601.00	7,996,514.11

**Maintenance & Operations - Contractual Services**

201	Bldg, Property & Auto Insu.	30.00	259,079.58	84.93	305,056.00	45,976.42
205	Rent of Library Buildings	7,715.31	76,579.38	83.10	92,155.00	15,575.62
207	Janitorial Services	40,387.06	335,224.99	58.66	571,446.00	236,221.01
208	Maintenance of Facilities	32,003.50	260,318.56	47.75	545,122.00	284,803.44
211	Parking & Transportation	13,623.83	126,831.44	66.55	190,570.00	63,738.56
212	Travel Expenses	17,278.79	44,911.16	44.40	101,144.00	56,232.84
213	Professional Services	27,897.85	283,714.43	66.69	425,410.00	141,695.57
214	Security Services	56,192.66	347,902.46	71.00	490,000.00	142,097.54
216	Telephone Services	7,745.27	102,307.94	29.18	350,592.00	248,284.06
217	Electrical Services	37,045.83	423,419.42	73.66	574,846.00	151,426.58
218	Gas Services	6,257.91	32,537.99	73.50	44,270.00	11,732.01
219	Water & Garbage Services	4,508.68	58,954.79	79.85	73,831.00	14,876.21
220	Trigen Energy Services	9,047.73	130,569.53	57.25	228,068.00	97,498.47
226	Memberships	2,237.85	20,157.00	71.48	28,199.00	8,042.00
230	Other Library-Related Serv.	86,679.03	437,383.58	91.24	479,386.00	42,002.42
231	Automation Contractual	53,934.11	381,041.81	65.38	582,810.00	201,768.19
236	Network Catalog Services	5,135.65	51,050.39	54.02	94,500.00	43,449.61
Total Contractual Services		407,721.06	3,371,984.45	65.13	5,177,405.00	1,805,420.55

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of March 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	22,368.28	98,687.63	48.20	204,750.00	106,062.37
302	Postage	5,020.88	140,502.49	47.18	297,825.00	157,322.51
303	Supplies	20,293.88	205,777.41	45.90	448,272.00	242,494.59
310	Maintenance Supplies	5,831.51	49,538.61	66.05	75,000.00	25,461.39
312	Safety Supplies & Equip.	.00	5,196.98	64.56	8,050.00	2,853.02
321	Gasoline & Oil	1,987.08	22,191.35	44.38	50,000.00	27,808.65
322	Vehicle Parts & Repairs	2,616.87	8,043.15	26.81	30,000.00	21,956.85
330	Programming Activities	24,998.48	142,474.54	53.98	263,920.00	121,445.46
331	Other Commodities	616.01	11,030.78	27.35	40,328.00	29,297.22
Total Commodities		83,732.99	683,442.94	48.19	1,418,145.00	734,702.06

**Capital Outlays**

401	Books & Materials	390,893.19	2,852,490.10	55.90	5,103,220.00	2,250,729.90
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	223.95	166,818.99	88.55	188,385.00	21,566.01
408	Furniture, Fixtures, & Equip.	12,827.93	120,398.05	40.77	295,302.00	174,903.95
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	24,643.00	44,032.30	11.83	372,153.00	328,120.70
450	Capital Projects	14,362.40	510,135.94	8.68	5,878,384.00	5,368,248.06
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		442,950.47	3,699,885.63	14.92	24,797,220.56	21,097,334.93
Total Budget		2,644,151.18	24,346,399.91	43.49	55,980,371.56	31,633,971.65



Monthly Journal Entries -- March 2015

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
132	1001	Cash	\$ 10,000.00	
	3602	Interest Income		\$ 10,000.00
		Interest on 313381pa7		
133	1001	Cash	\$ 10,000.00	
	3602	Interest Income		\$ 10,000.00
		Interest on 3136g1gz6		
134	1001	Cash	\$ 6,300.00	
	3602	Interest Income		\$ 6,300.00
		Interest on 3134g36f2		
135	1001	Cash	\$ 1,564.65	
	3602	Interest Income		\$ 1,564.65
		Interest on First State Bank CD		
<b><u>Tax revenues</u></b>				
136	1001	Cash	\$ 310,843.16	
	1201	Ad Valorem Tax - Current year		\$ 259,443.82
	3601	Prior year Tax		\$ 51,399.34
		Ad Valorem Tax apportioned by County for 2/17 to 2/28		
137	1001	Cash	\$ 448.31	
	3601	Prior year Tax		\$ 350.32
	1201	Ad Valorem Tax - Current year		\$ 97.99
		Ad Valorem Tax apportioned by County for 3/1 to 3/7		
138	1001	Cash	\$ 298,985.16	
	1201	Ad Valorem Tax - Current year		\$ 298,985.16
		Ad Valorem Tax apportioned by County for 3/10 to 3/14		
139	1001	Cash	\$ 119,078.62	
	1201	Ad Valorem Tax - Current year		\$ 119,078.62
		Ad Valorem Tax apportioned by County for 3/1 to 3/6		
140	1001	Cash	\$ 984,543.78	
	1201	Ad Valorem Tax - Current year		\$ 984,543.78
		Ad Valorem Tax apportioned by County for 3/16 to 3/20		

**Miscellaneous revenue**

141	1001	Cash		\$	9,780.09	
	3605	Mic. Reimbursements				\$ 9,780.09
		Fish tank	23.00	Polling place income	25.00	
		Friends postage	875.58	LET postage	116.00	
		Insur-Peaden	356.30	Insur-Peaden	356.30	
		Almonte rent	\$ 7,315.31	Insur-R Rea	\$ 712.60	
		<b>Total</b>		<b>\$</b>	<b>9,780.09</b>	

**Fines**

142	1001	Cash		\$	60,000.00	
	3403	Projected Mic. Revenue - Fines				\$ 60,000.00
		Fines transferred to General Fund in March				

**Payable entries**

143	3001	Current Year Reserv. for Appropriations.		\$	2,643,301.67	
	3011	Current Year P.O. Outstanding				\$ 2,644,151.48
	3002	Prior Year Reserv. for Appropriations.				\$ 11,321.92
	3012	Prior Year P.O. Outstanding		\$	23,628.58	
	3605	Miscellaneous revenue				\$ 11,456.85
		Purchase orders issued in March, less previous month's cancellations				
144	3011	Current Year P.O. Outstanding		\$	2,627,901.51	
	3012	Prior Year P.O. Outstanding		\$	25.20	
	3021	Current Year Warrants Outstanding				\$ 2,627,926.71
		Checks issued in March				
145	3021	Current Year Warrants Outstanding		\$	2,731,912.60	
	1001	Cash				\$ 2,731,514.49
	3605	Miscellaneous revenue				\$ 398.11
		Checks cleared Bank in March, less previous month's cancellations				

**Bank interest and fees**

146	1001	Cash				\$ 286.67
	3602	Bank Fees		\$	416.26	
	3602	Interest Income				\$ 129.59
		Interest and fees from General Fund checking account				
147	8000	Special Fund Cash				\$ 249.50
	8815	Bank Fees		\$	256.37	
	8815	Interest Income				\$ 6.87
		Interest and fees from Special Fund checking account				

Special funds

148	8000	Special Fund Cash	\$	77,137.83	
	8815	Fines			\$ 70,627.03
	8820	Copy			\$ 2,446.80
	8805	Gift/Lost Books			\$ 764.00
	8921				\$ 253.30
	8922				\$ 2,500.00
	8923				800.00
	8966		\$	253.30	
		Revenues of special funds received in March			
149	8000	Special Fund Cash			\$ 92,217.63
	8815	Fines	\$	60,679.43	
	8820	Copy	\$	7,899.16	
	8805	Gift/Lost Books	\$	6,392.68	
	8908		\$	4,000.00	
	8911		\$	3,000.00	
	8921		\$	1,825.00	
	8915		\$	5,000.00	
	8906		\$	600.00	
	8918		\$	409.42	
	8933		\$	211.94	
	8923		\$	400.00	
	8920		\$	1,800.00	
		Expenditures of special funds in March			
		Grand Total		<u>\$ 10,008,594.72</u>	<u>\$10,008,594.72</u>

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General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03415	City of Midwest City, Inc.	Water & Garbage Services	325.77	325.77
G-03416	Federal Corporation	Maintenance of Facilities	87.26	87.26
G-03417	O G & E	Electrical Services	1,002.08	
		Electrical Services	881.11	
		Electrical Services	137.13	
		Electrical Services	1,146.40	
		Electrical Services	105.62	3,272.34
G-03418	Oklahoma Natural Gas Co.	Gas Services	146.70	
		Gas Services	118.43	
		Gas Services	75.70	
		Gas Services	697.49	
		Gas Services	604.86	
		Gas Services	211.74	1,854.92
G-03419	City of Oklahoma City	Water & Garbage Services	41.63	
		Water & Garbage Services	145.94	
		Water & Garbage Services	323.53	
		Water & Garbage Services	56.83	567.93
G-03420	Locke Supply Co.	Maintenance of Facilities	130.59	130.59
G-03421	EBSCO Information Services	Books & Materials	9,899.00	9,899.00
G-03422	Oklahoma Library Association	Professional Services	125.00	
		Professional Services	855.00	
		Professional Services	580.00	1,560.00
G-03423	Baker & Taylor Books	Books & Materials	171.08	171.08
G-03424	Barbara Beasley	Supplies	55.43	
		Other Commodities	39.40	94.83
G-03425	Johnstone Supply	Maintenance of Facilities	119.41	119.41
G-03426	Municipal Code Corporation	Books & Materials	110.24	110.24
G-03427	AT&T	Telephone Services	1,210.35	1,210.35
G-03428	Ingram Library Service	Books & Materials	1,427.11	1,427.11
G-03429	OverDrive, Inc.	Network Catalog Services	165.00	
		Books & Materials	10,748.49	
		Books & Materials	1,620.40	12,533.89
G-03430	Findaway World, LLC	Books & Materials	19,171.57	19,171.57
G-03431	AV Cafe Inc	Books & Materials	507.38	507.38
G-03432	General Lighting & Sign Serv.	Maintenance of Facilities	600.00	600.00
G-03433	Meghan Attalla	Programming Activities	28.86	28.86
G-03434	Jana Hausburg	Memberships	93.00	93.00
G-03435	Thomson Reuters	Books & Materials	2,285.00	2,285.00
G-03436	Southwest Paper - OKC	Maintenance of Facilities	544.28	544.28
G-03437	City of Harrah Acct 02-0121-01	Water & Garbage Services	64.00	64.00
G-03438	Amazon/GE Money Bank	Supplies	58.22	
		Supplies	194.55	
		Supplies	10.98	
		Supplies	200.31	
		Maintenance of Facilities	233.88	
		Supplies	42.04	739.98
G-03439	Lisa M. Wood	Programming Activities	50.00	50.00
G-03440	Florencia M Briglie	Programming Activities	375.00	375.00
G-03441	City of Choctaw	Water & Garbage Services	79.84	79.84
G-03442	Todd Olberding	Telephone Services	30.63	30.63
G-03444	Todd Podzemny	Postage	49.00	49.00
G-03445	Star Lighting	Maintenance of Facilities	97.50	97.50

