



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, November 17, 2016, 3:30 p.m.
The Village Library
10307 N. Penn
The Village, OK 73120
(Telephone: 755-0710)

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

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

Nancy Anthony, Chair

3:30 – 3:45 pm INTRODUCTIONS

- Document #30 – Presentation of Service Certificates for Library Staff – November 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 – 3:55 pm CONSENT DOCKET (#31 - #33)

- Document #31 – Approval of Minutes of October 20, 2016 Meeting
- Document #32 – Acceptance of Review of Expenditures for October 2016
- Document #33 – Contract Awards
 - Item A: Security Services
 - Item B: Cisco IP Cameras/Server

3:55 – 4:10 pm COMMITTEE REPORTS

- Document #34 – Discussion, Consideration and Possible Action: Report and Recommendations from the A & P Committee meeting, November 2, 2016 – Hugh Rice, chair

4:10 – 4:15 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #35 – Discussion, Consideration and Possible Action: Revisions to Metropolitan Library System Policy and Procedure Manual

4:15 – 4:45 pm STAFF REPORTS

- Tax Increment Finance (TIF) in OKC – Brent Bryant, Economic Development Program Manager, City of OKC
- Edmond Library and Jones Library Project Overview – Tim Rogers
- Document #36 – October 2016 Usage Summary
- Document #37 – Quarterly Usage Summary

4:45 – 4:50 pm EXECUTIVE DIRECTOR'S REPORT

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

NEXT COMMISSION MEETING DATE AND PLACE:

December 8, 2016

LOCATION: Capitol Hill Library, 330 SW 24th St, Oklahoma City, OK 73109

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 November 2016:

<u>Employees</u>	<u>Years of Service</u>
J. Preston Bell, Library Assistant, Downtown Library	30
Debra K. Jackson, Administrative Specialist, Maintenance	20
David William French, Librarian, Downtown Library	15
Erin M. Bedford, Library Manager, Bethany Library	5
Jeremy Titsworth, Circulation Clerk, Northwest Library	5
Beverly G. Williams, Circulation Clerk, Village Library	5
Janeal Ann Walker, Lead Librarian, Northwest Library	5

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

DATE: October 20, 2016

TIME: 3:30 p.m.

MEETING PLACE: Southern Oaks Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Southern Oaks Library and Downtown Library, 300 Park Avenue, Oklahoma City, on October 18, 2016, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine
Watzell Carlson
Allen Coffey, Disbursing Agent
Fran Cory
Bud Elder
Carolyn Leslie
Penny Mccaleb
Tracy McDaniel
Lori Nelson
Mukesh Patel
Hugh Rice
Dennis Shockley
Jim Shonts
Judy Smith, Vice-Chair
Beth Toland
Susan Tucker
Sharon Voorhees
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Cynthia Friedemann
Razz Grigsby
Helene Harpman
Kim Patterson
Mary Sosa
Ray Vaughn

Estimate of general public and staff attending: 37

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, Elder, Mccaleb, McDaniel, Patel, Rice, Shockley, Shonts, Smith, Toland, Tucker, Voorhees, Anthony (Arrived: Nelson 3:38 p.m.; Leslie 3:42 p.m.).

II. Ms. Anthony introduced Ms. Geraldine Adams and Ms. Jessica Gonzalez, Assistant Library Managers, Southern Oaks. Ms. Adams and Ms. Gonzalez welcomed the Commission . Ms. Gonzalez highlighted two close community partnerships that Southern Oaks Library has with Parmelee Elementary School and Southern Oaks Recreation Center. Ms. Adams introduced Ms. Samara Crawford Herrera, Masters of Social Work Student, building a fellowship at Southern Oaks Library through the non-profit organization, "The Mission Continues". Ms. Herrera is working directly with the afterschool program at Southern Oaks Library for the next six months.

III. Ms. Anthony referred to the Presentation of Service Certificates for October 2016: Steven Isaacs, IT Technician II, 15 years of service; Melody Kellogg, Regional Director, Edmond Library, five years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Harry Duy Hoang, Librarian, Downtown Library, 10 years of service; Lily Wang, Public Computer Specialist, Belle Isle Library, 10 years of service; Jerad Paul Gerfen, Lead Librarian, Midwest City Library, 10 years of service; Todd Podzemny, Library Manager, Choctaw Library, five years of service.

IV. Ms. Anthony called for comments from the general public. (Two *Citizens Request to Speak* forms are attached.)

V. Ms. Anthony presented the Consent Docket: Document #22 – Approval of Minutes of September 15, 2016 Meeting; Document #23 - Acceptance of Review of Expenditures for September 15, 2016; Document #24 – Contract Awards & Purchases.

Ms. Anthony called for a motion.

**Ms. Beth Toland moved to accept the consent docket. Dr. Ann Caine seconded.
Questions and discussion followed. Motion passed unanimously.**

VI. Ms. Anthony referred to Recommendations from Administration. Document #25 – Discussion, Consideration and Possible Action: Acceptance of Annual Audit - Finley & Cook.

Ms. Anthony called on Mr. Lloyd Lovely to introduce Finley & Cook representatives, Mr. Nate Atchison and Mr. Timothy Van Horn. Mr. Atchison presented and summarized the audit report. There were no items noted relating to internal controls. It was a clean audit. Questions and discussion followed.

Ms. Anthony called for a motion.

**Mr. Coffey moved to accept the annual audit. Ms. Smith seconded.
No further discussion. Motion passed unanimously.**

VII. Ms. Anthony referred to Document #26 – Discussion, Consideration and Possible Action: Revisions to Metropolitan Library System Policy and Procedure Manual. SF 500 Personal Services (Contractual); SF 210 Purchasing Officers; AM 321 Purchases; SF 200 Purchasing Policy; AS 530 Operating Hours (New); SH 610 Facility Access; VG 120 Public Comment during Commission Meetings (New).

Mr. Rogers explained the proposed revisions to each policy. Questions and discussion followed.

The consensus of the commission was to vote on VG 120 separate from the other proposed policy revisions.

Ms. Toland moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual VG 120 Public Comment

during Commission Meetings. Ms. Susan Tucker seconded. Questions and Discussion followed.

The following revisions were made to VG 120:

Strike - Additionally, no person who has publicly announced or filed as a candidate for public office may speak during this session.

Revise - The executive director shall (instead of is expected to) provide a written response to the speaker and to inform Commission members of the response.

Add - a 15-minute total time limit for public comments unless waived by the Commission.

No further discussion. Motion passed unanimously.

Ms. Anthony referred to the remaining recommended policy revisions.

Mr. Shockley referred to SF 200 and requested a report be made to the commission listing contracts signed by the executive director that do not require approval by the commission. Mr. Rogers will include the information in his monthly report as part of the Commission Packet.

Ms. Anthony called for a motion.

Mr. Shockley moved 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, and SH 610 Facility Access. Ms. Tucker seconded.

Mr. Rogers stated SF 500, SF 210, AM 321 and SF 200 will be effective immediately. SF 530 and SH 610 will be effective January 3, 2017, (excluding Jones which will be effective once the new library opens).

No further discussion. Motion passed unanimously.

VIII. Ms. Anthony referred to Document #27 - Discussion, Consideration and Possible Actions: Approval of Metropolitan Library Commission Meeting Dates 2017.

Ms. Anthony called for a motion.

Ms. Voorhees moved to approve Metropolitan Library Commission Meeting Dates. Ms. Tucker seconded. Questions and discussion followed. Motion passed unanimously.

IX. Ms. Anthony referred to Document #28 - Discussion, Consideration and Possible Actions: Approval of MLS 2017 Holiday and Closing Schedule.

Ms. Anthony called for a motion.

Ms. Toland moved to approve the MLS 2017 Holiday and Closing Schedule. Ms. Fran Cory seconded. No further discussion. Motion passed unanimously.

X. Ms. Anthony called on Mr. Rogers to present Document #29 - Library Usage Report. Questions and discussion followed.

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

Mr. Rogers reported the ONEcard program has been successful. Administration is beginning to set up meetings with other school districts to discuss the ONEcard program.

Mr. Rogers referred to an email sent to the commission. Copies of the email were handed out to commission members. Future email comments to the commission will be included in the commission packets.

XII. Ms. Anthony called for comments from commission. Discussion followed.

The next regularly scheduled meeting will be held at the Village Library on November 17, 2016 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:44 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: 10/20/2016

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

Michael W. Washington, Chief Paralegal
PRINT NAME

P.O. Box 53153
RESIDENCE: ADDRESS/ZIP

Oklahoma
COUNTY OF RESIDENCE

Michael Washington
SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405 882-6478 M.Washington76@yahoo.com
TELEPHONE E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: Empower People Inc.

SELF: _____

I ask to speak on the following Agenda Item(s) All items in the agenda

I ask to speak on the topic or issue(s) of The antisocial actions of the Incen-
patent - poor excuse of an Executive Director

*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.

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

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

DATE: 10/20/16

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

Kassy Nicholson

PRINT NAME

4324 NW 18th St, OKC, OK 73107

RESIDENCE: ADDRESS/ZIP

Oklahoma

COUNTY OF RESIDENCE

M. K. L. L. L.

SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU

ADDITIONAL CONTACT INFORMATION:

405-623-1041

TELEPHONE

kassy.nicholson@metrolibrary.org

E-MAIL

WHO YOU ARE REPRESENTING:

ORGANIZATION: _____

SELF: Kassy Nicholson

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

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

*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

October 31, 2016

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

COMMISSION ACTION

That the Commission acknowledge the financial report of October 2016.



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

	Year To Date 10/31/2016 <u>Current Year Balance</u>	Prior Year To Date 10/31/2015 <u>Prior Year</u>	Year To Date 10/31/2016 <u>Difference</u>
Assets			
Current Assets			
Cash and Cash Equivalents	2,341,159.48	2,537,393.03	(196,233.55)
Investments			
Short Term Investments	1,567,415.15	807,415.15	760,000.00
Long Term Investments	12,843,808.36	14,707,701.00	(1,863,892.64)
Total Investments	<u>14,411,223.51</u>	<u>15,515,116.15</u>	<u>(1,103,892.64)</u>
Accounts Receivable, Net			
Accounts Receivable	7,461.62	0.00	7,461.62
Total Accounts Receivable, Net	7,461.62	0.00	7,461.62
Total Current Assets	16,759,844.61	18,052,509.18	(1,292,664.57)
Long-term Assets	2,199,385.98	246,173.18	1,953,212.80
Total Assets	<u>18,959,230.59</u>	<u>18,298,682.36</u>	<u>660,548.23</u>
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities	809,583.31	792,324.27	17,259.04
Total Liabilities	<u>809,583.31</u>	<u>792,324.27</u>	<u>17,259.04</u>
Net Assets			
General Fund	17,680,402.80	17,202,265.31	478,137.49
Special Funds	469,244.48	304,092.78	165,151.70
Total Net Assets	<u>18,149,647.28</u>	<u>17,506,358.09</u>	<u>643,289.19</u>
Total Liabilities and Net Assets	<u>18,959,230.59</u>	<u>18,298,682.36</u>	<u>660,548.23</u>

Metropolitan Library Commission of Oklahoma County Commission Schedule of Investment

	Purchase Date	Maturity Date	Interest Rate	Investments Month Ending 10/31/2016 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 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			<u>0.000 %</u>	<u>14,411,223.51</u>

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

	Year To Date 10/31/2016	Month To Date 10/31/2016	Year To Date 10/31/2016	% Budget Received	Month To Date 10/31/2015	Prior Year To Date 10/31/2015
	Budget	Actual	Actual		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	37,389.80	152,186.04	30.42 %	44,255.13	159,580.88
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>37,389.80</u>	<u>152,186.04</u>	<u>0.46 %</u>	<u>44,255.13</u>	<u>159,580.88</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	92,374.31	615,071.49	0.00 %	68,571.12	617,559.68
Interest Revenue	0.00	12,241.70	63,318.46	0.00 %	1,367.98	65,364.09
Lost Books	0.00	(118.93)	(835.50)	0.00 %	0.00	0.00
Room Rentals	0.00	6,702.50	23,772.50	0.00 %	0.00	0.00
Merchandise Sales	0.00	540.58	2,158.62	0.00 %	0.00	0.00
Copies	0.00	14,870.90	58,506.93	0.00 %	(10,408.04)	29,355.30
Gifts and Donations	0.00	0.00	0.00	0.00 %	(377.54)	2,766.54
Grant Revenue	0.00	0.00	15,000.00	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	0.00	23.64	0.00 %	12,199.34	17,437.60
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	0.00	199.92
Miscellaneous Revenue	0.00	561.29	3,936.64	0.00 %	20,513.66	66,815.66
Total Not Budgeted Revenue	<u>0.00</u>	<u>127,172.35</u>	<u>780,952.78</u>	<u>0.00 %</u>	<u>91,866.52</u>	<u>799,498.79</u>
Total Revenue	<u>32,977,532.00</u>	<u>164,562.15</u>	<u>933,138.82</u>	<u>2.83 %</u>	<u>136,121.65</u>	<u>959,079.67</u>

Metropolitan Library Commission of Oklahoma County
 General Ledger Report
 For Fiscal - Current Year To Date (07/01/2016 to 10/31/2016)

