



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, May 21, 2015, 3:30 p.m.
The Village Library
10307 N. Penn
The Village, OK 73120
(Telephone: 755-0710)

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 #70 – Presentation of Service Certificates for Library Staff – May 2015

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

3:45 – 4:00 pm CONSENT DOCKET (#71 - #74)

- Document #71 – Approval of Minutes of April 16, 2015 Meeting
- Document #72 – Acceptance of Review of Expenditures for April 2015
- Document #73 – Contract Awards & Purchases
 - Item A: *info* Magazine
 - Item B: Stacking Chairs
- Document #74 – Request to Declare Vehicle Surplus

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #75 – Discussion, Consideration and Possible Action: Report and Recommendations from A&P Committee meeting May 13, 2015 – Mr. Hugh Rice, Chair
- Document #76 – Discussion, Consideration and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board – Mrs. Penny McCaleb

4:15 – 4:30 pm SPECIAL PRESENTATIONS

- Summer Reading Presentation – Emily Williams, Young Adult Service Coordinator, Outreach and Kristin Williamson, Children's Services Coordinator, Outreach

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

June 18, 2015
Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102

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 May 2015:

<u>Employees</u>	<u>Years of Service</u>
Ashley Noel Meyer, Associate Librarian, Northwest Library	5
Dana Beach, Librarian, Choctaw Library	10
Rena M. Gibson, Circulation Clerk, Ralph Ellison Library	10
Regina M. Wolfinger, Circulation Clerk, Library Operations	25

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

DATE: April 16, 2015

TIME: 3:30 pm

MEETING PLACE: Northwest Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 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 Northwest Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on April 14, 2015, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Ralph Bullard
Allen Coffey, Disbursing Agent
Fran Cory
Cynthia Friedemann
Karen Helton
Carolyn Leslie
Penny McCaleb
Tracy McDaniel
Lori Nelson
Mukesh Patel
Jim Shonts
Mary Sosa
Alyne Strube
Beth Toland
Sharon Voorhees
Nancy Anthony, Chair

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Deanna Hannah
Helene Harpman
Jose Jimenez
Brian Maughan
Kim Patterson
Hugh Rice
Vanna Shaw
Judy Smith, Vice-Chair
Susan Tucker

Tim Rogers, Executive Director
(Secretary)

Estimate of general public and staff attending: 23

I. The meeting was called to order at 3:34 p.m. by Mrs. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Bullard, Coffey, Cory, Friedemann, Helton, Leslie, McCaleb, McDaniel, Nelson, Patel, Shonts, Sosa, Strube, Toland, Voorhees, Anthony.

II. Mrs. Anthony introduced Ms. Rachel Kopchick, Manager of Library Operations II, Northwest Library. Ms. Kopchick presented a video created by staff at Northwest Library, highlighting various programs and outreach initiatives at the Northwest Library.

III. Mrs. Anthony referred to the Presentation of Service Certificates for March & April 2015: Taryn A. Kingery, Librarian, Almonte Library ~ 5 years of service; Jessica L. Minter, Circulation Clerk, Warr Acres Library ~ 10 years of service.

Mrs. Anthony also recognized the following employees who were unable to attend the meeting: Ruth Ellen Harder, Extension Specialist, Luther Library ~ 5 years of Service; Hien Si Chau, Library Aide, Midwest City Library ~ 5 years of service; Juliet M. Alavicheh, Circulation Clerk, Village Library ~ 10 years of service; Julianna L. Link, Librarian, Village Library ~ 10 years of service; Margaret J. Collins, Library Assistant, Edmond Library ~ 15 years of service.

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

V. Mrs. Anthony presented the Consent Docket: 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..

Mrs. Anthony called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mrs. Alyne Strube seconded. Questions and discussion followed; Motion passed unanimously.

VI. Mrs. Anthony referred to Document #67 - Discussion, Consideration, and Possible Action: Long-Range Planning Committee meeting, Penny McCaleb, Chair.

Mrs. McCaleb provided the report and recommendations from the Long-Range Planning Committee meeting. The first recommendation is in response to a request from the City of Oklahoma City to put together a priority list for library capital projects. Staff decided to expand the list to include all capital projects anticipated to take place over the next ten years. Discussion followed.

The motion coming from the Long-Range Planning Committee is to approve the Capital Projects Priority List. A motion coming from committee requires no second. Motion passed unanimously

Mrs. McCaleb referred to the second recommendation from the committee to extend the current Strategic Plan.

The motion coming from the Long-Range Planning Committee is to extend the existing Strategic Plan through June 2016. A motion coming from committee requires no second. Motion passed unanimously.

VII. Mrs. Anthony referred to Document #68 - Discussion, Consideration, and Possible Action: Executive Committee meeting.

Mrs. Anthony called on Mr. Rogers to provide the report from the Executive Committee meeting.

Mr. Rogers stated the Executive Committee discussed the Goals of the Executive Director, which should mirror the goals of the Strategic Plan. The goals of the Executive Director will be drafted on an annual basis and will become part of the appraisal process. Mr. Rogers will work with the Executive Committee to draft the initial goals. Moving forward, those goals will be approved by the Executive Committee annually and then handed over to the Administrative & Personnel Committee for the annual appraisal process.

The Executive Committee also discussed the Strategic Plan. The library system will hire a consultant to help with group facilitation and information gathering processes, which will allow staff to be active participants. Library staff will be responsible for forming the plan, and will develop measures and success factors associated with all goals.

Mrs. Anthony stated there is no recommended action from the Executive Committee meeting.

- VIII. Mrs. Anthony referred to Document #69 - Discussion, Consideration, and Possible Action: Report and Recommendation from Administration - Capital Hill Library Temporary Location Lease Agreement with Temply De Albanza.

Mr. Rogers stated a couple of corrections were made to the recommended lease agreement. The proposed lease agreement was revised from a 24 month to a 12 month lease. The Library cannot sign contracts for longer than 12 months. Also contact information was added to the Landlord section under Notices and on the signature page. Questions and discussion followed.

Mrs. Anthony called for a motion.

Mr. Tracy McDaniel moved to 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. Mrs. Cynthia Friedemann seconded. No further discussion. Motion passed unanimously.

- IX. Mrs. Anthony referred to the Special Presentation ~ *Come Read with Me* – LaVetta Dent, Director of Outreach and Angie Walton, Project Coordinator.

Mrs. LaVetta Dent, Director of Outreach introduced Ms. Angie Walton, Project Coordinator. Ms. Walton provided brochures for the Come Read with Me program, thanks to the Marketing Department the brochures were recently revised and are now available in both English and Spanish. She explained the program and the importance of establishing partners in the community to be involved. Ms. Walton showed a training video for the Come Read with Me program, which was created by students in the advanced technology class from Southeast High School. Discussion followed.

Ms. Walton concluded her presentation by showing another video highlighting the importance of the library, featuring Aaron Meeks, owner of a local Chick-Fil-A restaurant. In the video Mr. Meeks talks about his love of the library and the important role the public library holds in the community.

- X. Mrs. Anthony called on Mr. Rogers to present the Executive Director's Report.

Mr. Rogers introduced Mr. Ben Harvey, new Village Library Manager and Mr. Chris Stoufel, new Manager of the Extension Libraries.

The Friends of the Library are working to put together a Donna Morris scholarship, similar to the Lee Brawner scholarship. The Donna Morris scholarship will be available to full or part time staff enrolled in any continuing education program, whereas the Lee Brawner scholarship is only available to full time employees.

Media Surfers, funded by the Inasmuch Foundation, will be available for check out soon.

Kim Terry, Director of Marketing, is working on monumental signs for Northwest and Midwest City.

The Village Library is having its 25th Anniversary at 1pm on May 21st, prior to Metropolitan Library Commission meeting.

- XI. Mrs. Anthony called for comments from the Commission. Questions and discussion followed.

- XII. The next regularly scheduled meeting will be held at the Village Library on May 21, 2015.

There being no further business, the meeting was adjourned at 4:35pm.

Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

April 30, 2015

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

For comparison, 83.33% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of April 2015.

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STATEMENT OF FINANCIAL CONDITION

April 30, 2015

ASSETS

	Current Year	Previous Year
CASH	\$ 9,811,368.29	\$ 16,026,405.74
INVESTMENTS (Schedule attached)	23,612,609.80	18,158,102.20
PREPAID ACCOUNTS	25,000.00	25,000.00
Total Assets	\$33,448,978.09	\$ 34,209,507.94

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$478,757.37	\$307,008.15
Current Year Purchase Orders Outstanding	482,973.15	906,866.43
Previous Year Purchase Orders Outstanding	0.00	35,855.67
Checks Outstanding	486,660.18	102,251.77
Total Liabilities	1,448,390.70	1,351,982.02

FUND BALANCE:

Beginning of the Year	\$27,031,002.21	\$29,031,368.36
Add: Revenues		
Budgeted	31,537,601.89	30,379,772.86
Other	1,320,935.62	1,698,117.29
Less: Expenditures	(27,888,952.33)	(28,251,732.59)
Total Fund Balance	32,000,587.39	32,857,525.92
Total Liabilities, Deferred Revenue and Fund Balance	\$33,448,978.09	\$ 34,209,507.94

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

As of April 30, 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	3/20/2015	9/20/2016	1.000%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
CD - Bank of India	12/31/2014	7/1/2015	0.400%	250,000.00
CD - Patriot National Bank	12/31/2014	6/30/2015	0.300%	250,000.00
CD - Bank of Baroda	12/31/2014	6/30/2015	0.350%	250,000.00
CD - SAFRA National Bank	1/15/2015	10/15/2015	0.400%	250,000.00
CD - Santander Bank NA	1/7/2015	10/7/2015	0.450%	250,000.00
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Freddie Mac	12/29/2014	12/29/2017	1.250%	3,000,000.00
Freddie Mac	1/5/2015	9/18/2015	0.180%	3,005,133.69
Federal Home Loan Bank	1/5/2015	7/30/2015	0.300%	500,850.00
Total Investments				<u>\$ 23,612,609.80</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of April 30, 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
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$29,513,267.00	\$ 3,626,746.35	\$ 30,818,082.89	104.42%	\$28,418,861.00	\$ 3,896,248.38	\$ 29,645,177.86	104.32%
State Aid	260,594.82	111,786.00	251,519.00	96.52%	258,653.00	115,820.00	260,595.00	100.75%
Fines	495,000.00	70,000.00	468,000.00	94.55%	468,000.00	47,000.00	474,000.00	101.28%
Total Budgeted Revenue	<u>\$ 30,268,861.82</u>	<u>\$ 3,808,532.35</u>	<u>\$ 31,537,601.89</u>	104.19%	<u>\$ 29,145,514.00</u>	<u>\$ 4,059,068.38</u>	<u>\$ 30,379,772.86</u>	104.23%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 51,921.28	\$ 1,010,488.91			\$ 45,721.08	\$ 999,398.33	
Gifts and Lost Books Fees		0.00	0.00			0.00	0.00	
Investment Income		538.49	149,210.51			230.33	156,281.82	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		0.00	4,563.92			36.05	20,622.63	
Insurance Reimbursements		0.00	0.00			0.00	1,161.00	
Miscellaneous		11,913.60	156,672.28			8,134.74	520,653.51	
Total Miscellaneous Revenue		<u>\$ 64,373.37</u>	<u>\$ 1,320,935.62</u>			<u>\$ 54,122.20</u>	<u>\$ 1,698,117.29</u>	
Total Revenue	<u>\$ 30,268,861.82</u>	<u>\$ 3,872,905.72</u>	<u>\$ 32,858,537.51</u>	108.56%	<u>\$ 29,145,514.00</u>	<u>\$ 4,113,190.58</u>	<u>\$ 32,077,890.15</u>	110.06%

