



# METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, December 10, 2015, 3:30 p.m.  
Midwest City Library  
8143 E. Reno  
Midwest City, OK 73110  
(Telephone: 732-4828)

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 #40 – Presentation of Service Certificates for Library Staff – December 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 (#41 - #42)**

- Document #41 – Approval of Minutes of November 19, 2015 Meeting
- Document #42 – Acceptance of Review of Expenditures for November 2015

## **3:45 – 4:15 pm COMMITTEE REPORTS**

- Document #43 – Discussion, Consideration and Possible Action: Report and Recommendations from the Administrative & Personnel Committee, December 1, 2015
- Discussion, Consideration and Possible Action: Executive Session To discuss the Employment Agreement for the Executive Director - Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes §307, (B) (1)

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

- Bethany Library Project – Denelle Wrightson, Dewberry
- Capitol Hill Library Update – Jana Hausburg, Library Manager, Capitol Hill Library and Todd Olberding, Director of Construction Management

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

- Document #44 – Library Usage Report

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

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

- Appointment of Nominating Committee – Nancy Anthony

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

January 21, 2016  
Ralph Ellison Library , 2000 NE 23<sup>rd</sup> , Oklahoma 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 December 2015:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Kathryn Carrie Herd, Technical Processor	5
Sharon Thompson, Circulation Clerk, Downtown Library	15

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

DATE: November 19, 2015

TIME: 3:30 pm

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

**Commission Members**

**PRESENT:**

Allen Coffey, Disbursing Agent  
Bud Elder  
Raul Font  
Deanna Hannah  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Lori Nelson  
Mukesh Patel  
Hugh Rice  
Jim Shonts  
Judy Smith, Vice-Chair  
Beth Toland  
Susan Tucker  
Sharon Voorhees  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

**EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Fran Cory  
Cynthia Friedemann  
Rozz Grigsby  
Helene Harpman  
Brian Maughan  
Kim Patterson  
Vanna Shaw  
Mary Sosa  
Alyne Strube

Estimate of general public and staff attending: 21

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

Roll was called to establish a quorum. Present: Coffey, Font, Hannah, Leslie, McCaleb, McDaniel, Patel, Rice, Shonts, Smith, Toland, Tucker, Voorhees, Anthony (Arrived: Elder, 3:36 p.m.; Nelson, 3:52 p.m.).

II. Ms. Anthony introduced Ms. Melody Kellogg, Regional Director - North, Edmond Library. Ms. Kellogg welcomed the commission and introduced Edmond staff members in attendance.

III. Ms. Anthony referred to the Presentation of Service Certificates for November 2015: Kelley Riha, Community Outreach Coordinator, 15 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Sally Gray, Associate Librarian, The Village Library, 10 years of service; Tulin Lafollette, Associate Librarian, Del City Library, 15 years of service; Darrie Breathwit, Assistant Librarian, Southern Oaks Library, 15 years of service; Elizabeth Kessler, Human Resources Coordinator, 15 years of service; Sally Phillips, Circulation Clerk, Southern Oaks Library, 20 years of service; Pauline Rodriguez-Atkins, Cataloging Manager, 30 years of service.

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

V. Ms. Anthony presented the Consent Docket: 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.

Ms. Anthony called for a motion.

**Ms. Sharon Voorhees moved to accept the consent docket. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.**

VI. Ms. Anthony referred to Document #36 – Discussion, Consideration, and Possible Action: Report and Recommendations from Finance Committee meeting – October 29, 2015.

Mr. Coffey reported the Finance Committee reviewed and accepted the FY 2014-2015 Audit Report from Finley & Cook. There were no items noted relating to internal controls. It was a clean audit. Mr. Timothy VanHorn of Finley & Cook was in attendance to answer questions related to the audit. Discussion followed.

**The motion coming from the Finance Committee is to accept the Annual Audit as presented. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.**

Mr. Coffey reported the Finance Committee reviewed and approved recommended revisions to the MLS Policy and Procedure Manual, SF 400 Surplus Equipment and SF 200 Purchasing Policy. Mr. Coffey explained the recommended revisions.

**The motion coming from the Finance Committee is to approve the revisions to the MLS Policy and Procedure Manual, SF 400 Surplus Equipment and SF 200 Purchasing. A motion coming from committee requires no second. Questions and discussion followed. Motion passed unanimously.**

VII. Ms. Anthony referred to Document #37 - Discussion, Consideration, and Possible Action: Report and Recommendations from the Long-Range Planning Committee, November 4, 2015.

Ms. Penny McCaleb provided the report from the Long-Range Planning Committee meeting. She called on Mr. Rogers to explain the process used in creating the Strategic Outline and Principles (SOaP) document, which is the first part of the MLS Strategic Plan. Questions and discussion followed.

**The motion coming from the Long-Range Planning Committee is to adopt the Strategic Outline and Principles (SOaP) document – Part One of MLS Strategic Plan. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.**

**VIII.** Ms. Anthony referred to Document #38 – Discussion, Consideration and Possible Action: Approval of MLS 2016 Holiday and Closing Schedule.

Mr. Rogers presented and explained the MLS 2016 Holiday and Closing Schedule. Questions and Discussion followed.

**Ms. Susan Tucker moved to approve the MLS 2016 Holiday and Closing Schedule as presented. Mr. Tracy McDaniel seconded. No further discussion. Motion passed unanimously.**

**IX.** Ms. Anthony reported the Media Surfers Special Presentation will be brought to a future meeting.

**X.** Ms. Anthony called on Mr. Rogers to present Document #39 – Library Usage Report. Discussion followed.

**XI.** Ms. Anthony called on Mr. Hugh Rice to provide a Tax Increment Funding (TIF) Update. Mr. Rice explained the purpose of TIF and provided information on the TIF districts. Questions and discussion followed.

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

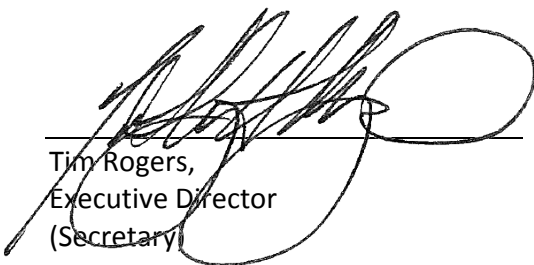
Mr. Rogers reported Capitol Hill has moved in to its temporary location, located at 330 SW 24<sup>th</sup> Street. The re-opening took place on November 16<sup>th</sup>.

Mr. Rogers reported Vanna Shaw has resigned from the commission, due to personal reasons. We will be in touch with the the mayor of Luther to get a replacement appointed. We are also anticipating the City of Edmond will be appointing a representative to the commission soon.

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

The next regularly scheduled meeting will be held at the Midwest City Library on December 10, 2015 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:23 p.m.



Tim Rogers,  
Executive Director  
(Secretary)

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

November 30, 2015

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

For comparison, 41.67% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of November 2015.

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# STATEMENT OF FINANCIAL CONDITION

November 30, 2015

## ASSETS

	Current Year	Previous Year
CASH	\$ 56,789.76	\$ 1,216,480.63
INVESTMENTS (Schedule attached)	15,515,116.15	15,936,316.88
PREPAID ACCOUNTS	25,000.00	25,000.00
TAXES RECEIVABLE: Ad Valorem Tax	34,028,123.00	32,464,608.00
Less: Reserve for Delinquent Tax	-3,093,466.00	-2,951,341.00
Budgeted Tax Revenue	30,934,657.00	29,513,267.00
Less: Tax Received	-126,312.17	-926,488.03
	30,808,344.83	28,586,778.97
<b>Total Assets</b>	<b>\$46,405,250.74</b>	<b>\$ 45,764,576.48</b>

## LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

### LIABILITIES:

Previous Year Reserve for Appropriations	\$292,944.67	\$390,827.08
Current Year Purchase Orders Outstanding	274,626.96	604,594.89
Previous Year Purchase Orders Outstanding	321,565.39	249,297.78
Checks Outstanding	363,691.95	125,818.75
<b>Total Liabilities</b>	<b>1,252,828.97</b>	<b>1,370,538.50</b>

### DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	30,808,344.83	28,586,778.97
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### FUND BALANCE:

Beginning of the Year	\$26,754,298.88	\$27,031,002.21
Add: Revenues		
Budgeted	348,312.17	1,138,488.03
Other	913,341.26	833,159.62
Less: Expenditures	(13,671,875.37)	(13,195,390.85)
<b>Total Fund Balance</b>	<b>14,344,076.94</b>	<b>15,807,259.01</b>

<b>Total Liabilities, Deferred Revenue and Fund Balance</b>	<b>\$46,405,250.74</b>	<b>\$ 45,764,576.48</b>
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**METROPOLITAN LIBRARY SYSTEM  
GENERAL FUND  
SCHEDULE OF INVESTMENT**

**As of November 30, 2015**

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	1/26/2015	10/26/2017	1.000%	\$ 97,415.15
CD - Municipal Emp. Credit Union	6/10/2015	6/10/2017	1.256%	240,000.00
CD - Weokie Credit Union	1/20/2015	1/20/2020	1.510%	124,808.36
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - National Bank of Commerce.	12/19/2013	12/19/2015	0.800%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - BancFirst	7/28/2015	7/27/2018	1.700%	240,000.00
CD - First State Bank	3/20/2015	9/20/2016	1.000%	240,000.00
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 November 30, 2015**

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<b><u>BUDGETED:</u></b>								
Current Year Ad Valorem Tax	\$30,934,657.00	\$ 126,312.17	\$ 126,312.17	0.41%	\$29,513,267.00	\$ 926,488.03	\$ 926,488.03	3.14%
State Aid	253,347.30	-	-	0.00%	260,594.82	-	-	0.00%
Fines	495,000.00	40,000.00	222,000.00	44.85%	495,000.00	8,000.00	212,000.00	42.83%
<b>Total Budgeted Revenue</b>	<b><u>\$ 31,683,004.30</u></b>	<b><u>\$ 166,312.17</u></b>	<b><u>\$ 348,312.17</u></b>	<b>1.10%</b>	<b><u>\$ 30,268,861.82</u></b>	<b><u>\$ 934,488.03</u></b>	<b><u>\$ 1,138,488.03</u></b>	<b>3.76%</b>
<b><u>NOT BUDGETED:</u></b>								
Prior Years Taxes		\$ 114,610.37	\$ 732,170.05			\$ 104,738.10	\$ 660,672.41	
Gifts and Lost Books Fees		24.00	24.00			0.00	0.00	
Investment Income		20,170.22	85,534.31			9,373.82	68,781.40	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		12,199.34	17,437.60			225.00	4,215.32	
Insurance Reimbursements		0.00	199.92			0.00	0.00	
Miscellaneous		11,159.72	77,975.38			9,620.49	99,490.49	
<b>Total Miscellaneous Revenue</b>		<b><u>\$ 158,163.65</u></b>	<b><u>\$ 913,341.26</u></b>			<b><u>\$ 123,957.41</u></b>	<b><u>\$ 833,159.62</u></b>	
<b>Total Revenue</b>	<b><u>\$ 31,683,004.30</u></b>	<b><u>\$ 324,475.82</u></b>	<b><u>\$ 1,261,653.43</u></b>	<b>3.98%</b>	<b><u>\$ 30,268,861.82</u></b>	<b><u>\$ 1,058,445.44</u></b>	<b><u>\$ 1,971,647.65</u></b>	

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

November 30, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
<b>REVOLVING FUNDS:</b>				
805 Gifts/Lost Books	\$ 75,626.32	\$ 429.00	\$ 875.81	\$ 75,179.51
815 Fines	39,321.99	33,075.77	41,185.71	31,212.05
820 Copy	116,183.93	12,554.05	1,897.29	126,840.69
<b>Total Revolving Funds</b>	<b>\$ 231,132.24</b>	<b>\$ 46,058.82</b>	<b>\$ 43,958.81</b>	<b>\$ 233,232.25</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
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	10,800.00	1,200.00
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
939 16/Fabric for Book Bags	300.00	300.00	0.00	300.00
941 16/Guild/Popcorn Machine	300.00	300.00	230.70	69.30
943 16/OAC/Moscow Nights	6,000.00	0.00	2,000.00	(2,000.00)
944 16/OAC/Raven's Three	2,000.00	0.00	2,000.00	(2,000.00)
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	71,000.00	0.00
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	1,591.62	(91.62)
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	32,985.79	7,014.21
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	700.00	0.00
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	10,000.00	0.00
938 16 Vehicle Wrap	3,500.00	3,500.00	0.00	3,500.00
<b>Total Grants</b>				<b>38,788.60</b>
<b>Total Special Funds</b>				<b>\$ 272,020.85</b>

**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of November 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	1,271,036.74	7,048,340.17	37.44	18,823,207.00	11,774,866.83
103	Payroll Taxes	91,626.79	517,923.55	39.01	1,327,654.00	809,730.45
109	Workers' Comp. Insurance	19,886.00	82,339.00	40.85	201,571.00	119,232.00
112	Group Insurance	258,740.23	1,270,605.83	35.85	3,544,075.00	2,273,469.17
113	Employees' Retirement	80,364.40	439,760.33	22.94	1,916,845.00	1,477,084.67
114	Unemployment Compensation	.00	5,125.96	17.09	30,000.00	24,874.04
Total Personal Services		1,721,654.16	9,364,094.84	36.23	25,843,352.00	16,479,257.16
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**Maintenance & Operations - Contractual Services**

201	Bldg, Property, & Auto Insuran	107.00	264,022.78	87.34	302,290.00	38,267.22
205	Rent of Library Buildings	7,861.62	46,584.48	49.61	93,900.00	47,315.52
207	Janitorial Services	38,661.31	193,676.55	37.23	520,179.00	326,502.45
208	Maintenance of Facilities	24,861.16	137,279.80	28.87	475,572.00	338,292.20
211	Parking & Transportation	13,038.18	77,719.87	38.11	203,960.00	126,240.13
212	Travel Expenses	2,350.73	11,057.74	8.13	136,000.00	124,942.26
213	Professional Services	44,437.30	156,054.04	24.60	634,470.00	478,415.96
214	Security Services	43,884.65	210,007.87	42.00	500,000.00	289,992.13
216	Telephone Services	11,431.15	74,623.75	20.09	371,412.00	296,788.25
217	Electrical Services	38,213.85	263,229.75	45.90	573,508.00	310,278.25
218	Gas Services	1,268.42	6,290.82	14.59	43,111.00	36,820.18
219	Water & Garbage Services	6,755.54	33,657.87	43.55	77,290.00	43,632.13
220	Veolia Energy Services	11,229.73	92,361.46	45.42	203,357.00	110,995.54
226	Memberships	3,463.00	18,144.00	42.94	42,258.00	24,114.00
230	Other Library-Related Services	25,705.70	98,125.37	17.91	547,826.00	449,700.63
231	Automation Contractual	60,910.34	214,069.47	26.83	797,976.00	583,906.53
236	Network Catalog Services	4,414.53	32,564.64	36.14	90,100.00	57,535.36
Total Contractual Services		338,594.21	1,929,470.26	34.37	5,613,209.00	3,683,738.74
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**Metropolitan Library System**  
**Statement of Encumbrances**  
Month of November 2015

