



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, October 15 2015, 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(Telephone: 631-4468)

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

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

Nancy Anthony, Chair

3:30 – 3:35 pm **INTRODUCTIONS**

- Document #26 – Presentation of Service Certificates for Library Staff – October 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.

3:35 – 3:45 pm **CONSENT DOCKET (#27 - #28)**

- Document #27 – Approval of Minutes of September 17, 2015 Meeting
- Document #28 – Acceptance of Review of Expenditures for September 2015

3:45 – 4:15 pm **RECOMMENDATIONS FROM ADMINISTRATION**

- Document #29 – Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2016
- Document #30 – Discussion, Consideration and Possible Action: Resolution of Appreciation for Ralph Bullard

4:15 – 4:30 pm **SPECIAL PRESENTATIONS**

- Tailored Titles – Kellie Delaney, Manager of Web Development & Support; Tim Spindle, Virtual Librarian; Julie Ballou, Regional Director - Downtown

4:30 – 4:40 pm **INFORMATION REPORTS**

- Document #31 – Library Usage Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

November 19, 2015
Edmond Library, 10 S. Boulevard , Oklahoma City, OK 73034

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in October 2015:

<u>Employees</u>	<u>Years of Service</u>
Mary Jane Hall, Library Aide, The Village Library	5
Samuel Stewart Johnson, Librarian, Midwest City Library	5
Oscara Chelsea Koszara, Receiving Technician, Technical Processing	5
Kathryn F. Hatfield, Associate Librarian, Midwest City Library	10
Patsy Glover, Library Aide, Belle Isle Library	15
Amy Kathryn Upchurch, Associate Librarian, Almonte Library	15

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

DATE: September 17, 2015

TIME: 3:30 pm

MEETING PLACE: Del City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 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 Del City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on September 15, 2015, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Allen Coffey, Disbursing Agent
Bud Elder, Jr.
Raul Font
Cynthia Friedemann
Deanna Hannah
Carolyn Leslie
Brian Maughan
Penny McCaleb
Tracy McDaniel
Lori Nelson
Mukesh Patel
Kim Patterson
Hugh Rice
Judy Smith, Vice-Chair
Beth Toland
Susan Tucker
Sharon Voorhees
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Fran Cory
Rozz Grigsby
Helene Harpman
Vanna Shaw
Jim Shonts
Mary Sosa
Alyne Strube

Estimate of general public and staff attending: 25

I. The meeting was called to order at 3:40 p.m. by Ms. Nancy Anthony, Chair.

Roll was called to establish a quorum. Present: Coffey, Elder, Font, Friedemann, Leslie, Maughan, McCaleb, McDaniel, Patel, Patterson, Rice, Toland, Voorhees, Anthony (Arrived: Hannah 3:42 p.m., Smith 3:45 p.m., Tucker 3:49 p.m., Nelson 3:50 p.m.).

II. Ms. Anthony introduced new commission member, Mr. Bud Elder, Jr. Mr. Elder was appointed by the Oklahoma County Board of County Commissioners to replace Mr. Ralph Bullard, Member-at-Large. Mr. Bullard was in attendance and expressed his appreciation to the library commission and library staff.

Ms. Anthony introduced Ms. Devin McGehee, Library Manager I, Del City Library. Ms. McGehee welcomed the commission. She provided information on the various programs and events taking place at the Del City Library. Ms. McGehee then introduced Mr. Mark Edwards, City Manager, for the City of Del City. Mr. Edwards took the opportunity to talk about Del City and upcoming projects including a new Del City Library.

III. Ms. Anthony referred to the Presentation of Service Certificates for September 2015: Albert Brown, Maintenance Technician, five years of service; Derek Davis, Maintenance Technician, five years of service; John Rahhal, Senior Accountant, Business Office, five years of service; Jana Hausburg, Library Manager, Capitol Hill Library, 20 years of service; Crystal Suppes, Circulation Clerk, Midwest City Library, 20 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Dustin Chandler, Library Aide, Bethany Library, five years of service; Larinda Crossland, Mail Technician, five years of service; David Morand, Library Aide, Bethany Library, five years of service; Sara Noriega, Library Aide, Southern Oaks Library, five years of service; Linda Williams, Library Aide, The Village Library, 15 years of service; Ann Meeks, Librarian, Belle Isle Library, 20 years of service; Debbie Robertus, Assistant Library Manager, Belle Isle Library, 20 years of service.

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

V. Ms. Anthony presented the Consent Docket: Document #17 – Approval of Minutes of August 27, 2015 Meeting; Document #18 - Acceptance of Review of Expenditures for August 2015; Document #19 – Contract Awards & Purchases; Document #20 – Request to Declare Furniture & Equipment Surplus.

Ms. Anthony called for a motion.

Ms. Cindy Friedemann moved to accept the consent docket. Ms. Penny McCaleb seconded. Mr. Steve Payne, CL Frates, was in attendance to answer any questions regarding the property and casualty insurance. Questions and discussion followed. Motion passed unanimously.

VI. Ms. Anthony referred to Document #21 – Discussion, Consideration, and Possible Action: Report and Recommendations - Finance Committee meeting September 1, 2015 and Document #22 –Discussion, Consideration, and Possible Action: Metropolitan Library System Fiscal Year 2015-2016 Final Budget.

Mr. Coffey reviewed the proposed Final Budget. Mr. Coffey highlighted the proposed changes from the Preliminary Budget. There were no recommended changes regarding salaries and benefits. Discussion followed.

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

VII. Ms. Anthony referred to Document #23 - Discussion, Consideration, and Possible Action: Memorandum of Understanding – City of Bethany

Mr. Rogers explained the Memorandum of Understanding with Bethany. The Memorandum has been approved by the Bethany City Council. It is a non-binding agreement but gives the library the ability to move forward with Bethany in hiring an architect and beginning the building program.

.Ms. Anthony called for a motion

Ms. Sharon Voorhees moved to approve the Memorandum of Understanding between the City of Bethany and the Metropolitan Library Commission of Oklahoma County. Mr. Hugh Rice seconded. No further discussion. Motion passed unanimously.

VIII. Ms. Anthony referred to Document #24 – Discussion, Consideration, and Possible Action: Revised – MLS 2015 Holiday and Closing Schedule.

Mr. Rogers explained the revision to the Holiday and Closing Schedule, due to the cancellation of Focus (Staff Development Day). The libraries will be open on Monday, October 12, 2015. Discussion followed.

Ms. Beth Toland moved to approve the revised MLS 2015 Holiday and Closing Schedule as presented. Ms. Susan Tucker seconded. No further discussion. Motion passed unanimously.

IX. Ms. Anthony referred to Special Presentations – Metropolitan Library System’s 50th Anniversary Celebrations – Ms. Kim Terry, Director of Marketing and Communications.

Ms. Terry, with the help of Spoticus, highlighted the system-wide celebrations taking place in October for the library system’s 50th Anniversary. Special logos and bookmarks have been designed for the milestone. She invited commission members to participate in the various events taking place across the system. Every library will have a birthday celebration sometime in October. Discussion followed.

Ms. Anthony referred to Special Presentations – Teen Programming at Belle Isle Library – Ms. Anna Todd, Librarian, Belle Isle Library.

Ms. Todd provided a PowerPoint highlighting Teen Programming at Belle Isle. Thanks to a grant provided by the Friends of the Library, Belle Isle was able to purchase 12 Xbox one consoles with traveling cases. The gaming consoles are used for many of the teen programming events. The library has also established a community partnership with the Microsoft Store at Penn Square Mall and has also partnered with OSU in OKC. Discussion followed.

X. Ms. Anthony called on Mr. Rogers to present the August 2015 Library Usage Report. Discussion followed.

XI. Ms. Anthony called on Mr. Rogers to present the Executive Director’s Report.

Mr. Rogers reported Administration is moving forward with the Strategic Planning process and plans to have the consultant under contract within the next few weeks.

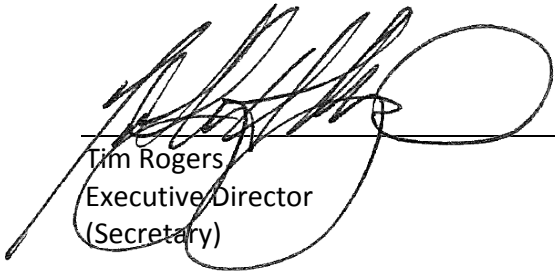
Mr. Rogers reported Midwest City Library will be using relatives of a couple of employees for upcoming programs; a writing program in September and a natural hair program in October. According to Purchasing Policy SF200; Section VI #19, the library may contract with employees or other associated individuals for special services. In these cases, the Executive Director will disclose the information to the commission.

Mr. Rogers announced the upcoming retirement of Ms. Karen Marriott, Deputy Executive Director/Materials & Outreach. He expressed his gratitude for her years of service and the commitment she has given the Metropolitan Library System.

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

The next regularly scheduled meeting will be held at the Southern Oaks Library on October 15, 2015 at 3:30 p.m.

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



Tim Rogers
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2015

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

For comparison, 25.00% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2015.

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STATEMENT OF FINANCIAL CONDITION

September 30, 2015

ASSETS

	Current Year	Previous Year
CASH	\$ 4,836,769.10	\$ 4,032,200.15
INVESTMENTS (Schedule attached)	16,015,116.15	18,036,050.08
PREPAID ACCOUNTS	25,000.00	25,000.00
TAXES RECEIVABLE: Ad Valorem Tax	34,028,123.00	32,464,608.00
Less: Reserve for Delinquent Tax	-3,093,466.00	-2,951,341.00
Budgeted Tax Revenue	30,934,657.00	29,513,267.00
Less: Tax Received	0.00	0.00
	30,934,657.00	29,513,267.00
Total Assets	\$51,811,542.25	\$ 51,606,517.23

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$281,726.10	\$350,296.24
Current Year Purchase Orders Outstanding	325,871.28	738,230.67
Previous Year Purchase Orders Outstanding	492,178.06	512,091.48
Checks Outstanding	572,068.79	284,933.84
Total Liabilities	1,671,844.23	1,885,552.23

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	30,934,657.00	29,513,267.00
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FUND BALANCE:

Beginning of the Year	\$26,760,273.89	\$27,031,002.21
Add: Revenues		
Budgeted	139,000.00	204,000.00
Other	664,724.85	610,994.79
Less: Expenditures	(8,358,957.72)	(7,638,299.00)
Total Fund Balance	19,205,041.02	20,207,698.00

Total Liabilities, Deferred Revenue and Fund Balance	\$51,811,542.25	\$ 51,606,517.23
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of September 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 - 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	7/28/2015	7/27/2018	1.700%	240,000.00
CD - First State Bank	3/20/2015	9/20/2016	1.000%	240,000.00
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
Federal Home Loan Bank	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
Total Investments				<u>\$ 16,015,116.15</u>

