



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 18, 2016, 3:30 p.m.
Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(Telephone: 843-9601)

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 #53 – Presentation of Service Certificates for Library Staff – February 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 residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

3:35 – 3:45 pm CONSENT DOCKET (#54 - #56)

- Document #54 – Approval of Minutes of January 21, 2016 Meeting
- Document #55 – Acceptance of Review of Expenditures for January 2016
- Document #56 – Contract Awards & Purchases
Item A: Endpoint Protection Software, Web Filtering Appliance Maintenance & Licenses

3:45 – 4:30 pm STAFF REPORTS

- Literary Voices – Catherine Armitage (Library Endowment Trust)
- Friends of the Library Book sale – Joe McReynolds (Friends of the Metropolitan Library System)
- Teen Writing Contest – Emily Williams, Young Adult Services Coordinator, Outreach
- Document #57 – Library Usage Report

4:30 – 4:40 pm EXECUTIVE DIRECTOR'S REPORT

4:40 – 4:50 pm COMMISSION CHAIR'S REPORT

- 2016 MLC Standing Committee assignments

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

NEXT COMMISSION MEETING DATE AND PLACE:

March 17, 2016
Midwest City Library , 8143 E. Reno , Midwest City, OK 73110

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in February 2016:

<u>Employees</u>	<u>Years of Service</u>
Margo Evelyn Ellis, Cataloging Technician, Cataloging	5
Darlene S. Browers, Librarian, Downtown Library	20
Susan M. Monroe, Assistant Librarian, Midwest City Library	20
Joanne Schneider, Library Aide (P-T), Edmond Library	20
Denesa C. Bennett, Circulation Clerk, Warr Acres Library	30

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

DATE: January 21, 2016

TIME: 3:30 pm

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 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 Ralph Ellison Library and Downtown Library, 300 Park Avenue, Oklahoma City, on January 19, 2016, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Fran Cory
Bud Elder
Raul Font
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Carolyn Leslie
Penny McCaleb
Tracy McDaniel
Mukesh Patel
Hugh Rice
Dennis Shockley
Jim Shonts
Judy Smith, Vice-Chair
Mary Sosa
Alyne Strube
Beth Toland
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Allen Coffey, Disbursing Agent
Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Lori Nelson
Kim Patterson
Susan Tucker
Ray Vaughn
Sharon Voorhees

Estimate of general public and staff attending: 19

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

Roll was called to establish a quorum. Present: Cory, Font, Friedemann, Hannah, Harpman, Leslie, McCaleb, McDaniel, Patel, Rice, Shockley, Shonts, Smith, Sosa, Toland, Anthony (Arrived: Elder, 3:35 p.m.; Strube, 3:39 p.m.).

II. Ms. Anthony introduced Mr. Michael Gillespie, Ralph Ellison Library Manager. Mr. Gillespie welcomed the commission.

III. Ms. Anthony referred to the Presentation of Service Certificates for January 2016. Risa Marie Lund Sargent, Assistant Library Manager, Downtown Library, five years of service; JoNita R. Normore, Administrative Specialist, Director's Office, 10 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Nancy C. Driver, Library Aide, Edmond Library, five years of service; David T. Grow, Library Aide, Edmond Library, five years of service; Jonathan E. Willis, Network Systems Coordinator, Information Technology, 10 years of service; Mark Daniel Vance, Delivery Driver, Maintenance, 10 years of service; Anna N. Todd, Librarian, Capitol Hill Library, 10 years of service.

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

V. Ms. Anthony presented the Consent Docket: 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.

Ms. Anthony called for a motion.

Mr. Tracy McDaniel moved to accept the consent docket. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.

VI. Ms. Anthony referred to Document #49 – Discussion, Consideration, and Possible Action: Report and Recommendations from Nominating Committee – December 28, 2015.

Ms. Cynthia Friedemann reported 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 recommends the following individuals for approval:

Chair - Nancy Anthony

Vice Chair - Judy Smith

Disbursing Agent - Allen Coffey

The three individuals recommended have all agreed to serve for the coming year.

Ms. Anthony called for questions. There were none.

The motion coming from the Nominating Committee is to elect Ms. Nancy Anthony, Chair; Ms. Judy Smith, Vice-Chair; and Mr. Allen Coffey, Disbursing Agent to serve one-year terms for the Metropolitan Library Commission. A motion coming from committee requires no second. Motion passed unanimously.

VII. Ms. Anthony referred to Document #50 – Discussion, Consideration, and Possible Action: Report and Recommendations from Long-Range Planning Committee – January 14, 2016.

Ms. Penny McCaleb provided the report from the Long-Range Planning Committee meeting. She called on Mr. Rogers to explain the Customer Strategy Matrix document which will drive the Strategic Plan. Questions and discussion followed.

The motion coming from the Long-Range Planning Committee is to approve the Strategy Matrix and Organizational Measurement document as presented. A motion coming from committee requires no second. Motion passed unanimously.

VIII. Ms. Anthony referred to the Staff Reports – Document #51 Annual Statistical Report.

Mr. Jon Rollman, Library Analyst, provided an overview of the FY 2014-15 Annual Statistical Report. Questions and Discussion followed.

Ms. Anthony called on Mr. Rogers to present Document #52 – Library Usage Report. Discussion followed.

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

The Patience S. Latting Northwest Library has won the Mayor's Award for Landscaping and Sustainable Design Features. Mr. Rogers will be attending a luncheon at the Oklahoma City Golf and Country Club on March 23, to receive the award.

The library system has been named as a Gold Fit Friendly Worksite through the American Heart Association and American Stroke Association.

Mr. Rogers received a letter from the Special Friends of Ralph Ellison Library requesting that the fee schedule for meeting room usage be revisited. Administration will be putting together some potential pilot projects in some of the libraries to examine meeting room usage, including reserving meeting rooms and the fee schedule.

X. Ms. Anthony called for comments from the Commission. Ms. Helene Harpman asked several questions about the recent transfers of staff to and from the Belle Isle Library. Mr. Rogers provided information about Project Kaleidoscope, an administrative plan that required staff transfers to accommodate the need for additional supervisors and to develop a sustainable management succession pipeline. Questions and discussion followed.

Ms. Anthony announced she will be making the Standing Committee assignments at next month's meeting. If there are any requested changes, please contact the Director's Office or Ms. Anthony.

The next regularly scheduled meeting will be held at the Belle Isle Library on February 18, 2016 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:52 p.m.

Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2016

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of January 2016.

For comparison, 58.33% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2016.

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STATEMENT OF FINANCIAL CONDITION

January 31, 2016

ASSETS

	Current Year	Previous Year
CASH	\$ 9,778,613.36	\$ 11,529,834.37
INVESTMENTS (Schedule attached)	26,479,899.49	24,113,029.80
PREPAID ACCOUNTS	25,000.00	25,000.00
TAXES RECEIVABLE: Ad Valorem Tax	34,028,123.00	32,464,608.00
Less: Reserve for Delinquent Tax	<u>-3,093,466.00</u>	<u>-2,951,341.00</u>
Budgeted Tax Revenue	30,934,657.00	29,513,267.00
Less: Tax Received	<u>-26,454,805.47</u>	<u>-25,186,754.73</u>
	4,479,851.53	4,326,512.27
Total Assets	<u><u>\$40,763,364.38</u></u>	<u><u>\$ 39,994,376.44</u></u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$308,105.21	\$393,339.66
Current Year Purchase Orders Outstanding	281,251.10	255,121.50
Previous Year Purchase Orders Outstanding	156,990.96	225,337.45
Checks Outstanding	<u>425,746.25</u>	<u>363,797.03</u>
Total Liabilities	1,172,093.52	1,237,595.64

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,479,851.53	4,326,512.27
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FUND BALANCE:

Beginning of the Year	\$26,754,298.88	\$27,031,002.21
Add: Revenues		
Budgeted	26,770,805.47	25,477,754.73
Other	1,212,239.89	1,042,083.02
Less: Expenditures	<u>(19,625,924.91)</u>	<u>(19,120,571.43)</u>
Total Fund Balance	<u>35,111,419.33</u>	<u>34,430,268.53</u>

Total Liabilities, Deferred Revenue and Fund Balance	<u><u>\$40,763,364.38</u></u>	<u><u>\$ 39,994,376.44</u></u>
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**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of January 31, 2016

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	1/26/2015	10/26/2017	1.000%	\$ 97,415.15
CD - Municipal Emp. Credit Union	6/10/2015	6/10/2017	1.256%	240,000.00
CD - Weokie Credit Union	1/20/2015	1/20/2020	1.510%	124,808.36
CD - UMB Bank	2/18/2013	2/22/2016	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
Freddie Mac	1/6/2016	7/15/2016	0.448%	2,992,996.67
Freddie Mac	1/6/2016	8/8/2016	0.458%	1,994,650.00
Freddie Mac	1/6/2016	9/20/2016	0.509%	2,989,291.67
Freddie Mac	1/6/2016	10/19/2016	0.520%	2,987,845.00
Total Investments				<u>\$ 26,479,899.49</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of January 31, 2016**

	Current Year				Previous Year			
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$30,934,657.00	\$ 18,351,212.92	\$ 26,454,805.47	85.52%	\$29,513,267.00	\$ 11,716,359.91	\$ 25,186,754.73	85.34%
State Aid	253,347.30	-	-	0.00%	260,594.82	-	-	0.00%
Fines	495,000.00	63,000.00	316,000.00	63.84%	495,000.00	42,000.00	291,000.00	58.79%
Total Budgeted Revenue	<u>\$ 31,683,004.30</u>	<u>\$ 18,414,212.92</u>	<u>\$ 26,770,805.47</u>	84.50%	<u>\$ 30,268,861.82</u>	<u>\$ 11,758,359.91</u>	<u>\$ 25,477,754.73</u>	84.17%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 62,325.29	\$ 865,975.94			\$ 72,833.81	\$ 810,682.92	
Gifts, Lost Books Fees, and Copies		100,000.00	100,024.00			0.00	0.00	
Investment Income		1,475.80	119,233.19			16,255.03	107,331.39	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		0.00	17,437.60			23.20	4,337.12	
Insurance Reimbursements		0.00	199.92			0.00	0.00	
Miscellaneous		15,204.71	109,369.24			9,509.52	119,731.59	
Total Miscellaneous Revenue		<u>\$ 179,005.80</u>	<u>\$ 1,212,239.89</u>			<u>\$ 98,621.56</u>	<u>\$ 1,042,083.02</u>	
Total Revenue	<u>\$ 31,683,004.30</u>	<u>\$ 18,593,218.72</u>	<u>\$ 27,983,045.36</u>	88.32%	<u>\$ 30,268,861.82</u>	<u>\$ 11,856,981.47</u>	<u>\$ 26,519,837.75</u>	

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

January 31, 2016

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 75,283.51	\$ 564.00	\$ 552.64	\$ 75,294.87
815 Fines	63,925.32	51,531.04	64,464.77	50,991.59
820 Copy	138,116.41	14,839.15	101,620.67	51,334.89
Total Revolving Funds	\$ 277,325.24	\$ 66,934.19	\$166,638.08	\$ 177,621.35
GRANTS:				
	GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
<u>Special Grants</u>				
860 10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862 10/OCCF/Village	500.00	500.00	250.00	250.00
893 14/OCCF/Harrah	265.00	543.80	0.00	543.80
899 11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
916 15/LET/Inasmuch Media Surfers	132,000.00	132,000.00	130,396.00	1,604.00
926 15/CommFoun/Robotics Kits	2,500.00	2,500.00	2,456.55	43.45
933 12/LET/Aviation	5,738.00	5,738.00	2,603.94	3,134.06
939 16/Fabric for Book Bags	300.00	300.00	0.00	300.00
941 16/Guild/Popcorn Machine	300.00	300.00	230.70	69.30
943 16/OAC/Moscow Nights	6,000.00	0.00	2,000.00	(2,000.00)
944 16/OAC/Raven's Three	2,000.00	0.00	2,000.00	(2,000.00)
963 RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
<u>Friends Grants</u>				
846 10 Public Art	3,000.00	4,500.00	3,997.43	502.57
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
905 15 Summer at the Library	71,000.00	71,000.00	65,388.66	5,611.34
907 15 Come Read with Me	15,000.00	15,000.00	5,921.19	9,078.81
908 15 Our World	40,000.00	40,000.00	32,985.79	7,014.21
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
921 15 Staff Appreciation Dinner	18,000.00	18,385.80	17,965.36	420.44
924 15 Children's Items	3,500.00	0.00	3,500.00	(3,500.00)
931 15 XBOX Gaming	8,538.18	0.00	8,538.18	(8,538.18)
932 15 Children's Workstations	476.00	0.00	476.00	(476.00)
936 16 Parent Child Book Club	1,500.00	1,500.00	486.60	1,013.40
938 16 Vehicle Wrap	3,500.00	3,500.00	0.00	3,500.00
945 16 Donna Morris Scholarship	2,000.00	0.00	680.00	(680.00)
946 16 Lee B Brawner Scholarship	12,000.00	0.00	8,310.00	(8,310.00)
Total Grants				28,203.62
Total Special Funds				\$ 205,824.97