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

April 30, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 58,021.77	\$ 625.00	\$ 649.99	\$ 57,996.78
815 Fines	70,421.43	57,153.82	70,308.89	57,266.36
820 Copy	72,199.03	2,510.50	2,480.66	72,228.87
Total Revolving Funds	\$ 200,642.23	\$ 60,289.32	\$ 73,439.54	\$ 187,492.01
GRANTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</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	130,396.00	1,604.00
917 15/Continental/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
919 15/Coca Cola/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
920 15/LET/After School at the Library	12,000.00	12,000.00	7,600.00	4,400.00
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	600.00	200.00
926 15/CommFoun/Robotics Kits	2,500.00	2,500.00	0.00	2,500.00
927 15/VanAck/Biggest Loser	770.00	770.00	770.00	0.00
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>Friends Grants</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	69,961.37	1,038.63
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	5,832.55	167.45
903 15 Interactive Panels	2,500.00	2,500.00	1,679.96	820.04
904 15 Parent Child Book Club	1,500.00	1,500.00	1,402.77	97.23
905 15 Summer at the Library	71,000.00	71,000.00	11,843.70	59,156.30
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	20,728.26	19,271.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
918 15 Lobby Benches	500.00	500.00	409.42	90.58
921 15 Staff Appreciation Dinner	18,000.00	253.30	1,957.51	(1,704.21)
925 15 Legislative Day	700.00	0.00	304.14	(304.14)
Total Grants				136,517.18
Total Special Funds				\$ 324,009.19

Metropolitan Library System
Statement of Encumbrances
Month of April 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	1,928,231.62	12,441,455.01	81.89	15,192,312.00	2,750,856.99
102	Wages - Part-time	.00	1,394,131.38	52.04	2,678,988.00	1,284,856.62
103	Payroll Taxes	143,832.75	1,015,213.00	78.82	1,288,039.00	272,826.00
109	Workers Comp. Insurance	19,926.00	150,133.00	75.68	198,384.00	48,251.00
112	Group Insurance	239,502.03	2,385,283.99	75.67	3,152,195.00	766,911.01
113	Employees' Retirement	118,848.00	1,642,142.92	80.20	2,047,683.00	405,540.08
114	Unemployment Compen.	686.30	13,754.29	45.85	30,000.00	16,245.71
Total Personal Services		2,451,026.70	19,042,113.59	77.45	24,587,601.00	5,545,487.41

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	259,079.58	84.93	305,056.00	45,976.42
205	Rent of Library Buildings	7,715.31	84,294.69	91.47	92,155.00	7,860.31
207	Janitorial Services	42,457.56	377,682.55	66.09	571,446.00	193,763.45
208	Maintenance of Facilities	33,683.90	294,013.88	53.94	545,122.00	251,108.12
211	Parking & Transportation	13,839.28	140,760.72	73.86	190,570.00	49,809.28
212	Travel Expenses	3,899.37	48,810.53	48.26	101,144.00	52,333.47
213	Professional Services	12,672.12	296,346.55	69.66	425,410.00	129,063.45
214	Security Services	35,975.67	383,878.13	78.34	490,000.00	106,121.87
216	Telephone Services	11,306.73	113,614.67	32.41	350,592.00	236,977.33
217	Electrical Services	34,880.37	458,299.79	79.73	574,846.00	116,546.21
218	Gas Services	2,102.04	34,640.03	78.25	44,270.00	9,629.97
219	Water & Garbage Services	4,552.01	63,506.80	86.02	73,831.00	10,324.20
220	Veolia Energy Services	10,857.36	141,426.89	62.01	228,068.00	86,641.11
226	Memberships	5,182.00	25,339.00	89.86	28,199.00	2,860.00
230	Other Library-Related Serv.	29,911.48	462,300.06	96.44	479,386.00	17,085.94
231	Automation Contractual	26,862.65	332,007.22	56.97	582,810.00	250,802.78
236	Network Catalog Services	5,491.66	56,542.05	59.83	94,500.00	37,957.95
Total Contractual Services		281,389.51	3,572,543.14	69.00	5,177,405.00	1,604,861.86

Metropolitan Library System
Statement of Encumbrances
Month of April 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	13,056.29	111,743.92	54.58	204,750.00	93,006.08
302	Postage	21,260.88	161,763.37	54.31	297,825.00	136,061.63
303	Supplies	26,981.51	232,196.42	51.80	448,272.00	216,075.58
310	Maintenance Supplies	2,391.06	52,408.23	69.88	75,000.00	22,591.77
312	Safety Supplies & Equip.	61.94	5,258.92	65.33	8,050.00	2,791.08
321	Gasoline & Oil	2,305.09	24,496.44	48.99	50,000.00	25,503.56
322	Vehicle Parts & Repairs	18.00	8,035.17	26.78	30,000.00	21,964.83
330	Programming Activities	11,950.56	154,375.10	58.49	263,920.00	109,544.90
331	Other Commodities	3,594.81	14,625.59	36.27	40,328.00	25,702.41
Total Commodities		81,620.14	764,903.16	53.94	1,418,145.00	653,241.84

Capital Outlays

401	Books & Materials	666,733.15	3,519,223.25	68.96	5,103,220.00	1,583,996.75
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	5,071.88	171,890.87	91.24	188,385.00	16,494.13
408	Furniture, Fixtures, & Equip.	7,353.11	127,849.66	43.29	295,302.00	167,452.34
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	.00	119,929.54	32.23	372,153.00	252,223.46
450	Capital Projects	54,352.93	564,488.87	9.60	5,878,384.00	5,313,895.13
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		733,511.07	4,509,392.44	18.19	24,797,220.56	20,287,828.12
Total Budget		3,547,547.42	27,888,952.33	49.82	55,980,371.56	28,091,419.23

Monthly Journal Entries -- April 2015

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
150	1001	Cash	\$ 501,250.00	
	3602	Interest Income		\$ 830.00
	1101	Investment		\$ 500,420.00
		Maturity of 3137eadd8		
<u>Tax revenues</u>				
151	1001	Cash	\$ 1,545,004.15	
	1201	Ad Valorem Tax - Current year		\$ 1,545,004.15
		Ad Valorem Tax apportioned by County for 3/23 to 3/31		
152	1001	Cash	\$ 2,081,742.20	
	1201	Ad Valorem Tax - Current year		\$ 2,081,742.20
		Ad Valorem Tax apportioned by County for 4/1 to 4/15		
153	1001	Cash	\$ 51,921.28	
	3601	Prior year Tax		\$ 51,921.28
		Ad Valorem Tax apportioned by County for 3/16 to 3/31		
154	1001	Cash	\$ 111,786.00	
	3401	State Aid		\$ 111,786.00
		State Aid, 2nd payment		
<u>Miscellaneous revenue</u>				
155	1001	Cash	\$ 11,913.60	
	3605	Mic. Reimbursements		\$ 11,913.60
		settlement 275.00 LET reimb 82.71		
		room rental 25.00 badges 2.00		
		room rental 210.00 Friends 2,625.58		
		ins - Ward 356.30 Friends 8.10		
		ins - Peaden 712.60 badges 1.00		
		Almonte rent 7,315.31 GE room rental \$ 300.00		
		Total \$ 11,913.60		
<u>Fines</u>				
156	1001	Cash	\$ 70,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 70,000.00
		Fines transferred from Special fund in April		
<u>Payable entries</u>				
157	3001	Current Year Reserv. for Appropriations.	\$ 3,542,552.42	
	3011	Current Year P.O. Outstanding		\$ 3,542,552.42
	3002	Prior Year Reserv. for Appropriations.		\$ 74,095.79
	3012	Prior Year P.O. Outstanding	\$ 74,095.79	\$ -
		Purchase orders issued or cancelled in April		

158	3011	Current Year P.O. Outstanding	\$	3,554,716.73	
	3012	Prior Year P.O. Outstanding	\$	32,466.64	
	3021	Current Year Warrants Outstanding			\$ 3,587,183.37
		Checks issued in April			
159	3021	Current Year Warrants Outstanding	\$	1,264,182.14	
	1001	Cash			\$ 1,264,182.14
		Checks cleared Bank in April			

Bank interest and fees

160	1001	Cash			\$ 291.51
	3602	Bank fees	\$	485.26	
	3602	Interest Income			\$ 193.75
		Interest and fees from GF checking account			
161	8000	Special Fund Cash			\$ 268.49
	8815	Bank fees	\$	276.22	
	8815	Interest income			\$ 7.73
		Interest and fees from SF checking account			

Special funds

162	8000	Special Fund Cash	\$	63,551.59	
	8815	Fines			\$ 57,146.09
	8820	Copy			\$ 2,510.50
	8805	Gift/Lost Books			\$ 625.00
	8926				\$ 2,500.00
	8927				\$ 770.00
		Revenues of special funds received in April			
163	8000				\$ 137,105.31
	8815	Fines	\$	70,032.67	
	8820	Copy	\$	2,480.66	
	8805		\$	649.99	
	8905		\$	11,843.70	
	8908		\$	750.00	
	8921		\$	132.51	
	8925		\$	304.14	
	8904		\$	52.00	
	8920		\$	5,800.00	
	8927		\$	770.00	
	8876		\$	11,940.04	
	8916		\$	32,149.60	
	8923		\$	200.00	
		Expenditures of special funds in April			

Corrections, adjustments, and miscellaneous

164	3011	Current year P.O. outstanding	\$	1,553.65	
	3021	Warrants Outstanding	\$	2,023,312.08	
	1001	Cash			\$ 2,024,865.73
		To record payments to Paycom, now transferred rather than by check			

Grand Total		<u>\$ 14,566,665.06</u>	<u>\$ 14,566,665.06</u>
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General Fund F.Y. 14-15

Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
G-03899	Mun. Employees Credit Union	Employee Cr Union Deducts	10,817.08	10,817.08
G-03900	United Way of Central Oklahoma	Employee Deductions	536.60	536.60
G-03902	Nationwide Retirement Solution	Employee Deductions	5,585.38	5,585.38
G-03903	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-03904	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,744.63	2,744.63
G-03905	Bank of Oklahoma	Employee Flexplan Deposit	4,746.18	4,746.18
G-03906	MassMutual Financial Group	Employee Contrib -- DC PI	22,144.54	
		Employer Contrib -- DC PI	39,137.39	61,281.93
G-03907	Vision Service Plan of	Employee Deductions	1,205.65	1,205.65
G-03908	Administrative Services	Employee Deductions	1,487.62	1,487.62
G-03909	UNUM Life Insurance	Employee Deductions	1,248.20	1,248.20
G-03910	Paycom Payroll LLC	Salaries	559,491.47	
		Group Insurance	1,045.00	
		Payroll Taxes	46,275.76	
		Capital Projects	6,577.02	613,389.25
G-03911	O G & E	Electrical Services	1,558.45	
		Electrical Services	246.84	
		Electrical Services	1,593.15	3,398.44
G-03912	Oklahoma Natural Gas Co.	Gas Services	278.78	
		Gas Services	79.76	
		Gas Services	124.84	
		Gas Services	181.43	664.81
G-03913	City of the Village	Water & Garbage Services	91.41	91.41
G-03914	Brodart Co.	Programming	213.18	213.18
G-03915	Southwestern Stationers, Inc.	Supplies	2,260.00	
		Printing/Printing Supply	514.00	2,774.00
G-03916	Locke Supply Co.	Maintenance of Facilities	6.40	
		Maintenance of Facilities	32.98	
		Maintenance of Facilities	25.41	
		Maintenance of Facilities	271.42	336.21
G-03917	Demco	Supplies	267.30	
		Supplies	189.01	456.31
G-03918	The University of Oklahoma	Printing/Printing Supply	165.00	165.00
G-03919	Journal Record Publishing Co.	Printing/Printing Supply	925.00	925.00
G-03920	UNUM Life Insurance	Grp L-T Disab Ins Prm-Apr	7,076.34	7,076.34
G-03921	Alma L. Brown	Programming Activities	51.13	51.13
G-03922	Oklahoma Library Association	Professional Services	180.00	180.00
G-03923	U.S. Postal Service	Postage	15,000.00	15,000.00
G-03924	American Express	Notary Renewal Fee	20.80	
		Supplies	23.81	
		Programming Supplies	52.36	
		Programming Supplies	18.40	
		Voiceovers for TV ads	135.00	
		Automation Contractual	149.00	
		Other Library-Related Ser	135.00	
		Supplies	196.35	
		Memberships	110.00	840.72
G-03925	CompSource Mutual	Workers Comp Insurance	13,126.00	13,126.00
G-03926	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-03927	Barbara Beasley	Other Commodities	32.89	
		Transportation	44.74	77.63
G-03928	Recorded Books, LLC	Books & Materials	576.75	
	** Continued **			