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

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$30,934,657.00	\$ -	\$ -	0.00%	\$29,513,267.00	\$ -	\$ -	0.00%
State Aid	251,518.50	-	-	0.00%	260,594.82	-	-	0.00%
Fines	495,000.00	28,000.00	139,000.00	28.08%	495,000.00	144,000.00	204,000.00	41.21%
Total Budgeted Revenue	\$ 31,681,175.50	\$ 28,000.00	\$ 139,000.00	0.44%	\$ 30,268,861.82	\$ 144,000.00	\$ 204,000.00	0.61%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 109,025.15	\$ 548,988.56			\$ 107,828.42	\$ 483,800.71	
Gifts and Lost Books Fees		0.00	0.00			0.00	0.00	
Investment Income		32,263.91	63,996.11			19,694.53	59,780.52	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		5,143.46	5,238.26			900.60	1,213.10	
Insurance Reimbursements		199.92	199.92			0.00	0.00	
Miscellaneous		2,139.49	46,302.00			27,305.39	66,200.46	
Total Miscellaneous Revenue		\$ 148,771.93	\$ 664,724.85			\$ 155,728.94	\$ 610,994.79	
Total Revenue	\$ 31,681,175.50	\$ 176,771.93	\$ 803,724.85	2.54%	\$ 30,268,861.82	\$ 299,728.94	\$ 814,994.79	2.69%

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

September 30, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 76,080.44	\$ 639.00	\$ 691.58	\$ 76,027.86
815 Fines	30,342.61	38,110.75	30,386.50	38,066.86
820 Copy	116,443.18	14,747.35	4,598.56	126,591.97
Total Revolving Funds	\$ 222,866.23	\$ 53,497.10	\$ 35,676.64	\$ 240,686.69
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
909 15/OAC/Black History Month	5,000.00	0.00	5,000.00	(5,000.00)
916 15/LET/Inasmuch Media Surfers	132,000.00	132,000.00	130,396.00	1,604.00
920 15/LET/After School at the Library	12,000.00	12,000.00	8,400.00	3,600.00
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	2,456.55	43.45
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
935 16/Guild/Minecraft Stations	3,000.00	0.00	3,000.00	(3,000.00)
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
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	65,388.66	5,611.34
907 15 Come Read with Me	15,000.00	15,000.00	5,353.48	9,646.52
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
921 15 Staff Appreciation Dinner	18,000.00	385.80	17,965.36	(17,579.56)
925 15 Legislative Day	700.00	0.00	304.14	(304.14)
931 15 XBOX Gaming	8,538.18	0.00	8,538.18	(8,538.18)
932 15 Children's Workstations	476.00	0.00	476.00	(476.00)
Total Grants				31,328.35
Total Special Funds				\$ 272,015.04

Metropolitan Library System
Statement of Encumbrances
Month of September 2015

FY-16

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	1,901,697.63	4,493,194.72	23.87	18,823,207.00	14,330,012.28
103	Payroll Taxes	138,901.15	329,419.52	24.81	1,327,654.00	998,234.48
109	Workers' Comp. Insurance	13,613.00	42,613.00	21.14	201,571.00	158,958.00
112	Group Insurance	254,973.14	767,947.68	21.67	3,544,075.00	2,776,127.32
113	Employees' Retirement	118,889.56	279,331.79	14.57	1,916,845.00	1,637,513.21
114	Unemployment Compensation	.00	.00	.00	30,000.00	30,000.00
Total Personal Services		2,428,074.48	5,912,506.71	22.88	25,843,352.00	19,930,845.29
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Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	263,915.78	263,915.78	87.31	302,290.00	38,374.22
205	Rent of Library Buildings	7,715.31	30,861.24	32.87	93,900.00	63,038.76
207	Janitorial Services	40,654.06	113,693.18	21.86	520,179.00	406,485.82
208	Maintenance of Facilities	31,215.72	85,594.03	18.00	475,572.00	389,977.97
211	Parking & Transportation	14,157.99	49,929.58	24.48	203,960.00	154,030.42
212	Travel Expenses	1,280.40	6,284.49	4.62	136,000.00	129,715.51
213	Professional Services	34,424.58	77,742.55	12.25	634,470.00	556,727.45
214	Security Services	53,099.06	122,819.24	24.56	500,000.00	377,180.76
216	Telephone Services	14,565.35	43,175.33	11.62	371,412.00	328,236.67
217	Electrical Services	55,088.66	174,678.75	30.46	573,508.00	398,829.25
218	Gas Services	1,188.61	3,859.58	8.95	43,111.00	39,251.42
219	Water & Garbage Services	8,255.30	20,473.40	26.49	77,290.00	56,816.60
220	Veolia Energy Services	21,614.15	62,553.26	30.76	203,357.00	140,803.74
226	Memberships	6,500.00	13,446.00	31.82	42,258.00	28,812.00
230	Other Library-Related Services	35,211.69	51,057.83	9.32	547,826.00	496,768.17
231	Automation Contractual	27,478.53	117,806.39	14.76	797,976.00	680,169.61
236	Network Catalog Services	9,564.53	23,561.58	26.15	90,100.00	66,538.42
Total Contractual Services		625,929.72	1,261,452.21	22.47	5,613,209.00	4,351,756.79
		=====	=====		=====	=====

Metropolitan Library System
Statement of Encumbrances
Month of September 2015

FY-16

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	6,649.29	55,600.51	34.53	161,000.00	105,399.49
302	Postage	21,365.72	48,838.58	20.15	242,430.00	193,591.42
303	Supplies	27,388.14	71,842.15	16.73	429,375.00	357,532.85
310	Maintenance Supplies	6,239.93	15,392.71	18.11	85,000.00	69,607.29
312	Safety Supplies & Equipment	.00	.00	.00	.00	.00
321	Gasoline & Oil	2,576.42	5,084.58	10.17	50,000.00	44,915.42
322	Vehicle Parts & Repairs	2,147.65	5,583.48	18.61	30,000.00	24,416.52
330	Programming Activities	10,113.48	57,564.57	20.13	286,010.00	228,445.43
331	Other Commodities	369.46	1,747.35	8.40	20,800.00	19,052.65
Total Commodities		76,850.09	261,653.93	20.06	1,304,615.00	1,042,961.07

Capital Outlays

401	Books & Materials	274,636.39	712,051.94	13.95	5,103,220.00	4,391,168.06
404	Government Documents	.00	.00	.00	5,850.00	5,850.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	265.69	3,446.21	1.79	192,930.00	189,483.79
408	Furniture, Fixtures, and Equip	6,406.97	32,717.44	20.39	160,433.00	127,715.56
409	Motor Vehicles	.00	49,774.37	92.17	54,000.00	4,225.63
410	Automation System & Equip.	.00	76,075.66	19.96	381,200.00	305,124.34
450	Capital Projects	7,034.77	49,279.25	.89	5,545,273.00	5,495,993.75
490	Capital Reserves	.00	.00	.00	367,006.15	367,006.15
499	Reserve Carryover - Prior	.00	.00	.00	13,865,014.83	13,865,014.83
Total Capital Outlays		288,343.82	923,344.87	3.60	25,676,126.98	24,752,782.11
Total Budget		3,419,198.11	8,358,957.72	14.30	58,437,302.98	50,078,345.26

Monthly Journal Entries -- September 2015

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
32	1201	2015 Ad Valorem Tax	\$ 264,931.12	
	1251	Reserve for Delinquent Tax		\$ 24,084.92
	3001	2015-16 Reserve for Appropriation		\$ 240,846.20
		To adjust appropriation amount according to the final budget approved by the Commission 9/17/15		

Investments

33	1001	Cash	\$ 10,000.00	
	3602	Interest		\$ 10,000.00
		Interest from 3136g1gz6		
34	1001	Cash	\$ 10,000.00	
	3602	Interest		\$ 10,000.00
		Interest from 313381pa7		
35	1001	Cash	\$ 3,006,300.00	
	1101	Investments		\$ 3,005,133.69
	3602	Interest		\$ 1,166.31
		Maturity of 3134g36f2		
36	1001	Cash	\$ 3,008,125.00	
	1101	Investments		\$ 3,000,000.00
	3602	Interest		\$ 8,125.00
		Sale of 3134g5va0		
37	1001	Cash	\$ 104,555.77	
	1101	Investments		\$ 101,482.20
	3602	Interest		\$ 3,073.57
		Maturity of Valliance Bank CD		

Tax revenues

38	1001	Cash	\$ 78,766.45	
	3601	Prior year Tax		\$ 78,766.45
		Ad Valorem Tax apportioned by County for 8/17 to 8/31		
39	1001	Cash	\$ 30,258.70	
	3601	Prior year Tax		\$ 30,258.70
		Ad Valorem Tax apportioned by County for 9/1 to 9/15		

Miscellaneous revenue

40	1001	Cash			\$	2,139.49	
	3605	Miscellaneous Revenue					\$ 2,139.49
		Ins - K Prince	359.87	Friends Reimb		1,419.75	
		Ins - U Ward	359.87				
		Total			\$	2,139.49	
		Miscellaneous revenues					
41	1001				\$	199.92	
	3607						\$ 199.92
		State Farm reimbursement					
42	1001				\$	5,143.46	
	3606						\$ 5,143.46
		Surplus sales					

Fines

43	1001	Cash			\$	30,000.00	
	3403	Projected Mic. Revenue - Fines					\$ 30,000.00
		Fines transferred to General Fund in September					

Payable entries

44	3001	Current Year Reserv. for Appropriations.			\$	3,419,198.11	
	3011	Current Year P.O. Outstanding					\$ 3,419,198.11
	3002	Prior Year Reserv. for Appropriations.			\$	53,728.23	
	3012	Prior Year P.O. Outstanding					\$ 53,728.23
		Purchase orders issued in September					
45	3011	Current Year P.O. Outstanding			\$	2,619,087.00	
	3012	Prior Year P.O. Outstanding			\$	65,247.23	
	3021	Current Year Warrants Outstanding					\$ 2,684,334.23
		Checks issued in September					
46	3021	Current Year Warrants Outstanding			\$	3,080,170.47	
	1001	Cash					\$ 3,080,170.47
		Checks cleared Bank in September					

Bank interest and fees

47	1001	Cash		\$	100.97
	3602	Bank Fees	\$	316.64	
	3602	Interest Income		\$	215.67
		Interest and fees from GF checking account			
48	8000	Special Fund Cash		\$	210.50
	8815	Bank Fees	\$	231.75	
	8815	Interest Income		\$	21.25
		Interest and fees from SF checking account			

