

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, January 21, 2016, 3:30 p.m.
Ralph Ellison Library
2000 NE 23rd
Oklahoma City, OK 73111
(Telephone: 424-1437)

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

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

Nancy Anthony, Chair

3:30 – 3:35 pm INTRODUCTIONS

Document #45 – Presentation of Service Certificates for Library Staff – January 2016

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 <u>residential</u> 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 (#46 - #48)

- Document #46 Approval of Minutes of December 10, 2015 Meeting
- Document #47 Acceptance of Review of Expenditures for December 2015
- Document #48 Request to Declare Equipment Surplus

3:45 – 4:15 pm COMMITTEE REPORTS

- Document #49 Discussion, Consideration and Possible Action: Recommendations from the Nominating Committee, December 28, 2015
- Document #50 Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee, January 14, 2016

4:15 – 4:40 pm STAFF REPORTS

- Document #51 Annual Statistical Report
- Document #52 Library Usage Report

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

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

Request by Commission Chair for 2016 MLC Standing Committee Assignments

NEXT COMMISSION MEETING DATE AND PLACE:

February 18, 2016
Belle Isle Library , 5501 N. Villa , Oklahoma City, OK 73112

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After IO years, a ruby is added to the pin; subsequent rubies are added at IO, I5, 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 January 2016:

<u>Employees</u>	Years of Service
Nancy D. Driver, Library Aide (P-T), Edmond Library	5
Risa Marie Lund Sargent, Assistant Library Manager, Downtown Library	5
David T. Grow, Library Aide (P-T), Edmond Library	5
Jonathan E. Willis, Network Systems Coordinator, Information Technology	10
JoNita R. Normore, Administrative Specialist, Director's Office	10
Mark Daniel Vance, Delivery Driver, Maintenance	10
Anna N. Todd, Librarian, Capitol Hill Library	10

OF THE METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

DATE: December 10, 2015 TIME: 3:30 pm

MEETING PLACE: Midwest City Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 29, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Midwest City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on December 8, 2015, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Allen Coffey, Disbursing Agent

Bud Elder

Raul Font

Deanna Hannah Helene Harpman Carolyn Leslie Brian Maughan

Tracy McDaniel Mukesh Patel Kim Patterson Hugh Rice

Dennis Shockley

Jim Shonts

Judy Smith, Vice-Chair

Alyne Strube 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 Penny McCaleb Lori Nelson Mary Sosa

Estimate of general public and staff attending: 20

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, Elder, Font, Harpman, Leslie, Maughan, McDaniel, Patel, Patterson, Rice, Shockley, Shonts, Smith, Strube, Toland, Tucker, Voorhees, Anthony (Arrived: Hannah, 3:35 p.m.).

II. Ms. Anthony introduced Ms. Jana Hausburg, Capitol Hill Library Manager. Ms. Hausburg welcomed the commission.

Ms. Anthony introduced new commission member, Mr. Dennis Shockley. Mr. Shockley was appointed to the commission by the City of Edmond.

- **III.** Ms. Anthony referred to the Presentation of Service Certificates for December 2015. She recognized the following employees who were unable to attend the meeting: Kathryn Herd, Technical Processor, five years of service; Sharon Thompson, Circulation Clerk, Downtown Library, 15 years of service.
- **IV.** Ms. Anthony called for comments from the general public. There were none.
- **V.** Ms. Anthony presented the Consent Docket: Document #41 Approval of Minutes of November 19, 2015 Meeting; Document #42 Acceptance of Review of Expenditures for November 2015.

Ms. Anthony called for a motion.

Ms. Beth Toland moved to accept the consent docket. Ms. Judy Smith seconded. No further discussion. Motion passed 17 – yes; 1 - no (abstain).

VI. Ms. Anthony referred to Document #43 – Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting – December 1, 2015.

Mr. Hugh Rice reported the Administrative & Personnel Committee reviewed and approved recommended revisions to the MLS Policy and Procedure Manual, SH 220 Employment Leave, SH 511 Complaint Resolution, SH 520 Grievance Policy, and SH 530 Due Process Hearing in Certain Employment Actions. Mr. Rice explained the recommended revisions.

The motion coming from the Administrative and Personnel Committee is to 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. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

Ms. Anthony referred to the Discussion, Consideration, and Possible Action: Executive Session to review the employment agreement of Mr. Tim Rogers, Executive Director.

Mr. Rogers explained the proposed changes to the Employment Agreement.

Mr. Mack Patel moved to go into Executive Session. Ms. Susan Tucker seconded. No further discussion; motion passed unanimously.

The Committee went into Executive Session at 3:47 p.m.

Ms. Anthony called for a motion to return to Open Meeting.

Mr. Tracy McDaniel moved to return to Open Meeting. Ms. Sharon Voorhees seconded. No further discussion; motion passed unanimously.

The Commission returned to Open Meeting at 4:26 p.m.

Ms. Anthony called for a motion regarding the Executive Director's employment contract.

Ms. Smith moved to approve the contract as presented, subject to annual review of 6.1 by the A & P Committee of the Commission. Mr. Jim Shonts seconded. No further discussion; Motion passed; 15-yes; 2-no.

Mr. Rice referred to the final recommendation from the Administrative and Personnel Committee regarding Mr. Rogers request to roll over his unused annual vacation leave. Currently the policy allows for employees to carryover 25% of earned vacation leave a year. If an employee has an excess of 25% leave, they must get approval from an Administrative Team member and the Director of Human Resources to carryover the additional leave. Mr. Rogers is requesting to carryover an additional 56.12 hours for a total up to 80.12 hours. Discussion followed.

The motion coming from the Administrative and Personnel Committee is to approve the request to carryover up to an additional 56.12 hours of annual vacation leave, for a total up to 80.12 hours. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

VII. Ms. Anthony referred to the Bethany Library project special presentation by Ms. Denelle Wrightson, Dewberry Architects. Ms. Wrightson provided a slideshow highlighting feedback from community input sessions and focus groups as well as results from an online survey regarding the Bethany Library. Discussion followed.

Ms. Anthony referred to the Capitol Hill Library special presentation by Jana Hausburg, Capitol Hill Library Manager. Ms. Hausburg provided a slideshow and summarized the history of the Capitol Hill Library. Capitol Hill began moving into its temporary location on November 2nd and opened to the public two weeks later on November 16th. She highlighted the move in process and showed a time lapse video of the move. Discussion followed.

VIII. Ms. Anthony called on Mr. Rogers to present Document #44 – Library Usage Report. Discussion followed.

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

Mr. Rogers reported progress is being made with the Jones Library. The Masons helped with the laying of the cornerstone at the Jones Library on Wednesday, December 9th.

The strategic planning process is going well. The Leadership Team will be meeting with the consultant, Mr. Clark Swanson of Orange Boy, Inc., again in January.

Mr. Rogers provided an update to Project Kaleidoscope. Project Kaleidoscope was the project put in place to provide more adequate supervision across the library system and to shift the emphasis of that supervision from writing appraisals to more of a coaching mode and to also deepen the pool of supervisors. To do this, 31 Lead Librarian positions were created. Lead Librarians will work with the Assistant Managers and Library Managers to ensure there is always somebody from a leadership role available at the library. The 31 Lead Librarian positions are not 31 new positions; they include positions that have been vacant and reclassified as Lead Librarians. Of the 31 positions, 24 of them have been staffed by internal position promotions. The remaining seven we will be open up to external recruitment. To ensure we have the right number of staff in the right spots, we will begin transferring some employees to new locations beginning January 4th.

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

Ms. Anthony announced the Nominating Committee: Ms. Cynthia Friedemann, Chair, Ms. Susan Tucker, and Ms. Beth Toland. The Nominating Committee will meet before the January 21st Commission Meeting and make their recommendations for the 2016 slate of officers.

Ms. Anthony asked that the record reflect appreciation for Mr. Brian Maughan, for his outstanding service and attendance at commission meetings. County Commissioners serve on the library commission by virtue of office as Chair of the Board of County Commissioners. The Chair rotates annually and a new Chair will be appointed in January.

The next regularly scheduled meeting will be held at the Ralph Ellison Library on January 21, 2016 at 3:30 p.m.

There being no further business, the meeting was adjourned at 5:00 p.m.

Executive 🕅 rector

MLC – January 21, 2016 MLS – Minutes of December 10, 2015 MLC Meeting

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

December 31, 2015

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of December 2015.
For comparison, 50.00% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of December 2015.

Document #47 MLC FY 2015-16 January 21, 2016

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STATEMENT OF FINANCIAL CONDITION

December 31, 2015

ASSETS

	Current Yea	r	Previous Y	'ear
CASH		\$ 4,521,360.15		\$ 6,465,778.46
INVESTMENTS (Schedule attached)		15,515,116.15		19,586,316.88
PREPAID ACCOUNTS		25,000.00		25,000.00
TAXES RECEIVABLE: Ad Valorem Tax Less: Reserve for Delinque Budgeted Tax Revenue Less: Tax Received	34,028,123.00 -3,093,466.00 30,934,657.00 -8,103,592.55	22,831,064.45	32,464,608.00 -2,951,341.00 29,513,267.00 -13,470,394.82	16,042,872.18
Total Assets		\$42,892,540.75	- =	\$ 42,119,967.52
	LIABILITIES, DEFERRED R	REVENUE AND FUND E	BALANCE	
LIABILITIES:				
Previous Year Reserve for Appropriation Current Year Purchase Orders Outstare Previous Year Purchase Orders Outstare Checks Outstanding Total Liabilities	nding 369,022.61	1,025,583.43	\$390,489.78 266,495.38 249,262.78 112,214.24	1,018,462.18
DEFERRED TAX REVENUE:				
Current Year Ad Valorem Tax		22,831,064.45		16,042,872.18
FUND BALANCE:				
Beginning of the Year	\$26,754,298.88		\$27,031,002.21	
Add: Revenues Budgeted Other	8,356,592.55 1,033,234.09		13,719,394.82 943,461.46	
Less: Expenditures	(17,108,232.65)		(16,635,225.33)	
Total Fund Balance		19,035,892.87	_	25,058,633.16
Total Liabilities, Deferred Revenue and	Fund Balance	\$42,892,540.75	=	\$ 42,119,967.52

Document #47 MLC FY 2015-16 January 21, 2016

METROPOLITAN LIBRARY SYSTEM GENERAL FUND SCHEDULE OF INVESTMENT

As of December 31, 2015

Туре	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.	12/21/2015	12/21/2017	1.000%		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 \$ 15,515,116.15

Prepared by: Deputy Executive Director/Finance & Support Page 5 of 26

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

2016			Current Y	ear			Previous Year					
BUDGETED:	Budget		Current Month Receipts		Year To Date Receipts	Percent Budget Received	Budget		Current Month Receipts		Year To Date Receipts	Percent Budget Received
Current Year Ad Valorem Tax	\$30,934,657.00	\$	7,977,280.38	\$	8,103,592.55	26.20%	\$29,513,267.00	\$	12,543,907.09	¢	13,470,394.82	45.64%
		Ψ	1,911,200.30	Ψ	6,103,392.33			Ψ	12,343,907.09	Ψ	13,470,334.02	
State Aid	253,347.30		-		-	0.00%	260,594.82		-		-	0.00%
Fines	495,000.00		31,000.00	_	253,000.00	51.11%	495,000.00		37,000.00		249,000.00	50.30%
Total Budgeted Revenue	\$ 31,683,004.30	\$	8,008,280.38	\$_	8,356,592.55	26.38%	\$ 30,268,861.82	\$	12,580,907.09	\$	13,719,394.82	45.33%
NOT BUDGETED:												
Prior Years Taxes		\$	71,480.60	\$	803,650.65			\$	77,176.70	\$	737,849.11	
Gifts and Lost Books Fees			0.00		24.00				0.00		0.00	
្នាំ Investment Income			32,223.08		117,757.39				22,294.96		91,076.36	
© Elexible Benefits Account Balan	ce		0.00		0.00				0.00		0.00	
ວ ອີ Sale of Surplus Equipment			0.00		17,437.60				98.60		4,313.92	
다. V Insurance Reimbursements			0.00		199.92				0.00		0.00	
ଜି C Miscellaneous ଫୁ:			16,189.15		94,164.53				10,731.58		110,222.07	
ର୍ଚ୍ଚ Total Miscellaneous Revenue =		\$	119,892.83	\$	1,033,234.09			\$	110,301.84	\$	943,461.46	Dc MI Jar
ர் C Total Revenue	\$ 31,683,004.30	\$	8,128,173.21	_\$_	9,389,826.64	29.64%	\$ 30,268,861.82	\$	12,691,208.93		14,662,856.28	TU 48V
r/Finance &												Docugnent #47 MLCईy 2015-16 Janu a y 21, 2016

METROPOLITAN LIBRARY SYSTEM SPECIAL FUNDS STATEMENT OF REVENUES AND EXPENDITURES

December 31, 2015

		BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVO	DLVING FUNDS:	VIII.			
815	Gifts/Lost Books Fines Copy Total Revolving Funds	\$ 75,179.51 31,212.05 126,840.69 \$ 233,232.25	\$ 343.00 65,059.14 13,505.40 \$ 78,907.54	\$ 239.00 32,345.87 2,229.68 \$ 34,814.55	\$ 75,283.51 63,925.32 138,116.41 \$ 277,325.24
GRAI	NTS:	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
	Special Grants				
926 933 939 941 943 944	10/LET/Special Grant 10/OCCF/Village 14/OCCF/Harrah 11/LET/Young Professional Adv 15/LET/Inasmuch Media Surfers 15/LET/After School at the Library 15/CommFoun/Robotics Kits 12/LET/Aviation 16/Fabric for Book Bags 16/Guild/Popcorn Machine 16/OAC/Moscow Nights 16/OAC/Raven's Three RE Friends/Programming Grant	14,840.00 500.00 265.00 3,000.00 132,000.00 12,000.00 2,500.00 5,738.00 300.00 6,000.00 2,000.00 5,000.00	14,840.00 500.00 543.80 4,200.75 132,000.00 12,000.00 2,500.00 5,738.00 300.00 0.00 0.00 4,957.32	11,975.90 250.00 0.00 2,511.63 130,396.00 12,000.00 2,456.55 2,603.94 0.00 230.70 2,000.00 2,000.00 4,885.12	2,864.10 250.00 543.80 1,689.12 1,604.00 0.00 43.45 3,134.06 300.00 69.30 (2,000.00) (2,000.00) 72.20
	Friends Grants				
876 892 904 905 907 908 913 921 924 925 931 932	10 Public Art 14 Summer at the Library 14 Flat Screen TVs 15 Parent Child Book Club 15 Summer at the Library 15 Come Read with Me 15 Our World 15 Jones Library 15 Staff Appreciation Dinner 15 Children's Items 15 Legislative Day 15 XBOX Gaming 15 Children's Workstations 16 Parent Child Book Club 16 Fiftieth Anniversary 16 Vehicle Wrap	3,000.00 71,000.00 4,000.00 1,500.00 71,000.00 15,000.00 15,000.00 18,000.00 700.00 8,538.18 476.00 1,500.00 10,000.00 3,500.00	4,500.00 71,000.00 4,000.00 1,500.00 71,000.00 15,000.00 15,000.00 18,385.80 0.00 700.00 0.00 1,500.00 1,500.00 1,500.00 10,000.00 3,500.00	3,997.43 71,000.00 3,003.00 1,500.00 65,388.66 5,921.19 32,985.79 0.00 17,965.36 3,500.00 700.00 8,538.18 476.00 415.90 10,000.00 0.00	502.57 0.00 997.00 0.00 5,611.34 9,078.81 7,014.21 15,000.00 420.44 (3,500.00) 0.00 (8,538.18) (476.00) 1,084.10 0.00 3,500.00
	Total Grants				37,264.32
Total	Special Funds				\$ 314,589.56

