



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, October 20, 2016, 3:30 p.m.
Southern Oaks Library
6900 S. Walker
Oklahoma City, OK 73139
(Telephone: 631-4468)

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

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

Nancy Anthony, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #21 – Presentation of Service Certificates for Library Staff – October 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.

3:45 – 4:00 pm CONSENT DOCKET (#22 - #24)

- Document #22 – Approval of Minutes of September 15, 2016 Meeting
- Document #23 – Acceptance of Review of Expenditures for September 2016
- Document #24 – Contract Awards
 - Item A: Lawn Maintenance
 - Item B: Meeting Management Software
 - Item C: Microcomputers

4:00 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #25 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit – Finley & Cook
- Document #26 – Discussion, Consideration and Possible Action: Revisions to Metropolitan Library System Policy and Procedure Manual
- Document #27 - Discussion, Consideration and Possible Action: Approval of Metropolitan Library Commission Meeting Dates 2017
- Document #28 – Discussion, Consideration and Possible Action: Approval of MLS 2017 Holiday and Closing Schedule

4:30 – 4:40 pm STAFF REPORTS

- Document #29 – Library Usage Report

4:40 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

November 17, 2016

LOCATION CHANGE: The Village Library, 10307 N. Penn, Oklahoma City, OK 73120

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 funding for attractive pins with the library system logo and name for staff who have served five years, 10 years, 15 years, 20 years, etc. The Library System staff are presented with the pins at the Library's annual staff day (FOCUS), to which members of the Friends Board, Library Endowment Trust Board, and Library Commission are invited.

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 October 2016:

<u>Employees</u>	<u>Years of Service</u>
Steven Isaacs, IT Technician II, Information Technology	15
Harry Duy Hoang, Librarian, Downtown Library	10
Lily Wang, Public Computer Specialist, Belle Isle Library	10
Jerod Paul Gerfen, Lead Librarian, Midwest City Library	10
Todd Podzemny, Library Manager, Choctaw Library	5
Melody A. Kellogg, Regional Director, Edmond Library	5

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

DATE: September 15, 2016

TIME: 3:30 p.m.

MEETING PLACE: Del City 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 Del City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on September 13, 2016, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine
Watzell Carlson
Allen Coffey, Disbursing Agent
Fran Cory
Helene Harpman
Carolyn Leslie
Penny McCaleb
Lori Nelson
Mukesh Patel
Kim Patterson
Hugh Rice
Dennis Shockley
Judy Smith, Vice-Chair
Mary Sosa
Beth Toland
Ray Vaughn
Sharon Voorhees
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Bud Elder
Cynthia Friedemann
Rozz Grigsby
Tracy McDaniel
Jim Shonts
Susan Tucker

Estimate of general public and staff attending: 25

I. Ms. Nancy Anthony called the meeting to order at 3:30 p.m. Roll was called to establish a quorum.

Present: Caine, Carlson, Coffey, Cory, Harpman, Leslie, McCaleb, Patel, Patterson, Rice, Shockley, Smith, Sosa, Toland, Vaughn, Voorhees, Anthony (Arrived: Nelson 3:34 p.m.).

II. Ms. Anthony introduced Mr. David Newyear, Library Manager, Del City. Mr. Newyear welcomed the Commission. He highlighted some changes taking place at Del City and how the changes are tied to the library's new strategic plan – Library Unbound.

Ms. Anthony introduced newly appointed Commission member, Dr. Ann Caine. Dr. Caine served on the Commission previously. She recently moved back to Oklahoma City and was appointed by the City of Oklahoma City to replace Dr. Raul Font.

Ms. Anthony referred to the agenda, and suggested moving the proposed Executive Session to the end of the meeting to take place after the Staff Reports and Executive Director's Report. She called for any objections. There were none.

III. Ms. Anthony referred to the Presentation of Service Certificates for September 2016. She recognized the following employees who were unable to attend the meeting: Carla A. Cormack, Library Aide, Edmond Library, five years of service; Breck Alan McGough, Associate Librarian, Downtown Library, five years of service; Brittany Marie Mays, Circulation Clerk, Choctaw Library, 10 years of service; Diane Sharp, Library Aide, Edmond Library, 15 years of service; Jo Nita White, Extensions Specialist, Harrah Library, 35 years of service.

IV. Ms. Anthony called for comments from the general public. (*One Citizens Request to Speak* form is attached.)

V. Ms. Anthony presented the Consent Docket: Document #16 – Approval of Minutes of August 25, 2016 Meeting; Document #17 - Acceptance of Review of Expenditures for August 2016; Document #18 – Contract Awards & Purchases.

Ms. Anthony called for a motion.

Ms. Beth Toland moved to accept the consent docket. Ms. Penny McCaleb seconded.

Mr. Steve Payne, CL Frates, was in attendance to answer any questions regarding the property and casualty insurance.

Ms. Anthony referred to Document #18 Contract Awards and Purchases – Item B: Automated Materials Handling Equipment and requested a report be brought back to the Commission identifying which vendor is selected.

Questions and discussion followed. Motion passed unanimously.

VI. Ms. Anthony referred to Document #19 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee meeting, September 7, 2016.

Mr. Allen Coffey reviewed the proposed Final Budget, which includes the salary recommendation from the A & P Committee for a maximum performance award of 5% to employees. Ad Valorem taxes increased 4.21% over last year. The proposed budget focuses on the long term goal of the new strategic plan – Library Unbound. Questions and discussion followed.

The motion coming from the Finance Committee is to approve the Metropolitan Library System FY 2016-17 Final Budget. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.

Mr. Coffey explained the proposed revisions to SF 100 Annual Budget, SF 910 Fee Schedule, and SF 200 Purchasing Policy. The Finance Committee recommended a change to SF 200 Purchasing Policy and grammatical changes were made to SF 100 Annual Budget. The recommended changes have been made as requested and revised copies were handed out to the Commission. Questions and discussion followed.

Ms. Anthony called for a motion.

The motion coming from the Finance Committee is to approve the recommendations for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SF 100 Annual Budget, SF 910 Fee Schedule, and SF 200 Purchasing Policy. A motion coming from committee requires no second. Motion passed unanimously.

VII. Ms. Anthony referred to the Staff Reports.

BiBli Robot - Mr. David Newyear, Library Manager, Del City introduced Ms. Jaclyn Fulwood, Lead Librarian, Del City and Mr. Joshua Jordan, Librarian, Del City. Ms. Fulwood, with the help of her puppet Buffy, interviewed Mr. Jordan on the Science Camp that took place at three libraries over the Summer. Mr. Jordan also introduced the Commission to BiBli the Robot. BiBli is an artificially-intelligent robot and was made possible through a grant from the Friends of the Library. Children ages five through 12 had the opportunity to assemble the robot and participate in its programming and development. Mr. Jordan encouraged Commission members to visit BiBli any time at the Del City Library.

ONEcard Update – Rachel Kopchick, Regional Director (West) provided an update to the ONEcard partnership. The program launched on September 1 with Oklahoma City Public Schools. The transition has gone very smooth. In the first two weeks of the program, 409 items have been circulated. There have also been 410 public computer sign-ups, totaling 27,000 minutes' worth of public computer access given to students with their ONEcard accounts. Questions and discussion followed.

VIII. Ms. Anthony called on Mr. Rogers to present Document #20 – Library Usage Report. Questions and discussion followed.

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

Mr. Rogers reminded commission, FOCUS (the annual all-staff training day) will take place on Tuesday, September 27 at the Downtown Oklahoma City Sheraton Hotel. Commission members are invited to join library staff for lunch and the awards presentation from noon to 1:30 p.m.

X. Ms. Anthony called on Mr. Rogers to present Document #20 – Library Usage Report. Questions and discussion followed.

XI. Ms. Anthony called for a motion to enter into Executive Session.

Ms. Toland moved to go into Executive Session. Ms. Voorhees seconded. No further discussion. Motion passed unanimously.

The Commission went into Executive Session at 4:35 p.m.

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

Ms. Toland moved to return to Open Meeting. Ms. Smith seconded. No further discussion. Motion passed unanimously.

The Commission reconvened in Open Meeting at 5:02 p.m.

XII. Ms. Anthony called for comments from commission. There were none.

The next regularly scheduled meeting will be held at the Southern Oaks Library on October 20, 2016 at 3:30 p.m.

There being no further business, the meeting was adjourned at 5:03 p.m.

Tim Rogers,
Executive Director
(Secretary)

CITIZENS REQUEST TO SPEAK
THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING*

FORM MUST BE COMPLETED AND GIVEN TO SECRETARY **PRIOR**
TO START OF MEETING

DATE:

9/15/2016

Please complete this form if you are interested in addressing the Library Commission

PRINT NAME

Michael Washington

RESIDENCE: ADDRESS/ZIP

2900 W E 18th 73152

COUNTY OF RESIDENCE

Oklahoma

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

Michael Washington, Chief Paragon

ADDITIONAL CONTACT INFORMATION:

405 882-6478

TELEPHONE

MWashington26@yahoo.com

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION:

Empower People Inc

SELF:

I ask to speak on the following Agenda Item(s)

Citizens complaint against

Tim Rogers

I ask to speak on the topic or issue(s) of

*Citizens Request to speak forms are provided at all meetings. Persons must list their residential address, county of residence and indicate if they request to speak to a specific agenda item or to another Library Commission related topic or issue. Preference will be given residents of Oklahoma County. Speakers shall refrain from personal attacks, aspersions, and accusations against members of the Library Commission, the Executive Director, or employees of the Metropolitan Library System while addressing the Library Commission. Library Commission members are strongly encouraged to exhibit respect for the opinions expressed in public comments and likewise refrain from personal attacks, aspersions, and accusations against members of the public who address the Commission. The Commission Chair retains the right to waive the time limits and this procedure at meetings where circumstances warrant.

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

September 30, 2016

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

COMMISSION ACTION

That the Commission acknowledge the financial report of September 2016.



Metropolitan Library Commission of Oklahoma County Statement of Financial Summary

	Year To Date 09/30/2016	Prior Year To Date 09/30/2015	Year To Date 09/30/2016
	Current Year Balance	Prior Year	Difference
Assets			
Current Assets			
Cash and Cash Equivalents	2,391,354.96	4,561,715.35	(2,170,360.39)
Investments			
Short Term Investments	4,795,260.15	807,415.15	3,987,845.00
Long Term Investments	12,603,808.36	15,207,701.00	(2,603,892.64)
Total Investments	17,399,068.51	16,015,116.15	1,383,952.36
Total Current Assets	19,790,423.47	20,576,831.50	(786,408.03)
Long-term Assets	2,194,152.76	207,846.72	1,986,306.04
Total Assets	21,984,576.23	20,784,678.22	1,199,898.01
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities	286,987.39	818,049.34	(531,061.95)
Total Liabilities	286,987.39	818,049.34	(531,061.95)
Net Assets			
General Fund	21,228,636.81	19,670,939.59	1,557,697.22
Special Funds	468,952.03	295,689.29	173,262.74
Total Net Assets	21,697,588.84	19,966,628.88	1,730,959.96
Total Liabilities and Net Assets	21,984,576.23	20,784,678.22	1,199,898.01

Metropolitan Library Commission of Oklahoma County Commission Schedule of Investment

	Purchase Date	Maturity Date	Interest Rate	Investments Month Ending 09/30/2016 Actual
Investment Balance				
CD - BancFirst	07/28/2015	07/27/2018	1.700 %	240,000.00
CD - First State Bank	09/20/2016	09/20/2018	1.000 %	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2011	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
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 8/23/2019	08/23/2012	08/23/2019	1.400 %	2,000,000.00
Goldman Sachs Money Market	02/17/2016	12/17/2016	0.230 %	1,000,000.00
Total Investment Balance			0.000 %	17,399,068.51

Metropolitan Library Commission of Oklahoma County
Commission Statement of Revenues
As of September 30, 2016

	Year To Date 09/30/2016	Month To Date 09/30/2016	Year To Date 09/30/2016		Month To Date 09/30/2015	Prior Year To Date 09/30/2015
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	0.00	0.00	0.00 %	0.00	0.00
Fines	500,310.00	35,101.83	118,578.04	23.70 %	35,724.25	115,325.75
State Aid Revenue	239,154.00	0.00	0.00	0.00 %	0.00	0.00
Total Budgeted Revenue	<u>32,977,532.00</u>	<u>35,101.83</u>	<u>118,578.04</u>	<u>0.36 %</u>	<u>35,724.25</u>	<u>115,325.75</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	147,685.45	522,697.18	0.00 %	109,025.15	548,988.56
Interest Revenue	0.00	38,424.58	51,076.76	0.00 %	32,263.91	63,996.11
Lost Books	0.00	(75.95)	(661.57)	0.00 %	0.00	0.00
Room Rentals	0.00	7,757.50	17,070.00	0.00 %	0.00	0.00
Merchandise Sales	0.00	463.02	1,618.04	0.00 %	0.00	0.00
Copies	0.00	13,430.23	43,636.03	0.00 %	10,148.79	39,763.34
Gifts and Donations	0.00	0.00	0.00	0.00 %	(52.58)	3,144.08
Grant Revenue	0.00	7,500.00	15,000.00	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	0.00	23.64	0.00 %	5,143.46	5,238.26
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	0.00	199.92
Miscellaneous Revenue	0.00	1,099.23	3,375.35	0.00 %	2,139.49	46,302.00
Total Not Budgeted Revenue	<u>0.00</u>	<u>216,284.06</u>	<u>653,835.43</u>	<u>0.00 %</u>	<u>158,668.22</u>	<u>707,632.27</u>
Total Revenue	<u>32,977,532.00</u>	<u>251,385.89</u>	<u>772,413.47</u>	<u>2.34 %</u>	<u>194,392.47</u>	<u>822,958.02</u>

Metropolitan Library Commission of Oklahoma County
General Ledger Report
For Fiscal - Current Year To Date (07/01/2016 to 09/30/2016)

Posted Dt.	Doc Dt.	Doc	Memo / Description	JNL	Debit	Credit	Balance
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)							0.00
Totals for 4005 - Ad Valorem Tax Revenue-CY					0.00	0.00	0.00
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)							0.00
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)
08/19/2016	08/19/2016		Ad valorem taxes 8/1/16 to 8/15/16	GJ		139,480.90	(375,011.73)
09/14/2016	09/14/2016		Ad Valorem taxes 8/16 to 8/31	GJ		115,178.04	(490,189.77)
09/21/2016	09/21/2016		Ad valorem taxes 9/1/16 to 9/15/16	GJ		32,507.41	(522,697.18)
Totals for 4006 - Ad Valorem Tax Revenue-PY					0.00	522,697.18	(522,697.18)
Grand Total					0.00	522,697.18	(522,697.18)

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

Posted Dt.	Doc Dt.	Doc	Memo / Description	JNL	Debit	Credit	Balance
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2015)							0.00
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)
Totals for 4005 - Ad Valorem Tax Revenue-CY					0.00	32,962,901.90	(32,962,901.90)
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2015)							0.00
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)
Totals for 4006 - Ad Valorem Tax Revenue-PY					0.00	1,234,984.42	(1,234,984.42)
Grand Total					0.00	34,197,886.32	(34,197,886.32)



Metropolitan Library Commission of Oklahoma County Commission Statement of Expenses