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)
10/12/2016	10/12/2016		Ad valorem taxes for 9/16/16 to 9/30/16	GJ		91,709.81	(614,406.99)
10/19/2016	10/19/2016		Ad valorem taxes 10/01/2016 to 10/14/2016	GJ		664.50	(615,071.49)
Totals for 4006 - Ad Valorem Tax Revenue-PY					0.00	615,071.49	(615,071.49)
Grand Total					0.00	615,071.49	(615,071.49)

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 10/31/2016	2017			Year To Date 10/31/2016
	Month	Actual YTD	% of Budget Used	Final Budget	Remaining Budget
Commission Expenses					
Salaries and Benefits					
Salaries	1,353,197.38	6,048,691.92	32.44 %	19,437,803.00	12,596,750.08
Payroll Taxes	98,392.91	445,180.87	33.93 %	1,427,413.00	866,729.13
Benefits	357,640.25	1,190,194.22	32.05 %	4,375,435.00	2,522,993.78
Retirement	25,661.10	347,616.48	18.31 %	1,991,578.00	1,550,936.52
Total Salaries and Benefits	1,834,891.64	8,031,683.49	31.41 %	27,232,229.00	17,537,409.51
Contractual Services					
Insurance	243.00	243.00	0.08 %	312,035.00	300,559.00
Rent	10,349.23	23,410.85	24.93 %	54,700.00	70,489.15
Janitorial Services	40,377.06	148,105.24	28.47 %	500,469.00	372,073.76
Repair and Maintenance	43,632.61	145,920.26	11.47 %	610,550.00	1,125,892.74
Mileage and Parking	14,393.80	62,776.44	31.45 %	253,753.00	136,823.56
Travel Registration Training	14,786.93	71,044.28	52.24 %	253,900.00	64,955.72
Professional Services	698,165.20	930,738.00	146.70 %	480,215.00	(296,268.00)
Security Services	48,756.12	187,930.34	37.59 %	668,000.00	312,069.66
Utilities	102,694.32	371,349.89	29.48 %	1,425,183.00	888,227.11
Memberships	535.00	14,692.00	35.10 %	45,731.00	27,166.00
Communications	7,822.70	21,852.40	3.99 %	326,467.00	525,973.60
Other Services	1,428.23	6,486.60	0.00 %	219,800.00	(6,486.60)
Automation Services	83,451.82	342,419.73	0.00 %	1,265,455.00	(342,419.73)
Catalog Services	14,146.34	33,212.99	36.86 %	110,325.00	56,887.01
Total Contractual Services	1,080,782.36	2,360,182.02	42.18 %	6,526,583.00	3,235,942.98
Commodities					
Printing	11,048.82	32,657.22	20.41 %	189,500.00	127,342.78
Postage	7,483.67	51,278.18	57.40 %	261,906.00	38,051.82
Supplies	29,541.14	115,503.67	28.59 %	553,825.00	288,446.33
Uniforms	469.19	1,967.09	2.31 %	6,000.00	83,032.91
Gasoline and Oil	2,081.99	6,151.86	12.30 %	35,000.00	43,848.14
Vehicles Parts and Repairs	426.20	22,760.13	75.87 %	30,000.00	7,239.87
Performance Services	36,846.12	85,709.53	29.97 %	731,240.00	200,300.47
Other Commodities	290.54	7,138.42	34.32 %	13,100.00	13,661.58
Total Commodities	88,187.67	323,166.10	28.72 %	1,820,571.00	801,923.90
Books and Materials	426,460.30	1,261,667.16	23.79 %	5,911,375.00	4,041,532.84
Capital Outlays					
Furniture, Fixtures and Equipment	97,286.74	103,530.39	0.00 %	304,445.00	(103,530.39)
IT Equipment	71,165.37	412,152.19	0.00 %	0.00	(412,152.19)
Total Capital Outlays	168,452.11	515,682.58	0.00 %	304,445.00	(515,682.58)
Buildings					
Projects	287,473.10	421,263.79	0.00 %	1,024,000.00	(421,263.79)
New Construction	700.00	82,751.00	1.49 %	2,083,000.00	5,462,522.00
Total Buildings	288,173.10	504,014.79	9.09 %	3,107,000.00	5,041,258.21
Total Commission Expenses	3,886,947.18	12,996,396.14	30.13 %	44,902,203.00	30,142,384.86

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

	06/30/2016	Year To Date		Ending Balance
	Beg. Balance	Revenue	Expenses	
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	12,243.51	2,756.49
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	16,882.88	83,343.80
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	157.15	2,976.91
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-Choctaw	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	357.15	77,254.64
Total NetAsset - Beg	162,838.47	15,000.00	17,240.03	160,598.44

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
	Bank: General Account - Bank of Oklahoma	Account No: 000185013	
10/03/2016	V000079--C.O.T.P.A.	101121	10.00
10/04/2016	V000672--TOWN OF LUTHER	101166	41.36
10/05/2016	BTGRA--LEISURE ENTERTAINMENT GROUP	Voided - 101147	(1,004.00)
10/05/2016	V000310--JIMMY WELCH	103900030000678	3,000.00
10/05/2016	V000897--EVANS BUILDING CONCEPTS INC	101138	6,351.00
10/05/2016	V000015--AMAZON	101114	45.87
10/05/2016	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	101177	63.03
10/05/2016	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	101176	120.24
10/05/2016	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	101175	99.23
10/05/2016	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	101174	132.70
10/05/2016	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	101173	204.29
10/05/2016	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	101172	51.36
10/05/2016	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	101171	63.03
10/05/2016	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	101170	63.03
10/05/2016	V000720--WALMART COMMUNITY/GECRB	101169	230.12
10/05/2016	V000717--W W GRAINGER INC	101168	40.90
10/05/2016	V000716--W M CORP DBA BEYOND TECHNOLOGY	101167	8,578.44
10/05/2016	PENWO--THE PENSORTHY COMPANY	101165	2,121.73
10/05/2016	V000649--TECH LOCK INC	101164	350.00
10/05/2016	V000632--STEVE CRAWFORD	101163	400.00
10/05/2016	V000621--STANDLEY SYSTEMS	101162	148.37
10/05/2016	V000602--SMC TECHNOLOGIES INC	101161	597.64
10/05/2016	RCDBK--RECORDED BOOKS INC	101160	2,022.72
10/05/2016	OYATE--OYATE	101159	1,000.11
10/05/2016	OVERD--OVERDRIVE INC	101158	11,764.02
10/05/2016	V000497--ONG - WA	101157	36.46
10/05/2016	V000488--ONG - NP	101156	35.75
10/05/2016	V000487--ONG - MC	101155	120.47
10/05/2016	V000495--ONG - LU	101154	41.80
10/05/2016	V000498--ONG - CT	101153	95.08
10/05/2016	OKHER--OKLAHOMA HERITAGE ASSOCIATION	101152	261.37
10/05/2016	V000479--OKLAHOMA COUNTY GOVERNMENT DBA BOARD OF COUNTY COMMISSIONERS	101151	163,375.90
10/05/2016	V000407--MERWIN INC DBA AQUACLEAR AQUARIUMS	101150	433.25
10/05/2016	V000404--MELISSA JOYCE MEADOWS DBA EXTREME AN- IMALS	101149	250.00
10/05/2016	LOAKM--LIVE OAK MEDIA	101148	362.39
10/05/2016	BTGRA--LEISURE ENTERTAINMENT GROUP	101147	1,004.00
10/05/2016	V000917--KELLY SUCHY	101146	150.00
10/05/2016	V000309--JIM AUSTIN SALES	101145	44.10
10/05/2016	V000287--INDEPENDENT STATIONERS	101144	112.65
10/05/2016	V000275--HUGG & HALL EQUIPMENT CO	101143	2,537.55
10/05/2016	V001087--HUDIBURG CHEVROLET INC	101142	2,369.77
10/05/2016	SANDV--HOOKED ON PHONICS/SANDVICS PUB	101141	86.35
10/05/2016	V000260--GREATER OKLAHOMA CITY CHAMBER OF COMMERCE INC	101140	80.00
10/05/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101139	9,616.43
10/05/2016	V000213--ENGINEERED EQUIPMENT INC	101137	315.62
10/05/2016	V001159--DESIGN + BUILD GROUP	101136	6,605.10
10/05/2016	V000153--COX COMMUNICATIONS INC 001 6111 050756502	101135	67.35
10/05/2016	V000151--COX COMMUNICATIONS INC 001 6111 029855802	101134	65.92
10/05/2016	V000152--COX COMMUNICATIONS INC 001 6110 029711502	101133	67.53
10/05/2016	V000131--CITY OF OKLAHOMA CITY - SO	101132	347.82
10/05/2016	V000130--CITY OF OKLAHOMA CITY - AL	101131	46.33
10/05/2016	V000116--CITY OF MIDWEST CITY	101130	293.10
10/05/2016	V000115--CITY OF HARRAH	101129	65.52
10/05/2016	V000109--CITY OF CHOCTAW - 3429	101128	45.28
10/05/2016	V000110--CITY OF CHOCTAW - 3037	101127	30.09
10/05/2016	V000105--CISCO SYSTEMS CAPITAL CORPORATION	101126	662.29
10/05/2016	V000103--CINTAS CORP	101125	443.34
10/05/2016	V000097--CHEROKEE BUILDING MATERIALS OF OKC INC	101124	115.20
10/05/2016	V000095--CHASE CARDMEMBER SERVICE	101123	1,221.46
10/05/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101122	359.88
10/05/2016	V000079--C.O.T.P.A.	101120	10,675.00

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/05/2016	V000075--BRUCE BENSON DBA STUDIO B LIVE MUSIC	101119	400.00
10/05/2016	AVCAF--AV CAFÉ INC	101118	95.40
10/05/2016	V000040--AT&T	101117	3,165.00
10/05/2016	V001097--ARCHER ADVISING	101116	3,000.00
10/05/2016	V000015--AMAZON	101115	280.18
10/05/2016	V000010--AIR COMPRESSOR SUPPLY INC	101113	28.16
10/05/2016	INGRU--INGRAM LIBRARY SERVICES	103900030000677	258.71
10/05/2016	INGLS--INGRAM LIBRARY SERVICES	103900030000676	814.13
10/05/2016	V000372--LOCKE SUPPLY CO	103900030000675	23.55
10/05/2016	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	103900030000674	604.00
10/05/2016	V000713--VICTORIA LYNN SAXTON	103900030000673	98.50
10/05/2016	V001126--SUZANNE AND JIM INC	103900030000672	1,000.00
10/05/2016	V000639--SUSAN PIERCE	103900030000671	504.00
10/05/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030000670	3,202.00
10/05/2016	V000918--SHANNON PRIDDY	103900030000669	54.67
10/05/2016	V000592--SCOTTS PRINTING & COPYING	103900030000668	2,282.53
10/05/2016	V000569--REPUBLIC SERVICES - WA	103900030000667	83.34
10/05/2016	V000568--REPUBLIC SERVICES - VI	103900030000666	62.08
10/05/2016	V000567--REPUBLIC SERVICES - SO	103900030000665	45.30
10/05/2016	V000566--REPUBLIC SERVICES - RE	103900030000664	49.20
10/05/2016	V000565--REPUBLIC SERVICES - NW	103900030000663	45.30
10/05/2016	V000564--REPUBLIC SERVICES - MTC	103900030000662	86.40
10/05/2016	V000563--REPUBLIC SERVICES - MC	103900030000661	99.36
10/05/2016	V000562--REPUBLIC SERVICES - ED	103900030000660	78.00
10/05/2016	V000561--REPUBLIC SERVICES - DN	103900030000659	83.10
10/05/2016	V000560--REPUBLIC SERVICES - DC	103900030000658	49.20
10/05/2016	V000559--REPUBLIC SERVICES - CT	103900030000657	40.80
10/05/2016	V000557--REPUBLIC SERVICES - BI	103900030000656	71.97
10/05/2016	V000556--REPUBLIC SERVICES - BE	103900030000655	52.09
10/05/2016	V000555--REPUBLIC SERVICES - AL	103900030000654	154.20
10/05/2016	V000520--PATTERSON MEDICAL SUPPLY DBA MEDCO SUPLY CO	103900030000653	387.35
10/05/2016	V000511--ORANGE BOY INC	103900030000652	3,134.95
10/05/2016	V000463--O G & E - VI	103900030000651	1,939.66
10/05/2016	V000461--O G & E - SO	103900030000650	2,373.17
10/05/2016	V001078--O G & E - LU	103900030000649	355.49
10/05/2016	V000405--MELODY A KELLOGG	103900030000648	545.02
10/05/2016	V000855--MATTHEW COTTER	103900030000647	35.00
10/05/2016	V000844--LANDON HOLMAN	103900030000646	55.26
10/05/2016	V001025--JUDITH L MATTHEWS	103900030000645	68.90
10/05/2016	V001079--JOHNSON CONTROLS INC	103900030000644	11,928.74
10/05/2016	V000317--JOHN L HILBERT	103900030000643	80.24
10/05/2016	FINDW--FINDAWAY WORLD LLC	103900030000642	9,331.88
10/05/2016	V000188--DENISE D RYAN	103900030000641	40.72
10/05/2016	V000180--DEBORAH A CRABTREE-FEDDER DBA DEBORAH CRABTREE FEDDER LPC-LMFT	103900030000640	675.00
10/05/2016	V000786--CHRISTIAN LEFLORE	103900030000639	45.69
10/05/2016	V001189--CHELSEE BUMANN	103900030000638	48.22
10/05/2016	V001043--BRIDGET WILLIAMS	103900030000637	152.33
10/05/2016	V000068--BRANDON BECKHAM	103900030000636	144.02
10/05/2016	V000053--BATTERIES PLUS BULBS	103900030000635	26.88
10/05/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000634	16,903.55
10/05/2016	BTRSH--BAKER & TAYLOR	103900030000633	659.15
10/05/2016	BTJUV--BAKER & TAYLOR	103900030000632	4,380.45
10/05/2016	BTEN--BAKER & TAYLOR	103900030000631	2,120.15
10/05/2016	V000774--AMY UPCHURCH	103900030000630	20.20
10/05/2016	V000013--ALBERT H BOSTICK JR	103900030000629	200.00
10/05/2016	V000384--MAINTENANCE CONNECTION INC	103900030000628	792.00
10/12/2016	V000372--LOCKE SUPPLY CO	Voided - 103900030000738	0.00
10/12/2016	V000344--KIMBERLY A TERRY	Voided - 103900030000737	0.00
10/12/2016	V001079--JOHNSON CONTROLS INC	Voided - 103900030000736	0.00
10/12/2016	V000824--JOHN UTLEY	Voided - 103900030000735	0.00
10/12/2016	V000818--JENNY BODENHAMER	Voided - 103900030000734	0.00
10/12/2016	V000225--FEDEX OFFICE	Voided - 103900030000733	0.00
10/12/2016	V000507--OKLAHOMA TURNPIKE AUTHORITY	Voided - 103900030000780	0.00
10/12/2016	V000615--SOUTHWESTERN STATIONERS INC	Voided - 103900030000779	0.00
10/12/2016	V000592--SCOTTS PRINTING & COPYING	Voided - 103900030000778	0.00
10/12/2016	V001029--SARAH N BROWN	Voided - 103900030000777	0.00
10/12/2016	V000462--O G & E - STORAGE	Voided - 103900030000776	0.00
10/12/2016	V000460--O G & E - SERVICE CENTER	Voided - 103900030000775	0.00
10/12/2016	V000855--MATTHEW COTTER	Voided - 103900030000774	0.00