Metropolitan Library System Statement of Encumbrances

Month of December 2015

FY-16

Personal Services

<u>Acct</u>	Purpose	This Month	Year to Date F	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101 103 109 112 113 114	Salaries Payroll Taxes Workers' Comp. Insurance Group Insurance Employees' Retirement Unemployment Compensation	1,270,902.51 91,203.63 14,500.00 244,487.62 844,624.71 .00	8,319,242.68 609,127.18 96,839.00 1,515,093.45 1,284,385.04 5,125.96	44.20 45.88 48.04 42.75 67.01 17.09	18,823,207.00 1,327,654.00 201,571.00 3,544,075.00 1,916,845.00 30,000.00	10,503,964.32 718,526.82 104,732.00 2,028,981.55 632,459.96 24,874.04
	Total Personal Services	2,465,718.47 ==========	11,829,813.31 =======	45.78	25,843,352.00 =======	14,013,538.69

Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	458.00	264,480.78	87.49	302,290.00	37,809.22
205	Rent of Library Buildings	7,861.62	54,446.10	57.98	93,900.00	39,453.90
207	Janitorial Services	44,284.06	237,960.61	45.75	520,179.00	282,218.39
208	Maintenance of Facilities	28,922.37	164,110.17	34.51	475,572.00	311,461.83
211	Parking & Transportation	14,276.92	91,996.79	45.11	203,960.00	111,963.21
212	Travel Expenses	4,324.85	15,382.59	11.31	136,000.00	120,617.41
213	Professional Services	34,990.63	191,044.67	30.11	634,470.00	443,425.33
214	Security Services	52,890.43	262,898.30	52.58	500,000.00	237,101.70
216	Telephone Services	22,401.56	97,025.31	26.12	371,412.00	274,386.69
217	Electrical Services	33,789.07	297,018.82	51.79	573,508.00	276,489.18
218	Gas Services	3,195.12	9,485.94	22.00	43,111.00	33,625.06
219	Water & Garbage Services	5,952.27	39,610.14	51.25	77,290.00	37,679.86
220	Veolia Energy Services	8,811.78	101,173.24	49.75	203,357.00	102,183.76
226	Memberships	3,695.00	21,839.00	51.68	42,258.00	20,419.00
230	Other Library-Related Services	199,253.36	297,378.73	54.28	547,826.00	250,447.27
231	Automation Contractual	69,147.95	282,396.81	35.39	797,976.00	515,579.19
236	Network Catalog Services	4,414.53	36,979.17	41.04	90,100.00	53,120.83
	Total Contractual Services	538,669.52	2,465,227.17	43.92	5,613,209.00	3,147,981.83
		=======================================			=======================================	

Metropolitan Library System Statement of Encumbrances

Month of December 2015

FY-16

Maintenance & Operations - Commodities

Acct	Purpose	This Month	Year to Date	<u>Percent</u>	Appropriation	<u>Balance</u>
301 302 303 310 312 321 322 330 331	Printing & Printing Supplies Postage Supplies Maintenance Supplies Safety Supplies & Equipment Gasoline & Oil Vehicle Parts & Repairs Programming Activities Other Commodities	7,346.67 10,869.83 21,873.99 7,873.89 .00 1,771.10 1,726.68 8,768.84 30.07	71,916.97 92,928.37 190,724.56 30,390.38 .00 10,976.29 10,786.56 99,213.56 2,680.11	44.67 38.33 44.42 35.75 .00 21.95 35.96 34.69 12.89	161,000.00 242,430.00 429,375.00 85,000.00 .00 50,000.00 30,000.00 286,010.00 20,800.00	89,083.03 149,501.63 238,650.44 54,609.62 .00 39,023.71 19,213.44 186,796.44 18,119.89
	Total Commodities	60,261.07 ==========	509,616.80 ========	39.06	1,304,615.00	794,998.20 ========
<u>Capi</u>	ital Outlays					
401 404 405 407 408 409 410 450 490	Books & Materials Government Documents Book Repairs & Bindings Periodicals & Subscriptions Furniture, Fixtures, and Equip Motor Vehicles Automation System & Equip. Capital Projects Capital Reserves Reserve Carryover - Prior Total Capital Outlays	299,037.48 .00 .00 .851.00 3,778.24 39.47 57,962.09 10,898.55 .00 .00	1,802,638.91 .00 .00 161,212.74 57,344.66 49,813.84 141,135.67 91,429.55 .00 .00	35.32 .00 .00 83.56 35.74 92.25 37.02 1.65 .00 .00	5,103,220.00 5,850.00 1,200.00 192,930.00 160,433.00 54,000.00 381,200.00 5,545,273.00 367,006.15 13,865,014.83	3,300,581.09 5,850.00 1,200.00 31,717.26 103,088.34 4,186.16 240,064.33 5,453,843.45 367,006.15 13,865,014.83
	Total Budget	3,437,215.89	17,108,232.65	29.28	58,437,302.98	41,329,070.33
		=========	========			=======================================

Monthly Journal Entries -- December 2015

Jrni #	Acct #	Account Name and JE Description	•	Debits		Credits
Investr	nents					
86	1001 3602	Cash Interest Income NBC CD interest received	\$	9,277.95	\$	9,277.95
87	1001 3602	Cash Interest Income Interest on Fannie Mae 3136g17c7	\$	12,500.00	\$	12,500.00
88	1001 3602	Cash Interest Income Interest on Federal Home Loan Bank 313381mx0	\$	10,500.00	\$	10,500.00
Tax rev	<u>enues</u>					
89	1001 1201 3601	Cash Ad Valorem Tax - Current year Prior year Tax Ad Valorem Tax apportioned by County for 11/16 to 11/30	\$	2,402,629.39	\$ \$	2,331,148.79 71,480.60
90	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/1 to 12/4	\$	801,429.08	\$	801,429.08
91	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/7 to 12/11	\$	1,725,998.76	\$	1,725,998.76
92	1001 1201	Cash Ad Valorem Tax - Current year Ad Valorem tax apportioned by County for 12/14 to 12/18	\$	3,118,703.75	\$	3,118,703.75
Miscell	aneous	revenue				
93	1001 3605	Cash Mic. Reimbursements Hith Ins-V Ross \$ 300.50 Univ Cent MO refund \$ 120.00 Hith Ins-D Morris \$ 359.87 Friends postage \$ 233.16 Hith Ins-Misc \$ 767.37 Let Postage \$ 237.93 Café rent \$ 500.00 Café rent 500.00 OKC rent 7,315.31 Total \$ 10,334.14	\$	10,334.14	\$	10,334.14
<u>Fines</u>						
94	1001 3403	Cash Projected Mic. Revenue - Fines Fines transferred to General Fund in December	\$	31,000.00	\$	31,000.00

Payable entries

95	3001 3011 3002 3012	Current Year Reserv. for Appropriations. Current Year P.O. Outstanding Prior Year Reserv. for Appropriations. Prior Year P.O. Outstanding Purchase orders issued in December	\$	3,460,547.21 242.37	\$	3,460,547.21 242.37
96	3011 3012 3021	Current Year P.O. Outstanding Prior Year P.O. Outstanding Current Year Warrants Outstanding Checks issued in December	\$	3,335,986.62 122,863.92	\$	3,458,850.54
97	3021 1001	Current Year Warrants Outstanding Cash Checks cleared Bank in December	\$	3,657,747.81	\$	3,657,747.81
Bank ir	nterest	and fees				
98	1001 3602 3602	Cash Bank Fees Interest Income Interest and fees from GF checking account	\$	363.78	\$	54.87 308.91
99	8000 8815 8815	Special Fund Cash Bank Fees Interest Income Interest and fees from SF checking account	\$	1,200.87	\$	1,162.74 38.13
Special	l funds					
100	8000 8815 8820 8805	Special Fund Cash Fines Copy Gift & Lost Books Revenues of special funds	\$	58,403.33	\$ \$ \$	44,554.93 13,505.40 343.00
101	8000 8815 8820 8805 8920 8936	Special Fund Cash Fines Copy Gift & Lost Books Expenditures of special funds	\$ \$ \$ \$ \$	31,145.00 2,229.68 239.00 1,200.00 324.28	\$	35,137.96

Corrections, adjustments, and miscellaneous

102	8000 8815 8815	Special Fund Cash Fines Fines Credit card revenues from fines in October and November	\$	20,466.08	\$	10,252.65 10,213.43
103	8936 8904	Parent-Child Book Club Parent-Child Book Club Transfer overage to this year's grant	\$	91.62	\$	91.62
104	3011 3012 3001 3002 3605	Current Year P.O. Outstanding Prior Year P.O. Outstanding Current Year Reserv. for Appropriations. Prior Year Reserv. for Appropriations. Misc. Reimbursements	\$	30,164.94 1,237.45	\$ \$ \$	24,189.93 1,357.45 5,855.01
			\$ 18	,846,827.03	\$ 18	8,846,827.03

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-01970	City of Midwest City, Inc.	Water & Garbage Services	329.22	329.22
G-01971	Bradford Industrial Supply	Maintenance of Facilites	9.53	9.53
G-01972	OG&E	Electrical Services	222.52	
		Electrical Services	1,603.57	1,826.09
G-01973	Oklahoma Natural Gas Co.	Gas Services	161.11	
		Gas Services	64.69	225.80
G-01974	City of Oklahoma City	Water & Garbage Services	33.44	050.00
0.04075	City of the Millers	Water & Garbage Services	320.54	353.98 91.41
G-01975	City of the Village Southwestern Stationers, Inc.	Water & Garbage Services	91.41 256.72	256.72
G-01976 G-01977	Locke Supply Co.	Supplies Maintenance of Facilities	69.16	250.72
G-01977	Locke Supply Co.	Capital Projects	103.42	172.58
G-01978	Tech-Lock	Maintenance of Facilities	12.00	112.00
0 0 10 10	10011 2001	Maintenance of Facilities	12.00	24.00
G-01979	Emsco Electric Supply	Maintenance of Facilities	53.44	53.44
G-01980	Demco	Furniture,Fixtures&Equip	1,185.98	
		Furniture, Fixtures&Equip	2,759.00	
		Supplies	50.99	3,995.97
G-01981	American Express	Automation Contractual	149.00	
		Supplies	312.89	
		Capital Projects	299.18	
		Automation System & Equip	1,736.69	
		Automation System & Equip	1,687.04	4 000 00
0.04000	ALA Order Eulfiller ant	Abbey TV Ad Voice Over	39.00	4,223.80
G-01982	ALA Order Fulfillment	Programming Supplies	142.60 17.25	142.60 17.25
G-01983 G-01984	Taryn Kingery Maintenance Connection	Programming Activities Maintenance of Facilities	396.00	396.00
G-01985	Barbara Beasley	Supplies	13.88	13.88
G-01986	FedEx	Automation Contractual	20.23	20.23
G-01987	Recorded Books, LLC	Books & Materials	594.00	594.00
G-01988	Johnstone Supply	Maintenance of Facilities	21.62	21.62
G-01989	Thorndike/Gale Group	Books & Materials	2,384.68	2,384.68
G-01990	Randy Wayland	Transportation	122.96	122.96
G-01991	Spaces, Inc.	Furniture	1,073.26	1,073.26
G-01992	Midwest City	Memberships	220.00	220.00
G-01993	Independent Stationers	Supplies	7.03	7.03
G-01994	Board of County Commissioners	Library-Related Services	179,837.79	179,837.79
G-01995	Debbie Langston	Programming Activities	105.00	105.00
G-01996	Jonathan Willis	Transportation	71.99	71.99
G-01997 G-01998	AT&T Blackstone Audio Books	Telephone Services Books & Materials	3,165.00 318.00	3,165.00 318.00
G-01999	Ingram Library Service	Books & Materials	2,892.70	310.00
0-01000	ingram Elorary October	Books & Materials	563.35	
		Books & Materials	354.12	3,810.17
G-02000	James E. Garling	Programming Activities	400.00	400.00
G-02001	OverDrive, Inc.	Books & Materials	25,388.37	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	·	Books & Materials	3,432.20	28,820.57
G-02002	Findaway World, LLC	Books & Materials	20,931.18	
		Books & Materials	2,961.35	23,892.53
G-02003	Ginger Waldrip	Programming Activities	100.00	100.00
G-02004	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-02005	Ingram Library Service	Books & Materials	466.48	466.48

Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-02006	Melody A. Kellogg	Transportation	184.03	184.03
G-02007	Town of Luther	Water & Garbage Services	45.50	45.50
G-02008	Center Point Large Print	Books & Materials	3,026.40	3,026.40
G-02009	Jamshid Pourtorkan	Programming Activities	150.00	150.00
G-02010	Oklahoma Building Services Inc	Janitorial Services	4,835.00	
	3	Janitorial Services	3,777.50	
		Janitorial Services	1,417.50	10,030.00
G-02011	Rainbow Resource Center, Inc	Books & Materials	588.83	588.83
G-02013	Vance Hunt Libraries	Capital Projects	5,817.00	5,817.00
G-02014	Novalco, Inc	Maintenance of Facilities	80.00	80.00
G-02014	Andrea Emmons	Programming Activities	32.51	32.51
G-02016	Carol L. Roberts	Programming Activities	61.51	61.51
			64.00	64.00
G-02017	City of Harrah Acct 02-0121-01	Water & Garbage Services		04.00
G-02018	Amazon/GE Money Bank	Automation	39.88	
		Supplies	85.37	
		Supplies	77.96	00400
		Programming Supplies	81.62	284.83
G-02019	United Parcel Service	Postage	268.31	268.31
G-02020	John Wood	Telephone Services	50.00	50.00
G-02021	City of Choctaw	Water & Garbage Services	83.68	83.68
G-02022	Frates Insurance	Bldg, Property & Auto Ins	458.00	458.00
G-02023	Office Depot Credit Plan	Maintenance of Facilities	39.99	39.99
G-02024	Baker & Taylor Books	Books & Materials	527.81	527.81
G-02025	Baker & Taylor Entertainment	Books & Materials	812.35	
		Books & Materials	1,643.23	
		Books & Materials	1,523.31	3,978.89
G-02026	Daniel Fields	Programming Activities	104.59	104.59
G-02027	Focal Point Consulting, LLC	Professional Services	600.00	600.00
G-02028	Walmart Community/GECRB	Programming Activities	110.18	
	·	Programming Activities	11.64	
		Programming Activities	45.58	167.40
G-02029	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	390.82	390.82
G-02030	Imagenation Promotional Group	Supplies	352.42	352.42
G-02031	Engineered Equipment Inc.	Maintenance of Facilities	223.92	223.92
G-02032	Scott Delsigne	Programming Activities	400.00	400.00
G-02033	Albert Brown	Telephone Services	35.00	35.00
G-02034	Firetrol Protection Systems	Maintenance of Facilities	19.50	19.50
G-02035	Laura McMurtry	Telephone Services	35.00	10.00
0 02000	Laara momaniy	Transportation	38.47	73.47
G-02036	Southern Aluminum Manfacturing	Furniture	3,308.00	3,308.00
G-02037	Cox Communications, Inc.	Telephone Service	12.84	0,000.00
0 0200.	SSX SSTITIGITISATION, TITE.	Telephone Service	201.04	213.88
G-02038	Greater Oklahoma City	Memberships	250.00	250.00
G-02039	Baker & Taylor Books	Books & Materials	1,566.25	200.00
0-02000	baker a rayior books	Books & Materials	1,677.35	
		Books & Materials	2,709.11	
		Books & Materials	1,495.36	
		Books & Materials	4,081.78	
		Books & Materials	1,013.64	
		Books & Materials	1,774.02	
		Books & Materials	2,222.94	
		Books & Materials	2,202.75	
	** Continued **	2000 & Materiale	2,202.70	

December 2015 General Fund F.Y. 15-16 Warrant Register Amount Vendor/Payee **Purpose** Number ** Continued ** Books & Materials 1,433.63 G-02039 Baker & Taylor Books Books & Materials 11,245.38 31,422.21 Books & Materials 400.30 G-02040 Baker & Taylor Books Books & Materials 2,002.56 Books & Materials 2,074.85 Books & Materials 7,707.51 Books & Materials 867.52 14,166.11 Books & Materials 1,113.37 Baker & Taylor Books Books & Materials 861.88 861.88 G-02041 Meaghan Hunt Wilson Travel Expenses 721.40 721.40 G-02042 Cisco Systems Capital CRP **Automation Contractural** 662.29 662.29 G-02043 32.95 32.95 G-02044 Vickie Saxton Transportation **Programming Activities** 64.93 64.93 G-02045 David Newyear **G4S Secure Solutions** Security Services 10,886.85 G-02046 Security Services 9,877.94 20,764.79 G-02047 Rachel Kopchick Transportation 219.36 219.36 David M Potter **Programming Activities** 120.00 120.00 G-02048 G-02049 RB Floor Care Services Inc. Janitorial Services 1,142.00 1,142.00 Oklahoma Accountancy Board Memberships 25.00 25.00 G-02050 G-02051 Baker & Taylor Entertainment Books & Materials 138.36 138.36 Telephone Services G-02052 R. Justin Herwig 35.00 Telephone Services 35.00 Telephone Services 35.00 Telephone Services 35.00 140.00 800.00 G-02053 Savannah Mitchell Programming Activities **Programming Activities** 200.00 1,000.00 Programming Activities G-02054 Anna Todd 32.48 32.48 G-02055 ThyssenKrupp Elevator Maintenance of Facilities 2.011.43 2.011.43 G-02056 Angie Walton Travel Expenses 181.20 181.20 G-02057 C.O.T.P.A. Parking 2.028.25 Parking 1.921.50 Parking 2.028.25 4.697.00 10.675.00 Parking G-02058 Mary Robinson Programming Activities 51.55 51.55 G-02059 ESPN The Magazine Periodicals/Subscriptions 26.00 26.00 Transportation G-02060 Christopher Stofel 233.10 233.10 Building Minds, LLC **Programming Activities** 150.00 G-02061 150.00 Professional Services G-02062 TriWellness LLC 2.294.25 2,294.25 G-02063 Republic Services Recycling Waste 342.50 Recycling Waste 188.50 Recycling Waste 37.75 568.75 G-02064 Supplies American Express 106.44 106.44 G-02065 Mun. Employees Credit Union Employee Credit Union Ded 10,487.51 10,487.51 G-02066 United Way of Central Oklahoma United Way Deductions 461.60 461.60 HealthSmart Benefit Solutions Dependent Life Deductions G-02067 157.50 157.50 Nationwide Retirement Solution 457 Plan Deductions G-02068 4,226.38 4,226.38 Transamerica Premier Life Employee Life Ins Deduct 219.75 G-02069 219.75 G-02070 Bank of Okla-Institutional **DB Retirement Deductions** 2,674.30 2,674.30 Bank of Oklahoma Flexible Spend Acct Deduc G-02071 4,902.07 4,902.07

Employee Contrib DC Plan

Employer Contrib DC Plan

MassMutual Financial Group

G-02072

22,772,44

40.867.04

63,639.48

Warrant Register

Number	Vendor/Payee	Purpose		Amount
G-02073	Vision Service Plan of	Employee Deduct Vision	1,192.66	1,192.66
G-02074	Administrative Services	Short Term Disb Deduct	1,400.81	1,400.81
G-02075	UNUM Life Insurance	LTC Premium	1,123.40	1,123.40
G-02076	Paycom Payroll LLC	Employee Taxes	547,647.68	
		Group Insurance	1,320.00	
		Payroll Taxes	44,637.37	
		Automation	7,787.65	601,392.70
G-02077	Metropolitan Library System	Ins Fund Dep-Health Prem	30,413.00	30,413.00
G-02078	Metropolitan Library System	Employees Retirement	761,765.00	761,765.00
G-02079	City of Del City	Rent of Library Buildings	400.00	400.00
G-02080	OG&E	Electrical Services	2,241.05	
		Electrical Services	909.44	
		Electrical Services	4,238.22	
		Electrical Services	141.16	
		Electrical Services	1,517.94	9,047.81
G-02081	Oklahoma Natural Gas Co.	Gas Services	371.76	
		Gas Services	31.65	403.41
G-02082	City of Oklahoma City	Water & Garbage Services	312.26	
		Water & Garbage Services	399.13	
		Water & Garbage Services	262.32	
		Water & Garbage Services	239.27	
		Water & Garbage Services	321.23	
		Water & Garbage Services	80.01	1,614.22
G-02083	Southwestern Stationers, Inc.	Printing/Printing Supply	3,400.00	
		Printing/Printing Supply	918.00	4,318.00
G-02084	Locke Supply Co.	Maintenance of Facilities	368.40	368.40
G-02085	Demco	Furniture,Fixtures,& Equi	1,077.31	
		Supplies	80.49	1,157.80
G-02086	Gale/ Cengage Learning, Inc.	Books & Materials	4,639.80	4,639.80
G-02087	UNUM Life Insurance	Grp L-T Disab Ins Prm-Dec	6,979.54	6,979.54
G-02088	AT&T	Telephone Services	728.42	
		Telephone Services	791.87	
		Telephone Services	833.81	2,354.10
G-02089	City of Edmond	Electrical Services	3,797.14	3,797.14
G-02090	Baker & Taylor Books	Books & Materials	3,186.59	
0.00001		Books & Materials	563.41	3,750.00
G-02091	Charles S. Isaacs	Telephone Services	35.00	
0.00000	T - 12' - "	Transportation	9.37	44.37
G-02092	Taryn Kingery	Programming Activities	43.35	43.35
G-02093	Keystone Tape & Label, Inc.	Pronting/Printing Supply	961.48	961.48
G-02094	Legal Directories Publishing	Books & Materials	448.75	448.75
G-02095	Recorded Books, LLC	Books & Materials	854.88	854.88
G-02096	Urban Libraries Council	Memberships	3,000.00	3,000.00
G-02097	Matthew Bender	Books & Materials	452.01	452.01
G-02098	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-Dec	60,031.00	60,031.00
G-02099 G-02100	Criss-Cross Numerical Direct.	Books & Materials	8,670.00	8,670.00
	Cheryll Jones	Programming Activities	97.65 10.00	97.65 10.00
G-02101 G-02102	Penguin Random House LLC	Books & Materials		10.00
G-02102 G-02103	AT&T Mobility Scott's Printing & Copying	Telephone Services Printing/Printing Supply	178.97 178.00	178.97
0-02 103	Scott's i finding & Copyling	Printing/Printing Supplie	420.41	
		Printing/Printing Supplie Printing/Printing Supply	866.79	1,465.20
		1 minigh mining Supply	000.78	1,400.20

General	Fund F.Y. 15-16 W	arrant Register	Dece	mber 2015
Number	Vendor/Payee	Purpose		Amount
G-02104	Brilliance Corporation	Books & Materials	1,281.99	1,281.99
G-02105	Ingram Library Service	Books & Materials	777.99	
0 02 100	migranii Eleranji e e i i i e	Books & Materials	143.00	920.99
G-02106	XPEDX	Supplies	2,293.64	
0 02 100	,,, ==	Maintenance Supplies	2,212.72	
		Maintenance Supplies	97.62	4,603.98
G-02107	James E. Nimmo	Transportation	150.00	150.00
G-02108	OverDrive, Inc.	Books & Materials	3,000.00	
		Books & Materials	3,594.86	6,594.86
G-02109	Fuelman	Gasoline & Oil	1,766.20	1,766.20
G-02110	Ginger Waldrip	Programming Activities	100.00	100.00
G-02111	Ingram Library Service	Books & Materials	905.15	905.15
G-02112	Grey House Publishing	Books & Materials	977.50	977.50
G-02113	Jana Hausburg	Supplies	45.50 40.00	45.50
G-02114	L. E. Acker Co.	Maintenance of Facilities	48.00 43.4.34	48.00 134.31
G-02115	Landon Holman	Transportation	134.31	134.31
G-02116	Home Depot Credit Services	Maintenance Supplies	478.56 143.52	
		Maintenance Supplies Maintenance of Facilities	1,007.99	
			57.72	
		Capital Projects Capital Projects	85.41	1,773.20
G-02117	Steve's Wholesale Distributors	Maintenance of Facilities	8.08	1,770.20
G-02117	Steve's wholesale distributors	Maintenance of Facilities	179.76	187.84
G-02118	Westlake Hardware	Maintenance of Facilities	3.99	3.99
G-02118 G-02119	Cintas	Maintenance of Facilities	140.00	140.00
G-02119 G-02120	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-02121	Omnigraphics, Inc.	Books & Materials	202.23	202.23
G-02122	Chase Card Services	Automation Contractual	19.00	
0 02 122		Telephone Services	10.56	
		Professional Services	5,020.60	
		Automation	99.99	
		Automation	87.24	
		Programming	78.69	
		Supplies	112.30	
		Maintenance of Facilities	456.50	
		Maintenance of Facilities	624.40	
		Supplies	40.68 56.51	
		Programming	39.79	
		Supplies Professional Services	108.10	
		Professional Services	150.00	
		Automation	153.66	
		Printing Supplies	559.90	
		Professional Services	34.00	
		Automation Contractual	9.99	
		Programming	46.18	
		Professional Services	435.00	
		Travel Expenses	371.20	8,514.29
G-02123	Envisionware	Automation Contractual	14,717.20	14,717.20
G-02124	City of Edmond	Water & Garbage Services	501.79	501.79
G-02125	U.Š. Postmaster	Postage	68.00	68.00
G-02126	Amazon/GE Money Bank ** Continued **	Programming Supplies	600.24	

General Fund F.Y. 15-16 Warrant Register

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Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02126	Amazon/GE Money Bank	Supplies Programming Supplies	12.30 51.45 363.48	
		Programming Supplies	100.91	1,128.38
G-02127	United Parcel Service	Postage	397.39	397.39
G-02128	Oklahoma Press Service	Library-Related Services	126.80	126.80
G-02129	Vision Service Plan of	Grp Vision Ins Prem-Dec.	2,401.24	2,401.24
G-02130	Office Depot Credit Plan	Supplies	40.98	104.04
		Supplies	63.26 729.61	104.24
G-02131	Baker & Taylor Books	Books & Materials Books & Materials	2,454.43	3,184.04
0.00400	One Communications Inc	Telephone Services	1,189.09	5, 104.04
G-02132	Cox Communications, Inc.	Telephone Services	1,233.36	2,422.45
G-02133	Baker & Taylor Entertainment	Books & Materials	4,325.28	_,
0-02100	Baker a raylor Emericanine	Books & Materials	608.76	4,934.04
G-02134	Metropolitan Library System	Grp Hith/Dtl Ins Prem-Dec	172,525.54	172,525.54
G-02135	Walmart Community/GECRB	Programming Activities	43.57	
		Other Commodities	22.48	66.05
G-02136	The Meadows	Library-related Service	45.00	45.00
G-02137	O'Reilly Automotive Stores,	Maintenance of Facilities	4.29 32.57	36.86
0.00400	Martin Maritan Inc	Maintenance of Facilities Library-Related Services	95.00	95.00
G-02138	Metro Monitor, Inc. Engineered Equipment Inc.	Maintenance of Facilities	133.20	20.00
G-02139	Engineered Equipment inc.	Maintenance of Facilities	155.16	288.36
G-02140	American Library Association	Library-related Services	254.50	254.50
G-02141	Kelly D Smith	Programming Activities	60.00	60.00
G-02142	SmithKor Investments LLC	Rent of Library Buildings	7,461.62	7,461.62
G-02143	York International Corp.	Maintenance of Facilities	131.00	131.00
G-02144	Amy Thomas	Programming Activities	57.50	57.50
G-02145	Firetrol Protection Systems	Maintenance of Facilities	73.50	73.50
G-02146	Cox Communications, Inc.	Telephone Service	358.89 426.67	
		Telephone Service Telephone Service	4,074.03	
		Telephone Service	12.94	4,872.53
G-02147	Bob Hurley Ford LLC	Motor Vehicles	27,677.37	27,677.37
G-02148	Bob Howard Automall	Vehicle Parts & Repairs	886.26	886.26
G-02149	Baker & Taylor Books	Books & Materials	1,636.63	
	•	Books & Materials	1,354.77	
		Books & Materials	813.64	
		Books & Materials	1,116.40	
		Books & Materials	2,677.65 2,579.42	
		Books & Materials Books & Materials	4,041.68	
		Books & Materials	1,060.48	15,280.67
G-02150	Baker & Taylor Books	Books & Materials	2,379.49	,
0 02100	Baker a raylor zoone	Books & Materials	167.85	
		Books & Materials	4,386.10	
		Books & Materials	317.36	7,250.80
G-02151	Baker & Taylor Books	Books & Materials	562.67	1 407 04
0.00175	T 4T 1 and 1 and	Books & Materials	624.34 65.12	1,187.01 65.12
G-02152	Trak-1 Technology, Inc.	Professional Services	65.12	05.12