	Month Ending 09/30/2016			2017 Budget	Year To Date 09/30/2016 Remaining Budget
	Month	Actual YTD	% of Budget Used		
Commission Expenses					
Salaries and Benefits					
Salaries	1,348,417.59	4,695,494.54	25.18 %	18,645,442.00	13,949,947.46
Payroll Taxes	101,855.26	346,787.96	26.43 %	1,311,910.00	965,122.04
Benefits	278,485.88	832,553.97	22.42 %	3,713,188.00	2,880,634.03
Retirement	93,001.37	321,955.38	16.96 %	1,898,553.00	1,576,597.62
Total Salaries and Benefits	1,821,760.10	6,196,791.85	24.24 %	25,569,093.00	19,372,301.15
Contractual Services					
Insurance	0.00	0.00	0.00 %	300,802.00	300,802.00
Rent	7,461.62	13,061.62	13.91 %	93,900.00	80,838.38
Janitorial Services	9,126.50	107,728.18	20.71 %	520,179.00	412,450.82
Repair and Maintenance	41,357.61	101,950.18	8.02 %	1,271,813.00	1,169,862.82
Mileage and Parking	13,562.34	48,382.64	24.24 %	199,600.00	151,217.36
Travel Registration Training	12,037.39	56,256.09	41.36 %	136,000.00	79,743.91
Professional Services	195,290.85	232,572.80	36.66 %	634,470.00	401,897.20
Security Services	46,338.95	139,174.22	27.83 %	500,000.00	360,825.78
Utilities	107,228.77	268,655.57	21.33 %	1,259,577.00	990,921.43
Memberships	5,731.00	14,157.00	33.82 %	41,858.00	27,701.00
Communications	3,794.70	10,029.70	1.83 %	547,826.00	537,796.30
Other Services	852.55	5,058.37	0.00 %	0.00	(5,058.37)
Automation Services	65,536.50	258,967.91	0.00 %	0.00	(258,967.91)
Catalog Services	10,791.31	19,066.65	21.16 %	90,100.00	71,033.35
Total Contractual Services	519,110.09	1,275,060.93	22.78 %	5,596,125.00	4,321,064.07
Commodities					
Printing	9,005.96	21,608.40	13.51 %	160,000.00	138,391.60
Postage	14,645.01	43,640.91	48.85 %	89,330.00	45,689.09
Supplies	23,080.98	85,970.88	21.28 %	403,950.00	317,979.12
Uniforms	443.34	1,497.90	1.76 %	85,000.00	83,502.10
Gasoline and Oil	2,171.75	4,069.87	8.14 %	50,000.00	45,930.13
Vehicles Parts and Repairs	6,386.10	22,333.93	74.45 %	30,000.00	7,666.07
Performance Services	11,903.17	48,863.41	17.08 %	286,010.00	237,146.59
Other Commodities	53.94	6,847.88	32.92 %	20,800.00	13,952.12
Total Commodities	67,690.25	234,833.18	20.87 %	1,125,090.00	890,256.82
Books and Materials	323,759.37	833,389.17	15.71 %	5,303,200.00	4,469,810.83
Capital Outlays					
Furniture, Fixtures and Equipment	159.14	6,243.65	0.00 %	0.00	(6,243.65)
IT Equipment	53,916.83	340,986.82	0.00 %	0.00	(340,986.82)
Total Capital Outlays	54,075.97	347,230.47	0.00 %	0.00	(347,230.47)
Buildings					
Projects	133,790.69	133,790.69	0.00 %	0.00	(133,790.69)
New Construction	700.00	82,051.00	1.48 %	5,545,273.00	5,463,222.00
Total Buildings	134,490.69	215,841.69	3.89 %	5,545,273.00	5,329,431.31
Total Commission Expenses	2,920,886.47	9,103,147.29	21.10 %	43,138,781.00	34,035,633.71

Metropolitan Library Commission of Oklahoma County

Commission Special Funds

As of September 30, 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	1,000.11	8,078.70
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	354.24	154.28
Vehicle Wrap	3,500.00	0.00	0.00	3,500.00
Donna Morris Scholarship	5,290.00	0.00	1,866.00	3,424.00
Lee B Brawner Scholarship	0.00	0.00	600.00	(600.00)
Summer Reading	289.97	0.00	819.02	(529.05)
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	4,639.37	95,587.31
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)	7,500.00	0.00	0.00
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
Other Grants	0.00	7,500.00	0.00	7,500.00
Total Other Grants (All)	62,611.79	15,000.00	200.00	77,411.79
Total NetAsset - Beg	162,838.47	15,000.00	4,839.37	172,999.10

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Date	Payee	Document No	Amount
Bank: Special Account - Bank of Oklahoma		Account No: 814086019	
09/14/2016	V000621--STANDLEY SYSTEMS	200022	12.56
09/14/2016	V000762--XEROX - VI-722211588	103900030000046	39.50
09/14/2016	V000759--XEROX - RE-722211562	103900030000045	50.61
09/14/2016	V000758--XEROX - OUT-720607472	103900030000044	7.90
09/14/2016	V000750--XEROX - HUM-721443166	103900030000043	363.94
09/14/2016	V000763--XEROX - WA-721443299	103900030000042	54.31
09/14/2016	V000757--XEROX - TP-720952290	103900030000041	46.67
09/14/2016	V000761--XEROX - TP-720607456	103900030000040	5.20
09/14/2016	V000760--XEROX - SO-721443257	103900030000039	59.77
09/14/2016	V000756--XEROX - MC-721443182	103900030000038	57.12
09/14/2016	V000755--XEROX - BI-720952290	103900030000037	14.00
09/14/2016	V000754--XEROX - IT-720607498	103900030000036	16.68
09/14/2016	V000753--XEROX - ED-720607530	103900030000035	32.35
09/14/2016	V000752--XEROX - DN3-720607522	103900030000034	17.73
09/14/2016	V000751--XEROX - DN2-721443166	103900030000033	15.82
09/14/2016	V000749--XEROX - DC-722211521	103900030000032	47.16
09/14/2016	V000748--XEROX - CT-721443307	103900030000031	36.88
09/14/2016	V000747--XEROX - CH-721443232	103900030000030	46.85
09/14/2016	V000746--XEROX - BI-720607548	103900030000029	34.67
09/14/2016	V000745--XEROX - BE-721443190	103900030000028	65.62
09/14/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030000027	160.79
Total for Special Account			1,186.13
Bank: General Account - Bank of Oklahoma		Account No: 000185013	
09/01/2016	BLAAB--BLACKSTONE AUDIO INC	103900030000433	1,088.50
09/01/2016	V000053--BATTERIES PLUS BULBS	103900030000432	699.10
09/01/2016	V000333--KAY L BAUMAN	103900030000431	166.03
09/01/2016	V000310--JIMMY WELCH	103900030000430	3,000.00
09/01/2016	V001147--NGO LOVE LLC	Voided - 103900030000364	0.00
09/01/2016	V001079--JOHNSON CONTROLS INC	Voided - 103900030000363	0.00
09/01/2016	FINDW--FINDAWAY WORLD LLC	Voided - 103900030000362	0.00
09/01/2016	BLAAB--BLACKSTONE AUDIO INC	Voided - 103900030000361	0.00
09/01/2016	V000053--BATTERIES PLUS BULBS	Voided - 103900030000360	0.00
09/01/2016	V000812--HEATHER ZEOLI	Voided - 103900030000368	0.00
09/01/2016	V000943--FELICIA A HAYES	Voided - 103900030000367	0.00
09/01/2016	V000194--EALES ELECTRONICS CORP	Voided - 103900030000366	0.00
09/01/2016	V000147--COX COMMUNICATIONS INC	Voided - 103900030000365	0.00
09/01/2016	V000461--O G & E - SO	Voided - 103900030000373	0.00
09/01/2016	V001078--O G & E - LU	Voided - 103900030000372	0.00
09/01/2016	V000826--JON VODKA	Voided - 103900030000371	0.00
09/01/2016	V000053--BATTERIES PLUS BULBS	Voided - 103900030000370	0.00
09/01/2016	V000781--BARBARA BEASLEY	Voided - 103900030000369	0.00
09/01/2016	V000284--IMAGINATION PROMOTIONAL GROUP INC DBA MYIPGI.COM	Voided - 103900030000334	0.00
09/01/2016	V000254--GINGER WALDRIP	Voided - 103900030000333	0.00
09/01/2016	FINDW--FINDAWAY WORLD LLC	Voided - 103900030000332	0.00
09/01/2016	V000792--DANA BEACH	Voided - 103900030000331	0.00
09/01/2016	V000150--COX COMMUNICATIONS INC 501 6111 053365701	Voided - 103900030000330	0.00
09/01/2016	V000149--COX COMMUNICATIONS INC 501 6110 029112202	Voided - 103900030000329	0.00
09/01/2016	V001121--CLAUDIA FARIAS-COWLING	Voided - 103900030000328	0.00
09/01/2016	V000786--CHRISTIAN LEFLORE	Voided - 103900030000327	0.00
09/01/2016	V000783--CHERYL COLEMAN	Voided - 103900030000326	0.00
09/01/2016	V000094--CHARLES S ISAACS	Voided - 103900030000325	0.00
09/01/2016	V000068--BRANDON BECKHAM	Voided - 103900030000324	0.00
09/01/2016	V000053--BATTERIES PLUS BULBS	Voided - 103900030000323	0.00
09/01/2016	V000781--BARBARA BEASLEY	Voided - 103900030000322	0.00
09/01/2016	V000027--ANDREW N SOLIVEN	Voided - 103900030000321	0.00
09/01/2016	V000774--AMY UPCHURCH	Voided - 103900030000320	0.00
09/01/2016	V000904--ALEXANDRINA PERSICO	Voided - 103900030000319	0.00
09/01/2016	V000006--ACCTTWO SHARED SERVICES LLC	Voided - 103900030000318	0.00
09/01/2016	V000639--SUSAN PIERCE	Voided - 103900030000359	0.00
09/01/2016	V000615--SOUTHWESTERN STATIONERS INC	Voided - 103900030000358	0.00
09/01/2016	V000599--SIGNATURE LANDSCAPE LLC	Voided - 103900030000357	0.00
09/01/2016	V000592--SCOTTS PRINTING & COPYING	Voided - 103900030000356	0.00
09/01/2016	V000575--RONDIA K BANKS	Voided - 103900030000355	0.00
09/01/2016	V000547--RB FLOOR CARE SERVICE INC.	Voided - 103900030000354	0.00

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Date	Payee	Document No	Amount
09/01/2016	V000465--O G & E - WR	Voided - 103900030000353	0.00
09/01/2016	V000463--O G & E - VI	Voided - 103900030000352	0.00
09/01/2016	V000457--O G & E - NP	Voided - 103900030000351	0.00
09/01/2016	V000450--O G & E - CH #2	Voided - 103900030000350	0.00
09/01/2016	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	Voided - 103900030000349	0.00
09/01/2016	V000855--MATTHEW COTTER	Voided - 103900030000348	0.00
09/01/2016	V000853--MARY ROBINSON	Voided - 103900030000347	0.00
09/01/2016	V000358--LARRY DANIEL	Voided - 103900030000346	0.00
09/01/2016	V000844--LONDON HOLMAN	Voided - 103900030000345	0.00
09/01/2016	V001085--KRISTA LYNN MOTLEY DBA KLM SPEECH LAN- GUAGE PATHOLOGY LLC	Voided - 103900030000344	0.00
09/01/2016	V000344--KIMBERLY A TERRY	Voided - 103900030000343	0.00
09/01/2016	V001128--KATHERINE HICKEY	Voided - 103900030000342	0.00
09/01/2016	V000831--KARA FRIED	Voided - 103900030000341	0.00
09/01/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	Voided - 103900030000340	0.00
09/01/2016	V000827--JONATHAN WILLIS	Voided - 103900030000339	0.00
09/01/2016	V000825--JOHN WOOD	Voided - 103900030000338	0.00
09/01/2016	V000317--JOHN L HILBERT	Voided - 103900030000337	0.00
09/01/2016	V000308--JESSICA ELAINE MOAD	Voided - 103900030000336	0.00
09/01/2016	INGRU--INGRAM LIBRARY SERVICES	Voided - 103900030000335	0.00
09/01/2016	V000361--LAUREN CROSS	Voided - 100826	(50.00)
09/02/2016	V000737--WESTLAKE HARDWARE	100872	43.25
09/02/2016	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	100871	126.06
09/02/2016	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	100870	128.24
09/02/2016	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	100902	107.23
09/02/2016	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	100901	144.70
09/02/2016	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	100900	204.29
09/02/2016	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	100899	59.36
09/02/2016	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	100898	71.03
09/02/2016	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	100897	71.03
09/02/2016	V000720--WALMART COMMUNITY/GECRB	100896	29.67
09/02/2016	V000650--TECH LOGIC CORPORATION	100894	12.72
09/02/2016	V000624--STAR LIGHTING & SUPPLY	100893	249.50
09/02/2016	V000621--STANDLEY SYSTEMS	100892	139.00
09/02/2016	V000602--SMC TECHNOLOGIES INC	100891	220.00
09/02/2016	RCDBK--RECORDED BOOKS INC	100890	833.40
09/02/2016	RARC--RAINBOW RESOURCE CENTER INC	100889	2,353.52
09/02/2016	V000534--PORCH SCHOOL SUPPLY INC	100888	18.23
09/02/2016	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	100887	28.14
09/02/2016	V000488--ONG - NP	100886	35.75
09/02/2016	V000498--ONG - CT	100885	95.08
09/02/2016	V001148--NEWPORT GROUP INC	100907	14,852.00
09/02/2016	V000437--NEOPOST	100884	231.75
09/02/2016	V000399--MATTHEW RYAN WARD	100883	195.00
09/02/2016	V001120--JESSICA A SHEETZ NGUYEN	100882	100.00
09/02/2016	V000290--INTEGRIS BAPTIST MEDICAL CENTER	100881	972.00
09/02/2016	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	100880	116.82
09/02/2016	V000115--CITY OF HARRAH	100879	77.98
09/02/2016	V000095--CHASE CARDMEMBER SERVICE	100878	1,436.17
09/02/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100877	1,178.61
09/02/2016	V000083--CARL CORPORATION	100876	945.00
09/02/2016	V000073--BRODART INC	100906	5,652.60
09/02/2016	BTADU--BAKER & TAYLOR - ADULT	100905	7,793.32
09/02/2016	BTJUV--BAKER & TAYLOR	100903	7,947.94
09/02/2016	BTEN--BAKER & TAYLOR	100875	1,995.60
09/02/2016	BTCON--BAKER & TAYLOR	100904	6,598.01
09/02/2016	V000024--AMERICAN LIBRARY ASSOCIATION C/O PBD INC	100874	110.00
09/02/2016	V000015--AMAZON	100873	412.51
09/02/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	Voided - 100866	(4,039.80)
09/07/2016	V001141--CHRISTA WERLE	Voided - 103900030000464	0.00
09/07/2016	V000569--REPUBLIC SERVICES - WA	Voided - 103900030000463	0.00
09/07/2016	V000565--REPUBLIC SERVICES - NW	Voided - 103900030000462	0.00
09/07/2016	GALE--GALE CENGAGE LEARNING	Voided - 103900030000461	0.00
09/07/2016	V000556--REPUBLIC SERVICES - BE	Voided - 103900030000450	0.00
09/07/2016	V000555--REPUBLIC SERVICES - AL	Voided - 103900030000449	0.00
09/07/2016	V000547--RB FLOOR CARE SERVICE INC.	Voided - 103900030000448	0.00

