METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

Thursday, June 16, 2016, 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

Judy Smith, Vice-Chair

3:30 – 3:35 pm   INTRODUCTIONS

➢ Document #77 – Presentation of Service Certificates for Library Staff – June 2016

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

3:35 – 3:45 pm   CONSENT DOCKET (#78 - #81)

➢ Document #78 – Approval of Minutes of May 19, 2016 Meeting
➢ Document #79 – Acceptance of Review of Expenditures for May 2016
➢ Document #80 – Contract Awards & Purchases
  Item A: Microsoft Office 2016 Professional
  Item B: Removable Adhesive Labels
  Item C: Annual Renewal of Supply and Service Contracts
➢ Document #81 – Request for Transfer of Funds

3:45 – 4:15 pm   COMMITTEE REPORTS

➢ Document #72 - Continued from 05-19-16 MLC Meeting - Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee meeting, April 28, 2016
➢ Document #82 – Discussion, Consideration and Possible Action: Report and Recommendations from the Public Services Committee meeting, May 26, 2016 – Judy Smith, Chair
➢ Discussion, Consideration and Possible Action: **Executive Session** To discuss the Employment Agreement for the Executive Director - Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes §307, (B) (1)
➢ Document #83 – Discussion, Consideration and Possible Action: Report and Recommendations from the Administrative and Personnel Committee meeting, June 7, 2016
➢ Document #84 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee meeting, June 8, 2016 – Allen Coffey, Chair
➢ Document #85 – Discussion, Consideration and Possible Action: Metropolitan Library System Preliminary Budget FY 2016-2017

4:15 – 4:30 pm   STAFF REPORTS

➢ Strategic Plan Update – Tim Rogers, executive director
➢ Document #86 – Library Usage Report

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

July 21, 2016
Northwest Library, 5600 NW 122nd , Oklahoma City, OK 73142

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 l0 years, a ruby is added to the pin; subsequent rubies are added at l0, l5, 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 June 2016:

Employees	Years of Service
Deborah T. Montgomery, Circulation Clerk, Southern Oaks Library	30
Julie A. Schofield, Circulation Clerk, Southern Oaks Library	25
Kara Moyra Fried, Lead Librarian, Village Library	5
Brandon Kent Johnston, Inter-Library Loan Technician	5

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

DATE: May 19, 2016   TIME: 3:30 p.m.

MEETING PLACE: Southern Oaks Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Southern Oaks Library and Downtown Library, 300 Park Avenue, Oklahoma City, on May 17, 2016, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:	EXCUSED:
Allen Coffey, Disbursing Agent	Mick Cornett, Mayor of Oklahoma City
Bud Elder	Fran Cory
Raul Font	Cynthia Friedemann
Carolyn Leslie	Rozz Grigsby
Penny McCaleb	Deanna Hannah
Lori Nelson	Helene Harpman
Mukesh Patel	Tracy McDaniel
Dennis Shockley	Kim Patterson
Jim Shonts	Hugh Rice
Judy Smith, Vice-Chair	Susan Tucker
Mary Sosa	Sharon Voorhees
Alyne Strube	
Beth Toland	
Ray Vaughn	
Nancy Anthony, Chair	
Tim Rogers, Executive Director **(Secretary)**	

Estimate of general public and staff attending: 25

I. Ms. Nancy Anthony called the meeting to order at 3:32 p.m. In the absence of a quorum, Ms. Nancy Anthony referred to the agenda items requiring no action.

II. Ms. Anthony introduced Mr. Brandon Beckham, Library Manager, Almonte Library. Mr. Beckham welcomed the commission. He provided information on events taking place at Almonte and reported staff are currently preparing for the Summer Reading program.

III. Ms. Anthony referred to the Presentation of Service Certificates for April & May 2016: Anne Fischer, Deputy Executive Director/Technology, 35 years of service; Sandra Lea Lanham, Circulation Clerk, Midwest City Library, 10 years of service; Jeanie L. Soles, Library Aide, Belle Isle Library, five years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Daniel E. Fields, Librarian, Bethany Library, 15 years of service; Landon D. Holman, Help Desk Technician I, Information Technology, 10 years of service; Felicia Ann Hayes, Help Desk Technician I, Information Technology, 10 years of service; Rebecca Lynn Spencer, Library Aide, Village Library, five years of service; Teresa Lynn Hawkins, Library Aide, Choctaw Library, five years of service; Casey Ann Lowry, Associate Librarian, Edmond Library, five years of service; Jeffery Anne Mullins, Accounts Payable Technician, Business office, five years of service; Meghan Attalla, Assistant Library Manager, Ralph Ellison Library, five years of service.

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

V. Ms. Anthony referred to the Staff Reports – Summer Reading Presentation: Emily Williams, Young Adult Services Coordinator, Outreach and Kristin Williamson, Children's Services Coordinator, Outreach.

Ms. Williams and Ms. Williamson explained the Summer Reading program for 2016. The program is open to all ages; from early childhood to adults. Commission members were encouraged to sign up for and participate in the Summer Reading program. Postcards were handed out with information on how to sign up for the program. Questions and Discussion followed.

VI. Ms. Anthony called on Mr. Rogers to present Document #76 – Library Usage Report. Discussion followed.

VII. Ms. Anthony called roll to establish a quorum at 3:45 p.m.

Present: Coffey, Elder, Font, Leslie, McCaleb, Patel, Shockley, Shonts, Smith, Sosa, Strube, Toland, Vaughn, Anthony (Arrived:Nelson, 4:02 p.m.).

VIII. Ms. Anthony stated there are several agenda items needing to be approved today and due to the possibility of losing the quorum, if there is no objection, the commission will review the items of business which are time sensitive first. No objections were made.

IX. Ms. Anthony referred to Document #71 – Discussion, Consideration and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board.

Ms. 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. Karen Delaney and Ms. Suzie Symcox to the Library Endowment Trust. Biographical information was provided for both trustees.

> **Ms. Penny McCaleb moved that the commission approve the re-appointment of Karen Delaney and Suzie Symcox to the Library Endowment Trust. Ms. Beth Toland seconded. No further discussion. Motion passed unanimously.**

X. Ms. Anthony referred to Document #73 – Discussion, Consideration and Possible Action: Report and Recommendations from Joint meeting of the Finance and Administrative and Personnel Committees.

Mr. Rogers explained the changes to the approval process this year. Moving forward, due to timing requirements for signing the contract for the benefits package, The A & P and Finance Committees will review the benefits portion prior to approval of the salaries and preliminary budget. Discussion followed.

Mr. Allen Coffey explained the recommended changes to the benefits package.

> **Mr. Coffey stated the Finance Committee recommends that the commission – based on an estimate of needs prepared by staff – incorporate in the FY 2016-17 budget such dollars as are necessary to fund the approved recommendation of the Administrative and Personnel Committee; and to authorize the executive director to execute contracts in the fulfillment of the aforementioned recommendation. A motion coming from committee required no second. No further discussion. Motion passed unanimously.**

XI. Ms. Anthony referred to Document #75 – Discussion, Consideration and Possible Action: Summer Reading Fine Waivers

Mr. Rogers provided information regarding the Summer Reading Fine Waivers. A Correction was made to the document. Minutes read for each goal should be 600 instead of 300. Participants will be awarded a fine waiver coupon after completing goal 1 (600 minutes read) and will be awarded a second fine waiver coupon after completing goal 2 (an additional 600 minutes read). Discussion followed.

> **Mr. McCaleb moved to approve the use of a $6.00 Fine Waiver coupon to Summer Reading 2016 participants that complete goal 1 and another Fine Waiver coupon for participants that complete goal 2. Ms. Mary Sosa seconded. No further discussion. Motion passed unanimously.**

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

Mr. Rogers referred to and explained the items needing commission action: Approval of the Capital Projects priority list and Approval of the OKC GO Bond List. Questions and discussion followed. The recommended lists were mailed to the commission as part of the Long-Range Planning Committee packets and were not re-duplicated in the commission packets. Ms. Anthony suggested the Approval of the Capital Projects priority list be tabled until the June Commission meeting to allow commissioners to view the detailed information before approving. Mr. Rogers referred to the OKC GO Bond List and explained the projects included on the list: A new Almonte Library, which would replace the temporary storefront library, Replacement of external metal panels and skylights at the Ronald J. Norick Downtown Library, Renovation of the Ralph Ellison Library to add an additional 7000 sqft to the building, Three new libraries in the far Northeastern, far Northwestern, and far Southeastern portions of the service area. Questions and discussion followed.

> **The motion coming from the Long-Range Planning Committee is to approve the OKC GO Bond Project List. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.**

XIII. Ms. Anthony presented the Consent Docket: Document #65 – Approval of Minutes of March 17, 2016 Meeting; Document #66 - Acceptance of Review of Expenditures for March 2016; Document # 67 – Acceptance of Review of Expenditures for April 2016; Document #68 – Contract Awards & Purchases; Document #69 – Request to Declare Equipment Surplus; Document #70 – Request for Transfer of Funds.

Ms. Anthony called for a motion.

> **Mr. Dennis Shockley moved to accept the consent docket. Mr. Jim Shonts seconded. No further discussion. Motion passed unanimously.**

XIV.   Ms. Anthony referred to Document #74 – Discussion, Consideration and Possible Action: Revised – MLS 2016 Holiday and Closing Schedule.

Mr. Rogers reported the holiday and closing schedule has been revised due to the date change of Focus. The requested date has been changed from Monday, October 10 to Tuesday, September 27. Discussion followed.

 Ms. Anthony called for a motion.

> **Ms. Sosa moved to approve the revised MLS 2016 Holiday and Closing Schedule as presented. Mr. Raul Font seconded. No further discussion. Motion passed unanimously.**

XV.   Ms. Anthony referred to the Executive Director's Report.

Mr. Rogers reported he will be providing more information at the June Commission meeting regarding the planned reorganization and position changes mentioned in the executive director's report.

Mr. Rogers referred to a handout of an article featuring commission member, Ms. Carolyn Leslie. Ms. Leslie was inducted to the Mid-Del Schools Wall of Fame in April.

XVI.   Ms. Anthony recognized Mr. Todd Olberding, director of construction management, on his upcoming retirement from MLS. Ms. Anthony expressed her gratitude for his hard work and dedication to the library system.

Ms. Anthony called for comments from commission.

The next regularly scheduled meeting will be held at the Village Library on June 16, 2016 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:13 p.m.

Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

May 31, 2016

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

For comparison, 91.67% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of May 2016.

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STATEMENT OF FINANCIAL CONDITION

May 31, 2016

ASSETS

	Current Year	Previous Year
CASH	$ 3,161,047.06	$ 7,131,327.51
INVESTMENTS (Schedule attached)	27,376,395.74	23,612,609.80
PREPAID ACCOUNTS	25,000.00	25,000.00
Total Assets	$30,562,442.80	$ 30,768,937.31

LIABILITIES, DEFERRED REVENUE AND FUND BALANCE

LIABILITIES:

Previous Year Reserve for Appropriations	$322,841.23		$478,757.37	
Current Year Purchase Orders Outstanding	672,958.65		367,841.25	
Checks Outstanding	582,936.37		245,875.14	
Total Liabilities		1,578,736.25		1,092,473.76

FUND BALANCE:

Beginning of the Year	$26,754,298.88		$27,031,002.21	
Add: Revenues				
Budgeted	33,255,535.38		31,842,314.22	
Other	1,638,057.95		1,417,372.52	
Less: Expenditures	(32,664,185.66)		(30,614,225.40)	
Total Fund Balance		28,983,706.55		29,676,463.55
Total Liabilities, Deferred Revenue and Fund Balance		$30,562,442.80		$ 30,768,937.31

METROPOLITAN LIBRARY SYSTEM
GENERAL FUND
SCHEDULE OF INVESTMENT

As of May 31, 2016

Type	Purchase Date	Maturity Date	Interest Rate	Cost	
CD - MidFirst Bank	1/26/2015	10/26/2017	1.000%	$ 97,415.15	
CD - Municipal Emp. Credit Union	6/10/2015	6/10/2017	1.256%	240,000.00	
CD - Weokie Credit Union	1/20/2015	1/20/2020	1.510%	124,808.36	
CD - National Bank of Commerce.	12/21/2015	12/21/2017	1.000%	240,000.00	
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980%	230,000.00	
CD - BancFirst	7/28/2015	7/27/2018	1.700%	240,000.00	
CD - First State Bank	3/20/2015	9/20/2016	1.000%	240,000.00	
Goldman Sachs Money Market	2/17/2016	7/17/2016	0.230%	1,000,000.00	*
Federal Home Loan Bank	5/21/2013	11/21/2018	1.000%	1,999,000.00	
Freddie Mac	8/23/2012	8/23/2019	1.400%	2,000,000.00	
Federal Home Loan Bank	12/28/2012	6/28/2018	1.050%	2,000,000.00	
FNMA	12/27/2012	6/27/2019	1.250%	2,000,000.00	
Federal Home Loan Bank	1/4/2013	3/27/2018	1.000%	2,000,388.89	
Federal Home Loan Bank	2/8/2013	11/8/2018	1.050%	2,000,000.00	
FNMA	3/28/2013	3/28/2018	1.000%	2,000,000.00	
Freddie Mac	1/6/2016	7/15/2016	0.448%	2,992,996.67	
Freddie Mac	1/6/2016	8/8/2016	0.458%	1,994,650.00	
Freddie Mac	1/6/2016	9/20/2016	0.509%	2,989,291.67	
Freddie Mac	1/6/2016	10/19/2016	0.520%	2,987,845.00	
Total Investments				$ 27,376,395.74	

*Rate changes daily.

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

		Current Year				Previous Year		
	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received	Budget	Current Month Receipts	Year To Date Receipts	Percent Budget Received
BUDGETED:								
Current Year Ad Valorem Tax	$30,934,657.00	$ 181,607.21	$ 32,490,908.38	105.03%	$29,513,267.00	$ 247,712.33	$ 31,065,795.22	105.26%
State Aid	253,347.30	-	238,727.00	94.23%	260,594.82	-	251,519.00	96.52%
Fines	495,000.00	100,000.00	525,900.00	106.24%	495,000.00	57,000.00	525,000.00	106.06%
Total Budgeted Revenue	$ 31,683,004.30	$ 281,607.21	$ 33,255,535.38	104.96%	$ 30,268,861.82	$ 304,712.33	$ 31,842,314.22	105.20%
NOT BUDGETED:								
Prior Years Taxes		$ 64,675.75	$ 1,156,137.28			$ 50,029.69	$ 1,060,518.60	
Gifts, Lost Books Fees, and Copies		0.00	100,024.00			0.00	0.00	
Investment Income		20,335.92	175,682.96			20,234.28	169,444.79	
Flexible Benefits Account Balance		0.00	3,668.27			0.00	0.00	
Sale of Surplus Equipment		0.00	36,003.58			0.00	4,563.92	
Insurance Reimbursements		0.00	1,049.58			0.00	0.00	
Miscellaneous		10,762.39	165,492.28			26,172.93	182,845.21	
Total Miscellaneous Revenue		$ 95,774.06	$ 1,638,057.95			$ 96,436.90	$ 1,417,372.52	
Total Revenue	$ 31,683,004.30	$ 377,381.27	$ 34,893,593.33	110.13%	$ 30,268,861.82	$ 401,149.23	$ 33,259,686.74	

METROPOLITAN LIBRARY SYSTEM
SPECIAL FUNDS
STATEMENT OF REVENUES AND EXPENDITURES

May 31, 2016

		BEGINNING OF MONTH	RECEIPTS	EXPEND.	ENDING BALANCE
REVOLVING FUNDS:					
805	Gifts/Lost Books	$ 72,465.29	$ 656.00	$ 786.73	$ 72,334.56
815	Fines	100,794.60	43,959.68	106,676.21	38,078.07
820	Copy	96,906.54	15,727.20	2,512.60	110,121.14
	Total Revolving Funds	$ 270,166.43	$ 60,342.88	$109,975.54	$ 220,533.77

GRANTS:		GRANT AMOUNT	RECEIPTS TO DATE	EXPEND. TO DATE	ENDING BALANCE
Special Grants					
860	10/LET/Special Grant	14,840.00	14,840.00	11,975.90	2,864.10
862	10/OCCF/Village	500.00	500.00	250.00	250.00
893	14/OCCF/Harrah	265.00	543.80	0.00	543.80
899	11/LET/Young Professional Adv	3,000.00	4,200.75	2,511.63	1,689.12
916	15/LET/Inasmuch Media Surfers	132,000.00	132,000.00	130,396.00	1,604.00
926	15/CommFoun/Robotics Kits	2,500.00	2,500.00	2,456.55	43.45
933	12/LET/Aviation	5,738.00	5,738.00	2,603.94	3,134.06
939	16/Fabric for Book Bags	300.00	300.00	35.05	264.95
940	16/Kirkpatrick/After School	9,600.00	0.00	5,800.00	(5,800.00)
941	16/Guild/Popcorn Machine	300.00	300.00	230.70	69.30
943	16/OAC/Moscow Nights	6,000.00	0.00	2,000.00	(2,000.00)
944	16/OAC/Raven's Three	2,000.00	100.00	2,000.00	(1,900.00)
948	16/OAC/rRhythmically Speaking	7,500.00	0.00	7,500.00	(7,500.00)
949	16/OCCF/Harrah	290.80	290.80	0.00	290.80
950	16/OCCF/Edward Harvey	447.00	447.00	0.00	447.00
954	16/Koelsch/Luther	1,050.00	1,050.00	0.00	1,050.00
955	16/Russum/Downtown	65,422.49	65,422.49	0.00	65,422.49
956	16/Guild/Downtown	2,500.00	2,500.00	0.00	2,500.00
963	RE Friends/Programming Grant	5,000.00	4,957.32	4,885.12	72.20
Friends Grants					
846	10 Public Art	3,000.00	4,500.00	3,997.43	502.57
892	14 Flat Screen TVs	4,000.00	4,000.00	3,003.00	997.00
905	15 Summer at the Library	71,000.00	71,000.00	67,598.66	3,401.34
907	15 Come Read with Me	15,000.00	15,000.00	5,921.19	9,078.81
908	15 Our World	40,000.00	40,000.00	36,485.79	3,514.21
913	15 Jones Library	15,000.00	15,000.00	0.00	15,000.00
921	15 Staff Appreciation Dinner	18,000.00	18,385.80	17,965.36	420.44
931	15 XBOX Gaming	8,538.18	8,530.00	8,538.18	(8.18)
936	16 Parent Child Book Club	1,500.00	1,500.00	991.48	508.52
938	16 Vehicle Wrap	3,500.00	3,500.00	0.00	3,500.00
945	16 Donna Morris Scholarship	9,290.00	9,290.00	4,000.00	5,290.00
946	16 Lee B Brawner Scholarship	12,000.00	12,000.00	12,000.00	0.00
947	16 Summer Reading	71,000.00	71,000.00	70,710.03	289.97
951	16 Our World	40,000.00	40,000.00	0.00	40,000.00
952	16 Staff Recognition Achievement	1,000.00	1,000.00	0.00	1,000.00
953	16 Come Read with Me	15,000.00	15,000.00	0.00	15,000.00
957	16 Gaems	3,041.00	3,041.00	3,041.00	0.00
958	16 Robauto Robot Kit	1,398.00	1,398.00	0.00	1,398.00
959	16 Henry Winkler Books	1,200.00	1,200.00	1,200.00	0.00
960	16 Laptop Lab	6,800.00	6,800.00	0.00	6,800.00
	Total Grants				169,737.95
	Total Special Funds				$ 390,271.72

Metropolitan Library System
Statement of Encumbrances
Month of May 2016

FY-16

Personal Services

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
101	Salaries	1,328,541.46	15,508,123.30	82.39	18,823,207.00	3,315,083.70
103	Payroll Taxes	97,632.36	1,139,686.00	85.84	1,327,654.00	187,968.00
109	Workers' Comp. Insurance	18,171.00	198,531.00	98.49	201,571.00	3,040.00
112	Group Insurance	264,414.79	2,796,489.94	78.91	3,544,075.00	747,585.06
113	Employees' Retirement	87,603.12	1,750,135.70	91.30	1,916,845.00	166,709.30
114	Unemployment Compensation	.00	8,067.71	26.89	30,000.00	21,932.29
	Total Personal Services	1,796,362.73	21,401,033.65	82.81	25,843,352.00	4,442,318.35

Maintenance & Operations - Contractual Services

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
201	Bldg, Property, & Auto Insuran	.00	266,448.78	88.14	302,290.00	35,841.22
205	Rent of Library Buildings	7,861.62	93,754.20	99.84	93,900.00	145.80
207	Janitorial Services	36,397.74	427,866.75	82.25	520,179.00	92,312.25
208	Maintenance of Facilities	33,892.26	309,938.06	65.17	475,572.00	165,633.94
211	Parking & Transportation	13,689.00	167,367.52	82.06	203,960.00	36,592.48
212	Travel Expenses	5,464.70	46,547.38	34.23	136,000.00	89,452.62
213	Professional Services	21,681.21	354,856.95	55.93	634,470.00	279,613.05
214	Security Services	44,291.74	494,000.93	89.82	550,000.00	55,999.07
216	Telephone Services	11,470.90	161,923.70	64.41	251,412.00	89,488.30
217	Electrical Services	32,055.06	450,381.15	78.53	573,508.00	123,126.85
218	Gas Services	-216.46	26,074.75	60.48	43,111.00	17,036.25
219	Water & Garbage Services	6,303.12	69,677.04	90.15	77,290.00	7,612.96
220	Veolia Energy Services	28,937.75	199,467.19	72.97	273,357.00	73,889.81
226	Memberships	764.00	32,927.00	77.92	42,258.00	9,331.00
230	Other Library-Related Services	11,985.85	486,464.14	88.80	547,826.00	61,361.86
231	Automation Contractual	52,825.75	612,569.65	76.77	797,976.00	185,406.35
236	Network Catalog Services	4,578.78	59,883.23	66.46	90,100.00	30,216.77
	Total Contractual Services	311,983.02	4,260,148.42	75.90	5,613,209.00	1,353,060.58

