



# METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, August 25, 2016, 3:30 p.m.  
Belle Isle Library  
5501 N. Villa  
Oklahoma City, OK 73112  
(Telephone: 843-9601)

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

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

Nancy Anthony, Chair

## **3:30 – 3:35 pm**      **INTRODUCTIONS**

- Document #09 – Presentation of Service Certificates for Library Staff – August 2016

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

## **3:35 – 3:45 pm**      **CONSENT DOCKET (#10 - #11)**

- Document #10 – Approval of Minutes of July 21, 2016 Meeting
- Document #11 – Acceptance of Review of Expenditures for July 2016

## **3:45 – 4:15 pm**      **RECOMMENDATIONS FROM ADMINISTRATION**

- Document #12 - Discussion Consideration and Possible Action – Revisions to Metropolitan Library System Policy and Procedure manual
- Document #13 – Discussion, Consideration and Possible Action: Bethany Library Project Agreement

## **4:15 – 4:30 pm**      **STAFF REPORTS**

- Summer Reading Presentation – Emily Williams, Young Adult Service Coordinator and Kristin Williamson, Children's Services Coordinator
- Individual Library Statistics – Jon Rollman, Library Analyst
- Document #14 – 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:***

**September 15, 2016**  
**Del City Library, 4509 SE 15th, Del City, OK 73115**

## **PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF**

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

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

Library System staff receiving Certificates of Service in August 2016:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Kelly M. Dalrymple, Associate Librarian, Belle Isle Library	25
Karen L. Litteral, Lead Librarian, Warr Acres Library	20
David L. Calhoun, Circulation Clerk, Belle Isle Library	15
John D. Wood, Information Technology Manager	15
Jenny Lynn Beodenhamer, Cataloger	5
Alice Kelley Fielding, Cataloger	5
Cindy M. Revels-Nigg, Circulation Clerk, Belle Isle Library	5

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

DATE: July 21, 2016

TIME: 3:30 p.m.

MEETING PLACE: Patience S. Latting Northwest 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 Northwest Library and Downtown Library, 300 Park Avenue, Oklahoma City, on July 19, 2016, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Allen Coffey, Disbursing Agent  
Fran Cory  
Cynthia Friedemann  
Helene Harpman  
Penny McCaleb  
Kim Patterson  
Hugh Rice  
Jim Shonts  
Judy Smith, Vice-Chair  
Mary Sosa  
Beth Toland  
Susan Tucker  
Ray Vaughn  
Sharon Voorhees  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

**EXCUSED:**

Mick Cornett, Mayor of Oklahoma City  
Bud Elder  
Rozz Grigsby  
Carolyn Leslie  
Tracy McDaniel  
Lori Nelson  
Mukesh Patel  
Dennis Shockley

Estimate of general public and staff attending: 18

I. Ms. Nancy Anthony called the meeting to order at 3:37 p.m. Roll was called to establish a quorum.

Present: Cory, Friedemann, Harpman, McCaleb, Patterson, Rice, Shonts, Smith, Sosa, Toland, Tucker, Vaughn, Voorhees, Anthony (Arrived: Coffey 3:41 p.m.).

II. Ms. Anthony referred to the Presentation of Service Certificates for July 2016. She recognized the following employees who were unable to attend the meeting: John Leroy Hilbert, Librarian, Southern Oaks Library, 15 years of service; Edith Diana Daniel, Lead Librarian, Bethany Library, five years of service.

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

IV. Ms. Anthony presented the Consent Docket: Document #02 – Approval of Minutes of June 16, 2016 Meeting; Document #03 - Acceptance of Review of Expenditures for June 2016; Document #04 – Contract Awards & Purchases; Document #05 – Executive Director Travel Request – July through December 2016.

Ms. Anthony called for a motion.

**Ms. Beth Toland moved to accept the consent docket. Ms. Helene Harpman seconded. Questions and discussion followed.**

**Ms. Harpman moved to amend the recommendation on Document #04 – Item B: Monument Signs for Northwest and Downtown Library. *To amend the days to complete from 30 to 60 for a bid of \$38,962.45.* Ms. Toland seconded. No further discussion. Motion passed unanimously.**

**Ms. Anthony called for further questions. There were none. Motion to accept the consent docket passed unanimously.**

V. Ms. Anthony referred to Document #06 – Discussion, Consideration and Possible Action: Library Unbound (Strategic Plan).

Mr. Rogers highlighted and explained the proposed strategic plan for FY 2016-17 through FY 2018-19.

Ms. Anthony called for a motion.

**Ms. Cynthia Friedemann moved to approve Library Unbound, the Library's strategic plan FY 2016-17 through FY 2018-19. Ms. Sharon Voorhees seconded. No further discussion. Motion passed unanimously.**

VI. Ms. Anthony introduced Mr. Mark Schuster and Ms. Laura Sikes, Assistant Library Managers, Northwest Library. Mr. Schuster and Ms. Sikes presented a video created by staff, highlighting various programs and outreach initiatives at the Northwest Library. Questions and discussion followed the video presentation.

VII. Ms. Anthony referred to the ONEcard Presentation. Ms. Meaghan Hunt-Wilson, Special Projects Librarian, provided information on the program. ONEcard is a partnership between the Metropolitan Library System and currently Oklahoma City Public Schools. Students enrolled in a ONEcard account are able to use their student IDs to access Metro Library resources. Students are automatically enrolled in ONEcard when they are registered to attend school, unless their parent or guardian has opted them out. ONEcard is a fine-exempt account type, though students are responsible for lost or damaged materials. Questions and discussion followed.



**VIII.** Ms. Anthony referred to the Accounting System Presentation. Mr. John Rahhal provide an update to the recent transition to the new Accounting System. The transition took place on July 1<sup>st</sup> and overall given the size of the implementation, it's been a smooth transition. Questions and discussion followed.

**IX.** Ms. Anthony presented Document #07 – Annual Furniture & Equipment Inventory Report.

**X.** Ms. Anthony called on Mr. Rogers to present Document #08 – Library Usage Report. Questions and discussion followed. Ms. Anthony requested a future report, possibly quarterly, breaking down some of the statistics by library location.

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

Mr. Rogers reported he's had some interaction with Oklahoma City Councilman John Pettis, Jr. Mr. Pettis is concerned about some of the activity that is happening near the Ralph Ellison Library. He's expressed some interest in having the library explore creating a safer feeling environment. Staff will be visiting with the Special Friends of Ralph Ellison to discuss and will bring a plan back to the commission in the next couple of months.

The Oklahoma City Public Works department has contracted with a mechanical engineering firm to identify the problem with the HVAC system at Ralph Ellison. Once the problem is identified the City will work to correct the problem.

The OKC Planning department is looking to revitalize the area of 10<sup>th</sup> West (North of 10<sup>th</sup> street between Council and MacArthur). One of the things they've mentioned, is they would like to see a library in that area, which is currently under served.

**XII.** Ms. Anthony called for comments from commission. Questions and discussion followed.

The next regularly scheduled meeting will be held at the Belle Isle Library on August 25, 2016 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:41 p.m.

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Tim Rogers,  
Executive Director  
(Secretary)

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

July 31, 2016

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

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of July 2016.



## Metropolitan Library Commission of Ok Co Statement of Financial Summary

	Year To Date 07/31/2016 Current Year Balance	Prior Year To Date 07/31/2015 Prior Year	Year To Date 07/31/2016 Difference
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents	3,594,663.20	3,884,442.40	(289,779.20)
Investments			
Short Term Investments	9,779,201.82	807,415.15	8,971,786.67
Long Term Investments	12,603,808.36	21,314,316.89	(8,710,508.53)
Total Investments	22,383,010.18	22,121,732.04	261,278.14
Accounts Receivable, Net			
Accounts Receivable	210.00	0.00	210.00
Total Accounts Receivable, Net	210.00	0.00	210.00
Total Current Assets	25,977,883.38	26,006,174.44	(28,291.06)
Long-term Assets	2,002,316.33	81,179.87	1,921,136.46
<b>Total Assets</b>	<b>27,980,199.71</b>	<b>26,087,354.31</b>	<b>1,892,845.40</b>
<b>Liabilities and Net Assets</b>			
Liabilities			
Short-term Liabilities	1,762,115.19	815,209.94	946,905.25
Total Liabilities	1,762,115.19	815,209.94	946,905.25
Net Assets			
General Fund	25,787,154.46	24,994,733.38	792,421.08
Special Funds	430,930.06	277,410.99	153,519.07
Total Net Assets	26,218,084.52	25,272,144.37	945,940.15
<b>Total Liabilities and Net Assets</b>	<b>27,980,199.71</b>	<b>26,087,354.31</b>	<b>1,892,845.40</b>

# Metropolitan Library Commission of Oklahoma County Commission Schedule of Investment

	Purchase Date	Maturity Date	Interest Rate	Investments Month Ending 07/31/2016 Actual
Investment Balance				
CD - BancFirst	07/28/2015	07/27/2018	1.700 %	240,000.00
CD - First State Bank	03/20/2015	09/20/2016	1.000 %	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	12/12/2016	1.980 %	230,000.00
CD - MidFirst Bank	01/26/2015	10/26/2017	1.000 %	97,415.15
CD - Municipal Emp. Credit Union	06/10/2015	06/10/2017	1.256 %	240,000.00
CD - National Bank of Commerce.	12/21/2015	12/21/2017	1.000 %	240,000.00
CD - Weokie Credit Union	01/20/2015	01/20/2020	1.510 %	124,808.36
Federal Farm Credit Bank	07/13/2016	07/13/2020	1.190 %	2,000,000.00
Federal Home Loan Bank 11/21/2018	05/21/2013	11/21/2018	1.000 %	1,999,000.00
Federal Home Loan Bank 11/8/2018	02/08/2013	11/08/2018	1.050 %	2,000,000.00
Federal Home Loan Bank 6/28/2018	12/28/2012	06/28/2018	1.050 %	0.00
FNMA 3/28/2018	03/28/2013	03/28/2018	1.000 %	2,000,000.00
FNMA 6/27/2019	12/27/2012	06/27/2019	1.250 %	2,000,000.00
Freddie Mac 10/19/2016	01/06/2016	10/19/2016	0.520 %	2,987,845.00
Freddie Mac 7/15/2016	01/06/2016	07/15/2016	0.448 %	0.00
Freddie Mac 8/23/2019	08/23/2012	08/23/2019	1.400 %	2,000,000.00
Freddie Mac 8/8/2016	01/06/2016	08/08/2016	0.458 %	1,994,650.00
Freddie Mac 9/20/2016	01/06/2016	09/20/2016	0.509 %	2,989,291.67
Goldman Sachs Money Market	02/17/2016	07/17/2016	0.230 %	1,000,000.00
Total Investment Balance			<u>0.000 %</u>	<u>22,383,010.18</u>

Metropolitan Library Commission of Oklahoma County  
Commission Statement of Revenues  
As of July 31, 2016

Document #11  
MLC FY 2016-17  
August 25, 2016

	Year To Date 07/31/2016	Month To Date 07/31/2016	Year To Date 07/31/2016		Month To Date 07/31/2015	Prior Year To Date 07/31/2015
	Budget	Actual	Actual	% Budget Received	Actual	Actual
<b>Budgeted</b>						
Ad Valorem Tax Revenue-CY	30,934,657.00	0.00	0.00	0.00 %	0.00	0.00
Fines	495,000.00	41,441.23	41,441.23	8.37 %	36,807.69	36,807.69
State Aid Revenue	253,347.00	0.00	0.00	0.00 %	0.00	0.00
<b>Total Budgeted Revenue</b>	<b>31,683,004.00</b>	<b>41,441.23</b>	<b>41,441.23</b>	<b>0.13 %</b>	<b>36,807.69</b>	<b>36,807.69</b>
<b>Not Budgeted</b>						
Ad Valorem Tax Revenue-PY	0.00	152,520.75	152,520.75	0.00 %	151,174.14	151,174.14
Interest Revenue	0.00	7,162.93	7,162.93	0.00 %	9,232.76	9,232.76
Lost Books	0.00	(264.46)	(264.46)	0.00 %	0.00	0.00
Room Rentals	0.00	3,032.50	3,032.50	0.00 %	0.00	0.00
Merchandise Sales	0.00	547.82	547.82	0.00 %	0.00	0.00
Copies	0.00	13,979.95	13,979.95	0.00 %	14,642.14	14,642.14
Gifts and Donations	0.00	0.00	0.00	0.00 %	(56.39)	(56.39)
Surplus and Scrap Sales	0.00	(8.56)	(8.56)	0.00 %	0.00	0.00
Miscellaneous Revenue	0.00	1,681.19	1,681.19	0.00 %	18,040.41	18,040.41
<b>Total Not Budgeted Revenue</b>	<b>0.00</b>	<b>178,652.12</b>	<b>178,652.12</b>	<b>0.00 %</b>	<b>193,033.06</b>	<b>193,033.06</b>
<b>Total Revenue</b>	<b>31,683,004.00</b>	<b>220,093.35</b>	<b>220,093.35</b>	<b>0.69 %</b>	<b>229,840.75</b>	<b>229,840.75</b>

**Metropolitan Library Commission of Oklahoma County**  
**Ad Valorem Tax Receipts**  
**For Fiscal - Current Year (07/01/2016 to 06/30/2017)**

Posted Dt.	Doc Dt.	Doc	Memo / Description	JNL	Debit	Credit	Balance
<b>4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)</b>							<b>0.00</b>
07/27/2016	07/27/2016		Ad Valorem Taxes	GJ		12,998.80	(12,998.80)
07/27/2016	07/27/2016		Ad Valorem taxes 7/1/16 to 7/15/16	GJ		68,249.52	(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes	GJ		71,272.43	(152,520.75)
08/08/2016	08/08/2016		Ad Valorem Taxes 7/18/16 to 7/29/16	GJ		83,010.08	(235,530.83)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>					<b>0.00</b>	<b>235,530.83</b>	<b>(235,530.83)</b>
<b>Grand Total</b>					<b>0.00</b>	<b>235,530.83</b>	<b>(235,530.83)</b>

**Metropolitan Library Commission of Oklahoma County**  
**Ad Valorem Tax Receipts - Last Year**  
**For Fiscal - Prior Year (07/01/2015 to 06/30/2016)**

Posted Dt.	Doc Dt.	Doc	Memo / Description	JNL	Debit	Credit	Balance
<b>4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2015)</b>							<b>0.00</b>
11/30/2015	11/30/2015		Historical Data	HIST		126,312.17	(126,312.17)
12/31/2015	12/31/2015		Historical Data	HIST		7,977,280.38	(8,103,592.55)
01/31/2016	01/31/2016		Historical Data	HIST		18,351,212.92	(26,454,805.47)
02/29/2016	02/29/2016		Historical Data	HIST		399,145.32	(26,853,950.79)
03/31/2016	03/31/2016		Historical Data	HIST		2,504,374.84	(29,358,325.63)
04/30/2016	04/30/2016		Historical Data	HIST		2,950,975.54	(32,309,301.17)
05/31/2016	05/31/2016		Historical Data	HIST		181,607.21	(32,490,908.38)
06/30/2016	06/30/2016		Historical Data	HIST		471,993.52	(32,962,901.90)
<b>Totals for 4005 - Ad Valorem Tax Revenue-CY</b>					<b>0.00</b>	<b>32,962,901.90</b>	<b>(32,962,901.90)</b>
<b>4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2015)</b>							<b>0.00</b>
07/31/2015	07/31/2015		Historical Data	HIST		151,174.14	(151,174.14)
08/31/2015	08/31/2015		Historical Data	HIST		288,789.27	(439,963.41)
09/30/2015	09/30/2015		Historical Data	HIST		109,025.15	(548,988.56)
10/31/2015	10/31/2015		Historical Data	HIST		68,571.12	(617,559.68)
11/30/2015	11/30/2015		Historical Data	HIST		114,610.37	(732,170.05)
12/31/2015	12/31/2015		Historical Data	HIST		71,480.60	(803,650.65)
01/31/2016	01/31/2016		Historical Data	HIST		62,325.29	(865,975.94)
02/29/2016	02/29/2016		Historical Data	HIST		90,394.77	(956,370.71)
03/31/2016	03/31/2016		Historical Data	HIST		74,479.26	(1,030,849.97)
04/30/2016	04/30/2016		Historical Data	HIST		60,611.56	(1,091,461.53)
05/31/2016	05/31/2016		Historical Data	HIST		64,675.75	(1,156,137.28)
06/30/2016	06/30/2016		Historical Data	HIST		78,847.14	(1,234,984.42)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>					<b>0.00</b>	<b>1,234,984.42</b>	<b>(1,234,984.42)</b>
<b>Grand Total</b>					<b>0.00</b>	<b>34,197,886.32</b>	<b>(34,197,886.32)</b>



