



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, July 16, 2015, 3:30 p.m.

Ralph Ellison Library

2000 NE 23rd

Oklahoma City, OK 73111

(Telephone: 424-1437)

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 #01 – Presentation of Service Certificates for Library Staff – July 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 (#02 - #05)

- Document #02 – Approval of Minutes of June 18, 2015 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2015
- Document #04 – Contract Awards & Purchases
Item A: Cisco Switch Replacement
- Document #05 – Request to Declare Equipment Surplus

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #06 – Discussion, Consideration and Possible Action: Report and Recommendation from A & P Committee meeting – July 8, 2015 – Hugh Rice, Chair

4:15 – 4:30 pm REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

- Document #07 – Discussion, Consideration and Possible Action: Jones Library Project - Request for Authorization to Provide Additional Funding as Needed

4:30 – 4:40 pm INFORMATION REPORTS

- Document #08 - MLS Annual Furniture & Equipment Inventory Report FY 14-15

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

August 27, 2015

Belle Isle Library, 5501 N. Villa , Oklahoma City, OK 73112

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 July 2015:

<u>Employees</u>	<u>Years of Service</u>
Kristine Michelle Charter, Materials Selection Assistant	5
Shren A. Sylvester, Administrative Specialist, Outreach	5
Russell L. Pierce, Maintenance Technician	15
Kimberly A. Rickey, Outreach Specialist	15
David L. Mack, Maintenance Technician	25
Janet Brooks, Materials Selection Manager	35

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

DATE: June 18, 2015

TIME: 3:30 pm

MEETING PLACE: Downtown 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 Downtown Library, 300 Park Avenue, Oklahoma City, on June 16, 2015, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Allen Coffey, Disbursing Agent
Fran Cory
Cynthia Friedemann
Deanna Hannah
Carolyn Leslie
Brian Maughan
Penny McCaleb
Tracy McDaniel
Vanna Shaw
Judy Smith, Vice-Chair
Mary Sosa
Beth Toland
Susan Tucker
Sharon Voorhees
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Ralph Bullard
Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Helene Harpman
Karen Helton
Jose Jimenez
Lori Nelson
Mukesh Patel
Kim Patterson
Hugh Rice
Jim Shonts
Alyne Strube

Estimate of general public and staff attending: 28

I. The meeting was called to order at 3:32 p.m. by Ms. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Coffey, Cory, Friedemann, Hannah, Leslie, McCaleb, McDaniel, Shaw, Smith, Sosa, Toland, Tucker, Voorhees, Anthony (Arrived: Maughan 3:36 p.m.).

II. Ms. Anthony introduced Ms. Julie Ballou, Central Regional Library Director, Downtown Library. Ms. Ballou welcomed the commission. She provided information on the library's partnership with John Rex Elementary School. The Downtown Library is the official school library for John Rex. Ms. Jessica Gonzalez, Librarian, showed a slide of pictures from various visits and programs the John Rex Elementary School attended. Discussion followed.

Ms. Anthony introduced Mr. Michael Gillespie, new library manager at Ralph Ellison Library.

III. Ms. Anthony referred to the Presentation of Service Certificates for June 2015: Tracey Thompson, Assistant Manager of Midwest City Library, five years of service; Kim Terry, Director of Marketing and Communications, 10 years of service; Phyllis Davidson, Librarian, Downtown Library, 20 years of service; Laurie Mack-Clark, Accounting Manager, 40 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Katherine L. Casey, Technical Processing Aide, 5 years of service; Cathy Gale Webb, Library Aide, Southern Oaks Library, five years of service; Susan Stinson, Circulation Clerk, Southern Oaks Library, 35 years of service.

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

V. Ms. Anthony presented the Consent Docket: Document #78 – Approval of Minutes of May 21, 2015 Meeting; Document #79 - Acceptance of Review of Expenditures for May 2015; Document #80 – Contract Awards & Purchases; Document #81 – Request for Transfer of Funds.

Ms. Anthony called for a motion.

Ms. Beth Toland moved to accept the consent docket. Ms. Susan Tucker seconded. Questions and discussion followed. A correction was made to Document #80 Item D. The FY reflected in motion should be FY 2014-15. Motion passed unanimously.

VI. Ms. Anthony referred to Document #82 – Discussion, Consideration, and Possible Action: Report and Recommendations - Finance Committee meeting May 28, 2015 and Document #83 –Discussion, Consideration, and Possible Action: Metropolitan Library System Preliminary Budget FY 2015-2016.

Mr. Allen Coffey, Finance Committee Chair, stated the Finance Committee met and reviewed recommendations from the Administrative and Personnel Committee related to salaries and benefits. Those recommendations were accepted and are incorporated into the preliminary budget.

Mr. Coffey reviewed the proposed preliminary budget. Mr. Lloyd Lovely is estimating a 4% increase in the amount of revenue received from ad valorem taxes. Last year the increase came in at 3.85%. The final assessment numbers from the county should be available in late July or early August and will be reflected in the final budget.

Mr. Coffey call for questions.

The motion coming from the Finance Committee is to approve the Metropolitan Library System Preliminary Budget FY 2015-16. A motion coming from committee requires no second. Motion passed unanimously.

VII. Ms. Anthony referred to Document #84 - Discussion, Consideration, and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board – Ms. Penny McCaleb

Ms. McCaleb requested the commission re-appoint Mr. David Durrett to the Library Endowment Trust for another 3 year term. Mr. Durrett's biographical information was provided. Questions and discussion followed.

Ms. McCaleb moved to approve the re-appointment of Mr. David Durrett to the Library Endowment Trust, for a three year term. Mr. Tracy McDaniel seconded. No further discussion; motion passed unanimously.

VIII. Ms. Anthony referred to Document #85 - Discussion, Consideration, and Possible Action: Capitol Hill Library – Donation of MLS Land to Oklahoma City

Mr. Rogers explained the library is in the final phase of the design of the Capitol Hill project. Because the commission owns a parcel of the land that needs to be incorporated into the project, Administration is recommending the commission approve the donation of the land to the City in order for them to integrate it and develop it into the plan for the Capitol Hill Library renovation and expansion project. Discussion followed.

Ms. Anthony called for a motion.

Mr. Brian Maughan moved to approve the donation of the land to Oklahoma City and execute the attached warranty deed. Ms. Judy Smith seconded. No further discussion; motion passed unanimously

IX. Ms. Anthony called on Mr. Rogers to present the Executive Director's Report.

Mr. Rogers reported he and Ms. Melody Kellogg will be making a presentation to the Edmond Capital Improvement Advisory Task Force following today's commission meeting. The task force was established by Edmond to help them prioritize potential construction projects. Mr. Rogers and Ms. Kellogg will be presenting the need for a second Edmond Library.

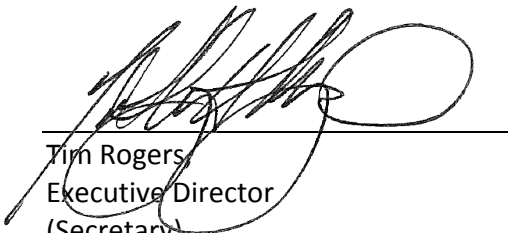
As of today, we have 17,912 people signed up for the Summer Reading Program. Of the 17,912 people signed up, 4,200 are adults.

Beginning in August, a usage report will be provided to the commission as part of the commission packets.

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

XI. The next regularly scheduled meeting will be held at the Ralph Ellison Library on July 16, 2015.

There being no further business, the meeting was adjourned at 4:11pm.



Tim Rogers
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2015

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

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2015.

[This page is intentionally left blank]

STATEMENT OF FINANCIAL CONDITION

June 30, 2015

ASSETS

	Current Year	Previous Year
CASH	\$ 5,553,423.26	\$ 10,891,271.17
INVESTMENTS (Schedule attached)	23,112,582.04	18,158,102.20
PREPAID ACCOUNTS	25,000.00	25,000.00
Total Assets	<u>\$28,691,005.30</u>	<u>\$ 29,074,373.37</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$479,064.05	\$342,833.70
Current Year Purchase Orders Outstanding	1,623,650.68	1,744,552.96
Previous Year Purchase Orders Outstanding	0.00	0.00
Checks Outstanding	313,055.74	281,224.74
Total Liabilities	<u>2,415,770.47</u>	<u>2,368,611.40</u>

FUND BALANCE:

Beginning of the Year	\$27,031,002.21	\$29,031,368.36
Add: Revenues		
Budgeted	32,239,546.78	31,107,037.96
Other	1,542,384.59	1,936,002.55
Less: Expenditures	<u>(34,537,698.75)</u>	<u>(35,368,646.90)</u>
Total Fund Balance	<u>26,275,234.83</u>	<u>26,705,761.97</u>
Total Liabilities, Deferred Revenue and Fund Balance	<u>\$28,691,005.30</u>	<u>\$ 29,074,373.37</u>

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

As of June 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	6/10/2015	6/10/2017	1.256%	240,000.00
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 - SAFRA National Bank	1/15/2015	10/15/2015	0.400%	250,000.00
CD - Santander Bank NA	1/7/2015	10/7/2015	0.450%	250,000.00
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Freddie Mac	12/29/2014	12/29/2017	1.250%	3,000,000.00
Freddie Mac	1/5/2015	9/18/2015	0.180%	3,005,133.69
Federal Home Loan Bank	1/5/2015	7/30/2015	0.300%	500,850.00
Total Investments				<u><u>\$ 23,112,582.04</u></u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of June 30, 2015**

	<u>Current Year</u>				<u>Previous Year</u>			
	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	\$ 342,254.56	\$ 31,408,049.78	106.42%	\$28,418,861.00	\$ 331,476.79	\$ 30,267,487.96	106.50%
State Aid	260,594.82	29,978.00	281,497.00	108.02%	258,653.00	-	289,550.00	111.95%
Fines	495,000.00	25,000.00	550,000.00	111.11%	468,000.00	19,259.92	550,000.00	117.52%
Total Budgeted Revenue	<u>\$ 30,268,861.82</u>	<u>\$ 397,232.56</u>	<u>\$ 32,239,546.78</u>	106.51%	<u>\$ 29,145,514.00</u>	<u>\$ 350,736.71</u>	<u>\$ 31,107,037.96</u>	106.73%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 65,833.69	\$ 1,126,352.29			\$ 62,563.45	\$ 1,109,047.18	
Gifts and Lost Books Fees		0.00	0.00			0.00	100,000.00	
Investment Income		47,669.66	217,091.45			22,809.57	199,145.20	
Flexible Benefits Account Balance		1,634.20	1,634.20			0.00	1,889.12	
Sale of Surplus Equipment		0.00	4,563.92			0.00	20,640.63	
Insurance Reimbursements		0.00	0.00			0.00	1,161.00	
Miscellaneous		9,897.52	192,742.73			(990.80)	504,119.42	
Total Miscellaneous Revenue		<u>\$ 125,035.07</u>	<u>\$ 1,542,384.59</u>			<u>\$ 84,382.22</u>	<u>\$ 1,936,002.55</u>	
Total Revenue	<u>\$ 30,268,861.82</u>	<u>\$ 522,267.63</u>	<u>\$ 33,781,931.37</u>	111.61%	<u>\$ 29,145,514.00</u>	<u>\$ 435,118.93</u>	<u>\$ 33,043,040.51</u>	