Special funds

49	8000	Special Fund Cash	\$	53,505.85	
	8815	Fines		\$	38,089.50
	8820	Copy		\$	14,747.35
	8805	Gift/Lost Books		\$	639.00
	8810			\$	30.00
		Revenues of special funds received in September			
50	8000			\$	41,081.09
	8815		\$	30,154.75	
	8820		\$	4,598.56	
	8805		\$	691.58	
	8921		\$	2,636.20	
	8935		\$	3,000.00	
		Expenditures of special funds in September			

Corrections, adjustments, and miscellaneous

51	3403	finer	\$	2,000.00	
	1001	Cash		\$	1,430.50
	3021	prior year cancelled checks		\$	569.50
		To correct last month's cash posting errors			
52	3011		\$	732,568.98	
	3021			\$	732,568.98
		to record payroll posted 9/30, paid on 10/01			
53	8810		\$	30.00	
	8921			\$	30.00
		to correct account number used in entry 49			

\$ 16,617,585.26	\$ 16,617,585.26
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General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-00677	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-00678	Curbside Chronicle	Programming Activities	105.00	105.00
G-00679	Mun. Employees Credit Union	Employee Credit Union Ded	9,897.51	9,897.51
G-00680	United Way of Central Oklahoma	United Way Deductions	491.60	491.60
G-00681	HealthSmart Benefit Solutions	Dependent Life Deductions	170.00	170.00
G-00682	Nationwide Retirement Solution	457 Plan Deductions	5,225.38	5,225.38
G-00683	Transamerica Premier Life	Employee Life Ins Deduct	247.87	247.87
G-00684	Bank of Okla-Institutional	DB Retirement Deductions	2,648.60	2,648.60
G-00685	Bank of Oklahoma	Flexible Spend Acct Deduc	5,108.32	5,108.32
G-00686	MassMutual Financial Group	Employee Contrib DC Plan	22,320.68	
		Employer Contrib DC Plan	39,520.60	61,841.28
G-00687	Vision Service Plan of	Employee Deduct Vision	1,188.87	1,188.87
G-00688	Administrative Services	Short Term Dis Deduct	1,452.28	1,452.28
G-00689	UNUM Life Insurance	LTC Premium	1,182.40	1,182.40
G-00690	Paycom Payroll LLC	Employee Taxes	549,371.43	
		Group Insurance	1,265.00	
		Payroll Taxes	45,532.06	
		Automation	5,249.88	601,418.37
G-00691	Bank of Oklahoma	Ins Fund Dep-Health Prem	31,067.00	31,067.00
G-00692	Gale/ Cengage Learning, Inc.	Books & Materials	1,345.20	1,345.20
G-00693	Synergy Datacom Supply, Inc.	Automation Contractual	18.70	18.70
G-00694	Baker & Taylor Books	Books & Materials	1,754.66	1,754.66
G-00695	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-00696	The Penworthy Co.	Books & Materials	1,683.96	1,683.96
G-00697	Thorndike/Gale Group	Books & Materials	1,940.56	1,940.56
G-00698	Brilliance Corporation	Books & Materials	97.25	97.25
G-00699	Ingram Library Service	Books & Materials	1,595.53	1,595.53
G-00700	Neopost, Inc.	Postage	231.75	231.75
G-00701	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-00702	AV Cafe Inc	Books & Materials	46.60	46.60
G-00703	Ingram Library Service	Books & Materials	326.89	326.89
G-00704	The Library Store, Inc.	Supplies	42.00	42.00
G-00705	Evans Hardware	Maintenance of Facilities	11.81	11.81
G-00706	Batteries Sooner LLC	Maintenance of Facilities	62.91	62.91
G-00707	Southwest Paper - OKC	Maintenance Supplies	1,552.64	1,552.64
G-00708	Westlake Hardware	Maintenance of Facilities	124.91	124.91
G-00709	City of Harrah Acct 02-0121-01	Water & Garbage Services	156.27	156.27
G-00710	Amazon/GE Money Bank	Supplies	44.54	
		Capital Projects	870.00	
		Supplies	37.83	952.37
G-00711	Landers Window	Maintenance of Facilities	919.00	919.00
G-00712	United Parcel Service	Postage	410.40	410.40
G-00713	City of Choctaw	Water & Garbage Services	84.33	84.33
G-00714	Baker & Taylor Entertainment	Books & Materials	1,830.07	1,830.07
G-00715	CMP Corporation	Maintenance of Facilities	2,475.00	2,475.00
G-00716	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Garbage Services	55.05	746.90
G-00717	Laura McMurtry	Telephone Services	35.00	
		Transportation	35.65	70.65
G-00718	Morrison Supply Company	Maintenance of Facilities	387.96	387.96
G-00719	Cox Communications, Inc.	Telephone Service	201.07	201.07
G-00720	Baker & Taylor Books	Books & Materials	2,175.46	

** Continued **

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00720	Baker & Taylor Books	Books & Materials	2,388.68	
		Books & Materials	104.52	4,668.66
G-00721	Baker & Taylor Books	Books & Materials	2,543.53	
		Books & Materials	3,615.35	6,158.88
G-00722	G4S Secure Solutions	Security Services	10,000.44	10,000.44
G-00723	Lloyd Lovely	Telephone Services	40.00	40.00
G-00724	RB Floor Care Services Inc.	Maintenance of Facilities	877.00	877.00
G-00725	Baker & Taylor Entertainment	Books & Materials	2,101.87	2,101.87
G-00726	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-00727	M & N Dealerships XII LLC	Maintenance of Facilities	199.92	199.92
G-00728	IHS Global Inc	Books & Materials	2,600.00	2,600.00
G-00729	ACP Sheet Metal Company Inc	Maintenance of Facilities	100.00	100.00
G-00730	Oklahoma Natural Gas Co.	Gas Services	82.64	
		Gas Services	35.32	117.96
G-00731	City of the Village	Water & Garbage Services	91.41	91.41
G-00732	Southwestern Stationers, Inc.	Supplies	34.06	34.06
G-00733	Locke Supply Co.	Maintenance of Facilities	23.94	
		Maintenance of Facilities	983.25	1,007.19
G-00734	Gale/ Cengage Learning, Inc.	Books & Materials	5,082.50	5,082.50
G-00735	Weston Woods Accts Receivable	Books & Materials	1,138.10	1,138.10
G-00736	Baker & Taylor Books	Books & Materials	649.82	649.82
G-00737	American Express	Automation Contractual	149.00	
		Maintenance of Facilities	239.28	
		Programming Supplies	234.00	
		Advertisement-Sept Abbey	39.00	
		Automation Contractual	75.00	736.28
G-00738	Keystone Tape & Label, Inc.	Printing/Printing Supply	295.00	295.00
G-00739	Recorded Books, LLC	Books & Materials	519.40	519.40
G-00740	Urban Libraries Council	Memberships	3,000.00	3,000.00
G-00741	Friday	Library-related Services	900.00	900.00
G-00742	Scott's Printing & Copying	Printing/Printing Supply	1,773.92	1,773.92
G-00743	Ingram Library Service	Books & Materials	1,413.53	1,413.53
G-00744	XPEDX	Maintenance Supplies	156.24	156.24
G-00745	James E. Nimmo	Transportation	150.00	150.00
G-00746	OverDrive, Inc.	Books & Materials	31,208.92	31,208.92
G-00747	Findaway World, LLC	Books & Materials	1,359.84	1,359.84
G-00748	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-00749	AV Cafe Inc	Books & Materials	1,774.66	1,774.66
G-00750	Ingram Library Service	Books & Materials	48.58	48.58
G-00751	Center Point Large Print	Books & Materials	588.39	588.39
G-00752	Kay L. Bauman	Transportation	173.94	173.94
G-00753	Novalco, Inc	Maintenance of Facilities	345.00	345.00
G-00754	Amazon/GE Money Bank	Programming	75.99	
		Programming Supplies	78.94	154.93
G-00755	Baker & Taylor Entertainment	Books & Materials	783.25	
		Books & Materials	688.39	1,471.64
G-00756	Baker & Taylor Books	Books & Materials	2,470.10	
		Books & Materials	2,669.37	
		Books & Materials	1,163.06	
		Books & Materials	149.58	6,452.11
G-00757	Baker & Taylor Books	Books & Materials	2,301.25	
	** Continued **			

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-00757	Baker & Taylor Books	Books & Materials	1,316.94	
		Books & Materials	14.36	3,632.55
G-00758	Baker & Taylor Books	Books & Materials	381.31	381.31
G-00759	Sabre Technologies	Automation	4,800.00	4,800.00
G-00760	Quik Print	Printing/Printing Supply	175.44	175.44
G-00761	Personalized Prevention	Professional Services	707.00	707.00
G-00762	Baker & Taylor Entertainment	Books & Materials	621.73	621.73
G-00763	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00
G-00764	JobDig/LinkUp	Library-Related Services	240.00	240.00
G-00765	LaWana D. Morgan	Professional Services	425.50	425.50
G-00766	Trak-1 Technology, Inc.	Professional Services	162.80	162.80
G-00767	Bradford Industrial Supply	Maintenance of Facilities	61.52	61.52
G-00768	O G & E	Electrical Services	1,524.58	
		Electrical Services	7,631.40	
		Electrical Services	478.38	
		Electrical Services	2,979.80	12,614.16
G-00769	Oklahoma Natural Gas Co.	Gas Services	35.41	35.41
G-00770	City of Oklahoma City	Water & Garbage Services	30.88	30.88
G-00771	Demco	Supplies	366.76	
		Supplies	314.85	681.61
G-00772	Gale/ Cengage Learning, Inc.	Books & Materials	12,888.87	12,888.87
G-00773	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-00774	UNUM Life Insurance	Grp L-T Disab Ins Prm-Sep	6,939.73	6,939.73
G-00775	City of Edmond	Electrical Services	5,630.60	5,630.60
G-00776	Standard Printing Co., Inc.	Supplies	740.00	740.00
G-00777	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	61.24	96.24
G-00778	CompSource Mutual	Workers Comp Insurance	13,613.00	13,613.00
G-00779	Taryn Kingery	Programming Activities	31.13	
		Programming Activities	12.29	43.42
G-00780	Barbara Beasley	Supplies	20.15	20.15
G-00781	Hunter's Battery Warehouse	Vehicle Parts & Repairs	69.95	69.95
G-00782	ORBIS CORPORATION	Maintenance of Facilities	1,247.50	1,247.50
G-00783	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-Sep	61,514.88	61,514.88
G-00784	AT&T	Telephone Services	1,210.35	
		Telephone Services	3,165.00	
		Telephone Services	1,877.90	6,253.25
G-00785	A T & T Mobility	Telephone Services	179.09	179.09
G-00786	Ingram Library Service	Books & Materials	2,287.80	2,287.80
G-00787	XPEDX	Maintenance Supplies	4,030.70	4,030.70
G-00788	Fuelman	Vehicle Parts & Repairs	89.29	
		Gasoline & Oil	2,560.52	2,649.81
G-00789	Chickasaw Telecom, Inc.	Automation Contractual	298.50	298.50
G-00790	Ingram Library Service	Books & Materials	348.30	348.30
G-00791	Vernon Library Supply	Supplies	2,268.75	2,268.75
G-00792	Landon Holman	Transportation	39.22	39.22
G-00793	Home Depot Credit Services	Maintenance of Facilities	1,145.00	
		Equipment	424.09	
		Maintenance of Facilities	215.82	1,784.91
G-00794	Evans Hardware	Maintenance of Facilities	7.06	7.06
G-00795	Batteries Sooner LLC	Maintenance of Facilities	9.99	9.99