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Date	Payee	Document No	Amount
09/07/2016	V000372--LOCKE SUPPLY CO	Voided - 103900030000447	0.00
09/07/2016	V000844--LONDON HOLMAN	Voided - 103900030000446	0.00
09/07/2016	V000824--JOHN UTLEY	Voided - 103900030000445	0.00
09/07/2016	V000822--JOAN KENDALL	Voided - 103900030000444	0.00
09/07/2016	V000817--JENNIFER ADKISSON	Voided - 103900030000443	0.00
09/07/2016	IHSGL--IHS GLOBAL INC.	Voided - 103900030000442	0.00
09/07/2016	V000810--GLORIA MELCHOR	Voided - 103900030000441	0.00
09/07/2016	V000788--CHRISTOPHER STOFEL	Voided - 103900030000437	0.00
09/07/2016	V001066--BOBBY REED	Voided - 103900030000436	0.00
09/07/2016	V000053--BATTERIES PLUS BULBS	Voided - 103900030000435	0.00
09/07/2016	V000034--AQUALIFE AQUARIUM SYSTEMS INC	Voided - 103900030000434	0.00
09/07/2016	FINDW--FINDAWAY WORLD LLC	Voided - 103900030000440	0.00
09/07/2016	V000809--ERIN BEDFORD	Voided - 103900030000439	0.00
09/07/2016	V000214--ENVISIONWARE INC	Voided - 103900030000438	0.00
09/07/2016	V000666--TIMOTHY JOHN SPINDLE	Voided - 103900030000460	0.00
09/07/2016	V000568--REPUBLIC SERVICES - VI	Voided - 103900030000459	0.00
09/07/2016	V000567--REPUBLIC SERVICES - SO	Voided - 103900030000458	0.00
09/07/2016	V000566--REPUBLIC SERVICES - RE	Voided - 103900030000457	0.00
09/07/2016	V000563--REPUBLIC SERVICES - MC	Voided - 103900030000456	0.00
09/07/2016	V000562--REPUBLIC SERVICES - ED	Voided - 103900030000455	0.00
09/07/2016	V000561--REPUBLIC SERVICES - DN	Voided - 103900030000454	0.00
09/07/2016	V000560--REPUBLIC SERVICES - DC	Voided - 103900030000453	0.00
09/07/2016	V000559--REPUBLIC SERVICES - CT	Voided - 103900030000452	0.00
09/07/2016	V000557--REPUBLIC SERVICES - BI	Voided - 103900030000451	0.00
09/07/2016	V001141--CHRISTA WERLE	103900030000494	852.31
09/07/2016	V000569--REPUBLIC SERVICES - WA	103900030000493	137.26
09/07/2016	V000565--REPUBLIC SERVICES - NW	103900030000492	45.30
09/07/2016	GALE--GALE CENGAGE LEARNING	103900030000491	181.45
09/07/2016	V000666--TIMOTHY JOHN SPINDLE	103900030000490	20.00
09/07/2016	V000568--REPUBLIC SERVICES - VI	103900030000489	62.08
09/07/2016	V000567--REPUBLIC SERVICES - SO	103900030000488	45.30
09/07/2016	V000566--REPUBLIC SERVICES - RE	103900030000487	54.20
09/07/2016	V000563--REPUBLIC SERVICES - MC	103900030000486	99.36
09/07/2016	V000562--REPUBLIC SERVICES - ED	103900030000485	78.00
09/07/2016	V000561--REPUBLIC SERVICES - DN	103900030000484	169.50
09/07/2016	V000560--REPUBLIC SERVICES - DC	103900030000483	49.20
09/07/2016	V000559--REPUBLIC SERVICES - CT	103900030000482	40.80
09/07/2016	V000557--REPUBLIC SERVICES - BI	103900030000481	71.97
09/07/2016	V000556--REPUBLIC SERVICES - BE	103900030000480	52.09
09/07/2016	V000555--REPUBLIC SERVICES - AL	103900030000479	49.20
09/07/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030000478	3,636.00
09/07/2016	V000372--LOCKE SUPPLY CO	103900030000477	4.33
09/07/2016	V000844--LONDON HOLMAN	103900030000476	32.87
09/07/2016	V000824--JOHN UTLEY	103900030000475	70.00
09/07/2016	V000822--JOAN KENDALL	103900030000474	30.40
09/07/2016	V000817--JENNIFER ADKISSON	103900030000473	60.70
09/07/2016	IHSGL--IHS GLOBAL INC.	103900030000472	1,375.00
09/07/2016	V000810--GLORIA MELCHOR	103900030000471	13.69
09/07/2016	FINDW--FINDAWAY WORLD LLC	103900030000470	18,339.09
09/07/2016	V000809--ERIN BEDFORD	103900030000469	24.90
09/07/2016	V000214--ENVISIONWARE INC	103900030000468	725.00
09/07/2016	V000788--CHRISTOPHER STOFEL	103900030000467	200.30
09/07/2016	V001066--BOBBY REED	103900030000466	122.96
09/07/2016	V000053--BATTERIES PLUS BULBS	103900030000495	18.87
09/07/2016	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030000465	98.50
09/14/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	100990	503.50
09/14/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	100989	247.42
09/14/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	100988	7,564.73
09/14/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	100987	2,218.81
09/14/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	100986	11,432.95
09/14/2016	V000050--BANK OF OKLAHOMA	100985	5,309.25
09/14/2016	V000009--ADMINISTRATIVE SERVICES	100984	1,631.17
09/14/2016	INGRU--INGRAM LIBRARY SERVICES	103900030000541	332.32
09/14/2016	INGLS--INGRAM LIBRARY SERVICES	103900030000540	1,268.57
09/14/2016	V001089--WORLD WIDE WELLNESS LLC DBA TRIWELL-NESS	100923	2,308.50
09/14/2016	V000720--WALMART COMMUNITY/GECRB	100922	114.38
09/14/2016	V000716--W M CORP DBA BEYOND TECHNOLOGY	100921	8,840.36

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Date	Payee	Document No	Amount
09/14/2016	V000715--VOSS LIGHTING	100920	110.80
09/14/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	100919	1,176.83
09/14/2016	V000095--CHASE CARDMEMBER SERVICE	100936	599.00
09/14/2016	V000711--VERITIV OPERATING COMPANY	100918	1,377.19
09/14/2016	V000702--US POSTAL SERVICE	100917	10,000.00
09/14/2016	V000699--URBAN LIBRARIES COUNCIL	100916	3,000.00
09/14/2016	V000691--UNITED PARCEL SERVICE	100915	461.64
09/14/2016	V000672--TOWN OF LUTHER	100914	37.60
09/14/2016	V000663--THYSSENKRUPP ELEVATOR CORP	100913	2,011.36
09/14/2016	V001161--THIRDWAY INC	100912	3,500.00
09/14/2016	V000657--THE MEADOWS CENTER FOR OPPORTUNITY INC	100911	176.08
09/14/2016	V000649--TECH LOCK INC	100910	36.95
09/14/2016	V001154--SUE W TONER	100909	11.00
09/14/2016	V000634--STEVE'S WHOLESALE DISTRIBUTORS INC	100908	39.96
09/14/2016	V001158--STEPHANIE A BERRYMAN	100983	6.00
09/14/2016	V000483--SCIENCE MUSEUM NETWORK	100982	200.00
09/14/2016	V000588--SCHOLASTIC INC	100981	354.24
09/14/2016	RCDBK--RECORDED BOOKS INC	100980	3,936.14
09/14/2016	V001150--RANDALL D VAUGHN	100979	850.00
09/14/2016	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	100978	7.55
09/14/2016	OVERD--OVERDRIVE INC	100977	17,402.58
09/14/2016	V000510--OOCO	100976	1,500.00
09/14/2016	V000503--OKLAHOMA PRESS SERVICE	100975	225.70
09/14/2016	V000480--OKLAHOMA COUNTY OSU EXTENSION CENTER	100974	69.56
09/14/2016	V000467--OFFICE DEPOT	100973	59.99
09/14/2016	V000443--NOVALCO INC	100972	115.00
09/14/2016	MIDTP--MIDWEST TAPE	100971	744.84
09/14/2016	V001153--MEGAN E SOBBING	100970	20.95
09/14/2016	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCA- TIONAL RESOURCES	100969	744.03
09/14/2016	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	100968	388.65
09/14/2016	V001157--LANE E SHANNON	100967	32.95
09/14/2016	V000470--KOCO-TV	100966	975.00
09/14/2016	V000341--KEYSTONE LABELS LLC	100965	607.12
09/14/2016	V001156--KATIE M KING	100964	20.00
09/14/2016	V001155--JULIA R WELLS	100963	9.95
09/14/2016	V000313--JOEL M FLUGSTAD	100962	50.00
09/14/2016	V000291--IRRIGATION STATION LLP	100961	79.80
09/14/2016	V000287--INDEPENDENT STATIONERS	100960	27.75
09/14/2016	V000283--IMAGE SUPPLY	100959	49.21
09/14/2016	V000277--HUNZICKER BROTHERS INC	100958	53.67
09/14/2016	V000260--GREATER OKLAHOMA CITY CHAMBER OF COMMERCE INC	100957	3,000.00
09/14/2016	V001152--GRAHAM A HARRIS	100956	11.00
09/14/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	100955	10,296.64
09/14/2016	V000236--FOREST BUILDING MATERIALS	100954	17.84
09/14/2016	V000228--FINLEY & COOK PLLC	100953	7,500.00
09/14/2016	V000224--FEDEX	100952	55.75
09/14/2016	V000218--EVANS HARDWARE	100951	13.28
09/14/2016	V000210--EMSCO ELECTRIC SUPPLY CO INC	100950	44.00
09/14/2016	V000153--COX COMMUNICATIONS INC 001 6111 050756502	100949	67.35
09/14/2016	V000151--COX COMMUNICATIONS INC 001 6111 029855802	100948	65.92
09/14/2016	V000152--COX COMMUNICATIONS INC 001 6110 029711502	100947	67.53
09/14/2016	V000140--COMPSOURCE MUTUAL INSURANCE COMPANY	100946	16,929.00
09/14/2016	V000132--CITY OF THE VILLAGE	100945	91.41
09/14/2016	V000121--CITY OF OKLAHOMA CITY - VI	100944	261.43
09/14/2016	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	100943	320.77
09/14/2016	V000122--CITY OF OKLAHOMA CITY - RE	100942	406.95
09/14/2016	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	100941	33.44
09/14/2016	V000124--CITY OF OKLAHOMA CITY - BI	100940	625.02
09/14/2016	V000001--CITY OF MIDWEST CITY PUBLIC WORK ADMIN- ISTRATION	100939	6,000.00
09/14/2016	V000099--CHICKASAW TELECOM INC	100938	1,469.40
09/14/2016	V000095--CHASE CARDMEMBER SERVICE	100937	1,902.89

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Date	Payee	Document No	Amount
09/14/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	100935	645.40
09/14/2016	BRILL--BRILLIANCE PUBLISHING INC	100934	1,163.53
09/14/2016	CHQ--BRIDGEALL LIBRARIES LIMITED	100933	30,000.00
09/14/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	100932	773.50
09/14/2016	V000062--BLACKBAUD INC	100931	871.88
09/14/2016	V001151--BEVERLY J KIRK	100930	23.00
09/14/2016	AVCAF--AV CAFÉ INC	100929	49.33
09/14/2016	V000042--AT&T MOBILITY	100928	215.67
09/14/2016	V000040--AT&T	100927	3,165.00
09/14/2016	V000021--AMERICAN EXPRESS COMPANY	100926	333.00
09/14/2016	V000015--AMAZON	100925	556.68
09/14/2016	ABDO--ABDO PUBLISHING COMPANY	100924	6,963.29
09/14/2016	V000809--ERIN BEDFORD	103900030000539	19.31
09/14/2016	V000667--TIMOTHY H ROGERS	103900030000576	106.50
09/14/2016	V000599--SIGNATURE LANDSCAPE LLC	103900030000538	5,082.68
09/14/2016	V000357--LANNY B MYERS	103900030000537	35.00
09/14/2016	V000229--FIRETROL PROTECTION SYSTEMS	103900030000536	3,391.69
09/14/2016	V000774--AMY UPCHURCH	103900030000535	97.84
09/14/2016	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	103900030000534	31,578.13
09/14/2016	V000673--TRAK 1 TECHNOLOGY INC	103900030000533	65.12
09/14/2016	V000603--SMITHKOR INVESTMENTS LLC	103900030000532	7,461.62
09/14/2016	V001124--SHARON RILEY	103900030000531	81.00
09/14/2016	V000918--SHANNON PRIDDY	103900030000530	10.11
09/14/2016	V000872--ROBERTO SOTO	103900030000529	59.77
09/14/2016	V000558--REPUBLIC SERVICES - CH	103900030000528	34.00
09/14/2016	V000869--REBECCA FESLER	103900030000527	81.42
09/14/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030000526	578.50
09/14/2016	V000868--RANDY WAYLAND	103900030000525	186.57
09/14/2016	V000546--RACHEL KOPCHICK	103900030000524	251.83
09/14/2016	V000536--PRESTON BELL	103900030000523	50.00
09/14/2016	V000462--O G & E - STORAGE	103900030000522	154.00
09/14/2016	V000460--O G & E - SERVICE CENTER	103900030000521	3,368.90
09/14/2016	V000456--O G & E - MC	103900030000520	7,876.84
09/14/2016	V001138--MK SOLUTIONS INC	103900030000519	190,200.67
09/14/2016	V000857--MEAGHAN HUNT WILSON	103900030000518	28.40
09/14/2016	V000384--MAINTENANCE CONNECTION INC	103900030000517	396.00
09/14/2016	V000324--JULIE BALLOU	103900030000516	193.08
09/14/2016	V000827--JONATHAN WILLIS	103900030000515	70.00
09/14/2016	V000825--JOHN WOOD	103900030000514	35.00
09/14/2016	V000817--JENNIFER ADKISSON	103900030000513	60.70
09/14/2016	V000297--JAMES E NIMMO	103900030000512	150.00
09/14/2016	V001160--JACLYN FULWOOD	103900030000511	23.42
09/14/2016	FINDW--FINDAWAY WORLD LLC	103900030000510	17,924.58
09/14/2016	V000187--DEMCO INC	103900030000509	56.94
09/14/2016	V000112--CITY OF EDMOND	103900030000508	7,067.17
09/14/2016	V000102--CHRIS KENNEDY	103900030000507	238.65
09/14/2016	V000784--CHERYL MANN	103900030000506	5.98
09/14/2016	V000094--CHARLES S ISAACS	103900030000505	81.71
09/14/2016	BLAAB--BLACKSTONE AUDIO INC	103900030000504	534.00
09/14/2016	INGLS--INGRAM LIBRARY SERVICES	103900030000503	2,561.64
09/14/2016	INGRU--INGRAM LIBRARY SERVICES	103900030000502	1,097.08
09/14/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000501	29,491.90
09/14/2016	BTJUV--BAKER & TAYLOR	103900030000500	14,969.07
09/14/2016	BTEN--BAKER & TAYLOR	103900030000499	7,639.38
09/14/2016	V000014--ALMA L BROWN	103900030000498	5.54
09/14/2016	V000513--ORIENTAL TRADING COMPANY INC	103900030000497	83.41
09/14/2016	V000512--O'REILLY AUTO PARTS	103900030000496	40.73
09/19/2016	V000648--TDS TELECOM	101010	27.24
09/21/2016	V000248--GELCO CLOTHING & SHOES INC	101037	139.95
09/21/2016	V000095--CHASE CARDMEMBER SERVICE	101028	22.00
09/21/2016	V000015--AMAZON	101019	749.21
09/21/2016	V000737--WESTLAKE HARDWARE	101018	39.95
09/21/2016	V000720--WALMART COMMUNITY/GEGRB	101017	74.04
09/21/2016	V000719--WALKER COMPANIES	101016	78.85
09/21/2016	V000711--VERITIV OPERATING COMPANY	101015	1,789.70
09/21/2016	V000691--UNITED PARCEL SERVICE	101014	1,061.48
09/21/2016	V000444--THE JOURNAL RECORD PUBLISHING COMPANY LLC10005302	101013	699.00
09/21/2016	V000655--THE GLASS SPECIALISTS INC	101012	1,876.00
09/21/2016	V000649--TECH LOCK INC	101011	3.00

