



# METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, November 19, 2015, 3:30 p.m.

Edmond Library  
10 S. Boulevard  
Edmond, OK 73034  
(Telephone: 341-9282)

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 #32 – Presentation of Service Certificates for Library Staff – November 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 (#33 - #34)**

- Document #33 – Approval of Minutes of October 15, 2015 Meeting
- Document #34 – Acceptance of Review of Expenditures for October 2015
- Document #35 – Contract Awards & Purchases  
Item A: Microcomputers

## **3:45 – 4:00 pm COMMITTEE REPORTS**

- Document #36 – Discussion, Consideration and Possible Action: Report and Recommendations from the Finance Committee, October 29, 2015
- Document #37 – Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee, November 4, 2015

## **4:00 – 4:15 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Document #38 – Discussion, Consideration and Possible Action: Approval of MLS 2016 Holiday and Closing Schedule

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

- Media Surfers – Pilot Project report

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

- Document #39 – Library Usage Report
- Tax Increment Funding (TIF) Update – Mr. Hugh Rice

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

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

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

December 10, 2015  
Midwest City Library, 8143 E. Reno, Midwest City, OK 73110

## **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 November 2015:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Sally Gray, Associate Librarian, The Village Library	10
Tulin Lafollette, Associate Librarian, Del City Library	10
Darrie Breathwit, Assistant Librarian, Southern Oaks Library	15
Elizabeth Kessler, Human Resources Coordinator	15
Kelley Riha, Community Outreach Coordinator, Outreach Services	15
Sally Phillips, Circulation Clerk, Southern Oaks Library	20
Pauline Rodriguez-Atkins, Cataloging Manager	30

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

DATE: October 15, 2015

TIME: 3:30 pm

MEETING PLACE: Southern Oaks 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 Southern Oaks Library and Downtown Library, 300 Park Avenue, Oklahoma City, on October 13, 2015, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Bud Elder  
Cynthia Friedemann  
Deanna Hannah  
Helene Harpman  
Carolyn Leslie  
Brian Maughan  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Hugh Rice  
Judy Smith, Vice-Chair  
Mary Sosa  
Beth Toland  
Susan Tucker  
Sharon Voorhees  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

**EXCUSED:**

Allen Coffey, Disbursing Agent  
Mick Cornett, Mayor of Oklahoma City  
Fran Cory  
Raul Font  
Rozz Grigsby  
Mukesh Patel  
Kim Patterson  
Vanna Shaw  
Jim Shonts  
Alyne Strube

Estimate of general public and staff attending: 17

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

Roll was called to establish a quorum. Present: Elder, Friedemann, Hannah, Harpman, Leslie, Maughan, McCaleb, McDaniel, Nelson, Rice, Smith, Sosa, Toland, Tucker, Voorhees, Anthony.

II. Ms. Anthony introduced Mr. Randy Wayland, Regional Director - South, Southern Oaks. Mr. Wayland welcomed the commission. He provided information on the various programs and events taking place at the library and in the community.

III. Ms. Anthony referred to the Presentation of Service Certificates for October 2015 and recognized the following employees who were unable to attend the meeting: Mary Jane Hall, Library Aide, The Village Library, five years of service; Samuel Johnson, Librarian, Midwest City Library, five years of service; Oscara Koszara, Receiving Technician, Technical Processing, five years of service; Kathryn Hatfield, Associate Librarian, Midwest City Library, 10 years of service; Patsy Glover, Library Aide, Belle Isle Library, 15 years of service; Amy Upchurch, Associate Librarian, Almonte Library, 15 years of service.

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

V. Ms. Anthony presented the Consent Docket: Document #27 – Approval of Minutes of September 17, 2015 Meeting; Document #28 - Acceptance of Review of Expenditures for September 2015.

Ms. Anthony called for a motion.

**Ms. Sharon Voorhees moved to accept the consent docket. Ms. Penny McCaleb seconded. A correction was made to Document #28 – page 5. Questions and discussion followed. Motion passed unanimously.**

VI. Ms. Anthony referred to Document #29 – Discussion, Consideration, and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2016.

**Ms. Mary Sosa moved to approve the Metropolitan Library Commission Meeting Dates for 2016. Ms. Susan Tucker seconded. No further discussion. Motion passed unanimously.**

VII. Ms. Anthony referred to Document #30 - Discussion, Consideration, and Possible Action: Resolution of Appreciation for Ralph Bullard.

Ms. Anthony read the resolution.

**Mr. Brian Maughan moved to approve the Resolution of Appreciation for Outgoing Commission member, Ralph Bullard. Mr. Tracy McDaniel seconded. No further discussion. Motion passed unanimously.**

VIII. Ms. Anthony referred to Special Presentations – Tailored Titles – Ms. Kellie Delaney, Manager of Web Development & Support and Tim Spindle, Virtual Librarian.

Ms. Delaney and Mr. Spindle explained Tailored Titles and the various components of the program. Tailored Titles, is a readers advisory service, which provides customers with suggestions for reading, library events, and library resources based on areas of reading interest. Handouts were provided which detailed the program and how to sign up for the various Tailored Titles services. Questions and discussion followed.

IX. Ms. Anthony called on Mr. Rogers to present Document #31 – Library Usage Report. Discussion followed.

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

Mr. Rogers reported the Finance Committee will be meeting on October 29<sup>th</sup> to review the Audit and the Long-Range Planning committee will be meeting on November 4<sup>th</sup> to review the Strategic Planning process. Both items will be brought to the commission in November.

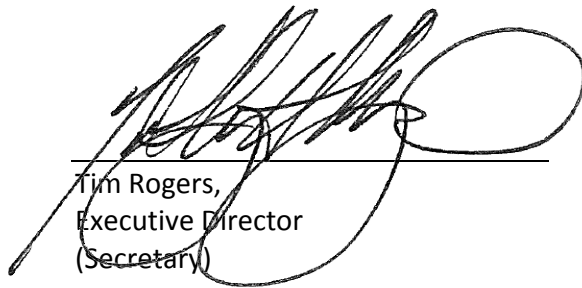
Mr. Rogers reported Mary Sosa has been reappointed by Oklahoma City to serve another three year term, expiring July 31, 2018.

Mr. Rogers introduced two new staff members, Ms. Heather Zeoli, Development Director and Mr. Jim Phillips, Facilities Project Coordinator.

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

The next regularly scheduled meeting will be held at the Edmond Library on November 19, 2015 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:08 p.m.



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Tim Rogers,  
Executive Director  
(Secretary)

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

October 31, 2015

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

For comparison, 33.33% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of October 2015.

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# STATEMENT OF FINANCIAL CONDITION

October 31, 2015

## ASSETS

	Current Year	Previous Year
CASH	\$ 2,593,368.11	\$ 513,604.73
INVESTMENTS (Schedule attached)	15,515,116.15	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	<u>-3,093,466.00</u>	<u>-2,951,341.00</u>
Budgeted Tax Revenue	30,934,657.00	29,513,267.00
Less: Tax Received	<u>0.00</u>	<u>0.00</u>
	30,934,657.00	29,513,267.00
<b>Total Assets</b>	<b><u>\$49,068,141.26</u></b>	<b><u>\$ 48,087,921.81</u></b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

### LIABILITIES:

Previous Year Reserve for Appropriations	\$284,123.89	\$391,340.01
Current Year Purchase Orders Outstanding	357,027.31	499,912.61
Previous Year Purchase Orders Outstanding	435,296.96	273,693.80
Checks Outstanding	<u>362,648.74</u>	<u>249,772.77</u>
<b>Total Liabilities</b>	<b>1,439,096.90</b>	<b>1,414,719.19</b>

### 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	\$26,754,298.88	\$27,031,002.21
Add: Revenues		
Budgeted	182,000.00	204,000.00
Other	767,400.95	709,202.21
Less: Expenditures	<u>(11,009,312.47)</u>	<u>(10,784,268.80)</u>
<b>Total Fund Balance</b>	<b><u>16,694,387.36</u></b>	<b><u>17,159,935.62</u></b>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b><u>\$49,068,141.26</u></b>	<b><u>\$ 48,087,921.81</u></b>
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**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
SCHEDULE OF INVESTMENT**

**As of October 31, 2015**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	1/26/2015	10/26/2017	1.000%	\$ 97,415.15
CD - Municipal Emp. Credit Union	6/10/2015	6/10/2017	1.256%	240,000.00
CD - Weekee 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
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>\$ 15,515,116.15</u>

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

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$30,934,657.00	\$ -	\$ -	0.00%	\$29,513,267.00	\$ -	\$ -	0.00%
State Aid	253,347.30	-	-	0.00%	260,594.82	-	-	0.00%
Fines	495,000.00	43,000.00	182,000.00	36.77%	495,000.00	-	204,000.00	41.21%
<b>Total Budgeted Revenue</b>	<b><u>\$ 31,683,004.30</u></b>	<b><u>\$ 43,000.00</u></b>	<b><u>\$ 182,000.00</u></b>	<b>0.57%</b>	<b><u>\$ 30,268,861.82</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 204,000.00</u></b>	<b>0.67%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 68,571.12	\$ 617,559.68			\$ 72,133.60	\$ 555,934.31	
Gifts and Lost Books Fees		24.00	24.00			0.00	0.00	
Investment Income		1,367.98	65,364.09			(372.94)	59,407.58	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		12,199.34	17,437.60			2,777.22	3,990.32	
Insurance Reimbursements		0.00	199.92			0.00	0.00	
Miscellaneous		20,513.66	66,815.66			23,669.54	89,870.00	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 102,676.10</u></b>	<b><u>\$ 767,400.95</u></b>			<b><u>\$ 98,207.42</u></b>	<b><u>\$ 709,202.21</u></b>	
<b>Total Revenue</b>	<b><u>\$ 31,683,004.30</u></b>	<b><u>\$ 145,676.10</u></b>	<b><u>\$ 949,400.95</u></b>	<b>3.00%</b>	<b><u>\$ 30,268,861.82</u></b>	<b><u>\$ 98,207.42</u></b>	<b><u>\$ 913,202.21</u></b>	

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

October 31, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 76,027.86	\$ 664.00	\$ 1,065.54	\$ 75,626.32
815 Fines	38,066.86	45,981.44	44,726.31	39,321.99
820 Copy	126,591.97	15,554.95	25,962.99	116,183.93
<b>Total Revolving Funds</b>	<b>\$ 240,686.69</b>	<b>\$ 62,200.39</b>	<b>\$ 71,754.84</b>	<b>\$ 231,132.24</b>
<b>GRANTS:</b>				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<b><u>Special Grants</u></b>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	250.00	250.00
893 14/OCCF/Harrah	265.00	543.80	0.00	543.80
899 11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
909 15/OAC/Black History Month	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
920 15/LET/After School at the Library	12,000.00	12,000.00	9,600.00	2,400.00
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	4,730.70	0.00
935 16/Guild/Minecraft Stations	3,000.00	3,000.00	3,000.00	0.00
939 16/Fabric for Book Bags	300.00	300.00	0.00	300.00
941 16/Guild/Popcorn Machine	300.00	300.00	0.00	300.00
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<b><u>Friends Grants</u></b>				
846 10 Public Art	3,000.00	4,500.00	3,997.43	502.57
876 14 Summer at the Library	71,000.00	71,000.00	70,931.60	68.40
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
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	5,921.19	9,078.81
908 15 Our World	40,000.00	40,000.00	27,728.26	12,271.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
921 15 Staff Appreciation Dinner	18,000.00	18,385.80	17,965.36	420.44
924 15 Children's Items	3,500.00	0.00	3,500.00	(3,500.00)
925 15 Legislative Day	700.00	700.00	304.14	395.86
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)
936 16 Parent Child Book Club	1,500.00	1,500.00	0.00	1,500.00
937 16 Fiftieth Anniversary	10,000.00	10,000.00	9,588.52	411.48
938 16 Vehicle Wrap	3,500.00	3,500.00	0.00	3,500.00
<b>Total Grants</b>				<b>50,541.42</b>
<b>Total Special Funds</b>				<b>\$ 281,673.66</b>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of October 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	1,284,108.71	5,777,303.43	30.69	18,823,207.00	13,045,903.57
103	Payroll Taxes	96,877.24	426,296.76	32.11	1,327,654.00	901,357.24
109	Workers' Comp. Insurance	19,840.00	62,453.00	30.98	201,571.00	139,118.00
112	Group Insurance	243,917.92	1,011,865.60	28.55	3,544,075.00	2,532,209.40
113	Employees' Retirement	80,064.14	359,395.93	18.75	1,916,845.00	1,557,449.07
114	Unemployment Compensation	5,125.96	5,125.96	17.09	30,000.00	24,874.04
Total Personal Services		1,729,933.97	7,642,440.68	29.57	25,843,352.00	18,200,911.32
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**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insuran	.00	263,915.78	87.31	302,290.00	38,374.22
205	Rent of Library Buildings	7,861.62	38,722.86	41.24	93,900.00	55,177.14
207	Janitorial Services	42,352.06	155,015.24	29.80	520,179.00	365,163.76
208	Maintenance of Facilities	27,445.56	112,697.64	23.70	475,572.00	362,874.36
211	Parking & Transportation	14,752.11	64,681.69	31.71	203,960.00	139,278.31
212	Travel Expenses	2,422.52	8,707.01	6.40	136,000.00	127,292.99
213	Professional Services	33,874.19	111,616.74	17.59	634,470.00	522,853.26
214	Security Services	43,303.98	166,123.22	33.22	500,000.00	333,876.78
216	Telephone Services	20,017.27	63,192.60	17.01	371,412.00	308,219.40
217	Electrical Services	50,337.15	225,015.90	39.24	573,508.00	348,492.10
218	Gas Services	1,162.82	5,022.40	11.65	43,111.00	38,088.60
219	Water & Garbage Services	6,428.93	26,902.33	34.81	77,290.00	50,387.67
220	Veolia Energy Services	18,578.47	81,131.73	39.90	203,357.00	122,225.27
226	Memberships	1,235.00	14,681.00	34.74	42,258.00	27,577.00
230	Other Library-Related Services	21,311.84	72,419.67	13.22	547,826.00	475,406.33
231	Automation Contractual	35,352.74	153,159.13	19.19	797,976.00	644,816.87
236	Network Catalog Services	4,588.53	28,150.11	31.24	90,100.00	61,949.89
Total Contractual Services		331,024.79	1,591,155.05	28.35	5,613,209.00	4,022,053.95
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**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of October 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	2,832.10	58,432.61	36.29	161,000.00	102,567.39
302	Postage	14,229.46	63,068.04	26.01	242,430.00	179,361.96
303	Supplies	72,840.45	144,924.55	33.75	429,375.00	284,450.45
310	Maintenance Supplies	4,204.44	19,597.15	23.06	85,000.00	65,402.85
312	Safety Supplies & Equipment	.00	.00	.00	.00	.00
321	Gasoline & Oil	2,073.87	7,158.45	14.32	50,000.00	42,841.55
322	Vehicle Parts & Repairs	2,966.08	8,549.56	28.50	30,000.00	21,450.44
330	Programming Activities	15,505.01	73,119.58	25.57	286,010.00	212,890.42
331	Other Commodities	843.50	2,590.85	12.46	20,800.00	18,209.15
Total Commodities		115,494.91	377,440.79	28.93	1,304,615.00	927,174.21