General Fund F.Y. 15-16 Warrant Register

Number	Vendor/Payee	Purpose	70.00	Amount
G-02153	Beatriz Meyer	Programming Activities	76.00	76.00
G-02154	Kelly Dalrymple	Programming Activities	112.82	112.82
G-02155	Superior Linen Service	Supplies	29.00	50.00
		Supplies	29.00	58.00
G-02156	Nicoma Park Lumber Co	Maintenance of Facilities	9.65	9.65
G-02157	Smart Technologies	Automation	1,050.00	1,050.00
G-02158	Veolia Energy Oklahoma City,	Veolia Energy Services	8,811.78	8,811.78
G-02159	Baker & Taylor Entertainment	Books & Materials	853.63	853.63
G-02160	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00
G-02161	KOCO	Library-related Services	8,865.00	8,865.00
G-02162	Amy Upchurch	Programming Activities	34.78	
		Programming Activities	27.87	70.00
		Programming Activities	13.58	76.23
G-02163	UNUM Life Insurance	Grp LTC Insurance Prm-Dec	1,230.30	1,230.30
G-02164	ThyssenKrupp Elevator	Maintenance of Facilities	190.00	190.00
G-02165	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-02166	Oklahoma Turnpike Authority	Gasoline & Oil	4.90	4.90
G-02167	Jon Vodka	Telephone Services	70.00	70.00
G-02168	C.O.T.P.A.	Parking	400.00	400.00
G-02169	Todd Lee Ryan	Programming Activities	150.00	150.00
G-02170	Phillip Belt	Telephone Services	35.00	35.00
G-02171	Timothy H Rogers	Transportation	650.00	650.00
G-02172	Ngoc Nguyen	Supplies	14.09	14.09
G-02173	Denise S Chambers	Programming Activities	100.00	100.00
G-02174	Republic Services	Recycling Waste	69.08	
		Recycling Services	48.33	100.10
		Recycling Services	50.77	168.18
G-02175	Heather Zeoli	Transportation	171.29	171.29
G-02176	Clayton Taylor Stroup	Programming Activities	150.00	150.00
G-02177	Sylvie Dorsey	Programming Activities	180.00	180.00
G-02178	Templo de Alabanza	Capital Projects	1,385.00	0.005.00
		Capital Projects	1,500.00	2,885.00
G-02179	Zoobean Inc	Automation Contractual	10,186.00	10,186.00
G-02180	Bradford Industrial Supply	Maintenance of Facilities	106.00	106.00
G-02181	Grainger	Janitorial Services	97.50	97.50
G-02182	O G & E	Electrical Services	735.33	
		Electrical Services	10,108.77	
		Electrical Services	2,833.96	
		Electrical Services	1,472.99	16 10E 10
		Electrical Services	1,044.07	16,195.12
G-02183	Oklahoma Natural Gas Co.	Gas Services	272.64	
		Gas Services	192.13	
		Gas Services	297.35	
		Gas Services	331.34	
		Gas Services	71.69 150.61	
		Gas Services	48.21	1,363.97
0.00404	City of Dathany	Gas Services	40.21 121.41	1,363.97
G-02184	City of Oklahama City	Water & Garbage Services	106.90	141.41
G-02185	City of Oklahoma City	Water & Garbage Services Water & Garbage Services	784.48	
		Water & Garbage Services Water & Garbage Services	60.12	
		Water & Garbage Services Water & Garbage Services	106.28	1,057.78
		vvaler & Carbage Cervices	100.20	1,557.76

Warrant Register

		_		A
Number	Vendor/Payee	Purpose	442.20	Amount
G-02186	Locke Supply Co.	Maintenance of Facilities	143.20	
		Maintenance of Facilities	371.42	
		Maintenance of Facilities	16.05	
		Maintenance of Facilities	27.85	
		Maintenance of Facilities	4.84	500.70
	_	Maintenance of Facilities	5.37	568.73
G-02187	Demco	Equipment	1,450.99	1,450.99
G-02188	Journal Record Publishing Co.	Periodicals/Subscriptions	189.00	189.00
G-02189	Hewlett Packard Enterprise Co	Automation Contractual	7,997.45	
		Automation Contractual	7,997.45	15,994.90
G-02190	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-02191	Alma L. Brown	Programming Activities	15.73	15.73
G-02192	TDS Telecom	Telephone Services	1,295.67	1,295.67
G-02193	Thomson Reuters-West	Periodicals/Subscriptions	636.00	636.00
G-02194	Taryn Kingery	Programming Activities	28.31	
		Membership	100.00	128.31
G-02195	Recorded Books, LLC	Books & Materials	371.00	
		Books & Materials	799.73	1,170.73
G-02196	JoNita Normore	Transportation	3.00	3.00
G-02197	BayScan Technologies	Automation	1,648.00	1,648.00
G-02198	Staples Credit Plan	Supplies	30.00	30.00
G-02199	Independent Stationers	Other Library Related Svc	1.00	
	·	Supplies	1.00	2.00
G-02200	Janet Brooks	Transportation	76.48	76.48
G-02201	OfficeMax Incorporated	Supplies	30.02	30.02
G-02202	Joan Kendall	Postage	58.80	58.80
G-02203	Teen Ink	Library-related Services	215.00	215.00
G-02204	Fast Signs	Printing/Printing Supply	228.24	228.24
G-02205	Diamond Electric	Maintenance of Facilities	450.00	450.00
G-02206	Jonathan Willis	Telephone Services	35.00	35.00
G-02207	Lanny B. Myers	Telephone Services	35.00	35.00
G-02208	Blackstone Audio Books	Books & Materials	1,543.00	
		Books & Materials	553.50	2,096.50
G-02209	Scott's Printing & Copying	Printing/Printing Supply	783.06	783.06
G-02210	OCLC, Inc.	Network Catalog Services	4,414.53	4,414.53
G-02211	MPLC	Programming Activities	437.14	437.14
G-02212	Karen L.Litteral	Transportation	8.63	8.63
G-02213	Ingram Library Service	Books & Materials	514.24	514.24
G-02214	XPEDX	Maint Supplies	156.24	156.24
G-02215	OverDrive, Inc.	Books & Materials	1,103.40	
	,	Books & Materials	71.00	
		Books & Materials	4,962.09	6,136.49
G-02216	Findaway World, LLC	Books & Materials	5,521.82	-,
		Books & Materials	7,838.88	13,360.70
G-02217	Scovil & Sides Hardware Co.	Maintenance of Facilities	97.00	97.00
G-02218	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-02219	AV Cafe Inc	Books & Materials	2,809.27	00.00
		Books & Materials	198.63	3,007.90
G-02220	Ingram Library Service	Books & Materials	122.54	122.54
G-02221	Meghan Attalla	Programming Activities	124.24	124.24
G-02222	Center Point Large Print	Books & Materials	2,298.36	2,298.36
G-02223	Cox Media Oklahoma City	Library-related Services	9,135.00	9,135.00
O ULLLO	or, modicional only		5, .55.55	0,.00.00

Warrant Register

		Durage		Amount
Number	Vendor/Payee	Purpose Janitorial Services	18,950.98	Amount
G-02224	Oklahoma Building Services Inc	Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,791.66	29,093.56
0.00005	The second second	Maintenance of Facilities	19.99	19.99
G-02225	Evans Hardware	Automation	600.00	10.00
G-02226	CDW Government, Inc.	Automation	74.65	
		Automation	240.00	914.65
0.00007	Deffection Common LLC	Maintenance of Facilities	23.90	011.00
G-02227	Batteries Sooner LLC	Maintenance of Facilities	8.70	32.60
0.00000	Stavele Wholesole Distributors	Maintenance of Facilities	30.94	30.94
G-02228	Steve's Wholesale Distributors	Maintenance of Facilities	53.91	53.91
G-02229	Contractors Supply Co.	Library-Related Services	25.00	25.00
G-02230	Oklahoma Center for Nonprofits	Postage	68.00	68.00
G-02231	U.S. Postmaster	Programming Activities	300.00	300.00
G-02232	Joy E. Cavett City of Midwest City	Maintenance of Facilities	5,500.00	5,500.00
G-02233	Oklahoma Roofing &	Maintenance of Facilities	4,264.60	4,264.60
G-02234 G-02235		Programming Activities	50.00	50.00
G-02235 G-02236	Sally Gray Amazon/GE Money Bank	Supplies	8.00	00.00
G-02236	Amazon/GL Money Bank	Programming Supplies	209.93	
		Programming Supplies	98.33	
		Supplies	26.38	342.64
G-02237	Margaret Collins	Postage	20.32	20.32
G-02237 G-02238	United Parcel Service	Postage	604.33	604.33
G-02239	Andrew N. Soliven	Transportation	49.62	49.62
G-02240	World Book School & Library	Books & Materials	1,200.00	1,200.00
G-02241	Office Depot Credit Plan	Supplies	29.47	29.47
G-02242	Baker & Taylor Entertainment	Books & Materials	1,943.11	1,943.11
G-02243	Walmart Community/GECRB	Programming Activities	74.62	
0 022 10	···amare sommann, ··· = ···	Programming Activities	24.75	
		Programming Activities	53.06	
		Programming Activities	41.91	
		Supplies	683.97	
		Programming Activities	11.66	
		Programming Activities	9.22	899.19
G-02244	Engineered Equipment Inc.	Maintenance of Facilities	72.36	
		Maintenance of Facilities	122.40	
		Maintenance of Facilities	155.16	
		Maintenance of Facilities	66.72	416.64
G-02245	C & D Faucet Parts Inc	Maintenance of Facilities	22.50	22.50
G-02246	Star Lighting and Supply	Maintenance of Facilities	69.50	69.50
G-02247	Melissa Weathers	Transportation	49.31	49.31
G-02248	York International Corp.	Maintenance of Facilities	383.00	383.00
G-02249	Waste Connections of Oklahoma	Water & Garbage Services	774.24	027.07
	4-7-0-7	Garbage Services	63.03 207.94	837.27 207.94
G-02250	AT&T	Telephone Services	207.94 1.00	1.00
G-02251	Morrison Supply Company	Maintenance of Facilities	89.33	89.33
G-02252	Joshua Jordan	Programming Activities	1,297.39	09.55
G-02253	Baker & Taylor Books	Books & Materials Books & Materials	1,818.79	
		Books & Materials	1,938.73	
		Books & Materials	590.08	
	that a contract the same	DODING & MULCITAIS	300.00	

Warrant Register

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02253	Baker & Taylor Books	Books & Materials	3,727.01	
		Books & Materials	2,693.52	
		Books & Materials	1,345.05	13,410.57
G-02254	Baker & Taylor Books	Books & Materials	3,601.04	
		Books & Materials	1,530.99	
		Books & Materials	2,700.93	
		Books & Materials	176.20	8,009.16
G-02255	Baker & Taylor Books	Books & Materials	467.39	467.39
G-02256	Meaghan Hunt Wilson	Programming Activities	74.71	74.71
G-02257	Trane Co.	Maintenance of Facilities	87.15	87.15
G-02258	Vanessa Spaeth	Supplies	18.07	18.07
G-02259	G4S Secure Solutions	Security Services	10,921.22	
		Security Services	10,882.05	21,803.27
G-02260	Smart Technologies	Automation Contractual	599.00	599.00
G-02261	RB Floor Care Services Inc.	Janitorial Services	1,230.00	
		Janitorial Services	1,891.00	3,121.00
G-02262	Stacy Schrank	Transportation	88.35	88.35
G-02263	Baker & Taylor Entertainment	Books & Materials	2,494.72	2,494.72
G-02264	Mackin	Books & Materials	659.02	659.02
G-02265	Martha Stallings	Programming Activities	100.00	100.00
G-02266	Mark D Vance	Telephone Services	35.00	35.00
G-02267	Edgar Nunez	Telephone Services	35.00	
		Telephone Services	35.00	105.00
C 02269	Took Lagie Corn	Telephone Services	35.00	105.00
G-02268 G-02269	Tech Logic Corp	Automation Contractual	329.65	329.65
G-02269	Signature Landscape LLC	Maintenance of Facilities	2,931.67 2,081.67	E 012 24
G-02270	Joel M Flugstad	Maintenance of Facilities Programming Activities	50.00	5,013.34 50.00
G-02271	OrangeBoy, Inc.	Professional Services	5,583.16	5,583.16
G-02271	Outcast Films	Books & Materials	699.73	699.73
G-02272 G-02273	Templo de Alabanza	Capital Projects	1,500.00	1,500.00
G-02274	Mun. Employees Credit Union	Employee Credit Union Ded	10,544.51	10,544.51
G-02275	United Way of Central Oklahoma	United Way Deductions	471.60	471.60
G-02276	Nationwide Retirement Solution	457 Plan Deductions	4,226.38	4,226.38
G-02277	Transamerica Premier Life	Employee Life Ins Deduct	219.75	219.75
G-02278	Bank of Okla-Institutional	DB Retirement Deductions	2,658.48	2,658.48
G-02279	Bank of Oklahoma	Flexible Spend Acct Deduc	4,977.07	4,977.07
G-02280	MassMutual Financial Group	Employee Contrib DC Plan	23,124.82	.,
		Employer Contrib DC Plan	41,992.67	65,117.49
G-02281	Administrative Services	Short Term Disab Deduct	1,409.12	1,409.12
G-02282	Paycom Payroll LLC	Employee Taxes	585,559.68	,
	•	Payroll Taxes	46,566.26	
		Automation	5,784.01	637,909.95
G-02283	Metropolitan Library System	Ins Fund Dep-Health Prem	10,032.00	10,032.00
G-02284	Bradford Industrial Supply	Maintenance of Facilities	57.51	57.51
G-02285	Oklahoma Natural Gas Co.	Gas Services	76.98	
		Gas Services	402.53	479.51
G-02286	City of Oklahoma City	Water & Garbage Services	46.83	46.83
G-02287	Tech-Lock	Maintenance of Facilities	10.50	10.50
G-02288	Barbara Beasley	Transportation	48.70	
	** Continued **	Postage	19.60	