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

June 30, 2015

	<u>BEGINNING OF MONTH</u>	<u>RECEIPTS</u>	<u>EXPEND.</u>	<u>ENDING BALANCE</u>
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 58,351.16	\$ 17,828.16	\$ 3,295.54	\$ 72,883.78
815 Fines	45,208.50	41,862.23	25,329.62	61,741.11
820 Copy	87,106.53	4,410.00	4,687.90	86,828.63
Total Revolving Funds	\$ 190,666.19	\$ 64,100.39	\$ 33,313.06	\$ 221,453.52
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	7,500.00	0.00
909 15/OAC/Black History Month	5,000.00	0.00	5,000.00	(5,000.00)
910 15/OAC/Tuvan Throat Singers	5,000.00	0.00	5,000.00	(5,000.00)
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	5,000.00	0.00
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	5,000.00	0.00
919 15/Coca Cola/Summer Reading	5,000.00	5,000.00	5,000.00	0.00
920 15/LET/After School at the Library	12,000.00	12,000.00	8,400.00	3,600.00
922 15/LET/Summer at the Library	2,500.00	2,500.00	2,500.00	0.00
924 15/OAC/Comedy Theatre	3,000.00	0.00	3,500.00	(3,500.00)
926 15/CommFoun/Robotics Kits	2,500.00	2,500.00	0.00	2,500.00
928 15/OHC/Play Ball	1,000.00	1,000.00	1,000.00	0.00
929 15/PiPhi/Summer Reading	10,000.00	10,000.00	10,000.00	0.00
930 15/Sonic/Summer Reading	20,000.00	20,000.00	20,000.00	0.00
933 12/LET/Aviation	5,738.00	5,738.00	2,603.94	3,134.06
934 15/ODL/Kid IS the Rocket	4,730.70	4,730.70	0.00	4,730.70
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	70,931.60	68.40
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	5,832.55	167.45
903 15 Interactive Panels	2,500.00	2,500.00	1,679.96	820.04
904 15 Parent Child Book Club	1,500.00	1,500.00	1,402.77	97.23
905 15 Summer at the Library	71,000.00	71,000.00	31,517.46	39,482.54
907 15 Come Read with Me	15,000.00	15,000.00	5,022.79	9,977.21
908 15 Our World	40,000.00	40,000.00	20,728.26	19,271.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
918 15 Lobby Benches	500.00	500.00	409.42	90.58
921 15 Staff Appreciation Dinner	18,000.00	253.30	2,038.54	(1,785.24)
925 15 Legislative Day	700.00	0.00	304.14	(304.14)
Total Grants				85,873.36
Total Special Funds				\$ 307,326.88

Metropolitan Library System
Statement of Encumbrances
Month of June 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	1,339,007.39	15,085,255.43	99.30	15,192,312.00	107,056.57
102	Wages - Part-time	.00	1,394,131.38	52.04	2,678,988.00	1,284,856.62
103	Payroll Taxes	98,747.61	1,210,131.64	93.95	1,288,039.00	77,907.36
109	Workers Comp. Insurance	14,485.00	179,032.00	90.25	198,384.00	19,352.00
112	Group Insurance	245,426.79	2,878,578.05	91.32	3,152,195.00	273,616.95
113	Employees' Retirement	85,429.16	1,807,475.96	88.27	2,047,683.00	240,207.04
114	Unemployment Compen.	5,000.00	18,754.29	62.51	30,000.00	11,245.71
Total Personal Services		1,788,095.95	22,573,358.75	91.81	24,587,601.00	2,014,242.25

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	259,109.58	84.94	305,056.00	45,946.42
205	Rent of Library Buildings	.00	92,010.00	99.84	92,155.00	145.00
207	Janitorial Services	35,508.56	454,837.67	79.59	571,446.00	116,608.33
208	Maintenance of Facilities	55,744.94	368,857.26	67.67	545,122.00	176,264.74
211	Parking & Transportation	14,754.71	169,254.26	88.81	190,570.00	21,315.74
212	Travel Expenses	7,954.29	60,980.32	60.29	101,144.00	40,163.68
213	Professional Services	25,458.05	334,731.62	78.68	425,410.00	90,678.38
214	Security Services	52,524.59	473,199.65	96.57	490,000.00	16,800.35
216	Telephone Services	22,965.92	147,705.02	48.49	304,592.00	156,886.98
217	Electrical Services	54,566.73	550,235.70	95.72	574,846.00	24,610.30
218	Gas Services	1,298.11	37,282.87	84.22	44,270.00	6,987.13
219	Water & Garbage Services	7,750.82	76,805.54	99.97	76,831.00	25.46
220	Veolia Energy Services	21,689.03	176,280.53	77.29	228,068.00	51,787.47
226	Memberships	2,365.00	28,114.00	99.70	28,199.00	85.00
230	Other Library-Related Serv.	44,419.60	520,725.16	99.68	522,386.00	1,660.84
231	Automation Contractual	104,140.05	456,703.07	78.36	582,810.00	126,106.93
236	Network Catalog Services	21,909.42	80,322.49	85.00	94,500.00	14,177.51
Total Contractual Services		473,049.82	4,287,154.74	82.81	5,177,405.00	890,250.26

Metropolitan Library System
Statement of Encumbrances
Month of June 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	35,142.76	163,199.02	79.71	204,750.00	41,550.98
302	Postage	13,969.90	194,860.71	65.43	297,825.00	102,964.29
303	Supplies	59,196.96	311,775.98	69.55	448,272.00	136,496.02
310	Maintenance Supplies	6,889.66	69,613.57	92.82	75,000.00	5,386.43
312	Safety Supplies & Equip.	529.73	5,788.65	71.91	8,050.00	2,261.35
321	Gasoline & Oil	7,370.91	34,230.97	68.46	50,000.00	15,769.03
322	Vehicle Parts & Repairs	4,140.52	17,312.81	57.71	30,000.00	12,687.19
330	Programming Activities	29,387.00	215,585.47	81.69	263,920.00	48,334.53
331	Other Commodities	4,878.49	20,130.19	49.92	40,328.00	20,197.81
Total Commodities		161,505.93	1,032,497.37	72.81	1,418,145.00	385,647.63

Capital Outlays

401	Books & Materials	1,078,675.29	5,103,220.00	100.00	5,103,220.00	.00
404	Government Documents	700.00	6,700.00	100.00	6,700.00	.00
405	Book Repairs & Bindings	1,200.00	1,200.00	100.00	1,200.00	.00
407	Periodicals & Subscriptions	16,026.13	188,385.00	100.00	188,385.00	.00
408	Furniture, Fixtures, & Equip.	77,317.39	238,572.82	80.79	295,302.00	56,729.18
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	148,477.96	269,229.00	72.34	372,153.00	102,924.00
450	Capital Projects	182,392.75	837,370.82	14.24	5,878,384.00	5,041,013.18
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		1,504,789.52	6,644,687.89	26.80	24,797,220.56	18,152,532.67
Total Budget		3,927,441.22	34,537,698.75	61.70	55,980,371.56	21,442,672.81

Monthly Journal Entries -- June 2015

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
178	1001	Cash	\$ 5,440.57	
	1101	Investments		\$ 27.76
	3602	Interest Income		\$ 5,412.81
		Receipt of interest upon renewal of MECU CD		
179	1001	Cash	\$ 250,371.92	
	1101	Investments		\$ 250,000.00
	3602	Interest Income		\$ 371.92
		Maturity of Patriot National Bank CD		
180	1001	Cash	\$ 250,433.90	
	1101	Investments		\$ 250,000.00
	3602	Interest Income		\$ 433.90
		Maturity of Bank of Baroda CD		
181	1001	Cash	\$ 12,500.00	
	3602	Interest Income		\$ 12,500.00
		Interest from Fannie Mae 3136g17c7		
182	1001	Cash	\$ 10,500.00	
	3602	Interest Income		\$ 10,500.00
		Interest from Fed Home Loan Bank 313381mx0		
183	1001	Cash	\$ 18,750.00	
	3602	Interest Income		\$ 18,750.00
		Interest from Freddie Mac 3134g5va0		
<u>Tax revenues</u>				
184	1001	Cash	\$ 345,049.37	
	1201	Ad Valorem Tax - Current year		\$ 279,216.53
	3601	Prior year Tax		\$ 65,832.84
		Ad Valorem Tax apportioned by County for 5/16 to 5/29		
185	1001	Cash	\$ 44,089.65	
	1201	Ad Valorem Tax - Current year		\$ 44,088.80
	3601	Prior year Tax		\$ 0.85
		Ad Valorem Tax apportioned by County for 6/1 to 6/15		
186	1001	Cash	\$ 18,949.23	
	1201	Ad Valorem Tax - Current year		\$ 18,949.23
		Ad Valorem Tax apportioned by County for 6/16 to 6/19		
187	1001	Cash	\$ 29,978.00	
	3401	State Aid		\$ 29,978.00
		State Aid, 3rd payment		

Miscellaneous revenue

188	1001	Cash			\$	10,204.20		
	3605	Mic. Reimbursements					\$	10,204.20
		LET	184.03	Friends		490.59		
		Ins -J Johnson	1,080.56	Literacy Link		300.00		
		Mcgraw Hill	455.34	Stamps		21.07		
		badges	1.00	OKC rent	\$	7,315.31		
		Ins - U Ward	356.30	total	\$	10,204.20		
189	1001	Cash			\$	1,634.20		
	3611	Flex Benefits					\$	1,634.20
		Transfer of Flex fund balances						

Fines

190	1001	Cash			\$	25,000.00		
	3403	Projected rev - Fines					\$	25,000.00
		Fines transferred to General fund						

Payable entries

191	3001	Current Year Reserve for Appropriations.			\$	3,752,960.07		
	3011	Current Year P.O. Outstanding					\$	3,752,959.77
	3002	Prior Year Reserv. for Appropriations.					\$	306.98
	3605	Prior Year P.O. Outstanding			\$	306.68		
		Purchase orders issued in June						
192	3011	Current Year P.O. Outstanding			\$	2,667,663.92		
	3021	Current Year Warrants Outstanding					\$	2,667,663.92
		Checks issued in June						
193	3021	Current Year Warrants Outstanding			\$	2,600,483.32		
	1001	Current Year Cash					\$	2,600,483.32
		Checks cleared Bank in June						

Bank interest and fees

194	1001	Current Year Cash					\$	298.97
	3602	Bank Fees			\$	382.53		
	3602	Interest Income					\$	83.56
		Interest and fees from GF checking account						
195	8000	Special Fund Cash					\$	214.91
	8815	Bank Fees			\$	219.62		
	8815	Interest Income					\$	4.71
		Interest and fees from SF checking account						

Special funds

196	8000	Special Fund Cash	\$	98,804.38	
	8815	Fines			\$ 41,857.52
	8820	Copy			\$ 4,410.00
	8805	Gift/Lost Books			\$ 17,828.16
	8934				\$ 34,708.70
		Revenues of special funds received in June			
197	8000	Special fund cash			\$ 131,666.53
	8815	Fines	\$	25,110.00	
	8820	Copy	\$	4,687.90	
	8805	Gift/Lost Books	\$	3,295.54	
	8905		\$	9,895.09	
	8928		\$	200.00	
	8934		\$	29,978.00	
	8901		\$	7,500.00	
	8914		\$	5,000.00	
	8917		\$	5,000.00	
	8919		\$	5,000.00	
	8922		\$	2,500.00	
	8929		\$	10,000.00	
	8930		\$	20,000.00	
	8924		\$	3,500.00	
		Expenditures of special funds			

Corrections, adjustments, and miscellaneous

198	1001		\$	5,278.52	
	3605				\$ 5,278.52
199	3001		\$	5,278.52	
	1001				\$ 5,278.52
		To correct overstatement of PO to Mass Mutual in last payroll of June			
200	3001		\$	170,513.58	
	3011				\$ 170,513.58
	3602		\$	23.00	
	1001				\$ 23.00
		Additional encumbrances for yearend			
201	3605		\$	5,278.52	
	3001				\$ 5,278.52
		Reverse out entire 198 and 199 entries. Adjustment already made in AP system			