**Capital Outlays**

401	Books & Materials	416,976.97	1,129,028.91	22.12	5,103,220.00	3,974,191.09
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	19,627.65	23,073.86	11.96	192,930.00	169,856.14
408	Furniture, Fixtures, and Equip	19,432.01	52,149.45	32.51	160,433.00	108,283.55
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	18,894.45	68,173.70	1.23	5,545,273.00	5,477,099.30
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		474,931.08	1,398,275.95	5.45	25,676,126.98	24,277,851.03
Total Budget		2,651,384.75	11,009,312.47	18.84	58,437,302.98	47,427,990.51

**Monthly Journal Entries -- October 2015**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
54	1001	Cash	\$ 250,841.44	
	1101	Investments		\$ 250,000.00
	3602	Interest		\$ 841.44
		Maturity of Santander Bank CD		
55	1001	Cash	\$ 250,747.95	
	1101	Investments		\$ 250,000.00
	3602	Interest		\$ 747.95
		Maturity of SAFRA National Bank CD		
<b><u>Tax revenues</u></b>				
56	1001	Cash	68,531.17	
	3601	Prior year Tax		\$ 68,531.17
		Ad Valorem Tax apportioned by County for 9/16 to 9/30		
57	1001	Cash	\$ 39.95	
	3601	Prior year Tax		\$ 39.95
		Ad Valorem Tax apportioned by County for 10/1 to 10/15		
<b><u>Miscellaneous</u></b>				
58	1001	Cash	\$ 19,787.04	
	3613	Gifts		\$ 24.00
	3605	Mic. Reimbursements		\$ 19,763.04
		Friends	1,012.50	Securitas refund 5,871.02
		ins-J Johnson	1,425.20	AT&T refund 1,210.35
		LET-postage	37.39	ALA refund 136.00
		LET-postage	32.33	LET personnel 5,517.75
		Ins-U Ward	359.87	Ins-E Holshouser 359.87
		Ins-U Ward	359.87	mtg room 200.00
		café rent	1,000.00	Securitas refund 1,940.39
		C Pernell insurance	300.50	<b>total \$ 19,763.04</b>
59	1001	Cash	\$ 12,199.34	
	3606	Surplus sales		\$ 12,199.34
		Surplus sale proceeds		
<b><u>Fines</u></b>				
60	1001	Cash	\$ 43,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 43,000.00
		Fines transferred to General Fund in October		

**Payable entries**

61	3001	Current Year Reserv. for Appropriations.	\$	2,650,354.75	
	3011	Current Year P.O. Outstanding			\$ 2,650,354.75
	3002	Prior Year Reserv. for Appropriations.			\$ 2,397.79
	3012	Prior Year P.O. Outstanding	\$	2,397.79	
		Purchase orders issued in October			
62	3011	Current Year P.O. Outstanding	\$	3,357,742.71	
	3012	Prior Year P.O. Outstanding	\$	54,483.31	
	3021	Warrants Outstanding			\$ 3,412,226.02
		Checks issued in October			
63	3021	Current Year Warrants Outstanding	\$	2,889,077.09	
	1001	Cash			\$ 2,889,077.09
		Checks cleared Bank in October			

**Bank interest and fees**

64	1001	Cash			\$ 221.41
	3602	Bank Fees	\$	340.16	
	3602	Interest Income			\$ 118.75
		Interest and fees from GF checking account			
65	8000	Special Fund Cash			\$ 1,172.66
	8815	Bank Fees	\$	1,183.09	
	8815	Interest Income			\$ 10.43
		Interest and fees from SF checking account			

**Special funds**

66	8000	Special Fund Cash	\$	99,489.96	
	8815	Fines			\$ 45,971.01
	8820	Copy			\$ 15,554.95
	8805	Gift/Lost Books			\$ 664.00
	8921	grant			\$ 18,000.00
	8925	grant			\$ 700.00
	8935	grant			\$ 3,000.00
	8936	grant			\$ 1,500.00
	8937	grant			\$ 10,000.00
	8938	grant			\$ 3,500.00
	8939	grant			\$ 300.00
	8941	grant			\$ 300.00
		Revenues of special funds received in October			

67	8000	Special Fund Cash			\$ 88,658.68
	8815	Fines	\$	38,543.22	
	8820	Copy	\$	25,962.99	
	8805	Gift/Lost Books	\$	1,065.54	
	8907	grant	\$	567.71	
	8908	grant	\$	7,000.00	
	8937	grant	\$	9,588.52	
	8934	grant	\$	4,730.70	
	8920	grant	\$	1,200.00	
		Expenditures of special funds paid in October			

**Corrections, adjustments, and miscellaneous**

68	8815	finer	\$	5,000.00	
	8909	grant			\$ 5,000.00
		Wire transfer rec'd from OAC, but to wrong Fund (GF). Posted to fines revenue in October, reduced Fines transfer for November and transferred this to 8909 grant in October.			
69	1001	Cash	\$	501.41	
	3605	Misc Income			\$ 501.41
		Paycom direct deposit return			
70	1001	Cash	\$	249.21	
	3605	Current Year Warrants Outstanding			\$ 249.21
		Paycom reversal for undeposited check and prior year cancelled check			
71	3021	Current Year Warrants Outstanding	\$	732,568.98	
	3011	Current Year P.O. Outstanding			\$ 732,568.98
		to reverse September's accrual for payroll posted 9/30, paid on 10/01			
72	3001	Current Year Reserv. for Appropriations.	\$	5,975.01	
	3011	Current Year P.O. Outstanding			\$ 5,975.01
		to record cancelled purchase orders			
		Grand Total	\$	9,293,035.66	\$ 9,293,035.66



General Fund F.Y. 15-16

Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
G-01058	Mun. Employees Credit Union	Employee Credit Union Ded	9,897.51	9,897.51
G-01059	United Way of Central Oklahoma	United Way Deductions	491.60	491.60
G-01060	HealthSmart Benefit Solutions	Dependent Life Deductions	167.50	167.50
G-01061	Nationwide Retirement Solution	457 Plan Deductions	5,205.38	5,205.38
G-01062	Transamerica Premier Life	Employee Life Ins Deduct	219.75	219.75
G-01063	Bank of Okla-Institutional	DB Retirement Deductions	2,674.64	2,674.64
G-01064	Bank of Oklahoma	Flexible Spend Acct Deduc	5,333.32	5,333.32
G-01065	MassMutual Financial Group	Employee Contrib DC Plan	22,414.00	
		Employer Contrib DC Plan	39,820.70	62,234.70
G-01066	Vision Service Plan of	Employee Deduct Vision	1,223.48	1,223.48
G-01067	Administrative Services	Short Term Dis Deduct	1,441.01	1,441.01
G-01068	UNUM Life Insurance	LTC Premium	1,165.70	1,165.70
G-01069	Paycom Payroll LLC	Employee Taxes	558,364.67	
		Group Insurance	1,320.00	
		Payroll Taxes	46,229.98	
		Automation	5,606.24	611,520.89
G-01070	Bank of Oklahoma	Ins Fund Dep-Health Prem	30,993.50	30,993.50
G-01071	City of Midwest City, Inc.	Water & Garbage Services	320.98	320.98
G-01072	Bradford Industrial Supply	Maintenance of Facilities	11.72	
		Maintenance of Facilities	70.41	
		Maintenance of Facilities	69.26	
		Maintenance of Facilities	56.22	
		Maintenance of Facilities	2,045.94	2,253.55
G-01073	O G & E	Electrical Services	383.49	
		Electrical Services	2,747.01	3,130.50
G-01074	Oklahoma Natural Gas Co.	Gas Services	82.64	
		Gas Services	41.09	
		Gas Services	35.32	
		Gas Services	36.57	195.62
G-01075	City of Oklahoma City	Water & Garbage Services	316.07	316.07
G-01076	City of the Village	Water & Garbage Services	91.41	91.41
G-01077	Brodart Co.	Supplies	25.64	25.64
G-01078	Tech-Lock	Maintenance of Facilities	9.00	9.00
G-01079	Emsco Electric Supply	Maintenance of Facilities	120.25	120.25
G-01080	Demco	Supplies	31.15	31.15
G-01081	Alma L. Brown	Programming Activities	23.88	
		Programming Activities	40.40	64.28
G-01082	Jennifer Bounds	Programming Activities	400.00	400.00
G-01083	ABDO Publishing Company	Books & Materials	1,862.11	1,862.11
G-01084	American Express	Automation Contractual	149.00	
		Programming Activities	66.93	
		Supplies	48.48	
		Postage	50.30	
		Maintenance of Facilities	106.19	
		Supplies	9.99	
		Automation Contractual	95.00	
		Maintenance of Facilities	517.85	1,043.74
G-01085	Taryn Kingery	Supplies	26.01	26.01
G-01086	Barbara Beasley	Programming Activities	17.79	
		Supplies	30.78	
		Transportation	45.02	
		Supplies	97.53	191.12

General Fund F.Y. 15-16

Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
G-01087	Recorded Books, LLC	Books & Materials	693.00	693.00
G-01088	HealthSmart Benefit Solutions	Group Insurance	370.00	370.00
G-01089	Anne G. Fischer	Transportation	228.94	228.94
G-01090	Friday	Library-related Services	900.00	900.00
G-01091	Spaces, Inc.	Furniture	3,173.20	3,173.20
G-01092	Copelin's Office Center	Supplies	1,065.00	1,065.00
G-01093	Staples Credit Plan	Supplies	36.99	36.99
G-01094	Full Circle Bookstore	Programming Activities	87.89	
		Books & Materials	857.33	945.22
G-01095	Janet Brooks	Transportation	65.16	65.16
G-01096	Joan Kendall	Postage	45.00	45.00
G-01097	Liberty Flags Inc.	Maintenance of Facilities	191.95	191.95
G-01098	Jonathan Willis	Transportation	105.63	105.63
G-01099	AT&T	Telephone Services	3,165.00	
		Telephone Services	1,210.35	4,375.35
G-01100	Kristin Williamson	Travel Expenses	196.00	196.00
G-01101	Blackstone Audio Books	Books & Materials	488.00	488.00
G-01102	Scott's Printing & Copying	Printing/Printing Supply	798.22	798.22
G-01103	Ingram Library Service	Books & Materials	188.93	
		Books & Materials	1,461.77	1,650.70
G-01104	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	21.20	
		Maintenance of Facilities	181.03	
		Maintenance of Facilities	182.96	385.19
G-01105	OverDrive, Inc.	Network Catalog Services	174.00	
		Books & Materials	10,962.71	
		Books & Materials	772.31	11,909.02
G-01106	Finley & Cook, PLLC	Professional Services	16,000.00	16,000.00
G-01107	Findaway World, LLC	Books & Materials	380.72	380.72
G-01108	Ginger Waldrup	Programming Activities	100.00	100.00
G-01109	Ingram Library Service	Books & Materials	941.58	
		Books & Materials	433.10	1,374.68
G-01110	Town of Luther	Water & Garbage Services	41.60	41.60
G-01111	Barnes & Noble, Inc.	Books & Materials	258.91	258.91
G-01112	Susan Hutchins	Programming Activities	15.72	15.72
G-01113	Dana Beach	Programming Activities	51.35	51.35
G-01114	Landon Holman	Transportation	37.26	37.26
G-01115	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-01116	The Library Store, Inc.	Supplies	335.18	335.18
G-01117	Kricket Rhoads-Connywerdy	Programming Activities	400.00	400.00
G-01118	Debbie Robertus	Transportation	65.38	65.38
G-01119	Batteries Sooner LLC	Maintenance of Facilities	1,295.00	1,295.00
G-01120	Displays 2 Go	Supplies	241.34	241.34
G-01121	Cintas	Maintenance of Facilities	175.00	175.00
G-01122	Neofunds by Neopost	Postage	6,020.00	6,020.00
G-01123	ULINE	Supplies	143.82	143.82
G-01124	City of Harrah Acct 02-0121-01	Water & Garbage Services	195.57	195.57
G-01125	Amazon/GE Money Bank	Supplies	62.99	
		Supplies	20.50	
		Supplies	73.94	
		Supplies	9.90	
		Programming	59.95	

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General Fund F.Y. 15-16

Warrant Register

October 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01125	Amazon/GE Money Bank	Supplies	21.79
		Supplies	21.50
		Vehicle Parts & Repair	167.87
G-01126	Oklahoma City Municipal Court	Maintenance of Facilities	150.00
G-01127	Florencia M Briglie	Programming Activities	150.00
G-01128	United Parcel Service	Postage	421.27
G-01129	City of Choctaw	Water & Garbage Services	100.00
G-01130	Andrew N. Soliven	Transportation	39.97
G-01131	Devin McGhee	Other Commodities	32.79
G-01132	Baker & Taylor Books	Books & Materials	776.19
G-01133	Baker & Taylor Entertainment	Books & Materials	35.98
		Books & Materials	115.18
G-01134	LaVetta Kinsey Dent	Travel Expenses	196.00
G-01135	Walmart Community/GEGRB	Programming Activities	49.77
G-01136	LaWana D. Morgan	Transportation	6.06
G-01137	Michaelle M Statham	Programming Activities	150.00
G-01138	Engineered Equipment Inc.	Maintenance of Facilities	135.84
G-01139	Alexis Whitney	Programming Activities	22.17
G-01140	Shauna Leonard	Programming Activities	400.00
G-01141	Star Lighting and Supply	Maintenance of Facilities	149.97
G-01142	Cintas Corporation 064	Maintenance of Facilities	4,289.30
		Maintenance of Facilities	564.30
G-01143	Museum of Osteology	Programming Activities	125.00
G-01144	Albert Brown	Telephone Services	35.00
G-01145	Waste Connections of Oklahoma	Water & Garbage Services	691.85
		Garbage Services	55.05
G-01146	McAfee & Taft	Professional Services	3,041.50
G-01147	Panacean Systems	Professional Services	3,500.00
G-01148	Tim Spindle	Programming Activities	20.00
G-01149	Morrison Supply Company	Maintenance of Facilities	211.89
G-01150	Cox Communications, Inc.	Telephone Service	201.07
G-01151	Joshua Jordan	Programming Activities	40.03
G-01152	Baker & Taylor Books	Books & Materials	2,724.34
		Books & Materials	1,360.30
		Books & Materials	2,348.45
		Books & Materials	2,847.05
		Books & Materials	3,361.08
		Books & Materials	1,857.17
		Books & Materials	2,191.64
		Books & Materials	2,999.41
		Books & Materials	1,553.81
G-01153	Baker & Taylor Books	Books & Materials	2,274.99
		Books & Materials	4,797.36
		Books & Materials	599.52
		Books & Materials	849.03
		Books & Materials	1,253.26
		Books & Materials	820.42
G-01154	Baker & Taylor Books	Books & Materials	918.04
G-01155	David Newyear	Transportation	117.16
G-01156	Conrad Doty	Supplies	12.99
G-01157	Vanessa Spaeth	Supplies	51.15

