



**SPECIAL MEETING  
METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

Tuesday, May 30, 2017, 3:30 p.m.  
Village Library  
10307 N. Penn  
The Village, OK 73120  
(Telephone: 755-0710)

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

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

Nancy Anthony, Chair

**3:30 – 3:35 pm INTRODUCTIONS**

**COMMENTS FROM GENERAL PUBLIC** (Limited to 3 minutes per speaker or 15 minutes' total with time pro-rated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the Commission must list their residential address and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue.) Please be advised that public seating is limited; seating capacity at the individual meeting sites vary in occupancy limits.

**3:35 – 3:40 pm CONSENT DOCKET (#74 - #76)**

- Document #74 – Approval of Minutes of April 20, 2017 Meeting
- Document #75 – Acceptance of Review of Expenditures for April 2017
- Document #76 – Contract Awards & Purchases
  - Item A: Signage and Wayfinding for Capitol Hill Library
  - Item B: Furniture for Capitol Hill Library

**3:40 – 4:05 pm COMMITTEE REPORTS**

- Document #77 – Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee meeting, April 24, 2017 – Penny McCaleb, Chair
- Document #78 – Discussion, Consideration and Possible Action: Report and Recommendations from Joint Meeting of the Administrative & Personnel Committee and Finance Committee – Hugh Rice, A&P Chair and Allen Coffey, Finance Chair

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

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

**June 15, 2017**

**LOCATION: Ronald J. Norick Downtown Library, 300 Park Ave., Oklahoma City, OK 73102**

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

DATE: April 20, 2017

TIME: 3:30 p.m.

MEETING PLACE: The Village Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 21, 2016. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and Ronald J. Norick Downtown Library, 300 Park Avenue, Oklahoma City, on April 18, 2017, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Brian Alford  
Dr. Ann Caine, Vice Chair  
Watzell Carlson  
Cynthia Friedemann  
Helene Harpman  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Mukesh Patel  
Dr. Dennis Shockley  
Jim Shonts  
Judy Smith  
Beth Toland  
Susan Tucker  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

EXCUSED:

Allen Coffey, Disbursing Agent  
Mick Cornett, Mayor of Oklahoma City  
Fran Cory  
Bud Elder  
Brian Maughan  
Lori Nelson  
Kim Patterson  
Hugh Rice  
Mary Sosa

Estimate of general public and staff attending: 27

I. Due to the lack of a quorum Ms. Nancy Anthony referred to the agenda Items requiring no Commission action.

II. Ms. Anthony introduced Mr. Ben Mead-Harvey, Library Manager, The Village Library.

Mr. Mead-Harvey welcomed the Commission to The Village Library. He briefly spoke about the recent Literary Voices event, featuring guest speaker and author, Lisa Scottoline.

Mr. Mead-Harvey reported in the fall, the Village Library will begin a renovation which will include removing the reference desk to a single service point, replacement of furniture, updating the children's area, study rooms, restrooms, painting, re-carpeting, and the renovation of the back office. Mr. Mead-Harvey thanked the Commissioners for their time.

III. Ms. Anthony called roll and established a quorum at 3:49 p.m.

Present: Alford, Caine, Carlson, Friedemann, Harpman, Leslie, McCaleb, McDaniel, Patel, Shockley, Shonts, Smith, Toland, Tucker, Anthony.

IV. Ms. Anthony referred to the Presentation of Service Certificates for April 2017: Jean M. Wilburn, Circulation Clerk, Belle Isle Library, 25 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: William K. Hammack, Public Computer Specialist, Northwest Library, Five years of service; Kevin R. Sendall, Extension Specialist, Community Libraries, 10 years of service; Rachel B. Vance, Circulation Clerk, Southern Oaks Library, 10 years of service; Keri L. Cloud, Library Aide, Edmond Library, 15 years of service; Clyde D. Herrod, Associate Cataloger, Cataloging, 35 years of service.

V. Ms. Anthony referred to the Consent Docket: Document #66 – Approval of Minutes of March 16, 2017 Meeting; Document #67 - Acceptance of Review of Expenditures for March 2017.

Ms. Anthony called for a motion.

**Ms. Beth Toland moved to accept the consent docket. Ms. Judy Smith seconded.  
Questions and discussion followed. Motion passed unanimously.**

VI. Ms. Anthony referred to the Committee Reports: Document #68 – Discussion, Consideration and Possible Action: Report and Recommendations from the Public Services Committee meeting, March 27, 2017.

Ms. Judy Smith, Public Services Committee Chair, explained Administration is in the process of revising the Policy and Procedure Manual. The primary task is removing the procedures from the actual policies. The policies are the guidelines and are approved by the Commission. The procedures are the methods by which the policies are implemented are created by the Administration. She called on Mr. Tim Rogers to further explain the recommended policy and procedure revisions.

Mr. Rogers explained the two groups of policies. The first group of policies relates to accounts and borrowing and the second group relates to collection development management, formerly the Materials Selection policy.

Mr. Rogers explained that the recommended changes simplify the language and remove all procedures. He referred to AL 200 Library Accounts and detailed the changes. AL 211 Reciprocal Cards and AL 310 Cardholder Responsibilities have been repealed and the contents that were not procedural have been merged into AL 200 Library Accounts. Questions and discussion followed.

Mr. Rogers reviewed and explained the recommended changes to AM 100 Borrowing. AM 120 System Reserves and AM 110 Delinquent/Lost/Damaged Materials have been repealed and merged into AM 100 Borrowings. Questions and discussion followed.

**The motion coming from the Public Services Committee for adoption to the Metropolitan Library System Policy and Procedure Manual revisions to AL 200 (Library Account), AL 211 (Reciprocal Cards), AL 310 (Cardholder Responsibilities), AM 100 (Borrowing), AM 120 (System Reserves), AM 110 (Delinquent/Lost/Damaged Materials), effective July 1, 2017. A motion coming from the Public Services Committee requires no second. No further discussion. Motion passed unanimously.**

Mr. Rogers referred to the second group of policies. AM 310 Materials Selection will be repealed and replaced by AM 310 Collection Development and Management Policy. The proposed new policy focuses on the entire collection, instead of individual library collections. The proposed policy repeals individual collections policies and eliminates the procedural elements. All Commission action taken in the past regarding shelving and labeling of the collection, including the Family Talk Collection, is removed from the policy, per the recommendation. The Public Services Committee had in depth discussion regarding the Family Talk Collection and decided it is best to let the professional staff manage the collections. The selection of specific items and how they are to be shelved is procedural and should be done by library staff. Questions and discussion followed.

Ms. Anthony called for a motion.

**The motion coming from the Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AM 310 (Materials Selection), AM 311 (Genealogy Materials), AM 312 (Local History Collection), AM 313 (Local History Permission to Use & Fee Schedule), AM 314 (United States Government Documents), AM 331 (Transfer and Withdrawal of Materials), AM 341 (Cataloging and Classification), AM 342 (Special Collections), which also shall remove all previous Commission action related to the placement and labeling of library materials, effective immediately. A motion coming from the Public Services Committee requires no second. No further discussion. Motion passed unanimously.**

**VII.** Ms. Anthony referred to the Committee Reports: Document #69 – Discussion, Consideration and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board.

Ms. Penny McCaleb reported the bylaws of the Library Endowment Trust specify the Library Commission is responsible for appointing a certain number of Trustees to the Library Endowment Trust Board. She requested the commission re-appoint Ms. Heather Ross, Ms. Catherine Armitage, Mr. Robert Clements and requested the new appointment of Mr. Ron Byrne to the Library Endowment Trust Board. Biographical information was provided for each recommended trustee. Questions and discussion followed.

Ms. Anthony called for a motion.

**Ms. Penny McCaleb moved to approve the re-appointment of Heather Ross, Robert Clements, Catherine Armitage, and the appointment of Ron Byrne to the Library Endowment Trust. Ms. Beth Toland seconded. Questions and discussion followed. Motion passed unanimously.**

**VIII.** Ms. Anthony stated if there is no objection, the proposed Executive Session and Document #70 – Recommendations from Administration – Revision to SH 110 are no longer needed and have been pulled from the agenda. No objections were made.

**IX.** Ms. Anthony referred to Staff Reports.

Mr. Rogers introduced Ms. Michele Gorman, Chief Organizational and Development Officer.

Ms. Gorman addressed questions and concerns that were voiced at the March Commission meeting regarding the Alignment Project, specifically the pace of the changes and what is being done to help staff prepare for the transition. Ms. Gorman distributed handouts and explained the Learning and Development

Plan, created for staff to ensure there is ongoing support and coaching to reduce stress and ensure staff have the skills necessary to be successful in their new roles. To measure success, there will be constant communication with staff, supervisors and managers. Assessments will also be done for workshops and trainings. Questions and discussion followed.

Mr. Rogers referred to the ReadOKC Staff Report. He called on LaVetta Dent, Director of Outreach Services and Meaghan Hunt-Wilson, Special Projects Librarian to explain the initiative.

Ms. Hunt-Wilson reported ReadOKC is an extension of the ONEcard partnership. The initiative is to promote the love of reading in Oklahoma City Public Schools students. As part of the ReadOKC taskforce, the Metropolitan Library System will host a launch event at the Downtown Library on May 15 from 5:30 to 6:30 p.m. Mayor Mick Cornett and Oklahoma City Public Schools Superintendent, Aurora Lora are the featured speakers for the event. Ms. Dent added representatives from the Oklahoma City Energy and Oklahoma City Dodgers will also be in attendance. We are looking forward to extending the program in the future to all schools in the metro area.

Mr. Rogers called on Morgan Jones, Manager of Planning and Assessment; Steve Butts, Facilities Project Coordinator; and Erin Bedford, Bethany Library Manager to provide an overview of the 95% Plan for Bethany Library.

A PowerPoint presentation highlighted progress of the Bethany Library Project. The presentation provided an overview of the exterior and parking at the new library. The layout of the meeting rooms, materials, and floor plans were also provided. The 100% plans are expected to be received within the next week. Groundbreaking is scheduled to take place on August 5, 2017 with opening of the new Bethany Library in late fall of 2018.

**X.** Ms. Anthony referred to Document #71 – March 2017 Usage Summary Report and Document #72 – Quarterly Usage Summary.

Mr. Rogers explained the usage reports. Questions and discussion followed.

**XI.** Ms. Anthony referred to the Executive Director's Report.

Mr. Rogers presented to the Commissioners, a Division Work Chart handout with an overview of the library's divisions and departments.

Mr. Rogers announced the hiring of Mr. Anthony Herron, Chief Operating Officer. Mr. Herron will begin his new position on June 5.

**XII.** Ms. Anthony asked for comments from Commission members.

Concerns were raised that there is no policy regarding firearms in library buildings. Ms. Anthony asked Mr. Rogers to look into and bring something back to the Commission for consideration at a future date.

**XIII.** The next regularly scheduled meeting will be held at Southern Oaks Library on May 18, 2017 at 3:30 p.m.

There being no further business, the meeting was adjourned at 5:02 p.m.

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Tim Rogers,  
Executive Director  
(Secretary)

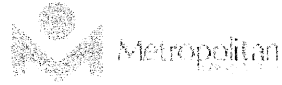
## **FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES**

April 30, 2017

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of April 2017. For comparison, 83.33% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of April 2017.