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/12/2016	V000396--MARY K NICHOLSON	Voided - 103900030000773	0.00
10/12/2016	V000317--JOHN L HILBERT	Voided - 103900030000772	0.00
10/12/2016	V000993--GERALDINE E ADAMS	Voided - 103900030000771	0.00
10/12/2016	V000188--DENISE D RYAN	Voided - 103900030000770	0.00
10/12/2016	V001204--CROWE & DUNLEVY	Voided - 103900030000769	0.00
10/12/2016	V000089--CDW LLC DBA CDW DIRECT LLC	Voided - 103900030000768	0.00
10/12/2016	V001042--BRECK MCGOUGH	Voided - 103900030000767	0.00
10/12/2016	BTADU--BAKER & TAYLOR - ADULT	Voided - 103900030000766	0.00
10/12/2016	BTJUV--BAKER & TAYLOR	Voided - 103900030000765	0.00
10/12/2016	BTEN--BAKER & TAYLOR	Voided - 103900030000764	0.00
10/12/2016	V000615--SOUTHWESTERN STATIONERS INC	Voided - 103900030000763	0.00
10/12/2016	V000448--O G & E - BE	Voided - 103900030000762	0.00
10/12/2016	V000402--MCBRIDE CLINIC OCCUPATIONAL HEALTH	Voided - 103900030000760	0.00
10/12/2016	V000439--NEOFUNDS BY NEOPOST USA INC	Voided - 103900030000761	0.00
10/12/2016	V000762--XEROX- VI-722211588	Voided - 103900030000759	0.00
10/12/2016	V000759--XEROX- RE-722211562	Voided - 103900030000758	0.00
10/12/2016	V000758--XEROX- OUT-720607472	Voided - 103900030000757	0.00
10/12/2016	V000744--XEROX CORPORATION	Voided - 103900030000756	0.00
10/12/2016	V000750--XEROX -HUM-721443166	Voided - 103900030000755	0.00
10/12/2016	V000763--XEROX - WA-721443299	Voided - 103900030000754	0.00
10/12/2016	V000757--XEROX - TP-720952290	Voided - 103900030000753	0.00
10/12/2016	V000761--XEROX - TP-720607456	Voided - 103900030000752	0.00
10/12/2016	V000760--XEROX - SO-721443257	Voided - 103900030000751	0.00
10/12/2016	V000755--XEROX - LU-720952290	Voided - 103900030000750	0.00
10/12/2016	V000754--XEROX - IT-720607498	Voided - 103900030000749	0.00
10/12/2016	V000753--XEROX - ED-720607530	Voided - 103900030000748	0.00
10/12/2016	V000752--XEROX - DN3-720607522	Voided - 103900030000747	0.00
10/12/2016	V000751--XEROX - DN2-721443166	Voided - 103900030000746	0.00
10/12/2016	V000749--XEROX - DC-722211521	Voided - 103900030000745	0.00
10/12/2016	V000748--XEROX - CT-721443307	Voided - 103900030000744	0.00
10/12/2016	V000747--XEROX - CH-721443232	Voided - 103900030000743	0.00
10/12/2016	V000746--XEROX - BI 720607548	Voided - 103900030000742	0.00
10/12/2016	V000745--XEROX - BE-721443190	Voided - 103900030000741	0.00
10/12/2016	V000673--TRAK 1 TECHNOLOGY INC	Voided - 103900030000740	0.00
10/12/2016	V000384--MAINTENANCE CONNECTION INC	Voided - 103900030000739	0.00
10/12/2016	INGRU--INGRAM LIBRARY SERVICES	Voided - 103900030000690	0.00
10/12/2016	INGLS--INGRAM LIBRARY SERVICES	Voided - 103900030000689	0.00
10/12/2016	INFTO--INFORMATION TODAY INC	Voided - 103900030000688	0.00
10/12/2016	GALE--GALE CENGAGE LEARNING	Voided - 103900030000687	0.00
10/12/2016	FINDW--FINDAWAY WORLD LLC	Voided - 103900030000686	0.00
10/12/2016	BLAAB--BLACKSTONE AUDIO INC	Voided - 103900030000685	0.00
10/12/2016	BTADU--BAKER & TAYLOR - ADULT	Voided - 103900030000684	0.00
10/12/2016	BTRSH--BAKER & TAYLOR	Voided - 103900030000683	0.00
10/12/2016	BTSRL--BAKER & TAYLOR	Voided - 103900030000682	0.00
10/12/2016	BTCON--BAKER & TAYLOR	Voided - 103900030000681	0.00
10/12/2016	BTEN--BAKER & TAYLOR	Voided - 103900030000680	0.00
10/12/2016	BTJUV--BAKER & TAYLOR	Voided - 103900030000679	0.00
10/12/2016	NYTIM--THE NEW YORK TIMES	Voided - 103900030000692	0.00
10/12/2016	V001147--NGO LOVE LLC	Voided - 103900030000691	0.00
10/12/2016	V000835--KELLEY RIHA	Voided - 103900030000781	0.00
10/12/2016	V000187--DEMCO INC	Voided - 103900030000732	0.00
10/12/2016	V000143--COPELIN'S OFFICE CENTER LLC	Voided - 103900030000731	0.00
10/12/2016	V000053--BATTERIES PLUS BULBS	Voided - 103900030000730	0.00
10/12/2016	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	Voided - 103900030000722	0.00
10/12/2016	V000545--R JUSTIN HERWIG	Voided - 103900030000721	0.00
10/12/2016	V000860--MELVIN NOLIN	Voided - 103900030000720	0.00
10/12/2016	V000006--ACCTTWO SHARED SERVICES LLC	Voided - 103900030000719	0.00
10/12/2016	V001175--WILLIAM FRETZ	Voided - 103900030000729	0.00
10/12/2016	V001177--KELCEY WAYNE FRAZIER	Voided - 103900030000728	0.00
10/12/2016	V001173--HEATHER ANN WILLIAMS	Voided - 103900030000727	0.00
10/12/2016	V001176--GLENN R BENNETT	Voided - 103900030000726	0.00
10/12/2016	V001206--CHARLES AVERY	Voided - 103900030000725	0.00
10/12/2016	V001174--CARLOS MARSHALL FRANKLIN	Voided - 103900030000724	0.00
10/12/2016	V000782--BRITTANY MAYS	Voided - 103900030000723	0.00
10/12/2016	V000940--VICKI ELYSE THOMPSON	Voided - 103900030000718	0.00
10/12/2016	V000891--TERESA MATTHEWS	Voided - 103900030000717	0.00
10/12/2016	V000888--SUSAN RYAN	Voided - 103900030000716	0.00
10/12/2016	V000972--STEPHANY R DOWD	Voided - 103900030000715	0.00
10/12/2016	V000874--RUBY SOUTIERE	Voided - 103900030000714	0.00
10/12/2016	V000859--MELISSA WEATHERS	Voided - 103900030000713	0.00
10/12/2016	V000857--MEAGHAN HUNT WILSON	Voided - 103900030000712	0.00

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/12/2016	V000851--MARIA WATKINS	Voided - 103900030000711	0.00
10/12/2016	V000846--LINDSAY JONES	Voided - 103900030000710	0.00
10/12/2016	V000343--KILEY B INGRAM	Voided - 103900030000709	0.00
10/12/2016	V000333--KAY L BAUMAN	Voided - 103900030000708	0.00
10/12/2016	V001128--KATHERINE HICKEY	Voided - 103900030000707	0.00
10/12/2016	V000831--KARA FRIED	Voided - 103900030000706	0.00
10/12/2016	V000827--JONATHAN WILLIS	Voided - 103900030000705	0.00
10/12/2016	V000825--JOHN WOOD	Voided - 103900030000704	0.00
10/12/2016	V000815--JANET BROOKS	Voided - 103900030000703	0.00
10/12/2016	V000806--EMILY WILLIAMS	Voided - 103900030000702	0.00
10/12/2016	V000804--ELIZABETH KESSLER	Voided - 103900030000701	0.00
10/12/2016	V000205--ELISABETH WRIGHT	Voided - 103900030000700	0.00
10/12/2016	V000183--DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	Voided - 103900030000699	0.00
10/12/2016	V000798--DEBBIE ROBERTUS	Voided - 103900030000698	0.00
10/12/2016	V000792--DANA BEACH	Voided - 103900030000697	0.00
10/12/2016	V000788--CHRISTOPHER STOFEL	Voided - 103900030000696	0.00
10/12/2016	V001042--BRECK MCGOUGH	Voided - 103900030000695	0.00
10/12/2016	V001066--BOBBY REED	Voided - 103900030000694	0.00
10/12/2016	V000904--ALEXANDRINA PERSICO	Voided - 103900030000693	0.00
10/12/2016	V000835--KELLEY RIHA	103900030000889	253.63
10/12/2016	WWOOD--WESTON WOODS STUDIOS INC	101249	815.32
10/12/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	101245	1,197.96
10/12/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	101244	1,070.70
10/12/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	101243	503.50
10/12/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	101240	247.42
10/12/2016	V000657--THE MEADOWS CENTER FOR OPPORTUNITY INC	101237	45.00
10/12/2016	V000499--ONG - DN	101226	32.53
10/12/2016	V000433--NATHAN HENDRIX	101221	200.00
10/12/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	101257	7,178.93
10/12/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	101218	2,226.66
10/12/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	101256	34,744.80
10/12/2016	V001210--MATT MCCOOK	101216	100.00
10/12/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	101206	180.00
10/12/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101254	9,495.38
10/12/2016	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	101192	43.62
10/12/2016	V000111--CITY OF DEL CITY	101190	400.00
10/12/2016	CPLP--CENTER POINT LARGE PRINT	101189	526.68
10/12/2016	BANDN--BARNES & NOBLE INC	101183	80.82
10/12/2016	V000050--BANK OF OKLAHOMA	101251	5,309.25
10/12/2016	V000015--AMAZON	101180	112.63
10/12/2016	V000009--ADMINISTRATIVE SERVICES	101178	1,625.83
10/12/2016	V000507--OKLAHOMA TURNPIKE AUTHORITY	103900030000888	160.87
10/12/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030000887	80.46
10/12/2016	V000603--SMITHKOR INVESTMENTS LLC	103900030000886	7,610.85
10/12/2016	V000592--SCOTTS PRINTING & COPYING	103900030000885	1,674.89
10/12/2016	V001029--SARAH N BROWN	103900030000884	37.15
10/12/2016	V000462--O G & E - STORAGE	103900030000883	122.27
10/12/2016	V000460--O G & E - SERVICE CENTER	103900030000882	2,801.92
10/12/2016	V000456--O G & E - MC	103900030000881	7,012.12
10/12/2016	V000855--MATTHEW COTTER	103900030000880	35.00
10/12/2016	V000396--MARY K NICHOLSON	103900030000879	29.73
10/12/2016	V000317--JOHN L HILBERT	103900030000878	86.13
10/12/2016	V000993--GERALDINE E ADAMS	103900030000877	63.72
10/12/2016	V000188--DENISE D RYAN	103900030000876	3.13
10/12/2016	V001204--CROWE & DUNLEVY	103900030000875	26.00
10/12/2016	V000112--CITY OF EDMOND	103900030000874	6,666.24
10/12/2016	V000089--CDW LLC DBA CDW DIRECT LLC	103900030000873	3,884.48
10/12/2016	V001042--BRECK MCGOUGH	103900030000872	43.20
10/12/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000871	2,797.17
10/12/2016	BTJUV--BAKER & TAYLOR	103900030000870	438.29
10/12/2016	BTEN--BAKER & TAYLOR	103900030000869	489.40
10/12/2016	V000006--ACCTTWO SHARED SERVICES LLC	103900030000868	9,725.00
10/12/2016	V000624--STAR LIGHTING & SUPPLY	101235	249.50
10/12/2016	V000613--SOUTHWEST PAPER COMPANY INC	101234	2,787.84
10/12/2016	V000607--SOUTH OKC CHAMBER OF COMMERCE	101233	300.00