General Fund F.Y. 15-16

Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
G-01158	Emily Williams	Transportation	86.31	86.31
G-01159	G4S Secure Solutions	Security Services	10,901.32	10,901.32
G-01160	Superior Linen Service	Supplies	29.00	29.00
G-01161	Carl Corporation	Professional Services	850.00	850.00
G-01162	Sabre Technologies	Automation	1,190.00	1,190.00
G-01163	Gail C Ingram	Programming Activities	150.00	150.00
G-01164	Jean Wilburn	Transportation	4.43	4.43
G-01165	RB Floor Care Services Inc.	Maintenance of Facilities	2,649.00	2,649.00
G-01166	Quik Print	Printing/Printing Supply	233.24	233.24
G-01167	Teresa Matthews	Transportation	63.88	63.88
G-01168	Joe H Shelton	Postage	29.40	
		Programming Activities	33.69	63.09
G-01169	Anna Todd	Transportation	199.12	199.12
G-01170	Amy Upchurch	Programming Activities	16.78	
		Programming Activities	16.90	
		Programming Activities	17.85	
		Programming Activities	22.98	
		Programming Activities	19.86	94.37
G-01171	Risa Sargent	Transportation	118.40	118.40
G-01172	Brandon Beckham	Transportation	67.62	67.62
G-01173	Nathan Hendrix	Programming Activities	400.00	400.00
G-01174	Jon Vodka	Telephone Services	70.00	70.00
G-01175	Christian LeFlore	Transportation	22.37	22.37
G-01176	Mary Robinson	Programming Activities	132.37	132.37
G-01177	Phillip Belt	Telephone Services	35.00	35.00
G-01178	Clear Channel Airports	Library-Related Services	895.00	895.00
G-01179	Robin Miller	Transportation	11.90	11.90
G-01180	OrangeBoy, Inc.	Professional Services	3,805.00	3,805.00
G-01181	TriWellness LLC	Professional Services	2,360.75	2,360.75
G-01182	Engineered Systems & Energy	Maintenance of Facilities	120.00	120.00
G-01183	Republic Services	Recycling Services	123.40	123.40
G-01184	UNUM Life Insurance	Grp L-T Disab Ins Prm-Oct	6,989.47	6,989.47
G-01185	CompSource Mutual	Workers Comp Insurance	13,340.00	13,340.00
G-01186	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-Oct	59,769.80	59,769.80
G-01187	Vision Service Plan of	Grp Vision Ins Prem-Oct.	2,442.72	2,442.72
G-01188	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Oct	172,462.03	172,462.03
G-01189	UNUM Life Insurance	Grp LTC Insurance Prm-Oct	1,263.90	1,263.90
G-01190	Bradford Industrial Supply	Maintenance of Facilities	19.06	
		Maintenance of Facilities	134.80	153.86
G-01191	O G & E	Electrical Services	1,461.89	
		Electrical Services	7,452.19	
		Electrical Services	173.45	
		Electrical Services	2,992.92	12,080.45
G-01192	Oklahoma Natural Gas Co.	Gas Services	33.33	33.33
G-01193	City of Oklahoma City	Water & Garbage Services	33.44	33.44
G-01194	Brodart Co.	Shelving	654.60	
		Supplies	27.34	681.94
G-01195	Southwestern Stationers, Inc.	Printing/Printing Supply	634.00	634.00
G-01196	Locke Supply Co.	Maintenance of Facilities	81.88	
		Maintenance of Facilities	2.49	84.37
G-01197	Demco	Supplies	233.22	
		Supplies	75.39	308.61

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Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
G-01198	Tina Clark	Programming Activities	100.00	100.00
G-01199	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01200	Upstart	Programming	294.19	294.19
G-01201	Recorded Books, LLC	Books & Materials	391.98	391.98
G-01202	Scott Rice Co. - OKC	Furniture, Fixtures&Equip	2,938.44	2,938.44
G-01203	Thorndike/Gale Group	Books & Materials	1,178.61	
		Books & Materials	3,054.50	4,233.11
G-01204	Independent Stationers	Other Library Related Svc	57.80	57.80
G-01205	Elizabeth Kessler	Professional Services	25.00	25.00
G-01206	ID Wholesaler	Supplies	72.69	72.69
G-01207	Debbie Langston	Programming Activities	105.00	105.00
G-01208	Oklahoma Gazette	Library-Related Services	1,741.00	1,741.00
G-01209	Cheryll Jones	Programming Activities	92.03	92.03
G-01210	A T & T Mobility	Telephone Services	179.09	179.09
G-01211	Scott's Printing & Copying	Printing/Printing Supply	1,316.41	
		Printing/Printing Supply	2,277.80	3,594.21
G-01212	Brilliance Corporation	Books & Materials	832.10	832.10
G-01213	Hobby Lobby	Programming Activities	20.95	20.95
G-01214	Ingram Library Service	Books & Materials	2,374.31	
		Books & Materials	3,075.77	5,450.08
G-01215	Walker Companies	Supplies	619.70	619.70
G-01216	OverDrive, Inc.	Books & Materials	35,547.98	35,547.98
G-01217	Findaway World, LLC	Books & Materials	4,141.42	4,141.42
G-01218	Fuelman	Gasoline & Oil	2,039.38	
		Vehicle Parts & Repairs	134.77	2,174.15
G-01219	Deborah Williams	Programming Activities	2,400.00	
		Programming Activities	600.00	3,000.00
G-01220	Rotary Club of Oklahoma City	Memberships	135.00	
		Other Commodities	125.00	260.00
G-01221	AV Cafe Inc	Books & Materials	651.76	651.76
G-01222	Jerod Gerfen	Programming Activities	42.26	42.26
G-01223	Ingram Library Service	Books & Materials	695.80	695.80
G-01224	Meghan Attalla	Programming Activities	105.51	105.51
G-01225	Susan Hutchins	Programming Activities	5.48	5.48
G-01226	Kay L. Bauman	Transportation	35.33	35.33
G-01227	Home Depot Credit Services	Maintenance of Facilities	20.00	20.00
G-01228	Oklahoma Building Services Inc	Janitorial Services	150.00	150.00
G-01229	Westlake Hardware	Maintenance of Facilities	22.47	
		Maintenance of Facilities	7.59	30.06
G-01230	The Oklahoman Media Company	Supplies	91.20	91.20
G-01231	Maricela Peraza	Programming Activities	50.00	50.00
G-01232	Ruby Soutiere	Transportation	44.50	44.50
G-01233	Joy E. Cavett	Programming Activities	100.00	100.00
G-01234	Chase Card Services	Automation Contractual	19.00	
		Automation	235.31	
		Travel Expenses	858.40	
		Supplies	363.66	
		Furniture	2,373.00	
		Professional Services	149.00	
		Professional Services	65.00	
		Printing supplies	815.93	
		Supplies	327.51	

\*\* Continued \*\*

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Warrant Register

October 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01234	Chase Card Services	Programming	111.97
		Professionals Services	125.00
		Professional Services	655.00
		Supplies	39.38
		Postage	36.30
		Other Library Related Svc	619.90
		Professional Services	38.39
		Supplies	37.80
		Automation	900.00
		Automation Contractual	10,150.00
G-01235	Envisionware	Supplies	5.05
G-01236	Amazon/GE Money Bank	Supplies	39.78
		Supplies	75.00
		Maintenance of Facilities	192.24
		Capital Projects	210.70
		Supplies	100.62
		Postage	426.64
G-01237	United Parcel Service	Library-Related Services	111.50
G-01238	Oklahoma Press Service	Telephone Services	50.00
G-01239	John Wood	Books & Materials	496.76
G-01240	Baker & Taylor Books	Telephone Services	1,250.98
G-01241	Cox Communications, Inc.	Telephone Services	1,355.71
		Books & Materials	1,220.47
G-01242	Baker & Taylor Entertainment	Books & Materials	2,791.03
		Books & Materials	1,988.02
		Books & Materials	728.93
		Postage	90.00
G-01243	Todd Podzemny	Programming Activities	37.59
G-01244	Walmart Community/GEGRB	Postage	29.40
		Maintenance of Facilities	117.04
G-01245	Construction Building	Library-Related Services	1,449.00
G-01246	MetroFamily Magazine	Library-related Services	53.92
G-01247	The Meadows	Programming Activities	100.00
G-01248	Sauna Leonard	Vehicle Parts & Repairs	416.20
G-01249	Downtown Tire & Auto Svc, Inc.	Maintenance of Facilities	243.21
G-01250	CMP Corporation	Maintenance of Facilities	232.00
G-01251	Worth Hydrochem of Oklahoma	Telephone Services	35.00
G-01252	Laura McMurtry	Library-related Services	109.20
G-01253	The Journal Record	Maintenance of Facilities	4,146.00
G-01254	SMC Technologies, Inc	Maintenance of Facilities	194.69
		Telephone Service	3,952.76
G-01255	Cox Communications, Inc.	Telephone Service	426.50
		Telephone Service	426.67
		Programming	86.65
G-01256	Discount School Supply	Books & Materials	2,700.59
G-01257	Baker & Taylor Books	Books & Materials	3,238.83
		Books & Materials	1,685.27
		Books & Materials	2,515.76
		Books & Materials	1,346.89
		Books & Materials	647.58
		Books & Materials	4,647.13

\*\* Continued \*\*

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Warrant Register

October 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01257	Baker & Taylor Books	Books & Materials	2,050.02	
		Books & Materials	1,945.78	
		Books & Materials	2,271.14	
		Books & Materials	1,625.54	
		Books & Materials	696.53	25,371.06
G-01258	Baker & Taylor Books	Books & Materials	1,258.77	
		Books & Materials	1,386.78	
		Books & Materials	3,076.53	
		Books & Materials	2,067.58	
		Books & Materials	1,831.95	
		Books & Materials	3,335.83	
		Books & Materials	344.20	13,301.64
G-01259	Trak-1 Technology, Inc.	Professional Services	172.80	172.80
G-01260	Maria Watkins	Transportation	113.98	113.98
G-01261	Ray the Painter	Capital Projects	1,340.00	1,340.00
G-01262	G4S Secure Solutions	Security Services	10,626.71	10,626.71
G-01263	Lloyd Lovely	Transportation	128.23	128.23
G-01264	RB Floor Care Services Inc.	Janitorial Services	1,089.00	1,089.00
G-01265	Lisa Bradley	Transportation	30.80	30.80
G-01266	Veolia Energy Oklahoma City,	Veolia Energy Services	18,578.47	18,578.47
G-01267	Dove Creek Press	Books & Materials	113.70	113.70
G-01268	Quik Print	Printing/Printing Supply	68.37	68.37
G-01269	Personalized Prevention	Professional Services	707.00	707.00
G-01270	Mackin	Books & Materials	459.53	459.53
G-01271	R. Justin Herwig	Transportation	119.14	119.14
G-01272	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00
G-01273	KOCO	Library-Related Services	5,190.00	5,190.00
G-01274	Chris Kennedy	Transportation	61.69	
		Memberships	100.00	
		Postage	5.95	167.64
G-01275	Jerome O. Braggs	Programming Activities	1,000.00	1,000.00
G-01276	Thomas Peter Fletcher	Programming Activities	400.00	400.00
G-01277	The Terminix International Co.	Janitorial Services	688.00	
		Janitorial Services	419.00	
		Janitorial Services	251.00	1,358.00
G-01278	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-01279	Mark D Vance	Telephone Services	35.00	35.00
G-01280	Louise A Washburn	Programming Activities	100.00	100.00
G-01281	Timothy H Rogers	Transportation	650.00	650.00
G-01282	Deborah A Crabtree-Fedder	Programming Activities	250.00	250.00
G-01283	Adrien Fisher	Supplies	38.92	38.92
G-01284	First Water Contracting, LLC	Maintenance of Facilities	750.00	750.00
G-01285	Republic Services	Recycling Service	144.08	
		Recycling Service	48.92	
		Recycling Services	152.80	
		Recycling Services	58.82	
		Recycling Services	45.20	449.82
G-01286	Annie Pearl Emerson	Programming Activities	50.00	50.00
G-01287	Justin Dieball	Programming Activities	150.00	150.00
G-01288	Benjamin Mead-Harvey	Transportation	105.63	105.63
G-01289	Mun. Employees Credit Union	Employee Credit Union Ded	9,897.51	9,897.51

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Number	Vendor/Payee	Purpose		Amount
G-01290	United Way of Central Oklahoma	United Way Deductions	491.60	491.60
G-01291	Nationwide Retirement Solution	457 Plan Deductions	5,205.38	5,205.38
G-01292	Transamerica Premier Life	Employee Life Ins Deduct	219.75	219.75
G-01293	Bank of Okla-Institutional	DB Retirement Deductions	2,728.79	2,728.79
G-01294	Bank of Oklahoma	Flexible Spend Acct Deduc	5,108.32	5,108.32
G-01295	MassMutual Financial Group	Employee Contrib DC Plan	22,523.49	
		Employer Contrib DC Plan	39,897.74	62,421.23
G-01296	Administrative Services	Short Term Disb Deduct	1,441.01	1,441.01
G-01297	Paycom Payroll LLC	Employee Taxes	592,467.09	
		Payroll Taxes	48,430.93	
		Automation	5,590.04	646,488.06
G-01298	Bank of Oklahoma	Ins Fund Dep-Health Prem	10,539.00	10,539.00
G-01299	City of Del City	Rent of Library Buildings	400.00	400.00
G-01300	Bradford Industrial Supply	Maintenance of Facilities	18.61	
		Maintenance of Facilities	34.51	53.12
G-01301	O G & E	Electrical Services	3,244.34	
		Electrical Services	1,537.20	
		Electrical Services	11,578.70	
		Electrical Services	3,691.08	
		Electrical Services	3,300.51	
		Electrical Services	1,843.93	25,195.76
G-01302	Oklahoma Natural Gas Co.	Gas Services	83.74	
		Gas Services	83.45	
		Gas Services	89.60	
		Gas Services	85.69	
		Gas Services	20.72	
		Gas Services	94.64	
		Gas Services	36.38	
		Gas Services	24.71	518.93
G-01303	City of Bethany	Water & Garbage Services	141.39	141.39
G-01304	City of Oklahoma City	Water & Garbage Services	231.74	
		Water & Garbage Services	392.31	
		Water & Garbage Services	251.40	
		Water & Garbage Services	225.63	
		Water & Garbage Services	304.19	
		Water & Garbage Services	80.01	1,485.28
G-01305	Brodart Co.	Supplies	2,765.00	2,765.00
G-01306	Locke Supply Co.	Maintenance of Supplies	5.69	5.69
G-01307	Tech-Lock	Maintenance of Facilities	6.00	6.00
G-01308	Demco	Capitol Projects	749.07	
		Supplies	37.96	
		Supplies	19.23	806.26
G-01309	Hewlett Packard Enterprise Co	Automation Contractual	7,997.45	7,997.45
G-01310	AT&T	Telephone Services	709.38	
		Telephone Services	875.47	
		Telephone Services	830.75	2,415.60
G-01311	City of Edmond	Electrical Services	5,174.88	5,174.88
G-01312	Oklahoma Historical Society	Periodicals/Subscriptions	360.00	360.00
G-01313	Baker & Taylor Books	Books & Materials	5,235.65	5,235.65
G-01314	Charles S. Isaacs	Telephone Services	35.00	35.00
G-01315	ALA Order Fulfillment	Supplies	1,112.60	1,112.60
G-01316	American Library Association	Memberships	209.00	209.00