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03446	Panacean Systems	Professional Services	7,266.59	7,266.59
G-03447	AT&T	Telephone Services	178.29	178.29
G-03448	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-03449	Oklahoma Business Forms	Supplies	6,609.70	6,609.70
G-03450	Baker & Taylor Books	Books & Materials	2,027.99	
		Books & Materials	502.50	
		Books & Materials	1,049.54	
		Books & Materials	1,653.80	
		Books & Materials	158.77	5,392.60
G-03451	Baker & Taylor Books	Books & Materials	1,650.91	
		Books & Materials	3,745.31	
		Books & Materials	1,002.36	6,398.58
G-03452	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-03453	Ray the Painter	Maintenance of Facilities	1,063.33	1,063.33
G-03454	Crisis Prevention Institute,	Memberships	100.00	100.00
G-03455	Jon Vodka	Telephone Services	35.00	35.00
G-03456	Phillip Belt	Telephone Services	35.00	35.00
G-03457	Signature Landscape LLC	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.67	5,013.34
G-03458	Mun. Employees Credit Union	Employee Cr Union Deducts	10,817.08	10,817.08
G-03459	United Way of Central Oklahoma	Employee Deductions	536.60	536.60
G-03460	HealthSmart Benefit Solutions	Employee Deductions	175.00	175.00
G-03461	Nationwide Retirement Solution	Employee Deductions	5,085.38	5,085.38
G-03462	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-03463	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,794.86	2,794.86
G-03464	Bank of Oklahoma	Employee Flexplan Deposit	35,253.02	35,253.02
G-03465	MassMutual Financial Group	Employee Contrib -- DC PI	22,094.55	
		Employer Contrib -- DC PI	39,100.65	61,195.20
G-03466	Administrative Services	Employee Deductions	1,456.34	1,456.34
G-03467	UNUM Life Insurance	Employee Deductions	1,136.80	1,136.80
G-03468	Bradford Industrial Supply	Maintenance of Facilities	820.36	
		Maintenance of Facilities	58.04	
		Maintenance of Facilities	159.85	
		Maintenance of Facilities	77.54	1,115.79
G-03469	O G & E	Electrical Services	220.27	220.27
G-03470	Oklahoma Natural Gas Co.	Gas Services	388.48	388.48
G-03471	City of Oklahoma City	Water & Garbage Services	30.88	30.88
G-03472	City of the Village	Water & Garbage Services	91.41	91.41
G-03473	Locke Supply Co.	Maintenance of Facilities	23.75	
		Maintenance of Facilities	85.58	109.33
G-03474	Demco	Supplies	4,270.00	4,270.00
G-03475	Oriental Trading Company	Programming Supplies	65.20	65.20
G-03476	UNUM Life Insurance	Grp L-T Disab Ins Prm-Mar	6,962.23	6,962.23
G-03477	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-03478	AT&T	Telephone Services	141.34	141.34
G-03479	Standard Printing Co., Inc.	Supplies	530.00	
		Supplies	868.50	1,398.50
G-03480	Oklahoma Library Association	Professional Services	505.00	505.00
G-03481	South OKC Chamber of Commerce	Memberships	325.00	325.00
G-03482	Penn Square Mall	Library-related Services	7,350.00	7,350.00
G-03483	CompSource Mutual	Workers Comp Insurance	12,931.00	12,931.00
G-03484	Maintenance Connection	Maintenance of Facilities	396.00	396.00

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03485	Upstart	Programming	46.75	46.75
G-03486	Recorded Books, LLC	Books & Materials	7,227.84	7,227.84
G-03487	Thorndike/Gale Group	Books & Materials	1,174.86	1,174.86
G-03488	Sam Moore Architect	Capital Projects	1,100.00	1,100.00
G-03489	Northwest Chamber	Memberships	270.00	270.00
G-03490	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-Mar	55,772.32	55,772.32
G-03491	Independent Stationers	Supplies	758.70	758.70
G-03492	Jean Hill	Programming Activities	200.00	200.00
G-03493	Schoolhouse Outfitters LLC	Automation	2,084.00	2,084.00
G-03494	OHC of the Southwest, P.A.	Professional Services	90.00	90.00
G-03495	Blackstone Audio Books	Books & Materials	405.00	405.00
G-03496	Penguin Random House LLC	Books & Materials	60.00	60.00
G-03497	ALA Registration Dept	Professional Services	510.00	510.00
G-03498	Ingram Library Service	Books & Materials	746.63	746.63
G-03499	James E. Nimmo	Transportation	100.00	100.00
G-03500	American Library Assoc.	Books & Materials	295.00	295.00
G-03501	Lynda G. Bahr	Programming Activities	250.00	250.00
G-03502	Findaway World, LLC	Books & Materials	3,185.77	3,185.77
G-03503	Chickasaw Telecom, Inc.	Automation	29,415.15	29,415.15
G-03504	Coughlan Companies, Inc.	Books & Materials	2,127.83	2,127.83
G-03505	Town of Luther	Water & Garbage Services	41.36	41.36
G-03506	Barnes & Noble, Inc.	Programming Activities	35.92	35.92
G-03507	Susan Pierce	Programming Activities	448.00	
		Programming Activities	2,650.00	3,098.00
G-03508	Batteries Sooner LLC	Maintenance of Facilities	67.93	67.93
G-03509	Westlake Hardware	Maintenance of Facilities	16.98	16.98
G-03510	Neofunds by Neopost	Postage	6,020.00	6,020.00
G-03511	Novalco, Inc	Maintenance of Facilities	225.00	225.00
G-03512	Amazon/GE Money Bank	Programming	52.60	
		Programming Supplies	80.08	
		Programming Supplies	19.98	
		Programming Supplies	96.21	248.87
G-03513	Learning Express, LLC	Books & Materials	7,500.00	7,500.00
G-03514	United Parcel Service	Postage	427.53	427.53
G-03515	Vision Service Plan of	Grp Vision Ins Prem-Mar.	3,991.76	3,991.76
G-03516	Office Depot Credit Plan	Supplies	48.48	48.48
G-03517	Baker & Taylor Entertainment	Books & Materials	5,006.61	
		Books & Materials	577.28	5,583.89
G-03518	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Mar	171,782.03	171,782.03
G-03519	Thomas P. Gallagher	Transportation	25.00	25.00
G-03520	Engineered Equipment Inc.	Maintenance of Facilities	316.80	316.80
G-03521	Kelly D Smith	Programming Activities	60.00	60.00
G-03522	Star Lighting	Maintenance of Facilities	803.31	
		Maintenance of Facilities	116.00	919.31
G-03523	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-03524	Winner's Circle, Inc.	Professional Services	5,000.00	5,000.00
G-03525	Baker & Taylor Books	Books & Materials	2,509.45	
		Books & Materials	2,436.50	
		Books & Materials	1,301.92	6,247.87
G-03526	Baker & Taylor Books	Books & Materials	2,721.25	
		Books & Materials	1,433.27	4,154.52

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03527	Baker & Taylor Books	Books & Materials	401.31	401.31
G-03528	G4S Secure Solutions	Security Services	9,263.35	9,263.35
G-03529	Chelsea Gonzales	Programming Activities	100.00	100.00
G-03530	Superior Linen Service	Supplies	29.00	29.00
G-03531	Patsy Boyer	Programming Activities	100.00	100.00
G-03532	Mackin	Books & Materials	770.37	770.37
G-03533	UNUM Life Insurance	Grp LTC Insurance Prm-Mar	1,299.90	1,299.90
G-03534	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-03535	Merwin Inc	Maintenance of Facilities	360.25	
		Maintenance of Facilities	404.75	765.00
G-03536	Timothy H Rogers	Telephone Services	50.00	50.00
G-03537	Middle Country Public Library	Travel Expenses	2,000.00	2,000.00
G-03538	Paul Mesner Puppets	Programming Activities	3,000.00	3,000.00
G-03539	Deborah A Crabtree-Fedder	Programming Activities	100.00	100.00
G-03540	Gale/ Cengage Learning, Inc.	Books & Materials	5,677.20	5,677.20
G-03541	Recorded Books, LLC	Books & Materials	2,505.14	2,505.14
G-03542	Thorndike/Gale Group	Books & Materials	281.51	281.51
G-03543	Brilliance Corporation	Books & Materials	1,009.52	1,009.52
G-03544	Ingram Library Service	Books & Materials	461.15	461.15
G-03545	AV Cafe Inc	Books & Materials	133.43	133.43
G-03546	Ingram Library Service	Books & Materials	1,616.18	1,616.18
G-03547	Baker & Taylor Entertainment	Books & Materials	3,872.04	3,872.04
G-03548	Faith Centered Resources	Books & Materials	300.00	300.00
G-03549	Cox Communications, Inc.	Telephone Services	25.68	25.68
G-03550	Baker & Taylor Books	Books & Materials	3,535.12	
		Books & Materials	4,082.14	
		Books & Materials	1,837.38	
		Books & Materials	2,338.51	
		Books & Materials	1,936.54	13,729.69
G-03551	Baker & Taylor Books	Books & Materials	1,717.99	
		Books & Materials	4,608.79	
		Books & Materials	2,691.61	9,018.39
G-03552	Southwestern Stationers, Inc.	Printing/Printing Supply	1,336.00	1,336.00
G-03553	City of Edmond	Electrical Services	4,499.95	4,499.95
G-03554	Oklahoma Library Association	Professional Services	295.00	295.00
G-03555	Edmond Chamber of Commerce	Professional Services	20.00	20.00
G-03556	American Express	Travel Expenses	727.45	
		Maintenance of Facilities	92.44	
		Supplies	230.36	
		Supplies	118.63	
		Radio Advertisement	45.00	
		Travel Expenses	526.20	
		Automation Contractual	149.00	1,889.08
G-03557	Friday	Printiing/Printing Supply	900.00	900.00
G-03558	Spaces, Inc.	Equipment	293.60	293.60
G-03559	Copelin's Office Center	Supplies	136.80	136.80
G-03560	Independent Stationers	Printing Supplies	123.65	123.65
G-03561	Full Circle Bookstore	Programming Activities	135.03	135.03
G-03562	Scott's Printing & Copying	Printing/Printing Supply	1,640.12	1,640.12
G-03563	ALA Registration Dept	Professional Services	600.00	600.00
G-03564	Aqualife Aquarium Systems, Inc	Supplies	98.50	98.50
G-03565	The Black Chronicle	Printing/Printing Supply	1,800.00	1,800.00

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03566	Jana Hausburg	Professional Services	255.00	255.00
G-03567	OPUBCO Communications Group	Legal Advertisement	78.55	78.55
G-03568	City of Edmond	Water & Garbage Services	327.83	327.83
G-03569	Amazon/GE Money Bank	Programming Supplies	73.65	73.65
G-03570	Oklahoma Press Service	Library-related Services	117.80	117.80
G-03571	Walmart Community/GECRB	Programming Activities	120.55	120.55
G-03572	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-03573	Cox Communications, Inc.	Telephone Services	201.13	201.13
G-03574	Trak-1 Technology, Inc.	Professional Services	113.96	113.96
G-03575	Quik Print	Supplies	48.09	48.09
G-03576	Personalized Prevention	Professional Services	707.00	707.00
G-03577	KOCB c/o WICS TV	Library-related Services	5,025.00	5,025.00
G-03578	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	
		Library-related Services	1,450.00	3,070.00
G-03579	KOCO	Library-related Services	6,385.00	6,385.00
G-03580	W M Corp	Supplies	6,781.95	6,781.95
G-03581	Callie McClam	Programming Activities	100.00	100.00
G-03582	Clear Channel Airports	Library-related Services	895.00	895.00
G-03583	Paycom Payroll LLC	Salaries	559,241.99	
		Payroll Taxes	46,252.78	
		Capitol Projects	6,554.07	612,048.84
G-03584	City of Del City	Rent of Library Buildings	400.00	400.00
G-03585	O G & E	Electrical Services	924.33	
		Electrical Services	4,036.99	
		Electrical Services	137.75	
		Electrical Services	1,465.64	6,564.71
G-03586	Oklahoma Natural Gas Co.	Gas Services	163.39	
		Gas Services	31.01	194.40
G-03587	City of Oklahoma City	Water & Garbage Services	237.83	
		Water & Garbage Services	373.16	
		Water & Garbage Services	246.74	
		Water & Garbage Services	210.21	
		Water & Garbage Services	245.88	1,313.82
G-03588	Southwestern Stationers, Inc.	Supplies	22.65	22.65
G-03589	Locke Supply Co.	Maintenance of Facilities	1.00	1.00
G-03590	Demco	Supplies	344.00	
		Supplies	277.82	
		Supplies	292.53	
		Supplies	110.31	1,024.66
G-03591	Synergy Datacom Supply, Inc.	Equipment	85.24	85.24
G-03592	Oklahoma Library Association	Professional Services	370.00	
		Memberships	123.00	493.00
G-03593	Baker & Taylor Books	Books & Materials	1,575.41	1,575.41
G-03594	Susie Beasley	Memberships	100.00	100.00
G-03595	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	16.96	51.96
G-03596	Arphax Publishing Co	Books & Materials	2,600.00	2,600.00
G-03597	Spaces, Inc.	Furniture	575.00	575.00
G-03598	Independent Stationers	Supplies	72.24	
		Supplies	982.80	1,055.04
G-03599	Commercial Concepts, Inc.	Automation Contractual	338.00	338.00
G-03600	Cheryll Jones	Programming Activities	44.11	44.11