General Fund F.Y. 14-15

Warrant Register

April 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-03928	Recorded Books, LLC	Books & Materials	1,683.00	2,259.75
G-03929	Denyveta Davis	Transportatin	331.30	331.30
G-03930	Thorndike/Gale Group	Books & Materials	356.13	
		Books & Materials	1,070.66	1,426.79
G-03931	HealthSmart Benefit Solutions	Employee Deductions	177.50	
		Grp Life AD&D Ins Prm-Apr	55,361.15	55,538.65
G-03932	Friday	Printing/Printing Supply	1,800.00	1,800.00
G-03933	Independent Stationers	Supplies	11.33	11.33
G-03934	Full Circle Bookstore	Books & Materials	47.84	47.84
G-03935	Janet Brooks	Transportation	44.45	44.45
G-03936	OHC of the Southwest, P.A.	Professional Services	90.00	90.00
G-03937	Jonathan Willis	Transportation	62.23	62.23
G-03938	Lanny B. Myers	Telephone Services	35.00	35.00
G-03939	Swadley's Restaurant	Other Commodities	1,078.80	1,078.80
G-03940	Kristin Williamson	Professional Services	180.00	
		Programming Activities	96.93	276.93
G-03941	Blackstone Audio Books	Books & Materials	1,628.50	1,628.50
G-03942	Cheryll Jones	Programming Activities	20.70	
		Programming Activities	27.13	47.83
G-03943	A T & T Mobility	Telephone Services	139.70	139.70
G-03944	Scott's Printing & Copying	Printing/Printing Supply	1,926.97	
		Printing/Printing Supply	129.27	2,056.24
G-03945	Brilliance Corporation	Books & Materials	719.67	719.67
G-03946	Ingram Library Service	Books & Materials	51.98	
		Books & Materials	836.92	888.90
G-03947	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	265.46	265.46
G-03948	OverDrive, Inc.	Network Catalog Services	288.00	
		Books & Materials	13,845.20	14,133.20
G-03949	Findaway World, LLC	Books & Materials	3,936.51	3,936.51
G-03950	Oklahoma Center for the Book	Professional Services	50.00	50.00
G-03951	Positive Promotions	Programming	71.40	71.40
G-03952	Jerod Gerfen	Memberships	100.00	100.00
G-03953	Ingram Library Service	Books & Materials	204.45	
		Books & Materials	82.16	286.61
G-03954	Meghan Attalla	Programming Activities	37.65	37.65
G-03955	Voss Lighting	Maintenance of Facilities	1,116.90	1,116.90
G-03956	Town of Luther	Water & Garbage Services	37.60	37.60
G-03957	Jana Hausburg	Transportation	19.36	19.36
G-03958	Kay L. Bauman	Transportation	97.64	97.64
G-03959	Landon Holman	Transportation	41.23	41.23
G-03960	Home Depot Credit Services	Maintenance of Facilities	181.63	181.63
G-03961	Evans Hardware	Maintenance of Facilities	10.87	10.87
G-03962	Debbie Robertus	Transportation	36.57	36.57
G-03963	Batteries Sooner LLC	Maintenance of Facilities	14.10	
		Maintenance of Facilities	5.97	20.07
G-03964	Heidi A. Port	Supplies	8.13	8.13
G-03965	Heidi Johnson	Transportation	21.34	21.34
G-03966	Contractors Supply Co.	Maintenance of Facilities	5.65	5.65
G-03967	Newsbank	Books & Materials	59,040.00	59,040.00
G-03968	Kathryn Hatfield	Programming Activities	16.42	16.42
G-03969	Ruby Soutiere	Transportation	45.34	45.34

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Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
G-03970	Rainbow Resource Center, Inc	Books & Materials	819.25	819.25
G-03971	Kelley Riha	Transportation	191.89	191.89
G-03972	Bank of Oklahoma	Employee Flexplan Deposit	29,695.33	29,695.33
G-03973	Joy E. Cavett	Programming Activities	240.00	240.00
G-03974	Carol L. Roberts	Transportation	48.83	
		Programming Activities	52.62	
		Professional Services	180.00	
		Memberships	93.00	374.45
G-03975	ULINE	Supplies	89.06	89.06
G-03976	City of Harrah Acct 02-0121-01	Water & Garbage Services	67.19	67.19
G-03977	Amazon/GE Money Bank	Programming	744.00	
		Programming	86.88	
		Supplies	58.90	
		Supplies	301.35	
		Maintenance of Facilities	37.40	
		Programming	190.13	
		Supplies	21.98	
		Programming	28.14	
		Supplies	123.36	
		Supplies	24.81	
		Automation	38.99	
		Supplies	159.99	1,815.93
G-03978	United Parcel Service	Postage	389.41	389.41
G-03979	City of Choctaw	Water & Garbage Services	83.58	83.58
G-03980	Andrew N. Soliven	Memberships	93.00	
		Transportation	68.20	161.20
G-03981	Vision Service Plan of	Grp Vision Ins Prem-Apr.	2,830.05	2,830.05
G-03982	Frates Insurance	Insurance	30.00	30.00
G-03983	Todd Olberding	Telephone Services	30.63	30.63
G-03984	Baker & Taylor Books	Books & Materials	790.16	790.16
G-03985	Baker & Taylor Entertainment	Books & Materials	2,905.44	
		Books & Materials	440.75	
		Books & Materials	2,032.04	
		Books & Materials	947.31	6,325.54
G-03986	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Apr	170,463.99	170,463.99
G-03987	Todd Podzemny	Memberships	100.00	100.00
G-03988	LaVetta Kinsey Dent	Other Commodities	36.55	
		Programming Activities	27.47	64.02
G-03989	Focal Point Consulting, LLC	Professional Services	600.00	600.00
G-03990	Katherine L.B. Etzkorn	Memberships	97.00	97.00
G-03991	John L. Hilbert	Programming Activities	197.58	197.58
G-03992	Cynthia Friedemann	Travel Expenses	561.95	561.95
G-03993	Imagination Promotional Group	Other Commodities	1,822.85	1,822.85
G-03994	Pamela Buchanan	Telephone Services	35.00	
		Transportation	55.03	90.03
G-03995	Thomas P. Gallagher	Transportation	25.00	25.00
G-03996	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	25.98	25.98
G-03997	Michaelle M Statham	Programming Activities	60.00	60.00
G-03998	Darrie Breathwit	Programming Activities	44.35	
		Programming Activities	89.83	134.18
G-03999	Child Care Resource Center	Professional Services	150.00	150.00
G-04000	Alexis Whitney	Programming Activities	15.45	

** Continued **

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Warrant Register

April 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04000	Alexis Whitney	Programming Activities	35.72	
		Memberships	95.00	146.17
G-04001	Kelly D Smith	Programming Activities	60.00	60.00
G-04002	John Rahhal	Transportation	48.61	48.61
G-04003	Cintas Corporation 064	Maintenance of Facilities	630.90	630.90
G-04004	York International Corp.	Maintenance of Facilities	9,803.22	9,803.22
G-04005	Donna Durbin	Supplies	46.55	46.55
G-04006	Edie Daniel	Memberships	99.00	99.00
G-04007	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-04008	McAfee & Taft	Professional Services	862.50	862.50
G-04009	Laura McMurtry	Telephone Services	35.00	
		Transportation	7.82	42.82
G-04010	Cox Communications, Inc.	Telephone Services	201.13	201.13
G-04011	Joshua Jordan	Programming Activities	66.25	66.25
G-04012	Baker & Taylor Books	Books & Materials	2,049.30	
		Books & Materials	2,539.47	
		Books & Materials	1,782.98	
		Books & Materials	944.48	
		Books & Materials	3,248.52	
		Books & Materials	2,826.00	
		Books & Materials	1,927.90	
		Books & Materials	2,403.93	
		Books & Materials	1,769.32	19,491.90
G-04013	Baker & Taylor Books	Books & Materials	2,517.15	
		Books & Materials	3,475.80	
		Books & Materials	4,655.87	
		Books & Materials	263.82	10,912.64
G-04014	Baker & Taylor Books	Books & Materials	962.01	962.01
G-04015	Sarah Abbasi	Programming Activities	73.60	73.60
G-04016	Vickie Saxton	Transportation	10.26	10.26
G-04017	David Newyear	Transportation	58.97	58.97
G-04018	Conrad Doty	Supplies	17.71	17.71
G-04019	Emily Williams	Other Commodities	89.37	
		Transportation	46.82	136.19
G-04020	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	150.00	150.00
G-04021	G4S Secure Solutions	Security Services	9,388.61	9,388.61
G-04022	Kelly Dalrymple	Transportation	30.59	
		Programming Activities	46.21	76.80
G-04023	Tulin LaFollette	Transportation	54.68	54.68
G-04024	Smart Technologies	Automation	505.00	505.00
G-04025	RB Floor Care Services Inc.	Maintenance of Facilities	3,723.00	3,723.00
G-04026	Cheryl Coleman	Programming Activities	15.78	15.78
G-04027	Veolia Energy Oklahoma City,	Veolia Energy Services	10,857.36	10,857.36
G-04028	Quik Print	Printing/Printing Supply	26.01	26.01
G-04029	Personalized Prevention	Professional Services	707.00	
		Professional Services	7,415.00	8,122.00
G-04030	Joe H Shelton	Programming Activities	16.21	16.21
G-04031	Terrie Thomas	Transportation	42.09	42.09
G-04032	R. Justin Herwig	Transportation	146.94	146.94
G-04033	Mary J. Sholly	Transportation	150.78	150.78

