



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, February 19, 2015, 3:30 p.m.
Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(Telephone: 843-9601)

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

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

Nancy Anthony, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #57 – Presentation of Service Certificates for Library Staff

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.

3:45 – 4:00 pm CONSENT DOCKET (#58 - #61)

- Document #58 – Approval of Minutes of January 15, 2015 Meeting
- Document #59 – Acceptance of Review of Expenditures for January 2015
- Document #60 – Contract Awards & Purchases
 - Item A: Endpoint Protection Software, Web Filtering Appliance Maintenance & Licenses
 - Item B: Carpet for Midwest City Library
- Document #61 – Request to Declare Furniture & Equipment Surplus

4:00 – 4:15 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #62 – Discussion, Consideration and Possible Action: Revisions to Metropolitan Library System Policy and Procedures Manual

4:15 – 4:30 pm SPECIAL PRESENTATIONS

- *Friends Annual Booksale* – Joe McReynolds

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

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

- 2015 MLC Standing Committee assignments

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

NEXT COMMISSION MEETING DATE AND PLACE:

**March 19, 2015
Midwest City Library, 8143 E. Reno , Midwest City, OK 73110**

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

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

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

Library System staff receiving Certificates of Service in February 2015:

<u>Employees</u>	<u>Years of Service</u>
Susan K. Beckett, Library Aide, Warr Acres Library	15
James B. Gordan, Public Computer Specialist, Belle Isle Library	10
Karen E. Casey, Library Aide, Belle Isle Library	5
Vanda Dee Cole, Library Aide, Warr Acres Library	5
Patricia A. Widhalm, Circulation Clerk, Edmond Library	5

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

DATE: January 15, 2015 TIME: 3:30 pm

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 29, 2014. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Ralph Ellison Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on January 13, 2015, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Allen Coffey, Disbursing Agent
Fran Cory
Cynthia Friedemann
Deanna Hannah
Helene Harpman
Carolyn Leslie
Brian Maughan
Penny McCaleb
Tracy McDaniel
Mukesh Patel
Hugh Rice
Vanna Shaw
Jim Shonts
Judy Smith, Vice-Chair
Mary Sosa
Beth Toland
Sharon Voorhees
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Ralph Bullard
Mick Cornett, Mayor of Oklahoma City
Rozz Grigsby
Karen Helton
Jose Jimenez
Lori Nelson
Kim Patterson
Alyne Strube
Susan Tucker

Estimate of general public and staff attending: 19

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

Roll was called to establish a quorum. Present: Coffey, Cory, Friedemann, Hannah, Harpman, Leslie, Maughan, Rice, Shaw, Shonts, Smith, Sosa, Toland, Voorhees, Anthony (Arrived: McDaniel, 3:31; McCaleb, 3:33; Patel, 3:34).

II. Mrs. Anthony welcomed new Executive Director, Mr. Tim Rogers. Mrs. Anthony introduced Mr. Todd Podzemny, Manager of Library Operations, Choctaw Library. Mr. Podzemny provided updates to the Commission regarding the Choctaw Library.

III. Mrs. Anthony referred to the Presentation of Service Certificates for December 2014 and January 2015: Kasandra Dewbre-Burrows, Administrative Specialist, Human Resources ~ 5 years of service; Katrina Prince, Manager of Library Operations, Bethany Library ~ 30 years of service.

Mrs. Anthony also recognized the following employees who were unable to attend the meeting: Melissa Renee Clabaugh, Technical Processor, 5 years of service; Amy Thomas, Librarian, Edmond Library ~ 5 years of service; Reginald Walker, Public Computer Specialist, Ralph Ellison Library ~ 10 years of service; Joan Kendall, Circulation Clerk, Edmond Library ~ 15 years of service; Eric King, Librarian, Edmond Library ~ 25 years of service; Carol Provine, Circulation Clerk, Belle Isle Library ~ 40 years of service.

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

V. Mrs. Anthony presented the Consent Docket: Document #49 – Approval of Minutes of November 20, 2014 Meeting; Document #50 - Acceptance of Review of Expenditures for November 2014; Acceptance of Review of Expenditures for December 2014; Document #52 – Contract Awards & Purchases.

Mrs. Anthony called for a motion.

Mrs. Beth Toland moved to accept the consent docket. Mr. Jim Shonts seconded. *A grammatical correction was made to Document #49 Minutes of November 20, 2014 meeting.* **No further discussion; Motion passed unanimously.**

VI. Mrs. Anthony referred to the Discussion, Consideration, and Possible Action: Executive Session to review the employment agreement addendum terms for Mr. Tim Rogers, Executive Director pursuant to the Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes § 307 (B)(1).

Mr. Brian Maughan moved to go into Executive Session. Mrs. Fran Cory seconded. No further discussion; motion passed unanimously.

Mrs. Anthony requested the presence of Mr. Tim Rogers, Executive Director, Mrs. Kelley Hoffman, Director of Human Resources and Mr. Bill Comstock, Attorney, during Executive Session.

The Committee went into Executive Session at 3:37 pm.

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

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

The Commission returned to Open Meeting at 3:43 pm.

VII. Mrs. Anthony referred to Document #53 – Discussion Consideration and Possible Action: Report and Recommendations from Executive Committee.

Mrs. Anthony called for a motion.

The motion coming from the Executive Committee is to approve the Employment Agreement Addendum for Mr. Tim Rogers, Executive Director. A motion coming from committee requires no second. Motion passed unanimously.

Mrs. Anthony added the Executive Committee discussed and agreed the committee will meet in the future as needed at the request of the Executive Director. The committee also discussed reviewing the way the pension plans are structured and presented. The committee will bring updates to the commission once they are available.

VIII. Mrs. Anthony referred to Document #54 – Discussion, Consideration, and Possible Action – Report and Recommendations from Nominating Committee.

Mrs. Toland reported the Nominating Committee met on December 30, 2014 at the Northwest Library to discuss the recommendations of officers for the 2015 term of the Metropolitan Library Commission. The Nominating Committee recommends the following individuals for approval.

- Chair, Nancy Anthony
- Vice-Chair, Judy Smith
- Disbursing Agent, Allen Coffey

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

Mrs. Anthony called for nominations from the commission floor. There were none.

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

IX. Mrs. Anthony referred to the Information Reports.

- ❖ Document #55 – MLS Annual Statistical Report FY 2013-14
- ❖ Document #56 – MLS Annual Report FY 2013-14

Mrs. Kay Bauman, Deputy Executive Director/Library Operations, highlighted Document #55 – MLS Annual Statistical Report FY 2013-14. Questions and discussion followed.

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

Mr. Rogers thanked the commission for the warm welcome. He is in the process of meeting with departments and library managers as well as meeting staff at each of the library locations. Mr. Rogers has met with each of the Executive Committee members and will be scheduling meetings individually with the remaining commission members.

Mr. Rogers reported the current Strategic Plan for the library system ends this year. Staff will be working on a new Strategic Plan. More information will be brought to the commission once it's available.

Promotions for eMedia, inviting patrons to download eBooks, magazines and music, are underway at Penn Square Mall and Will Rogers Airport. The promotions at Penn Square Mall will run through April 2015 and the promotions at Will Rogers Airport will run throughout 2015.

Mr. Rogers reported staff is currently reviewing temporary spaces for Capitol Hill Library. Several spaces look promising and we hope to go to bid and lease a space in the Spring with move-in after Summer Reading.

XI. Mrs. Anthony called for comments from the Commission.

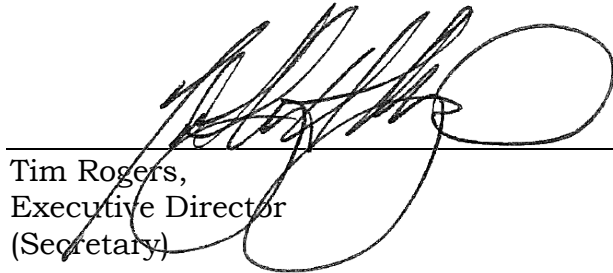
Mrs. Cory congratulated Mr. Brian Maughan on being re-elected as the Chair of the Oklahoma County Commissioners.

Discussion followed.

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

The next regularly scheduled meeting will be held at the Belle Isle Library on February 19, 2015.

There being no further business, the meeting was adjourned at 4:06 pm.



Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

January 31, 2015

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

For comparison, 58.33% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of January 2015.

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STATEMENT OF FINANCIAL CONDITION

January 31, 2015

ASSETS

	Current Year	Previous Year
CASH	\$ 11,529,834.37	\$ 18,195,421.69
INVESTMENTS (Schedule attached)	24,113,029.80	18,158,102.20
PREPAID ACCOUNTS	25,000.00	27,593.77
TAXES RECEIVABLE: 2014-15 Ad Valorem Tax	32,464,608.00	31,260,747.00
Less: Reserve for Delinquent Tax	-2,951,341.00	-2,841,886.00
Budgeted Tax Revenue	29,513,267.00	28,418,861.00
Less: Tax Received	-25,186,754.73	-24,146,672.53
	4,326,512.27	4,272,188.47
Total Assets	\$39,994,376.44	\$ 40,653,306.13

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	\$393,339.66	\$229,400.11
Current Year Purchase Orders Outstanding	255,121.50	721,999.89
Previous Year Purchase Orders Outstanding	225,337.45	133,307.50
Checks Outstanding	363,797.03	230,136.45
Total Liabilities	1,237,595.64	1,314,843.95

DEFERRED TAX REVENUE:

Current Year Ad Valorem Tax	4,326,512.27	4,272,188.47
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FUND BALANCE:

Beginning of the Year	\$27,031,002.21	\$29,031,368.36
Add: Revenues		
Budgeted	25,477,754.73	24,477,672.53
Other	1,042,083.02	1,475,455.85
Less: Expenditures	(19,120,571.43)	(19,918,223.03)

Total Fund Balance

	34,430,268.53	35,066,273.71
Total Liabilities, Deferred Revenue and Fund Balance	\$39,994,376.44	\$ 40,653,306.13

Document #59
MLC FY 2014-15
February 19, 2015

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

As of January 31, 2015

Type	Purchase Date	Maturity Date	Interest Rate	Cost
CD - MidFirst Bank	1/26/2015	10/26/2017	1.000%	\$ 97,415.15
CD - Municipal Emp. Credit Union	5/30/2013	5/30/2015	1.105%	240,027.76
CD - Weokie Credit Union	1/20/2015	1/20/2015	1.510%	124,808.36
CD - UMB Bank	2/18/2013	1/18/2016	0.850%	103,503.75
CD - Stillwater National Bank	6/23/2012	6/23/2015	1.050%	240,000.00
CD - National Bank of Commerce.	12/19/2013	12/19/2015	0.800%	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00
CD - BancFirst	7/28/2012	7/27/2015	1.200%	240,000.00
CD - First State Bank	3/20/2014	3/20/2015	0.650%	240,000.00
CD - Valliance Bank	9/6/2012	9/6/2015	1.000%	101,482.20
CD - Bank of India	12/31/2014	7/1/2015	0.400%	250,000.00
CD - Patriot National Bank	12/31/2014	6/30/2015	0.300%	250,000.00
CD - Bank of Baroda	12/31/2014	6/30/2015	0.350%	250,000.00
CD - SAFRA National Bank	1/15/2015	10/15/2015	0.400%	250,000.00
CD - Santander Bank NA	1/7/2015	10/7/2015	0.450%	250,000.00
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00
FHLB	1/4/2013	3/27/2018	1.000%	2,000,388.89
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00
Freddie Mac	12/29/2014	12/29/2017	1.250%	3,000,000.00
Freddie Mac	1/5/2015	9/18/2015	0.180%	3,005,133.69
Freddie Mac	1/6/2015	4/17/2015	0.200%	500,420.00
Federal Home Loan Bank	1/5/2015	7/30/2015	0.300%	500,850.00
Total Investments				<u>\$ 24,113,029.80</u>