General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03601	A T & T Mobility	Telephone Services	139.70	139.70
G-03602	ALA Registration Dept	Professional Services	270.00	270.00
G-03603	Ingram Library Service	Books & Materials	57.59	57.59
G-03604	James E. Garling	Programming Activities	300.00	300.00
G-03605	Walker Companies	Supplies	31.50	
		Supplies	7.00	38.50
G-03606	OverDrive, Inc.	Books & Materials	17,045.91	
		Books & Materials	5,500.62	22,546.53
G-03607	Findaway World, LLC	Books & Materials	10,060.58	10,060.58
G-03608	Fuelman	Gasoline & Oil	1,971.88	
		Vehicle Parts & Repairs	647.20	2,619.08
G-03609	AV Cafe Inc	Books & Materials	1,654.43	1,654.43
G-03610	Matthew Cotter	Telephone Services	35.00	35.00
G-03611	Grey House Publishing	Books & Materials	460.05	460.05
G-03612	Melody A. Kellogg	Memberships	100.00	100.00
G-03613	Dana Beach	Memberships	100.00	100.00
G-03614	Landon Holman	Transportation	45.16	45.16
G-03615	Jamshid Pourtorkan	Programming Activities	150.00	150.00
G-03616	CDW Government, Inc.	Automation Contractual	28,487.56	
		Supplies	243.75	28,731.31
G-03617	Southwest Paper - OKC	Maintenance of Facilities	1,430.80	1,430.80
G-03618	American Benefit Systems, Inc.	Professional Services	1,226.44	1,226.44
G-03619	Bank of America	Library-related Services	270.61	270.61
G-03620	Kathryn Hatfield	Programming Activities	26.72	26.72
G-03621	American Chamber of Commerce	Books & Materials	250.00	250.00
G-03622	Chase Card Services	Automation	2,365.52	
		Automation Contractual	19.00	
		Telephone Services	10.56	
		Maintenance of Facilities	999.50	
		Programming	77.02	
		Supplies	120.79	
		Supplies	37.97	
		Professional Services	3,250.00	
		Automation	150.00	
		Memberships	180.00	
		Supplies	50.40	
		Maintenance of Facilities	418.49	
		Supplies	248.78	
		Professional Services	42.00	
		Programming Activities	24.67	
		Library-related Services	22.07	
		Professional Services	45.00	8,061.77
G-03623	Andrea Emmons	Memberships	22.00	22.00
G-03624	ULINE	Maintenance Supplies	81.59	81.59
G-03625	Amazon/GE Money Bank	Supplies	6.57	
		Programming Supplies	111.36	
		Programming	105.29	
		Programming Activities	210.53	
		Programming Supplies	39.96	
		Automation	31.07	
		Programming Supplies	78.43	
		Supplies	140.99	724.20

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03626	United Parcel Service	Postage	477.31	477.31
G-03627	John Wood	Telephone Services	50.00	50.00
G-03628	Office Depot Credit Plan	Supplies	66.24	
		Supplies	287.94	354.18
G-03629	Baker & Taylor Books	Books & Materials	1,578.92	1,578.92
G-03630	Cox Communications, Inc.	Telephone Services	1,782.30	
		Telephone Services	1,968.40	3,750.70
G-03631	Baker & Taylor Entertainment	Books & Materials	179.52	179.52
G-03632	Walmart Community/GECRB	Programming Activities	10.76	
		Supplies	134.16	
		Supplies	26.96	
		Programming Activities	26.02	197.90
G-03633	John L. Hilbert	Programming Activities	150.68	150.68
G-03634	Francis Tuttle	Professional Services	2,800.00	2,800.00
G-03635	Pamela Buchanan	Telephone Services	35.00	
		Transportation	46.92	81.92
G-03636	Roberto Soto	Travel Expenses	33.00	33.00
G-03637	American Library Association	Professional Services	283.75	283.75
G-03638	Alexis Whitney	Programming Activities	30.00	30.00
G-03639	SmithKor Investments LLC	Rent of Library Buildings	7,315.31	7,315.31
G-03640	RESolutionsTECH Inc.	Professional Services	8,000.00	8,000.00
G-03641	Rondia K. Banks	Programming Activities	23.04	
		Professional Services	255.00	
		Programming Activities	22.21	300.25
G-03642	Albert Brown	Travel Expenses	33.00	33.00
G-03643	Amy Thomas	Memberships	95.00	
		Programming Activities	43.97	138.97
G-03644	McAfee & Taft	Professional Services	450.00	450.00
G-03645	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-03646	Laura McMurtry	Telephone Services	35.00	
		Transportation	13.60	48.60
G-03647	Cox Communications, Inc.	Telephone Services	1,483.00	
		Telephone Services	352.49	
		Telephones Services	501.40	2,336.89
G-03648	Evanced Solutions LLC	Automation Contractual	7,850.00	7,850.00
G-03649	Joshua Jordan	Programming Activities	14.98	14.98
G-03650	Baker & Taylor Books	Books & Materials	2,839.15	
		Books & Materials	3,750.16	
		Books & Materials	3,570.44	
		Books & Materials	1,321.07	
		Books & Materials	218.71	11,699.53
G-03651	Baker & Taylor Books	Books & Materials	3,147.09	
		Books & Materials	2,406.76	5,553.85
G-03652	Vickie Saxton	Programming Activities	22.60	22.60
G-03653	Ray the Painter	Maintenance of Facilities	531.67	531.67
G-03654	G4S Secure Solutions	Security Services	9,393.43	9,393.43
G-03655	Kelly Dalrymple	Programming Activities	11.24	11.24
G-03656	Derek Davis	Telephone Services	35.00	
		Telephone Services	35.00	
		Travel Expenses	33.00	103.00
G-03657	Daily Ardmoreite	Periodicals & Subscriptio	204.00	204.00
G-03658	Superior Linen Service	Supplies	29.00	29.00

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03659	Christine Bassett	Programming Activities	10.87	
		Programming Activities	38.97	49.84
G-03660	Rachel Kopchick	Supplies	38.97	
		Programming Activities	68.68	
		Professional Services	255.00	362.65
G-03661	Jean Wilburn	Postage	7.60	7.60
G-03662	RB Floor Care Services Inc.	Maintenance of Facilities	5,527.00	5,527.00
G-03663	Veolia Energy Oklahoma City,	Veolia Energy Services	9,047.73	9,047.73
G-03664	Stacy Schrank	Professional Services	145.29	145.29
G-03665	R. Justin Herwig	Telephone Services	35.00	35.00
G-03666	Amy Upchurch	Programming Activities	6.91	
		Programming Activities	16.18	
		Programming Activities	33.77	
		Programming Activities	22.53	
		Programming Activities	4.69	
		Programming Activities	17.72	
		Programming Activities	5.65	107.45
G-03667	Oklahoma Department of Labor	Maintenance of Facilities	50.00	
		Maintenance of Facilities	25.00	
		Maintenance of Facilities	50.00	125.00
G-03668	The Terminix International Co.	Pest Control	744.00	
		Pest Control	470.00	
		Janitorial Services	251.00	1,465.00
G-03669	Brandon Beckham	Professional Services	100.00	100.00
G-03670	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-03671	Oklahoma Turnpike Authority	Gasoline & Oil	15.20	15.20
G-03672	Russell Pierce	Travel Expenses	33.00	33.00
G-03673	Edgar Nunez	Travel Expenses	33.00	33.00
G-03674	Angie Walton	Transportation	271.13	271.13
G-03675	M & N Dealerships XII LLC	Maintenance of Facilities	39.15	
		Vehicle Parts & Repairs	46.74	85.89
G-03676	C.O.T.P.A.	Parking	400.00	
		Parking	500.00	900.00
G-03677	Signature Landscape LLC	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.67	5,013.34
G-03678	Timothy H Rogers	Transprotation	650.00	650.00
G-03679	Laura Sikes	Memberships	99.00	99.00
G-03680	Federal Corporation	Maintenance of Facilities	129.18	129.18
G-03681	Grainger	Maintenance of Facilities	600.12	600.12
G-03682	O G & E	Electrical Services	2,262.62	2,262.62
G-03683	Oklahoma Natural Gas Co.	Gas Services	575.68	575.68
G-03684	City of Bethany	Water & Garbage Services	126.55	126.55
G-03685	City of Oklahoma City	Water & Garbage Services	74.08	74.08
G-03686	Southwestern Stationers, Inc.	Supplies	30.49	30.49
G-03687	Locke Supply Co.	Maintenance of Facilities	12.85	12.85
G-03688	AT&T	Telephone Services	692.69	
		Telephone Services	843.69	
		Telephone Services	810.52	2,346.90
G-03689	Oklahoma Library Association	Professional Services	540.00	540.00
G-03690	American Library Association	Memberships	270.00	270.00
G-03691	Recorded Books, LLC	Books & Materials	8,265.51	8,265.51
G-03692	Thorndike/Gale Group	Books & Materials	4,397.11	4,397.11

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03693	Jonathan Willis	Telephone Services	35.00	35.00
G-03694	Blackstone Audio Books	Books & Materials	1,203.50	1,203.50
G-03695	Scott's Printing & Copying	Printing/Printing Supply	1,036.70	1,036.70
G-03696	Brilliance Corporation	Books & Materials	854.69	854.69
G-03697	Ingram Library Service	Books & Materials	968.59	968.59
G-03698	Mergent Co., Inc.	Books & Materials	7,063.00	7,063.00
G-03699	OverDrive, Inc.	Network Catalog Services	702.00	702.00
G-03700	Findaway World, LLC	Books & Materials	339.43	339.43
G-03701	Ingram Library Service	Books & Materials	142.48	142.48
G-03702	Cox Media Oklahoma City	Library-related Services	7,974.00	7,974.00
G-03703	Home Depot Credit Services	Maintenance of Facilities	6.40	6.40
G-03704	Amazon/GE Money Bank	Programming Supplies	38.84	38.84
G-03705	Baker & Taylor Entertainment	Books & Materials	3,116.02	3,116.02
G-03706	MetroFamily Magazine	Printing/Printing Supply	1,449.00	1,449.00
G-03707	Public Relations Society of	Professional Services	44.00	44.00
G-03708	Coop's Buttons	Printing/Printing Supply	231.00	231.00
G-03709	John Utley	Telephone Services	35.00	35.00
G-03710	Baker & Taylor Books	Books & Materials	1,190.76	
		Books & Materials	2,186.15	
		Books & Materials	3,147.39	
		Books & Materials	1,341.32	
		Books & Materials	1,365.42	
		Books & Materials	4,036.71	
		Books & Materials	209.11	13,476.86
G-03711	Baker & Taylor Books	Books & Materials	1,408.66	
		Books & Materials	3,515.66	
		Books & Materials	744.37	
		Books & Materials	522.39	6,191.08
G-03712	Baker & Taylor Books	Books & Materials	299.37	299.37
G-03713	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	289.90	289.90
G-03714	Baker & Taylor Entertainment	Books & Materials	302.73	302.73
G-03715	James F S Fulks	Maintenance of Facilities	150.00	150.00
G-03716	Mun. Employees Credit Union	Employee Cr Union Deducts	10,817.08	10,817.08
G-03717	United Way of Central Oklahoma	Employee Deductions	536.60	536.60
G-03718	Nationwide Retirement Solution	Employee Deductions	5,085.38	5,085.38
G-03719	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-03720	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,798.10	2,798.10
G-03721	Bank of Oklahoma	Employee Flexplan Deposit	14,640.43	14,640.43
G-03722	MassMutual Financial Group	Employee Contrib -- DC PI	22,193.45	
		Employer Comtrib -- DC PI	39,271.74	61,465.19
G-03723	Administrative Services	Employee Deductions	1,456.34	1,456.34
G-03724	Paycom Payroll LLC	Salaries	585,840.68	
		Payroll Taxes	48,194.87	
		Capital Projects	6,579.43	640,614.98
G-03725	O G & E	Electric Services	662.09	
		Electrical Services	3,048.51	3,710.60
G-03726	Oklahoma Natural Gas Co.	Gas Services	573.95	
		Gas Services	417.21	
		Gas Services	467.87	
		Gas Services	411.28	
		Gas Services	88.58	1,958.89
G-03727	City of Oklahoma City	Water & Garbage Services	575.03	575.03

