



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, July 21, 2016, 3:30 p.m.
Northwest Library
5600 NW 122nd
Oklahoma City, OK 73142
(Telephone: 606-3580)

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 #01 – Presentation of Service Certificates for Library Staff – July 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 (#02 - #05)

- Document #02 – Approval of Minutes of June 16, 2016 Meeting
- Document #03 – Acceptance of Review of Expenditures for June 2016
- Document #04 – Contract Awards & Purchases
 - Item A: Self-Check Systems
 - Item B: Monument Signs for Northwest and Downtown Library
 - Item C: Edmond Library Renovations
- Document #05 – Executive Director Travel – July through December 2016

3:45 – 4:15 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #06 – Discussion, Consideration and Possible Action: Library Unbound (Strategic Plan)

4:15 – 4:30 pm STAFF REPORTS

- ONE Card Presentation – Rachel Kopchick and Meaghan Hunt-Wilson
- Accounting System – Lloyd Lovely
- Document #07 - Annual Furniture & Equipment Inventory Report
- Document #08 – Library Usage Report

4:30 – 4:45 pm EXECUTIVE DIRECTOR'S REPORT

4:45 – 5:00 pm COMMENTS FROM COMMISSION MEMBERS

NEXT COMMISSION MEETING DATE AND PLACE:

August 25, 2016
Belle Isle Library, 5501 N. Villa, Oklahoma City, OK 73112

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide an attractive pin with the library system logo and name for staff who have served five years. After 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 July 2016:

<u>Employees</u>	<u>Years of Service</u>
John Leroy Hilbert, Librarian, Southern Oaks Library	15
Edith Diana Daniel, Lead Librarian, Bethany Library	5

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

DATE: June 16, 2016

TIME: 3:30 p.m.

MEETING PLACE: Village 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 Village Library and Downtown Library, 300 Park Avenue, Oklahoma City, on June 14, 2016, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Allen Coffey, Disbursing Agent
Fran Cory
Raul Font
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Carolyn Leslie
Penny McCaleb
Mukesh Patel
Jim Shonts
Judy Smith, Vice-Chair
Mary Sosa
Beth Toland
Susan Tucker
Ray Vaughn
Sharon Voorhees
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Bud Elder
Rozz Grigsby
Tracy McDaniel
Lori Nelson
Kim Patterson
Hugh Rice
Dennis Shockley
Alyne Strube
Nancy Anthony, Chair

Estimate of general public and staff attending: 17

I. Ms. Judy Smith called the meeting to order at 3:33 p.m. Roll was called to establish a quorum.

Present: Coffey, Cory, Friedemann, Hannah, Harpman, McCaleb, Patel, Shonts, Smith, Sosa, Toland, Tucker, Vaughn, Voorhees (Arrived: Leslie 3:34 p.m.; Font 3:39 p.m.).

II. Ms. Smith introduced Mr. Ben Mead-Harvey, Library Manager, Village Library. Mr. Mead-Harvey welcomed the commission. He provided information on various partnerships the Village Library has within the community. He also highlighted some of the changes taking place and explained the impact of those changes. Mr. Mead-Harvey concluded by sharing some positive feedback he's received and expressed his excitement about the future of the Metropolitan Library System.

III. Ms. Smith referred to the Presentation of Service Certificates for June 2016. She recognized the following employees who were unable to attend the meeting: Deborah T. Montgomery, Circulation Clerk, Southern Oaks Library, 30 years of service; Julie A. Schofield, Circulation Clerk, Southern Oaks Library, 25 years of service; Kara Moyra Fried, Lead Librarian, Village Library, five years of service; Brandon Kent Johnston, Inter-Library Loan Technician, five years of service.

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

V. Ms. Smith presented the Consent Docket: Document #78 – Approval of Minutes of May 19, 2016 Meeting; Document #79 - Acceptance of Review of Expenditures for May 2016; Document #80 – Contract Awards & Purchases; Document #81 –Request for Transfer of Funds.

Mr. Rogers suggested Document #80 – Items B and C be pulled from the consent docket and approved after the approval of the proposed FY 2016-17 Preliminary budget.

Ms. Smith called for a motion.

Ms. Penny McCaleb moved to accept the consent docket (excluding Document #80 – Item B and Item C). Ms. Mary Sosa seconded. Questions and discussion followed. A correction was made to Document #78 – Minutes of May 19, 2016. Motion passed unanimously.

VI. Ms. Smith referred to Document #72 – Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee meeting, April 28, 2016.

Ms. McCaleb explained the approval of the Capitol Projects Priority List was tabled at the May commission meeting to allow the commission to view the detailed information prior to approval. Ms. McCaleb called on Mr. Rogers to explain the Capitol Projects Priority List. Questions and discussion followed.

The motion coming from the Long-Range Planning Committee is to approve the Capital Projects Priority List. A motion coming from committee required no second. No further discussion. Motion passed unanimously.

VII. Ms. Smith referred to Document #82 – Discussion, Consideration and Possible Action: Report and Recommendations from the Public Services Committee Meeting, May 26, 2016.

Ms. Smith explained Administration is working on an ongoing project to review and update policies. Ms. Smith and Mr. Rogers explained the recommended revisions to AL 100, AL 200, AL 210, and AL 212.

Mr. Rogers explained the ONE Card project, identified in AL 200 – Eligibility. The project will ensure every child can obtain a library card, without having to get a parent to fill out and sign an application. MLS is currently working with Oklahoma City Public Schools to incorporate the project this fall. Eventually the project will be available to all public school systems in Oklahoma County. Questions and discussion followed.

The motion coming from the Public Services Committee is to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures). A motion coming from committee requires no second.

Mr. Rogers added the policies being approved, will have an effective date of August 1, 2016. This will allow staff time to create the procedures for the approved policies.

No further discussion. Motion passed unanimously.

VIII. Ms. Smith called for a motion to enter into Executive Session to discuss the employment, hiring, appointment, promotion, etc., of the Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1).

Ms. Beth Toland moved to enter in to Executive Session. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.

The commission went into Executive Session at 4:16 p.m.

Ms. Susan Tucker moved to return to Open Meeting. Mr. Allen Coffey seconded. No further discussion. Motion passed unanimously.

The commission returned to Open Meeting at 4:54 p.m.

IX. Ms. Smith referred to Document #83 – Discussion, Consideration and Possible Action: Report and Recommendations from the Administrative and Personnel Committee meeting, June 7, 2016.

Ms. Cynthia Friedemann provided the report and recommendations from the A & P Committee meeting.

The motion coming from the Administrative and Personnel Committee is to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff and AS 300 Proposals for New Automation. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

Ms. Friedemann referred to the motion relating to the compensation of the executive director.

The motion coming from the Administrative and Personnel Committee is to approve the recommendation to increase the compensation of the executive director with an amended salary increase of 5%, retroactive to January 1, 2016. A motion coming from committee requires no second. Motion passed, 15 – yes; 1 – no.

X. Ms. Smith referred to Document #84 – Discussion, Consideration and Possible Action: Report and Recommendations from the Finance Committee Meeting, June 8, 2016 and Document #85 – Discussion, Consideration and Possible Action: Metropolitan Library System Preliminary Budget FY 2016-2017.

Mr. Coffey provided the report and recommendations from the Finance Committee. He explained the recommended changes to the preliminary budget process, to approve a flat budget, showing no increases or decreases to revenue or expenditures. Once Administration receives the final numbers from the County in August, staff will bring the final budget recommendations back to the Finance Committee. Discussion followed.

The motion coming from the Finance Committee is to approve the MLS Preliminary Budget FY 2016-17 (Document #85), based on the most recent budget changes, showing

no increases or decreases to revenue or expenditures. Staff will bring the final budget recommendation to the Finance Committee as soon as final revenue numbers are released from the County. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

XI. Ms. Smith referred back to Document #80 – Contract Awards & Purchases, Item B and Item C.

Ms. Smith called for a motion.

Ms. Sharon Voorhees moved to accept Document #80 – Item B and Item C. Ms. Toland seconded. No further discussion. Motion passed unanimously

XII. Ms. Smith referred to the Staff Reports – Library Unbound – Strategic Plan update.

Mr. Rogers provide a brief overview of Library Unbound, the Strategic and Business Planning Model for the Metropolitan Library System. Mr. Rogers provided information on the process used in developing the new strategic plan. He explained the four experiences that the library will focus on in the new strategic plan.

The final version will be brought to the commission in July for approval. Questions and Discussion followed.

XIII. Ms. Smith called on Mr. Rogers to present Document #86 – Library Usage Report. Discussion followed.

XIV. Ms. Smith referred to the Executive Director's Report.

Mr. Rogers provided updates to the construction projects across the system. He also provided information on the recent air conditioning issues experienced across the system. Staff will continue to work on rectifying the situations at each library.

The Summer Reading Program has seen an increase in participation compared to last year at this time. We are on target to exceed our numbers for last year.

XV. Ms. Smith called for comments from commission.

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

There being no further business, the meeting was adjourned at 5:27 p.m.

Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

June 30, 2016

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

COMMISSION ACTION

That the Commission acknowledge the financial report of June 2016.

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STATEMENT OF FINANCIAL CONDITION

June 30, 2016

ASSETS

	Current Year	Previous Year
CASH	\$ 4,737,220.01	\$ 5,553,423.26
INVESTMENTS (Schedule attached)	23,376,006.85	23,112,582.04
PREPAID ACCOUNTS	25,000.00	25,000.00
Total Assets	<u>\$28,138,226.86</u>	<u>\$ 28,691,005.30</u>

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$402,694.36	\$479,064.05
Current Year Purchase Orders Outstanding	1,153,099.37	1,623,650.68
Checks Outstanding	426,965.74	313,055.74
Total Liabilities	1,982,759.47	2,415,770.47

FUND BALANCE:

Beginning of the Year	\$26,754,298.88	\$27,031,002.21
Add: Revenues		
Budgeted	33,784,528.90	32,239,546.78
Other	1,807,611.54	1,542,384.59
Less: Expenditures	<u>(36,190,971.93)</u>	<u>(34,537,698.75)</u>
Total Fund Balance	<u>26,155,467.39</u>	<u>26,275,234.83</u>
Total Liabilities, Deferred Revenue and Fund Balance	<u>\$28,138,226.86</u>	<u>\$ 28,691,005.30</u>

**METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT**

As of June 30, 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 - 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
Goldman Sachs Money Market	2/17/2016	7/17/2016	0.230%	1,000,000.00 *
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
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
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>\$ 23,376,006.85</u>

*Rate changes daily.

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
STATEMENT OF REVENUES, BUDGET VS. ACTUAL
As of June 30, 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	\$ 471,993.52	\$ 32,962,901.90	106.56%	\$29,513,267.00	\$ 342,254.56	\$ 31,408,049.78	106.42%
State Aid	253,347.30	27,000.00	265,727.00	104.89%	260,594.82	29,978.00	281,497.00	108.02%
Fines	495,000.00	30,000.00	555,900.00	112.30%	495,000.00	25,000.00	550,000.00	111.11%
Total Budgeted Revenue	<u>\$ 31,683,004.30</u>	<u>\$ 528,993.52</u>	<u>\$ 33,784,528.90</u>	106.63%	<u>\$ 30,268,861.82</u>	<u>\$ 397,232.56</u>	<u>\$ 32,239,546.78</u>	106.51%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 78,847.14	\$ 1,234,984.42			\$ 65,833.69	\$ 1,126,352.29	
Gifts, Lost Books Fees, and Copies		0.00	100,024.00			0.00	0.00	
Investment Income		26,043.45	201,726.41			47,669.66	217,091.45	
Flexible Benefits Account Balance		0.00	3,668.27			1,634.20	1,634.20	
Sale of Surplus Equipment		112.00	36,115.58			0.00	4,563.92	
Insurance Reimbursements		49,010.29	50,059.87			0.00	0.00	
Miscellaneous		15,540.71	181,032.99			9,897.52	192,742.73	
Total Miscellaneous Revenue		<u>\$ 169,553.59</u>	<u>\$ 1,807,611.54</u>			<u>\$ 125,035.07</u>	<u>\$ 1,542,384.59</u>	
Total Revenue	<u>\$ 31,683,004.30</u>	<u>\$ 698,547.11</u>	<u>\$ 35,592,140.44</u>	112.34%	<u>\$ 30,268,861.82</u>	<u>\$ 522,267.63</u>	<u>\$ 33,781,931.37</u>	

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

June 30, 2016

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 72,334.56	\$ 729.00	\$ 785.99	\$ 72,277.57
815 Fines	38,078.07	50,996.32	31,434.03	57,640.36
820 Copy	110,121.14	15,095.50	2,089.71	123,126.93
Total Revolving Funds	\$ 220,533.77	\$ 66,820.82	\$ 34,309.73	\$ 253,044.86
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	35.05	264.95
940 16/Kirkpatrick/After School	9,600.00	0.00	5,800.00	(5,800.00)
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	100.00	2,000.00	(1,900.00)
948 16/OAC/rhythmically Speaking	7,500.00	0.00	7,500.00	(7,500.00)
949 16/OCCF/Harrah	290.80	290.80	0.00	290.80
950 16/OCCF/Edward Harvey	447.00	447.00	0.00	447.00
954 16/Koelsch/Luther	1,050.00	1,050.00	433.48	616.52
955 16/Russum/Downtown	65,422.49	65,422.49	0.00	65,422.49
956 16/Guild/Downtown	2,500.00	2,500.00	0.00	2,500.00
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	67,598.66	3,401.34
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	36,485.79	3,514.21
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
931 15 XBOX Gaming	8,538.18	8,530.00	8,538.18	(8.18)
936 16 Parent Child Book Club	1,500.00	1,500.00	991.48	508.52
938 16 Vehicle Wrap	3,500.00	3,500.00	0.00	3,500.00
945 16 Donna Morris Scholarship	9,290.00	9,290.00	4,000.00	5,290.00
947 16 Summer Reading	71,000.00	71,000.00	70,710.03	289.97
951 16 Our World	40,000.00	40,000.00	0.00	40,000.00
952 16 Staff Recognition Achievement	1,000.00	1,000.00	0.00	1,000.00
953 16 Come Read with Me	15,000.00	15,000.00	0.00	15,000.00
958 16 Robauto Robot Kit	1,398.00	1,398.00	0.00	1,398.00
960 16 Laptop Lab	6,800.00	6,800.00	6,466.00	334.00
Total Grants				162,838.47
Total Special Funds				\$ 415,883.33