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-04875	City of Midwest City, Inc.	Water & Garbage Services	210.41	210.41
G-04876	O G & E	Electrical Services	1,243.15	1,243.15
G-04877	Oklahoma Natural Gas Co.	Gas Services	43.04	
		Gas Services	36.99	80.03
G-04878	Scott's Printing & Copying	Printing/Printing Supply	463.32	463.32
G-04879	Hobby Lobby	Programming Activities	22.42	
		Programming Activities	79.94	102.36
G-04880	OverDrive, Inc.	Books & Materials	16,375.50	16,375.50
G-04881	Meghan Attalla	Supplies	75.60	75.60
G-04882	Town of Luther	Water & Garbage Services	37.60	37.60
G-04883	City of Choctaw	Water & Garbage Services	87.95	87.95
G-04884	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	43.15	43.15
G-04885	Global Industrial Equipment	Automation Contractual	2,029.59	2,029.59
G-04886	H I S Paints	Maintenance of Facilities	80.87	
		Maintenance of Facilities	6.37	87.24
G-04887	Timothy H Rogers	Telephone Services	50.00	50.00
G-04888	Bradford Industrial Supply	Maintenance of Facilities	13.46	
		Maintenance of Facilities	177.48	190.94
G-04889	O G & E	Electrical Services	256.82	
		Electrical Services	1,681.06	1,937.88
G-04890	Oklahoma Natural Gas Co.	Gas Services	96.19	
		Gas Services	42.44	138.63
G-04891	City of Oklahoma City	Water & Garbage Services	30.88	
		Water & Garbage Services	337.22	368.10
G-04892	City of the Village	Water & Garbage Services	91.41	91.41
G-04893	Brodart Co.	Supplies	29.62	
		Supplies	461.04	490.66
G-04894	Locke Supply Co.	Maintenance of Facilities	33.78	
		Maintenance of Facilities	187.04	220.82
G-04895	Tech-Lock	Maintenance of Facilities	89.85	89.85
G-04896	Emsco Electric Supply	Maintenance fo Facilities	174.20	174.20
G-04897	Demco	Supplies	65.45	
		Supplies	883.83	949.28
G-04898	Gale/ Cengage Learning, Inc.	Books & Materials	24,389.51	
		Books & Materials	7,491.89	
		Books & Materials	164.35	32,045.75
G-04899	The University of Oklahoma	Printing/Printing Supply	1,591.00	1,591.00
G-04900	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	7,224.75	7,224.75
G-04901	City of Edmond	Electrical Services	3,650.14	3,650.14
G-04902	Baker & Taylor Books	Books & Materials	2,112.08	2,112.08
G-04903	American Express	Supplies	377.13	
		Supplies	24.95	
		Automation Contractual	215.00	
		Supplies	27.91	
		Summer Reading Voice Over	65.00	
		Automation Contractual	600.00	
		Automation Contractual	149.00	
		Supplies	151.81	
		Radio Adv. Voiceovers	130.00	
		Travel Expenses	684.00	2,424.80
G-04904	CompSource Mutual	Workers Comp Insurance	19,985.00	19,985.00
G-04905	American Library Association	Memberships	186.00	186.00

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-04906	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04907	Upstart	Programming	13.00	13.00
G-04908	Recorded Books, LLC	Books & Materials	2,900.73	
		Books & Materials	6,000.00	
		Books & Materials	1,386.00	10,286.73
G-04909	Oklahoma Genealogical Society	Professional Services	50.00	50.00
G-04910	Thorndike/Gale Group	Books & Materials	1,987.41	1,987.41
G-04911	Oxford University Press	Books & Materials	2,993.90	
		Books & Materials	855.40	3,849.30
G-04912	Sam Moore Architect	Capital Projects	7,200.00	7,200.00
G-04913	Anne G. Fischer	Telephone Services	50.00	
		Telephone Services	50.00	100.00
G-04914	Friday	Printing/Printing Supply	900.00	900.00
G-04915	Independent Stationers	Supplies	12.82	
		Supplies	13.54	26.36
G-04916	Morningstar	Books & Materials	310.00	310.00
G-04917	Booklist Online/ALA	Books & Materials	650.00	650.00
G-04918	AT&T	Telephone Services	1,210.35	1,210.35
G-04919	Oklahoma Gazette	Printing/Printing Supply	1,741.00	1,741.00
G-04920	A T & T Mobility	Telephone Services	173.81	173.81
G-04921	Scott's Printing & Copying	Printing/Printing Supply	671.36	671.36
G-04922	Ingram Library Service	Books & Materials	1,975.94	
		Books & Materials	273.70	2,249.64
G-04923	Information Today, Inc.	Books & Materials	808.10	808.10
G-04924	XPEDX	Supplies	3,316.90	
		Maintenance Supplies	6,120.24	9,437.14
G-04925	James E. Nimmo	Transportation	150.00	150.00
G-04926	OverDrive, Inc.	Network Caralog Services	266.00	266.00
G-04927	Findaway World, LLC	Books & Materials	685.87	685.87
G-04928	FedEx Office	Automation Contractual	108.13	108.13
G-04929	Coughlan Companies, Inc.	Books & Materials	2,132.25	2,132.25
G-04930	AV Cafe Inc	Books & Materials	3,776.02	3,776.02
G-04931	Ingram Library Service	Books & Materials	326.60	326.60
G-04932	Center Point Large Print	Books & Materials	375.09	375.09
G-04933	Oklahoma Building Services Inc	Janitorial Services	4,835.00	
		Janitorial Services	3,777.50	
		Janitorial Services	1,417.50	
		Janitorial Services	250.00	10,280.00
G-04934	Scholastic Library	Books & Materials	9,548.00	9,548.00
G-04935	Associated Appliance, Inc.	Maintenance of Facilities	16.95	16.95
G-04936	Westlake Hardware	Maintenance of Facilities	49.95	49.95
G-04937	The Oklahoman Media Company	Other library related svc	68.55	68.55
G-04938	Shanelle Jackson	Professional Services	180.00	180.00
G-04939	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	350.00
G-04940	Neofunds by Neopost	Postage	5,010.00	5,010.00
G-04941	Kellie Delaney	Transportation	131.58	131.58
G-04942	Novalco, Inc	Maintenance of Facilities	220.00	220.00
G-04943	City of Edmond	Water & Garbage Services	841.80	841.80
G-04944	City of Harrah Acct 02-0121-01	Water & Garbage Services	64.00	64.00
G-04945	Amazon/GE Money Bank	Programming	38.62	
		Supplies	61.07	

** Continued **

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04945	Amazon/GE Money Bank	Programming Supplies	79.93
		Programming Supplies	81.04
		Programming Supplies	109.02
		Programming Supplies	81.04
		Programming Supplies	109.02
		Programming Supplies	81.74
		Programming Supplies	97.05
			738.53
G-04946	United Parcel Service	Postage	380.92
G-04947	John Wood	Telephone Services	50.00
G-04948	Baker & Taylor Books	Books & Materials	1,741.10
G-04949	Baker & Taylor Entertainment	Books & Materials	3,343.50
		Books & Materials	78.90
		Books & Materials	510.61
		Books & Materials	5,685.15
			9,618.16
G-04950	Focal Point Consulting, LLC	Professional Services	600.00
G-04951	Walmart Community/GEGRB	Programming Activities	80.18
		Supplies	233.46
		Supplies	135.55
			449.19
G-04952	John L. Hilbert	Programming Activities	153.25
G-04953	Kelly D Smith	Programming Activities	60.00
G-04954	Star Lighting and Supply	Maintenance of Facilities	135.00
G-04955	Rondia K. Banks	Travel Expenses	499.20
G-04956	Ruth Melchionne	Books & Materials	120.00
G-04957	Waste Connections of Oklahoma	Water & Garbage Services	691.85
		Water & Garbage Services	55.05
			746.90
G-04958	S & P Capital IQ	Books & Materials	180.00
G-04959	Laura McMurtry	Telephone Services	35.00
		Transportation	100.19
			135.19
G-04960	Cox Communications, Inc.	Telephone Services	201.04
G-04961	Discount School Supply	Furniture,Fixtures&Equip	174.45
G-04962	Baker & Taylor Books	Books & Materials	1,309.59
		Books & Materials	3,191.92
		Books & Materials	2,940.24
		Books & Materials	1,974.17
		Books & Materials	618.07
		Books & Materials	1,667.26
		Books & Materials	1,439.46
		Books & Materials	4,345.84
		Books & Materials	2,795.38
		Books & Materials	1,174.44
			21,456.37
G-04963	Baker & Taylor Books	Books & Materials	1,102.89
		Books & Materials	2,066.73
		Books & Materials	1,550.40
		Books & Materials	8,135.45
		Books & Materials	3,167.64
		Books & Materials	2,495.69
			18,518.80
G-04964	Baker & Taylor Books	Books & Materials	2,822.56
G-04965	Meaghan Hunt Wilson	Programming Activities	117.78
G-04966	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	150.00
G-04967	G4S Secure Solutions	Security Services	9,348.72
G-04968	Derek Davis	Telephone Services	35.00
	** Continued **		

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04968	Derek Davis	Telephone Services	35.00
		Telephone Services	35.00
		Telephone Services	35.00
G-04969	RB Floor Care Services Inc.	Janitorial Services	463.00
G-04970	Veolia Energy Oklahoma City,	Veolia Energy Services	14,689.03
G-04971	Sarkeys Foundation	Professional Services	199.00
G-04972	Kiona Millirons	Programming Activities	125.00
		Programming Activities	115.00
G-04973	Automatic Protection Sys of	Maintenance of Facilities	8,952.00
		Maintenance of Facilities	3,411.00
		Maintenance of Facilities	4,182.00
G-04974	Dewberry Architects, Inc.	Professional Services	1,224.57
G-04975	Personalized Prevention	Professional Services	707.00
G-04976	Baker & Taylor Entertainment	Books & Materials	287.76
G-04977	Mackin	Books & Materials	304.20
G-04978	R. Justin Herwig	Telephone Services	35.00
G-04979	Chris Kennedy	Supplies	32.75
		Other Commodities	58.40
G-04980	Brittany Barber	Professional Services	900.00
G-04981	Knoll, Inc.	Furniture	3,630.00
G-04982	Oklahoma Department of Labor	Maintenance of Facilities	25.00
G-04983	Donna Hilton	Programming Activities	60.00
G-04984	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00
G-04985	Curbside Chronicle	Periodicals & Subscriptio	75.00
G-04986	Mark D Vance	Telephone Services	35.00
		Telephone Services	35.00
		Telephone Services	35.00
G-04987	Angie Walton	Supplies	110.00
G-04988	Callie McClam	Programming Activities	100.00
G-04989	M & N Dealerships XII LLC	Vehicle Parts & Repairs	293.85
G-04990	Vanessa Davis	Programming Activities	160.07
G-04991	Air Compressor Supply Inc	Maintenance of Facilities	745.98
G-04992	Rebecca Bornstein	Programming Activities	200.00
G-04993	HDG Products Ltd	Maintenance of Facilities	136.46
		Maintenance of Facilities	108.40
G-04994	WCA Waste Corporation	Water & Garbage Services	35.00
G-04995	Trumans Fabric & Foam	Maintenance of Facilities	1,600.00
G-04996	Nathan L Brown	Programming Activities	150.00
G-04997	Candor Public Relations LLC	Library-related Services	2,750.00
G-04998	Mun. Employees Credit Union	Employee Cr Union Deducts	10,867.08
G-04999	United Way of Central Oklahoma	Employee Deductions	536.60
G-05000	HealthSmart Benefit Solutions	Employee Deductions	177.50
G-05001	Nationwide Retirement Solution	Employee Deductions	5,585.38
G-05002	Transamerica Premier Life	Employee Deductions	264.35
G-05003	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,784.25
G-05004	Bank of Oklahoma	Employee Flexplan Deposit	4,728.32
G-05005	MassMutual Financial Group	Employee Contrib -- DC PI	22,739.26
		Employer Contrib -- DC PI	40,149.57
G-05006	Vision Service Plan of	Employee Deductions	1,225.89
G-05007	Administrative Services	Employee Deductions	1,479.90
G-05008	UNUM Life Insurance	Employee Deductions	1,233.70