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03728	Locke Supply Co.	Maintenance of Facilities	12.08	
		Maintenance of Facilities	45.09	57.17
G-03729	Tech-Lock	Maintenance of Facilities	6.00	6.00
G-03730	Demco	Supplies	48.35	
		Supplies	55.87	104.22
G-03731	The University of Oklahoma	Printing/Printing Supply	90.00	90.00
G-03732	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-03733	Oklahoma Library Association	Professional Services	360.00	
		Professional Services	305.00	
		Professional Services	580.00	
		Professional Services	370.00	1,615.00
G-03734	Baker & Taylor Books	Books & Materials	4,845.68	4,845.68
G-03735	Upstart	Supplies	140.17	140.17
G-03736	Recorded Books, LLC	Books & Materials	11.21	
		Books & Materials	2,243.20	2,254.41
G-03737	Thorndike/Gale Group	Books & Materials	2,129.35	2,129.35
G-03738	HealthSmart Benefit Solutions	Group Insurance	385.00	385.00
G-03739	Anne G. Fischer	Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	300.00
G-03740	Southwest Solutions Group, Inc	Maintenance of Facilities	2,500.00	2,500.00
G-03741	Penguin Random House LLC	Books & Materials	10.00	10.00
G-03742	Scott's Printing & Copying	Supplies	112.48	112.48
G-03743	OCLC, Inc.	Network Catalog Services	4,268.65	4,268.65
G-03744	Hobby Lobby	Programming Activities	38.93	
		Programming Activities	140.97	
		Programming Activities	13.98	193.88
G-03745	Ingram Library Service	Books & Materials	1,353.72	1,353.72
G-03746	XPEDX	Maintenance Supplies	4,080.16	4,080.16
G-03747	Walker Companies	Supplies	25.00	25.00
G-03748	Lakeshore Learning Materials	Programming	189.05	189.05
G-03749	Findaway World, LLC	Supplies	1,563.60	
		Books & Materials	1,614.81	3,178.41
G-03750	Chickasaw Telecom, Inc.	Automation	6,273.10	6,273.10
G-03751	Ginger Waldrip	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-03752	AV Cafe Inc	Books & Materials	218.87	218.87
G-03753	Ingram Library Service	Books & Materials	189.55	189.55
G-03754	Center Point Large Print	Books & Materials	1,174.32	1,174.32
G-03755	J & B Graphics	Capital Projects	2,259.80	
		Capital Projects	90.00	2,349.80
G-03756	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-03757	Steve's Wholesale Distributors	Maintenance of Facilities	4.29	4.29
G-03758	Westlake Hardware	Maintenance of Facilities	18.98	18.98
G-03759	ProQuest	Books & Materials	13,270.00	13,270.00
G-03760	Amazon/GE Money Bank	Programming	82.47	

\*\* Continued \*\*

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03760	Amazon/GE Money Bank	Maintenance of Facilities	10.95
		Programming	591.29
		Programming	136.63
		Programming	94.46
		Programming	100.00
			1,015.80
G-03761	United Parcel Service	Postage	436.01
G-03762	Office Depot Credit Plan	Supplies	112.95
		Supplies	19.56
			132.51
G-03763	Baker & Taylor Books	Books & Materials	1,909.67
G-03764	Baker & Taylor Entertainment	Books & Materials	4,915.47
		Books & Materials	623.28
			5,538.75
G-03765	Walmart Community/GEGRB	Programming Activities	46.18
G-03766	Preston Bell	Transporation	50.00
G-03767	Star Lighting	Maintenance of Facilities	419.40
		Maintenance of Facilities	359.00
			778.40
G-03768	OSU Int'l Ground Source Heat	Memberships	450.00
G-03769	Katherine E Broekhuysen	Programming Activities	150.00
G-03770	Cox Communications, Inc.	Telephone Services	12.94
G-03771	Baker & Taylor Books	Books & Materials	3,077.98
		Books & Materials	1,417.81
		Books & Materials	1,064.11
		Books & Materials	2,991.13
		Books & Materials	2,392.49
			10,943.52
G-03772	Baker & Taylor Books	Books & Materials	1,161.47
		Books & Materials	2,043.81
			3,205.28
G-03773	Baker & Taylor Books	Books & Materials	344.65
G-03774	G4S Secure Solutions	Security Services	9,393.43
G-03775	Krueger International, Inc.	Furniture	3,016.00
G-03776	Superior Linen Service	Supplies	29.00
G-03777	RB Floor Care Services Inc.	Maintenance of Facilities	967.00
G-03778	Baker & Taylor Entertainment	Books & Materials	143.90
G-03779	Savannah Mitchell	Programming Activities	140.00
G-03780	Signature Landscape LLC	Maintenance of Facilities	2,431.67
		Maintenance of Facilities	2,581.67
			5,013.34
G-03781	Stephanie Lauren Perkins	Programming Activities	4,200.00
G-03782	O G & E	Electrical Services	10,523.55
		Electrical Services	1,853.20
		Electrical Services	1,107.54
			13,484.29
G-03783	Oklahoma Natural Gas Co.	Gas Services	20.72
G-03784	Oriental Trading Company	Programming	60.75
G-03785	AT&T	Telephone Services	141.34
G-03786	Oklahoma Library Association	Professional Services	540.00
G-03787	ABDO Publishing Company	Books & Materials	4,018.16
G-03788	ALA Order Fulfillment	Professional Services	176.00
G-03789	Recorded Books, LLC	Books & Materials	238.40
G-03790	Amigos Library Services	Books & Materials	212.78
G-03791	Blackstone Audio Books	Books & Materials	1,294.00
G-03792	Oklahoma Gazette	Printing/Printing Supply	1,741.00
G-03793	Penguin Random House LLC	Books & materials	479.25
G-03794	Scott's Printing & Copying	Printng/Printing Supply	386.85
G-03795	Capitol Hill Main Street	Printing/Printing Supply	250.00

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03796	Ingram Library Service	Books & Materials	1,112.84	1,112.84
G-03797	Findaway World, LLC	Books & Materials	909.83	909.83
G-03798	Ingram Library Service	Books & Materials	294.50	294.50
G-03799	Baker & Taylor Entertainment	Books & Materials	2,558.13	2,558.13
G-03800	The Great Courses	Books & Materials	2,917.50	2,917.50
G-03801	Getty Images (US), Inc.	Library-Related Services	2,450.00	2,450.00
G-03802	AT&T	Telephone Services	183.90	183.90
G-03803	Baker & Taylor Books	Books & Materials	2,213.32	
		Books & Materials	4,000.88	
		Books & Materials	1,634.48	
		Books & Materials	2,164.65	
		Books & Materials	1,869.19	11,882.52
G-03804	Baker & Taylor Books	Books & Materials	1,126.00	
		Books & Materials	3,260.13	
		Books & Materials	1,392.29	
		Books & Materials	182.97	5,961.39
G-03805	Lamar Companies	Library-Related Services	7,000.00	7,000.00
G-03806	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	129.95	129.95
G-03807	KOCB c/o WICS TV	Library-related Services	2,475.00	2,475.00
G-03808	Baker & Taylor Entertainment	Books & Materials	593.68	593.68
G-03809	City of Midwest City, Inc.	Water & Garbage Services	259.85	259.85
G-03810	Bradford Industrial Supply	Maintenance of Facilities	108.23	
		Maintenance of Facilities	18.48	126.71
G-03811	Grainger	Maintenance of Facilities	42.16	42.16
G-03812	O G & E	Electrical Services	966.64	
		Electrical Services	915.49	
		Electrical Services	137.04	
		Electrical Services	1,215.50	
		Electrical Services	104.16	3,338.83
G-03813	Oklahoma Natural Gas Co.	Gas Services	199.79	
		Gas Services	121.87	
		Gas Services	149.56	
		Gas Services	914.66	
		Gas Services	579.58	
		Gas Services	629.48	2,594.94
G-03814	City of Oklahoma City	Water & Garbage Services	41.63	
		Water & Garbage Services	139.30	
		Water & Garbage Services	309.43	
		Water & Garbage Services	50.19	540.55
G-03815	Brodart Co.	Supplies	2,765.00	2,765.00
G-03816	Southwestern Stationers, Inc.	Supplies	11.39	
		Supplies	11.50	22.89
G-03817	Locke Supply Co.	Maintenance of Facilities	218.14	218.14
G-03818	Tech-Lock	Maintenance of Facilities	3.20	3.20
G-03819	Emsco Electric Supply	Maintenance of Facilities	78.60	78.60
G-03820	Demco	Supplies	96.48	96.48
G-03821	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-03822	Gaylord Bros.	Supplies	69.11	69.11
G-03823	Gale/ Cengage Learning, Inc.	Books & Materials	6,145.55	6,145.55
G-03824	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-03825	Oklahoma Library Association	Professional Services	180.00	180.00
G-03826	Weston Woods Accts Receivable	Books & Materials	4,803.70	4,803.70