## Metropolitan Library Commission of Oklahoma County

### Statement of Activities - Actual vs Budget

2017

	Actual	Budget	Remaining Budget
<b>Commission Expenses</b>			
Salary and Benefits			
5010 - Salaries & Wages	1,351,288.13	18,645,442.00	(17,294,153.87)
5015 - Payroll Taxes	99,408.10	1,311,910.00	(1,212,501.90)
5020 - Workers Compensation Insurance	0.00	188,152.00	(188,152.00)
5022 - Unemployment Compensation	4,660.26	30,000.00	(25,339.74)
5025 - Emp Benefits - Benefit Plan-Medical/Dental	183,060.01	3,495,036.00	(3,311,975.99)
5030 - Emp Benefits - LT Disability Ins	7,427.96	0.00	7,427.96
5035 - Emp Benefits - Life/AD&D Ins	69,939.42	0.00	69,939.42
5040 - Emp Benefits - Vision Insurance	3,004.65	0.00	3,004.65
5045 - Emp Benefits - Employee Assistance	1,966.00	0.00	1,966.00
5050 - Emp Benefits - Long Term Care Ins	1,414.20	0.00	1,414.20
5055 - Emp Benefits - Wellness Plan	2,346.50	0.00	2,346.50
5060 - Retirement DC-Employer Share	91,992.92	1,898,553.00	(1,806,560.08)
<b>Total Salary and Benefits</b>	<b>1,816,508.15</b>	<b>25,569,093.00</b>	<b>(23,752,584.85)</b>
Contractual Services			
5103 - Insurance-Property & Casualty	0.00	300,802.00	(300,802.00)
5110 - MOF-Alarm Monitoring	1,604.00	0.00	1,604.00
5113 - MOF-Janitorial Services	62,210.62	520,179.00	(457,968.38)
5114 - MOF-Facility Maintenance & Repair	15,581.04	474,172.00	(458,590.96)
5116 - MOF-Facility Janitorial Supplies	2,650.00	0.00	2,650.00
5117 - MOF-Facility Shop Tools(Non-Capital) and Shop Supplies	757.14	0.00	757.14
5118 - Security Services	39,215.63	500,000.00	(460,784.37)
5120 - Equipment Repair & Maint-Vehicle	2,582.96	30,000.00	(27,417.04)
5124 - Building Rent	8,961.62	93,900.00	(84,938.38)
5125 - Electrical Services	39,840.64	570,027.00	(530,186.36)
5126 - Gas Services	588.86	43,100.00	(42,511.14)
5127 - Water & Garbage Services	4,949.72	76,974.00	(72,024.28)
5128 - Chilled Water & Steam Services	0.00	198,664.00	(198,664.00)
5129 - Telephone Services	3,313.99	370,812.00	(367,498.01)
5130 - Travel-Lodging	0.00	136,000.00	(136,000.00)
5131 - Travel-Air Fare	753.00	0.00	753.00
5132 - Travel-Mileage	53.11	0.00	53.11
5133 - Travel-Per Diem	368.50	0.00	368.50
5134 - Travel-Misc Travel Expense	147.44	0.00	147.44
5135 - Mileage-Local	288.19	199,600.00	(199,311.81)
5136 - Registrations-Conferences & Seminars	200.00	0.00	200.00
5137 - Dues & Memberships	6,711.00	41,858.00	(35,147.00)
5138 - Parking-Employee	21,400.00	0.00	21,400.00
5139 - Parking-Customer	500.00	0.00	500.00
5150 - Prof Services-Other	10,056.01	634,470.00	(624,413.99)
5151 - Prof Services-Legal	633.41	0.00	633.41
5153 - Prof Services-Consulting	3,000.00	0.00	3,000.00
5154 - Prof Services-Architect	12,034.68	0.00	12,034.68
5170 - Communications-TV & Radio	0.00	547,826.00	(547,826.00)
5171 - Communications-Traditional	3,070.00	0.00	3,070.00
5183 - Recruiting	1,794.00	0.00	1,794.00
5190 - Bank Charges	491.20	0.00	491.20
5200 - Equipment Maintenance	455.50	797,641.00	(797,185.50)
5201 - Equipment Maintenance-IT	12,873.79	0.00	12,873.79
5202 - Software Support & Maintenance	17,381.23	0.00	17,381.23
5203 - Software Licenses & Subscriptions	5,675.98	0.00	5,675.98
5210 - Network Catalog Services	147.00	90,100.00	(89,953.00)
<b>Total Contractual Services</b>	<b>280,290.26</b>	<b>5,626,125.00</b>	<b>(5,345,834.74)</b>
Commodities			
5310 - Postage	22,403.85	89,330.00	(66,926.15)
5312 - Supplies-General	26,067.63	403,950.00	(377,882.37)
5314 - Supplies-Internal/Other	3,922.44	0.00	3,922.44
5320 - Supplies-Refreshments/Foods	483.90	0.00	483.90
5321 - Incentives/Promotional	6,065.60	0.00	6,065.60
5404 - Uniform Rental	451.68	85,000.00	(84,548.32)
5420 - Fuel	0.00	50,000.00	(50,000.00)
5158 - Printing Services	5,019.17	160,000.00	(154,980.83)
5160 - Performance Services	29,946.90	286,010.00	(256,063.10)





# Metropolitan Library Commission of Oklahoma County

## Statement of Activities - Actual vs Budget

2017

	Actual	Budget	Remaining Budget
5516 - Miscellaneous Expenses	5,578.19	20,800.00	(15,221.81)
Total Commodities	99,939.36	1,095,090.00	(995,150.64)
Capital Outlays			
5600 - Materials-Books	223,768.96	5,303,200.00	(5,079,431.04)
1330 - Furniture, Fixtures, & Equipment	0.00	214,433.00	(214,433.00)
1335 - IT Equipment	9,385.20	381,200.00	(371,814.80)
5204 - Furniture & Equipment Non-Capital	6,045.51	0.00	6,045.51
5123 - Building Expense-Capital	81,351.00	5,545,273.00	(5,463,922.00)
Total Capital Outlays	320,550.67	11,444,106.00	(11,123,555.33)
<b>Total Commission Expenses</b>	<b>2,517,288.44</b>	<b>43,734,414.00</b>	<b>(41,217,125.56)</b>

Metropolitan Library Commission of Oklahoma County  
Commission Special Funds  
As of July 31, 2016

	06/30/2016	Year To Date		
	Beg. Balance	Revenue	Expenses	Ending Balance
NetAsset - Beg				
Friends Grants (All)				
Public Art	502.57	0.00	0.00	502.57
Flat Screen TVs	997.00	0.00	0.00	997.00
Summer at the Library	3,401.34	0.00	0.00	3,401.34
Come Read With Me	9,078.81	0.00	0.00	9,078.81
Our World	3,514.21	0.00	0.00	3,514.21
Jones Library	15,000.00	0.00	0.00	15,000.00
Staff Appreciation Dinner	420.44	0.00	0.00	420.44
XBOX Gaming	(8.18)	0.00	0.00	(8.18)
Parent Child Book Club	508.52	0.00	0.00	508.52
Vehicle Wrap	3,500.00	0.00	0.00	3,500.00
Donna Morris Scholarship	5,290.00	0.00	566.00	4,724.00
Summer Reading	289.97	0.00	125.07	164.90
Our World	40,000.00	0.00	0.00	40,000.00
Staff Recognition Achievement	1,000.00	0.00	0.00	1,000.00
Come Read With Me	15,000.00	0.00	0.00	15,000.00
Robauto Robot Kit	1,398.00	0.00	0.00	1,398.00
Laptop Lab	334.00	0.00	0.00	334.00
Total Friends Grants (All)	100,226.68	0.00	691.07	99,535.61
Other Grants (All)				
LET Grant	2,864.10	0.00	0.00	2,864.10
OCCF	250.00	0.00	0.00	250.00
OCCF	543.80	0.00	0.00	543.80
LET-Young Professional	1,689.12	0.00	0.00	1,689.12
LET-Inasmuch Media Surfers	1,604.00	0.00	0.00	1,604.00
OCCF-Robotics Kits	43.45	0.00	0.00	43.45
LET-Aviation	3,134.06	0.00	0.00	3,134.06
Guild-Fabric for Book Bags	264.95	0.00	0.00	264.95
Guild-Popcorn Machine	69.30	0.00	0.00	69.30
OAC-Moscow Nights	(2,000.00)	0.00	0.00	(2,000.00)
OAC-Raven's Three	(1,900.00)	0.00	0.00	(1,900.00)
OAC-Rhythmically Speaking	(7,500.00)	0.00	0.00	(7,500.00)
OCCF-Harrah	290.80	0.00	0.00	290.80
OCCF-Edward Harvey	447.00	0.00	0.00	447.00
RE Friends-Programming	72.20	0.00	0.00	72.20
LET-After School at the Library	0.00	0.00	200.00	(200.00)
Kirkpatrick-After School	(5,800.00)	0.00	0.00	(5,800.00)
Koelsch-Luther	616.52	0.00	0.00	616.52
Russum-Downtown	65,422.49	0.00	0.00	65,422.49
Guild-Downtown	2,500.00	0.00	0.00	2,500.00
Total Other Grants (All)	62,611.79	0.00	200.00	62,411.79
Total NetAsset - Beg	162,838.47	0.00	891.07	161,947.40

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
<b>Bank: Special Account - Bank of Oklahoma</b>		<b>Account No: 814086019</b>	
07/20/2016	V000750--XEROX CORPORATION -HUM	Voided - 1039000300000002	0.00
07/20/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 1039000300000001	0.00
07/20/2016	V001058--SANDRA HODGES	200008	24.10
07/20/2016	V001057--ROBERT J KANARY	200007	20.95
07/20/2016	V001056--LARRY WILLRATH	200006	34.80
07/20/2016	V001055--KARIM A MUIZ	200005	12.00
07/20/2016	V001054--JOE MUHAMMAD	200004	14.95
07/20/2016	V001052--JIMMY EARLY JR	200003	10.95
07/20/2016	V001049--ANDREA MONTZ	200002	11.90
07/20/2016	V001050--ALICIA K SHARP	200001	17.00
07/25/2016	V001063--MAJEED DANYA	200009	13.95
07/26/2016	V000750--XEROX CORPORATION -HUM	Voided - 1039000300000004	0.00
07/26/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 1039000300000003	0.00
07/29/2016	V000750--XEROX CORPORATION -HUM	Voided - 1039000300000006	0.00
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 1039000300000005	0.00
<b>Total for Special Account</b>			<b>160.60</b>
<b>Bank: General Account - Bank of Oklahoma</b>		<b>Account No: 000185013</b>	
07/01/2016	V000699--URBAN LIBRARIES COUNCIL	100216	3,000.00
07/01/2016	V000482--OKLAHOMA LIBRARY ASSOCIATION	100167	1,350.00
07/01/2016	V000035--ARTS COUNCIL OF OKLAHOMA CITY INC	100062	14,696.00
07/01/2016	V000652--TEMPLO DE ALABANZA	100025	1,500.00
07/01/2016	V000915--LUTHER PUBLIC SCHOOLS	100146	100.00
07/01/2016	V000639--SUSAN PIERCE	100207	2,100.00
07/01/2016	V000324--JULIE BALLOU	100127	54.58
07/01/2016	V000290--INTEGRIS BAPTIST MEDICAL CENTER	100120	990.00
07/01/2016	V000603--SMITHKOR INVESTMENTS LLC	100035	7,461.62
07/07/2016	V000009--ADMINISTRATIVE SERVICES	100001.	1,578.29
07/07/2016	V000009--ADMINISTRATIVE SERVICES	Voided - 100017	(1,578.29)
07/07/2016	V000310--JIMMY WELCH	Voided - 100032	0.00
07/07/2016	V000310--JIMMY WELCH	Voided - 100021	0.00
07/07/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	Voided - 100024	0.00
07/07/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	Voided - 100016	0.00
07/07/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	Voided - 100015	0.00
07/07/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	Voided - 100014	0.00
07/07/2016	V000652--TEMPLO DE ALABANZA	Voided - 100013	0.00
07/07/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	Voided - 100012	0.00
07/07/2016	V000310--JIMMY WELCH	Voided - 100011	0.00
07/07/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	Voided - 100010	0.00
07/07/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	Voided - 100009	0.00
07/07/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	Voided - 100008	0.00
07/07/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	Voided - 100007	0.00
07/07/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	Voided - 100006	0.00
07/07/2016	V000652--TEMPLO DE ALABANZA	Voided - 100005	0.00
07/07/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	Voided - 100004	0.00
07/07/2016	V000310--JIMMY WELCH	Voided - 100003	0.00
07/07/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	Voided - 100002	0.00
07/07/2016	V000009--ADMINISTRATIVE SERVICES	Voided - 100001	0.00
07/07/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100084	4,345.98
07/07/2016	V000763--XEROX CORPORATION - WA	100246	64.55
07/07/2016	V000762--XEROX CORPORATION - VI	100245	79.41
07/07/2016	V000761--XEROX CORPORATION - TP	100243	7.25
07/07/2016	V000760--XEROX CORPORATION - SO	100242	99.64
07/07/2016	V000759--XEROX CORPORATION - RE	100241	54.16
07/07/2016	V000758--XEROX CORPORATION - OUT	100240	11.70
07/07/2016	V000757--XEROX CORPORATION - TP	100244	67.44
07/07/2016	V000756--XEROX CORPORATION - MC	100239	60.82
07/07/2016	V000755--XEROX CORPORATION - LU	100238	14.00
07/07/2016	V000754--XEROX CORPORATION - IT	100237	42.27