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-00796	Westlake Hardware	Maintenance of Facilities	27.94	27.94
G-00797	The Oklahoman Media Company	Legal Notice Adv.	179.60	
		Classified Adv. Sealed Bid	312.64	492.24
G-00798	Contractors Supply Co.	Maintenance of Facilities	24.50	24.50
G-00799	Edward Ahad Marand	Programming Activities	8.34	8.34
G-00800	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-00801	City of Edmond	Water & Garbage Services	1,081.93	1,081.93
G-00802	Amazon/GE Money Bank	Maintenance of Facilities	1,111.80	
		Programming Supplies	60.97	
		Supplies	260.31	
		Programming Activities	3.30	1,436.38
G-00803	United Parcel Service	Postage	461.47	461.47
G-00804	Oklahoma Press Service	Library-Related Services	104.30	104.30
G-00805	John Wood	Telephone Services	50.00	50.00
G-00806	Vision Service Plan of	Grp Vision Ins Prem-Sep.	2,434.75	2,434.75
G-00807	Office Depot Credit Plan	Library-related Services	2.00	2.00
G-00808	Public Library Association	Professional Services	66.50	66.50
G-00809	Irrigation Station, LLP	Maintenance of Facilities	59.85	59.85
G-00810	Baker & Taylor Entertainment	Books & Materials	3,463.05	
		Books & Materials	53.88	3,516.93
G-00811	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Sep	178,860.48	178,860.48
G-00812	Todd Podzemny	Programming Activities	30.86	30.86
G-00813	Construction Building	Maintenance of Facilities	100.00	100.00
G-00814	AVL Systems Design	Maintenance of Facilities	2,102.47	2,102.47
G-00815	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	778.32	778.32
G-00816	Darrie Breathwit	Supplies	105.32	105.32
G-00817	Kelly D Smith	Programming Activities	60.00	60.00
G-00818	John Utley	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-00819	Tim Spindle	Programming Activities	20.00	20.00
G-00820	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-00821	Morrison Supply Company	Maintenance of Facilities	82.69	
		Maintenance of Facilities	47.20	129.89
G-00822	Baker & Taylor Books	Books & Materials	2,619.32	
		Books & Materials	1,804.50	4,423.82
G-00823	Baker & Taylor Books	Books & Materials	1,364.87	
		Books & Materials	2,057.79	
		Books & Materials	1,641.65	5,064.31
G-00824	Baker & Taylor Books	Books & Materials	322.18	322.18
G-00825	3E Company	Supplies	2,000.00	2,000.00
G-00826	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	135.95	135.95
G-00827	G4S Secure Solutions	Security Services	10,189.04	10,189.04
G-00828	Superior Linen Service	Supplies	145.00	145.00
G-00829	Rachel Kopchick	Other Commodities	45.58	45.58
G-00830	Smart Technologies	Automation Contractual	350.00	350.00
G-00831	Veolia Energy Oklahoma City,	Veolia Energy Services	21,614.15	21,614.15
G-00832	Greathall Productions, Inc.	Books & Materials	72.78	72.78
G-00833	UNUM Life Insurance	Grp LTC Insurance Prm-Sep	1,292.30	1,292.30
G-00834	Regina Fields	Postage	19.55	19.55
G-00835	Martha Stallings	Programming Activities	100.00	100.00
G-00836	The Terminix International Co.	Janitorial Services	744.00	
		Janitorial Services	470.00	

** Continued **

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-00836	The Terminix International Co.	Janitorial Services	251.00	1,465.00
G-00837	Mark D Vance	Telephone Services	35.00	35.00
G-00838	M & N Dealerships XII LLC	Vehicle Parts & Repairs	46.74	46.74
G-00839	Clear Channel Airports	Library-related Services	895.00	895.00
G-00840	Timothy H Rogers	Transportation	650.00	650.00
G-00841	Bank of Oklahoma	Employee Deductions	104.50	104.50
G-00842	Margarida Pires Woll	Programming Activities	40.00	40.00
G-00843	Building Minds, LLC	Programming Activities	300.00	300.00
G-00844	US Assure Inc.	Capital Projects	400.00	400.00
G-00845	Bradford Industrial Supply	Maintenance of Facilities	70.91	70.91
G-00846	O G & E	Electrical Services	3,544.75	3,544.75
G-00847	Oklahoma Natural Gas Co.	Gas Services	89.01	89.01
G-00848	City of Oklahoma City	Water & Garbage Services	603.35	
		Water & Garbage Services	250.80	
		Water & Garbage Services	569.33	
		Water & Garbage Services	283.03	1,706.51
G-00849	Demco	Supplies	208.85	
		Supplies	56.83	265.68
G-00850	South OKC Chamber of Commerce	Programming Activities	300.00	300.00
G-00851	Scott Rice Co. - OKC	Furniture	1,003.92	1,003.92
G-00852	Hobby Lobby	Programming Activities	36.94	
		Programming Activities	75.01	111.95
G-00853	Ingram Library Service	Books & Materials	1,043.08	1,043.08
G-00854	Findaway World, LLC	Books & Materials	9,518.11	9,518.11
G-00855	Debbie Robertus	Supplies	13.23	13.23
G-00856	Chase Card Services	Telephone Services	10.56	
		Supplies	720.16	
		Furniture	2,512.96	
		Professional Services	720.00	
		Travel Expenses	1,153.32	
		Professional Services	50.00	
		Automation Contractual	19.00	
		Professional Services	435.00	
		Automation	599.00	
		Membership	51.00	
		Programming Activities	140.23	
		Professional Services	130.00	
		Professional Services	299.00	
		Professionals Services	150.00	
		Travel Expenses	441.20	
		Professional Services	79.00	
		Telephone Services	10.56	
		Professional Services	918.78	
		Professional Services	400.00	
		Printing Supplies	342.37	
		Professional Services	130.00	
		Maintenance of Facilities	104.00	
		Supplies	33.55	
		Maintenance of Facilities	50.00	
		Professional Services	65.00	
		Professional Services	50.00	9,614.69

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-00857	Amazon/GE Money Bank	Programming	55.62	
		Supplies	69.98	
		Supplies	140.22	
		Automation Contractual	8.99	274.81
G-00858	Devin McGhee	Programming Supplies	84.60	84.60
G-00859	Baker & Taylor Entertainment	Books & Materials	35.64	35.64
G-00860	Todd Podzemny	Supplies	31.47	31.47
G-00861	DailyAccess Corporation	Professional Services	14,852.00	14,852.00
G-00862	Museum of Osteology	Programming Activities	125.00	125.00
G-00863	McAfee & Taft	Professional Services	3,013.25	3,013.25
G-00864	Baker & Taylor Books	Books & Materials	3,043.53	
		Books & Materials	2,104.40	
		Books & Materials	1,157.26	
		Books & Materials	871.49	7,176.68
G-00865	Baker & Taylor Books	Books & Materials	2,266.97	
		Books & Materials	2,412.16	4,679.13
G-00866	Baker & Taylor Books	Books & Materials	1,017.24	1,017.24
G-00867	Oklahoma Turnpike Authority	Gasoline & Oil	15.90	15.90
G-00868	Mun. Employees Credit Union	Payroll Deductions	9,897.51	9,897.51
G-00869	United Way of Central Oklahoma		491.60	491.60
G-00870	Nationwide Retirement Solution		5,225.38	5,225.38
G-00871	Transamerica Premier Life		247.87	247.87
G-00872	Bank of Okla-Institutional	Kris Neuhold	2,648.45	2,648.45
G-00873	Bank of Oklahoma	Flexible Benefits Account	5,108.32	5,108.32
G-00874	MassMutual Financial Group	Employee Contrib DC Plan	22,389.24	
		Employer Contrib DC Plan	39,548.26	61,937.50
G-00875	Administrative Services	Short Term Dis Deduct	1,441.01	1,441.01
G-00876	Paycom Payroll LLC	Employee Taxes	572,926.54	
		Payroll Taxes	47,139.11	
		Automation	5,561.61	625,627.26
G-00877	Bank of Oklahoma	Ins Fund Dep-Health	10,434.50	10,434.50
G-00878	City of Del City	Rent of Library Buildings	400.00	400.00
G-00879	O G & E	Electrical Services	3,622.04	3,622.04
G-00880	Oklahoma Natural Gas Co.	Gas Services	60.86	60.86
G-00881	City of Bethany	Water & Garbage Services	133.97	133.97
G-00882	Southwestern Stationers, Inc.	Supplies	88.69	88.69
G-00883	Demco	Programming Supplies	46.00	
		Supplies	63.50	109.50
G-00884	Recorded Books, LLC	Books & Materials	742.00	742.00
G-00885	Scott Rice Co. - OKC	Furniture	5,354.24	5,354.24
G-00886	Greater Oklahoma City	Memberships	3,000.00	3,000.00
G-00887	Amigos Library Services	Network Catalog Services	5,150.00	5,150.00
G-00888	Jonathan Willis	Transportation	86.31	86.31
G-00889	Lanny B. Myers	Telephone Services	35.00	35.00
G-00890	Blackstone Audio Books	Books & Materials	451.50	451.50
G-00891	OCLC, Inc.	Network Catalog Services	4,414.53	4,414.53
G-00892	Karen L.Litteral	Transportation	12.94	12.94
G-00893	Ingram Library Service	Books & Materials	265.03	265.03
G-00894	Findaway World, LLC	Books & Materials	9,801.63	9,801.63
G-00895	Michael Fresonke	Programming Activities	400.00	400.00
G-00896	Norman Transcript	Periodicals/Subscriptions	250.69	250.69
G-00897	Ginger Waldrip	Programming Activities	100.00	100.00