General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03827	Baker & Taylor Books	Books & Materials	3,165.50	3,165.50
G-03828	Barbara Beasley	Supplies	111.63	111.63
G-03829	Recorded Books, LLC	Books & Materials	2,124.65	
		Books & Materials	891.00	3,015.65
G-03830	Johnstone Supply	Maintenance of Facilities	59.15	59.15
G-03831	Thorndike/Gale Group	Books & Materials	460.66	
		Books & Materials	316.71	777.37
G-03832	Independent Stationers	Supplies	1,512.00	1,512.00
G-03833	Full Circle Bookstore	Books & Materials	12.95	12.95
G-03834	INTEGRIS Corporate Assistance	Group Insurance	1,014.00	1,014.00
G-03835	AT&T	Telephone Services	1,210.35	1,210.35
G-03836	Blackstone Audio Books	Books & Materials	713.00	713.00
G-03837	Brilliance Corporation	Books & Materials	967.67	967.67
G-03838	ALA Registration Dept	Professional Services	270.00	270.00
G-03839	Ingram Library Service	Books & Materials	1,985.39	1,985.39
G-03840	OSCPA	Professional Services	270.00	270.00
G-03841	OverDrive, Inc.	Books & Materials	13,757.58	13,757.58
G-03842	Findaway World, LLC	Books & Materials	461.89	
		Books & Materials	402.45	864.34
G-03843	Ginger Waldrip	Programming Activities	100.00	100.00
G-03844	Aqualife Aquarium Systems, Inc	Supplies	118.50	118.50
G-03845	AV Cafe Inc	Books & materials	1,080.67	1,080.67
G-03846	Ingram Library Service	Books & Materials	140.21	
		Books & Materials	176.23	316.44
G-03847	Oklahoma Secretary of State	Library-Related Services	10.00	10.00
G-03848	Susan Pierce	Programming Activities	448.00	448.00
G-03849	Atlas Business Solutions, Inc.	Automation Contractual	4,816.80	4,816.80
G-03850	Jessica A Sheetz-Nguyen	Programming Activities	200.00	200.00
G-03851	Cintas	Maintenance of Facilities	140.00	140.00
G-03852	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-03853	Joy E. Cavett	Programming Activities	150.00	150.00
G-03854	Finderbinder	Books & Materials	350.00	350.00
G-03856	Amazon/GE Money Bank	Programming	30.49	
		Supplies	201.70	
		Supplies	17.74	
		Programming	420.09	670.02
G-03857	United Parcel Service	Postage	553.13	553.13
G-03858	Frates Insurance	Notary Bond Premium	30.00	30.00
G-03859	Baker & Taylor Books	Books & Materials	698.57	698.57
G-03860	Baker & Taylor Entertainment	Books & Materials	2,342.00	
		Books & Materials	3,404.64	5,746.64
G-03861	LaVetta Kinsey Dent	Travel Expenses	490.76	490.76
G-03862	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	1,035.03	1,035.03
G-03863	The Great Courses	Books & Materials	80.00	80.00
G-03864	Engineered Equipment Inc.	Maintenance of Facilities	65.52	65.52
G-03865	Shauna Leonard	Programming Activities	300.00	300.00
G-03866	Star Lighting	Maintenance of Facilities	239.00	239.00
G-03867	Cory E Punto	Programming Activities	375.00	375.00
G-03868	Panacean Systems	Professional Services	7,266.59	7,266.59
G-03869	Firetrol Protection Systems	Maintenance of Facilities	196.00	196.00
G-03870	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-03871	Southern Aluminum Manufacturing	Furniture,Fixtures&Equip.	8,952.00	8,952.00



General Fund F.Y. 14-15

Warrant Register

March 2015

Number	Vendor/Payee	Purpose		Amount
G-03872	Cox Communications, Inc.	Telephone Services	12.84	12.84
G-03873	Baker & Taylor Books	Books & Materials	1,556.69	
		Books & Materials	3,155.67	
		Books & Materials	889.42	
		Books & Materials	1,624.75	
		Books & Materials	1,251.17	
		Books & Materials	775.59	
		Books & Materials	107.96	
		Books & Materials	1,605.11	
		Books & Materials	1,999.40	
		Books & Materials	1,725.75	
		Books & Materials	3,600.82	
		Books & Materials	852.92	19,145.25
G-03874	Baker & Taylor Books	Books & Materials	1,538.89	
		Books & Materials	104.17	
		Books & Materials	2,647.11	
		Books & Materials	3,141.77	
		Books & Materials	1,786.01	
		Books & Materials	919.80	10,137.75
G-03875	Baker & Taylor Books	Books & Materials	217.01	217.01
G-03876	Meaghan Hunt Wilson	Programming Activities	17.34	
		Supplies	1.96	19.30
G-03877	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-03878	Beatriz Meyer	Programming Activities	266.00	266.00
G-03879	Rush Truck Center	Maintenance of Facilities	622.67	622.67
G-03880	G4S Secure Solutions	Security Services	9,360.41	
		Security Services	9,393.43	18,753.84
G-03881	Superior Linen Service	Supplies	29.00	29.00
G-03882	Lloyd Lovely	Telephone Services	40.00	
		Transportation	234.04	274.04
G-03883	Carl Corporation	Automatin Contractual	1,600.00	1,600.00
G-03884	Nicoma Park Lumber Co	Maintenance of Facilities	26.71	26.71
G-03885	RB Floor Care Services Inc.	Janitorial Services	578.50	578.50
G-03886	Mackin	Books & Materials	423.33	423.33
G-03887	Anna Todd	Transportation	215.61	215.61
G-03888	Mary J. Sholly	Other Commodities	155.56	155.56
G-03889	Amy Upchurch	Programming Activities	19.00	
		Programming Activities	2.68	
		Programming Activities	56.43	
		Programming Activities	31.00	109.11
G-03890	Farrington Truck Towing	Maintenance of Facilities	239.25	239.25
G-03891	Comfort Inn @ Founders Towers	Programming Activities	69.00	69.00
G-03892	Timothy H Rogers	Telephone Services	50.00	50.00
G-03893	Rebecca West	Transportation	12.54	12.54
G-03894	C.O.T.P.A.	Parking	1,708.00	
		Parking	2,562.00	
		Parking	2,028.25	
		Parking	4,376.75	10,675.00
G-03895	Signature Landscape LLC	Maintenance of Facilities	427.95	
		Maintenance of Facilities	266.00	693.95
G-03896	Moscow Nights LLC	Programming Activities	2,000.00	2,000.00
G-03897	Jimmy Johns #1317	Other Commodities	180.96	180.96

General Fund F.Y. 14-15

**Warrant Register**

March 2015

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-03898	Infogroup	Books & Materials	6,000.00	6,000.00
Total of FY 14-15 Warrants Issued				\$ 2,627,901.51

General Fund F.Y. 13-14

**Warrant Register**

March 2015

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-06309	Spaces, Inc.	Maintenance of Facilities	25.20	25.20
G-06310	Elizabeth Kessler	Transportation	23.79	23.79
G-06311	Amy Thomas	Programming Activities	6.99	6.99
G-06312	Oscara Koszara	Transportation	15.14	15.14
G-06313	Lindsay Jones Egle	Programming Activities	15.85	
		Programming Activities	51.26	67.11
Total of FY 13-14 Warrants Issued				\$ 138.23

**Special Funds**

**Warrant Register**

**March 2015**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-20416	Kenneth A. Lemmons	Lost & Paid Item Returned	24.95	24.95
S-20417	Abimael J. Zuniga	Lost & Paid Item Returned	13.95	13.95
S-20418	Devon McDaniel	Lost & Paid Item Returned	9.90	9.90
S-20419	Retina L. Cooper	Lost & Paid Item Returned	11.95	11.95
S-20420	Paul Mesner Puppets	15/Friends/Our World	4,000.00	4,000.00
S-20421	Paul Mesner Puppets	15/OAC/Stinky Cheese Man	3,000.00	3,000.00
S-20422	Standley Systems	Copier Maintenance	6.22	6.22
S-20423	Edgar Cruz, Inc.	15/Friends/Staff Apprec.	500.00	500.00
S-20424	American Express	Technology	5,899.97	5,899.97
S-20425	James Doherty	Lost & Paid Item Returned	16.95	16.95
S-20426	Delynda Baldwin	Lost & Paid Item Returned	22.95	22.95
S-20427	Marshall Ruyle &/or Nola Ruyle	Lost & Paid Item Returned	23.15	23.15
S-20428	Christopher A. Corpuz	Lost & Paid Item Returned	21.95	21.95
S-20429	Commercial Concepts, Inc.	15/OCJJC Bookshelves	5,000.00	5,000.00
S-20430	Xerox Corp.	Copier Maintenance	32.40	
		Copier Maintenance	5.52	
		Copier Maintenance	6.66	
		Copy Maintenance	37.75	
		Copy Maintenance	20.60	
		Copy Maintenance	40.23	
		Copy Maintenance	14.00	157.16
S-20431	Oklahoma Tax Commission	Gifts & Books Lost Account	50.28	50.28
S-20432	Tulsa City/County Library	Books Lost Account	30.99	30.99
S-20433	Interlibrary Loan Department	Books Lost Account	19.99	19.99
S-20434	Rachel M. Walker	Lost & Paid Item Returned	13.95	13.95
S-20435	Stacy Schrank	15/Brawner Scholarship	600.00	600.00
S-20436	Metropolitan Library System	Transfer of Fines & Fees	60,000.00	60,000.00
S-20437	Oklahoma Tax Commission	Fines Account	17.35	17.35
S-20438	Chase Card Services	Fines Account	35.00	35.00
S-20439	Oklahoma Correctional	15/Friends/Lobby Benches	409.42	409.42
S-20440	Xerox Corp.	Copier Maintenance	61.23	
		Copier Maintenance	42.00	
		Copier Maintenance	14.89	
		Copier Maintenance	6.39	
		Copier Maintenance	20.02	
		Copier Maintenance	11.12	
		Copier Maintenance	68.58	224.23
S-20441	Oklahoma Tax Commission	Copy Fund	1,117.10	1,117.10
S-20442	Chase Card Services	Supplies	206.69	206.69
S-20443	Standley Systems	Copier Maintenance	4.76	4.76
S-20444	Hobby Lobby	12/LET/Aviation	211.94	211.94
S-20445	Debra B. Logan	Lost & Paid Item Returned	16.95	16.95
S-20446	Robert Rosales	Lost & Paid Item Returned	25.55	25.55
S-20447	John Leon	Lost & Paid Item Returned	13.95	13.95
S-20448	Nicole Peoples	Lost & Paid Item Returned	13.95	13.95
S-20449	David Lowen	Lost & Paid Item Returned	14.95	14.95
S-20450	Paul Sund	Lost & Paid Item Returned	12.95	12.95
S-20451	Joy A. Sweeney	Lost & Paid Item Returned	14.00	14.00
S-20452	Imagenation Promotional Group	Employee Booksale T-Shirt	387.08	387.08
S-20453	Macy Conaway	Meeting Room Refund	240.00	240.00
S-20454	Xerox Corp.	Copy Fund	6,183.00	6,183.00
S-20455	National Cowboy & Western	15/ Staff Appreciation	1,325.00	1,325.00

**Special Funds**

**Warrant Register**

**March 2015**

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
S-20456	Harlan Harbour Winn III	15/OHC/Let's Read About	200.00	200.00
S-20457	Shelley D. Hunter	Lost & Paid Item Returned	9.95	9.95
S-20458	Donna Doyle	Lost & Paid Item Returned	41.95	41.95
S-20459	Clara Caldwell	Lost & Paid Item Returned	7.95	7.95
S-20460	Essence McKnight	Lost & Paid Item Returned	63.15	63.15
S-20461	Brant Norwood	Lost & Paid Item Returned	12.95	12.95
S-20462	Min Zhang	Lost & Paid Item Returned	12.95	12.95
S-20463	Justin M. Mai	Lost & Paid Item Returned	7.95	7.95
S-20464	Sikeston Public Library	Lost & Paid Item Returned	39.95	39.95
S-20465	Claudia L. Longoria	Lost & Paid Item Returned	15.00	15.00
S-20466	Ashanti Bonsu	Lost & Paid Item Returned	29.00	29.00
S-20467	Amena Butler	15/LET/After School @ Lib	400.00	400.00
S-20468	Kiona Millirons	15/LET After School @ Lib	600.00	600.00
S-20469	Savannah Mitchell	15/LET After School @ Lib	400.00	400.00
S-20470	Elizabeth Lopez	15/LET After School @ Lib	400.00	400.00
S-20471	Christiane Faris	15/OHC/Let's Read About	200.00	200.00

Total of Special Funds Warrants Issued      \$ 92,338.98

I, Tim Rogers, certify that:

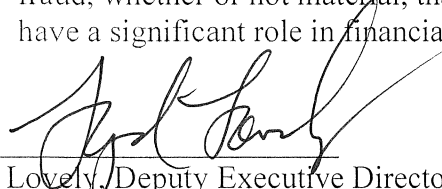
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

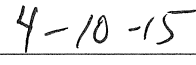
  
\_\_\_\_\_  
Tim Rogers, Executive Director

  
\_\_\_\_\_  
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

  
\_\_\_\_\_  
Date

## **REPORT AND RECOMMENDATIONS** **FROM LONG-RANGE PLANNING COMMITTEE**

**The Long-Range Planning Committee met on April 6, 2015 for:**

- I. Discussion, Consideration, and Possible Action: MLS Capital Projects Priority List
- II. Discussion, Consideration, and Possible Action: Strategic Planning Update

**During its meeting, the Committee:**

Reviewed and discussed all items.