**Metropolitan Library Commission of Oklahoma County  
Statement of Financial Summary**

	Year To Date 04/30/2017 Current Year Balance	Prior Year To Date 04/30/2016 Prior Year	Year To Date 04/30/2017 Difference
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents	9,191,045.44	5,600,354.61	3,590,690.83
Investments			
Short Term Investments	10,312,094.32	807,415.15	9,504,679.17
Long Term Investments	13,083,808.36	26,568,980.59	(13,485,172.23)
Total Investments	23,395,902.68	27,376,395.74	(3,980,493.06)
Total Current Assets	32,586,948.12	32,976,750.35	(389,802.23)
Long-term Assets	6,973,787.64	1,715,103.09 *	5,258,684.55
<b>Total Assets</b>	<b>39,560,735.76</b>	<b>34,691,853.44</b>	<b>4,868,882.32</b>
<b>Liabilities and Net Assets</b>			
Liabilities			
Short-term Liabilities	159,932.18	482,562.72	(322,630.54)
Total Liabilities	159,932.18	482,562.72	(322,630.54)
Net Assets			
General Fund	38,828,701.92	33,807,747.83	5,020,954.09
Special Funds	616,595.26	401,542.89	215,052.37
Total Net Assets	39,445,297.18	34,209,290.72	5,236,006.46
<b>Total Liabilities and Net Assets</b>	<b>39,605,229.36</b>	<b>34,691,853.44</b>	<b>4,913,375.92</b>

\*Note: The legacy accounting system did not maintain a current fixed asset balance throughout the year which results in the large variance in this account.

## Metropolitan Library Commission of Oklahoma County Commission Schedule of Investment

	Purchase Date	Maturity Date	Interest Rate	Investments Month Ending 04/30/2017 Actual
Investment Balance				
CD - BancFirst	07/28/2015	07/27/2018	1.700 %	240,000.00
CD - First State Bank	09/20/2016	09/20/2018	1.000 %	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2016	12/12/2019	1.000 %	240,000.00
CD - MidFirst Bank	01/26/2015	10/26/2017	1.000 %	97,415.15
CD - Municipal Emp. Credit Union	06/10/2015	06/10/2017	1.256 %	240,000.00
CD - National Bank of Commerce.	12/21/2015	12/21/2017	1.000 %	240,000.00
CD - Weokie Credit Union	01/20/2015	01/20/2020	1.510 %	124,808.36
Federal Farm Credit Bank	07/13/2016	07/13/2020	1.190 %	2,000,000.00
Federal Home Loan Bank 11/21/2018	05/21/2013	11/21/2018	1.000 %	1,999,000.00
Federal Home Loan Bank 11/8/2018	02/08/2013	11/08/2018	1.050 %	2,000,000.00
FNMA 3/28/2018	03/28/2013	03/28/2018	1.000 %	2,000,000.00
FNMA 6/27/2019	12/27/2012	06/27/2019	1.250 %	2,000,000.00
Freddie Mac 8/23/2019	08/23/2012	08/23/2019	1.400 %	2,000,000.00
Treasury Bill 7/6/2017	01/10/2017	07/06/2017	0.523 %	9,974,679.17
Total Investment Balance			<u>0.000 %</u>	<u>23,395,902.68</u>



Metropolitan Library Commission of Ok Co  
Commission Statement of Revenues  
As of April 30, 2017

	Year To Date 04/30/2017	Month To Date 04/30/2017	Year To Date 04/30/2017		Month To Date 04/30/2016	Prior Year To Date 04/30/2016
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	3,009,575.40	33,744,269.76	104.67 %	2,950,975.54	32,309,301.17
Fines	500,310.00	34,427.92	363,786.32	72.71 %	41,887.87	464,953.49
State Aid Revenue	239,154.00	99,020.00	222,796.00	93.16 %	104,272.20	236,898.20
Total Budgeted Revenue	<u>32,977,532.00</u>	<u>3,143,023.32</u>	<u>34,330,852.08</u>	<u>104.10 %</u>	<u>3,097,135.61</u>	<u>33,011,152.86</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	53,846.37	1,075,034.21	0.00 %	60,611.56	1,091,461.53
Interest Revenue	0.00	391.01	160,184.79	0.00 %	(105.31)	155,347.04
Lost Books	0.00	(129.94)	(1,128.92)	0.00 %	0.00	0.00
Room Rentals	0.00	7,178.75	64,237.50	0.00 %	0.00	0.00
Merchandise Sales	0.00	412.71	3,097.39	0.00 %	0.00	0.00
Copies	0.00	16,175.54	145,959.95	0.00 %	14,126.54	10,077.91
Gifts and Donations	0.00	0.00	0.00	0.00 %	(104.30)	99,605.51
Grant Revenue	0.00	3,500.00	201,938.18	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	79.20	102.84	0.00 %	0.00	36,003.58
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	0.00	1,049.58
Flex Benefits Revenue	0.00	0.00	0.00	0.00 %	0.00	3,668.27
Miscellaneous Revenue	0.00	8,767.12	104,309.19	0.00 %	14,570.90	154,729.89
Interfund Transfers In	0.00	43,002.80	44,493.60	0.00 %	0.00	0.00
Total Not Budgeted Revenue	<u>0.00</u>	<u>133,223.56</u>	<u>1,798,228.73</u>	<u>0.00 %</u>	<u>89,099.39</u>	<u>1,551,943.31</u>
Total Revenue	<u>32,977,532.00</u>	<u>3,276,246.88</u>	<u>36,129,080.81</u>	<u>109.56 %</u>	<u>3,186,235.00</u>	<u>34,563,096.17</u>

Metropolitan Library Commission of Oklahoma County  
General Ledger Report  
For (07/01/2016 to 04/30/2017)

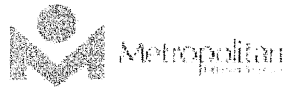
Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
<b>4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)</b>																<b>0.00</b>
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	999	90		GEN	General Fund	2017			205	GJ	383,626.76		(383,626.76)
11/18/2016	11/18/2016		Ad valorem taxes 11/1 to 11/15/2016	999	90		GEN	General Fund	2017			209	GJ	2,357,082.62		(2,740,709.38)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	999	90		GEN	General Fund	2017			247	GJ	1,650,405.85		(4,391,115.23)
12/15/2016	12/15/2016		Ad valorem taxes 12-01 to 12-09	999	90		GEN	General Fund	2017			248	GJ	2,275,957.23		(6,667,072.46)
12/21/2016	12/21/2016		Ad valorem taxes 12/12/2016 to 12/16/2016	999	90		GEN	General Fund	2017			252	GJ	2,204,041.48		(8,871,113.94)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	999	90		GEN	General Fund	2017			253	GJ	21.96		(8,871,135.90)
01/03/2017	01/03/2017		Ad valorem taxes 12/19/2016 to 12/23/2016	999	90		GEN	General Fund	2017			270	GJ	3,135,825.00		(12,006,960.90)
01/06/2017	01/06/2017		Ad valorem taxes 12/26/2016 to 12/30/2016	999	90		GEN	General Fund	2017			283	GJ	10,215,063.01		(22,222,023.91)
01/12/2017	01/12/2017		Ad valorem taxes 12/16/2016 to 12/30/2016	999	90		GEN	General Fund	2017			294	GJ	6.96		(22,222,030.87)
01/12/2017	01/12/2017		Ad valorem taxes 01/01/2017 to 01/06/2017	999	90		GEN	General Fund	2017			295	GJ	4,456,554.08		(26,678,584.95)
01/20/2017	01/20/2017		Ad valorem taxes 01/09/2017 to 01/13/2017	999	90		GEN	General Fund	2017			301	GJ	646,516.30		(27,325,101.25)
01/23/2017	01/23/2017		Ad valorem taxes 01/01/2017 to 01/13/2017	999	90		GEN	General Fund	2017			302	GJ	129,014.49		(27,454,115.74)
01/24/2017	01/24/2017		Ad valorem taxes 01/16/2017 to 01/20/17	999	90		GEN	General Fund	2017			306	GJ	217,117.01		(27,671,232.75)
02/03/2017	02/03/2017		Ad valorem taxes 01/23/2017 to 01/31/17	999	90		GEN	General Fund	2017			309	GJ	207,309.46		(27,878,542.21)
02/10/2017	02/10/2017		Ad valorem taxes 01/16/2017 to 01/31/17	999	90		GEN	General Fund	2017			316	GJ	7.21		(27,878,549.42)
02/23/2017	02/23/2017		Ad valorem taxes 02/01/2017 to 02/15/17	999	90		GEN	General Fund	2017			322	GJ	302,418.06		(28,180,967.48)
03/07/2017	03/07/2017		Ad valorem taxes 02/16/2017 to 02/28/17	999	90		GEN	General Fund	2017			328	GJ	205,637.22		(28,386,604.70)
03/16/2017	03/16/2017		Ad Valorem Taxes 3/1/17 to 3/10/17	999	90		GEN	General Fund	2017			348	GJ	535,588.13		(28,922,192.83)
03/20/2017	03/20/2017		Ad valorem taxes 3/1/17-3/15/17	999	90		GEN	General Fund	2017			334	GJ	40.88		(28,922,233.71)
03/28/2017	03/28/2017		Ad Valorem Taxes 3/13-3/17 2017	999	90		GEN	General Fund	2017			337	GJ	903,261.57		(29,825,495.28)
03/30/2017	03/30/2017		Ad Valorem Taxes 3/20-3/24 2017	999	90		GEN	General Fund	2017			342	GJ	909,199.08		(30,734,694.36)
04/05/2017	04/05/2017		Ad Valorem Taxes 3/27/17 to 3/31/2017	999	90		GEN	General Fund	2017			346	GJ	1,252,801.84		(31,987,496.20)
04/11/2017	04/11/2017		Ad valorem taxes 3/16-3/31 2017	999	90		GEN	General Fund	2017			357	GJ	2.18		(31,987,498.38)
04/20/2017	04/20/2017		Ad Valorem Taxes 4/01/17 to 4/14/17	999	90		GEN	General Fund	2017			369	GJ	1,756,771.38		(33,744,269.76)
<b>Totals for 4005 - Ad Valorem Tax Revenue-CY</b>														<b>0.00</b>	<b>33,744,269.76</b>	<b>(33,744,269.76)</b>
<b>4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)</b>																<b>0.00</b>
07/27/2016	07/27/2016		Ad Valorem taxes 7/1/16 to 7/15/16	999	90		GEN	General Fund	2017			10	GJ	68,249.52		(68,249.52)
07/27/2016	07/27/2016		Ad Valorem Taxes 7/15/16	999	90		GEN	General Fund	2017			11	GJ	12,998.80		(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes 7/15/16	999	90		GEN	General Fund	2017			12	GJ	71,272.43		(152,520.75)
08/08/2016	08/08/2016		Ad Valorem Taxes 7/16/16 to 7/29/16	999	90		GEN	General Fund	2017			15	GJ	83,010.08		(235,530.83)
08/19/2016	08/19/2016		Ad valorem taxes 8/1/16 to 8/15/16	999	90		GEN	General Fund	2017			43	GJ	139,480.90		(375,011.73)
09/14/2016	09/14/2016		Ad Valorem taxes 8/16 to 8/31 999	999	90		GEN	General Fund	2017			78	GJ	115,178.04		(490,189.77)
09/21/2016	09/21/2016		Ad valorem taxes 9/1/16 to 9/15/16	999	90		GEN	General Fund	2017			88	GJ	32,507.41		(522,697.18)
10/12/2016	10/12/2016		Ad valorem taxes for 9/16/16 to 9/30/16	999	90		GEN	General Fund	2017			127	GJ	91,709.81		(614,406.99)
10/19/2016	10/19/2016		Ad valorem taxes 10/01/2016 to 10/14/2016	999	90		GEN	General Fund	2017			139	GJ	664.50		(615,071.49)
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	999	90		GEN	General Fund	2017			205	GJ	88,959.65		(704,031.14)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	999	90		GEN	General Fund	2017			247	GJ	77,681.39		(781,712.53)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	999	90		GEN	General Fund	2017			253	GJ	3.68		(781,716.21)
01/12/2017	01/12/2017		Ad valorem taxes 12/16/2016 to 12/30/2016	999	90		GEN	General Fund	2017			294	GJ	97,136.59		(878,852.80)
02/10/2017	02/10/2017		Ad valorem taxes 01/16/2017 to 01/31/17	999	90		GEN	General Fund	2017			316	GJ	92,337.30		(971,190.10)
03/07/2017	03/07/2017		Ad valorem taxes 02/16/2017 to 02/28/17	999	90		GEN	General Fund	2017			328	GJ	49,916.19		(1,021,106.29)
03/20/2017	03/20/2017		Ad valorem taxes	999	90		GEN	General Fund	2017			334	GJ	81.55		(1,021,187.84)