Metropolitan Library System
Statement of Encumbrances
Month of June 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	1,339,311.89	16,847,435.19	89.50	18,823,207.00	1,975,771.81
103	Payroll Taxes	98,397.82	1,238,083.82	93.25	1,327,654.00	89,570.18
109	Workers' Comp. Insurance	20,814.00	219,345.00	108.82	201,571.00	-17,774.00
112	Group Insurance	265,333.71	3,061,823.65	86.39	3,544,075.00	482,251.35
113	Employees' Retirement	89,580.50	1,839,716.20	95.98	1,916,845.00	77,128.80
114	Unemployment Compensation	5,000.00	13,067.71	43.56	30,000.00	16,932.29
Total Personal Services		1,818,437.92	23,219,471.57	89.85	25,843,352.00	2,623,880.43
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Maintenance & Operations - Contractual Services

201	Bldg, Property, & Auto Insuran	.00	266,448.78	88.14	302,290.00	35,841.22
205	Rent of Library Buildings	.00	93,754.20	99.84	93,900.00	145.80
207	Janitorial Services	48,508.56	476,375.31	91.58	520,179.00	43,803.69
208	Maintenance of Facilities	41,124.15	351,012.21	73.81	475,572.00	124,559.79
211	Parking & Transportation	10,290.18	177,657.70	87.10	203,960.00	26,302.30
212	Travel Expenses	13,459.48	60,006.86	44.12	136,000.00	75,993.14
213	Professional Services	41,471.14	396,328.09	62.47	634,470.00	238,141.91
214	Security Services	55,999.07	550,000.00	100.00	550,000.00	.00
216	Telephone Services	14,317.11	176,240.81	70.10	251,412.00	75,171.19
217	Electrical Services	48,474.34	498,855.49	86.98	573,508.00	74,652.51
218	Gas Services	1,115.86	27,190.61	63.07	43,111.00	15,920.39
219	Water & Garbage Services	6,283.24	75,960.28	98.28	77,290.00	1,329.72
220	Veolia Energy Services	36,612.61	236,079.80	86.36	273,357.00	37,277.20
226	Memberships	422.00	33,349.00	78.92	42,258.00	8,909.00
230	Other Library-Related Services	10,546.62	497,010.76	90.72	547,826.00	50,815.24
231	Automation Contractual	56,921.15	661,173.73	82.86	797,976.00	136,802.27
236	Network Catalog Services	16,304.11	76,187.34	84.56	90,100.00	13,912.66
Total Contractual Services		401,849.62	4,653,630.97	82.91	5,613,209.00	959,578.03
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Metropolitan Library System
Statement of Encumbrances
Month of June 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	39,206.37	162,312.78	100.82	161,000.00	-1,312.78
302	Postage	10,134.41	184,580.66	76.14	242,430.00	57,849.34
303	Supplies	24,476.63	332,243.87	77.38	429,375.00	97,131.13
310	Maintenance Supplies	11,344.22	66,023.43	77.67	85,000.00	18,976.57
312	Safety Supplies & Equipment	.00	.00	.00	.00	.00
321	Gasoline & Oil	7,843.37	25,153.11	50.31	50,000.00	24,846.89
322	Vehicle Parts & Repairs	4,920.24	23,114.00	77.05	30,000.00	6,886.00
330	Programming Activities	51,321.54	249,460.44	87.22	286,010.00	36,549.56
331	Other Commodities	306.37	13,959.84	67.11	20,800.00	6,840.16
Total Commodities		149,553.15	1,056,848.13	81.01	1,304,615.00	247,766.87
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Capital Outlays

401	Books & Materials	1,122,502.96	5,103,220.00	100.00	5,103,220.00	.00
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	.00	164,870.13	85.46	192,930.00	28,059.87
408	Furniture, Fixtures, and Equip	6,422.57	130,970.10	81.64	160,433.00	29,462.90
409	Motor Vehicles	9.23	49,395.95	91.47	54,000.00	4,604.05
410	Automation System & Equip.	27,892.05	252,208.37	66.16	381,200.00	128,991.63
450	Capital Projects	8,582.14	1,560,356.71	28.14	5,545,273.00	3,984,916.29
490	Capital Reserves	.00	367,006.15	100.00	367,006.15	.00
499	Reserve Carryover - Prior	.00	13,865,014.83	100.00	13,865,014.83	.00
Total Capital Outlays		1,165,408.95	21,493,042.24	83.71	25,676,126.98	4,183,084.74
		=====	=====		=====	=====
Total Budget		3,535,249.64	50,422,992.91	86.29	58,437,302.98	8,014,310.07
		=====	=====		=====	=====

Monthly Journal Entries -- June 2016

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
194	1001	Cash	\$ 2,005,000.00	
	1101	Investments		\$ 2,000,388.00
	3602	Interest Income		\$ 4,612.00
		Maturity of Fed Home Loan Bank 313381pa7		
195	1001	Cash	\$ 12,500.00	
	3602	Interest Income		\$ 12,500.00
		Interest from Fannie Mae 3136g17c7		
196	1001	Cash	\$ 2,010,500.00	
	1101	Investments		\$ 2,000,000.00
	3602	Interest Income		\$ 10,500.00
		Maturity of Fed Home Loan Bank 313381mx0		
<u>Tax revenues</u>				
197	1001	Cash	\$ 461,922.28	
	1201	Ad Valorem Tax - Current year		\$ 384,628.79
	3601	Prior year Tax		\$ 77,293.49
		Ad Valorem Tax apportioned by County for 5/16 to 5/29		
198	1001	Cash	\$ 57,791.51	
	1201	Ad Valorem Tax - Current year		\$ 56,237.86
	3601	Prior year Tax		\$ 1,553.65
		Ad Valorem Tax apportioned by County for 6/1 to 6/15		
199	1001	Cash	\$ 31,126.87	
	1201	Ad Valorem Tax - Current year		\$ 31,126.87
		Ad Valorem Tax apportioned by County for 6/16 to 6/24		
200	1001	Cash	\$ 27,000.00	
	3401	State Aid, 3rd payment		\$ 27,000.00
		To record 3rd payment of state aid		
<u>Miscellaneous revenue</u>				
201	1001	Cash	\$ 15,540.71	
	3605	Mic. Reimbursements		\$ 15,540.71
		LET 75.29 Friends 387.36		
		Ins -J Johnson 359.87 Café rent 500.00		
		MLS - grant repaymen 4,241.00 Café rent 500.00		
		Coral Vending 42.31 Coral Vending 84.64		
		Friends 1,231.87 OKC rent \$ 7,461.62		
		Ins - L Kitchen 298.00 Ft Bend \$ 40.00		
		Room Rental 318.75 total \$ 15,540.71		
		Miscellaneous Revenues		

202	1001	Cash	\$	49,010.29	
	3607	Insurance reimbursements			\$ 49,010.29
		Insurance payments on damaged computers and vehicles			
203	1001	Cash	\$	112.00	
	3606	Scrap metal sales			\$ 112.00
		Sale of scrap metal			

Fines

204	1001	Cash	\$	30,000.00	
	3403	Projected rev - Fines			\$ 30,000.00
		Fines transferred to General fund			

Payable entries

205	3001	Current Year Reserve for Appropriations.	\$	3,525,140.81	
	3011	Current Year P.O. Outstanding			\$ 3,525,140.81
		Purchase orders issued in June			
206	3011	Current Year P.O. Outstanding	\$	3,048,318.73	
	3021	Current Year P.O. Outstanding			\$ 3,048,318.73
		Checks issued in June			
207	3021	Current Year Warrants Outstanding	\$	3,124,436.23	
	1001	Current Year Cash			\$ 3,124,436.23
		Checks cleared Bank in June			

Bank interest and fees

208	1001	Current Year Cash			\$ 1,568.55
	3602	Bank Fees	\$	1,667.52	
	3602	Interest Income			\$ 98.97
		Interest and fees from GF checking account			
209	8000	Special Fund Cash			\$ 1,177.55
	8815	Bank Fees	\$	1,194.03	
	8815	Interest Income			\$ 16.48
		Interest and fees from SF checking account			

Special funds

210	8000	Special Fund Cash	\$	66,804.34	
	8815	Fines			\$ 50,979.84
	8820	Copy			\$ 15,095.50
	8805	Gift/Lost Books			\$ 729.00
		Revenues of special funds received in June			

211	8000	Special fund cash			\$	40,015.18
	8815	Fines	\$	30,240.00		
	8820	Copy	\$	2,089.71		
	8805	Gift/Lost Books	\$	785.99		
	8954		\$	433.48		
	8960		\$	6,466.00		
		Expenditures of special funds				

Corrections, adjustments, and miscellaneous

212	1001	Cash	\$	0.89		
	1101	Investments			\$	0.89
		To correct entry recording sale of FHLB				
213	1001	Cash	\$	1,673.18		
	3001	Current Year Reserve for Appropriations.	\$	1,645.46		
	3011	Current Year P.O. Outstanding			\$	3,318.64
		To correct for returned ACH payroll entries				
214	3021	Current Year P.O. Outstanding	\$	79,853.13		
	3002	Prior Year Reserve for Encumbrances			\$	79,853.13
		Cancelled prior year encumbrances				

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
G-04499	City of Midwest City, Inc.	Water & Garbage Services	263.30	263.30
G-04500	Bradford Industrial Supply	Maintenance of Facilities	140.99	140.99
G-04501	Grainger	Maintenance of Facilities	59.37	59.37
G-04502	O G & E	Electrical Services	1,284.36	
		Electrical Services	229.47	
		Electrical Services	1,388.25	2,902.08
G-04503	Oklahoma Natural Gas Co.	Gas Services	95.08	
		Gas Services	40.77	
		Gas Services	38.25	
		Gas Services	38.29	212.39
G-04504	City of Oklahoma City	Water & Garbage Services	40.76	
		Water & Garbage Services	334.18	374.94
G-04505	Southwestern Stationers, Inc.	Printing/Printing Supply	1,027.00	1,027.00
G-04506	Locke Supply Co.	Maintenance of Facilities	57.32	
		Maintenance of Facilities	43.80	
		Maintenance of Supplies	12.14	
		Maintenance of Facilities	33.34	146.60
G-04507	Demco, Inc.	Supplies	44.93	
		Furniture,Fixtures&Equip	2,753.53	2,798.46
G-04508	EBSCO Information Services	Books & Materials	71,903.00	71,903.00
G-04509	American Express	Automation Contractual	149.00	
		Automation Contractual	19.00	
		Automation Contractual	199.00	
		Library-related Services	199.00	
		Programming Supplies	559.44	
		Maintenance of Facilities	57.60	
		Supplies	42.65	
		Maintenance Supplies	257.20	
		Maintenance Supplies	42.95	
		Supplies	84.10	
		Automation	1,099.00	
		Printinig&Printing Suppli	827.86	
		Automation Contractual	858.76	
		Automation Contractual	1,396.31	5,791.87
G-04510	Taryn Kingery	Programming Activities	10.83	10.83
G-04511	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04512	Recorded Books, LLC	Books & Materials	60.00	60.00
G-04513	Thorndike/Gale Group	Books & Materials	236.17	236.17
G-04514	Brendan Parker Music LLC	Programming Activities	500.00	500.00
G-04515	Anne G. Fischer	Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	
		Telephone Services	50.00	500.00
G-04516	Staples Credit Plan	Supplies	19.99	19.99
G-04517	Independent Stationers	Printing&Printing Supplie	125.35	
		Supplies	177.60	302.95

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
G-04518	Booklist Online/ALA	Books & Materials	650.00	650.00
G-04519	Great American Glass & Tinting	Maintenance of Facilities	385.00	385.00
G-04520	Diamond Electric	Maintenance of Facilities	310.00	310.00
G-04521	AT&T	Telephone Services	3,165.00	3,165.00
G-04522	Penguin Random House LLC	Books & Materials	10.00	10.00
G-04523	A T & T Mobility	Telephone Services	215.29	215.29
G-04524	Scott's Printing & Copying	Printing/Printing Supply	1,262.12	1,262.12
G-04525	Brilliance Corporation	Books & Materials	329.84	329.84
G-04526	Karen L.Litteral	Supplies	32.38	32.38
G-04527	Ingram Library Service	Books & Materials	131.41	
		Books & Materials	217.73	349.14
G-04528	Albert H Bostick, Jr.	Programming Activities	350.00	350.00
G-04529	Veritiv Operating Company	Supplies	1,491.87	1,491.87
G-04530	Summit Mailing Systems, Inc.	Postage	173.75	173.75
G-04531	OverDrive, Inc.	Books & Materials	667.09	
		Books & Materials	14,186.92	
		Books & Materials	7,438.63	22,292.64
G-04532	Findaway World, LLC	Books & Materials	15,303.76	15,303.76
G-04533	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	122.50	122.50
G-04534	Oklahoma City Zoo	Programming Activities	175.00	175.00
G-04535	AV Cafe Inc	Books & Materials	342.63	342.63
G-04536	Ingram Library Service	Books & Materials	277.62	
		Books & Materials	503.22	780.84
G-04537	Town of Luther	Water & Garbage Services	37.60	37.60
G-04538	Cherokee Building Materials	Maintenance of Facilities	21.35	21.35
G-04539	Dana Beach	Programming Activities	51.88	51.88
G-04540	Landon Holman	Transportation	40.81	40.81
G-04541	The Library Store, Inc.	Furniture,Fixtures&Equip	3,918.35	3,918.35
G-04542	OPUBCO Communications Group	Books & Materials	10,800.00	10,800.00
G-04543	Oklahoma Building Services Inc	Janitorial Supplies	4,835.00	
		Janitorial Services	3,777.50	
		Janitorial Services	1,417.50	10,030.00
G-04544	School Specialty	Programming Supplies	47.57	47.57
G-04545	Scholastic Library	Books & Materials	2,856.00	2,856.00
G-04546	Contractors Supply Co.	Maintenance of Facilities	28.74	28.74
G-04547	Kelly Thompson	Programming Activities	100.00	100.00
G-04548	MAC Systems, Inc.	Maintenance of Facilities	230.00	230.00
G-04549	ULINE	Supplies	37.49	37.49
G-04550	City of Harrah Acct 02-0121-01	Water & Garbage Services	90.52	90.52
G-04551	Amazon/GE Money Bank	Programming Supplies	57.12	
		Programming Supplies	83.30	
		Programming Supplies	49.99	
		Programming Supplies	40.64	
		Supplies	49.40	
		Programming Supplies	367.53	
		Programming Supplies	3,863.23	
		Supplies	1,679.79	6,191.00
G-04552	United Parcel Service	Postage	463.68	463.68
G-04553	City of Choctaw	Water & Garbage Services	69.70	69.70
G-04554	Devin McGhee	Transportation	65.99	65.99
G-04555	Office Depot Credit Plan	Supplies	43.96	43.96
G-04556	Todd Olberding	Transportation	268.16	268.16