### **COMMISSION ACTION**

To approve the following recommendations:

- 1. Approve Capital Projects Priority List**
- 2. Extend the existing Strategic Plan through June 2016.**

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

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

DATE: Monday, April 6, 2015                      TIME: 3:00 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, February 19, 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 Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on April 2, 2015, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Penny McCaleb, Chair  
Deanna Hannah  
Tracy McDaniel  
Mary Sosa  
Alyne Strube  
Beth Toland  
Susan Tucker

**COMMITTEE MEMBERS EXCUSED:**

**COMMISSION MEMBERS PRESENT:**

Tim Rogers, Executive Director

**ESTIMATE OF OTHERS PRESENT: 6**



**I.** The meeting was called to order at 3:00 p.m. by Mrs. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Hannah, McDaniel, Strube, Toland, Tucker, McCaleb (Arrived: Sosa, 3:08 pm).

**II.** Mrs. McCaleb referred to Discussion, Consideration and Possible Action: MLS Capital Projects Priority List

Mr. Tim Rogers referred to the Capital Projects Priority List (Document II - Attachment A). Staff has been asked by the City of Oklahoma City to put together a priority list for Oklahoma City capital projects. In response, staff decided to expand the list to include all capital projects anticipated to take place over the next ten years. It is our intent to have the Long-Range Planning Committee approve and recommend the list be formally adopted by the full commission at its next meeting. Discussion followed.

The priority list outlines each project based on general needs staff has identified after comparing each location to our systemwide benchmarks for facilities. The benchmarks were adopted by staff based on the criteria established and used as part of the design and building of the Northwest Library. In addition to the priorities, the list provides a basic description of the project, a brief justification, a preferred timeline, and estimated cost information. The preferred timeline is the earliest we see some of the projects happening, which factors in when the cities will be able to build. Questions and discussion followed.

Mrs. McCaleb inquired about parking, and if additional parking needs have been taken into consideration when planning future projects. Mr. Rogers explained the staff does try to ensure there will be sufficient parking for the projected use of the facility.

Mr. Rogers highlighted the Capitol Hill Library project and stated it is anticipated we will have a lease agreement for a temporary location on the agenda for approval at the April Commission meeting. Discussion followed.

Mr. Rogers reported the Jones Library project is on target to be out for bid this summer and possibly break ground in the fall.

Del City has raised the funding necessary and purchased land to build a new facility. A replacement facility is being planned that will increase the library space by 8,000 to 15,000 sq ft. We anticipate design work beginning in 2016 for the Del City project.

Belle Isle Library is listed twice on the priority list. With everything that needs to be done with Belle Isle, funding is short approximately 5 million dollars. Staff has created two projects for Belle Isle. The first project will focus on replacing the mechanical systems within the building and the second project, which the City will add to the bond election for 2017, will be to add more space to the facility. Discussion followed.

Discussion continues with Edmond for a second library facility of comparable size. The services provided would mirror the current facility. Discussion followed.

Mr. Rogers highlighted and explained Attachment B – MLS Needs Assessment. The chart provides a more graphical view of the projects' design and construction phases along with a timeline to see how the projects will flow. Not every project from the priority list was included on the timeline. Discussion followed.

Mrs. McCaleb called for a motion.

**Mrs. Susan Tucker moved to recommend the Metropolitan Library Commission approve the Capital Projects priority list. Mr. Tracy McDaniel seconded. No further discussion. Motion passed unanimously.**

**III.** Mrs. McCaleb referred to Discussion, Consideration and Possible Action: Strategic Planning Update

Mr. Rogers stated he is requesting the Long-Range Planning Committee recommend to the commission to extend the existing strategic plan for one more year. We will be doing a new strategic plan, but it will not be in the time frame needed to comply with state aid requirements. Mr. Rogers handed out copies of the current strategic plan for reference. Discussion followed.

**Mrs. Mary Sosa moved to extend the existing Strategic Plan through June 2016. Mr. Tracy McDaniel seconded. No further discussion. Motion passed unanimously.**

Staff will begin working on the new strategic plan in the fall. We are looking to hire a facilitator to walk various groups through the planning process. The Planning department will still write the plan; however, hiring a facilitator will allow library staff to focus more on the content of the plan. We anticipate the plan to be ready by January 2016. Mr. McDaniel suggested utilizing schools to reach out to parents for input into the proposed strategic plan. Questions and discussion followed.

**IV.** The meeting was adjourned at 4:35 p.m.

---

Tim Rogers, Executive Director  
(Secretary)

## **REPORT AND RECOMMENDATIONS FROM EXECUTIVE COMMITTEE**

### **The Executive Committee met April 8, 2015, for:**

- I. Discussion, Consideration and Possible Action: Discussion of Executive Director Goals
- II. Discussion, Consideration and Possible Action: Strategic Planning Update
- III. Discussion, Consideration and Possible Action: MLS Updates

### **COMMISSION ACTION:**

No commission action needed

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **EXECUTIVE COMMITTEE**

Wednesday, April 8, 2015 3:30pm  
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 March 10, 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 April 6, 2015, in conformity with the Oklahoma Open Meeting Act §311.

### **COMMITTEE MEMBERS PRESENT:**

Nancy Anthony, Chair  
Allen Coffey  
Hugh Rice  
Judy Smith

### **COMMITTEE MEMBERS EXCUSED:**

Jose Jimenez

### **ESTIMATE OF OTHERS PRESENT: 2**

**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: Coffey, Rice, Smith, and Anthony.

**II.** Mrs. Anthony referred to the Discussion, Consideration and Possible Action: Executive Director Goals.

The committee discussed using the strategic plan as the basis for the Executive Director's goals. Because the strategic plan articulates the Library's official goals, using them ensures that the Executive Director will focus on the organization's priorities. The Executive Director will draft annual goals that may be narrowed or expanded by the Executive Committee. Once approved by the Executive Committee, the goals will be forwarded to the Administration and Personnel committee to be used by them during the Executive Director's annual appraisal. In addition, the Executive Director will provide progress reports to the full commission as part of the regular commission meeting packet.

**III.** Mrs. Anthony referred to the Discussion, Consideration and Possible Action: Strategic Plan update.

Mr. Rogers described the process he plans to use to develop the Library's next strategic plan. A consultant will be retained to help design processes for gathering information from customers and potential customers, while also facilitating the planning process for the Library's planning team. Library staff will be responsible for forming the plan, and will develop measures and success factors associated with all goals. The process will begin in August or September of 2015 and will conclude no later than January 2016. Library staff will begin a "soft launch" of the plan after official adoption by the commission in spring 2016, and the funding of the plan will be initiated in July 2016. Mr. Rogers suggested a five-year plan with annual assessments and a calibration report in year three.

Questions and discussion followed.

**IV.** Mrs. Anthony called for any additional items to be discussed. There were none. The meeting was adjourned at 4:38 pm.

---

Tim Rogers, Executive Director  
(MLC Secretary)

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **CAPITOL HILL LIBRARY - TEMPORARY LOCATION LEASE AGREEMENT WITH TEMPLY DE ALBANZA**

As part of the Capitol Hill Library renovation and expansion, MLS will need to vacate the library. We currently expect the construction to begin this fall. As we did during the renovations at Ralph Ellison and Southern Oaks, the library investigated a number of possible locations. Of these, the gym at 330 SW 24th Street, located 2 blocks north of Capitol Hill offers MLS the best opportunity. Its' size, at almost 12,000 sf, will allow MLS to relocate & provide all our current services for this community.

Like our other "temporary" locations the gym will require some work to change it into a library.

Find attached *2015.0327 Lease Transmittal Final* which outlines this work.

The 1<sup>st</sup> design meeting to address this work has tentatively been scheduled for Tuesday, April 21<sup>st</sup>.

Find attached *2015.0408 Temply De Albanza - MLS Lease Final*, for your review and action. This was prepared by the library's legal counsel, William Comstock and has been verbally approved by Temply De Albanza. If approved by the MLC, it is expected that they will execute the lease on April 19, 2015.



Adequate funding is provided in the FY 2014-15 budget.

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

That the Library Commission approve the lease agreement with Temply De Albanza for the use of their gym for the temporary Capitol Hill Library, located at 330 SW 24th Street.



## Transmittal

To: Rachel Ramirez

Fax: by email

**Templo de Alabanza**

Phone:

1145 West I-240 Service Road St 100

Oklahoma City, Oklahoma 73139

**From:** Todd S. Olberding

**Date:** 3/27/14

Director of Construction Management

**Re:** **Temporary Capitol Hill Library**

**Pages:** 2 pages and 1 attachment

330 SW 24<sup>th</sup> Street

**CC:**

**File:** CH/ TEMP SITE/ CORR/ CHURCH/LEASE

☐ Urgent

☒ For Review

☒ Please Comment

☐ \_\_\_\_\_

Hello Rachel,

As you may recall, Oklahoma City along and the Metropolitan Library System (MLS) are working to renovate the Capitol Hill Library. This project is being funded by both the 2000 and the 2007 GO Bonds, MLS and the OKC TIFF Board. MLS & OKC are very excited about the improving both the library and our ability to serve this important community. The construction, with a budget of about \$4 million, is expected to start this fall. MLS anticipates moving back into the renovated and expanded library in the spring of 2017.

But before the construction can begin, MLS needs to move out. Find attached lease that would allow MLS to use the Templo de Alabanza's gym for our temporary home.

As you may also recall, there is some work that is needed to transform the gym into a library. Find below and attached a proposed schedule and a description of the proposed work we believe is needed. As part of the lease, we will provide a copy of the "final plan" for your review & approval. Additionally, what is listed below will also need the approval of the Metropolitan Library Commission.

### SCHEDULE

Find below a schedule which outlines the steps. ALL OF THESE DATES ARE SUBJECT TO CHANGE.

Activity	Comments	Duration	Start Date	End Date
Lease Discussions			March 10 <sup>th</sup>	April 8 <sup>th</sup>
MLC Approval			April 9 <sup>th</sup>	April 16 <sup>th</sup>
Templo de Alabanza Approval			April 17 <sup>th</sup>	April 20 <sup>th</sup>
Final Design		1 month	April 20 <sup>th</sup>	May 15 <sup>th</sup>
Secure Bids, Finalize Lease & Award	Anticipated commencement date is June 18th	2 months	May 1 <sup>st</sup>	June 18 <sup>th</sup>
Renovate Space		3 months	June 22 <sup>nd</sup>	Sept 18 <sup>th</sup>
Move In to Gym	Per the current schedule, MLS must move out no later than 11/16	3 weeks	Sept 21st	Oct 9 <sup>th</sup>
Move Out of Gym	The current schedule calls for MLS to move back in April 2017	2 months	April 2017	May 2017

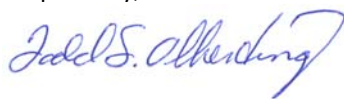
See below a brief recap of the anticipated work.