FY-16

**Maintenance & Operations - Commodities**

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	6,137.69	64,570.30	40.11	161,000.00	96,429.70
302	Postage	18,990.50	82,058.54	33.85	242,430.00	160,371.46
303	Supplies	23,926.02	168,850.57	39.32	429,375.00	260,524.43
310	Maintenance Supplies	2,919.34	22,516.49	26.49	85,000.00	62,483.51
312	Safety Supplies & Equipment	.00	.00	.00	.00	.00
321	Gasoline & Oil	2,046.74	9,205.19	18.41	50,000.00	40,794.81
322	Vehicle Parts & Repairs	510.32	9,059.88	30.20	30,000.00	20,940.12
330	Programming Activities	17,585.14	90,544.72	31.66	286,010.00	195,465.28
331	Other Commodities	59.19	2,650.04	12.74	20,800.00	18,149.96
Total Commodities		72,174.94	449,455.73	34.45	1,304,615.00	855,159.27
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**Capital Outlays**

401	Books & Materials	374,572.52	1,503,601.43	29.46	5,103,220.00	3,599,618.57
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	137,287.88	160,361.74	83.12	192,930.00	32,568.26
408	Furniture, Fixtures, and Equip	1,416.97	53,566.42	33.39	160,433.00	106,866.58
409	Motor Vehicles	.00	49,774.37	92.17	54,000.00	4,225.63
410	Automation System & Equip.	7,097.92	83,173.58	21.82	381,200.00	298,026.42
450	Capital Projects	9,924.30	78,377.00	1.41	5,545,273.00	5,466,896.00
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		530,299.59	1,928,854.54	7.51	25,676,126.98	23,747,272.44
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Total Budget		2,662,722.90	13,671,875.37	23.40	58,437,302.98	44,765,427.61
		=====	=====		=====	=====

**Monthly Journal Entries -- November 2015**

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<b><u>Investments</u></b>				
73	1001	Cash	\$ 10,000.00	
	3602	Interest Income		\$ 10,000.00
		Interest on Federal Home Loan Bank 313382wy5		
74	1001	Cash	\$ 10,500.00	
	3602	Interest Income		\$ 10,500.00
		Interest on Federal Home Loan Bank 313381vj1		
<b><u>Tax revenues</u></b>				
75	1001	Cash	\$ 114,610.37	
	3601	Prior year Tax		\$ 114,610.37
		Ad Valorem Tax apportioned by County for 10/16 to 10/30		
76	1001	Cash	\$ 126,312.17	
	1201	Ad Valorem Tax - Current year		\$ 126,312.17
		Ad Valorem Tax apportioned by County for 11/1 to 11/13		
<b><u>Miscellaneous</u></b>				
77	1001	Cash	\$ 11,159.72	
	3605	Mic. Reimbursements		\$ 11,159.72
		Insurance-Marriott 359.87 Independent rebate 39.48		
		LET mail 181.74 Fee-ILL \$ 10.00		
		Friends 1,541.56 AT&T refund 1,210.35		
		Paycom 501.41 rent-OKC \$ 7,315.31		
		<b>total \$ 11,159.72</b>		
		Miscellaneous revenues		
<b><u>Fines</u></b>				
78	1001	Cash	\$ 40,000.00	
	3403	Projected Mic. Revenue - Fines		\$ 40,000.00
		Fines transferred to General Fund in November		
<b><u>Payable entries</u></b>				
79	3001	Current Year Reserv. for Appropriations.	\$ 2,662,562.90	
	3011	Current Year P.O. Outstanding		\$ 2,662,562.90
	3002	Prior Year Reserv. for Appropriations.		\$ 8,820.78
	3012	Prior Year P.O. Outstanding	\$ 8,820.78	
		Purchase orders issued in November		
80	3011	Current Year P.O. Outstanding	\$ 2,744,963.25	
	3012	Prior Year P.O. Outstanding	\$ 104,910.79	
	3021	Warrants Outstanding		\$ 2,849,874.04
		Checks issued in November		

81	3021	Warrants Outstanding	\$	2,848,830.83	
	1001	Cash			\$ 2,848,830.83
		Checks cleared Bank in November			

**Bank interest and fees**

82	1001	Cash			\$ 329.78
	3602	Bank Fees	\$	342.64	
	3602	Interest Income			\$ 12.86
		Interest and fees from GF checking account			
83	8000	Special Fund Cash			\$ 235.24
	8815	Bank Fees	\$	237.67	
	8815	Interest Income			\$ 2.43
		Interest and fees from SF checking account			

**Special funds**

84	8000	Special Fund Cash	\$	46,056.39	
	8815	Fines			\$ 33,073.34
	8820	Copy			\$ 12,554.05
	8805	Gift/Lost Books			\$ 429.00
		Revenues of special funds received in November			
85	8000				\$ 55,473.96
	8815	Fines	\$	40,948.04	
	8820	Copy	\$	1,897.29	
	8805	Gift/Lost Books	\$	875.81	
	8908		\$	5,257.53	
	8943		\$	2,000.00	
	8944		\$	2,000.00	
	8904		\$	188.85	
	8937		\$	411.48	
	8925		\$	395.86	
	8941		\$	230.70	
	8876		\$	68.40	
	8920		\$	1,200.00	
		Expenditures of special funds in November			

Grand Total			\$	8,784,781.47	\$ 8,784,781.47
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General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01560	Oklahoma Natural Gas Co.	Gas Services	83.74	
		Gas Services	35.32	119.06
G-01561	City of Oklahoma City	Water & Garbage Services	334.18	334.18
G-01562	UNUM Life Insurance	Grp L-T Disab Ins Prm-Nov	6,979.86	6,979.86
G-01563	AT&T	Telephone Services	3,165.00	3,165.00
G-01564	City of Harrah Acct 02-0121-01	Water & Garbage Services	102.77	102.77
G-01565	City of Choctaw	Water & Garbage Services	91.41	91.41
G-01566	Republic Services	Recycling Services	655.61	
		Recycling Services	357.56	1,013.17
G-01567	Rose State College	Professional Services	300.00	300.00
G-01568	Mary West	Salaries	501.41	501.41
G-01569	Federal Corporation	Maintenance of Facilities	340.96	340.96
G-01570	O G & E	Electrical Services	1,060.44	1,060.44
G-01571	City of the Village	Water & Garbage Services	91.41	91.41
G-01572	Southwestern Stationers, Inc.	Supplies	2,220.25	
		Supplies	348.65	2,568.90
G-01573	Locke Supply Co.	Maintenance of Facilities	185.72	
		Maintenance of Facilities	5.60	
		Maintenance of Facilities	96.89	288.21
G-01574	Tech-Lock	Maintenance of Facilities	6.00	6.00
G-01575	Emsco Electric Supply	Maintenance of Facilities	279.00	279.00
G-01576	Standard Printing Co., Inc.	Supplies	1,857.00	1,857.00
G-01577	Weston Woods Accts Receivable	Books & Materials	419.30	419.30
G-01578	Central Oklahoma Winnelson	Maintenance of Facilities	40.04	40.04
G-01579	ABDO Publishing Company	Books & Materials	4,088.82	4,088.82
G-01580	American Express	Automation Contractual	149.00	
		Supplies	31.67	
		Programming Supplies	55.00	235.67
G-01581	CompSource Mutual	Workers Comp Insurance	16,819.00	16,819.00
G-01582	American Library Association	Memberships	2,707.00	2,707.00
G-01583	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-01584	Best of Books	Programming Activities	36.77	36.77
G-01585	Barbara Beasley	Supplies	21.35	21.35
G-01586	Whitton Supply Co.	Maintenance of Facilities	4.19	4.19
G-01587	Recorded Books, LLC	Books & Materials	2,282.22	2,282.22
G-01588	Thorndike/Gale Group	Books & Materials	443.88	443.88
G-01589	Hunter's Battery Warehouse	Vehicle Parts & Repairs	69.95	69.95
G-01590	Friday	Library-Related Services	900.00	900.00
G-01591	Independent Stationers	Supplies	96.14	
		Supplies	1,512.00	1,608.14
G-01592	Jonathan Willis	Transportation	166.87	166.87
G-01593	Blackstone Audio Books	Books & Materials	637.50	637.50
G-01594	A T & T Mobility	Telephone Services	178.97	178.97
G-01595	Scott's Printing & Copying	Printing/Printing Supply	223.60	223.60
G-01596	Ingram Library Service	Books & Materials	2,458.59	2,458.59
G-01597	XPEDX	Supplies	3,316.90	
		Maintenance Supplies	3,825.00	7,141.90
G-01598	James E. Garling	Programming Activities	1,200.00	1,200.00
G-01599	Neopost, Inc.	Postage	153.60	153.60
G-01600	Finley & Cook, PLLC	Professional Services	2,500.00	2,500.00
G-01601	Findaway World, LLC	Books & Materials	6,429.99	
		Books & Materials	7,082.73	13,512.72



General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01602	Scovil & Sides Hardware Co.	Maintenance of Facilities	50.00	50.00
G-01603	Norman Transcript	Adv. Retail/Surplus Sale	88.00	88.00
G-01604	Fuelman	Gasoline & Oil	2,030.14	2,030.14
G-01605	AV Cafe Inc	Books & Materials	33.88	
		Books & Materials	166.98	200.86
G-01606	Ingram Library Service	Books & Materials	683.99	
		Books & Materials	245.36	929.35
G-01607	Meghan Attalla	Programming Activities	55.78	55.78
G-01608	Town of Luther	Water & Garbage Services	37.60	37.60
G-01609	Landon Holman	Transportation	45.16	45.16
G-01610	Home Depot Credit Services	Capital Projects	863.19	
		Maintenance of Facilities	93.49	
		Maintenance of Facilities	186.62	1,143.30
G-01611	Oklahoma Building Services Inc	Janitorial Services	18,950.98	
		Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,716.66	29,018.56
G-01612	Monty Harper	Programming Activities	100.00	100.00
G-01613	Batteries Sooner LLC	Maintenance of Facilities	12.58	
		Maintenance of Facilities	13.07	25.65
G-01614	Associated Appliance, Inc.	Maintenance of Facilities	17.29	17.29
G-01615	Heidi A. Port	Transportation	147.12	147.12
G-01616	Steve's Wholesale Distributors	Maintenance of Facilities	38.98	38.98
G-01617	Westlake Hardware	Maintenance of Facilities	8.67	8.67
G-01618	American Benefit Systems, Inc.	Professional Services	125.00	125.00
G-01619	Neofunds by Neopost	Postage	2,000.00	2,000.00
G-01620	Hard Edge Design, Inc.	Library-Related Services	2,034.72	2,034.72
G-01621	Amazon/GE Money Bank	Supplies	13.99	
		Supplies	13.79	
		Supplies	13.77	
		Other Library Related Svc	599.96	
		Supplies	23.73	
		Supplies	44.99	710.23
G-01622	Crowe & Dunlevy	Professional Services	75.00	75.00
G-01623	United Parcel Service	Postage	426.97	426.97
G-01624	Shren Sylvester	Transportation	31.74	31.74
G-01625	Frates Insurance	Bldg, Property & Auto Ins	50.00	
		Bldg, Property & Auto Ins	57.00	107.00
G-01626	Baker & Taylor Books	Books & Materials	2,530.54	2,530.54
G-01627	Baker & Taylor Entertainment	Books & Materials	1,599.25	
		Books & Materials	2,918.47	
		Books & Materials	798.67	
		Books & Materials	3,445.25	
		Books & Materials	204.41	8,966.05
G-01628	Walmart Community/GEACRB	Programming Activities	65.08	65.08
G-01629	Engineered Equipment Inc.	Maintenance of Facilities	32.76	32.76
G-01630	Kelly D Smith	Programming Activities	60.00	60.00
G-01631	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Garbage Services	55.05	746.90
G-01632	Laura McMurtry	Telephone Services	35.00	
		Transportation	23.75	58.75
G-01633	Morrison Supply Company	Maintenance of Facilities	1.00	1.00

General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01634	Bryan's Flooring	Capital Projects	1,386.28	1,386.28
G-01635	Sarah K Blaney-Seide	Salaries	712.50	712.50
G-01636	Baker & Taylor Books	Books & Materials	2,221.46	
		Books & Materials	4,097.17	
		Books & Materials	2,339.69	
		Books & Materials	2,049.15	
		Books & Materials	1,433.14	
		Books & Materials	1,756.80	
		Books & Materials	2,101.78	
		Books & Materials	1,936.53	
		Books & Materials	2,449.34	
		Books & Materials	795.46	21,180.52
G-01637	Baker & Taylor Books	Books & Materials	2,326.55	
		Books & Materials	1,094.70	
		Books & Materials	1,295.60	
		Books & Materials	4,715.61	
		Books & Materials	218.70	9,651.16
G-01638	Baker & Taylor Books	Books & Materials	182.39	
		Books & Materials	1,139.79	1,322.18
G-01639	Angel Suhrstedt	Programming Activities	126.27	126.27
G-01640	Emily Williams	Other Commodities	18.35	18.35
G-01641	G4S Secure Solutions	Security Services	10,862.77	10,862.77
G-01642	Derek Davis	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-01643	Darci Janzen	Programming Activities	300.00	300.00
G-01644	RB Floor Care Services Inc.	Janitorial Services	861.25	861.25
G-01645	Teresa Matthews	Programming Activities	9.48	
		Supplies	5.99	15.47
G-01646	Baker & Taylor Entertainment	Books & Materials	887.36	
		Books & Materials	446.47	1,333.83
G-01647	Anna Todd	Programming Activities	27.89	27.89
G-01648	Jennifer I. Jones	Travel Expenses	603.14	603.14
G-01649	Knoll, Inc.	Furniture	381.50	381.50
G-01650	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-01651	Angie Walton	Transportation	211.38	211.38
G-01652	C.O.T.P.A.	Parking	100.00	100.00
G-01653	Adrien Fisher	Programming Activities	30.41	30.41
G-01654	Christopher Stofel	Transportation	607.01	
		Transportation	67.65	674.66
G-01655	TriWellness LLC	Professional Services	2,289.50	2,289.50
G-01656	Republic Services	Recycling Services	57.75	57.75
G-01657	National Genealogical Society	Books & Materials	201.30	201.30
G-01658	Phyllis Eagle	Programming Activities	71.70	
		Programming Activities	10.47	82.17
G-01659	United Way of Central Oklahoma	United Way Deductions	461.60	461.60
G-01660	Bank of Okla-Institutional	DB Retirement Deductions	2,650.88	2,650.88
G-01661	Mun. Employees Credit Union	Employee Credit Union Ded	9,897.51	9,897.51
G-01662	HealthSmart Benefit Solutions	Dependent Life Deductions	162.50	162.50
G-01663	Nationwide Retirement Solution	457 Plan Deductions	4,226.38	4,226.38
G-01664	Transamerica Premier Life	Employee Life Ins Deduct	219.75	219.75
G-01665	Bank of Oklahoma	Flexible Spend Acct Deduc	4,902.07	4,902.07
G-01666	MassMutual Financial Group	Employee Contrib DC Plan	22,619.47	