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
G-04557	Baker & Taylor Entertainment	Books & Materials	349.33	
		Books & Materials	4,937.47	5,286.80
G-04558	Walmart Community/GECRB	Supplies	48.51	
		Programming Activities	84.83	
		Programming Activities	58.82	
		Other Commodities	64.92	
		Programming Activities	9.74	266.82
G-04559	Preston Bell	Transportation	50.00	50.00
G-04560	Erin Bedford	Memberships	100.00	100.00
G-04561	Midwest Tape	Books & Materials	42.99	42.99
G-04562	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	146.47	146.47
G-04563	Denesa Bennett	Transportation	15.44	15.44
G-04564	Shauna Leonard	Programming Activities	200.00	200.00
G-04565	John Utley	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	105.00
G-04566	Angela Wiley	Transportation	6.43	6.43
G-04567	Cintas Corporation 064	Maintenance of Facilities	606.18	606.18
G-04568	Museum of Osteology	Programming Activities	230.50	230.50
G-04569	Downtown Tire & Auto Svc, Inc.	Vehicle Parts & Repairs	49.55	49.55
G-04570	Amy Thomas	Supplies	19.45	19.45
G-04571	Waste Connections of Oklahoma	Water & Garbage Services	729.88	
		Garbage Services	63.03	792.91
G-04572	Panacean Systems	Professional Services	3,500.00	3,500.00
G-04573	Greater Oklahoma City	Programming Activities	300.00	300.00
G-04574	Baker & Taylor Books	Books & Materials	4,115.22	
		Books & Materials	1,524.97	
		Books & Materials	2,504.98	
		Books & Materials	2,278.73	
		Books & Materials	1,929.27	
		Books & Materials	1,920.23	
		Books & Materials	1,576.23	15,849.63
G-04575	Baker & Taylor Books	Books & Materials	1,513.36	
		Books & Materials	4,169.14	
		Books & Materials	1,592.81	
		Books & Materials	4,656.61	
		Books & Materials	2,491.45	14,423.37
G-04576	Baker & Taylor Books	Books & Materials	691.67	691.67
G-04577	Vickie Saxton	Transportation	20.84	20.84
G-04578	Kara Fried	Supplies	5.94	
		Supplies	11.88	17.82
G-04579	G4S Secure Solutions	Security Services	10,015.67	10,015.67
G-04580	Hugg & Hall Equipment Co	Maintenance of Facilities	243.96	243.96
G-04581	Derek Davis	Telephone Services	35.00	35.00
G-04582	Patricia Whisenhunt	Supplies	145.16	
		Supplies	19.38	
		Transportation	13.28	177.82
G-04583	Sabre Technologies	Automation Contractual	6,080.00	6,080.00
G-04584	Jeremy Philo	Programming Activities	215.00	
		Programming Activities	200.00	415.00
G-04585	Dewberry Architects, Inc.	Capital Projects	789.00	
		Capital Projects	1,875.00	

** Continued **

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04585	Dewberry Architects, Inc.	Capital Projects	8,550.04	11,214.04
G-04586	Savannah Mitchell	Programming Activities	375.00	375.00
G-04587	Amy Upchurch	Programming Activities	76.16	
		Programming Activities	14.00	
		Programming Activities	2.93	93.09
G-04588	Brittany Mays	Programming Activities	55.47	55.47
G-04589	Martha Stallings	Programming Activities	150.00	150.00
G-04590	ThyssenKrupp Elevator	Maintenance of Facilities	2,011.36	2,011.36
G-04591	W M Corp	Supplies	3,476.04	3,476.04
G-04592	Angie Walton	Other Commodities	200.00	
		Transportation	87.80	
		Transportation	104.44	392.24
G-04593	Vanessa Davis	Programming Activities	50.00	50.00
G-04594	Signature Landscape LLC	Maintenance of Facilities	1,215.00	
		Maintenance of Facilities	200.00	1,415.00
G-04595	Christopher Stofel	Transportation	198.78	198.78
G-04596	Kelly Suchy	Programming Activities	250.00	250.00
G-04597	Republic Services	Recycling Waste	288.00	
		Recycling Waste	219.00	
		Recycling Waste	139.25	
		Recycling Waster	309.00	955.25
G-04598	Kiley B Atkinson	Transportation	126.14	126.14
G-04599	Rebecca Fesler	Programming Activities	35.87	35.87
G-04601	Catherine D Beavin	Professional Services	2,560.00	2,560.00
G-04602	Game On Mobile Gaming &	Programming Activities	200.00	
		Programming Activities	216.00	416.00
G-04603	Vicki Thompson	Transportation	395.01	395.01
G-04604	RED VALLEY LANDSCAPE	Maintenance of Facilities	2,150.00	2,150.00
G-04605	Mun. Employees Credit Union	Employee Credit Union Ded	9,925.51	9,925.51
G-04606	United Way of Central Oklahoma	United Way Deductions	518.50	518.50
G-04607	HealthSmart Benefit Solutions	Dependent Life Deductions	182.50	182.50
G-04608	Nationwide Retirement Solution	457 Plan Deductions	4,111.38	4,111.38
G-04609	Transamerica Premier Life	Employee Life Ins Deduct	247.42	247.42
G-04610	Bank of Okla-Institutional	DB Retirement Deductions	2,795.23	2,795.23
G-04611	Bank of Oklahoma	Flexible Spend Acct Deduc	4,977.45	4,977.45
G-04612	MassMutual Financial Group	Employee Contrib Plan	25,064.96	
		Employer Contrib DC Plan	44,151.15	69,216.11
G-04613	Vision Service Plan of	Employee Deduct Vision	1,232.68	1,232.68
G-04614	Administrative Services	Short Term Disabl Deduct	1,567.16	1,567.16
G-04615	UNUM Life Insurance	LTC Premium	1,149.30	1,149.30
G-04616	Paycom Payroll LLC	Employee Taxes	582,064.36	
		Group Insurance	1,375.00	
		Employer Payroll Taxes	48,172.71	
		Automation	5,733.28	637,345.35
G-04617	Metropolitan Library System	Ins Fund Dep-Health Prem	32,317.00	32,317.00
G-04618	Bradford Industrial Supply	Maintenance of Facilities	54.34	54.34
G-04619	O G & E	Electrical Services	2,971.19	
		Electrical Services	6,344.02	
		Electrical Services	119.72	
		Electrical Services	2,182.31	11,617.24
G-04620	Oklahoma Natural Gas Co.	Gas Services	100.03	
	** Continued **			

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee ** Continued **	Purpose		Amount
G-04620	Oklahoma Natural Gas Co.	Gas Services	30.55	130.58
G-04621	City of Oklahoma City	Water & Garbage Services	398.10	
		Water & Garbage Services	406.95	
		Water & Garbage Services	266.89	
		Water & Garbage Services	253.91	1,325.85
G-04622	City of the Village	Water & Garbage Services	91.41	91.41
G-04623	Southwestern Stationers, Inc.	Printing/Printing Supply	3,300.00	
		Supplies	97.52	3,397.52
G-04624	Locke Supply Co.	Maintenance of Facilities	13.38	13.38
G-04625	Demco, Inc.	Supplies	661.50	661.50
G-04626	UNUM Life Insurance	Grp L-T Disab Ins Prm-JN	7,518.03	7,518.03
G-04627	City of Edmond	Electrical Services	3,962.34	3,962.34
G-04628	Alma L. Brown	Programming Activities	30.81	
		Programming Activities	52.38	83.19
G-04629	Central Oklahoma Winnelson	Maintenance of Facilities	196.81	196.81
G-04630	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	44.77	79.77
G-04631	ALA Order Fulfillment	Supplies	890.48	890.48
G-04632	CompSource Mutual	Workers Comp Insurance	18,814.00	18,814.00
G-04633	Taryn Kingery	Programming Activities	5.95	5.95
G-04634	Thorndike/Gale Group	Books & Materials	4,689.09	4,689.09
G-04635	Randy Wayland	Transportation	127.67	127.67
G-04636	Friday	Printing/Printing Supply	900.00	900.00
G-04637	Copelin's Office Center	Supplies	1,410.00	1,410.00
G-04638	Independent Stationers	Supplies	12.26	12.26
G-04639	Full Circle Bookstore	Books & Materials	118.16	118.16
G-04640	Michael King	Programming Activities	275.00	275.00
G-04641	Southwest Solutions Group, Inc	Maintenance of Facilities	2,500.00	
		Automation	1,207.69	3,707.69
G-04642	OHC of the Southwest, P.A.	Professional Services	93.00	93.00
G-04643	Jonathan Willis	Transportation	15.28	15.28
G-04644	Cheryll Jones	Programming Activities	151.62	151.62
G-04645	Scott's Printing & Copying	Printing/Printing Supply	2,354.67	2,354.67
G-04646	Brilliance Corporation	Books & Materials	534.80	534.80
G-04647	Ingram Library Service	Books & Materials	1,350.24	1,350.24
G-04648	Julie Ballou	Transportation	172.91	172.91
G-04649	Veritiv Operating Company	Maintenance Supplies	5,992.66	5,992.66
G-04650	James E. Nimmo	Transportation	150.00	150.00
G-04651	Walker Companies	Furniture,Fixtures,Equip.	2,349.90	
		Supplies	81.94	2,431.84
G-04652	OverDrive, Inc.	Books & Materials	3,000.00	
		Books & Materials	12,250.99	
		Automation Contractual	119.00	15,369.99
G-04653	Findaway World, LLC	Books & Materials	4,059.89	
		Books & Materials	5,241.86	9,301.75
G-04654	Scovil & Sides Hardware Co.	Maintenance of Facilities	455.00	455.00
G-04655	Fuelman	Gasoline & Oil	3,843.37	
		Vehicle Parts & Repairs	214.48	4,057.85
G-04656	Ginger Waldrup	Programming Activities	100.00	100.00
G-04657	Oklahoma City Zoo	Programming Activities	175.00	175.00
G-04658	Ingram Library Service	Books & Materials	526.83	526.83

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
G-04659	Kay L. Bauman	Transportation	151.72	151.72
G-04660	Jamshid Pourtorkan	Programming Activities	300.00	300.00
G-04661	Karen Casey	Programmig Activities	72.12	
		Programming Activities	75.85	147.97
G-04662	Oklahoma Building Services Inc	Janitorial Services	18,950.98	
		Janitorial Services	3,635.25	
		Janitorial Services	2,715.67	
		Janitorial Services	3,791.66	29,093.56
G-04663	Dell Marketing L.P.	Automation	13,873.22	13,873.22
G-04664	Southwest Paper - OKC	Maintenance Supplies	300.00	300.00
G-04665	Steve's Wholesale Distributors	Maintenance of Facilities	11.18	
		Maintenance of Facilities	5.26	16.44
G-04666	The Oklahoman Media Company	Library-related Services	64.60	64.60
G-04667	Maricela Peraza	Programming Activities	75.00	75.00
G-04668	Rainbow Resource Center, Inc	Books & Materials	196.46	196.46
G-04669	Steve Crawford	Programming Activities	250.00	250.00
G-04670	SCIENCE MUSEUM OKLAHOMA	Programming Activities	400.00	
		Programming Activities	200.00	
		Programming Activities	200.00	
		Programming Activities	1,400.00	
		Programming Activities	200.00	2,400.00
G-04671	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-04672	Joy E. Cavett	Programming Attivitites	100.00	
		Programming Activities	200.00	300.00
G-04673	Chase Card Services	Automation Contractual	9.99	
		Automation Contractual	20.00	
		Automation Contractual	449.00	
		Travel Expenses	853.92	
		Professional Services	285.00	
		Professional Services	835.00	
		Professional Services	445.00	
		Professional Services	349.00	
		Memberships	199.00	
		Professional Services	3,600.00	
		Other Commodities	346.37	
		Professional Services	210.94	
		Programming Supplies	3,272.00	
		Programming	1,260.00	
		Library-related Services	35.00	
		Professional Services	445.00	
		Professional Services	59.00	
		Professional Services	25.00	
		Professional Services	25.00	
		Automation System & Equip	9,800.00	
		Automation System & Equip	7,600.00	
		Professional Services	50.00	
		Professional Services	354.95	
		Travel Expenses	449.96	
		Professional Services	24.00	
		Maintenance Supplies	95.64	31,098.77
G-04674	City of Edmond	Water & Garbage Services	625.91	625.91
G-04675	Oklahoma County OSU Ext Ctr	Programming Activities	50.00	50.00