Item	Comments / Purpose	
Scope of Work	It will take some work to “convert” the gym into a library. Find attached Preliminary Scope of Work that we believes outlines what is needed. A final set of plans and specification will be developed by MLS’ Architect and presented to you for your Approval.	Attach 1
Lighting	The lighting within the gym needs to be improved. We have anticipate that we will need to replace the existing 16 fixtures.	
Parking	It is our understanding that Templo de Alabanza has an agreement with the Community Action Agency to “share” the parking lot located to the east of the gym. Per my conversation with the Director, James Sonzo, they are willing to share the lot with MLS on a 1 <sup>st</sup> come, 1 <sup>st</sup> served bases.	
Lease Term	As indicated above, we will need to use the gym for about 2 years. We have included a 6 month extension, should it be needed	
Cost of the Renovations	We have determined that it take about \$95,000 to complete the modifications. As part of our agreement, MLS will pay for this work.	
Calculation of Cost	As a public agency, MLS is required to seek completeive bids on the work. Accordingly, we will to develop plans for this work and submit them to you for your approval. A single contract for all work will be awarded and administered by MLS.	
Lease Rate	As this is a short lease period and most of the renovations (about \$60,000) and will remain after MLS moves out for the long term benefit of Templo de Alabanza, we proposed a rental rate of \$1,250.00 per month.	
Lease Closure	At the end of the lease, MLS will remove the carpeting & floor protection and will reinstall the shower heads. The balance of the renovations will be left in place.	

**The above shall be considered preliminary and is non-binding.**

Thank you so much for your time and consideration. If you or anyone has any questions, please call me at 405-0326-9037, anytime. Additionally, if you would like me to present this or answer any questions in person, again call any time.

Respectfully,







**sam.moore.architect**

5020.n.e.37  
oklahoma.city.ok.73121

telephone.405.427.1006

Ref Transmittal Dated 3/27/15  
Attachment 1

3.2.15

SCOPE OF WORK TO REMODEL  
The TEMPLY de ALBANZA - GYM  
330 SW 24<sup>th</sup> ST

TEMPORARY CAPITOL HILL LIBRARY  
Reference Floor Plan dated 2/27/15

This Scope of Work is "Preliminary" in nature and is intended as an aid for the proposed lease with the Temply De Albanza church.

The final scope will be confirmed prior to securing a bids for this work.

#### **Proposed Work by MLS**

- Restripe of the handicapped spaces
- Add 2 Handicapped signs – attached to building
- MLS to relocate existing Service Desk from the Capital Hill Library.
- MLS to relocate the existing Security Desk from the Capital Hill Library.
- MLS to install electric HDCC door operators (from old library) on active doors front doors.
- MLS to install interior signs.

#### **Proposed Work by Others**

- Bathrooms
  1. Add one garb bar to each of the 2 "accessible" toilets.
  2. Remove shower head & cap line. The caps will be removed and the shower heads reinstated at the end of the lease.
  3. Replace restroom vanity cabinets and sinks with accessible counter top and 2 sinks in each restroom.
  4. Paint the bathrooms walls
  5. Install new vinyl base
- Flooring
  1. Protect gym flooring & install rolled carpeting over gym area
  2. Provide carpeting in meeting room.
- Ceiling Work
  1. Install new ceiling in mechanical room
  2. Install ceiling in Meeting Room.
- Painting
  1. Paint wainscot in gym area up to 8 feet
  2. Paint north corridor
  3. Paint entry vestibules

SCOPE OF WORK FOR REMODEL  
TEMPLY DE ALBANZA - GYM  
301 SW 25TH ST

TEMPORARY CAPITOL HILL LIBRARY  
Reference Floor Plan dated 2/27/15

**PLUMBING / HVAC**

1. Spit Systems
  - Unit # 1- All work excluded. The condensing unit is missing & the furnace looks inoperative.
  - Unit # 2 – Add cage & replace condensing unit.
  - Unit # 3 – Verify operational; Service.
2. Roof Top Units
  - Connect gas to the four Roof Top Units
  - Add approximately 160 feet of new ducts for better air distribution into the gym area.
3. Existing Gym Heating Units
  - “Abandon in place” the 4 existing gas fired heaters
  - Block-off louvers on the west wall.
4. Mechanical Room
  - Change out single wall flue exhaust ductwork.
  - Connect condensate drain for unit # 2

**ELECTRICAL**

1. Secure electrical panels
2. Add 16 each 20 amps circuits: Data Closet (2); Main Office (1); Print Station (1); Public Computers (6); Children’s Computer (1); Catalog (1); Workroom (1); & Service Desk (3)
3. Install 16 each, 6 lamp, T-5 light fixtures with a wire guard in the gym. See attached product data sheet
4. Add 8 each lights in the meeting room.
5. Change out all exit lights. Provide 5 each exit lights with battery back-up & emergency lights.
6. Add 2 emergency light packs in the middle of the gym for added lighting.

**Topics that Need Further Review**

- Review operations of the fire alarm system & security system.
  - Both appear to be working at the inspection tags are current
- Review operation& control of the exterior parking lot lights
- Clean up of existing materials

## LEASE AGREEMENT

This Lease Agreement (herein "Lease") is made and entered into on the \_\_\_\_ day of \_\_\_\_\_, 2015, by and between Templo De AlaBanza, Inc., an Oklahoma not for profit corporation f/k/a Templo De Alabanza, a religious organization (herein "Landlord") and Metropolitan Library System of Oklahoma County (herein "Tenant").

### WITNESSETH:

WHEREAS, Landlord is the owner of certain real property with improvements thereon located at 330 S.W. 24<sup>th</sup> St., Oklahoma City, Oklahoma 73109, and legally described as Lots 1 thru 11, Block 14, Capitol Hill Addition to Oklahoma City, Oklahoma County, State of Oklahoma (herein "Premises"), and

WHEREAS, Tenant is desirous of leasing the Premises from Landlord and Landlord is desirous of leasing the Premises to Tenant upon the terms and conditions more fully set out below.

NOW, THEREFORE, in consideration of Ten Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. RENT. Tenant shall pay to Landlord the sum of One Thousand Five Hundred Dollars and No/100 (\$1,500.00) per month beginning on the Commencement Date with a like amount due on the same day each month thereafter during the term of this Lease.

2. TERM. This Lease shall be for an initial term of twenty four (24) months (herein "initial Term"). Tenant shall have the option to extend the initial Term for a period of six (6) months by giving Landlord written notice of Tenants intent to extend at least sixty (60) days prior to the expiration of the initial Term.

3. COMMENCEMENT DATE. This Lease shall commence on the day and month agreed upon by the parties as evidenced by the parties' respective signatures in the space provided below the execution signatures of this Lease (herein "Commencement Date").

4. POSSESSION. Tenant shall be granted possession of the Premises on the Commencement Date unless otherwise agreed upon in writing by the parties.

5. PERMITTED USES. Tenant shall use the Premises for a branch library of the Metropolitan Library System of Oklahoma County, with hours of operation from 9:00 a.m. to 9:00 p.m. Monday through Thursday, 9:00 a.m. to 6:00 p.m. Friday, 9:00 a.m. to 6:00 p.m. Saturday, and 1:00 p.m. to 6:00 p.m. Sunday.

6. UTILITIES. Tenant shall pay all charges for utilities and other services provided to the Premises, including, without limitation, charges for electricity, water, sewer, gas, telephone, cable, janitorial service, garbage removal, and other services.

7. **TAXES.** The parties acknowledge and understand that the Premises is currently exempt from ad valorem taxation as determined by the Oklahoma County Assessor. Further, that Tenant, as a political subdivision of the State of Oklahoma, is also exempt from ad valorem taxation. In the event the Oklahoma County Assessor assesses the Premises with ad valorem taxes as a direct result of Tenant's use and occupancy of the Premises, Tenant shall be responsible for initiating an appeal before the proper governmental agency for the purpose of challenging any such assessment.

8. **TENANT IMPROVEMENTS.** Tenant shall be allowed to make improvements, both permanent and temporary, to the Premises provided that (i) all improvements are made in accordance with applicable municipal building codes, rules and regulations, and (ii) that the Landlord approves in writing all improvements contemplated by Tenant.

9. **FIXTURES.** Any security system (including alarms, cameras, monitors, keypads, sensors and wiring), telephone system (including trunk lines, PBX system, receivers and wiring), computer system (including routers, cables and wiring), shelves, artwork and signs installed by Tenant in or on the Premises shall remain the property of Tenant upon the expiration of this Lease and shall be removed by Tenant in a timely manner upon the expiration of this Lease.

10. **MAINTENANCE.**

(a) **Tenant's Maintenance.** Tenant shall be responsible for the scheduled maintenance, both monthly and annually, of the HVAC, electrical and plumbing systems, cleaning and janitorial services and trash removal.

(b) **Landlord's Maintenance.** Landlord shall be responsible for maintaining, repairing and replacing the roof, structural deficiencies, windows, doors, foundation, exterior walls and retaining walls and the parking lot. Landlord shall also be responsible for replacing any mechanical, electrical and/or plumbing system and HVAC system component which fails during the term of this Lease.

11. **ASSIGNMENT AND SUBLETTING.** Tenant may not assign this Lease or sublet the Premises without the express written consent of Landlord.

12. **INSURANCE.** Tenant shall, at its expense, maintain throughout the term of this Lease a policy of commercial general liability insurance against, claims for personal injury, death or property damage occurring on, in or about the Premises or arising out of Tenant's use of the Premises with a combined single limit per occurrence of not less than \$1,000,000.00. Such policy shall name Landlord as an additional insured. Tenant shall, on or before the Commencement Date of this Lease, provide Landlord with a certificate showing such coverage.

13. **PARKING.** Tenant acknowledges and understands that (i) Tenant's use of the parking lot included in the description of the Premises is non-exclusive and (ii) that the parking lot is also used by patrons and other tenants of Landlord.

14.     **SIGNS.**           Tenant shall be allowed to install and/or erect signs in or on the Premises consistent with Tenant's use of the Premises provided that all such signs shall comply with applicable municipal codes and shall be approved in advance by Landlord.

15.     **STORAGE.**        Notwithstanding any provision herein to the contrary, Landlord shall have the exclusive right to store items in the four rooms designated and marked "NOT USED" on Attachment A to this Lease (herein "Landlord's Storage"). Tenant shall provide Landlord reasonable access to Landlord's Storage during normal business hours.

16.     **NOTICES.**       Any notice, demand, request or report required or permitted to be given or made under this Lease shall be in writing and either (i) delivered personally with written confirmation of receipt, (ii) sent postage prepaid by first class mail, return receipt requested, or (iii) sent by telecopy or other similar means of rapid transmission and confirmed by mailing written confirmation thereof at substantially the same time as such rapid transmission to the following:

Tenant:           Metropolitan Library of Oklahoma County  
                    Attn: Tim Rogers  
                    300 W. Park Ave.  
                    Oklahoma City, OK 73102  
                    Facsimile #405-606-3722

Landlord:         Templo De AlaBanza, Inc.  
                    Attn: \_\_\_\_\_  
                    1145 West I-240 Service Rd., Suite 100  
                    Oklahoma City, OK 73139  
                    Facsimile # \_\_\_\_\_

17.     **DEFAULT.**       A party shall be in default under this Lease at any time said party fails to timely perform or observe any of their respective obligations under this Lease. A notice of default shall be given to the defaulting party at the Notice address herein and in the manner provided for herein. The defaulting party shall have ten (10) days to cure such default. In the event the defaulting party fails to cure such default after receiving a Notice of default, the non-faulting party may seek any remedy provided by law or equity.

18.     **REPRESENTATIONS.**   Landlord warrants and represents to Tenant, that the undersigned, on behalf of Landlord, has full power and authority to bind Landlord and to enter into this Lease and that all requisite approvals from Landlord's governing body or board have been obtained. Landlord further warrants and represents to Tenant that by entering into this Lease, Landlord is not in default of the terms of any mortgage, loan agreement or contract with any third party.