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Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
G-04034	UNUM Life Insurance	Grp LTC Insurance Prm-Apr	1,322.50	1,322.50
G-04035	Chris Kennedy	Supplies	108.96	
		Supplies	27.61	136.57
G-04036	Lindsay Jones Egle	Programming Activities	38.97	38.97
G-04037	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-04038	Ed Dillard	Telephone Services	35.00	
		Transportation	282.04	317.04
G-04039	Dave Mack	Telephone Services	35.00	35.00
G-04040	Russell Pierce	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-04041	Christian LeFlore	Transportation	17.89	17.89
G-04042	Edgar Nunez	Telephone Services	35.00	35.00
G-04043	Angie Walton	Professional Services	15.45	
		Other Commodities	39.17	54.62
G-04044	Louise A Washburn	Programming Activities	100.00	100.00
G-04045	David Schuler	Telephone Services	35.00	35.00
G-04046	Robin Miller	Transportation	9.49	
		Transportation	13.00	22.49
G-04047	Teresa D Baird	Programming Activities	100.00	100.00
G-04048	Ngoc Nguyen	Other Commodities	25.00	25.00
G-04049	David Lowen	Programming Activities	7.67	7.67
G-04050	Sabrina Little Axe	Programming Activities	26.64	26.64
G-04051	Infogroup	Books & Materials	24,449.00	24,449.00
G-04052	Tracy Goeble	Programming Activities	50.00	50.00
G-04053	City of Del City	Rent of Library Buildings	400.00	400.00
G-04054	Bradford Industrial Supply	Maintenance of Facilities	30.85	30.85
G-04055	O G & E	Electrical Services	969.56	
		Electrical Services	4,467.55	
		Electrical Services	148.23	
		Electrical Services	1,386.19	6,971.53
G-04056	Oklahoma Natural Gas Co.	Gas Services	31.04	31.04
G-04057	City of Oklahoma City	Water & Garbage Services	364.32	
		Water & Garbage Services	30.88	
		Water & Garbage Services	359.06	
		Water & Garbage Services	250.80	
		Water & Garbage Services	210.21	1,215.27
G-04058	Hunzicker Brothers, Inc.	Maintenance of Facilities	114.40	114.40
G-04059	Locke Supply Co.	Maintenance of Facilities	361.75	
		Maintenance of Facilities	58.91	
		Maintenance of Facilities	186.64	
		Maintenance of Facilities	14.42	621.72
G-04060	Gale/ Cengage Learning, Inc.	Books & Materials	935.75	935.75
G-04061	Oklahoma Library Association	Professional Services	720.00	
		Memberships	127.00	847.00
G-04062	ABDO Publishing Company	Books & Materials	2,046.92	2,046.92
G-04063	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	37.78	72.78
G-04064	Penn Square Mall	Library-related Services	2,450.00	2,450.00
G-04065	American Library Association	Membership	255.00	255.00
G-04066	Recorded Books, LLC	Books & Materials	323.40	323.40
G-04067	Thorndike/Gale Group	Books & Materials	3,033.50	
		Books & Materials	639.80	3,673.30

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Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
G-04068	The Edmond Sun	Subscriptions	86.40	86.40
G-04069	Urban Libraries Council	Memberships	3,000.00	3,000.00
G-04070	Lois Cross	Programming Activities	25.00	25.00
G-04071	Independent Stationers	Supplies	28.92	28.92
G-04072	Blackstone Audio Books	Books & Materials	350.00	350.00
G-04073	Penguin Random House LLC	Books & Materials	85.50	85.50
G-04074	Scott's Printing & Copying	Printing/Printing Supply	62.10	62.10
G-04075	Ingram Library Service	Books & Materials	1,399.67	
		Books & Materials	4,250.96	5,650.63
G-04076	OverDrive, Inc.	Books & Materials	18,461.66	
		Books & Materials	2,539.41	21,001.07
G-04077	Findaway World, LLC	Books & Materials	227.45	
		Books & Materials	21,230.15	21,457.60
G-04078	Fuelman	Gasoline & Oil	2,241.74	
		Vehicle Parts & Repairs	18.00	2,259.74
G-04079	AV Cafe Inc	Books & Materials	1,695.71	1,695.71
G-04080	Matthew Cotter	Telephone Services	35.00	
		Transportation	53.53	88.53
G-04081	Ingram Library Service	Books & Materials	782.63	782.63
G-04082	Grey House Publishing	Books & Materials	378.00	378.00
G-04083	Bharathi Srinivasan	Programming Activities	200.00	200.00
G-04084	Thomson Reuters	Books & Materials	1,048.00	1,048.00
G-04085	Batteries Sooner LLC	Maintenance of Facilities	53.89	53.89
G-04086	Heidi A. Port	Transportation	85.32	85.32
G-04087	Westlake Hardware	Maintenance of Facilities	21.98	21.98
G-04088	ULINE	Supplies	800.25	800.25
G-04089	Florencia M Briglie	Programming Activities	150.00	150.00
G-04090	United Parcel Service	Postage	464.55	464.55
G-04091	Oklahoma Press Service	Library-related Services	142.10	142.10
G-04092	John Wood	Telephone Services	50.00	50.00
G-04093	ABC-CLIO,LLC	Books & Materials	2,728.00	2,728.00
G-04094	Baker & Taylor Books	Books & Materials	1,131.02	1,131.02
G-04095	Cox Communications, Inc.	Telephone Services	1,782.30	
		Telephone Services	1,968.40	3,750.70
G-04096	Baker & Taylor Entertainment	Books & Materials	1,784.25	
		Books & Materials	7,380.74	
		Books & Materials	3,859.19	
		Books & Materials	67.86	
		Books & Materials	80.58	13,172.62
G-04097	Todd Podzemny	Professional Services	180.00	180.00
G-04098	Oklahoma Historical Society	Subscriptions	55.00	55.00
G-04099	Imagination Promotional Group	Library-related Services	1,552.68	1,552.68
G-04100	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-04101	Public Works Dept	Maintenance of Facilities	55.00	55.00
G-04102	Engineered Equipment Inc.	Maintenance of Facilities	175.44	175.44
G-04103	Shauna Leonard	Programming Activities	300.00	300.00
G-04104	SmithKor Investments LLC	Rent of Library Buildings	7,315.31	7,315.31
G-04105	Albert Brown	Telephone Services	35.00	35.00
G-04106	Cox Communications, Inc.	Telephone Services	1,487.51	
		Telephone Services	352.49	
		Telephones Services	501.40	2,341.40
G-04107	Baker & Taylor Books	Books & Materials	2,932.85	
	** Continued **			

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04107	Baker & Taylor Books	Books & Materials	3,333.44
		Books & Materials	2,078.38
		Books & Materials	2,940.63
		Books & Materials	2,641.36
		Books & Materials	2,673.55
		Books & Materials	132.98
		Books & Materials	4,068.18
		Books & Materials	3,772.47
		Books & Materials	2,530.55
		Books & Materials	1,868.22
		Books & Materials	4,200.70
		Books & Materials	3,161.41
		Books & Materials	327.00
G-04108	Baker & Taylor Books	Books & Materials	1,726.17
		Books & Materials	1,622.78
		Books & Materials	1,134.63
		Books & Materials	1,392.93
		Books & Materials	6,049.74
		Books & Materials	450.69
G-04109	Trak-1 Technology, Inc.	Professional Services	75.12
G-04110	Rush Truck Center	Maintenance of Facilities	1,468.61
G-04111	Derek Davis	Telephone Services	35.00
		Telephone Services	35.00
G-04112	Sabre Technologies	Automation	1,250.00
G-04113	Nicoma Park Lumber Co	Maintenance of Facilities	32.36
G-04114	RB Floor Care Services Inc.	Maintenance of Facilities	1,153.50
G-04115	KOCB c/o WICS TV	Library-related Services	3,000.00
G-04116	H I S Paints	Maintenance of Facilities	69.98
G-04117	Baker & Taylor Entertainment	Books & Materials	1,635.89
G-04118	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00
		Library-related Services	1,450.00
G-04119	KOCO	Library-related Services	5,115.00
G-04120	Value Line	Books & Materials	20,000.00
G-04121	Chris Kennedy	Supplies	105.78
G-04122	news9.com	Library-related Services	800.00
G-04123	The Terminix International Co.	Maintenance of Facilities	495.00
G-04124	Matthew Logo Falepouono	Telephone Services	35.00
G-04125	Angie Walton	Transportation	49.88
G-04126	Callie McClam	Programming Activities	100.00
G-04127	Phillip Belt	Telephone Services	35.00
G-04128	Riley Tate	Programming Activities	75.00
G-04129	Infogroup	Books & Materials	600.00
G-04130	Tracy Goeble	Programming Activities	100.00
G-04131	Mun. Employees Credit Union	Employee Cr Union Deducts	10,867.08
G-04132	United Way of Central Oklahoma	Employee Deductions	536.60
G-04134	Nationwide Retirement Solution	Employee Deductions	5,585.38
G-04135	Transamerica Premier Life	Employee Deductions	264.35
G-04136	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,795.02
G-04137	Bank of Oklahoma	Employee Flexplan Deposit	4,746.18
G-04138	MassMutual Financial Group	Employee Contrib -- DC PI	22,524.31
		Employer Contrib -- DC PI	39,773.39
			62,297.70

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Number	Vendor/Payee	Purpose		Amount
G-04139	Administrative Services	Employee Deductions	1,487.62	1,487.62
G-04140	Paycom Payroll LLC	Salaries	585,712.23	
		Payroll Taxes	48,254.75	
		Capital Projects	6,573.77	640,540.75
G-04141	O G & E	Electrical Services	2,480.65	2,480.65
G-04142	Oklahoma Natural Gas Co.	Gas Services	120.26	120.26
G-04143	City of Bethany	Water & Garbage Services	126.55	126.55
G-04144	City of Oklahoma City	Water & Garbage Services	245.88	
		Water & Garbage Services	78.75	324.63
G-04145	Hunzicker Brothers, Inc.	Maintenance of Facilities	520.96	520.96
G-04146	Locke Supply Co.	Maintenance of Facilities	66.16	
		Maintenance of Facilities	43.42	
		Maintenance of Facilities	60.81	170.39
G-04147	Demco	Supplies	19.23	
		Supplies	10.94	30.17
G-04148	Gale/ Cengage Learning, Inc.	Books & Materials	15,533.00	
		Books & Materials	16,113.04	31,646.04
G-04149	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-04150	AT&T	Telephone Services	690.89	
		Telephone Services	843.99	
		Telephone Services	807.69	2,342.57
G-04151	City of Edmond	Electrical Services	4,502.73	4,502.73
G-04152	Oklahoma Library Association	Professional Services	580.00	580.00
G-04153	Baker & Taylor Books	Books & Materials	3,714.44	3,714.44
G-04154	Mitchell Repair Information Co	Books & Materials	14,691.00	14,691.00
G-04155	Taryn Kingery	Programming Activities	27.97	27.97
G-04156	Recorded Books, LLC	Books & Materials	3,265.80	3,265.80
G-04157	Thorndike/Gale Group	Books & Materials	316.71	316.71
G-04158	Oxford University Press	Books & Materials	3,767.00	
		Books & Materials	15,963.12	19,730.12
G-04159	The Edmond Sun	Periodicals/Subscriptions	86.40	86.40
G-04160	Harvey Janitorial Sales, Inc.	Supplies	1,844.80	1,844.80
G-04161	Independent Stationers	Supplies	85.92	
		Supplies	21.37	
		Supplies	4.22	111.51
G-04162	Joan Kendall	Postage	39.20	39.20
G-04163	Debbie Langston	Programming Activities	105.00	105.00
G-04164	NA Publishing Inc	Periodicals & Subscriptio	2,114.95	
		Periodicals & Subscriptio	2,654.13	4,769.08
G-04165	Jonathan Willis	Telephone Services	35.00	35.00
G-04166	Kristin Williamson	Other Commodities	35.27	35.27
G-04167	Penguin Random House LLC	Books & Materials	180.00	180.00
G-04168	OCLC, Inc.	Network Catalog Services	4,873.66	4,873.66
G-04169	Neopost, Inc.	Postage	153.60	153.60
G-04170	Findaway World, LLC	Books & Materials	13,859.29	13,859.29
G-04171	Rotary Club of Oklahoma City	Other Commodities	125.00	
		Memberships	135.00	260.00
G-04172	Ginger Waldrip	Programming Activities	100.00	100.00
G-04173	Vickie Ross	Supplies	30.30	30.30
G-04174	The Black Chronicle	Periodicals & Subscriptio	20.00	20.00
G-04175	Dana Beach	Professional Services	180.00	180.00
G-04176	Cox Media Oklahoma City	Library-related Services	7,410.00	7,410.00