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

	Current Year			Percent Budget Received	Previous Year			Percent Budget Received
	Budget	Current Month Receipts	Year To Date Receipts		Budget	Current Month Receipts	Year To Date Receipts	
<u>BUDGETED:</u>								
Current Year Ad Valorem Tax	\$29,513,267.00	\$ 11,716,359.91	\$ 25,186,754.73	85.34%	\$ 28,418,861.00	\$ 14,338,918.37	\$ 24,146,672.53	84.97%
State Aid	260,594.82	-	-	0.00%	258,653.00	-	-	0.00%
Fines	495,000.00	42,000.00	291,000.00	58.79%	468,000.00	43,000.00	331,000.00	70.73%
Total Budgeted Revenue	\$ 30,268,861.82	\$ 11,758,359.91	\$ 25,477,754.73	84.17%	\$ 29,145,514.00	\$ 14,381,918.37	\$ 24,477,672.53	83.98%
<u>NOT BUDGETED:</u>								
Prior Years Taxes		\$ 72,833.81	\$ 810,682.92			\$ 62,477.92	\$ 854,470.08	
Gifts and Lost Books Fees		0.00	0.00			0.00	0.00	
Investment Income		16,255.03	107,331.39			8,969.12	115,645.97	
Flexible Benefits Account Balance		0.00	0.00			0.00	0.00	
Sale of Surplus Equipment		23.20	4,337.12			0.00	15,031.03	
Insurance Reimbursements		0.00	0.00			0.00	0.00	
Miscellaneous		9,509.52	119,731.59			37,578.27	490,308.77	
Total Miscellaneous Revenue		\$ 98,621.56	\$ 1,042,083.02			\$ 109,025.31	\$ 1,475,455.85	
Total Revenue	\$ 30,268,861.82	\$ 11,856,981.47	\$ 26,519,837.75	87.61%	\$ 29,145,514.00	\$ 14,490,943.68	\$ 25,953,128.38	
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Document #59
MLC FY 2014-15
February 19, 2015

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

January 31, 2015

	BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:				
805 Gifts/Lost Books	\$ 63,297.24	\$ 950.50	\$ 761.32	\$ 63,486.42
815 Fines	42,807.66	48,222.36	43,359.63	47,670.39
820 Copy	61,805.99	16,077.50	1,536.29	76,347.20
Total Revolving Funds	\$ 167,910.89	\$ 65,250.36	\$ 45,657.24	\$ 187,504.01
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
901 14/Sarkeys/Summer Reading	7,500.00	7,500.00	0.00	7,500.00
902 14/ODL/LEGO Classroom Packs	727.50	756.68	756.68	0.00
910 15/OAC/Tuvan Throat Singers	5,000.00	0.00	5,000.00	(5,000.00)
912 15/OAC/Roots of Af/Am Music	3,000.00	0.00	3,000.00	(3,000.00)
914 15/OGE/summer Reading	5,000.00	5,000.00	0.00	5,000.00
916 15/LET/Inasmuch Media Surfers	132,000.00	132,000.00	98,246.40	33,753.60
917 15/Continental/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
919 15/Coca Cola/Summer Reading	5,000.00	5,000.00	0.00	5,000.00
920 15/LET/After School at the Library	12,000.00	12,000.00	0.00	12,000.00
933 12/LET/Aviation	5,738.00	5,738.00	2,392.00	3,346.00
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
876 14 Summer at the Library	71,000.00	71,000.00	58,021.33	12,978.67
892 14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
897 14 Retirement Reception	6,000.00	6,000.00	5,832.55	167.45
898 14 Advertising Wraps	14,000.00	14,000.00	14,000.00	0.00
903 15 Interactive Panels	2,500.00	2,500.00	1,679.96	820.04
904 15 Parent Child Book Club	1,500.00	1,500.00	1,328.54	171.46
905 15 Summer at the Library	71,000.00	71,000.00	0.00	71,000.00
906 15 Lee Brawner Scholarship	12,000.00	12,000.00	5,650.50	6,349.50
907 15 Come Read with Me	15,000.00	15,000.00	5,022.79	9,977.21
908 15 Our World	40,000.00	40,000.00	10,978.26	29,021.74
913 15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
915 15 OCJJC Bookshelves	5,000.00	5,000.00	0.00	5,000.00
918 15 Lobby Benches	500.00	500.00	0.00	500.00
966 14 Staff Recognition	17,000.00	17,284.44	17,031.14	253.30
Total Grants				221,757.76
Total Special Funds				\$ 409,261.77

Metropolitan Library System
Statement of Encumbrances
Month of January 2015

FY-15

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	1,098,692.35	8,115,509.13	53.42	15,192,312.00	7,076,802.87
102	Wages - Part-time	157,682.88	1,224,543.57	45.71	2,678,988.00	1,454,444.43
103	Payroll Taxes	92,416.91	682,820.33	53.01	1,288,039.00	605,218.67
109	Workers Comp. Insurance	11,147.00	105,575.00	53.22	198,384.00	92,809.00
112	Group Insurance	241,159.99	1,661,806.23	52.72	3,152,195.00	1,490,388.77
113	Employees' Retirement	76,446.89	1,366,848.45	66.75	2,047,683.00	680,834.55
114	Unemployment Compen.	3,142.26	13,067.99	43.56	30,000.00	16,932.01
Total Personal Services		1,680,688.28	13,170,170.70	53.56	24,587,601.00	11,417,430.30

Maintenance & Operations - Contractual Services

201	Bldg, Property & Auto Insu.	.00	259,019.58	84.91	305,056.00	46,036.42
205	Rent of Library Buildings	7,715.31	61,148.76	66.35	92,155.00	31,006.24
207	Janitorial Services	30,827.56	263,061.37	46.03	571,446.00	308,384.63
208	Maintenance of Facilities	39,223.13	199,928.82	36.68	545,122.00	345,193.18
211	Parking & Transportation	26,702.35	100,714.31	52.85	190,570.00	89,855.69
212	Travel Expenses	5,977.22	25,688.00	25.40	101,144.00	75,456.00
213	Professional Services	10,251.36	250,241.62	58.82	425,410.00	175,168.38
214	Security Services	50,083.31	254,146.67	51.87	490,000.00	235,853.33
216	Telephone Services	6,129.04	79,654.92	22.72	350,592.00	270,937.08
217	Electrical Services	37,180.31	350,245.54	60.93	574,846.00	224,600.46
218	Gas Services	8,095.85	19,889.82	44.93	44,270.00	24,380.18
219	Water & Garbage Services	4,312.72	49,908.95	67.60	73,831.00	23,922.05
220	Trigen Energy Services	8,039.32	110,724.83	48.55	228,068.00	117,343.17
226	Memberships	744.00	16,155.00	57.29	28,199.00	12,044.00
230	Other Library-Related Serv.	11,365.26	343,919.51	71.74	479,386.00	135,466.49
231	Automation Contractual	94,677.74	265,306.84	45.52	582,810.00	317,503.16
236	Network Catalog Services	4,258.15	41,365.34	43.77	94,500.00	53,134.66
Total Contractual Services		345,582.63	2,691,119.88	51.98	5,177,405.00	2,486,285.12

Metropolitan Library System
Statement of Encumbrances
Month of January 2015

FY-15

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	9,998.32	54,657.28	26.69	204,750.00	150,092.72
302	Postage	4,315.82	112,019.23	37.61	297,825.00	185,805.77
303	Supplies	30,309.11	167,278.77	37.32	448,272.00	280,993.23
310	Maintenance Supplies	14,316.38	43,707.10	58.28	75,000.00	31,292.90
312	Safety Supplies & Equip.	425.20	5,113.78	63.53	8,050.00	2,936.22
321	Gasoline & Oil	2,191.88	18,516.84	37.03	50,000.00	31,483.16
322	Vehicle Parts & Repairs	1,801.63	5,379.13	17.93	30,000.00	24,620.87
330	Programming Activities	8,376.37	109,748.86	41.58	263,920.00	154,171.14
331	Other Commodities	2,567.92	9,769.80	24.23	40,328.00	30,558.20
Total Commodities		74,302.63	526,190.79	37.10	1,418,145.00	891,954.21

Capital Outlays

401	Books & Materials	341,925.25	2,140,367.64	41.94	5,103,220.00	2,962,852.36
404	Government Documents	.00	6,000.00	89.55	6,700.00	700.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	1,518.64	166,595.04	88.43	188,385.00	21,789.96
408	Furniture, Fixtures, & Equip.	24,377.82	93,842.21	31.78	295,302.00	201,459.79
409	Motor Vehicles	.00	10.25	.04	27,000.00	26,989.75
410	Automation System & Equip.	19,249.30	19,389.30	5.21	372,153.00	352,763.70
450	Capital Projects	384.43	306,885.62	5.22	5,878,384.00	5,571,498.38
490	Capital Reserves - Current	.00	.00	.00	-2,005,521.44	-2,005,521.44
499	Reserve Carryover - Prior	.00	.00	.00	14,930,398.00	14,930,398.00
Total Capital Outlays		387,455.44	2,733,090.06	11.02	24,797,220.56	22,064,130.50
Total Budget		2,488,028.98	19,120,571.43	34.16	55,980,371.56	36,859,800.13

Monthly Journal Entries -- January 2015

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits
<u>Investments</u>				
93	1001	Cash	\$ 1,500.00	
	3602	Interest Income FHLB 313378ly5 interest		\$ 1,500.00
94	1101	Investments	\$ 17,908.43	
	3602	Interest Income Renewal of Weokie CD		\$ 17,908.43
95	1101	Investments	\$ 2,400.80	
	3602	Interest Income Renewal of MidFirst CD		\$ 2,400.80
96	1101	Investments	\$ 3,005,133.69	
	3602	Interest Income	\$ 3,605.00	
	1001	Cash Purchase of Freddie Mac 3134g36f2		\$ 3,008,738.69
97	1101	Investments	\$ 500,420.00	
	3602	Interest Income	\$ 548.61	
	1001	Cash Purchase of Freddie Mac 3137eadd8		\$ 500,968.61
98	1101	Investments	\$ 500,850.00	
	3602	Interest Income	\$ 1,291.67	
	1001	Cash Purchase of Federal Home Loan Bank 313378ly5		\$ 502,141.67
99	1101	Investments	\$ 250,000.00	
	1001	Cash Purchase of CD 80280jcv1		\$ 250,000.00
100	1101	Investments	\$ 250,000.00	
	1001	Cash Purchase of CD 78658qkm4		\$ 250,000.00
<u>Tax revenues</u>				
101	1001	Cash	\$ 6,282,116.21	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/23 to 12/31		\$ 6,282,116.21
102	1001	Cash	\$ 72,815.78	
	3601	Prior year Tax		\$ 72,804.35
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 12/16 to 12/31		\$ 11.43
103	1001	Cash	\$ 4,684,476.95	
	1201	Ad Valorem Tax - Current year Ad Valorem Tax apportioned by County for 1/1 to 1/9		\$ 4,684,476.95

104	1001	Cash	\$	46.36	
	3601	Prior year Tax			\$ 29.46
	1201	Ad Valorem Tax - Current year			\$ 16.90
		Ad Valorem Tax apportioned by County for 1/1 to 1/15			
105	1001	Cash	\$	605,958.92	
	1201	Ad Valorem Tax - Current year			\$ 605,958.92
		Ad Valorem Tax apportioned by County for 1/12 to 1/16			
106	1001	Cash	\$	143,779.50	
	1201	Ad Valorem Tax - Current year			\$ 143,779.50
		Ad Valorem Tax apportioned by County for 1/19 to 1/23			

Miscellaneous revenue

107	1001	Cash	\$	9,509.52	
	3605	Mic. Reimbursements			\$ 9,509.52
		Friends	525.00	Badges	1.00
		Friends	475.00	Village Fish fund	21.01
		Insurance	712.60	Home Depot	88.60
		Postage stamps	14.70	rent	7,315.31
		Insurance	356.30	Total	\$ 9,509.52
108	1001	Cash	\$	23.20	
	3606	Surplus Sale			\$ 23.20
		Scrap sales			

Fines

109	1001	Cash	\$	42,000.00	
	3403	Projected Mic. Revenue - Fines			\$ 42,000.00
		Fines transferred to General Fund in Jan.			