Warrant Register

Number	Vendor/Payee	Purpose		Amount
0.0000	** Continued **	Supplies	17.53	85.83
G-02288	Barbara Beasley	Supplies Books & Materials	198.00	198.00
G-02289	Recorded Books, LLC	Books & Materials	1,593.68	1,593.68
G-02290	Thorndike/Gale Group		4,088.06	4,088.06
G-02291	Spaces, Inc.	Furniture	2.63	4,000.00
G-02292	Independent Stationers	Supplies Supplies	53.46	
		Supplies	55.50	111.59
0.0000	O	Printing/Printing Supply	1,128.63	1,128.63
G-02293	Scott's Printing & Copying	Books & Materials	1,074.90	1,074.90
G-02294	Ingram Library Service Lakeshore Learning Materials	Programming Supplies	454.81	1,0100
G-02295	Lakeshore Learning Materials	Programming Supplies	136.86	591.67
C 02206	OverDrive Inc	Books & Materials	2,076.40	
G-02296	OverDrive, Inc.	Books & Materials	2,500.11	4,576.51
C 02207	Cummins Southern Plains, Ltd.	Maintenance of Facilities	316.00	316.00
G-02297	Ingram Library Service	Books & Materials	405.10	405.10
G-02298 G-02299	Novalco, Inc	Maintenance of Facilities	2,080.00	2,080.00
G-02299 G-02300	Amazon/GE Money Bank	Supplies	290.54	
G-02300	Amazon/OL Money Bank	Maintenance of Facilities	269.82	
		Automation	20.88	
		Maint of Facilities	10.09	
		Programming	45.06	
		Automation	74.30	710.69
G-02301	United Parcel Service	Postage	365.08	365.08
G-02302	Baker & Taylor Entertainment	Books & Materials	1,665.14	1,665.14
G-02303	Daniel Fields	Programming Activities	40.01	40.01
G-02304	Elisabeth Wright	Programming Activities	17.19	17.19
G-02305	Walmart Community/GECRB	Programming Activities	67.20	67.20
G-02306	Roberto Soto	Professional Services	75.00	75.00
G-02307	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-02308	Baker & Taylor Books	Books & Materials	1,638.98	
	·	Books & Materials	2,125.47	
		Books & Materials	1,731.22	
		Books & Materials	531.70	
		Books & Materials	2,783.20	
		Books & Materials	1,395.25	
		Books & Materials	561.74	40.007.05
		Books & Materials	59.79	10,827.35
G-02309	Baker & Taylor Books	Books & Materials	1,498.42	
		Books & Materials	1,358.65	
		Books & Materials	1,301.55	E 604 0E
	0 1 0 1 1000	Books & Materials	1,466.33	5,624.95 662.29
G-02310	Cisco Systems Capital CRP	Automation Contractual	662.29 840.42	840.42
G-02311	Rush Truck Center	Vehicle Parts & Repairs	7.59	7.59
G-02312	Maria Watkins	Other Commodities	35.00	35.00
G-02313	Derek Davis	Telephone Services	40.00	40.00
G-02314	Lloyd Lovely	Telephone Services Janitorial Services	1,130.00	1,130.00
G-02315	RB Floor Care Services Inc. The Terminix International Co.	Janitorial Services	292.00	1, 100.00
G-02316	THE TEITHINX INTERNATIONAL CO.	Janitorial Services	352.00	
		Janitorial Services	168.00	812.00
G-02317	Dave Mack	Maintenance of Facilities	1.40	1.40
0 02017	Date main			

General	Fund F.Y. 15-16	Warrant Register	Dec	ember 2015
Number	Vendor/Payee	Purpose		Amount
G-02318	C.O.T.P.A.	Parking	2,028.25	
		Parking	1,921.50	
		Parking	2,028.25	
		Parking	4,697.00	10,675.00
G-02319	Mary Robinson	Programming Activities	103.38	103.38
G-02320	Clear Channel Airports	Library-related Services	865.17	865.17
G-02321	Signature Landscape LLC	Maintenance of Facilities	2,234.00	2,234.00
G-02322	Adrien Fisher	Programming Activities	21.19	21.19
G-02323	BKD LLP	Professional Services	25,041.00	25,041.00
G-02324	Shana Lancaster	Programming Activities	13.15	13.15
G-02325	Funds for Learning	Telephone Services	6,800.00	6,800.00
		Total of FY 15-16 Warrants Issue	d \$	3,336,807.23

Warrant Register

December 2015

Number	Vendor/Payee	Purpose		Amount
G-05795	Chickasaw Telecom, Inc.	Automation	108,132.00	108,132.00
G-05796	Melissa Weathers	Transportation	117.55	117.55
G-05797	Baker & Taylor Books	Books & Materials	99.87	99.87
G-05798	Evans Building Concepts, Inc.	Capital Projects	14,597.00	14,597.00
G-05799	Baker & Taylor Books	Books & Materials	24.95	24.95

Total of FY 14-15 Warrants Issued \$ 122,971.37

Warrant Register	Dec	ember 2015
Purpose Technology Sales Tax Lost & Paid Item Retuned Fines Account Fines Account	32.90 11.95 26.95 21.95 10.25 7.50 31,000.00 35.00 35.00	Amount 32.90 11.95 26.95 21.95 10.25 7.50 31,000.00
Copier Supplies Copy Sales Tax 15/LET/After School @ Lib	957.78 600.00	779.96 957.78 800.00
Parent-Child Book Club Lost & Paid Item Returned Lost & Paid Items Returne Room Rental Refund Copier Maintenance Copier Maintenance Copy Maintenance Copier Maintenance	44.68 25.00 21.95 75.00 15.88 7.75 6.24 33.80 45.96 14.00 19.48 62.59 51.68 47.92 18.72 13.01 26.99 32.95 63.46	44.68 25.00 21.95 75.00
Copier Maintenance 15/LET/After School @ Lib Friends Parent Child Book Lost Book Account Lost & Paid Item Returned Lost Book Account Lost & Paid Materials Ret Lost & Paid Items Returne Copier Maintenance Lost & Paid Items Returne Lost & Paid Items Returne 16/Friends Parent-Child B	28.44 400.00 57.00 39.98 10.95 35.00 14.95 16.95 3.07 3.00 27.90 222.60	488.87 400.00 57.00 39.98 10.95 35.00 14.95 16.95 3.07 3.00 27.90 222.60 \$ 35,206.14
	Purpose Technology Sales Tax Lost & Paid Item Retuned Fines Account Fines Account Fines Account Copier Supplies Copy Sales Tax 15/LET/After School @ Lib 15/LET/After School @ Lib Parent-Child Book Club Lost & Paid Item Returned Lost & Paid Item Returned Lost & Paid Items Returne Room Rental Refund Copier Maintenance Copier Maintenance Copy Maintenance Copy Maintenance Copy Maintenance Copy Maintenance Copy Maintenance Copier Mai	Purpose Technology Sales Tax Lost & Paid Item Retuned To.25 Lost & Paid Item Retuned Lost & Paid Item Retuned To.25 Fines Account Tines

I, Tim Rogers, certify that:

- I have reviewed these monthly financial statements of the Metropolitan Library System;
- 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;
- 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.

Fim Rogers, Executive Director

Date

I, Lloyd Lovely, certify that:

- I have reviewed these monthly financial statements of the Metropolitan Library System;
- 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;
- Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
- 4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.

Lloyd Lovely, Deputy Executive Director of Finance and Support

Date

REQUEST TO DECLARE EQUIPMENT SURPLUS

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

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

The surplus equipment has been made available to the Library System's other divisions. Any items transferred to the divisions before the retail sale and/or sealed bid sale will be put back into the inventory.

The sale of the surplus equipment will be by retail sale and/or sealed bid sale. Notice of the sale will be published in the local paper and posted for public information at all library locations. Money received from the sale will be placed in the general fund.

Those items that are not sold will be disposed of in the best interest of the Library System.

Qty	Description
190	Computer Base Units
3	Computer Monitors
2	Copiers

Qty	Description
2	Reader-Printers, Microfilm
1	Refrigerator
1	Scanner

RECOMMENDATION:

The Commission declares the equipment listed to be surplus to the Library's needs and authorize the sale of the surplus in accordance with Commission policy.

Prepared by: Nominating Committee

Page 1 of 1

Nominating Committee Report

Cynthia Friedemann Beth Toland Susan Tucker

The Nominating Committee met on December 28, 2015 at the Belle Isle Library to discuss the recommendations of officers for the 2016 term of the Metropolitan Library Commission.

The Nominating Committee have contacted each of the selected officers and confirmed that they have agreed to serve. The Nominating Committee is recommending the following individuals to be presented to the Metropolitan Library Commission for approval.

Chair: Nancy Anthony
Vice Chair Judy Smith
Disbursing Agent: Allen Coffey

This recommendation is presented as our report for the Metropolitan Library Commission meeting on Thursday, January 21, 2016.

Prepared by: MLC Secretary

Page 1 of 3

REPORT AND RECOMMENDATIONS FROM LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee met on January 14, 2016 for:

COMMISSION ACTION	
To approve the Strategy Matrix and Organizational Measurement document as recommended by the L Range Planning Committee.	ong-

Prepared by: MLC Secretary

Page 2 of 3

METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

MINUTES

DATE: Thursday, January 14, 2016 TIME: 3:00 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, December 31, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 12, 2016, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

Tracy McDaniel

ESTIMATE OF OTHERS PRESENT: 4

Document #50 MLC FY 2015-16 January 21, 2016

Prepared by: MLC Secretary

Page 3 of 3

I. The meeting was called to order at 3:00 p.m. by Ms. Penny McCaleb.

Roll was called to establish a quorum. Present: Hannah, Strube, Toland, Tucker, McCaleb (Arrived: Sosa, 3:49 p.m.).

II. Ms. McCaleb referred to Discussion, Consideration and Possible Action: Strategic Plan.

Mr. Rogers explained the focus of today's meeting. The committee will review the Customer Strategy Matrix document, which was presented to the Leadership Team by OrangeBoy, Inc. The Mission, Vision, Values, and 20 Year goal have already been approved; the next piece for consideration is to approve the strategies and measures which will drive the Strategic Plan.

Mr. Rogers highlighted and explained in detail the various pieces to the Customer Strategy Matrix. The matrix was split in to four quadrants of Oklahoma County; Southeast, Southwest, Northeast, and Northwest. Each quadrant was then segmented down in to member type distribution, highlighting how customers in each quadrant use library services. Mr. Rogers explained the findings and priorities as well as the system strategies to achieve its vision, mission and 20-year goal. Questions and discussion followed.

Ms. McCaleb called for a motion from the committee.

Ms. Sosa moved to approve the Strategy Matrix and Organizational Measurement document as presented. Ms. Toland seconded. No further discussion. Motion passed unanimously.

III. There being no further business, the meeting was adjourned at 4:17 p.m.

Tim Rogers, Executive Director (Secretary)

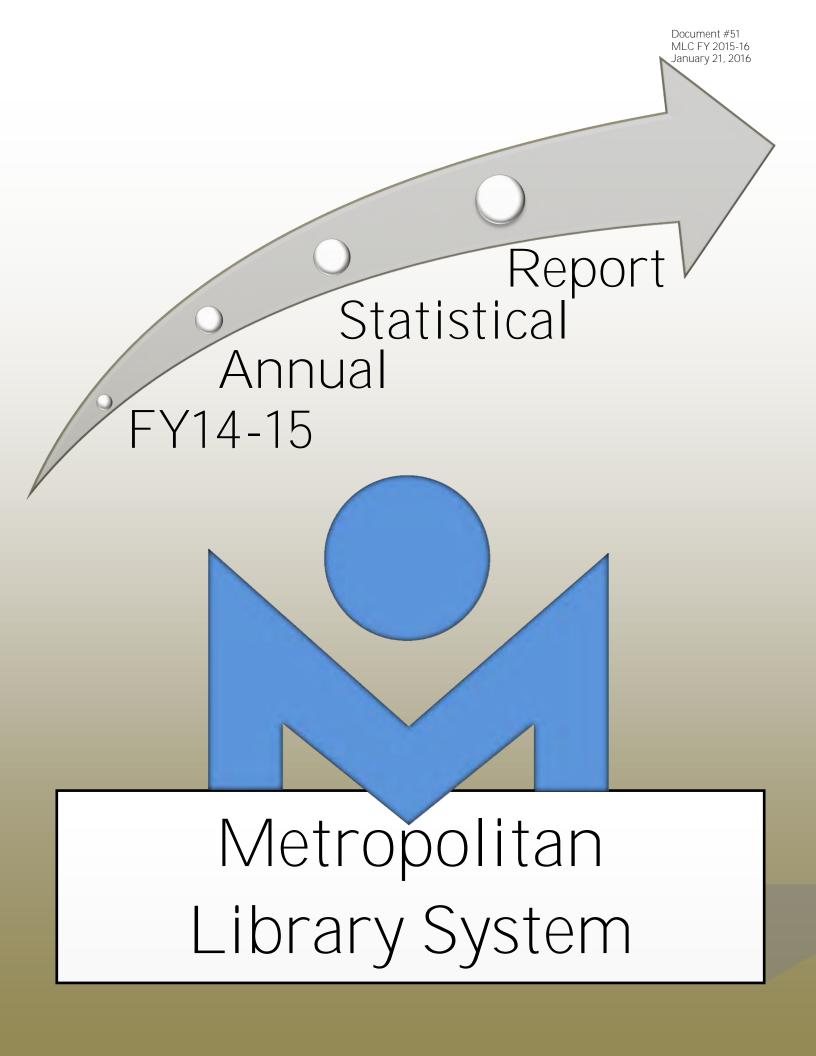


TABLE OF CONTENTS

About this report	3
Circulation	
Inventory	
Library Inventories	
Reserves	
Library Cards	8
Interlibrary Loans	9
Program Attendance	10
Reading Programs	11
Computer Usage	12
Library Visits	13
Conclusion	14

ABOUT THIS REPORT

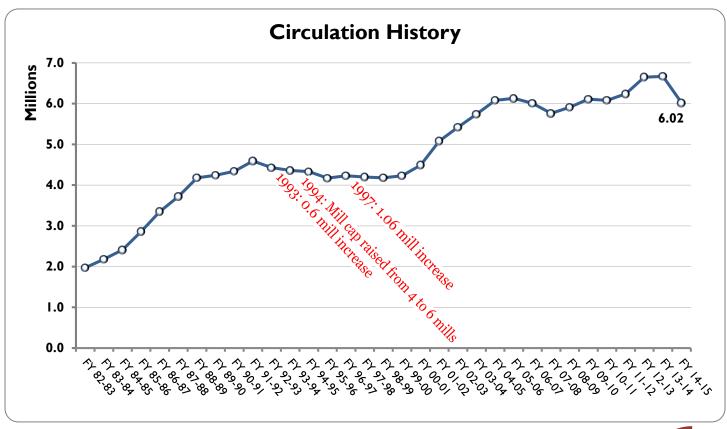
The Annual Statistical Report is a fixture of **The Metropolitan Library System's** yearly reporting practices. The Planning Department begins the process at the close of each fiscal year by gathering **the past year's data**. This information is first used to complete a report for the Oklahoma Department of Libraries (ODL). The ODL report, typically due in early October, is one of the requirements for The Library to be eligible for state aid in the coming year (\$281,497 in FY14-15). It is also an important resource for completing the many other annual surveys and reports, including this one, that are submitted to various agencies and organizations thereafter.