Metropolitan Library System
Statement of Encumbrances
Month of May 2016

FY-16

Maintenance & Operations - Commodities

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
301	Printing & Printing Supplies	5,642.37	123,106.41	76.46	161,000.00	37,893.59
302	Postage	24,672.98	174,446.25	71.96	242,430.00	67,983.75
303	Supplies	23,500.06	307,717.24	71.67	429,375.00	121,657.76
310	Maintenance Supplies	2,032.36	54,679.21	64.33	85,000.00	30,320.79
312	Safety Supplies & Equipment	.00	.00	.00	.00	.00
321	Gasoline & Oil	50.95	17,309.74	34.62	50,000.00	32,690.26
322	Vehicle Parts & Repairs	1,434.20	18,193.76	60.65	30,000.00	11,806.24
330	Programming Activities	30,220.61	198,188.90	69.29	286,010.00	87,821.10
331	Other Commodities	640.23	13,653.47	65.64	20,800.00	7,146.53
	Total Commodities	88,193.76	907,294.98	69.55	1,304,615.00	397,320.02

Capital Outlays

Acct	Purpose	This Month	Year to Date	Percent	Appropriation	Balance
401	Books & Materials	702,428.34	3,980,717.04	78.00	5,103,220.00	1,122,502.96
404	Government Documents	.00	.00	.00	5,850.00	5,850.00
405	Book Repairs & Bindings	.00	.00	.00	1,200.00	1,200.00
407	Periodicals & Subscriptions	158.00	164,870.13	85.46	192,930.00	28,059.87
408	Furniture, Fixtures, and Equip	11,972.93	124,547.53	77.63	160,433.00	35,885.47
409	Motor Vehicles	.00	49,386.72	91.46	54,000.00	4,613.28
410	Automation System & Equip.	26,365.82	224,316.32	58.84	381,200.00	156,883.68
450	Capital Projects	196,012.50	1,551,774.57	27.98	5,545,273.00	3,993,498.43
490	Capital Reserves	.00	367,006.15	100.00	367,006.15	.00
499	Reserve Carryover - Prior	.00	13,865,014.83	100.00	13,865,014.83	.00
	Total Capital Outlays	936,937.59	20,327,633.29	79.17	25,676,126.98	5,348,493.69
	Total Budget	3,133,477.10	46,896,110.34	80.25	58,437,302.98	11,541,192.64

Monthly Journal Entries -- May 2016

Jrnl #	Acct #	Account Name and JE Description	Debits	Credits

Investments

179	1001	Cash	$ 10,000.00	
	3602	Interest Income		$ 10,000.00
		Interest on 313382wy5		
180	1001	Cash	$ 10,500.00	
	3602	Interest Income		$ 10,500.00
		Interest on 313381vj1		

Tax revenues

181	1001	Cash	$ 167,506.22	
	1201	Ad Valorem Tax - Current year		$ 102,850.40
	3601	Prior year Tax		$ 64,655.82
		Ad Valorem Tax apportioned by County for 4/16 to 4/30		
182	1001	Cash	$ 78,776.74	
	1201	Ad Valorem Tax - Current year		$ 78,756.81
	3601	Prior year Tax		$ 19.93
		Ad Valorem Tax apportioned by County for 5/1 to 5/14		

Miscellaneous revenue

| 183 | 1001 | Cash | $ 10,762.39 | |
| | 3605 | Mic. Reimbursements | | $ 10,762.39 |

VI fish fund	7.50	Friends	1,770.81
LET	1,482.47	refunds	39.99
Okc rent	7,461.62	**total**	$ 10,762.39

Fines

184	1001	Cash	$ 100,000.00	
	3403	Projected Mic. Revenue - Fines		$ 100,000.00
		Fines transferred to General Fund in May		

Payable entries

185	3001	Current Year Reserv. for Appropriations.	$ 3,133,493.80	
	3011	Current Year P.O. Outstanding		$ 3,133,493.80
		Purchase orders issued in May		
186	3011	Current Year P.O. Outstanding	$ 2,855,097.87	
	3012	Prior Year P.O. Outstanding	$ 88,000.00	
	3021	Current Year Warrants Outstanding		$ 2,943,097.87
		Checks issued in May less previous month's voids		

187	3021	Current Year Warrants Outstanding	$	3,875,459.07		
	1001	Cash			$	3,875,459.07
		Checks cleared Bank in May				

Bank interest and fees

188	1001	Cash			$	164.08
	3602	Bank Fees	$	356.84		
	3602	Interest Income			$	192.76
		Interest and fees from GF checking account				
189	8000	Special Fund Cash			$	1,165.25
	8815	Bank Fees	$	1,182.64		
	8815	Interest Income			$	17.39
		Interest and fees from SF checking account				

Special funds

190	8000	Special Fund Cash	$	72,764.49		
	8815	Fines			$	43,942.29
	8820	Copy			$	15,727.20
	8805	Gift/Lost Books			$	656.00
	8957				$	3,041.00
	8958				$	1,398.00
	8959				$	1,200.00
	8960				$	6,800.00
		Revenues of special funds received in May				
191	8000	Special Fund Cash			$	116,640.33
	8815	Fines	$	100,210.00		
	8820	Copy	$	2,512.60		
	8805	Gift/Lost Books	$	786.73		
	8940		$	2,200.00		
	8945		$	3,000.00		
	8946		$	3,690.00		
	8957		$	3,041.00		
	8959		$	1,200.00		
		Expenditures of special funds in May				

Corrections, adjustments, and miscellaneous

192	8815	Fines				
	8000	Special Fund Cash	$	5,283.57		
		Correction to fines received in May			$	5,283.57
193	3021	Cancelled checks	$	9,069.06		
	3001	Current Year Reserv. for Appropriations.			$	9,069.06
		Corrections to Cancelled check balances				

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
G-04138	Bradford Industrial Supply	Janitorial Services	4.68	
		Maintenance of Facilities	14.69	19.37
G-04139	O G & E	Electrical Services	891.93	
		Electrical Services	4,247.73	
		Electrical Services	1,316.94	
		Electrical Services	112.42	
		Electrical Services	1,260.43	7,829.45
G-04140	Oklahoma Natural Gas Co.	Gas Services	48.39	
		Gas Services	109.01	
		Gas Services	32.37	189.77
G-04141	City of Oklahoma City	Water & Garbage Services	33.44	
		Water & Garbage Services	362.46	395.90
G-04142	City of the Village	Water & Garbage Services	91.41	91.41
G-04143	Locke Supply Co.	Maintenance of Facilities	25.08	
		Maintenance of Facilities	209.99	
		Maintenance of Facilities	22.91	
		Maintenance of Facilities	20.75	
		Maintenance of Facilities	54.35	
		Maintenance of Facilities	217.59	
		Maintenance of Facilities	34.77	585.44
G-04144	Demco, Inc.	Supplies	107.85	
		Furniture,Fixtures&Equip	374.99	
		Supplies	949.83	1,432.67
G-04145	MASSCO Maintenance Supply Co.	Maintenance Supplies	106.00	106.00
G-04146	UNUM Life Insurance	Grp L-T Disab Ins Prm-May	7,361.85	7,361.85
G-04147	Synergy Datacom Supply, Inc.	Maintenance of Facilities	20.33	20.33
G-04148	City of Edmond	Electrical Services	3,760.98	3,760.98
G-04149	Alma L. Brown	Programming Activities	6.99	6.99
G-04150	Baker & Taylor Books	Books & Materials	1,783.58	1,783.58
G-04151	Susie Beasley	Supplies	122.92	122.92
G-04152	American Express	Automation Contractual	149.00	
		Automation Contractual	19.00	
		Automation Contractual	199.00	
		Maintenance of Facilities	385.41	
		Maintenance Supplies	413.70	
		Furniture,Fixtures&Equip.	209.26	
		Programming Supplies	145.92	
		Programming Supplies	50.97	
		Supplies	171.98	
		Programming Supplies	192.00	
		Printing&PrintingSupplies	1,119.80	
		Programming Supplies	779.89	
		Motor Vehicles	533.41	
		Automation Contractual	325.00	
		Automation Contractual	239.88	4,934.22
G-04153	CompSource Mutual	Workers Comp Insurance	25,671.00	25,671.00
G-04154	Taryn Kingery	Programming Activities	41.71	41.71
G-04155	Maintenance Connection	Maintenance of Facilities	396.00	396.00
G-04156	Recorded Books, LLC	Books & Materials	2,753.71	2,753.71
G-04157	Scott Rice Co. - OKC	Furniture	13,050.96	13,050.96
G-04158	HealthSmart Benefit Solutions	Group Insurance	358.00	358.00
G-04159	Copelin's Office Center	Supplies	484.56	484.56

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
G-04160	Staples Credit Plan	Supplies	40.98	40.98
G-04161	Independent Stationers	Supplies	16.53	
		Supplies	1,110.72	
		Supplies	59.96	1,187.21
G-04162	Elizabeth Kessler	Travel Expenses	419.90	419.90
G-04163	Diamond Electric	Maintenance of Facilities	435.00	435.00
G-04164	Jonathan Willis	Transportation	121.45	121.45
G-04165	Employment Guide	Library-Related Services	841.50	841.50
G-04166	AT&T	Telephone Services	3,165.00	3,165.00
G-04167	A T & T Mobility	Telephone Services	200.29	200.29
G-04168	HAJOCA Oklahoma City	Maintenance of Facilities	326.68	326.68
G-04169	Ingram Library Service	Books & Materials	3,263.92	
		Books & Materials	25.89	3,289.81
G-04170	OSCPA	Professional Services	265.00	265.00
G-04171	OverDrive, Inc.	Books & Materials	11,147.96	
		Books & Materials	1,364.92	
		Books & Materials	6,221.64	18,734.52
G-04172	Neopost, Inc.	Postage	153.60	153.60
G-04173	Findaway World, LLC	Books & Materials	4,153.92	
		Books & Materials	1,519.39	5,673.31
G-04174	FedEx Office	Programming Activities	84.99	84.99
G-04175	Scovil & Sides Hardware Co.	Maintenance of Facilities	77.00	77.00
G-04176	Ingram Library Service	Books & Materials	2,276.13	2,276.13
G-04177	Town of Luther	Water & Garbage Services	37.60	37.60
G-04178	Landon Holman	Transportation	55.65	55.65
G-04179	Oklahoma Petroleum Directory	Books & Materials	200.00	200.00
G-04180	Home Depot Credit Services	Maintenance of Facilities	199.99	
		Maintenance of Facilities	45.69	
		Maintenance of Facilities	10.38	256.06
G-04181	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-04182	Heidi A. Port	Transportation	91.31	91.31
G-04183	American Benefit Systems, Inc.	Professional Services	125.00	125.00
G-04184	Kelley Riha	Transportation	306.78	306.78
G-04185	City of Edmond	Water & Garbage Services	625.91	625.91
G-04186	ULINE	Printing/Supplies	217.89	217.89
G-04187	City of Harrah Acct 02-0121-01	Water & Garbage Services	65.52	65.52
G-04188	Amazon/GE Money Bank	Supplies	9.58	
		Programming Supplies	155.40	
		Supplies	9.85	
		Programming	26.35	
		Supplies	8.97	
		Supplies	18.18	
		Maintenance of Facilities	94.62	
		Supplies	23.36	
		Other Library-Related Ser	23.00	
		Automation	191.10	
		Maintenance of Facilities	115.40	
		Automation Contractual	195.56	871.37
G-04189	Landers Window	Janitorial Services	369.00	369.00

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
G-04190	United Parcel Service	Postage	481.96	481.96
G-04191	Oklahoma Press Service	Library-Related Services	127.70	127.70
G-04193	City of Choctaw	Water & Garbage Services	90.06	90.06
G-04194	Office Depot Credit Plan	Supplies	61.17	61.17
G-04195	Baker & Taylor Books	Books & Materials	733.44	733.44
G-04196	Baker & Taylor Entertainment	Books & Materials	2,344.79	
		Books & Materials	5,871.92	
		Books & Materials	1,597.28	
		Books & Materials	796.75	10,610.74
G-04197	Focal Point Consulting, LLC	Professional Services	600.00	600.00
G-04198	Walmart Community/GECRB	Programming Activities	44.44	
		Programming Activities	51.60	
		Supplies	38.65	
		Programming Activities	47.86	182.55
G-04199	Preston Bell	Transportation	50.00	50.00
G-04200	Pete Roberson	Telephone Services	20.00	20.00
G-04201	Waste Connections of Oklahoma	Water & Garbage Services	729.88	
		Garbage Services	63.03	792.91
G-04202	Tim Spindle	Programming Activities	9.40	9.40
G-04203	Firetrol Protection Systems	Maintenance of Facilities	2,139.00	2,139.00
G-04204	Kelley Hoffman	Travel Expenses	212.18	212.18
G-04205	Baker & Taylor Books	Books & Materials	4,365.11	
		Books & Materials	2,749.68	
		Books & Materials	2,563.11	
		Books & Materials	5,051.88	
		Books & Materials	275.84	
		Books & Materials	1,022.77	
		Books & Materials	1,154.64	
		Books & Materials	1,674.92	
		Books & Materials	3,345.71	
		Books & Materials	1,561.48	
		Books & Materials	329.18	24,094.32
G-04206	Baker & Taylor Books	Books & Materials	1,707.91	
		Books & Materials	1,019.29	
		Books & Materials	950.39	
		Books & Materials	3,199.96	
		Books & Materials	1,488.79	8,366.34
G-04207	Angel Suhrstedt	Programming Activities	194.85	194.85
G-04208	Beatriz Meyer	Programming Activities	76.00	76.00
G-04209	David Newyear	Travel Expenses	941.52	941.52
G-04210	Gelco Clothing & Shoes, Inc	Maintenance of Facilities	139.95	139.95
G-04211	G4S Secure Solutions	Security Services	10,744.84	10,744.84
G-04212	Tulin LaFollette	Programming Activities	43.39	43.39
G-04213	Curtiss Ray	Vehicle Parts & Repairs	145.83	145.83
G-04214	RB Floor Care Services Inc.	Janitorial Services	857.00	
		Janitorial Services	2,216.00	
		Janitorial Services	476.00	3,549.00
G-04215	Veolia Energy Oklahoma City,	Veolia Energy Services	28,937.75	28,937.75
G-04216	Tyler Outdoor Advertising, LLC	Library-related Services	3,070.00	3,070.00
G-04217	JobDig/LinkUp	Library-related Services	350.00	350.00
G-04218	The Terminix International Co.	Janitorial Services	688.00	
		Janitorial Services	297.00	

** Continued **

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose	Amount	
	** Continued **			
G-04218	The Terminix International Co.	Janitorial Services	251.00	
		Maintenance of Facilities	784.00	2,020.00
G-04219	ThyssenKrupp Elevator	Maintenance of Facilities	2,011.36	2,011.36
G-04220	Oklahoma Turnpike Authority	Turnpike Tolls	50.95	50.95
G-04221	Angie Walton	Transportation	353.47	
		Transportation	26.61	380.08
G-04222	Anne Hall	Transportation	56.16	56.16
G-04223	Louise A Washburn	Programming Activities	100.00	100.00
G-04224	C.O.T.P.A.	Parking	500.00	500.00
G-04225	Signature Landscape LLC	Maintenance of Facilities	3,001.34	
		Maintenance of Facilities	2,081.67	5,083.01
G-04226	Christopher Stofel	Transportation	195.28	195.28
G-04227	Gillian Knoke McFall	Programming Activities	35.27	35.27
G-04228	Republic Services	Recycling Waste	238.00	
		Recycling Waste	224.00	
		Recycling Waste	189.25	
		Recycling Waster	117.00	
		Recycling Waste	65.00	833.25
G-04229	Petra Colindres	Programming Activities	50.00	50.00
G-04230	Steve Owens	Maintenance of Facilities	500.00	500.00
G-04231	Kiley B Atkinson	Transportation	111.73	111.73
G-04232	YourMembership.com, Inc.	Library-related Services	500.00	500.00
G-04233	Catherine D Beavin	Professional Services	1,920.00	1,920.00
G-04234	John A Marshall Co.	Furniture,Fixtures,&Equip	2,077.92	2,077.92
G-04235	Matthew Ryan Ward	Programming Activities	520.00	520.00
G-04236	Tara Golden	Programming Activities	34.61	34.61
G-04237	AccTwo Shared Services, LLC	Capital Projects	1,245.12	1,245.12
G-04238	Geraldine Adams	Supplies	169.82	169.82
G-04239	Mun. Employees Credit Union	Employee Credit Union Ded	10,469.51	10,469.51
G-04240	United Way of Central Oklahoma	United Way Deductions	519.50	519.50
G-04241	HealthSmart Benefit Solutions	Dependent Life Deductions	182.50	182.50
G-04242	Nationwide Retirement Solution	457 Plan Deductions	4,111.38	4,111.38
G-04243	Transamerica Premier Life	Employee Life Ins Deduct	247.42	247.42
G-04244	Bank of Okla-Institutional	DB Retirement Deductions	2,558.98	2,558.98
G-04245	Bank of Oklahoma	Flexible Spend Acct Deduc	5,047.45	5,047.45
G-04246	MassMutual Financial Group	Employee Contrib Plan	24,587.93	
		Employer Contrib DC Plan	43,453.69	68,041.62
G-04247	Vision Service Plan of	Employee Deduct Vision	1,243.26	1,243.26
G-04248	Administrative Services	Short Term Disabl Deduct	1,550.58	1,550.58
G-04249	UNUM Life Insurance	LTC Premium	1,132.60	1,132.60
G-04250	Paycom Payroll LLC	Employee Taxes	575,776.74	
		Group Insurance	1,265.00	
		Employer Payroll Taxes	47,656.30	
		Automation	5,719.19	630,417.23
G-04251	Metropolitan Library System	Ins Fund Dep-Health Prem	32,688.50	32,688.50
G-04252	City of Del City	Rent of Library Buildings	400.00	400.00
G-04253	O G & E	Electrical Services	2,194.61	
		Electrical Services	887.51	
		Electrical Services	2,303.57	5,385.69
G-04254	Oklahoma Natural Gas Co.	Gas Services	106.01	
		Gas Services	101.22	207.23

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
G-04255	City of Bethany	Water & Garbage Services	121.41	121.41
G-04256	City of Oklahoma City	Water & Garbage Services	581.10	
		Water & Garbage Services	392.31	
		Water & Garbage Services	261.43	
		Water & Garbage Services	253.91	
		Water & Garbage Services	289.75	
		Water & Garbage Services	80.01	1,858.51
G-04257	Southwestern Stationers, Inc.	Printing/Printing Supply	849.00	849.00
G-04258	Demco, Inc.	Supplies	28.94	28.94
G-04259	Gaylord Bros.	Supplies	467.30	467.30
G-04260	Oriental Trading Company	Programming Supplies	348.66	348.66
G-04261	AT&T	Telephone Services	386.76	
		Telephone Services	419.77	
		Telephone Services	433.27	1,239.80
G-04262	Baker & Taylor Books	Books & Materials	1,169.70	1,169.70
G-04263	Susie Beasley	Postage	47.00	47.00
G-04264	Charles S. Isaacs	Telephone Services	35.00	35.00
G-04265	Taryn Kingery	Programming Activities	31.34	31.34
G-04266	Maintenance Connection	Maintenance of Facilities	1,797.30	1,797.30
G-04267	Best of Books	Books & Materials	41.56	41.56
G-04268	Thorndike/Gale Group	Books & Materials	903.76	903.76
G-04269	Hunter's Battery Warehouse	Vehicle Parts & Repairs	419.80	419.80
G-04270	Live Oak Media	Books & Materials	164.76	164.76
G-04271	Matthew Bender	Books & Materials	1,887.66	1,887.66
G-04272	HealthSmart Benefit Solutions	Grp Life Ad&D Ins Prm-May	63,268.64	63,268.64
G-04273	Staples Credit Plan	Supplies	36.49	36.49
G-04274	Independent Stationers	Supplies	21.23	
		Supplies	269.50	290.73
G-04275	Lanny B. Myers	Telephone Services	35.00	35.00
G-04276	Swadley's Restaurant	Programming Activities	899.00	899.00
G-04277	Scott's Printing & Copying	Printing/Printing Supply	2,744.92	
		Printing/Printing Supply	567.24	3,312.16
G-04278	OCLC, Inc.	Network Catalog Services	4,434.78	4,434.78
G-04279	Ingram Library Service	Books & Materials	1,054.68	1,054.68
G-04280	Veritiv Operating Company	Maintenance Supplies	2,212.72	2,212.72
G-04281	Walker Companies	Maintenance of Facilities	10.00	10.00
G-04282	OverDrive, Inc.	Network Catalog Services	144.00	
		Books & Materials	22,648.73	22,792.73
G-04283	Findaway World, LLC	Books & Materials	279.94	279.94
G-04284	Deborah Williams	Programming Activities	1,000.00	1,000.00
G-04285	AV Cafe Inc	Books & Materials	94.56	94.56
G-04286	Matthew Cotter	Telephone Services	35.00	
		Telephone Services	35.00	70.00
G-04287	Ingram Library Service	Books & Materials	1,964.67	1,964.67
G-04288	Melody A. Kellogg	Transportation	199.32	199.32
G-04289	Jana Hausburg	Supplies	2.15	2.15
G-04290	Center Point Large Print	Books & Materials	1,294.20	1,294.20
G-04291	Cox Media Oklahoma City	Library-related Services	910.00	910.00
G-04292	Karen Casey	Programming Activities	47.18	
		Programming Activities	32.82	80.00
G-04293	Evans Hardware	Maintenance of Facilities	11.87	
		Maintenance of Facilities	12.26	24.13