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
07/07/2016	V000753--XEROX CORPORATION - ED	100236	42.27
07/07/2016	V000752--XEROX CORPORATION - DN3	100235	18.98
07/07/2016	V000751--XEROX CORPORATION - DN2	100234	18.55
07/07/2016	V000750--XEROX CORPORATION - HUM	100247	55.45
07/07/2016	V000749--XEROX CORPORATION - DC	100233	123.29
07/07/2016	V000748--XEROX CORPORATION - CT	100232	33.66
07/07/2016	V000747--XEROX CORPORATION - CH	100231	24.54
07/07/2016	V000746--XEROX CORPORATION - BI	100230	38.35
07/07/2016	V000745--XEROX CORPORATION - BE	100229	42.81
07/07/2016	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	100217	28,881.98
07/07/2016	V000621--STANDLEY SYSTEMS	100203	211.04
07/07/2016	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER-SHIP	100060	189.00
07/07/2016	V000384--MAINTENANCE CONNECTION INC	100148	396.00
07/07/2016	RCD BK--RECORDED BOOKS INC	100177	2,589.52
07/07/2016	LECTO--LECTORUM PUBLICATIONS INC	100055	137.18
07/07/2016	FINDW--FINDAWAY WORLD LLC	100052	11,333.53
07/07/2016	BTRSH--BAKER & TAYLOR	100044	544.91
07/07/2016	BTJUV--BAKER & TAYLOR	100043	6,289.40
07/07/2016	BTEN--BAKER & TAYLOR	100046	1,037.10
07/07/2016	BTADU--BAKER & TAYLOR - ADULT	100048	17,011.72
07/07/2016	V000405--MELODY A KELLOGG	100154	360.00
07/07/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	100028	1,143.00
07/07/2016	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	100221	55.03
07/07/2016	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	100225	128.70
07/07/2016	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	100224	204.29
07/07/2016	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	100223	51.36
07/07/2016	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	100222	55.03
07/07/2016	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	100227	120.24
07/07/2016	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	100226	91.23
07/07/2016	V000569--REPUBLIC SERVICES - WA	100193	26.00
07/07/2016	V000568--REPUBLIC SERVICES - VI	100192	87.75
07/07/2016	V000567--REPUBLIC SERVICES - SO	100191	37.75
07/07/2016	V000566--REPUBLIC SERVICES - RE	100190	41.00
07/07/2016	V000565--REPUBLIC SERVICES - NW	100189	37.75
07/07/2016	V000564--REPUBLIC SERVICES - MTC	100188	122.00
07/07/2016	V000563--REPUBLIC SERVICES - MC	100187	72.00
07/07/2016	V000562--REPUBLIC SERVICES - ED	100186	120.00
07/07/2016	V000561--REPUBLIC SERVICES - DN	100185	69.25
07/07/2016	V000560--REPUBLIC SERVICES - DC	100184	41.00
07/07/2016	V000559--REPUBLIC SERVICES - CT	100183	34.00
07/07/2016	V000558--REPUBLIC SERVICES - CH	100182	34.00
07/07/2016	V000557--REPUBLIC SERVICES - BI	100181	59.00
07/07/2016	V000556--REPUBLIC SERVICES - BE	100180	37.75
07/07/2016	V000555--REPUBLIC SERVICES - AL	100179	141.00
07/07/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	100030	1,186.69
07/07/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	100027	519.50
07/07/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	100026	247.42
07/07/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	100031	10,125.51
07/07/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	100023	2,380.10
07/07/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	100022	33,332.25
07/07/2016	V000050--BANK OF OKLAHOMA	100018	5,166.52
07/07/2016	V000009--ADMINISTRATIVE SERVICES	100017	1,578.29
07/07/2016	V000587--SAVANNAH DENISE MITCHELL	100195	100.00
07/07/2016	V000375--LOWELL SCOTT ROSS DBA ROSS ENTERPRISES	100145	1,800.00
07/07/2016	V000333--KAY L BAUMAN	100131	132.34
07/07/2016	V000245--GARCIA TIRE SERVICE INC	100113	15.00
07/07/2016	V000095--CHASE CARDMEMBER SERVICE	100089	79.04
07/07/2016	V000053--BATTERIES PLUS BULBS	100074	29.90
07/07/2016	V000831--KARA FRIED	100128	97.40
07/07/2016	V000827--JONATHAN WILLIS	100125	102.38
07/07/2016	V000796--DAVID NEWYEAR	100101	15.10
07/07/2016	V000691--UNITED PARCEL SERVICE	100213	564.86
07/07/2016	V000592--SCOTTS PRINTING & COPYING	100198	531.00

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
07/07/2016	V000536--PRESTON BELL	100175	50.00
07/07/2016	V000363--LAVETTA KINSEY DENT	100140	200.00
07/07/2016	V000310--JIMMY WELCH	100033	3,000.00
07/07/2016	V000241--FUELMAN OF MID-AMERICA	100110	2,494.11
07/07/2016	V000210--EMSCO ELECTRIC SUPPLY CO INC	100107	105.49
07/07/2016	V000034--AQUALIFE AQUARIUM SYSTEMS INC	100061	98.50
07/07/2016	OVERD--OVERDRIVE INC	100173	4,405.81
07/07/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	100111	11,038.72
07/07/2016	V000663--THYSSENKRUPP ELEVATOR CORP	100209	2,011.36
07/07/2016	V000660--THE TERMINIX INTERNATIONAL CO LP	100208	226.00
07/07/2016	V000472--OKLAHOMA BUILDING SERVICES INC	100165	29,093.56
07/07/2016	V000408--METRO MONITOR INC	100157	95.00
07/07/2016	V000343--KILEY B ATKINSON	100134	147.37
07/07/2016	V000218--EVANS HARDWARE	100109	47.85
07/07/2016	V000167--CUMMINS ALLISON CORP	100098	357.00
07/07/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	100076	112.05
07/07/2016	V000003--4IMPRINT INC	100056	282.88
07/07/2016	V000498--ONG - CT	100169	95.08
07/07/2016	V000824--JOHN UTLEY	100124	21.71
07/07/2016	V000786--CHRISTIAN LEFLORE	100091	19.95
07/07/2016	V000666--TIMOTHY JOHN SPINDLE	100211	17.29
07/07/2016	V000488--ONG - NP	100171	35.75
07/07/2016	V000461--O G & E - SO	100162	2,425.16
07/07/2016	V000510--OOCO	100172	1,150.00
07/07/2016	V000470--KOCO-TV	100136	975.00
07/07/2016	V000282--IHEART ENTERTAINMENT	100119	2,985.00
07/07/2016	V000168--WILD 104.9	100099	70.00
07/07/2016	V000040--AT&T	100064	3,165.00
07/07/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	100126	600.00
07/07/2016	V000115--CITY OF HARRAH	100095	80.90
07/07/2016	V000042--AT&T MOBILITY	100066	215.61
07/07/2016	V000092--CENTRAL OKLAHOMA WINNELSON CO INC	100086	23.21
07/07/2016	V000110--CITY OF CHOCTAW - 3037	100093	30.09
07/07/2016	V000109--CITY OF CHOCTAW - 3429	100094	83.29
07/07/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	100020	547.00
07/07/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100255	483.59
07/07/2016	BLAAB--BLACKSTONE AUDIO INC	100039	498.00
07/07/2016	RCDBK--RECORDED BOOKS INC	100256	594.00
07/07/2016	BTJUV--BAKER & TAYLOR	100036	1,868.41
07/07/2016	BTEN--BAKER & TAYLOR	100037	697.24
07/07/2016	BTADU--BAKER & TAYLOR - ADULT	100038	705.73
07/07/2016	BRILL--BRILLIANCE PUBLISHING INC	100040	1,174.46
07/07/2016	V000079--C.O.T.P.A.	100034	10,675.00
07/09/2016	V000140--COMPSOURCE MUTUAL INSURANCE COMPANY	100019	17,656.00
07/11/2016	V000737--WESTLAKE HARDWARE	100228	7.99
07/11/2016	V000634--STEVE'S WHOLESALE DISTRIBUTORS INC	100205	181.12
07/11/2016	V000547--RB FLOOR CARE SERVICE INC.	100176	2,650.00
07/11/2016	V000527--PETE ROBERSON	100174	35.00
07/11/2016	V000372--LOCKE SUPPLY CO	100143	28.04
07/11/2016	V000344--KIMBERLY A TERRY	100135	110.29
07/11/2016	V000261--H I S PAINT MFG COMPANY LLC	100117	70.22
07/11/2016	V000213--ENGINEERED EQUIPMENT INC	100108	91.08
07/11/2016	V000073--BRODART INC	100080	2,765.00
07/11/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	100075	136.24
07/11/2016	V000012--ALBERT BROWN	100057	35.00
07/11/2016	V000372--LOCKE SUPPLY CO	100144	32.16
07/11/2016	V000720--WALMART COMMUNITY/GECRB	100219	200.82
07/11/2016	V000664--TIERRA MEDIA INC DBA OKLAHOMA GAZETTE	100210	1,741.00
07/11/2016	V000885--STACY SCHRANK	100202	208.45
07/11/2016	V000592--SCOTTS PRINTING & COPYING	100199	260.00
07/11/2016	V001029--SARAH N BROWN	100194	15.93
07/11/2016	RCDBK--RECORDED BOOKS INC	100178	792.00
07/11/2016	V000440--NEWS9.COM	100159	700.00
07/11/2016	V000439--NEOFUNDS BY NEOPOST USA INC	100158	3,000.00
07/11/2016	V000407--MERWIN INC DBA AQUACLEAR AQUARIUMS	100156	346.50
07/11/2016	V000405--MELODY A KELLOGG	100155	145.44
07/11/2016	V000399--MATTHEW RYAN WARD	100153	325.00
07/11/2016	V000851--MARIA WATKINS	100149	7.59
07/11/2016	V000372--LOCKE SUPPLY CO	100142	61.77
07/11/2016	V000352--KVSP-FM	100139	2,400.00

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
07/11/2016	V000350--KRMP AM/UOTV	100138	700.00
07/11/2016	V000678--KFOR	100133	5,005.00
07/11/2016	V001039--KATHRYN LEWIS	100130	122.68
07/11/2016	V000833--KATHRYN HATFIELD	100129	18.00
07/11/2016	V001016--JESSICA L GONZALEZ	100122	72.68
07/11/2016	V000815--JANET BROOKS	100121	72.81
07/11/2016	INGRU--INGRAM LIBRARY SERVICES	100054	867.45
07/11/2016	INGLS--INGRAM LIBRARY SERVICES	100053	2,833.63
07/11/2016	V000277--HUNZICKER BROTHERS INC	100118	1,057.24
07/11/2016	V000993--GERALDINE E ADAMS	100115	81.54
07/11/2016	FINDW--FINDAWAY WORLD LLC	100051	8,168.07
07/11/2016	V000199--EDITH D DANIEL	100104	34.89
07/11/2016	V000190--DEWBERRY ARCHITECTS INC	100103	12,034.68
07/11/2016	V000798--DEBBIE ROBERTUS	100102	64.26
07/11/2016	V000796--DAVID NEWYEAR	100100	9.40
07/11/2016	V000132--CITY OF THE VILLAGE	100097	91.41
07/11/2016	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	100096	40.76
07/11/2016	V000102--CHRIS KENNEDY	100090	1,693.80
07/11/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100085	4,657.98
07/11/2016	V000085--CAROL L ROBERTS	100082	29.54
07/11/2016	BRILL--BRILLIANCE PUBLISHING INC	100050	209.91
07/11/2016	V000068--BRANDON BECKHAM	100078	72.14
07/11/2016	BTADU--BAKER & TAYLOR - ADULT	100049	5,517.71
07/11/2016	BTSRL--BAKER & TAYLOR	100045	609.86
07/11/2016	BTJUV--BAKER & TAYLOR	100047	2,496.28
07/11/2016	BTEN--BAKER & TAYLOR	100042	2,492.22
07/11/2016	V000780--ASHLEY WELKE	100063	1,597.25
07/11/2016	V000015--AMAZON	100059	34.30
07/12/2016	V000720--WALMART COMMUNITY/GECRB	100220	106.42
07/12/2016	V000717--W W GRAINGER INC	100218	74.68
07/12/2016	V000691--UNITED PARCEL SERVICE	100214	381.65
07/12/2016	V001038--TYLER WOODS	100212	100.00
07/12/2016	V000905--STREETS LLC DBA STREETS MECHANICAL	100206	1,695.00
07/12/2016	V000624--STAR LIGHTING & SUPPLY	100204	45.00
07/12/2016	V000607--SOUTH OKC CHAMBER OF COMMERCE	100201	325.00
07/12/2016	V000918--SHANNON PRIDDY	100200	30.58
07/12/2016	V000592--SCOTTS PRINTING & COPYING	100197	1,964.12
07/12/2016	V000483--SCIENCE MUSEUM NETWORK	100196	200.00
07/12/2016	V000499--ONG - DN	100170	29.67
07/12/2016	V000484--OKLAHOMA MUSEUM NETWORK	100168	400.00
07/12/2016	V000477--OKLAHOMA CITY ZOOLOGICAL TRUST (EDUCATION DEPT)	100166	175.00
07/12/2016	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	100164	4,429.78
07/12/2016	V000462--O G & E - STORAGE	100163	135.68
07/12/2016	V000460--O G & E - SERVICE CENTER	100161	3,114.07
07/12/2016	V000456--O G & E - MC	100254	7,626.26
07/12/2016	V000448--O G & E - BE	100160	1,546.29
07/12/2016	MORN--MORNINGSTAR	100253	11,000.00
07/12/2016	V000855--MATTHEW COTTER	100152	62.86
07/12/2016	V000853--MARY ROBINSON	100151	27.05
07/12/2016	V000390--MARICELA PERAZA	100150	25.00
07/12/2016	V000383--MAC FIRE SYSTEMS INC	100147	108.00
07/12/2016	V000363--LAVETTA KINSEY DENT	100141	231.21
07/12/2016	V000685--KOMA-FM OKLAHOMA CITY OK	100137	750.00
07/12/2016	V000338--KELSEY PHILO	100132	285.00
07/12/2016	V000313--JOEL M FLUGSTAD	100123	50.00
07/12/2016	INFR--INFOUSA MARKETING INC DBA INFOGROUP LI- BRARY DIVISION	100252	24,449.00
07/12/2016	V000254--GINGER WALDRIP	100116	100.00
07/12/2016	V000247--GAYLORD BROS INC	100114	18.81
07/12/2016	GALE--GALE CENGAGE LEARNING	100112	2,975.40
07/12/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	100251	11,424.13
07/12/2016	V000206--ELLEN I MERCER	100106	40.00
07/12/2016	V000200--EDMOND CHAMBER OF COMMERCE	100105	400.00
07/12/2016	V000112--CITY OF EDMOND	100250	6,478.28
07/12/2016	V000788--CHRISTOPHER STOFEL	100092	180.45
07/12/2016	V000095--CHASE CARDMEMBER SERVICE	100088	26.01
07/12/2016	V000094--CHARLES S ISAACS	100087	18.36
07/12/2016	V000085--CAROL L ROBERTS	100083	10.62