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-00898	Ingram Library Service	Books & Materials	328.09	328.09
G-00899	Center Point Large Print	Books & Materials	1,258.20	1,258.20
G-00900	The Library Store, Inc.	Supplies	46.40	46.40
G-00901	Jamshid Pourtorkan	Programming Activities	150.00	150.00
G-00902	Evans Hardware	Maintenance of Facilities	17.21	
		Maintenance of Facilities	32.63	49.84
G-00903	The Oklahoman Media Company	Library-Related Services	60.65	60.65
G-00904	Latino Community Development	Other Commodities	250.00	250.00
G-00905	Postmaster	Postage	3,000.00	3,000.00
G-00906	Amazon/GE Money Bank	Supplies	9.99	
		Programming	291.90	
		Supplies	13.34	
		Programming Supplies	40.51	
		Programming	57.84	
		Programming	100.71	
		Supplies	24.68	538.97
G-00907	United Parcel Service	Postage	369.31	369.31
G-00908	Cox Communications, Inc.	Telephone Services	966.45	
		Telephone Services	1,036.00	2,002.45
G-00909	Baker & Taylor Entertainment	Books & Materials	2,211.47	2,211.47
G-00910	Engineered Equipment Inc.	Maintenance of Facilities	105.12	105.12
G-00911	SmithKor Investments LLC	Rent of Library Buildings	7,315.31	7,315.31
G-00912	Oklahoma City Police Dept.	Maintenance of Facilities	34.00	34.00
G-00913	Cox Communications, Inc.	Telephone Service	1,402.21	
		Telephone Service	426.56	
		Telephone Service	426.73	
		Telephone Service	12.94	2,268.44
G-00914	Baker & Taylor Books	Books & Materials	2,481.50	
		Books & Materials	1,356.76	
		Books & Materials	1,870.75	
		Books & Materials	721.77	6,430.78
G-00915	Baker & Taylor Books	Books & Materials	1,323.73	
		Books & Materials	1,996.18	
		Books & Materials	777.18	4,097.09
G-00916	Rebecca Ross	Programming Activities	400.00	400.00
G-00917	Vickie Saxton	Transportation	16.68	16.68
G-00918	Ray the Painter	Maintenance of Facilities	425.00	425.00
G-00919	G4S Secure Solutions	Security Services	11,363.81	11,363.81
G-00920	Kelly Dalrymple	Programming Activities	8.81	
		Transportation	20.99	29.80
G-00921	Nicoma Park Lumber Co	Maintenance of Facilities	19.56	19.56
G-00922	RB Floor Care Services Inc.	Janitorial Services	8,159.50	8,159.50
G-00923	Baker & Taylor Entertainment	Books & Materials	1,451.52	1,451.52
G-00924	Savannah Mitchell	Programming Activities	140.00	140.00
G-00925	W M Corp	Supplies	8,353.53	8,353.53
G-00926	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-00927	Russell Pierce	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-00928	Angie Walton	Transportation	284.57	284.57
G-00929	Anne Hall	Payroll	818.71	818.71
G-00930	Deborah A Crabtree-Fedder	Programming Activities	150.00	150.00
G-00931	Jackie Cooper Tint and	Maintenance of Facilities	649.90	649.90

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose	Amount	Amount
G-00932	Bradford Industrial Supply	Maintenance of Facilities	18.53	
		Maintenance of Facilities	19.06	
		Maintenance of Facilities	102.65	
		Maintenance of Facilities	58.92	
		Maintenance of Facilities	1.95	201.11
G-00933	O G & E	Electrical Services	11,932.13	
		Electrical Services	3,908.64	
		Electrical Services	1,993.34	17,834.11
G-00934	Oklahoma Natural Gas Co.	Gas Services	83.74	
		Gas Services	83.45	
		Gas Services	85.67	
		Gas Services	20.72	
		Gas Services	92.92	
		Gas Services	36.38	402.88
G-00935	City of Oklahoma City	Water & Garbage Services	1,880.07	
		Water & Garbage Services	1,077.71	
		Water & Garbage Services	70.02	3,027.80
G-00936	Locke Supply Co.	Maintenance of Facilities	29.90	
		Maintenance of Facilities	27.62	
		Maintenance of Facilities	30.56	88.08
G-00937	Demco	Supplies	35.17	35.17
G-00938	The University of Oklahoma	Printing/Printing Supplie	15.00	15.00
G-00939	Oriental Trading Company	Programming Supplies	66.01	
		Programming Supplies	11.70	77.71
G-00940	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-00941	AT&T	Telephone Services	713.95	
		Telephone Services	867.58	
		Telephone Services	832.67	2,414.20
G-00942	Baker & Taylor Books	Books & Materials	7,771.54	7,771.54
G-00943	ABDO Publishing Company	Books & Materials	2,014.03	2,014.03
G-00944	TDS Telecom	Telephone Services	1,293.79	1,293.79
G-00945	Upstart	Supplies	62.25	62.25
G-00946	United Refrigeration, Inc.	Maintenance of Facilities	1,366.64	1,366.64
G-00947	Rowman & Littlefield Pub. Co.	Books & Materials	2,775.32	2,775.32
G-00948	Lois Cross	Programming Activities	25.00	25.00
G-00949	Penguin Random House LLC	Books & Materials	10.00	10.00
G-00950	OverDrive, Inc.	Books & Materials	17,632.84	
		Books & Materials	3,000.00	20,632.84
G-00951	Kid Company Performing Arts LL	Programming Activities	100.00	100.00
G-00952	Home Depot Credit Services	Maintenance of Facilities	22.65	22.65
G-00953	Evans Hardware	Maintenance of Facilities	29.49	29.49
G-00954	Batteries Sooner LLC	Maintenance of Facilities	31.41	
		Maintenance of Facilities	62.50	
		Maintenance of Facilities	17.95	111.86
G-00955	Westlake Hardware	Maintenance of Facilities	23.95	
		Maintenance of Facilities	12.99	36.94
G-00956	Oklahoma Center for Nonprofits	Memberships	500.00	500.00
G-00957	MAC Systems, Inc.	Capital Projects	325.00	325.00
G-00958	Amazon/GE Money Bank	Supplies	37.90	
		Supplies	129.99	
		Supplies	57.49	225.38
G-00959	William Bernhardt	Programming Activities	150.00	150.00

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-00960	Baker & Taylor Entertainment	Books & Materials	483.60	483.60
G-00961	Walmart Community/GECRB	Programming Activities	44.40	
		Programming Activities	34.12	
		Programming Activities	14.46	
		Programming Activities	19.70	
		Programming Activities	15.52	128.20
G-00962	Preston Bell	Transportation	50.00	50.00
G-00963	Rondia K. Banks	Programming Activities	139.57	139.57
G-00964	AT&T	Telephone Services	210.47	210.47
G-00965	Baker & Taylor Books	Books & Materials	1,675.86	
		Books & Materials	2,345.68	
		Books & Materials	4,142.84	
		Books & Materials	1,658.47	9,822.85
G-00966	Baker & Taylor Books	Books & Materials	821.63	
		Books & Materials	1,075.50	
		Books & Materials	197.39	2,094.52
G-00967	Baker & Taylor Books	Books & Materials	169.37	169.37
G-00968	Krueger International, Inc.	Furniture	716.00	716.00
G-00969	Derek Davis	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-00970	Superior Linen Service	Supplies	58.00	58.00
G-00971	Nicoma Park Lumber Co	Maintenance of Facilities	6.48	6.48
G-00972	Image Supply	Supplies	40.92	40.92
G-00973	Chris Kennedy	Transportation	208.19	208.19
G-00974	W M Corp	Supplies	107.77	107.77
G-00975	Dave Mack	Telephone Services	35.00	
		Telephone Services	18.72	53.72
G-00976	WCA Waste Corporation	Garbage Services	147.61	147.61
G-00977	Nicoma Park Sheet Metal	Capital Projects	144.93	144.93
G-00978	Bradford Industrial Supply	Maintenance of Facilities	36.07	
		Maintenance of Facilities	91.69	
		Maintenance of Facilities	25.52	153.28
G-00979	O G & E	Electrical Services	2,073.27	
		Electrical Services	1,877.89	
		Electrical Services	1,644.95	
		Electrical Services	443.69	
		Electrical Services	280.08	
		Electric Services	108.06	6,427.94
G-00980	Oklahoma Natural Gas Co.	Gas Services	20.52	
		Gas Services	44.18	
		Gas Services	83.45	
		Gas Services	36.02	
		Gas Services	112.16	296.33
G-00981	City of Oklahoma City	Water & Garbage Services	145.94	
		Water & Garbage Services	57.24	203.18
G-00982	Southwestern Stationers, Inc.	Printing/Printing Supply	3,402.00	
		Printing/Printing Supply	709.00	4,111.00
G-00983	Locke Supply Co.	Maintenance of Facilities	14.39	
		Maintenance of Facilities	1.37	15.76
G-00984	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-00985	The University of Oklahoma	Printing/Printing Supply	615.00	615.00
G-00986	City of Warr Acres	Water & Garbage Services	55.15	55.15

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-00987	Weston Woods Accts Receivable	Books & Materials	149.75	149.75
G-00988	ABDO Publishing Company	Books & Materials	1,851.61	1,851.61
G-00989	ALA Order Fulfillment	Supplies	99.40	
		Supplies	59.60	159.00
G-00990	United Refrigeration, Inc.	Maintenance of Facilities	11.63	11.63
G-00991	The Penworthy Co.	Books & Materials	1,197.90	1,197.90
G-00992	Thorndike/Gale Group	Books & Materials	2,004.03	2,004.03
G-00993	BayScan Technologies	Automation	516.25	516.25
G-00994	Independent Stationers	Supplies	126.54	
		Supplies	1,193.84	1,320.38
G-00995	Marpro Label Inc.	Supplies	6,680.00	6,680.00
G-00996	Jonathan Willis	Telephone Services	35.00	35.00
G-00997	Cheryll Jones	Programming Activities	68.53	68.53
G-00998	Scott's Printing & Copying	Printing/Printing Supply	156.08	156.08
G-00999	Ingram Library Service	Books & Materials	405.71	
		Books & Materials	104.07	509.78
G-01000	Phyllis Davidson	Transportation	62.69	62.69
G-01001	Findaway World, LLC	Books & Materials	275.35	275.35
G-01002	Ingram Library Service	Books & Materials	501.40	
		Books & Materials	824.22	1,325.62
G-01003	Melody A. Kellogg	Transportation	186.92	186.92
G-01004	Center Point Large Print	Books & Materials	1,992.21	1,992.21
G-01005	Oklahoma Building Services Inc	Janitorial Services	18,950.98	
		Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,716.66	29,018.56
G-01006	Postmaster	Postage	700.00	
		Postage	225.00	925.00
G-01007	MAC Systems, Inc.	Maintenance of Facilities	190.00	190.00
G-01008	American Solutions	Supplies	479.75	479.75
G-01009	Joy E. Cavett	Programming Activities	150.00	150.00
G-01010	Amazon/GE Money Bank	Maintenance of Facilities	134.70	
		Maintenance of Facilities	134.70	
		Automation Contractual	43.48	
		Supplies	148.49	
		Supplies	15.79	477.16
G-01011	Francesca James	Programming Activities	75.00	
		Programming Activities	75.00	150.00
G-01012	United Parcel Service	Postage	395.37	395.37
G-01013	Frates Insurance	Auto Insurance	935.00	
		Bldg, Prop & Auto Ins	260,415.78	
		Bldg, Property & Auto Ins	2,565.00	263,915.78
G-01014	Baker & Taylor Entertainment	Books & Materials	2,159.02	
		Books & Materials	1,217.59	
		Books & Materials	1,988.52	5,365.13
G-01015	Walmart Community/GECRB	Other Commodities	41.09	41.09
G-01016	Bruce E Benson	Programming Activities	400.00	400.00
G-01017	John L. Hilbert	Programming Activities	156.66	156.66
G-01018	Metro Monitor, Inc.	Library-Related Services	95.00	95.00
G-01019	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-01020	Cox Communications, Inc.	Telephone Service	12.84	12.84
G-01021	Baker & Taylor Books	Books & Materials	3,126.03	