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-05009	Paycom Payroll LLC	Salaries	555,269.58	
		Group Insurance	1,045.00	
		Payroll Taxes	46,128.69	
		Capital Projects	6,585.25	609,028.52
G-05010	Bank of Oklahoma	Employee Deductions	30,255.07	30,255.07
G-05011	Bradford Industrial Supply	Maintenance of Facilities	64.08	
		Maintenance of Facilities	21.16	
		Maintenance of Facilities	29.52	
		Maintenance of Facilities	143.39	258.15
G-05012	Grainger	Maintenance of Facilities	33.28	33.28
G-05013	O G & E	Electrical Services	1,397.50	
		Electrical Services	6,933.66	
		Electrical Services	2,474.53	10,805.69
G-05014	Oklahoma Natural Gas Co.	Gas Services	34.36	34.36
G-05015	City of Oklahoma City	Water & Garbage Services	463.02	
		Water & Garbage Services	385.62	
		Water & Garbage Services	414.25	
		Water & Garbage Services	209.80	1,472.69
G-05016	Southwestern Stationers, Inc.	Supplies	99.20	
		Supplies	57.36	
		Printing/Printing Supply	586.00	742.56
G-05017	Locke Supply Co.	Maintenance of Facilities	758.10	758.10
G-05018	Dagwell Dixie Inc	Maintenance of Facilities	49.80	49.80
G-05019	Demco	Supplies	308.95	308.95
G-05020	Alma L. Brown	Programming Activities	46.86	
		Programming Activities	44.99	91.85
G-05021	Oklahoma Historical Society	Periodicals/Subscriptions	4,300.00	4,300.00
G-05022	Oklahoma Library Association	Professional Services	190.00	190.00
G-05023	ABDO Publishing Company	Books & Materials	1,898.62	1,898.62
G-05024	Charles S. Isaacs	Telephone Services	35.00	35.00
G-05025	Barbara Beasley	Supplies	20.47	
		Postage	7.60	28.07
G-05026	A.M. Best Co.	Books & Materials	4,403.00	4,403.00
G-05027	Recorded Books, LLC	Books & Materials	1,014.52	
		Books & Materials	351.80	1,366.32
G-05028	Thorndike/Gale Group	Books & Materials	2,976.49	
		Books & Materials	2,256.02	5,232.51
G-05029	Deborah S. McPherson	Programming Activities	22.18	22.18
G-05030	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-JN	56,400.26	56,400.26
G-05031	Ebrahim Ejtehadi	Programming Activities	27.20	27.20
G-05032	Independent Stationers	Supplies	11.40	
		Supplies	22.83	
		Supplies	52.60	86.83
G-05033	Josh Lewis	Supplies	28.21	28.21
G-05034	Full Circle Bookstore	Programming Activities	107.90	107.90
G-05035	Joan Kendall	Postage	25.00	25.00
G-05036	Oklahoma Gazette	Printing/Printing Supply	1,741.00	1,741.00
G-05037	Scott's Printing & Copying	Printing/Printing Supply	1,420.88	
		Printing/Printing Supply	1,584.48	3,005.36
G-05038	OCLC, Inc.	Network Catalog Services	14,703.79	14,703.79
G-05039	ALA Registration Dept	Professional Services	270.00	270.00
G-05040	Ingram Library Service	Books & Materials	180.02	

** Continued **

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05040	Ingram Library Service	Books & Materials	1,098.67	1,278.69
G-05041	Lakeshore Learning Materials	Programming Supplies	298.92	
		Programming Supplies	469.75	
		Programming Supplies	406.54	1,175.21
G-05042	OverDrive, Inc.	Books & Materials	1,419.47	1,419.47
G-05043	Fuelman	Gasoline & Oil	2,342.76	
		Vehicle Parts & Repairs	50.74	2,393.50
G-05044	AV Cafe Inc	Books & Materials	262.89	262.89
G-05045	Ingram Library Service	Books & Materials	351.34	
		Books & Materials	231.03	582.37
G-05046	Jana Hausburg	Programming Activities	19.60	19.60
G-05047	Dana Beach	Programming Activities	9.00	9.00
G-05048	Landon Holman	Transportation	33.33	33.33
G-05049	Debbie Robertus	Supplies	14.07	14.07
G-05050	Batteries Sooner LLC	Maintenance of Facilities	76.63	76.63
G-05051	Smith Farm & Garden	Maintenance of Facilities	27.39	27.39
G-05052	Displays 2 Go	Supplies	114.58	114.58
G-05053	The Oklahoman Media Company	Library-related Services	209.40	209.40
G-05054	Rainbow Resource Center, Inc	Books & Materials	796.64	796.64
G-05055	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	1,050.00	1,400.00
G-05056	Chase Card Services	Automation Contractual	19.00	
		Telephone Services	10.57	
		Automation Contractual	569.19	
		Supplies	144.95	
		Programming Activities	159.21	
		Maintenance of Facilities	99.00	
		Supplies	17.25	
		Supplies	225.80	
		Automation	509.98	
		Professional Services	150.00	
		Professional Services	180.00	
		Supplies	162.88	
		Supplies	360.86	
		Travel Expenses	535.20	
		Maintenance of Facilities	17.24	
		Other Library Related Svc	200.00	
		Printing Supplies	250.12	
		Supplies	22.50	
		Supplies	145.03	
		Printing Supplies	101.14	
		Supplies	57.46	
		Supplies	66.59	
		Vehicle Parts & Repairs	1,298.24	
		Automation Contractual	1,388.65	
		Professional Services	48.00	
		Professional Services	395.00	7,133.86
G-05057	ULINE	Supplies	62.56	
		Supplies	133.39	195.95
G-05058	Amazon/GE Money Bank	Supplies	282.78	
	** Continued **			

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-05058	Amazon/GE Money Bank	Programming Supplies	203.58	
		Supplies	154.14	
		Supplies	8.70	
		Supplies	34.81	
		Safety Supplies	7.29	
		Supplies	38.99	
		Programming Supplies	44.79	
		Supplies	126.33	901.41
G-05059	Margaret Collins	Programming Activities	28.64	
		Programming Activities	5.40	34.04
G-05060	United Parcel Service	Postage	384.62	384.62
G-05061	Oklahoma Press Service	Library-related Services	115.10	115.10
G-05062	Andrew N. Soliven	Memberships	50.00	50.00
G-05063	Vision Service Plan of	Grp Vision Ins Prem-JN	2,842.11	2,842.11
G-05064	Public Library Association	Professional Services	179.00	179.00
G-05065	Baker & Taylor Books	Books & Materials	1,190.94	1,190.94
G-05066	Cox Communications, Inc.	Telephone Services	1,782.30	
		Telephone Services	1,968.40	3,750.70
G-05067	Reduxion Theatre	Programming Activities	200.00	200.00
G-05068	Baker & Taylor Entertainment	Books & Materials	2,209.96	
		Books & Materials	2,205.69	
		Books & Materials	1,968.93	
		Books & Materials	1,423.34	7,807.92
G-05069	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Jun	174,207.37	174,207.37
G-05070	Daniel Fields	Memberships	99.00	99.00
G-05071	Walmart Community/GEICB	Programming Activities	69.02	
		Programming Activities	71.61	
		Programming Activities	107.61	
		Programming Activities	13.46	261.70
G-05072	MetroFamily Magazine	Printing/Printing Supply	1,449.00	1,449.00
G-05073	Garcia Tire Service, Inc.	Maintenance of Facilities	715.18	715.18
G-05074	Pamela Buchanan	Telephone Services	35.00	
		Transportation	35.19	70.19
G-05075	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-05076	Alexis Whitney	Programming Activities	22.01	22.01
G-05077	Star Lighting and Supply	Maintenance of Facilities	160.20	
		Maintenance of Facilities	44.00	204.20
G-05078	Amy Thomas	Programming Activities	70.42	
		Programming Activities	28.49	
		Programming Activities	6.99	105.90
G-05079	Tim Spindle	Memberships	100.00	
		Programming Activities	60.00	160.00
G-05080	Firetrol Protection Systems	Maintenance of Facilities	300.00	300.00
G-05081	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	
		Maintenance of Facilities	95.00	327.00
G-05082	S & P Capital IQ	Books & Materials	540.00	540.00
G-05083	Cox Communications, Inc.	Telephone Services	1,506.34	
		Telephone Services	352.49	
		Telephones Services	501.40	2,360.23
G-05084	Joshua Jordan	Programming Activities	32.20	
		Programming Activities	48.76	80.96

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
G-05085	Baker & Taylor Books	Books & Materials	1,085.42
		Books & Materials	5,303.80
		Books & Materials	2,437.40
		Books & Materials	2,509.07
		Books & Materials	1,679.13
		Books & Materials	1,815.51
		Books & Materials	1,130.58
		Books & Materials	740.26
		Books & Materials	3,375.75
		Books & Materials	1,367.38
		Books & Materials	4,382.59
		Books & Materials	4,159.53
		Books & Materials	4,335.72
		Books & Materials	1,550.14
		Books & Materials	2,378.55
		Books & Materials	1,384.37
		Books & Materials	1,384.37
		Postage	14.00
		Postage	14.00
		Programming Activities	13.67
		Programming Activities	13.67
		Books & Materials	636.10
		Books & Materials	68.28
		Books & Materials	704.38
		Supplies	14.07
		Supplies	14.07
		Supplies	9.40
		Supplies	9.40
		Supplies	32.22
		Supplies	32.22
		Security Services	9,403.07
		Security Services	9,403.07
		Furniture	775.00
		Furniture	775.00
		Maintenance of Facilities	104.12
		Maintenance of Facilities	104.12
		Maintenance of Facilities	11.89
		Maintenance of Facilities	11.89
		Programming Activities	79.32
		Programming Activities	7.60
		Programming Activities	86.92
		Programming Activities	125.00
		Programming Activities	630.00
		Programming Activities	755.00
		Other Commodities	51.70
		Other Commodities	51.70
		Maintenance of Facilities	1,117.00
		Maintenance of Facilities	1,117.00
		Memberships	115.00
		Memberships	115.00
		Maintenance of Facilities	9.58
		Maintenance of Facilities	9.58
		Library-related Services	1,620.00
		Library-related Services	1,450.00
		Library-related Services	3,070.00
		Programming Activities	125.00
		Programming Activities	125.00
		Grp LTC Insurance Prm-JN	1,318.30
		Grp LTC Insurance Prm-JN	1,318.30
		Other Commodities	7.04
		Other Commodities	7.04
		Library-related Services	4,000.00
		Library-related Services	4,000.00
		Maintenance of Facilities	1,127.00
		Maintenance of Facilities	1,127.00
		Telephone Services	35.00
		Telephone Services	35.00
		Telephone Services	70.00
		Telephone Services	35.00
		Telephone Services	35.00
		Transportation	650.00
		Transportation	650.00
		Programmin Activities	210.00
		Programmin Activities	210.00
		Programming Activities	50.00
		Programming Activities	50.00
		Transportation	174.02
		Transportation	174.02
		Printing Supply	94.10
		Printing Supply	94.10
		Programming Activities	7.23
		Programming Activities	7.23
		Electrical Services	3,550.12
		Electrical Services	3,550.12