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Number	Vendor/Payee	Purpose		Amount
G-04177	Displays 2 Go	Supplies	276.75	276.75
G-04178	ProQuest	Books & Materials	49,170.01	
		Books & Materials	3,285.00	52,455.01
G-04179	Bank of America	Library-related Services	95.00	95.00
G-04180	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-04181	Chase Card Services	Automation Contractual	19.00	
		Maintenance of Facilities	199.98	
		Telephone Services	10.56	
		Travel Expenses	480.70	
		Automation	499.00	
		Supplies	29.78	
		Automation Contractual	795.00	
		Supplies	24.95	
		Supplies	130.86	
		Supplies	66.65	
		Supplies	72.58	
		Printing Supplies	1,041.96	
		Maintenance of Facilities	85.25	
		Programming	63.93	
		Professional Services	900.00	
		Professional Services	538.65	
		Automation	65.73	
		Postage	50.30	
		Maintenance of Facilities	261.18	
		Supplies	46.75	
		Professional Services	341.56	
		Periodicals&Subscriptions	19.95	
		Maintenance of Facilities	86.72	
		Maintenance of Facilities	171.60	
		Supplies	104.01	
		Professional Services	380.00	
		Automation	141.82	
		Supplies	262.95	
		Automation	84.99	
		Automation	39.99	
		Supplies	352.80	
		Professional Services	270.00	
		Programming Activities	24.67	
		Professional Services	30.00	
		Professional Services	30.00	
		Professional Services	30.00	
		Travel Expenses	399.00	
		Professional Services	270.00	
		Travel Expenses	530.20	
		Memberships	345.00	9,298.07
G-04182	Andrea Emmons	Programming Activities	17.34	17.34
G-04183	City of Edmond	Water & Garbage Services	360.28	360.28
G-04184	United Parcel Service	Postage	641.47	641.47
G-04185	Baker & Taylor Books	Books & Materials	791.71	791.71
G-04186	Baker & Taylor Entertainment	Books & Materials	896.49	
		Books & Materials	2,741.47	3,637.96
G-04187	Elisabeth Wright	Programming Activities	15.55	15.55

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Number	Vendor/Payee	Purpose		Amount
G-04188	Walmart Community/GEGRB	Programming Activities	57.81	57.81
G-04189	Cory E Punto	Programming Activities	225.00	225.00
G-04190	Edie Daniel	Programming Activities	216.91	216.91
G-04191	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-04192	Cox Communications, Inc.	Telephone Services	12.94	12.94
G-04193	Baker & Taylor Books	Books & Materials	2,564.79	
		Books & Materials	1,654.51	
		Books & Materials	4,321.94	
		Books & Materials	1,734.25	
		Books & Materials	193.72	10,469.21
G-04194	Baker & Taylor Books	Books & Materials	1,274.28	
		Books & Materials	3,520.23	
		Books & Materials	1,627.45	6,421.96
G-04195	Meaghan Hunt Wilson	Programming Activities	66.04	66.04
G-04196	Chase Card Services	Books & Materials	39.93	
		Memberships	127.00	166.93
G-04197	Maria Watkins	Transportation	16.57	16.57
G-04198	Lamar Companies	Library-Related Services	7,000.00	7,000.00
G-04199	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	150.00	150.00
G-04200	G4S Secure Solutions	Security Services	8,565.55	
		Security Services	9,393.43	17,958.98
G-04201	Rachel Kopchick	Memberships	100.00	100.00
G-04202	KOCB c/o WICS TV	Library-related Services	3,000.00	3,000.00
G-04203	Joe H Shelton	Printing/Printing Supply	40.80	40.80
G-04204	Baker & Taylor Entertainment	Books & Materials	535.44	535.44
G-04205	Amy Upchurch	Programming Activities	23.23	
		Programming Activities	1.95	25.18
G-04206	The Terminix International Co.	Pest Control	744.00	
		Pest Control	470.00	
		Janitorial Services	251.00	1,465.00
G-04207	Ed Dillard	Telephone Services	35.00	35.00
G-04208	Brandon Beckham	Transportation	72.16	72.16
G-04209	W M Corp	Supplies	7,377.16	7,377.16
G-04210	Oklahoma Turnpike Authority	Gasoline & Oil	13.80	13.80
G-04211	Callie McClam	Programming Activities	100.00	100.00
G-04212	Louise A Washburn	Programming Activities	50.00	50.00
G-04213	C.O.T.P.A.	Parking Coupons	300.00	300.00
G-04214	Mary Robinson	Programming Activities	37.44	37.44
G-04215	Clear Channel Airports	Library-related Services	895.00	895.00
G-04216	Signature Landscape LLC	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.67	
		Maintenance of Facilities	1,170.00	
		Maintenance of Facilities	60.00	6,243.34
G-04217	Timothy H Rogers	Transportation	650.00	650.00
G-04218	Deborah A Crabtree-Fedder	Programming Activities	150.00	150.00
G-04219	HDG Products Ltd	Maintenance of Facilities	123.40	123.40
G-04220	Kevin R Kidwell Construction	Maintenance of Facilities	4,618.00	4,618.00
G-04221	Pandora Media, Inc.	Library-related Services	5,000.00	5,000.00
G-04222	BiFOLK Productions Inc	Programming Activities	295.40	295.40
G-04223	Amber Clark	Memberships	100.00	100.00
G-04224	Bank of Oklahoma	Employee Deductions	10,102.55	10,102.55
G-04225	O G & E	Electric Services	723.67	

** Continued **

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04225	O G & E	Electrical Services	2,656.96	3,380.63
G-04226	Oklahoma Natural Gas Co.	Gas Services	159.31	
		Gas Services	141.06	
		Gas Services	95.37	
		Gas Services	20.72	
		Gas Services	203.65	
		Gas Services	43.41	663.52
G-04227	City of Oklahoma City	Water & Garbage Services	608.23	608.23
G-04228	Locke Supply Co.	Maintenance of Facilities	4.08	
		Maintenance of Facilities	207.31	211.39
G-04229	R.K. Black, Inc.	Automation Contractual	856.00	856.00
G-04230	Oriental Trading Company	Programming	70.00	70.00
G-04231	FedEx	Postage	19.63	19.63
G-04232	Recorded Books, LLC	Books & Materials	1,019.92	1,019.92
G-04233	The Penworthy Co.	Books & Materials	302.05	302.05
G-04234	Thorndike/Gale Group	Books & Materials	955.20	955.20
G-04235	Karen L.Litteral	Programming Activities	7.43	7.43
G-04236	Hobby Lobby	Programming Activities	48.92	48.92
G-04237	Ingram Library Service	Books & Materials	1,825.91	1,825.91
G-04238	XPEDX	Supplies	3,316.90	3,316.90
G-04239	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-04240	AV Cafe Inc	Books & Materials	3,812.10	3,812.10
G-04241	Ingram Library Service	Books & Materials	165.16	165.16
G-04242	Barnes & Noble, Inc.	Programming Activities	69.60	69.60
G-04243	Center Point Large Print	Books & Materials	1,174.32	1,174.32
G-04244	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	
		Programming Activities	2,200.00	2,704.00
G-04245	Evans Hardware	Maintenance of Facilities	11.56	11.56
G-04246	MLS Endowment Trust	Other Commodities	600.00	600.00
G-04247	Westlake Hardware	Maintenance of Facilities	28.97	28.97
G-04248	Postmaster	Postage	3,000.00	3,000.00
G-04249	Amazon/GE Money Bank	Supplies	91.24	
		Maintenance of Facilities	47.36	
		Programming	17.84	
		Supplies	57.90	214.34
G-04250	Todd Olberding	Telephone Services	30.63	30.63
G-04251	Baker & Taylor Books	Books & Materials	1,931.70	1,931.70
G-04252	Baker & Taylor Entertainment	Books & Materials	2,184.65	
		Books & Materials	669.51	2,854.16
G-04253	Financial Information, Inc.	Books & Materials	1,095.00	1,095.00
G-04254	Preston Bell	Transportation	50.00	50.00
G-04255	AVL Systems Design	Maintenance of Facilities	632.50	632.50
G-04256	Darrie Breathwit	Transportation	48.13	48.13
G-04257	Third World Newsreel	Books & Materials	270.00	270.00
G-04258	Downtown Tire & Auto Svc, Inc.	Gasoline & Oil	49.55	49.55
G-04259	AT&T	Telephone Services	181.40	181.40
G-04260	Morrison Supply Company	Maintenance of Facilities	271.71	271.71
G-04261	Baker & Taylor Books	Books & Materials	1,924.15	
		Books & Materials	3,942.77	
		Books & Materials	3,678.82	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04261	Baker & Taylor Books	Books & Materials	2,861.03
		Books & Materials	1,769.49
		Books & Materials	1,380.79
		Books & Materials	1,253.58
		Books & Materials	1,664.20
		Books & Materials	3,854.00
		Books & Materials	1,007.23
G-04263	Baker & Taylor Books	Supplies	29.00
G-04264	Superior Linen Service	Maintenance of Facilities	812.00
G-04265	RB Floor Care Services Inc.	Transportation	30.48
G-04266	Brandon Beckham	Maintenance of Facilities	433.00
G-04267	Merwin Inc	Maintenance of Facilities	366.75
		Maintenance of Facilities	10.00
G-04268	Bradford Industrial Supply	Maintenance of Facilities	32.90
		Maintenance of Facilities	53.66
G-04269	O G & E	Electrical Services	1,035.62
		Electrical Services	1,000.24
		Electrical Services	10,102.32
		Electrical Services	2,207.44
		Electrical Services	1,274.19
G-04270	Oklahoma Natural Gas Co.	Gas Services	36.55
		Gas Services	26.04
		Gas Services	65.62
		Gas Services	169.65
		Gas Services	188.70
G-04271	City of Oklahoma City	Water & Garbage Services	149.66
		Water & Garbage Services	60.96
G-04272	Brodart Co.	Supplies	22.83
		Supplies	22.78
G-04273	Locke Supply Co.	Maintenance of Facilities	13.65
		Maintenance of Facilities	11.63
G-04274	Demco	Supplies	330.24
		Supplies	183.30
		Furniture	178.88
		Supplies	78.97
		Supplies	25.73
		Supplies	149.50
		Supplies	1,058.00
		Programming	61.95
G-04275	Eales Electronics Corp.	Maintenance of Facilities	50.00
G-04276	EBSCO Information Services	Books & Materials	25,100.00
G-04277	The University of Oklahoma	Printing/Printing Supply	3,775.00
G-04278	City of Warr Acres	Water & Garbage Services	55.15
G-04279	Synergy Datacom Supply, Inc.	Equipment	701.64
G-04280	AT&T	Telephone Services	141.58
G-04281	ABDO Publishing Company	Books & materials	1,463.30
		Books & Materials	2,485.02
G-04282	Susan Ryan	Transportation	54.02
G-04283	Recorded Books, LLC	Books & Materials	2,375.56
		Books & Materials	114.40
G-04284	Oklahoma Employment	Unemployment Compensation	686.30