** Continued **

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01021	Baker & Taylor Books	Books & Materials	1,264.56
		Books & Materials	1,672.83
		Books & Materials	2,808.39
		Books & Materials	2,001.39
		Books & Materials	2,192.11
		Books & Materials	1,581.35
		Books & Materials	1,102.39
		Books & Materials	2,400.40
G-01022	Baker & Taylor Books	Books & Materials	4,352.37
		Books & Materials	987.59
		Books & Materials	3,484.95
		Books & Materials	1,180.84
		Books & Materials	350.51
		Books & Materials	594.53
G-01023	Baker & Taylor Books	Books & Materials	353.64
		Automation Contractual	662.29
G-01024	Cisco Systems Capital CRP	Programming Activities	114.00
G-01025	Beatriz Meyer	Vehicle Parts & Repairs	193.73
G-01026	Rush Truck Center	Security Services	10,644.45
G-01027	G4S Secure Solutions	Telephone Services	40.00
G-01028	Lloyd Lovely	Printing/Printing Supply	692.73
G-01029	Quik Print	Maintenance of Facilities	29.27
G-01030	H I S Paints	Books & Materials	983.73
G-01031	Baker & Taylor Entertainment	Books & Materials	407.42
		Telephone Services	35.00
G-01032	Ed Dillard	Programming Activities	100.00
G-01033	Louise A Washburn	Parking	500.00
G-01034	C.O.T.P.A.	Maintenance of Facilities	2,931.67
G-01035	Signature Landscape LLC	Maintenance of Facilities	2,081.67
		Transportation	807.17
G-01036	Christopher Stofel	Programming Activities	100.00
G-01037	Denise S Chambers	Electrical Services	2,022.73
G-01038	O G & E	Gas Services	108.50
G-01039	Oklahoma Natural Gas Co.	Water & Garbage Services	44.75
G-01040	City of Oklahoma City	Telephone Services	145.82
G-01041	AT&T	Maintenance of Facilities	96.78
G-01042	Central Oklahoma Winnelson	Postage	15,000.00
G-01043	U.S. Postal Service	Group Insurance	976.00
G-01044	INTEGRIS Corporate Assistance	Maintenance Supplies	6,120.24
G-01045	XPEDX	Supplies	229.94
		Maintenance of Facilities	10.50
G-01046	Scovil & Sides Hardware Co.	Maintenance of Facilities	98.50
G-01047	Aqualife Aquarium Systems, Inc	Programming Activities	300.00
G-01048	Joy E. Cavett	Programming Activities	600.00
G-01049	Florencia M Briglie	Programming Activities	75.00
		Library-related Services	86.08
G-01050	The Meadows	Capital Projects	1,695.00
G-01051	Ray the Painter	Supplies	58.00
G-01052	Superior Linen Service	Transportation	19.32
G-01053	Cheryl Coleman	Programming Activities	7.57
		Furniture	3,090.12
G-01054	Knoll, Inc.		

General Fund F.Y. 15-16

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-01055	C.O.T.P.A.	Parking	2,028.25	
		Parking	1,921.50	
		Parking	2,028.25	
		Parking	4,697.00	10,675.00
G-01056	Teresa D Baird	Programming Activities	150.00	150.00
G-01057	Shades Magazine	Periodicals/Subscriptions	15.00	15.00
Total of FY 15-16 Warrants Issued				\$ 2,619,087.00

General Fund F.Y. 14-15

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
G-05722	Recorded Books, LLC	Books & Materials	919.80	919.80
G-05723	Ingram Library Service	Books & Materials	74.49	74.49
G-05724	Findaway World, LLC	Books & Materials	217.55	217.55
G-05725	Baker & Taylor Books	Books & Materials	1,937.16	1,937.16
G-05726	Baker & Taylor Books	Books & Materials	1,659.88	1,659.88
G-05727	Baker & Taylor Books	Books & Materials	186.56	186.56
G-05728	American Express	Automation	4,534.79	
		Programming Activities	198.00	4,732.79
G-05729	Recorded Books, LLC	Books & Materials	1,287.00	1,287.00
G-05730	Spaces, Inc.	Furniture	5,641.74	5,641.74
G-05731	Cerebellum Corporation	Books & Materials	2,267.64	2,267.64
G-05732	Brilliance Corporation	Books & Materials	2,574.04	2,574.04
G-05733	Findaway World, LLC	Books & Materials	651.86	651.86
G-05734	Baker & Taylor Books	Books & Materials	819.10	
		Books & Materials	3,334.74	
		Books & Materials	729.23	4,883.07
G-05735	Baker & Taylor Books	Books & Materials	371.84	371.84
G-05736	Ingram Library Service	Books & Materials	100.60	100.60
G-05737	Chase Card Services	Automation Contractual	719.64	
		Automation	785.00	1,504.64
G-05738	Baker & Taylor Books	Books & Materials	1,893.37	1,893.37
G-05739	McAfee & Taft	Professional Services	6,699.75	6,699.75
G-05740	Baker & Taylor Books	Books & Materials	1,515.26	
		Books & Materials	2,803.94	
		Books & Materials	1,891.84	6,211.04
G-05741	Baker & Taylor Books	Books & Materials	227.07	
		Books & Materials	7.76	
		Books & Materials	60.48	295.31
G-05742	The Terminix International Co.	Maintenance of Facilities	425.00	425.00
G-05743	Recorded Books, LLC	Books & Materials	371.00	371.00
G-05744	Brilliance Corporation	Books & Materials	994.61	994.61
G-05745	Findaway World, LLC	Books & Materials	5,778.75	5,778.75
G-05746	Amazon/GE Money Bank	Programming Activities	5.24	
		Programming Activities	12.95	18.19
G-05747	Baker & Taylor Entertainment	Books & Materials	43.08	43.08
G-05748	Baker & Taylor Books	Books & Materials	1,735.52	
		Books & Materials	333.33	2,068.85
G-05749	Baker & Taylor Books	Books & Materials	256.95	256.95
G-05750	Bradford Industrial Supply	Maintenance of Facilities	36.89	
		Maintenance of Facilities	57.58	94.47
G-05751	Jessica Morris	Professional Services	600.00	600.00
G-05752	City of Bethany Police Dept.	Maintenance of Facilities	10.00	10.00
G-05753	United Parcel Service	Postage	5.72	5.72
G-05754	Baker & Taylor Books	Books & Materials	2,187.34	
		Books & Materials	201.78	
		Books & Materials	88.68	2,477.80
G-05755	Baker & Taylor Books	Books & Materials	41.56	41.56
G-05756	Derek Davis	Telephone Services	35.00	35.00
G-05757	Blackstone Audio Books	Books & Materials	236.00	236.00
G-05758	Baker & Taylor Books	Books & Materials	3,332.92	3,332.92
G-05759	Baker & Taylor Books	Books & Materials	1,088.79	
		Books & Materials	2,257.60	

** Continued **

General Fund F.Y. 14-15

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05759	Baker & Taylor Books	Books & Materials	632.74	3,979.13
G-05760	Baker & Taylor Books	Books & Materials	100.35	100.35
G-05761	Ed Dillard	Transportation	267.72	267.72
Total of FY 14-15 Warrants Issued				\$ 65,247.23

Special Funds

Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
S-20726	Tulsa City/County Library	Books Lost	42.00	42.00
S-20727	Abilene Public Library	Books Lost	29.98	29.98
S-20728	John-Paul Ayubi	Books Lost & Paid Return	9.95	9.95
S-20729	Betty Seidner	Books Lost & Paid Return	2.50	2.50
S-20731	Mark F Wildman	Books Lost, Paid & Return	90.75	90.75
S-20732	Oklahoma Tax Commission	Sales Tax	48.01	48.01
S-20733	Joshua W. Huling	Lost & Paid Item Returned	20.00	20.00
S-20734	Amy Hale	Lost & Paid Item Returned	64.75	64.75
S-20735	Ethel M. Ketelsleger	Lost & Paid Item Returned	22.95	22.95
S-20736	Oklahoma Tax Commission	Fines Account	49.75	49.75
S-20737	Chase Card Services	Fines Account	35.00	35.00
S-20738	Xerox Corp.	Copier Maintenance	45.51	
		Copier Maintenance	25.24	
		Copier Maintenance	8.20	
		Copier Maintenance	5.37	
		Copy Maintenance	33.87	
		Copy Maintenance	44.60	
		Copy Maintenance	14.00	
		Copy Maintenance	18.83	
		Copy Maintenance	46.52	
		Copier Maintenance	38.40	
		Copier Maintenance	39.21	
		Copier Maintenance	20.31	
		Copier Maintenance	38.86	
		Copier Maintenance	39.53	
		Copier Maintenance	66.22	
		Copier Maintenance	46.29	530.96
S-20739	Oklahoma Tax Commission	Copy Fund Sales Tax	1,239.23	1,239.23
S-20740	Standley Systems	Copier Maintenance	8.18	
		Copier Maintenance	16.03	
		Copier Maintenance	36.94	
		Copier Maintenance	53.12	
		Copier Maintenance	13.15	
		Copier Maintenance	4.90	
		Copier Maintenance	15.93	
		Copier Maintenance	4.79	
		Copier Maintenance	4.42	
		Copier Maintenance	22.97	
		Copier Usage	33.52	
		Copier Usage	109.23	
		Copier Maintenance	5.19	328.37
S-20741	MTM Recognition Corporation	15/Staff Recognition	49.50	49.50
S-20742	National Cowboy & Western	15 Staff Recognition	2,235.00	2,235.00
S-20743	Chase Card Services	Friends Staff Appreciaton	351.70	351.70
S-20744	Chase Card Services	Guild Minecraft	3,000.00	3,000.00
S-20745	Dana L. Orwig	Lost & Paid Item Returned	20.00	20.00
S-20746	Starlena M. Gruver	Lost & Paid Item Returned	7.35	7.35
S-20747	Krista L. Laymon	Lost & Paid Item Returned	4.65	4.65
S-20748	Mary E. Werner	Lost & Paid Item Returned	37.00	37.00
S-20749	Stephanie N Chaplin	Lost & Paid Item Returned	4.95	4.95
S-20750	Courtney F. Wallace	Lost & Paid Item Returned	11.95	11.95
S-20751	Kevin Wright	Vending Machines	140.00	140.00