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
G-04294	Batteries Sooner LLC	Maintenance of Facilities	41.66	
		Maintenance of Facilities	29.95	71.61
G-04295	Heidi A. Port	Transportation	193.61	193.61
G-04296	ProQuest	Books & Materials	71,762.00	
		Books & Materials	63,381.00	
		Books & Materials	36,640.00	171,783.00
G-04297	SCIENCE MUSEUM OKLAHOMA	Programming Activities	3,045.00	3,045.00
G-04298	Neofunds by Neopost	Postage	3,000.00	3,000.00
G-04299	MAC Systems, Inc.	Maintenance of Facilities	230.00	
		Maintenance of Facilities	108.00	338.00
G-04300	Joy E. Cavett	Programming Activities	50.00	
		Programming Activities	150.00	200.00
G-04301	Chase Card Services	Automation Contractual	9.99	
		Travel Expenses	209.88	
		Professional Services	28.00	
		Automation Contractual	20.00	
		Professional Services	280.00	
		Maintenance Supplies	262.80	
		Supplies	54.94	
		Professional Services	865.00	
		Professional Services	238.37	
		Automation	300.00	
		Professional Services	189.94	
		Professional Services	280.00	
		Travel Expenses	2,811.40	
		Automation	119.99	
		Supplies	195.44	
		Professional Services	642.90	
		Professional Services	257.16	
		Maintenance of Facilities	170.06	
		Maintenance Supplies	171.18	
		Memberships	265.00	
		Vehicle Repair	557.21	
		Maintenance Supplies	305.00	
		Professional Services	85.00	
		Professional Services	150.00	
		Professional Services	445.00	
		Automation	360.00	
		Automation	449.00	
		Travel Expenses	848.50	
		Professional Services	445.00	
		Maintenance of Facilities	54.78	
		Supplies	45.82	
		Professional Services	24.00	
		Printing&Printing Supplie	350.00	
		Programming Activities	255.00	
		Professional Services	730.00	12,476.36
G-04302	Amazon/GE Money Bank	Programming	240.78	
		Programming	38.81	
		Supplies	210.09	
		Maintenance of Facilities	55.17	544.85
G-04303	Florencia M Briglie	Programming Activities	150.00	150.00

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
G-04304	United Parcel Service	Postage	469.86	469.86
G-04305	John Wood	Telephone Services	45.00	45.00
G-04306	Shren Sylvester	Transportation	36.88	36.88
G-04307	Vision Service Plan of	Grp Vision Ins Prem-May	2,536.27	2,536.27
G-04308	Baker & Taylor Books	Books & Materials	434.66	434.66
G-04309	Cox Communications, Inc.	Telephone Services	545.45	
		Telephone Services	612.00	1,157.45
G-04310	KFOR-TV	Library-related Services	1,000.00	1,000.00
G-04311	Baker & Taylor Entertainment	Books & Materials	2,800.80	
		Books & Materials	550.73	
		Books & Materials	6,696.54	10,048.07
G-04312	Metropolitan Library System	Grp Hlth/Dtl Ins Prem-May	186,943.03	186,943.03
G-04313	Walmart Community/GECRB	Programming Activities	32.46	
		Safety Supplies	261.90	
		Programming Activities	25.50	
		Supplies	27.24	
		Programming Activities	145.56	
		Other Commodities	43.86	
		Programming Activities	40.73	577.25
G-04314	Coop's Buttons	Supplies	103.49	103.49
G-04315	Metro Monitor, Inc.	Library-Related Services	95.00	95.00
G-04316	Engineered Equipment Inc.	Maintenance of Facilities	74.14	
		Maintenance of Facilities	90.20	164.34
G-04317	David Calhoun	Transportation	6.43	6.43
G-04318	SmithKor Investments LLC	Rent of Library Buildings	7,461.62	7,461.62
G-04319	Albert Brown	Telephone Services	35.00	35.00
G-04320	Firetrol Protection Systems	Maintenance of Facilities	204.00	204.00
G-04321	Worth Hydrochem of Oklahoma	Maintenance of Facilities	95.00	95.00
G-04322	Cox Communications, Inc.	Telephone Services	3,813.44	
		Telephone Service	358.88	
		Telephone Service	426.67	4,598.99
G-04323	Baker & Taylor Books	Books & Materials	3,766.66	
		Books & Materials	2,066.30	
		Books & Materials	3,199.61	
		Books & Materials	4,625.92	
		Books & Materials	4,560.81	
		Books & Materials	1,647.95	19,867.25
G-04324	Baker & Taylor Books	Books & Materials	595.71	
		Books & Materials	2,094.32	
		Books Materials	289.98	
		Books & Materials	3,105.48	6,085.49
G-04325	Baker & Taylor Books	Books & Materials	2,001.15	
		Books & Materials	184.46	2,185.61
G-04326	Trak-1 Technology, Inc.	Professional Services	209.08	209.08
G-04327	Pioneer Library System Found	Other Commodities	200.00	200.00
G-04328	Meaghan Hunt Wilson	Travel Expenses	1,906.30	
		Professional Services	30.00	1,936.30
G-04329	G4S Secure Solutions	Security Services	11,341.35	11,341.35
G-04330	Superior Linen Service	Programming Activities	58.00	58.00
G-04331	Rachel Kopchick	Transportation	165.49	165.49
G-04332	Gail C Ingram	Programming Activities	150.00	150.00
G-04333	RB Floor Care Services Inc.	Janitorial Services	2,958.00	2,958.00

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Number	Vendor/Payee	Purpose		Amount
G-04334	Starfall Education Foundation	Automation	2,850.00	2,850.00
G-04335	Mackin	Books & Materials	837.13	837.13
G-04336	KOCO	Library-related Services	2,825.00	2,825.00
G-04337	UNUM Life Insurance	Grp LTC Insurance Prm-May	1,336.00	1,336.00
G-04338	Matthew Logo Falepouono	Telephone Services	35.00	35.00
G-04339	Deborah A Crabtree-Fedder	Programming Activities	50.00	50.00
G-04340	CLP Frontier City, LLC	Programming Activities	1,469.79	1,469.79
G-04341	Paul Daniel Medina	Programming Activities	75.00	75.00
G-04342	Templo de Alabanza	Capital Projects	1,500.00	1,500.00
G-04343	OOCO	Library-related Services	1,000.00	1,000.00
G-04344	Emily Smith	Programming Activities	6.49	6.49
G-04345	news9.com	Library-related Services	1,800.00	1,800.00
G-04346	Bradford Industrial Supply	Maintenance of Facilities	13.78	
		Maintenance of Facilities	19.06	
		Maintenance of Facilities	10.82	
		Maintenance of Facilities	12.91	56.57
G-04347	O G & E	Electrical Services	922.28	
		Electrical Services	8,845.65	
		Electrical Services	1,867.80	
		Electrical Services	1,230.82	12,866.55
G-04348	Oklahoma Natural Gas Co.	Gas Services	20.96	
		Gas Services	42.36	
		Gas Services	96.07	
		Gas Services	36.46	
		Gas Services	119.69	
		Gas Services	21.18	
		Gas Services	96.47	
		Gas Services	103.81	
		Gas Services	36.84	573.84
G-04349	City of Oklahoma City	Water & Garbage Services	859.96	859.96
G-04350	Locke Supply Co.	Maintenance of Facilities	5.50	
		Maintenance of Facilities	8.45	
		Maintenance of Facilities	47.53	61.48
G-04351	MASSCO Maintenance Supply Co.	Maintenance Supplies	62.00	62.00
G-04352	Eales Electronics Corp.	Maintenance of Facilities	50.00	50.00
G-04353	Hewlett Packard Enterprise Co	Automation Contractual	8,338.00	8,338.00
G-04354	AT&T	Telephone Services	145.82	145.82
G-04355	Baker & Taylor Books	Books & Materials	5,619.40	5,619.40
G-04356	ALA Order Fulfillment	Programming Supplies	281.00	281.00
G-04357	Recorded Books, LLC	Books & Materials	366.98	366.98
G-04358	Encyclopedia Britannica, Inc.	Books & Materials	4,382.65	4,382.65
G-04359	Arphax Publishing Co	Books & Materials	2,850.00	2,850.00
G-04360	Thorndike/Gale Group	Books & Materials	827.73	
		Books & Materials	4,606.93	5,434.66
G-04361	Deborah S. McPherson	Programming Activities	22.80	22.80
G-04362	HealthSmart Benefit Solutions	Group Insurance	358.00	358.00
G-04363	BayScan Technologies	Automation Contractual	850.00	850.00
G-04364	Spaces, Inc.	Furniture	7.76	7.76
G-04365	OHC of the Southwest, P.A.	Professional Services	279.00	279.00
G-04366	Blackstone Audio Books	Books & Materials	110.00	110.00
G-04367	Ingram Library Service	Books & Materials	1,505.05	
		Books & Materials	929.99	2,435.04

MLC – June 16, 2016
MLS – Financial Statement & Review of Expenditures May 2016
    Prepared by: Deputy Executive Director/Finance & Support
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Number	Vendor/Payee	Purpose		Amount
G-04368	Summit Mailing Systems, Inc.	Postage	324.95	324.95
G-04369	Lakeshore Learning Materials	Programming Activities	36.76	36.76
G-04370	OverDrive, Inc.	Books & Materials	1,135.50	
		Books & Materials	7,121.07	8,256.57
G-04371	Findaway World, LLC	Books & Materials	384.13	384.13
G-04372	Scovil & Sides Hardware Co.	Capital Projects	2,163.00	
		Capital Projects	1,442.00	3,605.00
G-04373	Deborah Williams	Programming Activities	500.00	500.00
G-04374	Ginger Waldrip	Programming Activities	100.00	100.00
G-04375	Aqualife Aquarium Systems, Inc	Maintenance of Facilities	98.50	98.50
G-04376	AV Cafe Inc	Books & Materials	3,433.66	
		Books & Materials	79.34	3,513.00
G-04377	Ingram Library Service	Books & Materials	583.90	583.90
G-04378	Melody A. Kellogg	Professional Services	30.00	
		Travel Expenses	819.62	849.62
G-04379	Perry Publishing Co	Periodicals & Subscriptio	20.00	20.00
G-04380	Center Point Large Print	Books & Materials	1,346.31	1,346.31
G-04381	Studio Architecture PC	Capital Projects	1,261.00	1,261.00
G-04382	Dana Beach	Programming Activities	53.56	53.56
G-04383	Cox Media Oklahoma City	Library-related Services	5,000.00	5,000.00
G-04384	Evans Hardware	Maintenance of Facilities	10.67	10.67
G-04385	Ellen I. Mercer	Programming Activities	40.00	40.00
G-04386	Joy E. Cavett	Programming Activities	150.00	
		Programming Activities	100.00	250.00
G-04387	Amazon/GE Money Bank	Programming Supplies	117.24	
		Programming Supplies	122.99	
		Programming Supplies	93.09	
		Supplies	15.99	
		Programming	67.70	
		Programming	69.71	
		Supplies	65.65	
		Supplies	40.86	
		Supplies	16.27	609.50
G-04388	United Parcel Service	Postage	412.22	412.22
G-04389	Baker & Taylor Entertainment	Books & Materials	1,622.86	
		Books & Materials	1,412.26	
		Books & Materials	783.51	3,818.63
G-04390	Daniel Fields	Programming Activities	50.00	50.00
G-04391	Walmart Community/GECRB	Programming Activities	67.87	67.87
G-04392	Engineered Equipment Inc.	Maintenance of Facilities	68.40	68.40
G-04393	Career Cruising	Books & Materials	13,400.00	13,400.00
G-04394	AT&T	Telephone Services	220.98	220.98
G-04395	Cox Communications, Inc.	Telephone Service	12.94	12.94
G-04396	Baker & Taylor Books	Books & Materials	2,362.41	
		Books & Materials	2,033.31	
		Books & Materials	1,428.37	
		Books & Materials	1,155.74	
		Books & Materials	3,459.82	
		Books & Materials	1,627.73	
		Books & Materials	2,445.13	
		Books & Materials	2,959.23	
		Books & Materials	6,342.81	

** Continued **

General Fund F.Y. 15-16   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
	** Continued **			
G-04396	Baker & Taylor Books	Books & Materials	274.49	24,089.04
G-04397	Baker & Taylor Books	Books & Materials	582.23	
		Books & Materials	1,166.18	
		Books & Materials	846.11	
		Books & Materials	3,251.73	
		Books & Materials	7,338.98	
		Books & Materials	434.58	13,619.81
G-04398	Sally Phillips	Postage	25.60	25.60
G-04399	Cisco Systems Capital CRP	Automation Contractual	662.29	662.29
G-04400	G4S Secure Solutions	Security Services	11,406.87	11,406.87
G-04401	Cheryl Coleman	Programming Activities	75.82	75.82
G-04402	Quik Print	Programming Activities	114.10	114.10
G-04403	Joe H Shelton	Programming Activities	43.33	43.33
G-04404	Provantage LLC	Automation	181.97	181.97
G-04405	Amy Upchurch	Programming Activities	31.60	
		Programming Activities	33.69	
		Programming Activities	20.23	85.52
G-04406	Brandon Beckham	Other Commodities	50.00	50.00
G-04407	Mark D Vance	Telephone Services	35.00	35.00
G-04408	Jon Vodka	Telephone Services	35.00	35.00
G-04409	Angie Walton	Professional Services	100.00	100.00
G-04410	Nathan L Brown	Programming Activities	175.00	175.00
G-04411	Gillian Knoke McFall	Programming Activities	80.00	80.00
G-04412	Joel M Flugstad	Programming Activities	50.00	50.00
G-04413	TriWellness LLC	Professional Services	2,322.75	2,322.75
G-04414	Justin Dieball	Programming Activities	150.00	150.00
G-04415	Jared E Bowen	Programming Activities	50.00	50.00
G-04416	Lunar Sooners	Programming Activities	200.00	200.00
G-04417	Lindsay Jones	Programming Activities	33.53	33.53
G-04418	AccTwo Shared Services, LLC	Capital Projects	9,996.00	9,996.00
G-04419	LOWELL S ROSS	Professional Services	1,649.15	1,649.15
G-04420	Mun. Employees Credit Union	Employee Credit Union Ded	10,469.51	10,469.51
G-04421	United Way of Central Oklahoma	United Way Deductions	519.50	519.50
G-04422	Nationwide Retirement Solution	457 Plan Deductions	4,111.38	4,111.38
G-04423	Transamerica Premier Life	Employee Life Ins Deduct	247.42	247.42
G-04424	Bank of Okla-Institutional	DB Retirement Deductions	2,683.64	2,683.64
G-04425	Bank of Oklahoma	Flexible Spend Acct Deduc	5,047.45	5,047.45
G-04426	MassMutual Financial Group	Employee Contrib DC Plan	25,013.49	
		Employer Contrib DC Plan	44,149.43	69,162.92
G-04427	Administrative Services	Short Term Disab Deduct	1,535.75	1,535.75
G-04428	Paycom Payroll LLC	Employee Taxes	607,719.97	
		Payroll Taxes	49,976.06	
		Payroll Automation	5,735.78	663,431.81
G-04429	Metropolitan Library System	Ins Fund Dep-Health Prem	11,077.00	11,077.00
G-04430	Bradford Industrial Supply	Maintenance of Facilities	737.00	
		Maintenance of Facilities	17.99	754.99
G-04431	O G & E	Electric Services	548.28	
		Electrical Services	160.30	
		Electrical Services	1,148.65	
		Electrical Services	125.69	1,982.92
G-04432	Oklahoma Natural Gas Co.	Gas Services	120.68	120.68

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Number	Vendor/Payee	Purpose		Amount
G-04433	City of Oklahoma City	Water & Garbage Services	46.33	
		Water & Garbage Services	99.46	
		Water & Garbage Services	59.62	205.41
G-04434	Southwestern Stationers, Inc.	Supplies	182.52	182.52
G-04435	Locke Supply Co.	Maintenance of Facilities	16.97	
		Maintenance of Facilities	15.82	
		Maintenance of Facilities	7.95	40.74
G-04436	Tech-Lock	Maintenance of Facilities	11.50	
		Maintenance of Facilities	2.00	13.50
G-04437	Demco, Inc.	Furniture,Fixtures&Equip	1,120.40	
		Supplies	2,422.00	3,542.40
G-04438	Gale/ Cengage Learning, Inc.	Books & Materials	149,276.18	149,276.18
G-04439	City of Warr Acres	Water & Garbage Services	55.15	55.15
G-04440	Standard Printing Co., Inc.	Supplies	1,238.00	1,238.00
G-04441	U.S. Postal Service	Postage	15,000.00	15,000.00
G-04442	Northwest Chamber	Memberships	300.00	300.00
G-04443	Ebrahim Ejtehadi	Programming Activities	6.13	6.13
G-04444	Penguin Random House LLC	Books & Materials	127.50	127.50
G-04445	Ingram Library Service	Books & Materials	739.05	
		Books & Materials	1,193.07	1,932.12
G-04446	Albert H Bostick, Jr.	Programming Activities	500.00	500.00
G-04447	OverDrive, Inc.	Books & Materials	697.26	
		Books & Materials	10,420.22	
		Books & Materials	1,010.32	12,127.80
G-04448	Findaway World, LLC	Books & Materials	5,039.88	5,039.88
G-04449	Russell Interiors	Maintenance of Facilities	1,180.00	1,180.00
G-04450	Porch School Supply	Programming Supplies	37.79	37.79
G-04451	Ginger Waldrip	Programming Acitivies	100.00	100.00
G-04452	Ingram Library Service	Books & Materials	1,112.81	1,112.81
G-04453	Susan Pierce	Programming Activities	448.00	
		Programming Activities	56.00	504.00
G-04454	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-04455	Evans Hardware	Maintenance of Facilities	9.49	9.49
G-04456	Batteries Sooner LLC	Maintenance of Facilities	47.60	47.60
G-04457	Associated Appliance, Inc.	Maintenance of Facilities	52.20	52.20
G-04458	Scholastic Inc	Programming Activities	506.08	506.08
G-04459	Southwest Paper - OKC	Maintenance Supplies	1,222.85	1,222.85
G-04460	Westlake Hardware	Maintenance of Facilities	26.47	
		Maintenance of Facilities	11.48	37.95
G-04461	Contractors Supply Co.	Maintenance of Facilities	28.74	28.74
G-04462	SCIENCE MUSEUM OKLAHOMA	Programming Activities	200.00	
		Programming Activities	200.00	
		Programming Activities	200.00	
		Programming Activities	200.00	800.00
G-04463	Postmaster	Postage	4,000.00	4,000.00
G-04464	United Parcel Service	Postage	584.04	584.04
G-04465	Andrew N. Soliven	Professional Services	360.00	360.00
G-04466	Southern Hardlines, Inc.	Maintenance of Facilities	28.26	28.26
G-04467	Reduxion Theatre	Programming Activities	100.00	100.00

General Fund F.Y. 15-16 — **Warrant Register** — May 2016

Number	Vendor/Payee	Purpose		Amount
G-04468	Baker & Taylor Entertainment	Books & Materials	1,072.67	
		Books & Materials	172.68	
		Books & Materials	3,249.07	
		Books & Materials	3,052.19	7,546.61
G-04469	Walmart Community/GECRB	Supplies	16.56	16.56
G-04470	The Meadows	Library-related Services	44.55	44.55
G-04471	John L. Hilbert	Programming Activities	84.78	84.78
G-04472	O'Reilly Automotive Stores,	Vehicle Parts & Repairs	17.94	17.94
G-04473	Weatherford Daily News	Periodicals/Subscriptions	138.00	138.00
G-04474	SMC Technologies, Inc	Maintenance of Facilities	377.64	377.64
G-04475	Cox Communications, Inc.	Telephone Service	13.90	13.90
G-04476	Joshua Jordan	Programming Activities	9.82	9.82
G-04477	Baker & Taylor Books	Books & Materials	1,933.78	
		Books & Materials	2,382.16	
		Books & Materials	1,474.46	
		Books & Materials	1,553.75	
		Books & Materials	1,178.83	
		Books & Materials	4,897.13	
		Books & Materials	2,563.15	
		Books & Materials	3,993.70	
		Books & Materials	406.32	20,383.28
G-04478	Baker & Taylor Books	Books & Materials	5,165.41	
		Books & Materials	968.64	
		Books & Materials	1,708.83	7,842.88
G-04479	Baker & Taylor Books	Books & Materials	696.68	696.68
G-04480	Kara Fried	Programming Activities	13.01	13.01
G-04481	G4S Secure Solutions	Security Services	10,798.68	10,798.68
G-04482	Natasha Earle	Professional Services	1,200.00	1,200.00
G-04483	RB Floor Care Services Inc.	Janitorial Services	1,812.00	
		Janitorial Services	924.50	2,736.50
G-04484	Mackin	Books & Materials	2,168.15	2,168.15
G-04485	W M Corp	Supplies	7,792.78	7,792.78
G-04486	Merwin Inc	Maintenance of Facilities	327.00	
		Maintenance of Facilities	16.00	343.00
G-04487	C.O.T.P.A.	Parking	2,135.00	
		Parking	2,135.00	
		Parking	1,921.50	
		Parking	4,483.50	10,675.00
G-04488	Phillip Belt	Telephone Services	35.00	35.00
G-04489	Kristine Charter	Professional Services	1,200.00	1,200.00
G-04490	OrangeBoy, Inc.	Professional Services	3,805.00	3,805.00
G-04491	Gloria Melchor	Programming Activities	79.07	79.07
G-04492	Heather Zeoli	Transportation	133.38	133.38
G-04493	Kristin Jones	Programming Activities	20.33	20.33
G-04494	Pamela Kay Morgan	Programming Activities	200.00	200.00
G-04495	YourMembership.com, Inc.	Library-related Services	500.00	
		Library-related Services	500.00	1,000.00
G-04496	Lindsay Jones	Programming Activities	50.90	50.90
G-04497	Brio Floor Care LLC	Maintenance of Facilities	400.00	
		Maintenance of Facilities	425.00	825.00
G-04498	Town of Jones City	Capital Projects	6,305.00	6,305.00

Total of FY 15-16 Warrants Issued $ 2,846,028.81

General Fund F.Y. 14-15   **Warrant Register**   May 2016

Number	**Vendor/Payee**	**Purpose**		**Amount**
G-05815	Spaces, Inc.	Furniture	9,500.00	9,500.00
		Total of FY 14-15 Warrants Issued		$ 9,500.00