Metropolitan Library System
Statement of Encumbrances
Month of January 2016

FY-16

Personal Services

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
101	Salaries	1,267,010.71	9,586,253.39	50.93	18,823,207.00	9,236,953.61
103	Payroll Taxes	93,181.71	702,308.89	52.90	1,327,654.00	625,345.11
109	Workers' Comp. Insurance	16,900.00	113,739.00	56.43	201,571.00	87,832.00
112	Group Insurance	255,471.71	1,770,565.16	49.96	3,544,075.00	1,773,509.84
113	Employees' Retirement	81,116.95	1,365,501.99	71.24	1,916,845.00	551,343.01
114	Unemployment Compensation	838.69	5,964.65	19.88	30,000.00	24,035.35
Total Personal Services		1,714,519.77	13,544,333.08	52.41	25,843,352.00	12,299,018.92
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Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	1,207.00	265,687.78	87.89	302,290.00	36,602.22
205	Rent of Library Buildings	7,861.62	62,307.72	66.36	93,900.00	31,592.28
207	Janitorial Services	36,681.06	274,641.67	52.80	520,179.00	245,537.33
208	Maintenance of Facilities	25,218.37	189,328.54	39.81	475,572.00	286,243.46
211	Parking & Transportation	15,606.96	107,603.75	52.76	203,960.00	96,356.25
212	Travel Expenses	2,588.05	17,970.64	13.21	136,000.00	118,029.36
213	Professional Services	32,936.14	224,179.81	35.33	634,470.00	410,290.19
214	Security Services	45,005.95	307,904.25	61.58	500,000.00	192,095.75
216	Telephone Services	17,014.41	114,039.72	30.70	371,412.00	257,372.28
217	Electrical Services	31,857.35	328,876.17	57.34	573,508.00	244,631.83
218	Gas Services	5,606.47	15,092.41	35.01	43,111.00	28,018.59
219	Water & Garbage Services	5,331.51	44,941.65	58.15	77,290.00	32,348.35
220	Veolia Energy Services	15,336.85	116,510.09	57.29	203,357.00	86,846.91
226	Memberships	2,154.00	23,993.00	56.78	42,258.00	18,265.00
230	Other Library-Related Services	17,880.12	315,258.85	57.55	547,826.00	232,567.15
231	Automation Contractual	56,624.36	338,822.17	42.46	797,976.00	459,153.83
236	Network Catalog Services	4,419.78	41,398.95	45.95	90,100.00	48,701.05
Total Contractual Services		323,330.00	2,788,557.17	49.68	5,613,209.00	2,824,651.83
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Metropolitan Library System
Statement of Encumbrances
Month of January 2016

FY-16

Maintenance & Operations - Commodities

<u>Acct</u>	<u>Purpose</u>	<u>This Month</u>	<u>Year to Date</u>	<u>Percent</u>	<u>Appropriation</u>	<u>Balance</u>
301	Printing & Printing Supplies	5,049.53	76,966.50	47.81	161,000.00	84,033.50
302	Postage	19,674.62	112,602.99	46.45	242,430.00	129,827.01
303	Supplies	16,357.06	207,081.62	48.23	429,375.00	222,293.38
310	Maintenance Supplies	8,779.84	39,170.22	46.08	85,000.00	45,829.78
312	Safety Supplies & Equipment	.00	.00	.00	.00	.00
321	Gasoline & Oil	1,451.35	12,427.64	24.86	50,000.00	37,572.36
322	Vehicle Parts & Repairs	2,765.55	13,552.11	45.17	30,000.00	16,447.89
330	Programming Activities	7,433.66	106,647.22	37.29	286,010.00	179,362.78
331	Other Commodities	453.92	3,134.03	15.07	20,800.00	17,665.97
Total Commodities		61,965.53	571,582.33	43.81	1,304,615.00	733,032.67
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Capital Outlays

401	Books & Materials	393,662.24	2,196,301.15	43.04	5,103,220.00	2,906,918.85
404	Government Documents	.00	.00	.00	5,850.00	5,850.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	895.84	162,108.58	84.02	192,930.00	30,821.42
408	Furniture, Fixtures, and Equip	16,707.74	74,052.40	46.16	160,433.00	86,380.60
409	Motor Vehicles	.00	49,813.84	92.25	54,000.00	4,186.16
410	Automation System & Equip.	2,414.14	143,549.81	37.66	381,200.00	237,650.19
450	Capital Projects	4,197.00	95,626.55	1.72	5,545,273.00	5,449,646.45
490	Capital Reserves	.00	.00	.00	367,006.15	367,006.15
499	Reserve Carryover - Prior	.00	.00	.00	13,865,014.83	13,865,014.83
Total Capital Outlays		417,876.96	2,721,452.33	10.60	25,676,126.98	22,954,674.65
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Total Budget		2,517,692.26	19,625,924.91	33.58	58,437,302.98	38,811,378.07
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Monthly Journal Entries -- January 2016

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
105	1101	Investments	\$ 2,992,996.67	
	1001	Cash		\$ 2,992,996.67
		Purchase of Freddie Mac 313396zk2		
106	1101	Investments	\$ 2,989,291.67	
	1001	Cash		\$ 2,989,291.67
		Purchase of Freddie Mac 313396g64		
107	1101	Investments	\$ 2,987,845.00	
	1001	Cash		\$ 2,987,845.00
		Purchase of Freddie Mac 313396l35		
108	1101	Investments	\$ 1,994,650.00	
	1001	Cash		\$ 1,994,650.00
		Purchase of Freddie Mac 313396b36		
<u>Tax revenues</u>				
109	1001	Cash	\$ 12,686,663.47	
	1201	Ad Valorem Tax - Current year		\$ 12,686,663.47
		Ad Valorem Tax apportioned by County for 12/21 to 12/31		
110	1001	Cash	\$ 62,325.29	
	3601	Prior year Tax		\$ 62,325.29
		Ad Valorem Tax apportioned by County for 12/16 to 12/31		
111	1001	Cash	\$ 4,459,874.32	
	1201	Ad Valorem Tax - Current year		\$ 4,459,874.32
		Ad Valorem Tax apportioned by County for 1/1 to 1/8		
112	1001	Cash	\$ 866,258.43	
	1201	Ad Valorem Tax - Current year		\$ 866,258.43
		Ad Valorem Tax apportioned by County for 1/11 to 1/15		
113	1001	Cash	\$ 107,895.85	
	1201	Ad Valorem Tax - Current year		\$ 107,895.85
		Ad Valorem Tax apportioned by County for 1/01 to 1/15		
114	1001	Cash	\$ 230,520.85	
	1201	Ad Valorem Tax - Current year		\$ 230,520.85
		Ad Valorem Tax apportioned by County for 1/18 to 1/22		

Miscellaneous revenue

115	1001	Cash		\$	15,704.12	
	3605	Mic. Reimbursements				\$ 15,704.12
		Friends	647.21	Insurance	359.87	
		Friends	1,337.50	Insurance	300.50	
		Room rental	2,500.00	LET postage	96.25	
		Xerox rebate	100.00	St of OK rebate	1,139.89	
		Insurance	359.87	Overhead door	1,039.04	
		Insurance	359.87	rent	7,461.62	
		Insurance	2.50	Total	\$ 15,704.12	
116	1001	Cash		\$	100,000.00	
	3606	Copy fund				\$ 100,000.00
		Transfer from copy fund				

Fines

117	1001	Cash		\$	63,000.00	
	3403	Projected Mic. Revenue - Fines				\$ 63,000.00
		Fines transferred to General Fund in Jan.				

Payable entries

118	3001	Current Year Reserv. for Appropriations.		\$	2,517,692.26	
	3011	Current Year P.O. Outstanding				\$ 2,517,692.26
	3002	Prior Year Reserv. for Appropriations.				\$ 14,045.46
	3012	Prior Year P.O. Outstanding		\$	14,045.46	
		Purchase orders issued in January				
119	3011	Current Year P.O. Outstanding		\$	2,605,463.77	
	3012	Prior Year P.O. Outstanding		\$	26,669.97	
	3021	Current Year Warrants Outstanding				\$ 2,632,133.74
		Checks issued in January				
120	3021	Current Year Warrants Outstanding		\$	2,371,182.17	
	1001	Cash				\$ 2,371,182.17
		Checks cleared Bank in January				

Bank interest and fees

121	1001	Cash		\$	1,475.80	
	3602	Bank Fees		\$	347.23	
	3602	Interest Income				\$ 1,823.03
		Interest and fees from GF checking account				
122	8000	Special Fund Cash				\$ 1,157.62
	8815	Bank Fees		\$	1,229.77	
	8815	Interest Income				\$ 72.15
		Interest and fees from SF checking account				

Special funds

123	8000	Special Fund Cash	\$	66,862.04	
	8815	Fines			\$ 51,458.89
	8820	Copy			\$ 14,839.15
	8805	Gifts			\$ 564.00
		Revenues of special fund received			
124	8000	Special Fund Cash			\$ 174,469.01
	8815	Special Fund Accounts	\$	63,235.00	
	8820		\$	101,620.67	
	8805		\$	552.64	
	8936		\$	70.70	
	8945		\$	680.00	
	8946		\$	8,310.00	
		Expenditures of special fund			

Corrections, adjustments, and miscellaneous

125	3605	Mic. Reimbursements	\$	499.41	
	1001	Cash			\$ 499.41
		To correct for incorrect direct deposit number in PR			
		Grand Total		<u>\$ 37,336,962.56</u>	<u>\$ 37,336,962.56</u>

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General Fund F.Y. 15-16

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-02326	City of Midwest City, Inc.	Water & Garbage Services	263.30	263.30
G-02327	O G & E	Electrical Services	374.97	
		Electric Services	540.08	
		Electrical Services	818.44	
		Electrical Services	214.56	
		Electrical Services	136.23	
		Electrical Services	949.67	
		Electrical Services	103.52	3,137.47
G-02328	Oklahoma Natural Gas Co.	Gas Services	81.45	
		Gas Services	41.95	
		Gas Services	333.36	
		Gas Services	124.16	
		Gas Services	69.17	
		Gas Services	331.18	
		Gas Services	134.55	1,115.82
G-02329	City of Oklahoma City	Water & Garbage Services	370.78	370.78
G-02330	Southwestern Stationers, Inc.	Safety Supplies	2,147.00	
		Printing/Printing Supply	634.00	2,781.00
G-02331	Gale/ Cengage Learning, Inc.	Books & Materials	172.90	172.90
G-02332	AT&T	Telephone Services	145.46	145.46
G-02333	Baker & Taylor Books	Books & Materials	4,761.11	4,761.11
G-02334	American Express	Automation Contractual	149.00	
		Automation Contractual	19.00	
		Supplies	17.93	
		Programming Supplies	37.90	
		Supplies	71.34	
		Supplies	26.50	
		Supplies	33.85	
		Supplies	32.87	
		Automation	217.50	
		Supplies	204.00	809.89
G-02335	Charles S. Isaacs	Automation Contractual	105.96	105.96
G-02336	Friday	Library-Related Services	500.00	500.00
G-02337	Copelin's Office Center	Supplies	1,035.00	1,035.00
G-02338	Staples Credit Plan	Supplies	29.67	29.67
G-02339	INTEGRIS Corporate Assistance	Group Insurance	964.00	964.00
G-02340	AT&T	Telephone Services	3,165.00	3,165.00
G-02341	Blackstone Audio Books	Books & Materials	172.50	172.50
G-02342	Scott's Printing & Copying	Printing/Printing Supply	651.11	651.11
G-02343	Karen L. Litteral	Supplies	31.99	31.99
G-02344	Ingram Library Service	Books & Materials	360.87	360.87
G-02345	Julie Ballou	Transportation	168.02	168.02
G-02346	Harrah Chamber of Commerce	Supplies	50.00	50.00
G-02347	Walker Companies	Supplies	18.95	18.95
G-02348	OverDrive, Inc.	Books & Materials	847.72	
		Books & Materials	4,178.60	5,026.32
G-02349	Findaway World, LLC	Books & Materials	13,717.45	13,717.45
G-02350	AV Cafe Inc	Books & Materials	361.49	361.49
G-02351	Ingram Library Service	Books & Materials	1,216.22	1,216.22
G-02352	Town of Luther	Water & Garbage Services	33.46	33.46
G-02353	Center Point Large Print	Books & Materials	366.69	366.69
G-02354	Dana Beach	Transportation	58.94	58.94

General Fund F.Y. 15-16

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-02355	Kay L. Bauman	Tranportation	143.96	143.96
G-02356	Susan Pierce	Programming Activities	448.00	448.00
G-02357	Batteries Sooner LLC	Maintenance of Facilities	29.90	
		Maintenance of Facilities	25.98	
		Maintenance of Facilities	57.90	113.78
G-02358	Southwest Paper - OKC	Supplies	1,620.13	1,620.13
G-02359	Cintas	Maintenance of Facilities	175.00	175.00
G-02360	Postmaster	Postage	6,000.00	6,000.00
G-02361	Oklahoma County OSU Ext Ctr	Programming Activities	106.52	106.52
G-02362	ULINE	Furniture,Fixtures&Equip	1,345.72	1,345.72
G-02363	City of Harrah Acct 02-0121-01	Water & Garbage Services	65.52	65.52
G-02364	Amazon/GE Money Bank	Supplies	39.25	
		Supplies	90.00	
		Supplies	59.99	
		Programming	36.00	
		Supplies	31.95	
		Printing Supplies	642.80	
		Programming	71.60	
		Programming	63.91	
		Programming	47.67	
		Maintenance Supplies	262.34	
		Programming	199.49	
		Supplies	12.99	
		Supplies	49.73	
		Supplies	67.80	
		Programming Activities	9.64	
		Automation	59.35	1,744.51
G-02365	Shren Sylvester	Transportation	10.93	10.93
G-02366	City of Choctaw	Water & Garbage Services	90.06	90.06
G-02367	Baker & Taylor Entertainment	Books & Materials	1,489.71	1,489.71
G-02368	Construction Building	Maintenance of Facilities	170.00	170.00
G-02369	Preston Bell	Transportation	50.00	50.00
G-02370	Cintas Corporation 064	Maintenance of Facilities	401.23	401.23
G-02371	MSC Technologies	Automation	3,933.00	3,933.00
G-02372	Sheila Fixel	Supplies	11.15	11.15
G-02373	Waste Connections of Oklahoma	Water & Garbage Services	774.24	
		Garbage Services	63.03	837.27
G-02374	Cox Communications, Inc.	Telephone Service	12.84	
		Telephone Service	201.04	213.88
G-02375	Baker & Taylor Books	Books & Materials	3,237.27	
		Books & Materials	1,200.88	
		Books & Materials	949.63	
		Books & Materials	783.74	6,171.52
G-02376	Baker & Taylor Books	Books & Materials	2,680.70	
		Books & Materials	87.10	2,767.80
G-02377	Baker & Taylor Books	Books & Materials	1,500.84	1,500.84
G-02378	SWN Communications, Inc.	Automation Contractual	914.94	914.94
G-02379	G4S Secure Solutions	Security Services	11,370.53	
		Security Services	9,838.69	21,209.22
G-02380	Cheryl Coleman	Programming Activities	54.76	54.76
G-02381	Stacy Schrank	Memberships	100.00	100.00
G-02382	C.O.T.P.A.	Parking	500.00	500.00