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Number	Vendor/Payee	Purpose		Amount
G-04285	Sam Moore Architect	Capitol Projects	800.00	800.00
G-04286	HealthSmart Benefit Solutions	Group Insurance	389.00	389.00
G-04287	Morningstar	Books & Materials	14,470.00	14,470.00
G-04288	Amigos Library Services	Network Catalog Services	330.00	330.00
G-04289	Samaritan Technologies	Automation Contractual	1,500.00	1,500.00
G-04290	Blackstone Audio Books	Books & materials	798.00	798.00
G-04291	Scott's Printing & Copying	Printing&Printing Supplie	9,857.76	
		Printing/Printing Supply	2,107.25	11,965.01
G-04292	Brilliance Corporation	Books & Materials	942.08	942.08
G-04293	Ingram Library Service	Books & Materials	219.32	219.32
G-04294	Summit Mailing Systems, Inc.	Postage	602.95	602.95
G-04295	OverDrive, Inc.	Books & Materials	20,351.30	20,351.30
G-04296	Findaway World, LLC	Books & Materials	12,667.45	12,667.45
G-04297	Chickasaw Telecom, Inc.	Automation	9,900.00	9,900.00
G-04298	Coughlan Companies, Inc.	Books & Materials	1,899.02	1,899.02
G-04299	Ginger Waldrip	Programming Activities	200.00	200.00
G-04300	AV Cafe Inc	Books & Materials	3,238.05	3,238.05
G-04301	Ingram Library Service	Books & Materials	921.25	921.25
G-04302	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-04303	L. E. Acker Co.	Maintenance of Facilities	26.20	26.20
G-04304	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-04305	Evans Hardware	Maintenance of Facilities	13.13	13.13
G-04306	FC Organizational Products LLC	Supplies	37.18	37.18
G-04307	OPUBCO Communications Group	Library-related Services	60.70	60.70
G-04308	MAC Systems, Inc.	Maintenance of Facilities	216.00	216.00
G-04309	Joy E. Cavett	Programming Activities	150.00	150.00
G-04310	Stanley Taucer	Telephone Services	28.78	
		Telephone Services	28.80	
		Telephone Services	28.80	
		Telephone Services	28.81	
		Telephone Services	30.09	145.28
G-04312	Amazon/GE Money Bank	Automation	103.76	
		Automation	39.29	
		Automation	1,515.84	
		Programming	136.32	
		Automation	926.83	
		Automation	324.65	
		Supplies	135.88	
		Programming	45.86	3,228.43
G-04313	Florencia M Briglie	Programming Activities	150.00	150.00
G-04314	United Parcel Service	Postage	481.14	481.14
G-04315	Baker & Taylor Books	Books & Materials	1,562.10	
		Books & Materials	1,699.38	3,261.48
G-04316	Baker & Taylor Entertainment	Books & Materials	1,830.82	
		Books & Materials	486.44	
		Books & Materials	1,488.89	
		Books & Materials	4,348.86	8,155.01
G-04317	Walmart Community/GECRB	Programming Activities	42.94	
		Supplies	69.86	112.80

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Number	Vendor/Payee	Purpose		Amount
G-04318	Michaelle M Statham	Programming Activities	60.00	60.00
G-04319	Star Lighting and Supply	Maintenance of Facilities	21.91	21.91
G-04320	Katherine E Broekhuysen	Programming Activities	250.00	250.00
G-04321	Firetrol Protection Systems	Maintenance of Facilities	300.00	300.00
G-04322	Oklahoma City Police Dept.	Maintenance of Facilities	51.00	51.00
G-04323	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-04324	Cox Communications, Inc.	Telephone Services	12.84	12.84
G-04325	Sarah Blaney	Transportation	145.02	145.02
G-04326	Baker & Taylor Books	Books & Materials	5,121.77	
		Books & Materials	600.06	
		Books & Materials	1,834.89	
		Books & Materials	5,193.04	
		Books & Materials	4,948.17	
		Books & Materials	1,803.27	
		Books & Materials	1,858.67	
		Books & Materials	3,459.47	
		Books & Materials	2,405.62	
		Books & Materials	2,386.56	29,611.52
G-04327	Baker & Taylor Books	Books & Materials	201.45	
		Books & Materials	1,247.77	
		Books & Materials	2,111.31	
		Books & Materials	1,208.18	
		Books & Materials	1,370.90	6,139.61
G-04328	Baker & Taylor Books	Books & Materials	46.01	46.01
G-04329	Ray the Painter	Maintenance of Facilities	6,870.00	6,870.00
G-04330	G4S Secure Solutions	Security Services	9,461.19	9,461.19
G-04331	Krueger International, Inc.	Furniture	2,246.40	2,246.40
G-04332	Smart Technologies	Automation Contractual	185.00	185.00
G-04333	RB Floor Care Services Inc.	Maintenance of Facilities	1,869.00	1,869.00
G-04334	Pencil LLC	Automation	5,130.00	5,130.00
G-04335	R. Justin Herwig	Telephone Services	35.00	35.00
G-04336	JobDig/LinkUp	Library-related Services	511.00	511.00
G-04337	Security Options	Maintenance of Facilities	116.00	116.00
G-04338	Eric Bloemers Photography	Printing/Printing Supply	50.00	50.00
G-04339	Mun. Employees Credit Union	Employee Cr Union Deducts	10,867.08	10,867.08
G-04340	Nationwide Retirement Solution	Employee Deductions	5,585.38	5,585.38
G-04341	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,770.82	2,770.82
G-04342	MassMutual Financial Group	Employee Contrib -- DC PI	22,614.28	
		Employer Contrib -- DC PI	39,937.22	62,551.50
G-04343	Paycom Payroll LLC	Salaries	601,628.21	
		Payroll Taxes	49,302.24	
		Payroll Fee	6,574.64	657,505.09
G-04344	City of Midwest City, Inc.	Water & Garbage Services	259.85	259.85
G-04345	Bradford Industrial Supply	Maintenance of Facilities	21.92	21.92
G-04346	Grainger	Automation	22.22	22.22
G-04347	O G & E	Electrical Services	139.20	
		Electrical Services	1,199.38	
		Electrical Services	107.84	1,446.42
G-04348	Oklahoma Natural Gas Co.	Gas Services	126.23	126.23
G-04349	City of Oklahoma City	Water & Garbage Services	41.63	41.63
G-04350	Locke Supply Co.	Maintenance of Facilities	63.81	63.81
G-04351	Barbara Beasley	Postage	19.60	

** Continued **

General Fund F.Y. 14-15

Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04351	Barbara Beasley	Supplies	24.98	44.58
G-04352	Recorded Books, LLC	Books & Materials	3,639.87	3,639.87
G-04353	Scott Rice Co. - OKC	Furniture	3,266.50	3,266.50
G-04354	Encyclopedia Britannica, Inc.	Books & Materials	4,255.00	4,255.00
G-04355	Matthew Bender	Books & Materials	1,742.64	1,742.64
G-04356	Copelin's Office Center	Supplies	756.80	756.80
G-04357	Staples Credit Plan	Printing Supplies	87.99	87.99
G-04358	Independent Stationers	Supplies	15.12	
		Supplies	99.78	114.90
G-04359	Cheryll Jones	Programming Activities	2.70	2.70
G-04360	Scott's Printing & Copying	Printing/Printing Supply	107.93	107.93
G-04361	Brilliance Corporation	Books & Materials	559.76	559.76
G-04362	Findaway World, LLC	Books & Materials	797.81	797.81
G-04363	Coughlan Companies, Inc.	Books & Materials	1,575.29	1,575.29
G-04364	Ginger Waldrip	Programming Activities	100.00	100.00
G-04365	Specialty Roll Products	Automation	482.70	482.70
G-04366	Oklahoma Historical Society	Periodicals & Subscript	55.00	55.00
G-04367	Meghan Attalla	Programming Activities	24.84	24.84
G-04368	Oklahoma Petroleum Directory	Books & Materials	200.00	200.00
G-04369	Evans Hardware	Maintenance of Facilities	28.27	28.27
G-04370	Steve's Wholesale Distributors	Maintenance of Facilities	89.88	
		Maintenance of Facilities	537.70	
		Maintenance of Facilities	.67	628.25
G-04371	MAC Systems, Inc.	Maintenance of Facilities	230.00	230.00
G-04372	Joy E. Cavett	Programming Activities	80.00	80.00
G-04373	Andrea Emmons	Transportation	14.00	14.00
G-04374	Amazon/GE Money Bank	Automation	183.85	
		Supplies	45.90	
		Supplies	40.10	269.85
G-04375	Florencia M Briglie	Programming Activities	75.00	75.00
G-04376	United Parcel Service	Postage	449.33	449.33
G-04377	Shren Sylvester	Transportation	25.52	25.52
G-04378	Andrew N. Soliven	Supplies	24.89	24.89
G-04379	Todd Olberding	Telephone Services	31.26	31.26
G-04380	Baker & Taylor Entertainment	Books & Materials	3,207.22	
		Books & Materials	3,933.40	
		Books & Materials	95.45	7,236.07
G-04381	Midwest Tape	Books & Materials	159.96	159.96
G-04382	Michaelle M Statham	Programming Activities	60.00	60.00
G-04383	Alexis Whitney	Programming Activities	30.83	30.83
G-04384	Cintas Corporation 064	Maintenance of Facilities	504.72	504.72
G-04385	Panacean Systems	Professional Services	7,266.59	7,266.59
G-04386	Firetrol Protection Systems	Maintenance of Facilities	196.00	196.00
G-04387	Kelley Hoffman	Transportation	18.61	18.61
G-04388	Cox Communications, Inc.	Telephone Services	194.88	194.88
G-04389	Baker & Taylor Books	Books & Materials	2,273.54	
		Books & Materials	2,514.30	
		Books & Materials	1,609.91	
		Books & Materials	4,246.00	
		Books & Materials	675.47	11,319.22
G-04390	Baker & Taylor Books	Books & Materials	1,838.73	
	** Continued **			

General Fund F.Y. 14-15

Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04390	Baker & Taylor Books	Books & Materials	2,317.53	4,156.26
G-04391	Baker & Taylor Books	Books & Materials	771.72	771.72
G-04392	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-04393	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	150.00	150.00
G-04394	G4S Secure Solutions	Security Services	8,555.50	8,555.50
G-04395	Curtiss Ray	Maintenance of Facilities	32.50	32.50
G-04396	Gail C Ingram	Programming Activities	125.00	125.00
G-04397	Smart Technologies	Automation Contractual	1,400.00	1,400.00
G-04398	Cheryl Coleman	Programming Activities	36.35	36.35
G-04399	Joe H Shelton	Programming Activities	25.94	25.94
G-04400	R. Justin Herwig	Telephone Services	35.00	35.00
G-04401	Knoll, Inc.	Furniture	1,209.94	1,209.94
G-04402	Jon Vodka	Telephone Services	35.00	35.00
G-04403	Angie Walton	Professional Services	260.00	260.00
G-04404	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-04405	Deborah A Crabtree-Fedder	Programming Activities	150.00	150.00
G-04406	Blackbourn	Supplies	2,472.76	2,472.76
		Total of FY 14-15 Warrants Issued		\$ 3,554,716.73

General Fund F.Y. 13-14

Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
G-06314	Joy E. Cavett	Programming Activities	80.00	80.00
G-06315	Cultural Surroundings	Furniture	4,459.65	4,459.65
G-06316	Katherine L.B. Etzkorn	Transportation	18.37	18.37
G-06317	Chickasaw Telecom, Inc.	Automation	6,563.70	
		Automation	11,840.00	18,403.70
G-06318	Comprise Technologies, Inc.	Capital Projects	7,410.50	
		Automation	1,575.00	8,985.50
G-06319	Samaritan Technologies	Automation Contractual	500.00	
		Automation Contractual	500.00	1,000.00
G-06320	Oklahoma State Treasurer	Group Insurance	3.20	3.20
Total of FY 13-14 Warrants Issued				\$ 32,950.42