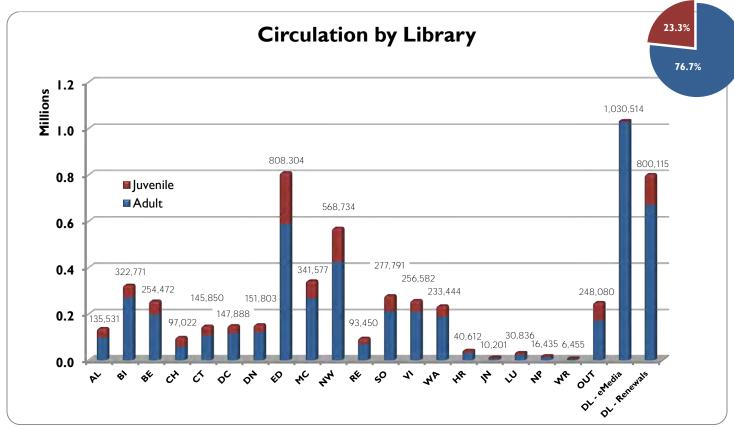
The Annual Statistical Report is intended to provide a fiscal year summary to the staff and Commission and to serve as a record for reference in future years. Some elements of this report vary from year to year, but where possible, numbers are placed in historical context to illustrate multi-year trends. These trends are the result of a combination of factors that can be broadly classified as either stemming from library policies and available resources or as the effects of larger social, demographic, and/or technological developments.

The 2014-2015 fiscal year brought changes in library policies, procedures, software, processes, and the organization of the system itself. Each of these changes represented a step out of the past and into the future. Similarly, these departures resulted in shifts to the way underlying data were defined, collected, and compared by legacy and newly adopted systems. Therefore, in this report staff have chosen to primarily focus on establishing new baselines for future comparisons.

Finally, as library staff continue to promote controlled and sustainable growth, there are considerations, such as maintaining a current and diverse collection, which take precedence over maximizing circulation or other numbers. Therefore, while reading this report, it is important to regard the results presented as a balancing of the resources used to fulfill our mission of growing smarter communities one person at a time.

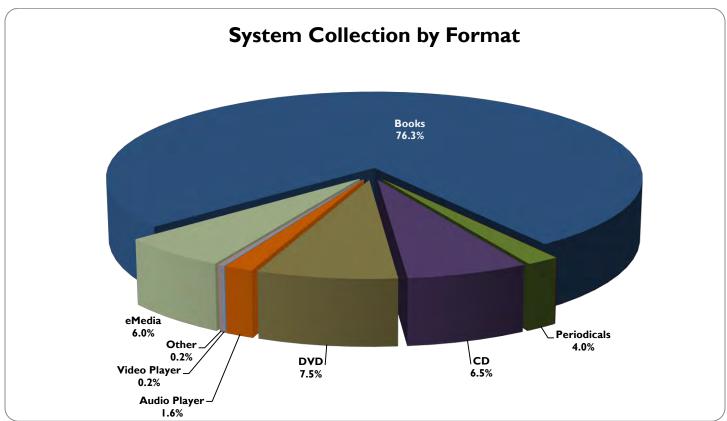
CIRCULATION



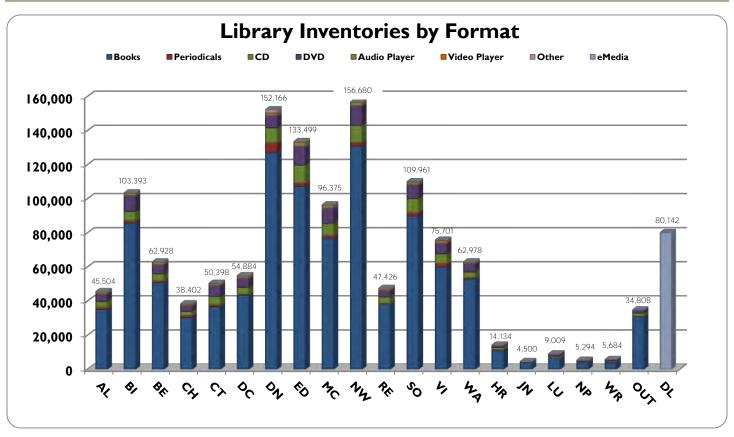


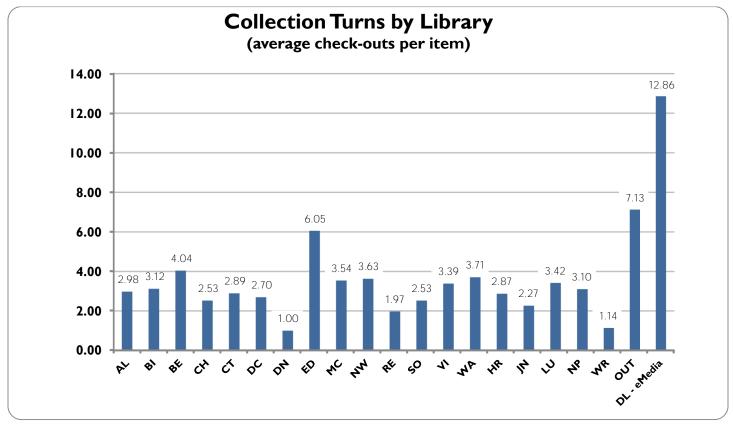
INVENTORY



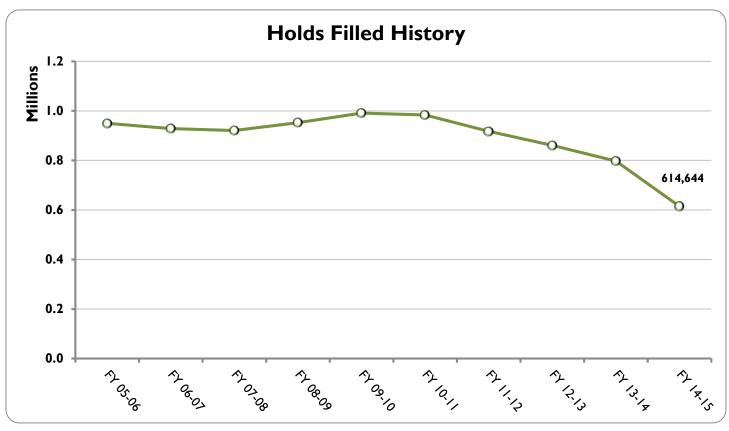


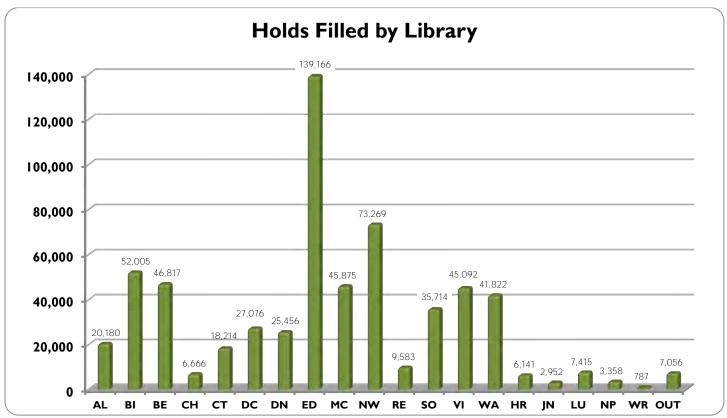
LIBRARY INVENTORIES



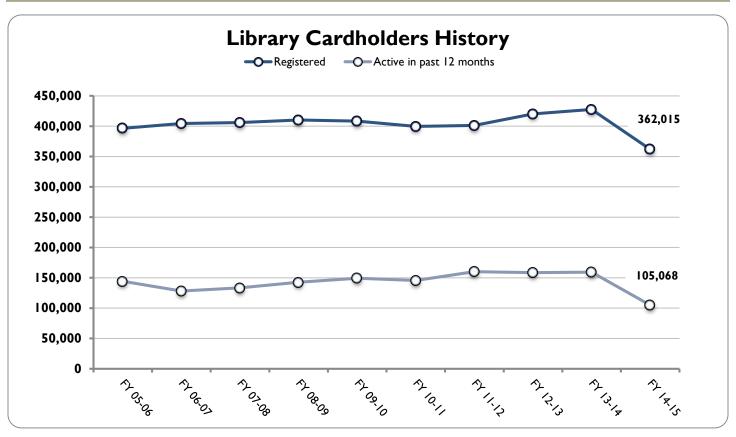


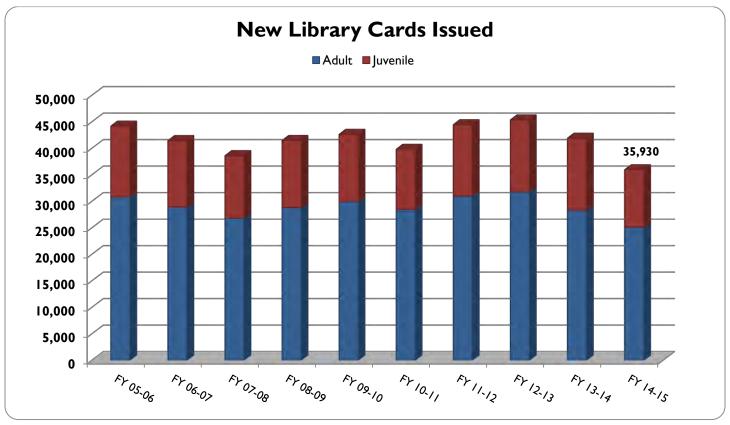
RESERVES



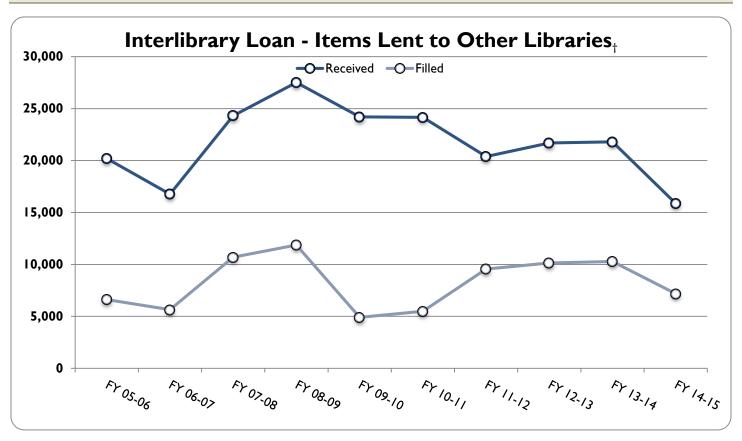


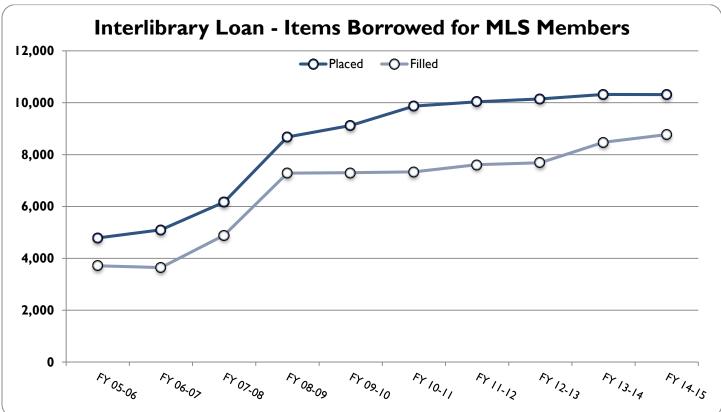
LIBRARY CARDS





INTERLIBRARY LOANS

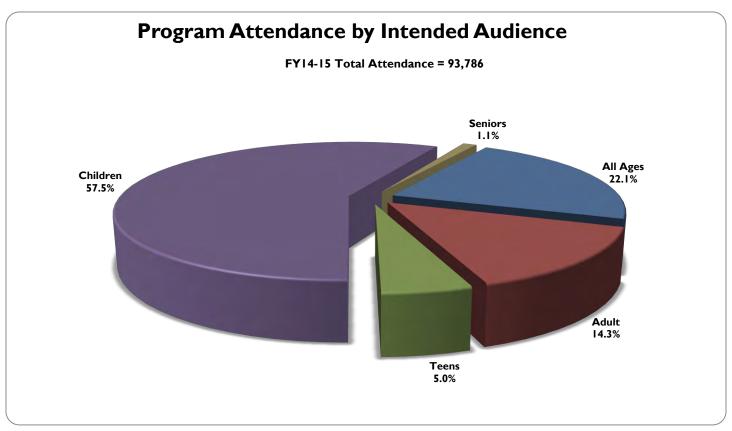


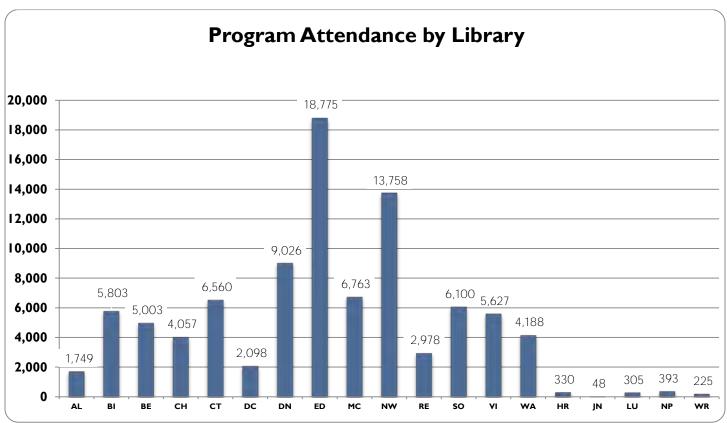


†ODL's Agent ILL system was discontinued in 2009, which eliminated many duplicate requests. ILL lending was also suspended for two months during the move to the service center.