General Fund F.Y. 15-16

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-02383	Kristine Charter	Transportation	22.77	22.77
G-02384	TriWellness LLC	Professional Services	2,299.00	2,299.00
G-02385	Republic Services	Recycling Waste	396.98	
		Recycling Waste	214.25	611.23
G-02386	Tara Davis	Transportation	49.34	49.34
G-02387	Mun. Employees Credit Union	Employee Credit Union Ded	10,544.51	10,544.51
G-02388	United Way of Central Oklahoma	United Way Deductions	524.50	524.50
G-02389	HealthSmart Benefit Solutions	Dependent Life Deductions	160.00	160.00
G-02390	Nationwide Retirement Solution	457 Plan Deductions	3,966.38	3,966.38
G-02391	Transamerica Premier Life	Employee Life Ins Deduct	219.75	219.75
G-02392	Bank of Okla-Institutional	DB Retirement Deductions	2,572.55	2,572.55
G-02393	Bank of Oklahoma	Flexible Spend Acct Deduc	5,092.45	5,092.45
G-02394	MassMutual Financial Group	Employee Contrib Plan	22,647.32	
		Employer Contrib DC Plan	40,232.23	62,879.55
G-02395	Vision Service Plan of	Employee Deduct Vision	1,178.29	1,178.29
G-02396	Administrative Services	Short Term Disabl Deduct	1,445.71	1,445.71
G-02397	UNUM Life Insurance	LTC Premium	1,151.20	1,151.20
G-02398	Paycom Payroll LLC	Employee Taxes	546,039.80	
		Group Insurance	1,320.00	
		Payroll Taxes	45,254.74	
		Automation	5,711.25	598,325.79
G-02399	Metropolitan Library System	Ins Fund Dep-Health Prem	30,591.00	30,591.00
G-02400	Bradford Industrial Supply	Maintenance of Facilities	34.09	
		Maintenance of Facilities	53.20	
		Maintenance of Facilities	25.74	113.03
G-02401	O G & E	Electrical Services	811.13	
		Electrical Services	3,418.21	
		Electrical Services	1,435.06	
		Electrical Services	1,210.51	6,874.91
G-02402	Oklahoma Natural Gas Co.	Gas Services	268.42	268.42
G-02403	City of Oklahoma City	Water & Garbage Services	33.44	33.44
G-02404	City of the Village	Water & Garbage Services	91.41	91.41
G-02405	Southwestern Stationers, Inc.	Printing/Printing Supply	3,400.00	3,400.00
G-02406	Locke Supply Co.	Maintenance of Facilities	1.00	
		Maintenance of Facilities	1.00	
		Maintenance of Facilities	1.00	
		Maintenance of Facilities	77.01	
		Maintenance of Facilities	99.46	
		Maintenance of Facilities	1.00	180.47
G-02407	Demco	Supplies	112.23	
		Supplies	61.26	
		Supplies	80.10	
		Supplies	157.44	411.03
G-02408	EBSCO Information Services	Books & Materials	11,138.00	11,138.00
G-02409	City of Edmond	Electrical Services	5,714.04	5,714.04
G-02410	Alma L. Brown	Programming Activities	3.29	3.29
G-02411	ABDO Publishing Company	Books & Materials	2,166.48	2,166.48
G-02412	Charles S. Isaacs	Transportation	27.14	27.14
G-02413	Taryn Kingery	Programming Activities	7.86	7.86
G-02414	Infobase Learning	Books & Materials	27,503.79	
		Books & Materials	7,384.95	34,888.74
G-02415	Recorded Books, LLC	Books & Materials	361.69	

** Continued **

General Fund F.Y. 15-16

Warrant Register

January 2016

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02415	Recorded Books, LLC	Books & Materials	1,209.52	1,571.21
G-02416	ORBIS CORPORATION	Maintenance of Facilities	1,243.50	1,243.50
G-02417	HealthSmart Benefit Solutions	Group Insurance	370.00	370.00
G-02418	Copelin's Office Center	Supplies	831.76	831.76
G-02419	Full Circle Bookstore	Programming Activities	86.34	
		Books & Materials	40.00	126.34
G-02420	Julianna Link	Programming Activities	24.21	24.21
G-02421	Diamond Electric	Maintenance of Facilities	300.00	
		Maintenance of Facilities	325.00	
		Maintenance of Facilities	225.00	850.00
G-02422	Jonathan Willis	Transportation	15.70	15.70
G-02423	A T & T Mobility	Telephone Services	178.97	178.97
G-02424	Scott's Printing & Copying	Printing/Printing Supply	810.69	
		Printing/Printing Supply	279.86	1,090.55
G-02425	Brilliance Corporation	Books & Materials	209.91	209.91
G-02426	Ingram Library Service	Books & Materials	1,189.24	1,189.24
G-02427	Veritiv Operating Company	Maintenance Supplies	6,379.73	6,379.73
G-02428	OverDrive, Inc.	Books & Materials	3,771.96	3,771.96
G-02429	Findaway World, LLC	Books & Materials	4,152.79	
		Books & Materials	972.24	5,125.03
G-02430	Scovil & Sides Hardware Co.	Maintenance of Facilities	97.00	97.00
G-02431	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-02432	AV Cafe Inc	Books & Materials	436.44	
		Books & Materials	60.97	497.41
G-02433	Marie Nichols	Supplies	8.94	8.94
G-02434	Matthew Cotter	Transportation	27.39	27.39
G-02435	Ingram Library Service	Books & Materials	97.79	
		Books & Materials	22.10	119.89
G-02436	Jana Hausburg	Transportation	29.07	29.07
G-02437	Landon Holman	Transportation	110.61	110.61
G-02438	Home Depot Credit Services	Maintenance Supplies	534.83	534.83
G-02439	Evans Hardware	Maintenance of Facilities	17.48	17.48
G-02440	Dell Marketing L.P.	Automation	31,295.00	
		Automation	25,605.00	56,900.00
G-02441	Batteries Sooner LLC	Maintenance of Facilities	14.95	
		Maintenance of Facilities	29.90	44.85
G-02442	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-02443	Omnigraphics, Inc.	Books & Materials	1,415.61	1,415.61
G-02444	City of Edmond	Water & Garbage Services	466.53	466.53
G-02445	ULINE	Supplies	89.03	89.03
G-02446	Amazon/GE Money Bank	Supplies	21.71	
		Furniture, Fixtures & Equip	234.98	
		Programming Supplies	76.80	
		Programming Supplies	82.24	
		Programming Supplies	124.55	
		Programming Supplies	84.31	
		Programming Supplies	50.54	
		Programming Supplies	70.75	745.88
G-02447	Gregory Bennett	Transportation	16.56	16.56
G-02448	United Parcel Service	Postage	474.80	474.80
G-02449	Oklahoma Press Service	Library-Related Services	127.70	127.70

General Fund F.Y. 15-16

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-02450	John Wood	Telephone Services	50.00	50.00
G-02451	World Book School & Library	Books & Materials	9,490.00	9,490.00
G-02452	Frates Insurance	Bldg, Property & Auto Ins	1,207.00	1,207.00
G-02453	Office Depot Credit Plan	Supplies	70.44	70.44
G-02454	Baker & Taylor Entertainment	Books & Materials	1,897.88	
		Books & Materials	50.01	
		Books & Materials	2,165.59	
		Books & Materials	35.21	4,148.69
G-02455	Todd Podzemny	Transportation	146.40	146.40
G-02456	Daniel Fields	Programming Activities	68.16	
		Postage	9.80	77.96
G-02457	Walmart Community/GEGRB	Programming Activities	30.37	30.37
G-02458	Public Relations Society of	Professional Services	22.00	22.00
G-02459	AVL Systems Design	Automation Contractual	172.50	172.50
G-02460	Engineered Equipment Inc.	Maintenance of Facilities	557.16	557.16
G-02461	Society for Human Resource	Memberships	190.00	190.00
G-02462	Star Lighting and Supply	Maintenance of Facilities	39.61	39.61
G-02463	Oklahoma City Ad Club	Memberships	25.00	25.00
G-02464	John Rahhal	Transportation	24.54	24.54
G-02465	York International Corp.	Maintenance of Facilities	1,409.00	1,409.00
G-02466	McAfee & Taft	Professional Services	1,393.00	
		Professional Services	7,453.00	8,846.00
G-02467	Panacean Systems	Professional Services	3,500.00	3,500.00
G-02468	Tim Spindle	Programming Activities	61.09	61.09
G-02469	Firetrol Protection Systems	Maintenance of Facilities	2,225.00	2,225.00
G-02470	Kelley Hoffman	Transportation	40.22	40.22
G-02471	Oklahoma City Police Dept.	Maintenance of Facilities	65.00	65.00
G-02472	Baker & Taylor Books	Books & Materials	1,354.08	
		Books & Materials	1,379.22	
		Books & Materials	1,685.02	
		Books & Materials	417.33	
		Books & Materials	1,280.58	
		Books & Materials	5,419.37	
		Books & Materials	2,158.30	
		Books & Materials	1,407.93	
		Books & Materials	1,521.74	16,623.57
G-02473	Baker & Taylor Books	Books & Materials	2,160.49	
		Books & Materials	2,001.42	
		Books & Materials	1,870.98	
		Books & Materials	1,708.89	
		Books & Materials	1,098.51	8,840.29
G-02474	Sally Phillips	Postage	23.80	23.80
G-02475	David Newyear	Transportation	64.11	64.11
G-02476	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	139.95	139.95
G-02477	G4S Secure Solutions	Security Services	11,383.04	11,383.04
G-02478	Rachel Kopchick	Transportation	163.26	163.26
G-02479	Nicoma Park Lumber Co	Maintenance of Facilities	11.69	11.69
G-02480	Baker & Taylor Entertainment	Books & Materials	1,121.09	1,121.09
G-02481	Mackin	Books & Materials	1,142.84	1,142.84
G-02482	R. Justin Herwig	Telephone Services	35.00	
		Transportation	203.25	238.25
G-02483	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00

General Fund F.Y. 15-16

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-02484	KOCO	Library-related Services	6,980.00	6,980.00
G-02485	Mary J. Sholly	Transportation	89.18	
		Transportation	73.01	162.19
G-02486	Risa Sargent	Transportation	11.59	11.59
G-02487	The Terminix International Co.	Janitorial Services	1,131.00	
		Janitorial Services	588.00	
		Janitorial Services	251.00	
		Maintenance of Facilities	695.00	2,665.00
G-02488	ThyssenKrupp Elevator	Maintenance of Facilities	741.50	
		Maintenance of Facilities	2,011.36	2,752.86
G-02489	Jessica Elaine Moad	Memberships	51.00	51.00
G-02490	Brandon Beckham	Transportation	149.10	149.10
G-02491	W M Corp	Supplies	10,073.40	
		Supplies	2,373.00	12,446.40
G-02492	Christian LeFlore	Transportation	34.07	34.07
G-02493	Angie Walton	Transportation	317.55	317.55
G-02494	Vanessa Davis	Transportation	38.67	38.67
G-02495	Signature Landscape LLC	Maintenance of Facilities	740.00	740.00
G-02496	Mediterranean Imports and Deli	Other Commodities	157.50	157.50
G-02497	Christopher Stofel	Supplies	32.26	
		Transportation	295.18	327.44
G-02498	Republic Services	Recycling Waste	26.00	26.00
G-02499	On-Site Health Diagnostics, LL	Group Insurance	1,538.40	1,538.40
G-02500	Steve Owens	Maintenance of Facilities	2,498.00	2,498.00
G-02501	Melvin Nolin	Transportation	98.52	98.52
G-02502	Rebecca Fesler	Memberships	24.00	24.00
G-02503	Overhead Garage Door	Maintenance of Facilities	1,039.04	1,039.04
G-02504	City of Del City	Rent of Library Buildings	400.00	400.00
G-02505	O G & E	Electrical Services	1,854.15	
		Electrical Services	129.42	1,983.57
G-02506	Oklahoma Natural Gas Co.	Gas Services	32.44	32.44
G-02507	City of Oklahoma City	Water & Garbage Services	210.28	
		Water & Garbage Services	310.15	
		Water & Garbage Services	256.86	
		Water & Garbage Services	239.27	
		Water & Garbage Services	278.11	1,294.67
G-02508	Locke Supply Co.	Maintenance of Facilities	39.38	39.38
G-02509	Demco	Supplies	18.82	18.82
G-02510	Gale/ Cengage Learning, Inc.	Books & Materials	1,752.75	1,752.75
G-02511	Hewlett Packard Enterprise Co	Automation Contractual	8,338.00	8,338.00
G-02512	UNUM Life Insurance	Grp L-T Disab Ins Prm-Dec	7,075.73	7,075.73
G-02513	AT&T	Telephone Services	717.46	
		Telephone Services	813.72	
		Telephone Services	836.50	2,367.68
G-02514	Oklahoma Historical Society	Periodicals/Subscriptions	205.00	205.00
G-02515	Standard Printing Co., Inc.	Supplies	1,238.00	1,238.00
G-02516	Baker & Taylor Books	Books & Materials	2,381.82	
		Books & Materials	1,790.53	4,172.35
G-02517	Charles S. Isaacs	Telephone Services	35.00	35.00
G-02518	CompSource Mutual	Workers Comp Insurance	16,900.00	16,900.00
G-02519	Thorndike/Gale Group	Books & Materials	3,414.38	3,414.38
G-02520	Randy Wayland	Transportation	98.41	98.41