Payable entries

110	3001	Current Year Reserv. for Appropriations.	\$	2,485,346.10	
	3011	Current Year P.O. Outstanding			\$ 2,485,346.10
	3002	Prior Year Reserv. for Appropriations.			\$ 2,849.58
	3012	Prior Year P.O. Outstanding	\$	2,849.58	
		Purchase orders issued in January			
111	3011	Current Year P.O. Outstanding	\$	2,496,719.68	
	3012	Prior Year P.O. Outstanding	\$	21,075.75	
	3021	Current Year Warrants Outstanding			\$ 2,517,795.43
		Checks issued in January			
112	3021	Current Year Warrants Outstanding	\$	2,266,212.64	
	1001	Cash			\$ 2,266,212.64
		Checks cleared Bank in January			

Bank interest and fees

113	1001	Cash		\$	108.92
	3602	Bank Fees	\$	390.25	
	3602	Interest Income	-	\$	281.33
		Interest and fees from GF checking account			
114	8000	Special Fund Cash		\$	209.16
	8815	Bank Fees	\$	220.75	
	8815	Interest Income		\$	11.59
		Interest and fees from SF checking account			

Special funds

115	8000	Special Fund Cash	\$	82,021.23	
	8815	Fines		\$	23,381.51
	8820	Copy		\$	16,077.50
	8805	Gifts		\$	950.50
	8893			\$	278.80
	8918			\$	500.00
	8919			\$	5,000.00
	8920			\$	12,000.00
	8815	Credit card receipts		\$	24,829.26
	8815	Credit card fees	\$	996.34	
		Revenues of special fund received			
116	8000	Special Fund Cash		\$	50,627.33
	8815	Special Fund Accounts	\$	42,142.54	
	8820		\$	1,536.29	
	8805		\$	761.32	
	8906		\$	4,450.50	
	8908		\$	1,621.68	
	8904		\$	38.00	
	8862		\$	77.00	
		Expenditures of special fund			
		Grand Total		<u>\$ 23,780,844.29</u>	<u>\$ 23,780,844.29</u>
					(0.00)

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General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02556	Bradford Industrial Supply	Maintenance of Facilities	50.46	50.46
G-02557	O G & E	Electrical Services	243.58	
		Electrical Services	1,074.90	1,318.48
G-02558	Oklahoma Natural Gas Co.	Gas Services	91.53	
		Gas Services	502.86	
		Gas Services	154.50	
		Gas Services	182.91	931.80
G-02559	City of Oklahoma City	Water & Garbage Services	302.79	302.79
G-02560	Triangle/A & E	Capital Projects	298.15	
		Capital Projects	111.60	409.75
G-02561	Brodart Co.	Supplies	1,700.00	1,700.00
G-02562	Southwestern Stationers, Inc.	Supplies	179.95	179.95
G-02563	Locke Supply Co.	Maintenance of Facilities	111.51	111.51
G-02564	Demco	Supplies	4,575.00	
		Supplies	164.36	
		Supplies	405.32	
		Supplies	487.00	5,631.68
G-02565	Gale/ Cengage Learning, Inc.	Books & Materials	3,365.08	
		Books & Materials	4,576.15	7,941.23
G-02566	Synergy Datacom Supply, Inc.	Supplies	68.50	68.50
G-02567	Oklahoma Library Association	Memberships	123.00	123.00
G-02568	Baker & Taylor Books	Books & Materials	4,337.13	4,337.13
G-02569	U.S. Postal Service	Postage	15,000.00	15,000.00
G-02570	American Express	Supplies	108.81	
		Printing&Printing Supplie	628.13	
		Supplies	9.98	
		Programming Supplies	29.72	
		Printing/Printing Supply	79.90	
		Automation Contractual	149.00	1,005.54
G-02571	Bill Warren Office Products	Supplies	400.80	400.80
G-02572	Thomson Reuters-West	Periodicals/Subscriptions	563.52	563.52
G-02573	American Library Association	Memberships	2,705.00	2,705.00
G-02574	Recorded Books, LLC	Books & Materials	860.40	860.40
G-02575	Kasandra Dewbre-Burrows	Transportation	56.23	56.23
G-02576	Denyvetta Davis	Transportation	468.13	
		Transportation	48.20	516.33
G-02577	Thorndike/Gale Group	Books & Materials	4,505.15	4,505.15
G-02578	The Norman Transcript	Periodicals/Subscriptions	239.88	239.88
G-02579	Anne G. Fischer	Transportation	92.41	92.41
G-02580	Midwest City	Memberships	220.00	220.00
G-02581	Independent Stationers	Supplies	26.20	26.20
G-02582	INTEGRIS Corporate Assistance	Group Insurance	1,014.00	1,014.00
G-02583	Diane Sarantakos	Transportation	67.28	67.28
G-02584	AT&T	Telephone Services	1,210.35	1,210.35
G-02585	Cheryll Jones	Programming Activities	128.35	128.35
G-02586	Scott's Printing & Copying	Printing/Printing Supply	410.68	410.68
G-02587	Karen L. Litteral	Transportation	36.34	36.34
G-02588	Hobby Lobby	Programming Activities	34.99	34.99
G-02589	Ingram Library Service	Books & Materials	2,429.46	2,429.46
G-02590	OverDrive, Inc.	Books & Materials	18,056.00	
		Books & Materials	16,781.30	
		Books & Materials	14,894.33	49,731.63

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02591	Findaway World, LLC	Books & Materials	10,446.86	10,446.86
G-02592	Ingram Library Service	Books & Materials	1,494.02	1,494.02
G-02593	Town of Luther	Water & Garbage Services	37.60	37.60
G-02594	Center Point Large Print	Books & Materials	1,174.32	1,174.32
G-02595	Evans Hardware	Maintenance of Facilities	27.98	27.98
G-02596	Batteries Sooner LLC	Maintenance of Facilities	319.60	319.60
G-02597	ProQuest	Books & Materials	15,020.00	15,020.00
G-02598	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-02599	4 Imprint	Printing/Printing Supply	285.74	285.74
G-02600	Oklahoma County OSU Ext Ctr	Programming Activities	183.60	183.60
G-02601	City of Harrah Acct 02-0121-01	Water & Garbage Services	64.00	64.00
G-02602	Amazon/GE Money Bank	Supplies	11.83	
		Supplies	37.90	
		Supplies	49.55	99.28
G-02603	Landers Window	Window Cleaning	1,136.00	1,136.00
G-02604	United Parcel Service	Postage	446.39	
		Postage	338.34	784.73
G-02605	City of Choctaw	Water & Garbage Services	79.21	79.21
G-02606	KFOR-TV	Library-related Services	1,000.00	1,000.00
G-02607	Susan Stinson	Transportation	17.43	17.43
G-02608	Baker & Taylor Entertainment	Books & Materials	2,888.71	2,888.71
G-02609	Walmart Community/GECRB	Programming Activities	74.70	
		Supplies	15.88	90.58
G-02610	Thomas P. Gallagher	Transportation	25.00	25.00
G-02611	Darrie Breathwit	Programming Activities	80.64	80.64
G-02612	Star Lighting	Maintenance of Facilities	199.60	
		Maintenance of Facilities	181.74	381.34
G-02613	Melissa Weathers	Transportation	44.40	44.40
G-02614	Scott Delsigne	Programming Activities	200.00	200.00
G-02615	York International Corp.	Maintenance of Facilities	203.00	203.00
G-02616	Accuity, Inc.	Books & Materials	1,432.00	1,432.00
G-02617	Jeffery Mullins	Transportation	70.46	70.46
G-02618	Waste Connections of Oklahoma	Water & Garbage Services	691.85	
		Water & Garbage Services	55.05	746.90
G-02619	Panacean Systems	Professional Services	7,266.59	7,266.59
G-02620	Tim Spindle	Supplies	20.00	20.00
G-02621	Kelley Hoffman	Transportation	32.99	32.99
G-02622	SMC Technologies, Inc	Maintenance of Facilities	125.00	125.00
G-02623	Cox Communications, Inc.	Telephone Services	188.29	188.29
G-02624	Greater Oklahoma City	Memberships	250.00	250.00
G-02625	Sarah Blaney	Transportation	83.47	83.47
G-02626	Baker & Taylor Books	Materials	115.30	
		Books & Materials	2,275.57	
		Books & Materials	1,811.09	
		Books & Materials	1,414.51	5,616.47
G-02627	Baker & Taylor Books	Books & Materials	1,612.20	
		Books & Materials	3,844.50	
		Books & Materials	3,154.12	8,610.82
G-02628	Baker & Taylor Books	Books & Materials	23.79	23.79
G-02629	Cisco Systems Capital CRP	Automation Contractual	702.80	702.80
G-02630	G4S Secure Solutions	Security Services	9,360.40	
		Security Services	6,190.50	15,550.90

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02631	William F Comstock, P.C.	Professional Services	3,625.00	3,625.00
G-02632	RB Floor Care Services Inc.	Janitorial Services	532.00	532.00
G-02633	Cheryl Coleman	Programming Activities	17.97	
		Transportation	17.19	35.16
G-02634	Automatic Protection Sys of	Maintenance of Facilities	3,170.00	3,170.00
G-02635	Stacy Schrank	Travel Expenses	260.20	260.20
G-02636	Image Supply	Supplies	83.00	83.00
G-02637	R. Justin Herwig	Telephone Services	35.00	
		Transportation	202.35	237.35
G-02638	Amy Upchurch	Programming Activities	30.57	30.57
G-02639	City Sentinel	Materials Selection	40.00	40.00
G-02640	Knoll, Inc.	Furniture	471.82	471.82
G-02641	Ed Dillard	Transportation	173.10	173.10
G-02642	Angie Walton	Transportation	447.12	
		Transportation	147.48	594.60
G-02643	C.O.T.P.A.	Parking	1,708.00	
		Parking	2,562.00	
		Parking	2,028.25	
		Parking	4,376.75	10,675.00
G-02644	Mary Robinson	Programming Activities	22.75	22.75
G-02645	Bank of Oklahoma	Payroll Transmittal-Chks	27,705.67	
		Payroll Transmittal-Chks	10,742.09	38,447.76
G-02646	Bank of Oklahoma	Federal Withholding Tax	57,748.85	
		Federal Withholding Tax	4,175.00	61,923.85
G-02647	Oklahoma Tax Commission	State Withholding Tax	17,385.00	
		State Withholding Tax	908.00	18,293.00
G-02648	Mun. Employees Credit Union	Employee Cr Union Deducts	10,342.08	
		Employee Cr Union Deducts	95.00	10,437.08
G-02649	United Way of Central Oklahoma	Employee Deductions	553.85	
		Employee Deductions	25.25	579.10
G-02650	HealthSmart Benefit Solutions	Employee Deductions	167.50	167.50
G-02651	Bank of America	Payroll Transmittal-DDep	325,772.74	
		Payroll Transmittal-DDep	52,044.49	
		Payroll Transmittal-DDep	990.00	378,807.23
G-02652	Nationwide Retirement Solution	Employee Deductions	5,160.38	5,160.38
G-02653	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-02654	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,762.87	2,762.87
G-02655	Bank of Oklahoma	Employee Flexplan Deposit	34,876.62	34,876.62
G-02656	Bank of Oklahoma	Employee Soc/Sec Deposits	31,779.82	
		Employee Soc/Sec Deposits	4,573.68	
		Employee Medicare Deposit	7,432.39	
		Employee Medicare Deposit	1,069.56	
		Employer Soc/Sec Deposits	36,353.43	
		Employer Medicare Deposit	8,502.09	89,710.97
G-02657	MassMutual Financial Group	Employee Contrib -- DC PI	21,424.20	
		Employer Contrib -- DC PI	37,927.48	59,351.68
G-02658	Pioneer Credit Recovery	Employee Deductions	162.89	162.89
G-02659	Robinson & Hoover	Employee Deductions	136.09	136.09
G-02660	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-02661	Administrative Services	Employee Deductions	1,476.46	1,476.46
G-02662	UNUM Life Insurance	Employee Deductions	1,099.50	
		Employee Deductions	37.30	1,136.80