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Number	Vendor/Payee	Purpose		Amount
G-01317	Taryn Kingery	Programming Activities	15.89	15.89
G-01318	Recorded Books, LLC	Books & Materials	1,285.20	1,285.20
G-01319	Oklahoma Employment	Unemployment Compensation	5,125.96	5,125.96
G-01320	Thorndike/Gale Group	Books & Materials	249.54	249.54
G-01321	Harvey Janitorial Sales, Inc.	Supplies	163.26	163.26
G-01322	HealthSmart Benefit Solutions	Professional Services	370.00	370.00
G-01323	Staples Credit Plan	Supplies	31.97	31.97
G-01324	Murray Womble, Inc.	Maintenance of Facilities	815.00	815.00
G-01325	Great American Glass & Tinting	Maintenance of Facilities	180.74	180.74
G-01326	Lanny B. Myers	Telephone Services	35.00	35.00
G-01327	Cheryll Jones	Programming Activities	64.20	64.20
G-01328	Penguin Random House LLC	Books & Materials	77.50	
		Books & Materials	10.00	87.50
G-01329	Scott's Printing & Copying	Printing/Printing Supply	874.72	874.72
G-01330	OCLC, Inc.	Network Catalog Services	4,414.53	4,414.53
G-01331	Ingram Library Service	Books & Materials	159.70	
		Books & Materials	571.02	730.72
G-01332	Information Today, Inc.	Books & Materials	1,662.75	1,662.75
G-01333	XPEDX	Maintenance Supplies	114.24	114.24
G-01334	Mergent Co., Inc.	Books & Materials	1,700.00	1,700.00
G-01335	OSCPA	Professional Services	420.00	420.00
G-01336	Findaway World, LLC	Books & Materials	5,833.20	
		Books & Materials	28,672.01	34,505.21
G-01337	Scovil & Sides Hardware Co.	Maintenance of Facilities	375.00	
		Maintenance of Facilities	940.00	1,315.00
G-01338	Coughlan Companies, Inc.	Books & Materials	1,948.91	1,948.91
G-01339	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-01340	Jana Hausburg	Transportation	49.74	49.74
G-01342	Deli Partners of Little Rock	Other Commodities	523.66	523.66
G-01343	Cox Media Oklahoma City	Library-related Services	5,040.00	5,040.00
G-01344	Patterson Medical Supply, Inc.	Safety Supplies	897.65	897.65
G-01345	Postmaster	Postage	6,000.00	6,000.00
G-01346	MAC Systems, Inc.	Capital Projects	450.00	450.00
G-01347	City of Edmond	Water & Garbage Services	1,049.48	1,049.48
G-01348	Amazon/GE Money Bank	Supplies	44.89	44.89
G-01349	United Parcel Service	Postage	356.75	
		Automation Contractual	18.83	375.58
G-01350	Baker & Taylor Books	Books & Materials	2,939.64	2,939.64
G-01351	Baker & Taylor Entertainment	Books & Materials	2,522.86	
		Books & Materials	1,848.71	
		Books & Materials	1,979.22	
		Books & Materials	180.78	6,531.57
G-01352	Walmart Community/GEGRB	Programming Activities	56.50	
		Programming Activities	233.14	289.64
G-01353	John L. Hilbert	Programming Activities	72.87	72.87
G-01354	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	16.99	16.99
G-01355	Metro Monitor, Inc.	Library-Related Services	95.00	95.00
G-01356	Engineered Equipment Inc.	Maintenance of Facilities	58.68	58.68
G-01357	Alexis Whitney	Programming Activities	29.49	29.49
G-01358	SmithKor Investments LLC	Rent of Library Buildings	7,461.62	7,461.62
G-01359	Cintas Corporation 064	Maintenance of Facilities	371.84	371.84
G-01360	Cory E Punto	Programming Activities	225.00	225.00

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Number	Vendor/Payee	Purpose		Amount
G-01361	Amy Thomas	Programming Activities	134.42	134.42
G-01362	Pinnacle Business Systems, Inc	Automation Contractual	6,750.00	6,750.00
G-01363	Edie Daniel	Programming Activities	140.54	
		Programming Activities	29.14	169.68
G-01364	Cox Communications, Inc.	Telephone Service	12.94	12.94
G-01365	Joshua Jordan	Programming Activities	63.99	63.99
G-01366	Baker & Taylor Books	Books & Materials	2,635.77	
		Books & Materials	4,353.35	
		Books & Materials	3,631.80	
		Books & Materials	3,923.55	
		Books & Materials	747.21	
		Books & Materials	1,997.89	
		Books & Materials	1,577.87	
		Books & Materials	1,216.06	
		Books & Materials	3,588.27	
		Books & Materials	1,710.19	
		Books & Materials	37.69	25,419.65
G-01367	Baker & Taylor Books	Books & Materials	3,493.47	
		Books & Materials	294.74	
		Books & Materials	1,597.07	
		Books & Materials	2,147.24	
		Books & Materials	631.88	8,164.40
G-01368	Baker & Taylor Books	Books & Materials	1,364.31	
		Books & Materials	1,017.49	2,381.80
G-01369	Meaghan Hunt Wilson	Programming Activities	53.13	53.13
G-01370	Kara Fried	Programming Activities	23.15	23.15
G-01371	David Newyear	Supplies	52.09	52.09
G-01372	G4S Secure Solutions	Security Services	10,891.68	10,891.68
G-01373	Superior Linen Service	Supplies	29.00	29.00
G-01374	Jean Wilburn	Postage	9.75	9.75
G-01375	Stacy Schrank	Transportation	72.35	72.35
G-01376	Baker & Taylor Entertainment	Books & Materials	1,033.22	1,033.22
G-01377	Mackin	Books & Materials	170.89	170.89
G-01378	Mary J. Sholly	Transportation	183.37	183.37
G-01379	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-01380	Oklahoma Turnpike Authority	Turnpike Tolls	34.49	34.49
G-01381	Edgar Nunez	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-01382	Signature Landscape LLC	Maintenance of Facilities	2,931.67	
		Maintenance of Facilities	2,081.67	5,013.34
G-01383	Building Minds, LLC	Programming Activities	150.00	150.00
G-01384	ACP Sheet Metal Company Inc	Maintenance of Facilities	198.00	198.00
G-01385	Inshawndo Dawson	Programming Activities	150.00	150.00
G-01386	I. E. Comm Associates	Professional Services	3,850.00	3,850.00
G-01387	Felix Linden	Programming Activities	400.00	400.00
G-01388	Jared E Bowen	Programming Activities	100.00	100.00
G-01389	On-Site Health Diagnostics, LL	Professional Services	556.80	556.80
G-01390	Bradford Industrial Supply	Maintenance of Facilities	16.72	16.72
G-01391	O G & E	Electrical Services	1,606.73	
		Electric Services	338.69	
		Electrical Services	1,451.04	
		Electrical Services	243.06	

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01391	O G & E	Electrical Services	178.93	3,818.45
G-01392	Oklahoma Natural Gas Co.	Gas Services	20.52	
		Gas Services	44.21	
		Gas Services	83.45	
		Gas Services	36.02	
		Gas Services	123.78	307.98
G-01393	City of Oklahoma City	Water & Garbage Services	46.83	
		Water & Garbage Services	154.64	
		Water & Garbage Services	872.32	
		Water & Garbage Services	60.12	1,133.91
G-01394	Southwestern Stationers, Inc.	Printing/Printing Supply	3,400.00	3,400.00
G-01395	Locke Supply Co.	Maintenance of Facilities	38.46	
		Maintenance of Facilities	56.28	
		Maintenance of Facilities	10.82	
		Maintenance of Facilities	16.74	122.30
G-01396	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-01397	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-01398	AT&T	Telephone Services	145.38	145.38
G-01399	Susan Ryan	Transportation	28.42	28.42
G-01400	TDS Telecom	Telephone Services	1,295.67	1,295.67
G-01401	Barbara Beasley	Programming Activities	10.50	
		Postage	16.61	27.11
G-01402	Keystone Tape & Label, Inc.	Supplies	374.35	
		Supplies	374.35	748.70
G-01403	Recorded Books, LLC	Books & Materials	2,135.23	2,135.23
G-01404	Thorndike/Gale Group	Books & Materials	3,452.68	3,452.68
G-01405	Lois Cross	Programming Activities	25.00	25.00
G-01406	Ebrahim Ejtehad	Programming Activities	20.52	20.52
G-01407	Independent Stationers	Supplies	982.80	
		Supplies	69.91	1,052.71
G-01408	Full Circle Bookstore	Programming Activities	170.81	170.81
G-01409	Jonathan Willis	Telephone Services	35.00	35.00
G-01410	Blackstone Audio Books	Books & Materials	1,633.00	1,633.00
G-01411	Oklahoma Gazette	Library-related Services	1,741.00	1,741.00
G-01412	Scott's Printing & Copying	Printing/Printing Supply	347.80	
		Printing/Printing Supply	138.12	485.92
G-01413	Brilliance Corporation	Books & Materials	819.67	819.67
G-01414	Ingram Library Service	Books & Materials	281.20	
		Books & Materials	39.35	320.55
G-01415	Summit Mailing Systems, Inc.	Postage	330.75	330.75
G-01416	Findaway World, LLC	Books & Materials	17,530.65	
		Books & Materials	14,902.73	32,433.38
G-01417	Jo Nita White	Programming Activities	6.67	6.67
G-01418	Perfection Truck Parts&Equip.	Maintenance of Facilities	2,499.99	2,499.99
G-01419	Porch School Supply	Programming Activities	28.72	28.72
G-01420	Ginger Waldrip	Programming Activities	100.00	100.00
G-01421	AV Cafe Inc	Books & Materials	56.04	56.04
G-01422	Matthew Cotter	Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	15.19	85.19
G-01423	Ingram Library Service	Books & Materials	79.29	
	** Continued **			

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01423	Ingram Library Service	Books & Materials	182.94	262.23
G-01424	Center Point Large Print	Books & Materials	3,002.40	3,002.40
G-01425	Dana Beach	Transportation	99.50	99.50
G-01426	Batteries Sooner LLC	Maintenance of Facilities	2,154.00	2,154.00
G-01427	Michael Corley	Programming Activities	295.00	295.00
G-01428	Westlake Hardware	Maintenance of Facilities	7.98	7.98
G-01429	The Oklahoman Media Company	Retail Sale Advertisement	198.56	198.56
G-01430	ProQuest	Periodicals/Subscriptions	19,267.65	19,267.65
G-01431	Oklahoma Museum Network	Programming Activities	200.00	200.00
G-01432	MAC Systems, Inc.	Maintenance of Facilities	387.00	387.00
G-01433	Joy E. Cavett	Programming Activities	150.00	150.00
G-01434	Public Relations Society	Memberships	330.00	330.00
G-01435	4 Imprint	Library-related Services	3,728.24	3,728.24
G-01436	Amazon/GE Money Bank	Automation	54.45	
		Supplies	698.88	
		Printing Supplies	32.97	786.30
G-01437	United Parcel Service	Postage	330.91	330.91
G-01438	Devin McGhee	Transportation	53.99	53.99
G-01439	Office Depot Credit Plan	Supplies	49.22	49.22
G-01440	Baker & Taylor Books	Books & Materials	3,400.58	3,400.58
G-01441	Baker & Taylor Entertainment	Books & Materials	2,918.13	
		Books & Materials	183.57	
		Books & Materials	2,775.40	5,877.10
G-01442	Walmart Community/GECRB	Other Commodities	30.23	
		Other Commodities	10.99	
		Other Commodities	102.00	
		Programming Activities	6.36	149.58
G-01443	Preston Bell	Transportation	50.00	50.00
G-01444	O'Reilly Automotive Stores,	Maintenance of Facilities	49.98	49.98
G-01445	Roberto Soto	Professional Services	100.00	100.00
G-01446	Alexis Whitney	Programming Activities	38.84	38.84
G-01447	Oklahoma Heritage Association	Books & Materials	1,124.82	1,124.82
G-01448	Katherine E Broekhuysen	Programming Activities	100.00	100.00
G-01449	Kelley Hoffman	Transportation	67.79	67.79
G-01450	AT&T	Telephone Services	207.92	207.92
G-01451	Baker & Taylor Books	Books & Materials	2,044.07	
		Books & Materials	3,449.71	
		Books & Materials	2,292.75	
		Books & Materials	1,879.91	
		Books & Materials	3,697.04	
		Books & Materials	2,925.47	
		Books & Materials	2,667.63	
		Books & Materials	4,956.87	
		Books & Materials	1,577.35	
		Books & Materials	2,578.11	
		Books & Materials	2,000.64	
		Books & Materials	1,823.26	31,892.81
G-01452	Baker & Taylor Books	Books & Materials	1,158.88	
		Books & Materials	2,521.84	
		Books & Materials	923.64	
		Books & Materials	2,821.04	

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01452	Baker & Taylor Books	Books & Materials	1,523.32	
		Books & Materials	1,262.38	10,211.10
G-01453	Baker & Taylor Books	Books & Materials	436.26	436.26
G-01454	Angel Suhrstedt	Transportation	189.18	
		Supplies	104.35	293.53
G-01455	Meaghan Hunt Wilson	Programming Activities	78.69	78.69
G-01456	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-01457	Kara Fried	Memberships	51.00	51.00
G-01458	Beatriz Meyer	Programming Activities	114.00	114.00
G-01459	One Call Now	Automation Contractual	304.98	304.98
G-01460	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	139.95	
		Maintenance of Facilities	129.95	269.90
G-01461	G4S Secure Solutions	Security Services	11,301.38	11,301.38
G-01462	Superior Linen Service	Supplies	58.00	58.00
G-01463	Lloyd Lovely	Telephone Services	40.00	40.00
G-01464	Anthony Beets	Programming Activities	150.00	150.00
G-01465	Rachel Kopchick	Transportation	426.09	426.09
G-01466	Nicoma Park Lumber Co	Maintenance of Facilities	10.62	10.62
G-01467	RB Floor Care Services Inc.	Janitorial Services	1,184.00	
		Janitorial Services	3,244.50	
		Janitorial Services	710.00	5,138.50
G-01468	Mackin	Books & Materials	78.93	78.93
G-01469	Brandon Beckham	Programming Activities	33.64	33.64
G-01470	W M Corp	Supplies	9,572.94	9,572.94
G-01471	Clear Channel Airports	Library-related Services	895.00	895.00
G-01472	Kristine Charter	Transportation	9.43	9.43
G-01473	Signature Landscape LLC	Maintenance of Facilities	1,100.00	
		Maintenance of Facilities	1,380.00	
		Maintenance of Facilities	910.00	3,390.00
G-01474	Paul Daniel Medina	Programming Activities	125.00	125.00
G-01475	Filmmakers Library	Books & Materials	311.85	311.85
G-01476	OrangeBoy, Inc.	Professional Services	5,270.96	5,270.96
G-01477	Petra Colindres	Programming Activities	50.00	50.00
G-01478	Shahin Asghari	Transportation	13.86	13.86
G-01479	Mun. Employees Credit Union	Employee Credit Union Ded	9,897.51	9,897.51
G-01480	Nationwide Retirement Solution	457 Plan Deductions	4,226.38	4,226.38
G-01481	Bank of Okla-Institutional	DB Retirement Deductions	2,650.35	2,650.35
G-01482	MassMutual Financial Group	Employee Contrib DC Plan	22,661.55	
		Employer Contrib DC Plan	40,166.40	62,827.95
G-01483	Paycom Payroll LLC	Employee Taxes	594,050.98	
		Payroll Taxes	48,446.31	
		Automation	5,629.79	648,127.08
G-01484	City of Midwest City, Inc.	Water & Garbage Services	296.26	296.26
G-01485	Bradford Industrial Supply	Maintenance of Facilities	19.06	
		Maintenance of Facilities	52.49	
		Maintenance of Facilities	95.64	167.19
G-01486	O G & E	Electrical Services	333.72	
		Electrical Services	2,415.01	
		Electrical Services	1,580.71	4,329.44
G-01487	Oklahoma Natural Gas Co.	Gas Services	41.10	
		Gas Services	107.50	