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Date	Payee	Document No	Amount
09/21/2016	V000634--STEVE'S WHOLESALE DISTRIBUTORS INC	101009	27.92
09/21/2016	V001172--STERLING MUNICIPAL LIBRARY	101008	13.95
09/21/2016	V000624--STAR LIGHTING & SUPPLY	101007	243.96
09/21/2016	V001170--REESE QUALLS	101006	12.95
09/21/2016	RCDBK--RECORDED BOOKS INC	101005	1,077.75
09/21/2016	V001169--REBECCA A LAWSON	101004	175.00
09/21/2016	V000528--PETRA COLINDRES	101003	100.00
09/21/2016	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	101002	11.78
09/21/2016	OVERD--OVERDRIVE INC	101001	658.75
09/21/2016	V000494--ONG - WR	101000	36.84
09/21/2016	V000493--ONG - VI	100999	96.05
09/21/2016	V000491--ONG - SO	100998	104.88
09/21/2016	V001053--ONG - CH	100997	27.22
09/21/2016	V000486--ONG - BI	100996	98.51
09/21/2016	V001060--ONG - AL	100995	96.07
09/21/2016	V001086--OKLAHOMA DEPARTMENT OF LIBRARIES	100994	62.00
09/21/2016	V000473--OKLAHOMA CENTER FOR NONPROFITS	100993	195.00
09/21/2016	V000468--OFFICEMAX	100992	33.93
09/21/2016	V000467--OFFICE DEPOT	100991	150.00
09/21/2016	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	101048	4,613.09
09/21/2016	NRMTR--NEWSPAPER HOLDINGS INC DBA THE NORMAN TRANSCRIPT	101047	273.49
09/21/2016	V001168--NATALIA ARMAS PEREZ	101046	9.95
09/21/2016	MIDTP--MIDWEST TAPE	101045	2,602.08
09/21/2016	V000408--METRO MONITOR INC	101044	95.00
09/21/2016	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCA- TIONAL RESOURCES	101052	7,866.43
09/21/2016	LOAKM--LIVE OAK MEDIA	101043	45.90
09/21/2016	V001061--LISA HUBBERT DBA LISA CURL	101042	90.00
09/21/2016	V001166--KATIE L MUCKLEROY	101041	11.95
09/21/2016	V000274--HOME DEPOT CREDIT SERVICES	101040	207.67
09/21/2016	V000273--HOBBY LOBBY	101039	52.52
09/21/2016	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	101051	8,338.00
09/21/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	101038	383.00
09/21/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101050	11,399.47
09/21/2016	V000241--FUELMAN OF MID-AMERICA	101036	2,801.07
09/21/2016	V000095--CHASE CARDMEMBER SERVICE	101027	4,031.23
09/21/2016	V000224--FEDEX	101035	10.87
09/21/2016	V001162--ERIN M BAKER	101034	13.95
09/21/2016	V000195--EARLYCHILDHOOD LLC DBA DISCOUNT SCHOOL SUPPLY	101033	22.38
09/21/2016	V001171--DEVINCI CAST STONE	101032	100.00
09/21/2016	V000126--CITY OF OKLAHOMA CITY - WA	101031	85.47
09/21/2016	V000125--CITY OF OKLAHOMA CITY - NW	101030	285.69
09/21/2016	V000106--CITY OF BETHANY	101029	138.53
09/21/2016	V000092--CENTRAL OKLAHOMA WINNELSON CO INC	101026	218.84
09/21/2016	CPLP--CENTER POINT LARGE PRINT	101025	1,593.81
09/21/2016	V001167--CARL D BYARS	101024	48.90
09/21/2016	V001165--BLAKE R HAMRICK	101023	37.00
09/21/2016	BandN--BARNES & NOBLE INC	101022	115.27
09/21/2016	AVCAF--AV CAFÉ INC	101021	783.36
09/21/2016	AMIGO--AMIGOS LIBRARY SERVICES	101049	8,702.00
09/21/2016	V000022--AMERICAN INTELLECTUAL LLC	101020	700.00
09/21/2016	V000637--SUMMIT MAILING SYSTEMS INC	103900030000575	487.75
09/21/2016	V000620--STANDARD PRINTING COMPANY INCORPO- RATED	103900030000574	3,017.40
09/21/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030000573	3,390.80
09/21/2016	V000603--SMITHKOR INVESTMENTS LLC	103900030000572	7,461.62
09/21/2016	V000878--SALLY PHILLIPS	103900030000571	13.60
09/21/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030000570	967.00
09/21/2016	V000472--OKLAHOMA BUILDING SERVICES INC	103900030000569	29,093.56
09/21/2016	V000458--O G & E - NW	103900030000568	4,097.92
09/21/2016	V000449--O G & E - BI	103900030000567	3,673.36
09/21/2016	V000447--O G & E - AL	103900030000566	1,482.14
09/21/2016	V001138--MK SOLUTIONS INC	103900030000565	164.33
09/21/2016	V000856--MATTHEW LOGO FALEPOUONO	103900030000564	35.00
09/21/2016	V000393--MARK D VANCE	103900030000563	35.00
09/21/2016	V000372--LOCKE SUPPLY CO	103900030000562	24.17
09/21/2016	V000846--LINDSAY JONES	103900030000561	47.35

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Date	Payee	Document No	Amount
09/21/2016	V000344--KIMBERLY A TERRY	103900030000560	66.30
09/21/2016	V000837--KELLY DALRYMPLE	103900030000559	46.17
09/21/2016	V001134--KATHRYN GOLDBACH	103900030000558	23.56
09/21/2016	V000828--JONITA NORMORE	103900030000557	7.01
09/21/2016	V000317--JOHN L HILBERT	103900030000556	170.82
09/21/2016	V000302--JEFFERY A MULLINS	103900030000555	13.66
09/21/2016	V000811--GREGORY BENNETT	103900030000554	4.75
09/21/2016	FINDW--FINDAWAY WORLD LLC	103900030000553	4,636.61
09/21/2016	V000214--ENVISIONWARE INC	103900030000552	10,150.00
09/21/2016	V000187--DEMCO INC	103900030000551	2,980.00
09/21/2016	V000795--DAVID CALHOUN	103900030000550	6.70
09/21/2016	V000053--BATTERIES PLUS BULBS	103900030000549	22.50
09/21/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000548	26,917.92
09/21/2016	BTRSH--BAKER & TAYLOR	103900030000547	370.03
09/21/2016	BTCON--BAKER & TAYLOR	103900030000546	1,393.95
09/21/2016	BTEN--BAKER & TAYLOR	103900030000545	1,822.74
09/21/2016	BTJUV--BAKER & TAYLOR	103900030000544	8,595.27
09/21/2016	V000775--ANDREA EMMONS	103900030000543	29.11
09/21/2016	V000774--AMY UPCHURCH	103900030000542	8.65
09/26/2016	V000693--UNITED STATES TREASURER	101053	44.73
09/27/2016	V000692--UNITED REFRIGERATION INC	101108	127.22
09/28/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	101084	2,384.34
09/28/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030000627	150.00
09/28/2016	V000317--JOHN L HILBERT	103900030000626	67.64
09/28/2016	V000015--AMAZON	101060	1,858.68
09/28/2016	V000095--CHASE CARDMEMBER SERVICE	101070	1,660.27
09/28/2016	V000720--WALMART COMMUNITY/GEGRB	101111	70.54
09/28/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	101110	3,038.04
09/28/2016	V000696--UNUM LIFE INSURANCE COMPANY OF AMERICA	101059	7,640.53
09/28/2016	V000444--THE JOURNAL RECORD PUBLISHING COMPANY LLC10005302	101107	98.00
09/28/2016	CURB--THE CURBSIDE CHRONICLE	101106	90.00
09/28/2016	V000654--THE CHILDREN'S HOSPITAL VOLUNTEERS INC	101105	3,000.00
09/28/2016	V000635--STUDIO ARCHITECTURE PC	101104	450.00
09/28/2016	V000624--STAR LIGHTING & SUPPLY	101103	1,132.20
09/28/2016	V000579--RUSSELL INTERIORS INC	101102	2,280.00
09/28/2016	V001185--ROBIN WINSTED	101101	11.95
09/28/2016	V001184--ROBERTA H MALONEY	101100	27.00
09/28/2016	V001182--RENISH NAYAR	101099	2.00
09/28/2016	RCDBK--RECORDED BOOKS INC	101098	2,730.19
09/28/2016	V001181--RACHEL L ARMSTRONG	101097	12.00
09/28/2016	PERRY--PERRY PUBLISHING COMPANY DBA THE BLACK CHRONICLE	101096	160.00
09/28/2016	V001180--PAMELA BERRYMAN	101095	19.95
09/28/2016	OVERD--OVERDRIVE INC	101058	27,727.13
09/28/2016	V000490--ONG - RE	101094	192.68
09/28/2016	V000489--ONG - NW	101093	21.18
09/28/2016	V000501--ONG - MTC 3RD ST	101092	44.18
09/28/2016	V000500--ONG - HR	101091	20.96
09/28/2016	V000496--ONG - BE	101090	36.46
09/28/2016	V000502--ONG - 50th ST	101089	106.75
09/28/2016	OKHER--OKLAHOMA HERITAGE ASSOCIATION	101088	115.27
09/28/2016	V000476--OKLAHOMA CITY POLICE DEPT	101087	34.00
09/28/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	101057	7,178.93
09/28/2016	V000426--MTM RECOGNITION CORPORATION	101086	460.00
09/28/2016	MIDTP--MIDWEST TAPE	101085	2,605.31
09/28/2016	V000410--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	101056	179,630.15
09/28/2016	V000407--MERWIN INC DBA AQUACLEAR AQUARIUMS	101083	389.50
09/28/2016	V001183--MARJORIE A CASAS	101082	27.95
09/28/2016	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCATIONAL RESOURCES	101081	133.19
09/28/2016	V000360--LATINO COMMUNITY DEVELOPMENT AGENCY	101080	200.00
09/28/2016	V000287--INDEPENDENT STATIONERS	101079	47.73
09/28/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	101055	67,017.60
09/28/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101054	10,796.41
09/28/2016	V000234--FOCAL POINT CONSULTING LLC	101078	600.00
09/28/2016	V000224--FEDEX	101077	31.22
09/28/2016	V001179--DANJUAN SHI	101076	6.95

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09/28/2016	V000128--CITY OF OKLAHOMA CITY - WR	101073	66.94
09/28/2016	V000127--CITY OF OKLAHOMA CITY - DN	101072	1,980.04
09/28/2016	V000129--CITY OF OKLAHOMA CITY - CH	101071	99.46
09/28/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101069	1,115.64
09/28/2016	V000079--C.O.T.P.A.	101068	1,000.00
09/28/2016	BRILL--BRILLIANCE PUBLISHING INC	101067	687.22
09/28/2016	BANDN--BARNES & NOBLE INC	101066	147.26
09/28/2016	V000041--AT&T 405 769 9452 412 3	101065	231.83
09/28/2016	V001065--AT&T 405 454 9479 162 3	101064	148.42
09/28/2016	V000037--ASSOCIATED APPLIANCE SERVICE INC	101063	89.49
09/28/2016	AMIGO--AMIGOS LIBRARY SERVICES	101062	291.55
09/28/2016	V000024--AMERICAN LIBRARY ASSOCIATION C/O PBD INC	101061	83.00
09/28/2016	V000372--LOCKE SUPPLY CO	103900030000625	197.62
09/28/2016	V001175--WILLIAM FRETZ	103900030000624	1,080.00
09/28/2016	V000638--SUPERIOR LINEN SERVICE INC	103900030000623	14.50
09/28/2016	V000599--SIGNATURE LANDSCAPE LLC	103900030000622	200.00
09/28/2016	V000879--SARAH ABBASI	103900030000621	41.64
09/28/2016	V000871--RISA SARGENT	103900030000620	35.26
09/28/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030000619	6,384.00
09/28/2016	V000513--ORIENTAL TRADING COMPANY INC	103900030000618	26.56
09/28/2016	V000507--OKLAHOMA TURNPIKE AUTHORITY	103900030000617	1.15
09/28/2016	V000465--O G & E - WR	103900030000616	285.24
09/28/2016	V000464--O G & E - WA	103900030000615	1,968.47
09/28/2016	V000459--O G & E - RE	103900030000614	3,929.14
09/28/2016	V000457--O G & E - NP	103900030000613	409.85
09/28/2016	V000452--O G & E - DN	103900030000612	11,377.01
09/28/2016	V000451--O G & E - CT	103900030000611	1,751.21
09/28/2016	V000450--O G & E - CH #2	103900030000610	1,808.32
09/28/2016	V000439--NEOFUNDS BY NEOPOST USA INC	103900030000609	3,000.00
09/28/2016	V001177--KELCEY WAYNE FRAZIER	103900030000608	900.00
09/28/2016	V000831--KARA FRIED	103900030000607	11.68
09/28/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030000606	50.00
09/28/2016	V000829--JOSHUA JORDAN	103900030000605	95.44
09/28/2016	V000922--JON D ROLLMAN	103900030000604	502.47
09/28/2016	BLAAB--BLACKSTONE AUDIO INC	103900030000603	535.00
09/28/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000602	20,954.14
09/28/2016	BTRSH--BAKER & TAYLOR	103900030000601	1,767.42
09/28/2016	BTJUV--BAKER & TAYLOR	103900030000600	6,163.38
09/28/2016	BTEN--BAKER & TAYLOR	103900030000599	10,280.64
09/28/2016	INGRU--INGRAM LIBRARY SERVICES	103900030000598	1,022.98
09/28/2016	INGLS--INGRAM LIBRARY SERVICES	103900030000597	1,865.38
09/28/2016	V000284--IMAGENATION PROMOTIONAL GROUP INC DBA MYIPGI.COM	103900030000596	284.45
09/28/2016	V000812--HEATHER ZEOLI	103900030000595	100.17
09/28/2016	V001173--HEATHER ANN WILLIAMS	103900030000594	405.00
09/28/2016	V001176--GLENN R BENNETT	103900030000593	675.00
09/28/2016	V000254--GINGER WALDRIP	103900030000592	100.00
09/28/2016	FINDW--FINDAWAY WORLD LLC	103900030000591	6,903.78
09/28/2016	V000804--ELIZABETH KESSLER	103900030000590	25.00
09/28/2016	V000200--EDMOND CHAMBER OF COMMERCE	103900030000589	15.00
09/28/2016	V000194--EALES ELECTRONICS CORP	103900030000588	50.00
09/28/2016	V000916--DENESA BENNETT	103900030000587	56.32
09/28/2016	V000187--DEMCO INC	103900030000586	757.68
09/28/2016	V000183--DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	103900030000585	600.00
09/28/2016	V001174--CARLOS MARSHALL FRANKLIN	103900030000584	1,170.00
09/28/2016	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030000583	98.50
09/28/2016	V000778--ANNA TODD	103900030000582	14.85
09/28/2016	V000028--ANGEL SUHRSTEDT	103900030000581	82.85
09/28/2016	V000774--AMY UPCHURCH	103900030000580	20.20
09/28/2016	V000014--ALMA L BROWN	103900030000579	18.61
09/28/2016	V000006--ACCTTWO SHARED SERVICES LLC	103900030000578	9,281.25
09/28/2016	V000768--ABIGAIL ELIZABETH STOUT	103900030000577	48.17
09/29/2016	V000147--COX COMMUNICATIONS INC	101112	22,796.14
09/29/2016	V000148--COX COMMUNICATIONS 002 6110 052139601	101075	784.68
09/29/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	101109	1,273.30
09/30/2016	V000384--MAINTENANCE CONNECTION INC	Voided - 103900030000517	(396.00)


Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
09/30/2016	V000384--MAINTENANCE CONNECTION INC	Voided - 103900030000180	(396.00)
	Total for General Account		<u>1,232,136.98</u>

I, Tim Rogers, certify that:

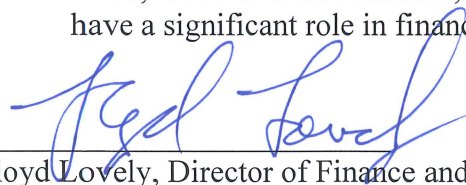
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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

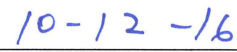

Tim Rogers, Executive Director


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, Director of Finance and Business


Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: LAWN MAINTENANCE

Provided for in the FY2016-17 budget is the request for lawn maintenance for twelve libraries throughout the system. The libraries are: Belle Isle, Bethany, Capitol Hill, Choctaw, Downtown, Maintenance Center, Northwest, Ralph Ellison, Southern Oaks, Village, Warr Acres, and Wright.

Specifications were prepared and bids were let for 23 days and advertised for two days.