Metropolitan Library Commission of Oklahoma County  
General Ledger Report  
For (07/01/2016 to 04/30/2017)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
04/11/2017	04/11/2017		3/1/17-3/15/17 Ad valorem taxes 3/16-3/31 2017	999	90		GEN	General Fund	2017			357	GJ		53,846.37	(1,075,034.21)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>														0.00	1,075,034.21	(1,075,034.21)
<b>Grand Total</b>														0.00	34,819,303.97	(34,819,303.97)

Metropolitan Library Commission of Oklahoma County  
General Ledger Report  
For (07/01/2015 to 06/30/2016)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
<b>4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2015)</b>																<b>0.00</b>
11/30/2015	11/30/2015		Historical Data	999	90		GEN	General Fund	2016			36	HIST		126,312.17	(126,312.17)
12/31/2015	12/31/2015		Historical Data	999	90		GEN	General Fund	2016			37	HIST		7,977,280.38	(8,103,592.55)
01/31/2016	01/31/2016		Historical Data	999	90		GEN	General Fund	2016			38	HIST		18,351,212.92	(26,454,805.47)
02/29/2016	02/29/2016		Historical Data	999	90		GEN	General Fund	2016			39	HIST		399,145.32	(26,853,950.79)
03/31/2016	03/31/2016		Historical Data	999	90		GEN	General Fund	2016			40	HIST		2,504,374.84	(29,358,325.63)
04/30/2016	04/30/2016		Historical Data	999	90		GEN	General Fund	2016			41	HIST		2,950,975.54	(32,308,301.17)
05/31/2016	05/31/2016		Historical Data	999	90		GEN	General Fund	2016			44	HIST		181,607.21	(32,490,908.38)
06/30/2016	06/30/2016		Historical Data	999	90		GEN	General Fund	2016			45	HIST		471,993.52	(32,962,901.90)
<b>Totals for 4005 - Ad Valorem Tax Revenue-CY</b>														<b>0.00</b>	<b>32,962,901.90</b>	<b>(32,962,901.90)</b>
<b>4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2015)</b>																<b>0.00</b>
07/31/2015	07/31/2015		Historical Data	999	90		GEN	General Fund	2016			42	HIST		151,174.14	(151,174.14)
08/31/2015	08/31/2015		Historical Data	999	90		GEN	General Fund	2016			33	HIST		288,789.27	(439,963.41)
09/30/2015	09/30/2015		Historical Data	999	90		GEN	General Fund	2016			34	HIST		109,025.15	(548,988.56)
10/31/2015	10/31/2015		Historical Data	999	90		GEN	General Fund	2016			35	HIST		88,571.12	(617,559.68)
11/30/2015	11/30/2015		Historical Data	999	90		GEN	General Fund	2016			36	HIST		114,610.37	(732,170.05)
12/31/2015	12/31/2015		Historical Data	999	90		GEN	General Fund	2016			37	HIST		71,480.60	(803,650.65)
01/31/2016	01/31/2016		Historical Data	999	90		GEN	General Fund	2016			38	HIST		62,325.29	(865,975.94)
02/29/2016	02/29/2016		Historical Data	999	90		GEN	General Fund	2016			39	HIST		90,394.77	(956,370.71)
03/31/2016	03/31/2016		Historical Data	999	90		GEN	General Fund	2016			40	HIST		74,479.26	(1,030,849.97)
04/30/2016	04/30/2016		Historical Data	999	90		GEN	General Fund	2016			41	HIST		60,611.56	(1,091,461.53)
05/31/2016	05/31/2016		Historical Data	999	90		GEN	General Fund	2016			44	HIST		64,675.75	(1,156,137.28)
06/30/2016	06/30/2016		Historical Data	999	90		GEN	General Fund	2016			45	HIST		78,847.14	(1,234,984.42)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>														<b>0.00</b>	<b>1,234,984.42</b>	<b>(1,234,984.42)</b>
<b>Grand Total</b>														<b>0.00</b>	<b>34,197,886.32</b>	<b>(34,197,886.32)</b>



## Metropolitan Library Commission of Oklahoma County Commission Statement of Expenses

	2017			2017	
	Month Ending 04/30/2017			Year To Date 04/30/2017	
	Month	Actual YTD	% of Budget Used	OpBudget	Remaining Budget
<b>Commission Expenses</b>					
Salaries and Benefits					
Salaries	1,339,076.43	14,837,997.03	82.13 %	18,067,512.00	3,229,514.97
Payroll Taxes	97,960.08	1,085,671.93	78.84 %	1,377,112.00	291,440.07
Benefits	297,688.17	3,029,970.02	71.09 %	4,262,017.00	1,232,046.98
Retirement	96,657.56	1,043,626.86	53.56 %	1,948,427.00	904,800.14
Total Salaries and Benefits	<u>1,831,382.24</u>	<u>19,997,265.84</u>	<u>77.95 %</u>	<u>25,655,068.00</u>	<u>5,657,802.16</u>
Contractual Services					
Insurance	680.00	224,189.80	72.88 %	307,599.00	83,409.20
Rent	11,710.85	58,910.85	107.70 %	54,700.00	(4,210.85)
Janitorial Services	36,882.89	385,913.91	77.86 %	495,679.00	109,765.09
Repair and Maintenance	39,361.53	396,441.62	80.99 %	489,465.00	93,023.38
Mileage and Parking	16,604.85	153,074.22	62.00 %	246,894.00	93,819.78
Travel Registration Training	21,747.66	178,743.39	70.40 %	253,900.00	75,156.61
Professional Services	11,203.45	244,720.56	55.84 %	438,215.00	193,494.44
Security Services	51,955.70	515,969.38	77.24 %	668,000.00	152,030.62
Utilities	21,912.74	783,535.93	60.75 %	1,289,716.00	506,180.07
Memberships	1,010.00	33,892.83	74.40 %	45,556.00	11,663.17
Communications	16,776.50	147,180.95	45.08 %	326,468.00	179,287.05
Other Services	1,588.07	187,633.83	85.37 %	219,800.00	32,166.17
Automation Services	96,137.37	788,616.94	62.35 %	1,264,865.00	476,248.06
Catalog Services	5,244.52	57,566.46	52.18 %	110,325.00	52,758.54
Total Contractual Services	<u>332,816.13</u>	<u>4,156,390.67</u>	<u>66.92 %</u>	<u>6,211,182.00</u>	<u>2,054,791.33</u>
Commodities					
Printing	24,280.54	131,748.39	69.52 %	189,500.00	57,751.61
Postage	15,475.37	130,655.26	49.95 %	261,546.00	130,890.74
Supplies	33,080.08	363,577.62	65.85 %	552,115.00	188,537.38
Uniforms	0.00	5,047.69	84.13 %	6,000.00	952.31
Gasoline and Oil	2,899.21	19,579.72	55.94 %	35,000.00	15,420.28
Vehicles Parts and Repairs	515.48	31,247.52	104.16 %	30,000.00	(1,247.52)
Performance Services	19,658.82	131,620.07	57.04 %	230,740.00	99,119.93
Other Commodities	6,888.37	23,102.37	4.50 %	513,100.00	489,997.63
Total Commodities	<u>102,797.87</u>	<u>836,578.64</u>	<u>46.02 %</u>	<u>1,818,001.00</u>	<u>981,422.36</u>
Books and Materials	<u>463,924.62</u>	<u>3,760,948.45</u>	<u>64.07 %</u>	<u>5,869,985.00</u>	<u>2,109,036.55</u>
Capital Outlays					
Furniture, Fixtures and Equipment	3,795.00	176,829.34	40.92 %	432,130.00	255,300.66
IT Equipment	6,014.70	568,342.98	67.84 %	837,742.00	269,399.02
Total Capital Outlays	<u>9,809.70</u>	<u>745,172.32</u>	<u>58.68 %</u>	<u>1,269,872.00</u>	<u>524,699.68</u>
Buildings					
Projects	11,705.35	453,087.39	38.53 %	1,176,000.00	722,912.61
New Construction	2,654.04	1,070,433.30	51.39 %	2,083,000.00	1,012,566.70
Total Buildings	<u>14,359.39</u>	<u>1,523,520.69</u>	<u>46.75 %</u>	<u>3,259,000.00</u>	<u>1,735,479.31</u>
<b>Total Commission Expenses</b>	<u><b>2,755,089.95</b></u>	<u><b>31,019,876.61</b></u>	<u><b>70.37 %</b></u>	<u><b>44,083,108.00</b></u>	<u><b>13,063,231.39</b></u>

Metropolitan Library Commission of Oklahoma County  
Commission Special Funds  
As of April 30, 2017

	Year To Date			
	06/30/2016	04/30/2017		
	Beg. Balance	Revenue	Expenses	Ending Balance
NetAsset - Beg				
Friends--Friends Grants (All)				
F0001--Public Art	502.57	0.00	0.00	502.57
F0002--Flat Screen TVs	997.00	0.00	1,127.26	(130.26)
F0003--Summer at the Library	3,401.34	0.00	3,401.34	0.00
F0004--Come Read With Me	9,078.81	0.00	9,078.81	0.00
F0005--Our World	3,514.21	0.00	3,514.21	0.00
F0006--Jones Library	15,000.00	0.00	4,089.38	10,910.62
F0007--Staff Appreciation Dinner	420.44	0.00	540.00	(119.56)
F0008--XBOX Gaming	(8.18)	0.00	0.00	(8.18)
F0009--Parent Child Book Club	508.52	0.00	354.24	154.28
F0010--Vehicle Wrap	3,500.00	0.00	0.00	3,500.00
F0011--Donna Morris Scholarship	5,290.00	0.00	1,866.00	3,424.00
F0012--Lee B Brawner Scholarship	0.00	0.00	978.95	(978.95)
F0013--Summer Reading	289.97	529.05	819.02	0.00
F0014--Our World	40,000.00	0.00	40,000.00	0.00
F0015--Staff Recognition Achievement	1,000.00	0.00	210.00	790.00
F0016--Come Read With Me	15,000.00	0.00	15,000.00	0.00
F0020--Parent Child Book Club	0.00	0.00	20.57	(20.57)
F0026--Robauto Robot Kit	1,398.00	0.00	0.00	1,398.00
F0028--Laptop Lab	334.00	0.00	0.00	334.00
F0029--2017 Staff Recognition Achievement Grant	0.00	20,000.00	5,151.85	14,848.15
F0030--System-Wide Programming 2017	0.00	48,314.21	0.00	48,314.21
F0031--Lee B. Brawner Scholarship Grant 2017	0.00	12,000.00	6,947.39	5,052.61
F0032--Donna Morris Scholarship Fund 2017	0.00	8,500.00	4,212.53	4,287.47
F0033--Summer Reading 2017	0.00	82,872.29	78,688.55	4,183.74
F0034--Capitol Hill iPads 2017	0.00	5,618.88	4,899.61	719.27
F0035--Ralph Ellison ALA Grant 2017	0.00	3,700.00	2,711.22	988.78
F0036--Choctaw Legos 2017	0.00	1,113.00	1,113.00	0.00
F0037--Del City Robot 2017	0.00	1,014.30	1,264.30	(250.00)
F0038--Outreach Giveaway Books 2017	0.00	24,087.25	18,784.02	5,303.23
F0039--Warr Acres iPads 2017	0.00	1,300.00	0.00	1,300.00
F0040--Legislative Lunch 2017	0.00	0.00	200.00	(200.00)
Total Friends--Friends Grants (All)	100,226.68	209,048.98	204,972.25	104,303.41
Other--Other Grants (All)				
OTH0001--LET Special Grant	2,864.10	0.00	2,699.70	164.40
OTH0002--OCCF Village - 10	250.00	0.00	0.00	250.00
OTH0003--OCCF Harrah - 14	543.80	582.80	0.00	1,126.60
OTH0004--LET-Young Professional	1,689.12	0.00	0.00	1,689.12
OTH0005--LET-Inasmuch Media Surfers	1,604.00	0.00	0.00	1,604.00
OTH0006--OCCF-Robotics Kits	43.45	0.00	0.00	43.45
OTH0007--LET-Aviation	3,134.06	0.00	1,053.39	2,080.67
OTH0008--CT Guild-Fabric for Book Bags	264.95	0.00	0.00	264.95
OTH0009--CT Guild-Popcorn Machine	69.30	0.00	0.00	69.30
OTH0010--OAC-Moscow Nights	(2,000.00)	0.00	0.00	(2,000.00)
OTH0011--OAC-Raven's Three	(1,900.00)	0.00	0.00	(1,900.00)
OTH0012--OAC-Rhythmically Speaking	(7,500.00)	7,500.00	0.00	0.00