Special Funds   **Warrant Register**   May 2016

Number	Vendor/Payee	Purpose		Amount
S-21086	Pedro R. Hernandez	Lost & Paid Item Returned	11.00	11.00
S-21087	Elizabeth Clark	Lost & Paid Item Returned	31.55	31.55
S-21088	Bethany D Hawkins &/or	Lost & Paid Item Returned	12.00	12.00
S-21089	Brianna R Cassel	Lost & Paid Item Returned	13.95	13.95
S-21090	LEA L MAY	Lost & Paid Item Returned	36.95	36.95
S-21091	Metropolitan Library System	Transfer of Fines & Fees	58,000.00	58,000.00
S-21092	Cheyanna Almaliki	Room Rental Refund	210.00	210.00
S-21093	Xerox Corp.	Copier Maintenance	24.95	
		Copier Maintenance	7.24	
		Copier Maintenance	9.66	
		Copy Maintenance	35.93	
		Copy Maintenance	43.15	
		Copy Maintenance	14.00	
		Copy Maintenance	19.92	
		Copy Maintenance	47.91	
		Copier Maintenance	60.06	
		Copier Maintenance	53.17	
		Copier Maintenance	26.91	
		Copier Maintenance	17.13	
		Copier Maintenance	45.96	
		Copier Maintenance	59.64	
		Copier Maintence	59.39	
		Copier Maintenance	57.48	
		Copy Maintenance	35.48	
		Copy Maintenance	55.71	
		Copy Maintenance	52.00	725.69
S-21094	Oklahoma Tax Commission	Copy Fund	300.01	300.01
S-21095	Konica Minolta Business	Copy Maintenance	181.10	181.10
S-21096	Amena Butler	16/Kirkpatrick/After Scho	400.00	400.00
S-21097	Savannah Mitchell	16/Kirkpatrick/After Scho	800.00	800.00
S-21098	Taryn Lyn Sutherland	16/KIRKPATRICK/AFTER SCHO	400.00	400.00
S-21099	Jerry A. Pickering	Lost & Paid Item Returned	59.90	59.90
S-21100	Oklahoma Tax Commission	Sales Tax	43.85	43.85
S-21101	Oklahoma Dept. of Libraries	Books Lost Account	54.98	54.98
S-21102	St Louis University	Books Lost Account	120.00	120.00
S-21103	Carl Johann Memorial Library	Books Lost Account	120.00	120.00
S-21104	Betty A Pazoureck	Lost & Paid Item Returned	24.00	24.00
S-21105	David Righthouse	Lost & Paid Item Returned	27.90	27.90
S-21106	Lauren P Weathersby	Lost & Paid Item Returned	41.90	41.90
S-21107	Metropolitan Library System	Transfer of Fines & Fees	42,000.00	42,000.00
S-21108	Oklahoma Tax Commission	Sales Tax	1,291.31	1,291.31
S-21109	Standley Systems	Copier Maintenance	14.49	14.49
S-21110	Jerry E. Stephens	Lost & Paid Item Returned	11.95	11.95
S-21111	Daisy Contreras	Lost & Paid Item Returned	7.30	7.30
S-21112	Margarita Escapa	Lost & Paid Item Returned	15.00	15.00
S-21113	Oriana M Ferreira	Lost & Paid Item Returned	17.00	17.00
S-21114	Cindy D Robinett	Lost & Paid Item Returned	22.00	22.00
S-21115	Joseph G Martine	Lost & Paid Item Returned	20.50	20.50
S-21116	R. Justin Herwig	Lee B Brawner Scholarship	450.00	450.00
S-21117	Metropolitan Library System	16/Friends/Gaems	3,041.00	3,041.00
S-21118	Metropolitan Library System	16/Henry Winkler Books	1,200.00	1,200.00
S-21119	James Doherty	Lost & Paid Item Returned	5.00	5.00

Special Funds   **Warrant Register**   May 2016
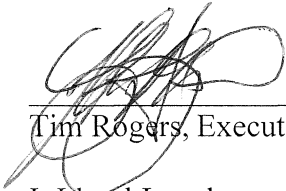
Number	Vendor/Payee	Purpose		Amount
S-21120	Lyle J Barbato	Lost & Paid Item Returned	18.95	18.95
S-21121	John W Brannon	Lost & Paid Item Returned	29.00	29.00
S-21122	Catherine Mannery	Lost & Paid Item Returned	11.95	11.95
S-21123	KATHLEEN FREY	Lost & Paid Item Returned	97.00	97.00
S-21124	Savannah Mitchell	16/Kirkpatrick/After Scho	400.00	
		16/Kirkpatrick/After Scho	200.00	600.00
S-21125	Kristin Jones	16/Donna Morris Scholarsh	1,200.00	1,200.00
S-21126	EMMA CARLEY	16/Donna Morris Scholarsh	1,800.00	1,800.00
S-21127	Jessica Morris	16/Lee Brawner Scholarshi	1,200.00	1,200.00
S-21128	Kathryn Hatfield	16/Lee Brawner Scholarshi	1,200.00	1,200.00
S-21129	Andrew N. Soliven	16/Lee Brawner Scholarshi	840.00	840.00

Total of Special Funds Warrants Issued $ 116,707.23

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

_____
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

_____6 - 9 -16_____
Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: MICROSOFT OFFICE 2016 PROFESSIONAL

Provided for in the FY2015-16 budget is the request to upgrade Microsoft Office Professional on the public computers.

Purchasing policy SF 200 section VI 14 states, "For acquisitions for contracts expected to cost $10,000 or more . . . The Library will seek current, qualified vendors to whom specifications will be sent inviting bids".

Staff's expectation is that bidding the cost of the Microsoft software will retail for approximately $800 per seat/copy. Additionally, Microsoft educational pricing is available at approximately $150 per copy.

TechSoup, a 501(c)3 nonprofit, offers libraries and other nonprofits more deeply discounted software through a group purchasing model which applies a small administrative fee. Microsoft software is available to libraries so long as it is installed only on public computers. The price of the software through TechSoup is $40 per copy or $23,400 for the 585 copies needed. Such a purchase through TechSoup, would save the Library $64,350.

The Library's purchasing policy provides for situations in which the Library would benefit from not bidding, when bidding is not feasible, or when other exceptions are necessary.   Specifically, SF 200 section VI # states:

> "The Commission shall be advised if any exceptions are made"

Based on the specific circumstances described above, Library staff wish to advise the Commission that it intends to purchase Microsoft software through TechSoup.

RECOMMENDATION:

That the Commission approve the upgrade purchase of Microsoft Office 2016 Professional from TechSoup in the amount of $23,400. Funding for the purchase is provided for in the FY2015-16 budget, account 410.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

To be provided for in the FY2016-17 budget is the request for Removable Adhesive Labels for the Library's System Reserve Process.

Specifications were prepared and bid packets were distributed.

A bid opening was held on June 2, 2016. Five bids were received. The tabulation is as follows:

Removable Adhesive Labels		
Vendor	**Cost Per Thousand**	
	4x3 – 3" Core	**4x3 – 1" Core**
Marpro Label	$15.23	$15.23
Reliance Barcode Solutions	$18.48	$18.48
Express, Inc.	$20.60	$30.50
Graphic Solutions, Inc.	$25.79	$25.79
Shamrock Scientific	$26.16	$26.16

RECOMMENDATION:

That the Commission approve the purchase of the Removable Adhesive Labels from Marpro Label at the above stated prices. Funding for the purchase is to be provided for in the FY2016-17 budget, account 303.

CONTRACT AWARDS AND PURCHASES
(Cont'd)

ITEM C: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS

The Library's purchasing policy requires that supply and service contracts be renewed annually by the Administration. The contractors listed below have performed their respective services satisfactorily and are recommended for renewal. The contracts will be renewed at the terms and conditions stated below.

Contractor	Supply/Service	Award Date	Est Annual Cost	FY 16 Unit Cost	FY 17 Unit Cost	Acct #
G4S	Uniformed Security Officers	11/21/13 Doc #46A	$550,000	$19.62/hr cal yr 2015	$19.62/hr cal yr 2016	214
Janitorial Services	Oklahoma Building Services	6/19/14 Doc #112J	$370,000	No unit cost increase		207
Reliance Label Solutions	Thermal Labels	Sole Source	$12,000	No unit cost increase		303
Demco	Indestructible CD Cases	Sole Source	$18,000	No unit cost increase		303
CDWG	McAfeeEndpoint-Protection Software	3/20/2014 Doc #83A	$19,000	No unit cost increase		231
CDWG	McAfeeEndpoint-WebFiltering-License	3/20/2014 Doc #83A	$13,000	No unit cost increase		231
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	$100,044	$7716.25/mo	$8337/mo	231
Chickasaw	Cisco Network & Telephone Maintenance	State Contract	$37,000	$29,415	$37,000	231
Bibliotheca	Maintenance & Support for Book Sorters	Sole Source	$42,000	$38,282	$42,000.00	231
TLC	ILS Annual Maintenance	Sole Source	$80,500	$74,000	$80,500	231
Comprise	POS Annual Maintenance	Sole Source	$17,000	$12,143	$17,000	231
Tech Logic	Media Surfer Annual Maintenance	Sole Source	$17,000	Initial maintenance		231
Signature Landscape	Lawn Maintenance	9/19/13 Doc #25A	$70,000	No unit cost increase		208
Terminix	Pest Control	6/19/14 Doc #112L	$18,000	No unit cost increase		207
Brodart	DVD Cases	5/15/14 Doc #101A	$15,000	No unit cost increase		303
Xpedx	Copy Paper	6/19/14 Doc #112N	$20,000	No unit cost increase		303
Xpedx	Georgia Pacific Products	6/19/14 Doc #112J	$50,000	No unit cost increase		310
Paycom	HR/Payroll	Sole Source	$160,000	No unit cost increase		231
Beyond Technology	Toner	6/19/15 Doc #112O	$100,000	No unit cost increase		303
Millicare/RB Floorcare	Carpet Cleaning	6/19/14 Doc #112P	$85,000	No unit cost increase		207

| ThyssenKrupp | Elevator Maintenance | 6/19/14 Doc #112A | $25,000 | No unit cost increase | 208 |
| Intacct | Accounting Software | Sole Source | $40,000 | No unit cost increase | 231 |

RECOMMENDATION:

That the Commission approve the renewal of the above contracts for the Fiscal Year 2016-2017. Funding for these contracts will be made available in the FY2016-17 budget.

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METROPOLITAN LIBRARY SYSTEM
TRANSFER OF FUNDS

From time to time, the administration has to request transfer of funds between accounts to reconcile budget fluctuations during a fiscal year.

Additional Appropriations

		Additional Budget Needed	Budget's New Total
Account 109	Workers' Compensation	$17,000	$218,571

Canceled Appropriations

		Amount Canceled	Account's New Total
Account 103	Payroll Taxes	$17,000	$1,310,654

Commission Action

That the Library Commission approve the transfer of funds as requested above.

REPORT AND RECOMMENDATIONS
FROM LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee met on April 28, 2016 for:

I.   Strategic Plan Update

II.   Discussion, Consideration and Possible Action: MLS Capital Projects Priorities

III.   Discussion, Consideration and Possible Action: Oklahoma City General Obligation Bond Capital Projects

IV.   Discussion, Consideration and Possible Action: FY 2016-17 Capital Projects

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION

1. Approve Capital Projects Priority List
2. Approval of the OKC GO Bond Project List

FINANCE COMMITTEE ACTION

1. Include funds to support the Belle Isle Library in the preliminary FY 2016-17 budget
2. Include funds to support the Bethany Library Project in the preliminary FY 2016-17 budget
3. Move funds to support the Del City Library Project from the 2016-17 Operating Budget to the Capital Reserves

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

LONG-RANGE PLANNING COMMITTEE

MINUTES

DATE: Thursday, April 28, 2016   TIME: 3:00 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, March 28, 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 the Downtown Library, 300 Park Avenue, Oklahoma City, on April 26, 2016, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS EXCUSED:

Tracy McDaniel
Alyne Strube

COMMISSION MEMBERS PRESENT:

Cynthia Friedemann

ESTIMATE OF OTHERS PRESENT: 10

I.   In the absence of a quorum Ms. Penny McCaleb, Chair referred to the Strategic Plan Update – requiring no action.

Mr. Rogers referred to the matrix which defines the mission, the vision, and the 20-year goal. The idea behind the matrix is that it provides all the key fundamental aspects behind the strategic plan with the exception of the metrics and it provides all the high level pieces. The mission, vision, and 20-year goal have been adopted by the commission. We see this as a relationship building process, which means we want to spark, build and hold our library members: spark members with undefined or weak relationships with Metro Library, build members with limited relationships, and hold members who generate high levels of value from their relationship with Metro Library. Mr. Rogers referred to the Prioritized Clusters and Outcomes. Each library has identified which of the clusters are most common in their service area. They've also identified who they feel they can make the most difference and are creating business plans which will be tied to specific activities. Mr. Rogers referred to the Organizational Measurements and explained each. Questions and discussion followed. Mr. Rogers provided handouts of Library Unbound. Library Unbound is the Library's new strategic plan, and all activities in the plan will focus on delivering the following experiences: Collection Anywhere – experiences that focus on delivering information anywhere, anytime; TeXperiences – experiences that use technology to enhance effectiveness and efficiency; Playful Learning – experiences that engage members in play and focus on learning; and InterReach – experiences that reach into the community from the local library. Examples of what each experience may include were also provided. Discussion followed.

II.   Roll was called to establish a quorum at 3:30 . Present: Hannah, Sosa, Toland, Tucker, McCaleb.

III.   Ms. McCaleb referred to Discussion, Consideration and Possible Action: MLS Capital Projects Priority List

Mr. Rogers referred to the Capital Projects Priority List (Document III - Attachment A). The list is an update to the Capital Projects Priority List presented to the committee last year. It outlines each project based on general needs staff has identified after comparing each location to our system wide benchmarks for facilities. The benchmarks were adopted by staff based on the criteria established and used as part of the design and building of the Patience S. Latting Northwest Library. Mr. Rogers explained the benchmarks and reported they are currently under review to make sure they are in line with the new Strategic Plan. Questions and discussion followed.

Mr. Rogers reported the Capitol Hill and Jones projects are still underway. We anticipate opening Capitol Hill in the winter of 2017 and Jones in the late fall of this year. Discussion followed.

One of the projects that has changed since last year is the Del City Project. Last year the project was No. 1 on the list and it is now No. 4. The Del City sales tax has not come in as they hoped so they have had to delay that project. It is likely to be 2019 or 2020 before the design development for the project begins.

Mr. Rogers reported the Belle Isle Library and Bethany Library projects will be happening fairly quickly.

Mr. Rogers referred to priority No. 3, the Collection Anywhere Center. Collection Anywhere is a new collection management model which will be housed at the former Maintenance Center. Discussion followed.

Edmond has extended its sales tax and is interested in renting a storefront that would be made available as a second library to test drive the market.

Mr. Rogers highlighted the remaining projects on the list. Questions and discussion followed.

Mr. Rogers highlighted and explained Attachment B – MLS Needs Assessment. The chart provides a more graphical view of the projects' design and construction phases along with a timeline to see how the projects will flow. Not every project from the priority list was included on the timeline. Discussion followed.

Ms. McCaleb called for a motion.

> **Ms. Beth Toland moved to recommend to the Metropolitan Library Commission approval of the Capital Projects priority list. Ms. Mary Sosa seconded. No further discussion. Motion passed unanimously.**

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

Mr. Rogers reported OKC Public Works staff have been in contact with Library staff to request a list of future projects to be funded through General Obligations Bonds. The proposed General Obligation Bond Project List outlines the projects staff believe should be funded through the bond process. Questions and discussion followed.

Ms. McCaleb called for a motion.

> **Ms. Susan Tucker 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 FY 2016-17 Capital Projects.

Mr. Rogers explained in order to move forward with capital projects in FY 2016-17, funding must be allocated from the Library's capital reserves to the operating budget. Staff is requesting that the Long-Range Planning Committee recommend to the Finance Committee inclusion of the new Bethany and renovated Belle Isle Library projects in the FY 2016-17 operating budget. In addition, because Del City has requested to delay design processes for the new Del City Library, we are asking that the remaining funding budgeted for the Del City project be placed back into capital reserves until it is needed. Questions and discussion followed.

> **Ms. Toland moved to recommend to the Finance Committee that funds to support the Belle Isle Library be included in the preliminary FY 2016-17 budget. Ms. Tucker seconded. No further discussion. Motion passed unanimously.**

> **Ms. Deanna Hannah moved to recommend to the Finance Committee that funds to support the Bethany Library Project be included in the preliminary FY 2016-17 budget. Ms. Toland seconded. No further discussion. Motion passed unanimously.**

> **Ms. Tucker moved to recommend to the Finance Committee that funding to support the Del City Library Project be moved from the 2016-17 operating budget to the capital reserves. Ms. Sosa seconded. No further discussion. Motion passed unanimously.**

VI. Ms. McCaleb called for additional questions and comments. There being no further discussion, the meeting was adjourned at 4:13 p.m.

_____
Tim Rogers, Executive Director
(Secretary)

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
Underway	Capitol Hill Library	A major renovation that includes adding nearly 9,000 sqft of space, 18 additional computers, and iPad lending is currently in progress. No expansion of the physical collection is planned.	54%	37%	64%	Capitol Hill Library currently does not meet any of the Library benchmarks because its square footage is insufficient. The additional space, equipment, and seating will bring the library in closer alignment with the benchmarks.	Opening -- Winter 2017	Fully Funded	Fully Funded	$ 337,000
Underway	Jones Library	A replacement facility is in progress, and will add more than 2,000 sqft for collections, technology, and gathering spaces.	45%	85%	20%	Jones Library does not currently meet any of the Library benchmarks because their square footage is insufficient. The additional space in the new facility, along with the equipment and seating will bring the library in closer alignment with the benchmarks.	Opening -- Fall 2016	Fully Funded	Fully Funded	$ 94,000
1	Belle Isle Library	The Belle Isle Library has served its community for over five decades and requires upgrades to meet today's modern library needs. While several renovations have included the replacement of shelving (2000), upgraded the meeting rooms (2000), and replaced the roof (2009), the mechanical, electrical and plumbing work is 50 years old. In September of 2015, Dewberry Architects was hired to perform a needs assessment for a new or expanded library. The Belle Isle Program Summary describes the proposed library with added space for use of the collection, double the number of computers, a meeting room that could hold up to 200 people, a quiet reading room, six study rooms and a children's program room.	60%	34%	50%	Belle Isle Library requires the replacement of the mechanical systems which are not in compliance with code, and which could fail at any time. In addition, Belle Isle computer availability is the lowest in the system. Belle Isle cannot meet Library benchmarks for Collection per Capita or Internet Computer Availability due to square footage limitations. Funding was providing by the 2007 OKC GO Bond.	Design -- 2017 Opening -- 2019	$ 4,667,000	$ 11,397,000	$ 414,000

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
2	Bethany Library	Dewberry Architects developed a program and conceptual design for the new Bethany Library based on community input, discussions with Bethany Building committee and Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The program is a 21st century library, with a variety of exterior and interior gathering spaces including exterior porches, drive up return, family restrooms, maker spaces, group study and quiet reading room. The new library will be located on the existing site just to the south of the existing library. The new Library is recommended to be 23,288 sqft with parking for 104. The building will include a multi-purpose meeting room for 240, a media lab to create electronic content and a multi-purpose room for 20 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children's program room, a quiet reading room, group study rooms as well as collection and computers to support adult, teens and children within the library. The new library will be designed to be the "3rd" place within the community. It will be open and approachable, allowing for social interaction, collaboration, study and research and lifelong learning.	82%	35%	48%	Bethany Library does not currently meet Library benchmarks for items needed, computer availability because their square footage is insufficient. The community interest and the election for the funding referendum made it obvious that this is seen as a critical issue in the City of Bethany.	Design - 2017 Opening -- Spring 2019	$ 2,324,000	$ 10,294,000	$ 231,500
3	Collection Anywhere Center	The former Maintenance Center is a 12,000 sqft facility currently being used to store equipment and furniture in preparation for it to be disposed of via surplus sale. The space will be turned into an inventory control center meant to house system-last-copies and other moderate use items that do not rate being located on library shelves, but will still be provided via catalog. All materials in the Collection Anywhere Center will be delivered to the location requested within one business day. The existence of this center will enable library staff to reduce the size of in-library collections without eliminating access to the materials.	NA	NA	NA	Collection Anywhere is a new collection management model that will focus on three things: 1) Digital Collections available to all users 24x7x365; 2) Smaller, higher circulating physical collections in each library; and 3) the Collection Anywhere Center that will provide access to titles that are less popular than the higher circulating items, but still broadly needed across the system.	Design -- 2017 Opening -- ????	Not Yet Known	Not Yet Known	Not Yet Known

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
4	Del City Library	The Library asked Dewberry Architects to develop a building program which after a community survey and interaction with city and Library staff, identified the need for an 18,200 sqft library. This facility would include meeting room capacity of 150, a media lab / computer lab for 25, a programming classroom for teens/adults/maker space, a children's program room, quiet reading room, and four small group study rooms. Of course it would also include ample space for the collection and increased space for the use of technology. A smaller program (14,000 sqft) was also developed to accommodate the funding identified by the city as being available for the project. This smaller plan eliminates or substantially reduces the amount of meeting, study, and multi-purpose space available. The larger program will increase existing library space by 10,000 sqft, while the smaller will increase it by 6,000.	59%	35%	40%	Del City does not currently meet Library benchmarks for Collection per Capita or Internet Computer Availability because their square footage is insufficient. The City has purchased and cleared land, and continues to raise the funding necessary to build a new facility.	Design -- 2019 Opening -- 2021	$ 2,820,000	$ 7,411,000	$ 324,000
5	Edmond Library	This project will provide a second Edmond library of comparable size. The services provided will mirror those provided at our current facility, and will incorporate a heighten sense of technology to deliver service.	75%	45%	68%	Edmond has the highest circulation per capita. Edmond does not meet Library benchmarks for Collection per Capita, Internet Computer Availability, or overall square footage per Item. Indications are that use is capped due to the physical restraints of the current facility and parking.	Design -- 2019 Opening -- 2022	$ 8,300,000	$ 22,400,000	$ 1,126,000

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
6	Almonte Library	The preliminary program for the new Almonte Library was developed by Dewberry Architects, and is the result of discussions with Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The new library will be located on a new site (not yet identified) of approximately 3.5 acres to be purchased by Oklahoma City. The new Library is recommended to be 24,405 sqft with parking for 110. The building will include a multi-purpose meeting room for 200, a media lab to create electronic content, a multi-purpose room for 20-30 to be used as a computer lab, a maker space or teen or adult programming, a children's program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children with in the library. The planning will include outside area for children's programming. The new library will be designed to be the "3rd" place within the community. The space will be open and approachable. The orientation and design will integrate daylighting and maximize sustainable features. The adult and teen spaces will allow for social interaction, collaboration, study and research and lifelong learning. The children's areas will be inviting and encourage learning and exploration.	52%	38%	68%	Almonte does not meet Library benchmarks for Collection per Capita or Internet Computer Availability because their square footage is insufficient. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability. Oklahoma City stated during the original planning that they would like to plan for a permanent space within five years of opening.	Design -- 2021 Opening -- 2024	$ 2,056,000	$ 11,486,000	$ 314,000
7	Ronald J. Norick Downtown Library	Some reconfiguration of space may be considered.	104%	36%	244%	The Downtown Library exceeds the Library benchmark for Collection per Capita and Square Footage, but is well below the Internet Computer Availability benchmark.	Design -- 2023 Opening -- 2024	$ -	$ 15,734,000	$ -