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General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01666	MassMutual Financial Group	Employer Contrib DC Plan	40,173.69	62,793.16
G-01667	Vision Service Plan of	Employee Deduct Vision	1,213.36	1,213.36
G-01668	Kevin Sendall	Reimbursement Flex Dep	500.04	500.04
G-01669	Administrative Services	Short Term Disb Deduct	1,411.31	1,411.31
G-01670	UNUM Life Insurance	LTC Premium	1,140.10	1,140.10
G-01671	Paycom Payroll LLC	Employee Taxes	553,121.87	
		Group Insurance	1,320.00	
		Payroll Taxes	45,014.16	
		Automation	5,607.94	605,063.97
G-01672	Bank of Oklahoma	Ins Fund Dep-Health Prem	30,622.00	30,622.00
G-01673	City of Del City	Rent of Library Buildings	400.00	400.00
G-01674	Grainger	Capital Projects	631.00	
		Maintenance of Facilities	600.12	1,231.12
G-01675	O G & E	Electrical Services	2,571.38	
		Electrical Services	5,028.91	
		Electrical Services	175.13	
		Electrical Services	1,754.68	9,530.10
G-01676	Oklahoma Natural Gas Co.	Gas Services	29.93	
		Gas Services	89.89	119.82
G-01677	City of Oklahoma City	Water & Garbage Services	422.06	
		Water & Garbage Services	33.44	
		Water & Garbage Services	392.31	
		Water & Garbage Services	262.32	
		Water & Garbage Services	246.09	1,356.22
G-01678	Brodart Co.	Supplies	51.66	51.66
G-01679	Locke Supply Co.	Maintenance of Facilities	109.61	
		Maintenance of Facilities	71.97	
		Capital Projects	23.63	205.21
G-01680	Emsco Electric Supply	Capital Projects	139.50	
		Capital Projects	11.46	150.96
G-01681	Weston Woods Accts Receivable	Books & Materials	179.70	179.70
G-01682	Baker & Taylor Books	Books & Materials	2,582.21	2,582.21
G-01683	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	17.25	52.25
G-01684	American Library Association	Memberships	756.00	756.00
G-01685	Upstart	Programming Supplies	194.10	194.10
G-01686	FedEx	Postage	54.06	54.06
G-01687	Recorded Books, LLC	Books & Materials	188.76	
		Books & Materials	2,214.47	
		Books & Materials	2,146.20	4,549.43
G-01688	Thorndike/Gale Group	Books & Materials	1,178.61	1,178.61
G-01689	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-Nov	62,484.04	62,484.04
G-01690	Independent Stationers	Supplies	14.72	
		Supplies	136.31	
		Supplies	8.74	159.77
G-01691	Fast Signs	Printing/Printing Supply	157.53	157.53
G-01692	Lanny B. Myers	Telephone Services	35.00	35.00
G-01693	Blackstone Audio Books	Books & Materials	360.00	
		Books & Materials	1,413.00	1,773.00
G-01694	Oklahoma Gazette	Library-related Services	1,741.00	1,741.00
G-01695	Scott's Printing & Copying	Printing/Printing Supply	1,993.23	1,993.23

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Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01696	OCLC, Inc.	Network Catalog Services	4,414.53	4,414.53
G-01697	Karen L.Litteral	Programming Activities	18.53	18.53
G-01698	Ingram Library Service	Books & Materials	243.29	
		Books & Materials	433.51	676.80
G-01699	Walker Companies	Capital Projects	480.88	480.88
G-01700	OverDrive, Inc.	Books & Materials	56,030.13	
		Books & Materials	1,728.05	57,758.18
G-01701	Findaway World, LLC	Books & Materials	16,372.97	
		Books & Materials	14,958.75	31,331.72
G-01702	Coughlan Companies, Inc.	Books & Materials	1,796.95	1,796.95
G-01703	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-01704	Vickie Ross	Supplies	28.13	28.13
G-01705	Ingram Library Service	Books & Materials	207.32	
		Books & Materials	1,189.06	1,396.38
G-01706	Cherokee Building Materials	Maintenance of Facilities	115.50	115.50
G-01707	Barnes & Noble, Inc.	Periodicals & Subscription	4,500.01	4,500.01
G-01708	Dana Beach	Programming Activities	39.76	39.76
G-01709	Kay L. Bauman	Transportation	132.29	132.29
G-01710	Cox Media Oklahoma City	Library-related Services	9,185.00	9,185.00
G-01711	Home Depot Credit Services	Maintenance of Facilities	57.72	57.72
G-01712	Evans Hardware	Maintenance of Facilities	14.34	14.34
G-01713	Associated Appliance, Inc.	Maintenance of Facilities	125.29	125.29
G-01714	Steve's Wholesale Distributors	Maintenance of Facilities	7.38	7.38
G-01715	Chase Card Services	Automation Contractual	19.00	
		Automation	24.00	
		Telephone Services	10.56	
		Professional Services	49.50	
		Supplies	57.93	
		Travel Expenses	270.01	
		Professional Services	1,495.00	
		Professional Services	150.00	
		Professional Services	264.74	
		Professional Services	28.00	
		Maintenance Supplies	352.80	
		Automation	244.00	
		Programming	20.40	
		Programming	103.92	
		Books & Materials	66.22	
		Automation	235.31	
		Supplies	24.88	
		Supplies	33.95	
		Automation	199.00	
		Postage	1.05	
		Postage	68.00	
		Automation	796.00	
		Supplies	78.40	
		Travel Expenses	7.97	
		Capital Projects	327.00	
		Maintenance Supplies	84.54	
		Professional Services	9.00	
		Travel Expenses	81.85	
		Programming	73.04	

\*\* Continued \*\*

General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-01715	Chase Card Services	Professional Services	34.00
		Automation Contractual	50.00
		Automation Contractual	1.99
		Capital Projects	73.34
G-01716	Novalco, Inc	Maintenance of Facilities	2,450.00
G-01717	Amazon/GE Money Bank	Programming	107.85
G-01718	United Parcel Service	Postage	517.61
G-01719	Oklahoma Press Service	Library-Related Services	120.50
G-01720	John Wood	Telephone Services	50.00
G-01721	Vision Service Plan of	Grp Vision Ins Prem-Nov.	2,462.20
G-01722	World Book School & Library	Books & Materials	3,433.00
G-01723	Office Depot Credit Plan	Supplies	130.59
G-01724	Baker & Taylor Books	Books & Materials	523.89
		Books & Materials	1,929.49
G-01725	Baker & Taylor Entertainment	Books & Materials	3,903.05
		Books & Materials	2,180.59
		Books & Materials	1,664.01
G-01726	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Nov	181,988.06
G-01727	Walmart Community/GECRB	Programming Activities	30.37
		Programming Activities	49.16
		Supplies	71.38
		Programming Activities	208.78
		Programming Activities	.94
		Programming Activities	47.72
G-01728	Kimberly A Terry	Library-related Services	43.15
G-01729	American Library Association	Library-related Services	135.25
G-01730	SmithKor Investments LLC	Rent of Library Buildings	7,461.62
G-01731	Cintas Corporation 064	Maintenance of Facilities	381.70
G-01732	Cory E Punto	Programming Activities	225.00
G-01733	McAfee & Taft	Professional Services	713.50
		Professional Services	916.50
G-01734	Katherine E Broekhuysen	Programming Activities	50.00
G-01735	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00
		Maintenance of Facilities	95.00
G-01736	Midwest City Municipal Auth	Professional Services	12,000.00
G-01737	Joshua Jordan	Programming Activities	22.05
		Programming Activities	11.98
G-01738	Baker & Taylor Books	Books & Materials	2,578.29
		Books & Materials	6,472.00
		Books & Materials	3,640.01
		Books & Materials	2,599.48
		Books & Materials	3,369.34
		Books & Materials	2,590.60
		Books & Materials	2,669.29
		Books & Materials	2,314.94
		Books & Materials	2,183.45
		Books & Materials	2,401.12
G-01739	Baker & Taylor Books	Books & Materials	2,851.62
		Books & Materials	3,091.45
		Books & Materials	396.15
		Books & Materials	1,461.65

\*\* Continued \*\*

General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01739	Baker & Taylor Books	Books & Materials	1,230.02	
		Books & Materials	2,756.43	11,787.32
G-01740	Baker & Taylor Books	Books & Materials	117.08	
		Books & Materials	258.40	375.48
G-01741	Trak-1 Technology, Inc.	Professional Services	162.80	162.80
G-01742	Emily Williams	Travel Expenses	229.50	229.50
G-01743	G4S Secure Solutions	Security Services	11,595.03	11,595.03
G-01744	Chelsea Gonzales	Programming Activities	100.00	100.00
G-01745	Nicoma Park Lumber Co	Maintenance of Facilities	25.75	25.75
G-01746	RB Floor Care Services Inc.	Janitorial Services	812.00	812.00
G-01747	Veolia Energy Oklahoma City,	Veolia Energy Services	11,229.73	11,229.73
G-01748	McBride Clinic, Inc.	Professional Services	100.00	100.00
G-01749	Joe H Shelton	Programming Activities	19.44	
		Transportation	27.47	46.91
G-01750	Mackin	Books & Materials	107.04	107.04
G-01751	KOCO	Library-related Services	1,000.00	
		Library-related Services	8,480.00	9,480.00
G-01752	Savannah Mitchell	Programming Activities	600.00	600.00
G-01753	Edmond Music Inc	Programming Activities	532.48	
		Programming Activities	66.52	599.00
G-01754	UNUM Life Insurance	Grp LTC Insurance Prm-Nov	1,190.07	1,190.07
G-01755	The Terminix International Co.	Janitorial Services	744.00	
		Janitorial Services	470.00	
		Janitorial Services	251.00	1,465.00
G-01756	Oklahoma Turnpike Authority	Tolls	16.60	16.60
G-01757	Mark D Vance	Telephone Services	35.00	35.00
G-01758	Tech Logic Corp	Automation Contractual	15.94	15.94
G-01759	Timothy H Rogers	Transportation	650.00	650.00
G-01760	Deborah A Crabtree-Fedder	Programming Activities	150.00	150.00
G-01761	Teresa D Baird	Programming Activities	50.00	50.00
G-01762	Sharon Allen	Books & Materials	120.00	120.00
G-01763	Steve Owens	Maintenance of Facilities	2,460.00	2,460.00
G-01764	O G & E	Electrical Services	716.37	
		Electrical Services	2,678.28	3,394.65
G-01765	Oklahoma Natural Gas Co.	Gas Services	116.39	
		Gas Services	95.53	
		Gas Services	127.82	
		Gas Services	35.41	
		Gas Services	98.83	
		Gas Services	36.39	510.37
G-01766	City of Oklahoma City	Water & Garbage Services	292.75	292.75
G-01767	Southwestern Stationers, Inc.	Supplies	32.49	32.49
G-01768	Demco	Supplies	76.51	76.51
G-01769	AT&T	Telephone Services	713.98	
		Telephone Services	867.01	
		Telephone Services	834.97	2,415.96
G-01770	City of Edmond	Electrical Services	4,899.08	4,899.08
G-01771	Greater Oklahoma City	Professional Services	75.00	75.00
G-01772	Diamond Electric	Capital Projects	175.00	175.00
G-01773	Scott's Printing & Copying	Printing/Printing Supply	290.15	290.15
G-01774	Hobby Lobby	Supplies	47.99	47.99

General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01775	Walker Companies	Printing/Printing Supply	621.90	621.90
G-01776	OverDrive, Inc.	Books & Materials	10,865.00	10,865.00
G-01777	Mardel, Inc.	Supplies	55.92	
		Supplies	7.99	63.91
G-01778	Oklahoma Building Services Inc	Janitorial Services	300.00	300.00
G-01779	Scholastic Inc	Programming Activities	2,623.87	
		Programming Activities	3.41	2,627.28
G-01780	City of Edmond	Water & Garbage Services	1,049.48	1,049.48
G-01781	ULINE	Printing Supplies	117.11	117.11
G-01782	Amazon/GE Money Bank	Supplies	19.57	
		Supplies	43.30	
		Programming	12.94	
		Programming Supplies	173.67	249.48
G-01783	Cox Communications, Inc.	Telephone Services	966.45	
		Telephone Services	1,036.00	2,002.45
G-01784	Manpower, Inc.	Capital Projects	614.40	614.40
G-01785	MetroFamily Magazine	Library-related Services	1,449.00	1,449.00
G-01786	Kimberly A Terry	Travel Expenses	1,428.27	1,428.27
G-01787	Erin Bedford	Supplies	11.28	11.28
G-01788	Imagenation Promotional Group	Printing/Printing Supply	438.77	438.77
G-01790	Darrie Breathwit	Programming Activities	178.46	178.46
G-01791	Alexis Whitney	Programming Activities	64.92	64.92
G-01792	McAfee & Taft	Professional Services	280.00	280.00
G-01793	Cox Communications, Inc.	Telephone Service	4,046.91	
		Telephone Service	426.50	
		Telephone Service	426.67	
		Telephone Service	12.94	4,913.02
G-01794	Ruth Harder	Supplies	36.57	36.57
G-01795	Oklahoma Automatic	Maintenance of Facilities	922.50	922.50
G-01796	Dewberry Architects, Inc.	Capital Projects	3,040.00	3,040.00
G-01797	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00
G-01798	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-01799	C.O.T.P.A.	Parking	10.00	10.00
G-01800	Phillip Belt	Telephone Services	35.00	35.00
G-01801	Steve Owens	Maintenance of Facilities	2,400.00	2,400.00
G-01802	Bridgeall Libraries Limited	Automation Contractual	33,000.00	33,000.00
G-01803	Melvin L Odom III	Programming Activities	150.00	150.00
G-01804	Tara Davis	Programming Activities	49.47	49.47
G-01805	Eric Litwin	Programming Activities	3,384.00	3,384.00
G-01806	Bradford Industrial Supply	Maintenance of Facilities	14.71	14.71
G-01807	O G & E	Electrical Services	10,215.88	
		Electrical Services	1,740.93	
		Electrical Services	1,209.88	13,166.69
G-01808	Oklahoma Natural Gas Co.	Gas Services	36.44	
		Gas Services	102.03	
		Gas Services	20.73	159.20
G-01809	City of Bethany	Water & Garbage Services	133.97	133.97
G-01810	City of Oklahoma City	Water & Garbage Services	85.82	
		Water & Garbage Services	147.82	
		Water & Garbage Services	80.01	
		Water & Garbage Services	60.12	
		Water & Garbage Services	725.92	1,099.69