OTH0013--OCCF-Harrah	290.80	0.00	290.80	0.00
OTH0014--OCCF-Edward Harvey	447.00	0.00	0.00	447.00
OTH0015--RE Friends-Programming	72.20	0.00	0.00	72.20
OTH0020--LET-After School at the Library	0.00	0.00	1,400.00	(1,400.00)
OTH0024--Kirkpatrick-After School	(5,800.00)	11,800.00	6,000.00	0.00
OTH0025--Koelsch-Luther	616.52	0.00	642.23	(25.71)
OTH0026--Russum-Downtown	65,422.49	0.00	0.00	65,422.49
OTH0027--Guild-Choctaw	2,500.00	0.00	0.00	2,500.00
OTH0028--LET Penn & Quill Children's Books	0.00	2,000.00	0.00	2,000.00
OTH0030--LET-Matthew de la Pena Grant 2017	0.00	7,500.00	0.00	7,500.00
OTH0031--LET Jewish Federation Grant - Holocaust	0.00	3,000.00	0.00	3,000.00
OTH0032--LET Staff Recognition Grant Fund	0.00	1,200.00	0.00	1,200.00
OTH0033--LET DN Children's Area Grant	0.00	300.00	295.97	4.03
OTH0034--CT Guild-Senior Center Furniture	0.00	3,500.00	0.00	3,500.00
Total Other--Other Grants (All)	62,611.79	37,382.80	12,382.09	87,612.50
Total NetAsset - Beg	162,838.47	246,431.78	217,354.34	191,915.91

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
	<b>Bank: General Account - Bank of Oklahoma</b>	<b>Account No: 000185013</b>	
04/05/2017	V001525--TRAVIS BRAZEAL	Voided - 103900030002469	(350.00)
04/05/2017	V000883--SHELDON BEACH	103900030002511	46.17
04/05/2017	V001025--JUDITH L MATTHEWS	103900030002510	27.55
04/05/2017	V000945--JAKOB J HERTZEL	103900030002509	44.51
04/05/2017	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	102781	62.00
04/05/2017	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	102780	117.00
04/05/2017	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	102779	92.00
04/05/2017	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	102778	141.00
04/05/2017	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	102777	198.00
04/05/2017	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	102776	48.00
04/05/2017	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	102775	62.00
04/05/2017	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	102813	62.00
04/05/2017	V000720--WALMART COMMUNITY/GECRB	102812	113.63
04/05/2017	V000691--UNITED PARCEL SERVICE	102811	355.13
04/05/2017	V000613--SOUTHWEST PAPER COMPANY INC	102807	3,449.32
04/05/2017	MIDTP--MIDWEST TAPE	102804	98.94
04/05/2017	V000274--HOME DEPOT CREDIT SERVICES	102798	157.15
04/05/2017	V000115--CITY OF HARRAH	102793	67.11
04/05/2017	V000109--CITY OF CHOCTAW - 3429	102792	89.00
04/05/2017	V000110--CITY OF CHOCTAW - 3037	102791	30.09
04/05/2017	V000095--CHASE CARDMEMBER SERVICE	102788	341.36
04/05/2017	V000079--C.O.T.P.A.	102786	500.00
04/05/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102785	9.75
04/05/2017	V000015--AMAZON	102784	1,830.08
04/05/2017	V001313--TRICIA SWEANY	103900030002508	43.87
04/05/2017	V000624--STAR LIGHTING & SUPPLY	103900030002507	83.33
04/05/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002506	788.28
04/05/2017	V000592--SCOTTS PRINTING & COPYING	103900030002505	8,505.23
04/05/2017	V000569--REPUBLIC SERVICES - WA	103900030002504	41.42
04/05/2017	V000568--REPUBLIC SERVICES - VI	103900030002503	80.08
04/05/2017	V000567--REPUBLIC SERVICES - SO	103900030002502	45.30
04/05/2017	V000566--REPUBLIC SERVICES - RE	103900030002501	49.20
04/05/2017	V000565--REPUBLIC SERVICES - NW	103900030002500	45.30
04/05/2017	V000564--REPUBLIC SERVICES - MTC	103900030002499	141.40
04/05/2017	V000563--REPUBLIC SERVICES - MC	103900030002498	99.36
04/05/2017	V000562--REPUBLIC SERVICES - ED	103900030002497	78.00
04/05/2017	V000561--REPUBLIC SERVICES - DN	103900030002496	83.10
04/05/2017	V000560--REPUBLIC SERVICES - DC	103900030002495	49.20
04/05/2017	V000559--REPUBLIC SERVICES - CT	103900030002494	40.80
04/05/2017	V000557--REPUBLIC SERVICES - BI	103900030002493	71.97
04/05/2017	V000556--REPUBLIC SERVICES - BE	103900030002492	52.09
04/05/2017	V000555--REPUBLIC SERVICES - AL	103900030002491	49.20
04/05/2017	V000869--REBECCA FESLER	103900030002490	18.67
04/05/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002489	2,866.00
04/05/2017	V000488--ONG - NP	103900030002488	95.61
04/05/2017	V000498--ONG - CT	103900030002487	164.22
04/05/2017	V000851--MARIA WATKINS	103900030002486	67.01
04/05/2017	V000372--LOCKE SUPPLY CO	103900030002485	68.11
04/05/2017	V000363--LAVETTA KINSEY DENT	103900030002484	235.68
04/05/2017	V000310--JIMMY WELCH	103900030002483	3,000.00
04/05/2017	V001016--JESSICA L GONZALEZ	103900030002482	150.87
04/05/2017	V000299--JAMSHID POURTORKAN	103900030002481	150.00
04/05/2017	V001255--IDOLOGY INC	103900030002480	550.00
04/05/2017	V000993--GERALDINE E ADAMS	103900030002479	159.80
04/05/2017	V000248--GELCO CLOTHING & SHOES INC	103900030002478	139.95
04/05/2017	V000187--DEMCO INC	103900030002477	65.08
04/05/2017	V000794--DARRIE BREATHWIT	103900030002476	14.94
04/05/2017	V000143--COPELIN'S OFFICE CENTER LLC	103900030002475	1,942.00
04/05/2017	V001121--CLAUDIA FARIAS-COWLING	103900030002474	301.87
04/05/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002473	506.25
04/05/2017	V000060--BIBLIOTHECA ITG LLC	103900030002472	24,024.40
04/05/2017	V001585--XCEL OFFICE SOLUTIONS	102783	20.00
04/05/2017	V000737--WESTLAKE HARDWARE	102782	9.01
04/05/2017	V000672--TOWN OF LUTHER	102810	38.62
04/05/2017	JRNLR--THE JOURNAL RECORD PUBLISHING COMPANY LLC	102809	189.00
04/05/2017	V000621--STANDLEY SYSTEMS	102808	134.41
04/05/2017	RDCBK--RECORDED BOOKS INC	102806	900.64



## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
04/05/2017	V000443--NOVALCO INC	102805	168.40
04/05/2017	V001254--NEOPOST USPS	102816	10,000.00
04/05/2017	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	102803	238.01
04/05/2017	V000470--KOCO-TV	102802	1,887.85
04/05/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	102801	80.00
04/05/2017	V000301--JEAN HILL	102800	250.00
04/05/2017	V001584--JAMES C DOHERTY	102799	4.00
04/05/2017	V000258--GREAT AMERICAN GLASS & TINTING	102797	434.00
04/05/2017	V001567--DANIELLE RICHARDS DBA DEE RICH	102796	150.00
04/05/2017	V000131--CITY OF OKLAHOMA CITY - SO	102795	662.97
04/05/2017	V000116--CITY OF MIDWEST CITY	102794	293.10
04/05/2017	V001339--CITY OF BETHANY - TEMP LOCATION	102790	122.00
04/05/2017	V000103--CINTAS CORP	102789	444.34
04/05/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102787	818.73
04/05/2017	V000079--C.O.T.P.A.	102815	11,102.00
04/05/2017	CHQ--BRIDGEALL LIBRARIES LIMITED	102814	14,000.00
04/05/2017	V001527--WINSUPPLY OF OKLAHOMA CITY CO	103900030002471	7.27
04/05/2017	V000713--VICTORIA LYNN SAXTON	103900030002470	31.40
04/05/2017	V001525--TRAVIS BRAZEAL	103900030002469	350.00
04/05/2017	V000666--TIMOTHY JOHN SPINDLE	103900030002468	15.92
04/05/2017	V000649--TECH LOCK INC	103900030002467	15.29
04/05/2017	V000638--SUPERIOR LINEN SERVICE INC	103900030002466	29.00
04/05/2017	OVERD--OVERDRIVE INC	103900030002465	36,632.65
04/05/2017	V000497--ONG - WA	103900030002464	91.74
04/05/2017	V000487--ONG - MC	103900030002463	238.80
04/05/2017	V000495--ONG - LU	103900030002462	67.55
04/05/2017	V001340--ONG - BE TEMP	103900030002461	207.45
04/05/2017	V000461--O G & E - SO	103900030002460	1,371.35
04/05/2017	V001078--O G & E - LU	103900030002459	229.35
04/05/2017	V000454--O G & E - JN	103900030002458	282.49
04/05/2017	V001147--NGO LOVE LLC	103900030002457	4,100.00
04/05/2017	V000860--MELVIN NOLIN	103900030002456	234.76
04/05/2017	V000405--MELODY A KELLOGG	103900030002455	100.00
04/05/2017	V000844--LONDON HOLMAN	103900030002454	21.45
04/05/2017	V000341--KEYSTONE LABELS LLC	103900030002453	2,017.86
04/05/2017	V001318--KATELYN SANDERS	103900030002452	57.67
04/05/2017	V000828--JONITA NORMORE	103900030002451	11.93
04/05/2017	V000827--JONATHAN WILLIS	103900030002450	38.31
04/05/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002449	1,096.48
04/05/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002448	295.07
04/05/2017	V000277--HUNZICKER BROTHERS INC	103900030002447	131.00
04/05/2017	V000813--HEIDI PORT	103900030002446	301.77
04/05/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002445	9,846.55
04/05/2017	FINDW--FINDAWAY WORLD LLC	103900030002444	11,809.76
04/05/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030002443	1,712.52
04/05/2017	V001159--DESIGN + BUILD GROUP	103900030002442	18,407.98
04/05/2017	V000153--COX COMMUNICATIONS INC 001 6111 050756502	103900030002441	67.35
04/05/2017	V000151--COX COMMUNICATIONS INC 001 6111 029855802	103900030002440	65.92
04/05/2017	V000152--COX COMMUNICATIONS INC 001 6110 029711502	103900030002439	67.53
04/05/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002438	18,259.21
04/05/2017	BTRSH--BAKER & TAYLOR	103900030002437	368.66
04/05/2017	BTJUV--BAKER & TAYLOR	103900030002436	13,153.70
04/05/2017	BTEN--BAKER & TAYLOR	103900030002435	5,149.15
04/05/2017	BTCON--BAKER & TAYLOR	103900030002434	269.63
04/05/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030002433	98.50
04/05/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002432	3,398.84
04/12/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	102871	1,226.34
04/12/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	102869	1,073.60
04/12/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102868	500.41
04/12/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	102866	239.09
04/12/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102852	7,204.93
04/12/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102851	1,959.61