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/12/2016	V000510--OOCO	101227	1,510.00
10/12/2016	V000469--OHC OF THE SOUTHWEST PA	101225	558.00
10/12/2016	V000467--OFFICE DEPOT	101224	53.94
10/12/2016	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	101258	5,085.84
10/12/2016	V000443--NOVALCO INC	101223	115.00
10/12/2016	V000423--MORRISON SUPPLY COMPANY	101220	244.00
10/12/2016	V000408--METRO MONITOR INC	101217	95.00
10/12/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030000867	125.65
10/12/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030000866	5,082.00
10/12/2016	V000448--O G & E - BE	103900030000865	2,986.09
10/12/2016	V000439--NEOFUNDS BY NEOPOST USA INC	103900030000864	79.26
10/12/2016	V000402--MCBRIDE CLINIC OCCUPATIONAL HEALTH	103900030000863	30.00
10/12/2016	V001089--WORLD WIDE WELLNESS LLC DBA TRIWELL- NESS	101260	26,098.87
10/12/2016	V000720--WALMART COMMUNITY/GECRB	101247	52.65
10/12/2016	V000717--W W GRAINGER INC	101246	127.98
10/12/2016	V000696--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	101259	7,733.45
10/12/2016	V000691--UNITED PARCEL SERVICE	101242	490.13
10/12/2016	V000676--TRIANGLE A&E	101241	63.60
10/12/2016	V000663--THYSSENKRUPP ELEVATOR CORP	101238	2,011.36
10/12/2016	V000649--TECH LOCK INC	101236	25.50
10/12/2016	V001203--SANDY COX	101231	20.00
10/12/2016	V000762--XEROX- VI-722211588	103900030000862	58.74
10/12/2016	V000759--XEROX- RE-722211562	103900030000861	67.53
10/12/2016	V000758--XEROX- OUT-720607472	103900030000860	10.11
10/12/2016	V000744--XEROX CORPORATION	103900030000859	52.21
10/12/2016	V000750--XEROX -HUM-721443166	103900030000858	566.35
10/12/2016	V000763--XEROX - WA-721443299	103900030000857	49.72
10/12/2016	V000757--XEROX - TP-720952290	103900030000856	55.84
10/12/2016	V000761--XEROX - TP-720607456	103900030000855	7.63
10/12/2016	V000760--XEROX - SO-721443257	103900030000854	53.78
10/12/2016	V000755--XEROX - LU-720952290	103900030000853	14.00
10/12/2016	V000754--XEROX - IT-720607498	103900030000852	11.29
10/12/2016	V000753--XEROX - ED-720607530	103900030000851	28.61
10/12/2016	V000752--XEROX - DN3-720607522	103900030000850	17.49
10/12/2016	V000751--XEROX - DN2-721443166	103900030000849	16.45
10/12/2016	V000749--XEROX - DC-722211521	103900030000848	68.58
10/12/2016	V000748--XEROX - CT-721443307	103900030000847	45.86
10/12/2016	V000747--XEROX - CH-721443232	103900030000846	34.38
10/12/2016	V000746--XEROX - BI 720607548	103900030000845	30.90
10/12/2016	V000745--XEROX - BE-721443190	103900030000844	35.10
10/12/2016	V000673--TRAK 1 TECHNOLOGY INC	103900030000843	97.68
10/12/2016	V000384--MAINTENANCE CONNECTION INC	103900030000842	396.00
10/12/2016	LOAKM--LIVE OAK MEDIA	101214	148.28
10/12/2016	V001198--LASER QUEST	101213	1,004.00
10/12/2016	V000470--KOCO-TV	101211	900.00
10/12/2016	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	101210	380.00
10/12/2016	V000274--HOME DEPOT CREDIT SERVICES	101208	1,244.16
10/12/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101255	9,551.39
10/12/2016	FCBKS--FULL CIRCLE BOOKSTORE	101205	313.98
10/12/2016	V000241--FUELMAN OF MID-AMERICA	101204	1,974.32
10/12/2016	V000234--FOCAL POINT CONSULTING LLC	101203	600.00
10/12/2016	V000228--FINLEY & COOK PLLC	101253	15,450.00
10/12/2016	V000372--LOCKE SUPPLY CO	103900030000841	764.53
10/12/2016	V000344--KIMBERLY A TERRY	103900030000840	59.00
10/12/2016	V001079--JOHNSON CONTROLS INC	103900030000839	2,246.48
10/12/2016	V000824--JOHN UTLEY	103900030000838	125.00
10/12/2016	V000818--JENNY BODENHAMER	103900030000837	100.00
10/12/2016	V000225--FEDEX OFFICE	103900030000836	911.40
10/12/2016	V000218--EVANS HARDWARE	101202	76.13
10/12/2016	V001199--ERICA FINDLEY	101201	548.59
10/12/2016	V001067--ENVIRONMENTAL SOLUTIONS SPECIALISTS LLC	101200	731.00
10/12/2016	V000213--ENGINEERED EQUIPMENT INC	101199	812.73
10/12/2016	V000142--CONTRACTORS SUPPLY CO	101194	55.99
10/12/2016	V000140--COMPSOURCE MUTUAL INSURANCE COMPANY	101252	16,689.00
10/12/2016	V000132--CITY OF THE VILLAGE	101193	91.41
10/12/2016	V000087--CATHERINE D BEAVIN DBA FAST TRACK TAL- ENT DEVELOPMENT LLC	101186	2,160.00

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/12/2016	V000187--DEMCO INC	103900030000835	1,779.84
10/12/2016	V000143--COPELIN'S OFFICE CENTER LLC	103900030000834	970.00
10/12/2016	V000053--BATTERIES PLUS BULBS	103900030000833	109.29
10/12/2016	V001175--WILLIAM FRETZ	103900030000832	540.00
10/12/2016	V001177--KELCEY WAYNE FRAZIER	103900030000831	877.50
10/12/2016	V001173--HEATHER ANN WILLIAMS	103900030000830	1,417.50
10/12/2016	V001176--GLENN R BENNETT	103900030000829	1,305.00
10/12/2016	V001206--CHARLES AVERY	103900030000828	765.00
10/12/2016	V001174--CARLOS MARSHALL FRANKLIN	103900030000827	945.00
10/12/2016	V000782--BRITTANY MAYS	103900030000826	82.67
10/12/2016	V000150--COX COMMUNICATIONS INC 501 6111 053365701	101198	6.81
10/12/2016	V000149--COX COMMUNICATIONS INC 501 6110 029112202	101197	6.13
10/12/2016	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	103900030000825	15,707.81
10/12/2016	V000545--R JUSTIN HERWIG	103900030000824	140.43
10/12/2016	V000860--MELVIN NOLIN	103900030000823	157.76
10/12/2016	V000006--ACCTTWO SHARED SERVICES LLC	103900030000822	8,594.11
10/12/2016	V000015--AMAZON	101179	2,085.92
10/12/2016	V000664--TIERRA MEDIA INC DBA OKLAHOMA GAZETTE	101239	1,741.00
10/12/2016	V000349--KRISTEN RHOADS-CONNYWERDY	101212	200.00
10/12/2016	V001202--JENNIFER GREATHOUSE	101209	14.95
10/12/2016	V000273--HOBBY LOBBY	101207	149.95
10/12/2016	V000147--COX COMMUNICATIONS INC	101196	23,745.07
10/12/2016	V000148--COX COMMUNICATIONS 002 6110 052139601	101195	630.31
10/12/2016	V000111--CITY OF DEL CITY	101191	1,600.00
10/12/2016	V000042--AT&T MOBILITY	101181	220.67
10/12/2016	V000940--VICKI ELYSE THOMPSON	103900030000821	102.06
10/12/2016	V000891--TERESA MATTHEWS	103900030000820	41.53
10/12/2016	V000888--SUSAN RYAN	103900030000819	24.34
10/12/2016	V000972--STEPHANY R DOWD	103900030000818	27.76
10/12/2016	V000874--RUBY SOUTIERE	103900030000817	36.59
10/12/2016	V000859--MELISSA WEATHERS	103900030000816	56.74
10/12/2016	V000857--MEAGHAN HUNT WILSON	103900030000815	114.86
10/12/2016	V000851--MARIA WATKINS	103900030000814	48.66
10/12/2016	V000846--LINDSAY JONES	103900030000813	117.28
10/12/2016	V000343--KILEY B INGRAM	103900030000812	151.52
10/12/2016	V000333--KAY L BAUMAN	103900030000811	61.10
10/12/2016	V001128--KATHERINE HICKEY	103900030000810	91.67
10/12/2016	V000831--KARA FRIED	103900030000809	103.85
10/12/2016	V000827--JONATHAN WILLIS	103900030000808	36.88
10/12/2016	V000825--JOHN WOOD	103900030000807	35.00
10/12/2016	V000815--JANET BROOKS	103900030000806	90.44
10/12/2016	V000806--EMILY WILLIAMS	103900030000805	99.74
10/12/2016	V000804--ELIZABETH KESSLER	103900030000804	28.72
10/12/2016	V000205--ELISABETH WRIGHT	103900030000803	65.00
10/12/2016	V000183--DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	103900030000802	2,400.00
10/12/2016	V000798--DEBBIE ROBERTUS	103900030000801	82.24
10/12/2016	V000792--DANA BEACH	103900030000800	39.76
10/12/2016	V000788--CHRISTOPHER STOFEL	103900030000799	183.34
10/12/2016	V001042--BRECK MCGOUGH	103900030000798	43.20
10/12/2016	V001066--BOBBY REED	103900030000797	130.20
10/12/2016	V000904--ALEXANDRINA PERSICO	103900030000796	65.00
10/12/2016	WRLTP--WORLD TRADE PRESS	101250	7,524.56
10/12/2016	WWOOD--WESTON WOODS STUDIOS INC	101248	262.07
10/12/2016	SHADE--SHADES OF OKLAHOMA MAGAZINE	101232	15.00
10/12/2016	RCDBK--RECORDED BOOKS INC	101230	199.95
10/12/2016	RANHO--PENGUIN RANDOM HOUSE LLC	101229	165.00
10/12/2016	OVERD--OVERDRIVE INC	101228	27,558.65
10/12/2016	NRMTR--NEWSPAPER HOLDINGS INC DBA THE NORMAN TRANSCRIPT	101222	546.98
10/12/2016	MIDTP--MIDWEST TAPE	101219	1,789.51
10/12/2016	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCA- TIONAL RESOURCES	101215	746.61
10/12/2016	CPLP--CENTER POINT LARGE PRINT	101188	388.26
10/12/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101187	3,894.23
10/12/2016	V000062--BLACKBAUD INC	101185	2,182.50
10/12/2016	BEBKS--BEST OF BOOKS	101184	36.00
10/12/2016	AVCAF--AV CAFÉ INC	101182	948.72