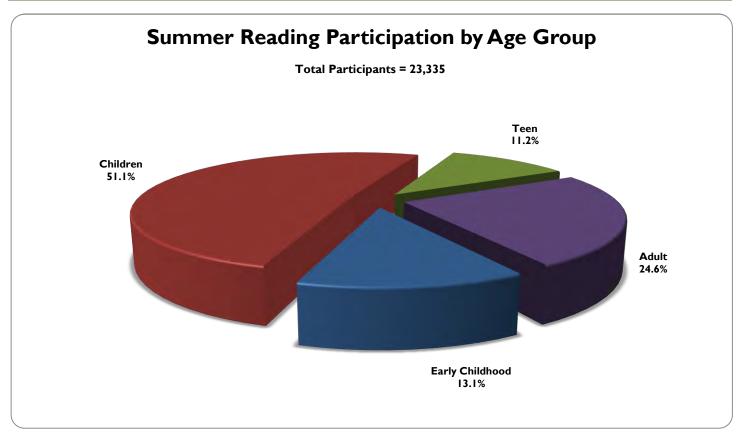
Page 9 of 14

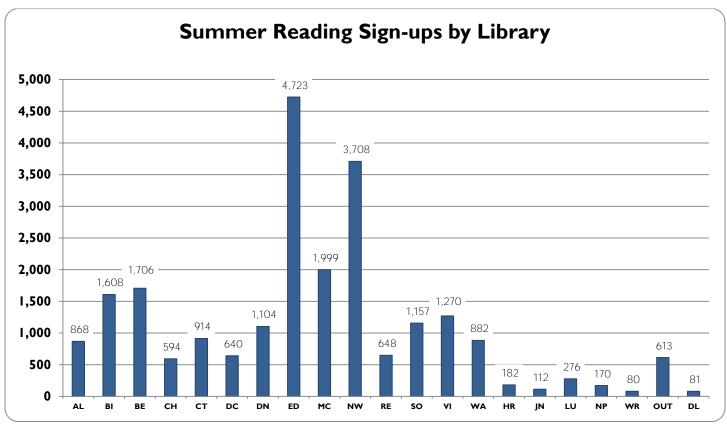
PROGRAM ATTENDANCE



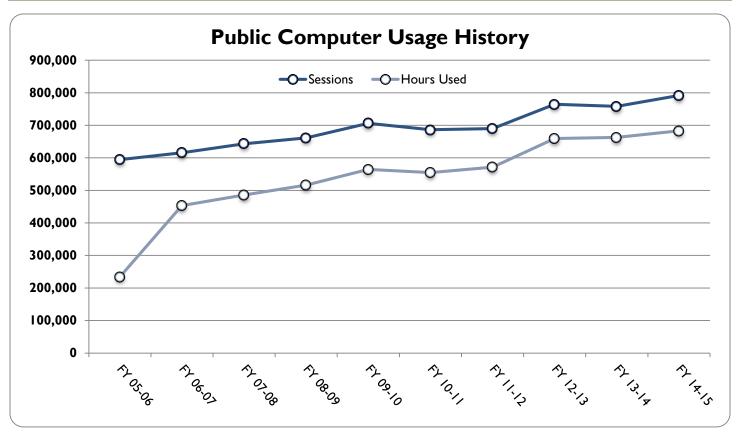


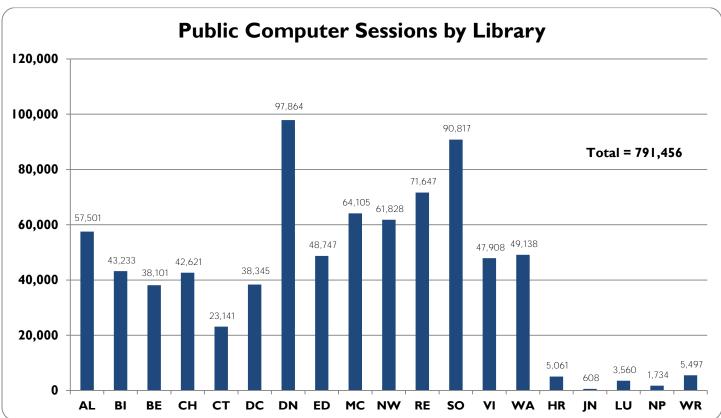
READING PROGRAMS





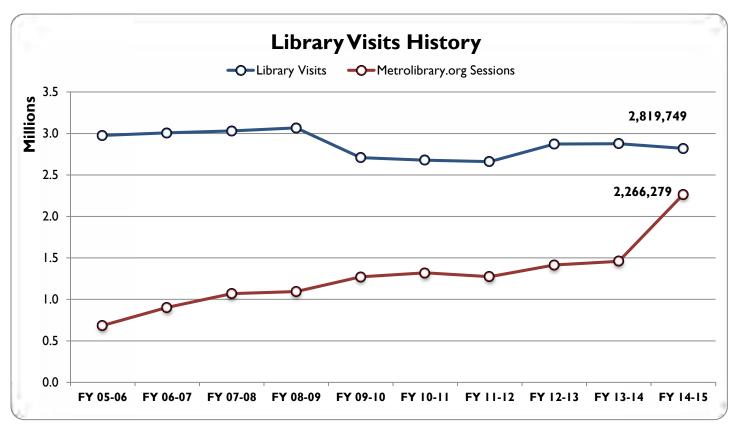
COMPUTER USAGE:

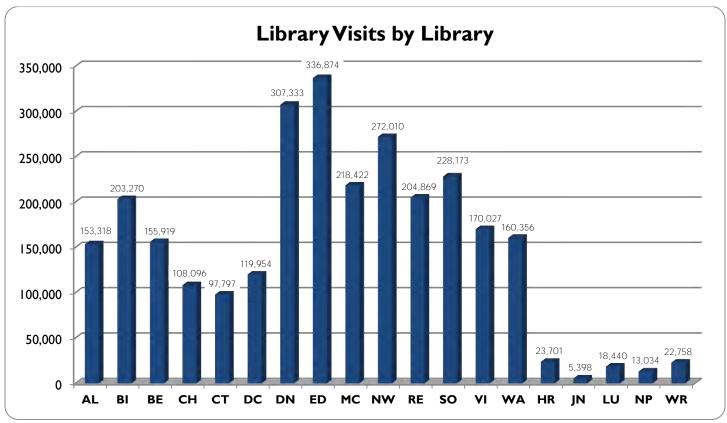




[†] Public computer usage does not reflect usage of children's computers

LIBRARY VISITS





CONCLUSION

The Metropolitan Library System continues to expand in its ability to facilitate the free flow of information and ideas in new and exciting ways. Facilities improvements, increased materials holdings and additional media content continue to represent a few of the many ongoing projects designed to provide increased value to our community now and for years to come.

The launch of the Carl•X integrated library system exemplifies the magnitude of the many undertakings that have reshaped the way in which the Metropolitan Library System serves the community. Usage of library materials and services during the 2014-2015 fiscal year are due in part to transformations such as this. Software functionality has an effect on daily operations as well as library policy. Given the scope of change required to implement the many software migrations taking place during the last fiscal year, these necessary modifications have affected the comparability of data from new and legacy systems. Therefore, it is difficult within this context to distinguish between real and apparent differences in demand for associated materials and services.

Data collected during the 2014-2015 fiscal year continue to demonstrate the commitment held by the Metropolitan Library System to innovation and adaptability in providing library services to the citizens of Oklahoma County. System-wide circulation totaled 6,018,467 items borrowed or renewed, a quantity equivalent to 7.85 transactions for each resident of Oklahoma County.

The eMedia collection continues to grow in popularity, with circulation at the Digital Library increasing by 25.1% to 899,552 transactions during FY15.

Additionally, Summer Reading participation increased overall by 9.1% in 2015 or 1,939 participants, due to an 11.0% increase in children's participation and a 24.6% increase for adults, or 1,181 and 1,134 participants, respectively.

Finally, FY2014-2015 in-library computer use totaled 791,456 sessions or 683,081 hours system-wide, a length of time equivalent to more than 77 years of continuous processing, while maintaining a system-wide average wait time of less than 5 minutes.

As has been clearly demonstrated through data collected during fiscal year 2014-2015, the Metropolitan Library System continues to provide library services to the citizens of Oklahoma County in the variety of ways and formats in which they prefer. In the coming years, the Metropolitan Library System will continue to upgrade and expand its facilities, materials, and services in order to grow alongside the evolving needs of our community.

Prepared by: Planning Services

January 2016

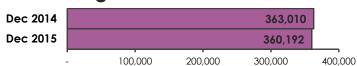
Metropolitan Library System

Usage Summary

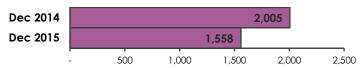
Month of December

FY2015-2016

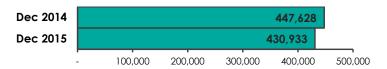




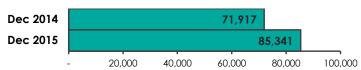
New Borrowers



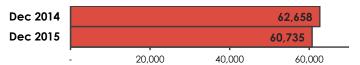
Circulation



eBooks & eAudio



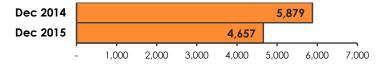
Computer Sessions



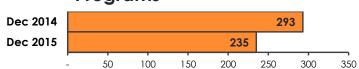
Wireless Sessions,

134,309

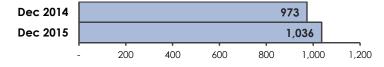
Program Attendance



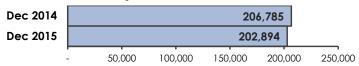
Programs



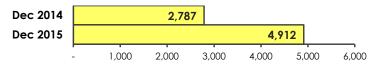
Room Reservations



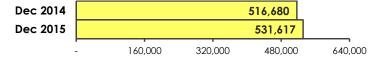
Library Visits



Social Media Interactions



Digital Sessions



†December 2014 wireless session counts are unavailable.

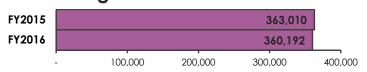
Metropolitan Library System

Usage Summary

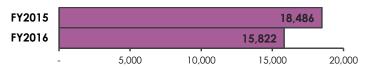
Fiscal Year-to-Date

FY2015-2016

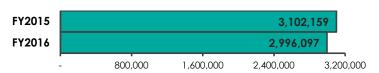




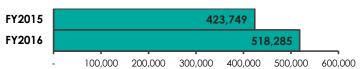
New Borrowers



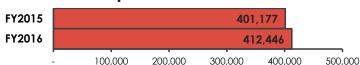
Circulation



eBooks & eAudio



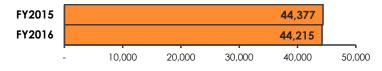
Computer Sessions



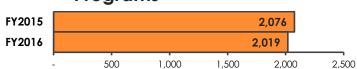
Wireless Sessions,

876,198

Program Attendance



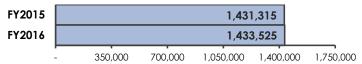
Programs



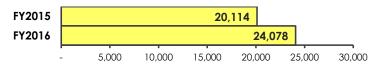
Room Reservations



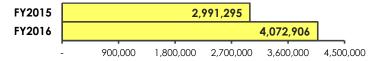
Library Visits



Social Media Interactions



Digital Sessions.



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

[†] FY2015 wireless session counts are unavailable.

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, catalog.metrolibrary.org, emedia.metrolibrary.org, jobs.metrolibrary.org, www.supportmls.org or metrolibrary.evanced.info and defined as being, "... the period time a user is actively engaged with [the] website..."

EXECUTIVE DIRECTOR'S REPORT

JANUARY 2016

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.

1. Projects

Capitol Hill

A key mile stone was reached on January 5th when the Oklahoma City Council approved the purchase of additional property needed for the expansion of the library. As part of this agreement, a new parking lot for the bank will be built as part of the project. The asbestos abatement within the library is about 80% complete, and final plans are scheduled to be issued by Guernsey Architects for bid on March 22nd, with the contract award is anticipated during May.

Del City

Del City, the Library, and Dewberry Architects continue to work to find the balance between the spatial needs and the available funding. We are experimenting with new service models that will focus more on space for people instead of space for collections. I will be meeting with Mark Edwards and members of the Del City Council over the next month to facilitate the collaborative decision-making process.

Edmond

Some of you know that while we have a nice and seemingly modern facility in Edmond, we are also having difficulty sustaining services at the level required simply because of sheer volume of usage. It is safe to say that we are victims of our own success. As you may recall, Regional Library Director Melody Kellogg and I made a presentation to the Capital Projects and Financing Task Force last year attempting to share the need for addition library space, and in November, they recommended to the City Council that the current sales tax be extended to pay for projects including "Downtown revitalization including a potential new library, performing arts center in partnership with UCO and parking garage." I think it would be wise for us to consider a number of options for Edmond, including the possibility of smaller, focused storefront libraries that would serve to reducing the pressure on the current facility, while also expanding services to outside the city center. I have begun broaching the question with the city management, and will update you all when more information is available. Additionally, the parking lot addition continues and we hope to stay on track over the next few weeks. There is a possibility that two additional parking spots will be usable by the library, and I will advise the Commission as I know more.

Bethany

A design charrette, addressing building placement on the site and spatial relationships, was conducted by Dewberry Architects on December 9, 2015. The new library will be located just south of the existing library, the door and parking will be on the north; and the public space will look out over the pond to the east and the park to the south. On January 5th, members of the Bethany Library Committee met with staff and Dewberry to review three possible floor plans and discuss the merits of each. An updated plan including possible exterior options will be reviewed at the group's next meeting on January 19th. The project remains on track for a final presentation

Prepared by: Executive Director

Page 1 of 3

Executive Director's Report MLC FY 2015-16 January 21, 2016

to the Bethany City Council on February 2nd. Once approved, an elected to secure funding could be called for as early as April 5, 2016. The Commission approved the basic plan as proposed to the Long Range Planning Committee last spring. Staff will present the updated information at the February 18, 2016 meeting.

Jones

Weather significantly impacted the progress of the Jones Library. The first floor slab will be poured this week, several weeks late. Anticipatory energy for the building remains high, as folks are starting to see progress. We are estimating an opening of the Jones Library before the end of 2016.