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Date	Payee	Document No	Amount
04/12/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102850	35,650.88
04/12/2017	V000353--GRIFFIN TELEVISION OKC LLC DBA KWTW	102846	3,000.00
04/12/2017	V000470--KOCO-TV	102845	5,066.00
04/12/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102840	180.00
04/12/2017	V000164--COX MEDIA INC	102834	4,800.00
04/12/2017	V000050--BANK OF OKLAHOMA	102824	5,805.93
04/12/2017	V000021--AMERICAN EXPRESS COMPANY	102821	318.00
04/12/2017	V000009--ADMINISTRATIVE SERVICES	102818	1,571.73
04/12/2017	V000003--4IMPRINT INC	102817	8,649.65
04/12/2017	V000762--XEROX - VI-722211588	103900030002638	140.48
04/12/2017	V000759--XEROX - RE-722211562	103900030002637	106.03
04/12/2017	V000758--XEROX - OUT-720607472	103900030002636	11.87
04/12/2017	V000750--XEROX - HUM-721443166	103900030002635	141.21
04/12/2017	V001375--XEROX - WR 723436820	103900030002634	18.69
04/12/2017	V000763--XEROX - WA-721443299	103900030002633	70.94
04/12/2017	V000757--XEROX - TP-720952290 LX7	103900030002632	55.36
04/12/2017	V000761--XEROX - TP-720607456	103900030002631	5.53
04/12/2017	V000760--XEROX - SO-721443257	103900030002630	80.68
04/12/2017	V001296--XEROX - NW 723390324	103900030002629	36.27
04/12/2017	V001374--XEROX - NP 723436804	103900030002628	18.93
04/12/2017	V001596--XEROX - MSL-720607530	103900030002627	19.57
04/12/2017	V000756--XEROX - MC-721443182	103900030002626	55.26
04/12/2017	V000755--XEROX - LU-720952290	103900030002625	52.73
04/12/2017	V001377--XEROX - JN 723390332	103900030002624	41.69
04/12/2017	V000754--XEROX - IT-720607498	103900030002623	32.39
04/12/2017	V001376--XEROX - HR 723436796	103900030002622	30.21
04/12/2017	V000752--XEROX - DN3-720607522	103900030002621	17.65
04/12/2017	V000751--XEROX - DN2-721443166	103900030002620	36.83
04/12/2017	V000749--XEROX - DC-722211521	103900030002619	54.46
04/12/2017	V000748--XEROX - CT-721443307	103900030002618	35.03
04/12/2017	V000747--XEROX - CH-721443232	103900030002617	28.29
04/12/2017	V000745--XEROX - BE-721443190	103900030002616	14.97
04/12/2017	V000503--OKLAHOMA PRESS SERVICE	103900030002615	129.50
04/12/2017	FRIDA--NICHOLS HILLS PUBLISHING COMPANY DBA OKC FRIDAY	103900030002614	510.00
04/12/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002613	19,671.16
04/12/2017	V000720--WALMART COMMUNITY/GECRB	102873	303.60
04/12/2017	V000717--W W GRAINGER INC	102872	415.14
04/12/2017	V000711--VERITIV OPERATING COMPANY	102870	3,316.90
04/12/2017	V000691--UNITED PARCEL SERVICE	102867	367.52
04/12/2017	V000444--THE JOURNAL RECORD PUBLISHING COMPANY LLC10005302	102865	116.21
04/12/2017	EDSUN--THE EDMOND SUN	102864	86.41
04/12/2017	V001594--TAYLAR D FERGUSON	102863	27.00
04/12/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102862	48.99
04/12/2017	V000601--SMART TECHNOLOGIES INC	102861	650.00
04/12/2017	V000900--SCOTT RICE	102860	1,425.08
04/12/2017	V000587--SAVANNAH DENISE MITCHELL	102859	1,200.00
04/12/2017	V000577--ROTARY CLUB OF OKLAHOMA CITY	102858	260.00
04/12/2017	V001593--RENEE A TINKER	102857	24.95
04/12/2017	V001587--PONY PARTY EXPRESS LLC	102856	100.00
04/12/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102855	10.27
04/12/2017	V000515--PAMELA BARRYMORE	102854	100.00
04/12/2017	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	102853	5,244.52
04/12/2017	V000399--MATTHEW RYAN WARD	102849	455.00
04/12/2017	V000373--LOIS CROSS	102848	50.00
04/12/2017	V001588--LIBRARY ENDOWMENT TRUST	102847	1,400.00
04/12/2017	V001592--JACK MATTINGLY	102844	21.95
04/12/2017	V000287--INDEPENDENT STATIONERS	102843	190.03
04/12/2017	V000274--HOME DEPOT CREDIT SERVICES	102842	545.00
04/12/2017	V000273--HOBBY LOBBY	102841	119.91
04/12/2017	V000914--GAME ON MOBILE GAMING AND LASER TAG	102839	300.00
04/12/2017	V000244--GAIL C INGRAM DBA NOBEL COUNTY YARNS ETC	102838	100.00
04/12/2017	V000241--FUELMAN OF MID-AMERICA	102837	2,779.32
04/12/2017	V000238--FRATES INSURANCE & RISK MANAGEMENT	102836	680.00
04/12/2017	V000172--DAGWELL DIXIE INC	102835	25.02
04/12/2017	V000132--CITY OF THE VILLAGE	102833	91.41

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Date	Payee	Document No	Amount
04/12/2017	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	102832	36.02
04/12/2017	V001590--CHRISTA L FEASLEY	102831	4.25
04/12/2017	V000095--CHASE CARDMEMBER SERVICE	102830	7,857.18
04/12/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102829	7,380.84
04/12/2017	CDPB--C & D PUBLISHING	102828	600.00
04/12/2017	V001595--BRYSEN M NORMAN	102827	28.90
04/12/2017	V000073--BRODART INC	102826	4,353.00
04/12/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102825	83.66
04/12/2017	AVCAF--AV CAFÉ INC	102823	790.06
04/12/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER-SHIP	102822	190.00
04/12/2017	V000015--AMAZON	102820	331.59
04/12/2017	V001589--ALI N MOORE	102819	5.00
04/12/2017	V000776--ANGIE WALTON	103900030002612	445.33
04/12/2017	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	103900030002611	500.00
04/12/2017	V001175--WILLIAM FRETZ	103900030002610	540.00
04/12/2017	V001525--TRAVIS BRAZEAL	103900030002609	350.00
04/12/2017	V000673--TRAK 1 TECHNOLOGY INC	103900030002608	32.56
04/12/2017	V000995--TINDLE J ARNOLD	103900030002607	98.23
04/12/2017	THORE--THOMSON REUTERS	103900030002606	1,063.60
04/12/2017	V001514--TESS BOTKIN	103900030002605	166.62
04/12/2017	V000649--TECH LOCK INC	103900030002604	25.94
04/12/2017	V001190--STEPHEN BUTTS	103900030002603	144.08
04/12/2017	V000624--STAR LIGHTING & SUPPLY	103900030002602	459.70
04/12/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002601	12.07
04/12/2017	V000603--SMITHKOR INVESTMENTS LLC	103900030002600	7,610.85
04/12/2017	V001029--SARAH N BROWN	103900030002599	18.56
04/12/2017	V000871--RISA SARGENT	103900030002598	290.59
04/12/2017	V000558--REPUBLIC SERVICES - CH	103900030002597	46.48
04/12/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002596	503.00
04/12/2017	V000988--PAULA K PENROD	103900030002595	12.60
04/12/2017	OVERD--OVERDRIVE INC	103900030002594	30,102.33
04/12/2017	V000499--ONG - DN	103900030002593	31.32
04/12/2017	V000507--OKLAHOMA TURNPIKE AUTHORITY	103900030002592	176.38
04/12/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002591	5,685.00
04/12/2017	V000472--OKLAHOMA BUILDING SERVICES INC	103900030002590	30,510.89
04/12/2017	V001561--OKC IMPROV FOUNDATION	103900030002589	115.00
04/12/2017	V000462--O G & E - STORAGE	103900030002588	118.39
04/12/2017	V000460--O G & E - SERVICE CENTER	103900030002587	1,580.45
04/12/2017	V000456--O G & E - MC	103900030002586	5,070.18
04/12/2017	V000439--NEOFUNDS BY NEOPOST USA INC	103900030002585	8,545.00
04/12/2017	V001014--MOLLY J GILES	103900030002584	37.72
04/12/2017	V000418--MICROSOFT CORPORATION	103900030002583	3,208.06
04/12/2017	MERG--MERGENT INC	103900030002582	1,772.00
04/12/2017	V000405--MELODY A KELLOGG	103900030002581	44.35
04/12/2017	V000857--MEAGHAN HUNT WILSON	103900030002580	168.12
04/12/2017	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030002579	570.00
04/12/2017	V001469--MARIAH BOX	103900030002578	37.56
04/12/2017	V000384--MAINTENANCE CONNECTION INC	103900030002577	396.00
04/12/2017	V000372--LOCKE SUPPLY CO	103900030002576	9.63
04/12/2017	V000847--LISA BRADLEY	103900030002575	15.98
04/12/2017	V001349--LEONDREA GATES	103900030002574	233.42
04/12/2017	V000842--KRISTIN WILLIAMSON	103900030002573	99.00
04/12/2017	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030002572	65.55
04/12/2017	V000343--KILEY B INGRAM	103900030002571	295.70
04/12/2017	V001177--KELCEY WAYNE FRAZIER	103900030002570	2,475.00
04/12/2017	V001128--KATHERINE HICKEY	103900030002569	283.52
04/12/2017	V000970--KASANDRA L DEWBRE-BURROWS	103900030002568	33.74
04/12/2017	V000832--KAREN LITTERAL	103900030002567	54.78
04/12/2017	V000329--KAREN K BAILEY	103900030002566	100.00
04/12/2017	V000324--JULIE BALLOU	103900030002565	118.88
04/12/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002564	50.00
04/12/2017	V000829--JOSHUA JORDAN	103900030002563	14.90
04/12/2017	V000825--JOHN WOOD	103900030002562	35.00
04/12/2017	V000824--JOHN UTLEY	103900030002561	35.00
04/12/2017	V000317--JOHN L HILBERT	103900030002560	178.03
04/12/2017	V000308--JESSICA ELAINE MOAD	103900030002559	12.54
04/12/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002558	495.43
04/12/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002557	31.41