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
8	Village Library	This project will add space to the current facility to align it more closely to the benchmarks. Additionally, a reconfiguration of the space to allow for a slightly larger collection, more computer users, seating, and small group meetings. No program has yet been developed for this project.	76%	40%	64%	The Village does not meet Library benchmarks for Collection per Capita, Internet Computer Availability or Square Footage per Item because its current square footage is insufficient. This project will enable the library to better meet the needs of customers at the Village Library.	Design -- 2026 Opening 2028	$ 3,800,000	$ 14,600,000	$ 450,000
9	Ralph Ellison Library	The preliminary program for the expanded Ralph Ellison Library was created by Dewberry Architects, and is the result of discussions with Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The expanded library is recommended to be expanded to 23,600 sqft with parking for 94. This will require an approximately 7,000 sqft addition. The building will include a multi-purpose meeting room for 200, a media lab to create electronic content and a multi-purpose room for 20-30 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children's program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children with in the library. The new library will be designed to be the "3rd" place within the community. It will be open and approachable. The orientation and design will integrate daylighting and maximize sustainable features. The adult and teen spaces will allow for social interaction, collaboration, study and research and lifelong learning. The children's areas will be inviting and encourage learning and exploration.	76%	31%	120%	Ralph Ellison Library does not meet the Library Collection per Capita or the Internet Computer Availability benchmark. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability. In addition, this project will supply Ralph Ellison Library with much needed space for small group study, which is a forthcoming standard for all Metro libraries.	Design -- 2022 Opening -- 2024	$ 1,884,000	$ 6,571,000	$ -

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
10	Choctaw Library	This project will close in the current patio space, which is underutilized space, and create a reading lounge and/or group study spaces. No program has yet been created for this project.	116%	67%	97%	The Choctaw Library is in alignment with Library Collection per Capita and Square Footage per Item benchmarks, but is slightly under the Internet Computer availability benchmark. In addition, Choctaw's current outdoor patio consists of mostly under- or unutilized space, and by enclosing it, a reading lounge and/or quiet study spaces could be added.	Design -- 2023 Opening -- 2025	$ 400,000	$ 1,700,000	$ 37,000
11	NNE Library	Land only for a library in the far northeastern part of the county. No program has yet been created for this project.	NA	NA	NA	As population raises across the metro area, the Metropolitan Library System must prepare to provide the same high level of library service in the far northeastern part of the county as in other locations.	Not Yet Known		$ 614,000	Not Yet Known
12	SSW Library	The SSW Library assumes the construction of a 25,000 sqft library.	NA	NA	NA	As population raises across the metro area, the Metropolitan Library System must prepare to provide the same high level of library service in the far southwestern part of the county as in other locations.	Not Yet Known		$ 12,000,000	Not Yet Known
13	NNW Library	The NNW Library assumes the construction of a 25,000 sqft library.	NA	NA	NA	As population raises across the metro area, the Metropolitan Library System must prepare to provide the same high level of library service in the far northwestern part of the county as in other locations.	Not Yet Known		$ 12,000,000	Not Yet Known

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
14	Harrah	A replacement facility of at least 10,000 sqft would be built or acquired to meet the growing needs of the Harrah community. No program has yet been created for this project.	100%	79%	62%	The Harrah Library meets the Collection per Capita, but falls below the Library Internet Computer Availability and Square Footage per Item benchmarks. The overall square footage is insufficient to meet the benchmarks and as there is no space for expansion on the current site, a new facility will be required.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
15	Warr Acres	While no specific capital project is planned at Warr Acres, space use will be assessed to determine if a reconfiguration will bring it in line with Library benchmarks. No program has yet been created for this project.	65%	37%	56%	Warr Acres does not meet Library benchmarks for Collection per Capita, Internet Computer Availability or Square Footage per Item, however, the impact of the Patience Latting Northwest Library on the service area is still being studied. No capital project is currently recommended, though a reconfiguration of space may be needed to make better use of space.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
16	Southern Oaks Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	92%	41%	75%	Southern Oaks Library is within 75% of Library benchmarks Collection per Capita and Square Footage per Item. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
17	Midwest City Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	97%	36%	172%	Midwest City Library meets the Library benchmarks for Collection per Capita and exceeds the Square Footage per Item, but is well below the Internet Computer Availability benchmark.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Luther Library	No projects under consideration.	98%	182%	94%	Luther Library meets or exceed all Library benchmarks.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

Priority	Library	Project Description	Collection per Capita Library is within X% of Library benchmark	Internet Computer Availability Library is within X% of Library benchmark	Facility Square Footage per Item Library is within X% of Library benchmark	Justification	Preferred Time Frame	Library Project Costs (*based on 2016 dollars)	Total Project Costs (*based on 2016 dollars)	Ongoing Staffing Support Costs (*info only)
	Nicoma Park Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	21%	131%	47%	Nicoma Park does not meet Library benchmarks for Collection per Capita or Square Footage per Item because their square footage is insufficient. Because Nicoma Park is located near several other libraries, the need to renovate, expand, or replace the facility is rated fairly low.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Patience Latting Northwest Library	No projects under consideration.	100%	100%	100%	Northwest, is our newest library, that Library planned and implemented. It is used as the benchmark because it represents a good balance of supply and demand.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Wright Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	20%	35%	11%	Wright Library is well below all Library benchmarks. Its current square footage is insufficient to address any specific need. Wright is located near several other libraries.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	System Service Center	No projects under consideration.	NA	NA	NA	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

REPORT AND RECOMMENDATIONS
FROM THE PUBLIC SERVICES COMMITTEE

The Public Services Committee met May 26, 2016 for:

I.   Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~ Revisions to Metropolitan Library System Policy and Procedure Manual

- AL 100 – Services Area
- AL 200 – Eligibility
- AL 210 – Library Cards
- AL 212 – Card Signatures

II.   Discussion: Strategic Plan Overview and Connection to Future Policies

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

Approve the recommendation from the Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures).

METROPOLITAN LIBRARY COMMISSION

OF OKLAHOMA COUNTY

PUBLIC SERVICES COMMITTEE

MINUTES

Thursday	May 26, 2016	3:30 p.m.

Village Library
10307 N. Penn
The Village, OK 73120
(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 14, 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 the Downtown Library, 300 Park Avenue, Oklahoma City, on May 24, 2016, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Judy Smith, Chair
Bud Elder
Carolyn Leslie
Kim Patterson

COMMITTEE MEMBERS EXCUSED:

Rozz Grigsby
Lori Nelson

ESTIMATE OF OTHERS PRESENT: 6

I. The meeting was called to order at 3:35 p.m. by Ms. Judy Smith, Chair.

Roll was called to establish a quorum. Present: Elder, Leslie, Patterson, Smith.

II. Ms. Smith referred to Agenda Item II – Discussion, Consideration and Possible Action: Report and Recommendation from Administration ~ Revision to MLS Policy and Procedure Manual.

Ms. Smith referred AL 100 – Service Area and explained the revision to the policy. The revision removes the written description of the service area boundary. A sentence was also added to the policy which authorizes the executive director to create procedures based on the policy. Additionally, the authorization will be added to all policies. Questions and discussion followed.

Ms. Smith referred to AL 200 – Eligibility. Mr. Tim Rogers explained the revisions to the policy. The policy was revised to accommodate the language previously in the Library Card (AL 210) and Card Signature (AL 212) Policies, which would eliminate the individual policies. The procedural aspects of the policies have been removed. Questions and discussion followed.

Mr. Rogers referred to page 5 of 8; Paragraph 4) ONEcard Eligibility. ONEcard is the project the Library is working on incorporating with Oklahoma City Public Schools. Eventually it will be available to all the public school systems in Oklahoma County. The project will ensure every child can obtain a library card, without having to get a parent to fill out and sign an application. Students enrolled in Oklahoma County schools that participate in the program will automatically be eligible to access library resources. Discussion followed.

Mr. Rogers referred to Paragraph 3) School-Based Eligibility and suggested a change to the wording in sentence two of the paragraph. The recommended revision is: *Individuals eligible for school cards must attend or ~~teach~~ work (replace teach with work) at a school*…. The committee agreed to the revision.

Ms. Smith called for a motion from the committee.

> **Mr. Bud Elder moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures). Ms. Carolyn Leslie seconded. No further discussion. Motion passed unanimously.**

III. Ms. Smith referred to Agenda Item III – Discussion: Strategic Plan Overview and Connection to future Policies.

Mr. Rogers presented a PowerPoint overview of the Strategic and Business Planning Model. He referred to the Strategic Outline and Principles (SOaP) document, which identifies the Mission, Vision, 20 Year Goal and Core Values of the library system. Mr. Rogers explained each of the six Core Values. Discussion followed.

Mr. Rogers highlighted the three identified System Strategies – Provide experiences, not service; Craft relevant learning environments; Leverage our customer relationships. He reviewed the five measures that have been identified and will be used over the next three to five years to determine our success. Currently approximately 24% of households in Oklahoma County have an active library card. In FY 2016-17 the target is to increase Market Penetration by 20%. Currently, the Library loses two active cardholders for every one new cardholder it adds. Another target identified for FY 2016-17 is to increase member retention by 13%. Questions and discussion followed.

Mr. Rogers will present the Strategic and Business Planning Model to the commission in June.

IV. Ms. Smith called for questions or comments. There being no further business, Ms. Smith adjourned the meeting at 4:32 p.m.

_____

Tim Rogers, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

REVISIONS TO THE METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

Metropolitan Library System 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.

The Library's administration recommends for your consideration revisions to AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures).

AL 100 Service Area–Revisions Recap: The revision removes the written description of the service area boundary. The written description does not contribute to the definition of the service area. The Library's legal counsel advised that we keep the service area policy as general as possible since there are no legal statutes or documents that describe the boundary. A final sentence is added to give the executive director the authority to create procedures based on this policy.

AL 200 Eligibility—Revisions Recap: Card eligibility has been re-written to accommodate the language previously in the Library Card (AL 210) and Card Signature (AL 212) policies. The list of acceptable proofs of identification and details about card type capabilities/limitations have been moved into procedure. Language allowing for ONEcard eligibility has also been added into this policy.

AL 210 Library Cards—Revisions Recap: Administration proposes the elimination of this policy and movement of its language into AL 200 (Eligibility), where information about library card types and eligibility for each type will reside together. The specifics of each card type's functionality and limits will be written into procedure.

AL 212 Card Signatures–Revisions Recap: Administration proposes the elimination of this policy and movement of relevant language into AL 200 (Eligibility), to be kept with the rest of library card application requirements.

RECOMMENDATION FOR COMMITTEE ACTION

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures).

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Revisions to Metropolitan Library System Policy and Procedure Manual

Access to Libraries
AL 100 Service Area
Revised: 12/99, draft 5/16

~~Policy~~

In accordance with the Metropolitan Library Act Title 65 O.S. §552-553, 559 (see VG 310 Metropolitan Library Act), the Metropolitan Library System serves the entire Oklahoma County area plus all areas within the official Oklahoma City limits. ~~The boundaries generally run as follows:~~

~~A.~~ ~~Eastern Oklahoma County border: Pottawatomie Road~~

~~B.~~ ~~Northern Oklahoma County border: 248th Street on the north to County Line on the West~~

~~C.~~ ~~Northern Oklahoma City limits: South to NW 164th, west to Mustang Road, dipping to N. 150th, to east of Cemetery Road, back north to approximately N. 155th and on west to Richland Street~~

~~D.~~ ~~Western Oklahoma City limits, excluding Yukon and Mustang: Richland Street south to Wilshire, then east to Sara Road; south to approximately NW 39th, then west to Gregory Road; then south to the South Canadian River~~

~~E.~~ ~~Southern Oklahoma City limits: South Canadian River to west of Meridian, south to SW 179th, east to south Santa Fe, then zigzagging north between Santa Fe and Western to approximately SW 97th; then east to Bryant; back south to approximately SE 110th zigzagging to Sunnylane, south to approximately SE 156th, east approximately a mile and a half, south to SE 179th; east to Westminster, north a mile and a half, east a mile and a half; 1/2 mile north to SE 149th, east to Indian Meridian, east to Triple XXX Road, south zigzagging to Peebly Road east to Luther Road, 1/2 half mile north to SE 164th and east to Pottawatomie Road.~~

The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.

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Access to Libraries
AL 200 Account Eligibility
Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00; 10/04, draft 5/16

Policy

~~To fully use the~~ To utilize the Metropolitan Library System's full range of materials and services, ~~customer's~~ members may apply for a library account. ~~need to be a registered borrower with us, which means s/he must apply for a library card. The type of card a customer is eligible for is dependent upon where s/he resides and/or own property. In order to obtain a MLS library card, each registrant must offer proof of eligibility.~~ Member eligibility is based on the following criteria.

1) ~~Eligibility~~ Identification

Individuals must complete a library card application and provide both proof of identity ~~identification, one showing the~~ and proof of current address. ~~Picture identification is preferred. Persons age 17 or older must show identification to validate both identity and current address.~~ show two forms of ID~~.; persons under age 17 must show one. Acceptable identifications are:~~ Acceptable forms of identification are included in procedure (AL 200.1 Proof of Eligibility).

~~a) Driver's license, plus proof of local address.~~

~~b) Current vehicle insurance verification form.~~

~~c) Personal check with printed name and address.~~

~~d) Student ID card, with~~ ~~a photo picture~~ ~~of the student on it, or other~~

~~e) Acceptable evidence of current school or college enrollment.~~

~~f) Social Security card.~~

~~g) Medicare or other medical plan card.~~

~~h) Current credit card.~~

~~i) Military ID card, plus proof of local address. Include rank and serial number on the application.~~

~~j) Voter registration card.~~

~~k) Oklahoma County ad valorem property tax statement.~~

~~l) Parent or guardian's identification for students under age 17 who are unable to provide proof of eligibility, provided the parent or guardian meets eligibility requirements.~~

~~m) Utility bills or receipts postmarked within 30 days are acceptable for ADDRESS VERIFICATION ONLY.~~

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n) ~~Telephone directory verification is acceptable for a student applicant to show proof of address; also for an adult applicant IF the adult has provided at least one ID with his/her picture on it or two other sources for name verification.~~

o) ~~Staff may also verify address by calling directory assistance; however, this method must be in addition to one identification with picture or two other sources for name verification.~~

p) ~~Postcard (MLS form #011) mail-back procedure—staff is instructed to use this method for those who cannot meet the foregoing requirements.~~

q) ~~Pioneer Library System card~~

1) Primary Eligibility

Individuals eligible for primary cards meet one or more of the following criteria:

i) ~~Reside~~ or own real estate ~~with~~in the service area. (See AL 100 Service Area) ~~Oklahoma County or Oklahoma City~~

ii) ~~Own real estate in Oklahoma County or Oklahoma City~~

ii. Are employed by the Metropolitan Library System.

Primary Card Types:

i) Primary adult card: Includes all services offered by the Metropolitan Library System.

ii) Primary student card: Individuals below age 17 are issued primary student cards requiring a parent or guardian's signature. The parent or guardian listed on the account must provide acceptable forms of identification as listed in procedure 200.1.

  (1) Includes all services offered by the Metropolitan Library System, with the following exceptions:

  (2) Upon issuance, student cards may be used without a parent or guardian's signature for two weeks to check out no more than two items (other than videos rated R by the MPAA). Subsequent use requires the parent or guardian's signature.

  (3) Before any video rated R by the Motion Picture Association of America (MPAA) may be checked out, the parent or guardian must authorize those borrowing options.

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(4) The parent or guardian listed on the account may review the current borrowing record of their child.

2) Reciprocal Eligibility

The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. ~~Reciprocal service includes all services except books by mail and interlibrary loan.~~ Individuals eligible for reciprocal cards meet one or more of the following criteria:

i)   Reside, work or attend school in Cleveland County, McClain County or Pottawatomie County.

ii) Attend school in the Blanchard School District.

3) School-Based Eligibility

~~Adults or children~~ Individuals who do not qualify for primary or reciprocal service may be eligible for service based on the school they attend. Individuals eligible for school cards must attend or ~~teach~~ work at a school, college, or university in Oklahoma City or Oklahoma County. Cards issued under this provision are valid for only one year and eligibility must be verified annually. ~~School card service includes all Metropolitan Library services except interlibrary loan.~~

4) ONEcard Eligibility

ONEcard: Students enrolled in Oklahoma County schools that participate in the ONEcard partnership will automatically be eligible to access library resources. Students will remain eligible for this account type for as long as they are enrolled in a participating school or school district. Parents and guardians will be given the opportunity during school registration to decline ONEcard access for their student(s).

5) Annual Fee Accounts ~~and Cash Deposit Service~~:
For ~~persons~~ individuals who do not meet other eligibility criteria ~~listed above~~.

a)   An individual may use all services offered by ~~MLS~~ the library for one year by purchasing an annual fee card. (See SF 910 Fee Schedule) The annual fee is nonrefundable. Additional cards for immediate family members currently living in the same household may be obtained at no additional cost.

i)   ~~An individual may borrow items by making a cash deposit equal to the price of each item plus a processing fee (See SF 910 Fee Schedule). Checks are not an acceptable form of payment acceptable. The full cash deposit minus any~~

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~~fines incurred is refunded when the items are returned. Cash deposit service does not include interlibrary loan.~~

The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.

~~AL 210 Library Cards~~

~~AL 200 Eligibility~~
~~AL 210 Library Cards~~
~~Adopted Date: 07/85~~
~~Revised Date(s): 09/86, 01/88, 04/92, 9/92, 01/93, 10/94, 07/99, 12/99, 08/00, 10/04, 04/06, 06/13~~

~~Policy~~

~~The Metropolitan Library System offers four types of library cards:~~

1. ~~Primary cards: Includes all services offered by the Metropolitan Library System. Customers eligible for primary cards meet one or more of the following criteria:~~
   a. ~~Reside in Oklahoma County or Oklahoma City~~
   b. ~~Own real estate in Oklahoma County or Oklahoma City~~
   c. ~~Are employed by the Metropolitan Library System~~
2. ~~Reciprocal cards: The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. Reciprocal service includes all services except books by mail and interlibrary loan. Customers eligible for reciprocal cards meet one of the following criteria:~~
   a. ~~Reside, work or attend school in Cleveland County, McClain County or Pottawatomie County.~~
   b. ~~Attend school in the Blanchard School District.~~
3. ~~School-Based cards: Adults or children who do not qualify for primary or reciprocal service may be eligible for service based on the school they attend. Cards issued under this provision are valid for only one year and eligibility must be verified annually. School card service includes all MLS services except interlibrary loan. Members eligible for school cards must attend school in at Oklahoma City or Oklahoma County.~~
4. ~~ONEcard: Students enrolled in Oklahoma County schools participating in the ONEcard partnership will automatically be eligible to access library resources. Accounts will remain active for as long as the student is enrolled in a participating school or school district.~~
   a. ~~Parents and guardians will be given the opportunity during school registration to opt their student out of receiving ONEcard access.~~
5. ~~Annual Fee and Cash Deposit cards: For persons who do not meet eligibility criteria listed above.~~

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a. ~~An individual may use all services offered by MLS for one year by purchasing an annual fee card. (See SF 910 Fee Schedule [1]) The annual fee is nonrefundable. Additional cards for immediate family members currently living in the same household may be obtained at no additional cost.~~

b. ~~An individual may borrow items by making a cash deposit equal to the price of each item plus a processing fee. (See SF 910 Fee Schedule [1]) Checks are not acceptable. The full cash deposit minus any fines incurred is refunded when the items are returned. Cash deposit service does not include interlibrary loan.~~

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~~AL 210 Library Cards~~
~~AL 212 Card Signatures~~
~~Adopted Date: 07/85~~
~~Revised Date(s): 09/86, 01/88, 04/92, 09/92, 01/93, 10/94, 07/99, 12/99, 08/00, 10/04, 08/14~~

~~Policy~~

~~Each Metropolitan Library System library card has the following signature requirements:~~

1. ~~Persons age 17 or older are issued cards requiring no signature but their own. Services available depend on the person's eligibility. (see~~ Eligibility~~)~~
2. ~~Persons up to age 17 are issued student cards requiring a parent or guardian's signature. Services available depend on the person's eligibility (see~~ Eligibility~~) with the following additional stipulations:~~
   a. ~~Upon issuance, student cards may be used without a parent or guardian's signature for two weeks to check out no more than two items (other than videos rated R by the MPAA). Subsequent use requires the parent or guardian's signature.~~
   b. ~~Before any video rated R by the Motion Picture Association of America (MPAA) may be checked out, the parent or guardian must authorize those borrowing options.~~
   c. ~~Parents or guardians may review the current borrowing record of their child.~~
      i. ~~Note: Persons not yet in school or kindergarten are encouraged to borrow materials through another member of the family who holds a valid library card. However, persons not yet in school or kindergarten may be issued a card at the parent's or guardian's request.~~

MLC – Public Services Committee, May 26, 2016   Prepared by: Administration
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Revisions to Metropolitan Library System Policy and Procedure Manual

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met June 7, 2016 for:

I. Discussion, Consideration, and Possible Action: Revisions to MLS Policy and Procedure Manual

  ➢ SH 310   Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff
  ➢ AS 300   Proposals for New Automation

II. Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries

III. Discussion, Consideration, and Possible Action: Executive Session to discuss the employment, hiring, appointment, promotion, etc., of the executive director pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statues Statutes § 307, (B)(1).

IV. Discussion, Consideration, and Possible Action: Return to Open Meeting

V. Discussion, Consideration, and Possible Action: Recommendation regarding Compensation & Benefits for Executive Director

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

1. Approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relative of Commission or Staff and AS 300 Proposals for New Automation.