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
07/12/2016	V000079--C.O.T.P.A.	100081	500.00
07/12/2016	V001043--BRIDGET WILLIAMS	100079	84.94
07/12/2016	V000062--BLACKBAUD INC	100249	5,212.50
07/12/2016	BTADU--BAKER & TAYLOR - ADULT	100073	1,550.20
07/12/2016	BTADU--BAKER & TAYLOR - ADULT	100248	6,304.73
07/12/2016	BTADU--BAKER & TAYLOR - ADULT	100072	474.42
07/12/2016	BTJUV--BAKER & TAYLOR	100067	131.77
07/12/2016	BTEN--BAKER & TAYLOR	100071	3,603.24
07/12/2016	BTEN--BAKER & TAYLOR	100069	35.64
07/12/2016	BTJUV--BAKER & TAYLOR	100068	1,825.40
07/12/2016	BTCON--BAKER & TAYLOR	100070	1,281.81
07/12/2016	V000039--AT&T - 405 A07 0017 212 5	100065	1,843.81
07/12/2016	V000015--AMAZON	100058	67.40
07/12/2016	V000696--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	100029	7,427.96
07/13/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	100349	1,143.00
07/13/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	Voided - 100028	(1,143.00)
07/13/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	100257	3,004.65
07/14/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	Voided - 100126	(600.00)
07/14/2016	V000068--BRANDON BECKHAM	Voided - 100077	
07/16/2016	INGLS--INGRAM LIBRARY SERVICES	100041	136.27
07/18/2016	V000372--LOCKE SUPPLY CO	Voided - 1039000300000002	
07/18/2016	V000371--LLOYD LOVELY	Voided - 1039000300000001	0.00
07/19/2016	V000702--US POSTAL SERVICE	100363	15,000.00
07/19/2016	V000227--FEY INDUSTRIES INC DBA BLACKBOURN	100292	2,850.00
07/19/2016	V000187--DEMCO INC	100288	4,270.00
07/19/2016	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	100351	449.00
07/19/2016	V000764--YORK INTERNATIONAL UNITARY PRODUCTS GROUP	100350	300.00
07/19/2016	V000704--US POSTMASTER EAST SIDE STATION	100364	6,000.00
07/19/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	100348	509.50
07/19/2016	V000691--UNITED PARCEL SERVICE	100347	320.32
07/19/2016	V000679--TRIWELLNESS LLC	100346	2,346.50
07/19/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	100345	247.42
07/19/2016	V000372--LOCKE SUPPLY CO	100313	179.55
07/19/2016	INGLS--INGRAM LIBRARY SERVICES	100299	141.74
07/19/2016	INGRU--INGRAM LIBRARY SERVICES	100300	148.42
07/19/2016	V000481--OKLAHOMA EMPLOYMENT SECURITY COMMISSION	100324	4,660.26
07/19/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	100362	10,125.51
07/19/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	100318	2,491.49
07/19/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	100361	11,219.25
07/19/2016	V000050--BANK OF OKLAHOMA	100356	5,166.52
07/19/2016	V000009--ADMINISTRATIVE SERVICES	100258	1,559.38
07/19/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	100215	1,414.20
07/20/2016	V000372--LOCKE SUPPLY CO	Voided - 1039000300000004	
07/20/2016	V000371--LLOYD LOVELY	Voided - 1039000300000003	0.00
07/20/2016	V000672--TOWN OF LUTHER	100344	45.50
07/20/2016	V000996--SYDNEY M ASHBY	100343	954.43
07/20/2016	V001040--STACI GRAY	100342	300.00
07/20/2016	V000615--SOUTHWESTERN STATIONERS INC	100341	62.00
07/20/2016	V000611--SOUTHERN HARDLINES INC	100340	30.85
07/20/2016	V000599--SIGNATURE LANDSCAPE LLC	100339	1,335.00
07/20/2016	V000483--SCIENCE MUSEUM NETWORK	100338	200.00
07/20/2016	V000587--SAVANNAH DENISE MITCHELL	100337	200.00
07/20/2016	V000577--ROTARY CLUB OF OKLAHOMA CITY	100336	260.00
07/20/2016	V000873--ROBIN MILLER	100335	566.00
07/20/2016	RCDBK--RECORDED BOOKS INC	100334	222.60
07/20/2016	V000547--RB FLOOR CARE SERVICE INC.	100333	2,434.50
07/20/2016	V000868--RANDY WAYLAND	100332	98.53
07/20/2016	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	100331	3.79
07/20/2016	V000518--PAR SPRINKLER INC	100330	578.02
07/20/2016	OVERD--OVERDRIVE INC	100355	20,515.64
07/20/2016	V000493--ONG - VI	100329	95.44

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Date	Payee	Document No	Amount
07/20/2016	V001053--ONG - CH	100328	1.38
07/20/2016	V000486--ONG - BI	100327	97.85
07/20/2016	V000484--OKLAHOMA MUSEUM NETWORK	100326	200.00
07/20/2016	OKCGE--OKLAHOMA GEOLOGICAL SOCIETY	100325	60.00
07/20/2016	V000512--O'REILLY AUTO PARTS	100323	28.03
07/20/2016	V000458--O G & E - NW	100322	4,151.54
07/20/2016	V000449--O G & E - BI	100321	3,735.92
07/20/2016	V000447--O G & E - AL	100320	1,688.80
07/20/2016	V000443--NOVALCO INC	100319	128.84
07/20/2016	V000856--MATTHEW LOGO FALEPOUONO	100317	35.00
07/20/2016	LEXIS--MATTHEW BENDER DBA LEXIS NEXIS	100316	2,615.25
07/20/2016	V000393--MARK D VANCE	100315	35.00
07/20/2016	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	100314	1,210.74
07/20/2016	V001045--LEADERSHIP OKLAHOMA CITY INC	100312	225.00
07/20/2016	V000357--LANNY B MYERS	100311	35.00
07/20/2016	V000835--KELLEY RIHA	100310	158.47
07/20/2016	V001059--KATHY VROOMAN	100309	120.00
07/20/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	100308	600.00
07/20/2016	V000319--JOHNSTONE SUPPLY OF OKC	100307	109.39
07/20/2016	V000825--JOHN WOOD	100306	50.00
07/20/2016	V000824--JOHN UTLEY	100305	35.00
07/20/2016	V000311--JOB DIG INC	100304	350.00
07/20/2016	V001048--JANEAL WALKER	100303	310.50
07/20/2016	V000292--IRVING PUBLIC LIBRARY	100302	21.00
07/20/2016	INGLS--INGRAM LIBRARY SERVICES	100301	242.42
07/20/2016	V000287--INDEPENDENT STATIONERS	100298	274.84
07/20/2016	V000274--HOME DEPOT CREDIT SERVICES	100297	767.75
07/20/2016	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	100360	8,338.00
07/20/2016	V000267--HARVEY SALES JANITORIAL SUPPLIES	100296	2,487.68
07/20/2016	GRHP--GREY HOUSE PUBLISHING	100295	959.05
07/20/2016	GAFVV--GATEWAY FILMS	100294	335.78
07/20/2016	GALE--GALE CENGAGE LEARNING	100293	345.80
07/20/2016	FINDW--FINDAWAY WORLD LLC	100354	10,497.87
07/20/2016	V000213--ENGINEERED EQUIPMENT INC	100291	144.24
07/20/2016	V000194--EALES ELECTRONICS CORP	100290	50.00
07/20/2016	V000187--DEMCO INC	100289	112.42
07/20/2016	V000184--DEL CITY CHAMBER OF COMMERCE	100287	170.00
07/20/2016	V000164--COX MEDIA INC	100359	9,538.00
07/20/2016	V000147--COX COMMUNICATIONS INC	100286	1,157.45
07/20/2016	V000146--COX COMMUNICATIONS INC	100358	5,361.73
07/20/2016	V000126--CITY OF OKLAHOMA CITY - WA	100285	85.47
07/20/2016	V000121--CITY OF OKLAHOMA CITY - VI	100284	261.43
07/20/2016	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	100283	246.59
07/20/2016	V000122--CITY OF OKLAHOMA CITY - RE	100282	414.27
07/20/2016	V000125--CITY OF OKLAHOMA CITY - NW	100281	301.13
07/20/2016	V000124--CITY OF OKLAHOMA CITY - BI	100280	749.46
07/20/2016	V000106--CITY OF BETHANY	100279	133.97
07/20/2016	V000094--CHARLES S ISAACS	100278	35.00
07/20/2016	V000092--CENTRAL OKLAHOMA WINNELSON CO INC	100277	49.68
07/20/2016	CPLP--CENTER POINT LARGE PRINT	100276	657.90
07/20/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100275	2,812.57
07/20/2016	V000089--CDW LLC DBA CDW DIRECT LLC	100274	3,896.00
07/20/2016	V000083--CARL CORPORATION	100273	1,600.00
07/20/2016	CAPIG--CAPITOL INFORMATION GROUP INC DBA BUSINESS MANAGEMENT DAILY	100272	211.00
07/20/2016	CAMUP--CAMBRIDGE UNIVERSITY PRESS	100271	126.00
07/20/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	100270	978.75
07/20/2016	BLAAB--BLACKSTONE AUDIO INC	100269	3,108.50
07/20/2016	V000062--BLACKBAUD INC	100357	14,217.07
07/20/2016	V000053--BATTERIES PLUS BULBS	100268	40.88
07/20/2016	BTADU--BAKER & TAYLOR - ADULT	100353	18,411.56
07/20/2016	BTCON--BAKER & TAYLOR	100266	4,733.75
07/20/2016	BTSRL--BAKER & TAYLOR	100265	2,063.51
07/20/2016	BTJUV--BAKER & TAYLOR	100267	4,856.35
07/20/2016	BTEN--BAKER & TAYLOR	100352	8,766.58
07/20/2016	AVCAF--AV CAFÉ INC	100264	668.87
07/20/2016	V000037--ASSOCIATED APPLIANCE SERVICE INC	100263	24.00
07/20/2016	V000035--ARTS COUNCIL OF OKLAHOMA CITY INC	100262	100.00



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Date	Payee	Document No	Amount
07/20/2016	V000779--ANNE HALL	100261	133.97
07/20/2016	V000023--AMERICAN LIBRARY ASSOCIATION - ADVERTISING	100260	500.00
07/20/2016	V000015--AMAZON	100259	265.12
07/22/2016	MITCH--MITCHELL 1	100365	17,482.36
07/25/2016	V000372--LOCKE SUPPLY CO	100404	38.92
07/25/2016	V000365--LE ACKER INC DBA CASTER SHOP	100400	35.84
07/25/2016	V000277--HUNZICKER BROTHERS INC	100393	2,987.56
07/25/2016	V000738--WEWERS LLC DBA RAY THE PAINTER	100448	1,495.00
07/25/2016	V000737--WESTLAKE HARDWARE	100447	8.99
07/25/2016	V000720--WALMART COMMUNITY/GEORGE	100446	296.03
07/25/2016	V000719--WALKER COMPANIES	100445	551.80
07/25/2016	V000715--VOSS LIGHTING	100444	72.72
07/25/2016	V000691--UNITED PARCEL SERVICE	100443	670.06
07/25/2016	V001038--TYLER WOODS	100442	100.00
07/25/2016	EDSUN--THE EDMOND SUN	100441	86.41
07/25/2016	V000919--TERESA L THOM	100440	150.00
07/25/2016	V000905--STREETS LLC DBA STREETS MECHANICAL	100439	345.00
07/25/2016	V000624--STAR LIGHTING & SUPPLY	100438	133.56
07/25/2016	V000615--SOUTHWESTERN STATIONERS INC	100437	69.36
07/25/2016	V000599--SIGNATURE LANDSCAPE LLC	100436	2,180.00
07/25/2016	V001062--SHERIDAN ROBISON	100435	250.00
07/25/2016	V000595--SHAUNA LEONARD	100434	100.00
07/25/2016	V000588--SCHOLASTIC INC	100433	3,492.94
07/25/2016	RCDBK--RECORDED BOOKS INC	100432	2,981.09
07/25/2016	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMAPARK LUMBER	100431	50.65
07/25/2016	RANHO--PENGUIN RANDOM HOUSE LLC	100430	10.00
07/25/2016	V000521--PAUL DANIEL MEDINA	100429	275.00
07/25/2016	V000518--PAR SPRINKLER INC	100428	1,056.69
07/25/2016	OVERD--OVERDRIVE INC	100457	9,590.48
07/25/2016	V000511--ORANGE BOY INC	100427	3,805.00
07/25/2016	V000494--ONG - WR	100426	36.84
07/25/2016	V000491--ONG - SO	100425	103.22
07/25/2016	V000490--ONG - RE	100424	96.85
07/25/2016	V000489--ONG - NW	100423	21.18
07/25/2016	V000501--ONG - MTC 3RD ST	100422	42.20
07/25/2016	V000500--ONG - HR	100421	20.96
07/25/2016	V000496--ONG - BE	100420	36.46
07/25/2016	V001060--ONG - AL	100419	104.54
07/25/2016	V000502--ONG - 50th ST	100418	106.04
07/25/2016	V000484--OKLAHOMA MUSEUM NETWORK	100417	2,000.00
07/25/2016	V000477--OKLAHOMA CITY ZOOLOGICAL TRUST (EDUCATION DEPT)	100416	375.00
07/25/2016	V000512--O'REILLY AUTO PARTS	100415	13.18
07/25/2016	V000464--O G & E - WA	100414	2,272.39
07/25/2016	V000459--O G & E - RE	100413	3,799.48
07/25/2016	V000452--O G & E - DN	100456	11,769.70
07/25/2016	V000451--O G & E - CT	100412	1,909.09
07/25/2016	V000443--NOVALCO INC	100411	115.00
07/25/2016	V000431--MUSEUM OF OSTEOLOGY	100410	130.50
07/25/2016	MIDTP--MIDWEST TAPE	100409	2,117.61
07/25/2016	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	100408	633.41
07/25/2016	V000390--MARICELA PERAZA	100407	25.00
07/25/2016	V000388--MARGARIDA PIRES WOLL	100406	80.00
07/25/2016	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	100405	786.93
07/25/2016	LOAKM--LIVE OAK MEDIA	100403	230.67
07/25/2016	V000370--LISA M. WOOD	100402	100.00
07/25/2016	LIBID--LIBRARY IDEAS LLC	100455	71,250.00
07/25/2016	LECTO--LECTORUM PUBLICATIONS INC	100401	165.81
07/25/2016	V000361--LAUREN CROSS	100399	105.00
07/25/2016	V000844--LANDON HOLMAN	100398	69.99
07/25/2016	V000842--KRISTIN WILLIAMSON	100397	75.40
07/25/2016	V000290--INTEGRIS BAPTIST MEDICAL CENTER	100396	1,950.00
07/25/2016	INGLS--INGRAM LIBRARY SERVICES	100395	286.85
07/25/2016	V000287--INDEPENDENT STATIONERS	100394	755.25
07/25/2016	V000274--HOME DEPOT CREDIT SERVICES	100392	75.69
07/25/2016	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	100454	6,829.80
07/25/2016	V000267--HARVEY SALES JANITORIAL SUPPLIES	100391	765.44
07/25/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	100453	10,985.09

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
07/25/2016	FINDW--FINDAWAY WORLD LLC	100452	11,930.49
07/25/2016	V000218--EVANS HARDWARE	100390	155.95
07/25/2016	V000194--EALES ELECTRONICS CORP	100389	50.00
07/25/2016	V000187--DEMCO INC	100388	128.24
07/25/2016	V000793--DANIEL FIELDS	100387	26.69
07/25/2016	V000166--CRISTY GOSSET	100386	115.00
07/25/2016	V000707--CONSTRUCTIVE PLAYTHINGS	100385	549.99
07/25/2016	V000138--CMP CORPORATION	100384	2,475.00
07/25/2016	V000127--CITY OF OKLAHOMA CITY - DN	100383	1,070.90
07/25/2016	V001046--CHRISTOPHER MEYERS	100382	275.00
07/25/2016	V000098--CHERYL SWANSON	100381	200.00
07/25/2016	V000095--CHASE CARDMEMBER SERVICE	100380	3,887.76
07/25/2016	CPLP--CENTER POINT LARGE PRINT	100379	2,127.06
07/25/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100378	1,899.81
07/25/2016	BRILL--BRILLIANCE PUBLISHING INC	100377	414.84
07/25/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	100376	404.98
07/25/2016	BLAAB--BLACKSTONE AUDIO INC	100375	180.00
07/25/2016	V000053--BATTERIES PLUS BULBS	100374	499.08
07/25/2016	BTADU--BAKER & TAYLOR - ADULT	100451	22,138.69
07/25/2016	BTRSH--BAKER & TAYLOR	100373	2,239.49
07/25/2016	BTJUV--BAKER & TAYLOR	100450	10,731.65
07/25/2016	BTEN--BAKER & TAYLOR	100449	7,774.75
07/25/2016	V000041--AT&T 405 769 9452 412 3	100372	228.57
07/25/2016	V001065--AT&T 405 454 9479 162 3	100371	149.62
07/25/2016	V000034--AQUALIFE AQUARIUM SYSTEMS INC	100370	98.50
07/25/2016	V000779--ANNE HALL	100369	6.41
07/25/2016	V001064--AMERICAN ASSOCIATION FOR STATE AND LO- CAL HISTORY (AASLH)	100368	115.00
07/25/2016	V000015--AMAZON	100367	217.68
07/25/2016	V000003--4IMPRINT INC	100366	548.18
07/26/2016	V000372--LOCKE SUPPLY CO	Voided - 103900030000006	
07/26/2016	V000371--LLOYD LOVELY	Voided - 103900030000005	0.00
07/29/2016	V000371--LLOYD LOVELY	103900030000125	194.10
07/29/2016	V001066--BOBBY REED	103900030000124	22.67
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 103900030000013	0.00
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 103900030000012	0.00
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 103900030000011	0.00
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 103900030000010	0.00
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 103900030000009	0.00
07/29/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	Voided - 103900030000008	0.00
07/29/2016	V000371--LLOYD LOVELY	Voided - 103900030000007	0.00
	<b>Total for General Account</b>		<b><u>911,854.16</u></b>

I, Tim Rogers, certify that:

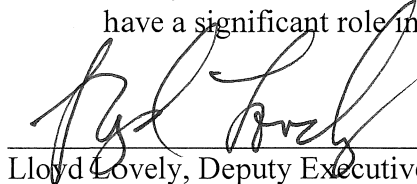
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

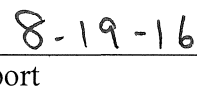
  
Tim Rogers, Executive Director

  
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

  
Date

## **REPORT AND RECOMMENDATION 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 AM 100 (Borrowing) and AL 310 (Cardholder Responsibilities). The following changes are to provide service to our new ONEcard account holders, a service that will be available as of September 1, 2016.