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01487	Oklahoma Natural Gas Co.	Gas Services	36.02	184.62
G-01488	City of Oklahoma City	Water & Garbage Services	161.01	161.01
G-01489	Locke Supply Co.	Maintenance of Facilities	21.57	
		Maintenance of Facilities	50.60	
		Maintenance of Facilities	96.89	
		Maintenance of Facilities	100.56	269.62
G-01490	Dagwell Dixie Inc	Maintenance of Facilities	11.40	11.40
G-01491	Tech-Lock	Maintenance of Facilities	3.00	3.00
G-01492	Demco	Furniture	726.03	
		Supplies	49.45	
		Supplies	6,983.00	
		Programming Activities	45.90	7,804.38
G-01493	Gale/ Cengage Learning, Inc.	Books & Materials	1,067.80	1,067.80
G-01494	Weston Woods Accts Receivable	Books & Materials	179.70	179.70
G-01495	Baker & Taylor Books	Books & Materials	3,450.20	3,450.20
G-01496	Taryn Kingery	Programming Activities	24.72	24.72
G-01497	Recorded Books, LLC	Books & Materials	3,973.20	
		Books & Materials	742.99	4,716.19
G-01498	Thorndike/Gale Group	Books & Materials	1,133.64	1,133.64
G-01499	Randy Wayland	Transportation	217.43	217.43
G-01500	Anne G. Fischer	Travel Expenses	1,203.86	1,203.86
G-01501	Council for Community	Books & Materials	900.00	900.00
G-01502	Stanley J. Adamiak	Programming Activities	100.00	100.00
G-01503	Copelin's Office Center	Supplies	7.28	7.28
G-01504	Staples Credit Plan	Supplies	109.47	
		Supplies	79.44	188.91
G-01505	Independent Stationers	Supplies	701.28	701.28
G-01506	Elizabeth Kessler	Professional Services	25.00	25.00
G-01507	Full Circle Bookstore	Books & Materials	67.15	67.15
G-01508	Juliana Link	Programming Activities	3.29	3.29
G-01509	INTEGRIS Corporate Assistance	Group Insurance	976.00	976.00
G-01510	Cheryll Jones	Programming Activities	37.36	37.36
G-01511	Scott's Printing & Copying	Printing/Printing Supply	491.19	491.19
G-01512	OCLC, Inc.	Automation Contractual	495.00	495.00
G-01513	Brilliance Corporation	Books & Materials	79.94	79.94
G-01514	Ingram Library Service	Books & Materials	392.86	392.86
G-01515	Findaway World, LLC	Books & Materials	15,881.41	15,881.41
G-01516	Ginger Waldrip	Programming Activities	100.00	100.00
G-01517	Grey House Publishing	Books & Materials	1,333.05	1,333.05
G-01518	Melody A. Kellogg	Transportation	186.66	186.66
G-01519	Cherokee Building Materials	Maintenance of Facilities	12.79	12.79
G-01520	Susan Pierce	Programming Activities	448.00	
		Programming Activities	1,406.00	
		Programming Activities	400.00	2,254.00
G-01521	Home Depot Credit Services	Capital Projects	137.14	
		Maintenance of Facilities	148.82	
		Maintenance of Facilities	14.06	300.02
G-01522	Batteries Sooner LLC	Maintenance of Facilities	26.56	
		Maintenance of Facilities	46.47	73.03
G-01523	Associated Appliance, Inc.	Maintenance of Facilities	89.49	89.49
G-01524	Michael Corley	Programming Activities	295.00	295.00

General Fund F.Y. 15-16

Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
G-01525	Displays 2 Go	Supplies	33.89	33.89
G-01526	Westlake Hardware	Maintenance of Facilities	31.95	
		Maintenance of Facilities	8.34	40.29
G-01527	Contractors Supply Co.	Maintenance of Facilities	78.75	
		Maintenance of Facilities	39.30	118.05
G-01528	Cintas	Maintenance of Facilities	140.00	140.00
G-01529	MAC Systems, Inc.	Maintenance of Facilities	108.00	108.00
G-01530	Novalco, Inc	Maintenance of Facilities	315.00	315.00
G-01531	Sally Gray	Programming Activities	51.84	51.84
G-01532	Amazon/GE Money Bank	Supplies	56.27	
		Supplies	244.77	
		Programming	58.47	
		Equipment	27.69	
		Supplies	77.31	
		Automation	189.21	
		Programming	109.50	
		Programming	105.00	
		Automation	79.01	
		Supplies	31.71	
		Supplies	24.96	
		Programming	194.61	
		Supplies	71.69	
		Automation	477.99	
		Supplies	151.98	
		Maintenance of Facilities	119.98	
		Capital Projects	339.99	
		Supplies	15.64	
		Automation	129.99	2,505.77
G-01533	Association of Fundraising	Memberships	300.00	300.00
G-01534	United Parcel Service	Postage	582.25	582.25
G-01535	Baker & Taylor Entertainment	Books & Materials	3,471.54	
		Books & Materials	752.71	
		Books & Materials	2,149.49	
		Books & Materials	3,794.14	10,167.88
G-01536	Walmart Community/GECRB	Programming Activities	10.11	10.11
G-01537	Erin Bedford	Travel Expenses	718.15	718.15
G-01538	Papa John's Pizza	Programming Activities	53.00	53.00
G-01539	FOLIO Treasurer	Memberships	10.00	10.00
G-01540	John Utley	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-01541	Scott Delsigne	Programming Activities	200.00	200.00
G-01542	Panacean Systems	Professional Services	3,500.00	3,500.00
G-01543	Cox Communications, Inc.	Telephone Service	12.84	
		Telephone Service	201.04	213.88
G-01544	Baker & Taylor Books	Books & Materials	3,508.04	
		Books & Materials	4,136.65	
		Books & Materials	2,690.70	
		Books & Materials	1,977.73	
		Books & Materials	1,761.92	
		Books & Materials	5,990.06	
		Books & Materials	1,450.25	
		Books & Materials	3,642.51	

\*\* Continued \*\*

General Fund F.Y. 15-16

Warrant Register

October 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01544	Baker & Taylor Books	Books & Materials	211.47
		Books & Materials	2,301.22
		Books & Materials	2,503.57
		Books & Materials	1,172.17
		Books & Materials	3,640.09
		Books & Materials	1,651.27
		Books & Materials	2,919.36
		Books & Materials	1,157.93
		Books & Materials	2,225.92
		Books & Materials	2,757.16
		Books & Materials	460.30
		Books & Materials	1,629.20
		Books & Materials	5,216.38
		Books & Materials	2,859.12
		Books & Materials	150.21
G-01546	Baker & Taylor Books	Books & Materials	150.21
G-01547	David Newyear	Memberships	100.00
G-01548	G4S Secure Solutions	Security Services	10,484.21
G-01549	RB Floor Care Services Inc.	Janitorial Services	2,216.00
		Janitorial Services	1,030.00
G-01550	Dewberry Architects, Inc.	Capital Projects	3,800.00
G-01551	H I S Paints	Maintenance of Facilities	43.10
		Capital Projects	97.01
G-01552	Baker & Taylor Entertainment	Books & Materials	53.88
G-01553	Savannah Mitchell	Programming Activities	800.00
G-01554	Risa Sargent	Travel Expenses	230.50
G-01555	Russell Pierce	Telephone Services	35.00
G-01556	Merwin Inc	Maintenance of Facilities	726.50
		Maintenance of Facilities	106.00
G-01557	C.O.T.P.A.	Parking	2,028.25
		Parking	1,921.50
		Parking	2,028.25
		Parking	4,697.00
G-01558	Gloria Melchor	Programming Activities	86.70
G-01559	Heather Zeoli	Other commodities	51.62
Total of FY 15-16 Warrants Issued			\$ 3,358,772.71



General Fund F.Y. 14-15

Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
G-05762	Demco	Supplies	282.45	282.45
G-05763	Blackstone Audio Books	Books & Materials	371.00	371.00
G-05764	Baker & Taylor Books	Books & Materials	573.15	
		Books & Materials	1,346.42	1,919.57
G-05765	Baker & Taylor Books	Books & Materials	202.17	
		Books & Materials	78.72	
		Books & Materials	21.22	302.11
G-05766	Findaway World, LLC	Books & Materials	4,772.82	4,772.82
G-05767	AV Cafe Inc	Books & Materials	201.32	201.32
G-05768	Baker & Taylor Books	Books & Materials	1,832.62	
		Books & Materials	1,120.31	
		Books & Materials	110.70	3,063.63
G-05769	Baker & Taylor Books	Books & Materials	166.04	166.04
G-05770	Evans Building Concepts, Inc.	Capital Projects	29,640.00	29,640.00
G-05771	Findaway World, LLC	Books & Materials	237.95	237.95
G-05772	Baker & Taylor Books	Books & Materials	100.18	
		Books & Materials	275.91	376.09
G-05773	YP	Books & Materials	142.87	142.87
G-05774	Brilliance Corporation	Books & Materials	489.79	489.79
G-05775	Studio Architecture PC	Capital Projects	1,100.00	
		Capital Projects	512.00	
		Capital Projects	5.00	1,617.00
G-05776	Home Depot Credit Services	Maintenance of Facilities	469.09	469.09
G-05777	Baker & Taylor Books	Books & Materials	125.08	125.08
G-05778	Tech Logic Corp	Automation	3,338.41	3,338.41
G-05779	Signature Landscape LLC	Maintenance of Facilities	250.00	250.00
G-05780	LEGO Brand Retail, Inc.	Programming	687.77	687.77
G-05781	QuikPrint - Wilshire	Furniture, Fixtures, Equi	1,975.02	1,975.02
G-05782	Scott Rice Co. - OKC	Furniture	2,208.47	2,208.47
G-05783	Center Point Large Print	Books & Materials	1,689.12	1,689.12
G-05784	Amazon/GE Money Bank	Programming Activities	15.99	15.99
G-05785	Baker & Taylor Books	Books & Materials	132.30	132.30
G-05786	Baker & Taylor Books	Books & Materials	9.42	9.42
Total of FY 14-15 Warrants Issued				\$ 54,483.31

Special Funds

Warrant Register

October 2015

Number	Vendor/Payee	Purpose		Amount
S-20764	Oklahoma Tax Commission	Sales Tax	49.15	49.15
S-20765	Lubbock Public Library - ILL	Lost Book Account	28.99	28.99
S-20766	Joshua Rayos	Lost & Paid Item Returned	19.95	19.95
S-20767	Jana V. Jones	Lost & Paid Item Returned	14.95	14.95
S-20768	James C. Kirkpatrick Library	Lost Book Account	240.00	240.00
S-20769	St. Joseph Public Library	Lost Book Account	23.00	23.00
S-20770	Saint Xavier University	Lost Book Account	60.00	60.00
S-20771	Oklahoma Tax Commission	Sales Tax	368.22	368.22
S-20772	Xerox Corp.	Copy Fund	16,293.00	16,293.00
S-20773	Oklahoma Tax Commission	Sales Tax	1,129.31	1,129.31
S-20774	Standley Systems	Copier Maintenance	6.84	
		Copier Maintenance	11.52	
		Copier Maintenance	34.11	
		Copier Maintenance	139.96	
		Copier Maintenance	12.12	
		Copier Maintenance	13.01	
		Copier Maintenance	23.13	
		Copier Maintenance	4.39	
		Copier Maintenance	4.50	
		Copier Maintenance	30.68	
		Copier Usage	44.59	
		Copier Usage	96.74	421.59
S-20775	Shelly R. Zimmerman-Damon	Lost & Paid Item Returned	53.90	53.90
S-20776	Tulsa City/County Library	Lost Book Account	21.00	21.00
S-20777	Kimberly J. Heinecke	Lost & Paid Item Returned	12.65	12.65
S-20778	Rock Island Public Library	Lost Book Account	13.99	13.99
S-20779	Robert Anglea	Lost & Paid Item Returned	35.60	35.60
S-20780	Chase Card Services	15/Friends Come Read	168.25	168.25
S-20781	Chase Card Services	Fines Account	35.00	35.00
S-20782	Carol Harris	Room Rental Refund	140.00	140.00
S-20783	Xerox Corp.	Copy Fund	7,500.00	
		Copier Maintenance	11.48	
		Copier Maintenance	6.08	
		Copier Maintenance	5.14	
		Copy Maintenance	33.21	
		Copy Maintenance	60.23	
		Copy Maintenance	14.00	
		Copy Maintenance	18.59	
		Copy Maintenance	45.34	
		Copier Maintenance	35.93	
		Copier Maintenance	42.41	
		Copier Maintenance	38.38	
		Copier Maintenance	12.06	
		Copier Maintenance	34.47	
		Copier Maintenance	29.25	
		Copier Maintenance	51.67	
		Copier Maintenance	39.86	7,978.10
S-20784	Brittany K. Palmer	Lost & Paid Item Returned	96.95	96.95
S-20785	Marie E. Bryant	Lost & Paid Items Returne	12.95	12.95
S-20786	Sarah M. Black	Lost & Paid Item Returned	13.95	13.95
S-20787	Demco	15/Friends Come Read w Me	329.46	329.46
S-20788	Moscow Nights LLC	15/Friends/Our World	6,000.00	6,000.00