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Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-02521	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-Jan	61,523.20	61,523.20
G-02522	Lanny B. Myers	Telephone Services	35.00	35.00
G-02523	Penguin Random House LLC	Books & Materials	100.00	100.00
G-02524	Scott's Printing & Copying	Printing/Printing Supply	76.25	
		Printing/Printing Supply	2,110.57	2,186.82
G-02525	OCLC, Inc.	Network Catalog Services	4,419.78	4,419.78
G-02526	Hobby Lobby	Programming Activities	131.87	131.87
G-02527	Ingram Library Service	Books & Materials	959.97	
		Books & Materials	1,772.11	2,732.08
G-02528	Walker Companies	Maintenance of Facilities	49.00	49.00
G-02529	Findaway World, LLC	Books & Materials	19,592.82	19,592.82
G-02530	Fuelman	Vehicle Parts & Repairs	140.40	
		Gasoline & Oil	1,435.70	1,576.10
G-02531	Rotary Club of Oklahoma City	Other Commodities	125.00	
		Memberships	135.00	260.00
G-02532	Chickasaw Telecom, Inc.	Automation	7,141.60	7,141.60
G-02533	Ginger Waldrip	Programming Activities	100.00	100.00
G-02534	AV Cafe Inc	Books & Materials	2,070.27	2,070.27
G-02535	Ingram Library Service	Books & Materials	1,693.62	
		Books & Materials	26.10	1,719.72
G-02536	Melody A. Kellogg	Transportation	210.46	210.46
G-02537	Bharathi Srinivasan	Programming Activities	200.00	200.00
G-02538	Vernon Library Supply	Supplies	2,300.00	2,300.00
G-02539	The Library Store, Inc.	Supplies	240.49	240.49
G-02540	Cox Media Oklahoma City	Library-related Services	9,705.00	9,705.00
G-02541	Dell Marketing L.P.	Automation	1,086.28	1,086.28
G-02542	Heidi A. Port	Transportation	119.39	119.39
G-02543	Southwest Paper - OKC	Maintenance Supplies	1,552.64	1,552.64
G-02544	Steve's Wholesale Distributors	Maintenance of Facilities	21.54	21.54
G-02545	Ruby Soutiere	Transportation	34.99	34.99
G-02546	Oklahoma Museum Network	Programming Activities	200.00	
		Programming Activities	200.00	400.00
G-02547	Chase Card Services	Automation	3,768.00	
		Telephone Services	10.53	
		Automation Contractual	9.99	
		Programming	75.34	
		Automation	1,111.96	
		Motor Vehicles	39.47	
		Travel Expenses	563.88	
		Travel Expenses	187.96	
		Professional Services	255.00	
		Equipment	239.99	
		Professional Services	255.00	
		Professional Services	175.00	
		Automation Contractual	245.00	
		Programming	19.80	
		Travel Expenses	187.96	
		Automation	24.95	
		Supplies	127.04	
		Memberships	475.00	
		Maintenance of Facilities	320.24	
		Supplies	364.56	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02547	Chase Card Services	Professional Services	16.00
		Professional Services	234.00
		Professional Services	1.00
		Professional Services	255.00
		Professional Services	255.00
		Maintenance of Facilities	51.05
		Professional Services	700.00
		Travel Expenses	189.99
		Automation Contractual	.02
		Supplies	4.98
G-02548	Amazon/GE Money Bank	Furniture,Fixtures&Equip.	486.14
		Programming Activities	.32
G-02549	Ford Audio-Video	Automation Contractual	232.50
G-02550	United Parcel Service	Postage	343.98
G-02551	Vision Service Plan of	Grp Vision Ins Prem-Jan.	2,444.11
G-02552	Todd Olberding	Transportation	437.33
		Transportation	167.85
G-02553	Southern Hardlines, Inc.	Maintenance of Facilities	23.27
G-02554	Cox Communications, Inc.	Telephone Services	545.45
		Telephone Services	612.00
G-02555	Baker & Taylor Entertainment	Books & Materials	1,921.65
		Books & Materials	2,885.62
		Books & Materials	74.75
		Books & Materials	1,530.32
		Books & Materials	849.73
G-02556	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Jan	179,556.77
G-02557	Elisabeth Wright	Memberships	97.00
G-02558	Walmart Community/GEGRB	Safety Supplies	149.96
G-02559	Katherine L.B. Etzkorn-Brooks	Programming Activities	51.06
G-02560	The New York Times	Books & Materials	6,426.20
G-02561	Metro Monitor, Inc.	Library-Related Services	95.00
G-02562	Roberto Soto	Professional Services	20.00
G-02563	Engineered Equipment Inc.	Maintenance of Facilities	87.48
		Maintenance of Facilities	604.68
G-02564	Jenny Bodenhamer	Memberships	100.00
G-02565	Star Lighting and Supply	Maintenance of Facilities	59.90
G-02566	SmithKor Investments LLC	Rent of Library Buildings	7,461.62
G-02567	Accuity, Inc.	Books & Mtaerials	1,532.00
G-02568	Cox Communications, Inc.	Telephone Service	358.89
		Telephone Service	426.67
		Telephone Services	4,133.65
		Telephone Service	12.94
G-02569	Baker & Taylor Books	Books & Materials	3,469.62
		Books & Materials	1,716.56
		Books & Materials	1,175.07
		Books & Materials	2,336.06
		Books & Materials	6,662.72
		Books & Materials	2,583.78
		Books & Materials	2,177.26
		Books & Materials	2,415.28
G-02570	Baker & Taylor Books	Books & Materials	1,928.53
	** Continued **		

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Warrant Register

January 2016

Number	Vendor/Payee	Purpose	Amount	
** Continued **				
G-02570	Baker & Taylor Books	Books & Materials	2,286.30	
		Books & Materials	1,383.45	
		Books & Materials	2,040.59	
		Books & Materials	2,057.77	
		Books & Materials	1,847.08	11,543.72
G-02571	Baker & Taylor Books	Books & Materials	486.32	486.32
G-02572	Trak-1 Technology, Inc.	Professional Services	211.64	211.64
G-02573	Vanessa Spaeth	Supplies	10.55	10.55
G-02574	Emily Williams	Transportation	50.66	50.66
G-02575	G4S Secure Solutions	Security Services	11,664.78	11,664.78
G-02576	Derek Davis	Telephone Services	35.00	35.00
G-02577	Lloyd Lovely	Transportation	105.06	105.06
G-02578	Nicoma Park Lumber Co	Maintenance of Facilities	6.45	6.45
G-02579	RB Floor Care Services Inc.	Janitorial Services	780.00	780.00
G-02580	Veolia Energy Oklahoma City,	Veolia Energy Services	15,336.85	15,336.85
G-02581	Global Industrial Equipment	Maintenance of Facilities	134.33	134.33
G-02582	Baker & Taylor Entertainment	Books & Materials	86.34	86.34
G-02583	Mackin	Books & Materials	354.79	
		Books & Materials	629.78	984.57
G-02584	Amy Upchurch	Programming Activities	13.51	13.51
G-02585	UNUM Life Insurance	Grp LTC Insurance Prm-Jan	1,289.50	1,289.50
G-02586	ThyssenKrupp Elevator	Maintenance of Facilities	1,321.83	1,321.83
G-02587	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-02588	Oklahoma Turnpike Authority	Turnpike Tolls	15.65	15.65
G-02589	Dave Mack	Telephone Services	18.71	
		Telephone Services	19.02	
		Telephone Services	19.06	56.79
G-02590	Mark D Vance	Telephone Services	35.00	35.00
G-02591	Angie Walton	Other Commodities	75.00	75.00
G-02592	Margarida Pires Woll	Programming Activities	80.00	80.00
G-02593	Paul Daniel Medina	Programming Activities	125.00	125.00
G-02594	Pamela Kay Morgan	Programming Activities	80.00	80.00
G-02595	Templo de Alabanza	Capital Projects	1,500.00	1,500.00
G-02596	YourMembership.com, Inc.	Library-related Services	250.00	250.00
G-02597	Mun. Employees Credit Union	Employee Credit Union Ded	10,594.51	10,594.51
G-02598	United Way of Central Oklahoma	United Way Deductions	524.50	524.50
G-02599	Nationwide Retirement Solution	457 Plan Deductions	3,966.38	3,966.38
G-02600	Transamerica Premier Life	Employee Life Ins Deduct	217.05	217.05
G-02601	Bank of Okla-Institutional	DB Retirement Deductions	2,598.26	2,598.26
G-02602	Bank of Oklahoma	Flexible Spend Acct Deduc	5,092.45	5,092.45
G-02603	MassMutual Financial Group	Employee Contrib DC Plan	23,083.66	
		Employer Contrib DC Plan	40,884.72	63,968.38
G-02604	Administrative Services	Short Term Disab Deduct	1,462.73	1,462.73
G-02605	Paycom Payroll LLC	Employee Taxes	583,201.21	
		Payroll Taxes	47,926.97	
		Automation	10,017.22	641,145.40
G-02606	Metropolitan Library System	Ins Fund Dep-Health Prem	10,136.50	10,136.50
G-02607	O G & E	Electrical Services	626.30	
		Electrical Services	9,077.78	
		Electrical Services	2,501.67	
		Electrical Services	1,416.28	

** Continued **

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Warrant Register

January 2016

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-02607	O G & E	Electrical Services	850.89	14,472.92
G-02608	Oklahoma Natural Gas Co.	Gas Services	458.02	
		Gas Services	312.72	
		Gas Services	375.35	
		Gas Services	172.28	
		Gas Services	429.64	
		Gas Services	693.52	
		Gas Services	66.59	
		Gas Services	877.91	
		Gas Services	21.18	
		Gas Services	319.56	3,726.77
G-02609	City of Bethany	Water & Garbage Services	126.55	126.55
G-02610	City of Oklahoma City	Water & Garbage Services	663.86	
		Water & Garbage Services	75.44	739.30
G-02611	Brodart Co.	Supplies	2,765.00	2,765.00
G-02612	Locke Supply Co.	Maintenance of Facilities	61.73	
		Maintenance of Facilities	17.21	
		Maintenance of Facilities	43.80	
		Maintenance of Facilities	413.85	
		Maintenance of Facilities	72.06	
		Maintenance of Facilities	161.50	770.15
G-02613	Tech-Lock	Maintenance of Facilities	9.50	9.50
G-02614	Emsco Electric Supply	Maintenance of Facilities	183.72	183.72
G-02615	Demco	Supplies	106.39	
		Supplies	21.39	
		Supplies	327.55	
		Supplies	148.38	603.71
G-02616	Eales Electronics Corp.	Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	
		Maintenance of Facilities	50.00	150.00
G-02617	City of Warr Acres	Water & Garbage Services	53.90	53.90
G-02618	AT&T	Telephone Services	146.10	146.10
G-02619	Baker & Taylor Books	Books & Materials	4,489.02	4,489.02
G-02620	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02621	TDS Telecom	Telephone Services	1,297.07	1,297.07
G-02622	Thomson Reuters-West	Books & Materials	2,353.50	2,353.50
G-02623	American Library Association	Memberships	259.00	259.00
G-02624	Taryn Kingery	Programming Activities	13.82	13.82
G-02625	FedEx	Automation Contractual	38.85	38.85
G-02626	Recorded Books, LLC	Books & Materials	4,370.80	4,370.80
G-02627	Oklahoma Employment	Unemployment Compensati	838.69	838.69
G-02628	The Penworthy Co.	Books & Materials	3,026.44	3,026.44
G-02629	Thorndike/Gale Group	Books & Materials	1,041.86	
		Books & Materials	818.73	1,860.59
G-02630	Northwest Chamber	Memberships	270.00	270.00
G-02631	HealthSmart Benefit Solutions	Group Insurance	366.00	366.00
G-02632	Lois Cross	Programming Activities	25.00	25.00
G-02633	Ebrahim Ejtehadi	Programming Activities	9.01	9.01
G-02634	Independent Stationers	Supplies	81.38	
		Supplies	490.80	
		Supplies	143.22	715.40

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Warrant Register

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Number	Vendor/Payee	Purpose		Amount
G-02635	Full Circle Bookstore	Books & Materials	94.22	94.22
G-02636	Great American Glass & Tinting	Maintenance of Facilities	207.65	207.65
G-02637	Joan Kendall	Supplies	8.97	
		Postage	15.60	24.57
G-02638	Jonathan Willis	Telephone Services	35.00	35.00
G-02639	Kristin Williamson	Transportation	825.94	
		Transportation	15.27	841.21
G-02640	Blackstone Audio Books	Books & Materials	1,920.00	
		Books & Materials	630.00	2,550.00
G-02641	Brilliance Corporation	Books & Materials	1,604.42	1,604.42
G-02642	Ingram Library Service	Books & Materials	2,828.64	
		Books & Materials	358.59	3,187.23
G-02643	Veritiv Operating Company	Supplies	2,211.26	
		Maintenance Supplies	4,080.16	6,291.42
G-02644	Summit Mailing Systems, Inc.	Postage	324.95	324.95
G-02645	Walker Companies	Programming Supplies	33.90	33.90
G-02646	OverDrive, Inc.	Books & Materials	11,596.33	
		Books & Materials	7,589.57	19,185.90
G-02647	Findaway World, LLC	Books & Materials	1,360.37	1,360.37
G-02648	Ginger Waldrip	Programming Activities	100.00	100.00
G-02649	AV Cafe Inc	Books & Materials	1,605.88	
		Books & Materials	436.51	2,042.39
G-02650	Ingram Library Service	Books & Materials	123.05	
		Books & Materials	648.91	771.96
G-02651	Meghan Attalla	Transportation	93.04	93.04
G-02652	Center Point Large Print	Books & Materials	1,258.20	1,258.20
G-02653	Debbie Robertus	Transportation	57.27	57.27
G-02654	Batteries Sooner LLC	Maintenance of Facilities	63.70	63.70
G-02655	Steve's Wholesale Distributors	Maintenance of Facilities	151.42	151.42
G-02656	Westlake Hardware	Maintenance of Facilities	4.99	4.99
G-02657	Contractors Supply Co.	Maintenance of Facilities	19.70	19.70
G-02658	Joy E. Cavett	Programming Activities	150.00	
		Programming Activities	100.00	
		Programming Activities	300.00	550.00
G-02659	Walgreen Co.	Professional Services	3,675.00	3,675.00
G-02660	Carol L. Roberts	Supplies	13.51	13.51
G-02661	ULINE	Supplies	153.69	
		Maintenance Supplies	130.46	284.15
G-02662	Amazon/GE Money Bank	Supplies	49.94	
		Programming Supplies	31.81	
		Supplies	30.49	
		Supplies	44.00	
		Maintenance Supplies	111.49	
		Programming Supplies	130.69	
		Supplies	59.99	
		Programming	8.02	
		Programming Supplies	167.44	
		Programming Supplies	303.55	937.42
G-02663	Landers Window	Maintenance of Facilities	53.00	53.00
G-02664	United Parcel Service	Postage	431.39	431.39
G-02665	Office Depot Credit Plan	Supplies	59.98	59.98
G-02666	Baker & Taylor Books	Books & Materials	625.91	625.91