2. Approve the recommendation from the Administrative and Personnel Committee to increase the compensation of the executive director with a salary increase of 8%, effective July 1,2016.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Tuesday, June 7, 2016   TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City,   OK   73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, June 2, 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 Downtown Library, 300 Park Avenue, Oklahoma City, on June 6, 2016, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Cynthia Friedeman
Mukesh Patel
Sharon Voorhees
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Raul Font
Helene Harpman

ESTIMATE OF OTHERS PRESENT: 7

I.   The meeting was called to order at 3:30 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Friedemann, Patel, Voorhees, and Rice.

II.   Mr. Rice referred to the Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Revisions to the MLS Policy and Procedure Manual.

Mr. Tim Rogers referred to SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff. He provided an overview of the recommended revisions to the policy. The revision will qualify the circumstances in which hiring of close relatives of current Library staff and members of the Commission will be acceptable.   A revision to the policy was previously presented to the Administrative and Personnel Committee in December. Due to concerns raised by the committee, the policy was tabled for further work by staff.

Mr. Rice referred to page 4 of 5, Paragraph J, and expressed his concerns with the implication that a library employee could be terminated, due to the appointment of a commission member who is related to the employee.   Questions and discussion followed. The committee recommended Paragraph J be revised to read: *In cases where a new Commission member is appointed who is a close relative of a library employee, or a Commission member and employee become related, the employee will retain his or her employment status.*

> **Ms. Cynthia Friedemann moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relative of Commission or Staff, with the recommended changes as noted. Ms. Sharon Voorhees seconded. No further discussion. Motion passed unanimously.**

Mr. Rogers referred to AS 300 Proposals for New Automation and explained Administration is recommending elimination of the policy. Currently, staff computers do not permit users to download new software without an administrative username and password. Software requests must be made to the IT department by a supervisor. Discussion followed.

> **Ms. Voorhees moved to approve the recommendation from Administration to eliminate AS 300, Proposal for New Automation, from policy. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.**

III.   Mr. Rice referred to Agenda Item III – Discussion, Consideration and Possible Action – Annual Review of Human Resources – Salaries.

Mr. Rogers reported there is no recommended action to be made regarding the salaries report. The Finance Committee will be approving a continuation of the FY 2015-16 budget as the preliminary FY 2016-17 budget. Administration will bring salary recommendations back to the Administrative and Personnel committee, once the final revenue numbers are received from the county assessor's office in August. Staff members who are due to receive a merit increases between the start of the fiscal year and the approval of the final budget will receive a retro pay increase once the salary recommendations have been approved in the final budget.

Mr. Rogers called on Ms. Kelley Hoffman, Director of Human Resources, to provide the Salaries report.   Questions and discussion followed.

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

> **Mr. Patel moved to go in to Executive Session. Ms. Voorhees seconded. No further discussion. Motion passed unanimously.**

The committee went into Executive Session at 4:05 p.m.

> **Mr. Patel moved to reconvene in open meeting. Ms. Voorhees seconded. No further discussion. Motion passed unanimously.**

The committee reconvened in Open Meeting at 5:01 p.m.

Mr. Rice called for a motion regarding Compensation and Benefits for Executive Director.

> **Ms. Friedemann moved to increase the compensation of the executive director with a salary increase of 8%, effective July 1, 2016. Mr. Patel seconded. No further discussion. Motion passed unanimously.**

V.   There being no further business, Mr. Rice adjourned the meeting at 5:05 p.m.

_____
Tim Rogers, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

REVISIONS TO THE METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

Metropolitan Library System 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.

The Library's administration recommends for your consideration revisions to SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff and AS 300 Proposals for New Automation.

SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff –
 Revisions Recap:
The revision will qualify the circumstances in which hiring of close relatives of current Library staff and members of the Metropolitan Library Commission will be acceptable. While the Administration supports the prohibition of employment of related individuals into the same reporting/budget line, we also believe that an overly aggressive policy can limit the library from hiring the best qualified person due to their familial relationships.

AS 300 Proposals for New Automation–Revisions Recap: Administration proposes the elimination of this policy. This policy was adopted in 1994, when procedures were different and staff acquisition of software was a problem and a threat to the computer network. Currently, staff computers do not permit users to download new software without an administrative username and password. For this reason, supervisors must make all software requests to the IT department. We propose that this policy is repealed and replaced with a procedure.

RECOMMENDATION FOR COMMITTEE ACTION

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 310 Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff and AS 300 Proposals for New Automation.

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SH 300 Employment
SH 310 ~~Prohibiting Future Hiring of, or Contracting to Hire, Close Relatives of Commission or Staff~~ Nepotism
Adopted: 6/86, Revised: 3/97, 2/03, draft 06/16

~~Definition of "close relative:"~~

~~Spouse or child, parent, grandparent, grandchild, brother or sister of any current library employee and Commission member and their spouse's child, parent, grandparent, grandchild, brother or sister including relationships created by marriage such as a father-in-law, daughter-in-law, etc. A stepchild, legally adopted or foster child, stepparent, half-brother and half-sister are also considered a "close relative."~~

~~Policies~~

1. ~~Effective June 19, 1986, the Metropolitan Library System will not knowingly hire or contract with anyone for employment who is a close relative of any current library employee or Commission member.~~

2. ~~Policy #1 does not apply to those closely related persons currently working for the system as employees or contractors as of that date; i.e., employed and related before this policy took effect.~~

3. ~~Future employment applications or proposals to contract for employment will require applicants or prospective contractors for employment to attest that they are not a close relative of any current library employee or Commission member; willful misrepresentation of such relationship to obtain employment will be grounds for immediate termination of employment.~~

4. ~~Unrelated employees or contractors working for the same supervisor or in the same library agency or office and who marry or become in-laws while so employed become subject to this policy.~~

   A. ~~One or the other of the newly related under those circumstances will be subject to transfer to a suitable position (determined by the system) under a different supervisor or in a new location.~~

   B. ~~The newly related couple will have the option of choosing who will transfer, if that option is in the best interests of the library system.~~

   C. ~~If the newly related couple is unable to reach agreement as to who will transfer, the library system will decide on the basis of least seniority in the system.~~

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D. ~~If no transfer opportunity arises that is mutually agreeable to the system and the employee within six (6) months following notification of the need for the transfer, the library system may terminate the employment of the one with least seniority~~

~~in the library system, subject to due process and grievance procedures when applicable.~~

5. ~~While the Commission cannot legally prevent the appointment of new library commissioners who are closely related to library employees, the Commission strongly suggests that officials and bodies with appointive power avoid such practice.~~

6. ~~In cases where a new Commission member is appointed who is closely related to a library employee, the latter will retain his or her employment status.~~

(A) It is the position of the Library that all employees should enjoy the same treatment. As such the Library has implemented a nepotism policy to prevent unfairness in the employment relationship between related parties. Nepotism is the exercise of preferential treatment based upon relationship rather than merit, and is prohibited by the Metropolitan Library Commission. A Library employee may not directly influence decisions related to the recruitment, hiring or the terms and conditions of employment of a close relative.

(B) An employee's close relative may be considered for employment or contract work, subject to the review and approval of the Director of Human Resources and executive director, and providing the two would not be employed in the same department or line of supervision, and that the employee or applicant is not one of the following:

  (1) the executive director
  (2) any deputy executive director
  (3) current member of the Commission
  (4) Because of the sensitivity of certain positions, close relatives of staff in or applying for positions in the following departments shall be considered on a case-by-case basis: Human Resources, Finance and Business, Information Technology, or Security.

(C) Unrelated employees working in the same department or line of supervision and who become close relatives while so employed become subject to this policy. The Library requires that close relatives disclose their relationship to the Director of Human Resources, annually, or sooner if the relationship arises prior to the date the disclosure is due. Disclosure of the relationship is required when either of the following circumstances arise:

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    (1) The employee is called upon to participate in a personnel action involving the person with whom the employee has such a relationship, as described in SH 310 (E); or

    (2) The employee is in the supervisory chain of the person with whom the employee has such a relationship as described in SH 310 (D).

(D) Relationships subject to disclosure, within the supervisory chain of command, up to and including the positions listed in SH 310 (B):

    (1) Relatives – For purposes of this rule, "close relative" includes the employee's grandfather, grandmother, father, mother, spouse, domestic partner, sister, brother, child, grandchild or anyone of like relationship by marriage.

    (2) Persons with whom the employee has formed a familial or personal relationship, including cohabiting couples and/or significant others.

(E) Notwithstanding disclosure, employees may not participate in any personnel action by the Library that would impact the employment of a close relative, a member of the employee's household, or a person with whom the employee has a close personal relationship.

(F) Notwithstanding disclosure, an employee may not be supervised by a person who is a close relative, a member of the employee's household, or a person with whom the employee has a close personal relationship.

(G) Upon disclosure of a relationship subject to this policy, the executive director, in consultation with the director of Human Resources, may change the reporting relationship of the individuals involved, shift responsibilities or duties, or take any other action to resolve the situation.

(H) Employees who engage in actions that violate these regulations are subject to disciplinary action, up to and including termination of employment.

(I) While the Commission cannot legally prevent the appointment of new library commissioners who are closely related to library employees, the Commission will strongly suggest to officials and bodies with appointive power that the evidence of any appearance of nepotism is not recommended.

(J) In cases where a new Commission member is appointed who is a close relative of a library employee, or a Commission member and an employee become related, the employee will retain his or her employment status.

(K) The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.

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~~Access to Services~~
~~AS 300 Proposals for New Automation~~
~~Revised: 3/94~~
~~Administrative Guidelines and Policies~~

~~Policy:~~

~~Proposals for new automated solutions should be directed to the staff member's Administrative Team representative. The Administrative Team member will review the request. If he/she finds the request merits consideration, he/she will place the request on an upcoming Ad Team agenda for review. The Ad Team will consider the proposal and, if further information is needed, will designate staff to provide a more detailed analysis and report back to the Ad Team.~~

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REPORT AND RECOMMENDATIONS FROM FINANCE COMMITTEE

The Finance Committee met June 8, 2016, for:

I.   Discussion, Consideration, and Possible Action: Report and Recommendations from Long-Range Planning Committee meeting April 28, 2016

II.   Discussion, Consideration, and Possible Action: Report and Recommendations from Administration

   ➢   MLC FY 2016-2017 Preliminary Budget

During its meeting, the Committee:

Reviewed and discussed all items.

The following recommendation is the result of the discussions.

COMMISSION ACTION:

To approve the MLS Preliminary Budget FY 2016-17 (Document #85), based on the most recent budget changes, showing no increases or decreases to revenue or expenditures. Staff will bring the final budget recommendation to the Finance Committee as soon as final revenue numbers are released from the County.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

FINANCE COMMITTEE

MINUTES

DATE: Wednesday, June 8, 2016   TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, May 25, 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 Downtown Library, 300 Park Avenue, Oklahoma City, on June 6, 2016, in conformity with the Oklahoma Open Meeting Act.

COMMITTEE MEMBERS PRESENT:

Allen Coffey, Chair
Fran Corey
Judy Smith
Beth Toland

COMMITTEE MEMBERS EXCUSED:

Dennis Shockley

COMMISSION MEMBERS IN ATTENDANCE:

Nancy Anthony

ESTIMATE OF OTHERS PRESENT: 7

I.   The meeting was called to order at 3:34 p.m., by Mr. Allen Coffey, Chair.

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

III.   Mr. Coffey referred to Agenda Item II - Report and Recommendations from the Long-Range Planning Committee meeting held on April 28, 2016.

Mr. Tim Rogers referred to the Report and Recommendations from the Long-Range Planning Committee. He explained in order to move forward with capital projects in FY 2016-17, funding must be allocated from the capital reserves to the operating budget. The following three recommendations were referred to the Finance Committee: 1.) Include funds to support the Belle Isle Library project in the preliminary FY 2016-17 budget. 2.) Include funds to support the Bethany Library project in the preliminary FY 2016-17 budget. 3.) Move funds to support the Del City Library project from the 2016-17 Operating Budget to the Capital Reserves. Mr. Rogers provided updates to each of the projects. It is anticipated the Belle Isle Library project and the Bethany Library project will go into the design development phase in the next fiscal year. Additionally, Del City is not ready to move forward, and has requested to delay the design process in order to secure additional funding. Since the recommended action to the Finance Committee is to approve the FY 2016-17 Preliminary Budget, showing no increases or decreases to revenue or expenditures, Administration recommends no action be made on the three recommendation until the final budget is presented to the committee in August. Questions and discussion followed.

IV.   Mr. Coffey referred to Agenda Item III – Discussion, Consideration and Possible Action: Report and Recommendations from Administration - FY 2016-2017 Preliminary Budget.

Mr. Rogers reported historically during the preliminary budget process, an estimated projection is made by staff for future revenue and incomplete fiscal year expenditures. After discussing with staff and other library staff across the state we found no other library, except the Metropolitan Library System, speculatively projects revenue prior to receiving final numbers from the county assessor. Personnel related decisions, which amount to approximately 40% of the operating expenditures have been made months before final numbers were available. Approving a flat preliminary budget, would enable the staff to continue spending based on the fiscal year 2015-16 budget. Once the final numbers are received from the county assessor's office in August, staff will make salary recommendations to the Administrative and Personnel committee. Those recommendations will be brought back to the Finance Committee in conjunction with the proposed FY 2016-17 Final Budget. Questions and discussion followed.

Ms. Anthony questioned if the proposed flat budget included the requested transfers previously approved by the commission. Mr. Rogers stated the proposed flat budget did not include the approved transfers. The proposed budget would be updated to reflect that information.

Mr. Coffey called for further questions and/or comments. There were none.

Mr. Coffey called for a motion on the FY 2016-17 Preliminary Budget.

> **Ms. Judy Smith moved to approve the MLS Preliminary Budget FY 2016-17, based on the most recent budget changes, showing no increases or decreases to revenue or expenditures. Staff will bring the final budget recommendation to the Finance Committee as soon as final revenue numbers are released from the County. Ms. Beth Toland seconded. No further discussion. Motion passed unanimously.**

V.   There being no further business, Mr. Coffey adjourned the meeting at 4:00 p.m.

_____
Tim Rogers, Executive Director
(Secretary)

METROPOLITAN LIBRARY SYSTEM

Comparative Schedule of Revenue Sources

		2016-17 Preliminary (a)	2015-16 Budget (b)	2015-16 Actual (Projected) (c)	Changes from 2015-16 Budget Dollar (d)	% (e)	Changes from 2015-16 Actual (Projected) Dollar (f)	% (g)
	Projected Ad Valorem Taxes							
1	Tax Levy at 5.2 mills	$34,028,123.00	$34,028,123.00	$34,028,123.00	$0.00	0.00%	$0.00	0.00%
2	Less: 10% Reserve for Delinq.	(3,093,466.00)	(3,093,466.00)	(3,093,466.00)	0.00	0.00%	0.00	0.00%
3	Total Ad Valorem Taxes	30,934,657.00	30,934,657.00	30,934,657.00	0.00	0.00%	0.00	0.00%
	Projected Miscellaneous Income							
4	State Aid (90% of prior year actual)	253,347.30	253,347.30	253,347.30	0.00	0.00%	0.00	0.00%
5	Fines (90% of prior year actual)	495,000.00	495,000.00	495,000.00	0.00	0.00%	0.00	0.00%
6	Total Miscellaneous Income	748,347.30	748,347.30	748,347.30	0.00	0.00%	0.00	0.00%
	Carryover From Prior Year							
	Tax Revenue:							
7	Current taxes coll. into 10% reser.	1,894,782.78	1,894,782.78	1,900,000.00	0.00	0.00%	(5,217.22)	-0.27%
8	Back year taxes	1,126,352.29	1,126,352.29	1,100,000.00	0.00	0.00%	26,352.29	2.40%
	Miscellaneous Income:							
9	Transfer from Gift or Copy Fund	0.00	0.00	100,000.00	0.00	0.00%	(100,000.00)	0.00%
10	Fines collected over budget	55,000.00	55,000.00	55,000.00	0.00	0.00%	0.00	0.00%
11	State Aid collected over budget	20,902.18	20,902.18	0.00	0.00	0.00%	20,902.18	0.00%
12	Investment Income	217,091.45	217,091.45	230,000.00	0.00	0.00%	(12,908.55)	-5.61%
13	Flexible Benefits balances	1,634.20	1,634.20	3,668.27	0.00	0.00%	(2,034.07)	-55.45%
14	Other Miscellaneous	197,306.65	197,306.65	200,000.00	0.00	0.00%	(2,693.35)	-1.35%
	Cancelled & Lapsed Appropriation:							
15	Cancelled Prior Years Approp.	479,064.05	479,064.05	400,000.00	0.00	0.00%	79,064.05	19.77%
16	Lapsed Current Year Approp.	8,897,150.25	8,897,150.25	7,400,000.00	0.00	0.00%	1,497'150.25	20.23%
17	Total Carryover	12,889,283.85	12,889,283.85	11,388,668.27	0.00	0.00%	1,500,615.58	13.18%
18	**Total Budget Revenue Sources**	44,572,288.15	44,572,288.15	43,071,672.57	0.00	0.00%	1,500,615.58	3.48%
19	Prior Year Reserve	13,865,014.83	13,865,014.83	14,232,020.98	0.00	0.00%	(367,006.15)	-2.58%
20	**Total Available for Budget**	$58,437,302.98	$58,437,302.98	$57,303,693.55	$0.00	0.00%	$1,133,609.43	1.98%

METROPOLITAN LIBRARY SYSTEM
Budget and Actual Comparisons
Fiscal Year 2016-17 and 2015-16

		(a)	(b)	(c)	(d)	(e)	(f)	(g)
					Changes from		Changes from	
Acct		2016-17	2015-16	2015-16	2015-16 Budget		2015-16 Actual (Projected)	
No.	Description	Proposed	Budget	Actual (Projected)	Dollar	Percent	Dollar	Percent
	SALARIES, WAGES & BENEFITS:							
101	Salaries	$18,823,207.00	$18,823,207.00	$16,979,581.84	$0.00	0.00%	$1,843,625.16	10.86%
103	Payroll Taxes	1,327,654.00	1,327,654.00	1,247,853.64	0.00	0.00%	79,800.36	6.40%
109	Workers Comp. Insurance	201,571.00	201,571.00	198,360.00	0.00	0.00%	3,211.00	1.62%
112	Group Insurance	3,544,075.00	3,544,075.00	3,132,075.15	0.00	0.00%	411,999.85	13.15%
113	Employees' Retirement	1,916,845.00	1,916,845.00	1,916,845.00	0.00	0.00%	0.00	0.00%
114	Unemployment Compen.	30,000.00	30,000.00	13,067.71	0.00	0.00%	16,932.29	129.57%
	Total S. W. & Benefits	25,843,352.00	25,843,352.00	23,487,783.34	0.00	0.00%	2,355,568.66	10.03%
	MAINTENANCE & OPERATIONS - CONTRACTUAL SERVICES							
201	Bldg, Property & Auto Insu.	302,290.00	302,290.00	270,948.78	0.00	0.00%	31,341.22	11.57%
205	Rent of Library Buildings	93,900.00	93,900.00	93,608.40	0.00	0.00%	291.60	0.31%
207	Janitorial Services	520,179.00	520,179.00	467,469.01	0.00	0.00%	52,709.99	11.28%
208	Maintenance of Facilities	475,572.00	475,572.00	364,697.10	0.00	0.00%	110,874.90	30.40%
211	Parking & Transportation	203,960.00	203,960.00	177,658.79	0.00	0.00%	26,301.21	14.80%
212	Travel Expenses	136,000.00	136,000.00	77,082.68	0.00	0.00%	58,917.32	76.43%
213	Professional Services	634,470.00	634,470.00	634,470.00	0.00	0.00%	0.00	0.00%
214	Security Services	550,000.00	550,000.00	539,709.19	0.00	0.00%	10,290.81	1.91%
216	Telephone Services	251,412.00	251,412.00	190,452.80	0.00	0.00%	60,959.20	32.01%
217	Electrical Services	573,508.00	573,508.00	556,326.09	0.00	0.00%	17,181.91	3.09%
218	Gas Services	43,111.00	43,111.00	33,791.21	0.00	0.00%	9,319.79	27.58%
219	Water & Garbage Services	77,290.00	77,290.00	73,373.92	0.00	0.00%	3,916.08	5.34%
220	Veolia Energy Services	273,357.00	273,357.00	228,529.44	0.00	0.00%	44,827.56	19.62%
226	Memberships	42,258.00	42,258.00	36,163.00	0.00	0.00%	6,095.00	16.85%
230	Other Library-Related Serv.	547,826.00	547,826.00	540,472.29	0.00	0.00%	7,353.71	1.36%
231	Automation Contractual	797,976.00	797,976.00	699,743.90	0.00	0.00%	98,232.10	14.04%
236	Network Catalog Services	90,100.00	90,100.00	65,304.45	0.00	0.00%	24,795.55	37.97%
	Total Contractual Services	5,613,209.00	5,613,209.00	5,049,801.05	0.00	0.00%	563,407.95	11.16%