** Continued **

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05118	O G & E	Electrical Services	128.62
		Electrical Services	291.63
G-05119	Oklahoma Natural Gas Co.	Gas Services	89.71
G-05120	City of Bethany	Water & Garbage Services	131.69
G-05121	City of Oklahoma City	Water & Garbage Services	259.57
		Water & Garbage Services	70.02
G-05122	Demco	Supplies	87.69
G-05123	AT&T	Telephone Services	690.07
		Telephone Services	839.83
		Telephone Services	810.78
G-05124	Southwest Trailers & Equipment	Vehicle Parts & Repairs	317.08
G-05125	Anne G. Fischer	Other Commodities	169.00
G-05126	Independent Stationers	Supplies	19.28
G-05127	Lanny B. Myers	Telephone Services	35.00
G-05128	Kristin Williamson	Transportation	284.57
G-05129	OverDrive, Inc.	Books & Materials	7,944.50
G-05130	Cummins Southern Plains, Ltd.	Maintenance of Facilities	695.00
G-05131	Home Depot Credit Services	Maintenance of Facilities	6.88
G-05132	Associated Appliance, Inc.	Maintenance of Facilities	16.95
G-05133	HF Group, LLC	Book Repairs & Bindings	220.01
G-05134	Amazon/GE Money Bank	Programming Supplies	75.24
		Programming Supplies	50.97
		Supplies	42.95
		Programming Supplies	29.58
		Supplies	240.44
G-05135	Todd Podzemny	Postage	88.00
G-05136	Walmart Community/GEGRB	Programming Activities	9.10
G-05137	Albert Brown	Telephone Services	35.00
G-05138	Trak-1 Technology, Inc.	Professional Services	130.24
G-05139	Angel Suhrstedt	Programming Activities	32.35
G-05140	Mascots, Etc.	Programming Activities	75.00
G-05141	Joe H Shelton	Programming Activities	5.81
		Programming Activities	16.32
G-05142	Matthew Logo Falepouono	Telephone Services	35.00
G-05143	Oklahoma Turnpike Authority	Turnpike Tolls	28.15
G-05144	Timothy H Rogers	Telephone Services	50.00
G-05145	Phillip Belt	Telephone Services	35.00
		Telephone Services	35.00
G-05146	MFB Holdings LLC	Supplies	81.13
G-05147	Christopher Stofel	Transportation	668.73
		Transportation	742.97
G-05148	Postmaster	Postage	2,000.00
G-05149	Bradford Industrial Supply	Maintenance of Facilities	18.48
		Maintenance of Facilities	.93
G-05150	O G & E	Electric Services	1,980.81
		Electrical Services	12,776.83
		Electrical Services	3,820.59
		Electrical Services	3,689.10
		Electrical Services	2,039.29
G-05151	Oklahoma Natural Gas Co.	Gas Services	36.02
		Gas Services	83.59

** Continued **

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05151	Oklahoma Natural Gas Co.	Gas Services	93.29
		Gas Services	36.02
		Gas Services	85.86
		Gas Services	109.21
		Gas Services	20.72
		Gas Services	92.11
		Gas Services	36.38
			593.20
G-05152	City of Oklahoma City	Water & Garbage Services	866.21
G-05153	Southwestern Stationers, Inc.	Supplies	16.79
		Printing/Printing Supply	510.00
			526.79
G-05154	Locke Supply Co.	Maintenance of Facilities	16.73
		Maintenance of Facilities	172.47
		Maintenance of Facilities	169.07
		Maintenance of Facilities	15.85
		Maintenance of Facilities	43.80
			417.92
G-05155	Tech-Lock	Maintenance of Facilities	17.00
		Maintenance of Facilities	11.50
			28.50
G-05156	Demco	Supplies	356.62
		Programming	314.46
		Supplies	994.30
		Supplies	103.25
		Supplies	49.98
		Programming	76.20
			1,894.81
G-05157	Gale/ Cengage Learning, Inc.	Books & Materials	5,549.90
G-05158	City of Warr Acres	Water & Garbage Services	55.15
G-05159	Baker & Taylor Books	Books & Materials	6,619.39
G-05160	Bill Warren Office Products	Supplies	10.74
G-05161	A.M. Best Co.	Books & Materials	160.00
G-05162	Recorded Books, LLC	Books & Materials	2,614.20
G-05163	Denyvetta Davis	Transportation	226.82
G-05164	Live Oak Media	Books & Materials	263.09
G-05165	Northwest Chamber	Memberships	300.00
G-05166	HealthSmart Benefit Solutions	Group Insurance	389.00
G-05167	Anne G. Fischer	Telephone Services	50.00
G-05168	Independent Stationers	Supplies	23.29
G-05169	Full Circle Bookstore	Books & Materials	87.96
G-05170	Great American Glass & Tinting	Vehicle Parts & Repairs	220.00
G-05171	Blackstone Audio Books	Books & Materials	250.00
G-05172	Penguin Random House LLC	Books & Materials	337.50
G-05173	Scott's Printing & Copying	Printing/Printing Supply	735.26
		Printing/Printing Supply	229.45
		Printiing/Printing Supply	519.18
			1,483.89
G-05174	Hobby Lobby	Programming Activities	484.99
G-05175	Ingram Library Service	Books & Materials	169.61
		Books & Materials	185.04
			354.65
G-05176	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	195.91
G-05177	XPEDX	Maintenance Supplies	2,024.75
G-05178	James E. Garling	Programming Activities	300.00
G-05179	Mergent Co., Inc.	Books & Materials	1,898.00
G-05180	Harrah Chamber of Commerce	Memberships	50.00
G-05181	OverDrive, Inc.	Books & Materials	2,221.20

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-05182	Findaway World, LLC	Books & Materials	27,705.33	27,705.33
G-05183	Ginger Waldrip	Programming Activities	100.00	100.00
G-05184	Matthew Cotter	Telephone Services	35.00	35.00
G-05185	Bank of America	Library-related Services	25.00	25.00
G-05186	Ingram Library Service	Books & Materials	1,965.30	
		Books & Materials	1,305.93	3,271.23
G-05187	Dana Beach	Transportation	103.93	103.93
G-05188	Cox Media Oklahoma City	Library-related Services	8,592.00	8,592.00
G-05189	Evans Hardware	Maintenance of Facilities	9.04	9.04
G-05190	Michael Corley	Programming Activities	289.00	289.00
G-05191	Displays 2 Go	Supplies	108.08	108.08
G-05192	Steve's Wholesale Distributors	Maintenance of Facilities	5.49	5.49
G-05193	Contractors Supply Co.	Maintenance of Facilities	1.31	1.31
G-05194	Katrina Prince	Other Commodities	223.33	223.33
G-05195	Steve Crawford	Programming Activities	250.00	250.00
G-05196	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	
		Programming Activities	350.00	
		Programming Activities	175.00	875.00
G-05197	ULINE	Supplies	133.61	
		Supplies	214.73	
		Supplies	201.47	549.81
G-05198	Amazon/GE Money Bank	Supplies	39.96	
		Maintenance Supplies	441.95	
		Programming Supplies	499.30	
		Programming Supplies	222.18	
		Programming Supplies	19.49	
		Supplies	175.34	
		Supplies	42.96	
		Supplies	73.47	
		Supplies	236.29	
		Programming	92.54	
		Supplies	14.54	1,858.02
G-05199	United Parcel Service	Postage	414.66	414.66
G-05200	Baker & Taylor Entertainment	Books & Materials	765.64	
		Books & Materials	3,581.35	4,346.99
G-05201	Walmart Community/GECRB	Programming Activities	54.28	
		Programming Activities	1,004.99	1,059.27
G-05202	Public Relations Society of	Professional Services	22.00	22.00
G-05203	John L. Hilbert	Programming Activities	87.84	87.84
G-05204	Preston Bell	Parking & Transportation	50.00	50.00
G-05205	Midwest Tape	Books & Materials	112.45	112.45
G-05206	Imagenation Promotional Group	Other Commodities	251.78	251.78
G-05207	Megan Johnson	Programming Activities	100.00	100.00
G-05208	Darrie Breathwit	Programming Activities	114.19	
		Programming Activities	17.42	131.61
G-05209	Ryan McKinley	Programming Activities	200.00	200.00
G-05210	John Utley	Telephone Services	35.00	35.00
G-05211	Cintas Corporation 064	Maintenance of Facilities	727.26	727.26
G-05212	Cory E Punto	Programming Activities	75.00	75.00
G-05213	CMP Corporation	Maintenance of Facilities	106.21	106.21
G-05214	Panera Bread	Other Commodities	296.17	296.17

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-05215	AT&T	Telephone Services	180.45	180.45
G-05216	Cox Communications, Inc.	Telephone Services	12.94	12.94
G-05217	Baker & Taylor Books	Books & Materials	1,272.37	
		Books & Materials	2,926.30	
		Books & Materials	2,522.40	
		Books & Materials	1,736.22	
		Books & Materials	2,584.05	
		Books & Materials	3,179.80	
		Books & Materials	330.31	
		Books & Materials	1,368.42	
		Books & Materials	4,273.76	
		Books & Materials	2,272.64	
		Books & Materials	1,578.88	
		Books & Materials	2,495.41	26,540.56
G-05218	Baker & Taylor Books	Books & Materials	1,812.27	
		Books & Materials	2,355.40	
		Books & Materials	3,132.23	
		Books & Materials	2,205.69	
		Books & Materials	470.11	9,975.70
G-05219	Baker & Taylor Books	Books & Materials	306.39	306.39
G-05220	Meaghan Hunt Wilson	Programming Activities	98.25	98.25
G-05221	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-05222	G4S Secure Solutions	Security Services	9,383.80	9,383.80
G-05223	Curtiss Ray	Other Commodities	182.00	182.00
G-05224	Darci Janzen	Programming Activities	240.00	
		Programming Activities	100.00	340.00
G-05225	Superior Linen Service	Supplies	58.00	58.00
G-05226	Lloyd Lovely	Other Commodities	100.48	100.48
G-05227	Toby Tobin-Butts	Programming Activities	160.00	160.00
G-05228	Smart Technologies	Automation Contractual	525.00	525.00
G-05229	RB Floor Care Services Inc.	Janitorial Services	2,035.00	
		Maintenance of Facilities	490.00	
		Janitorial Services	1,395.00	
		Janitorial Services	466.00	4,386.00
G-05230	Jeremy Philo	Programming Activities	195.00	
		Programming Activities	400.00	595.00
G-05231	Kiona Millirons	Programming Activities	330.00	330.00
G-05232	Global Industrial Equipment	Furniture,Fixtures,&Equip	1,400.84	1,400.84
G-05233	Baker & Taylor Entertainment	Books & Materials	1,137.52	
		Books & Materials	1,704.30	2,841.82
G-05234	KOCO	Library-Related Services	7,150.00	7,150.00
G-05235	Savannah Mitchell	Programming Activities	375.00	375.00
G-05236	Knoll, Inc.	Furniture,Fixtures&Equip	1,903.89	1,903.89
G-05237	KWTV-TV	Library-related Services	1,300.00	1,300.00
G-05238	Patsy J. Smith	Programming Activities	50.00	50.00
G-05239	Cristy Gosset	Programming Activities	220.00	220.00
G-05240	W M Corp	Supplies	6,989.29	6,989.29
G-05241	Russell Pierce	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	105.00
G-05242	Mark D Vance	Telephone Services	35.00	35.00
G-05243	Merwin Inc	Maintenance of Facilities	681.75	681.75