General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01811	Brodart Co.	Supplies	33.25	
		Supplies	1,552.32	
		Supplies	2,765.00	4,350.57
G-01812	Southwestern Stationers, Inc.	Printing/Printing Supply	3,400.00	
		Printing/Printing Supply	640.00	4,040.00
G-01813	Locke Supply Co.	Maintenance of Facilities	144.52	
		Maintenance of Facilities	82.71	
		Maintenance of Facilities	100.56	327.79
G-01814	Tech-Lock	Capital Projects	10.00	10.00
G-01815	Demco	Supplies	288.50	
		Supplies	2,025.50	2,314.00
G-01816	Gale/ Cengage Learning, Inc.	Books & Materials	172.90	172.90
G-01817	Oriental Trading Company	Programming Supplies	348.45	348.45
G-01818	Synergy Datacom Supply, Inc.	Supplies	132.69	132.69
G-01819	Alma L. Brown	Programming Activities	47.91	47.91
G-01820	Baker & Taylor Books	Books & Materials	5,967.87	5,967.87
G-01821	U.S. Postal Service	Postage	15,000.00	15,000.00
G-01822	TDS Telecom	Telephone Services	1,295.67	1,295.67
G-01823	Taryn Kingery	Programming Activities	41.37	41.37
G-01824	FedEx	Automation Contractual	19.60	19.60
G-01825	Recorded Books, LLC	Books & Materials	37.80	37.80
G-01826	Thorndike/Gale Group	Books & Materials	539.82	539.82
G-01827	BayScan Technologies	Supplies	38,878.00	38,878.00
G-01828	Independent Stationers	Supplies	105.20	105.20
G-01829	Jonathan Willis	Telephone Services	35.00	35.00
G-01830	Scott's Printing & Copying	Printing/Printing Supply	1,096.62	1,096.62
G-01831	Brilliance Corporation	Books & Materials	1,329.48	1,329.48
G-01832	Hobby Lobby	Programming Activities	47.90	47.90
G-01833	Ingram Library Service	Books & Materials	553.76	553.76
G-01834	Information Today, Inc.	Books & Materials	3,236.24	3,236.24
G-01835	OverDrive, Inc.	Books & Materials	753.71	753.71
G-01836	Findaway World, LLC	Books & Materials	6,173.20	6,173.20
G-01837	Coughlan Companies, Inc.	Books & Materials	1,713.92	1,713.92
G-01838	Ginger Waldrip	Programming Activities	100.00	100.00
G-01839	Voss Lighting	Maintenance of Facilities	486.00	
		Maintenance of Facilities	686.50	1,172.50
G-01840	Melody A. Kellogg	Programming Activities	105.06	105.06
G-01841	Cherokee Building Materials	Capital Projects	77.00	77.00
G-01842	Jana Hausburg	Supplies	23.84	
		Supplies	15.30	39.14
G-01843	Oklahoma Building Services Inc	Janitorial Services	18,950.98	
		Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,791.66	29,093.56
G-01844	CDW Government, Inc.	Automation	251.40	251.40
G-01845	Batteries Sooner LLC	Maintenance of Facilities	15.90	15.90
G-01846	Associated Appliance, Inc.	Maintenance of Facilities	39.81	39.81
G-01847	Michael Corley	Programming Activities	285.00	285.00
G-01848	Rainbow Resource Center, Inc	Books & Materials	893.32	893.32
G-01849	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-01850	Novalco, Inc	Maintenance of Facilities	162.50	
		Maintenance of Facilities	210.00	

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General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-01850	Novalco, Inc	Maintenance of Facilities	120.34	492.84
G-01851	Amazon/GE Money Bank	Programming	52.90	
		Supplies	128.48	
		Programming	19.38	
		Supplies	50.47	
		Automation	37.99	
		Programming	50.87	
		Supplies	11.86	351.95
G-01852	United Parcel Service	Postage	430.93	430.93
G-01853	Baker & Taylor Books	Books & Materials	2,716.58	
		Books & Materials	2,837.71	5,554.29
G-01854	Baker & Taylor Entertainment	Books & Materials	1,255.90	
		Books & Materials	2,332.98	
		Books & Materials	3,107.79	6,696.67
G-01855	Focal Point Consulting, LLC	Professional Services	900.00	900.00
G-01856	Walmart Community/GECRB	Supplies	80.58	
		Programming Activities	27.78	108.36
G-01857	John L. Hilbert	Programming Activities	84.11	
		Programming Activities	63.96	148.07
G-01858	Imagenation Promotional Group	Supplies	187.43	
		Printing/Printing Supply	187.42	374.85
G-01859	Metro Monitor, Inc.	Library-Related Services	95.00	95.00
G-01860	Darrie Breathwit	Programming Activities	118.26	118.26
G-01861	John Utley	Telephone Services	35.00	35.00
G-01862	Downtown Tire & Auto Svc, Inc.	Vehicle Parts & Repairs	49.55	49.55
G-01863	Firetrol Protection Systems	Maintenance of Facilities	325.50	
		Maintenance of Facilities	2,406.00	
		Maintenance of Facilities	922.00	3,653.50
G-01864	SMC Technologies, Inc	Maintenance of Facilities	302.64	
		Maintenance of Facilities	125.00	427.64
G-01865	Baker & Taylor Books	Books & Materials	632.74	
		Books & Materials	2,721.96	
		Books & Materials	2,936.41	
		Books & Materials	4,157.13	
		Books & Materials	1,627.49	
		Books & Materials	2,858.15	
		Books & Materials	4,222.76	19,156.64
G-01866	Baker & Taylor Books	Books & Materials	4,714.85	
		Books & Materials	1,204.93	
		Books & Materials	3,383.11	
		Books & Materials	1,338.01	
		Books & Materials	490.70	11,131.60
G-01867	Sarah Abbasi	Programming Activities	37.83	37.83
G-01868	Meaghan Hunt Wilson	Programming Activities	34.49	34.49
G-01869	G4S Secure Solutions	Security Services	10,520.73	
		Security Services	19.27	10,540.00
G-01870	Krueger International, Inc.	Furniture	12,792.00	12,792.00
G-01871	Sheet Metal Service	Maintenance of Facilities	232.28	232.28
G-01872	Sabre Technologies	Automation	3,650.00	3,650.00
G-01873	Smart Technologies	Capital Projects	3,942.00	
		Capital Projects	1,710.00	5,652.00

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November 2015

Number	Vendor/Payee	Purpose		Amount
G-01874	RB Floor Care Services Inc.	Janitorial Services	2,008.00	
		Janitorial Services	3,866.50	5,874.50
G-01875	Automatic Protection Sys of	Maintenance of Facilities	960.00	960.00
G-01876	Baker & Taylor Entertainment	Books & Materials	153.12	153.12
G-01877	Patsy J. Smith	Programming Activities	50.00	50.00
G-01878	W M Corp	Printing Supplies	346.00	346.00
G-01879	Sonia Jeannette Gensler	Programming Activities	100.00	100.00
G-01880	Tech Logic Corp	Automation Contractual	805.25	
		Automation Contractual	15.36	820.61
G-01881	Clear Channel Airports	Library-Related Services	895.00	895.00
G-01882	Signature Landscape LLC	Maintenance of Facilities	2,931.67	
		Maintenance of Facilities	2,081.67	5,013.34
G-01883	Blackbourn	Supplies	2,507.29	2,507.29
G-01884	Christopher Stofel	Supplies	16.61	16.61
G-01885	Building Minds, LLC	Programming Activities	150.00	150.00
G-01886	Joel M Flugstad	Programming Activities	50.00	50.00
G-01887	OrangeBoy, Inc.	Professional Services	3,805.00	3,805.00
G-01888	On-Site Health Diagnostics, LL	Professional Services	8,174.40	8,174.40
G-01889	Phyllis Eagle	Programming Activities	55.28	55.28
G-01890	BKD LLP	Professional Services	3,457.00	3,457.00
G-01891	Lee Mata	Supplies	29.24	29.24
G-01892	Kristin Jones	Programming Activities	57.38	57.38
G-01893	Mun. Employees Credit Union	Employee Credit Union Ded	9,987.51	9,987.51
G-01894	United Way of Central Oklahoma	United Way Deductions	461.60	461.60
G-01895	Nationwide Retirement Solution	457 Plan Deductions	4,226.38	4,226.38
G-01896	Transamerica Premier Life	Employee Life Ins Deduct	219.75	219.75
G-01897	Bank of Okla-Institutional	DB Retirement Deductions	2,711.65	2,711.65
G-01898	Bank of Oklahoma	Flexible Spend Acct Deduc	4,902.07	4,902.07
G-01899	MassMutual Financial Group	Employee Contrib DC Plan	22,730.67	
		Employer Contrib DC Plan	40,190.71	62,921.38
G-01900	Administrative Services	Short Term Disab Deduct	1,397.33	1,397.33
G-01901	Paycom Payroll LLC	Employee Taxes	580,005.03	
		Payroll Taxes	46,612.63	
		Automation	5,654.25	632,271.91
G-01902	Bank of Oklahoma	Ins Fund Dep-Health Prem	10,032.00	10,032.00
G-01903	O G & E	Electrical Services	739.77	
		Electric Services	370.06	
		Electrical Services	912.55	
		Electrical Services	193.50	
		Electrical Services	1,084.02	
		Electrical Services	114.26	3,414.16
G-01904	Oklahoma Natural Gas Co.	Gas Services	21.56	
		Gas Services	42.36	
		Gas Services	90.47	
		Gas Services	43.71	
		Gas Services	104.33	
		Gas Services	57.54	359.97
G-01905	City of Oklahoma City	Water & Garbage Services	46.83	46.83
G-01906	Locke Supply Co.	Maintenance of Facilities	72.24	
		Maintenance of Facilities	59.83	132.07
G-01907	EBSCO Information Services	Periodicals & Subscript	61,234.55	
		Periodicals & Subscript	43,059.25	

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General Fund F.Y. 15-16

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November 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-01907	EBSCO Information Services	Periodicals & Subscript	22,217.79	
		Periodicals & Subscript	6,009.33	
		Periodicals & Subscript	24.67	132,545.59
G-01908	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-01909	AT&T	Telephone Services	145.46	145.46
G-01910	Standard Printing Co., Inc.	Supplies	700.00	700.00
G-01911	The Newspress	Subscription	155.88	155.88
G-01912	CompSource Mutual	Workers Comp Insurance	24,067.00	24,067.00
G-01913	Recorded Books, LLC	Books & Materials	365.37	365.37
G-01914	Kapco	Supplies	256.37	256.37
G-01915	Journal Record Publishing	Advertisement-Retail Sale	110.00	110.00
G-01916	Thorndike/Gale Group	Books & Materials	7,162.08	7,162.08
G-01917	The Edmond Sun	Subscriptions	86.40	86.40
G-01918	HealthSmart Benefit Solutions	Group Insurance	370.00	370.00
G-01919	Lois Cross	Programming Activities	25.00	25.00
G-01920	Independent Stationers	Supplies	7.15	
		Supplies	96.14	103.29
G-01921	INTEGRIS Corporate Assistance	Group Insurance	970.00	970.00
G-01922	Diamond Electric	Maintenance of Facilities	240.00	
		Maintenance of Facilities	200.00	
		Maintenance of Facilities	428.00	868.00
G-01923	Kristin Williamson	Other Commodities	40.84	40.84
G-01924	Cheryll Jones	Supplies	180.50	180.50
G-01925	Ingram Library Service	Books & Materials	993.08	993.08
G-01926	Mergent Co., Inc.	Books & Materials	26,730.00	26,730.00
G-01927	OverDrive, Inc.	Books & Materials	13,215.84	
		Books & Materials	698.01	13,913.85
G-01928	Findaway World, LLC	Books & Materials	4,979.40	4,979.40
G-01929	AV Cafe Inc	Books & Materials	42.98	42.98
G-01930	Matthew Cotter	Telephone Services	35.00	35.00
G-01931	Ingram Library Service	Books & Materials	522.58	522.58
G-01932	Voss Lighting	Maintenance Supplies	1,044.30	1,044.30
G-01933	Center Point Large Print	Books & Materials	1,258.20	1,258.20
G-01934	Susan Pierce	Programming Activities	448.00	
		Programming Activities	1,600.00	2,048.00
G-01935	Home Depot Credit Services	Maintenance of Facilities	85.41	85.41
G-01936	Troy Group, Inc.	Supplies	463.18	463.18
G-01937	Scholastic Inc	Programming Activities	10.23	10.23
G-01938	Joy E. Cavett	Programming Activities	150.00	150.00
G-01939	Oklahoma County OSU Ext Ctr	Programming Activities	50.59	50.59
G-01940	Amazon/GE Money Bank	Supplies	36.50	
		Supplies	17.94	54.44
G-01941	United Parcel Service	Postage	339.33	339.33
G-01942	Baker & Taylor Entertainment	Books & Materials	978.77	
		Books & Materials	1,725.88	2,704.65
G-01943	Elisabeth Wright	Programming Activities	19.49	19.49
G-01944	Walmart Community/GECRB	Supplies	115.49	
		Programming Supplies	8.72	
		Programming Supplies	68.96	
		Programming Activities	54.08	247.25
G-01945	Preston Bell	Transportation	50.00	50.00