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Acct No.	Description	2016-17 Proposed	2015-16 Budget	2015-16 Actual (Projected)	Changes from 2015-16 Budget Dollar	Percent	Changes from 2015-16 Actual (Projected) Dollar	Percent
	MAINTENANCE & OPERATIONS - COMMODITIES							
301	Printing & Printing Supplies	161,000.00	161,000.00	159,464.07	0.00	0.00%	1,535.93	0.96%
302	Postage	242,430.00	242,430.00	159,773.27	0.00	0.00%	82,656.73	51.73%
303	Supplies	429,375.00	429,375.00	334,217.18	0.00	0.00%	95,157.82	28.47%
310	Maintenance Supplies	85,000.00	85,000.00	82,646.85	0.00	0.00%	2,353.15	2.85%
321	Gasoline & Oil	50,000.00	50,000.00	22,258.79	0.00	0.00%	27,741.21	124.63%
322	Vehicle Parts & Repairs	30,000.00	30,000.00	20,759.56	0.00	0.00%	9,240.44	44.51%
330	Programming Activities	286,010.00	286,010.00	237,918.23	0.00	0.00%	48,091.77	20.21%
331	Other Commodities	20,800.00	20,800.00	16,513.24	0.00	0.00%	4,286.76	25.96%
	Total Commodities	1,304,615.00	1,304,615.00	1,033,551.19	0.00	0.00%	271,063.81	26.23%
	BOOKS & MATERIALS							
401	Books & Materials	5,103,220.00	5,103,220.00	5,103,220.00	0.00	0.00%	0.00	0.00%
404	Government Documents	5,850.00	5,850.00	5,850.00	0.00	0.00%	0.00	0.00%
405	Book Repairs & Bindings	1,200.00	1,200.00	1,200.00	0.00	0.00%	0.00	0.00%
407	Periodicals & Subscriptions	192,930.00	192,930.00	192,930.00	0.00	0.00%	0.00	0.00%
	Total Books & Materials	5,303,200.00	5,303,200.00	5,303,200.00	0.00	0.00%	0.00	0.00%
	OPERATION - CAPITAL OUTLAYS							
408	Furniture, Fixture, & Equip.	160,433.00	160,433.00	147,574.60	0.00	0.00%	12,858.40	8.71%
409	Motor Vehicles	54,000.00	54,000.00	49,386.72	0.00	0.00%	4,613.28	9.34%
410	Automation System & Equip.	381,200.00	381,200.00	247,950.50	0.00	0.00%	133,249.50	53.74%
	Total Capital Outlays	595,633.00	595,633.00	444,911.82	0.00	0.00%	150,721.18	33.88%
Total	**Operating Budget**	**38,660,009.00**	**38,660,009.00**	**35,319,247.40**	**0.00**	0.00%	**3,340,761.60**	9.46%
	CAPITAL IMPROVEMENTS							
450	Capital Projects	5,545,273.00	5,545,273.00	1,486,034.60	0.00	0.00%	4,059,238.40	273.16%
	Total Budget before Reserves	**44,205,282.00**	**44,205,282.00**	**36,805,282.00**	**0.00**	0.00%	**7,400,000.00**	20.11%
	RESERVES							
	Capital Reserves - Current	367,006.15	367,006.15	367,006.15	0.00	0.00%	0.00	0.00%
	Reserve Carryover - Prior	13,865,014.83	13,865,014.83	13,865,014.83	0.00	0.00%	0.00	0.00%
	Total Reserves	**14,232,020.98**	**14,232,020.98**	**14,232,020.98**	**0.00**	0.00%	**0.00**	0.00%
	Total Budget	**$58,437,302.98**	**$58,437,302.98**	**$51,037,302.98**	**$0.00**	0.00%	**$7,400,000.00**	14.50%

Library Unbound

Metropolitan Library System's
Strategic and Business Planning Model

Strategic Outline and Principles

Mission	We grow smarter communities, one person at a time.					
Vision	To be the community's hub for critical thinking, creative problem-solving, and lifelong enrichment.					
20-Year Goal	By 2035, every person in the community will use a library service.					
Core Values	Library Members First	Integrity and Trust *in* Us and *by* Us	Respect for Members and Each Other	Freedom to Learn	Commitment to Learning as Enjoyment	Individual Growth and Organizational Development

Customer Clusters

New Customers	**Recently signed up for their card**
Children and Parents	**Rising Stars**: cardholders 0-12 years old **Bright Future**: cardholders 13-17 years old **Bedtime Stories**: cardholders over 18 years old who access children's materials
Circulators	**Dependables**: borrow both print and A/V materials **Page Turners**: borrow books **Double Feature**: borrow DVDs and/or music CDs
eContent Users	**Digitarians**: primarily access downloadable materials **Transitionals**: access both downloadable and physical materials
Branch Visitors	**Staying Connected**: use the Library's public computers on a regular basis
Occasionals	**Lapsed library use**
Inactive	**No library use for the past 12 months**

Findings

- Higher levels of early literacy behaviors in the northern quadrants

- Greater numbers of Staying Connected users in the southern quadrants

- Seemingly higher level of Dining-In users in the western quadrants, both north and south

- Relatively low market penetration

- High digital usage across the system, as measured by number of Digitarians

Relationship Modeling

Engagement drifts naturally over time, but <u>guiding</u> these tiers help the Library…

➢ Balance customer needs

➢ Track performance and progress over time

Stronger customer relationships drive market penetration growth in two ways

➢ Bringing in new customers

➢ Keeping existing customers from leaving

Market Penetration

Strongest Relationships

Hold

Customers who generate a lot of value from the Library will not disappear, even if they find one service alternative. Keep them from drifting away through continued engagement and awareness.

Build

New customers and those who only use a few specific library services are at risk of discontinuing their library relationship, but encouraging greater engagement creates the strongest relationships.

Spark

Customers with weak or non-existent Library relationships can move up incrementally as they begin to try new library resources and services.

Weakest Relationships

Mission	We grow smarter communities, one person at a time.		
Vision	To be the community's hub for critical thinking, creative problem-solving, and life-long enrichment.		
20-Year Goal	By 2035, every person in the community will use a library service.		
Cluster Prioritization Level The amount and type of focus the system as a whole will put toward customer groups in support of the vision and mission.	**Spark** Customers with undefined or weak relationships with MLS.	**Build** Customers with limited relationships who are ready for MLS to expand both the breadth and depth of those relationships.	**Hold** Customers who generate high levels of value from their relationship with MLS, who now require ongoing maintenance.
Prioritized Clusters and Outcomes The specific customer groups in each priority level, and the desired customer experience the Library wants each customer to realize.	New Cardholders (5%): Engage Leverage customers' first contact. Occasionals (45%): Value Recognized Reinvigorate relationships through increased utility. Inactives: Reboot Restart relationships by troubleshooting opportunities.	Digitarians (7%): NOW! Immediacy -- anywhere, anytime. Staying Connected (13%): Fluidity A seamless digital experience. Dining-In (?) : Mission Accomplished A productive environment. Bedtime Stories (8%): Expanding Opportunity Create long-term opportunity through reading. Rising Stars (5%): Noise & Movement A dynamic environment of playful learning. Bright Futures (3%): The Next Step Tools that enable the future.	Page Turners (11%): Deepening Relationships Explore new dimensions to long-term relationships. Dependables (1%): Efficiency Create new delivery systems that reduce friction. Transitionals (1%): Best of Both Nudging towards efficiency.

System Strategies
What the system will accomplish as a means to achieve its vision, mission, and 20-year goal.
	• Provide experiences, not services.
	    Our customers seek a result. We curate experiences that generate these. This requires an ongoing experience development effort that views these questions from the customer's perspective.
	
	• Craft relevant learning environments.
	    Our physical and digital assets serve as centers of learning, places in our communities where our customers generate knowledge. We shape our environments to serve this end within the context of community parameters.
	
	• Leverage our customer relationships.
	    Engage customers through a dynamic brand and decision-making that emphasizes the value they generate through experiences we offer.		

Organizational Measurement

- Increase Market Penetration
  - New households as cardholders
- Increased Member Retention
  - Keep the current cardholders as active
- Increased net promoter scores
  - Measures who would recommend v. those who don't – OB will provide a methodology (top score =100)
- Increased destinational traffic (as measured by the Third Place Index)
  - Triangulation based on variables we define with OB help
- Increased circulation of children's materials in areas with a high risk index
  - Metric that predicts pass/failure of 3rd grade reading

Approximately **24%** of households in Oklahoma County have an active

Market Penetration

2 of every **3** cardholders goes inactive after 12 month.
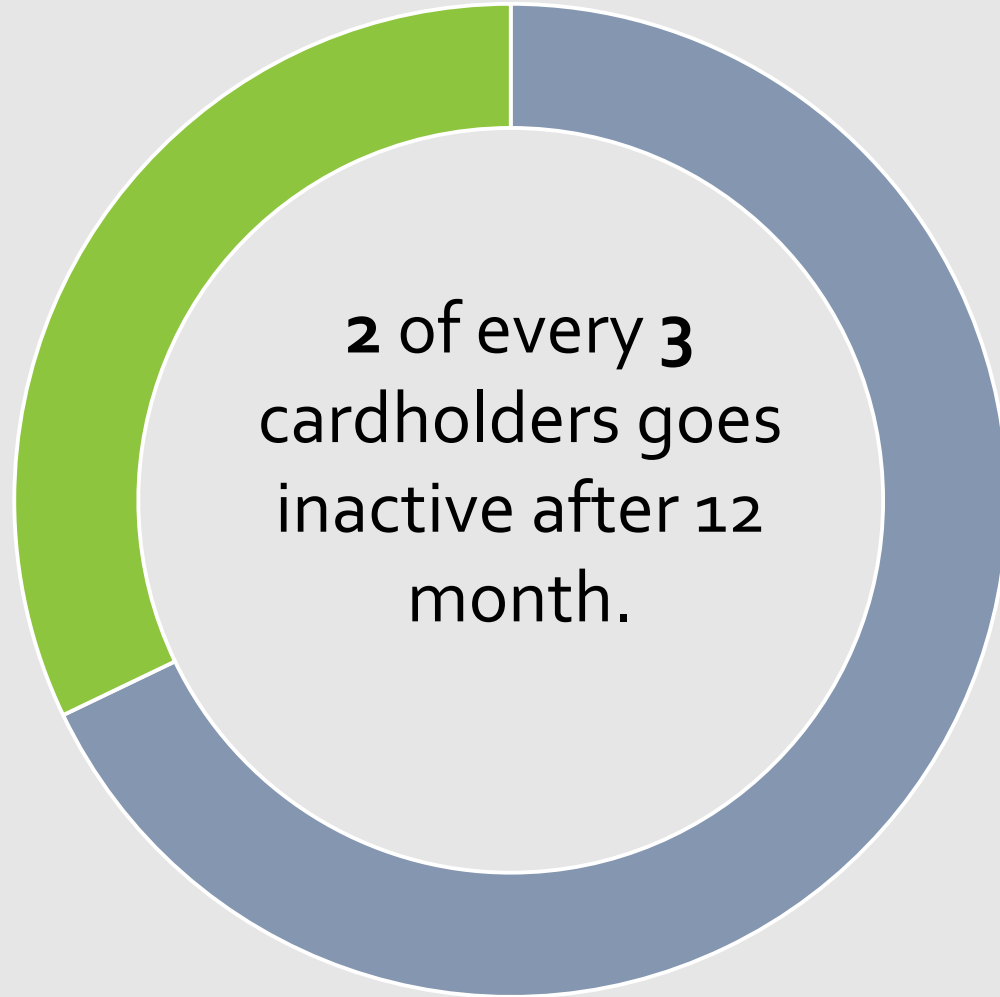
Member Retention

Target Measures

- Increase Market Penetration by 20% in FY2016-17, and by 73% in three years.

- Increase Member Retention by 13% in FY2016-17, and by 38% in three years

Objectives by Experience

EXPERIENCES

○ <u>Collection Anywhere</u> – delivery of information anywhere, anytime

○ <u>TeXperiences</u> – technology to enhance efficiency and effectiveness

○ <u>Playful Learning</u> – spaces that engage in pay <u>and</u> learning

○ <u>InterReach</u> – reach into the community from the library

Business Planning

Results   +   Activity   =   Plan & Cost

Market
Penetration
&
Member
Retention

→ System Objectives →

→ Local Objectives →

→ Pilot Objectives →

Annual
Business Plan
& Budget

12
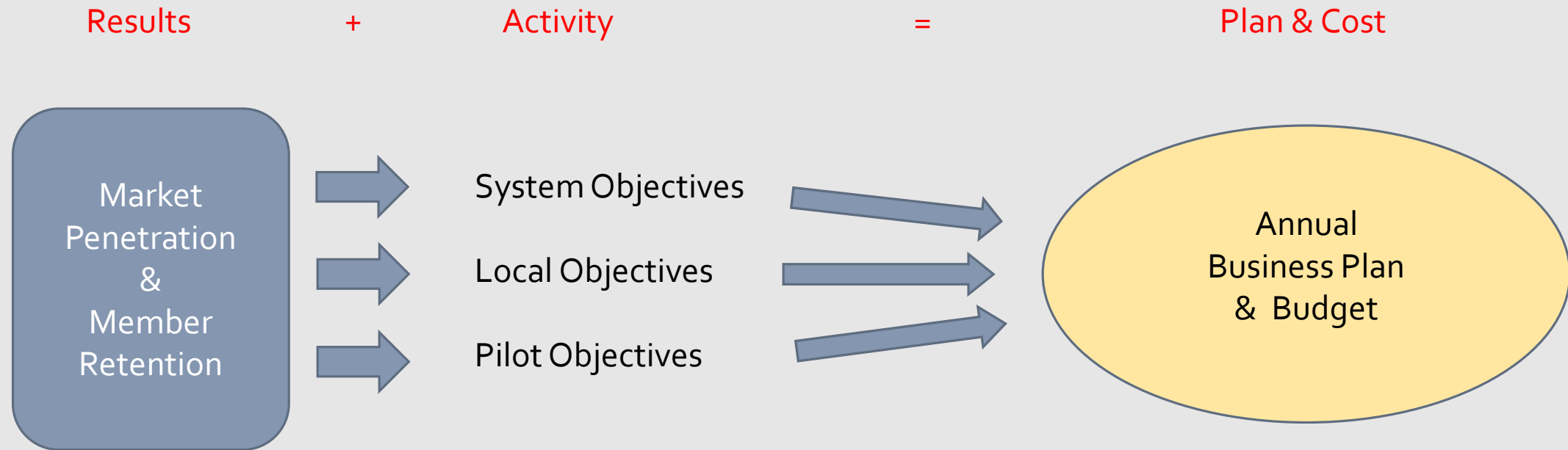
Final Phase – Budget Mapping

- Mapping of System, Local, and Pilot Initiatives

- Preliminary Budget Scenarios – (June-August 2016)

- Final Budget – (August 2016)

Library Unbound

Library Unbound is the Library's new strategic plan, and all activities in the plan will focus on delivering the following experiences:

1. **Collection Anywhere** – experiences that focus on delivering information anywhere, anytime
    <u>May include</u>: A large Digital Library serving all member segments and needs. Small, but high-circulation physical collections onsite for adult members. Ample physical youth collections supporting reading and school success. Small but highly circulating physical teen collection focused on reading. Offsite warehouse (Collection Anywhere Center) housing moderate use collections, system last copies, and InterReach collections. Expanded networks of libraries for retrieving anything for our members and delivering it fast.

2. **TeXpreiences** – experiences that use technology to enhance effectiveness and efficiency
    <u>May include</u>: Increased investment in tech devices for in-library and lendable use to extend use of the Digital Library. More floor space for computer workstations. "Catalog showroom" for technology-enabled learning and play. Technology to accelerate and simplify – sorting, discovery, automation – the experience and work of staff and members. Use of open data to deliver targeted tech experiences and solutions. Gaming stations to extend the virtual narrative, and use of visualizations to activate data.

3. **Playful Learning** – experiences that engage members in play and focus on learning
    <u>May include</u>: Open sightlines across the library. Bright, inviting spaces with room to physically play and engage. Intergenerational spaces for multi-dimensional learning. Pop-up (point-of-need) learning activities/programs. Learning toys and games available for in-library and home use. Spaces truly focused on the needs of people, not to warehouse equipment or the collection. Meeting, study, and multi-purpose rooms incorporating library and member-owned technology.

4. **InterReach** – experiences that reach into the community from the local library
    <u>May include</u>: Staff resources targeted at reaching into community. Partnerships that reach new audiences. Pop-up "libraries" for targeted experiences. Library sponsored in-school events. Literacy and homework help onsite and offsite. Subject collections lent to schools/classrooms. Embedded librarians in government agencies, local nonprofits, and other groups that share library mission and outcomes.

Facilitating Factors – Library Departments
- Enhance the Customer Experience
- Increase Productivity and Efficiency
- Focus on Collaboration to Achieve Shared Goals

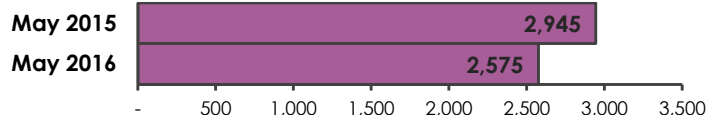Metropolitan Library System
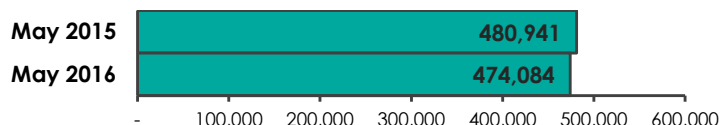**Usage Summary**
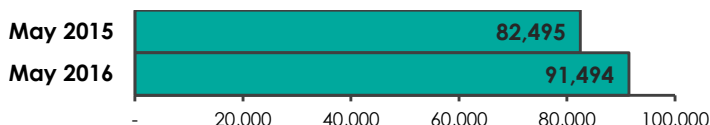Month of May
FY2015-2016
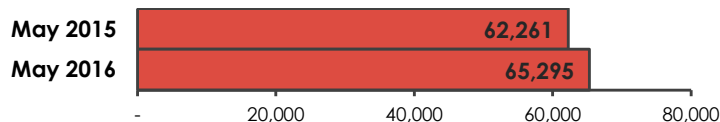
Registered Borrowers

May 2015	361,897
May 2016	358,835

- 100,000 200,000 300,000 400,000

New Borrowers

May 2015	2,945
May 2016	2,575

- 500 1,000 1,500 2,000 2,500 3,000 3,500

Circulation

May 2015	480,941
May 2016	474,084

- 100,000 200,000 300,000 400,000 500,000 600,000

eBooks & eAudio

May 2015	82,495
May 2016	91,494

- 20,000 40,000 60,000 80,000 100,000

Computer Sessions

May 2015	62,261
May 2016	65,295

- 20,000 40,000 60,000 80,000
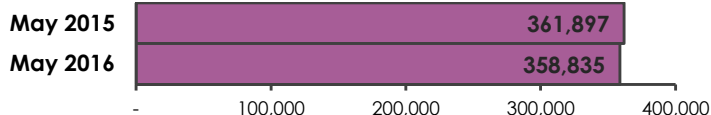
Wireless Sessions †

139,866

Program Attendance

May 2015	5,577
May 2016	5,639

- 1,000 2,000 3,000 4,000 5,000 6,000

Programs

May 2015	304
May 2016	321

- 50 100 150 200 250 300 350

Room Reservations

May 2015	1,075
May 2016	1,159

- 200 400 600 800 1,000 1,200 1,400

Library Visits

May 2015	219,918
May 2016	221,062

- 50,000 100,000 150,000 200,000 250,000

Social Media Interactions

May 2015	3,026
May 2016	5,583

- 1,000 2,000 3,000 4,000 5,000 6,000
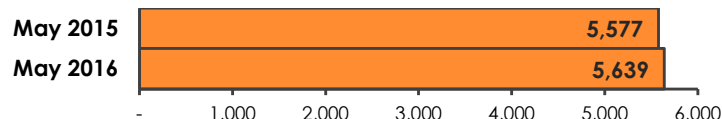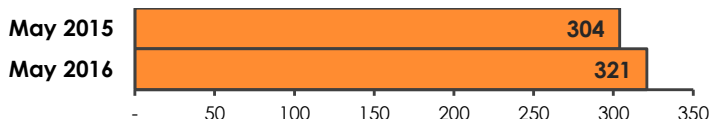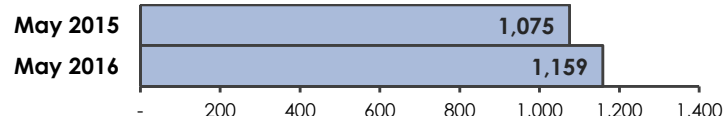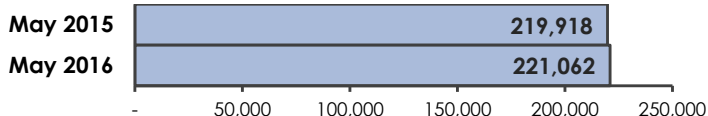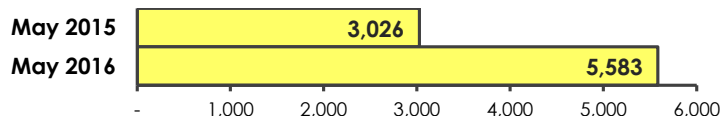
Digital Sessions

May 2015	736,960
May 2016	595,460

- 160,000 320,000 480,000 640,000 800,000
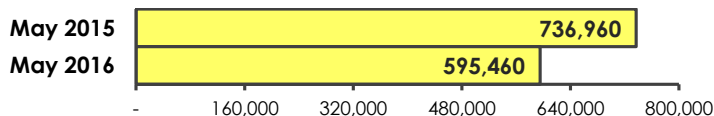
†May 2015 wireless session counts are unavailable.