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/12/2016	NYTIM--THE NEW YORK TIMES	103900030000795	6,426.20
10/12/2016	V001147--NGO LOVE LLC	103900030000794	4,100.00
10/12/2016	INGRU--INGRAM LIBRARY SERVICES	103900030000793	553.45
10/12/2016	INGLS--INGRAM LIBRARY SERVICES	103900030000792	2,318.12
10/12/2016	INFTO--INFORMATION TODAY INC	103900030000791	1,760.15
10/12/2016	GALE--GALE CENGAGE LEARNING	103900030000790	840.75
10/12/2016	FINDW--FINDAWAY WORLD LLC	103900030000789	23,963.78
10/12/2016	BLAAB--BLACKSTONE AUDIO INC	103900030000788	865.00
10/12/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000787	31,270.52
10/12/2016	BTRSH--BAKER & TAYLOR	103900030000786	634.57
10/12/2016	BTSRL--BAKER & TAYLOR	103900030000785	1,987.03
10/12/2016	BTCON--BAKER & TAYLOR	103900030000784	3,295.64
10/12/2016	BTEN--BAKER & TAYLOR	103900030000783	7,964.22
10/12/2016	BTJUV--BAKER & TAYLOR	103900030000782	11,394.47
10/17/2016	V000759--XEROX- RE-722211562	103900030000929	8.63
10/17/2016	V000690--ULINE	103900030000928	451.57
10/17/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030000927	481.50
10/17/2016	V000520--PATTERSON MEDICAL SUPPLY DBA MEDCO SUPLY CO	103900030000926	394.55
10/17/2016	V000458--O G & E - NW	103900030000925	4,116.84
10/17/2016	V000449--O G & E - BI	103900030000924	3,434.15
10/17/2016	FRIDA--NICHOLS HILLS PUBLISHING COMPANY DBA OKC FRIDAY	103900030000923	450.00
10/17/2016	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030000922	5,025.50
10/17/2016	INGRU--INGRAM LIBRARY SERVICES	103900030000921	149.66
10/17/2016	V000284--IMAGENATION PROMOTIONAL GROUP INC DBA MYIPGI.COM	103900030000920	290.54
10/17/2016	V000261--H I S PAINT MFG COMPANY LLC	103900030000919	19.75
10/17/2016	V000254--GINGER WALDRIP	103900030000918	100.00
10/17/2016	FINDW--FINDAWAY WORLD LLC	103900030000917	217.56
10/17/2016	V000187--DEMCO INC	103900030000916	156.87
10/17/2016	BLAAB--BLACKSTONE AUDIO INC	103900030000915	800.00
10/19/2016	V000615--SOUTHWESTERN STATIONERS INC	101308	84.87
10/19/2016	V000615--SOUTHWESTERN STATIONERS INC	101307	682.00
10/19/2016	V000470--KOCO-TV	101287	4,000.00
10/19/2016	V000095--CHASE CARDMEMBER SERVICE	101267	4,088.53
10/19/2016	V000592--SCOTTS PRINTING & COPYING	103900030000914	3,398.76
10/19/2016	V000021--AMERICAN EXPRESS COMPANY	101263	356.00
10/19/2016	VWOOD--WESTON WOODS STUDIOS INC	101318	485.21
10/19/2016	V000720--WALMART COMMUNITY/GECRB	101317	332.49
10/19/2016	V000711--VERITIV OPERATING COMPANY	101316	12,899.64
10/19/2016	V000691--UNITED PARCEL SERVICE	101315	1,160.10
10/19/2016	V001211--TRICORPS SECURITY	101314	600.00
10/19/2016	V001207--THE COVINGTON GROUP INC	101313	4,509.48
10/19/2016	V000649--TECH LOCK INC	101312	198.00
10/19/2016	V001187--TEACHER'S DISCOVERY	101311	101.40
10/19/2016	V000624--STAR LIGHTING & SUPPLY	101310	1,513.74
10/19/2016	V000621--STANDLEY SYSTEMS	101309	7.93
10/19/2016	V001208--SOUTHWEST TRAILERS & EQUIPMENT	101306	228.33
10/19/2016	V000588--SCHOLASTIC INC	101305	12,243.51
10/19/2016	V000577--ROTARY CLUB OF OKLAHOMA CITY	101304	260.00
10/19/2016	V001170--REESE QUALLS	101303	13.95
10/19/2016	RCDBK--RECORDED BOOKS INC	101302	1,551.72
10/19/2016	V000539--PUBLIC RELATIONS SOCIETY OF AMERICA	101301	300.00
10/19/2016	V000521--PAUL DANIEL MEDINA	101300	125.00
10/19/2016	OVERD--OVERDRIVE INC	101299	23,841.88
10/19/2016	V000493--ONG - VI	101298	100.45
10/19/2016	V000499--ONG - DN	101297	33.93
10/19/2016	V001053--ONG - CH	101296	27.23
10/19/2016	V000486--ONG - BI	101295	108.39
10/19/2016	V000503--OKLAHOMA PRESS SERVICE	101294	127.70
10/19/2016	V000481--OKLAHOMA EMPLOYMENT SECURITY COMMIS- SION	101293	2,630.10
10/19/2016	V001086--OKLAHOMA DEPARTMENT OF LIBRARIES	101292	82.64
10/19/2016	V000469--OHC OF THE SOUTHWEST PA	101364	93.00
10/19/2016	MIDTP--MIDWEST TAPE	101291	449.90
10/19/2016	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCA- TIONAL RESOURCES	101290	884.61
10/19/2016	V001217--LINDA L SCOTT	101289	77.00
10/19/2016	V001213--LARHONDA E. STEWART	101288	9.95
10/19/2016	V001212--JOSUE SANTILLAN	101286	75.00

Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
10/19/2016	V000313--JOEL M FLUGSTAD	101285	50.00
10/19/2016	V001227--JANE DIRICKSON	101284	14.90
10/19/2016	V000288--INPRINT PUBLISHING INC DBA METROFAMILY MAGAZINE	101283	1,449.00
10/19/2016	V001226--IAN COLE	101282	11.00
10/19/2016	V000277--HUNZICKER BROTHERS INC	101281	44.35
10/19/2016	V000274--HOME DEPOT CREDIT SERVICES	101280	29.79
10/19/2016	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	101279	4,801.62
10/19/2016	V000245--GARCIA TIRE SERVICE INC	101278	15.00
10/19/2016	V000223--FEDERAL CORPORATION	101277	26.01
10/19/2016	V000213--ENGINEERED EQUIPMENT INC	101276	223.92
10/19/2016	V001192--DEBORAH D TAYLOR	101275	150.00
10/19/2016	V000172--DAGWELL DIXIE INC	101274	57.84
10/19/2016	V000121--CITY OF OKLAHOMA CITY - VI	101273	266.42
10/19/2016	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	101272	333.98
10/19/2016	V000122--CITY OF OKLAHOMA CITY - RE	101271	435.42
10/19/2016	V000125--CITY OF OKLAHOMA CITY - NW	101270	717.12
10/19/2016	V000124--CITY OF OKLAHOMA CITY - BI	101269	663.61
10/19/2016	V000106--CITY OF BETHANY	101268	127.51
10/19/2016	CPLP--CENTER POINT LARGE PRINT	101266	1,294.20
10/19/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101265	548.82
10/19/2016	AVCAF--AV CAFÉ INC	101264	3,854.18
10/19/2016	V000019--AMERICAN BUSINESS FORMS INC DBA AMERICAN SOLUTIONS FOR BUSINESS	101262	4,607.46
10/19/2016	V000015--AMAZON	101261	86.42
10/19/2016	V000372--LOCKE SUPPLY CO	103900030000913	225.63
10/19/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000912	22,469.80
10/19/2016	BTRSH--BAKER & TAYLOR	103900030000911	961.36
10/19/2016	BTEN--BAKER & TAYLOR	103900030000910	554.79
10/19/2016	BTJUV--BAKER & TAYLOR	103900030000909	9,305.01
10/19/2016	V000869--REBECCA FESLER	103900030000908	59.05
10/19/2016	V000868--RANDY WAYLAND	103900030000907	68.41
10/19/2016	V000536--PRESTON BELL	103900030000906	50.00
10/19/2016	V000865--PHILLIP BELT	103900030000905	70.00
10/19/2016	V000988--PAULA K PENROD	103900030000904	25.88
10/19/2016	V000856--MATTHEW LOGO FALEPOUONO	103900030000903	35.00
10/19/2016	V000393--MARK D VANCE	103900030000902	35.00
10/19/2016	V000357--LANNY B MYERS	103900030000901	35.00
10/19/2016	V000834--KELLEY HOFFMAN	103900030000900	29.55
10/19/2016	V000333--KAY L BAUMAN	103900030000899	452.38
10/19/2016	V000331--KATHERINE L B ETZKORN-BROOKS	103900030000898	66.23
10/19/2016	V001128--KATHERINE HICKEY	103900030000897	32.99
10/19/2016	V000813--HEIDI PORT	103900030000896	247.14
10/19/2016	V000795--DAVID CALHOUN	103900030000895	4.16
10/19/2016	V000094--CHARLES S ISAACS	103900030000894	64.05
10/19/2016	V001066--BOBBY REED	103900030000893	120.37
10/19/2016	V000057--BENJAMIN MEAD HARVEY	103900030000892	98.91
10/19/2016	V000780--ASHLEY WELKE	103900030000891	72.43
10/19/2016	V000774--AMY UPCHURCH	103900030000890	21.17
10/25/2016	V001243--ROBERT BIXLER	101393	59.60
10/26/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	101387	502.00
10/26/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	101386	247.42
10/26/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	101361	7,178.93
10/26/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	101359	2,222.05
10/26/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	101357	11,326.10
10/26/2016	V000050--BANK OF OKLAHOMA	101349	5,284.25
10/26/2016	V000009--ADMINISTRATIVE SERVICES	101319	1,605.69
10/26/2016	OVERD--OVERDRIVE INC	101374	8,410.99
10/26/2016	V000443--NOVALCO INC	101363	2,450.00
10/26/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101350	9,833.08
10/26/2016	V000015--AMAZON	101321	68.53
10/26/2016	V001039--KARYN LEWIS	103900030000992	54.03
10/26/2016	V000993--GERALDINE E ADAMS	103900030000991	3.25
10/26/2016	FINDW--FINDAWAY WORLD LLC	103900030000990	7,960.35
10/26/2016	V000194--EALES ELECTRONICS CORP	103900030000989	50.00
10/26/2016	BTADU--BAKER & TAYLOR - ADULT	103900030000988	3,687.46

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.



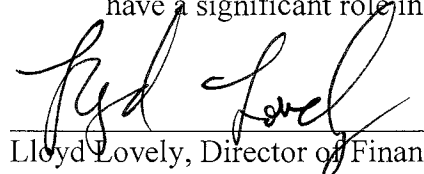
Tim Rogers, Executive Director

11/8/2016

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

11-8-16

Date

CONTRACT AWARDS AND PURCHASES

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

ITEM A: SECURITY SERVICES

The MLS currently has security in eight libraries (Almonte Library; Belle Isle Library; Capitol Hill Library; Downtown Library; Midwest City Library; Ralph Ellison Library; Southern Oaks Library; and Wright Library). The determination of the libraries that will have security is based on a risk assessment that evaluates local crime, community factors, and library incidents. The hours covered are selected as the most likely times there is a need for security. Because libraries are comprised of diverse communities, it is essential that customers visiting the library feel a sense of safety and security.

Specifications were prepared and bids were advertised for 2 days. A pre-bid conference was held at the Downtown Library October 21, 2016. Five vendors attended.

All bids received were publicly opened on November 07, 2016. Six vendors responded.

Vendor	Armed and Unarmed Security Officers per hour bill rate			
	Year 1 Armed/unarmed	Year 2 Armed/unarmed	Year3 Armed/unarmed	3 year cost based on 14,950 hrs/yr unarmed and 9,360 hrs/yr armed
G4S	19.40/19.56	19.56/19.68	19.68/19.82	1,429,469.60
Superior Security	19.89/20.19	20.49/20.79	21.10/21.42	1,503,190.00
Vescom	19.94/20.74	20.32/21.13	20.70/21.53	1,504,776.00
TriCorps	19.25/22.25	19.50/22.50	19.75/22.75	1,506,375.00
US Sec. Associates	20.43/23.95	21.04/24.66	21.67/25.40	1,636,676.60
Allied Universal	20.43/23.96	21.04/24.68	21.67/25.42	1,637,144.60

The low bidder, G4S, is the incumbent and we have been satisfied with the service provided.

RECOMMENDATION:

That the Commission award the contract for security officers to G4S at the rates stated above. Funding for this service is provided for in the FY 2016-17 budget.

CONTRACT AWARDS AND PURCHASES (Cont'd)

ITEM B: CISCO IP CAMERAS/SERVER

Included in the FY2017 budget are funds to install surveillance cameras and a VSMS server for connecting the cameras and recording video at the new Jones Library. We currently use a Cisco solution for management of surveillance equipment at six of our libraries and would like to add this installation as an additional site.

Cisco cameras and related hardware and software are included on an Oklahoma State Contract. The contract number is: ITSW1006C. Chickasaw Telecom is one of the vendors contracted to sell from this contract. They are located in Oklahoma County. Chickasaw has configured and installed the hardware and software that is in use at other libraries with IP cameras so they were also chosen to set up and install the new servers and cameras. The pricing for the equipment and installation/configuration of the server and cameras is listed below.

Company	Price
Chickasaw Telecom	\$26,307.80

RECOMMENDATION:

That the Commission approve the contract with Chickasaw Telecom for the purchase and installation of Cisco IP Cameras and related hardware/software in the amount of \$26,307.80. Funding for the purchase is provided for in the FY2016-17 budget.

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met November 2, 2016 for:

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

- SH 120 Hours: Overtime; Breaks; Meal Periods
- SH 220 Employee Leave
- SH 550 Health Information Privacy Policy

II. Discussion, Consideration and Possible Action: Fair Labor Standards Act Implementation Plan

On November 2, 2016, the A & P Committee approved the recommendation of administration to increase the salaries of all exempt employees who fall below the new minimum annual salary, as established by the Fair Labor Standards Act (FLSA). This approved recommendation was to take effect on December 1, 2016. After consulting with the Library's payroll vendor, and based on an analysis of the work required to implement the changes, Human Resources staff recommended that the change to the affected staff members' salaries be implemented at the beginning of the pay period (November 21, 2016) and not in the middle of the pay period (December 1, 2016) as previously approved. Therefore, administration respectfully requests that the Commission approve the recommendation of the A&P Committee, effective November 21, 2016.