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02663	UNUM Life Insurance	Grp L-T Disab Ins Prm-Jan	6,912.24	6,912.24
G-02664	CompSource Oklahoma	Workers Comp Insurance	12,447.00	12,447.00
G-02665	HealthSmart Benefit Solutions	Grp Life AD&D Ins Prm-Jan	55,479.47	55,479.47
G-02666	Vision Service Plan of	Grp Vision Ins Prem-Jan.	2,820.33	2,820.33
G-02667	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-Jan	172,630.15	172,630.15
G-02668	UNUM Life Insurance	Grp LTC Insurance Prm-Jan	1,287.80	1,287.80
G-02669	Bradford Industrial Supply	Maintenance of Facilities	41.50	
		Maintenance of Facilities	23.46	64.96
G-02670	O G & E	Electrical Services	929.38	
		Electrical Services	1,608.12	2,537.50
G-02671	Oklahoma Natural Gas Co.	Gas Services	385.02	
		Gas Services	31.14	416.16
G-02672	City of Oklahoma City	Water & Garbage Services	223.73	
		Water & Garbage Services	30.88	
		Water & Garbage Services	359.06	
		Water & Garbage Services	232.73	
		Water & Garbage Services	206.28	1,052.68
G-02673	City of the Village	Water & Garbage Services	91.41	91.41
G-02674	Brodart Co.	Supplies	57.25	
		Supplies	22.06	79.31
G-02675	Southwestern Stationers, Inc.	Supplies	20.60	
		Supplies	27.58	
		Supplies	22.38	70.56
G-02676	Locke Supply Co.	Maintenance of Facilities	85.58	
		Maintenance of Facilities	85.58	
		Maintenance of Facilities	18.41	189.57
G-02677	Demco	Supplies	12.07	12.07
G-02678	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-02679	Gaylord Bros.	Furniture, Fixtures & Equ	55.00	
		Supplies	29.75	84.75
G-02680	AT&T	Telephone Services	686.88	
		Telephone Services	838.68	
		Telephone Services	811.25	2,336.81
G-02681	Oklahoma Historical Society	Periodicals & Subscriptio	410.00	410.00
G-02682	Baker & Taylor Books	Books & Materials	4,653.25	4,653.25
G-02683	U.S. Postal Service	Postage	177.19	177.19
G-02684	ABDO Publishing Company	Books & Materials	3,171.34	3,171.34
G-02685	Susan Ryan	Transportation	23.66	23.66
G-02686	Cheryl Mann	Transportation	29.62	29.62
G-02687	Charles S. Isaacs	Telephone Services	35.00	
		Transportation	21.00	56.00
G-02688	Thomson Reuters-West	Books & Materials	2,759.00	2,759.00
G-02689	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-02690	Recorded Books, LLC	Books & Materials	202.56	202.56
G-02691	The Penworthy Co.	Books & Materials	435.35	435.35
G-02692	Greater Oklahoma City	Other Commodities	160.00	
		Other Commodities	60.00	220.00
G-02693	Thorndike/Gale Group	Books & Materials	1,006.08	
		Books & Materials	964.53	1,970.61
G-02694	Copelin's Office Center	Supplies	566.25	566.25
G-02695	Independent Stationers	Supplies	36.46	
		Supplies	20.40	56.86

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02696	Walter Wayne McEvilly	Programming Activities	300.00	300.00
G-02697	Jonathan Willis	Transportation	16.32	16.32
G-02698	Edgar Cruz, Inc.	Programming Activities	123.00	123.00
G-02699	Blackstone Audio Books	Books & Materials	180.00	180.00
G-02700	Random House, Inc	Books & Materials	10.00	10.00
G-02701	Brilliance Corporation	Books & Materials	3,110.33	3,110.33
G-02702	ALA Registration Dept	Professional Services	210.00	210.00
G-02703	Ingram Library Service	Books & Materials	302.82	
		Books & Materials	639.42	942.24
G-02704	Bottom Line Personal	Periodicals & Subscriptio	39.00	39.00
G-02705	Findaway World, LLC	Books & Materials	2,974.46	2,974.46
G-02706	Fuelman	Gasoline and Oil	2,169.63	
		Vehicle Pars & Repairs	254.32	2,423.95
G-02707	Ginger Waldrip	Programming Activities	100.00	100.00
G-02708	Aqualife Aquarium Systems, Inc	Supplies	98.50	98.50
G-02709	OKC Zoo ZooZeum	Progammig Activities	200.00	200.00
G-02710	Specialty Roll Products	Maintenance Supplies	2,190.00	2,190.00
G-02711	Ingram Library Service	Books & Materials	187.76	
		Materials	186.13	
		Books & Materials	18.31	392.20
G-02712	Jana Hausburg	Transportation	19.42	19.42
G-02713	Center Point Large Print	Books & Materials	1,174.32	1,174.32
G-02714	Kay L. Bauman	Transportation	60.54	60.54
G-02715	Landon Holman	Transportation	36.29	36.29
G-02716	Home Depot Credit Services	Maintenance of Facilities	1.00	1.00
G-02717	Evans Hardware	Maintenance of Facilities	8.77	8.77
G-02718	Batteries Sooner LLC	Maintenance of Facilities	42.25	
		Maintenance of Facilities	159.80	202.05
G-02719	Southwest Paper - OKC	Maintenance Supplies	2,823.96	2,823.96
G-02720	Bank of America	Library-related Services	272.24	272.24
G-02721	Ruby Soutiere	Transportation	33.09	33.09
G-02722	Chase Card Services	Automation Contractual	24.00	
		Telephone Services	10.55	
		Automation	288.00	
		Automation Contractual	24.95	
		Printing Supplies	65.48	
		Printing Supplies	1,138.35	
		Printing Supplies	142.39	
		Automation	209.50	
		Automation	317.99	
		Supplies	35.94	
		Supplies	637.00	
		Supplies	94.99	
		Maintenance of Facilities	32.47	
		Memberships	100.00	
		Printing Supplies	275.55	
		Maintenance Supplies	336.00	
		Automation Contractual	19.00	
		Travel Expenses	839.24	
		Automation Contractual	59.95	
		Programming Activties	24.67	
		Professional Services	32.00	4,708.02

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02723	Novalco, Inc	Maintenance of Facilities	50.00	50.00
G-02724	Carol L. Roberts	Transportation	56.40	56.40
G-02725	Amazon/GE Money Bank	Programming Supplies	67.70	
		Supplies	325.53	
		Programming Supplies	31.63	
		Automation	59.99	
		Supplies	51.30	
		Supplies	84.88	
		Supplies	68.78	
		Programming	52.86	742.67
G-02726	United Parcel Service	Postage	158.37	158.37
G-02727	Oklahoma Press Service	Library-related Services	98.00	98.00
G-02728	John Wood	Telephone Services	50.00	50.00
G-02729	Andrew N. Soliven	Transportation	24.02	24.02
G-02730	Office Depot Credit Plan	Supplies	115.90	115.90
G-02731	Baker & Taylor Entertainment	Books & Materials	1,032.87	
		Books & Materials	975.66	
		Books & Materials	2,001.28	
		Books & Materials	1,403.37	5,413.18
G-02732	Walmart Community/GECRB	Programming Activities	25.47	
		Programming Activities	31.66	
		Programming Activities	21.26	78.39
G-02733	Pamela Buchanan	Transportation	33.15	33.15
G-02734	Engineered Equipment Inc.	Maintenance of Facilities	184.32	184.32
G-02735	Kelly D Smith	Programming Activities	60.00	60.00
G-02736	Star Lighting	Maintenance of Facilities	46.84	46.84
G-02737	John Utley	Telephone Services	50.00	
		Telephone Services	50.00	
		Transportation	44.37	144.37
G-02738	Cintas Corporation 064	Maintenance of Facilities	630.90	630.90
G-02739	Worth Hydrochem of Oklahoma	Maintenance of Facilities	232.00	232.00
G-02740	Laura McMurtry	Telephone Services	35.00	
		Transportation	12.10	47.10
G-02741	Target Bank	Supplies	20.58	
		Supplies	37.99	58.57
G-02742	Baker & Taylor Books	Books & Materials	2,825.94	
		Books & Materials	3,446.36	
		Books & Materials	3,170.85	
		Books & Materials	2,396.37	
		Books & Materials	1,749.60	
		Books & Materials	4,382.39	
		Books & Materials	665.76	18,637.27
G-02743	Baker & Taylor Books	Books & Materials	6,283.29	
		Books & Materials	919.70	
		Books & Materials	2,307.05	
		Books & Materials	302.97	9,813.01
G-02744	Baker & Taylor Books	Books & Materials	403.52	403.52
G-02745	Trak-1 Technology, Inc.	Professional Services	195.36	195.36
G-02746	Maria Watkins	Transportation	65.35	65.35
G-02747	David Newyear	Transportation	27.22	27.22
G-02748	Emily Williams	Transportation	95.51	95.51
G-02749	G4S Secure Solutions	Security Services	7,505.68	7,505.68

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02750	Krueger International, Inc.	Furniture	11,185.88	11,185.88
G-02751	Lloyd Lovely	Telephone Services	40.00	
		Telephone Services	40.00	
		Transportation	351.12	431.12
G-02752	Nicoma Park Lumber Co	Maintenance of Facilities	3.90	3.90
G-02753	RB Floor Care Services Inc.	Maintenance of Facilities	1,856.50	
		Maintenance of Facilities	1,443.00	3,299.50
G-02754	Veolia Energy Oklahoma City,	Veolia Energy Services	8,039.32	8,039.32
G-02755	KOCB c/o WICS TV	Library-Related Services	4,900.00	4,900.00
G-02756	Mary J. Sholly	Transportation	253.30	253.30
G-02757	Screen Graphics of Florida, Inc	Library-Related Services	1,013.99	1,013.99
G-02758	M & N Dealerships XII LLC	Vehicle Parts & Repairs	168.42	168.42
G-02759	C.O.T.P.A.	Parking	500.00	500.00
G-02760	McAfee & Taft A Professional	Professional Services	1,087.50	1,087.50
G-02761	Integrity Promotional Solution	Other Commodities	433.74	433.74
G-02762	Signature Landscape LLC	Maintenance of Facilities	2,431.67	
		Maintenance of Facilities	2,581.66	
		Maintenance of Facilities	1,280.00	
		Maintenance of Facilities	1,020.00	
		Maintenance of Facilities	940.00	8,253.33
G-02763	Saddle Barber	Books & Materials	64.00	64.00
G-02764	City of Del City	Rent of Library Buildings	400.00	400.00
G-02765	O G & E	Electrical Services	2,402.15	
		Electrical Services	4,063.01	
		Electrical Services	133.77	
		Electrical Services	1,433.01	8,031.94
G-02766	City of Oklahoma City	Water & Garbage Services	245.88	245.88
G-02767	Southwestern Stationers, Inc.	Supplies	242.50	242.50
G-02768	Locke Supply Co.	Maintenance of Facilities	272.83	
		Maintenance of Facilities	45.18	318.01
G-02769	Gaylord Bros.	Supplies	114.10	114.10
G-02770	Hewlett-Packard Co.	Automation Contractual	7,716.25	7,716.25
G-02771	Standard Printing Co., Inc.	Supplies	475.00	
		Supplies	868.50	1,343.50
G-02772	Barbara Beasley	Supplies	6.76	
		Supplies	25.67	32.43
G-02773	Recorded Books, LLC	Books & Materials	319.04	319.04
G-02774	Oklahoma Genealogical Society	Professional Services	40.00	40.00
G-02775	Central Oklahoma Volunteer	Memberships	20.00	20.00
G-02776	Independent Stationers	Supplies	26.32	
		Supplies	13.48	
		Supplies	15.98	55.78
G-02777	Joan Kendall	Postage	29.40	29.40
G-02778	Debbie Langston	Programming Activities	125.00	125.00
G-02779	Safeguard Business Systems	Supply Overprint	292.00	292.00
G-02780	Lanny B. Myers	Telephone Services	35.00	35.00
G-02781	Kristin Williamson	Other Commodities	42.90	42.90
G-02782	Cheryl Jones	Programming Activities	4.60	4.60
G-02783	A T & T Mobility	Telephone Services	139.40	139.40
G-02784	OCLC, Inc.	Network Catalog Services	4,258.15	4,258.15
G-02785	Brilliance Corporation	Books & Materials	629.79	629.79
G-02786	Ingram Library Service	Books & Materials	169.50	169.50