A pre-bid conference was held on August 23rd, 2016. Two vendors attended.

Bids were received and publicly opened on September 7th, 2016.

Vendor	Annual Maintenance for Twelve Libraries
Ground Guys of Edmond	\$63,975.08
Red Dirt Associates*	\$62,535.00
Signature Landscape	\$70,412.00
Fryars Lawn Care	\$73,490.00
Jones Mowing Service	\$81,720.44
Source One	\$93,547.20
Sadak Enterprises	\$102,645.00

*Red Dirt Associates could not provide the appropriate Oklahoma Department of Agriculture Applicators License as required by the bid specifications and was disqualified from award.

The lowest bid meeting all the specification requirements is the Ground Guys of Edmond. All reference checks were positive.

RECOMMENDATION:

That the Commission award the contract for lawn maintenance to Ground Guys of Edmond in the amount of \$63,975.08. Adequate funding is available in the FY2016-17 budget, account 208.

CONTRACT AWARDS AND PURCHASES

(Cont'd)

ITEM B: MEETING MANAGEMENT SOFTWARE

Provided for in the FY 17 budget are funds for Meeting Management Software. The software will be used to modernize agenda preparation and distribution, minute preparation and meeting management.

A request for proposal was prepared and distributed. The RFP was advertised for two days.

Seven proposals were received. Based on the responses, three of the vendors were requested to give a demonstration of their product.

	BoardDocs	Accela	BoardMax
Total Cost Yr 1	\$10,000	\$14,400	\$6,395*
Annual Costs	\$9,000	\$14,400	\$5,695

*This cost is based on an hourly implementation fee of \$175/hr for 4 hours.

BoardMax did not provide some of the base functionality desired such as public access to the portal to provide a direct link to agendas and minutes. BoardDocs and Accela both have the required functionality to meet our needs.

Based on the demonstrations and cost proposals, we recommend BoardDocs as the software solution for meeting management software. All reference checks were positive.

RECOMMENDATION:

That the Commission approve the purchase of BoardDocs Pro meeting management software. Funding for the purchase is provided for in the FY2016-17 budget.

CONTRACT AWARDS AND PURCHASES

(Cont'd)

ITEM C: MICROCOMPUTERS

Provided for in the FY2016-17 budget is the request for microcomputers. These computers will be used for additional staff and public computers as well as for the normally scheduled technology replacement cycle. The library will be purchasing 180 computers for this fiscal year.

The Library's purchasing policy allows the Library to purchase off of any state GSA, or nationally competitively bid contract. The State of Oklahoma participates in the Western States Contracting Alliance for computers under State Contract #SW206 and #SW1026.

CDW-G has a competitively bid contract through the National Joint Powers Alliance which includes Hewlett Packard products.

Dell participates in the State Contract pricing. The Library's specification for computers was developed and this specification was then priced with each vendor's contract price. The table below shows the results:

Computers	
Vendor	Price Each
Dell	\$ 566.00
CDW-G (Hewlett-Packard)	\$ 596.64
Lenovo	\$ 640.00

RECOMMENDATION:

That the Commission approve the purchase of 180 microcomputers from Dell in the amount of \$101,800. Funding for the purchase is provided for in the FY2016-17 budget, account 1335.

ACCEPTANCE OF ANNUAL AUDIT

Note: Audit reports will be handed out at Commission Meeting.

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

REVISIONS TO THE METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

Metropolitan Library System policies contained in the Policy and Procedure Manual periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

The Library's administration recommends for your consideration revisions to SF 500 Personal Services (Contractual), AM 321 Purchases, SF 200 Purchasing Policy, SF 210 Purchasing Officers, AS 530 Operating Hours, SH 610 Facility Access, and VG 120 Public Comment during Commission Meetings.

SF 500 Personal Services (Contractual) – Revisions Recap: Administration proposes repealing this policy as it repeats much of what is covered in other policies (Purchasing, Budget and Employment policies) and creates redundancy.

SF 210 Purchasing Officers– Revisions Recap: Administration proposes the repeal of Purchasing Officers as they are no longer accurate or referenced in the Purchasing Policy.

AM 321 Purchases – Revisions Recap: Administration proposes the repeal of this policy because the most significant part is covered in SF 200 and the remainder is procedural.

SF 200 Purchasing Policy– Revisions Recap: Removed the \$25,000 cap on contracts that can be signed by the executive director as it was intended as a placeholder and should not have been included. The cap would will lengthen commission agendas with contract approvals and limit the speed of which time sensitive contracts can be signed.

AS 530 Operating Hours (New) – Revisions Recap: this is a new policy extracted from SH 610 Facility Access. This policy lists all hours that each library is open to the public. The hours are listed in this policy as changes to them should be approved by the commission due to the impact on staffing and other costs.

SH 610 Facility Access– Revisions Recap: section 1 was removed and replaced by the new policy AS 530 Operating Hours. The policy no longer restricts the hours staff are permitted to be in the library.

VG 120 Public Comment during Commission Meetings (New) – Recap: This is a new policy drafted to help ensure that individuals wishing to speak at regular Metropolitan Library Commission meetings are afforded an opportunity, and to enable the Commission to manage the public comment process efficiently and effectively.

RECOMMENDATION FOR COMMISSION ACTION

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SF 500 Personal Services (Contractual), AM 321 Purchases, SF 200 Purchasing Policy, SF 210 Purchasing Officers, AS 530 Operating Hours, SH 610 Facility Access, and VG 120 Public Comment during Commission Meetings.

~~Stewardship of Financial Resources~~

~~SF 500 Personal Services (Contractual)~~

~~Adopted: 5/89, Revised: 8/00~~

~~I. Legal Background~~

~~Commission Bylaws, Section I, Item A, #3.D., "Duties of the Secretary," states:~~

~~... The Executive director shall be held responsible for ... the employment and direction of the staff ... and for the operation of the library system within the provisions of the annual budget. ...~~

~~The Commission's Purchasing Policy, Section VII, Item B, P.2, defines Personal Services as follows:~~

~~A category of the annual budget containing line items beginning with the number "1" or "2" including salaries, wages, payroll taxes, direct-cost benefits, janitorial services, security services, professional/consulting services, etc.~~

~~The Purchasing Policy also states, on P. 3, Par. 4:~~

~~Contracts within of this Personal Services category shall be governed by the Personal Services Policy.~~

~~II. Purpose~~

~~This policy guides the Executive Director and the Library staff in contracting for professional and non-professional services involving individuals or firms performing such services.~~

~~III. Policies~~

- ~~1. The annual budget, containing administrative requests approved by the Commission, serves as the principal authority for the administration to encumber funds and hire personnel, including contractual individuals and firms, as scheduled during the fiscal year. This authority may be withdrawn by majority vote of the Commission at any time unless a legally binding agreement has already been signed between the Library and the contractor.~~
- ~~2. The administration will follow established personnel policies to recruit and select individuals to fill approved staff position.~~
- ~~3. The administration will follow established purchasing policies to recruit and select individuals or firms to perform work normally done by such vendors; e.g., janitorial companies.~~

~~SF 200 Purchasing~~ ~~SF 210 Purchasing Officers~~

~~Adopted: 10/90; Revised: 7/08, 4/11~~

Library employees holding the following job titles are designated official purchasing officers:

- ~~Executive Director~~
- ~~Deputy Executive Director/ Library Operations~~
- ~~Deputy Executive Director/ Technology~~
- ~~Deputy Executive Director/ Finance & Support~~
- ~~Accountant~~

~~AM 320 Materials Acquisition~~

~~AM 321 Purchases~~

~~Revised: 10/94, 7/08~~

Policy

~~The Materials Acquisition Purchases Policy ensures that the Metropolitan Library System meets the needs of the community as expeditiously and economically as possible by purchasing books and other materials from a primary book vendor and a variety of secondary vendors.~~

Regulations

- ~~1. In order to reduce the overall cost, a majority of book orders are placed with a primary library vendor who supplies titles from a wide variety of publishers, provides combined billing written to the library's specifications, and gives substantial discounts due to the total volume of orders.~~
- ~~2. The library system negotiates primary vendor contracts for library materials as specified in SF 200 Purchasing, VI. 2. In addition to discounts offered, the library considers the overall quality of service provided by the vendor including timely delivery and accommodation of purchasing and invoicing requirements.~~
- ~~3. The library purchases materials from a secondary vendor when they are not available from the primary vendor or when discounts, speed of receipt or other factors make it advantageous to the library to do so.~~
- ~~4. Secondary vendors may include but are not limited to major library vendors not selected as the primary vendor, individual publishers, local bookstores and overstock vendors.~~

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11, 8/11, 3/12, 10/15, 09/16, 10/16

- (A) The Metropolitan Library Act (62 O.S. 1971, Section 551 et seq.) empowers the Metropolitan Library Commission to administer the expenditure of funds derived from the library tax levy and from fines, fees, sales of personal property and other miscellaneous income. The purpose of these policies is to ensure that purchases are made in a transparent and competitive manner that is in the best interest of the Library and the taxpayers.

(B) Purchasing and Contracting Authority

- (1) The Commission shall approve or reject all formal bids. The executive director is authorized to execute contracts for bids approved by the Commission, for contracts below the bid threshold, and for contracts included in the approved budget for which the underlying purchase is exempt by policy from competitive bidding ~~up to \$25,000.~~
- (2) The Library's Business Office shall be the central purchasing agency through which purchase or payment requests are routed and accounted for.
- (3) Monthly Commission Review of Claims: The list of claims for which checks have been issued during a given month is attached to the financial statement presented at the Commission's monthly meetings. The list serves as final documentation for audit purposes.

(C) Purchasing Guidelines & Bid Policy

- (1) Purchases of goods or services, excluding construction contracts, expected to exceed \$10,000 (or increase) should be purchased through competitive bidding. Purchases of similar items or groups of items should not generally be subdivided into multiple purchases of less than \$10,000.
- (1) Notice inviting bids will be published in an Oklahoma County newspaper.
- (2) Not less than 14 days will be allowed for the receipt of bids.
- (3) Bidders shall submit a Non-Collusion Affidavit with their bids.
- (4) Administration will analyze the bids received and recommend the vendor who has submitted the lowest and best bid to the Commission for approval. The Commission retains the right to reject all bids and to waive any technicalities, irregularities or omissions.
- (5) The Commission gives preferential consideration when purchasing supplies or services through competitive bidding, to Oklahoma County residents and businesses whose property taxes directly support the Library. Preferential consideration is given only when all other factors used in determining lowest and best bidder are equal, and when the difference between the local and non-local vendor's bid price does not exceed five percent (5%) or \$1000, whichever is less.
- (6) Bidding for construction contracts and building improvements shall be administered in accordance with the Public Competitive Bidding Act of 1974.
- (7) The Commission shall be advised if exceptions are made to bid policy.

(D) Exemptions from Competitive Bidding Requirements

- (1) Utilities and other similar services for which fees or rates are regulated by federal, state, or local government.
- (2) Sole source contracts defined as a purchase of goods or services which can only be purchased from one supplier, usually because of its technological, specialized, or unique character.

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11, 8/11, 3/12, 10/15, 09/16, 10/16

- (3) Professional services which require specialized or technical skills, expertise or knowledge, or the exercise of professional judgment. These include but are not limited to architects, engineers, attorneys, accountants, real estate appraisers, insurance brokers, and professional consultants.
- (4) Library materials including books, magazines, audiovisual materials, online databases, and other materials intended for customer use.
- (5) Contracts for performers or artistic services.
- (6) Speakers, training and seminars.
- (7) Advertising services.
- (8) Purchase made under a State Contract or from another governmental agency or body.
- (9) Purchases that provide for prices that are equal to or lower than GSA pricing.
- (10) Purchases made utilizing competitively bid contracts of national purchasing cooperative programs.
- (11) Contracts for the maintenance or servicing of equipment which are made with the manufacturer or authorized service agent of that equipment where the maintenance or servicing can best be performed by the manufacturer or authorized service agent.
- (12) Contracts for software support and maintenance provided by the software company.
- (13) Emergencies involving public buildings, public property or the life, health, safety, or property of the Library, its customers or staff where immediate expenditure is necessary to protect against financial loss, loss of or damage to library property, to prevent or minimize serious disruption in Library services or to ensure the integrity of Library records. Any exception to bidding by reason of emergency will be disclosed to the Commission at the next scheduled Commission meeting.

(E) Contract Renewals

- (1) The administration shall review all contracts that exceed the bid threshold at least annually and, depending on vendor performance, shall submit a recommendation regarding extension, renewal, cancellation or rebidding to the Commission. All contracts in force for three consecutive years, which exceed the bid threshold in any one year, shall be subject to rebidding at the end of the third year unless this requirement is waived by the Commission.
- (2) Contracts with the financial auditors may extend for up to five years. The auditing firm may be retained for subsequent five-year periods if the firm agrees to rotate its audit partner or audit manager for the following 5-year period.
- (3) Bids for the Library's insurance, including its Package policy, Auto, Umbrella, Fiduciary, Directors' and Officers', Employment Practices, Workers Compensation and Flood Insurance, may be extended for five years total before re-bidding.

(F) Purchases Less Than Bidding Threshold

- (1) For acquisitions between \$2,500 and \$9,999 the Library will solicit informal quotes from available qualified vendors and award to the vendors with the best and lowest quotes. This procedure may be waived by the executive director in an emergency

Stewardship of Financial Resources

SF 200 Purchasing

Adopted: 1/86; Revised: 5/86, 4/88, 10/94, 8/00, 6/04, 9/07, 6/11, 8/11, 3/12, 10/15, 09/16, 10/16

situation requiring immediate action when the procedure is not practical under the circumstances.

- (2) The records of quotes will be maintained and included in the purchase documents.

(G) Prohibited Vendors

The Library will not knowingly purchase nor accept bids to purchase any item from:

- (1) Commission members
- (2) Library employees
- (3) Children, parents, grandparents, grandchildren, brothers and sisters of the above individuals and their spouses
- (4) Firms or enterprises in which any of the above individuals have a vested interest involving ownership, partnership, sales commission or other direct and immediate gain resulting from such purchase
- (5) This policy does not prohibit the purchase of items from any firm or enterprise in which an individual defined in 3 above is employed or owns stock but who does not have a vested interest as defined in 4 above.
- (6) Exceptions: The Library may contract with employees or other associated individuals, who might otherwise be prohibited from performing special services, to perform as musicians, actors, authors, or in other artistic capacities for the benefit of customers or employees at special functions of the Library. Examples of these special situations would be employees hired to perform musically at a Library grand opening, when such employee regularly contracts with other entities to perform similar services; employees hired to act in special performances hosted by the Outreach Department; employees who have authored books and are hired to perform a reading of their book for the general public; and, children of employees who are members of a band that is hired to entertain at a Library function. In these special situations, it does not matter if the contract is directly with the individual or with a group in which the individual is a member. Books or other materials written or produced by employees or other associated individuals may be purchased for the library's collection if they meet the requirements of the Materials Selection Policy (AM 310).
- (7) The executive director will make a disclosure to the Commission at its regular monthly meeting whenever one of these specific situations occurs. Employees are not authorized to approve purchases to family members or to themselves.

(H) Disbursement

- (1) Library payments less than \$5000 may be approved by any of the following: Chair, Vice-Chair, Disbursing Agent, Secretary (executive director) of the Commission, Chief Operating Officer, Chief Organizational Development Officer, and the Chief Library Officer. Library payments in excess of \$4,999.99 shall require two authorized approvals. The Secretary (executive director), Chief Operating Officer, Chief Organizational Development Officer, and the Chief Library Officer may not approve payments in which they are the payees of payments in payment of goods and services.
- (I) The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy

Access to Services

AS 530 Operating Hours

Adopted: 10/16

With the exception of established holidays and staff development day(s), Metropolitan Libraries are open to the public during the following hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Almonte	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Belle Isle	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Bethany	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Capitol Hill	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Choctaw	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Del City	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Downtown	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Edmond	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Harrah	9-6	9-8	9-6	9-6	9-6	9-5	
Jones	9-6	9-8	9-6	9-6	9-6	9-5	
Luther	9-6	9-8	9-6	9-6	9-6	9-5	
Midwest City	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Nicoma Park		9:30-5:30	9:30-5:30	9:30-5:30	9-5	9-5	
Northwest	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Ralph Ellison	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Southern Oaks	9-9	9-9	9-9	9-9	9-6	9-5	1-6
The Village	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Warr Acres	9-9	9-9	9-9	9-9	9-6	9-5	1-6
Wright		9:30-5:30	9:30-5:30	9:30-5:30	9-5	9-5	

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

SH 600 Responsibilities of Employees

SH 610 Facility Access

Revised: 10/94, 2/03, 1/06, 12/11, draft 10/16

Policy

The Facilities Access policy ensures that the Metropolitan Library System takes appropriate steps to protect library personnel and property.