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Number	Vendor/Payee	Purpose		Amount
G-02667	Baker & Taylor Entertainment	Books & Materials	1,771.89	
		Books & Materials	2,417.99	
		Books & Materials	2,318.01	
		Books & Materials	25.44	6,533.33
G-02668	Daniel Fields	Programming Activities	11.88	11.88
G-02669	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	1,526.20	
		Vehicle Parts & Repairs	144.94	1,671.14
G-02670	Lisa Hubbert	Programming Activities	95.00	95.00
G-02671	Roberto Soto	Telephone Services	54.25	54.25
G-02672	Darrie Breathwit	Programming Activities	93.57	93.57
G-02673	Star Lighting and Supply	Maintenance of Facilities	430.10	
		Maintenance of Facilities	157.90	588.00
G-02674	John Utley	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-02675	Melissa Weathers	Transportation	49.39	49.39
G-02676	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-02677	AT&T	Telephone Services	208.48	208.48
G-02678	Baker & Taylor Books	Books & Materials	1,162.70	
		Books & Materials	2,750.36	
		Books & Materials	2,529.62	
		Books & Materials	1,217.12	
		Books & Materials	175.13	
		Books & Materials	2,265.28	
		Books & Materials	1,677.52	
		Books & Materials	2,890.80	
		Books & Materials	981.71	15,650.24
G-02679	Baker & Taylor Books	Books & Materials	2,089.57	
		Books & Materials	1,368.07	
		Books & Materials	654.90	
		Books & Materials	5,239.76	
		Books & Materials	39.92	9,392.22
G-02680	Baker & Taylor Books	Books & Materials	532.94	
		Books & Materials	5,770.47	6,303.41
G-02681	Rush Truck Center	Vehicle Parts & Repairs	733.53	733.53
G-02682	G4S Secure Solutions	Security Services	11,879.62	11,879.62
G-02683	Superior Linen Service	Supplies	29.00	29.00
G-02684	Lloyd Lovely	Telephone Services	40.00	40.00
G-02685	Nicoma Park Lumber Co	Maintenance of Facilities	6.45	6.45
G-02686	RB Floor Care Services Inc.	Janitorial Services	2,610.00	2,610.00
G-02687	Baker & Taylor Entertainment	Books & Materials	1,101.20	
		Books & Materials	381.64	1,482.84
G-02688	Anna Todd	Programming Activities	19.47	19.47
G-02689	Ed Dillard	Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	240.41	310.41
G-02690	Signature Landscape LLC	Maintenance of Facilities	165.00	165.00
G-02691	Margarida Pires Woll	Programming Activities	80.00	80.00
G-02692	Joel M Flugstad	Programming Activities	50.00	50.00
G-02693	OrangeBoy, Inc.	Professional Services	3,805.00	3,805.00
G-02694	Engineered Systems & Energy	Maintenance of Facilities	120.00	120.00
G-02695	Gloria Melchor	Programming Activities	18.68	18.68
G-02696	Rebecca Fesler	Programming Activities	7.59	

** Continued **

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02696	Rebecca Fesler	Programming Activities	10.85
		Programming Activities	18.40
G-02697	Michael G Gillespie	Transportation	144.44
G-02698	City of Midwest City, Inc.	Water & Garbage Services	246.82
G-02699	O G & E	Electrical Services	265.81
		Electric Services	522.21
		Electrical Services	660.69
		Electrical Services	125.79
		Electrical Services	906.95
		Electrical Services	115.90
G-02700	Oklahoma Natural Gas Co.	Gas Services	170.69
		Gas Services	60.27
		Gas Services	522.06
G-02701	City of Oklahoma City	Water & Garbage Services	46.83
		Water & Garbage Services	106.90
		Water & Garbage Services	14.30
		Water & Garbage Services	76.54
G-02702	Hunzicker Brothers, Inc.	Maintenance of Facilities	385.82
G-02703	Locke Supply Co.	Maintenance of Facilities	12.01
		Maintenance of Facilities	5.37
G-02704	Standard Printing Co., Inc.	Supplies	619.00
		Supplies	928.50
G-02705	Baker & Taylor Books	Books & Materials	7,541.56
G-02706	ALA Order Fulfillment	Programming	57.80
G-02707	Recorded Books, LLC	Books & Materials	965.00
		Books & Materials	1,526.40
G-02708	Thorndike/Gale Group	Books & Materials	7,858.51
G-02709	JoNita Normore	Supplies	13.50
G-02710	The Norman Transcript	Periodicals/Subscriptions	250.69
G-02711	Independent Stationers	Supplies	24.52
G-02712	Full Circle Bookstore	Programming Activities	110.17
		Books & Materials	239.40
G-02713	Morningstar	Books & Materials	175.00
G-02714	AT&T	Telephone Services	3,165.00
G-02715	Brilliance Corporation	Books & Materials	227.40
G-02716	Ingram Library Service	Books & Materials	853.56
		Books & Materials	1,391.08
G-02717	OverDrive, Inc.	Books & Materials	8,655.45
		Books & Materials	849.20
		Books & Materials	20,892.13
G-02718	Findaway World, LLC	Books & Materials	7,169.90
		Books & Materials	14,008.93
G-02719	Coughlan Companies, Inc.	Books & Materials	16.65
G-02720	Porch School Supply	Programming Activities	46.90
G-02721	Ingram Library Service	Books & Materials	587.39
G-02722	General Lighting & Sign Serv.	Maintenance of Facilities	850.51
		Maintenance of Facilities	172.50
G-02723	Meghan Attalla	Other Commodities	33.55
G-02724	Susan Pierce	Programming Activities	448.00
G-02725	ExaminerEnterprise	Periodicals & Subscriptio	222.00
G-02726	MAC Systems, Inc.	Maintenance of Facilities	954.00
	** Continued **		

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Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-02726	MAC Systems, Inc.	Maintenance of Facilities	324.00
		Maintenance of Facilities	168.00
		Transportation	55.24
G-02727	Kellie Delaney	Programming Activities	100.00
G-02728	Joy E. Cavett	Supplies	7.76
G-02729	Amazon/GE Money Bank	Programming Supplies	175.41
		Supplies	114.57
		Books & Materials	1,102.18
G-02730	Baker & Taylor Books	Automation Contractual	963.60
G-02731	Upstate Networks, Inc.	Books & Materials	726.12
G-02732	Baker & Taylor Entertainment	Books & Materials	4,527.66
		Books & Materials	2,543.11
		Periodicals/Subscriptions	218.15
G-02733	Shawnee News - Star	Programming Activities	78.22
G-02734	Darrie Breathwit	Maintenance of Facilities	337.36
G-02735	Cintas Corporation 064	Books & Materials	1,065.00
G-02736	Accuity, Inc.	Telephone Services	35.00
G-02737	Albert Brown	Professional Services	399.50
G-02738	McAfee & Taft	Maintenance of Facilities	125.00
G-02739	SMC Technologies, Inc	Telephone Service	13.90
G-02740	Cox Communications, Inc.	Books & Materials	4,145.66
G-02741	Baker & Taylor Books	Books & Materials	2,651.49
		Books & Materials	1,958.77
		Books & Materials	3,851.32
		Books & Materials	2,943.03
		Books & Materials	1,900.88
		Books & Materials	2,656.14
		Books & Materials	1,032.42
		Books & Materials	3,988.59
G-02742	Baker & Taylor Books	Books & Materials	1,564.09
		Books & Materials	1,356.41
		Books & Materials	2,873.73
		Books & Materials	789.41
		Supplies	42.98
G-02743	Angel Suhrstedt	Programming Activities	91.35
		Other Commodities	62.87
		Programming Activities	121.17
G-02744	Meaghan Hunt Wilson	Automation Contractual	662.29
G-02745	Cisco Systems Capital CRP	Security Services	10,078.51
G-02746	G4S Secure Solutions	Maintenance of Facilities	199.66
G-02747	Hugg & Hall Equipment Co	Maintenance of Facilities	31.57
G-02748	Nicoma Park Lumber Co	Automation	630.00
G-02749	Smart Technologies	Janitorial Services	2,227.50
G-02750	RB Floor Care Services Inc.	Books & Materials	857.97
G-02751	Baker & Taylor Entertainment	Books & Materials	90.79
		Automation	108.59
G-02752	Provantage LLC	Books & Materials	25.02
G-02753	Mackin	Memberships	99.00
G-02754	Sheldon Beach	Programming Activities	15.05
G-02755	Amy Upchurch	Membership	100.00
G-02756	Urban Neighbors	Professional Services	205.00
G-02757	Chris Kennedy		
	** Continued **		

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Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02757	Chris Kennedy	Travel Expenses	1,534.86	1,739.86
G-02758	Oklahoma Department of Labor	Maintance of Facilities	50.00	50.00
G-02759	Russell Pierce	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	105.00
G-02760	M & N Dealerships XII LLC	Vehicle Parts & Repairs	220.48	220.48
G-02761	Anne Hall	Supplies	26.93	26.93
G-02762	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-02763	Phillip Belt	Telephone Services	35.00	35.00
G-02764	Gillian Knoke McFall	Programming Activities	226.76	
		Programming Activities	62.96	
		Programming Activities	124.65	414.37
G-02765	Benjamin Mead-Harvey	Transportation	107.73	107.73
G-02766	BKD LLP	Professional Services	1,482.00	1,482.00
G-02767	Pamela Kay Morgan	Programming Activities	80.00	80.00
G-02768	Kerry Michael Billington	Programming Activities	75.00	75.00
G-02769	Abigail Stout	Memberships	99.00	99.00
Total of FY 15-16 Warrants Issued				\$ 2,605,463.77

General Fund F.Y. 14-15

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
G-05800	Walker Companies	Capital Projects	625.00	625.00
G-05801	Baker & Taylor Books	Books & Materials	113.14	113.14
G-05802	Carl Corporation	Automation	24,643.00	24,643.00
G-05803	Studio Architecture PC	Capital Projects	256.00	
		Capital Projects	905.00	
		Capital Projects	100.00	1,261.00
G-05804	Kellie Delaney	Transportation	27.83	27.83
		Total of FY 14-15 Warrants Issued		\$ 26,669.97

Special Funds

Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
S-20911	Ellington Dorr&/or Brie Dorr	Lost & Paid Item Returned	96.95	96.95
S-20912	Audrey K. Mauck	Lost & Paid Item Returned	7.00	7.00
S-20913	Andrew Michie	Lost & Paid Item Returned	26.95	26.95
S-20914	Hether R Bennett	Lost & Paid Item Returned	14.00	14.00
S-20915	Standley Systems	Copier Maintenance	6.53	
		Copier Maintenance	3.33	
		Copier Maintenance	26.56	
		Copier Maintenance	25.05	
		Copier Maintenance	4.90	
		Copier Maintenance	5.42	
		Copier Maintenance	2.43	
		Copier Maintenance	3.70	
		Copier Maintenance	3.13	
		Copier Maintenance	30.29	
		Copier Usage	.21	111.55
S-20916	Hannah L. Hartman &/or Steven	Lost & Paid Item Returned	22.00	22.00
S-20917	Veronica A. Peck	Lost & Paid Item Returned	20.45	20.45
S-20918	Rebekah Raglow &/or Andrea	Lost & Paid Item Returned	25.50	25.50
S-20919	Asher Vorderlandwehr &/or Kara	Lost & Paid Item Returned	9.95	9.95
S-20920	Megan Manners &/or Melissa	Lost & Paid Item Returned	14.85	14.85
S-20921	Xerox Corp.	Copier Maintenance	35.34	35.34
S-20922	Standley Systems	Copier Usage	7.87	7.87
S-20923	Oklahoma Tax Commission	Sales Tax	26.40	26.40
S-20924	April Fields	Lost & Paid Item Returned	9.95	9.95
S-20925	Claire A. Ellis	Lost & Paid Item Returned	13.95	13.95
S-20926	Derrick K. Rhone-Dunn	Lost & Paid Item Returned	7.75	7.75
S-20927	Joshua R Wilson	Lost & Paid Item Returned	26.95	26.95
S-20928	Melissa Williams	Lost & Paid Items Return	26.95	26.95
S-20929	Maria Jones	Refund Meeting Room	210.00	210.00
S-20930	Xerox Corp.	Copier Maintenance	16.03	
		Copier Maintenance	7.83	
		Copier Maintenance	5.66	
		Copy Maintenance	28.18	
		Copy Maintenance	38.99	
		Copy Maintenance	14.00	
		Copy Maintenance	17.54	
		Copy Maintenance	38.50	
		Copier Maintenance	49.94	
		Copier Maintenance	19.82	
		Copier Maintenance	14.31	
		Copier Maintenance	31.58	
		Copier Maintenance	25.43	
		Copier Maintenance	42.29	
		Copier Maintenance	27.79	
		Copy Maintenance	10.57	
		Copy Maintenance	16.16	
		Copy Maintenance	22.17	426.79
S-20931	Oklahoma Tax Commission	Sales Tax	1,034.86	1,034.86
S-20932	Standley Systems	Copier Maintenance	4.26	4.26
S-20933	Southeastern Public Library	Books Lost Account	67.99	67.99
S-20934	Judy K. Maupin	Lost & Paid Item Returned	39.95	39.95
S-20935	Denise Armstrong	Lost & Paid Item Returned	30.00	30.00

Special Funds

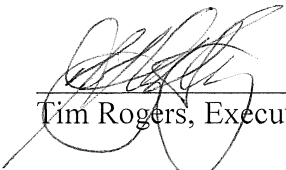
Warrant Register

January 2016

Number	Vendor/Payee	Purpose		Amount
S-20936	Metropolitan Library System	Transfer of Fines & Fees	63,000.00	63,000.00
S-20937	Metropolitan Library System	Transfer of Copy Funds	100,000.00	100,000.00
S-20938	Juliet M. Alavichen	16/Freinds D. Morris Scho	360.00	360.00
S-20939	Kristin Jones	16/Freinds D. Morris Scho	320.00	320.00
S-20940	Jessica Morris	16/Freinds Lee B. Brawner	480.00	480.00
S-20941	Kathryn Hatfield	16/Freinds Lee B. Brawner	960.00	960.00
S-20942	Andrew N. Soliven	16/Freinds Lee B. Brawner	960.00	960.00
S-20943	Jennifer Adkisson	16/Freinds Lee B. Brawner	960.00	960.00
S-20944	Stacy Schrank	16/Freinds Lee B. Brawner	600.00	600.00
S-20945	R. Justin Herwig	16/Freinds Lee B. Brawner	360.00	360.00
S-20946	Brittany Barber	16/Freinds Lee B. Brawner	270.00	270.00
S-20947	Kristine Charter	16/Freinds Lee B. Brawner	960.00	960.00
S-20948	Lauren Reynolds	16/Freinds Lee B. Brawner	360.00	360.00
S-20949	Lindsay Jones	16/Freinds Lee B. Brawner	1,440.00	1,440.00
S-20950	Kevin Cook	16/Freinds Lee B. Brawner	960.00	960.00
S-20951	Katie E. Autry &/or Beth A.	Lost & Paid Item Returned	13.95	13.95
S-20952	Henry N. Bowman &/or Lori N.	Lost & Paid Item Returned	25.55	25.55
S-20953	Emilie L. Wilson	Lost & Paid Item Returned	11.65	11.65
S-20954	Kitt N. Letcher	Lost & Paid Item Returned	13.95	13.95
S-20955	Bank of Oklahoma	Fines Account (Express)	25.00	25.00
S-20956	Sally Gray	16/Parent-Child Book Club	70.70	70.70
Total of Special Funds Warrants Issued			\$	174,469.01

I, Tim Rogers, certify that:

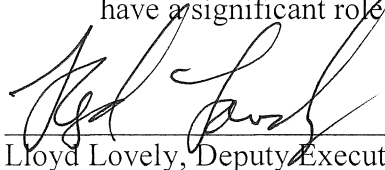
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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


Tim Rogers, Executive Director

2/10/2016
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

February 9, 2016
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: ENDPOINT PROTECTION SOFTWARE, WEB FILTERING APPLIANCE MAINTENANCE & LICENSES

The Library has McAfee's Endpoint Protection software installed on all computers and servers. McAfee's Endpoint Suite for Enterprise allows centralized management that protects from both viruses and malware in real-time as well as full daily scans. The Endpoint Protection software is licensed software and runs on a library server.