Both AM 100 and AL 310 are scheduled for a full review by staff in fall 2016, and are slated to return to the commission with additional changes in January 2017.

AM 100 Borrowing—Revisions Recap: The revision will allow ONEcard members to check out at library circulation desks with their student ID card or student ID number and last name. The policy update also reflects the limit on material check-outs for ONEcard users (10 items, as opposed to 30 for other account types). In addition, policy language has been updated to remain in line with the library's current practices and new strategic plan, converting "customer" to "member," where applicable and "system reserve" to "hold."

AL 310 Cardholder Responsibilities – Revisions Recap: This revision accounts for the elimination of AL 212 (Card Signatures), which was approved by the commission in June 2016 to accommodate ONEcard members. Language has also been updated.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AM 100 (Borrowing), AM 310 (Cardholder Responsibilities).

# Access to Materials

## AM 100 Borrowing

*Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 10/10, 8/14, 8/16*

### Policy

The Borrowing Policy ensures that the requirements for borrowing Metropolitan Library System materials are provided to library ~~customers~~ members and staff.

### Regulations

#### 1. Requirements for Borrowing Materials

- a. To borrow materials, the ~~customer~~ member must be a registered ~~MLS-Metropolitan Library System~~ borrower without a block or delinquencies against his/her account.
- b. To borrow materials at a library, the ~~customer~~ member must do one of the following:
  - i. Present ~~his/her~~ their valid ~~MLS-Metropolitan~~ library card at the circulation desk
  - ii. Present ~~his/her MLS library card/account number at the circulation desk plus standard~~ identification verifying name and current address (see procedure 200.1)
  - iii. Provide a student ID number from a participating ONEcard school (valid only for the enrolled student; non-transferrable) and last name.
  - iv. Use ~~his/her MLSetropolitan~~ Library card or /account number at ~~the self-check machines~~ kiosks
  - v. If a customer has forgotten his/her card and does not know the number, staff should check circulation records to verify that the customer is a registered borrower without a block against his/her account. The customer must then show acceptable identification equal to that required for obtaining a library account. [MHW1]
- c. ~~Customers-Members~~ who need to replace a lost or stolen card prior to borrowing materials must show proof of eligibility and pay a non-refundable processing fee. (See SF 910 Fee Schedule for amount.)

#### 2. Maximum Items Borrowed

- a. ~~A-For most accounts, a~~ maximum of 30 physical items can be on loan to one borrower at a time; the exception is for ONEcard account holders, who may check out a maximum of 10 physical items at a time. If materials are in short supply at a given agency, the library manager may set a further limit.
- b. Service providers working in partnership with the library to provide materials in electronic formats may set their own borrowing limits.
- c. See AM 200 Interlibrary Loan for limits on borrowing materials through interlibrary loan.

#### 3. Loan Periods and Renewals

# Access to Materials

## AM 100 Borrowing

*Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00,  
10/04, 10/10, 8/14, 8/16*

- a. Library materials may be checked out for two weeks. They may be renewed to a maximum loan period of 42 days if there is no ~~System Reserve~~ hold request for ~~the~~ item(s) - at the time of renewal during that period.
- b. ~~Customers~~ Members may attempt to renew materials anytime within the maximum loan period. There is a limit of two (2) times an item may be renewed.
- c. Service providers working in partnership with the library to provide materials in electronic formats may set their own loan periods and renewal limits.
- d. See AM 200 Interlibrary Loan for the loan period and renewal policy for materials borrowed through interlibrary loan.

# AL 300 Responsibilities of Customers

## AL 310 Cardholder Responsibilities

*Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 8/16;*

### Library Cardholder Responsibilities

- 1) The ~~account holder person signing the card~~ agrees to abide by library system policies and accepts responsibility for fines or other charges resulting from the card's use.
- 2) The card is to be used only by the person signing it named on the account.
  - a) Exception: The ~~signing account sponsor parent~~ may use ~~his/her child's card an~~ account to borrow materials for ~~that child~~ the person named on the account.
- 3) The card is valid at all ~~MLS~~ Metropolitan Library System agencies. It is the property of the library system and must be returned upon request.
- 4) Responsibility for the choice of materials borrowed rests with the person ~~who signed the card~~ named on the account and not with the Metropolitan Library Commission, the library system, or its employees.
- 5) ~~Persons who lose their library card or change address~~ Members who lose their library card or change their address should notify the library system promptly.
- 6) ~~The customer will be charged~~ Members are charged a non-refundable replacement fee for "lost" or "stolen" cards. (See AM Fee Schedule)

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **BETHANY LIBRARY PROJECT AGREEMENT**

The Metropolitan Library System and the City of Bethany are beginning the architect selection process for the Bethany Library project.

In order to facilitate this process, the Library needs to enter into an agreement with the city regarding the funding for the project.

This agreement details the obligations of the city and the Library concerning the project. In addition, a lease for the building – when completed – has been negotiated and included here.

All documents have been reviewed and approved by the Library's legal counsel.

### **ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

To Approve the Bethany Library Project Agreement between the City of Bethany and the Metropolitan Library Commission of Oklahoma County.



## **BETHANY LIBRARY PROJECT AGREEMENT**

### **Participation Agreement for the Bethany Library, City of Bethany, Oklahoma.**

This Bethany Library Project Agreement (herein "Agreement") is entered into on 16<sup>th</sup> day of AUGUST, 2016, by and between The City of Bethany, a municipal corporation (hereinafter referred to as "City") and the Metropolitan Library Commission of Oklahoma County a/k/a Metropolitan Library System, a public agency and body corporate created and existing under the laws of the State of Oklahoma (hereinafter referred to as "Library").

#### **WITNESSETH:**

**WHEREAS**, Library began serving Bethany in 1965 with library located at 3510 N Mueller Ave, Bethany, Oklahoma; and

**WHEREAS**, it is the desire of City and Library to expand the services provided to the growing community of Bethany and the surrounding area; and

**WHEREAS**, the April 5, 2016 bond initiative, as passed by the registered voters of the City of Bethany, contained \$8,180,000 for the purpose of constructing and furnishing a new library;

**WHEREAS**, it is the desire of City and Library to build a 23,000 square foot library building which can be expanded in the future; and

**WHEREAS**, it is the desire of the Library to participate with the City in Architectural/Engineering (A&E) Services for the Bethany Library Project; and

**WHEREAS**, in order to begin said project, it is necessary to obtain architectural and engineering services (A&E); and

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**WHEREAS**, in order to begin immediate work on the Bethany Library Project, Library has elected to expend funds for the purpose of supporting the design of the Bethany Library Project; and

**WHEREAS**, the A&E shall be selected in accordance with a process agreed upon by the City and Library; and

**WHEREAS**, the design and construction of the Project can affect the operations which shall be funded and performed by Library; and

**WHEREAS**, the City and Library intend to work together to achieve a successful outcome to the Project; and

**WHEREAS**, the City shall purchase any additional land required for the Project; and

**WHEREAS**, Library is willing to purchase certain Furniture, Fixtures and Equipment (FF&E) or moveable property for said Project; and

**WHEREAS**, Library, as approved by the Metropolitan Library Commission, has set aside funding for certain costs associated with the design and operation of the Bethany Library.

**NOW, THEREFORE**, in consideration of the various covenants and promises set forth hereinafter and as further outlined above, the parties agree as follows:

**I. OBLIGATIONS OF Library.**

A. Library shall provide funding to City for the design of the Bethany Library in accordance with the amounts described in the Library Funding Schedule, attached hereto as "Exhibit A."

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- B. Should the amounts described in the Funding Schedule need to be revised, City and Library, by mutual agreement, shall determine the amount of any funds to be provided by Library.
- C. Library shall provide recommendations to City for the scope of the Bethany Library construction and its various components, phases and timetables.
- D. Library shall communicate with the Bethany Library's architects, engineers and contractors only through City, unless otherwise directed or authorized by City.
- E. Library shall provide certain furniture, fixtures and equipment ("FF&E") to be placed in the Bethany Library. Library will retain ownership of all FF&E and movable property purchased with Library funds. All FF&E purchased solely with Library funds shall be procured by Library.
- F. Library shall be responsible for all costs associated with any temporary relocation of the library materials and equipment during construction of the new library facility.

## **II. OBLIGATIONS OF CITY.**

- A. City shall comply with the requirements outlined in the Library Funding Schedule.
- B. City has acquired or shall acquire ownership of the land described in "Exhibit B." (Legal Description to be added upon receipt of surveyor certificate)

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- C. City has approved and secured funding in an amount not to exceed \$8,146,722.00, for the construction of the Bethany Library and City agrees to enter into a construction agreement for the designed library facility within the limitations of the funds on hand.
- D. City and Library shall select the architect for the Bethany Library and City shall contract with said architect Contemporaneously with the execution of this agreement City and Library shall enter into a lease agreement with an effective date corresponding to the substantial completion of the library construction, in the form and substance as shown in the attached "Exhibit C."
- E. City shall cause Library to be named as an additional insured in all design and construction insurance policies pertaining to the construction of the Bethany Library.
- F. City shall make a good faith effort to invite Library to all project and site meetings and to copy Library on all correspondence pertaining to the design and construction of the Bethany Library.
- G. City shall allow the review by Library of all plans and documents pertaining to the construction of the Bethany Library. This provision shall be incorporated in all contracts entered into by City which pertain to the design and construction of the Bethany Library.
- H. As-built plans and documents pertaining to the construction of the Bethany Library shall be provided by City to Library in both written and in an electronic format acceptable to Library.

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- I. Library shall have the right to reproduce and retain all plans and documents pertaining to the Bethany Library.

### **III. WHOLE AGREEMENT.**

This Agreement constitutes the entire understanding between the parties and no other documents or oral discussions modify this written document. All amendments to this Agreement shall be in writing and shall be signed by both parties in order to have legal effect.

### **IV. VENUE AND APPLICABLE LAW.**

Any dispute between the parties hereto arising out of or in connection with this Agreement shall be adjudicated before a court located in Oklahoma County, Oklahoma, in accordance with the laws of Oklahoma.

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IN WITNESS WHEREOF, the Metropolitan Library System adopts and  
approves this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Metropolitan Library Commission**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

IN WITNESS WHEREOF, The City of Bethany adopts and approves this  
Agreement this 16<sup>th</sup> day of August, 2016.

**The City of Bethany**


  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
City Clerk



Reviewed for form and legality this 16<sup>th</sup> day of August, 2016.

  
\_\_\_\_\_  
Bethany Municipal Counselor

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LIBRARY FUNDING SCHEDULE  
EXHIBIT A

**FUNDING OBLIGATIONS OF Library.**

- A. Library shall provide to the City funding, up to but not exceeding, \$669,277 in accordance the Agreement and below for the new Bethany Library:
  - a. \$ 669,277 for Architectural, Engineering, and Consulting design services required for the Bethany Library Project including site survey, civil engineering, printing, consultants, site visitations and testing costs; and
  - b. The funding described above shall be provided to the City 30 days prior to the execution of the contract for described work.
- B. These dollars shall not be used for the purchase of land or for any development outside of the tract of land set aside for the library.
- C. All Library funds shall be placed in an interest bearing account and all interest earned shall be used for the construction of the Bethany Library.
- D. Quarterly, the City shall provide Library, an accounting of all funds held and expended on this project.
- E. After completion of the project, the City shall return to Library any unused funding provided by Library. The project costs include all oversight, testing, design and construction. The cost used in this calculation excludes all land cost, all FF&E, and all library materials cost and any work not constructed on the library site.
- F. Library shall be responsible for all costs associated with any temporary relocation of the library materials and equipment during construction of the new library facility.



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LIBRARY FUNDING SCHEDULE  
EXHIBIT A

IN WITNESS WHEREOF, the Metropolitan Library System adopts and  
approves this "Exhibit A" this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Metropolitan Library Commission

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
MLC Secretary

IN WITNESS WHEREOF, The City of Bethany adopts and approves this "Exhibit A"  
this 16<sup>th</sup> day of August, 2016.

The City of Bethany

[Signature]  
Mayor

ATTEST:

[Signature]  
City Clerk



Reviewed for form and legality this 16<sup>th</sup> day of August, 2016.

[Signature]  
Bethany Municipal Counselor



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BETHANY LIBRARY LEASE  
EXHIBIT C

**LEASE AGREEMENT**

**THIS LEASE AGREEMENT** (herein "Lease Agreement") is made and entered into on the 16<sup>th</sup> day of August, 2016, by and between the City of Bethany, a municipal corporation (herein "Lessor" or "Bethany"), and the Metropolitan Library Commission of Oklahoma County, Oklahoma, (herein "Lessee" or "MLC").

**WITNESSETH:**

**WHEREAS**, MLC currently operates a public library for the benefit of the citizens of Oklahoma County; and

**WHEREAS**, at the Southeast corner of NW 35 Street and Mueller Avenue, Bethany, OK 73008, Bethany has caused to be designed and is in process of constructing, a building for library purposes (herein "the Leased Premises"), a legal description to be added upon accurate land survey; and

**WHEREAS**, it is the intention of Lessor that the Leased Premises be operated so that the citizens of Bethany and its environs shall have the benefit of an excellent public library, consistent with the library and educational purposes for which Bethany is constructing on the said Leased Premises; and

**WHEREAS**, Lessor recognizes that Bethany and Oklahoma County will receive substantial public benefit during the term of this Lease from Lessee's operation and management of the Leased Premises; and

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**WHEREAS**, by reason of the foregoing, Lessor finds it to be of benefit to the citizens of Bethany and Oklahoma County for Lessor to enter into this Lease Agreement with Lessee.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements contained in this Lease Agreement, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Leased Premises

1.1 Lease. Lessor does hereby lease, let and demise unto Lessee, and Lessee does hereby lease, hire and take from Lessor the Leased Premises, together with all the rights, easements, entrances, approaches and exits appurtenant to or located on the Leased Premises and any designated parking dedicated to the Leased Premises. The Leased Premises are described and set forth in Exhibit A, which is attached here to and made a part hereof. (Exhibit A to be added upon receipt of surveyor's certificate)

1.2 Lessee's Rights. Subject to the further provisions of this Lease, during the Initial Lease Term and any Extended Term, as herein defined, Lessee will have the sole right to continuous and exclusive use, and occupancy, management and operation of the Leased Premises for library and educational purposes, including, without limitation, the sole and exclusive right:

1.21. to schedule, promote, operate, and set fees for any library and educational activities, concerts, programs, meetings, exhibitions and any other related activities and events;

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1.22 to broadcast, disseminate, reproduce or transmit by television, radio, telephone, cable, satellite, wire, or any other method or medium of reproduction, transmission or communication, including live or tape-delayed coverage, all, or any part of any events or to sell or license the rights thereto;

1.23 to place signs, banners and other signage, both permanent and temporary, in the interior and on the exterior of the Leased Premises; Provided no political campaign signs shall be displayed on the premises; and

1.24 to place works of art and artistic expressions on or outside the main library building located on the Leased Premises.