General Fund F.Y. 15-16

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
G-01946	Richard Rasmussen	Programming Activities	150.00	150.00
G-01947	Scott Delsigne	Programming Activities	400.00	400.00
G-01948	Cintas Corporation 064	Maintenace of Facilities	341.00	341.00
G-01949	Cory E Punto	Programming Activities	150.00	150.00
G-01950	Panacean Systems	Professional Services	3,500.00	3,500.00
G-01951	AT&T	Telephone Services	207.94	207.94
G-01952	Joshua Jordan	Programming Activities	57.99	57.99
G-01953	Baker & Taylor Books	Books & Materials	2,918.41	
		Books & Materials	3,181.61	
		Books & Materials	1,476.28	7,576.30
G-01954	Baker & Taylor Books	Books & Materials	762.59	
		Books & Materials	2,407.91	3,170.50
G-01955	Beatriz Meyer	Programming Activities	190.00	190.00
G-01956	Kelly Dalrymple	Programming Activities	131.35	131.35
G-01957	Overhead Door Company of	Maintenance of Facilities	1,039.04	1,039.04
G-01958	Darci Janzen	Programming Activities	75.00	75.00
G-01959	Superior Linen Service	Supplies	58.00	58.00
G-01960	Lloyd Lovely	Telephone Services	40.00	40.00
G-01961	Cheryl Coleman	Programming Activities	11.46	11.46
G-01962	H I S Paints	Maintenance of Facilities	12.73	12.73
G-01963	Mary J. Sholly	Furniture Fixtures	339.66	339.66
G-01964	Ed Dillard	Telephone Services	35.00	
		Telephone Services	35.00	
		Mileage	175.49	245.49
G-01965	W M Corp	Supplies	7,693.70	7,693.70
G-01966	Gloria Melchor	Programming Activities	40.00	40.00
G-01967	Phyllis Eagle	Programming Activities	5.58	
		Programming Activities	50.94	56.52
G-01968	Audrey Goodine	Programming Activities	150.00	150.00
G-01969	Williams Piano Service	Maintenance of Facilities	210.00	210.00
Total of FY 15-16 Warrants Issued				\$ 2,745,123.25

General Fund F.Y. 14-15

**Warrant Register**

November 2015

<b>Number</b>	<b>Vendor/Payee</b>	<b>Purpose</b>		<b>Amount</b>
G-05787	The Library Store, Inc.	Furniture	3,353.07	3,353.07
G-05788	Baker & Taylor Entertainment	Books & Materials	10.79	10.79
G-05789	Baker & Taylor Books	Books & Materials	5.53	
		Books & Materials	182.98	188.51
G-05790	Evans Building Concepts, Inc.	Capital Projects	101,733.00	101,733.00
G-05791	Christopher Larwig	Transportation	8.14	8.14
G-05792	Sarah K Blaney-Seide	Transportation	83.47	83.47
G-05793	Amy Upchurch	Programming Activities	107.45	107.45
G-05794	Baker & Taylor Books	Books & Materials	7.76	7.76
Total of FY 14-15 Warrants Issued				\$ 105,492.19

Special Funds

Warrant Register

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Number	Vendor/Payee	Purpose		Amount
S-20831	Audra Blankenship	15/Friends/Our World	4,600.00	4,600.00
S-20832	Standley Systems	Copier Usage	18.24	18.24
S-20833	Moscow Nights LLC	16/OAC/Moscow Nights	2,000.00	2,000.00
S-20834	Audra Blankenship	16/OAC/Raven's Three	2,000.00	2,000.00
S-20835	Amazon/GE Money Bank	15/Friends/Parent Child	188.85	188.85
S-20836	Oklahoma Tax Commission	Sales Tax	50.93	50.93
S-20837	Teresa L Loomer	Lost & Paid Item Returned	21.95	21.95
S-20838	Angie Walton	Our World	91.34	91.34
S-20839	Oklahoma Tax Commission	Sales Tax	588.04	588.04
S-20840	Xerox Corp.	Copier Maintenance	51.54	51.54
S-20841	Oklahoma Tax Commission	Sales Tax	1,191.26	1,191.26
S-20842	Hard Edge Design, Inc.	16/ 50th Anniversary	411.48	411.48
S-20843	Elizabeth J. Stetler	Lost & Paid Item Returned	17.50	17.50
S-20844	Pamela A. Deering	Lost & Paid Item Returned	64.75	64.75
S-20845	Bradley M. Ombachi	Lost & Paid Item Returned	14.95	14.95
S-20846	Travis J. Davis	Lost & Paid Item Returned	21.95	21.95
S-20847	Kelley Riha	15/Friends/Our World	67.43	67.43
S-20848	LaVetta Kinsey Dent	15/Friends/Our World	229.70	229.70
S-20849	Charles A Land Jr	15/Friends/Our World	200.00	200.00
S-20850	Metropolitan Library System	Transfer of Fines & Fees	40,000.00	40,000.00
S-20851	Xerox Corp.	Copier Maintenance	18.18	
		Copier Maintenance	9.48	
		Copier Maintenance	6.85	
		Copy Maintenance	32.14	
		Copy Maintenance	53.96	
		Copy Maintenance	14.00	
		Copy Maintenance	20.88	
		Copy Maintenance	43.05	
		Copier Maintenance	47.14	
		Copier Maintenance	41.29	
		Copier Maintenance	15.65	
		Copier Maintenance	34.70	
		Copier Maintenance	31.61	
		Copier Maintenance	61.47	
		Copier Maintenance	54.78	485.18
S-20852	Mary E. Werner	Lost & Paid Item Returned	37.00	37.00
S-20853	James O. Anderson	Lost & Paid Item Returned	3.95	3.95
S-20854	Susie Barnes	Lost & Paid Item Returned	15.95	15.95
S-20855	Katie J. Cavender	Lost & Paid Item Returned	8.85	8.85
S-20856	Lou A. Chumbley	Lost & Paid Item Returned	16.00	16.00
S-20857	Krista D. Curtis	Lost & Paid Item Returned	13.90	13.90
S-20858	James R. Faulkner	Lost & Paid Item Returned	102.75	102.75
S-20859	Monica Shaw	Lost & Paid Item Returned	16.95	16.95
S-20860	Aron Samwel	Lost & Paid Item Returned	11.95	11.95
S-20861	Mary A Corum	Lost & Paid Item Returned	49.95	49.95
S-20862	Comfort Inn @ Founders Towers	15/Friends/Our World	900.00	900.00
S-20863	Adrian Hopkin	Room Rental Refund	100.00	100.00
S-20864	REAL Ministries	Meeting Room Refund	120.00	120.00
S-20865	Standley Systems	Copier Maintenance	4.42	4.42
S-20866	Friends of the Metro. Library	15/Legislative Day	395.86	395.86
S-20867	Amazon/GE Money Bank	16/Guild/Popcorn Machine	230.70	230.70
S-20868	Friends of the Metro. Library	14/Summer @ Library	68.40	68.40

Special Funds

Warrant Register

November 2015

Number	Vendor/Payee	Purpose		Amount
S-20869	Tawni K. Youngblood	Lost & Paid Item Returned	3.95	3.95
S-20870	Steven R. Long	Lost & Paid Item Returned	11.95	11.95
S-20871	Kiona Millirons	15/LET/After School @ Lib	800.00	800.00
S-20872	Taryn Lyn Sutherland	15/LET/After School @ Lib	400.00	400.00
S-20873	Tulsa City/County Library	Books Lost Account	73.53	73.53
S-20874	Susan Harris Edwards	Lost & Paid Item Returned	12.30	12.30
S-20875	Southeast Missouri State Univ.	Books Lost Account	200.00	200.00
S-20876	St Louis Community College	Books Lost Account	26.90	26.90
S-20877	St Louis University	Books Lost Account	120.00	120.00
S-20878	Fern Aycock	Lost & Paid Item Returned	6.95	6.95
S-20879	Anne Brummett	Lost & Paid Item Returned	12.95	12.95
S-20880	Megan M. Murray	Lost & Paid Item Returned	11.95	11.95
S-20881	Kristin Williamson	15/Friends/Our World	169.06	169.06
S-20882	Global Health Inc	Room Rental Refund	140.00	140.00
S-20883	Standley Systems	Copier Maintenance	11.21	
		Copier Maintenance	3.61	
		Copier Maintenance	37.96	
		Copier Maintenance	39.45	
		Copier Maintenance	4.72	
		Copier Maintenance	7.12	
		Copier Maintenance	4.10	
		Copier Maintenance	4.39	
		Copier Maintenance	3.55	
		Copier Maintenance	24.44	
		Copier Usage	6.10	146.65
Total of Special Funds Warrants Issued				\$ 56,547.91

I, Tim Rogers, certify that:

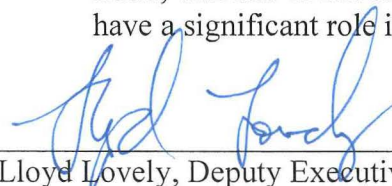
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

12/3/2015  
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

12-3-15  
Date



## **REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE**

### **The Administrative & Personnel Committee met December 1, 2015 for:**

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

- I.** Discussion, Consideration, and Possible Action: Revisions to MLS Policy and Procedure Manual
  - SH 220 Employment Leave
  - SH 310 Employment of Closely Related Persons to Commission and Staff
  - SH 511 Complaint Resolution
  - SH 520 Grievance Policy
  - SH 530 Due Process Hearing in Certain Employment Actions
- II.** Discussion, Consideration, and Possible Action: Executive Session to review Employment Agreement for Executive Director
- III.** Discussion, Consideration, and Possible Action: Return to Open Meeting
- IV.** Discussion, Consideration, and Possible Action: Recommendation from Executive Session – Approval of Employment Agreement for Executive Director
- V.** Discussion, Consideration, and Possible Action: Request to Roll Over Unused AVL for Executive Director

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

Reviewed and discussed all items.

SH 310 – Employment of Closely Related Persons to Commission and Staff was tabled.

### **COMMISSION ACTION:**

1. Approve the Metropolitan Library System Policy & Procedure Manual revisions to SH 220 Employment Leave, SH 511 Complaint Resolution, SH 520 Grievance Policy, and SH 530 Due Process Hearing in Certain Employment Actions.
2. Approve Employment Agreement for Executive Director
3. Approve Request to Roll Over Unused AVL for Executive Director

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

**ADMINISTRATIVE & PERSONNEL COMMITTEE**

**MINUTES**

DATE: Tuesday, December 1, 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, November 5, 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 November 30, 2015, in conformity with the Oklahoma Open Meeting Act

**COMMITTEE MEMBERS PRESENT:**

Cynthia Friedeman  
Brian Maughan  
Mukesh Patel  
Sharon Voorhees  
Hugh Rice, Chair

**COMMITTEE MEMBERS EXCUSED:**

Helene Harpman

**ESTIMATE OF OTHERS PRESENT: 7**

**I.** The meeting was called to order at 3:32 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Friedemann, Patel, Voorhees, and Rice (Arrived: Maughan, 3:34 p.m.).

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

Mr. Tim Rogers referred to SH 220 Employment Leave and explained the recommended changes. The change allows the commission to adjust the number of floating holidays on an annual basis based on the number of holidays that it grants during the year.

**Ms. Voorhees moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 220 Employment Leave Policy as presented. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

Mr. Rogers referred to SH 310 Employment of Closely Related Persons to Commission and Staff. The proposed revisions are a complete rework of the existing policy. The existing policy prohibits future hiring of or contracting to hire close relatives. This policy change strikes out the entire old policy and adds in new language that would allow for the hire of closely related persons to other employees as long as those persons are not closely related to someone on the commission, a member of the Director's office, a member of Human Resources, or a member of the IT staff. Questions and discussion followed. Concerns were raised regarding the requirement of terminating an employee who has a relative appointed to the commission. The consensus of the committee is to refer the policy back to staff to consult with the library's legal counsel for an opinion regarding the proposed revisions and additional options.

Mr. Rogers referred to SH 511 Complaint Resolution Policy. The proposed revision is a language change removing the mention of Administrative Team member from the policy.

**Ms. Friedemann moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 511 Complaint Resolution Policy as presented. Ms. Voorhees seconded. No further discussion. Motion passed unanimously.**

Mr. Rogers referred to SH 520 Grievance Policy. The proposed revision removes three items from the list of grievable actions. Legal counsel was consulted regarding the proposed revisions.

**Mr. Patel moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 520 Grievance Policy as presented. Ms. Friedemann seconded. No further discussion. Motion passed unanimously.**

Mr. Rogers referred to SH 530 Due Process Hearing in Certain Employment Actions. Mr. Rogers explained the proposed revisions to the policy. Ms. Voorhees suggested a change to the proposed second paragraph. Discussion followed. The revision should read as follows: *The employee is to be given written notice of the charges...* The change eliminates oral notice.

**Ms. Voorhees moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 530 Due Process Hearing in Certain Employment Actions with the suggested change as noted in the discussion. Ms. Friedemann seconded. No further discussion. Motion passed unanimously.**

**III.** Mr. Rice called for a motion to enter into Executive Session to review the Employment Agreement for the Executive Director, pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1).

**Mr. Brian Maughan moved to go in to Executive Session. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

The committee went into Executive Session at 4:03 p.m.

**Mr. Maughan moved to reconvene in open meeting. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

The committee reconvened in Open Meeting at 4:38 p.m.

Mr. Rice called for a motion regarding the Employment Agreement for the Executive Director.

**Ms. Friedemann moved to approve the Employment Agreement for the Executive Director as proposed with a date change to December 2015, on page 3 of the agreement. Mr. Patel seconded. No further discussion. Motion passed, 4-yes 1-no.**

**IV.** Mr. Rice referred to Discussion, Consideration and Possible Action: Request to Roll Over Unused AVL for Executive Director.