III. Discussion, Consideration and Possible Action: Executive Director Evaluation Process

IV. Discussion, Consideration and Possible Action: Report from Executive Director

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

1. Approve the recommendation from the Administrative and Personnel Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 120 Hours: Overtime; Breaks; Meal Periods; SH 220 Employee Leave; and SH 550 Health Information Privacy Policy (HIPPA).
2. Approve the recommendation from the Administrative and Personnel Committee to increase the salaries of all exempt employees receiving below the minimum annual salary required by the new FLSA to the annual standard level, \$47,476, effective on November 21, 2016.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, November 2, 2016 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, September 28, 2016. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on October 31, 2016, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Cynthia Friedeman
Helene Harpman
Mukesh Patel
Sharon Voorhees
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

ESTIMATE OF OTHERS PRESENT: 7

I. The meeting was called to order at 3:32 p.m. by Mr. Hugh Rice, Chair.

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

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

Mr. Tim Rogers referred to SH 120 Hours: Overtime; Breaks; Meal Periods. He highlighted the proposed changes to the policy, which include removing specific account numbers from the policy and revising the definition of part-time employees. A grammatical correction was made to the proposed policy revision. In addition, the following statement will be added to all proposed policy revisions: *The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.* Questions and discussion followed.

Mr. Rogers referred to SH 220 Employee Leave. He explained the proposed revisions to the policy. Several corrections were made to the proposed policy and will be updated prior to the commission meeting. Questions were asked regarding the removal of the Professional short term leave paragraph. Mr. Rogers will check with counsel on removing the paragraph from the policy and will provide an update at the commission meeting.

Mr. Rice referred to SH 550 Health Information Privacy Policy. Ms. Kelley Hoffman, director of human resources, explained the proposed revisions to the policy. The policy has been revised to be more in line with the current HIPAA regulations. Questions and discussion followed.

Mr. Rice called for a motion.

Ms. Sharon Voorhees moved to approve the recommendation from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to SH 120 Hours: Overtime; Breaks; Meal Periods; SH 220 Employee Leave (as amended by interlineation); and SH 550 Health Information Privacy Policy. Ms. Cynthia Friedemann seconded. No further discussion. Motion passed unanimously.

III. Mr. Rice referred to Agenda Item III – Discussion, Consideration and Possible Action – Fair Labor Standards Act Implementation Plan.

Mr. Rogers reported in May the Department of Labor made a change to the Fair Labor Standards Act, moving the minimum salary or exempt employees from \$23,660 to \$47,476 effective December 1, 2016. There are currently 19 exempt employees that fall below the minimum salary requirement. Questions and discussion followed. Library Administration will hire a consultant to perform a Classification and Compensation Study of all positions with the Library prior to the end of the fiscal year, which will address any compression issues throughout the system.

Ms. Helene Harpman moved to approve the recommendation from Administration to increase the salaries of all exempt employees receiving below the minimum annual salary required by the new FLSA to the annual standard level, \$47,476, effective on December 1, 2016. Mr. Mukesh Patel seconded. No further discussion. Motion passed unanimously.

IV. Mr. Rice referred to Agenda Item IV – Discussion, Consideration and Possible Action – Executive Director Evaluation Process.

The committee reviewed the current evaluation form and reviewed a sample evaluation form, previously submitted by Ms. Sharon Voorhees. The current evaluation form includes several questions the commission has no ability to answer. The committee discussed each form and requested staff construct two separate evaluation forms; one for Commission members and one for Leadership Team to evaluate the executive director. Questions and discussion followed.

Ms. Friedemann expressed her concerns with utilizing a 360 tool for evaluating the executive director and not using the same process of evaluating employees across the system. Human Resources is in the process of hiring a consultant to redo the performance management system and has requested the consultant include 360 as a possible component to the performance management system. The committee will then readdress the executive director evaluation process once that process is complete.

V. Mr. Rice referred to Agenda Item V – Discussion, Consideration and Possible Action – Report from Executive Director.

Mr. Rogers provided the committee with an overview of the changes made to provide staff with more opportunities to be engaged in the organization’s decision making processes. He also provided insight to the work of the Committee for Appreciation and Recognition of Staff (CARS), which was charged with creating a multidimensional program for both appreciating and recognizing the efforts and results of Metro staff. Mr. Rogers will provide a written report as part of his annual evaluation document.

VI. There being no further business, Mr. Rice adjourned the meeting at 4:43 p.m.

Tim Rogers, Executive Director
(Secretary)

REPORT AND RECOMMENDATIONS FROM ADMINISTRATION

REVISIONS TO THE METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL

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

The Library's administration recommends for your consideration revisions to VG 120 Public Comment during Commission Meetings.

VG 120 Public Comment during Commission Meetings – Recap: While drafting a procedure to administer this policy, the Library's legal counsel recommended that Library Administration ask the Commission to remove the portion of the policy stipulating that the executive director respond to each speaker. Instead, the policy should remain silent on procedure, enabling the chair to direct the staff to respond as is necessary and/or appropriate.

RECOMMENDATION FOR COMMISSION ACTION

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to VG 120 Public Comment during Commission Meetings.

Guiding Values

VG 120 Public Comment during Commission Meetings

Adopted: 10/16, 11/16

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, 11/16

(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. 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.

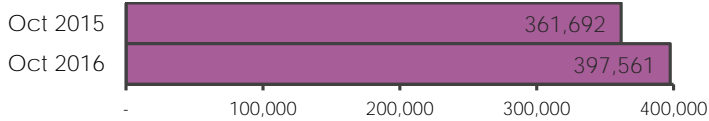
Presentations under "Public Comments" are limited to three (3) minutes. The Commission Chairperson may interrupt and terminate any presentation that is not in accordance with any of these criteria. Total public comments are not to exceed fifteen (15) minutes, unless approved by the Commission at the start of the meeting.

Commission members may not respond to speakers' comments. ~~The executive director shall provide a written response to the speaker and to inform Commission members of the response.~~

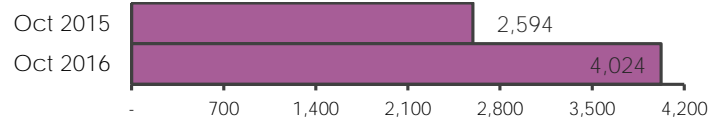
The Commission authorizes the executive director to establish procedures to administer this policy.

Metropolitan Library System
 Usage Summary
 Month of October
 FY2016-2017

Registered Members



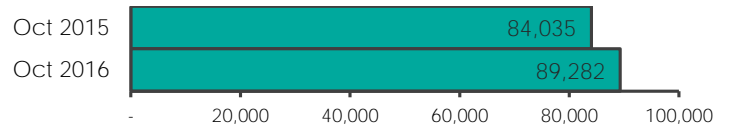
New Members



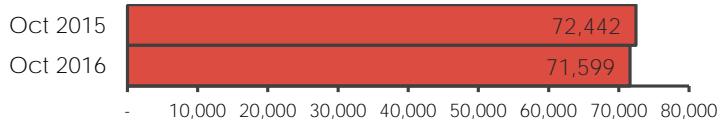
Circulation



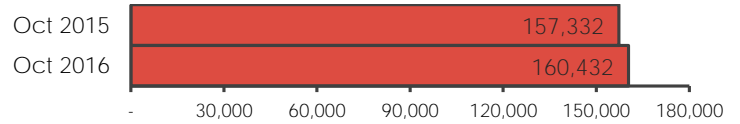
eBooks & eAudio



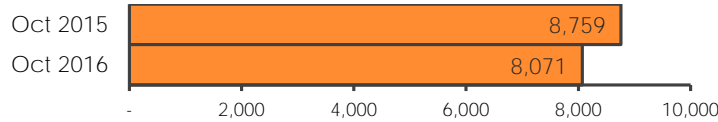
Computer Sessions



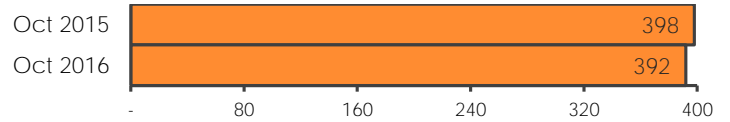
Wi-Fi Sessions



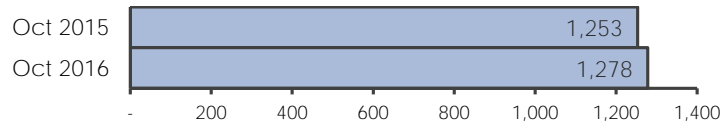
Program Attendance



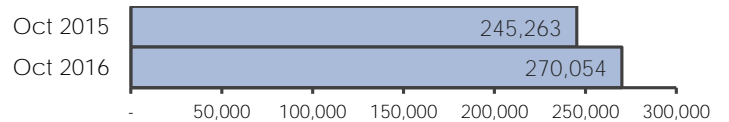
Programs



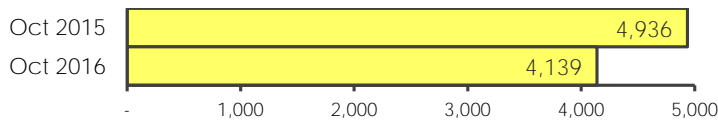
Room Reservations



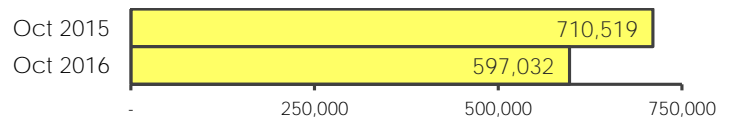
Library Visits †



Social Media Interactions



Digital Sessions ‡

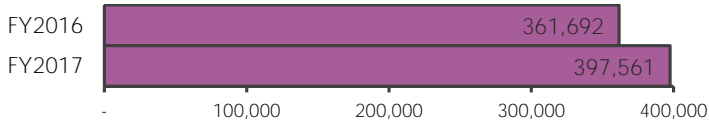


† Upgraded library visits sensors online beginning July 2016.

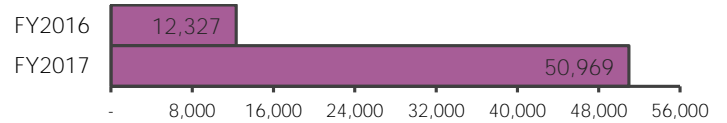
‡ Public computer homepage changed from www.metrolibrary.org beginning November 2015.

Metropolitan Library System
 Usage Summary
 Fiscal Year-to-Date
 FY2016-2017

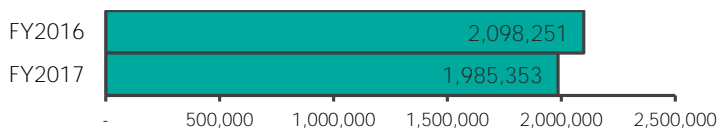
Registered Members



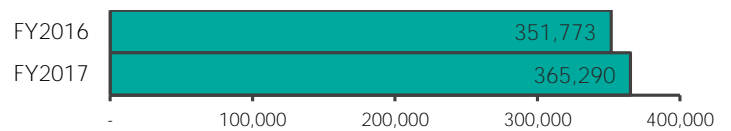
New Members



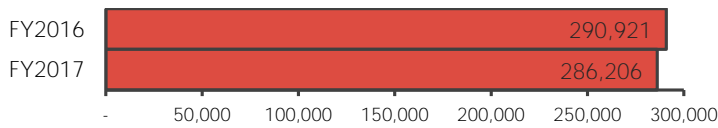
Circulation



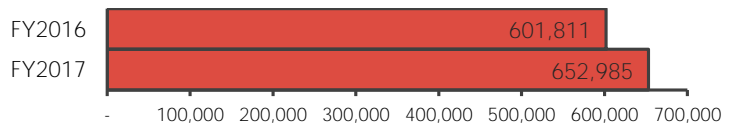
eBooks & eAudio



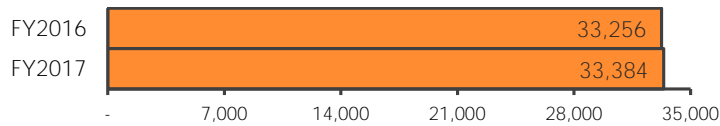
Computer Sessions



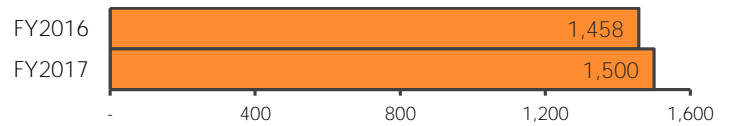
Wi-Fi Sessions



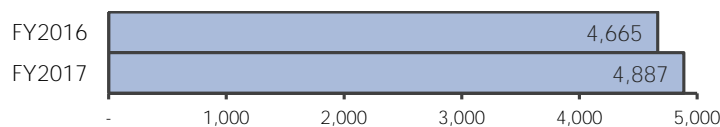
Program Attendance



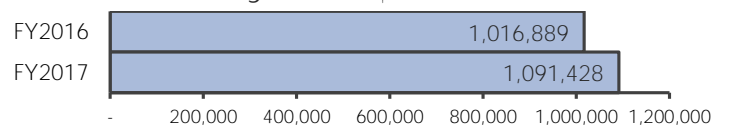
Programs



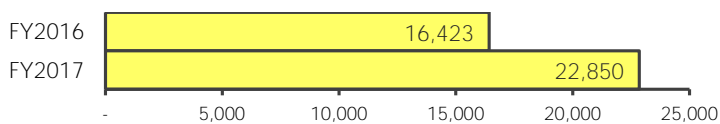
Room Reservations



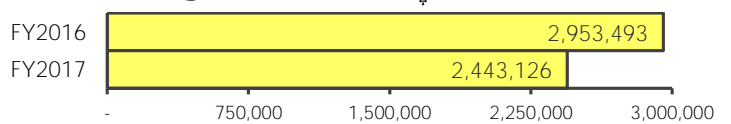
Library Visits †



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, outreach or ONEcard 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, outreach or ONEcard 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