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Date	Payee	Document No	Amount
04/12/2017	V001173--HEATHER ANN WILLIAMS	103900030002556	810.00
04/12/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002555	5,752.11
04/12/2017	V001238--GLORIA GOMEZ	103900030002554	675.00
04/12/2017	V001176--GLENN R BENNETT	103900030002553	1,035.00
04/12/2017	V000254--GINGER WALDRIP	103900030002552	100.00
04/12/2017	V000248--GELCO CLOTHING & SHOES INC	103900030002551	289.95
04/12/2017	GALE--GALE CENGAGE LEARNING	103900030002550	181.45
04/12/2017	FINDW--FINDAWAY WORLD LLC	103900030002549	28,205.76
04/12/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030002548	1,367.46
04/12/2017	V000809--ERIN BEDFORD	103900030002547	65.04
04/12/2017	V000806--EMILY WILLIAMS	103900030002546	108.84
04/12/2017	V000804--ELIZABETH KESSLER	103900030002545	8.87
04/12/2017	V000187--DEMCO INC	103900030002544	1,159.39
04/12/2017	V000177--DAVE MACK	103900030002543	70.00
04/12/2017	V000794--DARRIE BREATHWIT	103900030002542	42.42
04/12/2017	V000792--DANA BEACH	103900030002541	61.99
04/12/2017	V000148--COX COMMUNICATIONS 002 6110 052139601	103900030002540	726.25
04/12/2017	V000143--COPELIN'S OFFICE CENTER LLC	103900030002539	324.00
04/12/2017	V000112--CITY OF EDMOND	103900030002538	4,954.33
04/12/2017	V000788--CHRISTOPHER STOFEL	103900030002537	311.41
04/12/2017	V000998--CHRISTINE R BASSETT	103900030002536	10.50
04/12/2017	V000102--CHRIS KENNEDY	103900030002535	205.66
04/12/2017	V000099--CHICKASAW TELECOM INC	103900030002534	36,627.00
04/12/2017	V000785--CHERYLL JONES	103900030002533	42.29
04/12/2017	V000989--CHERYL E PERNELL	103900030002532	6.37
04/12/2017	V001189--CHELSEE BUMANN	103900030002531	37.01
04/12/2017	V001206--CHARLES AVERY	103900030002530	405.00
04/12/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002529	1,102.99
04/12/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002528	945.00
04/12/2017	V000080--CAMERON SMITH	103900030002527	77.68
04/12/2017	V001043--BRIDGET WILLIAMS	103900030002526	1.94
04/12/2017	V001066--BOBBY REED	103900030002525	110.59
04/12/2017	V000055--BEATRIZ MEYER	103900030002524	152.00
04/12/2017	V000053--BATTERIES PLUS BULBS	103900030002523	5,836.22
04/12/2017	V000781--BARBARA BEASLEY	103900030002522	69.76
04/12/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002521	38,778.88
04/12/2017	BTRSH--BAKER & TAYLOR	103900030002520	250.35
04/12/2017	BTSRL--BAKER & TAYLOR	103900030002519	1,555.09
04/12/2017	BTEN--BAKER & TAYLOR	103900030002518	7,604.10
04/12/2017	BTJUV--BAKER & TAYLOR	103900030002517	19,395.64
04/12/2017	BTCON--BAKER & TAYLOR	103900030002516	150.74
04/12/2017	V000027--ANDREW N SOLIVEN	103900030002515	294.09
04/12/2017	V000774--AMY UPCHURCH	103900030002514	104.20
04/12/2017	V001320--ADAM FERRARI	103900030002513	9.12
04/12/2017	V000006--ACCTTWO SHARED SERVICES LLC	103900030002512	337.50
04/19/2017	V001606--WILSON MACHARIA	102947	22.00
04/19/2017	WWOOD--WESTON WOODS STUDIOS INC	102946	1,425.93
04/19/2017	V000720--WALMART COMMUNITY/GEGRB	102945	146.88
04/19/2017	V000717--W W GRAINGER INC	102944	195.50
04/19/2017	V000709--VANCE HUNT & ASSOCIATES	102942	9,217.00
04/19/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	102939	1,268.90
04/19/2017	V000691--UNITED PARCEL SERVICE	102938	207.72
04/19/2017	V001410--TRACEE A MATHIS	102937	19.00
04/19/2017	V000660--THE TERMINIX INTERNATIONAL CO LP	102936	1,414.00
04/19/2017	V000656--THE LIBRARY STORE INC	102935	1,054.39
04/19/2017	V000444--THE JOURNAL RECORD PUBLISHING COM- PANY LLC10005302	102934	116.21
04/19/2017	V000645--SYNERGY DATACOM SUPPLY	102933	824.38
04/19/2017	V000633--STEVE OWENS DBA THIRD GENERATION RE- MODELING	102932	625.00
04/19/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	102930	124.00
04/19/2017	V001610--SHELBY ABRAHAMSON DBA LITTLE COFFEE FOX	102929	150.00
04/19/2017	V000900--SCOTT RICE	102928	5,296.50
04/19/2017	V000483--SCIENCE MUSEUM NETWORK	102927	200.00
04/19/2017	V000587--SAVANNAH DENISE MITCHELL	102926	225.00
04/19/2017	V000579--RUSSELL INTERIORS INC	102925	935.00
04/19/2017	RDCBK--RECORDED BOOKS INC	102924	361.09

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Date	Payee	Document No	Amount
04/19/2017	V001605--REBECCA MILLER	102923	11.95
04/19/2017	V001554--PROMEVO LLC	102922	335.99
04/19/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102921	33.86
04/19/2017	V001604--PAUL G KYLE	102920	3.00
04/19/2017	MORN--MORNINGSTAR	102913	185.00
04/19/2017	MIDTP--MIDWEST TAPE	102912	1,079.52
04/19/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102911	207,087.82
04/19/2017	V000408--METRO MONITOR INC	102910	95.00
04/19/2017	V001603--MAX BACHARACH	102909	19.90
04/19/2017	LOAKM--LIVE OAK MEDIA	102908	383.60
04/19/2017	V001588--LIBRARY ENDOWMENT TRUST	102907	1,400.00
04/19/2017	V001602--KOLSON GEE	102906	13.95
04/19/2017	V001601--JOAN LARSON	102905	3.50
04/19/2017	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	102904	8,872.35
04/19/2017	V001225--HEATHER WHITE	102903	50.00
04/19/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102901	75,085.28
04/19/2017	V000914--GAME ON MOBILE GAMING AND LASER TAG	102898	300.00
04/19/2017	V000218--EVANS HARDWARE	102897	27.47
04/19/2017	V000213--ENGINEERED EQUIPMENT INC	102896	349.46
04/19/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	102895	2,294.10
04/19/2017	V000142--CONTRACTORS SUPPLY CO	102894	42.60
04/19/2017	V000126--CITY OF OKLAHOMA CITY - WA	102893	92.40
04/19/2017	V000125--CITY OF OKLAHOMA CITY - NW	102889	336.81
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04/19/2017	V000095--CHASE CARDMEMBER SERVICE	102886	18,555.34
04/19/2017	CPLP--CENTER POINT LARGE PRINT	102885	1,294.20
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04/19/2017	V000015--AMAZON	102874	1,758.89
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04/19/2017	STANP--STANDARD & POOR'S FINANCIAL SERVICES LLC	103900030002714	24,530.00
04/19/2017	V000601--SMART TECHNOLOGIES INC	103900030002713	4,830.00
04/19/2017	V000877--SALLY GRAY	103900030002712	3.98
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04/19/2017	OVERD--OVERDRIVE INC	103900030002710	33,990.54
04/19/2017	V000493--ONG - VI	103900030002709	208.64
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04/19/2017	V000486--ONG - BI	103900030002707	140.16
04/19/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002706	438.00
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04/19/2017	V000447--O G & E - AL	103900030002704	849.43
04/19/2017	V001128--KATHERINE HICKEY	103900030002703	11.68
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04/19/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002700	626.96
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04/19/2017	V000254--GINGER WALDRIP	103900030002696	300.00
04/19/2017	GALE--GALE CENGAGE LEARNING	103900030002695	592.80
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04/19/2017	V000942--PAULA A HANNAPEL	103900030002684	3.75
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04/19/2017	V001466--MARGO ELLIS	103900030002681	19.64
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## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
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04/19/2017	V000801--DEVIN MCGHEE	103900030002675	20.82
04/19/2017	V000944--CLYDE D HERROD	103900030002674	14.61
04/19/2017	V000788--CHRISTOPHER STOFEL	103900030002673	19.88
04/19/2017	V001043--BRIDGET WILLIAMS	103900030002672	32.21
04/19/2017	V000965--BRANDON K JOHNSTON	103900030002671	17.34
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04/19/2017	BTRSH--BAKER & TAYLOR	103900030002662	700.76
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04/19/2017	V000696--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	102940	7,966.24
04/19/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102931	521.57
04/19/2017	V000515--PAMELA BARRYMORE	102919	100.00
04/19/2017	V000503--OKLAHOMA PRESS SERVICE	102918	80.00
04/19/2017	OKHIS--OKLAHOMA HISTORICAL SOCIETY	102917	360.00
04/19/2017	OKHER--OKLAHOMA HERITAGE ASSOCIATION	102916	62.45
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04/19/2017	V000017--AMENA BUTLER	102875	100.00
04/19/2017	V000716--W M CORP DBA BEYOND TECHNOLOGY	103900030002658	3,217.40
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04/19/2017	V000960--TAYLOR MARIE RENE HORN	103900030002655	189.02
04/19/2017	V000603--SMITHKOR INVESTMENTS LLC	103900030002654	7,610.85
04/19/2017	V000545--R JUSTIN HERWIG	103900030002653	73.80
04/19/2017	V000527--PETE ROBERSON	103900030002652	35.00
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04/19/2017	V000856--MATTHEW LOGO FALEPOUONO	103900030002649	35.00
04/19/2017	DOODL--MARLA F JONES DBA DOODLE AND PECK PUB- LISHING	103900030002648	46.53
04/19/2017	V000393--MARK D VANCE	103900030002647	35.00
04/19/2017	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	103900030002646	49.47
04/19/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002645	50.00
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04/19/2017	V000254--GINGER WALDRIP	103900030002643	100.00
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04/19/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002641	1,501.20
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04/19/2017	V001553--ASHLEY HANNE	103900030002639	200.00
04/26/2017	V001619--HARKINS INVESTMENTS LLC DBA HARKINS BRICKTOWN LLC	102960	1,330.00