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Number	Vendor/Payee	Purpose	Amount	Amount
G-04676	Amazon/GE Money Bank	Automation	1,326.07	
		Programming Supplies	63.45	
		Vehicle Parts	96.95	
		Supplies	22.22	
		Supplies	281.17	
		Automation	269.78	
		Automation	35.50	
		Automation	879.44	
		Programming	146.47	
		Programming	29.89	
		Programming	81.16	
		Programming	15.10	
		Supplies	102.46	
		Automation	657.63	4,007.29
G-04677	United Parcel Service	Postage	356.81	356.81
G-04678	John Wood	Telephone Services	45.00	45.00
G-04679	Baker & Taylor Books	Books & Materials	2,442.87	2,442.87
G-04680	Reduxion Theatre	Programming Activities	200.00	
		Programming Activities	200.00	400.00
G-04681	Baker & Taylor Entertainment	Books & Materials	2,364.72	
		Books & Materials	6,658.73	9,023.45
G-04682	Walmart Community/GECRB	Programming Activities	36.29	
		Supplies	87.09	
		Programming Activities	84.47	
		Programming Activities	126.58	334.43
G-04683	John L. Hilbert	Programming Activities	157.35	157.35
G-04684	AVL Systems Design	Maintenance of Facilities	345.00	345.00
G-04685	Lisa Hubbert	Programming Activities	90.00	90.00
G-04686	Metro Monitor, Inc.	Library-Related Services	95.00	95.00
G-04687	Darrie Breathwit	Programming Activities	72.66	72.66
G-04688	Jenny Bodenhamer	Professional Services	25.00	25.00
G-04689	Shauna Leonard	Programming Activities	200.00	
		Programming Activities	100.00	300.00
G-04690	Star Lighting and Supply	Maintenance of Facilities	144.40	
		Maintenance of Facilities	449.60	594.00
G-04691	John Utley	Automation	70.00	70.00
G-04692	Julia McConnell	Travel Expenses	961.52	961.52
G-04693	Albert Brown	Telephone Services	35.00	35.00
G-04694	CMP Corporation	Maintenance of Facilities	108.20	108.20
G-04695	Karen K. Bailey	Programming Activities	200.00	200.00
G-04696	Pamela Barrymore	Programming Activities	200.00	200.00
G-04697	Tim Spindle	Programming Activities	22.71	
		Memberships	100.00	122.71
G-04698	Firetrol Protection Systems	Maintenance of Facilities	183.00	183.00
G-04699	Cox Communications, Inc.	Telephone Service	201.04	201.04
G-04700	Joshua Jordan	Programming Activities	29.69	29.69
G-04701	Baker & Taylor Books	Books & Materials	3,741.77	
		Books & Materials	3,156.26	
		Books & Materials	3,553.48	
		Books & Materials	2,270.22	
		Books & Materials	18.85	
		Books & Materials	2,649.82	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04701	Baker & Taylor Books	Books & Materials	2,216.33	
		Books & Materials	2,034.89	
		Books & Materials	3,289.47	
		Books & Materials	691.35	23,622.44
G-04702	Baker & Taylor Books	Books & Materials	2,171.74	
		Books & Materials	535.85	
		Books & Materials	2,403.34	
		Books & Materials	2,161.42	7,272.35
G-04703	Baker & Taylor Books	Books & Materials	846.28	846.28
G-04704	Rush Truck Center	Vehicle Parts & Repairs	609.62	609.62
G-04705	David Newyear	Supplies	9.71	9.71
G-04706	G4S Secure Solutions	Security Services	11,050.76	11,050.76
G-04707	Superior Linen Service	Supplies	29.00	29.00
G-04708	Christine Bassett	Programming Activities	18.42	18.42
G-04709	Rachel Kopchick	Transportation	143.09	143.09
G-04710	Smart Technologies	Automation Contractual	175.00	175.00
G-04711	RB Floor Care Services Inc.	Janitorial Services	3,437.00	
		Janitorial Services	483.00	3,920.00
G-04712	Veolia Energy Oklahoma City,	Veolia Energy Services	26,612.61	26,612.61
G-04713	Mackin	Books & Materials	139.90	139.90
G-04714	Savannah Mitchell	Programming Activities	500.00	500.00
G-04715	Chris Kennedy	Transportation	174.91	174.91
G-04716	Patsy J. Smith	Programming Activities	50.00	50.00
G-04717	Melissa Joyce Meadows	Programming Activities	285.00	285.00
G-04718	Jessica Elaine Moad	Transportation	8.53	8.53
G-04719	Dave Mack	Maintenance of Facilities	12.35	12.35
G-04720	Merwin Inc	Maintenance of Facilities	389.75	389.75
G-04721	Edgar Nunez	Telephone Services	35.00	
		Telephone Services	35.00	
		Telephone Services	35.00	105.00
G-04722	M & N Dealerships XII LLC	Vehicle Parts & Repairs	601.90	601.90
G-04723	C.O.T.P.A.	Parking	400.00	
		Parking	500.00	900.00
G-04724	Blackbourn	Supplies	2,489.20	2,489.20
G-04725	Kelsey Lunsford	Programming Activities	250.00	
		Programming Activities	230.00	480.00
G-04726	City of Edmond	Maintenance of Facilities	20.00	20.00
G-04727	Paul Daniel Medina	Programming Activities	150.00	150.00
G-04728	Joel M Flugstad	Programming Activities	50.00	50.00
G-04729	Gloria Melchor	Programming Activities	24.45	24.45
G-04730	Heather Zeoli	Transportation	154.27	154.27
G-04731	Steve Owens	Maintenance of Facilities	200.00	200.00
G-04732	Pamela Kay Morgan	Programming Activities	200.00	200.00
G-04733	Rebecca Fesler	Programming Activities	11.92	11.92
G-04734	Lauren Cross	Programming Activities	105.00	
		Programming Activities	70.00	175.00
G-04735	Steven Craig Brown	Programming Activities	100.00	
		Programming Activities	100.00	200.00
G-04736	Geraldine Adams	Transportation	28.30	28.30
G-04737	KELSEY PHILO	Programming Activities	180.00	180.00
G-04738	The Escape OKC LLC	Programming Activities	200.00	200.00

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Number	Vendor/Payee	Purpose		Amount
G-04758	Hewlett Packard Enterprise Co	Automation Contractual	8,338.00	8,338.00
G-04759	AT&T	Telephone Services	551.56	
		Telephone Services	606.34	
		Telephone Services	623.71	1,781.61
G-04760	Baker & Taylor Books	Books & Materials	534.72	
		Books & Materials	2,585.57	3,120.29
G-04761	Taryn Kingery	Programming Activities	4.34	4.34
G-04762	Barbara Beasley	Supplies	18.50	18.50
G-04763	Keystone Labels LLC	Printing/Printing Supply	531.20	531.20
G-04764	Recorded Books, LLC	Books & Materials	59.98	
		Books & Materials	769.68	
		Books & Materials	55,269.10	56,098.76
G-04765	Oklahoma City Museum of Art	Programming Activities	800.00	
		Programming Activities	100.00	
		Programming Activities	300.00	1,200.00
G-04766	Thorndike/Gale Group	Books & Materials	1,142.07	1,142.07
G-04767	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-JN	64,742.06	
		Professional Services	1,304.00	66,046.06
G-04768	Copelin's Office Center	Supplies	50.95	50.95
G-04769	Independent Stationers	Supplies	14.32	
		Supplies	1,708.80	1,723.12
G-04770	Schoolhouse Outfitters LLC	Automation	3,013.12	3,013.12
G-04771	Joan Kendall	Postage	28.20	28.20
G-04772	Safeguard Business Systems	Supplies	394.00	394.00
G-04773	Samaritan Technologies	Automation Contractual	5,900.00	5,900.00
G-04774	Lanny B. Myers	Telephone Services	35.00	35.00
G-04775	Blackstone Audio Books	Books & Materials	1,195.00	1,195.00
G-04776	Oklahoma Gazette	Printing/Printing Supply	1,741.00	1,741.00
G-04777	Cheryll Jones	Programming Activities	15.12	15.12
G-04778	Penguin Random House LLC	Books & Materials	90.00	90.00
G-04779	Scott's Printing & Copying	Printing/Printing Supply	1,319.94	1,319.94
G-04780	OCLC, Inc.	Network Catalog Services	15,304.11	15,304.11
G-04781	Brilliance Corporation	Books & Materials	309.89	309.89
G-04782	Ingram Library Service	Books & Materials	1,553.60	1,553.60
G-04783	Information Today, Inc.	Books & Materials	404.05	404.05
G-04784	Oklahoma Gazette	Printing/Printing Supply	1,741.00	1,741.00
G-04785	OverDrive, Inc.	Books & Materials	1,573.82	
		Books & Materials	14,547.68	
		Books & Materials	3,513.75	
		Books & Materials	148.63	
		Books & Materials	13,810.81	
		Books & Materials	1,342.70	34,937.39
G-04786	Findaway World, LLC	Books & Materials	17,603.39	
		Books & Materials	354.94	17,958.33
G-04787	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	123.50	123.50
G-04788	Oklahoma City Zoo	Programming Activities	200.00	200.00
G-04789	Ingram Library Service	Books & Materials	1,305.24	
		Books & Materials	500.00	1,805.24
G-04790	Meghan Attalla	Transportation	37.45	37.45
G-04791	Melody A. Kellogg	Transportation	251.23	251.23
G-04792	Center Point Large Print	Books & Materials	1,587.78	1,587.78
G-04793	Cox Media Oklahoma City	Library-related Services	5,462.00	5,462.00

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Number	Vendor/Payee	Purpose		Amount
G-04794	Atlas Business Solutions, Inc.	Automation Contractual	2,818.80	2,818.80
G-04795	Home Depot Credit Services	Maintenance Supplies	498.50	
		Maintenance of Facilities	122.05	
		Maintenance of Facilities	9.96	630.51
G-04796	Dell Marketing L.P.	Automation	1,763.75	
		Automation	2,158.70	3,922.45
G-04797	CDW Government, Inc.	Automation	567.00	
		Automation	1,948.00	2,515.00
G-04798	Debra Jackson	Transportation	20.95	20.95
G-04799	David Farris	Programming Activities	100.00	100.00
G-04800	Displays 2 Go	Supplies	83.48	83.48
G-04801	Steve's Wholesale Distributors	Maintenance of Facilities	109.32	
		Maintenance of Facilities	8.24	
		Maintenance of Facilities	50.25	
		Maintenance of Facilities	39.97	207.78
G-04802	Kelley Riha	Transportation	225.14	225.14
G-04803	MAC Systems, Inc.	Maintenance of Facilities	325.00	325.00
G-04804	Oklahoma County OSU Ext Ctr	Programming Activities	77.95	77.95
G-04805	Amazon/GE Money Bank	Automation	199.99	
		Programming Supplies	268.92	
		Programming	101.84	
		Programming	11.99	
		Supplies	5.99	
		Programming	38.90	
		Programming	114.29	
		Automation	41.65	
		Programming	34.00	
		Programming	46.19	
		Supplies	284.60	
		Supplies	46.84	1,195.20
G-04806	United Parcel Service	Postage	446.86	
		Postage	4.60	451.46
G-04807	Oklahoma Press Service	Library-Related Services	121.40	121.40
G-04808	Vision Service Plan of	Grp Vision Ins Prem-June	2,958.66	2,958.66
G-04809	Cox Communications, Inc.	Telephone Services	709.99	
		Telephone Services	819.36	1,529.35
G-04810	KFOR-TV	Library-Related Services	1,000.00	1,000.00
G-04811	Baker & Taylor Entertainment	Books & Materials	509.93	
		Books & Materials	5,277.33	
		Books & Materials	351.97	6,139.23
G-04812	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-JN	187,434.06	187,434.06
G-04813	Daniel Fields	Programming Activities	25.50	25.50
G-04814	Oklahoma Historical Society	Books & Materials	51.35	51.35
G-04815	Arts Council of Oklahoma City	Programming Activities	27,551.00	27,551.00
G-04816	Walmart Community/GECRB	Programming Activities	39.07	
		Supplies	9.88	48.95
G-04817	Inprint Publishing Inc.	Printing/Printing Supply	1,449.00	1,449.00
G-04818	John L. Hilbert	Programming Activities	129.65	
		Programming Activities	208.08	337.73
G-04819	Univ of OK Press Acct 12974	Books & Materials	16.68	16.68
G-04820	O'Reilly Automotive Stores,	Maintenance of Facilities	51.98	51.98
G-04821	Magic 104.1 KMGL	Library-related Services	430.00	430.00

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Number	Vendor/Payee	Purpose		Amount
G-04822	Darrie Breathwit	Transportation	11.23	
		Programming Activities	141.41	152.64
G-04823	Star Lighting and Supply	Maintenance of Facilities	105.00	105.00
G-04824	Rondia K. Banks	Programming Activities	128.28	128.28
G-04825	Edie Daniel	Programming Activities	8.20	8.20
G-04826	McAfee & Taft	Professional Services	1,108.80	1,108.80
G-04827	Firetrol Protection Systems	Maintenance of Facilities	665.33	665.33
G-04828	Budget Flag & Banner	Supplies	121.38	121.38
G-04829	AT&T	Telephone Services	220.86	220.86
G-04830	Southern Aluminum Manufacturing	Furniture	4,599.00	4,599.00
G-04831	Cox Communications, Inc.	Telephone Service	358.89	
		Telephone Service	54.77	
		Telephone Services	4,401.25	4,814.91
G-04832	Evanced Solutions LLC	Automation Contractual	8,243.00	8,243.00
G-04833	Baker & Taylor Books	Books & Materials	2,035.78	
		Books & Materials	1,380.23	
		Books & Materials	2,882.55	
		Books & Materials	3,867.63	
		Books & Materials	3,434.16	
		Books & Materials	3,600.42	17,200.77
G-04834	Baker & Taylor Books	Books & Materials	4,486.97	
		Books & Materials	1,061.15	
		Books & Materials	1,496.97	7,045.09
G-04835	Baker & Taylor Books	Books & Materials	1,002.83	1,002.83
G-04836	Angel Suhrstedt	Supplies	60.58	60.58
G-04837	Ray the Painter	Maintenance of Facilities	945.00	
		Maintenance of Facilities	2,470.00	3,415.00
G-04838	G4S Secure Solutions	Security Services	10,341.04	10,341.04
G-04839	Derek Davis	Telephone Services	35.00	35.00
G-04840	Lisa Bradley	Transportation	9.08	9.08
G-04841	Cheryl Coleman	Programming Activities	30.05	
		Programming Activities	68.17	
		Programming Activities	43.51	
		Transportation	17.44	159.17
G-04842	Teresa Matthews	Transportation	22.46	22.46
G-04843	Denise D. Ryan	Postage	22.95	22.95
G-04844	H-I-S Paint Manufacturing Comp	Maintenance of Facilities	42.75	
		Maintenance of Facilities	7.69	50.44
G-04845	Mackin	Books & Materials	168.96	168.96
G-04846	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00
G-04847	KOCO	Library-related Services	3,100.00	3,100.00
G-04848	UNUM Life Insurance	Grp LTC Insurance Prm-JN	1,305.90	1,305.90
G-04849	The Terminix International Co.	Maintenance of Facilities	230.00	
		Maintenance of Facilities	297.00	527.00
G-04850	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-04851	Dave Mack	Telephone Services	35.00	35.00
G-04852	Mark D Vance	Telephone Services	35.00	35.00
G-04853	Angie Walton	Supplies	36.85	
		Supplies	36.80	73.65
G-04855	Mary Robinson	Programming Activities	68.44	68.44
G-04856	IHS Global Inc	Books & Materials	1,355.00	1,355.00
G-04857	OrangeBoy, Inc.	Professional Services	3,805.00	3,805.00