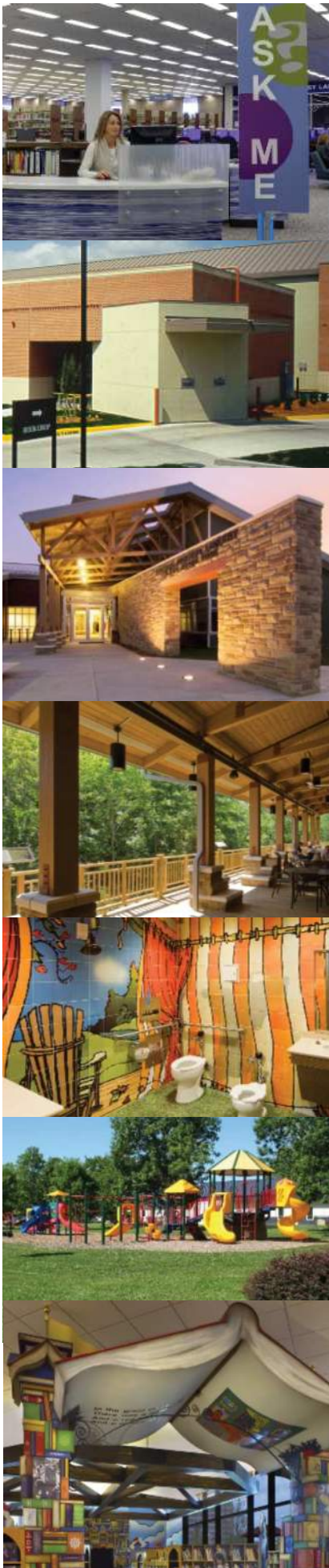
Mr. Rogers reported current policy allows employees to carryover 25% of earned leave a year. If an employee will have an excess of 25% they must get approval from an Administrative Team member and the Director of Human Resources to carryover additional leave, or the excess leave is lost. Discussion followed. According to the current policy, Mr. Rogers can carry over 24 hours of unused AVL. He is requesting to carry over up to an additional 56.12 hours. Discussion followed.

**Ms. Voorhees moved to approve Mr. Rogers request to carry over up to an additional 56.12 hours of Annual Vacation Leave, for a total of up to 80.12 hours to be carried over. Ms. Friedemann seconded. No further discussion. Motion passed unanimously.**

**V.** Mr. Rice adjourned the meeting at 4:49 p.m.

---

Tim Rogers, Executive Director  
(Secretary)



# Bethany Library



**RECEIVED**

By TSO Dir of Constr Mangt Metropolitan Library System at 9:43 am, Dec 03, 2015

December 3, 2015

 **Dewberry**

# **Bethany New Library: The Next Fifty Years**

## **Executive Summary**

In the early 60's Bethany choose to build a Library. Over the past 50 years, many have passed through its doors and it has played a significant role in the lives of many of Bethany's citizens. With all its use and the changes in library services, Bethany once again is looking to the future. The process was started in June when the City issued a Request for Qualifications to Architects. Ten firms responded and four were subsequently interviewed.

Dewberry was hired by the City of Bethany in September to work with the City of Bethany and the Metropolitan Library System to secure community input of both the needs and expectations and to prepare concept designs for a library expansion or new library and to provide information for a possible bond election early next year for the City of Bethany.

Today's libraries vary greatly based on the community and library district. Each community is different and thus each library is different. The City of Bethany is no exception. The need for a 21<sup>st</sup> Century Library that is a true destination for the citizens of Bethany. From our beginning visit the importance and support for the library was apparent.

We met with the Building Committee in September to set the goals and vision for the project and the schedule for the project.

Community Input: Community meetings were held in late October and a community survey was posted online and made available in hard copy as well. The response to both was very positive and productive. The results were very important in the development of the building program as well as the site selection.

Building Program: A draft building program was created based on the input from the community and the MLS Library staff. It reflects a quality collection, computers and seating and includes adequate meeting spaces to support a variety of uses from quiet reading, to group study to community meetings and programs. The resulting Library is a proposed new building of approximately 23,000 square feet.

Existing Building: The existing in building was analyzed and it quickly became apparent that the building has served the community well for the last 50 years, however, it will not be cost effective to use it, even in part as a modern library.

Site Selection: Members of the project team visited each of the seven sites and evaluated them objectively using a Site Evaluation Matrix based on each site's Accessibility, Safety/Security/, Demographic Patterns, Image/Visual Quality, Visibility, Neighborhood Compatibility, Site Capacity, Physiography, Legal Considerations, and Financial Considerations. The team's collective input was reviewed and incorporated into the final evaluation by the design team.

The results included looking at potential site layouts for the top 3 rated sites. While this analysis clearly showed that although all three would accommodate the new library, associated parking and room for a future expansion; the current site was the clear winner.

The existing site is centrally located, provides the amenity so many in the community desire; a quiet, safe location in a calming park setting and will be the least expensive to develop.

Cost: The current total project budget including an allowance of \$250,000 for park improvements is \$9,743,541. Of this amount, it is our understanding that pending approval of the Metropolitan Library System, the Metropolitan Library System will be responsible for the FF & E costs (about \$1,150,000) and for providing funding for the building design costs (about \$700,000). The city of Bethany's cost would be approximately \$7,950,000.

## Bethany Library Community Input

Dewberry Architects held two open community input sessions and 4 focus groups with teens, Parents with small children, homeschoolers and retirees on October 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>. They also met with YMCA to discuss ways to collaborate and how they currently use the library.

All the sessions were attended by very positive feedback and active participation. The following is a list of the top priorities from the combined results from all participants. Many of the same priorities were articulated in the community survey.

Bethany Community Feedback Top Picks							
Staff Efficiency	Accessible Help	43		Site Amenities	Drive-Through Return	40	
Exterior Look	Transitional	39		Exterior spaces	Exterior Porch	39	
Children's Spaces	Family Restroom	38		Exterior Spaces	Park/Playground	38	
Meeting Spaces	Flexible Meeting Room	34		Children's Literacy	3D Thematic Environment	34	
Sustainability	Daylighting	32		Reading Areas	Enclosed Quiet Room	31	
Children's Spaces	Reading Tree	30		Meeting Spaces	Maker Space/3D Printer	29	
Seating	Laptop Lounge	29		Collection	Browsing in the stacks	29	



## Bethany Library Survey Summary

The design team created a 19 question online survey hosted on [survey monkey](#). The survey was open from October 23 to November 11. We received 693 online responses and 2 hard copies.

The survey was distributed through multiple channels. A website link for the survey was added to both the City of Bethany and Metropolitan Library System's websites. MLS emailed the weblink to its customers who had used the Bethany library or indicated that it was their "home" library on their account. Members of the City Council posted a link to the website on their Social Media accounts (facebook, Twitter, etc). Additionally, hard copies of the survey were made available at the Bethany Library and Bethany City Hall.

The following results are highlighted for their relevance to the design recommendation. Full survey results as listed in the complete draft report.

<b>Q11. Which of the following changes would serve you better? * Top 10</b>		
1	More Adult books	41.05%
2	More seating for reading	38.95%
3	More parking	32.28%
4	More E books	31.05%
5	More seating for study	27.89%
6	Outdoor reading areas	27.02%
7	More DVD's	25.44%
8	Study Rooms	25.26%
9	More Adult programs	21.23%
10	More copies of popular materials	21.05%

\*refer to full results section for additional data

<b>Q12. Rate the importance of each of the following for the new and improved Bethany library. 1 being low and 10 being high. * Top 10</b>		
1	Quiet reading room	6.5
2	Drive up return	6.5
3	Self checkout	6.4
4	Self service holds	6.3
5	Children's program room	6.1
6	More parking	6.1
7	Family restroom	6.0
8	Location	6.0
9	Early childhood literacy area	5.7
10	Tutoring area	5.7

<b>Appendix D: Q10. If you seldom or never use the Bethany Library tell us why.</b>
children will be children, but noise makes it hard to concentrate
computers usually have a wait time and limited access time.
Extremely noisy when there on several occasions
Feels small compared to other libraries
I don't use the Bethany library, but prefer to drive to edmond for their children's programs and area. They are far superior. Would love to have something that good at my primary library.
i frequently use this branch but environment is horrible
it's old and small and not as good as the other locations
it's so small - no room for large selection
keep the location if expanding; go two stories or more if needed
Location
Old building
smells horrible
The Library is too small and confined for the amount of people that use the Bethany Library. I cant stand being in there with a bunch of people.
Very loud - even the people that work there are loud!
<b>Appendix E: Q11. Which of the following changes would serve you better? Additional Comments:</b>
A more designated children's space
bathrooms are horrible. library per se seems dark and dirty.



BETTER RESTROOMS-DRIVE-IN BOOK RETURN
Better visual appeal
I feel there should be more adult programs and enlarge meeting room for access use.
Kids area for us to read and play with puzzles and toys, that won't bother others
makerspace
more books on tape. More interesting classes for adults. I'm constantly searching for some interesting and quality short/long term classes to take.
Needs to be quieter or special rooms for the noisy activities.
parking space that are not so narrow that getting in/out of car is difficult
<b>Appendix F: Q12. Rate the Importance of each of the following for the new and improved Bethany library. Additional Comments:</b>
A separate quiet study room with study cubicles and wifi. Also a room just for tutoring with wifi.
Amenities such as park, walking trail, cafe are nice, but I am not sure that they are priority for a library.
I have always wished that Bethany had a more dedicated, separate children's space. I feel like I have to be extra vigilant at the library because the children's area is not very secure. I also absolutely hate the parking. The spaces are very narrow.
It would be nice to integrate an outdoor reading porch with the pond and a new playground.
Like location near YMCA & Park
Nicer accommodations, more room for materials in general and upgraded bathroom facilities!
Please keep the Bethany library where it is!!!
WE HAVE TO EMBRACE THE NEW TECH. WE HAVE TO CAPTURE OUR YOUNGER GENERATION TO THE LIBRARY SO THEY COME FOR A LIFETIME AND PASS IT ALONG TO THEIR KIDS.
Would like to see the new library in the same location or where the old Police Station used to be. This is ideal. Safe and secure for families.

## Preliminary Building Program Space Summary

### Summary of Assignable Spaces

Program Section	<b>A</b>	<b>ENTRY</b>		
	1	Lobby	615 SF	
	2	Public Restrooms	600 SF	
		<b>Dept. Subtotal</b>		<b>1,215 SF</b>
Program Section	<b>B</b>	<b>MEETING</b>		
	1	Large Meeting Room	1,400 SF	
	2	Kitchenette	80 SF	
	3	Storage Room	200 SF	
	4	Conference/Multi-purpose/Computer Lab	475 SF	
	5	Media Lab/Maker Space	264 SF	
		<b>Dept. Subtotal</b>		<b>2,419 SF</b>
Program Section	<b>C</b>	<b>Public Service/Staff work area</b>		
	1	Public Circulation Area	276 SF	
	2	Help Desk	380 SF	
	3	Manager's Office	120 SF	
	4	Drive up returns	70 SF	
	5	Staff Workroom	854 SF	
	6	Staff Break room	443 SF	
	7	Staff Restroom	80 SF	
	8	Storage/Storm Shelter	208 SF	
		<b>Dept. Subtotal</b>		<b>2,431 SF</b>
Program Section	<b>D</b>	<b>BROWSING</b>		
	1	Exhibit	120 SF	
	2	Business Center	120 SF	
	3	New Books	308 SF	
	4	Adult A/V	78 SF	
		<b>Dept. Subtotal</b>		<b>626 SF</b>
Program Section	<b>E</b>	<b>CHILDREN'S</b>		
	1	Children's Room	3,115 SF	
	2	Children's Program Room	600 SF	
	3	Storage	84 SF	
	4	Family Restroom	80 SF	
		<b>Dept. Subtotal</b>		<b>3,879 SF</b>
Program Section	<b>F</b>	<b>ADULT SERVICES</b>		
	1	Collection and Seating	5,995 SF	
	2	Quiet Reading/Magazine	412 SF	
	3	Study Room - 4 Person - 2 Rooms	220 SF	
	4	Study Room - 6 person - 2 Rooms	300 SF	
	5	Public Computers	1,400 SF	
		<b>Dept. Subtotal</b>		<b>8,327 SF</b>
Program Section	<b>G</b>	<b>TEEN AREA</b>		
	1	Teen Area	970 SF	
		<b>Dept. Subtotal</b>		<b>970 SF</b>
Program Section	<b>H</b>	<b>SUPPORT SERVICES</b>		
	1	Janitor's closet	100 SF	
	2	Data/Telephone Room	100 SF	
	3	Electrical Room	80 SF	
	4	Delivery/Receiving	104 SF	
		<b>Dept. Subtotal</b>		<b>384 SF</b>

## Preliminary Building Program Space Summary

### Summary of Assignable Spaces

TOTAL ASSIGNABLE SPACE	20,251 SF
TOTAL UNASSIGNABLE SPACE	3,038 SF
 GROSS BUILDING TOTAL	 23,288 SF
Net to Gross Factor	1.15 SF
Parking - 4.5 spaces/1,000 SF	105

## Building Collection/Seating/Computer Summary

Collection	Total Collection	Shelved
New Books	2,272	1,600
Adult A/V	2,928	2,400
Children	31,190	25,992
Adults	48,477	42,900
Adult Periodicals	32	32
Teens	2,160	1,800
	<hr/> 87,059	<hr/> 74,724

Note: Does not include back issues

Seating	
Lobby	8
Large Meeting room	120
Conf/Multi-purpose/Computer Lab	15
Media Lab	3
New Books	4
Children	28
Children Program Room	30
Adult	22
Quiet Study	7
Group Study	20
Public computers	28
Teen	22
	<hr/> 307

Computers	
Self check-out	3
OPACS	4
Help Desks	1
Adults	1
Children	1
Teen	1
Media Lab/Maker Space	3
Computer Lab/Conference	14
Adult	28
Children	6
Teen	6
	<hr/> 64

## **Existing Library Facility Analysis**

The existing 8,400 square foot Bethany Library was completed in 1964. The following is an overview of the use of the building as well as an analysis of the existing building's physical components.

### **Program**

The Bethany Library has served its community well over its 50 year life span. With minimal rearrangements and finish updates, the library has continued to function as a community library. The open configuration of the library has lent itself towards flexibility. The current circulation desk is located in what was originally the Children's Area. The Children's area has encroached upon the Adult Area and the demand for computer stations has increased throughout the last 10 years. The existing meeting room still has its operable partition, although library staff cannot recall when it was last used to subdivide the room. Meeting space is severely lacking for both large meetings and small group study rooms.

There is a walk-up book return at the front of the building, but there is not access for a drive-through material return. A ramp along the north side of the building was intended to serve for receiving materials, but the library now receives deliveries through the front door.

The west parking lot has been expanded since the library was built. A large parking lot was added on the east side of the building north of the pond, however there is no walk connecting the parking to the entrance of the library.



### **Building Envelope**

The building envelope consists of face brick on 6" Shale Block. There is no insulation in the exterior walls. Insulation was installed above the ceiling. The building is not energy efficient.

### Roof

The roof is a flat, built-up roof on 1" rigid insulation on 7/8" metal deck on joists at 4'-2" o.c. There are 2 roof drains located near the center of the building. There is no provision for overflow.

### Structural Considerations

The existing building's structural grid is based on 25'-0" bay spacing running east and west and a 20'-0" bay spacing running north and south. Based on the industry standard dimensions of library shelving, the most efficient spacing for library planning is based on a 3'-0" module. The current structural spacing results in inefficient furniture layouts in order to accommodate library shelving and accessibility requirements between furnishings.