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-05244	David Schuler	Telephone Services	35.00	35.00
G-05245	Blackbourn	Supplies	3,265.48	3,265.48
G-05246	The Civil Project	Books & Materials	460.59	460.59
G-05247	Heather Whitsett	Programming Activities	200.00	200.00
G-05248	Mun. Employees Credit Union	Employee Cr Union Deducts	10,867.08	10,867.08
G-05249	United Way of Central Oklahoma	Employee Deductions	536.60	536.60
G-05250	Nationwide Retirement Solution	Employee Deductions	5,585.38	5,585.38
G-05251	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-05252	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,775.73	2,775.73
G-05253	Bank of Oklahoma	Employee Flexplan Deposit	4,728.32	4,728.32
G-05254	MassMutual Financial Group	Employer Contrib -- DC PI	45,279.59	
		Employee Contrib -- DC PI	25,755.54	71,035.13
G-05255	Administrative Services	Employee Deductions	1,479.90	1,479.90
G-05256	Paycom Payroll LLC	Salaries	639,556.76	
		Payroll Taxes	52,618.92	
		Capital Projects	6,578.50	698,754.18
G-05257	Bank of Oklahoma	Employee Deductions	10,310.85	10,310.85
G-05258	City of Midwest City, Inc.	Water & Garbage Services	301.05	301.05
G-05259	Bradford Industrial Supply	Maintenance of Facilities	153.96	153.96
G-05260	Grainger	Maintenance of Facilities	119.40	119.40
G-05261	O G & E	Electrical Services	1,855.25	
		Electrical Services	1,590.97	
		Electrical Services	382.59	
		Electrical Services	2,150.28	
		Electrical Services	234.56	6,213.65
G-05262	Oklahoma Natural Gas Co.	Gas Services	42.02	
		Gas Services	86.82	
		Gas Services	166.90	
		Gas Services	40.78	
		Gas Services	109.92	
		Gas Services	36.02	482.46
G-05263	City of Oklahoma City	Water & Garbage Services	41.63	
		Water & Garbage Services	139.30	
		Water & Garbage Services	323.12	
		Water & Garbage Services	50.19	554.24
G-05264	Brodart Co.	Supplies	2,765.00	2,765.00
G-05265	Southwestern Stationers, Inc.	Supplies	951.60	951.60
G-05266	Locke Supply Co.	Maintenance of Facilities	19.84	19.84
G-05267	Tech-Lock	Maintenance of Facilities	28.00	28.00
G-05268	Demco	Furniture	1,548.00	
		Furniture,Fixtures&Equip.	786.05	
		Supplies	4,270.00	
		Supplies	29.40	
		Supplies	48.85	
		Programming	446.67	
		Supplies	72.38	7,201.35
G-05269	Gaylord Bros.	Supplies	40.76	40.76
G-05270	Gale/ Cengage Learning, Inc.	Books & Materials	26,000.00	26,000.00
G-05271	The University of Oklahoma	Printing/Printing Supply	3,775.00	
		Printing/Printing Supply	3,775.00	
		Printing/Printing Supply	325.00	7,875.00
G-05272	AT&T	Telephone Services	141.50	141.50

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount	Amount
G-05273	Alma L. Brown	Programming Activities	59.31	
		Programming Activities	11.08	
		Programming Activities	24.89	
		Programming Activities	53.00	148.28
G-05274	Baker & Taylor Books	Books & Materials	589.70	589.70
G-05275	Bill Warren Office Products	Supplies	547.04	
		Safety Supplies	134.00	681.04
G-05276	TDS Telecom	Telephone Services	339.71	339.71
G-05277	Barbara Beasley	Supplies	30.41	
		Supplies	19.60	50.01
G-05278	United Refrigeration, Inc.	Maintenance of Facilities	927.29	927.29
G-05279	Tindle Arnold	Transportation	26.91	
		Transportatio	7.82	34.73
G-05280	Recorded Books, LLC	Books & Materials	12,773.27	
		Books & Materials	1,736.54	14,509.81
G-05281	Scott Rice Co. - OKC	Furniture,Fixtures&Equip	711.33	
		Furniture	1,003.92	1,715.25
G-05282	Johnstone Supply	Maintenance of Facilities	21.33	
		Maintenance of Facilities	58.66	79.99
G-05283	Thorndike/Gale Group	Books & Materials	955.20	955.20
G-05284	Darcus Smith	Transportation	7.87	7.87
G-05285	JoNita Normore	Transportation	5.44	5.44
G-05286	Deborah S. McPherson	Programming Activities	24.15	24.15
G-05287	Anne G. Fischer	Automation Contractual	30.10	30.10
G-05288	Harmony Business Supplies	Supplies	1,767.00	1,767.00
G-05289	Independent Stationers	Supplies	26.10	
		Supplies	266.00	292.10
G-05290	Joan Kendall	Postage	39.61	39.61
G-05291	INTEGRIS Corporate Assistance	Professional Services	600.00	600.00
G-05292	Jonathan Willis	Telephone Services	35.00	
		Travel Expenses	1,342.95	1,377.95
G-05293	Kristin Williamson	Programming Activities	45.98	45.98
G-05294	Blackstone Audio Books	Books & Materials	796.50	796.50
G-05295	Scott's Printing & Copying	Printing/Printing Supply	124.98	124.98
G-05296	Brilliance Corporation	Books & Materials	489.79	489.79
G-05297	Karen L.Litteral	Transportation	25.88	25.88
G-05298	Ingram Library Service	Books & Materials	97.72	
		Books & Materials	2,049.51	2,147.23
G-05299	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	165.99	165.99
G-05300	Julie Ballou	Travel Expenses	568.20	568.20
G-05301	Lakeshore Learning Materials	Programming Activities	95.21	
		Programming	340.33	
		Programming Supplies	51.72	487.26
G-05302	OverDrive, Inc.	Network Catalog Services	270.00	
		Books & Materials	12,476.76	12,746.76
G-05303	Findaway World, LLC	Books & Materials	7,737.53	7,737.53
G-05304	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-05305	AV Cafe Inc	Books & Materials	2,156.87	2,156.87
G-05306	Jerod Gerfen	Programming Activities	68.41	68.41
G-05307	Vickie Ross	Supplies	28.13	28.13
G-05308	Ingram Library Service	Books & Materials	452.06	
		Books & Materials	363.06	815.12

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-05309	Meghan Attalla	Programming Activities	72.29	72.29
G-05310	Voss Lighting	Maintenance of Facilities	1,235.72	1,235.72
G-05311	The Library Store, Inc.	Supplies	885.75	885.75
G-05312	Home Depot Credit Services	Maintenance of Facilities	102.52	102.52
G-05313	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-05314	Batteries Sooner LLC	Maintenance of Facilities	62.25	62.25
G-05315	Southwest Paper - OKC	Maintenance Supplies	720.00	720.00
G-05316	Steve's Wholesale Distributors	Maintenance of Facilities	16.99	16.99
G-05317	Maricela Peraza	Programming Activities	75.00	75.00
G-05318	Contractors Supply Co.	Maintenance of Facilities	7.28	7.28
G-05319	Cintas	Maintenance of Facilities	140.00	140.00
G-05320	Edward Ahad Marand	Transportation	19.61	19.61
G-05321	Oklahoma Museum Network	Programming Activities	875.00	875.00
G-05322	MAC Systems, Inc.	Maintenance of Facilities	108.00	108.00
G-05323	Joy E. Cavett	Programming Activities	400.00	400.00
G-05324	Sally Gray	Transportation	20.38	20.38
G-05325	ULINE	Programming Supplies	179.86	179.86
G-05326	Amazon/GE Money Bank	Programming	179.16	
		Programming	64.05	
		Programming	86.98	
		Programming	30.98	
		Supplies	48.56	
		Supplies	220.48	
		Automation	25.99	
		Programming	80.00	
		Supplies	36.47	
		Safety Supplies	155.64	
		Programming Activities	52.32	
		Programming Activities	116.92	
		Programming Activities	100.48	
		Maintenance of Facilities	108.36	
		Supplies	354.91	
		Supplies	11.85	
		Programming Activities	121.27	
		Programming Activities	119.39	
		Programming Activities	137.17	
		Programming Activities	106.06	
		Programming Activities	142.82	
		Programming Activities	150.27	
		Programming Activities	100.57	
		Programming Activities	74.22	
		Programming Activities	115.88	
		Programming Activities	106.35	
		Programming Activities	85.27	
		Programming Activities	235.04	
		Programming Activities	86.31	
		Programming Activities	94.66	
		Programming Activities	128.77	
		Programming Activities	121.25	

** Continued **

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-05326	Amazon/GE Money Bank	Programming Activities	87.40
		Programming Activities	94.59
		Programming Activities	19.71
		Programming Activities	98.68
		Programming Activities	106.85
		Programming Activities	104.13
			4,109.81
G-05327	Gregory Bennett	Transportation	8.57
G-05328	Crowe & Dunlevy	Professional Services	63.00
G-05329	United Parcel Service	Postage	416.55
G-05330	Shren Sylvester	Transportation	17.71
G-05331	Baker & Taylor Books	Books & Materials	1,049.65
G-05332	Baker & Taylor Entertainment	Books & Materials	942.12
		Books & Materials	924.99
		Books & Materials	1,654.43
		Books & Materials	1,804.69
		Books & Materials	887.25
			6,213.48
G-05333	Daniel Fields	Maintenance of Facilities	16.26
		Postage	15.68
		Programming Activities	110.20
		Programming Activities	45.63
		Programming Activities	43.02
		Programming Activities	61.47
		Programming Activities	82.29
			374.55
G-05334	Kimberly A Terry	Telephone Services	50.00
		Telephone Services	50.00
		Telephone Services	50.00
		Telephone Services	50.00
		Transportation	203.29
			403.29
G-05335	Pete Roberson	Transportation	158.71
G-05336	American Library Association	Library Related Services	184.75
G-05337	Alexis Whitney	Programming Activities	38.10
G-05338	David Calhoun	Transportation	23.01
G-05339	Amy Thomas	Programming Activities	39.98
G-05340	SMC Technologies, Inc	Maintenance of Facilities	125.00
G-05341	Cox Communications, Inc.	Telephone Services	12.84
G-05342	Baker & Taylor Books	Books & Materials	7,082.79
		Books & Materials	1,197.78
		Books & Materials	3,772.44
		Books & Materials	2,116.74
		Books & Materials	4,738.94
		Books & Materials	2,832.18
		Books & Materials	3,046.31
		Books & Materials	1,129.12
			25,916.30
G-05343	Baker & Taylor Books	Books & Materials	1,419.27
		Books & Materials	1,205.40
		Books & Materials	3,100.28
			5,724.95
G-05344	Baker & Taylor Books	Books & Materials	167.36
		Books & Materials	800.21
			967.57
G-05345	Sarah Abbasi	Programming Activities	27.42
G-05346	Meaghan Hunt Wilson	Programming Activities	15.13
G-05347	Vickie Saxton	Transportation	58.94

General Fund F.Y. 14-15

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
G-05348	G4S Secure Solutions	Security Services	9,389.00	9,389.00
G-05349	Krueger International, Inc.	Furniture	12,101.44	12,101.44
G-05350	Darci Janzen	Programming Activities	250.00	
		Programming Activities	180.00	430.00
G-05351	Lloyd Lovely	Telephone Services	40.00	40.00
G-05352	Rachel Kopchick	Other Commodities	143.00	
		Transportation	132.28	275.28
G-05353	Patricia Whisenhunt	Transportation	4.43	4.43
G-05354	lynda.com, Inc.	Books & Materials	22,000.00	22,000.00
G-05355	Nicoma Park Lumber Co	Maintenance of Facilities	74.91	74.91
G-05356	Jean Wilburn	Postage	9.75	9.75
G-05357	Cheryl Coleman	Programming Activities	76.12	76.12
G-05358	Teresa Matthews	Programming Activities	37.96	37.96
G-05359	Denise D. Ryan	Transportation	267.76	267.76
G-05360	H I S Paints	Maintenance of Facilities	40.34	
		Maintenance of Facilities	17.45	57.79
G-05361	Baker & Taylor Entertainment	Books & Materials	201.47	201.47
G-05362	Savannah Mitchell	Programming Activities	150.00	150.00
G-05363	Amy Upchurch	Programming Activities	33.55	33.55
G-05364	Crisis Prevention Institute,	Professional Services	2,440.81	2,440.81
G-05365	Chris Kennedy	Other Commodities	44.00	
		Transportation	235.26	279.26
G-05366	Christian LeFlore	Transportation	8.95	8.95
G-05367	Angie Walton	Other Commodities	73.24	73.24
G-05368	M & N Dealerships XII LLC	Vehicle Parts & Repairs	252.28	252.28
G-05369	Signature Landscape LLC	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.67	5,013.34
G-05370	Kevin R Kidwell Construction	Maintenance of Facilities	800.00	800.00
G-05371	Elise R Friese	Programming Activities	160.00	160.00
G-05372	Margarida Pires Woll	Programming Activities	80.00	80.00
G-05373	WCA Waste Corporation	Garbage Services	70.00	
		Garbage Services	70.00	140.00
G-05374	Furniture Marketing Group	Furniture,Fixtures&Equip	879.22	879.22
G-05375	IAAP	Memberships	141.00	141.00
G-05376	Media Partners Corporation	Professional Services	698.00	698.00
G-05377	Bradford Industrial Supply	Maintenance of Facilities	82.05	
		Maintenance of Facilities	986.25	1,068.30
G-05378	Barnes & Noble, Inc.	Programming Supplies	59.86	59.86
G-05379	Kay L. Bauman	Other Commodities	65.00	
		Transportation	269.62	334.62
G-05380	MAC Systems, Inc.	Maintenance of Facio;otoes	230.00	230.00
G-05381	Megan Johnson	Programming Activities	40.00	40.00
G-05382	Cintas Corporation 064	Maintenance of Facilities	637.90	637.90
G-05383	CMP Corporation	Maintenance of Facilities	2,550.00	2,550.00
G-05384	Cox Communications, Inc.	Telephone Services	201.04	201.04
G-05385	Nicoma Park Lumber Co	Maintenance of Facilities	31.99	
		Maintenance of Facilities	23.53	55.52
Total of FY 14-15 Warrants Issued				\$ 2,668,962.16