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Number	Vendor/Payee	Purpose		Amount
G-04858	Benjamin Mead-Harvey	Travel Expenses	241.50	241.50
G-04859	Entertainment Direct LLC	Books & Materials	5,122.95	5,122.95
G-04860	OOCO	Library-related Services	1,150.00	1,150.00
G-04861	Matthew Ryan Ward	Programming Activities	260.00	260.00
G-04862	Tara Golden	Programming Activities	36.05	36.05
G-04863	KELSEY PHILO	Programming Activities	170.00	170.00
G-04864	Shannon Priddy	Supplies	10.61	
		Supplies	8.36	18.97
G-04865	TALK OF THE TOWN	Programming Activities	175.00	175.00
G-04866	LOOT AND XP: THE GAME	Programming Activities	150.00	150.00
G-04867	Britten Banners Inc	Printing/Printing Supplie	1,231.01	1,231.01
G-04868	Mun. Employees Credit Union	Employee Credit Union Ded	9,925.51	9,925.51
G-04869	United Way of Central Oklahoma	United Way Deductions	519.50	519.50
G-04870	HealthSmart Benefit Solutions	Dependent Life Deductions	2.50	2.50
G-04871	Nationwide Retirement Solution	457 Plan Deductions	4,111.38	4,111.38
G-04872	Transamerica Premier Life	Employee Life Ins Deduct	247.42	247.42
G-04873	Bank of Okla-Institutional	DB Retirement Deductions	2,375.22	2,375.22
G-04874	Bank of Oklahoma	Flexible Spend Acct Deduc	4,967.45	4,967.45
G-04875	MassMutual Financial Group	Employee Contrib DC Plan	25,829.16	
		Employer Contrib DC Plan	45,429.35	71,258.51
G-04876	Administrative Services	Short Term Disab Discount	1,558.71	1,558.71
G-04877	Paycom Payroll LLC	Employee Taxes	611,013.58	
		Payroll Taxes	50,225.11	
		Payroll Automation	5,849.95	667,088.64
G-04878	Metropolitan Library System	Ins Fund Dep-Health Prem	10,972.50	10,972.50
G-04879	Monique Johnson	Payroll 6/23/16	431.21	431.21
G-04880	O G & E	Electrical Services	1,503.90	1,503.90
G-04881	Oklahoma Natural Gas Co.	Gas Services	20.96	
		Gas Services	41.87	
		Gas Services	36.46	
		Gas Services	108.01	
		Gas Services	96.07	303.37
G-04882	City of Oklahoma City	Water & Garbage Services	99.46	
		Water & Garbage Services	59.62	159.08
G-04883	Brodart Co.	Supplies	32.54	
		Supplies	2,765.00	
		Supplies	8.16	
		Supplies	9.99	2,815.69
G-04884	Southwestern Stationers, Inc.	Supplies	111.96	111.96
G-04885	Locke Supply Co.	Maintenance of Facilities	18.58	
		Maintenance of Facilities	11.87	
		Maintenance of Facilities	8.61	
		Maintenance of Facilities	23.89	62.95
G-04886	Demco, Inc.	Supplies	20.13	
		Supplies	89.29	
		Supplies	31.40	
		Supplies	16.44	157.26
G-04887	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-04888	AT&T	Telephone Services	145.82	145.82
G-04889	Baker & Taylor Books	Books & Materials	893.57	893.57
G-04890	American Express	Automation Contractual	149.00	
		Library-related Services	199.00	

** Continued **

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Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04890	American Express	Maintenance of Facilities	541.03	
		Programming Supplies	1,560.00	
		Supplies	50.20	
		Motor Vehicles	9.23	
		Automation System & Equi	4,400.00	
		Programming Supplies	49.08	
		Automation	1,600.00	
		Automation Contractual	249.00	
		Programming Supplies	27.05	
		Programming Supplies	39.99	
		Programming	3,385.31	
		Supplies	220.88	
		Automation Contractual	214.00	
		Vehicle Parts & Repairs	1,008.29	
		Programming Supplies	148.75	
		Maintenance Supplies	167.52	
		Printing/Printing Supply	1,707.49	15,725.82
G-04891	Taryn Kingery	Programming Activities	22.61	
		Programming Activities	18.42	41.03
G-04892	Recorded Books, LLC	Books & Materials	396.00	396.00
G-04893	Thorndike/Gale Group	Books & Materials	1,460.57	1,460.57
G-04894	Oxford University Press	Books & Materials	15,955.12	
		Books & Materials	10,201.08	26,156.20
G-04895	Sam Moore, Architect	Maintenance of Facilities	1,920.00	1,920.00
G-04896	Independent Stationers	Supplies	49.20	49.20
G-04897	Full Circle Bookstore	Books & Materials	96.00	96.00
G-04898	Amigos Library Services	Books & Materials	26,600.38	26,600.38
G-04899	Great American Glass & Tinting	Maintenance of Facilities	280.97	280.97
G-04900	Employment Guide	Library-related Services	400.00	400.00
G-04901	Scott's Printing & Copying	Printing/Printing Supply	839.97	
		Printing/Printing Supply	436.73	1,276.70
G-04902	Ingram Library Service	Books & Materials	1,361.64	
		Books & Materials	121.23	1,482.87
G-04903	Carrier Enterprise, LLC-S.C.	Maintenance of Facilities	158.47	158.47
G-04904	Lakeshore Learning Materials	Programming Supplies	204.19	204.19
G-04905	OverDrive, Inc.	Books & Materials	1,826.63	1,826.63
G-04906	Findaway World, LLC	Supplies	759.90	
		Books & Materials	1,942.02	
		Books & Materials	22,141.79	24,843.71
G-04907	Scovil & Sides Hardware Co.	Maintenance of Facilities	3,625.00	
		Maintenance of Facilities	2,930.00	6,555.00
G-04908	Maurice Johnson Music, Inc.	Programming Activities	800.00	800.00
G-04909	Ingram Library Service	Books & Materials	711.76	711.76
G-04910	Thomson Reuters	Books & Materials	1,020.00	1,020.00
G-04911	Home Depot Credit Services	Maintenance of Facilities	134.02	134.02
G-04912	Evans Hardware	Maintenance of Facilities	66.32	66.32
G-04913	Southwest Paper - OKC	Supplies	1,552.64	1,552.64
G-04914	Edward Ahad Marand	Transportation	19.60	19.60
G-04915	Joy E. Cavett	Programming Activities	100.00	100.00
G-04916	Stanley Taucer	Telephone Services	90.35	90.35
G-04917	ULINE	Supplies	257.49	257.49

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Number	Vendor/Payee	Purpose	Amount	
G-04918	Amazon/GE Money Bank	Programming Supplies	438.88	
		Programming Supplies	105.04	
		Supplies	31.57	
		Programming Supplies	52.77	
		Supplies	67.46	
		Supplies	41.57	
		Supplies	51.98	
		Programming Supplies	22.99	
		Supplies	41.94	
		Supplies	18.32	
		Programming Supplies	15.99	
		Programming Supplies	181.06	
		Programming Supplies	89.96	
		Programming Supplies	59.98	
		Programming Supplies	24.50	
		Programming Supplies	33.16	
		Supplies	19.90	
		Supplies	16.19	
		Programming Supplies	481.55	1,794.81
G-04919	United Parcel Service	Postage	426.26	426.26
G-04920	John Wood	Transportation	28.94	28.94
G-04921	Baker & Taylor Books	Books & Materials	605.42	
		Books & Materials	938.12	1,543.54
G-04922	Baker & Taylor Entertainment	Books & Materials	4,242.58	
		Books & Materials	2,085.61	
		Books & Materials	1,062.88	7,391.07
G-04923	Walmart Community/GECRB	Programming Activities	38.12	
		Supplies	39.76	
		Other Commodities	41.45	119.33
G-04924	Bryan Dahlvang	Programming Activities	250.00	250.00
G-04925	Jennifer Adkisson	Professional Services	600.00	600.00
G-04926	Engineered Equipment Inc.	Maintenance of Facilities	45.48	
		Maintenance of Facilities	81.60	127.08
G-04927	Oklahoma Heritage Association	Books & Materials	121.14	121.14
G-04928	The Journal Record	Library-related Services	119.20	119.20
G-04929	Cox Communications, Inc.	Telephone Service	12.94	12.94
G-04930	Discount School Supply	Programming Supplies	196.73	
		Programming Supplies	5.97	202.70
G-04931	Baker & Taylor Books	Books & Materials	3,267.64	
		Books & Materials	2,217.16	
		Books & Materials	1,237.12	
		Books & Materials	5,413.18	
		Books & Materials	1,251.93	
		Books & Materials	2,956.78	
		Books & Materials	1,972.11	
		Books & Materials	2,025.77	
		Books & Materials	118.61	20,460.30
G-04932	Baker & Taylor Books	Books & Materials	3,423.23	
		Books & Materials	2,903.52	
		Books & Materials	4,124.97	
		Books & Materials	4,728.45	
		Books & Materials	2,327.94	17,508.11

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
G-04933	Baker & Taylor Books	Books & Materials	96.06	96.06
G-04934	G4S Secure Solutions	Security Services	10,721.30	10,721.30
G-04935	Tulin LaFollette	Transportation	34.34	34.34
G-04936	Superior Linen Service	Supplies	29.00	29.00
G-04937	Mackin	Books & Materials	386.42	386.42
G-04938	R. Justin Herwig	Telephone Services	35.00	
		Telephone Services	35.00	
		Transportation	97.19	167.19
G-04939	JobDig/LinkUp	Library-related Services	700.00	700.00
G-04940	W M Corp	Supplies	4,469.20	4,469.20
G-04941	Russell Pierce	Telephone Services	35.00	35.00
G-04942	M & N Dealerships XII LLC	Vehicle Parts & Repairs	450.56	450.56
G-04943	C.O.T.P.A.	Parking	10.00	10.00
G-04944	Phillip Belt	Telephone Services	35.00	35.00
G-04945	TriWellness LLC	Professional Services	2,322.75	2,322.75
G-04946	Melvin Nolin	Mileage	234.02	234.02
G-04947	YourMembership.com, Inc.	Library-related Services	400.00	400.00
G-04948	Environmental Solutions Spec	Maintenance of Facilities	2,319.00	2,319.00
G-04949	SOUTHERN TIRE MART	Vehicle Parts & Repairs	689.00	689.00
G-04950	The Bureau of National Affairs	Other Library Related Svc	1,685.60	1,685.60
G-04951	James D Phillips	Telephone Services	280.00	280.00
G-04952	Seminole Nation Museum	Books & Materials	188.65	188.65
G-04953	City of Midwest City, Inc.	Water & Garbage Services	255.06	255.06
G-04954	Bradford Industrial Supply	Maintenance of Facilities	242.02	
		Maintenance of Facilities	45.03	
		Maintenance of Facilities	.50	287.55
G-04955	O G & E	Electric Services	1,597.72	
		Electrical Services	356.30	
		Electrical Services	340.85	
		Electrical Services	1,995.25	
		Electrical Services	246.95	4,537.07
G-04956	Oklahoma Natural Gas Co.	Gas Services	40.72	
		Gas Services	115.41	
		Gas Services	36.46	192.59
G-04957	City of Oklahoma City	Water & Garbage Services	43.57	
		Water & Garbage Services	362.46	406.03
G-04958	Locke Supply Co.	Maintenance of Facilities	5.30	
		Maintenance of Facilities	95.74	
		Maintenance of Facilities	9.31	
		Maintenance of Facilities	55.48	
		Maintenance of Facilities	7.51	
		Maintenance of Facilities	13.82	
		Maintenance of Facilities	70.68	
		Maintenance of Facilities	450.40	
		Maintenance of Facilities	51.58	
		Maintenance of Facilities	23.21	
		Maintenance of Facilities	44.48	
		Maintenance of Facilities	17.85	845.36
G-04959	Tech-Lock	Maintenance of Facilities	6.00	
		Maintenance of Facilities	2.00	8.00
G-04960	Demco, Inc.	Furniture,Fixtures&Equip	1,068.62	1,068.62
G-04961	Gaylord Bros.	Supplies	566.35	
	** Continued **			

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose	Amount	Amount
	** Continued **			
G-04961	Gaylord Bros.	Supplies	352.31	918.66
G-04962	Oriental Trading Company	Supplies	44.98	44.98
G-04963	Oklahoma Library Association	Memberships	123.00	123.00
G-04964	Central Oklahoma Winnelson	Maintenance of Facilities	11.79	11.79
G-04965	The McGraw-Hill Companies	Books & Materials	10,721.97	10,721.97
G-04966	American Express	Automation Contractual	19.00	
		Books & Materials	2,669.29	
		Books & Materials	645.50	
		Programming Supplies	44.99	
		Library-related Services	199.00	
		Automation Contractual	359.88	
		Memberships	99.00	
		Automation Contractual	2,000.00	
		Automation System & Equip	1,600.00	7,636.66
		Transportation	56.01	56.01
G-04967	Susan Ryan	Programming Supplies	577.20	577.20
G-04968	Upstart	Furniture,Fixtures&Equip	2,790.32	2,790.32
G-04969	Scott Rice Co. - OKC	Transportation	184.94	184.94
G-04970	Marilyn E. Backus	Supplies	61.38	61.38
G-04971	Staples Credit Plan	Supplies	799.52	799.52
G-04972	Independent Stationers	Telephone Services	35.00	
G-04973	Jonathan Willis	Telephone Services	35.00	70.00
		Books & Materials	1,534.56	1,534.56
G-04974	Ingram Library Service	Maintenance Supplies	7,905.16	7,905.16
G-04975	Veritiv Operating Company	Programming	347.91	
G-04976	Lakeshore Learning Materials	Programming	189.60	537.51
		Books & Materials	12,238.01	12,238.01
G-04977	OverDrive, Inc.	Maintenance of Facilities	760.00	760.00
G-04978	Russell Interiors	Travel Expenses	1,634.74	
G-04979	Melody A. Kellogg	Travel Expenses	37.05	1,671.79
		Programming Supplies	109.20	
G-04980	Barnes & Noble, Inc.	Programming Supplies	28.78	137.98
		Programming Activities	448.00	
G-04981	Susan Pierce	Programming Activities	56.00	504.00
		Maintenance of Facilities	69.66	69.66
G-04982	Home Depot Credit Services	Maintenance of Facilities	17.97	17.97
G-04983	Evans Hardware	Maintenance of Facilities	72.37	
G-04984	Batteries Sooner LLC	Maintenance of Facilities	35.08	107.45
		Maintenance of Facilities	8.79	8.79
G-04985	Steve's Wholesale Distributors	Maintenance of Facilities	52.43	52.43
G-04986	Westlake Hardware	Mileage	22.15	22.15
G-04987	Lisa Walker	Transportation	63.74	63.74
G-04988	Ruby Soutiere	Automation Contractual	1.00	
G-04989	Chase Card Services	Maintenance Supplies	1.00	
		Automation Contractual	1.00	
		Library-related Services	1.00	
		Professional Services	1.00	5.00
G-04990	Oklahoma County OSU Ext Ctr	Programming Activities	36.76	36.76
G-04991	Amazon/GE Money Bank	Programming	180.18	
		Programming Activities	95.81	
		Books & Materials	48.00	