Special Funds

Warrant Register

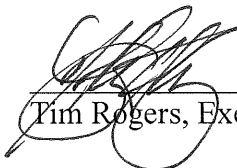
October 2015

Number	Vendor/Payee	Purpose		Amount
S-20789	Metropolitan Library System	Transfer for Fines & Fees	38,000.00	38,000.00
S-20790	Standley Systems	Copier Maintenance	3.94	3.94
S-20791	Walmart Community/GECRB	16/50th Anniversary	92.88	92.88
S-20792	Rebecca Ross	16/50th Anniversary	400.00	400.00
S-20793	Chris Kennedy	16/50th Anniversary	69.36	69.36
S-20794	Jerome O. Braggs	16/50th Anniversary	800.00	800.00
S-20795	Min Zhang	Lost & Paid Item Returned	3.95	3.95
S-20796	Ariyah Cato &/or Antonee C.	Lost & Paid Item Returned	19.60	19.60
S-20797	Becky Tribby	Lost & Paid Item Returned	13.25	13.25
S-20798	Maddison Bogard &/or Ryan	Lost & Paid Item Returned	9.95	9.95
S-20799	Shea N. Krablin	Lost & Paid Item Returned	10.95	10.95
S-20800	Farah M. Antoine-Mayberry	Lost & Paid Item Returned	17.00	17.00
S-20801	YWCA Oklahoma City	Come Read With Me	70.00	70.00
S-20802	Metropolitan Library System	Trasfer of Fines & Fees	30,000.00	30,000.00
S-20803	LEGO Brand Retail, Inc.	ODL Kids IS the Rocket	4,730.70	4,730.70
S-20804	Barbara Beasley	16/50th Anniversary	97.97	97.97
S-20805	Randy Wayland	16/50th Anniversary	93.55	93.55
S-20806	Staples Credit Plan	16/50th Anniversary	3,623.93	3,623.93
S-20807	Sarah Grote	16/50th Anniversary	400.00	400.00
S-20808	Cindy Revels-Nigg	16/50th Anniversary	76.88	76.88
S-20809	Amazon/GE Money Bank	16/50th Anniversary	3,189.52	3,189.52
S-20810	Walmart Community/GECRB	16/50th Anniversary	99.83	99.83
S-20811	Mary Robinson	16/50th Anniversary	94.70	94.70
S-20812	Vanessa Davis	16/50th Anniversary	92.10	92.10
S-20813	Christopher Stofel	16/50th Anniversary	84.45	84.45
S-20814	Irving Public Library	Lost Books Account	24.00	24.00
S-20815	Tulsa City/County Library	Lost Books Account	39.98	39.98
S-20816	OSU - Tulsa Library	Lost Books Account	134.00	
		Lost Books Account	33.99	167.99
S-20817	Rebekah J. Schrader &/or Stacy	Lost & Paid Item Returned	11.95	11.95
S-20818	Daniel Pedraza &/or Maquein	Lost & Paid Item Returned	11.95	11.95
S-20819	Southwestern College-Deets	Lost Books Account	19.89	19.89
S-20820	Sylvia Banks	Lost & Paid Item Returned	29.95	29.95
S-20821	Cheryl Reed	Lost & Paid Item Returned	18.00	18.00
S-20822	Charles A Land Jr	15/Friends/OurWorld	1,000.00	1,000.00
S-20823	Standley Systems	Copier Maintenance	8.92	
		Copier Maintenance	11.64	
		Copier Maintenance	32.16	
		Copier Maintenance	35.81	
		Copier Maintenance	7.12	
		Copier Maintenance	2.30	
		Copier Maintenance	1.54	
		Copier Maintenance	5.21	
		Copier Maintenance	4.31	
		Copier Maintenance	28.04	137.05
S-20824	Kiona Millirons	15/LET/After School @ Lib	800.00	800.00
S-20825	Taryn Lyn Sutherland	15/LET/After School @ Lib	400.00	400.00
S-20826	Julianna Link	16/50th Anniversary	100.00	100.00
S-20827	Todd Podzemny	16/50th Anniversary	19.14	19.14
S-20828	Walmart Community/GECRB	16/50th Anniversary	71.24	71.24
S-20829	Edie Daniel	16/50th Anniversary	85.00	85.00
S-20830	Brandon Beckham	16/50th Anniversary	97.97	97.97

Total of Special Funds Warrants Issued \$ 118,688.58

I, Tim Rogers, certify that:

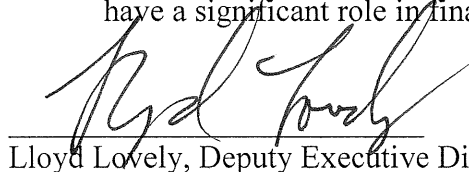
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

11/12/2015  
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

11-12-15  
Date

## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: MICROCOMPUTERS**

Provided for in the FY2015-16 budget is the request for microcomputers. These computers will be used for the normally scheduled technology replacement cycle. This includes both staff and public computers. The library will be purchasing 200 computers for this fiscal year. Due to reduced monitor failure rates, we have no need to purchase monitors at this time.

The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. The State of Oklahoma participates in the Western States Contracting Alliance for computers under State Contract #SW206 and #SW1026.

CDW-G has a competitively bid contract through the National Joint Powers Alliance which includes Hewlett Packard products.

Dell participates in the State Contract pricing. The Library's specification for computers was developed and this specification was then priced with each vendor's contract price. The table below shows the results:

Computers	
Vendor	Price Each
Dell	\$ 569.00
CDW-G (Hewlett-Packard)	\$ 670.40

### **RECOMMENDATION:**

That the Commission approve the purchase of 200 microcomputers from Dell in the amount of \$113,800. Funding for the purchase is provided for in the FY2015-16 budget, account 410.

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

### **The Finance Committee met October 29, 2015, for:**

- I. Discussion, Consideration, and Possible Action: Acceptance of Annual Audit
- II. Discussion, Consideration, and Possible Action: Revisions to MLS Policy and Procedure Manual
  - SF 400 Surplus Equipment
  - SF 200 Purchasing

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

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

### **COMMISSION ACTION:**

- 1. To approve the revisions to the MLS Policy and Procedure Manual, SF 400 Surplus Equipment and SF 200 Purchasing.
- 2. To Accept the Annual Audit

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

**FINANCE COMMITTEE**

**MINUTES**

DATE: Thursday, October 29, 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, October 14, 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 October 27, 2015, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Allen Coffey, Chair  
Jim Shonts  
Judy Smith

**COMMITTEE MEMBERS EXCUSED:**

Fran Cory  
Beth Toland

**COMMISSION MEMBERS IN ATTENDANCE:**

Nancy Anthony

**ESTIMATE OF OTHERS PRESENT: 7**

**I.** The meeting was called to order at 3:31 p.m. by Mr. Allen Coffey, Chair.

Roll was called to establish a quorum. Present: Shonts, Smith, Coffey.

**II.** Mr. Coffey referred to Discussion, Consideration and Possible Action: Revisions to MLS Policy and Procedure Manual, SF 400 Surplus Equipment and SF 200 Purchasing.

Mr. Lovely explained the recommended revisions to SF 400 Surplus Equipment. The proposed revisions would give the library the ability to dispose of Surplus Equipment using a variety of methods, depending on the original cost of the items. Items with an original cost exceeding \$500 would need to be declared surplus by the commission before disposal. Items with an original cost of less than \$500 may be disposed of at any time. Mr. Lovely reviewed the various methods of disposal. Discussion followed. The consensus of the committee was to vote on both policy revisions together.

Mr. Lovely referred to and explained the recommended revisions to SF 200 Purchasing. Currently, all accounts payable checks require two signatures. The revisions will allow all accounts payable checks to be signed electronically and require only one signature, except in cases where the check exceeds \$4999.99. Checks which exceed \$4999.99 will require a second signature from an authorized signatory. Controls are in place requiring approvals, prior to check issuance. Check registers will be provided to the Deputies each week. Discussion followed.

**Mr. Jim Shonts moved to approve the recommended revisions to the MLS Policy and Procedure Manual, SF 400 Surplus Equipment and SF 200 Purchasing.**

*Mr. Coffey suggested a wording change to the first sentence of number 9, under Regulations in SF 200 Purchasing. The revision should read as follows: Library checks (warrants) **less than \$5000** may be signed....*

**Ms. Judy Smith seconded. No further discussion. Motion passed unanimously.**

**III.** Mr. Coffey called on Mr. Lloyd Lovely, Deputy Executive Director/Finance & Support to present the Audit, in the absence of Finley & Cook.

Mr. Lovely handed out copies of the annual audit. He reported the audit went very smoothly. There were no items noted relating to internal controls, overall a clean audit. Questions and discussion followed.

Mr. Coffey called for further questions and/or comments. Mr. Lovely will ask Finley & Cook to attend the November Commission meeting, since they were unable to make the meeting today.

**Ms. Smith moved to accept the annual audit. Mr. Shonts seconded. No further discussion. Motion passed unanimously.**

**IV.** There being no further business, Mr. Coffey adjourned the meeting at 4:03 p.m.

---

Tim Rogers, Executive Director  
(Secretary)



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

**The Long-Range Planning Committee met on November 4, 2015 for:**

- I. Discussion, Consideration, and Possible Action: Strategic Outline and Principles (SOaP) – Part One of MLS Strategic Plan
- II. Overview of Opportunity Analysis – Clark Swanson, OrangeBoy, Inc.

**During its meeting, the Committee:**

Reviewed and discussed all items.

**COMMISSION ACTION**

To adopt the Strategic Outline and Principles (SOaP) – Part One of MLS Strategic Plan.

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

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

DATE: Wednesday, November 4, 2015      TIME: 3:30 PM  
MEETING PLACE: Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, October 7, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on November 2, 2015, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Penny McCaleb, Chair  
Deanna Hannah  
Mary Sosa  
Beth Toland  
Susan Tucker

**COMMITTEE MEMBERS EXCUSED:**

Tracy McDaniel  
Alyne Strube

**ESTIMATE OF OTHERS PRESENT: 9**

**I.** The meeting was called to order at 3:33 p.m. by Ms. Beth Toland.

Roll was called to establish a quorum. Present: Hannah, Toland, Tucker (Arrived: McCaleb, 3:38 p.m.).

**II.** Mr. Tim Rogers referred to Discussion, Consideration and Possible Action: Strategic Outline and Principles (SOaP) – Part One of MLS Strategic Plan.

Mr. Rogers explained the process used in creating the SOaP document. All staff had the opportunity to offer ideas and provide feedback. The first draft was released to all Library staff via the intranet on September 5. Staff meetings were scheduled during the end of September and beginning of October. After reviewing the feedback from across the system, the Leadership Team met on October 13 to discuss and finalize the document.

Mr. Rogers reviewed the proposed Mission, Vision, 20-Year Goal and the Core Values. The SOaP document allows all library staff and commission to know what we are aiming for as a library system over the next twenty years. There are four parts of the strategic planning process, the SOaP document is the first step of the process. The next step will be setting up strategic goals. Questions and Discussion followed.

Mrs. McCaleb called for a motion to adopt the Strategic Outline and Principles.

**Ms. Toland moved to adopt the Strategic Outline and Principles (SOaP) document. Ms. Mary Sosa seconded. No further discussion. Motion passed unanimously.**

**III.** Mrs. McCaleb referred to Overview of Opportunity Analysis – Clark Swanson, OrangeBoy, Inc.

Mr. Swanson provided information on OrangeBoy, Inc. Handouts were provided detailing the MLS Strategic Planning Methodology. The plan consists of six phases; Savannah Customer Intelligence, Opportunity Analysis, Strategy, Business Planning, Measurement and Engagement. Mr. Swanson explained each phase. MLS is currently in the Opportunity Analysis phase, which identifies the existing community and organizational needs the library may leverage over the next three-year period. Questions and Discussion followed.

Mr. Swanson provided an example of the Savannah-based dashboard measuring the organization standards. Each library within the system will have its own set of measurements. The system-wide goals are reflected on the dashboard and updated weekly. The plan will be completed by March 2016.

**IV.** There being no further business, the meeting was adjourned at 4:28 p.m.

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Tim Rogers, Executive Director  
(Secretary)

## REPORT AND RECOMMENDATION FROM ADMINISTRATION

### MLS 2016 Holiday and Closing Schedule

Since Christmas Eve falls during the workweek of December 19-25, full-time hourly staff will work thirty-two (32) hours and exempt staff will work four (4) days. The libraries will be closed on Saturday, December 24<sup>th</sup> and Sunday, December 25<sup>th</sup>. New Year's Day in 2017 will fall on a Sunday as well. The New Year's Day holiday for 2017 is scheduled for Monday, January 2, 2017. Normal library hours will be in effect on Saturday, December 31.

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Friday	Jan 1	Dec 28-Jan 3	Yes	
Martin Luther King, Jr. Day	Monday	Jan 18	Jan 18-24	Yes	
Easter	Sunday	Mar 27	Mar 21-Mar 27		
Memorial Day	Sunday	May 29	May 23-29		
	Monday	May 30	May 30-Jun 5	Yes	
Independence Day	Monday	Jul 4	Jul 4-10	Yes	
Labor Day	Sunday	Sep 4	Aug 29-Sep 4		
	Monday	Sep 5	Sept 5-11	Yes	
Staff Development Day	Monday	Oct 10	Oct 10-16		Staff attend Focus
Thanksgiving Holidays	Wednesday	Nov 23	Nov 21-27		Close at 6:00 pm
	Thursday	Nov 24	Nov 21-27	Yes	
	Friday	Nov 25	Nov 21-27	Yes	
Christmas Holidays	Saturday	Dec 24	Dec 19-25	Yes	
	Sunday	Dec 25	Dec 19-25		

Current MLS Holiday Guidelines grant full-time and designated full-time equivalent staff eight (8) paid holidays per calendar year plus three (3) 'floating holidays' (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policy.

For workweeks with one (1) holiday, libraries and offices are open their regular schedule with the exception of that holiday; however, during the workweek, full-time hourly employees work thirty-two (32) hours and exempt employees work four (4) days.

For workweeks with two (2) holidays, libraries and offices are open their regular schedule with the exception of those two (2) holidays; however, during the workweek, full-time hourly employees work twenty-four (24) hours and exempt employees work three (3) days.

Employees eligible for partial holiday pay are prorated accordingly.

#### **RECOMMENDATION:**

That the Commission approves the MLS 2016 Holiday and Closing Schedule as presented.

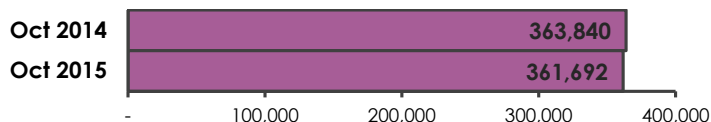
## Metropolitan Library System

### Usage Summary

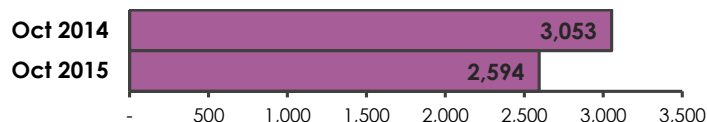
Month of October

FY2015-2016

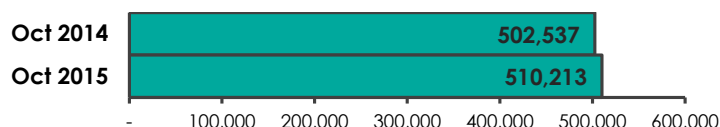
#### Registered Borrowers



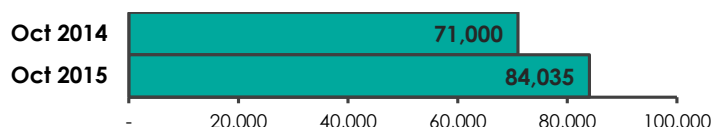
#### New Borrowers



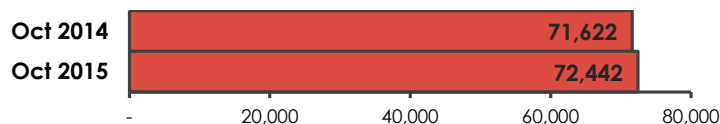
#### Circulation



#### eBooks & eAudio



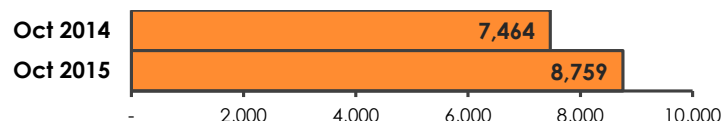
#### Computer Sessions



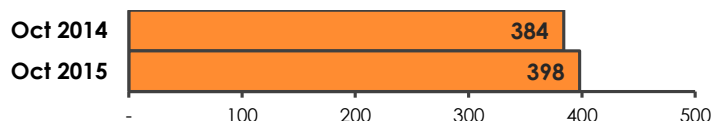
#### Wireless Sessions†

**157,332**

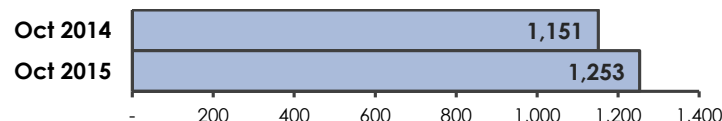
#### Program Attendance



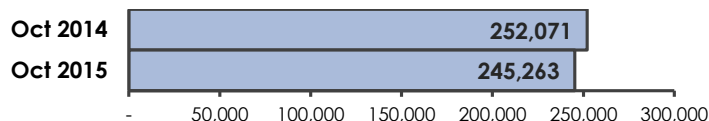
#### Programs



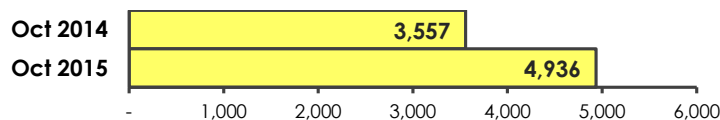
#### Room Reservations



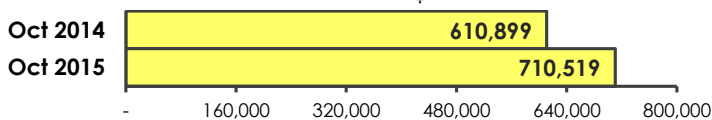
#### Library Visits



#### Social Media Interactions



#### Digital Sessions‡



†October 2014 wireless session counts are unavailable.