Special Funds

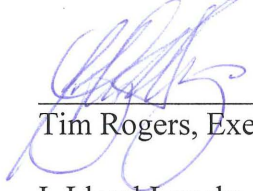
Warrant Register

September 2015

Number	Vendor/Payee	Purpose		Amount
S-20752	Metropolitan Library System	Transfer of Fines & Fees	30,000.00	30,000.00
S-20753	Michael McConnel	Room Rental Refund	70.00	70.00
S-20754	Xerox Corp.	Copy Fund	2,500.00	2,500.00
S-20755	High Plains Library District	Lost Book Account	10.00	10.00
S-20756	David Korrect	Lost & Paid Item Returned	10.95	10.95
S-20757	Julie Snowden	Lost & Paid Item Returned	11.95	11.95
S-20758	Emily Z. Braly	Lost & Paid Item Returned	9.95	9.95
S-20759	Heidi Boortz	Lost & Paid Item Returned	80.85	80.85
S-20760	Claudette L. Brown	Lost & Paid Item Returned	32.00	32.00
S-20761	Olathe Public Library	Lost Book Account	19.99	19.99
S-20762	Sharon K. Ferree	Lost & Paid Item Returned	21.95	21.95
S-20763	Adam Z. Ragsdale	Lost & Paid Item Returned	46.95	46.95
Total of Special Funds Warrants Issued				\$ 41,190.89

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

10/9/2015

Date

I, Lloyd Lovely, certify that:

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



Lloyd Lovely, Deputy Executive Director of Finance and Support

10-8-15

Date

METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2016

REVISED

PROPOSED MEETING DATES

<u>2016 DATES</u>	<u>LIBRARY LOCATION</u>	<u>ADDRESS</u>
January 21	Ralph Ellison	2000 NE 23rd, Oklahoma City 424-1437
February 18	Belle Isle --Bethany (Host)	5501 N. Villa, Oklahoma City 843-9601
March 17	Midwest City	8143 E. Reno, Midwest City 732-4828
April 21	The Village	10307 N. Penn., Oklahoma City 755-0710
May 19	Southern Oaks --Almonte (Host)	6900 S. Walker, Oklahoma City 631-4468
June 16	Downtown	300 Park Ave., Oklahoma City 231-8650
July 21	Northwest	5600 NW122 nd , Oklahoma City 606-3580
August 25*	Belle Isle	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 15	Del City	4509 SE 15 th , Del City 672-1377
October 20	Southern Oaks	6900 S. Walker, Oklahoma City 631-4468
November 17	Edmond	10 S. Boulevard, Edmond 341-9282
December 8**	Capitol Hill	334 SW 26 th , Oklahoma City 634-6308

****Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

RESOLUTION OF APPRECIATION FOR OUTGOING LIBRARY COMMISSIONER

Mr. Ralph Bullard

WHEREAS, Ralph Bullard, appointed August 2006, by the Oklahoma County Board of County Commissioners, has served as a member of the Metropolitan Library Commission of Oklahoma County for 9 years; and,

WHEREAS, he has served as a member of the Library Commission's Long-Range Planning Committee from 2006 to 2010 and served as a member of the Administrative and Personnel Committee from 2010 to 2015; and,

WHEREAS, he has demonstrated his support and commitment to public libraries and library staff through his dedication to maintaining the provision of services to all library users; and,

WHEREAS, he has been an advocate for outstanding library service to the community and a great supporter of library customers and staff during his tenure. His devotion and commitment to the community have been demonstrated by outstanding attendance at commission and committee meetings and also by his attendance at many library events and activities.

NOW, THEREFORE, BE IT RESOLVED that the Metropolitan Library Commission of Oklahoma County recognizes and commends Mr. Ralph Bullard for his distinguished service on the Commission and his dedicated support of library services for the people of Oklahoma County.

**Approved this 15th day of October 2015
by the Metropolitan Library Commission
of Oklahoma County**

Nancy Anthony, chair
Metropolitan Library Commission
of Oklahoma County

Tim Rogers, executive director
Metropolitan Library System

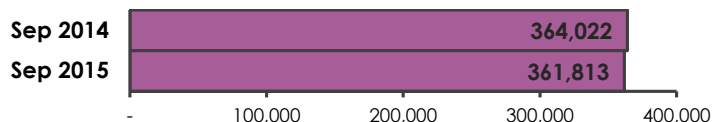
Metropolitan Library System

Usage Summary

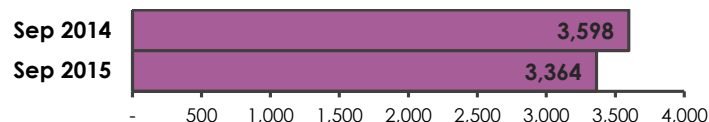
Month of September

FY2015-2016

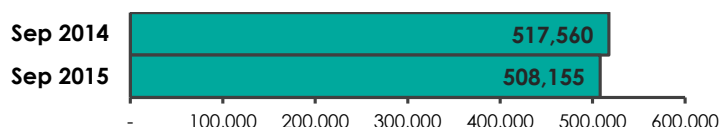
Registered Borrowers



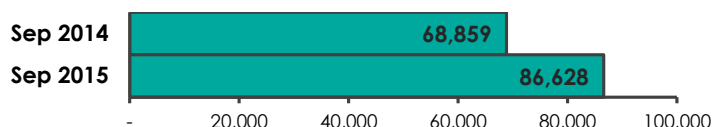
New Borrowers



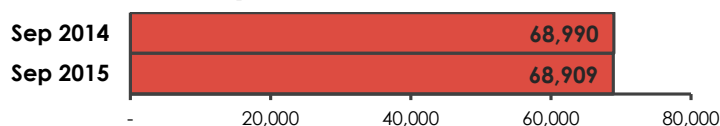
Circulation



eBooks & eAudio



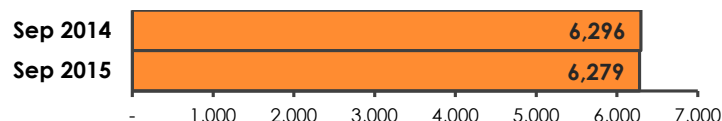
Computer Sessions



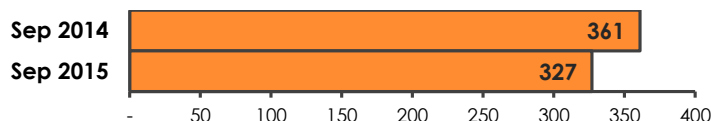
Wireless Sessions†

153,750

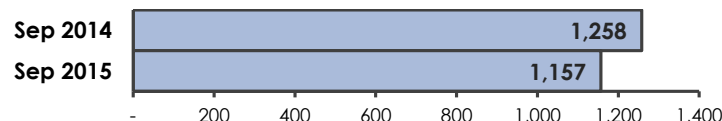
Program Attendance



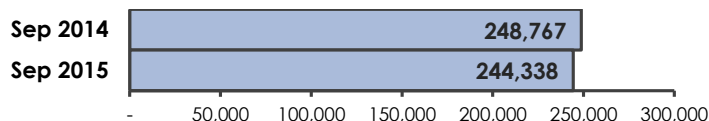
Programs



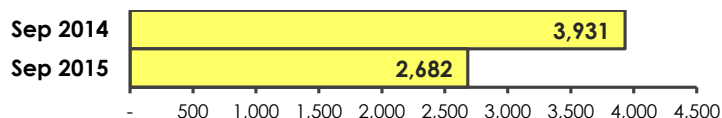
Room Reservations



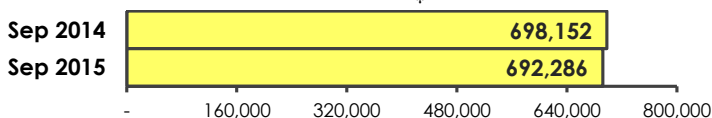
Library Visits



Social Media Interactions



Digital Sessions‡



†September 2014 wireless session counts are unavailable.

‡catalog.metrolibrary.org session counts replaced CyberMARS logon counts beginning September 2014.

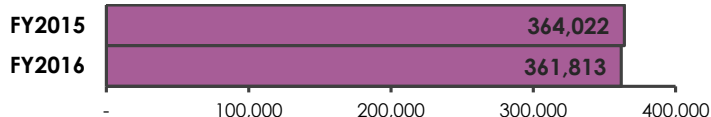
Metropolitan Library System

Usage Summary

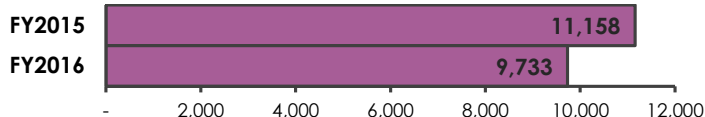
Fiscal Year-to-Date

FY2015-2016

Registered Borrowers



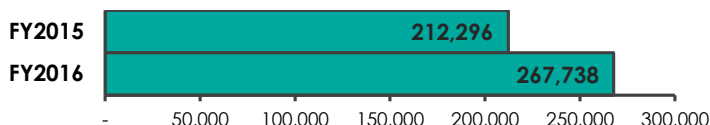
New Borrowers



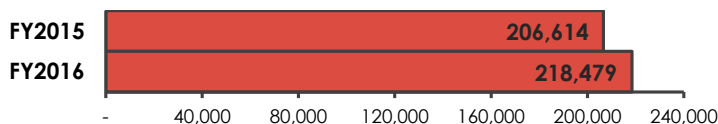
Circulation



eBooks & eAudio



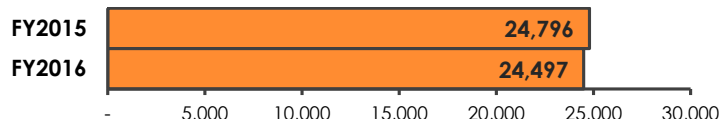
Computer Sessions



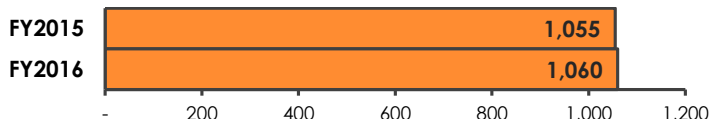
Wireless Sessions†

444,479

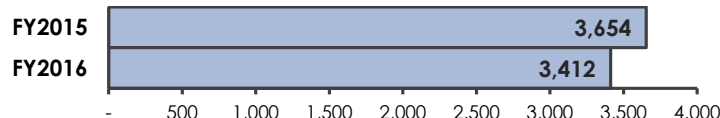
Program Attendance



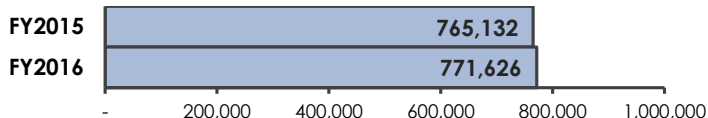
Programs



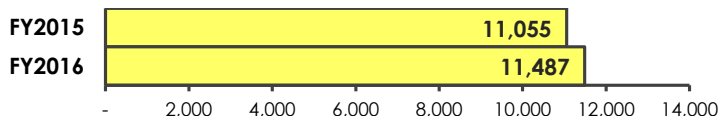
Room Reservations



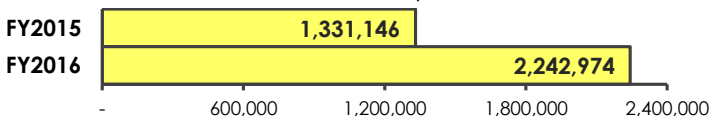
Library Visits



Social Media Interactions



Digital Sessions‡



† FY2015 wireless session counts are unavailable.