Special Funds

Warrant Register

June 2015

Number	Vendor/Payee	Purpose		Amount
S-20585	American Express	15/Friends/Summer at Libr	2,565.00	2,565.00
S-20586	Oklahoma Tax Commission	Sales Tax	50.90	50.90
S-20587	Barnes & Noble, Inc.	15 Summer @ Library	191.03	191.03
S-20588	Amazon/GE Money Bank	Friends Summer at the Lib	220.54	220.54
S-20589	Betty Jane Lee	Lost & Paid Item Returned	9.95	9.95
S-20590	Pulkit Singhal	Lost & Paid Item Returned	6.00	6.00
S-20591	Bank of Oklahoma	Fines Account(Express)	35.00	35.00
S-20592	Paul D. Valli	Annual Fee Refund	40.00	40.00
S-20593	Xerox Corp.	Copy Fund	2,450.00	2,450.00
S-20594	Oklahoma Tax Commission	Copy Fund Sales Tax	1,084.69	1,084.69
S-20595	Standley Systems	Copier Maintenance	13.21	
		Copier Maintenance	8.99	
		Copier Maintenance	22.94	
		Copier Maintenance	47.58	
		Copier Maintenance	10.39	
		Copier Maintenance	18.81	
		Copier Maintenance	23.16	
		Copier Maintenance	3.37	
		Copier Maintenance	4.40	
		Copier Maintenance	23.45	
		Copier Usage	28.88	
		Copier Usage	114.58	319.76
S-20596	William M Hagen	15/OHC/Play Ball	200.00	200.00
S-20597	Metropolitan Library System	Transfer Grant to General	29,978.00	29,978.00
S-20598	Longview Public Library	Books Lost Account	14.96	14.96
S-20599	Vanessa J. Hart	Lost & Paid Item Returned	29.40	29.40
S-20600	Chase Card Services	Friends Summer at the Lib	206.97	206.97
S-20601	Grace D. Garwood &/or April	Lost & Paid Item Returned	15.95	15.95
S-20602	Imagination Promotional Group	Book Bags	2,710.22	2,710.22
S-20603	Sherrill K. Bouchereau	Lost & Paid Item Returned	31.95	31.95
S-20604	Aaron Chandler	Lost & Paid Item Returned	6.50	6.50
S-20605	Christina Hernandez	Lost & Paid Item Returned	6.95	6.95
S-20606	Lucinda Morris	Lost & Paid Item Returned	6.95	6.95
S-20607	Tonya Perry	Lost & Paid Item Returned	28.95	28.95
S-20608	Kelly R. Ratliff	Lost & Paid Item Returned	19.95	19.95
S-20609	Lincoln City Libraries	Books Lost Account	16.00	16.00
S-20610	Jaycie Hart &/or Vanessa Hart	Lost & Paid Item Returned	20.95	20.95
S-20611	Dawn M. Harth	Lost & Paid Item Returned	18.00	18.00
S-20612	Sofia Hernandez &/or Irma C	Lost & Paid Item Returned	7.00	7.00
S-20613	Metropolitan Library System	Transfer of Fines & Fees	25,000.00	25,000.00
S-20614	Chase Card Services	Fines Account	35.00	35.00
S-20615	Xerox Corp.	Copier Maintenance	44.69	
		Copier Maintenance	22.36	
		Copier Maintenance	8.88	
		Copier Maintenance	6.93	
		Copy Maintenance	30.78	
		Copy Maintenance	21.54	
		Copy Maintenance	53.61	
		Copy Maintenance	14.00	
		Copy Maintenance	62.93	
		Copier Maintenance	46.31	
		Copier Maintenance	41.01	

** Continued **

Special Funds

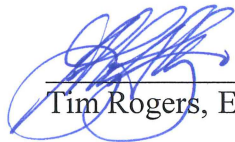
Warrant Register

June 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
S-20615	Xerox Corp.	Copier Maintenance	12.65
		Copier Maintenance	38.68
		Copier Maintenance	40.24
		Copier Maintenance	37.90
			482.51
S-20616	Scholastic Inc	14/Sarkeys Summer Reading	7,500.00
S-20617	Irving Public Library	Books Lost Account	33.00
S-20618	Natasha R. Swain	Lost & Paid Item Returned	11.95
S-20619	Oklahoma Dept. of Libraries	Books Lost Account	59.99
S-20620	Scholastic Inc	15/Friends/Summer Library	6,711.55
S-20621	Tulsa City/County Library	Lost Account	21.00
S-20623	Marianne I Bacharach	Lost & Paid Item Returned	14.95
S-20624	Carma Barlow	Lost & Paid Item Returned	31.95
S-20625	Laura McClain	Lost & Paid Item Returned	7.00
S-20626	Scholastic Inc	15/LET/Summer Reading	5,000.00
S-20627	Scholastic Inc	15/Continental/Summer	5,000.00
S-20628	Scholastic Inc	Coca Cola Summer Reading	5,000.00
S-20629	Scholastic Inc	15/LET/Metro Tech/Summer	2,500.00
S-20630	Scholastic Inc	15/PiPhi/Summer Reading	10,000.00
S-20631	Scholastic Inc	15/Sonic/Summer Reading	20,000.00
S-20632	People Friendly Places, Inc.	Gifts Account	20.82
S-20633	Edith L. Newman	Losst & Paid Item Returne	36.95
S-20634	Megan S. Stanolis	Lost & Paid Item Returned	14.95
S-20635	Jane Walker	Lost & Paid Item Returned	89.95
S-20636	Heather Martinez &/or Sophia	Lost & Paid Item Returned	19.60
S-20637	Albert Dietrich	Lost & Paid Item Returned	13.95
S-20638	People Friendly Places, Inc.	Friends Childrens Items	3,500.00
S-20639	Standley Systems	Copier Maintenance	7.21
		Copier Maintenance	10.10
		Copier Maintenance	33.37
		Copier Maintenance	7.89
		Copier Maintenance	5.46
		Copier Maintenance	25.43
		Copier Usage	37.80
		Copier Usage	121.13
		Copier Maintenance	47.41
		Copier Maintenance	11.06
		Copier Maintenance	20.14
		Copier Maintenance	23.94
			350.94
Total of Special Funds Warrants Issued			\$ 131,747.63

I, Tim Rogers, certify that:

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



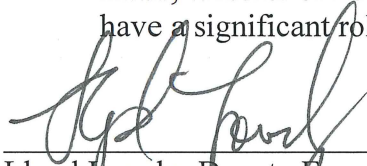
Tim Rogers, Executive Director



Date

I, Lloyd Lovely, certify that:

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



Lloyd Lovely, Deputy Executive Director of Finance and Support



Date

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: CISCO SWITCH REPLACEMENT

Provided for in the FY2015-16 budget is the request to upgrade/replace the remaining Cisco switches that have not been upgraded. The library system purchased these switches in 2004. These switches are now obsolete and have reached end-of-life/end-of-service with Cisco. New switches will provide higher speed throughput of data. This is the third phase of the network upgrade and will complete the upgrade.

There is a state contract through OneNet for Cisco equipment and installation services. The state contract is: #C1402. The Library's purchasing policy allows the Library to purchase off of any state contract.

Chickasaw Telecom is on this state contract as a vendor. They are located in Oklahoma County. The table below shows the equipment that will be purchased and the pricing of the equipment:

Cisco Networking Equipment	
Equipment	Price
Cisco 2960 switches	\$66,146.60

RECOMMENDATION:

That the Commission approve the upgrade purchase of the Cisco switches from Chickasaw Telecom in the amount of \$66,146.60. Funding for the purchase is provided for in the FY2015-16 budget, account 410

REQUEST TO DECLARE EQUIPMENT SURPLUS

Throughout the year various pieces of equipment become surplus to the Library's needs. Commission approval is required to declare equipment to be surplus so they can be disposed of in accordance with Commission policy.

A summarized listing of the equipment that have become surplus to the Library is provided below. A detailed list is available for inspection in the Business Office.

The Administration wishes to dispose of the forklift in accordance with Commission policy by offering it 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
25546	Yale Counterbalance Forklift Truck with Charger Model #MC040C4S071 S/N N369537

RECOMMENDATION:

That the Commission declares the Yale Counterbalance Forklift Truck with Charger to be surplus to the Library System's needs and authorize the sale of surplus in accordance with Commission policy by sealed bid sale.

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met July 8, 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: Revisions to MLS Policy and Procedure Manual
- SH 300 Employment Policy
 - SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff

During its meeting, the Committee:

Reviewed and discussed all items.

SH 310 – Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff was not ready and will be brought to a future meeting.

COMMISSION ACTION:

To approve the recommendation from the Administrative & Personnel Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 300 Employment Policy.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, July 8, 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, June 30, 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 July 6, 2015, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ralph Bullard
Brian Maughan
Mukesh Patel
Sharon Voorhees
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Cynthia Friedemann
Helene Harpman

ESTIMATE OF OTHERS PRESENT: 8

I. The meeting was called to order at 3:30 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Maughan, Patel, Voorhees, and Rice.

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

Mr. Tim Rogers referred to SH 300 Employment Policy and explained the recommended changes. The introductory probationary period is recognized in state statute and will give the library the ability, within the first 90 days of employment, to ensure that the person is able to do the job they were hired to do, and at the same time it allows the employee the opportunity to test out the job with no negative ramifications if it doesn't work out. The library's legal counsel has reviewed the proposed revised policy. Questions and discussion followed.

Ms. Sharon Voorhees referred to the last sentence of the policy and suggested the wording be revised as follows: "the employee is not entitled to unemployment compensation from the State" should be revised to "the employee may not be entitled to unemployment compensation from the State." The committee concurred. Mr. Rice called for a motion.

Ms. Voorhees moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 300 Employment Policy as modified. Mr. Patel seconded. Discussion followed; motion passed unanimously.

III. Mr. Rice adjourned the meeting at 3:39 p.m.

Tim Rogers, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

Jones Library

Request for Authorization to Provide Additional Funding as Needed

The Metropolitan Library System and the Town of Jones City have been working for some time on the design work associated with the new Jones Library. Drawings were issued for bid on July 1st, and the pre-bid meeting was held on July 7th. All bids are due to the town on July 28th, and Jones intends to award the contract at its next meeting on August 4th.