** Continued **

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-04991	Amazon/GE Money Bank	Supplies	33.64
		Programming Supplies	138.60
		Automation Contr Vlog Equ	1,683.77
		Supplies	24.00
		Programming	113.64
		Programming Supplies	19.95
		Programming Activities	71.42
		Programming Activities	27.57
		Programming	103.24
		Programming	30.15
		Programming	34.42
		Programming Activities	84.07
		Programming Activities	73.68
		Programming Activities	34.09
		Programming Activities	84.87
		Programming Activities	82.81
		Programming Activities	25.20
		Programming Activities	16.09
		Programming Activities	118.38
		Programming Activities	58.24
		Programming Activities	73.61
		Programming Activities	92.05
		Programming Activities	73.20
			3,420.68
G-04992	United Parcel Service	Postage	385.05
G-04993	Baker & Taylor Books	Books & Materials	558.85
G-04994	Kaplan Early Learning Company	Programming	68.83
G-04995	Baker & Taylor Entertainment	Books & Materials	3,707.84
		Books & Materials	2,759.66
			6,467.50
G-04996	Walmart Community/GECRB	Programming Activities	26.31
G-04997	LaWana D. Morgan	Professional Services	380.50
G-04998	Kimberly A Terry	Transportation	168.42
G-04999	John L. Hilbert	Programming Activities	73.91
G-05000	AVL Systems Design	Automation	1,128.30
G-05001	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	15.00
		Vehicle Parts & Repairs	390.82
			405.82
G-05002	Pete Roberson	Maintenance of Facilities	1.08
G-05003	Magic 104.1 KMGL	Library-related Services	1,892.00
G-05004	Engineered Equipment Inc.	Maintenance of Facilities	65.52
G-05005	Melissa Weathers	Transportation	160.74
G-05006	York International Corp.	Maintenance of Facilities	1,191.68
		Maintenance of Facilities	33.00
			1,224.68
G-05007	Constructive Playthings	Programming Supplies	166.69
G-05008	Kelley Hoffman	Mileage	16.52
G-05009	The Journal Record	Library-Related Services	49.72
G-05010	SMC Technologies, Inc	Maintenance of Facilities	377.64
G-05011	Cox Communications, Inc.	Telephone Service	13.90
		Telephone Service	201.04
			214.94
G-05012	Baker & Taylor Books	Books & Materials	2,775.74
		Books & Materials	1,064.22
		Books & Materials	707.36
		Books & Materials	2,479.55

** Continued **

General Fund F.Y. 15-16

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-05012	Baker & Taylor Books	Books & Materials	19.05	7,045.92
G-05013	Baker & Taylor Books	Books & Materials	1,245.11	
		Books & Materials	647.85	1,892.96
G-05014	Meaghan Hunt Wilson	Travel Expenses	2,107.74	2,107.74
G-05015	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-05016	Maria Watkins	Transportation	58.31	58.31
G-05017	Ray the Painter	Maintenance of Facilities	935.00	
		Maintenance of Facilities	295.00	1,230.00
G-05018	Emily Williams	Professional Services	408.14	
		Transportation	106.97	515.11
G-05019	G4S Secure Solutions	Security Services	10,862.09	10,862.09
G-05020	Superior Linen Service	Supplies	29.00	29.00
G-05021	lynda.com, Inc.	Books & Materials	22,000.00	22,000.00
G-05022	Teresa Matthews	Travel Expenses	1,583.57	1,583.57
G-05023	VALUE LINE PUBLISHING LLC	Books & Materials	22,600.00	22,600.00
G-05024	KWTV Channel 9	Library-Related Services	6,250.00	6,250.00
G-05025	Cristy Gosset	Programming Activities	230.00	230.00
G-05026	Ed Dillard	Telephone Services	35.00	
		Telephone Services	35.00	
		Mileage	188.35	258.35
G-05027	Margarida Pires Woll	Programming Activities	160.00	160.00
G-05028	Cypress Information Services L	Books & Materials	2,315.25	2,315.25
G-05029	Petra Colindres	Programming Activities	50.00	50.00
G-05030	Heather Zeoli	Transportation	30.24	30.24
G-05031	Melvin Nolin	Telephone Services	35.00	35.00
G-05032	Michael G Gillespie	Transportation	92.83	92.83
G-05033	Catherine D Beavin	Professional Services	2,560.00	2,560.00
G-05034	OOCO	Library-related Services	50.00	50.00
G-05035	Tara Golden	Programming Activities	38.98	38.98
G-05036	AccTwo Shared Services, LLC	Capital Projects	9,180.00	
		Capital Projects	2,462.50	11,642.50
G-05037	Britten Banners Inc	Printing/Printing Supplie	2,400.00	2,400.00
G-05038	DOCHELLE WHITLEY	Supplies	62.13	62.13
Total of FY 15-16 Warrants Issued				\$ 3,056,768.24

Special Funds

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
S-21130	Laurann M. Donahue	Lost & Paid Materials	33.90	33.90
S-21131	Oklahoma State University	Books Lost Account	45.00	45.00
S-21132	Tulsa City/County Library	Books Lost	25.00	25.00
S-21133	Amanda L Toler	Lost & Paid Materials	19.95	19.95
S-21134	Ellen Wardlaw	Lost and Paid Materials	12.00	12.00
S-21135	Natalia Clarke	Lost & Paid Books	7.00	7.00
S-21136	Joshlynn E Irvin	Lost & Paid Materials	6.95	6.95
S-21137	Thanh Tran	Lost & Paid Materials	8.40	8.40
S-21138	Janine Wilmoth	Lost & Paid Materials	40.85	40.85
S-21139	American Express	Fines Account	35.00	35.00
S-21140	Iris Lochner	Fines Account	50.00	50.00
S-21141	Amazon/GE Money Bank	16/Koelsch/Luther	433.48	433.48
S-21142	Sara K. Vesely	Lost & Paid Item Returned	14.00	14.00
S-21143	Kikisha K. Franklin	Lost & Paid Materials	27.65	27.65
S-21144	Rodney D. Wilson	Lost & Paid Item Returned	17.00	17.00
S-21145	Metropolitan Library System	Transfer Fines & Fees	30,000.00	30,000.00
S-21146	Xerox Corp.	Copier Maintenance	15.71	
		Copier Maintenance	7.73	
		Copier Maintenance	6.52	
		Copy Maintenance	31.54	
		Copy Maintenance	34.93	
		Copy Maintenance	14.00	
		Copy Maintenance	17.85	
		Copy Maintenance	60.07	
		Copier Maintenance	57.79	
		Copier Maintenance	58.42	
		Copier Maintenance	28.90	
		Copier Maintenance	21.67	
		Copier Maintenance	32.81	
		Copier Maintenance	35.93	
		Copier Maintenance	54.99	
		Copier Maintenance	22.69	
		Copy Maintenance	52.71	
		Copy Maintenance	57.63	
		Copy Maintenance	62.01	673.90
S-21147	Standley Systems	Copier Maintenance	14.21	
		Copier Maintenance	.51	
		Copier Maintenance	43.08	
		Copier Maintenance	3.56	
		Copier Maintenance	26.88	
		Copier Usage	5.19	
		Copier Maintenance	103.28	
		Copier Maintenance	14.49	
		Copier Maintenance	8.79	219.99
S-21148	Dell Marketing L.P.	Friends Laptop Lab	6,466.00	6,466.00
S-21149	Oklahoma Tax Commission	Sales Tax	49.05	49.05
S-21150	Clynell Reinschmiedt	Lost & Paid Item Returned	102.95	102.95
S-21151	Paige Shoemake	Lost & Paid Item Returned	10.95	10.95
S-21152	Kaela Martin &/or Betty Martin	Lost & Paid Item Returned	17.00	17.00
S-21153	Melissa M Testut	Lost & Paid Item Returned	10.00	10.00
S-21154	Kermit M. Milburn	Lost & Paid Item Returned	32.00	32.00
S-21155	Oklahoma Tax Commission	Sales Tax	1,195.82	1,195.82

Special Funds

Warrant Register

June 2016

Number	Vendor/Payee	Purpose		Amount
S-21156	Oklahoma State University	Books Lost Account	189.00	189.00
S-21157	Kikisha K. Franklin	Lost & Paid Item Returned	5.95	5.95
S-21158	Indian Prairie Public Library	Books Lost Account	26.00	26.00
S-21159	THE LIBRARY CENTER	Books Lost Account	29.50	29.50
S-21160	ANCHIKA J CLARK-DAVIS	Lost & Paid Item Returned	8.95	8.95
S-21161	ASHLEY L MCINTYRE	Lost & Paid Item Returned	3.99	3.99
S-21162	AMEENA E COOPER &/OR	Lost & Paid Item Returned	51.90	51.90
S-21163	American Express	Fines Account	35.00	35.00
S-21164	MELVA RICH	Lost & Paid Item Returned	40.85	40.85
S-21165	FRIENDS OF EDWARD GRANGER	Refund Room Rental	120.00	120.00
Total of Special Funds Warrants Issued				\$ 40,064.98

I, Tim Rogers, certify that:

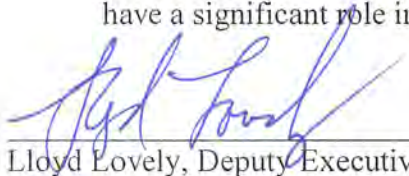
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

7/14/2016
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

7-13-16
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: SELF-CHECK SYSTEMS

The Edmond Library will be undergoing a renovation to reconfigure the Circulation area and install a sorter similar to what is in place at Northwest and Southern Oaks Libraries. As part of this reconfiguration, the library will be installing six self-check units. The library currently has two self-check units that checked out over 320,000 items during FY2016.

The bid was written that we would purchase six units for Edmond and if the units perform as expected, we plan to purchase an additional 22 units during the upcoming year. The Library received four bids from prospective vendors. We asked for all units to offer checkout (barcode scanning & RFID), renewal, notification of holds to be picked up, ability to key in card number/PIN if library card not present, ability to take payments (both cash & credit), view/print their transaction record, and reporting, monitoring, and management tools. We also asked prospective vendors to provide ongoing maintenance costs so that we could calculate total cost of ownership.

Our goal is to have more use of the self-check computers and free up staff to work on providing experiences to members. While our ILS system has been highly reliable, there are instances where it may go down and we want members to still be able to checkout their items. We asked all vendors if their proposed systems had the capability to store check-out transactions and transfer them to the ILS at a later time if the ILS system went offline. The system proposed by BayScan Technologies did not have this capability. Their system also had the least flexibility for interface/wording changes and support hours were not as good as the chosen proposals. For these reasons, we have selected the second lowest proposal.

	BayScan Technologies	MK Solutions	Bibliotheca	Tech Logic
Unit Price	\$9,495	\$9,540.00	\$13,780	\$15,200
Installation, Shipping, Training, Setup Fees	\$3,900	\$11,765.20	\$3,270	\$12,546
Total Purchase Cost (6 units)	\$60,870	\$69,005.20	\$85,950	\$103,746

	BayScan	MK Solutions	Bibliotheca	Tech Logic
Support (Yrs 2-6)	\$46,215	\$49,708.30	\$68,601	Did Not Provide

RECOMMENDATION:

That the Commission approve the purchase of six self-check systems from MK Solutions in the amount of \$69,005.20 and the future purchase of 22 additional units after the library has determined that the units perform fully as expected and the library is assured that MK Solutions RFID equipment can read and process existing RFID tags. Funding for the purchase is provided for in the FY2016-17 budget, account 1335.

CONTRACT AWARDS AND PURCHASES

(Cont'd)

ITEM B: MONUMENT SIGNS FOR NORTHWEST AND DOWNTOWN LIBRARY

Provided for in the FY2016-17 budget are funds for Monument Signs for the Northwest and Downtown Libraries.

Studio Architecture was hired to prepare the drawings and specifications for the project.

Notices were published and bids were let for 23 days. A pre-bid conference was held on June 23, 2016. Five contractors attended.

Bids were received and publicly opened on July 8th. One Contractor responded.

Contractor	Days to Complete	Base Bid
Boyce Industries, dba Signlink	60	\$38,962.45
	30	\$49,419.63

RECOMMENDATION:

That the Commission award the bid for Monument Signs for the Northwest and Downtown Libraries to Boyce Industries in the amount of \$49,419.63. Funding for the purchase is provided for in the FY2016-17 budget, account 5123.

CONTRACT AWARDS AND PURCHASES

(Cont'd)

ITEM C: EDMOND LIBRARY RENOVATION

Provided for in the FY2016-17 budget is the request for funds for the renovation of the Edmond Library. The renovation includes new sliding automatic entrances and reconfiguring the circulation area for RFID sorting.

Dewberry Architects were hired to prepare the drawings and specifications for the project.

Notices were published and bids were let for 21 days. A pre-bid conference was held on June 21, 2016. Four contractors attended.

Bids were received and publicly opened on July 6th. Four Contractors responded.

Contractor	Base Bid	Alt. 1
DBG Construction	\$123,400	Add \$0
Ben Hayes Construction	\$128,553	Deduct \$5,000
Iconic Construction	\$130,784	Add \$2,800
Timbrel Building Company	\$144,188	Add \$29,483

The base bid requires the closing of the library during construction to reduce the time required to complete the renovation. Alternate 1 requires a phased construction with the library remaining open during most of the construction. All contractors stated they can complete the entire project within 3 weeks if the library remains closed while this time extends to 6 weeks with 10 days of operational closure in Alternate 1. The base bid is the preferred option. The architect and staff recommend that DBG Construction is the best and lowest bidder.

RECOMMENDATION:

That the Commission award contract for the Edmond Library Renovation to DBG Construction in the amount of \$123,400.00. Funding for the purchase is provided for in the FY2016-17 budget, account 5123.

Executive Director Travel – July – December 2016

To ensure that the commission is aware of all out-of-state travel made by the executive director, the following list represents the planned travel for system business and professional involvement and development between July 1, 2016 and December 31, 2016:

<u>Event</u>	<u>Location</u>	<u>Estimated Cost</u>	<u>Dates</u>
Orange Boy Idea Exchange ➤ Key note speaker	Columbus, OH	\$850	8/16 – 8/17
Urban Libraries Council Annual Forum ➤ Member forum and annual meeting	Kansas City, MO	\$1200	10/5 – 10/7

Recommendation from Administration

Library Unbound – FY2016/17 – FY2018/19

Library staff, in consultation with the Long Range Planning Committee, developed the final draft of Library Unbound – the Metropolitan Library’s strategic plan for FY2016/17 – FY2018/19 (see attached). The foundational elements of the plan – the Strategic Outline and Principles, which includes the mission, vision, core values, and the 20-year goal – were adopted in November 2015 by the Commission and are reiterated here. These elements are expected to be in place for at least 20 years, and perhaps longer.

In addition to the foundational elements, Library Unbound identifies the strategies that the Library System will use to achieve the 20-year goal. As with any plan, additional component parts are also mentioned as are the measurements we will use to gauge progress and eventual completion. The strategies and components should be thought of as three-to-five year directives which will be reviewed annually.

This plan is not a road map or recipe for success, in which explicit instructions are given to achieve a discreet result. Library Unbound should be thought of more like a nautical chart which shows the eventual goal on the horizon, and gives the ship and crew an idea of the direction they need to travel to reach the target. Specific actions and objectives will be described in annual business plans which will be mapped to the annual budget. The business plans will be more focused and explicit, and will be produced based on current opportunities and needs. They will be reviewed quarterly, so that changes to resource allocation can be made as needed.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the Metropolitan Library Commission approve Library Unbound, the Library’s strategic plan FY2016/17 – FY2018/19.

LIBRARY UNBOUND

FY2016/17 - FY2018/19

Strategic Plan

Mission	Vision	20-Year Goal
We grow smarter communities, one person at a time.	To be the community's hub for critical thinking, creative problem-solving, and life-long enrichment.	By 2035, every person in the community will use a library service.