### Mechanical/Electrical/Plumbing/Technology

The building systems have remained largely unchanged. The restrooms do not meet the accessibility requirements of the Americans with Disabilities Act. Additional electrical and new data infrastructure have been added throughout the building interior. Lighting was upgraded in the last 5 years to be direct/indirect linear fixtures.

Heating and cooling is introduced at the ceiling. Return air was designed through a series of floor registers which feed concrete pipe that run to a return plenum at the Mechanical Room. The mechanical, electrical and plumbing systems are outdated and would need to be completely replaced

### Abatement

The design team has been unable to confirm whether Asbestos Containing Materials (ACMs) still remain in the building. It is documented that Asbestos Vinyl tile was installed in the original building but has not been confirmed whether it was removed or encapsulated when the floor finishes were updated. It is also possible that asbestos is present in pipe insulation or fireproofing material that was not able to be visually observed. Regardless of the decision to renovate or demolish the existing building, abatement of ACMs will need to remain a contingency budget item.

### ADA

The building does not meet ADA and would require major renovations to bring it up to code.

## **Conclusion**

The existing building has served its purpose but a renovation and addition to the building is not likely to represent a significant cost savings when compared with the operational deficiencies (structural inefficiency, heating/cooling costs, drive-through, etc) that it presents. Due to the nature of the existing column spacing, it would require any addition to the building to be larger to accommodate the lost space in inefficient aisles. The recommendation is to demolish the building and replace with a new 21<sup>st</sup> century library.

## **Site Analysis Summary**

Members of the project team visited each of the seven site and evaluated them objectively using a Site Evaluation Matrix based on each site's Accessibility, Safety/Security/, Demographic Patterns, Image/Visual Quality, Visibility, Neighborhood Compatibility, Site Capacity, Physiography, Legal Considerations, and Financial Considerations. The team's collective input was reviewed and incorporated into the final evaluation by the design team. The following table is a summary of those evaluations.

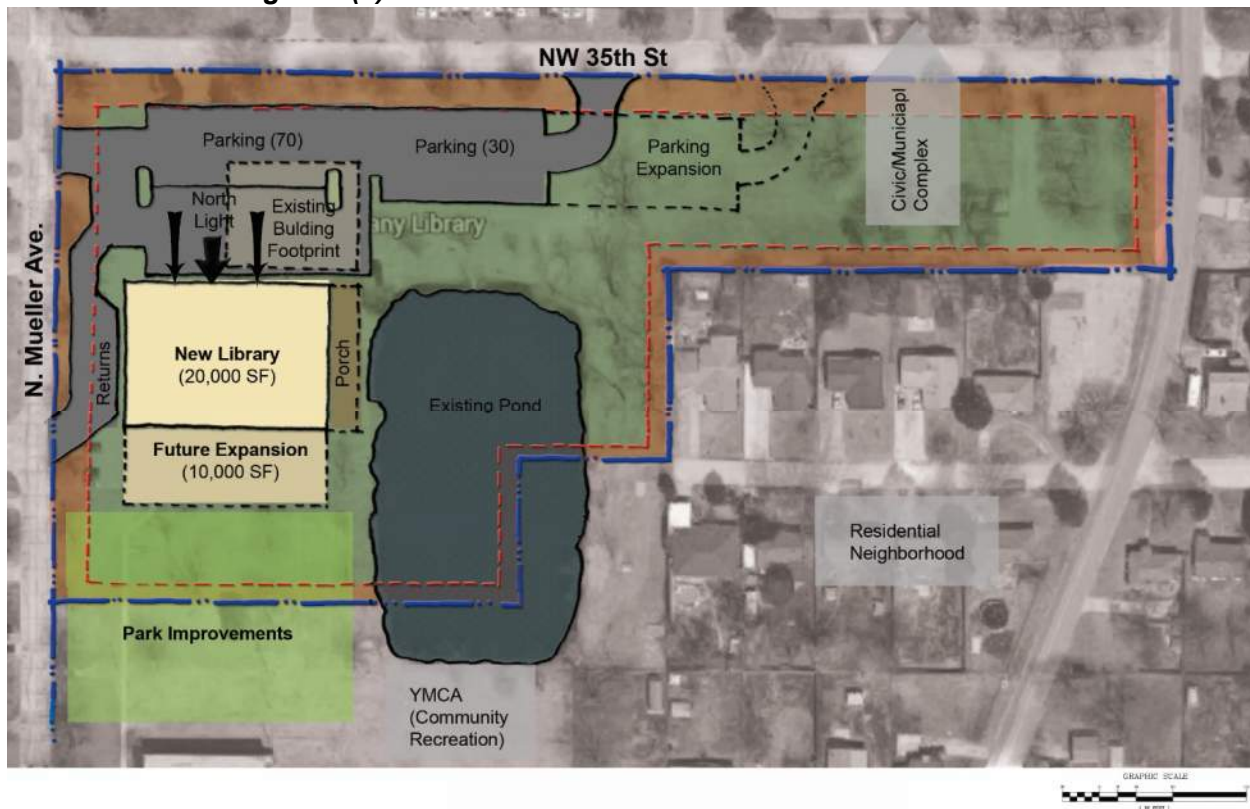
<b>Rank</b>	<b>Score</b>	<b>Site</b>	<b>Size (acres)</b>	<b>Pros</b>	<b>Cons</b>
1	126	Existing Site	3.9	<ul style="list-style-type: none"><li>• Part of existing community patterns</li><li>• Nature/Park Setting</li><li>• Owned by the City</li><li>• Adequate Size</li></ul>	<ul style="list-style-type: none"><li>• Site Drainage</li></ul>
2	122	Carlson Site (Rockwell Frontage)	6.7	<ul style="list-style-type: none"><li>• High Visibility</li><li>• Adequate Site</li></ul>	<ul style="list-style-type: none"><li>• Requires land purchase</li></ul>
3	117	Eldon Lyon Park	60.28	<ul style="list-style-type: none"><li>• Owned by the City</li><li>• "Blank" canvas</li><li>• Adequate Size</li></ul>	<ul style="list-style-type: none"><li>• No nearby "destinations"</li></ul>
4	95	Carlson Site (27 <sup>th</sup> St. Frontage)	7.43	<ul style="list-style-type: none"><li>• Donated land</li><li>• "Blank" canvas</li><li>• Adequate Size</li></ul>	<ul style="list-style-type: none"><li>• Limited Visibility</li><li>• Will disrupt adjacent neighborhood</li><li>• Significant costs for street access improvements</li></ul>
5	93	Waterside Site	7.8	<ul style="list-style-type: none"><li>• High Visibility</li><li>• "Blank" Canvas</li><li>• Lake Overholser as nearby amenity</li><li>• Adequate Size</li></ul>	<ul style="list-style-type: none"><li>• Difficult Ingress/Egress</li><li>• At the edge of MLS' service area</li><li>• Requires land purchase</li></ul>
6	88	Harry Garrison Park	10.02	<ul style="list-style-type: none"><li>• Owned by the City</li><li>• Existing Park setting</li><li>• Adequate Size</li></ul>	<ul style="list-style-type: none"><li>• Limited visibility</li><li>• Not centrally located</li></ul>
7	121	Adjacent to Police Station	1.093	<ul style="list-style-type: none"><li>• Not large enough to accommodate building program and associated parking</li></ul>	

Two sites have emerged as front-runners: the existing site located at NW 35<sup>th</sup> and Mueller and the front portion of the Carlson property located along N. Rockwell.

## Site Development Options

The five test site diagrams were developed to assist in further evaluation of the sites identified in the Site Evaluation Matrix. While the Site Evaluation Matrix evaluates sites on their intangible characteristics, the site diagrams begin to inform the architectural potential of each of the sites in relationship to the building program, existing site amenities, and adjacent uses. The following was one of the preferred concepts to further explore as part of the concept design development.

### Scheme A: Existing Site (1)



### Pros

- Allows the new library to be built before the existing library is demolished.
- Site accommodates building and parking
- Opportunity for porch overlooking pond.
- Potential for good north light
- Provides for a drive up material return
- Room for a future expansion
- Site already owned by the City of Bethany

### Legend

	Property Line		Site
	Setback		Setback
	Main Entry		New Library
	North Light Exposure		Library Expansion
			Porch
			Parking
			Park

### Cons

- The park improvements/playground would need to happen in cooperation with the YMCA
- Site development costs to enlarge stormwater capacity and enhance the character of the retention pond.

## Project Budget for New 23,288 SF Library on Existing Site

### Site Development

Parking	104	41,600 x \$7.00	\$291,200
Building Demolition			\$45,000
Landscape Allowance			\$80,000
Earthwork Allowance			\$20,000
Pond edge treatment Allowance			\$130,000
Add for flood grading Allowance			\$50,000
			<hr/>
			\$616,200

### Building

Library		23,288 x \$245.00	\$5,705,560
Sub Total Site & Building			\$6,321,760
Construction & Design Contingency	10%		\$632,176
Construction Budget			\$6,953,936

### Furniture, Fixtures & Equipment\*\*\*

Furniture	\$24/SF		\$558,912
Technology	Allowance		\$180,000
AV	Allowance		\$200,000
Security	Allowance		\$50,000
			<hr/>
			\$988,912

### Total Building Costs

\$7,942,848

### Indirect Costs

A/E Design Fees**	8.50%		\$591,085
Cost Estimating**			\$12,000
Civil**			\$15,000
Landscape Design**			\$17,000
Technology Consultant*			\$14,000
Acoustical/AV Consultant*			\$14,000
Furniture & Shelving Design*	9%		\$50,302
Reimbursables**			\$10,000
Construction Manager(City of Bethany hire)			\$139,079
Soil Testing			\$8,000
Material Testing			\$25,000
			<hr/>

### Total Indirect Costs

\$895,465

### Land Cost

\$0

### Total Project Budget

\$8,838,313

### Project Contingency

8%

\$707,065

### Park Allowance - Playground, seating, lighting, landscape design, landscape and signage

\$250,000

### Total Project Budget

---

\$9,795,378

\* This is an FF&E cost which, along with the associated 8% project contingency, will be funded by MLS = \$1,152,591

\*\* This is a building design cost, which if approved by the Metropolitan Library Commission, would be funded by MLS = \$696,691

\*\*\*This is moveable furniture and equipment cost which will be funded by MLS as part of total FFE costs.



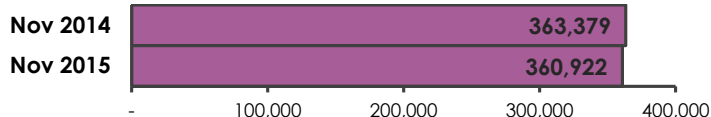
## Metropolitan Library System

### Usage Summary

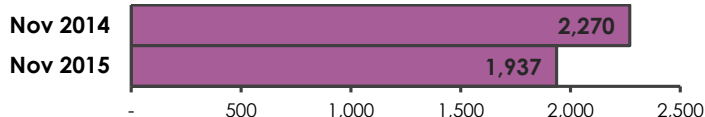
Month of November

FY2015-2016

#### Registered Borrowers



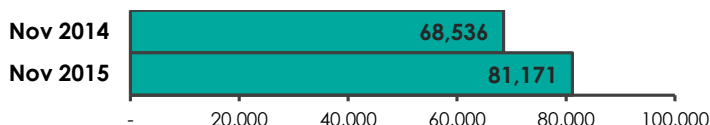
#### New Borrowers



#### Circulation



#### eBooks & eAudio



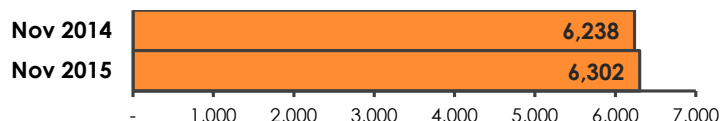
#### Computer Sessions



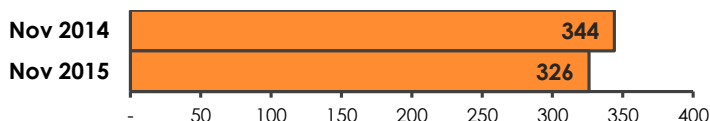
#### Wireless Sessions†

140,078

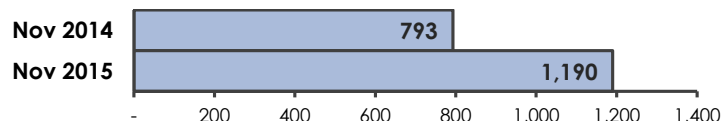
#### Program Attendance



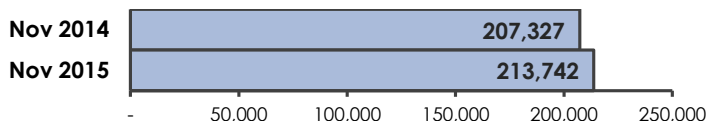
#### Programs



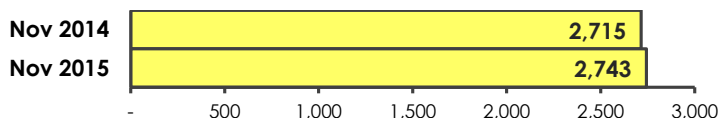
#### Room Reservations



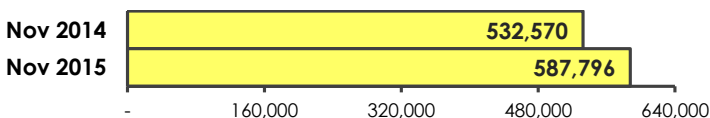
#### Library Visits



#### Social Media Interactions



#### Digital Sessions



†November 2014 wireless session counts are unavailable.