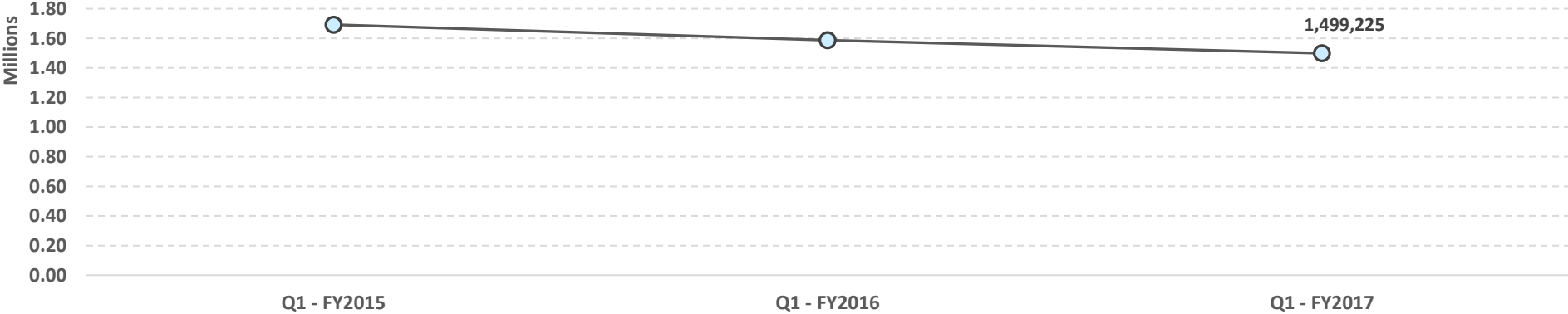
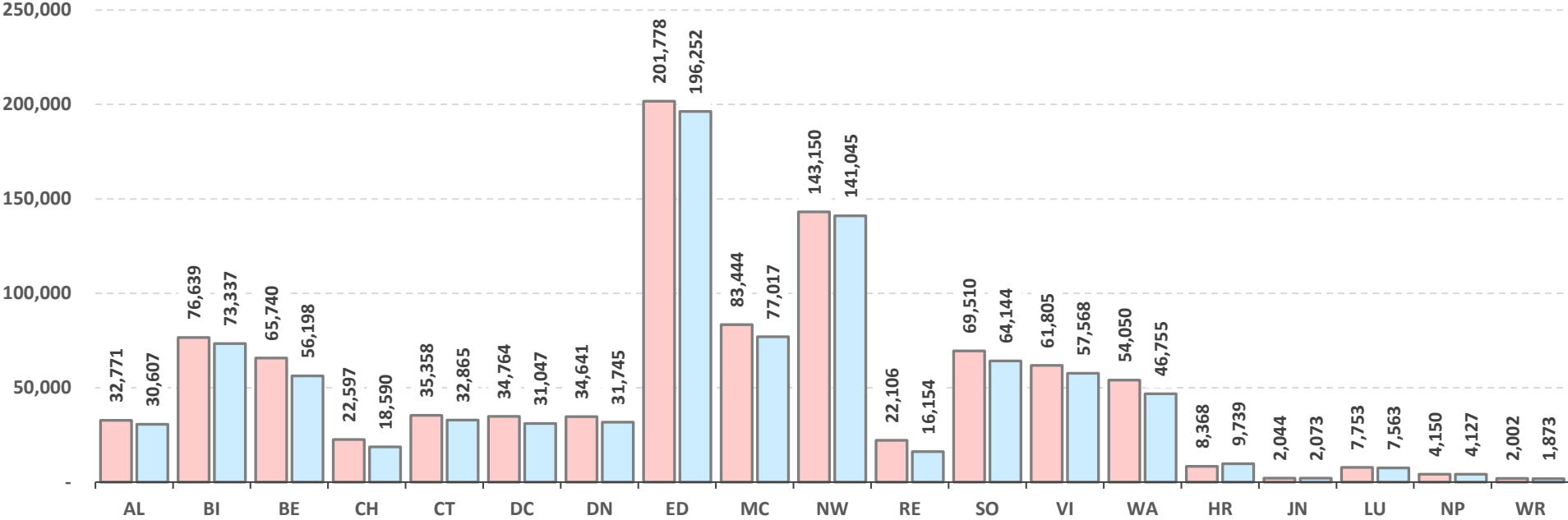
Count of activities generated (e.g. comments, likes, shares, retweets, replies, follows, favorites) in response to social media content posted via Facebook, Twitter or Instagram.

Digital Sessions

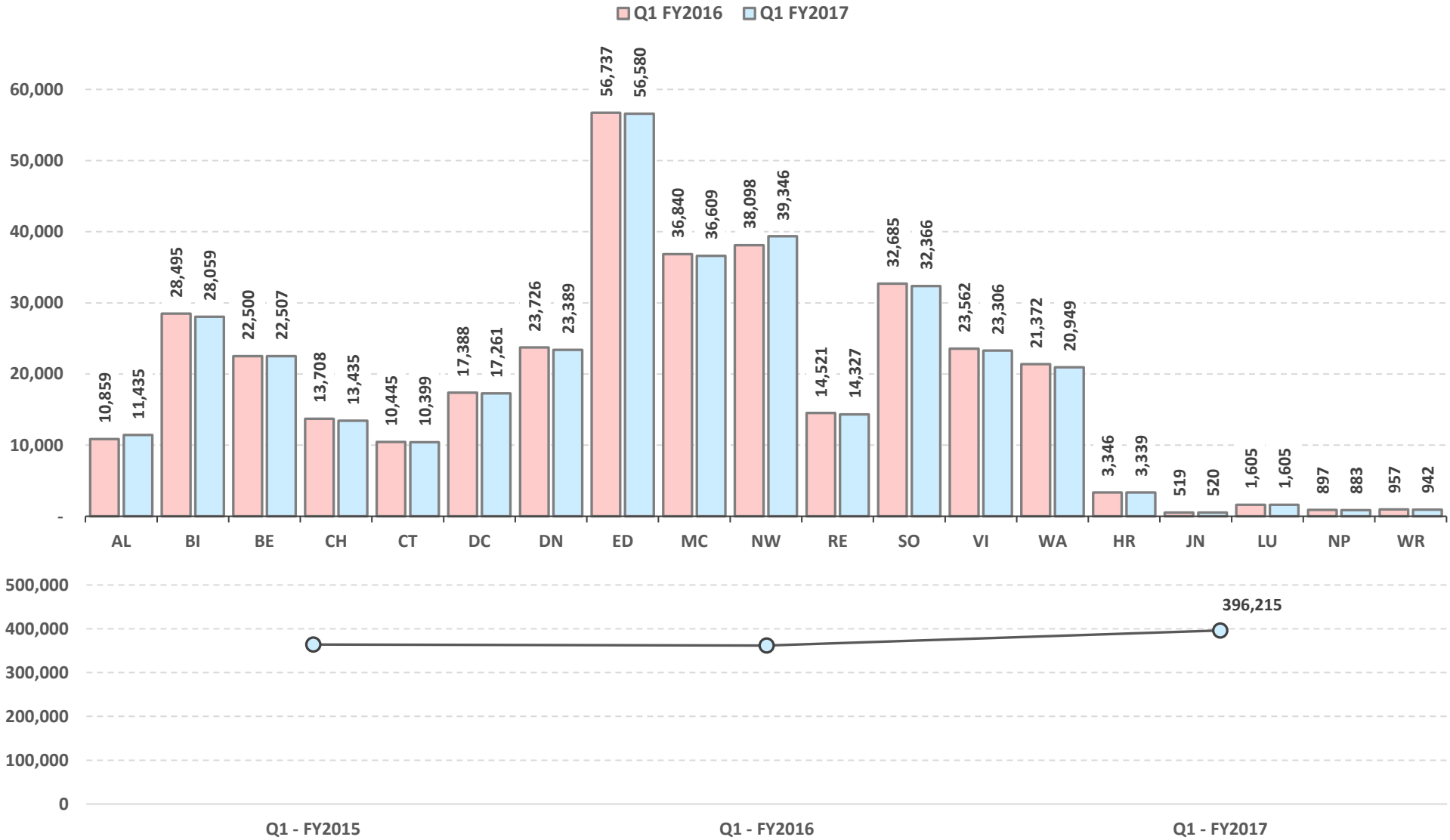
Count of access instances by individuals with www.metrolibrary.org, catalog.metrolibrary.org, emedia.metrolibrary.org, jobs.metrolibrary.org, www.supportmls.org or metrolibrary.beanstack.org and defined as being, "... the period time a user is actively engaged with [the] website..."