Special Funds

Warrant Register

April 2015

Number	Vendor/Payee	Purpose		Amount
S-20472	Tina Gille	Lost & Paid Refund	16.95	16.95
S-20473	Oklahoma Tax Commission	Gifts & Books Lost Account	58.59	58.59
S-20474	4 Imprint	15/Summer @ Library	9,082.17	9,082.17
S-20475	Comfort Inn @ Founders Towers	15/Friends/Our World	750.00	750.00
S-20476	Oklahoma Tax Commission	Fines Account	32.67	32.67
S-20477	Oklahoma Tax Commission	Copy Fund	1,181.20	1,181.20
S-20478	Standley Systems	Copier Maintenance	5.70	
		Copier Maintenance	16.08	
		Copier Maintenance	38.76	
		Copier Maintenance	16.46	
		Copier Maintenance	3.57	
		Copier Maintenance	6.64	
		Copier Maintenance	8.03	
		Copier Maintenance	3.70	
		Copier Maintenance	4.33	
		Copier Maintenance	25.90	
		Copier Usage	40.67	
		Copier Usage	112.49	282.33
S-20479	Candace McDaniel	15/Staff Recognition	132.51	132.51
S-20480	4 Imprint	15/Legislative Day	304.14	304.14
S-20481	Papa John's Pizza	Parent Child Book Club	52.00	52.00
S-20482	Al Harris Library	Books Lost Account	56.18	56.18
S-20483	Henry Mawi	Lost & Paid Item Returned	8.30	8.30
S-20484	Anna Stephens	Lost & Paid Item Returned	13.95	13.95
S-20485	University of Texas @ El Paso	Lost & Paid Item Returned	27.00	27.00
S-20486	Aurora Public Library- Inter-	Lost & Paid Item Returned	12.74	12.74
S-20487	Betsy Blair	Lost & Paid Item Returned	13.95	13.95
S-20488	Michael Daniels	Lost & Paid Item Returned	6.25	6.25
S-20489	Carolyn Enright	Lost & Paid Item Returned	19.95	19.95
S-20490	Metropolitan Library System	Transfer of Fines & Fees	70,000.00	70,000.00
S-20491	Xerox Corp.	Copier Maintenance	25.47	
		Copier Maintenance	5.91	
		Copy Maintenance	29.97	
		Copy Maintenance	19.37	
		Copy Maintenance	38.14	
		Copy Maintenance	14.00	
		Copier Maintenance	32.20	
		Copier Maintenance	31.13	
		Copier Maintenance	29.13	
		Copier Maintenance	9.62	
		Copier Maintenance	29.24	
		Copier Maintenance	21.23	
		Copier Maintenance	99.79	385.20
S-20492	Scott Delsigne	15/LET After School @ Lib	400.00	400.00
S-20493	Standley Systems	Copier Maintenance	4.19	4.19
S-20494	Amena Butler	15/LET After School @ Lib	400.00	400.00
S-20495	Kiona Millirons	15/LET After School @ Lib	800.00	800.00
S-20496	Savannah Mitchell	15/LET After School @ Lib	400.00	400.00
S-20497	Elizabeth Lopez	15/LET After School @ Lib	400.00	400.00
S-20498	Barnes & Noble, Inc.	Friends Summer at the Lib	2,611.08	2,611.08
S-20499	Shara L. Garbacz	Lost & Paid Item Returned	7.95	7.95
S-20500	Kevin L. Robinson	Lost & Paid Materials	61.95	61.95

Special Funds

Warrant Register

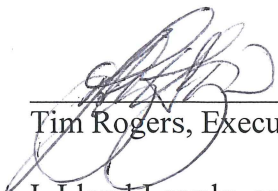
April 2015

Number	Vendor/Payee	Purpose		Amount
S-20501	Greg Sparks	Lost & Paid Item Returned	21.95	21.95
S-20502	Jennifer L Winton	Books Lost Account	11.95	11.95
S-20503	Lauren Hawthorne	Lost & Paid Item Returned	12.00	12.00
S-20504	Rhea Ann Lee	Lost & Paid Item Returned	13.95	13.95
S-20505	Lessley Mitchell	Lost & Paid Item Returned	56.00	56.00
S-20506	Bertha Potts	Lost & Paid Item Returned	49.65	49.65
S-20507	Julie Snowden	Lost & Paid Item Returned	9.95	9.95
S-20508	Eugene Lothes	Lost & Paid Item Returned	21.95	21.95
S-20509	Xerox Corp.	Copy Maintenance	265.83	265.83
S-20510	Darrie Breathwit	15 Biggest Loser	269.50	269.50
S-20511	John Utley	15 Biggest Loser	115.50	115.50
S-20512	John Rahhal	15 Biggest Loser	385.00	385.00
S-20513	Oklahoma Zoological Society	14/Summer Reading @ Libra	2,280.00	2,280.00
S-20514	Oklahoma Dept. of Libraries	Books Lost Account	134.97	134.97
S-20515	Energy FC, LLC	15/Summer @ Library	150.45	150.45
S-20516	Pedro Banuelas	Lost & Paid Item Returned	10.90	10.90
S-20517	Rhonda S. Flint	Lost & Paid Item Returned	27.95	27.95
S-20518	Tech Logic Corp	15/LET Inasmuch Media	32,149.60	32,149.60
S-20519	Scott Delsigne	15/LET After School @ Lib	400.00	400.00
S-20520	Amena Butler	15/LET After School @ Lib	400.00	400.00
S-20521	Kiona Millirons	15/LET After School @ Lib	800.00	800.00
S-20522	Savannah Mitchell	15/LET After School @ Lib	800.00	800.00
S-20523	David M Snider	15/OHC/Let's Read About	200.00	200.00
S-20524	Porch School Supply	14/Summer @ Library	207.06	207.06
S-20525	Oklahoma Museum Network	14/Summer @ Library	2,280.00	2,280.00
S-20526	CLP Frontier City, LLC	14/Summer @ Library	2,659.62	2,659.62
S-20527	Energy FC, LLC	14/Summer @ Library	2,019.55	2,019.55
S-20528	Standley Systems	Copier Maintenance	10.56	
		Copier Maintenance	15.22	
		Copier Maintenance	41.06	
		Copier Maintenance	38.96	
		Copier Maintenance	8.50	
		Copier Maintenance	15.89	
		Copier Maintenance	20.27	
		Copier Maintenance	4.54	
		Copier Maintenance	6.79	
		Copier Maintenance	34.92	
		Copier Usage	40.57	
		Copier Usage	124.63	361.91
S-20529	Kiona Millirons	15/LET After School @ Lib	200.00	200.00
S-20530	Savannah Mitchell	15/LET After School @ Lib	400.00	400.00
S-20531	Elizabeth Lopez	15/LET After School @ Lib	400.00	400.00
S-20532	Positive Promotions	Friends Summer at the Lib	1,873.25	1,873.25
S-20533	ULINE	Friends Summer at the Lib	620.56	620.56

Total of Special Funds Warrants Issued \$ 137,130.30

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

5/14/2015

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

5-14-15

Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: INFO MAGAZINE

To be provided for in the FY2015-16 budget is the request for funding for the printing and delivery of *info* Magazine.

Specifications were prepared and the bid was advertised for 2 days in the Oklahoman. Bid packets were sent to prospective bidders. A pre-bid conference was scheduled on April 21, 2015. One vendor attended.

A bid opening was held on April 30, 2015. Seven bids were received. The tabulation is as follows:

Vendor	Price Per Monthly Issue (6000 per month)	Annual Price
Southwestern Stationers	3,258.00	39,096.00
University Printing	3,395.00	40,740.00
Mercury Press	3,455.00	41,460.00
Scott's Printing	3,655.00	43,860.00
Signature Offset	3,925.23	47,102.76
Edmond Sun	5,038.00	60,456.00
Color Document Solutions	5,920.80	71,049.60

RECOMMENDATION:

That the Commission award the bid for the purchase and delivery of *info* Magazine to Southwestern Stationary in the amount of \$39,096.00. Funding for the purchase will be provided for in the FY2015-16 budget, account 301.

CONTRACT AWARDS AND PURCHASES

(Cont'd)

ITEM B: STACKING CHAIRS

Provided for in the FY2014-15 budget is the request for stacking chairs for the Village Library meeting room.

The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. Krueger International (KI) has a competitively bid contract through the National Joint Powers Alliance (NJPA). The contract pricing is shown below.

Item	Qty	Price Each	
Strive Stacking Chair	100	\$120.64	\$12,064.00
Strive Chair Dolly	7	\$205.92	\$1,441.44
Total			\$13,505.44

RECOMMENDATION:

That the Commission approve the purchase of stacking chairs and dollies from KI in the amount of \$13,505.44. Funding for the purchase is provided for in the FY2014-15 budget, account 408.

REQUEST TO DECLARE VEHICLE SURPLUS

In the annual budget for FY14-15 is a new vehicle to replace the 2005 Ford F150 Supercab.

A Dodge Van will replace the 2005 Ford F150 Supercab that has become surplus to the Library System's needs.

The Administration wishes to dispose of the vehicle in accordance with Commission policy by offering it for trade-in or for "Sealed Bid Sale" to the general public. Money received from the sale will be placed in the general fund. Notice of the sale will be published in the local papers and posted for public information at all library locations.

Inventory Number	Description	Mileage
31930	2005 Ford F150 Supercab	114,074

RECOMMENDATION:

That the Commission declares the 2005 Ford F150 Supercab to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by trade-in or sealed bid sale.

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met May 13, 2015 for:

(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports. If you need another copy, please notify the Director's Office)

- I. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits
 - With Reports and Recommendations from Administration:
 - ❖ Compensation & Benefit Plans
- II. Discussion, Consideration, and Possible Action: Revisions to MLS Policy and Procedure Manual
 - SH 510 Civil Rights Policy
 - SH 511 Complaint Resolution Policy
 - SH 520 Grievance Policy
 - SH 530 Due Process in Certain Employment Actions
 - SH 510.1 Civil Rights Complaint Resolution Procedures
 - SH 511.1 Complaint Resolution Procedures
 - SH 520.1 Grievance Policy Procedures
 - SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions

During its meeting, the Committee:

Reviewed and discussed all items.

As a result of these discussions, the Administrative & Personnel Committee will be sending the recommendations for the Salaries and Benefit Plans to the Finance Committee meeting for approval as part of the FY 2015-16 Preliminary Budget on May 28, 2015.

COMMISSION ACTION:

To approve the recommendation from the Administrative & Personnel Committee to repeal SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511.1 Complaint Resolution Procedures; SH 520.1 Grievance Policy Procedures; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions from Metropolitan Library System Policy.

METROPOLITAN LIBRARY COMMISSION

OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, May 13, 2015 TIME: 3:30 PM

MEETING PLACE: Downtown Library

300 Park Avenue

Oklahoma City, OK 73102

(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, April 13, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 11, 2015, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ralph Bullard

Cynthia Friedemann

Helene Harpman

Brian Maughan

Sharon Voorhees

Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Mukesh Patel

ESTIMATE OF OTHERS PRESENT: 10

I. The meeting was called to order at 3:33 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Friedemann, Voorhees, and Rice (Arrived: Harpman, 3:34; Maughan, 3:39).

II. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Annual Review of Human Resources ~ Salaries and Benefits.

Mrs. Kelley Hoffman, Director of Human Resources, provided the details of the Compensation report and recommendations. Questions and discussion followed.

Mrs. Hoffman referred to Ms. Stephany Boice, Benefits Manager, to provide the benefits portion of the report and recommendations. Ms. Boice provided a brief overview of the plan performance.