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02787	Michael Fresonke	Programming Activities	200.00	200.00
G-02788	Ginger Waldrip	Programming Activities	100.00	100.00
G-02789	Ingram Library Service	Books & Materials	342.84	342.84
G-02790	Oklahoma Secretary of State	Professional Services	35.00	35.00
G-02791	Meghan Attalla	Programming Activities	6.29	
		Programming Activities	10.84	17.13
G-02792	Melody A. Kellogg	Supplies	54.08	
		Transportation	65.13	119.21
G-02793	Home Depot Credit Services	Maintenance of Facilities	22.65	22.65
G-02794	Evans Hardware	Maintenance of Facilities	67.95	67.95
G-02795	Tracey Thompson	Memberships	100.00	100.00
G-02796	Scholastic Library	Books & Materials	16,766.00	16,766.00
G-02797	Steve's Wholesale Distributors	Maintenance of Facilities	7.79	7.79
G-02798	Westlake Hardware	Maintenance of Facilities	49.44	49.44
G-02799	ProQuest	Books & Materials	2,575.00	2,575.00
G-02800	Cintas	Maintenance of Facilities	175.00	175.00
G-02801	Edward Ahad Marand	Transportatin	19.10	19.10
G-02802	Joy E. Cavett	Programming Activities	150.00	150.00
G-02803	Novalco, Inc	Maintenance of Facilities	405.00	405.00
G-02804	Andrea Emmons	Transportation	24.39	24.39
G-02805	Sally Gray	Programming Activities	68.28	68.28
G-02806	Hard Edge Design, Inc.	Other Commodities	2,111.90	2,111.90
G-02807	Amazon/GE Money Bank	Supplies	151.61	
		Programming	35.98	
		Supplies	289.50	
		Supplies	40.45	517.54
G-02808	United Parcel Service	Postage	125.42	125.42
G-02809	Baker & Taylor Entertainment	Books & Materials	5,767.58	5,767.58
G-02810	Elisabeth Wright	Programming Activities	16.69	16.69
G-02811	Pamela Buchanan	Telephone Services	35.00	35.00
G-02812	Darrie Breathwit	Programming Activities	65.22	65.22
G-02813	Alexis Whitney	Programming Activities	39.79	39.79
G-02814	Marquis Who's Who	Books & Materials	330.00	330.00
G-02815	John Utey	Telephone Services	50.00	50.00
G-02816	SmithKor Investments LLC	Rent of Library Buildings	7,315.31	7,315.31
G-02817	Albert Brown	Telephone Services	35.00	35.00
G-02818	Oklahoma City Police Dept.	Maintenance of Facilities	17.00	17.00
G-02819	Budget Flag & Banner	Maintenance of Facilities	232.25	232.25
G-02820	Discount School Supply	Programming	383.48	383.48
G-02821	Baker & Taylor Books	Books & Materials	150.74	150.74
G-02822	Baker & Taylor Books	Books & Materials	3,938.05	3,938.05
G-02823	Baker & Taylor Books	Books & Materials	1,872.93	1,872.93
G-02824	Chase Card Services	Books & Materials	107.21	107.21
G-02825	Conrad Doty	Supplies	14.20	14.20
G-02826	G4S Secure Solutions	Security Services	9,350.77	9,350.77
G-02827	Superior Linen Service	Supplies	29.00	
		Supplies	29.00	58.00
G-02828	David M Potter	Programming Activities	120.00	
		Programming Activities	60.00	180.00
G-02829	Stacy Schrank	Memberships	100.00	100.00
G-02830	Personalized Prevention	Professional Services	707.00	707.00
G-02831	R. Justin Herwig	Telephone Services	35.00	35.00

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02832	Greathall Productions, Inc.	Books & Materials	641.10	641.10
G-02833	Savannah Mitchell	Programming Activities	125.00	125.00
G-02834	Amy Upchurch	Programming Activities	31.92	31.92
G-02835	Chris Kennedy	Transportation	60.43	60.43
G-02836	Lindsay Jones Egle	Programming Activities	27.40	
		Programming Activities	2.19	29.59
G-02837	The Terminix International Co.	Pest Control	679.00	
		Pest Control	272.00	
		Janitorial Services	251.00	1,202.00
G-02838	ThyssenKrupp Elevator	Maintenance of Facilities	2,211.00	2,211.00
G-02839	Ed Dillard	Telephone Services	35.00	35.00
G-02840	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-02841	Oklahoma Turnpike Authority	Gasoline & Oil	14.30	
		Tolls	7.95	22.25
G-02842	Dave Mack	Telephone Services	35.00	35.00
G-02843	Russell Pierce	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-02844	Edgar Nunez	Telephone Services	35.00	35.00
G-02845	David Schuler	Telephone Services	35.00	35.00
G-02846	Timothy H Rogers	Transportation	650.00	650.00
G-02847	Mediterranean Imports and Deli	Other Commodities	142.00	142.00
G-02848	Oklahoma City Ad Club	Professional Services	1,200.00	1,200.00
G-02849	Baker & Taylor Books	Materials	624.10	624.10
G-02850	Baker & Taylor Books	Books & Materials	27.80	27.80
G-02851	Thorndike/Gale Group	Books & Materials	3,659.29	3,659.29
G-02852	Blackstone Audio Books	Books & Materials	720.00	720.00
G-02853	Ingram Library Service	Books & Materials	1,378.34	1,378.34
G-02854	Ingram Library Service	Books & Materials	743.52	743.52
G-02855	Baker & Taylor Entertainment	Books & Materials	291.39	291.39
G-02856	Baker & Taylor Books	Books & Materials	2,810.96	
		Books & Materials	2,797.53	
		Books & Materials	1,392.82	
		Books & Materials	1,069.16	
		Books & Materials	1,122.74	
		Books & Materials	1,579.79	
		Books & Materials	141.25	10,914.25
G-02857	Baker & Taylor Books	Books & Materials	1,297.35	
		Books & Materials	1,227.52	
		Books & Materials	3,395.83	5,920.70
G-02858	Baker & Taylor Entertainment	Books & Materials	2,327.39	2,327.39
G-02859	Bank of Oklahoma	Payroll Transmittal-Chks	26,149.69	
		Payroll Transmittal-Chks	10,891.72	37,041.41
G-02860	Bank of Oklahoma	Federal Withholding Tax	61,921.85	
		Federal Withholding Tax	4,799.00	66,720.85
G-02861	Oklahoma Tax Commission	State Withholding Tax	18,606.00	
		State Withholding Tax	1,063.00	19,669.00
G-02862	Mun. Employees Credit Union	Employee Cr Union Deducts	10,392.08	
		Employee Cr Union Deducts	95.00	10,487.08
G-02863	United Way of Central Oklahoma	Employee Deductions	513.85	
		Employee Deductions	25.25	539.10
G-02864	HealthSmart Benefit Solutions	Employee Deductions	5.00	5.00
G-02865	Bank of America	Payroll Transmittal-DDep	346,847.27	

** Continued **

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-02865	Bank of America	Payroll Transmittal-DDep	60,472.15	407,319.42
G-02866	Nationwide Retirement Solution	Employee Deductions	5,160.38	5,160.38
G-02867	Transamerica Premier Life	Employee Deductions	264.35	264.35
G-02868	Bank of Okla-Institutional	Employee Contrib -- DB PI	2,794.22	2,794.22
G-02869	Bank of Oklahoma	Employee Flexplan Deposit	14,678.41	14,678.41
G-02870	Bank of Oklahoma	Employee Soc/Sec Deposits	33,328.11	
		Employee Soc/Sec Deposits	5,202.67	
		Employee Medicare Deposit	7,794.37	
		Employee Medicare Deposit	1,216.80	
		Employer Soc/Sec Deposits	38,530.75	
		Employer Medicare Deposit	9,011.29	95,083.99
G-02871	MassMutual Financial Group	Employee Contrib -- DC PI	21,812.91	
		Employer Contrib -- DC PI	38,519.41	60,332.32
G-02872	Pioneer Credit Recovery	Employee Deductions	172.51	172.51
G-02873	Robinson & Hoover	Employee Deductions	148.13	148.13
G-02874	ODHS Oklahoma Centralized	Employee Deductions	311.21	311.21
G-02875	Administrative Services	Employee Deductions	1,476.46	1,476.46
G-02876	Bank of Oklahoma	Employer FICA Deposits	19.35	19.35
G-02877	Federal Corporation	Maintenance of Facilities	79.28	79.28
G-02878	O G & E	Electric Services	652.68	
		Electrical Services	822.62	
		Electrical Services	11,796.55	
		Electrical Services	3,061.19	
		Electrical Services	1,827.75	
		Electrical Services	970.95	19,131.74
G-02879	Oklahoma Natural Gas Co.	Gas Services	805.72	
		Gas Services	594.51	
		Gas Services	741.71	
		Gas Services	338.95	
		Gas Services	610.61	
		Gas Services	224.28	
		Gas Services	176.88	
		Gas Services	1,550.79	
		Gas Services	26.73	
		Gas Services	908.58	
		Gas Services	411.47	
		Gas Services	116.04	6,506.27
G-02880	City of Bethany	Water & Garbage Services	126.55	126.55
G-02881	City of Oklahoma City	Water & Garbage Services	661.35	
		Water & Garbage Services	74.08	735.43
G-02882	Locke Supply Co.	Maintenance of Facilities	26.12	
		Maintenance of Facilities	41.12	67.24
G-02883	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-02884	Journal Record Publishing Co.	Periodicals/Subscriptions	189.00	189.00
G-02885	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-02886	AT&T	Telephone Services	141.42	141.42
G-02887	City of Edmond	Electrical Services	4,798.73	4,798.73
G-02888	Oklahoma Library Association	Memberships	99.00	99.00
G-02889	Central Oklahoma Winnelson	Maintenance of Facilities	559.55	559.55
G-02890	World Trade Press	Books & Materials	7,582.44	7,582.44
G-02891	Oklahoma Employment	Unemployment Compensation	3,142.26	3,142.26