1.3 Lessor's Right To Use Leased Premises For Non-Profit Public Events.

Notwithstanding any other provision of this Lease Agreement, Lessor reserves the right to sponsor and conduct five (5) non-profit events of its choosing on the Leased Premises during each and every yearly term hereof. Additional events may be scheduled upon written approval of Director of Metropolitan Library System and such approval shall not be unreasonably withheld. In any year in which Lessor elects to sponsor and conduct any such event, Lessor shall give notice of such election to Lessee not less than two (2) months prior to the date on which said event would take place on the Leased Premises. No event to be sponsored and conducted by Lessor pursuant to this Section 1.3 shall conflict with the events already scheduled by Lessee prior to the receipt of notice thereof from Lessor. If Lessor elects to sponsor and conduct any such events on the Leased Premises, Lessee will operate and manage the Leased Premises on the

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event day and (a) Lessor will provide all labor and materials necessary for conducting the event, and (b) Lessor will reimburse Lessee for all costs, except utility costs, related to events held pursuant to this Section 1.3, including, without limitation, all labor and event day cleanup costs within thirty (30) days written notice by Lessee of such costs. Lessor's use of the Leased Premises shall be subject to the rules, regulations, hours of operations and/or policies adopted by MLC pertaining to the use of the Leased Premises. Lessor and Lessee may agree to additional hours of operation for events upon prior written agreement. Any conflict between the provisions of this section 1.3 and the rules, regulations and/or policies of MLC shall be governed by the provisions of this section 1.3.

1.4. Right of Lessor to Inspect Leased Premises. Notwithstanding any other provision of this Lease, Lessor and its agents and representatives shall, upon reasonable prior notice to Lessee, have the right to enter into and upon any and all parts of the Leased Premises for the purpose of examining the same. No prior written notice to Lessee shall be required in the event of emergencies threatening the public health, safety or welfare.

2. Term. The initial term of this Lease will run and extend for one (1) year from and after the Commencement Date as set forth below, unless sooner terminated as herein provided. The parties may extend this Agreement for ten (10) additional (1) year terms upon agreement of the parties and upon written notice by the Lessee not later than ninety (90) days before expiration of an existing lease term. This Lease Agreement shall automatically renew for an additional one (1) year term in the absence of any written notice required pursuant to this provision.

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2.1 Commencement Date. The Initial Term of this Lease shall commence (the "Commencement Date") on the first day after Lessee has accepted the Leased Premises from Lessor. Provided, however, if the Commencement Date of the Initial Term has been agreed to between the parties as evidenced by a Commencement Date Acknowledgment executed in the same manner as this Lease Agreement, Lessee shall be permitted to enter the Leased Premises prior to the Commencement Date for purposes of storing and/or installing fixtures and equipment, receiving merchandise and preparing for opening its operations.

3. Consideration. During the term of this Lease Agreement, Lessee agrees to pay to Bethany the sum of One Dollar (\$1.00) per year, and other valuable consideration, including but not limited to certain capital improvements as may be agreed upon by the Parties.

4. Lessee's Covenants, Agreements and Representations. In addition to all other covenants and agreements by Lessee contained in this Lease Agreement, Lessee hereby specifically covenants, agrees, and represents as follows:

4.1 Authorization, Validity and Binding Nature. This Lease Agreement is a legal, valid and binding obligation of the Lessee enforceable in accordance with its terms, the making and performance of which has been duly authorized by all necessary MLC actions.

4.2. No Unlawful Purpose. In using the Leased Premises, Lessee shall comply with all applicable laws of the State of Oklahoma and all applicable ordinances and regulations of Oklahoma County and Bethany.

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4.3 Non-Discrimination. Lessee represents and agrees it is Lessee's policy, and shall remain Lessee's policy, to operated the Leased Premises so as not to discriminate against any employee or applicant for employment because of race, creed, color, religion, sex, national origin, age, citizenship status, veteran status or disability, including but not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

4.4 Use of Leased Premises for Library and Education. Lessee covenants that during the Initial Term or any Extended Term of this Lease, the Leased Premises shall be used primarily for library and educational related purposes.

4.5 Assignment by Lessee. Lessee may not assign this Lease Agreement, or any portion thereof, or any part of Lessee's rights hereunder without prior written approval by the Lessor.

4.6 Subleases and Licenses by Lessee. Lessee is granted the right to license any portion of the Leased Premises on a short-term basis without the prior consent of Lessor.

5. Lessor's Covenants, Agreements and Representations.

5.1 Utilities. Lessee will contract and pay for the utility services which it uses at the Leased Premises, including electricity, natural gas, water, sanitary sewer services, garbage and trash service. Electricity shall be metered under Lessee's name. Lessee shall pay to

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the utility companies the actual amounts billed for utility services to the Leased Premises.

5.2 Compliance with Laws. Lessor represents and warrants to Lessee that to the best of its knowledge on the Commencement Date of the Lease Agreement, the Leased Premises shall comply with all laws, ordinances, rules and regulations of the United States of America, the State of Oklahoma, Oklahoma County, and The City of Bethany, Oklahoma. Lessee agrees to make, at Lessee's own cost and expense, all necessary changes, remodeling, additions, alterations and improvements to the Leased Premises and appurtenances thereto, that may be required at any time during the Initial Term or any Extended Term of this Lease Agreement to make the Leased Premises comply with all laws, ordinances, rules and regulations of the United States of America, the State of Oklahoma, Oklahoma County, and The City of Bethany, Oklahoma, including without limitation, The Americans with Disabilities Act.

6. Capital Improvement Responsibilities.

6.1 Capital Improvement Responsibilities. Lessee shall be responsible for (a) the day-to-day operating costs, janitorial costs, landscaping of the immediate areas adjacent to the library (unused areas of the library site are to be maintained by Bethany) and general clean up expenses for the Leased Premises); (b) day-to-day maintenance of the Leased Premises; and capital maintenance expenses such as painting, interior and exterior doors and locks, glass breakage and routine roof repair. Notwithstanding, Lessor shall be responsible for all maintenance and upkeep those portion(s) of the property described on Exhibit "A" which are not used by Lessee for library purposes. Lessee shall be responsible for capital improvements



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necessary to keep the Leased Premises in the same condition as when completed by Bethany, ordinary wear and tear excepted. Lessor shall provide continuous all risks casualty and extended coverage insurance on the premises with coverage amount of full replacement value and Lessee will be named as Additional Insured on the policy. Claims proceeds will be used by Lessor for any repairs necessitated by casualty loss as provided herein.. Lessee's responsibility for capital improvements shall include, without limitation, capital improvements to all of the library building, parking areas and sidewalks , including repair of any structural defect (both interior and exterior).

6.2 Redecoration and Remodeling. During the Initial Term or any Extended Term, at its sole expense Lessee shall have the right and the privilege, subject to the prior approval of Lessor, which approval shall not be unreasonably withheld, to perform nonstructural redecoration and remodeling to the Leased Premises from time to time as it will see fit. Ordinary maintenance items, including but not limited to painting, installation of lights, shelving, partitions, fixtures, signs and other improvements in, upon and about the Leased Premises, as in Lessee's judgment may be necessary or desirable in the conduct of its operation, shall not be subject to prior approval by Lessor.

6.3 Definitions. For the purposes of this Section 6, and as used elsewhere in this Lease Agreement, the following words and terms shall have the following meanings: (i) "day-to-day operating costs" shall mean and refer to all daily expenses related to using or conducting business on the Leased Premises; (ii) "day-to-day maintenance" shall mean



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and refer to all actions necessary for the daily upkeep of the Leased Premises; (iii) "capital expenses" shall mean and refer to all expenses necessary to provide a "capital improvement" or "capital improvements" to the Leased Premises; and (iv) "capital improvement" or "capital improvements" shall mean and refer to permanent, long-term betterments of the Leased Premises, including, without limitation, all portions of the Leased Premises described in Exhibit A.

7. Insurance.

7.1 Before this Lease Agreement may become effective, Lessee shall provide Bethany with a certificate of insurance evidencing Lessee's coverage.

The insurance requirements set forth herein shall not be deemed to limit or define the obligations of the Lessee set forth in this paragraph. Further, the termination, cancellation or expiration of this Lease Agreement shall not affect the obligations and rights established by this Lease Agreement which the parties expressly agree shall survive completion, cancellation, termination and expiration.

7.2 Prior to its occupancy of the Leased Premises, the Lessee shall obtain and furnish to Bethany current copies of certificates of insurance as set forth below. The required insurance shall be maintained in full force and effect for the initial time of the lease and any extended terms. The Lessee shall maintain insurance, written with an insurance company acceptable to Bethany, for the coverages and amounts of coverages not less than those set forth below. The insurance certificates shall provide that there may be no termination, non-renewal or

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modification of such coverage without thirty (30) days prior written notice to Bethany, in conformance with the provisions of this Lease Agreement. The amounts of such coverage shall be:

7.2.1 All risk property insurance for personal property in an amount equal to the full replacement value of Lessee's property on the library premises.

7.2.2 Adequate workers' compensation coverage to comply with state laws and employer's liability coverage in the minimum amount of \$100,000.

7.2.3 Commercial general liability coverage sufficient to meet the Bethany' maximum liability under the Government Tort Claims Act (51 O.S. 151 et seq.) and any amendment or addition thereto. The current required minimum commercial general liability coverage is: \$175,000 per person for bodily injury or death, \$25,000 for property damage and \$1,000,000 for any number of claims arising out of a single accident or occurrence. All insurance provided hereunder shall name Bethany as an additional insured.

7.2.4 Comprehensive automobile liability coverage sufficient to meet Bethany' maximum liability under the Governmental Tort Claims Act (51 O.S. 151 et seq.) and any amendment or addition thereto. The current required minimum comprehensive automobile liability coverage is: \$175,000 per person for bodily injury or death, \$25,000 for property damage and \$1,000,000 for any number of claims arising out of a single accident or occurrence. All insurance provided hereunder shall name Bethany as an additional insured.

7.3 The requirements of the insurance provisions listed above shall survive the

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completion, expiration, cancellation or termination of this Lease Agreement. All policies shall remain in full force and effect until the final termination of this Lease.

7.4 The lapse of any of the insurance coverages required above is deemed to be a breach of this Lease Agreement. Bethany may, at its option, suspend, cancel or terminate this Lease Agreement until there is full compliance with this paragraph, or cancel and/or seek damages for the breach of this Lease Agreement.

7.5 Lessor shall provide continuous all risks casualty and extended coverage insurance on the premises with coverage for full replacement value and MLS will be named as Additional Insured on the policy. Lessee shall carry the same coverage on its contents on the premises. Claims proceeds will be used by Lessor and Lessee for any repairs necessitated by casualty loss as provided in this Lease.

8. Destruction of Leased Premises. In the event the Leased Premises should be partially destroyed as a result of fire or other casualty, regardless of the cause, then Lessor will, at its sole cost and expense, promptly, and in any event within thirty (30) days after receipt of insurance proceeds, or within such longer period of time as may be necessary for Lessor to comply with public competitive bidding laws, commence to build or replace the same in as good condition as prior to such casualty, or if Lessor is unable to commence such rebuilding or replacement within thirty (30) days then as promptly thereafter as possible. Lessor will have no interest or claim to any portion of the proceeds of any insurance carried by Lessee on Lessee's personal property, and Lessee will have no interest in any portion of the proceeds of any

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insurance carried by Lessor or Lessor's property except the obligation of Lessor to use the insurance proceeds for repair of the Library premises.. Notwithstanding the foregoing provisions of this Section 8, it is expressly understood and agreed that any promise of Lessor hereunder to build, rebuild, or replace the Leased Premises in the event of destruction thereof shall be subject to the availability of sufficient insurance proceeds for such purposes and that if Lessor does not have sufficient insurance proceeds therefore, then the Leased Premises will not be built, rebuilt, or replaced by Lessor and this lease shall be cancelled upon notice by Lessor to Lessee of its financial inability to repair or replace the building. .

8.1 Eminent Domain Affecting Leased Premises. In the event any part of the Leased Premises should be taken by any public authority under the power of eminent domain or by transfer in lieu thereof, then the terms of this Lease shall cease on that part of the Leased Premises on the date of condemnation or transfer in lieu thereof, and the rent shall be paid up to that day, and from that day, the rent due under this Lease shall be reduced in proportion to the amount of the Leased Premises taken. Provided, however, that should five percent (5%) or more of the Leased Premises be taken by the power of eminent domain or by transfer in lieu thereof, Lessor shall give Lessee written notice thereof and Lessee shall have the option, to be exercised within sixty (60) days after receipt or written notice, to terminate this Lease and declare the same null and void effective on the date such option is exercised.

9. Default and Termination of Lease.

9.1 Lessee's Default; Lessor's Right to Terminate on Default. In the event

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Lessee should (i) default in payment of rent or (ii) make a misrepresentation, breach of warranty or default in fulfillment of any of the covenants, warranties or agreements of this Lease, Lessor may terminate this lease without further obligation to Lessee. To exercise such right of termination, Lessor will give Lessee written notice of such default by certified mail, and Lessee will have thirty (30) days from the date of receiving such notice to correct same. Should Lessee fail to correct such default in said thirty (30) day period, Lessor may, in addition to all other rights available to Lessor under Oklahoma law, at its option, terminate this Lease.

9.2 Lessee's Use and Enjoyment Subject to Further Regulation and Control By Lessor to Extent Required by Law. Lessee's use and enjoyment of the Leased Premises shall be subject to further regulation and control by Lessor, but only to the extent, if any, determined by a court of competent jurisdiction to be essential to the legal validity hereof. The provisions of this Section shall be cumulative of and in addition to all other provisions of this Lease relating to Lessor's control of the use and enjoyment of the Leased Premises by Lessee.

9.3 Redelivery of Leased Premises. Lessee shall, at the termination or expiration of this Lease Agreement or any extension thereof, peacefully quit, surrender and deliver up to Lessor, its successors or assigns, the Leased Premises in good condition, with the exception of usual wear and tear.

9.4 Holding Over. In the event the Lessee remains in possession of the Leased Premises after expiration of this Lease Agreement without the execution of a new lease, Lessee shall be deemed to be occupying the Leased Premises as a tenant from month to month subject to all the conditions, provisions and obligations of this Lease Agreement insofar as the

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same are applicable to a month to month tenancy, provided that the rent payable under this Lease Agreement will be calculated and paid on the same basis as in effect on the date of expiration.

10. Notices.

10.1 Methods of Giving Notice. All notices required or options granted under this Lease will be given or exercised in writing, and will be deemed to be properly served if (i) sent by certified mail with return receipt requested, (ii) sent by facsimile, (iii) sent by receipted overnight delivery service or (iv) personally delivered to the address hereinafter identified. Except as herein otherwise specifically provided to the contrary, the effective date of such notice or exercise of any option will be the date which is stamped by the United States Postal Service on the envelope enclosing same as the date received by the addressee, the date of the receipt for the overnight delivery or the date on which personal delivery is made, as appropriate. The parties hereto will not refuse to accept delivery of said notices.

10.2 Notice Addresses. Until changed by written notice from the appropriate party to the other, the addresses of the parties are and will be:

LESSOR: The City of Bethany  
ATTN: City Manager  
PO Box 219  
6700 NW 36th Street  
City of Bethany, Oklahoma 73008

LESSEE: Metropolitan Library Commission of Oklahoma County  
ATTN: Tim Rogers, Executive Director  
300 Park Ave.  
Oklahoma City, Oklahoma 73102

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11. Memorandum of Lease. Lessor agrees that it will not record this Lease Agreement, but contemporaneously herewith, will execute a Memorandum of Lease, in the form of attached Exhibit B, which will set forth a legal description of the Leased Premises, the Initial Term of the Lease, the option for one or more Extended Terms and any other provisions hereof as Lessee may request, and Lessee may, at its option, record such Memorandum of Lease in the real property records of the Oklahoma County Clerk's office.

12. Miscellaneous.

12.1 Force Majeure. Failure in performance by either party hereunder shall not be deemed a default or breach hereunder and the non occurrence of any condition hereunder shall not give rise to any right otherwise provided herein when such failure or non occurrence is due to war; insurrection; strikes; lock outs; riots; floods; earthquakes; fires, acts of God; acts of the public enemy; epidemics; quarantine restrictions; freight embargoes; lack of transportation; governmental restrictions; unusually severe weather or any other causes beyond the control and without the fault, of the party claiming an extension of time to perform.