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Date	Payee	Document No	Amount
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04/26/2017	V001618--NWS COMPANY LLC DBA THE JOURNAL RECORD PUBLISHING COMPANY LLC	102975	1,355.00
04/26/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102973	7,204.93
04/26/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102970	1,956.39
04/26/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102969	11,717.88
04/26/2017	V000050--BANK OF OKLAHOMA	102953	5,805.93
04/26/2017	V000009--ADMINISTRATIVE SERVICES	102948	1,571.73
04/26/2017	V001617--R B AKINS COMPANY	102979	385.00
04/26/2017	V000588--SCHOLASTIC INC	103900030002797	14,277.90
04/26/2017	V000813--HEIDI PORT	103900030002796	14.50
04/26/2017	V000812--HEATHER ZEOLI	103900030002795	52.52
04/26/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002794	19,279.54
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04/26/2017	V000970--KASANDRA L DEWBRE-BURROWS	103900030002789	80.47
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04/26/2017	V000711--VERITIV OPERATING COMPANY	102987	2,212.72
04/26/2017	TREUT--THOMSON REUTERS-WEST PUBLISHING CORP	102984	1,524.00
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04/26/2017	V000587--SAVANNAH DENISE MITCHELL	102981	150.00
04/26/2017	RCDBK--RECORDED BOOKS INC	102980	1,765.65
04/26/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102978	30.11
04/26/2017	MCANC--NEWSPAPER HOLDINGS INC DBA MCALESTER NEWS - CAPITAL	102974	215.88
04/26/2017	MITCH--MITCHELL 1	102972	17,831.94
04/26/2017	V000414--MICHAEL KING	102971	250.00
04/26/2017	LAKLM--LAKESHORE LEARNING MATERIALS	102965	241.43
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04/26/2017	V000210--EMSCO ELECTRIC SUPPLY CO INC	102959	373.04
04/26/2017	V000095--CHASE CARDMEMBER SERVICE	102956	2,737.14
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04/26/2017	V000015--AMAZON	102949	1,246.72
04/26/2017	V001112--SUSAN PIERCE	103900030002787	448.00
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04/26/2017	BTRSH--BAKER & TAYLOR	103900030002784	757.52
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04/26/2017	BTJUV--BAKER & TAYLOR	103900030002781	20,703.50
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04/26/2017	OVERD--OVERDRIVE INC	103900030002770	16,228.21
04/26/2017	V000383--MAC FIRE SYSTEMS INC	103900030002769	463.50
04/26/2017	V001128--KATHERINE HICKEY	103900030002768	23.72
04/26/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002767	100.00

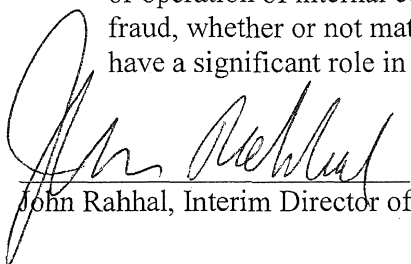
## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
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04/26/2017	FINDW--FINDAWAY WORLD LLC	103900030002762	10,572.14
04/26/2017	V000789--CINDY REVELS-NIGG	103900030002761	17.13
04/26/2017	V000783--CHERYL COLEMAN	103900030002760	247.74
04/26/2017	V001043--BRIDGET WILLIAMS	103900030002759	34.92
04/26/2017	V000057--BENJAMIN MEAD HARVEY	103900030002758	68.20
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04/26/2017	V000768--ABIGAIL ELIZABETH STOUT	103900030002756	10.00
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04/26/2017	V000515--PAMELA BARRYMORE	102977	100.00
04/26/2017	V001614--LEONE M EYE	102968	35.00
04/26/2017	V001186--LAURA FRANKLIN	102966	100.00
04/26/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	102964	1,150.00
04/26/2017	V000133--CITY OF WARR ACRES	102958	56.40
04/26/2017	V000127--CITY OF OKLAHOMA CITY - DN	102957	847.15
04/26/2017	V001065--AT&T 405 454 9479 162 3	102951	150.62
04/26/2017	V001616--OKLAHOMA WRITERS FEDERATION INC	102976	50.00
04/26/2017	V001291--LAURIE V. OLSEN	102967	13.95
04/26/2017	V001613--JOY MAYA	102963	2.00
04/26/2017	V001612--HOLLY N SCHIAVO	102961	9.95
04/26/2017	V001175--WILLIAM FRETZ	103900030002754	540.00
04/26/2017	V000719--WALKER COMPANIES	103900030002753	300.00
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04/26/2017	V000513--ORIENTAL TRADING COMPANY INC	103900030002749	25.01
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04/26/2017	V000491--ONG - SO	103900030002746	122.63
04/26/2017	V000490--ONG - RE	103900030002745	127.04
04/26/2017	V000489--ONG - NW	103900030002744	21.54
04/26/2017	V000501--ONG - MTC 3RD ST	103900030002743	44.02
04/26/2017	V000500--ONG - HR	103900030002742	21.32
04/26/2017	V001060--ONG - AL	103900030002741	136.51
04/26/2017	V000502--ONG - 50th ST	103900030002740	148.73
04/26/2017	V000464--O G & E - WA	103900030002739	1,218.54
04/26/2017	V000459--O G & E - RE	103900030002738	2,483.92
04/26/2017	V000452--O G & E - DN	103900030002737	10,596.41
04/26/2017	V000451--O G & E - CT	103900030002736	1,049.17
04/26/2017	V001147--NGO LOVE LLC	103900030002735	4,100.00
04/26/2017	V000407--MERWIN INC	103900030002734	360.00
04/26/2017	V001177--KELCEY WAYNE FRAZIER	103900030002733	1,125.00
04/26/2017	V000329--KAREN K BAILEY	103900030002732	100.00
04/26/2017	V000273--HOBBY LOBBY	103900030002731	79.36
04/26/2017	V001173--HEATHER ANN WILLIAMS	103900030002730	1,170.00
04/26/2017	V001586--GOVCONNECTION INC DBA CONNECTION	103900030002729	312.00
04/26/2017	V001238--GLORIA GOMEZ	103900030002728	630.00
04/26/2017	V001176--GLENN R BENNETT	103900030002727	1,305.00
04/26/2017	V000252--GEORGE PATTON ASSOC INC DBA DIS-PLAYS2GO	103900030002726	56.01
04/26/2017	V000230--FIRST CALL AUTO PARTS	103900030002725	18.99
04/26/2017	V000194--EALES ELECTRONICS CORP	103900030002724	50.00
04/26/2017	V000190--DEWBERRY ARCHITECTS INC	103900030002723	424.30
04/26/2017	V000928--DARCUS D SMITH	103900030002722	5.35
04/26/2017	V000150--COX COMMUNICATIONS INC 501 6111 053365701	103900030002721	6.81
04/26/2017	V000149--COX COMMUNICATIONS INC 501 6110 029112202	103900030002720	6.13
04/26/2017	V001206--CHARLES AVERY	103900030002719	405.00
04/26/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002718	945.00
04/26/2017	V001071--BOONE AND BOONE SALES CO INC	103900030002717	834.29
04/26/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030002716	98.50
<b>Total for General Account</b>			<b>1,427,230.21</b>



I, John Rahhal, 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.

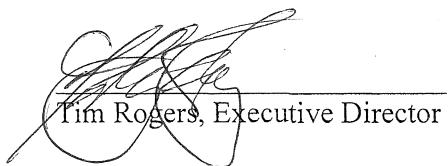


John Rahhal, Interim Director of Finance and Business

5/11/17  
Date

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

5/12/2017  
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: SIGNAGE AND WAYFINDING FOR CAPITOL HILL LIBRARY**

Provided for in the FY2016-17 budget is funding for signage and wayfinding for the Capitol Hill Library. MSR Architecture Firm and the Library prepared the signage specifications for the bid.

Bids were advertised and let for 18 days. Bid packets were sent to 4 prospective bidders.

Bids were received and publicly opened on April 27, 2017. Two vendors responded.

Vendor	Bid Price
SDDI	\$11,356.51
Geograph Industries	\$20,292.00

### **RECOMMENDATION:**

That the Commission award the contracts for the Signage and Wayfinding to SDDI in the amount shown above. Adequate funding is available in the FY 2016-2017 budget.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM B: FURNITURE FOR CAPITOL HILL LIBRARY**

Provided for in the FY2016-17 budget is funding for furniture for the Capitol Hill Library. MSR Architecture Firm and the Library selected the furniture and MSR prepared the furniture specifications for the bid.

Bids were advertised and let for 22 days. Bid packets were sent to 12 prospective bidders.

Bids were received and publicly opened on April 27, 2017. Ten vendors responded.

#### **See attached bid tabulation.**

Scott Rice is the lowest and best bidder for Groups K, M, and Q.

Spaces is the lowest and best bidder for Group F.

FMGI is the lowest and best bidder for Group C, D, and O.

Southwest Stationers is the lowest and best bidder for Group B, G, N, and P.

Bill Warren is the lowest and best bidder for Group I, J, and L.

LFI is the lowest and best bidder for Group A and H.

Rust Interiors is the lowest and best bidder for Group E.

### **RECOMMENDATION:**

That the Commission award the bids for Groups K, M and Q to Scott Rice in the amount of \$9,486.00; Group F to Spaces in the amount of \$43,577.31; Groups C, D and O to FMGI in the amount of \$15,937.76; Groups B, G, N and P to Southwest Stationers in the amount of \$25,362.00; Group I, J and L to Bill Warren in the amount of \$34,699.96; Group A and H to LFI in the amount of \$46,741.90; and Group E to Rust Interiors in the amount of \$45,588.75. Adequate funding is available in the FY 2016-2017 budget.

**Metropolitan Library System  
Capitol Hill Library Furniture and Shelving  
Bid Tabulation**

Furniture Group	Scott Rice	Spaces	FMGI	Southwestern Stationers	Bill Warren	DFW Bus Solns	LFI	Rust Interiors	Vance Hunt	Space Saver
Grp A: 3Branch	\$8,108.50	\$9,292.12	\$8,726.08	\$7,508.20	No Bid	No Bid	\$7,265.20	No Bid	No Bid	No Bid
Grp B: Andreu World	\$2,632.65	No Bid	\$2,537.30	\$2,200.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp C: Artopex	\$11,337.46	No Bid	\$6,729.42	No Bid	No Bid	No Bid	No Bid	\$8,024.24	No Bid	No Bid
Grp D: Bernhardt Design	\$7,745.31	No Bid	\$7,128.98	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp E: Custom Millwork	No Bid	No Bid	\$60,450.26	No Bid	No Bid	No Bid	\$48,038.73	\$45,588.75	\$73,272.00	No Bid
Grp F: Davis	\$51,186.00	\$43,577.31	\$50,770.22	\$58,937.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp G: Emeco	\$10,450.19	No Bid	\$9,794.43	\$9,480.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp H: Estey	No Bid	No Bid	\$50,415.31	No Bid	No Bid	\$50,918.00	\$39,476.70	No Bid	\$43,278.00	\$52,939.20
Grp I: Freshcoat	\$12,104.48	No Bid	\$12,993.92	\$13,479.00	\$11,740.46	No Bid	No Bid	No Bid	No Bid	No Bid
Grp J: HBF	\$20,126.18	\$18,720.88	\$18,925.46	\$20,032.00	\$18,616.84	No Bid	No Bid	No Bid	No Bid	No Bid
Grp K: HI5	\$3,916.33	No Bid	\$4,447.54	\$4,002.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp L: Keilhauer	\$6,744.19	No Bid	\$4,850.65	\$4,580.00	\$4,342.66	No Bid	No Bid	No Bid	No Bid	No Bid
Grp M: Orange22 Modern	\$4,962.18	No Bid	\$5,040.24	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp N: Paul Brayton	\$14,364.25	No Bid	\$15,504.58	\$13,380.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp O: Rypen	\$2,113.85	No Bid	\$2,079.36	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp P: Safeco	\$319.52	No Bid	\$428.01	\$302.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp Q: Snowsound	\$607.49	No Bid	\$1,006.67	\$825.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Total Winning Bids by Vendor	\$9,486.00	\$43,577.31	\$15,937.76	\$25,362.00	\$34,699.96	\$0.00	\$46,741.90	\$45,588.75	\$0.00	\$0.00
Grand Total	\$221,393.68									

## **REPORT AND RECOMMENDATIONS** **FROM LONG-RANGE PLANNING COMMITTEE**

**The Long-Range Planning Committee met on April 24, 2017 for:**

- I. Discussion, Consideration, and Possible Action: System-wide Service and Facilities Needs Assessment
- II. Discussion, Consideration, and Possible Action: Spencer Library Request and Process
- III. Discussion, Consideration, and Possible Action: Oklahoma City General Obligation Bond Projects
- IV. Discussion, Consideration, and Possible Action: Annual Capital Project Updates

**During its meeting, the Committee:**

Reviewed and discussed all items.