Regulations

~~1. Building Hours~~

- ~~a) Normal hours for staff access to each building (working hours) will be established and approved by administration.~~
- ~~b) For buildings that open to the public, operating hours (hours open to the public) will be established by the Executive Director with final approval by the Metropolitan Library Commission.~~
- ~~c) Access to buildings by staff or the public beyond these established hours must be authorized in accordance with SH 610.1 Facility Access Procedures~~

2. Security Alarm Systems and Codes

- a) The Director of Facilities Maintenance is the control officer for the issuance of all security alarm codes.
- b) The Director of Facilities Maintenance, in conjunction with administration and agency managers, designates personnel authorized to be issued the security alarm codes.
- c) The Executive Director assigns responsibility for unlocking each building and deactivating the security alarm system for normal working hours, and for locking the building and activating the security alarm system after all persons have left the building.

3. Keys, Key cards and fobs

- a) The Director of Facilities Maintenance is the control officer who oversees the issuance, security and return of all system keys, key cards and fobs (hereafter referred to as keys).
- b) Supervisors will determine which of their staff members require keys and arrange for the issuance of them.
- c) Personnel will receive and retain only those keys necessary to fulfill their job duties.
- d) Keys issued to staff members are for their exclusive use and are not to be loaned.
- e) Unless requested or authorized by the Director of Facilities Maintenance, no staff member may duplicate, or cause to be duplicated, any key.
- f) Supervisors are responsible for retrieving keys from staff members who are terminating employment or no longer require them due to a change in job responsibilities.

4. Door Lock Codes

- a) The Director of Facilities Maintenance is the control officer for issuing and changing codes for all push button door locks for either building or room access.

SH 600 Responsibilities of Employees

SH 610 Facility Access

Revised: 10/94, 2/03, 1/06, 12/11, draft 10/16

- b) Supervisors will determine which of their staff members require door lock codes and request any necessary changes.
 - c) Personnel will receive and retain only those door lock codes necessary to fulfill their job duties.
 - d) Employees with knowledge of door lock codes must maintain the confidentiality of the codes.
5. Any violation of this policy or associated procedures may result in disciplinary action up to and including termination of employment.
6. The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.

Guiding Values

VG 120 Public Comment during Commission Meetings

Adopted: 10/16

Members of the public, including delegations or individuals, have the right, and are encouraged, to attend meetings of the Metropolitan Library Commission and to listen to and observe its deliberations. In the interest of orderly conduct of Commission meetings, spontaneous discussion from the floor shall not be permitted. The individual dignity of Commission members, Library employees, members /cardholders, and all persons in attendance at Commission meetings shall be respected; accordingly, no persons in attendance at Commission meetings shall be subjected to abuse through these proceedings.

Members of the public are requested to seek resolution of specific problems at the local library site or at the most appropriate administrative library office level. Persons are encouraged to write to the Commission or the executive director with general questions, concerns, suggestions or to obtain information about the Library. Each person submitting such a notice will receive notice of the receipt of his or her written correspondence, which may include a response.

In order to maintain open lines of communication, the Commission provides time for citizen comments during regular monthly business meetings.

Individuals who wish to speak at a Regularly Scheduled Commission meeting are required to complete a Public Comments Sign-up Form before the Commission meeting convenes.

A Metropolitan Library System staff member will be at a table inside the meeting room with Public Comment Sign-up Forms between 3:00 p.m. and 3:30 p.m. on the day of the meeting. This is the only time forms may be submitted to request to make public comments at Commission meetings.

Any person who is a resident, employee, or an official representative of a recognized group or organization of Oklahoma City or Oklahoma County may address the Commission for a maximum of three (3) minutes, when granted permission by the Commission Chairperson. Where several people and/or delegations wish to address the same subject, a spokesperson must be selected. Unless otherwise provided for, Public Comments will only be allowed during periods specifically allotted for that purpose.

All persons who speak at Commission meetings are to meet all provisions of this policy. Metropolitan Library Commission policies, state law and federal law have established separate and distinct procedures and forums for the resolution of employee grievances, employee complaints, employee suspensions and terminations, complaints against individual employees, member suspensions, political campaigns, and litigation. To avoid circumvention of those separate proceedings and ensure fairness to all parties concerned, no person will be allowed to speak regarding the following:

- (1) an issue in a pending lawsuit, complaint or investigation filed with an outside agency, wherein the Library, employee(s) or the Commission is party;
- (2) a pending grievance;
- (3) pending employee complaint filed with the Library or an outside agency;
- (4) complaint against individual employee(s);
- (5) employee disciplinary action, suspension, or termination;

Guiding Values

VG 120 Public Comment during Commission Meetings

Adopted: 10/16

(6) member suspension or appeal which may ultimately reach the Metropolitan Library Commission; or (7) a solicitation for business for the Library to buy a product or service. Additionally, no person who has publicly announced or filed as a candidate for public office may speak during this session. All meetings of the Metropolitan Library Commission shall be open to the public, and any regular meeting shall include an opportunity for the public to address the Commission. Committees or subcommittees of the Commission are not subject to this public comment policy.

Presentations under “Public Comments” are limited to three (3) minutes. The Commission Chairperson may interrupt and terminate any presentation that is not in accordance with any of these criteria.

Commission members may not respond to speakers’ comments. The executive director is expected to provide a written response to the speaker and to inform Commission members of the response.

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

METROPOLITAN LIBRARY COMMISSION

CALENDAR YEAR 2017

PROPOSED MEETING DATES

<u>2017 DATES</u>	<u>LOCATION</u>	<u>ADDRESS</u>
January 19	Belle Isle Library -Warr Acres (Host)	5501 N. Villa, Oklahoma City 843-9601
February 16	Ralph Ellison Library	2000 NE 23 rd , Oklahoma City 424-1437
March 16	Midwest City Library	8143 E. Reno, Midwest City 732-4828
April 20	The Village Library	10307 N. Penn., Oklahoma City 755-0710
May 18	Southern Oaks Library --Choctaw (Host)	6900 S. Walker, Oklahoma City 631-4468
June 15	Ronald J. Norick Downtown Library	300 Park Ave., Oklahoma City 231-8650
July 20	Patience S. Latting Northwest Library	5600 NW122 nd , Oklahoma City 606-3580
August 24*	Belle Isle Library	5501 N. Villa, Oklahoma City 843-9601
*Moved to 4th Thursday to accommodate final budget preparations per by-laws		
September 21	Del City Library	4509 SE 15 th , Del City 672-1377
October 19	Southern Oaks Library	6900 S. Walker, Oklahoma City 631-4468
November 16	Edmond Library	10 S. Boulevard, Edmond 341-9282
December 14**	Capitol Hill Library	334 SW 26 th , Oklahoma City 634-6308

****Moved to 2nd Thursday to accommodate Christmas Break per by-laws**

REPORT AND RECOMMENDATION FROM ADMINISTRATION

MLS 2017 Holiday and Closing Schedule

Reason for Library Closing	Day of Week	Date	Workweek (Mon-Sun)	Paid Holiday	Note
New Year's Day	Sunday	Jan 1	Dec 26-Jan 1		
	Monday	Jan 2	Jan 2-8	Yes	
Martin Luther King, Jr. Day	Monday	Jan 16	Jan 16-22	Yes	
Easter	Sunday	Apr 16	Apr 10-16		
Memorial Day	Sunday	May 28	May 22-28		
	Monday	May 29	May 29-Jun 4	Yes	
Independence Day	Tuesday	Jul 4	Jul 3-9	Yes	
Labor Day	Sunday	Sep 3	Aug 28-Sep 3		
	Monday	Sep 4	Sept 4-10	Yes	
Staff Development Day	Monday	Oct 9	Oct 9-15		Staff attend Focus
Thanksgiving Holidays	Wednesday	Nov 22	Nov 20-26		Close at 6:00 pm
	Thursday	Nov 23	Nov 20-26	Yes	
	Friday	Nov 24	Nov 20-26	Yes	
Christmas Holidays	Sunday	Dec 24	Dec 18-24		
	Monday	Dec 25	Dec 25-31	Yes	

Normal library hours will be in effect on Sunday, December 31, 2017.

Current MLS Holiday Guidelines grant full-time and designated full-time equivalent staff eight (8) paid holidays per calendar year plus three (3) 'floating holidays' (when the libraries are normally open) to be scheduled by the individual employee subject to rules listed in the leave policy.

For workweeks with one (1) holiday, libraries and offices are open their regular schedule with the exception of that holiday; however, during the workweek, full-time hourly employees work 32 hours during the week and exempt employees work four (4) days.

For workweeks with two (2) holidays, libraries and offices are open their regular schedule with the exception of those holidays; however, during the workweek, full-time hourly employees work 24 hours and exempt employees work three (3) days.

Employees eligible for partial holiday pay are prorated accordingly.

RECOMMENDATION:

That the Commission approves the MLS 2017 Holiday and Closing Schedule as presented.

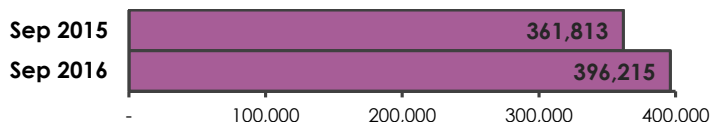
Metropolitan Library System

Usage Summary

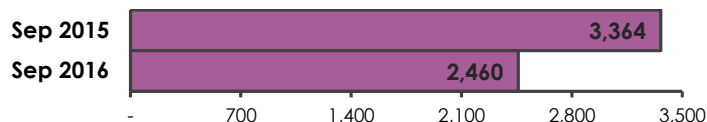
Month of September

FY2016-2017

Registered Members



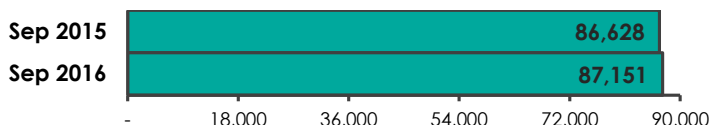
New Members



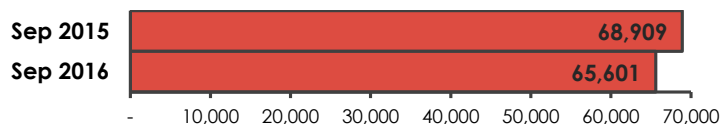
Circulation



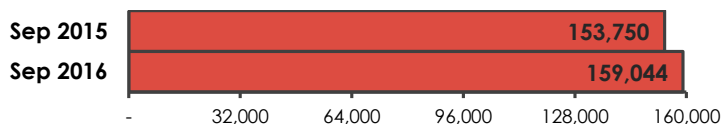
eBooks & eAudio



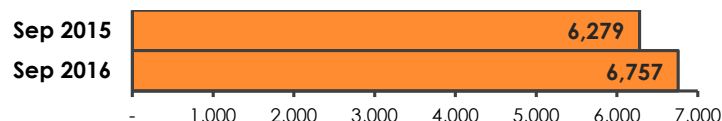
Computer Sessions



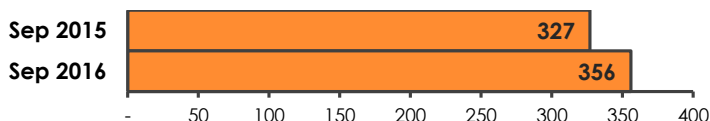
Wi-Fi Sessions



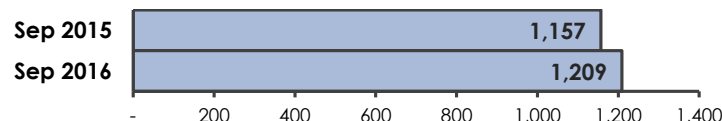
Program Attendance



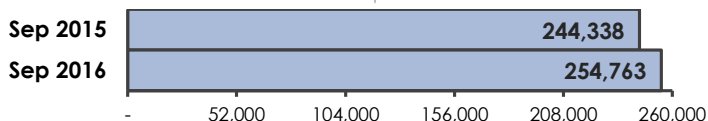
Programs



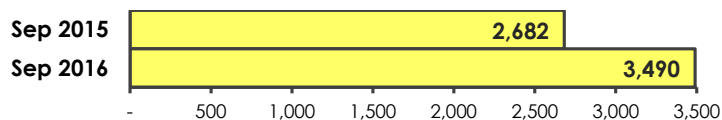
Room Reservations



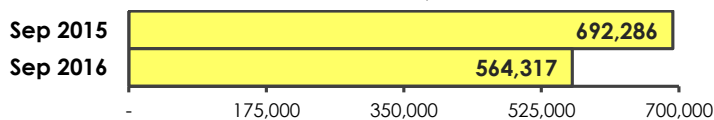
Library Visits †



Social Media Interactions



Digital Sessions ‡



† Upgraded library visits sensors online beginning July 2016.

‡ Public computer homepage changed from www.metrolibrary.org beginning November 2015.

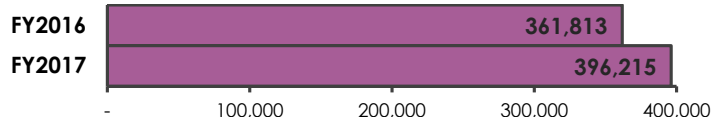
Metropolitan Library System

Usage Summary

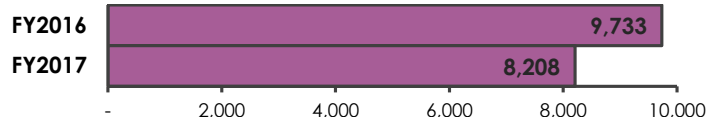
Fiscal Year-to-Date

FY2016-2017

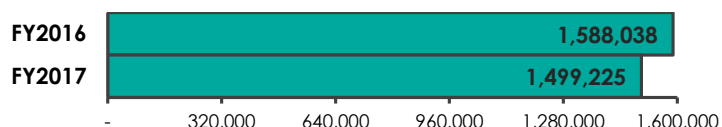
Registered Members



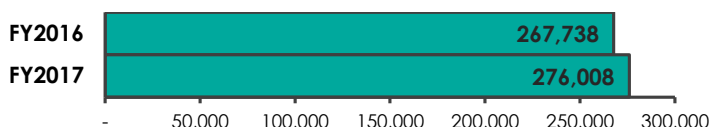
New Members



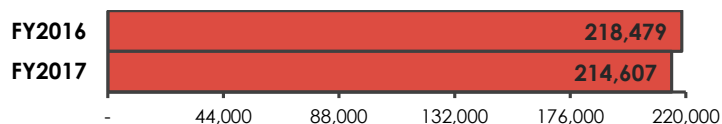
Circulation



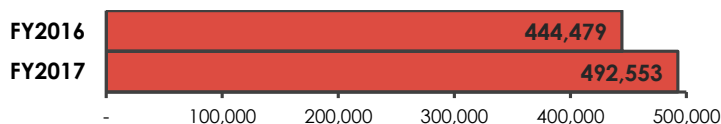
eBooks & eAudio



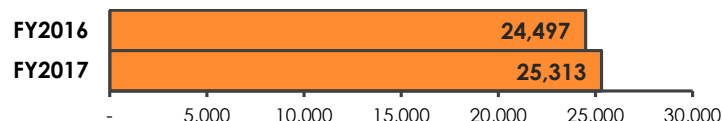
Computer Sessions



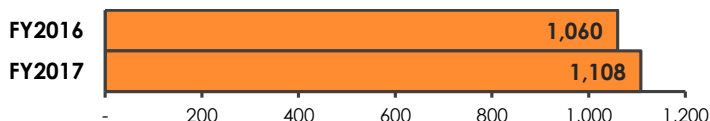
Wi-Fi Sessions



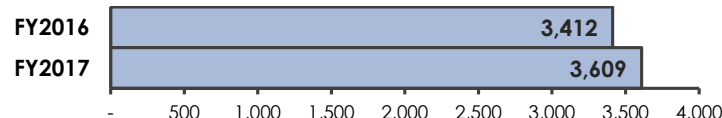
Program Attendance



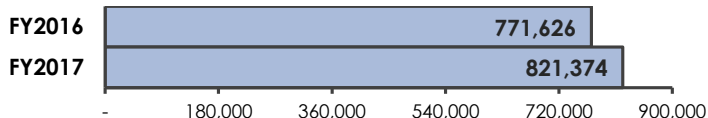
Programs



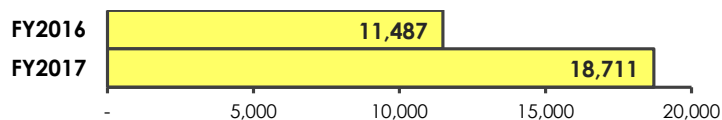
Room Reservations



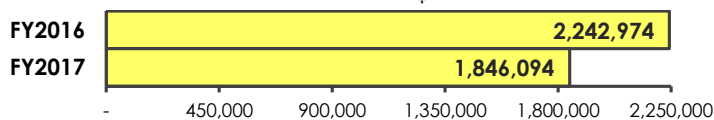
Library Visits †



Social Media Interactions



Digital Sessions ‡



† Upgraded library visits sensors online beginning July 2016.