19. ENTIRE AGREEMENT. Tenant acknowledges and agrees that it has not relied upon any statements, representations, agreements, or warranties by Landlord, its agents or employees except such as are expressed herein. Any amendment or modification of this Lease, to be valid and enforceable, must be in writing and executed by the party against whom enforcement is sought.

20. NO PARTNERSHIP OR JOINT VENTURE. Nothing contained herein shall be construed to constitute a joint venture or partnership between Landlord and Tenant.

21. BINDING EFFECT. This Lease and all its terms, conditions and obligations shall be binding upon each parties' respective successors and assigns.

22. APPLICABLE LAW. The laws of the State of Oklahoma shall govern the validity of this Lease, the construction of its terms, and the interpretation of the rights and obligations of Landlord and Tenant. Venue shall be proper in the Oklahoma County District Court.

23. ATTORNEYS' FEES. The successful party to any action brought to enforce this Lease against the other shall be entitled to an award of reasonable attorneys' fees as determined by the Oklahoma County District Court.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed the day and year first above written.

"Landlord"

Templo De AlaBanza, Inc., an Oklahoma not for profit corporation f/k/a Templo De Alabanza, a religious organization

By: \_\_\_\_\_  
\_\_\_\_\_

"Tenant"

Metropolitan Library System of Oklahoma County

By: \_\_\_\_\_  
Tim Rogers, Executive Director

## COMMENCEMENT DATE

Landlord and Tenant agree that the obligations of each party, including the payment of rent by Tenant, as contained in the above Lease shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

“Landlord”

Templo De AlaBanza, Inc., an Oklahoma not for profit corporation f/k/a Templo De Alabanza, a religious organization

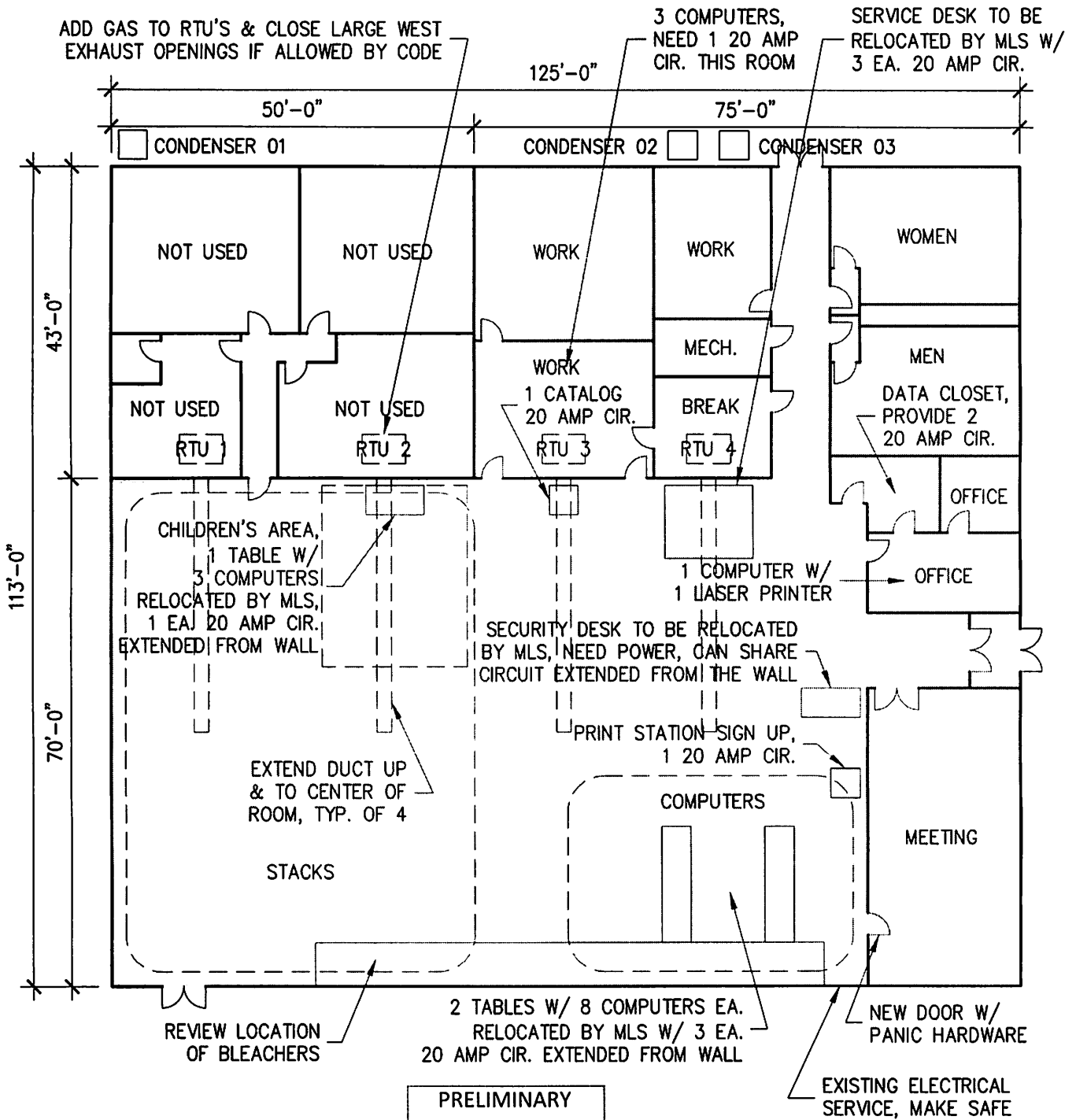
By: \_\_\_\_\_  
\_\_\_\_\_

“Tenant”

Metropolitan Library System of Oklahoma County

By: \_\_\_\_\_  
Tim Rogers, Executive Director

# Attachment A



PRELIMINARY

RECEIVED

By TSO Dir of Const Mgt MLS - OK at 11:39 am, Feb 27, 2015

1

FLOOR PLAN

A1

SCALE: 1" = 20'-0"

DATE: 2/27/15  
PROJECT: 1503

SHEET:

A1

OF: X

FLOOR PLAN

REVIEWS:

PROPOSED  
TEMPORARY CAPITOL  
HILL LIBRARY  
301 SW 25TH STREET  
OKLAHOMA CITY, OKLAHOMA

sam.moore.architect

5020 n.e.37  
oklahoma city ok 73121

telephone 405 427 1006  
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# EXECUTIVE DIRECTOR'S REPORT

APRIL 2015

With my first 90 days as the Metropolitan Library System executive director in the books, I am beginning to feel more at home on the job and in the community. In addition to continuing to meet with members of the Library Commission, I have been making the rounds to our cities, meeting city managers, council persons, and mayors. I have also met with a number of directors of area nonprofits, government agencies, and other library partners. The communities of leaders I have encountered have been open and interested in the Library's direction, engaged in working with us to facilitate shared success, and a tremendous source of information that will help us move forward in the months and years to come.

In addition to the external connections I've made, I've also spent a fair amount of time with a variety of staff groups, attending their team meetings, answering questions, and beginning to lay out some conception plans for the future.

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. Management at Ralph Ellison Library

As you saw from my weekly bullet points, we have taken the interim step of having Denyveta Davis (Director of Library Operations) temporarily relocate to Ralph Ellison Library in order to provide the staff at and patrons with much needed managerial support. We continue our search for the next permanent manager, and Denyveta will operate from Ralph Ellison until the successful candidate is in place, which we hope will be within two months. This is a home coming of sorts for Denyveta, as she was the Manager at Ralph Ellison Library from the 1990s through the early 2000s. We know that under Denyveta's steady hand we will be certain to retain the high level of community value and engagement provided through the Ralph Ellison Library.

### 2. Long-Range Planning

The Commission's Long-Range Planning Committee met last week to discuss the Library's capital improvement plans for the next 7-10 years. Staff developed a series of recommendations that were based on benchmarks established through the planning of space for the Patience Latting Northwest Library. While the benchmarks used represent a small sampling of those we plan to incorporate over the next few years, they are consistent with our current use of library spaces and provide insight that we did not possess (except as a "gut feel") in the past. The results of that meeting will be outlined in the Committee's recommendations (found elsewhere in this packet).

3. Capitol Hill Library

Staff completed the negotiation process with the church that owns the space we plan to use during the construction of Capitol Hill. The lease agreement was signed by the church leaders and it will be presented to the Library Commission for approval at the meeting on April 16. Securing this space ensures that we remain on schedule for the Capitol Hill project.

4. Jones Library

We continue the review process of the 95% documents of the Jones Library project. The specifications document (which totals more than 500 pages), plus the accompanying drawings, require deeply detailed assessment and comment process. Todd Olberding has set the deadline of April 20th for this review, after which we will await the 100% documents. The project proceeds and Jones will soon be one step closer to a free-standing library!

## Personnel

- Brandon Beckham started at Almonte Library as the Manager of Library Operations. Brandon previously served as the Assistant Manager of Library Operations at Southern Oaks, and has been with MLS since mid-2014. Before joining our team, he managed several public library branches in Louisiana. Brandon holds an MLIS from Louisiana State University-Baton Rouge and a Bachelor's in secondary education from LSU-Shreveport.
- Christopher Stofel started as the Manager of Library Operations for the Extension Libraries. Chris is new to the MLS, and came to us from the Oklahoma City Public Schools where he worked as a media specialist and classroom teacher in OKC and Gallup, NM. Chris holds an MLIS from the University of Oklahoma and both a B.A. and B.S. from Southeastern Oklahoma University.
- Benjamin Harvey started as the Manager of Library Operations at the Village. Ben was previously the Circulation Coordinator at the West Fargo Public Library (Fargo, ND), and holds a MLIS from University of Illinois, an MBA from North Dakota State University, and a B.S. in Psychology from University of Illinois.
- Quiante Smart-Howze was hired as a Library Aide Part Time at the Warr Acres Library.
- Debbie Hughes was hired as a Library Aide Part Time at the Choctaw Library.
- Teilor Tippetts was hired as a Circulation Clerk Full Time at the Northwest Library.
- Adriana Trejo was hired as a Project Specialist Part Time in Outreach.
- Kyle Pound was hired as a Project Specialist Part Time in Outreach.
- Najah Hylton was hired as a Library Aide Part Time at the Midwest City Library.
- Sheila Steward was hired as a Library Aide Part Time at the Luther Library.

## Items of Interest

- Staff Priorities Survey  
We asked staff to complete a quick survey to identify some key priorities and potential changes that might help them better achieve the organization's goals. We had nearly 150 of our 500 staff respond, and each provided well considered, detailed information that will help us formulate plans for the next year. I will be communicating the survey results during the next month and will report on it to the Commission at your May meeting.
- Library Legislative Day in Oklahoma (and beyond)  
Library Commission members Cindy Friedemann, Hugh Rice, and Beth Toland joined Library staff members Kim Terry (Director of Marketing & Communications), Chris Kennedy (Midwest City Manager of Library Operations), Tracey Thompson (Midwest City Assistant Manager of Library), Melody Kellogg (Edmond Manager of Library Operations), Angel Suhrstedt (Assistant Manager of Library Operations), and Meaghan Hunt-Wilson (Edmond YA &

Reference Librarian) for an informal breakfast with the state legislators this week. Although there was no major legislation pending, attendees spoke to our state representatives and senators about continuing support for the Oklahoma Department of Libraries which provides our patrons with a vital array of digital resources, while also delivering about \$250,000 per year to MLS revenue line. Maintaining communication with the elected officials in our service area is a critical component of organizational advocacy, and we will be developing an advocacy plan in the future that will present a clear and specific message regarding the Library's role in community development, and how this role is tied to the platforms of our elected leaders.