### **COMMISSION ACTION**

**Approval of the OKC General Obligation Bond Project List**

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

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

DATE: Monday, April 24, 2017      TIME: 3:30 p.m.  
MEETING PLACE: Village Library, 10307 N. Penn  
The Village, OK  
(405) 755-0710

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, April 3, 2017. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library, and the Downtown Library, 300 Park Avenue, Oklahoma City, on April 20, 2017, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Penny McCaleb, Chair  
Brian Alford  
Watzell Carlson  
Mary Sosa  
Beth Toland

**COMMITTEE MEMBERS EXCUSED:**

Tracy McDaniel  
Susan Tucker

**ESTIMATE OF OTHERS PRESENT: 7**

I. The meeting was called to order at 3:33 p.m. by Ms. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Alford, Carlson, Sosa, Toland, McCaleb.

II. Ms. McCaleb referred to Discussion, Consideration and Possible Action: System-wide Service and Facilities Needs Assessment.

Mr. Rogers called on Ms. Morgan Jones, Manager of Planning and Assessment to explain the proposed System-wide Service and Facilities Needs Assessment. Ms. Jones provided an overview of what the Needs Assessment will include. Ms. Jones will facilitate the in-house assessment, which will consist of three steps; Benchmarking, Assessment of Metropolitan Library System, and Facility Assessment. Ms. Jones explained the process for each of the steps. Questions and discussion followed.

III. Mr. Rogers referred to Agenda Item III – Spencer Library Request and Process.

Ms. McCaleb welcomed and introduced guests in attendance for the meeting: Representative Jason Lowe, Ms. Margarita Shaw, Spencer Chamber of Commerce President, and Ms. Isabella Lawson, Mary Mahoney Health Center CEO. Mr. Lowe and Ms. Shaw attended and addressed the Commission in March regarding the need for a library in Spencer.

Mr. Rogers explained the requests received from Spencer and other communities recently is how the need for a System-wide Service and Facilities Needs Assessment came up.

Once the needs assessment is completed the Library System would use that information to hire an outside consultant to complete a Cost Benefit Analysis on any new library request receive. The Cost Benefit Analysis would give us a clear picture of the true cost next to the benefit and value it would provide. The analysis would evaluate the request based on the needs of the entire County not just one community.

Questions were raised regarding the need to hire an outside consultant to complete the Cost Benefit Analysis. Mr. Rogers explained, having an outside firm complete the analysis eliminates the risk of appearing bias. Discussion followed.

Ms. Jones stated the Needs Assessment is anticipated to be completed by the end of fiscal year 2017-2018 and the Cost Benefit Analysis would be completed by the Fall 2018. If the analysis supports locating a library in Spencer or any of the other communities we will begin developing a library building program.

IV. Ms. McCaleb referred to the OKC General Obligation Bond Capital Projects.

Mr. Rogers reported since the Long-Range Planning Committee previously approved the OKC General Obligation Bond Capital Projects in April 2016, Library Staff have worked with Oklahoma City Public Works Staff to refine the project requests for inclusion in the 2017 General Obligation Bond Election. The election will be held in September 2017. Mr. Rogers and Ms. Jones explained the details of each of the project requests. Questions and discussion followed.

Ms. McCaleb called for a motion.

**Ms. Mary Sosa moved to recommend to the Metropolitan Library Commission approval of the Oklahoma City General Obligation Bond Project List. Ms. Toland seconded. No further discussion. Motion passed unanimously.**

V. Ms. McCaleb referred to the Annual Capital Project Updates.

Ms. Jones reported the Capital Project list had been updated to remove columns previously listed as benchmarks, which were numbers that dealt with collection size per Capita, Square Footage per item, etc. We anticipate establishing objective measures through the Needs Assessment Process. The list has also been updated to reflect the completion of Jones and the Progress of the Bethany Library Project. Questions and discussion followed.

VI. Ms. McCaleb called for additional questions and comments. There being no further discussion, the meeting was adjourned at 4:39 p.m.

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Tim Rogers, Executive Director  
(Secretary)



**REPORT AND RECOMMENDATIONS FROM**  
**JOINT A&P AND FINANCE COMMITTEE**

**The A&P and Finance Committee met May 12, 2017 for:**

- I. **Administrative & Personnel Committee:** Discussion, Consideration and Possible Action: Annual Review of Human Resources – Benefits Plan
- II. Discussion of Executive Director Evaluation Process
- III. **Finance Committee:** Discussion, Consideration and Possible Action: Recommendation from Administrative & Personnel Committee – Benefits Plan

**During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

**COMMISSION ACTION:**

- 1. Approve the recommendation from the Finance Committee to incorporate the funds for the benefits recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level.
- 2. Approve the recommendation from the Administrative & Personnel Committee that the Executive Director evaluation consist of three separate surveys; one for Commission, one for Leadership Team, and one for all other employees who are not on the Leadership Team to ensure that every MLS employee gets a chance for input.



I. Mr. Hugh Rice called the A & P Committee meeting to order at 3:34 p.m.

Roll was called to establish a quorum. Present: Caine, Friedemann, Harpman, Patel and Rice (Arrived: Maughan, 3:44 p.m.).

II. Mr. Rice referred to Discussion, Consideration and Possible Action: Annual Review of Human Resources – Benefits Plan.

Mr. Tim Rogers, Executive Director, introduced Ms. Stephany Dowd, Benefits Manager.

Ms. Dowd referred to the benefits plan performance over the past year and reviewed the recommended changes to the benefits plan. Questions and discussion followed.

Ms. Dowd referred to the FY 17 Projected Annual Benefits Costs for Metro Library and the Projected Benefits Costs for Employees (Exhibit 1). Also provided was a Summary of Benefits document (Exhibit 2). Questions and discussion followed.

Ms. Dowd referred to the recommendations from Administration:

- A. Approval of the stop loss coverage renewal for the medical, dental and prescription benefit plan through Sun Life and Health Insurance Company on a paid contract basis with an increase in the specific deductible level from \$90,000 to \$95,000 per individual.
- B. Approval of the entire benefit package for the self-funded employee benefit plan.
- C. Approval of the employee benefit plan premium costs reflecting a 5.5% increase to the Library System and participants after applying a portion of the available fund balance. The Library and participants share the 5.5% increase equally. The current fund balance is \$2,615,697.74.
- D. Continuation of all other benefit plans.

Mr. Rice called for questions. Discussion followed.

Questions and concerns were raised regarding the increases to the benefits plan. Dr. Caine expressed her concern with the increases, due to staff not receiving cost of living increases and additionally staff that receive less than a 3.0 on their annual performance do not receive a raise. She asked for information to be provided to determine who would be impacted and how they will be impacted by the changes. Ms. Dowd will pull the data and provide the information to the committee.

Mr. Rice called for a motion from the A&P Committee. Discussion followed.

**Ms. Helene Harpman moved to recommend the Finance Committee approve and incorporate the funds for the above recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Dr. Ann Caine seconded. No further discussion. Motion failed – 3 yes; 3 abstain (no).**

Mr. Rogers expressed concern with the failed recommendation and stated Administration is on a short timeline to lock in the rates for insurance. Questions and discussion followed.

Dr. Caine asked if it was possible to provide more information to the committee members who abstained in order to revisit the recommendation.

Mr. Maughan arrived late and did not participate in the discussion, which is what led to his abstain vote. Mr. Patel and Ms. Friedemann expressed their concerns with the lack of information regarding the increased rates and short timeline.

Ms. Kelley Hoffman, Director of Human Resources, provided information on the timeframe and the preliminary work that is done annually prior to the recommendation presented to the committee. Insurance companies require 10 months of data before they will issue a final quote. A lot of the work is done throughout the months before. This year was a difficult year, several carriers declined us. We've selected the best proposal that we received. Discussion continued. Ms. Hoffman added the final rates must be finalized and ready to go by June 1 to give employees a 30-day window during open enrollment to make their selections.

Mr. Patel stated the additional information was helpful and he would be willing to change his vote for the recommendation. He suggested the information about the process be provided to Commission members annually. Mr. Maughan suggested the library system look in to the possibility of partnering with the County to negotiate better rates, if the law allows. Questions and discussion followed. Administration will explore possible ways to decrease the rates in the coming year.

Mr. Rice asked if there were any objections to revisit the failed motion. There were none.

Mr. Rice called for a motion.

**Mr. Brian Maughan moved to recommend the Finance Committee approve and incorporate the funds for the above recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Mr. Mukesh Patel seconded. No further discussion. Motion passed – 5 yes; 1 abstain (no).**

III. Mr. Rice referred to Agenda Item III – Discussion of Executive Director Evaluation Process.

Mr. Rice referred to the two draft evaluation forms; one for staff input and one for Commission input.

Mr. Rogers stated in previous years there was only one survey for the Commission and Leadership Team to evaluate the Executive Director. The previous concerns expressed was that there were several questions that did not apply to both groups. At the direction of the committee and with input received from the committee and the Leadership Team, two separate surveys were drafted. The committee asked for information on the makeup of the Leadership Team. Questions and discussion followed.

Dr. Caine stated she would like to see more input and encouraged a condensed third survey be drafted to send out to the remaining staff who are not part of the Leadership Team. In her previous role as a Superintendent, Dr. Caine sent out surveys to all employees and provided the feedback as part of her evaluation. It was also used it as a tool for continuous improvement. She added with the current Alignment Project, it would be helpful to hear from not only Leadership Team and Commission, but from all employees. Mr. Rogers agreed it is valuable to hear from all employees. Questions and discussion followed.

Mr. Rice called for a motion.

**Dr. Caine moved that the Executive Director evaluation consist of three separate surveys; one for Commission, one for Leadership Team, and one for all other employees who are not on the Leadership Team to ensure that every MLS employee gets a chance for input. Mr. Patel seconded. Questions and discussion followed. Mr. Rogers will work with Human Resources to draft a third condensed survey to be sent to all employees, not on the Leadership Team, for the Executive Director evaluation. Dr. Caine stated since the surveys will be sent to all employees and Commission members, it**

*may be best to utilize Survey Monkey, which would be beneficial in tallying the responses. No further discussion, motion passed unanimously.*

Mr. Rice reported an anonymous letter was sent to some Commission members from a library employee unhappy about the Alignment Project. It is unknown how many or which Commission members received the letter. Ms. Nancy Anthony has requested the Administrative and Personnel Committee review and discuss the letter with Mr. Rogers during the evaluation process.

There being no further business, the Administrative & Personnel Committee adjourned at 3:57 p.m.

**IV.** Mr. Allen Coffey called the Finance Committee meeting to order at 4:22 p.m.

Roll was called to establish a quorum. Present: Cory, Shonts, Smith, Toland, Coffey.

Mr. Coffey referred to the recommendation from the Administrative and Personnel Committee.

**The motion coming from the Administrative & Personnel Committee is to recommend that the Finance Committee approve and incorporate the funds for the benefits recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.**

**V.** There being no further business, Mr. Coffey adjourned the meeting at 4:23 p.m.

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Tim Rogers, Executive Director  
(Secretary)