‡ Public computer homepage changed from www.metrolibrary.org beginning November 2015.

I. DEFINITIONS

Registered Members

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 Members

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

Circulation

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

eBooks & eAudio

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

Computer Sessions

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

Wireless Sessions

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

Program Attendance

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

Programs

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

Room Reservations

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

Library Visits

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

Social Media Interactions

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

Digital Sessions

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

EXECUTIVE DIRECTOR'S REPORT

OCTOBER 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**
Library staff, including Chief Library Officer Kay Bauman, Regional Director Rachel Kopchick, Library Manager Erin Bedford, Director for Facility Maintenance Curtiss Ray, and Project Coordinator Steve Butts attended several meetings with the City of Bethany and the Dewberry Architects to discuss the schematic designs of the building, well as major facility systems. This is the first phase of the project attempts to define the general scope and conceptual design of the project including scale and relationships between specific building components. The schematic design phase has been accelerated because we provided much of the information prior to the bond election in April. The next phase – known as design development – will began this week, and will finish up in about a month. The preliminary schedule has construction finishing in August of 2018, with the dedication tapped for September of that year. I should also mention that the City of Bethany has hired Todd Olberding, our former director of construction services to manage the construction of the building, so we feel even more comfortable that the project will achieve the best possible results.
- **Capitol Hill Library**
Construction for the Capitol Hill Library project is underway. We have been in contact with the City and the architect regarding the furniture, furnishing, and equipment (FF&E) budget. They raised concern that the available funding may not allow us to fit out the building as we had originally planned, and we will be addressing the issue in the several weeks. I will update the Commission with our findings.
- **Jones Library**
The Jones Library project is drawing closer to a close. Curtiss Ray and Project Coordinator Jim Phillips met with representatives from the City of Jones, the architect, and the contractor to hammer out the final change orders and schedule, and I'm happy to say that the substantial completion and occupancy date continues to be November 22nd. Once we have occupancy, we will begin receiving the furnishings, and working on punch list items. Our intention is to have a "soft opening" in December to ensure that everything is in working order, with a grand opening and dedication a few weeks later.
- **Warr Acres Library**
As some of you may be aware that we have put all of the libraries on rotations for replacement/repair of carpet, flooring, roofing, interior and exterior painting, and parking lots. We began the Warr Acres siding replacement and painting project last fiscal year, with the plan to complete the second half this year. The siding boards that we are replacing are forty-years-old, and the replacement cost was more than we originally budgeted, so our staff is working to reduce

the project's scope. Unfortunately, this has taken more time than they had anticipated, but we should have some good news soon.

- Edmond Library

As you may recall from our earlier discussions, we plan to close the Edmond Library in November to perform a small – but necessary – redesign and renovation of the circulation area. The project embraces the concepts of TeXperiences (technology-enabled experiences) and the development of learning environments, two of the strategies mentioned in our strategic plan -- Library Unbound. In addition to replacing the current 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. Despite necessary delays with the bidding process, we were able to meet our original schedule. The Edmond Library will be closed from Monday, November 7th through Sunday, December 5th.

I have no new information on the new or second Edmond library building that was included in the sales tax extension last election, except to say that we expect to hear from the City of Edmond soon about their strategic financial planning meeting scheduled for this month. The City has yet to indicate where on their priority list the library falls, and how much they will have to devote to the project. We are likely to pursue a smaller store front operation within the next two years, prior to building a 20,000 – 35,000 square foot facility. The City indicated that they would have more information later this year.

- Belle Isle Library

Kay Bauman and I met with representatives from OKC Public Works this week to discuss the project agreement and project funding for the Belle Isle renovation. You may recall that Kay, Regional Director Melody Kellogg, and Library Manager Ashley Welke worked with Dewberry Architects last year to finalize the preliminary building program which documents our expected needs for the Belle Isle community. I will bring the final negotiated project agreement to the Commission for approval between now and the end of the calendar year.

- Choctaw Library

I met recently with the interim city manager at Choctaw to discuss a project that could impact the Choctaw Library. We had purchased air conditioning units for the old Bethany Library a few years ago, and since they are still in good working order, we plan to remove them from the building before demolition. Our hope is to use them to replace several aging units at Choctaw.

Changes Planned for Warr Acres and Ralph Ellison Libraries

Staff at Warr Acres and Ralph Ellison libraries have begun to plan for the addition of more computers to serve their members. As part of their annual plans and in an effort to reduce wait time for computer users, both libraries will reduce low-use collections to make space for the new workstations. Each project also incorporates two of the strategic experiences (Collection Anywhere, which helps define and deliver high-turnover titles, and TeXperiences, which introduces more efficient and effective technologies for staff and member use) documented in Library Unbound, the Library's strategic plan. The result for each project should be increased library usage by existing card holders.

South Side Libraries Grow into the Community

In response to their annual business plans goal to grow relations within their community, staff from the Capitol Hill and Southern Oaks libraries attended the Super Saturday parent training program at Capitol Hill High School to share how the Library supplements their students' education. Librarians John Hilbert (Southern Oaks) and Gloria Melchor (Capitol Hill) promoted the Library's ONEcard program to more than

50 parents. As you may recall, ONEcard is a program we're piloting to OKC Public Schools and which allows students to use their student ID as their library card to borrow books, download eContent, and use library computers and iPads. In a parallel effort, Almonte's programming librarians stepped up their Interreach during the month of September. Associate Librarian Amy Upchurch and Librarian Claudia Farias-Cowling made trips to OCCC to network with students and faculty as well as promote the Library's services. Trips like these will better enable us to increase Almonte's market penetration into the surrounding community. Staff reported that 73 new card applications were received as a result of the OCCC visits. Lastly, Capitol Hill's staff and volunteers have expanded their Homework Help program to two days per week. This engaging and community-focused program served more than 180 students during the first month of school, and promises to be a model for the rest of the Library System.

Dedication of Great Honor for Shirley Darrell

On Sunday, Metropolitan Library Commissioner Beth Toland joined dignitaries from Oklahoma City, Oklahoma County, the State of Oklahoma, and -- of course -- representatives of the OKC's African-American community (including folks from the Special Friends of Ralph Ellison Library) to honor the memory of Shirley Darrell, our county's first African-American commissioner. In an emotional ceremony, the group told stories of their experiences with Commissioner Darrell, and it was obvious all had both respect and admiration for the woman that was described as "smart, kind, and tough as nails, with unimpeachable integrity." While I certainly regret that I never had the pleasure of meeting her (she passed in June of 2013), I was heartened that her family asked to place a picture of her in the Ralph Ellison Library as a permanent exhibit. Commissioner Shirley Darrell made it possible for the Metropolitan Library System -- through the Ralph Ellison Library -- to grow a smarter community one person at a time, and now her legacy will continue that mission, inspiring all who see it with the knowledge of what can be attained with effort, grit, kindness, and -- of course -- unimpeachable integrity.

Chronicling the Best of Oklahoma City Shopping

I wanted to let you know that the Library's Oklahoma Collection Coordinator and member of the Digital Library team Larry "Buddy" Johnson has co-authored a new book with OKC Project Archivist (and former Associate Librarian at Midwest City) Ajax Delvecki entitled John A. Brown's, Kerr's & Halliburton's: Where Oklahoma City Loved to Shop. Although it's not due to hit the streets until November 7th, you can place a hold by going to the catalog and "pre-ordering" it as a reserve. As some of you know, Buddy is the author of or contributor for about a half-dozen books in our collection, all providing a wonderful sense of the history behind the city and state we call home. To see a full range of his books available on our shelves, please click [here](#). Thanks Buddy, for what promises to be another great read!

Café Mona Makes Its Debut

As you may have heard, we have had a change of name of the coffee shop at the Ronald J. Norick Downtown Library -- Cafe Mona now occupies what was previously Cafe Condessa, and although we had a few hiccups, service has restarted and the new operators have been pleased with the traffic. We, too, are pleased ... the coffee is hot and delicious, the lattes are creamy and rich, and the design-your-own taco/burrito marries fresh ingredients with big flavors for a great breakfast or lunch experience. Come on by sometime, and join me for a cup or a plate of something special.

A Drive-along with the CARS

Over the past two months, I have had the pleasure of working with the Committee for Appreciation and Recognition of Staff (CARS), a group of about 30 staff members from across the Library tasked with designing a new and improved approach for appreciating and recognizing individual and team-based ideas, efforts, and contributions. The group has met twice, and will be drafting plans for both local and system-wide activities and events. The drafts will be presented to the entire staff for review and

comment before the CARS finalizes its plans. As part of its charge, the CARS has the authority to allocate funds provided by the Friends of the Library for our appreciation and recognition efforts. I think what I am most impressed with so far is the level of engagement each of the committee members has demonstrated. Not only do they attend the meetings, but they give themselves homework, and then present their work to their colleagues. They debate and discuss ideas to ensure that the best ones rise to the top. Perhaps most telling, the group was not hand-picked based on their qualifications or credentials, but instead opted in to the project. When they come together, they do so as equals. I hope that this is beginning of what Metro Library will be -- maybe not tomorrow or next week or even next year ... But as we move toward that 20-year goal of getting the entire community to use the Library, we will need to have the ability to engage every staff person. The Committee for Appreciation and Recognition of Staff is the first interaction of that framework, and I'm proud that I to get to work with them as they develop and implement their plans.

Strategic Plan – “Library Unbound”

I have continued to travel from department to department talking with staff groups about “Library Unbound” – our new strategic plan. My intention is to give staff a better understanding of how Library Unbound helps them better target and deliver service to our members. 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 – and in fact, many of our long-time activities and programs fit snugly within its parameters -- but it will help the Commission and staff better define 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 – everyone in the community using the library within 20 years. We will provide updates to the Commission on a quarterly basis.

2. Personnel Report

New Hires & Promotions – September 2016

- Britni Halbert was promoted from Circulation Clerk H-T at the Northwest Library to Circulation Clerk F-T at the Northwest Library. Britni has been with the system since September 2014.
- Dochelle Whitley was promoted from Public Computer Specialist at the Ralph Ellison Library to Associate Librarian at the Ralph Ellison Library. Dochelle has been with the system since October 2012.
- Stephanie Valencia was promoted from Outreach Aide in Outreach to Circulation Clerk at the Almonte Library. Stephanie has been with the system since February 2013.
- Katherine Witzig was promoted from Library Aide P-T at the Edmond Library to Circulation Clerk H-T at the Edmond Library. Katherine has been with the system since August 2015.
- Sadie Bruce was hired as a Materials Selector in Materials Selection.
- Shanna Branson was hired as a Library Aide at the Southern Oaks Library.
- Maria Calderon was hired as a Circulation Clerk at the Warr Acres Library.
- Samantha Chen was hired as a Library Aide at the Northwest Library.
- Zana Haqq was hired as a Library Aide at the Southern Oaks Library.
- Lea Terry was hired as a Library Aide at the Southern Oaks Library.
- Stephen Butts was hired as a Facilities Project Coordinator in Maintenance.

New Chief to Join the Team

I am very pleased to announce the appointment of Michele E. Gorman as the Chief Organizational Development Officer for the Metropolitan Library System, effective November 21, 2016. Michele joins

the Metro staff from Houston Public Library, where she served as Deputy Director of Library Experience. In this position she was responsible for planning and oversight of HPL's 42 libraries and the organization's vast collection of materials and resources. Prior to moving to Houston, Michele served in a number of roles in the Charlotte Mecklenburg Library in North Carolina, most recently as the Associate Director of Lifelong Learning. In addition to her work in public libraries, Michele is also a freelance writer, renowned national speaker and consultant in the areas of general library services to teens, graphic novels for youth, 21st century learning, and outcome-based planning and evaluation. I know you will join me in welcoming Michele to Oklahoma as our first Chief Organizational Development Officer, and I look forward to introducing her in person at the December Commission meeting.

3. Other Items of Note

History, the Infinity of Space, and Teen Reading Month

In this month's edition of the Info Magazine, there's a little something for everyone ... Oklahoma Collection Coordinator Larry "Buddy" Johnson enlightens us about the song that almost became the state song when submitted to a Junior Chamber of Commerce contest, while Librarian Daniel Fields provides an informative description of astronaut and Bethany's favorite daughter Shannon Lucid's six-month visit to the Space Station MIR. Teen Services Coordinator Emily Williams highlights the Library's Teen Read Month! program which encourages our young adults to read for at least 20 minutes a day while the Library spotlights some of their favorite authors, books, and series. Of course, the Info Magazine wouldn't be complete without staff book reviews, a list of our world class programming, and the fantastic artwork by our graphic artists Rick George and Chris Larwig. Check out the digital version, pick up an issue in the library, or wait until your next packet ... the Info Magazine brims with information and fun!

Four Metro Library Value Award Winners Named at FOCUS

As you may have heard, in addition to presenting the longevity certificates and pins at FOCUS this year, we also unveiled the Annual Value Awards which acknowledge the effort and results of staff members based on their commitment to the Library's six Core Values. Each award was bestowed on a staff member whose behaviors, contributions, and overall attitude openly reflected and embodied our Values. The four awards and winners were:

- Catalyst Award – Ashley Welke, Library Manager at Belle Isle Library

The Catalyst Award was given to a staff member who has been with the organization less than two years and who demonstrated a higher-than-average degree of commitment to the Library, its members, and its values. Mentioned in four nominations that came from her staff were her efforts to re-envision and reorganize a portion of the children's collection to create a "children's learning area" truly focused on family needs. She also worked with her staff to develop the "At the Library After School" – or ATLAS – program that engaged middle schoolers and teens in using the vacant meeting rooms to play games, work on homework, and just hang out. According to one of the nominations: "Ashley's dedication to serving them has been the key. These decisions to change the environment and control of space reflect Ashley's ability to identify opportunities to meet the needs of our neighborhood. Because of her leadership and creativity in wrestling with our building's limitations, we now serve children and teens in the Belle Isle Library much better. The staff appreciates the positive comments and changes in how our spaces for kids are designated. What fine examples of "putting library members first," making a concrete commitment to "learning as enjoyment," or helping all the staff take part in this angle of "individual and organizational development."