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

Registered Borrowers
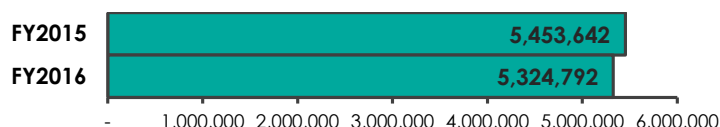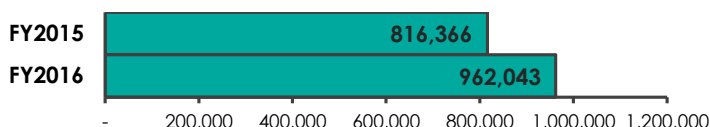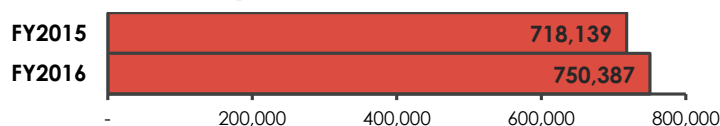
FY2015	361,897
FY2016	358,835

- 100,000 200,000 300,000 400,000

New Borrowers

FY2015	31,544
FY2016	26,875

- 5,000 10,000 15,000 20,000 25,000 30,000 35,000

Circulation

FY2015	5,453,642
FY2016	5,324,792

- 1,000,000 2,000,000 3,000,000 4,000,000 5,000,000 6,000,000

eBooks & eAudio

FY2015	816,366
FY2016	962,043

- 200,000 400,000 600,000 800,000 1,000,000 1,200,000

Computer Sessions

FY2015	718,139
FY2016	750,387

- 200,000 400,000 600,000 800,000
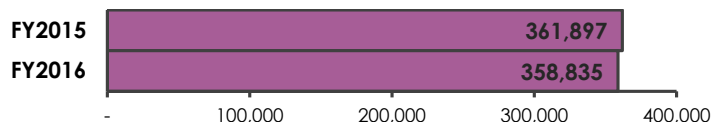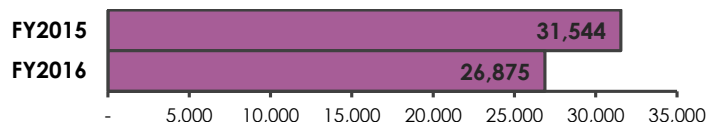
Wireless Sessions $_\dagger$

1,600,968

Program Attendance

FY2015	77,422
FY2016	77,968

- 20,000 40,000 60,000 80,000 100,000

Programs

FY2015	3,765
FY2016	3,782

- 500 1,000 1,500 2,000 2,500 3,000 3,500 4,000

Room Reservations

FY2015	12,215
FY2016	13,001

- 2,000 4,000 6,000 8,000 10,000 12,000 14,000

Library Visits

FY2015	2,547,625
FY2016	2,590,569

- 500,000 1,000,000 1,500,000 2,000,000 2,500,000 3,000,000

Social Media Interactions

FY2015	39,372
FY2016	44,288

- 10,000 20,000 30,000 40,000 50,000
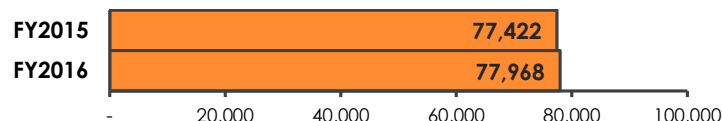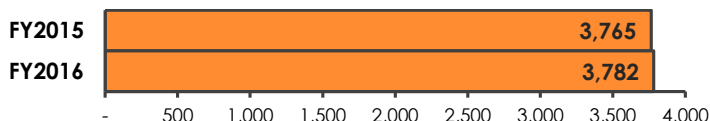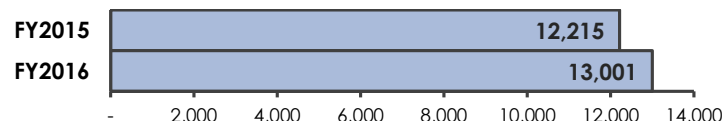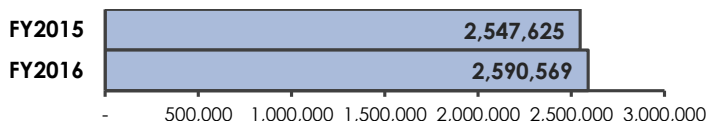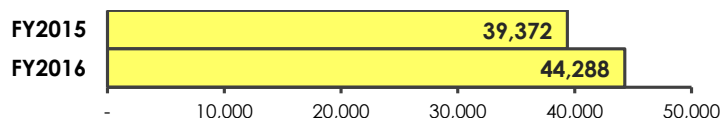
Digital Sessions $_\ddagger$

FY2015	6,216,222
FY2016	7,058,688

- 2,000,000 4,000,000 6,000,000 8,000,000
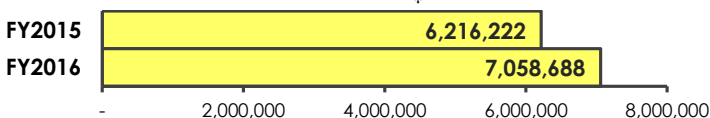
† FY2015 wireless session counts are unavailable.
‡ catalog.metrolibrary.org session counts replaced CyberMARS logon counts beginning September 2014.

I. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

Digital Sessions
Count of access instances by individuals with www.metrolibrary.org, catalog.metrolibrary.org, emedia.metrolibrary.org, jobs.metrolibrary.org, www.supportmls.org or metrolibrary.evanced.info and defined as being, "... the period time a user is actively engaged with [the] website..."

EXECUTIVE DIRECTOR'S REPORT

JUNE 2016

In order to provide you with the information you need to govern the Library, I will break this report into several sections: 1) Projects, outlining work we're planning and implementing; 2) Personnel, providing you with information about our staff and volunteers; and 3) other Items of Interest, which may include news about financial, service, or other issues impacting the Library or the Commission. I will provide the Commission with an update during the monthly meeting when new or important information is available, and I may touch on other issues not discussed in the written report, but I will not read the report -- your time is too valuable for that. Of course, I will invite any and all questions you might have, and I look forward a lively exchange at the meeting next week.

1. Projects
   Construction
   - Bethany
     Progress is being made in determining the next steps for the Bethany Library project. I have been working with the City and their legal counsel to draft an agreement between them and the architect, the project agreement between the City and the Library, and a draft of the lease agreement to execute when the building is completed. Additionally, Lloyd Lovely is working with library staff to identify and prioritize the needs for a temporary space once the construction project begins.
   - Capitol Hill
     Seven bids were received last week for the Capitol Hill Library Construction. It appears that, while all came in over budget, there are enough funds available in the project-related interest funds or within the City's listed or unlisted funds to provide for the necessary changes. I will provide the Commission with a full report at next week's meeting.
   - Del City
     I spoke with the Del City Manager Mark Edwards recently about the timing for the Del City Library project. The City is planning a bond election that will provide additional and necessary funding for the library project in August of this year. Because the funding won't be available until at least FY2017-18, we will be removing the operating dollars from the final FY2016-17 budget request.
   - Belle Isle
     We have identified a financial path forward to move forward with the Belle Isle Library renovation project that will enable us to complete the project by 2020 and without the need for a future bond request. The solution will require the city to provide additional funding (which we believe they can and will do), and will require the Commission to authorize the use of approximately $2 million in LET, FOL, and/or additional privately secured funds.
   - Jones
     Progress continues in Jones on the new library. Roofers started this week, and the framing in of the building begins next week. The project is behind schedule, however, I still anticipate that we will be in the facility prior to the end of 2016. I will provide detail next week at the Commission meeting.

Strategic Plan – "Library Unbound"

I am sure that most of you are aware that we have been working on our strategic plan since last fall, and are now entering into the final phases of the planning process – the business or tactical phase. I will present a brief version of the report I gave to the Long Range Planning and Public Services committees during next week's meeting. The full slide deck from the presentation is included in this packet with the Public Services report.

Board Management Software System

Staff have presented several overviews of systems that the Commission might use to better manage their governance documents and activities. We will include a budget item in the FY2016-17 budget to move to such a system, and have provided an attachment to this report providing a bit more detail and answering some of the questions prompted during our previous demonstrations.

Air Conditioning Issues and Planned Resolutions

We have been experiencing the beginnings of summer this week -- not just the additional bodies of readers piling into our buildings due to Summer Reading Program, but the actual heat that comes from the famous Oklahoma sun. Ralph Ellison Library has had to close a portion of Tuesday, Wednesday, and Thursday this week, and unless we receive an order part for the air handler today, we may have difficulty remaining open through the weekend. Several other buildings including Edmond, Midwest City, and Warr Acres are also experience noticeable air conditioning issues. I have authorized immediate response to the Ralph Ellison situation, and Lloyd has been working with our Maintenance staff and external vendors to rectify the situations in each library. As a number of our building age, we will need to prepare for the replacement and upgrade of these systems. This will continue to be a component of our final budget request in August, and I will provide the Commission with a thorough report at the meeting next week.

Summer Reading Success

Summer Reading Program started on June 1st. Widely seen our busiest time of year, Summer Reading is slated to engage more than 25,000 readers around the metro over the next two months, and will help students of all ages avoid the loss of academic and intellectual achievement, often referred to as the "Summer Slide." By 6th grade, students who do not regularly read during summer can be as much as two years behind their classmates who do read. In addition to providing a connection to enjoyable learning, the library is often a place for readers of all ages to gather with friends. Just seeing adults or other role models in the act of reading -- at home or at the library -- can reinforce and model "thinking behaviors," and build the concept of a community of readers. Ultimately, our Summer Reading Program assists the library system in fulfilling its vision of being "the community's hub for critical thinking, creative problem-solving, and lifelong enrichment." I am happy to report that we are on target to exceed our numbers for last year. Only one week into the program, more than 15,000 library members have already signed up and logged in excess of 21,500 hours of reading. This surpasses last year by approximately 25%. The program is open to readers of all ages, and I would encourage all of the Commission members to register themselves and their family members in the program.

2. Personnel Report
   New Hires & Promotions – May 2016
   - Kelly Dalrymple was promoted from Associate Librarian at the Warr Acres to Associate Librarian at the Belle Isle Library. Kelly has been with the system since August 1991.
   - Jessica Gonzalez was promoted from Librarian at the Downtown Library to Assistant Library Manager at the Southern Oaks Library. Jessica has been with the system since June 2013.
   - Jessica Moad was promoted from Librarian at the Warr Acres Library to Lead Librarian at the Warr Acres Library. Jessica has been with the system since July 2012.
   - Victoria Saxton was promoted from Extension Specialist (.93) at the Nicoma Park Library to Extension Specialist F-T at the Nicoma Park Library. Victoria has been with the system since October 2013.
   - Taylor Horn was promoted from Circulation Clerk H-T at the Edmond Library to Circulation Clerk F-T at the Edmond Library. Taylor has been with the system since December 2011.
   - Patricia Widhalm was promoted from Circulation Clerk H-T at the Edmond Library to Circulation Clerk F-T at the Edmond Library. Patricia has been with the system since February 2010.
   - Tess Botkin was hired as a Circulation Clerk at the Ralph Ellison Library.
   - Stephanie Finch was hired as a Library Aide P-T at the Northwest Library.
   - Karyn Lewis was hired as a Librarian at the Edmond Library.
   - Roger Moore was hired as a Library Aide P-T at the Northwest Library.
   - Carissa Owens was hired as a Circulation Clerk H-T at the Northwest Library.
   - Emily Reid was hired as a Library Aide P-T at the Bethany Library.
   - Breanna Salzsieder was hired as a Librarian at the Downtown Library.
   - Elizabeth Schaulat was hired as a Library Aide P-T at the Northwest Library.
   - Christina Winkle was hired as a Circulation Clerk H-T at the Bethany Library.
   - Jakob Hertzel was hired as a Librarian at the Downtown Library.
   - Katherine Hickey was hired as a Librarian at the Belle Isle Library.

3. Other Items of Note
   Warr Acres Butterfly Garden
   Holly Hunter, who runs the Monarch Waystation at Chesapeake Energy, has begun working with the staff at the Warr Acres Library to develop our first Monarch Garden. The garden's purpose is to offset the loss of milkweeds and nectar sources needed to create, conserve, and protect milkweed/monarch butterfly habitats. Holly helps develop "Monarch Waystations" (monarch habitats) in home gardens, at schools, businesses, parks, zoos, and on other under-utilized plots of land, and approached Library Manager Barbara Beasley about using a small unused space near the south end of the building. Without a major effort to restore milkweeds to as many locations as possible, the monarch population is certain to decline to extremely low levels. We are excited to be contributing to the environment, and also about providing library members with an interactive educational experience that will undoubtedly find its way into programs, storytimes, and other opportunities for learning. Stop by soon and see what will surely be a colorful and wonderful sight in the months and years to come. To see more, go to:
   http://monarchwatch.org/waystations/index.html.

   Project 180 – Downtown OKC
   Project 180 construction continues. Park Avenue is now partially open to traffic one lane each way. The intersection of Kerr and Hudson is closed (intersection one block North of the library).

The project is on schedule and the portion near the library should be completed by the end of the summer.

Bethany Library Furniture

The Bethany Library received some replacement furniture as part of the budget reallocation process. This included (lounge chairs, chairs for the tables, children's chairs and a display) and have had several positive comments about the furniture from members.

Marilyn Backus Retirement

I am saddened to report to you that we will be losing another long-time, team member this month, as Materials Selector Marilyn Backus will be retiring at the end of June. Marilyn got her start with the Metropolitan Library System (as a very young child!!!) in 1976 when she was hired as a Library Assistant within Public Services Administration. She was promoted less than a year later to a Librarian position at Capitol Hill Library, and then gained valuable experience in similar roles at the Bethany Library and the Southern Oaks Library. In 1983 she was again promoted (as a Librarian II) in Bethany, where she stayed until her appointment as a Materials Selector in 1997. Marilyn has truly helped shape the Library's collection in all locations, and though her smiling face may be missing from the hallways, the materials she has added will be a testament to her knowledge of members and her desire to enable them to broaden their horizons. On behalf of the staff, I would ask that the Commission join me in thanking Marilyn for her undying energy, wisdom, and fortitude. We wish you well as you "read" off into the sunset!

Library's on the go with new remote program

By ROSE LANE
EDITOR

The Village Fair served as a trial run for a new Metropolitan Library System program which allows people to sign up for library cards and check out books outside a library.

And the Village Library Director Ben Mead-Harvey said it was a success.

"This is the first this has been used outside a library," he said. "I think it went well."

With software loaded onto an iPad, library staff and volunteers were able to sign about a dozen people up for new library cards and check out approximately 40 books.

Mead-Harvey said the program also can give people access to ebooks and other internet services

THE VILLAGE LIBRARY Director Ben Mead-Harvey offers books for checkout at The Village Fair.

Library launches new remote system

the Metropolitan Library Service offers. He said with the program, librarians can go to schools or any sort of event and get people involved in reading.

Kim Terry, Metropolitan Library System's director of marketing and communications said the only caveat is that the iPad has to be connected to a wifi network. In The Village's Library's case, a wifi hotspot had to be purchased for the fair.

But, when librarians go into schools, Terry said they should be able to connect to the wifi network there.

"It works great," she said. "We can ... renew checkouts and edit customer account information as well as reserve books."

"Currently we are not able to collect fines with it, but that will come in the future."

Cosplay characters get down during Downtown Library prom in Oklahoma City

From Staff Reports • Published: May 24, 2016 •

Teens danced the night away, took part in activities and crafts and entered a costume contest at a recent cosplay prom at the Ronald J. Norick Downtown Library.

Participants also checked out the library's collection of graphic novels and books about cosplay and costume making during the Thursday event.

Cosplay is the practice of dressing up as a character from a movie, book or video game, especially one from the Japanese genres of manga and anime.

Check out what the library has to offer this summer

JUNE 1
The Edmond Library will present "ToddlerTime" for ages 1-3 at 10 a.m. and again at 11 a.m. at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
Science Museum Oklahoma will present "Elementary Athletics" for ages 5 and younger at 2 p.m. at The Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 2
The Edmond Library will present "Family Storytime" at 6:30 p.m. at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Reading Buddies" for ages 5 and younger at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Reduxion Theatre will present a stage combat class for ages 12-18 beginning at 4 p.m. at the Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information or to register, call 606-3580 or visit metrolibrary.org.

JUNE 6
The Edmond Library will present "Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 3-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Chess Club for Kids" at 4:30 p.m. at 10 S. Boulevard for ages 5-12. For more information, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Neighborhood Arts: Professor Spillsby and Friends" for ages 12 and younger beginning at 10:30 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Northwest Library will present "Children Reading to Dogs" for ages 5-12 beginning at 6 p.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 7
The Edmond Library will present "Babytime" at 10 a.m. for ages 0-12 months at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Parachute Play" at 3 p.m. for ages 12 and younger at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Children Reading to Dogs" at 6:30 p.m. for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Preschool Champions: Tale of the Tooth" for ages 3-5 at 9:15 a.m. and again at 10:15 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information or to register, call 606-3580 or visit metrolibrary.org.

JUNE 8
The Edmond Library will present "ToddlerTime" at 10 a.m. and again at 11 a.m. for ages 1-3 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
Science Museum Oklahoma will present "Elementary Athletics" for ages 5 and younger at 2 p.m. at Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 9
The Edmond Library will present "Neighborhood Arts: The Michael Corley Show!" at 9:30 a.m. and again at 10:30 a.m. for children 12 and younger at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Family Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 1-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Reading Buddies" for ages 5 and younger at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Northwest Library will present "Gaming Crafts" for ages 12-18 at 4 p.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information or to register, call 606-3580 or visit metrolibrary.org.

JUNE 10
The Edmond Library will present "Reading Buddies" at 10 a.m. for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JUNE 11
The Edmond Library will present a LEGO Block Party beginning at 3 p.m. for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JUNE 13
The Edmond Library will present "Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 3-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Neighborhood Arts: Chasing James" for ages 12 and younger at 10:30 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 14
The Edmond Library will present "Babytime" at 10 a.m. for ages 0-12 months at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Matisse-Inspired Cut Paper Collage" beginning at 3 p.m. for ages 12 and younger at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Preschool Champions: Exercise Your Mind" for ages 3-5 at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 15
The Edmond Library will present "ToddlerTime" at 10 a.m. and again at 11 a.m. for ages 1-3 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
Science Museum Oklahoma will present "Elementary Athletics" for ages 5 to 12 at 2 p.m. at Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 16
The Edmond Library will present "Neighborhood Arts: Professor Spillsby and Friends" at 9:30 a.m. and again at 10:30 a.m. for ages 12 and younger. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Family Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 1-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Reading Buddies" for ages 5 and younger at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Northwest Library will present "Journal Junkies" for ages 12-18 at 4 p.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 17
Science Museum Oklahoma will present the "Minecraft Redstone Challenge" at 2 p.m. and again at 3:30 p.m. for ages 9-12 at the Edmond Library, 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JUNE 20
The Edmond Library will present "Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 3-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Chess Club for Kids" at 4:30 p.m. at 10 S. Boulevard for ages 5-12. For more information, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Neighborhood Arts: OKC Improv" for ages 12 and younger at 10:30 a.m. at 5600 N.W. 122nd St. in

JUNE 21
The Edmond Library will present "Babytime" at 10 a.m. for ages 0-12 months at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Extreme Animals" beginning at 3 p.m. for ages 5-12 at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Children Reading to Dogs" at 6:30 p.m. for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JUNE 22
The Edmond Library will present "ToddlerTime" at 10 a.m. and again at 11 a.m. for ages 1-3 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
Science Museum Oklahoma will present "Elementary Athletics" for ages 5 to 12 at 2 p.m. and again at 3:30 p.m. at The Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 23
The Edmond Library will present "Neighborhood Arts: Rhythmically Speaking's Animal Wisdom" at 9:30 a.m. and again at 10:30 a.m. for ages 12 and younger at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Family Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 1-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Reading Buddies" for ages 5 and younger at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Northwest Library will present "Family Game Night" for ages 9 and older at 6 p.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 24
The Edmond Library will present "Reading Buddies" at 10 a.m. for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JUNE 27
The Edmond Library will present "Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 3-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Acting 101" beginning at 3 p.m. for ages 12-18 at 10 S. Boulevard. The June selection is "Speaker for the Dead" by Orson Scott Card. For more information or to request a copy, call 341-9282 or visit metrolibrary.org.

JUNE 28
The Edmond Library will present "Babytime" at 10 a.m. for ages 0-12 months at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Preschool Champions: Bear Snores On!" for ages 3-5 at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JUNE 29
The Edmond Library will present "ToddlerTime" for ages 1-3 at 10 a.m. and again at 11 a.m. at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Science Fiction Book Club ages 12-21 will meet at 6:30 p.m. for at the Edmond Library, 10 S. Boulevard. The June selection is "Speaker for the Dead" by Orson Scott Card. For more information or to request a copy, call 341-9282 or visit metrolibrary.org.
OSU Cooperative Extension will present "Elementary Athletics" for ages 5 to 12 at 2 p.m. and again at 3:30 p.m. at The Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Gold Medal Teens Book Club for ages 12-18 will meet at 6 p.m. at The Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. This month's selection will be Jackaby by William Ritter. For more information or to reserve a copy, call 606-3580 or visit metrolibrary.org.

JUNE 30
The Edmond Library will present "Minecraft Redstone Challenge: OKC Improv" for ages 12 and younger at 9:30 a.m. and again at 10:30 a.m. at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Family Storytime" for ages 1-5 at 10 a.m. and again at 11 a.m. at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Reading Buddies" for ages 5 and younger at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
The Northwest Library will present "Matisse-Inspired Cut Paper Collage" for ages 12-18 at 4 p.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JULY 5
The Edmond Library will present "Babytime" ages 0-12 months at 10 a.m. for at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JULY 6
The Edmond Library will present "ToddlerTime" for ages 1-3 at 10 a.m. and again at 11 a.m. at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
OSU Cooperative Extension will present "Elementary Athletics" for ages 5 to 12 at 2 p.m. and again at 3:30 p.m. at The Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

JULY 7
The Edmond Library will present "Neighborhood Arts: Oklahoma Children's Theatre: Red vs the Wolf by Judy Wolfman" for ages 12 and younger at 9:30 a.m. and again at 10:30 a.m. at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Family Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 1-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
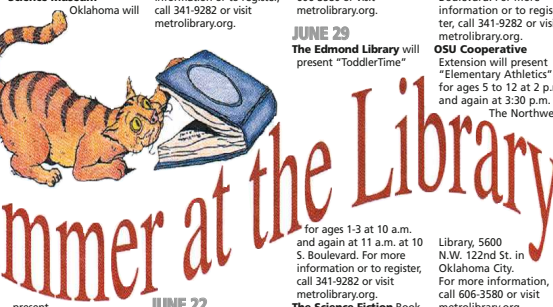**The Northwest Library** will present "Reading Buddies" for ages 5 and younger at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.
Science Museum Oklahoma will present "Minecraft Redstone Challenge" at 4 p.m. for ages 9-18 at the Northwest Library, 5600 N.W. 122nd St. in Oklahoma City. For more information or to register, call 606-3580 or visit metrolibrary.org.

JULY 8
The Northwest Library will present "Reading Buddies" for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.

JULY 11
The Edmond Library will present "Storytime" at 10 a.m. and again at 11 a.m. at 10 S. Boulevard for ages 3-5. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Neighborhood Arts: Oklahoma Children's Theatre: Red vs the Wolf by Judy Wolfman" for ages 12 and younger at 10:30 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

The Edmond Library will present "Juggle Whatever" for ages 5-12 beginning at 3 p.m. at 10 S. Boulevard. For more information, call 341-9282 or visit metrolibrary.org.
The Edmond Library will present "Children Reading to Dogs" at 6:30 p.m. for ages 5-12 at 10 S. Boulevard. For more information or to register, call 341-9282 or visit metrolibrary.org.
The Northwest Library will present "Preschool Champions: Zoomba" for ages 3-5 at 10 a.m. at 5600 N.W. 122nd St. in Oklahoma City. For more information, call 606-3580 or visit metrolibrary.org.

Summer at the Library