At the Commission meeting on June 18, 2015, Library staff communicated that the architect had issued an estimate that anticipated probable costs increases for the work described in the specifications. In an attempt to provide options while bidding, in an attempt to keep the project schedule on track, the monument sign and the access flooring were deleted from the project as required elements, and identified as Add Alternates, giving the town and the Library the opportunity to add them back in should the bids allow it. The town also indicated that they would prefer not to eliminate features of the previously approved design, but would rather try to support a higher cost. In addition, the town asked the Library to consider contributing a portion to that higher figure. After reviewing the approved FY2015-16 budget, Library administration has determined that \$50,000 is available to be reallocated to the Jones Library project.

Because the bids are due on July 28, 2015, and the town is making every effort to keep the project on schedule by awarding on August 8, 2015, Library administration asks that the Commission provide the executive director with the authorization to re-negotiate the Library's contribution to the project based on the following:

1. in keeping with the spirit of the current Jones Project Agreement, the amount provided by the Library would not exceed the currently agreed to percentage (30%);
2. the final contract amount shall include both Add Alternates (the Monument Sign and the Access Flooring) as part of the project;
3. the amount agreed upon will not exceed \$50,000.00
4. the final amount will be documented, and an amendment to the Project Agreement will be presented to the Commission at the August 27, 2015 meeting.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the executive director be authorized to offer, if needed, additional funding for the completion of the Jones Library project (including both Add Alternates), not to exceed \$50,000 or the previously agreed to percentage established in the Jones Project Agreement.

METROPOLITAN LIBRARY SYSTEM

ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT

FY 2014 – 2015

Annually the Business Office conducts a System-wide inventory of furniture and equipment.

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2015. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

FURNITURE

Category	Quantity	Cost
Benches, Chairs, Couches, Stools	925	\$821,286
Buffets, Bulletin Boards, Carrels, Counters, Desks, Workstations	364	\$868,296
Lecterns, Sculptures, Showcases, Stands, Tables	627	\$911,132
Book Bins, Bookcases, Cabinets	332	\$300,090
Clocks, Clothes Racks, Lamps, Lockers, Open Office Equipment, Panel Systems, Planters, Safes	55	\$119,663
Displayers, Easels, Magazine/Newspaper Racks	82	\$103,311
Bookdrops, Booktrucks, Caddies, Carts, Carrying Cases	64	\$53,000

EQUIPMENT

Category	Quantity	Cost
Computer Equipment	2,581	\$4,161,804
Buildings, Property, Trailers and Vehicles	27	\$6,252,833
Office Production Equipment	103	\$314,887
Audio Visual, Reader/Printers, Security Equipment	310	\$804,207
Kitchen and Lounge Equipment	38	\$51,336
Maintenance Shop Equipment	26	\$103,983

TOTAL INVENTORY	5,534	\$14,865,828
------------------------	--------------	---------------------

EXECUTIVE DIRECTOR'S REPORT

JULY 2015

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

Projects

1. Summer Reading Program

Last month I reported that we pushed past the 16,000 participant mark for Summer Reading Program, which was up from last year's total of 15,763 (an increase of about 3%). I am happy to report that we have increased our participation yet again, with more than 21,000 registered through Monday, July 6th, an increase from last year's total of more than 5%. This means that not only are we increasing participation, we are increasing the velocity of the participation. More than 50% of participants are children (including early childhood), with about 10% being teens, and just under 25% being adults. We also had more than 10% of participation coming from "groups," which includes daycares, Sunday school classes, families, wine clubs, etc., basically, a group of people who signed up together and wished to be counted together. When asked why they were participating, the two most common answers given were because they "love reading and listening to stories," and to "become a better reader." In total, about 2,100 people have achieved Goal 1 (reading 20 minutes per day for 30 days, or 600 minutes in total); while almost 1,600 have achieved both Goal 1 and Goal 2 (20 minutes per day for 60 days or 1,200 minutes in total).

Young Adult Services Coordinator Emily Williams shared with me that just this week, they awarded close to 600 3rd graders their Goal 1 incentives. These were students in the OKCPS Summer Reading Academy who have been reading with teachers and librarians for multiple hours every summer school day, and now they're being retested to pass third grade. The kids were so excited to pick out books of their very own, and write their names on the sponsor bookplate. Next week, staff will be awarding 522 children at "Come Read with Me" sites their Goal 1 books. These are kids out in the community at Boys and Girls Clubs, YMCAs, urban missions, and rec centers who have been spending time reading with our project specialists all summer.

Without a doubt, the Library's 2015 Summer Reading Program is shaping up to be a raging success ... I will provide a bit more information -- including updates at the Commission meeting on July 16.

2. Jones Library

The final documents were approved in June and sent out for bid on July 1. As the architect's current estimate for the project shows that the bid responses will likely come in over budget, we have drafted an action item that will -- if approved -- provide us with the authority and funding to ensure that the project will be completed as designed. The resources necessary to cover the Library's portion of the cost increases will be reprogrammed from the current FY2015-16 operating budget, and will not require dollars to be extracted from the capital reserves. Additionally, a ground-breaking ceremony is being scheduled for August 29, 2015 at 10am.

3. Capitol Hill Library

The renovation of the Capitol Hill temporary space is progressing. The move-in date has slipped a bit, and we expect to be operating from the temporary space in late fall/early winter. Over the next month we will be solidifying our move-in plans, and will begin a communication campaign to let customers know about the relocation. I will share more details about our communication plans at a future Commission meeting. With respect to the new Capitol Hill Library, a design meeting occurred on June 17th, and interior finishes such as colors, carpets, countertops, and the like were chosen.

4. Bethany Library

Library staff met with representatives from the City of Bethany throughout June and the early part of July, and we will be joining members of the city council to interview architecture firms interested in developing the building program, preparing the site plan, and designing the next phase of the Bethany Library. As you may recall, the funding for the construction project will not be available until a successful ballot issue is completed, but the committee was enthusiastic and engaged in defining what they would like to see as part of Bethany's next generation library. The architect interviews will occur on the morning of Thursday, July 16.

5. American Library Association Conference and Meeting

Seventeen staff members and one Commissioner (Cindy Friedemann) attended the 2015 American Library Association Conference in San Francisco, California last month. This was an opportunity for staff and Commission members to interact and engage with colleagues from across the country and the world on the issues that tie them together – the improvement, enhancement, and meaning of library services. As this is truly an effort to enable professional development, staff are not given specific assignments, but are asked to attend sessions that challenge their ideas and stretch their knowledge. We ask them to listen, learn, and bring back implementable ideas that will enable the Metropolitan Library System to better serve all of the communities within Oklahoma County. The ALA Annual Conference, and its slightly smaller but more pointedly appropriate little sister – the Public Library Association Conference – are among the most important learning and networking opportunities for our staff, and I want to thank the Commission for its ongoing support of these efforts. As the single largest educational institution in Oklahoma County, it is crucial that we continually challenge our staff to learn and grow, so that we will be able to help our students, teachers, families and communities do the same.

6. Administration and Personnel Committee

The A&P Committee of the Metropolitan Library Commission met on Thursday, July 9th and discussed several policy changes. The group is recommending a change to the Employment Policy (SH 300) at the Commission meeting on July 16, and will take up the other (loosely referred to as the "Nepotism Policy -- SH 310) at a future A&P this summer/fall.

7. Wright Library Turning 90 Years Young

In preparation for Wright Library's 90th Anniversary this September, we are giving our most historic library a little make over. Look for new paint and carpet and a reorganization of our collection including the creation of a much-needed children's area. Interestingly, the Wright Library was visited by about 20 children a few weeks ago for their Lego Club -- something that will be a bit more comfortable for all participants after the reorganization. Take a look at the most recent copy of Info Magazine for more information about the Wright Library.

8. The Condesa Café at the Ronald J. Norick Downtown Library

I am happy to report that the Condesa Cafe opened on Monday, June 22nd at the Ronald Norick Downtown Library. The little sister to the very popular Cafe Kakao (located at 33rd and Classen in OKC) has a broad assortment of sandwiches, wraps, and salads, as well as a variety of coffees, lattes, and other liquid delights. Business has been brisk, and I look forward to eating and drinking there for years. If you are in the neighborhood, let me know ... I'll treat you to a coffee!

Personnel

- Julie Ballou was promoted from Manager of Library Operations II – Downtown Library to Central Regional Director (Downtown Library). Julie has been with the system since 1993.
- Melody Kellogg was promoted from Manager of Library Operation II – Edmond Library to North Regional Director (Edmond Library). Melody has been with the system since 2011.
- Rachel Kopchick was promoted from Manager of Library Operations II – Northwest Library to West Regional Director (Northwest Library). Rachel has been with the system since 2013.
- Randy Wayland was promoted from Manager of Library Operations II – Southern Oaks Library to South Regional Director (Southern Oaks Library). Randy has been with the system since 1982.
- Chris Kennedy was promoted from Manager of Library Operations II – Midwest City Library to East Regional Director (Midwest City Library). Chris has been with the system since 2008.
- Daniel Chesney was promoted from Associate Librarian to Librarian at the Northwest Library. Daniel has been with the system since 2014.
- Moeed Fawad was hired as a Youth Assistant for the Outreach Department.
- Kimberly Chapman was hired as a Public Computer Specialist at the Ralph Ellison Library.
- Rosalinda Espinosa was hired as a Youth Assistant for the Outreach Department.
- Leondrea Gates was hired as a Youth Assistant for the Outreach Department.
- Georgia Krywicki was hired as a Youth Assistant for the Outreach Department.
- Jatzibe Mendieta was hired as a Youth Assistant for the Outreach Department.
- Jasmine Whatley was hired as a Youth Assistant for the Outreach Department.
- Delaney Burrows was hired as a Youth Assistant for the Outreach Department.
- Alexis Austin was hired as a Tech Processing Aide.
- Zachary Branstetter was hired as a Public Computer Specialist at the Midwest City Library.
- Dean Nguyen was hired as a Public Computer Specialist at the Northwest Library.

Items of Interest

- Jose Jimenez to Step Down from MLC

As I reported in my bullet points from June 24th, I regret to inform you that the Commission will be losing Jose Jimenez from its ranks. Jose reported that he has been promoted to the Director of Membership for the Knights of Columbus, and he will be relocating to the organization's New Haven, Connecticut international offices. While we will surely miss his dedication and devotion to the Library's well-being, I know that you will join me in wishing him well in his new adventure.

Metro library reading program offers incentives to do good deeds

FROM STAFF REPORTS

Two new components of the Metropolitan Library System's summer reading program give participants the options to Read It Forward and pay it forward.

Historically, the program offers the benefits of reading, reaching goals, attending entertaining and educational events and earning incentives and entry into drawings for prizes.

But now readers can do good deeds too.

The Read It Forward initiative sends gift books to the Ronald McDonald House in Oklahoma City. After reaching Goal 2, readers can continue tracking their sessions to reach the Read It Forward goal. After 30 additional sessions, a book will be sent to the Ronald McDonald House on their behalf.

One incentive for Goals 1 and 2 is fine waivers. The waivers will erase library fines up to \$6. Customers can choose to pay it forward if they don't need the waiver, leaving it for some-

one else to use. A gift book of their choice is another incentive for the goals, so readers who pay it forward don't go away empty-handed.

In addition to goal incentives, readers who complete goal levels 1 and 2 qualify for entry in end-of-program gift drawings.

Weekly prize drawings at library locations add more incentives. Readers can enter the weekly drawings by participating in simple activities such as getting a new library card, attending a Neighborhood

Weekly prize drawings at library locations add more incentives. Readers can enter the weekly drawings by participating in simple activities such as getting a new library card, attending a Neighborhood Arts performance, tracking reading times, finding the library gnomes and writing reviews online.

Arts performance, tracking reading times, finding the library gnomes and writing reviews online.

More than 150 items, such as hand-held electronic tablets and eReaders, will be awarded in drawings at the end of the program.

Readers reaching Goals 1 and 2 are automatically entered in the drawings.

To learn more

To learn more about Read it Forward, go to www.metrolibrary.org/summerreading.