The web filtering is a server appliance with licenses for the number of connections. Updated lists are downloaded on a daily basis. The filtering products provides web filtering for both library owned computers and all wireless users. Currently we have two web filtering appliances.

This contract award covers:

- renewal of the Endpoint Protection licenses
- purchase of additional Endpoint Protection licenses
- maintenance of both of the web filtering appliances
- user licenses for web filtering

The Library's purchasing policy allows the Library to purchase off of any state or National contract. This software and appliance is available from CDW-G through the National Joint Powers Alliance Contract #100614-CDW.

McAfee Endpoint Protection & Web Filtering	
Item	Price
Endpoint Protection Software	\$15,465.25
Maintenance of Web Appliances	\$ 4,366.20
Web filtering licenses	\$11,371.36

RECOMMENDATION:

That the Commission approve the purchase of the McAfee Endpoint Protection software licenses, web filtering licenses, and web filter appliance maintenance in the amount of \$31,202.81. Funding for the purchase is provided for in the FY2015-16 budget, account 231.

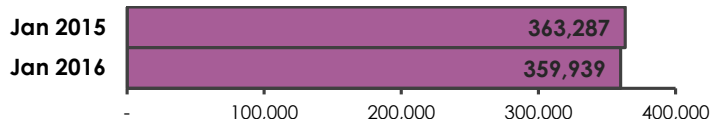
Metropolitan Library System

Usage Summary

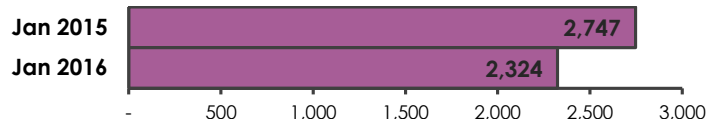
Month of January

FY2015-2016

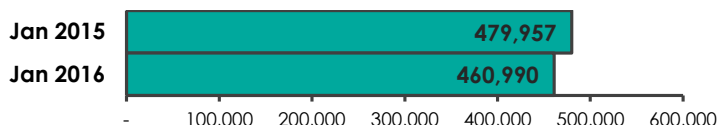
Registered Borrowers



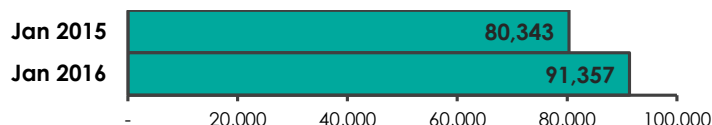
New Borrowers



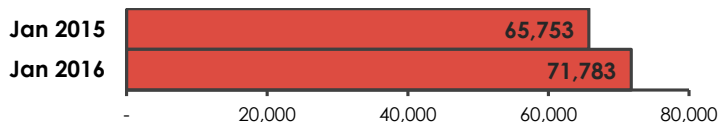
Circulation



eBooks & eAudio



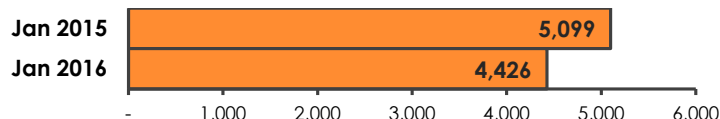
Computer Sessions



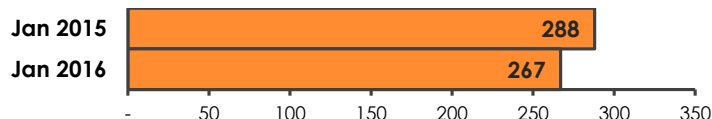
Wireless Sessions†

142,858

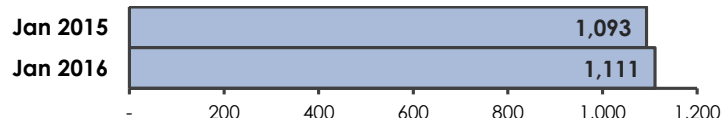
Program Attendance



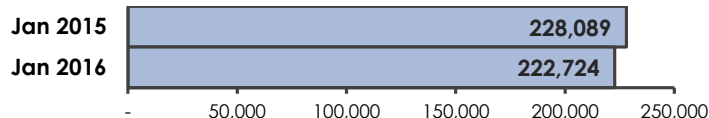
Programs



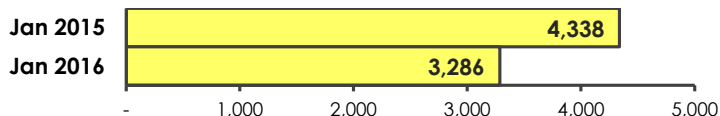
Room Reservations



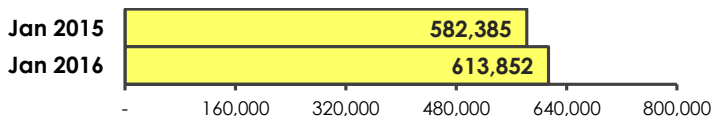
Library Visits



Social Media Interactions



Digital Sessions



†January 2015 wireless session counts are unavailable.

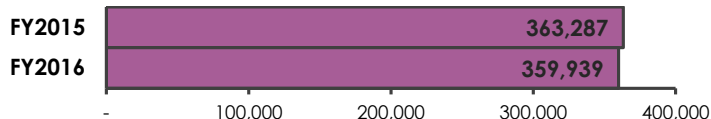
Metropolitan Library System

Usage Summary

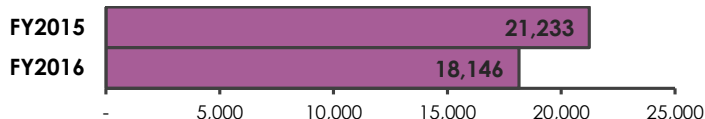
Fiscal Year-to-Date

FY2015-2016

Registered Borrowers



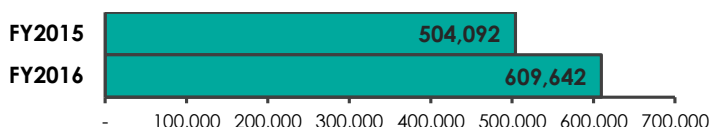
New Borrowers



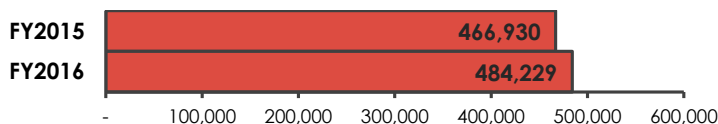
Circulation



eBooks & eAudio



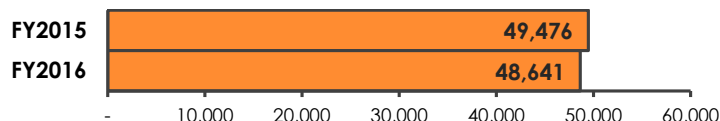
Computer Sessions



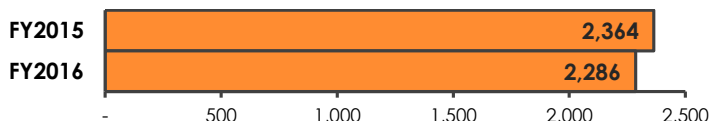
Wireless Sessions†

1,019,056

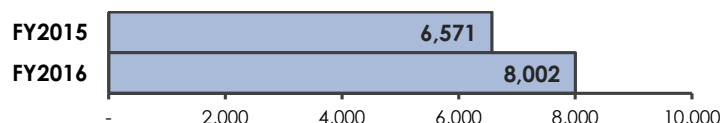
Program Attendance



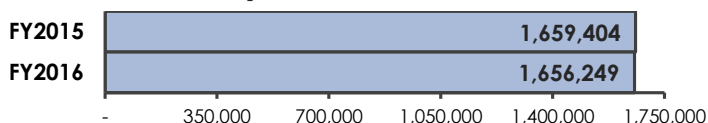
Programs



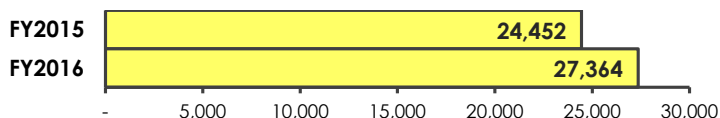
Room Reservations



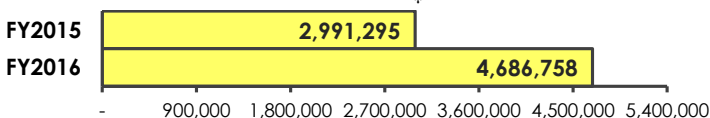
Library Visits



Social Media Interactions



Digital Sessions‡



† FY2015 wireless session counts are unavailable.

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

I. DEFINITIONS

Registered Borrowers

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

New Borrowers

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

Circulation

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

eBooks & eAudio

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

Computer Sessions

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

Wireless Sessions

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

Program Attendance

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

Programs

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

Room Reservations

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

Library Visits

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

Social Media Interactions

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

Digital Sessions

Count of access instances by individuals with www.metrolibrary.org, 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

FEBRUARY 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

Construction

- **Bethany**
The Bethany City Council unanimously approved a motion for to call for a bond election for the build a new library on February 2. This project has largely been sheperded by City Manager John Shugart and a committee composed of several city council members. While Mr. Shugart is retiring in late February, the project remains in the good hands of city staff and elected officials. Library staff wish to express our thanks to Mr. Shugart of his tireless efforts and undying commitment for improving library access to all Bethany residents. The Bethany Improvement Foundation (at <https://sites.google.com/site/bethanyimprovementfoundation/>) will spearhead the election campaign. The election is scheduled for April 5, 2016.
- **Capitol Hill**
Guernsey Architects issued updated plans and specification in late January for review by Library and Oklahoma City staff. Weekly meetings with all principals to refine these documents have provide opportunity for input and revisions when necessary. The plans should be issued for bidding in April, and award is expected later this spring.
- **Del City**
Library staff met on with Denelle Wrightson of Dewberry Architects to refine service and programmatic needs. Our hope is to formulate a project agreement later this spring with the city, and have the project underway in 2016.
- **Edmond**
The Edmond Parking Lot Expansion Project is progressing and should be finished towards the end of February. The contractor is still waiting for the relocation of the AT&T phone junction box and a fire hydrant. This week's moderate weather should provide opportunity for the contractor to complete all concrete pouring with the exception of areas limited by delayed utility relocation efforts.
- **Jones**
The bid package for furnishing, fixtures, and equipment (FF&E) was issued on February 9, and vendor responses are expected by March 8. Recommendations for award are anticipated to be presented to the Commission at the March meeting. The city is issuing plans for the bidding of the parking lot paving work and, they plan to award in March.

Oklahoma Creative Communities Project

I have included a copy of a project overview that has at its heart to provide communities throughout Oklahoma with access to training and resources that enable them to better analyze and solve the economic and societal problems they face. Prepared by the staff of Creative Oklahoma, the project will

bring together a number of local and statewide organizations (both public and private sector) to create a multi-year partnership that focused on improving each community's economic well being and quality of life. We were asked to be one of the partners, and will be providing staffing support to document and catalog the community assessment process, facility library engagement, assist with planning processes, and publish and disseminate the project's research and results. Additionally, we will co-host with Creative Oklahoma the project orientation meeting at the Reed Center in Midwest City, at which I will be one of several speakers to address the project participants and partners. I see this project as a natural fit given our new organizational vision, which states that we will be the "community's hub for critical thinking, creative problem-solving, and life-long enrichment." I hope to have Susan McCalmont, Executive Director of Creative Oklahoma at a future Commission meeting to present more information about the project.

Strategic Planning

The Library's Leadership Team spent several days last month working with Clark Swanson of OrangeBoy, the marketing analytics company assisting us with our strategic planning efforts. The group finalized the plan's strategies and measures which were presented to and approved by the Long Range Planning Committee and subsequently to the Commission last month for approval. The strategies will:

1. focus our efforts on delivering experiences, not services;
2. rethink our physical and digital spaces to create relevant learning environments;
- 3.engage our customers in ways that emphasize the value they generate through the experiences we deliver.

These strategies will be employed as staff determine how to best serve the 12 customer clusters (profiles based on our member's primary usage patterns) to fulfill our mission of "Growing smarter communities, one person at a time." Additionally, we will achieve the System's 20-year goal of everyone in Oklahoma County using the System by demonstrating targeted success in five categories of impact:

- Market penetration;
- Member retention;
- Net promoter score;
- Destinalional traffic;
- Use of children's services in areas with a high-risk index.

As the final part of the process, Library departments will engage in the development of annual business plans later this month. These plans will localize the System goals, and will be the basis of our budgeting process for FY2016-17. Each department's plan will focus on helping the System achieve the annual and long-range performance indicators. The result of the plans will be presented to the Commission as part of the budget preparation process in May and June.