This year there are six recommendations for change. Ms. Boice reviewed the recommended changes to the self-funded employee benefit plan. Questions and Discussion followed.

Mr. Brian Maughan suggested the library system look into Advanced Body Scans and the County Pharmacy program for future possible benefits to library employees. Questions and discussion followed.

Administration will research Advanced Body Scans and the County Pharmacy program and will report back to the committee in conjunction with the information presented for a possible market adjustment, prior to final budget approval.

Mr. Rice called for a motion from the Committee.

Mr. Bullard moved to recommend that the Finance committee incorporate the funds for the recommendations regarding Compensation and Benefits into the FY 2015-16 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Mrs. Friedemann seconded. No further discussion; motion passed unanimously.

III. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Revisions to the MLS Policy and Procedure Manual.

Mr. Rogers explained in September 2007, Administration brought four revised policies (SH 510 Civil Rights Policy, SH 511 Complaint Resolution Policy; SH 520 Grievance Policy; SH 530 Due Process in Certain Employment Actions) to the A&P Committee for approval. Also included were the associated procedures to the policies. Policies are normally adopted by the Commission, while the organizational procedures are written by staff to manage the decisions and actions governed by those policies. Because the procedures associated to the policies above were approved by the A&P Committee and the Commission, they were inadvertently established as formal policy. Mr. Rogers is recommending the committee repeal SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511.1 Complaint Resolution Procedures; SH 520.1 Grievance Policy Procedures; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions from Metropolitan Library System Policy.

Mr. Maughan moved to repeal SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511.1 Complaint Resolution Procedures; SH 520.1 Grievance Policy Procedure; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions from Metropolitan Library System Policy. Mrs. Voorhees seconded. No Further discussion; motion passed unanimously.

IV. Mr. Rice adjourned the meeting at 4:13pm.

Tim Rogers, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

Commission Elected Candidates to the Library Endowment Trust Board

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

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

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

Craig Woodruff
Chief Financial Officer for Panhandle Oil Company

COMMISSION ACTION:

That the Commission approve the re-appointment of Craig Woodruff to the Library Endowment Trust.

<i>Board member for renewal</i>	<i>Joined</i>	<i>Term Expires</i>	<i>Area of expertise</i>
Craig Woodruff	2012	2015	Finance
Chief Financial Officer, Panhandle Oil			

Spouse: Michelle Woodruff

Craig Woodruff is a native Oklahoman raised in both Oklahoma City and Tulsa, a graduate of Oklahoma State University and Oklahoma City University's Meinders School of Business. Craig has worked in the energy sector for over 10 years and currently works for Panhandle Oil. Craig is actively involved in the community through board service, current and past, with local schools and community development organizations that seek to improve our city and state through the advancement of education and learning. Craig currently serves as the Treasurer for the Library Endowment Trust. He and his wife, Michelle have 3 wonderful children and live in Northwest OKC.

EXECUTIVE DIRECTOR'S REPORT

MAY 2015

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

Projects

1. New Management at the Ralph Ellison Library

As I mentioned in last month's report, Denyvetta Davis, the Library's Director of Library Operations, assumed management responsibilities of the Ralph Ellison Library, while we continued our search for the next permanent manager there. As expected, Denyvetta and the Ralph Ellison Team have brought back the esprit de corps and overall productivity that had waned a bit during the interim. I am also happy to report that after an exhaustive national search, Michael Gillespie was named the next Ralph Ellison Library Manager. There is more information about Michael in the personnel section below.

2. Del City Library

I have had several conversations with Del City Manager, Mark Edwards about the pending Del City Library, and we are currently discussing the development of a building program to help guide the design. As with several of our projects, the funding was authorized a number of years ago, but because construction has been delayed, the available dollars may not match our current programmatic needs. The development of the building program will enable us to better identify what -- if any -- cost gap might exist between what we need to be built and what we can afford to have built. In addition to the building project discussions, we are experiencing some parking issues at Del City. The City is in the process of resurfacing the parking lots at the Library/Community Building. Because of the recent wet weather, the project has languished a bit, however, Mark Edwards has told me that they have impressed upon the contractor doing the work that completion is a priority. Pray for no more rain (for about ten days).

3. Capitol Hill Library

Staff have completed the drawings for the refit of the temporary gymnasium space, and they will be issued for bidding on May 19th. Contractor responses will be due on June 9th, and staff's recommendation for approval will be brought to the June 18, 2015 Commission meeting. Regarding the larger construction at Capitol Hill, the City has not yet approved the preliminary project report (originally due 3/31/2015, and we have not received an update in the past several weeks. I am concerned that this may impact our project schedule, as we approach 60 days overdue. I will provide an update at the MLC meeting.

4. Jones Library

The 95% specifications and drawings review has been completed, and we await the return of the 99% review. We anticipate being able to bid the construction in July 2015 with contract award scheduled for August.

5. Edmond Parking

Preliminary drawing were completed for the Edmond parking project which will add 17 spaces to the existing lot. We returned our comments as did the City, and we are waiting on a

response from the architect and engineer on the project. As with the Jones project, we anticipate the bids to be issued in July with contracts to be awarded in August.

6. Bethany Library

As I mentioned in one of my weekly bullets memo, the City of Bethany has issued a request for qualifications for architects to assist with the design work associated with the new Bethany Library. The architect will help them (and us) by performing a structural and site analysis of the currently library as well as other City-owned sites to define the potential of the existing structure. Additionally, the architect will submit renderings and cost estimates to be used during the bond referendum this fall. The City expects the facility to be a 15,000 square foot building on one floor.

7. FY2015-16 Budget

Staff have completed two rounds of budget planning in expectation of the Finance Committee's meeting on May 28, 2015. The reorganization of library management to create regional districts is the largest change to the budget this year, and we anticipate that the reorganization will require several new positions to appropriately implement. In addition, this will be the final year in which we will be using our current budgeting software. As we examine and make decisions about the accounting system to be purchased in 2015-16, we will also be looking for a tool that will enable us to better utilize financial data to make more informed programmatic decisions.

Personnel

- Michael Gillespie was named Manager of Library Operation for the Ralph Ellison Library, and his first day on the job will be June 8, 2015. Michael currently serves as the director of the Regional Health Science Library at the University of Arkansas for Medical Sciences in Fort Smith, and he previously held positions at libraries in the Cal State and University of California systems. He holds a MLIS from San Jose State University along with a BA in business administration from UC – Riverside. I look forward to introducing him to you all at the June 18th Commission meeting
- Meghan Attalla was promoted from Librarian to Assistant Manager of Library Operations at the Ralph Ellison Library. Meghan has been with the system since 2011.
- Clovis Conley was promoted from Library Aide Part Time to Circulation Clerk at the Almonte Library. Clovis has been with the system since 2013.
- Mary Schaefer was promoted from Circulation Clerk at the Capitol Hill Library to Circulation Clerk at the Ralph Ellison Library. Mary has been with the system since 2012.
- Laura S. Hunt was hired as a Library Aide Part Time at the Del City Library.
- Virginia Jenkins was hired as a Library Aide Part Time at the Downtown Library.
- Laqueta Lewis was hired as an Interlibrary Loan Technician.
- Vanessa McGlothen was hired as a Library Aide Part Time at the Ralph Ellison Library.
- William Rice was hired as a Library Aide Part Time at the Downtown Library.

Items of Interest

- Library Legislative Day in Oklahoma (and beyond)
Library Commission member Cindy Friedemann and I traveled with library directors from across the state and the Oklahoma Department of Libraries to Washington, DC to visit with our federally elected senators and representatives. Among the primary points of interest for us centered on maintaining federal dollars that are distributed to the ODL for special projects with state-wide appeal; endorsing new legislation that would ensure dedicated funding for school libraries and school librarians; and the continuation of privacy protections for library users. While none of these might seem to have an obvious direct impact to MLS, I can state without question that each has a substantial repercussion on our ability to capably deliver high quality

library service to our patrons. The repercussions of which I speak would touch on our financial resources (if federal dollars are lost, so would be state funding, leaving MLS to bridge the gap), personnel resources (as more schools move away from qualified school librarians, public libraries are asked to fill in the blanks), and intellectual resources (as privacy protections are eroded, our role as a trusted neutral space for inquiry and investigation becomes murky and unreliable). I was glad Cindy accompanied the group as she lent support as a volunteer – someone who cares about the purpose and ongoing role of libraries in society. In the future, I would invite any of you interested in speaking to legislators on behalf of MLS and our library patrons to join us – it is an investment in the Library's future.

- **Advocacy Plan**

Maintaining communication with the elected officials for 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.



Robert Douglas checks out one of the new MediaSurfers on April 22 at the Capitol Hill library in Oklahoma City. The service was added at four Metropolitan Library System branches last month.

MediaSurfers help ease libraries' computer crunch

BY MATT PATTERSON
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The ever-present computer time squeeze is getting a little better at four Metropolitan Library System branches thanks to the addition of tablets.

The new MediaSurfers are iPads that have been provided thanks to a \$92,000 grant from the Inasmuch Foundation. The tablets are available at Almonte, Capitol Hill, Ralph Ellison and Southern Oaks libraries. There are 16 at each library.

Those wishing to check one out simply go to the kiosk, swipe their library card and they are granted access for up to two hours. There are about 12 apps loaded onto each tablet for both kids and adults.

For adults, it's information on educational resources, job opportunities, government programs and other information. For kids the apps focus on learning-based games.

When the tablets are returned to the kiosk they are re-formatted, wiping out any user data left on the machine. The tablets have been in libraries for about three weeks.

"They're working pretty well," said Anne Fischer, deputy director of information technology. "It takes time for people to get used to them but from what we've seen they're being heavily used."

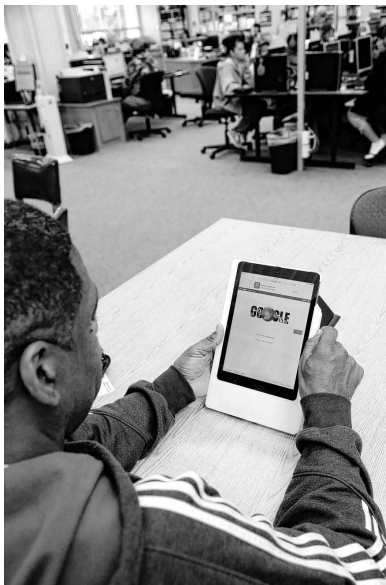
The locations were specifically chosen for the tablets.

"All four of them have very high computer use," Fischer said. "That is especially true after school and in the evening. That's when the bulk of our computers are used. So having them has helped to alleviate some of the wait at those locations."

Fischer said she's seen people from all walks of life use them during their short time at the branches. Content is filtered in the same way it is at the desktop machines and customers using their own devices on the library's wireless network. Users can't access some sites that are blocked, but there are more than enough for those wanting to explore.

"I saw a couple of grandparents and they had their card and they checked out one and handed it to their grandchild and they went over and sat down, quiet as mice having a great time," Fischer said. "I think they're going to be used by kids, but we expect a lot of adult use as well."

Fischer said so far the tablets are holding up well. Each one is in its own protective case that is compatible with the kiosk. When returned, the machines are charged automatically.



Above: A MediaSurfer kiosk at the Capitol Hill library allows library patrons to check out iPads for up to two hours of use. Capitol Hill is one of four Metropolitan Library System branches with the new service.

Center: Library patron Robert Douglas uses a MediaSurfer he checked out April 22 at the Capitol Hill library.

PHOTOS BY PAUL HELLSTERN, THE OKLAHOMAN