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02892	ORBIS CORPORATION	Maintenance of Facilities	1,019.80	1,019.80
G-02893	The Norman Transcript	Periodicals & Subscriptio	239.88	239.88
G-02894	Independent Stationers	Supplies	765.12	765.12
G-02895	Full Circle Bookstore	Books & Materials	183.64	183.64
G-02896	Great American Glass & Tinting	Vehicle Part & Repairs	105.00	105.00
G-02897	Edgar Cruz, Inc.	Programming Activities	400.00	400.00
G-02898	Kristin Williamson	Transportation	167.72	167.72
G-02899	Oklahoma Gazette	Library-related Services	1,741.00	1,741.00
G-02900	Scott's Printing & Copying	Printing/Printing Supply	386.51	
		Printing/Printing Supply	649.76	
		Printing/Printing Supply	81.50	1,117.77
G-02901	MPLC	Programming Activities	171.11	171.11
G-02902	Ingram Library Service	Books & Materials	294.65	
		Books & Materials	186.64	481.29
G-02903	Walker Companies	Printing/Printing Supply	1,426.26	1,426.26
G-02904	OverDrive, Inc.	Books & Materials	5,803.76	
		Books & Materials	13,127.91	18,931.67
G-02905	Findaway World, LLC	Books & Materials	188.96	188.96
G-02906	Ginger Waldrip	Programming Activities	200.00	200.00
G-02907	General Lighting & Sign Serv.	Maintenance of Facilities	327.04	
		Maintenance of Facilites	1,255.48	1,582.52
G-02908	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-02909	Batteries Sooner LLC	Maintenance of Facilities	12.58	12.58
G-02910	Associated Appliance, Inc.	Maintenance of Facilities	49.89	49.89
G-02911	Heidi A. Port	Transportation	136.21	136.21
G-02912	Steve's Wholesale Distributors	Maintenance of Facilities	159.62	
		Maintenance of Facilities	125.55	285.17
G-02913	OPUBCO Communications Group	Library-related Services	425.00	425.00
G-02914	Patterson Medical Supply, Inc.	Supplies	425.20	425.20
G-02915	Mailing Services -134730000	Printing/Printing Supply	58.08	58.08
G-02916	ExaminerEnterprise	Periodicals/Subscriptions	222.00	222.00
G-02917	Oklahoma Museum Network	Programming Activities	175.00	175.00
G-02918	MAC Systems, Inc.	Maintenance of Facilities	954.00	
		Maintenance of Facilities	600.00	1,554.00
G-02919	City of Edmond	Water & Garbage Services	314.85	314.85
G-02920	United Parcel Service	Postage	247.04	247.04
G-02921	Baker & Taylor Entertainment	Books & Materials	330.00	
		Books & Materials	2,366.01	
		Books & Materials	2,605.32	5,301.33
G-02922	Daniel Fields	Programming Activities	115.20	115.20
G-02923	Shawnee News - Star	Periodicals & Subscriptio	209.76	209.76
G-02924	Walmart Community/GECRB	Supplies	15.12	
		Postage	19.60	34.72
G-02925	Katherine L.B. Etzkorn	Transportation	134.47	
		Programming Activities	109.40	243.87
G-02926	Preston Bell	Transportation	50.00	50.00
G-02927	O'Reilly Automotive Stores,	Maintenance of Facilities	96.97	96.97
G-02928	Metro Monitor, Inc.	Library-related Services	95.00	95.00
G-02929	Engineered Equipment Inc.	Maintenance of Facilities	458.88	458.88

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02930	Star Lighting	Maintenance of Facilities	326.38	
		Maintenance of Facilities	355.76	682.14
G-02931	John Utley	Telephone Services	35.00	35.00
G-02932	Downtown Tire & Auto Svc, Inc.	Vehicle Parts & Repairs	307.15	307.15
G-02933	AT&T	Telephone Services	162.65	162.65
G-02934	Cox Communications, Inc.	Telephone Services	12.94	
		Telephone Services	319.88	
		Telephones Services	686.74	1,019.56
G-02935	Discount School Supply	Programming	21.35	21.35
G-02936	Baker & Taylor Books	Books & Materials	2,616.94	
		Books & Materials	3,381.38	
		Books & Materials	1,655.85	
		Books & Materials	4,325.48	
		Materials	230.60	
		Books & Materials	2,057.51	
		Books & Materials	934.01	
		Books & Materials	2,481.55	
		Books & Materials	915.03	
		Books & Materials	2,309.34	
		Books & Materials	1,947.11	
		Books & Materials	138.48	22,993.28
G-02937	Baker & Taylor Books	Books & Materials	919.39	
		Books & Materials	133.35	
		Books & Materials	701.95	
		Books & Materials	2,783.88	
		Books & Materials	1,341.15	
		Books & Materials	2,598.71	8,478.43
G-02938	Baker & Taylor Books	Books & Materials	475.49	475.49
G-02939	Ray the Painter	Maintenance of Facilities	531.67	531.67
G-02940	Lamar Companies	Library-related Services	1,250.00	
		Library-related Services	1,250.00	2,500.00
G-02941	G4S Secure Solutions	Security Services	9,738.13	9,738.13
G-02942	Hugg & Hall Equipment Co	Maintenance of Facilities	189.12	189.12
G-02943	Michael S Springer	Programming Activities	100.00	100.00
G-02944	Denise D. Ryan	Transportation	57.06	57.06
G-02945	Baker & Taylor Entertainment	Books & Materials	949.96	949.96
G-02946	Tyler Outdoor Advertising, LLC	Library-related Services	1,620.00	
		Library-related Services	1,450.00	3,070.00
G-02947	Knoll, Inc.	Furniture	634.64	634.64
G-02948	Patsy J. Smith	Programming Activities	40.00	40.00
G-02949	Bee Creative, Inc.	Books & Materials	77.04	77.04
G-02950	U.S. Postmaster	Postage	60.00	60.00
G-02951	City of Midwest City, Inc.	Water & Garbage Services	202.17	202.17
G-02952	O G & E	Electrical Services	1,092.39	
		Electrical Services	152.55	
		Electrical Services	116.98	1,361.92
G-02953	City of Oklahoma City	Water & Garbage Services	47.87	
		Water & Garbage Services	160.04	
		Water & Garbage Services	50.19	258.10
G-02954	Southwestern Stationers, Inc.	Supplies	13.68	13.68
G-02955	Locke Supply Co.	Maintenance of Facilities	22.29	22.29
G-02956	Gale/ Cengage Learning, Inc.	Books & Materials	9,517.97	9,517.97

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-02957	Oklahoma Library Association	Membersips	125.00	125.00
G-02958	Baker & Taylor Books	Books & Materials	1,287.97	1,287.97
G-02959	Central Oklahoma Winnelson	Maintenance of Facilities	105.36	105.36
G-02960	Thomson Reuters-West	Books & Materials	920.00	920.00
G-02961	Barbara Beasley	Programming Activities	54.02	
		Postage	27.20	
		Supplies	21.55	
		Programming Activities	5.38	108.15
G-02962	Keystone Tape & Label, Inc.	Printing/Printing Supply	1,068.00	1,068.00
G-02963	Anne G. Fischer	Automation Contractual	113.37	113.37
G-02964	Ebrahim Ejtehad	Programming Activities	9.91	9.91
G-02965	Harmony Business Supplies	Supplies	848.75	848.75
G-02966	Independent Stationers	Supplies	26.32	
		Printing Supplies	82.90	109.22
G-02967	Full Circle Bookstore	Books & Materials	79.84	79.84
G-02968	Morningstar	Books & Materials	175.00	175.00
G-02969	INTEGRIS Corporate Assistance	Group Insurance	1,018.00	1,018.00
G-02970	Southwest Solutions Group, Inc	Automatin Contractual	1,207.69	1,207.69
G-02971	Jonathan Willis	Telephone Services	35.00	35.00
G-02972	Blackstone Audio Books	Books & Materials	660.00	660.00
G-02973	Scott's Printing & Copying	Printing/Printing Supply	1,187.76	
		Printing/Printing Supply	509.13	1,696.89
G-02974	Brilliance Corporation	Books & Materials	483.28	483.28
G-02975	Karen L.Litteral	Programming Activities	28.68	
		Programming Activities	14.24	42.92
G-02976	Hobby Lobby	Programming Activities	34.92	34.92
G-02977	ALA Registration Dept	Professional Services	255.00	255.00
G-02978	Ingram Library Service	Books & materials	68.11	68.11
G-02979	Phyllis Davidson	Transportation	29.95	29.95
G-02980	OverDrive, Inc.	Books & Materials	9,987.43	9,987.43
G-02981	Findaway World, LLC	Books & Materials	17,254.97	17,254.97
G-02982	Ginger Waldrip	Programming Activities	100.00	100.00
G-02983	Aqualife Aquarium Systems, Inc	Supplies	168.50	168.50
G-02984	Ingram Library Service	Books & Materials	437.62	437.62
G-02985	General Lighting & Sign Serv.	Maintenance of Facilities	1,470.13	1,470.13
G-02986	Susan Pierce	Programming Activities	448.00	448.00
G-02987	Rita M. Freney	Programming Activities	40.00	40.00
G-02988	Home Depot Credit Services	Maintenance of Facilities	18.82	18.82
G-02989	Dell Marketing L.P.	Automation	9,349.66	
		Automation	26,949.02	
		Automation	48,948.22	
		Automation	9,899.64	95,146.54
G-02990	Batteries Sooner LLC	Maintenance of Facilities	85.40	85.40
G-02991	Steve's Wholesale Distributors	Maintenance of Facilities	5.88	5.88
G-02992	Heidi Johnson	Memberships	100.00	100.00
G-02993	Joy E. Cavett	Programming Activities	150.00	150.00
G-02994	City Directories	Books & Materials	2,970.00	2,970.00
G-02995	United Parcel Service	Postage	286.90	286.90
G-02996	Oklahoma Press Service	Library-related Services	96.20	96.20
G-02997	Baker & Taylor Entertainment	Books & Materials	6,339.43	
		Books & Materials	245.08	6,584.51
G-02998	Elisabeth Wright	Memberships	100.00	
	** Continued **			

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-02998	Elisabeth Wright	Programming Activities	21.48	121.48
G-02999	LaVetta Kinsey Dent	Programming Activities	39.98	39.98
G-03000	Walmart Community/GECRB	Programming Activities	66.22	
		Programming Activities	50.80	
		Programming Activities	49.26	166.28
G-03001	John L. Hilbert	Programming Activities	184.32	184.32
G-03002	Garcia Tire Service, Inc.	Vehicle Parts & Repairs	781.64	781.64
G-03003	The Great Courses	Books & Materials	1,087.65	1,087.65
G-03004	O'Reilly Automotive Stores,	Maintenance of Facilities	88.13	88.13
G-03005	Engineered Equipment Inc.	Maintenance of Facilities	417.60	417.60
G-03006	Alexis Whitney	Programming Activities	30.91	30.91
G-03007	Star Lighting	Maintenance of Facilities	263.94	263.94
G-03008	Cintas Corporation 064	Maintenance of Facilities	506.79	506.79
G-03009	Edie Daniel	Programming Activities	64.49	
		Programming Activities	91.91	156.40
G-03010	Panacean Systems	Professional Services	7,266.59	7,266.59
G-03011	Tim Spindle	Programming Activities	15.00	15.00
G-03012	Joshua Jordan	Programming Activities	11.92	
		Programming Activities	71.23	83.15
G-03013	Baker & Taylor Books	Programming Activities	1,114.45	
		Books & Materials	1,280.58	
		Books & Materials	1,691.75	
		Books & Materials	1,732.34	
		Books & Materials	837.31	6,656.43
G-03014	Baker & Taylor Books	Books & Materials	945.72	
		Books & Materials	2,298.10	
		Books & Materials	462.97	3,706.79
G-03015	Baker & Taylor Books	Books & Materials	428.45	428.45
G-03016	Angel Suhrstedt	Programming Activities	54.44	54.44
G-03017	Meaghan Hunt Wilson	Programming Activities	48.60	
		Supplies	25.97	
		Programming Activities	44.43	119.00
G-03018	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-03019	Vickie Saxton	Programming Activities	7.04	7.04
G-03020	Lamar Companies	Library-related Services	1,250.00	1,250.00
G-03021	Shirley J Filer	Programming Activities	50.00	50.00
G-03022	G4S Secure Solutions	Security Services	7,937.83	7,937.83
G-03023	McAlester News Capital	Periodicals & Subscriptio	183.00	183.00
G-03024	RB Floor Care Services Inc.	Maintenance of Facilities	3,644.50	3,644.50
G-03025	Joe H Shelton	Programming Activities	56.72	56.72
G-03026	Baker & Taylor Entertainment	Books & Materials	440.04	440.04
G-03027	Chris Kennedy	Travel Expenses	144.10	
		Other Commodities	32.40	176.50
G-03028	Lindsay Jones Egle	Transportation	123.05	123.05
G-03029	Ed Dillard	Other Commodities	23.48	23.48
G-03030	W M Corp	Supplies	7,098.72	7,098.72
G-03031	Mark D Vance	Telephone Services	35.00	35.00
G-03032	Timothy H Rogers	Telephone Services	50.00	50.00
G-03033	David Schuler	Telephone Services	35.00	35.00
G-03034	C.O.T.P.A.	Parking	1,708.00	
		Parking	2,562.00	