STRATEGIES

1. Strengthen member engagement using the Relationship Growth Cycle.
2. Create value for members by providing multi-dimensional Experiences.
3. Stimulate learning by creating dynamic and fun Environments.

RELATIONSHIP GROWTH CYCLE

Spark Interest <ul style="list-style-type: none"> • Engage new members • Increase recognition of the value of active membership • Renew relationships <u>Target Audiences:</u> <i>New Cardholders, Occasionals, Inactives</i>	Build Engagement and Value <ul style="list-style-type: none"> • Expand access through innovative collections • Streamline and expand technology-enabled experiences • Deliver productive and enjoyable learning environments • Increase long-term loyalty through reading-based experiences • Expand community integration and partnerships <u>Target Audiences:</u> <i>Digitarians, Staying Connected, Dining-In, Bedtime Stories, Rising Stars, Bright Futures</i>	Hold Loyalty <ul style="list-style-type: none"> • Sustain engagement by rewarding loyalty and acknowledging commitment <u>Target Audiences:</u> <i>Page Turners, Dependables, Transitionals</i>
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EXPERIENCES & ENVIRONMENTS

Collection Anywhere

Experiences and environments that focus on delivering information anywhere, anytime.

Large Digital Library serving all members and needs. Small, but high-circulation collections onsite for adult members. Ample youth collections supporting reading and school success. Small but high activity teen collection that extends the concept of the narrative. Locally created content in all formats. Collection Anywhere Center housing collections of moderate use, system-last copies, and InterReach collections. Expanded networks of libraries for retrieving anything for our members and delivering it fast.

- Increase variety of titles
- Increase locally created content
- Increase member satisfaction with collection
- Decrease wait time for titles
- Decrease cost per use

TeXperiences

Experiences and environments that use technology to enhance effectiveness and efficiency.

Increased investment in tech devices for in-library and lendable use. More floor space for computer workstations. Hands-on showroom for technology-enabled learning and play. Technology to accelerate and simplify the experience and work of staff and our members: sorting systems, discovery systems, and automation and handling systems. Open data repository to support community partners. Gaming stations to extend the virtual narrative, and use of visualizations to activate data.

- Increase use of library provided devices
- Increase Wi-Fi usage
- Increase attendance at technology-based programs
- Increase virtual visits
- Increase member satisfaction with technology

Playful Learning

Experiences and environments that engage members in play and focus on teaching and learning.

Open sightlines across the library. Bright, inviting spaces with room to physically play and engage. Intergenerational spaces for multi-dimensional learning. Pop-up (point-of-need) educational and reading activities/programs. Learning toys, games and activities available for in-library and home use. Spaces truly focused on the needs of our members. Meeting, study, and multi-purpose spaces for hands-on learning.

- Increase program attendance
- Increase physical visits
- Increase member satisfaction with programs
- Increase meeting room use
- Decrease cost per program

InterReach

Experiences and environments that reach into the community from the local library.

Staff resources targeted at enhancing community experiences. Partnerships that reach new audiences. Pop-up "libraries" for external events and gatherings. Library sponsored in-school, at-work, and on-the-move activities. Literacy and homework help onsite and offsite. Subject collections lent to classrooms/partners. Embedded librarians in government agencies, local nonprofits, and other groups that share the Library's mission and outcomes.

- Increase visibility in community
- Increase service locations
- Increase visits into community
- Strengthen partner relationships

AUDIENCE ENGAGEMENT CLUSTERS

Library audiences are grouped into specific segments or “clusters” based on their pattern of library use. These groups continually evolve with member activity. The Library’s current audiences are:

Bedtime Stories: Members over 18 years-old who access children’s materials. They typically visit the library monthly. They are at risk for ending library usage once children are grown.

Bright Futures: Members between 13-17 years-old who use the Library as a destination. Since most teens have smartphones, the digital collection is appealing to them, as is inviting spaces for them to use and socialize.

Dependables: Members who frequently visit the library and borrow both print and A/V materials. They like to browse the shelves for new material, and a steady supply of new books easily keeps them engaged.

Digitarians: Members who primarily access eBooks and eAudiobooks. They visit the physical library infrequently, so an ever-expanding digital library is a key factor for ongoing use.

Dining-In: Members or visitors who visit the Library for programs, study groups, meetings, or Wi-Fi use, but do not borrow any books or other material.

Inactives: Members who have not used library services in over 12 months. Lack of use does not indicate lack of library support. Lifestyle and other available options for library services can be indicators in their lapsed use.

New Cardholders: New members who are exploring a variety of services during their first three months of getting a library card. It is important to engage with New Cardholders early to establish a strong relationship.

Occasionals: Members who have not used library services in three months. Occasionals are receptive to library promotions, especially promotions about new print materials and digital/downloadable resources.

Page Turners: Members who primarily borrow adult print books. They visit the library monthly and are avid readers who enjoy finding new content through the catalog as well as browsing the shelves.

Rising Stars: Members under 12 years-old who use their personal library card to borrow their own library materials. Rising Stars should be continually engaged with the library by encouraging reading behavior and library use.

Staying Connected: Members or visitors who regularly use library computers.

Transitionals: Members who borrow both downloadable and print books. Convenience and ease of use are important to continue their digital usage.

MEASUREMENTS

Five key performance measures have been identified as critical to charting the progress to the 20-Year Goal of 100% of the community using a library service. The three year targets (FY2016/17 – FY2018/19) are:

- Increase market penetration 16 percentage points, from 24% to 40%
- Increase member retention 23 index points, from from ratio of .47 to .70
- Increase Net Promoter score – *range TBD in FY2016-17*
- Increase destinational traffic – *range TBD in FY2016-17*
- Increase use of youth services in areas of high risk – *range TBD in FY2016-17*

ANNUAL TACTICAL BUSINESS PLANS & BUDGET

Annual business plans, represented by the Library's budget, will be approved to deliver the results described in this strategic plan. Semi-annual reviews and updates of the business plans will be made to the Commission.

METROPOLITAN LIBRARY SYSTEM

ANNUAL FURNITURE & EQUIPMENT INVENTORY REPORT

FY 2015 – 2016

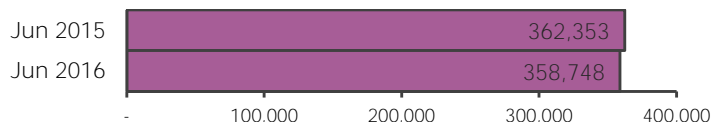
Annually the Business Office conducts a System-wide inventory of furniture and equipment.

Below is the summarized listing by major categories of furniture and equipment as of June 30, 2016. A detailed listing of all categories, including the description, location and value of each item, is available for review in the Business Office.

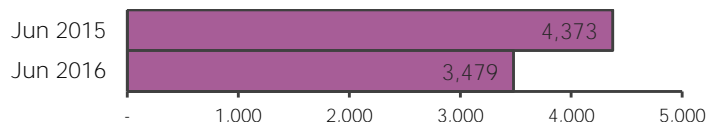
Category	Quantity	Cost
Computer Equipment	2,354	\$3,967,654
Furniture, Fixtures & Office Equipment	2,937	\$4,403,217
Buildings/Property	6	\$5,746,991
Vehicles/Trailers	22	\$538,357
TOTAL INVENTORY	5,319	\$14,656,219

Metropolitan Library System Usage Summary Month of June FY2015-2016

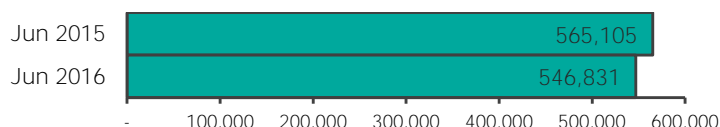
Registered Borrowers



New Borrowers



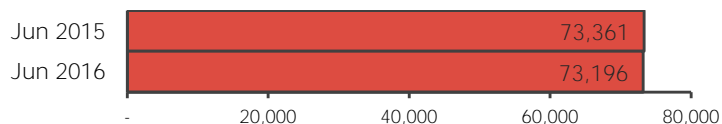
Circulation



eBooks & eAudio



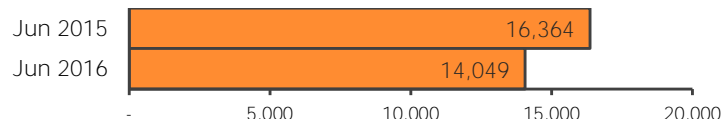
Computer Sessions



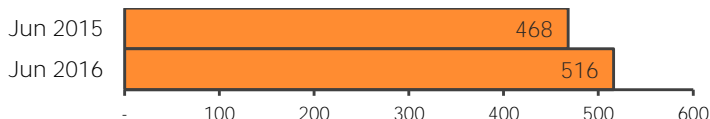
Wireless Sessions†

163,431

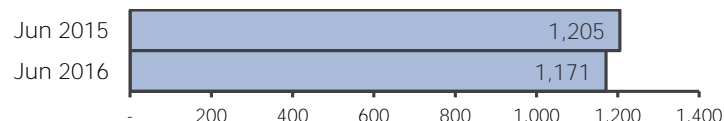
Program Attendance



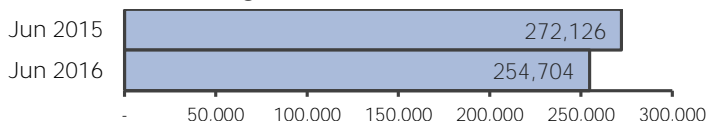
Programs



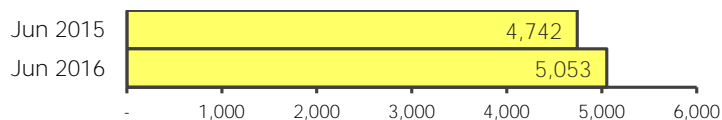
Room Reservations



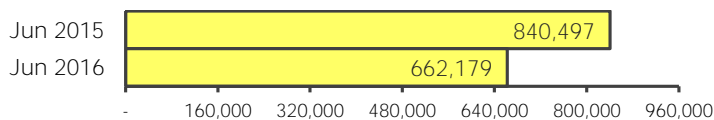
Library Visits



Social Media Interactions



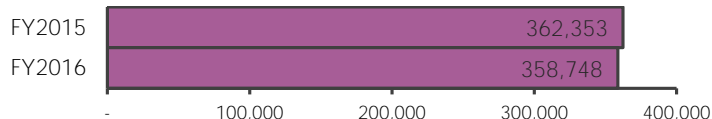
Digital Sessions



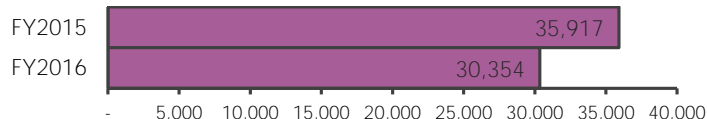
† June 2015 wireless session counts are unavailable.

Metropolitan Library System Usage Summary Fiscal Year-to-Date FY2015-2016

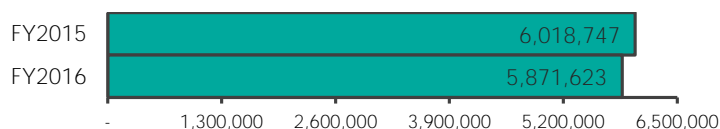
Registered Borrowers



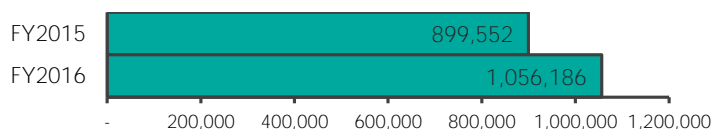
New Borrowers



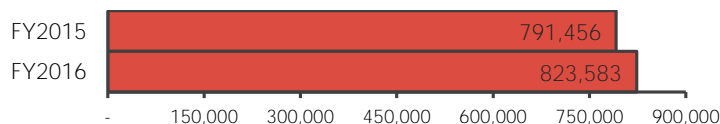
Circulation



eBooks & eAudio



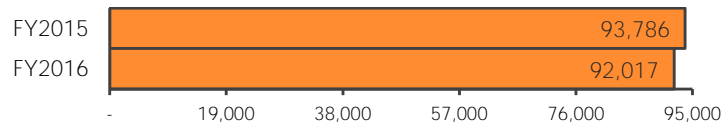
Computer Sessions



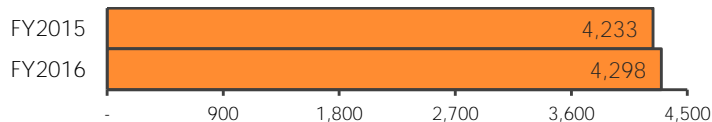
Wireless Sessions†

1,764,399

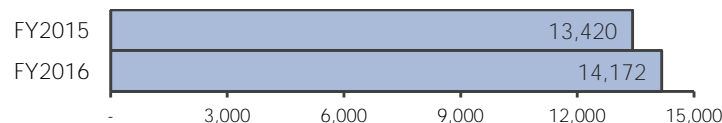
Program Attendance



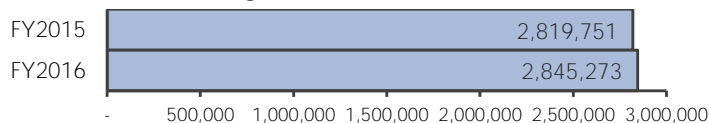
Programs



Room Reservations



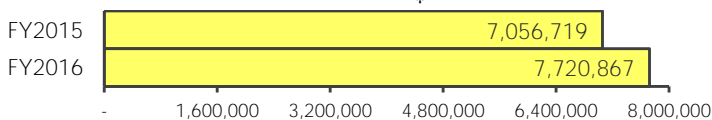
Library Visits



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

JULY 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**
Progress in Bethany continues behind the scenes. I have met several times with City officials and we are attempting to finalize their contract with the architect as well as our mutual project agreement, which acts as a memorandum of agreement between the Library and the city. Additionally, Director Finance and Business Lloyd Lovely, has identified an attractive prospect that we hope to bring to you as a temporary space for the Bethany Library while the new building is under construction.
- **Capitol Hill**
The Capitol Hill Library project continues to progress, and I am pleased to be able to let you know that the groundbreaking ceremony is scheduled for Wednesday, August 3 at 9:30 a.m. Festivities will be held just south of the existing building, on the corner of SW 26th & Hudson, and the members of the Commission, the Board of the Friends of the Metropolitan Library System, and the Library Endowment Trust Board will all be formally invited, as will other local leaders, dignitaries, and partners. We will be sending out invites soon, and I would encourage you to save the date now.
- **Jones**
The Jones Library is truly a building, these days. The structure was enclosed and brick was laid on the exterior in the past week. We will be bringing a change to the project agreement to the Commission next month that will increase the natural lighting. We plan to ask for permission to use a Friends of the Library grant to pay for the additional windows.
- **Ralph Ellison**
The OKC Public works department has contracted with a mechanical engineering firm to identify the problem with the HVAC system at the Ralph Ellison Library. Once the problem is identified, the City will work to correct the problem. The Ralph Ellison Library needed to be shut down several times early in the summer due to excessive temperatures in the building.