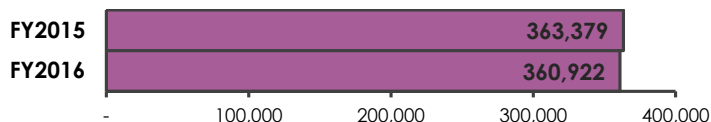
## Metropolitan Library System

### Usage Summary

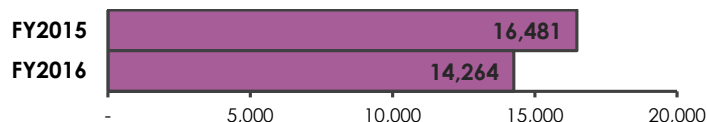
Fiscal Year-to-Date

**FY2015-2016**

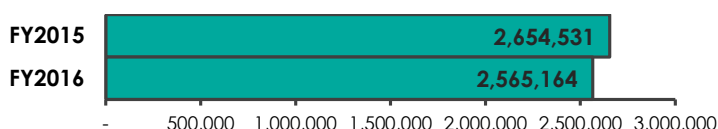
#### Registered Borrowers



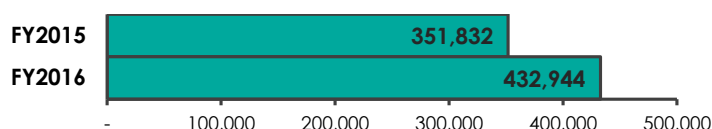
#### New Borrowers



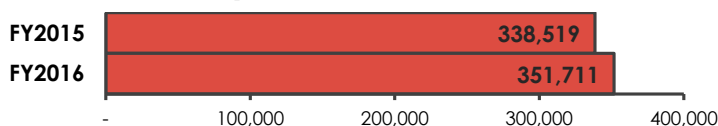
#### Circulation



#### eBooks & eAudio



#### Computer Sessions



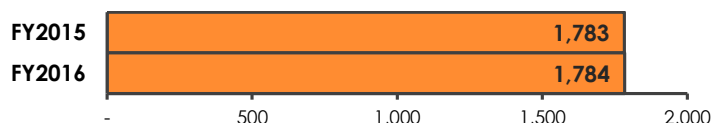
#### Wireless Sessions†

**741,889**

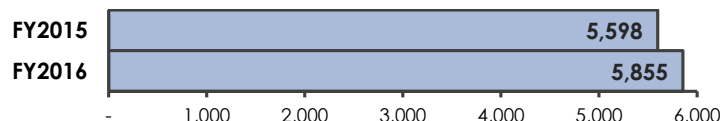
#### Program Attendance



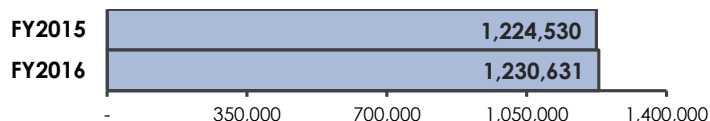
#### Programs



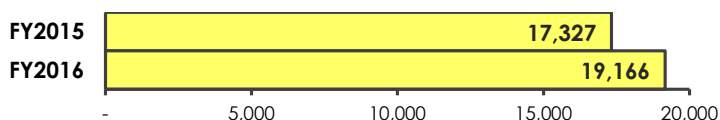
#### Room Reservations



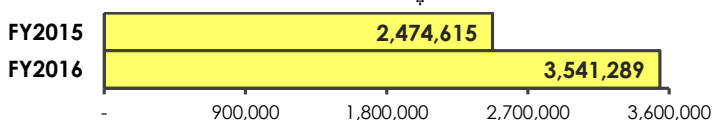
#### Library Visits



#### 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

DECEMBER 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**  
Our staff did a fantastic job of turning the Templo De Alabanza gymnasium into a fully functioning library in fewer than 14 days. Services began in earnest on November 16th, and the staff hosted a community re-opening on Saturday the 21st. The temporary library is located at 330 S.W. 24th Street, and I would encourage you all to visit when you have the opportunity – it shows what can be done when we marshal our resources and have a clearly defined plan. Library Manager Jana Hausburg will be making a short presentation to the Commission at the December meeting to give you a better perspective, and Todd Olberding will be on for a construction Q&A. 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.
- **Jones Library**  
The Jones City Council approved the expenditure of about \$32,000 from the project's contingency budget to replace the dirt on site. You may recall that Todd Olberding has been working with the architect, the engineer, and representatives from the City to ensure that viable plans were developed. While the project schedule has slipped, we still expect library to be completed in 2016.
- **Bethany Library**  
We completed the community meetings, the focus groups, and the building program for the Bethany Library project last month. Denelle Wrightson, the lead architect from Dewberry will be making a presentation to the Bethany City Council on December 8<sup>th</sup> and will provide the same information to the Commission on the 10<sup>th</sup>. The executive summary of the building program is included in the meeting agenda packet for your perusal. While we will not be asking the Commission to take any specific action, we will ask you to give a general impression of support for the project.
- **Edmond Library Parking**  
As reported in my weekly bullet points, the parking project that will add 17 spaces for library customers has moved to the second phase. The main entrance to the library parking lot (E. 1st St) has been reopened after new concrete was poured, and the entrance on the east side on S. Jackson St. will be closed until further notice while the contractor reconfigures and replaces the

concrete there. We are confident that this greatly needed expansion will be finished around the first of the year.

#### Strategic Planning

- The Library's Leadership Team spent several days during the past week working with Clark Swanson of OrangeBoy, the marketing analytics company assisting us with our strategic planning efforts. The group discussed demographic patterns and trends and identified categories across our customer (and non-customer) base that will enable us to define our priorities for the next three-to-five years. We also initiated some preliminary measures that – when finalized – will act as key performance indicators by which decisions will be made and resources will be allocated. The team will meet again with Mr. Swanson during the first two weeks of January, and we hope to bring a draft of the strategic goals to the Long Range Planning Committee and the Commission that month.

#### Southern Oaks Learning & Wellness Campus

- As you may recall, the Oklahoma City-County Health Department has been working with the Oklahoma City Public Schools and the OKC Parks Commission to create a new Health and Wellness Center in the park near Parmalee Elementary School (SW 67th and Walker). The project jumped cleared its next hurdle a week and a half ago, when the OKC City Council approved the memorandum of understanding between the entities that will allow for additional future planning. The resulting facility is currently planned to be located adjacent to the Southern Oaks Library (in the Southern Oaks Park) and will likely provide both health education and other health services to the Southside community. We plan to provide expanded health-related resources to our patrons and visitors to the Center, as well as students and teachers at the school. We also anticipate this partnership to be a model for great interlocal cooperation between all participants, and something that would be replicated across Oklahoma County and beyond.

#### Belle Isle Library Manager Search

- We began screening candidates for the Belle Isle Library Manager vacancy last week. David Newyear, who has served in that roll since June 2014 was transferred to Del City Library earlier this month. Long seen as one of the keystone libraries for the Metropolitan Library System, Belle Isle has a diverse a lively patron-base, and will be a great opportunity for the next library manager. Debbie Robertus, Belle Isle's Assistant Library Manager, has assumed the role of interim manager until we complete the selection process. I will let you know when we complete the appointment process.

## 2. Personnel Report

#### New Hires & Promotions – November 2015

- Zachary Branstetter was promoted from Public Computer Specialist at the Midwest City Library to Librarian F-T at the Edmond Library. Zachary has been with the system since June 2015.
- Margo Engelmann was promoted from Circulation Clerk H-T at the Edmond Library to Circulation Clerk F-T at the Village Library. Margo has been with the system since 2013.
- Matt Kilgore was promoted from Library Aide to Circulation Clerk H-T at the Edmond Library. Matt has been with the system since 2012.
- Kelly Leslie was promoted from Library Aide at the Almonte Library to Tech Processing Aide. Kelly has been with the system since 2014.
- Taylor Horn was promoted from Library Aide at the Harrah Library to Circulation Clerk at the Edmond Library. Taylor has been with the system since 2011.

- Vona Bowling was hired as a Circulation Clerk at the Village Library.
- Melvin Nolin was hired as a Surveillance & Security Officer.
- Rebecca Bensinger was hired as a Library Aide at the Bethan Library.
- Terra Birdsall was hired as a Library Aide at the Midwest City Library.
- Emily Lawson was hired as a Library Aide at the Downtown Library.

### 3. Other Items of Note

- Eric Litwin & Pete the Cat

New York Times bestselling author of the Pete the Cat books and the musical series "The Nuts" -- was featured at the Belle Isle Library on Tuesday evening and at Southern Oaks Library for two shows on Thursday afternoon. Interim Belle Isle Library Manager Debbie Robertus reported that the crowd was "standing room only, into the hall," and that former manager David Newyear attended, dressed as the title character (Pete) in an outfit he and his wife made themselves (He's a fan!). Children's Outreach Coordinator Kristin Williamson said that Litwin's program "is a combination of interactive storytelling and music. He's a former educator so he really understands children and does an excellent job of interacting with families and getting them engaged with reading." To find out more about Eric, go to his website [EricLitwin.com](http://ericlitwin.com).

Mary Sosa – an OKC Angel

- You may have seen it mentioned in the Oklahoman and NewsOK.com, but in case you missed it, I wanted to note that our very own Commissioner Mary Sosa from the Southside of OKC was named by the Dr. Ruth Joyce Colbert Barnes Foundation and the Oklahoma Sovereign Arts Foundation as an Angel Award winner. The awards are given to individuals who demonstrate leadership, talent and service to their communities. Congratulations, Mary! And thanks for making the Library part of your heavenly work. Here's a link to the story: <http://newsok.com/article/5461851>

Dennis Shockley Named Library Commissioner for Edmond

- Great news from Edmond ... Mayor Charles Lamb announced Monday night that Dennis Shockley has been appointed to the Metropolitan Library Commission, effective immediately. Dennis currently serves as Executive Director of the Oklahoma Housing Finance Agency, a position he has held since 1997. He holds a Ph.D. in history from Kansas State University, and completed the Program for Senior Executives in State and Local Government at the John F. Kennedy School of Government at Harvard University. He is a member of the board of directors of the National Council of State Housing Agencies, is a graduate of Leadership Oklahoma Class XV, and until recently, served as chair of the Edmond Parks and Recreation Advisory Board, as well as on boards of several other community organizations. I had the pleasure of meeting with Dennis this week, and am confident that he will be an excellent representative of the community that makes Edmond the busiest library in the county as well as the state. Welcome Dennis!

# Angels honored for helping create strong communities

BY AYANNA NAJUMA  
For The Oklahoman

Several Oklahomans were recognized as "Angels" recently by the Dr. Ruth Joyce Colbert Barnes Foundation and the Oklahoma Sovereign Arts Foundation.

Angel Award winners were chosen based on leadership, talent and service.

"Every person in Oklahoma potentially is an Angel," said Mia Woodfork, CEO of the Sovereign Arts Foundation. "We see the value in the commitment that Oklahomans have to go the extra (mile) to benefit their community."

This year's Angels are:

•**Bryan Hansen**, who is committed to service using physical therapy to help heal the mind, body and spirit.

•**James R. Johnson**, who serves as the national president of the Frederick Douglas High School Alumni Association and devotes himself to education. He travels the world to speak about economic growth and prosperity for the Oklahoma Department of Commerce.

•The Rev. **James A. Dorn Jr.**, senior pastor of Mt. Triumph Baptist Church. He provides marriage, divorce and bereavement counseling as CEO of Family Life Learning Centers Inc.

•**Michelle Dewhirst**, a



Pictured at the Angel Award ceremony, from left, are Bryan Hansen, James R. Tolbert III, Yolanda Carney-Rex, Mary Blankenship Pointer, Mary T. Sosa, Mia Woodfork, Sache Primeaux-Shaw, Ruth Joyce Colbert Barnes, the Rev. L. Mike Woodberry, Jo Lynne Jones, James R. Johnson and the Rev. James A. Dorn Jr. (PHOTO PROVIDED)

natural healer who cares for patients across the Oklahoma City metro area. (She could not attend the Angel luncheon due to her commitment to her patients.)

•**James R. Tolbert III**, who has a long history of creating business opportunities in Oklahoma and repairing distressed public corporations. He has played a primary role in the growth and development of Myriad Gardens, and he founded Oklahomans for the Arts and made a commitment to education when he bought Full Circle Bookstore 35 years ago.

•**Mary T. Sosa**, a longtime volunteer and board member, set a goal to leave

the world a better place than the one she grew up in. She has been an Oklahoma County Metropolitan Library Board commissioner and a board member of the United Latin American Citizens. She ran for the state House of Representatives in District 89.

•**Mary Blankenship Pointer**, senior vice president at Republic Bank, earned a President's Call to Service Award for volunteering more than 10,000 hours. She helps keep Oklahomans healthy, educated and fiscally grounded.

•**Jo Lynne Jones**, director of development and communication at Infant Crisis Services, has worked

for 14 years to feed and care for babies and toddlers from needy Oklahoma families.

•The Rev. **L. Mike Woodberry**, senior pastor of Unity Baptist Church, counsels people in mental and emotional distress, helping to save lives.

•**John Rex**, who provided group homes for disabled people and established a rehabilitation facility for clients who would not be accepted elsewhere. Yolanda Carney-Rex accepted the award for her late husband.

Also ...

**Sache Primeaux-Shaw** received the 2015 Ambassador of Hope Award for

her work as president of the Urban League of Greater OKC Young Professionals, as well as for her roles as past president of the Oklahoma State Conference Youth and College Division of the NAACP, former vice president of the College Democrats of Oklahoma and current National Committee Woman of the Young Democrats of Oklahoma and South-Central Region secretary for the same organization.

The Barnes and Sovereign Arts foundations had their annual benefit luncheon and Angel Award program at the Central Oklahoma Builders Association in Oklahoma City. For the past five years, the

foundations have honored people who work tirelessly to enhance the quality of life in Oklahoma.

The luncheon's theme was "Neighbors in the Hood," part of a national campaign to put the concept of "neighbors" back into communities, the "hoods" in which everyone lives.

"Whether the neighborhood is Belle Isle, Nichols Hills, Capital Hill, Carverdale, Creston Hills or Mesta Park," Barnes said, "the goal is to make Oklahoma City and the country better."

The business community joined the foundations as sponsors in honoring the Angels.

# Alyssa Loveless

Alyssa Loveless, 25, is coordinator of residence life at Rose State College and shares her on-campus apartment with Parker, a 5-pound Chihuahua she found abandoned in a park and had certified as a therapy dog through A New Leash on Life Inc.

Twice a month they participate in the Reading to Dogs program at the Del City Library, helping children with their reading skills. Now Loveless is starting a program to have Parker provide stress relief for students on campus who are homesick or worried about finals.

"I always was interested in therapy dogs, and he was just a natural. He's really good with kids and older people. He just snuggles into people. He works pretty hard to provide that comfort."

**K.S. MCNUTT**, STAFF WRITER



# German Gallardo

German Gallardo, 17, of Oklahoma City, has been volunteering at Southern Oaks Library, 6900 S Walker Ave., for about two years. He mainly helps elementary school students with their homework and reads to them.

“At first I did it for the hours. It was required by my school. But after the first couple of weeks, helping that one kid learn to read became more rewarding than the hours. ... Volunteering has changed the way I used up my free time, and I have enjoyed it ever since.”

**KEN RAYMOND,**  
BOOK EDITOR