** Continued **

General Fund F.Y. 14-15

Warrant Register

January 2015

Number	Vendor/Payee	Purpose	Amount
	** Continued **		
G-03034	C.O.T.P.A.	Parking	2,028.25
		Parking	4,376.75
		Periodicals/Subscriptions	26.00
G-03035	ESPN The Magazine		26.00
		Total of FY 14-15 Warrants Issued	\$ 2,499,430.56

General Fund F.Y. 13-14

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
G-06304	Spaces, Inc.	Equipment	5,740.25	5,740.25
G-06305	Comprise Technologies, Inc.	Capital Projects	7,410.50	
		Automation	1,575.00	8,985.50
G-06306	Gallagher Bassett Services	Professional Services	6,000.00	6,000.00
G-06307	Oklahoma Museum Network	Programming Activities	175.00	
		Programming Activities	175.00	350.00
Total of FY 13-14 Warrants Issued				\$ 21,075.75

Special Funds

Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
S-20335	Barbara Sue Chappell	Lost & Paid Materials	26.95	26.95
S-20336	Phyllis J. Been	Lost & Paid Materials	6.95	6.95
S-20337	Victoria Walker	Lost & Paid Materials	11.95	11.95
S-20338	Judith Pellegrini	Lost & Paid Materials	93.90	93.90
S-20339	David Korrect	Lost & Paid Materials	9.95	9.95
S-20340	Toya Montoya	Fines Account	100.00	100.00
S-20341	Standley Systems	Copier Maintenance	7.20	
		Copier Maintenance	17.33	
		Copier Maintenance	33.07	
		Copier Usage	41.44	
		Copier Usage	68.56	
		Copier Maintenance	4.38	
		Copier Maintenance	21.80	193.78
S-20342	Oklahoma Dept. of Libraries	Lost Book Account	148.38	148.38
S-20343	Judith Pellegrini	Lost & Paid Item Returned	11.95	11.95
S-20344	Rebecca Ridge	Lost & Paid Materials	11.95	11.95
S-20345	Brittany Johnson	Lost & Paid Item Returned	96.95	96.95
S-20346	Christina Brewster	Lost & Paid Item Returned	10.95	10.95
S-20347	Deborah E. Elliott	Lost & Paid Item Returned	24.95	24.95
S-20348	Angel Suhrstedt	15/ Brawners Scholarship	1,200.00	1,200.00
S-20349	Ashley Noel Meyer	15/ Brawners Scholarship	1,200.00	1,200.00
S-20350	Suzette V. Chang	15/ Brawners Scholarship	1,150.50	1,150.50
S-20351	Brittany Barber	15/ Brawners Scholarship	900.00	900.00
S-20352	Marianne's Rentals	15/Friends/Our World	590.21	
		15/Friends/Our World	614.18	
		15/Friends/Our World	417.29	1,621.68
S-20353	Metropolitan Library System	Transfer of Fines	42,000.00	42,000.00
S-20354	Chase Card Services	Monthly Service Fee	35.00	35.00
S-20355	Xerox Corp.	Copier Maintenance	25.43	
		Copier Maintenance	8.18	
		Copy Maintenance	30.50	
		Copy Maintenance	17.10	
		Copy Maintenance	31.60	
		Copy Maintenance	14.00	126.81
S-20356	Standley Systems	Copier Maintenance	2.28	
		Copier Maintenance	28.26	
		Copier Maintenance	5.53	
		Copier Maintenance	9.30	
		Copier Maintenance	8.64	
		Copier Maintenance	3.39	57.40
S-20357	Screen Graphics of Florida, Inc	Advertising Wraps	3,437.14	3,437.14
S-20358	Sally Gray	15/Parent Child Book	38.00	38.00
S-20359	Oklahoma Tax Commission	Gifts	45.09	45.09
S-20360	Horacio G. Juarez Jr	Lost & Paid Item Returned	38.90	38.90
S-20361	Beatrice Hooper	Lost & Paid Item Returned	23.00	23.00
S-20362	Debra R. Clark	Lost & Paid Item Returned	67.75	67.75
S-20363	Pedro R. Hernandez	Lost & Paid Item Returned	11.00	11.00
S-20364	Sandra J. Huffman	Lost & Paid Item Returned	64.75	64.75
S-20365	Valerie A. Ross	Lost & Paid Item Returned	74.95	74.95
S-20366	Oklahoma Tax Commission	Fines Account	7.54	7.54
S-20367	Oklahoma Tax Commission	Copy Fund	901.68	901.68
S-20368	Edgar Cruz, Inc.	10/OCCF/Village	77.00	77.00

Special Funds


Warrant Register

January 2015

Number	Vendor/Payee	Purpose		Amount
S-20369	Carol J. Wolf	Lost & Paid Item Returned	16.95	16.95
S-20370	Susan Bettis	Lost & Paid Item Returned	11.95	11.95
S-20371	Kaleb Dye	Lost & Paid Item Returned	16.00	16.00
S-20372	Adrienne M. Proffer	Lost & Paid Item Returned	18.00	18.00
S-20373	Alexander M. Shelton	Lost & Paid Item Returned	11.95	11.95
S-20374	Nancy Carr	Lost & Paid Item Returned	7.95	7.95
S-20375	Amriel B. Thompson	Lost & Paid Item Returned	9.95	9.95
S-20376	Standley Systems	Copier Maintenance	4.72	
		Copier Maintenance	13.27	
		Copier Maintenance	52.68	
		Copier Maintenance	36.41	
		Copier Maintenance	7.13	
		Copier Maintenance	12.89	
		Copier Maintenance	13.21	
		Copier Maintenance	2.47	
		Copier Maintenance	4.67	
		Copier Maintenance	31.26	
		Copier Usage	17.63	
		Copier Usage	60.28	256.62
Total of Special Funds Warrants Issued				\$ 54,176.17

I, Tim Rogers, certify that:

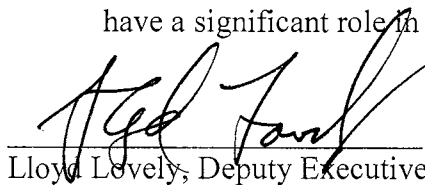
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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


Tim Rogers, Executive Director

2/12/2015
Date

I, Lloyd Lovely, certify that:

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


Lloyd Lovely, Deputy Executive Director of Finance and Support

2-12-15
Date

CONTRACT AWARDS AND PURCHASES

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

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

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

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

This contract award covers:

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

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

McAfee Endpoint Protection & Web Filtering	
Item	Price
Endpoint Protection Software	\$12,750.00
Maintenance of Web Appliances	\$ 4,366.20
Web filtering licenses	\$11,371.36

RECOMMENDATION:

That the Commission approve the purchase of the McAfee Endpoint Protection software licenses, web filtering licenses, and web filter appliance maintenance in the amount of \$28,487.56. Funding for the purchase is provided for in the FY2014-15 budget, account 231.

CONTRACT AWARDS AND PURCHASES

(Cont'd)

ITEM B: CARPET FOR MIDWEST CITY LIBRARY

Provided for in the FY2014-15 budget is the request for carpet for the Midwest City Library, our largest library other than Downtown. The carpet was last replaced in 2005.

The Library's purchasing policy allows the Library to purchase off of any state, GSA, or nationally competitively bid contract. Milliken was awarded a competitively bid contract with the National Joint Powers Alliance (NJPA) on March 20, 2012. The contract has been renewed each year thereafter. Milliken will use the local dealer Bryan's Flooring to do the installation.

The proposal is based on NJPA pricing for materials and labor.

Midwest City Library Carpet & Install
\$180,020.00

RECOMMENDATION:

That the Commission approve the purchase of new carpet for the Midwest City Library from Milliken in the amount of \$180,020.00. Funding for the purchase is provided for in the FY2014-15 budget, account 450.

REQUEST TO DECLARE FURNITURE AND EQUIPMENT SURPLUS

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

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

The surplus furniture and equipment have been made available to the Library System's other divisions. Any items transferred to the divisions before the sale will be put back into the inventory list at a later date.

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

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

Qty	Description
2	Computer Hardware, Communications
7	Computer Hardware, Printers
160	Computer, Micro, Base Units
5	Computer, Micro, Monitors
8	Copiers

Qty	Description
1	Copier(Coin Op)
1	Fax Machine
2	Scanners, Page
1	Workstation
**	Miscellaneous Equipment

**Each individual item valued under \$500

RECOMMENDATION:

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

REPORT AND RECOMMENDATION FROM ADMINISTRATION

REVISIONS TO METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURES MANUAL

MLS Policies contained in the Policy and Procedure Manual, periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner. In this case, adding electronic devices (e.g. iPads) that customers may borrow and use in-house such as those that will be dispensed by MediaSurfers necessitates policy updates for if a device is returned late, damaged or lost.

The administration recommends for your consideration, changes in the Commission adopted policy for the following policy listed below:

SF 910 Fee Schedule

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

To approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedures Manual revisions to SF 910 Fee Schedule.

SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; 8/14; 11/14; DRAFT 01/15

This schedule includes the specific amounts for library service fees authorized by the policies listed below. Fees to offset the cost of promotional items that are occasionally sold by the library for the benefit of customers are not included in this list.

AL 210 Library Cards

- Annual fee card - \$40.00 per year for family use
- Cash deposit card - \$10.00 per item processing fee

AL211 Reciprocal Cards

- Lost, damaged or overdue materials owned by reciprocal libraries - fees are assessed by the owning library

AL 310 Card Holder Responsibilities

- Lost or stolen cards - \$1.00 per replacement card

AL 350 Copying or printing of library materials

- Black and white - \$0.10 per page
- Color - \$.50 per page
- Microfiche copies - \$0.25 per page

AM 110 Delinquent; Lost/Damaged

Lost or damaged materials

- book or magazine, electronic devices - ~~ILS automatically gives the amount list price at time of purchase~~
- audiovisual materials - replacement cost if lost or damaged due to carelessness or neglect
- audiovisual materials, one part of a set - \$7.00 per part if lost or damaged due to carelessness or neglect
- audiovisual materials, liner notes or guide – no charge

Overdue fines

- \$0.10 per day to a maximum of \$3.00
- Electronic devices - \$5.00 per hour to a maximum of \$60.00

AM 200 Interlibrary Loan

- Copies made to fill interlibrary loan requests - \$0.15 per page over 50 pages
- Lost or damaged materials lent to other libraries by MLS - cost of material plus \$10.00 processing fee
- Lost or damaged materials borrowed by MLS - lending library sets the fee
- Overdue materials borrowed by MLS - \$0.50 per day up to cost of material

AM 313 Local History Permission to Use

Digital copies of local history images

- at 300 dpi - \$5.00 per image
- at 600 dpi - \$15.00 per image

SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; 8/14; 11/14; DRAFT 01/15

- at 1200 dpi - \$30.00 per image
- processing fee \$5.00

Use of local history images

- book, brochure, filmstrip, flyer, poster, postcard, or PowerPoint programs for sale
 - for a quantity of 1 to 4,999 - \$15.00 per image
 - for a quantity of 5,000 to 9,999 - \$30.00 per image
 - for a quantity of 10,000 to 29,999 - \$60.00 per image
 - for a quantity of 30,000 and over - \$120.00 per image
- website - \$15.00 per image
- commercial décor - \$150.00 per image
- advertising & product design - \$15.00 per image
- serials
 - for a quantity of 49,999 or under - \$15.00 per image
 - for a quantity of 50,000 to 99,999 - \$60.00 per image
 - for a quantity of 100,000 or over - \$120.00 per image
- video for resale or broadcast documentaries
 - for a quantity of 5000 or under - \$35.00 per image
 - for a quantity of 5001 or over - \$100.00 per image
- interactive CD-ROM or DVD - \$120.00 per image
- exhibitions or one time broadcasts
 - for commercial use - \$30.00 per image
 - for non-commercial use - \$15.00 per image

AS 100 Reference Services

- Inquiries by mail – \$0.25 per page of photocopying and \$3.00 shipping and handling

AS 510 Public Space Reservations and Use

Rental space fees cover the Library's basic operational expenses. Fees are approved by the Metropolitan Library Commission and are not negotiable.