Strategic Plan – “Library Unbound”

As you know staff have been working to polish the final draft of “Library Unbound” – our new strategic plan. The purpose of the plan is to outline our long range goal, establish strategies through which we will achieve the goal, and identify the component parts that will lead to effective utilization of the strategies. Library Unbound will not change everything the Library does, by any means, but it will help us better understand why we prioritize the things we do. It also provides us with five key performance measures (two of which will be used in the next fiscal year) to help us determine our progress toward the plan’s goal. I will be asking the Commission to adopt the Library Unbound plan at the meeting on July 21st.

After adoption, the departmental business plans and the associated budgets (the latter of which will be presented to the Commission at the August meeting) will be finalized. I look forward to hearing your questions and ideas for the plan at the meeting.

Staff Ideas as Library Pilot Projects

As part of our strategic and business planning and budgeting process, we have invited all Library staff to submit ideas for new and innovative products, services, and experiences to help us reach our annual target goals for FY 2016-17. As you may recall from our last Commission meeting, we are aiming to increase our market penetration (households with an active library card) and our member retention (card holders using the library at least once per year) by 20% and 13%, respectively in this fiscal year. To help achieve these measures, our staff will generate pilot project ideas that will be implemented in a one, two, or three libraries simultaneously (but not system-wide). By launching the projects in semi-controlled settings, front line staff and managers will be able to make necessary tweaks to the projects to better meet our members' needs and ensure the Library's success. In addition to giving us better tools for future Library services, the idea generation and project implementation process will help build greater confidence, deeper trust, and the increased engaged across all library locations, departments, and the administration. The submission process will end next week, with final decisions coming as part of the final budget decisions in August. We will be happy to present the selected ideas at the August and/or September Commission meetings.

FOCUS – All Staff Training Day

Many of you may recall that we have traditionally held an all-staff professional and skill development day on Columbus Day each year. Following a one-year hiatus, FOCUS will be returning this fall to the Downtown OKC Sheraton. In addition to a high energy keynote address from the OKC Thunder's VP of Guest Relations Pete Winemiller, we will be honoring this year's milestone awardees (folks that have been with the Library System for 5, 10, 15, 20, 25, 30, and 35+ years), presenting a few service excellence awards, and delivering department-specific training relevant to their work. We will be sending invitations to the lunch/award portion of the day to all of the members of the Commission, the Friends of the Library board members, and members of the Library Endowment Trust board, and we hope you will all be able to join us on September 27th from 11:30am - 12:30pm at the Downtown Sheraton. I am excited for the day and will plan to give you a peek at the agenda for the day at a future Commission meeting.

ONE Card – The Only Card Every Student Needs!

As we discussed during the last month's Commission meeting, we will be launching the ONE Card program with Oklahoma City Public Schools (OKCPS) in July/August. The ONE Card will allow the Library to load registration information for every student in OKCPS district, instantly enabling us to create cards for all 43,000 student cards that will be capable of checking out books, audiobooks, iPads, and the full range of our digital library offerings. On June 27th, West Regional Director Rachel Kopchick, Marketing and Communications Director Kim Terry, and I attended the School Board meeting at which OKCPS Director of Library and Media Services Kathleen Lienke presented information and answered questions about the partnership. The board greeted the plan with excitement and appreciation, stating recognizing the importance of community-based literacy and education partnership with the Metro Library. I couldn't have agreed more. This initiative should be seen as phase one of a multi-phase project. Within 3-6 months of the initial launch with OKCPS, we hope to begin rolling the ONE Card service out to the other 14 school districts service in our service area. Additional phases may follow based on needs and the availability of Library and school-base resources. To give you a fuller view of the program, I have asked Ms. Lienke to join us for the July Commission meeting during which we will present a short overview of the project.

County Employee Library Card Drive

Director of Marketing and Communications Kim Terry visited with the County Commissioners to talk about a library card drive that we plan to hold later this year. The brainchild of County Commissioner Brian Maughan, the drive will likely run for a four-week period and will have Library staff visit every county department to sign up new members. Commissioner Maughan has often expressed his support for the Library and also believes that there is personal and professional value for county staff who use the library. Our staff will use newly implemented mobile technologies that enable us to issue library anywhere they have a mobile or WiFi connection. This definitely supports our plan to increase market penetration and member retention as a way of ensure that everyone is able and uses the library.

The Southern Oaks Learning and Wellness Campus

Last week, Chief Library Officer Kay Bauman, South Regional Director Randy Wayland, and I attended a status update meeting held by the principle partners in the Southern Oaks Learning and Wellness Campus. OKC Councilman Pete White introduced Dr. Stephen Cagle, M.D., chair of the Board of Health and Doug Kupper, director of the Oklahoma City Parks, both of whom shared the importance of the project and partnership (which includes the Metropolitan Library System). The focus is on providing residents of the Southside with ways and places that will improve their healthy lifestyle outcomes. Just as I widely say that we are the single largest educational institution in the community, Mr. Kupper talked about the Parks – with its athletic fields, recreation centers, and greenspaces – as Oklahoma City's largest health provider. A representative from MASS Architects displayed images of the new facility and planned improvements to the park land, followed by the opening of the floor for questions from community members. The Library's role is primarily to act as a partner on the campus which will likely see an uptick of use with the addition of the health and wellness center on site. The City plans to connect the driveway on the north side of the library to the one that goes directly to Parmalee Elementary School, making this a better overall drop-off and pick-up route. The City also plans to add stop lights and sidewalks to this stretch, though we may be asked to contribute some funds for the sidewalk directly in front of the library. The project was well received, and we look forward to reporting progress to you later this fall and into the spring and summer of 2017.

Finance and Accounting System Replacement

The Library went live with the new finance and accounting system on July 1st, and have been very pleased with the ease of use and added functionality. The system provides us with the ability to submit, approve, and pay invoices online, eliminating the need to use and file reams of paper. Ultimately, the system will reduce the tasks required of the business office staff, making the department and the organization more efficient. I want to congratulate and commend our Finance and Business staff for all of their hard work during the past months -- their superior planning and implementation brought the project in on time, and under budget.

Monument Signs

Bids went out a few weeks ago for the monument signs at the Patience Latting Northwest Library and the Ronald J. Norick Downtown Library, and we will present a recommendation to proceed at the next Commission meeting. The signs were bid together help conserve costs as well as increase the efficiency of using the same contractor. Bidders were asked to provide two bids: to complete both projects in 30 calendar days and to complete them in 60 calendar days from the Notice to Proceed. As Northwest has been without a permanent monument sign since it opened in 2012, we are particularly excited to have that one completed, and for that reason we will be recommending the faster completion despite the increase in price. The Downtown sign will replace the one removed for Project 180.

2. Personnel Report

New Hires & Promotions – June 2016

- Meghan Attalla was promoted from Assistant Library Manager at the Ralph Ellison Library to Assistant Library Manager at the Midwest City Library. Meghan has been with the system since May 2011.
- Matt Evans was promoted from PC Specialist at the Bethany Library to Help Desk Tech I in the Information Technology Department. Matt has been with the system since August 2004.
- Kadey Bernhardt was promoted from Library Aide at the Midwest City Library to Circulation Clerk at the Midwest City Library. Kadey has been with the system since November 2014.
- Leondrea Gates was promoted from Circulation Clerk at the Edmond Library to Associate Librarian at the Community Libraries. Leondrea has been with the system since August 2015.
- Andrew Soliven was promoted from Employee Development Assistant in Human Resources Department to Associate Librarian at the Community Libraries. Andrew has been with the system since May 2012.
- Chelsee Bumann was hired as a Librarian at the Downtown Library.
- Marna Martin was hired as a Lead Librarian at the Ralph Ellison Library.
- Judith Matthews was hired as a Lead Librarian at the Downtown Library.
- Natalie Vaughn was hired as a Lead Librarian at the Belle Isle Library.
- Bridget Williams was hired as the Library Events Coordinator at the Edmond Library.
- Ashley Ecton was hired as a Library Aide P-T at the Edmond Library.
- Nhu Dang was hired as a Library Aide P-T at the Northwest Library.
- Katherine Leonhart was hired as a Library Aide P-T at the Bethany Library.
- Rhonda Magruder was hired as a Library Aide P-T at the Warr Acres Library.
- Margaret Laprarie was hired as a Youth Assistant P-T in the Outreach Department.
- Aleiha Mitchell was hired as a Youth Assistant P-T in the Outreach Department.
- Luzmaria Perez was hired as a Youth Assistant P-T in the Outreach Department.
- Jocelin Rocha-Honorato was hired as a Youth Assistant P-T in the Outreach Department.
- Andrea Trotter was hired as a Youth Assistant P-T in the Outreach Department.
- Ariana Weir was hired as a Youth Assistant P-T in the Outreach Department.
- Kathry Goldbach was hired as a Lead Librarian at the Village Library.
- Bobby Reed was hired as the Library Events Coordinator at the Downtown Library.
- George Tocco was hired as a Lead Librarian at the Midwest City Library.

3. Other Items of Note

Resignations of Alyne Strube, Dr. Raul Font, and Deanna Hannah

I regret to inform you that, due to increased obligations at home, commitments at work, and a relocation outside the county, Alyne Strube (representing Choctaw), Dr. Raul Font (representing OKC), and Deanna Hannah (representing Bethany), will be stepping down from the Commission. I want to personally thank them for their guidance over my first year-and-a-half, and also for the commitment to sustaining and improving the Metropolitan Library System during their respective tenures. Each of them represented his/her constituents and the entire county with distinction, and we will all miss them. Please join me in wishing them well as they begin to write their next chapters.



Through MAPS 4 Neighborhoods community meetings, the public has called for repairing broken sidewalks and building cover shelter at bus stops like those along Kelly Avenue in northeast Oklahoma City. | Photo Laura Eastes

CITY

Moving forward

City leaders are committed to a 2017 GO bond election, while MAPS 4 Neighborhoods continues pushing for community improvements. *By Laura Eastes*

When Oklahoma City Council member Ed Shadid opened the floor for public comments at a recent Ward 2 town hall meeting, a majority of speakers called for quality-of-life improvements and new facilities miles away from the city's northwest quadrant.

One speaker explained the area was left behind as the city directed its attention to sales tax and general obligation (GO) bond-funded projects too often focused on other communities, most notably those north of the river, downtown.

Another person spoke of no progress in the south or northeast areas of Oklahoma City. The city's "priorities were out of whack," the longtime resident said.

The May 24 meeting focused on the next potential GO bonds and their impact on Ward 2 neighborhoods. It featured presentations by five city department leaders and ended with few suggestions for the 19-square-mile council district.

City leaders plan to bring a GO bond proposition to voters in late 2017. Council members and staff are beginning a list of projects and priorities for the next vote. Oklahoma City voters last approved an \$835.5 million GO bond in December 2007.

Cities use GO bonds as a mechanism to fund capital improvement projects, such as streets, drainage, bridges, sidewalks, libraries and parks. The last round of GO bonds brought the new downtown police station, renovations to Myriad Botanical Gardens and the Capitol Hill Library remodel project, just to name a few. The city reports the 2007 bond program is 50 percent complete with all projects on track for completion in 2020.

The city's upcoming bond election comes at an interesting time, as a grassroots group has spent the last several months discussing the possibility of the next Metropolitan Area Projects (MAPS) plan focusing on strengthening neighborhoods. Comments from the town hall meeting mimic those heard at MAPS 4 Neighborhoods gatherings held across the city's wards.

"We have this great inheritance of MAPS and its economic development, but not everyone has gotten to experience it," Jonathan

Dodson, MAPS 4 Neighborhoods member, said during the meeting. "They still struggle to get to work. The bus transit lines go to their house once in the morning and once in the evening. The sidewalks are not connected to where they need to go."

During the MAPS 4 Neighborhood meetings, which were not affiliated with the city, community members called for protected bike lanes, bus stop shelters, renovations to parks and revitalizing neighborhood streets and sidewalks. Some argued such projects could be included in a bond election instead of a MAPS program.

Dodson emphasized the benefits to neighborhood projects included in a MAPS plan. Specifically, he believes neighborhood improvement projects paid for by sales tax dollars would be completed quicker than interest-bearing bond projects.

It is possible city leaders could move forward with the MAPS 4 Neighborhood plan during the November general election. City leaders must turn in ballot language in August, which leaves a couple of months to finalize projects and decide how much would be collected from the 1-cent sales tax.

City officials laid out their plans for communicating with the public about needs for the upcoming bond election at the Ward 2 town hall. One process is for neighborhood associations or groups of concerned neighbors to develop three priority projects that are then communicated to their council representative and city officials.

Ward 4 Council member Pete White, who didn't attend the Ward 2 meeting, is committed to reviewing past city reports on sidewalk and street needs and setting priorities in his council area. The southside ward is the city's largest with 157.3 square miles. Ward 4 includes the historic Capitol Hill district, a portion of the popular business district along SW 29th Street and rural land in the eastern part of Oklahoma County.

"I think my interest is going to be the same as everybody's: We need better streets and sidewalks," White said. "I think that is the citizens' top priority, and I suspect it is the council's top priority." **OKD**

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Jones City Library becoming a reality



Progress continues despite unexpected setbacks

By Maxine Wheelan
Staff Writer

The Jones City Library setbacks due to weather and unpredicted problems with the landscaping will soon have a roof and steel sides.

Mr. Gary Horton has been in construction for 28 years and is Project Supervisor for Johnson Construction Company. He was a Sargent in the Marines before getting into construction.

He is very optimistic and excited about the new Library and what it will have to offer the residents of Jones City and surrounding communities.

Mr. Edgar Morales with Casper Construction out of Edmond was supervising the steel framing with two other



Gary Horton, Supt. and Edgar Morales supervising the installation of the steel framing.
PHOTO BY MAXINE WHEELAN

employees working in the 92 degree weather.

They had to reconsider some of the paving problems for the parking lot and will now go with concrete instead of asphalt. Bill Paving out

of Oklahoma City will be working to be sure that all is done according to regulations.

The ground breaking for the new Metropolitan Library was held on August 29, 2015 and

they estimate it will take a little longer after school starts than they anticipated.

The library downtown is still open and Christopher Stofel is

the Library Manager with Kiley Ingram the Lead Librarian. They hold many projects at the Jones City Community Center for the children during the summer

months.

Everyone is looking forward to the move in the fall and will have an Open House as soon as the Library is completed.



The Jones City Library with roof and beginning steel framing..
PHOTO BY MAXINE WHEELAN

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