‡ catalog.metrolibrary.org session counts replaced CyberMARS logon counts beginning September 2014.

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 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. Construction Updates

- Jones Library – Library staff learned last week that there was an issue with the consistency of the dirt at the new Jones Library site. To resolve the issue, the structural engineer approved a plan to over-excavate the site and add acceptable fill on which the foundation will eventually be built. More concerning to me than the use of a small amount of the budgeted contingency funding is the loss of nearly one month of construction time. Having said that, staff are encouraged that the project will begin moving forward in the coming weeks.
- Capitol Hill Library -- Oklahoma City and the bank continue to discuss options regarding the parking as we move closer to finalizing the swap between them. The agreement has been several months in the making and will ensure that both the Library and the bank have adequate parking once the construction is complete. Staff have begun preparing to make the move from the existing facility to the temporary space at the end of October. Staff will make a presentation about the construction and the move at the November Commission meeting.
- Del City Library -- Dewberry Architects drafted a preliminary building program for the Del City Library based on information shared during their visits with Library and City staff in August and September. Staff will meet with the architect on Friday (10/9) to provide feedback and refine the program.
- Bethany Library – Library staff will meet with representatives from the City of Bethany on Friday (10/9) to discuss the planning process for the anticipated Bethany Library. The group will review the processes for information gathering, analysis, and design with the architect and will begin to outline the preliminary building program.
- Edmond Library Parking -- As you may recall, the City of Edmond to add to the number of parking spots available for library visitors. While 58 spots for general downtown Edmond parking will be added, so too will another 17 specifically for library parking. I hope to provide additional information at the October 15 meeting.

2. Financial System Consultant

Staff are in the final phases of contract negotiation with a financial services firm to assist the Library with the design and delivery of a new accounting system. This system represents one of the final large components to be replaced as part of the Library's ongoing effort to retire the homegrown integrated systems designed by Jimmy Welch in 1983 and rewritten in 2004. You may recall that in FY2014-15 staff replaced the Catalog and Integrated Library System (ILS), the payroll system, and the room reservation system. The Library selected to successful firm after receiving four valid responses to a

request for proposal (RFP). The original schedule was designed to complete the system replacement before the 2016-17 fiscal year, but staff have determined that it is unlikely the system replacement will meet that deadline. Once the consultant is under contract, staff will issue a new schedule and share it with the Commission.

3. Strategic Planning

In preparation for our work with the Commission's Long Range Planning Committee, the Library's Leadership Team and I have been seeking input to a document we are referring to as the Strategic Outline and Principles, or SOaP. The purpose of the document is to begin to articulate a new mission, vision, and set of values statements that will guide the strategic outcomes and objectives of the organization. We have issued a draft that is open to all staff via our intranet, and to which they can make comments and suggestions. To date, nearly 100 comments have been posted by staff members. In addition, I met 22 different staff groups (approximately 200 individuals) from each of libraries and departments. Each of these groups contributed their reactions and impressions of the SOaP and described elements they would like the Leadership Team to consider changing. The Leadership Team will be meeting on Tuesday, October 13 to revise the SOaP prior to discussing it with the Commission's Long Range Planning Committee at its November 4 meeting. The Leadership Team will also begin to meet with Orange Boy, our data analysis consultant, to discuss the opportunity analysis they are building for the Library. This report along with a data dashboard tool will assist the staff and the Commission in designing a strategic plan that will focus on taking advantage of community opportunities instead of simply trying to resolve problems we face. I will provide the Commission with an update at its meeting on October 15.

4. Board Management Software

Executive Assistant Maria Watkins continues to evaluate software options for managing Commission meetings, minutes, and other documents. Last month she reviewed a system from Board Docs, while this month we will review a product called BoardEffect. Maria is looking for way to reduce the manual work required in tracking the Commission's activities while also making the information easier for Commissioners to manage via a laptop, tablet, or even a smartphone. We believe that Board Docs could reduce the time and effort needed to develop and transmit the agenda packets, create the minutes, and update and track Library policies. In addition, it would provide every Commission member to access the information quickly and easily with a few taps on the keyboard or screen. We will continue to update you on what we discover, and will make a presentation to the Commission at a later meeting.

5. TLC User Conference

The Library's vendor for its integrated library system (ILS) will be holding its annual meeting and user conference in Charleston, South Carolina from October 19-21. Four staff members including Deputy Executive Director for Technology Anne Fischer will be attending the conference to gain a deeper understanding of the system and to learn how we can take better advantage of its functions and features. Attendees were chosen based in part on their ability to transfer the knowledge to other staff. Additionally, I have been asked to serve as the closing keynote speaker for this conference. Following the conference, I will be taking two days off to visit my parents in Upstate New York.

6. Data Speeds and Connectivity

At long last, we have upgraded the bandwidth at Harrah, Luther, Nicoma Park, and Wright libraries (formerly known as the Extension Libraries and now called the Community Libraries) from 1.5 megabits per second (mbps) to 100 mbps. Customers and staff alike will be delighted by our ability to deliver

faster eBook, magazine, and other downloads, as well as streaming video without constant interruption for buffering. In addition, the bandwidth service will be eligible for the normal eRate rebate, saving the library more than 25% of the cost of the service. We have not upgraded the speed at the Jones Library, but that will be done when we move into the new facility next summer.

7. Commission Appointments

I am happy to report that Oklahoma City Mayor Mick Cornett has reappointed Mary Sosa to the Commission with a new term expiring July 31, 2018. In addition Oklahoma County Commission Chair Brian Maughan has appointed Bud Elder to the Commission. Mr. Elder will serve until July 31, 2018 and we very much look forward to his engagement and contributions. Please join me in thanking Mary and Bud for their continued work and willingness to be part of the future of the Metropolitan Library System.

8. Wright Library's 90th Anniversary

The Wright Library celebrated its 90th Birthday with members of the community, the Commission, and the Library staff. Commission Chair Nancy Anthony and several local dignitaries provided some brief comments to a gathering of about 25, including Commissions Judy Smith, Helene Harpman, and Beth Toland. It was a wonderful event presided over by Community Libraries Manager Chris Stofel and Extension Specialist Marie Nichols. I want to thank all of the other staff who made this day special, and pass along kudos for the redesign of children's area, which allows families in the area a better overall library experience.

9. Policy and Procedure Housekeeping

According to our Purchasing policy SF200; Section VI #19, the library may contract with employees or other associated individuals (such as family members) for special services including artistic endeavors or books that the library might want to purchase for its collection. In these cases, the executive director will make a disclosure to the Commission at its regular monthly meeting whenever one of these specific situations occurs.

In this case Audra Blankenship-Pierce, musician with Ravens Three, will be performing at various library locations across the system during the month of October. Audra's husband is library employee Russell Pierce.

Personnel

New Development Director -- I'm very pleased to announce that Heather Zeoli has been selected to fill the Development Director position at the Metropolitan Library System, effective October 5, 2015. Heather joins the Library after serving as the Development Manager with the College of Mathematics and Science for the University of Central Oklahoma, where she managed donor portfolios, actively built new collaborative networks of faculty, staff, and alumni, and led strategy for a college-wide fundraising plan that included overseeing marketing, communications, event planning, and fund stewardship. Heather has a strong history in the development world, having served in leadership positions at Grand Valley State University (GVSU) in Allendale, Michigan, and Saint Mary's Health Care in Grand Rapids, MI. She holds a BA and MPA (masters of public administration) from Grand Valley State University, and has completed all of the requirements of the Certified Fund Raising Executive (CFRE) exam. Heather has been actively involved in every community in which she has worked, and she and her family currently reside in Oklahoma City. I will introduce Heather to the Commission at our meeting in Southern Oaks on October 15.

Facilities Project Manager -- I wanted to let you know that we have hired Jim Phillips to be the Library's Maintenance Project Coordinator. Jim has been working at Astellas Pharma Technology as an Electronic Specialist for the past five-and-a-half years, prior to working as an Electrician at Wedgeco in Moore, and Nunn Construction, where he was a Project Manager for 24 years. Jim will join the Metro Library team on October 12th, and will immediately be responsible for planning and successfully delivering both large and small projects. We look forward to having him onboard, and to introducing him to the Commission at the next meeting.

New Hires & Promotions – September 2015

- Andrea Emmons was promoted from Associate Librarian to Librarian at the Capitol Hill Library. Andrea has been with the system since 2012.
- Harrison Rice, Library Aide at the Downtown Library, transferred to the Bethany Library. Harrison has been with the system since April 2015.
- Julia McConnell was promoted from Librarian at the Northwest Library to Assistant Library Manager at the Edmond Library. Julia has been with the system since 2009.
- Laura Sikes was promoted from Librarian at the Edmond Library to Assistant Library Manager at the Northwest Library. Laura has been with the system since 2013.
- Morgan Albright was hired as a Library Aide at the Edmond Library.
- Kylie Combs was hired as a Library Aide at the Village Library.
- Rosalinda Espinosa was hired as a Library Aide at the Ralph Ellison Library.
- Destiny Hightower was hired as a Library Aide at the Village Library.
- Krystal Myers was hired as a Library Aide at the Edmond Library.
- Russell Bouseman was hired as a Circulation Clerk at the Village Library.
- Heather Kitchen was hired as a Librarian at the Northwest Library.
- Pamela Phillips was hired as the Senior Accounting Technician for the Business Office.