- Category 2
AS 510.2 MLS List of Organizations Exempt from Public Space Fees will incur fees for any additional required and/or optional service fees listed below.

SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; 8/14; 11/14; DRAFT 01/15

- **Category 5**

Fees for certified 501(c) 3 organizations: Discount of 50% off the hourly rental rate applied to businesses, private individuals and private groups.

Fees for businesses, private individuals or private groups:

Library	Room	Rate per hr
Almonte	A	\$40
Belle Isle	A	\$25
Belle Isle	B or C	\$40
Belle Isle	A+B	\$65
Belle Isle	A+B+C	\$125
Bethany	A or B	\$25
Bethany	A+B	\$50
Capitol Hill	FF	\$40
Capitol Hill	Basement	\$25
Choctaw	A	\$40
Downtown	Single Classroom	\$25
Downtown	Lab	\$125
Downtown	Double Classroom	\$50
Downtown	Friends	\$70
Downtown	Atrium	\$3000 fixed
Downtown	Thorpe or Sequoyah	\$20
Downtown	46 Star	\$170
Edmond	A or B	\$40
Edmond	A+B	\$80
Edmond	D	\$20
Midwest City	B	\$25
Midwest City	A	\$40
Midwest City	A+B	\$65
Midwest City	Forum	\$70
Northwest	A or B	\$70
Northwest	A+B	\$140
Ralph Ellison	A	\$50
Ralph Ellison	B	\$60
Ralph Ellison	A+B	\$110
Southern Oaks	A	\$50
Village	B	\$20
Village	A	\$40
Village	A+B	\$60
Warr Acres	A	\$40

For each 4 hour block reserved a 25% discount is applied.

SF 910 Fee Schedule

Adopted: 7/85; Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 08/08, 8/10, 5/11; 3/14; 8/14; 11/14; DRAFT 01/15

- Fees for additional required and/or optional service where available:

Service	Rate	Increment
AV assistance may be required when using MLS equipment	\$25.00	per hour*
Conference Phone	\$25.00	per use
Custodial Staff	\$25.00	per hour*
Changes to contracted room setup	\$10.00	per hour*
IT assistance required for configuration of computers	\$50.00	per hour*
Piano, Grand (Downtown Library only)	\$50.00	per use
Piano, upright	\$25.00	per use
Security, additional	\$40.00	Per hour*, per officer
Telephone calls that are long distance	MLS Cost	
Access to space prior to libraries opening between <i>SH 610 Facility Access</i> working and operating hours (plus space fees)	\$100.00	per hour
Access to space after <i>SH 610 Facility Access</i> operating hours (space only)	\$3,000.00	Flat rate

*Per Hour means any portion of an hour

SH 610 Facility Access

- Replace broken key – no charge if the employee returns a portion of the key

VG 300 Open Records

- Printed copies to fill open records requests - For each request, the first 10 pages of printed copies will be provided free of charge. The fee for subsequent copies will be \$0.10 per page.
- Other types of copies (computer disks, videos, sound recordings, etc.) – Fee will take into consideration the cost of reproduction and be comparable to the fee charged for print copies.
- Conducting a document search - A fee of \$2.00 will be charged for each quarter (1/4) hour spent.

EXECUTIVE DIRECTOR'S REPORT

FEBRUARY 2015

I spent much of the last month learning about the services and practices of the Metropolitan Library System as I met with Library staff, partners, and community leaders. While much of our discussions centered around historical and current services, each conversation also included an element of future thinking that will, in time, likely find its way into our strategic planning process. As some of you are aware, I am in the process of meeting with each Commission member, which will continue for the next month or so. My intention with these meetings is to get to know you better and to familiarize myself with your individual concerns, interests, and visions for the Library's future. I apologize for the time it will take to work my way through the Commission, however, it is a sizeable group.

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 to a lively exchange at the meeting next week.

Projects

1. Payroll System

The new Paycom HR/Payroll system will "go live" Monday, February 16, when hourly employees begin using the new time clocks. Training sessions for employees to learn the self service aspects of the system were conducted at each library the week of January 26. Employees will be able to use the online interface to view, enter, and change personal information such as leave balances, leave requests, paystubs, and address and contact information. Business Office staff have been working with Paycom regularly to set up the system and transfer employee data from the old system. The Library ran a "faux" payroll, mimicking our 2/05/15 payroll to compare and verify the results between the new and old systems. The first payroll run using the new system will take place the week of March 2nd with the first pay date set for March 5th. A brief update will follow at the March Commission meeting.

2. Come Read with Me

As you may know, the intention of the "**Come Read with Me**" program offered through the Library's Outreach and Volunteer Services departments is to foster a lifelong love of reading while allowing children to practice their literacy skills in a safe and fun environment. Volunteers choose a site, then come in and read with kids after school. Children also have the opportunity to read aloud to the volunteer or buddy-read with a peer. Not only are they reading or listening to stories, but they are also provided with one-on-one attention that might not be available to them elsewhere. Sessions last for one hour and the program runs two, four-week periods around the Spring Break of the OKC Public Schools. The Library recently expanded

the program to five new sites, and it is now being offered at 17 locations. Angie Walton, the program coordinator was recently invited to News Channel 9 to speak about Come Read with Me, and a clip of that can be found at <http://www.news9.com/story/27991222/volunteers-needed-for-okcs-come-read-with-me-program>

3. MediaSurfer iPad Lending at AL, CH, RE, and SO
The Library will be installing MediaSurfer kiosks in four libraries, Almonte, Capitol Hill, Ralph Ellison, and Southern Oaks later this spring. Each kiosk will be outfitted with 16 iPads that will be available for checkout by customers for in-the-library-use. IT staff have been working with the Library's technology vendors to coordinate software changes and integration, as well as the testing needed to facilitate the new service. Upon completion, the Library will receive a ship date and the devices -- which are purported to be "plug-and-play" will be installed at the appropriate locations. The Commission will be asked to consider a few minor policy changes to accommodate MediaSurfer lending during its February meeting. The Library is pleased to be able to offer this service to its customers, and grateful to the Inasmuch Foundation for the financial support to make the service possible.
4. Capitol Hill Library
Staff have narrowed the options for temporary space for Capitol Hill Library to two. Ongoing viewings and inspections of the spaces are planned and we will provide an updated report to the Commission at the February 19 meeting.

Personnel

- Brandon Beckham has been appointed as the Manager of Library Operations at the Almonte Library, and is scheduled to begin March 2. Brandon is currently the Assistant Manager of Library Operations at Southern Oaks, and has been with MLS since mid-2014. Before joining our team, he managed several public library branches in Louisiana. Brandon holds an MLIS from Louisiana State University-Baton Rouge and a Bachelor's in secondary education from LSU-Shreveport.
- Benjamin Harvey was named the Manager of Library Operations at the Village Library and is scheduled to begin on March 30. Ben and his wife (also a librarian) will be joining us from Fargo, North Dakota and hope to reside in the Village. Ben was previously the Circulation Coordinator at the West Fargo Public Library (Fargo, ND), and holds a MLIS from University of Illinois, an MBA from North Dakota State University, and a B.S. in Psychology from University of Illinois.
- Christopher Stofel was appointed the Manager of Library Operations for the Extension Libraries and scheduled to begin March 16. Chris comes to us from the Oklahoma City Public Schools where he worked as a media specialist since 2007, prior to which he was a classroom teacher in OKC and Gallup, NM. Chris holds an MLIS from the University of Oklahoma and both a B.A. and B.S. from Southeastern Oklahoma University.
- Risa Sargent was promoted as the Assistant Manager of Library Operations at the Downtown Library. Risa was previously a Librarian at Downtown, and has been with the System since 2009.
- Roger Elmore was promoted from Library Aide Part Time to Circulation Clerk Half Time at the Del City Library. Roger has been with MLS since last September.
- Beverly Williams was promoted from Circulation Clerk Half Time to Circulation Clerk Full Time at the Village Library. Beverly has been with the system since 2011.

- Jasmine Shumaker was hired as the Administrative Receptionist in the Director's Office.
- Cameron Smith was hired as a Librarian at the Downtown Library.
- Deanna Harris-Beatty was hired as a Project Specialist in Outreach.
- Brooke Ballard was hired as a Library Aide Part Time at the Downtown Library.
- Pam Hudson was hired as a Library Aide Part Time at the Downtown Library.
- Whitney Lane was hired as a Circulation Clerk Half Time at the Del City Library.
- Amy Widmann was hired as a Circulation Clerk Half Time at the Belle Isle Library.

Items of Interest

- Kristin Williamson, MLS Children's Services Coordinator in the Outreach Department was interviewed for an article in School Library Journal about Yoga for children in libraries. MLS, Merrimack Public Library (Merrimack, NH), the Fordham Bedford Academy (Bronx, NY), and the LaCrosse Public Library (LaCrosse, WI) were among the libraries included in the article. The article can be found at <http://www.slj.com/2015/01/feature-articles/yoga-in-the-library/#>
- The State Library is projecting a cut of at least 16% in State Aid to Libraries should the proposed budget reduction of 6.25% for State agencies be approved. As MLS currently receives about \$260,500 in State Aid, the impact could result in a loss of approximately \$40,000 in the next fiscal year.

Downtown library's collection is full of Oklahoma treasures



Buddy Johnson is collection coordinator of the Oklahoma Room at the Ronald J. Norick Downtown Library.

PHOTO BY STEVE GOOCH, THE OKLAHOMAN

There are few places in Oklahoma City where one can find an original mint-condition copy of Rick Reilly's "The Boz" alongside yet another book about Will Rogers.

The Oklahoma Room at the Downtown Library, 300 Park Avenue, is a repository for all things Oklahoma. The collection of 10,000 books about the state is supplemented by photos, maps and other items. If it's a book about an Oklahoman or written by an Oklahoman, the Oklahoma Room likely has it.

"We have the Annotated Alice which is supposed to be the seminal work on Alice in Wonderland," Oklahoma collection coordinator Buddy Johnson said. "It was written by a guy from Tulsa who is supposed to be the foremost



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scholar on Alice in Wonderland. Even though it's not about Oklahoma, it's related."

The library has always maintained a collection of Oklahoma related materials. It was once called the France Room, after Charles France who was a past member of the library board. When the library moved into its new location the name was changed.

"A lot of people would come in and ask for something specific about Oklahoma and we would say it was in the France room,"

Johnson said. "That confused people so when we moved here we changed the name."

The room is used by a variety of people from students to amateur genealogists.

"There are quite a few people that use it," Johnson said. "We have in Oklahoma City a core group of people who do local historical research and writing. I also help the city and county government researching different properties. We also have preservationists looking to verify the look of a certain building. Sometimes we get homeowners who live in an historic area who want more information on where they live."

The materials in the Oklahoma Room are non-circulating, and some

items must be handled with gloves or by staff only. But patrons looking for a place to do research on their state should be able to find what they need.

"The research is a lot of fun and so is helping people," Johnson said. "There have been times when people come in and say they are up against a deadline and ask if we can help them get their information. That's pretty rewarding. I love that."

METROPOLITAN LIBRARY COMMISSION

APPOINTMENTS TO STANDING COMMITTEES

February 2015 ~ February 2016

STANDING COMMITTEE

TYPICAL AREAS OF RESPONSIBILITY

Administrative & Personnel Committee

Hugh Rice, Chair
Ralph Bullard
Cynthia Friedemann
Helene Harpman
Mukesh Patel
Sharon Voorhees
Brian Maughan

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

Finance Committee

Allen Coffey, Chair
Fran Cory
Jim Shonts
Judy Smith
Beth Toland

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

Long-Range Planning Committee

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

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

Public Services Committee

Jose Jimenez, Chair
Rozz Grigsby
Karen Helton
Carolyn Leslie
Lori Nelson
Kim Patterson
Vanna Shaw

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

Executive Committee

Nancy Anthony, Chair
Judy Smith, Vice-Chair
Allen Coffey, Disbursing Agent
Hugh Rice (At-Large member)
Jose Jimenez (At-Large member)

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

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