12.2 No Partnership. It is not the intention of the parties hereto that a lessor-lessee relationship be created by this Lease Agreement, and that nothing herein contained will be deemed to constitute the creation of a partnership or joint venture.

12.3 Entire Agreement. It is intended by the parties that this Lease Agreement will supersede, nullify and void any previous agreements, contracts, leases and supplements

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thereto between the parties herein or the predecessors and interests.

12.4 Binding Effect. This Lease and any renewal or extension thereof will be binding upon and will add inure to the benefit of the parties hereto, their respective successors and assigns. All terms, provisions, covenants and conditions of this Lease Agreement shall bind and inure to the benefit of the legal representatives, successors and assigns of the respective parties hereto.

12.5 Time of the Essence. Time is of the essence of this Lease Agreement.

12.6 Non-Waiver. The failure of either party, at any time or times hereafter, to require strict performance by the other party of any provision of this Lease Agreement will not constitute a waiver or affect or diminish any right of any party thereafter and demands strict compliance and performance therewith. Any suspension or waiver by the party of a default of any occasion under this Lease Agreement, will not suspend, constitute a waiver or affect any other default by the party.

12.7 Governing Law. This Lease Agreement and any performance under this Lease Agreement shall be construed, and enforced in accordance with, and governed by, the laws of the State of Oklahoma.

12.8 Counterparts. This Lease Agreement may be executed in one or more counterparts, each of which shall, for all purposes of this Lease Agreement, be deemed an original, but all of which shall constitute one and same agreement.



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12.9 Remedies Cumulative. No remedy conferred under this Lease Agreement shall be exclusive of any other remedy, and each remedy shall be cumulative and shall be in addition to every other remedy provided for this in Lease Agreement or now or hereafter existing at law, in equity, by statute or otherwise. The election of any one or more remedies by a party hereto shall not be deemed, and shall not constitute, a waiver of that party's right to pursue any other available remedy or remedies.

12.10 Severability. If any one or more of the covenants, agreements or provisions of this Lease Agreement shall be determined by a court of competent jurisdiction to be invalid, the invalidity of such covenants, agreements and provisions shall in no way affect the validity or effectiveness of the remainder of this Lease Agreement and this Lease Agreement shall continue in force to the fullest extent permitted by law.

12.11 Recitals. The Recitals contained in this Lease Agreement are incorporated herein as fully set out in this lease Agreement.

**(THE REST OF THIS PAGE IS INTENTIONALLY LEFT BLANK)**

Bethany Library  
City of Bethany, Oklahoma  
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BETHANY / MLS LEASE  
EXHIBIT *BC*

**IN WITNESS WHEREOF**, this Lease Agreement has been duly executed effective as  
of the day and year first above written.

LESSOR:

THE CITY OF BETHANY, a municipal  
corporation

By: *[Signature]*  
MAYOR

ATTEST:

*[Signature]*  
City Clerk



LESSEE:

METROPOLITAN LIBRARY COMMISSION OF  
OKLAHOMA COUNTY, OKLAHOMA

By: \_\_\_\_\_


ATTEST:

\_\_\_\_\_  
Secretary

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BETHANY / MLS LEASE  
EXHIBIT ~~B~~ C

APPROVED as to form and legality this 16 day of August, 2016.

  
Municipal Counselor

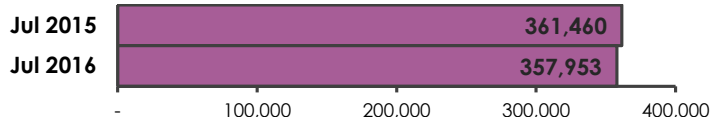
## Metropolitan Library System

### Usage Summary

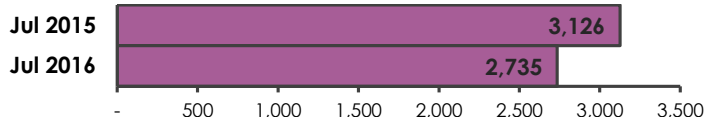
Month of July

FY2016-2017

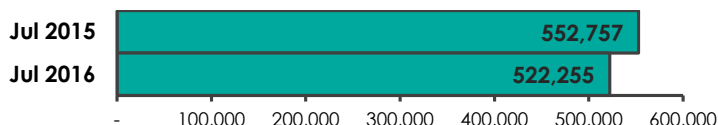
#### Registered Borrowers



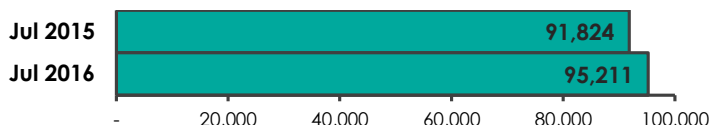
#### New Borrowers



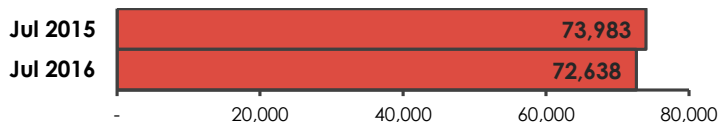
#### Circulation



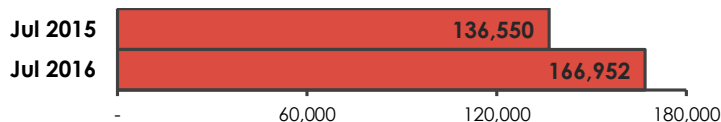
#### eBooks & eAudio



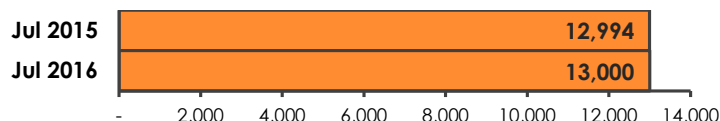
#### Computer Sessions



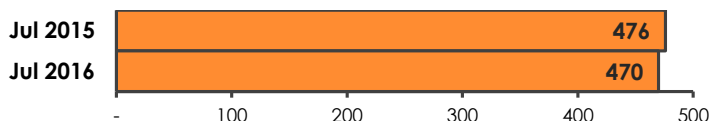
#### Wi-Fi Sessions



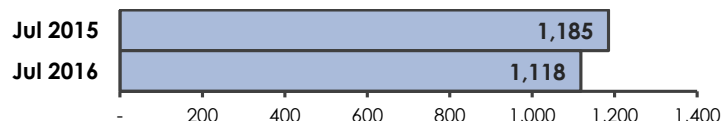
#### Program Attendance



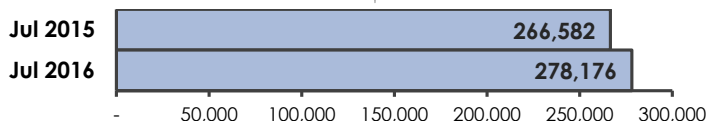
#### Programs



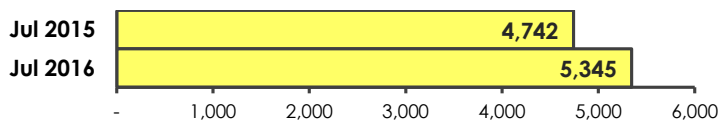
#### Room Reservations



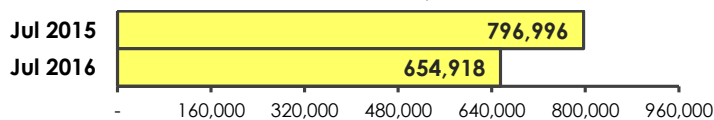
#### Library Visits †



#### Social Media Interactions



#### Digital Sessions ‡



† Upgraded library visits sensors online beginning July 2016.

‡ Public computer homepage changed from [www.metrolibrary.org](http://www.metrolibrary.org) beginning November 2015.

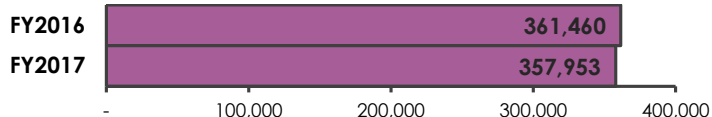
## Metropolitan Library System

### Usage Summary

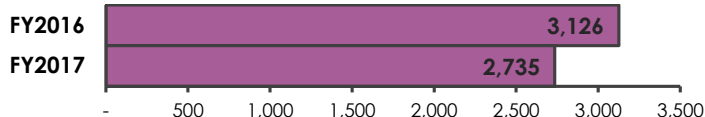
Fiscal Year-to-Date

**FY2016-2017**

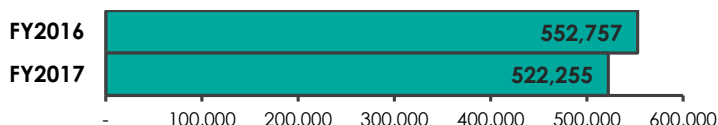
#### Registered Borrowers



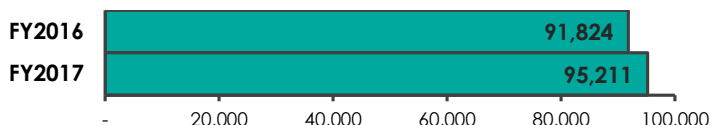
#### New Borrowers



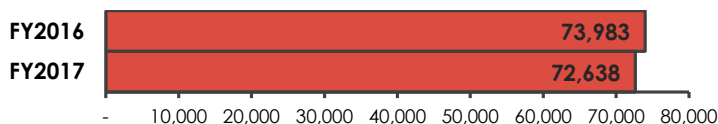
#### Circulation



#### eBooks & eAudio



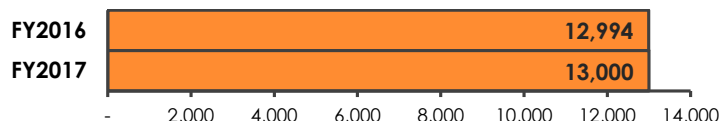
#### Computer Sessions



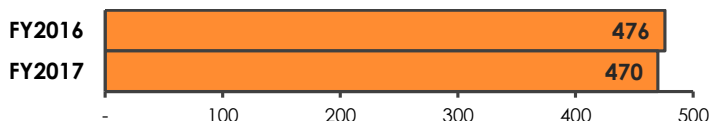
#### Wi-Fi Sessions



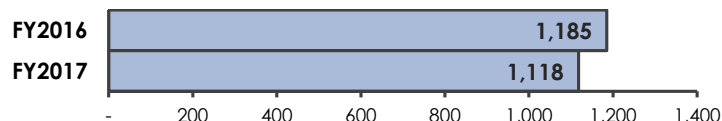
#### Program Attendance



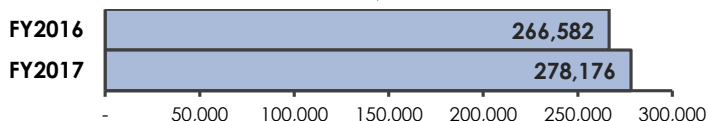
#### Programs



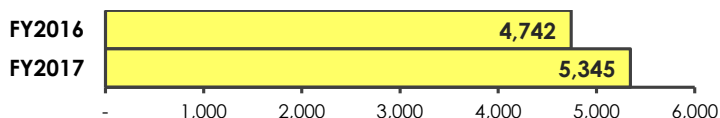
#### Room Reservations



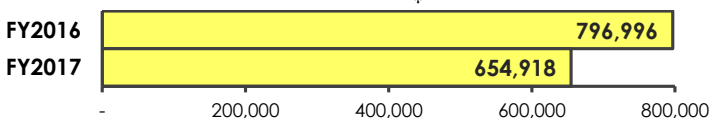
#### Library Visits †



#### Social Media Interactions



#### Digital Sessions ‡



† Upgraded library visits sensors online beginning July 2016.

‡ Public computer homepage changed from [www.metrolibrary.org](http://www.metrolibrary.org) beginning November 2015.

## 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](http://www.metrolibrary.org), [catalog.metrolibrary.org](http://catalog.metrolibrary.org), [emedia.metrolibrary.org](http://emedia.metrolibrary.org), [jobs.metrolibrary.org](http://jobs.metrolibrary.org), [www.supportmls.org](http://www.supportmls.org) or [metrolibrary.evanced.info](http://metrolibrary.evanced.info) and defined as being, "... the period time a user is actively engaged with [the] website..."

## EXECUTIVE DIRECTOR'S REPORT

AUGUST 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**  
Library staff worked with representatives of the City of Bethany the project agreement, which acts as a memorandum of agreement between the Library and the city. The project agreement marks the true beginning of the design and development process for the project, and will be on the agenda for the August 25<sup>th</sup> meeting of the Commission. It was reviewed and approved by the Library's legal counsel, and the Bethany City Council approved the agreement at its meeting on Tuesday August 16<sup>th</sup>. Additionally, Director of Finance and Business Lloyd Lovely negotiated the use of a space in Deville Shopping Center at NW 23<sup>rd</sup> and Council as a temporary space for the Bethany Library while the new building is under construction. The lease agreement (reviewed and approved by legal counsel) will be on the agenda for approval at the Commission's next meeting.
- **Capitol Hill**  
The Capitol Hill Library project kicked off with a fantastic groundbreaking ceremony on Wednesday, August 3<sup>rd</sup>. The festivities were held just west of the existing building (fortunately, in the shade), and included inspired and inspiring comments from Commission member Mary Sosa, Mayor Mick Cornett, Councilman Pete White, County Commissioner Brian Maughan, and Congressman Steve Russell. Other local dignitaries were onsite including the members of the Commission (Chair Nancy Anthony, Vice Chair Judy Smith, Cindy Friedemann, Helene Harpman), the Board of the Friends of the Metropolitan Library System, and the Library Endowment Trust Board, City Manager Jim Couch, and Director of Public Works Eric Wenger. Kim Terry and Library Manager Jana Hausburg worked tirelessly to make the event truly shine, and launch the project in a way that portends great things for the future. I want to thank all of those staff, volunteers, and Commissioners who made it possible.
- **Jones**  
After early delays, the Jones Library project is progress steadily. The library is completely bricked in, and electrical and plumbing work has begun in earnest. We will be bringing a change to the project agreement to the Commission next month that will increase the natural lighting. We plan to ask for permission to use a Friends of the Library grant to pay for the additional windows.
- **Ralph Ellison**  
After we announced last month that the OKC Public works department had contracted with a mechanical engineering firm to diagnose and develop a solution to the problem with the HVAC system at the Ralph Ellison Library, we experienced another failure that forced the closure of the library for four consecutive afternoons. Maintenance staff worked with a contractor to find a replacement part in Tulsa. The part was installed on August 6th and no additional down time has

been experienced. Our plan continues in place to identify the overall inadequacies in the system and have them repaired prior to next summer.

- Edmond Library

As you may recall from our discussion at the last Commission meeting, we plan to close the Edmond Library in November to perform a small – but necessary – redesign and renovation of the circulation area. In addition to replacing the substantial circulation desk with more flexible and user-friendly furnishings, we will also be adding six self-check machines, a materials handling system, and new automated doors at the library's entrance. Our intention is to ensure that the busiest library in Oklahoma continues to be able to meet the needs of our members. We are expecting the library to close early in November and open again early in December.

### Strategic Plan – “Library Unbound”

I have been making the rounds talking with staff and community groups about “Library Unbound” – our new strategic plan. As you know, the purpose of the plan is to outline our long range goal, establish strategies through which we will achieve the goal, and identify the component parts that will lead to effective utilization of the strategies. Library Unbound does not change everything the Library does, but helps the Commission and staff better understand how and why we prioritize the things we do. It also provides us with the key performance metrics (market penetration measured by active households and member retention measured by library cards used in a 12-month period) to help us determine our progress toward the plan's goal. The Commission approved the plan at the July 21<sup>st</sup> meeting, and we used it to create departmental business plans and the budgets associated with them.