Ronald J. Norick Downtown Library
 Project 180, which is affecting all of Downtown, including use of the Ronald J. Norick Library, is
 moving on to the next phase. We have received a project agreement and I will be reviewing it
 with the City in preparation of signing it.

Strategic Planning

• The Library's Leadership Team will spend several days this week working with Clark Swanson of OrangeBoy, the marketing analytics company assisting us with our strategic planning efforts. The group will discuss and finalize the plan's strategies and measures in preparation of if being presented to the Long Range Planning Committee on January 14th. The strategies will drive the organization's activities over the next three to five years, and the measures – when finalized – will act as key performance indicators by which programmatic and budgetary decisions will be made.

2. Personnel Report

New Hires & Promotions – December 2015

- Judi Bates-Newberry was promoted from Circulation Clerk at the Northwest Library to Associate Librarian at the Northwest Library. Judi has been with the system since March 2012.
- Rebecca Fesler was promoted from Library Aide at the Almonte Library to Associate Librarian at the Almonte Library. Rebecca has been with the system since February 2013.
- Tulin Lafollette was transferred from Associate Librarian F-T at the Del City Library to Associate Librarian H-T at the Midwest City Library. Tulin has been with the system since November 2005.
- Sarah Abbasi was transferred from Librarian at the Ralph Ellison Library to Librarian at the Northwest Library. Sarah has been with the system since September 2013.
- Christopher Cockrum was hired as a Librarian at the Downtown Library.
- Aileen Barton was hired as an Associate Librarian at the Choctaw Library.
- LaTonia Moore-Galbreth was hired as an Associate Librarian at the Extension Librarians.
- Nielea Holmes was hired as a Library Aide at the Ralph Ellison Library.
- Christina Paulden was hired as a Library Aide at the Del City Library.

3. Other Items of Note

• Cindy Friedemann and United for Libraries Some of you may know that Cindy serves as the Secretary of United for Libraries – an organization which has the mission to support citizens who govern, promote, advocate, and fundraise for all types of libraries. She was spotlighted to give testimonials as the importance of libraries to the communities that they support, and we have included a copy of her piece in the packet. The testimonials will be communicated through the American Library Association's social media channels and our own!

Prepared by: Executive Director

Page 2 of 3

Executive Director's Report MLC FY 2015-16 January 21, 2016

Prepared by: Executive Director

Page 3 of 3

- The Ambassador Leadership Academy @ Ralph Ellison Library
 In recognition of the 20 year anniversary of their group, the Special Friends of Ralph Ellison Library will
 be launching a leadership program for students in grades 6 through 8 beginning in February. The goal
 of the Ambassador Leadership Academy is to provide a series of career enhancement and skill
 development opportunities -- what they refer to as "Lifeline experiences" -- which builds on a
 curriculum of educational, recreational, spiritual, health, and economic lessons. As our future leaders,
 the young people selected to attend the Academy "will gain an understanding of the physical places,
 the people, and the history of the community that will inspire increase connections to preservation
 and advocacy of their cultural heritage." The library's staff will be involved in the classes, which will
 be held at the Ralph Ellison Library on the first Thursday of every month from February 4 through
 graduation day on December 1, and Assistant Library Manager Meghan Attalla will provide a "Getting
 to Know the Library" session as part of the orientation. I think this is an exciting and engaging
 program, and I salute the Special Friends of Ralph Ellison Library for their vision and energy to make it
 happen.
- Metro Library a Top-12 Healthy Destination Integris Health Systems named the Metropolitan Library System one of the top twelve places in OKC to "Jump Start Your 2016 Resolutions." We appeared as #9 (though I don't really think there's a hierarchy) under the Mental Health section. I think we could have easily been in all four categories (the other three were Healthy Eating, Fitness, and Wellness), as we regularly present programs, provide resources, and enable our members to gather together to share ideas and experiences. If you didn't see the piece, it's located here (bit.ly/1K2i7dB).





SATURDAY, DECEMBER 12, 2015

Cast members from Edmond Memorial High School entertain the crowd during a production of "A Charlie Brown Christmas" at the Edmond Library.

Student theater group performs at library

FROM STAFF REPORTS

EDMOND - Members of traveling theater group from Edmond Memorial High School presented "A Charlie Brown Christmas" to appreciative children at the Edmond Library.

Right: Lucy, played by Alanna Tartsah, meets with Charlie Brown, played by Luke Deaver, at the Edmond Library.





Children watch a production of "A Charlie Brown Christmas" at the Edmond Library on Wednesday.



Edmond Memorial High School student Tanner Luther portrays Snoopy at the

Norman physicians are honored

FROM STAFF REPORTS

the service's expansion to the city of Moore this year. munity. Dr. Hal Belknap was on the medical staff the city of Moore this year. alco corro 90

at Morman Pegional from

Event offers discount vaccina free microchipping for your po

FROM STAFF REPORTS

Free pet microchipping and discounted vaccinations will be offered during event at Hudiburg

The dealership and the Central Oklahoma Humane Society are team-ing up this holiday season to help sponsor safe and responsible pet ownership. The event will take place from 11 a.m. to 2 p.m. Dec. 19 at Hudiburg Subaru, 210 E Interstate 240 Service Road.

"We're committed to providing solutions to help prevent the problem of lost or sick pets," said Brad Smicklas, general manager of Hudiburg Subaru. "The fewer animal lives going into our local shelters, the more lives being saved from needless euthanasia."

Microchipping allows



We're committed to providing solutions to prevent the problem of lost or sick pets.The fe animal lives going into local shelters, the mor lives being saved from needless euthanasia."

BRAD SMICKLAS GENERAL MANAGER HUDIBURG SUBARU

owners to be reached much faster if a pet is lost and recovered.

Veterinarian shelters and pet stores have microchip scanners to identify lost dogs and

The first 200 guests at the event will receive a free microchip and heavily discounted vaccines, costing

\$10 each. Co also will be av "This eve the contribu urg Subaru r in the Centr community tl

tions, vacci drives and mi said Susana alena, OK Hi dent and CEC

IN BRIEF

NORMAN

SISTERS OF SWING TO PERFORM

The Sisters of Swing will present a holiday concert at 7 p.m. Sunday a Depot, 200 S Jones Ave. Tickets are \$15. The group will feature music a members Mary Reynolds and Mary Freeh, who will be joined by Louise t Elyse Angelo, Joanne Trombley, Christine Freeh and Rosalind Cravens. T will perform numbers from the swing era, the rock and roll years and an times. The concert is jointly sponsored by The Depot and Jazz in June. Finformation, go to normandepot.org.

OU CHRISTMAS CONCERT IS SUNDAY

To celebrate the holiday season, the University of Oklahoma School o will present "Christmas at OU" at 3 p.m. Sunday in Sharp Concert Hall at Catlett Music Center, 500 W Boyd St. Richard Zielinski, School of Music and director of choral activities, will serve as concert director. Performer the OU Chorale, OU Men's Glee Club, OU Women's Chorus, Singing Soor Festival Brass, OU Percussion Orchestra and Andrew Schaeffer on the I Opus 5819 organ. A reception hosted by the School of Music Friends of follow the concert. Tickets are \$10, available at the door. For more inform the Fine Arts box office at 325-4101.

ADOPT A PET

SEEKING HOMES FOR THE **HOLIDAYS**

Welcome a new member of your family into your home during the holiday season by taking advantage of the Oklahoma City Animal Shelter's holiday adoption specials.

Adoption events "Feline Navidad" and "Hounds for the Holidays" are Saturday through Dec. 23 at the OKC Animal Shelter. Adoptions of cats age 4 and older and all dogs are only \$30 during the promotion.

You can also buy a \$60 gift cer-tificate that will cover the cost of an

adoption for a friend or family member. "We want as many of our homeless pets as possible to find a new home for the holidays," Animal Welfare Super intendent Julie Bank said. "Whether you're looking for a pure-bred, a mutt or a lovable kitty, you'll find the right pet for your home at the OKC Animal Shelter."

All adoptable pets at the Animal Shelter are up-to-date on vaccinations, treated for worms and spayed or neu-tered. The shelter is open for adoptions from noon to 5:45 p.m. every day but holidays. You can look at adoptable pets online on the Animal Welfare

ADOPTION OPTIONS

•Bethany Animal Control Shelter, 8 a.m. to 4 p.m. Mondays through Fridays, 10 a.m. to 2 p.m. the first Saturday of the month, 5100 N College

·Central Oklahoma Humane Societv Adoption Center, 11 a.m. to 7 p.m. Tuesdays through Saturdays, noon to



Momma Mia is a 6-year-old, collie mix. She is good with o dogs and is a gentle walking Momma Mia is housebroker number at the Oklahoma Cit Shelter is 217632. All pets ar or neutered and have age-ap shots and a health check. Th is at 2811 SE 29 and is open tions seven days a week from until 5:45 p.m. For more inforgo online to www.okc.petfin www.okc.gov. rphoto provii



Ashley Voss, an Oklahoma State University senior who needed blood donations while battling leukemia in 2013, is shown as she thanks Marlin Zimmerman for giving blood at a drive conducted by the Oklahoma Blood Institute and supported by the Oklahoma City Thunder.

day just to meet the needs of patients in the 154 Oklahoma hospitals that OBI serves, Gamble said.

Thundington Oklah blood



Expansion of the parking lot at the Edmond Library is underway. The main entrance to the library remains open. [PHOTOS BY PAUL HELLSTERN, THE OKLAHOMAN]

Library parking lot expansion is underway

FROM STAFF REPORTS

EDMOND — Work is underway to expand the Edmond Library parking lot

The project will add 17 parking spots to the library lot and 14 more spaces on First Street.

The main entrance to

the library at 10 S Boulevard remains open. The entrance on the east side of Jackson Street is closed during the construction.

The project cost \$226,000, with \$151,000 coming from the city's general fund and \$75,000 from the Metropolitan Library System.



Construction has started on additional parking spaces for the Edmond Library.







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nave a merrier Christmas this year thanks to volunteers at the they'd have a good Christmas.

woman and ner children to ensure Dale Kural Sim Vateran's Corp 2/22/2015 presentation Thursday, in Norman.

Rosa Florence, unable to pay the keys to a pickup. Other vet-

She said a series of finanjob, her car broke down and her

reservist with the 401st Engineer cial hardships had her believing Company in Mustang for five she could be homeless, before oversts She is the mother of girls Contsmas. She said she lost her original to find the mother of girls Contsmas. She said she lost her original to find and a 7-yearfrom 8 a.m. to 1 p.m. Tuesdays and Thursdays. For more information, go to dalekgraham veteranscorner.org or call 760-

Silver Strings presents holiday concert at **Northwest Library**

FROM STAFF REPORTS

The Silver Strings of Putnam City is composed of musicians from Putnam City High School, Putnam City North High School and Putnam City West High School.

The group has 65 members and regularly performs for banquets and civic organizations across the state. On Saturday, the group, conducted by Anne Guevara, presented a holiday concert at Northwest Library.

Group members also volunteer their talent by per-

forming at hospitals and senior citizen centers.

Unlike a traditional orchestra, the musicians stroll among the audience while performing.



Members of the Silver Strings orchestra, composed of students from the three Putnam City high schools, perform at Northwest Library. Conducting the orchestra is Anne Guevara. [PHOTOS BY JIM BECKEL, THE OKLAHOMAN]



Cello players perform Saturday with the Silver Strings orchestra.



Emmily Marquez, a freshman, plays with the Silver Strings orchestra.



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The Oklahoman 12/22/2015 to a news release. ITC is donating the

chairs to Paralyzed Veter-

Mid-America Chap-

Trackchairs for our veterans in Oklahoma to use," said Bill Kokendoffer, Paralyzed Veterans of America president.

ITC Holdings Corp. is the nation's largest independent electric transmission company, according to the news release.

Library helps children share joy of giving



Esmeralda Zamora, 3, waves as she leaves the Kids' Holiday Shoppe at Southern Oaks Library. [PHOTO BY NATE BILLINGS, THE OKLAHOMAN]

FROM STAFF REPORTS

Southern Oaks Library recently gave children a chance to experience the joy of giving. The Kids' Holiday Shoppe allowed children to choose gifts for their loved ones. Each child who signed up in advance could choose two gifts to take home.

The shop was stocked by donations from staff, volunteers and students, according to a news release from the Metropolitan Library System. More than 100 children participated last year, according to the release.

graduate and graduate s hands-on, real-world exper pare them for food industry

"Although FAPC is not a u demic unit, the center emp imately 70 graduate and t students," said Roy Escouba director. "While working ar research at FAPC, these s with center faculty and star times representatives from nies, which prepare them f the food industry."

Libby Farney, an animal s started working in the food laboratory in the fall of 20 graduate students.

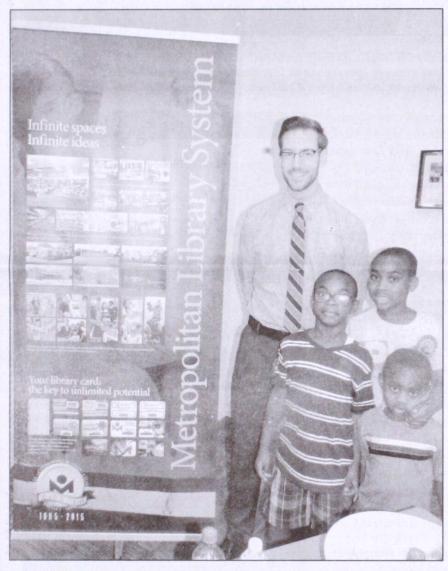
"I help with projects ar ronmental and carcass sam second-floor facility," Farn thing I love most about wor is the opportunity to work wonderful people, as well a I am always learning."

Led by food microbiologis ana, members of the foo ogy laboratory are involve addressing the prevention of pathogens or spoilage, and contribute value-added pre food industry.

Oklahoma City F

State University/Oklahoma City President Natalie Shirley also spoke on women in the workforce and the need for higher education. Showing their support for the coalition are: Above, left, Anne Roberts and Karen Wicker; and above right, Teri White and Oklahoma County District Attorney David Prater.

Rose Lane|okcFRIDAY



Happy birthday Metro Library!

THE METROPOLITAN LIBRARY System is celebrating 50 years and The Village Library threw a party. The event featured live jazz performed by Jerome Braggs, refreshments, giveaways and a special historical photo exhibit. Above, with a banner detailing each of the library system's library cards over the years are: The Village Library Manager Benjamin Mead Harvey with brothers Joseph, James and Joshua Nwamarah. The library is a favorite place for the brothers to visit. Each of the system's 19 branches will be celebrating the anniversary. Rose Lane|okcFRIDAY







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