Friends of the Library Book Sale

The Friends of the Metropolitan Library System hold their annual book sale, on February 20-21 in the Oklahoma Expo Hall at the Oklahoma State Fairgrounds. Attendees can shop from more than 700,000 items between 9 a.m. and 5:30 p.m. Admission is free. In addition, On Friday, February 19, there will be a pre-sale party for members of the Friends from 5:30 p.m. to 9 p.m. Nonmembers can purchase a Friends membership in the lobby the day of the pre-sale party from noon to 4 p.m. and again after 6 p.m. Memberships can also be purchased online at www.supportmls.org/friends. As usual, book sale volunteers, schools or nonprofit organizations are eligible to pick up an unlimited number of free books at the conclusion of the Book sale Sunday, February 21, at 6 p.m. Proceeds from the book sale are used to provide support for library service system-wide. Since its inception in 1981, the Library has benefitted from more than \$3.4 million in Friends funding. Representatives from the Friends will be in attendance for the February 18 Commission meeting.

Literary Voices

The Metropolitan Library System's Library Endowment Trust is honored to bring Sebastian Junger to Oklahoma City as the featured speaker for the 14th annual Literary Voices™ dinner on Thursday, April 14 at the Oklahoma City Golf & Country Club starting at 7:00 p.m.

Sebastian Junger is the internationally acclaimed, best-selling author of WAR, The Perfect Storm, A Death in Belmont and Fire. Junger's first book, The Perfect Storm, was on the New York Times bestseller list for more than three years, and in 2000, was adapted into a movie starring George Clooney and Mark Wahlberg. Junger is also the acclaimed director of documentaries Restrepo and Korengal, and has been awarded the National Magazine Award and an SAIS Novartis Prize for Journalism.

The dinner benefits the Library Endowment Trust, which helps to support the Metropolitan Library System by providing additional funding for programs, materials, and services. This year's event will also honor an individual or organization for outstanding work on behalf of libraries and literacy in our community. The chair and co-chair for the event are Catherine Armitage and Karen Delaney.

2. Personnel Report

New Hires & Promotions – January 2016

- Kiley Atkinson was promoted from Librarian at the Village Library to Lead Librarian at the Extension Libraries. Kiley has been with the system since May 2014.
- Annie Emmons was promoted from Librarian at the Capitol Hill Library to Lead Librarian at the Belle Isle Library. Annie has been with the system since February 2012.
- Kara Fried was promoted from Librarian at the Warr Acres Library to Lead Librarian at the Village Library. Kara has been with the system since June 2011.
- Anne Hall was promoted from Librarian at the Belle Isle Library to Lead Librarian at the Del City Library. Anne has been with the system since June 2012.
- Cameron Smith was promoted from Librarian at the Downtown Library to Lead Librarian at the Almonte Library. Cameron has been with the system since February 2015.
- Shatima Bennett was promoted from Library Aide at the Ralph Ellison Library to Public Computer Specialist at the Ralph Ellison Library. Shatima has been with the system since March 2011.
- Ashley Smith was promoted from Library Aide at the Almonte Library to Public Computer Specialist at the Almonte Library. Ashley has been with the system since August 2015.
- Carmen Stoneking was promoted from Library Aide at the Northwest Library to Circulation Clerk at the Northwest Library.
- Debbie Robertus was transferred from Assistant Library Manager at the Belle Isle Library to Assistant Library Manager at the Midwest City Library. Debbie has been with the system since September 1995.
- Jennifer Adkisson was transferred from Associate Librarian at the Midwest City Library to Associate Librarian at the Luther Library. Jennifer has been with the system since January 2002.
- David French was transferred from Librarian at the Belle Isle Library to Librarian at the Downtown Library. David has been with the system since November 2001.
- Lindsay Jones was transferred from Associate Librarian at the Del City Library to Associate Librarian at the Belle Isle Library. Lindsay has been with the system since August 2007.
- Julianna Link was transferred from Librarian at the Village Library to Librarian at the Belle Isle Library. Julianna has been with the system since April 2005.
- Cheryl Pernell was transferred from Associate Librarian at the Downtown Library to Associate Librarian at the Edmond Library. Cheryl has been with the system since August 1979.
- Darcus Smith was transferred from Librarian at the Belle Isle Library to Librarian at the Edmond Library. Darcus has been with the system since March 1986.

- Terrie Thomas was transferred from Librarian at the Belle Isle Library to Librarian at the Northwest Library. Terrie has been with the system since August 2005.
- Anna Todd was transferred from Librarian at the Belle Isle Library to Librarian at the Capitol Hill Library. Anna has been with the system since January 2006.
- Ashley Welke was hired as the Library Manager at the Belle Isle Library.
- Katherine Bethea was hired as a Library Aide at the Northwest Library.
- Gina Brennan was hired as a Library Aide at the Village Library.
- Jessika Gramajo was hired as a Library Aide at the Downtown Library.
- Makalya Huddleston was hired as a Library Aide at the Almonte Library.
- John Lodge was hired as a Library Aide at the Downtown Library.
- Dao Martin was hired as a Library Aide at the Edmond Library.
- Adam Payne was hired as a Library Aide at the Edmond Library.
- Lauren Tennison was hired as a Library Aide at the Village Library.

3. Other Items of Note

- **Reconfiguration of Access to Downtown 3rd Floor**
We recently added staff-only access to the 3rd Floor of the Ronald J. Norick Downtown Library. Facilitated via RFID technology wired into the elevator system, the implementation enabled the Library to redeploy a fulltime position to deliver higher priority services. Previously, a receptionist was stationed outside of the administrative horseshoe to direct guests to their destination or contact an appropriate staff member. Security located on the ground floor now provides that function. This efficiency effort also enabled security staff to reduce their regular patrols while increasing their visibility throughout the public portions of the building.
- **Digitization of Commission Activities**
In an effort to streamline the cumbersome and costly process of creating, assembling, and distributing the Commission packet every month, Library staff will be moving forward with a project that will move the process online. We will have more information for Commission members in the coming months and will likely provide a staff report on the systems available later this year.

Oklahoma Creative Communities Project

An Initiative of Creative Oklahoma

2015

"The scale and complexity of the social and economic challenges facing our world are outpacing the innovative solutions to address them. There is a great need to develop a dynamic balance of skills, capacities, processes and events to establish a connective community culture that deepens the collaboration of multiple points of view, diverse people, and organization in a constant birth of economic creativity."

--Rick Smyre, "Communities of the Future"

History

Creative Oklahoma identified the need for the state to cultivate creativity and innovation at a grassroots, community level at its January, 2011 board strategic planning session. The idea of a Creative Communities Commission, or **Oklahoma Creative Communities Project**, was determined as one of the five major initiatives the organization would investigate and undertake in 2012. The project was put on hold at that time due to lack of major project sponsorship.

The mission of Creative Oklahoma is to establish Oklahoma as a world-renowned center of creativity and innovation in education, commerce and culture. The Oklahoma Creative Communities Project is one of the most important initiatives to advance this mission. We believe that fostering a network of Creative Communities is essential to the vibrancy of the state and helps Oklahoma become a national destination to live, work, and visit.

Why is this Important to Oklahoma?

In order for sustainable systemic change in education, commerce, and culture to transpire and for Oklahoma to truly be recognized as the "State of Creativity," individual citizens at the community level must recognize their creative capacities and be willing to put those talents and ideas forward, in collaboration with others, to "re-create" their communities. Communities throughout Oklahoma face many economic and societal issues that need innovative solutions – new approaches to old problems that will lead to improved economic growth and quality of life. People and their ideas are Oklahoma's most important assets and therein is our greatest potential for transformation.

What is the Project?

The first week of December 2015, Creative Oklahoma will invite Oklahoma communities to make application to participate in the Oklahoma Creative Communities project and enter into a multi-year partnership with Creative Oklahoma to further identify, strengthen and expand their assets and creative capacities of citizens with the strategic intention of improving their economic well being and life quality.

In February 2016, up to 10 communities will be selected by a review panel to participate in the Oklahoma Creative Communities project. Creative Oklahoma will work intently with these communities over a 20-month time period to cultivate new ideas that contribute to economic generation and societal transformation. Late in 2017, these communities will be invited to showcase their stories, talents, and assets at a major event in Oklahoma City, the “Oklahoma Creativity Homecoming,” with major national and international attention.

How do we define Creativity?

“The generation of ideas that have value” – Sir Ken Robinson

We value the I-C-I-E continuum of Imagination, Creativity, Innovation and Entrepreneurship that leads to a more innovative society.

Ideas first begin with the “spark” of an original thought that did not exist before that we call Imagination; the idea, or ideas, is then processed through an experimentation process to determine which idea has the greatest value – that’s the Creative process; and the implementation of the valued idea is Innovation. If the innovation is then taken to business development it’s called Entrepreneurship.

How do we define Community?

Community is defined as all citizens who live within a defined geographic area, whether that is a municipality, Native American nation, or designated districts within Oklahoma’s two metropolitan cities.

The citizens of the community who come together as a thought leader group will be instrumental in bringing about positive change. Creative Oklahoma’s wish is for every community to solve problems of everyday rural and urban life by promoting simple, but inventive, new solutions that are proactive with their towns, not waiting for governments and businesses only to provide the solutions.

How do we define a Creative Community?

We are defining “creative community” as a group of individuals, across all sectors and within a defined geographic region, that come together with a commitment to a creative problem solving process whereby new ideas that have value will be generated and implemented. The community determines priority issues and ideas that will grow the economic base of the community and improve quality of life for all citizens and then works together on the implementation plan. Partnerships, leadership development, and cross-sector collaboration are key elements of each creative community.

What makes this Oklahoma project unique?

Most “creative community” initiatives throughout the nation are either arts and traditional creative industry focused, or solely economic development strategies. In our initial research we have not discovered any other statewide creative community initiatives that tap into the creative and innovative talent of community residents to develop new solutions, develop a cross-sector inter-disciplinary network of engaged citizens, and nurture the development of creative school, workplace and civic environments where new ideas are encouraged and implemented.

The project will emphasize these unique elements:

- In-depth community engagement and teamwork,
- Validation of citizen ideas through research-based creative problem solving methodologies,
- Engagement of young people and the elderly in the process, as well as other cross-sector community leaders,
- Advancement of a creative community environment that welcomes new ideas and is sustainable.

What are the Project components?

Some of the benefits to each of the selected Creative Communities are coordinated and executed by Creative Oklahoma. Expected Project components include:

- Asset mapping of community strengths and centers of excellence
- Design planning with communities
- Demographics survey
- Current traditional creative industry data for the geographic region
- Analysis of community schools data relative to 21st Century Skills development
- Analysis of current barriers to economic growth and life quality

- Partnerships with national, state, and local organizations to enhance visibility and resources
- Identification of “thought leaders” across sectors, inclusive of youth and elders
- Special high school youth leadership development focus
- Creative teacher identification and development opportunity
- Opportunities for creative education development for schools
- Connections for business community with innovation trainers, leaders, and mentors
- Entrepreneurial “start-up” mentorship focus
- Creating hubs of economic activity
- Attracting tourists through celebrations of revitalization and beautification efforts
- Creative problem-solving process with “thought leadership”
- Identification of top community ideas with seed funding potential
- Development of new community partnerships
- Participation in Oklahoma Creative Communities Network for sharing and collaboration and developing successful case studies
- Creative Communities Network leadership retreat
- Throughout 2016, special public relations focus on creative community activities, events and amenities through Creative Oklahoma social media and marketing efforts
- Local 2017 Spring/Summer Homecoming events highlighted by Creative Oklahoma
- 2017 community assets featured and highlighted at fall Creativity Forum Homecoming event in Oklahoma City
- Assessment of project’s impact

What is the anticipated Budget?

It is anticipated that Creative Oklahoma will need to secure approximately \$250,000 in grants and sponsorships to support the Oklahoma Creative Communities Project, or approximately \$25,000 per community over a 12 – 18 month time period.

For each community the budget breakdown is:

Expert creative problem solving facilitation	\$10,000
Asset mapping and data gathering	\$ 2,500
Youth leadership training	\$ 1,000
Thought leadership training	\$ 1,000
Network/retreat	\$ 5,000
Marketing & advertising	\$ 3,500
Evaluation	\$ 2,000
Total Budget Per Community (x10)	<hr/> \$25,000

What is the anticipated startup Timeline?

October, 2015	Sponsorship package development & cultivation of donors
December, 2015	Announcement of Project. Applications open.
December, 2015 – January, 2016	Marketing of Project and Assistance with Applications
February 1, 2016 February 15, 2016	Close of Submissions. Review of Submission and Selection of Communities
February 20, 2016	Official notification to communities & Official announcement of communities

What is the Application Process?

After announcement of the Project, municipal, tribal and community leadership will receive communication from Creative Oklahoma inviting their application for participation. Creative Oklahoma will send out all communications with an online application to be completed by February 1. Information will be available on Creative Oklahoma's website and social media.

What is the Selection Process?

Creative Oklahoma will appoint a Review Panel that will review all applications with up to 10 communities to be selected and announced early in 2016. Expansion of the Project could include selection of an additional 10 communities in 2017, pending funding.

Each application will be reviewed and weighed on its own merits with consideration given to size and geographic distribution.

Some of the criteria considered as part of the selection process may be:

- Current community leadership and evidence of interest and intent to participate fully in the process
- Strength and diversity of leadership representing entrepreneurs, business, healthcare, libraries, law enforcement, education, creative industries, agriculture, elders, students, and more

- Current creative events or strategies already in place in the community, government, schools, or business
- Network of contacts, advocates, and potential sponsors
- Commitment to a 2017 Creative Homecoming event to celebrate and showcase local examples of creativity
- Commitment to support and participate in the fall 2017 Creativity Forum Homecoming in Oklahoma City where each community will represent the state with an exhibition of their best assets, speakers, performers, etc.