- Builder Award – Joshua Jordan, Half-Time Librarian at Del City Library

The Builder Award was given awarded to the staff member who has worked for the Library for more than two, but fewer than ten years, and who consistently demonstrated the highest degree of commitment to the Library, its members, and its values, while also building relationships with partners, collaborators, and colleagues that do the same. Josh was nominated by several of his colleagues at Del City and from across the System, and the following is a part of one of those nominations: "Joshua Jordan epitomizes the Library's Core Values everyday, especially his commitment to learning as enjoyment and his respect for members and coworkers. Josh is a half time librarian but he makes every minute of his twenty hours count for the library and its members! His passion for children's literature is evident in the posts he writes so elegantly for the Dog-Eared Blog and the displays he designs and maintains at the Del City Library. Josh oversees our Children Reading to Dogs program and has seen first hand the impact it has on the confidence and success of young readers that have struggled. He is also passionate about science and STEM programming. He has been presenting Science Sundays for over two years and that monthly program spun into a four session Science Camp series this summer that he presented at three locations in the East Region with great success! Josh also leads Lego Club and Family Craft Nights every month and recently has been working on our newest program debut: Puppet Story Time! He greets everyone with a gentle and genuine smile that lets them know he cares about their needs. Josh is also a great team member, always flexible and accommodating when he can be, and willing to help any team mate. And our staff meetings are not the same if Josh isn't there to wrap up the meetings with his lively reading of the Kudos staff members give to each other! He is a true asset to the Del City Library and to our System!"

- Sustainer Award – David Mack, Maintenance Technician I

The Sustainer Award was awarded to a staff member who has been with the organization for ten or more years (at the time of submission) and who has – during his/her entire tenure -- demonstrated the highest degree of commitment to the Library, its members, and its values, has built relationships with partners, collaborators, and colleagues that do the same, and is viewed as a living example of what working for and on behalf of the Library is all about. The nomination for David was perhaps the shortest of all of those written, proving that it's not in the length of the statement, but in the depth of the meaning. It simply stated that "David puts customers and co workers first and is ready to do anything possible for Library beliefs and is ready to make changes to benefit all inside and outside customers." All who knew Dave found these to be absolutely true and heartfelt statements. Whether it was working on sewer system problem when it was 100 degrees outside, or clearing ice and snow from a parking lot to ensure that a library could open on time, or moving thousands of books for Materials Selection because a water leak flooded a storage room, Dave Mack proved time-and-time-again to be the kind of colleague who helped those around him first – and always with a smile. Thanks Dave for sustaining us and the Library System!

- Spoticus Award – Kristin Hill, Data Entry Technician

The Spoticus Award was awarded to the staff member whose behaviors, contribution, and overall attitude helped their colleagues to overcome obstacles, retain positive attitudes, and boost staff morale while openly reflecting and embodying several of our Core Values. I couldn't say it better than the nomination, so here it is: "What makes a Spoticus? Happiness. Friendship. Boundless energy. Caring. The power of positivity! Ever since Kristin Hill joined the Library as a part-time tech, she's been a wellspring of happiness and friendship, keeping everyone around her in good spirits. She quickly distinguished herself with her tremendous work ethic and high-quality output,

and was promoted to FT and then to Data Entry Technician in short order. She may work in Technical Processing, but she has built bridges of friendship and collaboration with Cataloging, Maintenance, and everyone at the Service Center, both personally and professionally. Kristin organizes most of the potlucks and snack parties and makes sure everyone in the building is invited to participate. This causes a ripple effect, creating a great environment for cross-departmental respect and understanding to develop. Kristin is responsible for more team-building than any formal exercises ever have been. She's a huge asset here and we are very lucky to have her on the Library team. Over the last year or so she's been helping to run Technical Processing in addition to her regular duties, while being the mother of two young children (one of whom just turned 1 year old!). She's just done an amazing job at all of it, and never seems tired or annoyed. Kristin has a smile and a kind word for everyone who crosses her path. Her positive attitude has kept morale strong in her department in an uncertain time rife with obstacles, while her solid, calm personality and the behavior she models has helped to keep production high. She shows respect, integrity, and commitment every day; while keeping Members First in the sense that materials are flying out of TP as fast as they can. The members may not realize how much Kristin does for them, but they sure would notice if she stopped! Kristin Hill is immensely valuable to her team, the Service Center, the entire Library, and our members. She deserves the Spoticus!

The winners were nominated by their supervisors, colleagues, and staff, and then selected by a diverse group of staff made up of Staff Association and Leadership Team members. Each of the winners received:

A gift card for \$250 (thanks to the Friends of the Metropolitan Library System);

- His/Her name on the perpetual trophy (which will travel to the winner's locale each year);
- An invitation to the Friends of the Library Annual Meeting to be recognized;
- An invitation to a Metropolitan Library Commission to be recognized;
- A seat on the Annual Values Award Selection Committee; and
- Other recognition throughout the year.

We are very proud of the nearly 50 staff nominated for the four awards, and humbled by the four winners. I was proud to be able to present them at FOCUS, and doubly so to announce them to you today.

Kids take part in Parachute Play

FROM STAFF REPORTS

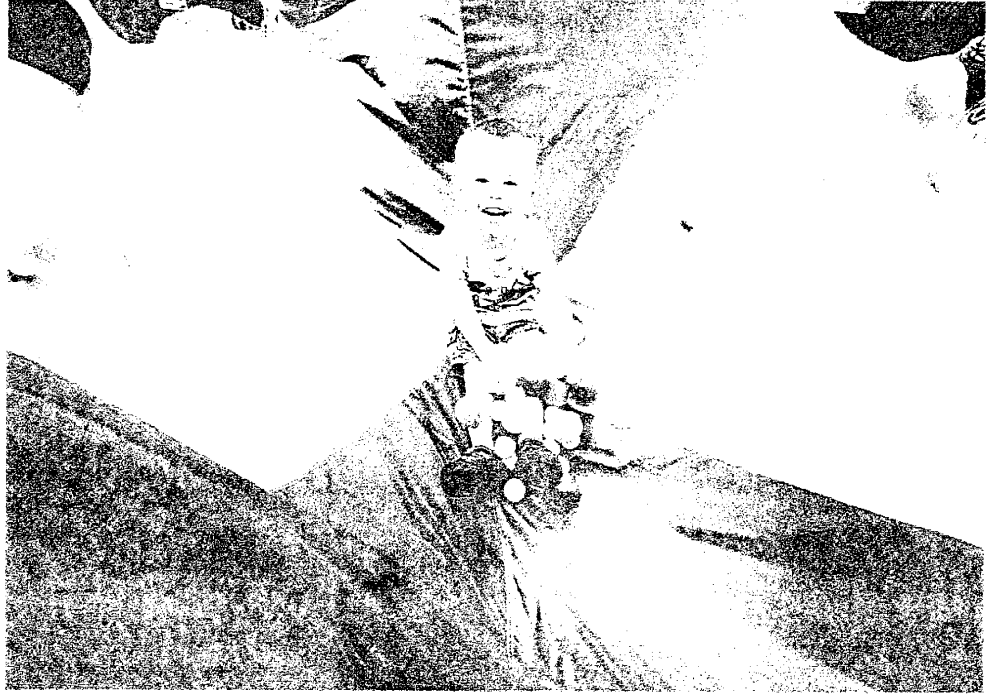
MIDWEST CITY — Kids were invited to engage in Parachute Play at the Mid-

west City Library.

Parachute games were designed to help children learn to cooperate and follow directions.



Jayden Ho, 4, and his mother, Siew Chan Ho, enjoy Parachute Play.



Daniel Cunha, 3, takes part in Parachute Play on Friday at the Midwest City Library. (PHOTO BY STEVE GOOCH, THE OKLAHOMAN)

Puppet Storytime offered at library

FROM STAFF REPORTS

DEL CITY — Children enjoyed a puppet show and a story during Puppet Storytime this week at the Del City Library.

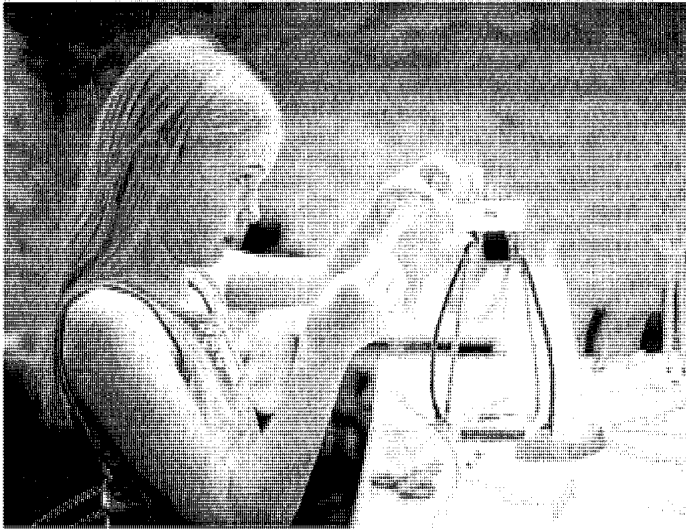
Right: Joshua Jordan reads during a puppet show at the Del City Library. Children enjoyed a puppet show and a story during Puppet Storytime at the library. [PHOTOS BY STEVE GOOCH, THE OKLAHOMAN]



Joshua Jordan reads the story "Unicorn Thinks He's Pretty Great" at the Del City Library on Monday.

Kids tinker with creativity at Edmond Library

EDMOND — Children visited the Edmond Library to tinker with hands-on experiments and crafts during Tinkering Tuesday.



Erin Blue, 11, builds a tower during Tinkering Tuesday.



Maggie Austin, 4, builds a tower during Tinkering Tuesday at the Edmond Library.



Kate Brooks Etzkorn talks to children during Tinkering Tuesday at the Edmond Library. (PHOTOS BY BRYAN TERRY, THE OKLAHOMAN)


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Partnership aims to encourage library use among OKC students

BY MATT PATTERSON

Staff Writer

mpatterson@oklahoman.com

Oklahoma City Public Schools students now have seamless access to materials of all kinds at the Metropolitan Library System thanks to a new program between the library and the school system.

The ONEcard program allows the system's 40,000 students to use their school IDs to check out books, movies and other items from any of the system's locations.

"The beauty of the program is that it's an automatic process," said Kathleen Lienke, Oklahoma City Public Schools director of Library Media Services. "They didn't have to register or sign up or go to the library. Everything was done behind the scenes through our student information system and the library system."

Parents can opt out of the program.

Students can check out

up to 10 books at a time, don't face late penalties for overdue items and can use their own electronic devices to download books. The idea behind the program was to encourage library usage.

"I think it will increase usage," Lienke said. "Some aren't used to going to the library, or they don't know how to use the materials or, if their English isn't great, it can be a little bit intimidating. What we hope to do is take down some of those barriers."

The program launched Sept. 1 and has been promoted at both libraries and schools.

"In terms of conceptualizing we've been working on it for about six months," Metro Library North Regional Director Rachel Kopchick said. "This is really a preliminary step of supporting our mission to grow smarter communities one person at a time and to make sure students are one of the primary focuses of that."



The former Capitol Hill Library location closed this summer and moved to a temporary location while a new library is being constructed. | Photo Garrett Fiebeck

Future study

Construction continues at the site of the new Capitol Hill Library. By Candice Macis

Like many of the buildings in the Historic Capitol Hill district just south of the Oklahoma River, the Capitol Hill Library, part of Oklahoma City's Metropolitan Library System, has its fair share of history.

The three-level structure opened in 1951, and a \$4.3 million update to the structure began this summer.

Library manager Jana Hausburg said it was important to stay true to the original site of the branch at 334 SW 26th St., and the functionality of the library's space is her main concern.

"The space was extremely challenged," she explained. "In the '50s, they didn't plan for computers. Why would they?"

As construction continues at the new site, 327 SW 27th St., the contents of the branch have been temporarily relocated nearby inside Templo de Alabanza's gymnasium, 330 SW 24th St. Hausburg said the library has operated out of the 12,000-square-foot space since late last year for good reason. The deep history of the building (It served as a fallout shelter during the cold war) also brought with it a myriad of challenges. When the carpet was pulled up, asbestos had to be addressed on the 1950s tile, Hausburg said.

"Heating and air would break all the time, and our maintenance crew would have to rebuild the parts in our shop because they don't sell them anymore," she added.

Allocations from a 2007 \$835.5 million, voter-approved General Obligation Bond Program finally allowed the expansion to move forward.

"We had the money in the bank for a long time, but because we're a part of Oklahoma City, there were other things that were a priority first," Hausburg said.

When she became library manager in 2011, she connected with Calle Dos Cinco at Historic Capitol Hill director Donna Cervantes. Through talking about needed work on the library, the two were able to

keep the building on the minds of city officials, Hausburg said. She said Ward 4 Oklahoma City Council member Pete White was interested and helped the project gather steam.

Ease of function is the primary hope for the new library, expected to be completed in summer 2018.


The former building was being used at its maximum capacity, and its design made it challenging to serve different customer needs, Hausburg said. She said the library struggled to balance the needs of adults, who wanted quiet, and children, who gathered in groups after school.

"After school was out, we would have kids pretty much seated everywhere," she said.

The future library, designed by architects at MSR Design and Guernsey, will offer almost double the space, including a dedicated children's space, a large meeting room that can be divided into an area for teens/tweens and four study rooms. Hausburg said the library recently incorporated a concurrent storytime and playtime for families with babies and children. The large meeting room will fill multiple roles.

"People are always asking for a meeting space," she said.

The room is also large enough to act as a community space for school-aged children. Hausburg said Capitol Hill Library launched study and reading groups for them and the divided room will provide the space. Plus, it will keep noise levels down for patrons who might want to search online for jobs or just surf the internet in quiet. The soundproof study rooms will also help with this issue.

The library plans to partner with the Oklahoma City Community College satellite campus, which is being built nearby. She said the combined resources will create a strong community anchor. 



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OFFICE OF THE MAYOR

Citation

WHEREAS, the Bill and Melinda Gates Foundation has established itself as the 21st Century Andrew Carnegie for public libraries and the people and communities they serve; and

WHEREAS, the Gates Foundation was a pioneer in understanding the risks of the digital divide and the importance of digital inclusion; and

WHEREAS, the Gates Foundation challenged public libraries to become technology leaders and provided millions of dollars to help libraries become go-to resources and trusted guides in an increasingly digital world; and

WHEREAS, the Gates Foundation provided a significant investment to develop *Edge*, a national technology benchmarking system created to ensure that public libraries have the right technology to meet today's needs and the promise of tomorrow; and

WHEREAS, with its commitment to ensuring that all people have access to the opportunities they need to succeed in school and life, the Gates Foundation has had a profound impact in communities across the country; and

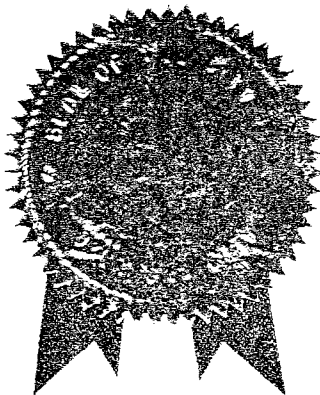
WHEREAS, the work of the Gates Foundation has enhanced the capacity, value, and power of public libraries as vital community assets; and

WHEREAS, the Metropolitan Library System and the residents of Oklahoma City have benefited from the vision, commitment, and support of the Bill and Melinda Gates Foundation.

NOW, THEREFORE, I, MICK CORNETT, Mayor of The City of Oklahoma City, do hereby thank the Bill and Melinda Gates Foundation for its groundbreaking work in support of public libraries.

AND DO FURTHER HEREBY recognize and appreciate the importance of the Metropolitan Library System as an essential community resource to support community goals, meet the diverse education needs of our residents from birth through senior years, and ensure equal access to the opportunities of the 21st century.

SIGNED this 11th day of October, 2016.



A handwritten signature in cursive script, reading "Mick Cornett".

Mayor Mick Cornett