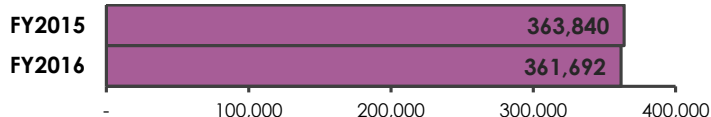
## Metropolitan Library System

### Usage Summary

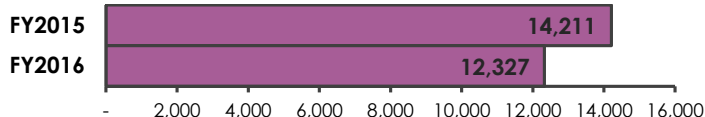
Fiscal Year-to-Date

**FY2015-2016**

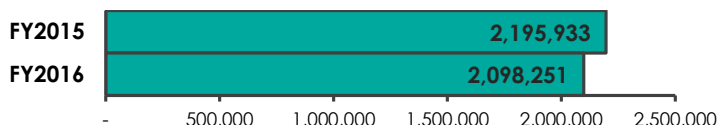
#### Registered Borrowers



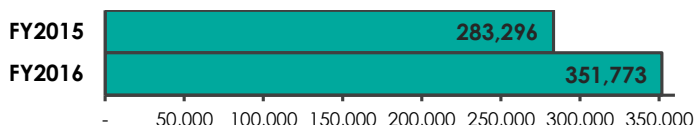
#### New Borrowers



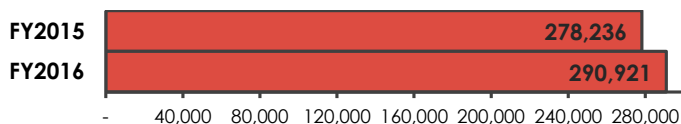
#### Circulation



#### eBooks & eAudio



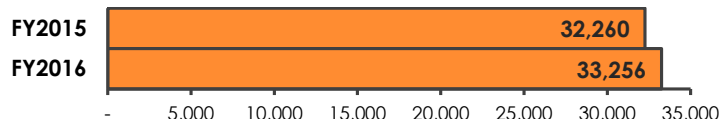
#### Computer Sessions



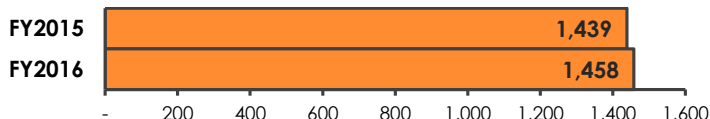
#### Wireless Sessions†

**601,811**

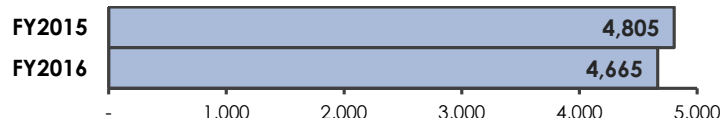
#### Program Attendance



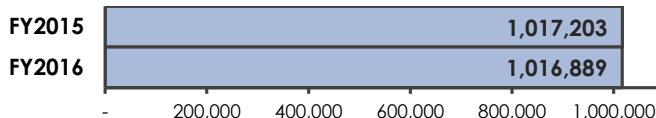
#### Programs



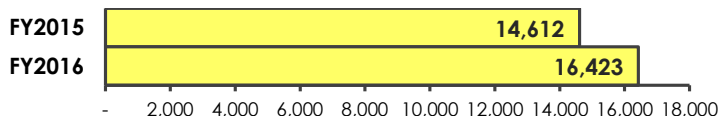
#### Room Reservations



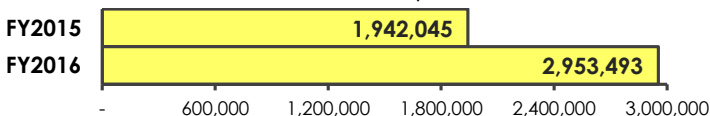
#### Library Visits



#### Social Media Interactions



#### Digital Sessions‡



† FY2015 wireless session counts are unavailable.

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

## I. DEFINITIONS

### ***Registered Borrowers***

Count of individuals designated as primary, reciprocal, annual fee, school or outreach borrowers who retain library privileges and have physically or virtually interacted with the library system within the preceding 5 years.

### ***New Borrowers***

Count of individuals designated as primary, reciprocal, annual fee, school or outreach borrowers who have obtained library privileges within the specified timeframe.

### ***Circulation***

Count of checkouts or renewals of physical or virtual items. (Includes Overdrive, Freegal and Zinio items)

### ***eBooks & eAudio***

Count of charges or renewals of virtual items within the specified timeframe. (Includes Overdrive)

### ***Computer Sessions***

Count of logon instances by library customers for the in-house use of desktop computers.

### ***Wireless Sessions***

Count of logon instances by library customers accessing the World Wide Web via the library's Wi-Fi network.

### ***Program Attendance***

Count of attendance for publicly held programs of type 1, defined as being, "Metropolitan Library System programs or events for library staff or the public, which are initiated, authorized, produced, scheduled, promoted in whole or part by the library to accomplish its mission and strategic plan."

### ***Programs***

Count of publicly held programs of type 1. (See definition of type 1 under Program Attendance)

### ***Room Reservations***

Count of meeting room reservations placed for purposes other than those of type 1. (See definition of type 1 under Program Attendance)

### ***Library Visits***

Count of physical entries into library facilities open to the general public.

### ***Social Media Interactions***

Count of activities generated (e.g. comments, likes, shares, retweets, replies, follows, favorites) in response to social media content posted via Facebook, Twitter or Instagram.

### ***Digital Sessions***

Count of access instances by individuals with [www.metrolibrary.org](http://www.metrolibrary.org), [catalog.metrolibrary.org](http://catalog.metrolibrary.org), [emedia.metrolibrary.org](http://emedia.metrolibrary.org), [jobs.metrolibrary.org](http://jobs.metrolibrary.org), [www.supportmls.org](http://www.supportmls.org) or [metrolibrary.evanced.info](http://metrolibrary.evanced.info) and defined as being, "... the period time a user is actively engaged with [the] website..."

## EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 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

- **Capitol Hill Library**  
The move-out of what we are now calling "Old Capitol Hill Library" began the morning of Monday, November 2nd, and will conclude the weekend of the 14th. Regional Director Randy Wayland and Library Manager Jana Hausburg and their staff have been hard at work breaking down operations at the "old" Capitol Hill Library, packing it up, and moving it the two blocks to the library's temporary site at 330 S.W. 24th Street. The Maintenance department wielded hammers and other implements while overseeing the contractors who have turned the church gym into the only library in the State with a fully-functional, regulation, indoor basketball hoop. The IT department relocated the library's technology and will plug it all back in prior to the November 16th re-opening. Staff from all around the system turned out for shifts moving, sorting, and reshelving our books and materials of all kinds on the temporary shelves. The Capitol Hill staff are all in high spirits, and they look forward to opening the doors to customers who have already managed to locate the free wifi. I look forward to giving you more good news about the move next week!
- **Jones Library**  
Dirt problems continue to surface at Jones, but Todd Olberding is working with the architect, the engineer, and representatives from the City to see that viable plans are developed. As you may recall, we anticipated the County being able to use their equipment and staff to pave the new library's parking lot (project funds would pay for the material), but we have received word that the County will be unable to do the work as planned. Undoubtedly, this will cost us more than we were planning, and we are working with the City of Jones to figure out our options.
- **Del City Library**  
The draft building program for Del City has been issued, and our project committee is working with Dewberry Architects to provide comments and feedback. We anticipate finalizing the program for review by the Commission in the near future. We have also begun to scope the project schedule with the City, and I will discuss that with you as it takes shape.
- **Bethany Library**  
We completed the community meetings and focus groups for the Bethany Library project last week, and I am happy to report that the architect felt the input was invaluable. Additionally, the online Bethany Library survey closes soon. All of this data will be used to help shape the Bethany building program, a draft of which we anticipate within the next month.
- **Edmond Library Parking**  
The City of Edmond will begin the parking lot project within the next few week. The project is scheduled to run 60 days, but with the holidays and unpredictable Oklahoma weather, that could



stretch to 90 relatively easily. I will provide more information about the project when the schedule is issued.

- Downtown Library and Project 180

Some of you might be aware of Project 180 which is enhancing the streetscapes of Downtown OKC. The project has been focused just to the East of the Downtown Library since last fall, and -- due to a very recent schedule change -- will move west along Park Avenue through Harvey. The project began on November 6, and is already impacting the Ronald J. Norick Downtown Library. With a projected completion date of the middle of January, the project will affect all lanes of Park Avenue between Harvey and Hudson, and will eventually impact pedestrian traffic along Park. The latter portion of the project may also force us to be creative regarding entrances and egresses to the building. We will provide regular updates to the Commission and staff through the weekly bullet points.

## 2. Collections and Materials

- Launchpads Nearly Ready to Fly

Our Cataloging and Technical Processing departments reported that they have received the first of Playaway Launchpads, self-contained tablets providing youth-oriented learning games. The new format will be offered in January 2016, and staff are preparing and packaging them for use. Everyone is excited to get them on the shelves for our young customers, as we know that the children (and their adults!) will love them. We will provide a sample to the Commission at the December meeting.

- Big Data & Library Collections

Library staff are familiarizing themselves with CollectionHQ, a product the Materials Selection department has implemented to better use book acquisitions and usage data to make title selection, placement, and decisions. Staff are completing the first stage of the assessment process by performing collection checks to identify possible missing items. Use of the product should save time and money by enabling data-driven decision-making related to purchasing, transfers, and weeding.

- Holiday Magazines

I am happy to report that the holiday magazines will soon be on the way to libraries. These are the much anticipated Thanksgiving and Christmas/seasonal craft, cooking and decorating magazines that we purchase for each library. This year, Cataloging department will be providing minimal cataloging records for each title, which will make it easier for staff to display and circulate these highly used materials. Happy Holidays (early)!

- ILLiad and Enhanced Interlibrary Loan

The Interlibrary Loan department has fully implemented ILLiad for lending MLS materials to other libraries. The new cooperative lending system has reduced staff time spent lending books to other libraries across the country by approximately half. The team continues to work with Atlas Systems (the software development company) to implement ILLiad for borrowing, and we hope to announce the launch of that module in the near future.

## 3. Outreach and Programming

- Fiestas de las Americas

On Saturday, October 3, the South Region (Almonte, Capitol Hill, and Southern Oaks libraries) participated in Fiestas de las Americas, a festival in celebration of Oklahoma's rich multicultural heritage. The Capitol Hill Library set up a booth on Calle Dos Cinco (S.W. 25th Street) and, along with staff from Almonte and Southern Oaks libraries, passed out information about library services. In addition, each child who visited got a free book!

- National Friends of the Library Week

This past month, as part of National Friends of the Libraries Week, we celebrated our appreciation for the Friends of the Metropolitan Library System at the Friends' Sort Site (the Service Center). This month has also marked the Friends' Membership Campaign which winds up this week. The goal was to increase annual membership while also engaging new members throughout the year. The campaign has been a big success and culminated in an article on NewsOk (<http://newsok.com/article/5459502>).

- Moscow Nights

The Moscow Nights Trio brought Russian culture to the metro area in a concert of authentic, traditional Russian folk music carefully crafted for library audiences. Their sound preserved and resurrected pre-revolution Russian culture through the melodies of the "Treshotki," birch-bark whistles, the bayan and balalaikas in this unique performance. Large audiences turned out throughout the system, and we have already received requests for the trio to schedule a return engagement in 2016. Спасибо! (Thank you!)

- Literary Voices – Sebastian Junger

All of you should have received your save-the-date cards for the Library Endowment Trust's Literary Voices event to be held on April 14, 2016. Author/ journalist/ documentarian Sebastian Junger will be the headliner, and I am certain it will be both an entertaining and compelling experience. Junger is the author of the award-winning "The Perfect Storm," and the producer of the hard-hitting documentaries "Restrepo," "Kornegai," and most recently "The Last Patrol." I want to express my thanks to Catherine Armitage who has volunteered to chair this year's Literary Voices event, and to encourage all of you to continue your support of the event -- I hope to see you all there!

#### 4. Infrastructure & Other Miscellaneous Items

- Financial Accounting System

The Business Office has assembled a cross-departmental project team to assist in the design, selection, and implementation of a new accounting system. The team met for the first time this week, and has started individual meetings with representatives from BKD Consulting, the firm we have hired to oversee this entire process. We have an ambitious target date for implementation by July 1, 2016, and plan to replace the current reporting, general ledger, accounts payable, accounts receivable, fixed assets, and other modules. We anticipate transitioning to paperless transactions, dashboard reporting, online approvals, and wire payments rather than checks. Our goal is for our staff to become data analysts rather than data preparers.

- December Commission Meeting Location Change

The December 10<sup>th</sup> Commission Meeting, has been moved from Capitol Hill Library to Midwest City Library.

#### Personnel

##### New Hires & Promotions – October & November 2015

- Tara Davis was promoted from Librarian H-T at the Southern Oaks Library to Librarian F-T at the Midwest City Library. Tara has been with the system since 2013.
- Michael Lee was promoted from Circulation Clerk H-T at the Edmond Library to Circulation Clerk F-T at the Warr Acres Library. Michael has been with the system since 2009.
- Devin McGhee transferred from Library Manager I at the Del City Library to Cataloger. Devin has been with the system since 2012.
- Debbie Robertus was promoted from Assistant Library Manager to Interim Library Manager at the Belle Isle Library. Debbie has been with the system since 1995.
- Taryn Kingery was promoted from Librarian H-T to Library F-T at the Almonte Library. Taryn has been with the system since 2010.