Potential Partners

A few of the potential partners with Creative Oklahoma to support and strengthen the Oklahoma Creative Communities Project are:

- Metropolitan & Pioneer Library Systems & state libraries
- Communities Foundation of Oklahoma
- Oklahoma A+ Schools
- Oklahoma Main Street Program
- Department of Commerce – Oklahoma Works
- Oklahoma Department of Education
- Oklahoma State Regents for Higher Education
- Oklahoma Career Tech
- Oklahoma Department of Tourism/Oklahoma Film & Music Office
- The Oklahoma Academy
- Oklahoma Arts Council
- Oklahoma Humanities Council
- Oklahoma Historical Society
- Museums, cultural resources
- University of Oklahoma Institute for Quality Communities
- Oklahoma State Chamber of Commerce & local chambers
- Oklahoma Business Roundtable
- I2e
- Oklahoma Center for Science & Technology
- DaVinci Institute
- Native American Nations
- OCAST
- and many others

Friends of the Library booksale is Feb. 20-21

Friends of the Library Booksale 2016 will take place Saturday and Sunday, Feb. 20-21, 9 a.m. to 5:30 p.m.

The booksale will be held at the Oklahoma State Fairgrounds in the Oklahoma Expo Hall. Admission is free. On Friday, Feb. 19, from 5:30 p.m. to 9 p.m., there will be a pre-sale for Friends members only. Those who aren't currently a member, but wish to join the Friends may purchase a membership in the lobby the day of pre-sale, noon to 4 p.m. and again after 6 p.m. Annual dues are \$15 at the door.

Posters, bookmarks and tickets have a caption reading: "BOOKS ON PARADE BOOKSALE 2016".

The booksale will offer more than 700,000 books covering a wide range of subjects including fiction, non-fiction, cookbooks, biographies, medical, westerns, romance, children's, encyclopedias and reference books, plus a large selection of music, DVDs and books on CDs.

All books are offered at rock-bottom prices. In the General Section, hardbacks are one dollar and paperbacks and magazines are fifty cents each. In Collectors' Choice, books are individually priced, most less than five dollars.

Proceeds from the booksale are used to purchase items and provide services not covered by the Metropolitan Library System's budget such as additional computers, artwork, special programming and many other needs. Over the years Friends have given more than \$3.5 million in grants to the Metropolitan Library System.

Co-coordinators for BOOKSALE 2016 are Friends volunteers, Don Dobry, Joe McReynolds and Larry Willrath. For more information or to volunteer to work at BOOKSALE navigate through website: www.mlsfriends.org. If you have any additional questions about BOOKSALE call the Friends office at 606-3763 or e-mail us at friends@metrolibrary.org.



PATTY MILLER | THE EDMOND SUN

Edmond author Kerry Billington, Edmond Library Children's Director Amy Thomas and illustrationist D.J. Labay entertain children Wednesday with Billington's newly published book "Gracie." Thomas read the book to the children while Gracie hid out by the door.

Gracie the Tortoise visits Edmond Library



PATTY MILLER | THE EDMOND SUN

Molly and her brother Mason White pet Gracie the tortoise at the Edmond Library Wednesday while Gracie's owner and author of the book by the same name encourages children to be gentle.



PATTY MILLER | THE EDMOND SUN

Frank Davis holds his grandson, Luke Shane Davis, during the story-telling hour at the Edmond Library Wednesday. All children had a chance to pet Gracie following the reading.



PATTY MILLER | THE EDMOND SUN

Edmond Library Children's Director Amy Thomas takes the children through activities to help them get their "wiggles" out during Gracie's visit to the Edmond Library.



*Live Long.
Live Well.*

Our clinic provides expert care for seniors in our community. Led by Dr. Larry Balzer, a physician who specializes in Senior Health, the clinic offers primary care for all of your health needs in an environment organized around you.

Senior Health Clinic of Edmond
OU Medical Center Edmond's new Senior Health Clinic treats patients 55 and older and welcomes Medicare patients. We're dedicated to keeping older adults active, well, and independent.

- Coordinated care for all your healthcare needs
- Accepting new patients 55 and older
- Most Medicare plans accepted
- On-site lab services available
- Same day appointments available

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**Medical Center Edmond
SENIOR HEALTH CLINIC**

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AROUND TOWN

Book bargains at fairgrounds

Book lovers, take note. The Metropolitan Library System's annual book sale is scheduled Feb. 20-21 in the Oklahoma Expo Hall at the state fairgrounds.

Each year, Friends of the Library System gathers up books covering a wide range of subjects, plus a large selection of videos, DVDs and books-on-tape/CDs. Credit and debit cards will be accepted for purchases over \$20, in addition to checks and cash.



JOAN GILMORE

More than 700,000 items will be up for purchase between 9 a.m. and 5:30 p.m. each day and admission is free.

Hardbacks in the general section are only \$1 and paperbacks and magazines are 50 cents each. Books in the Collectors' Choice section are individually priced, most less than \$5.

A pre-sale party for members of the Friends will be from 5:30 p.m. until 9 p.m. Feb. 19. Nonmembers can purchase a Friends membership the day of the pre-sale party from noon until 4 p.m. in the lobby and again after 6 p.m.

Annual membership dues are \$15 at the door or can be purchased online at www.supportmls.org/friends.

Proceeds from the book sale are used to purchase items and provide services not covered by the Metropolitan Library System's budget, such as additional computers, artwork, special programming and other needs. Over the years, Friends of the Library has given more than \$3.4 million in grants to the 19 library locations in the Metropolitan Library System.

Be sure to thank the 800-plus volunteers who put the sale together.

When the sale ends, volunteers, schools or nonprofit organizations are eligible to pick up free books.

Love those boots

Kinky Boots, a four-time, Tony Award-winning Broadway hit, will be onstage at the Civic Center Music Hall Tuesday through Sunday and tickets are still available. Saw the "kinky" show in New York and loved it. Lots of laughs and dances and glittery boots, making an old English shoe factory, going broke, turn into a producer of high fashion boots.

In New York, actors gave away a pair of boots to an audience members. Don't think that will happen here. But it's fun to watch. For tickets call (800) 869-1451 or go to the box office.

Take the family

The Bart & Nadia Sports Experience will be Feb. 13 from 9 a.m. until 3 p.m. at the Cox Convention Center.

Library wants EVERYONE to use its services

By ROSE LANE

Editor

With a goal that everyone in Oklahoma County will be taking advantage of a service it offers, the Metropolitan Library System is giving people many choices.

Kim Terry, the system's director of marketing and communications, said that there are a lot of "cool" options.

In addition to taking the traditional trip to the library and checking out books and DVDs, library card holders now have the option to download books and magazines for free for two weeks online at www.metrolibrary.org.

People can also access a wide variety of research databases online and the system offers the ability to download free music that is theirs to keep forever.

The 19 Metropolitan Library branches across the city and surrounding areas are the sites of many free community programs, everything from yoga to chess clubs to concerts, Terry said.

Many seasonal programs are available for all ages. In fact, one branch is offering "Heartfulness Meditation" for Valentine's Day and another a Valentine Murder Mystery, she said.

There are also regular "Come Read with Me" sessions, book clubs, art contests and Zumba classes.

One of the newest services the library offers,

[Continued on Page 3]

Lots of cool things going on at metro libraries

[Continued from Page 1]

Terry said, is the availability of Launch Pads to check out for kids. She said they can take the devices, which are loaded with educational games, home for two weeks.

A recent survey revealed that the sys-

tem is doing a good job of encouraging people to use the library, Terry said. During the last fiscal year, July 1, 2014-June 30, 2015, there were 5 million physical book check-outs and 899,000 downloads of books.

Three million people

visited the library during that time and 94,000 people attended library programs.

"People are coming to the library," Terry said.

For more information on the Metropolitan Library System, including tutorials on

how to download books and music, visit www.metrolibrary.org.



Tierney Palmer, left, portrays Hannah Atkins as a young woman who has just moved with her husband to Oklahoma City. At right are Trena Brown and Sondra McMillon. In celebration of Black History Month, the Metropolitan Library System is presenting more than a dozen performances of Rhythmically Speaking's musical and dramatic tribute to the Oklahoma political leader. (PHOTOS BY JIM BECKEL, THE OKLAHOMAN)

Production celebrates black history

FROM STAFF REPORTS

The Metropolitan Library System invites the community to celebrate Black History Month with original dramatic performances by Rhythmically Speaking.

The singing, dancing and acting troupe is touring libraries in the Oklahoma County system this month, portraying the story of Hannah Atkins.

An original play, "Yes Indeed, Mrs. Hannah Atkins," brings to life the journey of the first African-American woman to be elected to the Oklahoma House of Representatives.

Atkins was known as a no-nonsense civil rights leader. She was also a librarian at the Dunbar Library in Oklahoma City from 1953-56. She later became a law librarian and then a professor for both law and library science at the University of Oklahoma.



Sondra McMillon, left, and Trena Brown are among the four actresses who appear in a production in celebration of Black History Month.

She served her community until her death in 2010.

The troupe performed at Capitol Hill Library on Thursday.



Tierney Palmer plays the part of Hannah Atkins in Rhythmically Speaking's production being presented at area libraries.



Sondra McMillon and Trena Brown play the parts of women who campaigned for Hannah Atkins and celebrate after she won the election. The group is shown during an afternoon performance by the Rhythmically Speaking troupe at Capitol Hill Library.

Edmond high schools prepare to raise funds

BY STEVE GUST
For The Oklahoman

EDMOND — Over the next five weeks, Edmond's high schools will be involved in annual community service projects that have raised millions for local charities in the past three decades.

BALTO

Up first is Edmond North with BALTO, or Bring A Light to Others. The acronym is also for a famed Husky who brought a lifesaving serum to Nome, Alaska, in 1925.

This year the BALTO cause is Fields and Futures, a nonprofit interested in rebuilding 44 athletic fields for Oklahoma City Public Schools. The group believes students involved in athletics have better grades, attendance and graduation rates.

Cameron Cato, one of the co-chairmen of BALTO, said the goal for this year's benefit is \$275,000. Cato, along with co-chairmen Emily Humphreys and Katie Cheap, believes it's attainable.

Last year, North raised a whopping \$605,000 for Hearts for Hearing, which helps the hearing-impaired.

Between the three schools, nearly \$1.5 million was collected last year.

It will be a busy Saturday for BALTO as a basketball clinic will be offered from 1 to 4 p.m. at the school's small gym. There's a \$30 registration fee for that. There's also an orchestra clinic from 9 a.m. to 2:30 p.m. at the North Band and Orchestra Room. The registration fee is \$20.

A "Northstock" battle of the bands will be from 7 to 10 p.m. Saturday at the Freshman Academy. Admission is \$7.

On Monday, there will be a silent auction in the Freshman Academy from 7 to 9 p.m.

Next week, assemblies will be held every day, culminating Friday as the final numbers are announced.

Double Wolf Dare

Up next will be Edmond Santa Fe High School with Double Wolf Dare Week, Feb. 22-26.

Fundraising is underway and will culminate with the final assembly Feb. 26.

This year, Santa Fe will support The CARE Center, which helps abused children.

"Santa Fe is very excited to partner with The CARE Center for Double Wolf Dare Week 2016," said Santa Fe principal Jason Hayes.

"We want our students to value community service and to make it a regular part of their lives," Hayes said.

"We know that The CARE Center has a track record of putting the funds they receive to good use, so we feel great about this partnership."

Swine Week

At Memorial High School, it's the 30th anniversary of Swine Week, which started the tradition of community service projects. Swine Week will be March 7-11.

This year's charity is Calm Waters Center for Children and Families. That group helps children and family deal with grief caused by death, divorce or another significant loss.

Memorial principal Justin Coffelt, a Memorial graduate, said the student body already is busy with the annual effort.

"Our kids are hard at work and seem to be holding up well," Coffelt said. "This is an exciting time of the year for our school and our school community."

The Swine Week effort dates to 1986, when a small group of students talked the principal into kissing a pig as part of the fundraising.

The cause raised \$3,000 for Robin Orendorff. That led to what is now a community effort at all three schools raising hundreds of thousands of dollars annually.

Guthrie Library book sale to begin Friday

FROM STAFF REPORTS

GUTHRIE — The annual Friends of Guthrie Public Library book sale is set for Friday and Saturday in the Fellowship Hall of First United Presbyterian Church, 102 E. Noble.

The members-only pre-sale will take place after the annual meeting of the Friends, at 7 p.m. Friday. Memberships can be purchased at the door.

Regular sale hours will be

from 8 a.m. to 5 p.m. Saturday, with book prices ranging from 25 cents to \$10.

Books in the sale were donated by members of the community or culled from the library collection, according to Kris Kutay, children's librarian.

Proceeds from the sale benefit the Guthrie Public Library and its programs, including the summer reading program. For more information, call 282-0050.

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES

February 2016 ~ February 2017

STANDING COMMITTEE

TYPICAL AREAS OF RESPONSIBILITY

Administrative & Personnel Committee

Hugh Rice, Chair

Raul Font
Cynthia Friedemann
Helene Harpman
Mukesh Patel
Sharon Voorhees

- Personnel Classification/Compensation Schedules
- Personnel policies and benefits
- Insurance coverage: property, group medical, liability, vehicles
- Conducts Executive Director Evaluation

Finance Committee

Allen Coffey, Chair

Fran Cory
Dennis Shockley
Jim Shonts
Judy Smith
Beth Toland

- Review and propose Annual Estimate of Needs (preliminary budget) and Final Budget to Commission
- Review and propose any budget amendments to the Commission

Long-Range Planning Committee

Penny McCaleb, Chair

Deanna Hannah
Tracy McDaniel
Mary Sosa
Alyne Strube
Beth Toland
Susan Tucker

- Review and propose plans for library services and facilities that go beyond the current fiscal year
- Planning may include: needs assessments, recommendations for new or expanded library buildings, related data to improve services

Public Services Committee

Judy Smith, Chair

Bud Elder
Rozz Grigsby
Carolyn Leslie
Lori Nelson
Kim Patterson

- Policies for joint services and programs with other community organizations
- Policies for loan of books and other Materials
- Policies and fees for services, use of meeting rooms, etc.
- Library programming policies

Executive Committee

Nancy Anthony, Chair

Judy Smith, Vice-Chair
Allen Coffey, Disbursing Agent
Hugh Rice (At-Large member)
Penny McCaleb (At-Large member)

- Set goals for the Executive Director and present recommendations to the full commission
- Meet as needed to discuss and recommend major issues that might come to the commission's attention such as emergency repairs, contracts or other urgent issues
- Responsible for developing major initiatives if desired and shall also discuss board goals, members and development

NOTE: Appointments are made by the Chair of the Metropolitan Library Commission.