### Staff Ideas as Library Pilot Projects

As part of our strategic and business planning and budgeting process, we invited all Library staff to submit ideas for new and innovative products, services, and experiences to help us reach our annual target goals for FY 2016-17. As you may recall from our last Commission meeting, we are aiming to increase our market penetration (households with an active library card) and our member retention (card holders using the library at least once per year) by 20% and 13%, respectively in this fiscal year. To help achieve these measures, our staff generated pilot project ideas that will be implemented in a one, two, or three libraries simultaneously (but not system-wide). By launching the projects in semi-controlled settings, front line staff and managers will be able to make necessary tweaks to the projects to better meet our members' needs and ensure the Library's success. In addition to giving us better tools for future Library services, the idea generation and project implementation process will help build greater confidence, deeper trust, and the increased engaged across all library locations, departments, and the administration. The submission process resulted in 95 project ideas, which – after some consolidation and narrowing – was whittled down to about 30. Staff are voting to identify an interest ranking, after which individual managers will “bid” on the projects they would like to see performed in or by their library/department. Final decisions will be made with the budget finalization in September. We will be happy to present the selected ideas at a future Commission meeting.

### FOCUS – All Staff Training Day

As a reminder, our all-staff training day, FOCUS, will be returning this fall to the Downtown OKC Sheraton. In addition to a high energy keynote address from the OKC Thunder's VP of Guest



Relations Pete Winemiller, we will be honoring this year's milestone awardees (folks that have been with the Library System for 5, 10, 15, 20, 25, 30, and 35+ years), presenting four awards based on the Library's Core Values, and delivering department-specific training relevant to their work. We will be sending invitations to the lunch/award portion of the day to all of the members of the Commission, the Friends of the Library board members, and members of the Library Endowment Trust board, and we hope you will all be able to join us on September 27th from 11:30am - 12:30pm at the Downtown Sheraton. I am excited for the day and will plan to give you a peek at the agenda for the day at a future Commission meeting.

#### ONEcard – The Only Card Every Student Needs!

As you heard at last month's meeting, we will be launching the ONEcard program with Oklahoma City Public Schools (OKCPS) on September 1st. The ONEcard will allow the Library to load registration information for every student in OKCPS district, instantly enabling us to create cards for all 36,000 student cards that will be capable of checking out books, audiobooks, iPads, and the full range of our digital library offerings. We look forward to seeing all of OKCPS's students not only have access to our collections and services, but also use them.

#### Finance and Accounting System Replacement

As you heard at the last Commission meeting, the replacement of the accounting system is complete, and we have moved on to adapting to our newly found reporting and analysis features. Director of Finance Lloyd Lovely has included a brief report similar to the check register in the packet, but will bring a more extensive report to the August 25<sup>th</sup> meeting to review and discuss with you. We opted to not include this detail in the mailed packet, as it would have added nearly 75 pages to the agenda.

#### Summer Reading Program

I will not include a lot of information here, as Director of Outreach Services LaVetta Dent and Chief Library Officer Kay Bauman will provide the Commission with a formal report of Summer Reading Program 2016 at the next meeting. I can tell you that we continued growing the program, with a 9% increase in registrants county-wide. This matches last year's total, which bodes well for the future of the program. I want to give a huge shout out to all of our staff – in the libraries and departments who brought the program to life and engaged children, adults, and families across the service area.

## 2. Personnel Report

### New Hires & Promotions – July 2016

- Emily Lawson was promoted from Library Aide at the Downtown Library to Circulation Clerk at the Ralph Ellison Library. Emily has been with the system since November 2015.
- Ann Meeks was transferred from Lead Librarian at the Belle Isle Library to Librarian at the Ralph Ellison Library. Ann has been with the system since September 1995.
- Paula Penrod was promoted from Circulation Clerk at the Warr Acres Library to Associate Librarian at the Warr Acres Library. Paula has been with the system since May 2012.
- Nyla Holmes was promoted from Library Aide at the Ralph Ellison Library to Circulation Clerk at the Ralph Ellison Library. Nyla has been with the system since December 2015.

- Lynda Siavashpour was promoted from Library Aide at the Edmond Library to Circulation Clerk at the Edmond Library. Lynda has been with the system since July 2015.
- Gwyneth Cantu was hired as a Library Aide P-T at the Edmond Library.
- Michelle Merriman was hired as a Lead Librarian at the Edmond Library.
- Courtney Pollitt was hired as a Library Aide at the Edmond Library.

### 3. Other Items of Note

#### Among the Most Beautiful in the country

In these Olympic days of medals and team wins, it's nice to be able to toot our horn a bit ... Tech Insider, a digital publication focused on tech, science, innovation, and culture that aims to tell the digital stories that matter to everyone, has named the Patience Latting Northwest Library the most Beautiful Library in Oklahoma and among the most beautiful libraries in the United States. We're very proud of this item of note, and look forward to the days when Jones, Capitol Hill, Bethany, and Belle Isle will be renowned for beauty, utility, and impact.

#### Marketing Message Success

Marketing & Communications Director Kim Terry recently reported that in July, we sent an email promoting Summer Reading to 37,063 library members over the age of 18 who had used the library in the past 12 months. The message included information about the program as well as links to three digital magazines and three musical artists available for download. A surprisingly high 40 percent of the emails were opened, and 7 percent of those activated one of the links, doubling the industry average. Later that same month, we sent another email to 36,000 members saying it wasn't too late to sign up to participate in Summer Reading Program. In this email, we offered an incentive -- sign up in the next five days to be entered in a drawing for an Amazon Echo Tap (paid by the Friends of the Metro Library System). That email was opened by more than 48 percent of members, and once again seven percent of those messaged clicked on the link to sign up. During the five-day sign-up period, we had more than 600 new readers sign up for the program. Great work and results from the Marketing staff, the library staff, and a big thanks to the Friends for incentivizing our efforts.

#### Interviews for the Chief Operating Officer

We began the interview process for our chief operating officer vacancy this past week, and will continue it for the next few weeks. The two-day process enables us to have more than 50 staff interact with the candidates in a variety of settings. As we had no internal candidates for the position, our approach ensures that effected staff get at least one opportunity to talk with or at least hear the candidates answer questions and present their own ideas. We will use a similar process for the chief organizational development officer when that process kicks off later this month. I look forward to being able to present the success candidates to the Commission at a future meeting.

because the monument at issue was not included in the consent decree, the Capitol grounds, he said.

## #OKC BOXSCORE



Construction begins this summer on Capitol Hill Library renovations, including an addition that will double the size of the building. [CITY OF OKLAHOMA CITY]

## LIBRARY RENOVATIONS BEGIN

Mayor Mick Cornett, Ward 4 Councilman Pete White and other dignitaries kicked off the renovation of the 64-year-old Capitol Hill Library.

Cornett said his mother, Nona, a retired schoolteacher who died a year ago at 93, was a regular library user, receiving books by mail in her later years when there weren't a whole lot of things she could do for herself.

"One thing she could do was check out a library book," he said. "I could tell how much she appreciated it."

Renovations to double the size of the library begin this summer and will be completed in 2018.

## WHITE WILL SEEK RE-ELECTION

Pete White is running for a new term representing southeast Oklahoma City's Ward 4 on the city council.

A southsider most of his life, White attended Southeast High School.

He was named the South Oklahoma City Chamber of Commerce citizen of the year earlier this year — an honor he said meant as much to him as any honor he could receive.

White has for years guided Oklahoma City's water policy as chairman of the Water Utilities Trust and chairs the Association of Central Oklahoma Governments board.

## ENHANCED RECYCLING

The city council has approved plans to



Pete White

replace recycling bins with larger carts, with the expectation that more waste will be diverted from landfills and into the recycling stream.

The new recycling services begin Feb. 1, 2018. They will mirror services already offered in Norman.

Other changes are planned to increase efficiency of trash pickup.

Rates are expected to increase 3.5 percent per year.

**Worth noting:** The new 96-gallon recycling carts will cost \$12 million.

## THEY SAID IT

"It is clear from the city's (last-best offer) that this case was about efforts on their part to gain through arbitration what they could not achieve through negotiations."

— From the union response to questions posed by an arbitrator in the labor dispute between firefighters and Oklahoma City. The arbitrator's award favored the union and, last week, the city council exercised its option to have vot-



William Crum

wcrum@oklahoman.com

## STAFF WRITER

ers make a final decision in a special election Jan. 10.

## ARBITRATOR'S RATE: \$1,000 PER DAY

Mark Sherman, the arbitrator in the labor dispute between the city of Oklahoma City and International Association of Fire Fighters Local 157, charged \$1,000 per day for a two-day hearing and 4 1/2 days of study and preparation.

A half-day of travel at \$800 per day, plus expenses, brought the total to \$7,751.99. The city and union split the cost, with each paying half.

## TWEET OF THE WEEK

"Friday's @New-sOKSports cover: 'In Russ We trust' on Westbrook's contract extension"

— @ErikHorneOK, Thunder writer for NewsOk.com and The Oklahoman.

## LOOKING AHEAD

The city council meets at 8:30 a.m. Aug. 16 at City Hall, 200 N Walker Ave.

## PRESENT/ABSENT

Mayor Mick Cornett and all eight city council members attended last week's meeting.

WILLIAM CRUM, STAFF WRITER  
WCRUM@OKLAHOMAN.COM  
TWITTER: @WILLIAMCRUM

## Deaths

Church, Bartlesville (Stumpff, Bartlesville).  
Dillon, Richard M. 79, died Aug.

10 a.m. Thursday, Resthaven Cemetery, Oklahoma City (Matthews, Edmond).

died Aug. 4. Services 11 a.m. Saturday (Hahn-Cook/Street & Draper, Oklahoma City).

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An architectural rendering shows the expanded Capitol Hill Library at 334 SW 26th St. in Oklahoma City. *COURTESY PHOTO*

## Construction starts on new library

OKLAHOMA CITY – Oklahoma City and Metropolitan Library System officials broke ground Wednesday on the new Capitol Hill Library, 334 SW 26th St.

The \$4.3 million, 17,000-square-foot renovation will replace the old library on the site, which opened in 1951. The expanded library will be 1,300 square feet larger and include a collection of more than 44,000 books, magazines, CDs, DVDs and other forms of physical media.

"The new Capitol Hill Library is going to boost literacy rates, improve access to information and continue a trend of public and private development that's revitalizing south Oklahoma City," said Mayor **Mick Cornett**.

The library will include computers, study rooms for checkout and a community room that holds up to 250 people and can be divided into two spaces. It will also have tall ceilings, architecture maximizing natural light and an expanded parking lot.

"With more space and more amenities, we'll be able to offer more information and services to more people than ever before," said Metropolitan Library System Executive Director **Tim Rogers**.

The project is funded by the 2007 General Obligation Bond issue program, which is paying for infrastructure and other capital improvement projects across Oklahoma City.

The library is scheduled to open in summer 2018.

– Staff report

# COMMUNITY

## Slithering snakes don't creep out campers



Right: David Spradling, 9, handles an albino python during the reptile, amphibian and invertebrate camp at the Midwest City Library. (PHOTOS BY PAUL HELLSTERN, THE OKLAHOMAN)

Left: William Miller, 10, holds a rosy boa.

Below: Harley Layland, 6, touches an African tortoise during the camp.





# Bethany's city manager to help implement plan

BY HENRY DOLIVE  
For The Oklahoman

**BETHANY** — J.D. Cox says he's coming to Bethany to be city manager at a great time, as the city embarks on carrying out a newly adopted comprehensive plan.

Cox, now the city manager in Alliance, Neb., was hired by the Bethany City Council in late June to succeed John Shugart.

Reached in Alliance, where he has been city manager for five years, Cox said he is looking forward to initiating the Bethany plan once he begins work in September.

"One could not have a better time to come than having a brand-new road map," said Cox, who will take over after Labor Day.

"Bethany's problems are good ones," he said. "There are a lot of good things happening right now."

The council adopted an updated comprehensive plan in May, completing a 12-month process that included public hearings, workshops and a citizen survey.

The process was guided by a 22-member steering committee of local residents and business leaders, working with the aid of a consulting firm, MIG Inc., of Denver.

The plan that will guide Bethany for the next 15 years calls for creating a stronger tax base, addressing a housing shortage and identifying ways to attract younger and middle-aged families and professionals to Bethany. It represents the first comprehensive plan update since 1972.

## Positive steps

Ward 2 Council Member Arlita Harris said Cox was selected from an initial field of 30 candidates and was given a base starting salary of \$129,000 annually.

She said Cox has the type of experience the council was seeking for



J.D. Cox

its top administrator. He served as city administrator in Neodesha, Kan., for five years before going to Alliance.

"I think he will be good for Bethany," Harris said. "This is a perfect time to be coming into the community, with all that's happening right now."

Voters in early April gave 71.7 percent approval to an \$8.1 million bond issue to finance construction of a 23,000-square-foot library to replace the smaller, 51-year-old Bethany Library at 3510 N Mueller.

A 40-bed, four-story addition is under construction at The Children's Center, a pediatric medical and rehabilitation hospital at 6800 NW 39 Expressway, while expansion projects were completed recently at Southern Nazarene University and Southwestern Christian University.

Also, bond issues have been passed by voters in recent years in the Bethany and Putnam City school districts, and the Bethany Hospital has been reopened as a mental health facility.

## 'Fresh perspective'

Gilbert Carlson, chairman of the comprehensive plan steering committee chair and vice chairman of Bethany's planning and zoning commission,

said Cox will give the city a "fresh perspective" as officials implement the comprehensive plan.

"This is an excellent segue for the plan and the next city manager," Carlson said. "This is an interesting new chapter for Bethany."

He said that before Cox's arrival, the planning and zoning commission will do some tweaking of the plan to correct items such as map details and grammar, and will begin looking at mixed-use ordinances adopted in other communities.

"We are trying for a better understanding about how that concept would work in Bethany," he said.

Carlson said he has recommended that the steering committee remain active for the next six to 12 months.

Cox said he was impressed by the vote to build a new library.

"Looking at a community from the outside, passing a bond issue for a new library with 72 percent approval tells me a lot about it," he said.

His first tasks, he said, are to begin meeting key people in Bethany and looking at priorities within the comprehensive plan to decide "what to tackle first."

Harris praised the leadership of interim city manager Steve Harzman, who was not a candidate for the top post.

Harzman guided the city following Shugart's retirement this year and said he is looking forward to returning to his job as assistant city manager, overseeing human resources and personnel.

Harris said Cox was a solid choice to lead implementation of the comprehensive plan.

"The citizens let us know what they wanted to see in the comprehensive plan," Harris said. "Now it's up to him to make it happen."

# Credit union, library system to present Dr. Seuss event

## FROM STAFF REPORTS

Communication Federal Credit Union will partner with the Metropolitan Library System's Northwest Library to present a Dr. Seuss reading event for children from 10 a.m. to noon Saturday.

The event is open to the public and will take place at the credit union's Edmond-area branch at 100 NE 150 (at Santa Fe).

Children of all ages are invited. The credit union will provide snacks and giveaways, and library representatives will read Dr. Seuss books to children and provide a craft activity.

Families will have the opportunity to register for library cards and check out materials.

"The Metropolitan Library System strives to be the community's hub for lifelong enrichment, and we are delighted to partner with Communication Federal Credit Union to offer this fun, family

event," said Mark Schuster, assistant library manager for Northwest Library, 5600 NW 122.

Communication Federal Credit Union also will offer a \$25 reward to children younger than 18 who open their first checking or savings account, as part of a special incentive to encourage financial education and savings among youths. A parent or guardian will be required to accompany the child to open the account.

"Our goal with this event is to engage members of the local community, while also promoting reading and financial education to families," said Kara Barrett, Communication Federal Credit Union's marketing manager. "This event is also about connecting with our community and encouraging children to begin a lifelong love of reading."

For more information or to RSVP, go to [www.comfedcu.org](http://www.comfedcu.org).