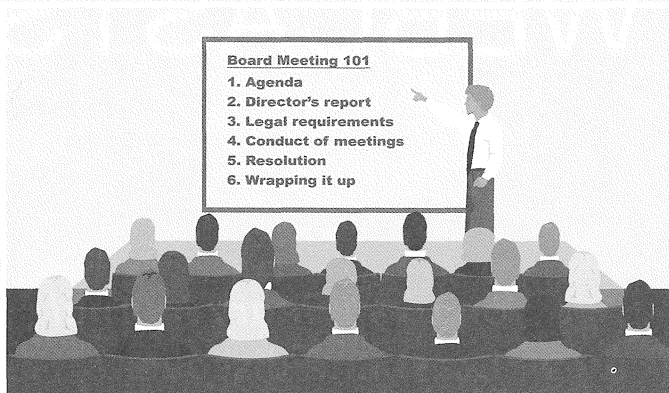
- Rondia Banks was promoted from Librarian to Lead Librarian at the Northwest Library. Rondia has been with the system since 1999.
- Dana Beach was promoted from Librarian to Lead Librarian at the Choctaw Library. Dana has been with the system since 2005.
- Suzette Chang was promoted from Librarian to Lead Librarian at the Midwest City Library. Suzette has been with the system since 2008.
- Edith Daniel was promoted from Librarian to Lead Librarian at the Bethany Library. Edith has been with the system since 2011.
- Jerod Gerfen was promoted from Librarian to Lead Librarian at the Midwest City Library. Jerod has been with the system since 2006.
- Molly Giles was promoted from Librarian to Lead Librarian at the Almonte Library. Molly has been with the system since 2013.
- Angela Hill was promoted from Librarian to Lead Librarian at the Capitol Hill Library. Angela has been with the system since 2005.
- Eric King was promoted from Librarian to Lead Librarian at the Edmond Library. Eric has been with the system since 1990.
- Heather Kitchen was promoted from Librarian to Lead Librarian at the Northwest Library. Heather has been with the system since September 2015.
- Karen Litteral was promoted from Librarian to Lead Librarian at the Warr Acres Library. Karen has been with the system since 1996.
- Gillian McFall was promoted from Librarian to Lead Librarian at the Edmond Library. Gillian has been with the system since January 2015.
- Deborah McPherson was promoted from Librarian to Lead Librarian at the Bethany Library. Deborah has been with the system since 2009.
- Ann Meeks was promoted from Librarian to Lead Librarian at the Belle Isle Library. Ann has been with the system since 1995.
- Ngoc Nguyen was promoted from Librarian to Lead Librarian at the Village Library. Ngoc has been with the system since 2004.
- Janeal Walker was promoted from Librarian to Lead Librarian at the Northwest Library. Janeal has been with the system since 2011.
- Glenn Webb was promoted from Librarian to Lead Librarian at the Capitol Hill Library. Glenn has been with the system since 1997.
- Meaghan Hunt-Wilson was promoted from Librarian to Lead Librarian at the Edmond Library. Meaghan has been with the system since 2012.
- Alexis Whitney was promoted from Librarian at the Almonte Library to Lead Librarian at the Southern Oaks Library. Alexis has been with the system since 2012.
- Teresa Matthews was promoted from Librarian at the Edmond Library to Lead Librarian at the Downtown Library. Teresa has been with the system since 2003.
- Heather Zeoli was hired as the Development Director.
- Rochelle Hines was hired as a Library Aide at the Downtown Library.
- Taro Iwase was hired as a Library Aide at the Downtown Library.
- Mary-Frances Manno was hired as a Library Aide at the Downtown Library.
- Kelsey McLain was hired as a Library Aide at the Edmond Library.
- Jim Phillips was hired as the Facilities Project Coordinator for Maintenance.
- Mark Schuster was hired as an Assistant Library Manager for the Northwest Library.
- Mary West was hired as a Public Computer Specialist for the Southern Oaks Library.

## Board Meetings 101

By Lisa Peet

Library board meetings can range from the mundane to the dramatic, but each has components that can be planned in advance. Putting in the work ahead of time will often determine a meeting's success and can help cut down on surprises.

While the legal requirements for board meetings vary, most states provide guidelines so that trustees can structure meetings for compliance with local law and maximum efficacy. The following was inspired by *Administrative Essentials: A Handbook for Wisconsin Public Library Directors* ([ow.ly/TD9XZ](http://ow.ly/TD9XZ)) but is representative of general protocol. Individual items may vary depending on library or local ordinances.



### 1. Agenda

This is the board's road map and should be completed well before the date of the meeting.

The board president should work with the library director to plan out exactly what will be covered, including any items required owing to previous board action as well as new issues. An outline of the agenda should be posted on the library board's website.

Prepare a packet of materials to send out to all board members well in advance, containing the previous meeting's minutes, the library's monthly financial report, monthly bills, a detailed schedule of the upcoming meeting, and any necessary background materials. This allows board members to give thought to important topics before they are discussed and will save time during the meeting itself. Make sure to inform members who wish to bring an item before the board that they should contact the board president ahead of time.

A typical meeting agenda will contain:

- Call to order
- Roll call and introduction of guests
- Approval of the previous meeting's minutes
- Director's report and financial report
- Audit and approval of monthly expenditures
- Any additional committee reports
- Items for discussion

- Public comment period if provided
- Roll call vote on any open items
- Adjournment

### 2. Director's report

At each meeting, a report should be presented covering the library's activities and any current and potential issues that the library faces. If any items need to be addressed at the meeting, these should be listed in the agenda.

### 3. Legal requirements

As mentioned above, trustees need to familiarize themselves with their state's laws for conducting board meetings. Open meeting laws will require public notices to be posted before every board or committee meeting and call for meetings to be open to the public unless the board follows specific procedures for a closed session.

Minutes must be kept and made available to the public. At a minimum, these must include the names of board members in attendance, all motions made, and the results of any votes.

### 4. Conduct of meetings

An efficiently conducted meeting is dependent upon board members working with the board president. It's a good idea to begin each meeting with a quick review of the agenda, in order to make sure there is time to cover all the items and modify the order of business, if necessary. There should be time for questions, but the president should moderate the discussion to keep it focused on the matters at hand and to ensure that all members have a chance to be heard. Items that require follow-through should be assigned to the appropriate party.

### 5. Resolution

It is important to remember that, while individual trustees are important members of the board, it is the board as a whole that is legally responsible for library operations. The board president should lead the decision-making process with this in mind and encourage members to consider the health of the library and the board before their own concerns.

At the same time, board meetings are the appropriate place for members to raise questions and make requests, rather than bringing issues up to staff members or library administration on an individual basis.

### 6. Wrapping it up

If the meeting has a public comment period, the board should limit itself to answering basic questions about the library, with any issues that need more discussion or deliberation placed on the agenda for a future meeting.

No matter what is on the agenda, board meetings don't need to be unwieldy or onerous. With some forethought and teamwork, they can become a useful tool for trustees and library leaders alike.

Lisa Peet is Associate News Editor, Library Journal

## Director Evaluation 101

By Lisa Peet

A well-organized Board of Trustees works as a team with its library director. At the same time, it is also the board's responsibility to evaluate its director on a regular basis—most often annually—whether that director has been serving for one year, five, or 20. This review can present itself as a disruption of a well-established balance, or a diplomatic challenge when problems need to be addressed.

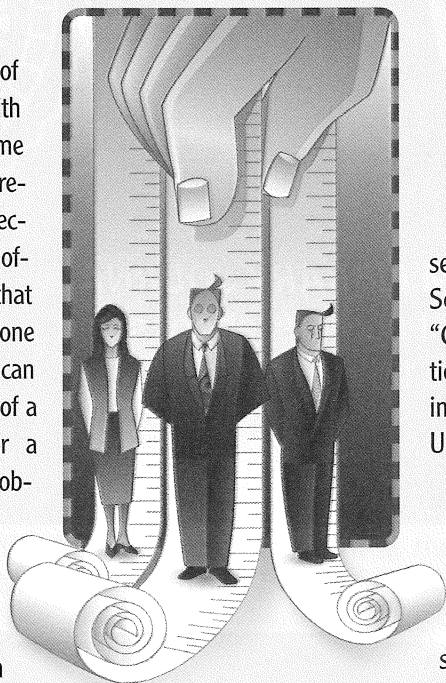
While such an appraisal can feel worryingly subjective, it doesn't need to be. A board that follows an organized evaluation process, using well-thought-out criteria, will provide the director with useful feedback and can also offer valuable insight into the library's operations and performance. If a director's evaluation is unsatisfactory, the review can motivate a course of improvement or, in the worst case, build a clear paper trail if there is cause for discipline or termination.

As with many other trustee activities, there are plenty of guidelines available for evaluating a director constructively and for anticipating issues before they become problems. The following is taken in part from the *Across the Board* newsletter for trustees from the Mid-Hudson Library System (MHLS), Poughkeepsie, NY, but it can be altered to fit nearly any library.

MHLS notes first and foremost that the relationship between board and director is not the same as that of a manager and employee. Rather, it is a partnership formed for the purpose of running the library. "Rather than evaluating the director," the guidelines state, "you need to evaluate the administration of the library. This approach enables the board and the director, as a team, to design steps that will enhance the development of the organization."

### FOCUSING ON THE LIBRARY

MHLS points out that focusing on the library, rather than on the director, keeps the evaluation performance-driven as opposed to personality-driven. The first step is to assess the state of the library, identifying key operations. MHLS suggests:



- Customer Service and Community Relations
- Organizational Growth
- Administration and Human Resource Management
- Financial Management and Legal Compliance
- Relationship with the Board of Trustees

A form can then be structured to assess the items on the list, separating each into relevant components; for instance, Customer Service can be broken out into "Levels of patron satisfaction," "Customer service received by patrons," and "Consistent application of policies that affect the public." Every line is then given a rating (e.g., E=excellent; S=satisfactory; N=needs improvement; U=unknown).

Each board member should then fill out a copy as completely as possible, also referencing, if appropriate, the library's plan of service, board minutes, usage statistics, program results, the previous year's evaluation goals, and any other pertinent data.

Once all the forms have been completed, the board should summarize the results (a sample summation form can be found at [ow.ly/TWSwt](http://ow.ly/TWSwt)). This will offer a snapshot of how the library is functioning as a whole, which can then be implemented as follows:

- If the summation shows that the library is doing well, the evaluation should focus on supporting and motivating the director to keep everything moving forward.
- If there are items that need addressing, the board should use the evaluation process to offer support and motivation to the director, as well as to clarify expectations going forward.
- If the results are unsatisfactory, the board should clearly identify the issues, determine what is needed to get operations on track, and create a time line for progress reports.

### REVIEWING THE RESULTS

Once the board has reviewed the results and agreed on a plan of action, it should then meet with the director—either as a full board in executive session, a committee, or one or two delegated members. The board should use the time to discuss areas of strength and weakness within the library as a whole and then, working with the director, develop goals for the organization's improvement.

Most important, the board's review should not be a reaction to a problem situation but should be a regular form of maintenance for a good working partnership. As the guidelines point out, "The director evaluation should be an annual event and the best and easiest time to begin this schedule is when things are going well."

*Lisa Peet is Associate News Editor, Library Journal*



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# Friends of library system donate time, money

**BY JENNIFER JONES**

For The Oklahoman

Established in 1978, the Friends of the Metropolitan Library System has given more than \$3.6 million to libraries for programs, services and other support, and possibly as many hours of members' volunteer time over the years.

Heidi Port, Metro Library volunteer coordinator, said 66 "sorting site" volunteers gave 15,556 hours from July 1, 2014, to June 30.

Friends of the Library volunteers spend most of the year sorting books at the sort site in preparation for the annual Friends of the Library Book Sale. The annual book sale brings thousands of eager readers to State Fair Park in search of bargain books.

On the last weekend in February, all hands are on deck manning the sale, along with hundreds of community and library staff volunteers.

"There were 910 volunteers at Book Sale 2015 who gave 9,239 hours to make the event a success," Port said. "Approximately 700,000 books divided into 34 categories were on sale."

## How funds help

Funds raised by the annual sale pay for programs such as the annual Our World concert series. This year, Russian folk musicians Moscow Nights will tour libraries for a week.

The libraries' delivery trucks, Information Technology and Outreach vans all received a Friends sponsored makeover with library branded wraps. The wraps promote

library services across Oklahoma County.

Friends grants also provided a storytime rug for Capitol Hill Library, interactive toys for the children's area at Belle Isle Library, book giveaways for the Come Read With Me program and Summer Reading funds. Scholarships from the Friends help fund continuing education for library staff.

## To learn more

For more information about Friends of the Metropolitan Library System, including how to become a member or volunteer, go to [www.supportmls.org](http://www.supportmls.org).

Jennifer Jones is marketing coordinator for the Metropolitan Library System.

PHOTOS BY ALLISON BURGER | THE EDMOND SUN

## Edmond residents party at the downtown Edmond fall festival



ABOVE: Marla Lance, as Elsa, and Lyndsey Mackown, as Ana, pose with Mely Jackson, dressed as Olaf — all from the Disney movie Frozen. The women are employees of Citizens Bank of Edmond  
RIGHT: Kristyne Morefield, 6, happily enjoys the company of Metropolitan Public Library's polka dot puppy mascot. This was the first event for the man in the costume, volunteer Don Lighty.



Mariel and Kyle Stoy proudly show off their 22-month- old baby bumblebee, Piper.



# PEOPLE ON THE MOVE

## OU center names director of communications, outreach

NORMAN – **Michael Carrier** has been named the director of communications and outreach by the University of Oklahoma's Political Communication Center.

Carrier replaces **Leroy Bridges**, who died. Bridges was instrumental in negotiations to bring the Julian P. Kanter Political Commercial Archive to the university in 1985.

Carrier has worked for many of

Oklahoma's political leaders, including former U.S. Reps. **Dan Boren** and **Brad Carson** of Oklahoma, and former Gov. **Brad Henry**, former Attorney General **Drew Edmondson** and former State Superintendent of Public Instruction **Sandy Garrett**.

## MLS hires Zeoli as development director

OKLAHOMA CITY – The Metropolitan Library System has hired

**Heather Zeoli** as development director.

Zeoli has 15 years of fundraising experience. She was development manager with the College of Mathematics and Science for the University of Central Oklahoma. In Michigan she served as the director of annual giving at



Heather Zeoli

Grand Valley State University. She has a bachelor's degree in English and a master's degree in public administration from Grand Valley State University.

## Olson joins HPM to lead Western Region

DALLAS – Hoar Program Management has hired **Steve Olson** as senior vice president of the Western Region.

Olson will lead the teams in Texas and Oklahoma.

Olson has more than 30 years of experience in the engineering and construction industry. He was president of Balfour Beatty Construction, North Texas Division. He has also served as president of The Boldt Co., Southern Region, based in Oklahoma City.

An Illinois native, he received his civil engineering degree from Bradley University.