LIBRARY CIRCULATION

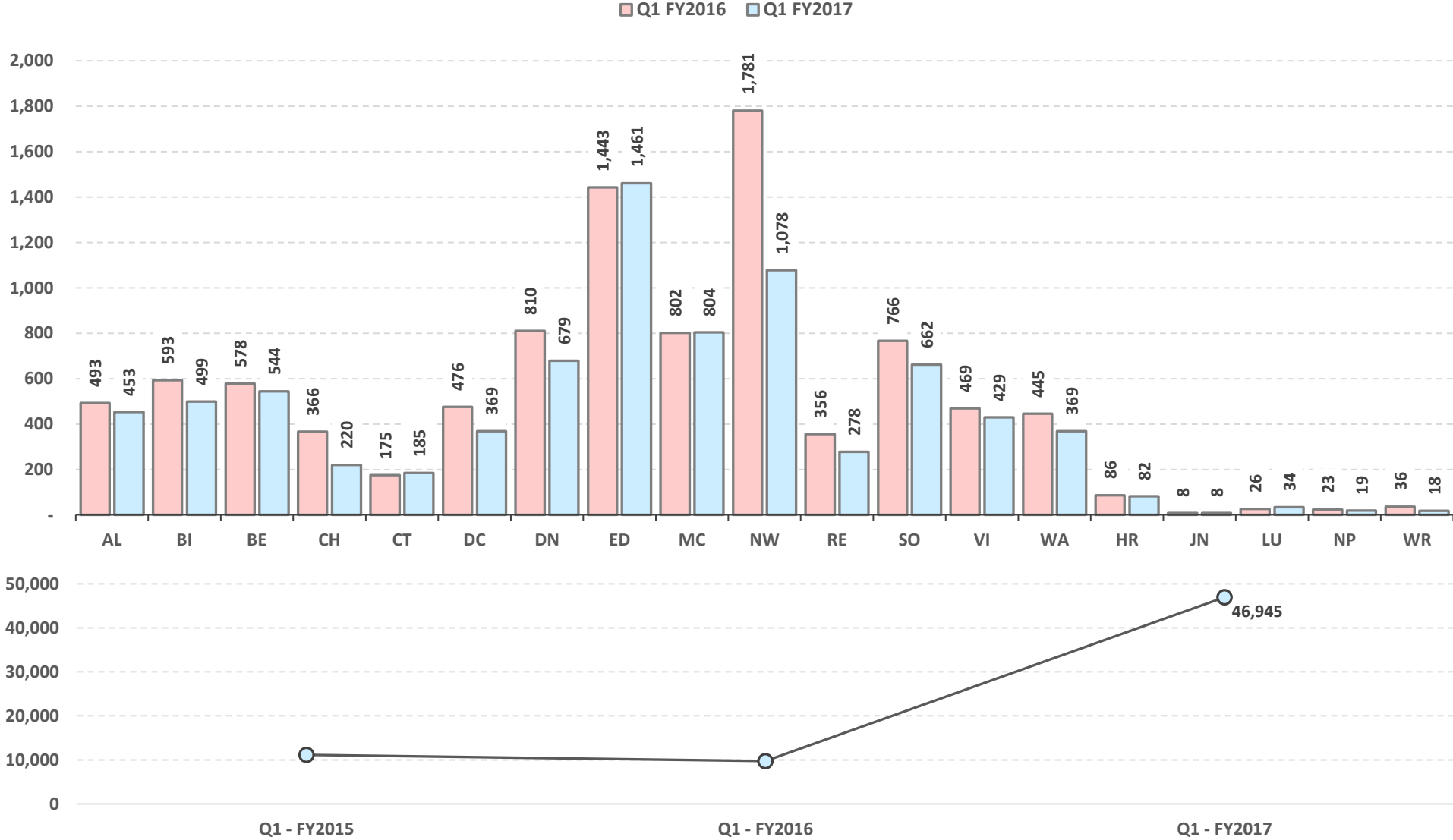
■ Q1 FY2016 ■ Q1 FY2017



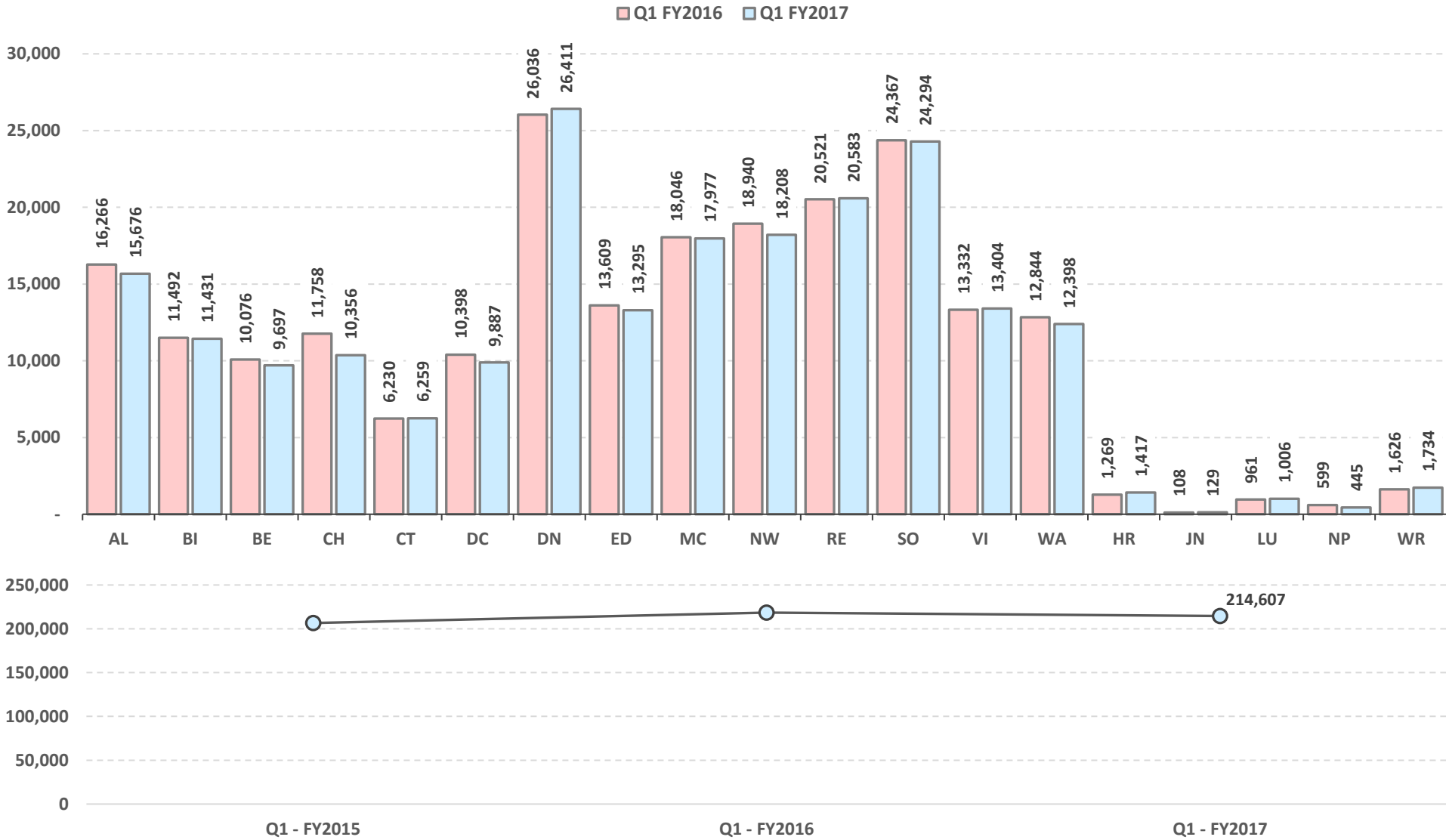
REGISTERED MEMBERS



NEW MEMBERS

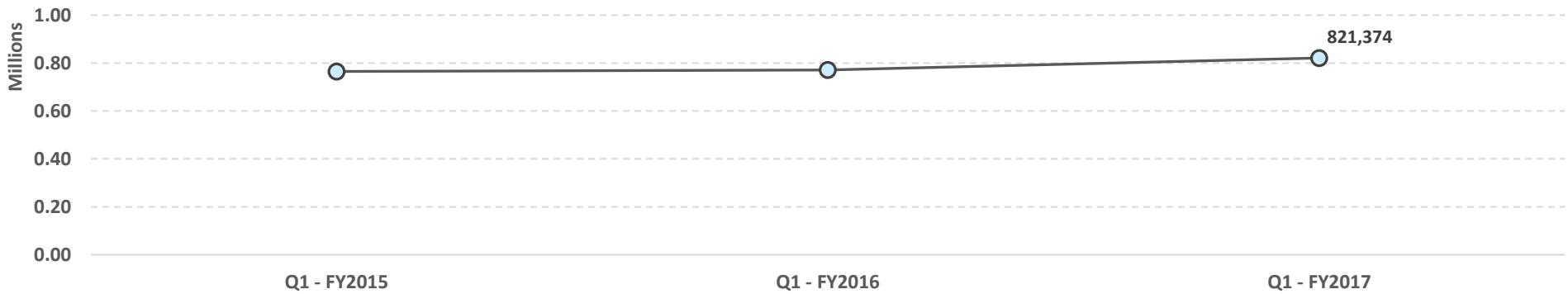
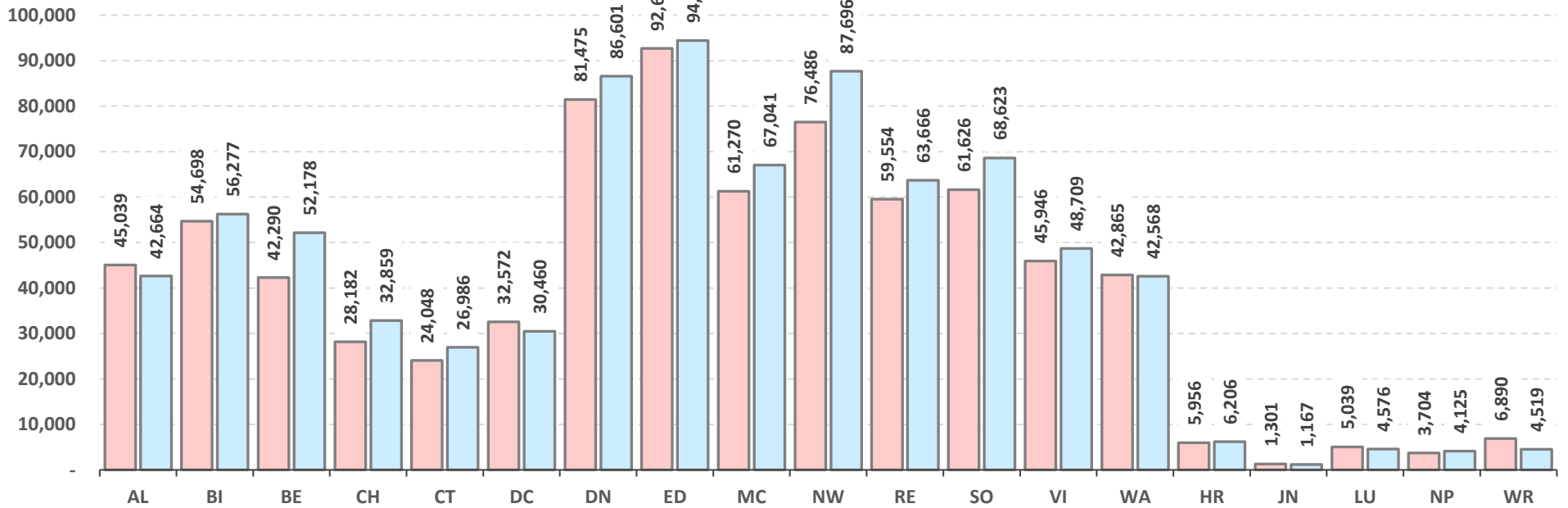


COMPUTER SESSIONS

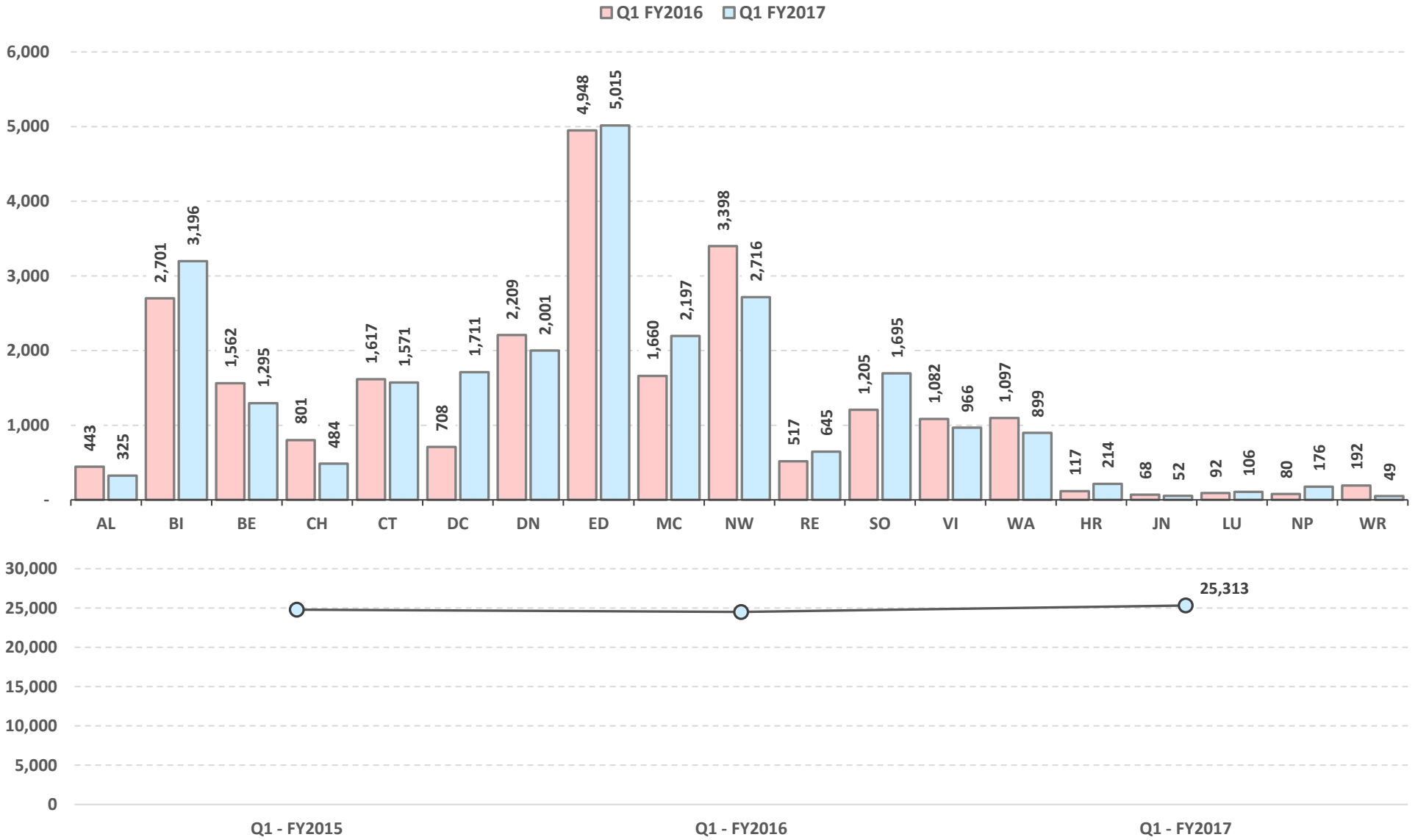


LIBRARY VISITS

Q1 FY2016 Q1 FY2017



PROGRAM ATTENDANCE



EXECUTIVE DIRECTOR'S REPORT

NOVEMBER 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 continued to meet with members of the City of Bethany's Library Committee and representatives from Dewberry Architects to discuss the schematic designs of the building. We reduced to area required for shelving based on the new collection model established in the Library Unbound strategic plan. This reduction enabled the architect to include additional seating and meeting spaces for children and adults. Simultaneous with the design work, our Maintenance staff is working to prepare the temporary library that will be located at NW 23th Street and Council. The temp space will be completed in February, so that demolition of the existing site can begin in March. The preliminary schedule has construction finishing in August of 2018, with the dedication tapped for September of that year.
- **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**
Construction is coming to a close at Jones, and we anticipate achieving substantial completion by November 29. Although we had planned to open the new Jones Library softly in December, followed by a grand opening in January, we decided to combine the openings and give the people of Jones their holiday gift early this year! Mark your calendars for the grand opening event at 10am on Saturday, December 17th. In addition to our traditional ribbon cutting, we will also be helping the city celebrate the dedication of "Willa Way" (the small street leading to the library) in honor of County Commissioner Willa Johnson, and the recognition of the bust of the city's namesake, Charles Jones. Marketing and Communications Director Kim Terry and Library Manager Chris Stofel are working with Jones to nail down the details, and we will be sending formal invitations the week of November 14th. I will present a bit more information about the project at the November 17th Commission meeting.
- **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 I reported several times to the Commission, the Edmond Library renovation began on November 7th and will continue through December 5th. During the project, the library will be closed for normal business in order to expedite removal of walls and installation of equipment and furniture. In addition to adding a materials handling system, six self-check machines, and redesigning the main circulation lobby, we will also be replacing the front doors with an automated system. The doors may actually be installed after we reopen in December, depending on their delivery date, but if that is necessary, the contractor will be working after hours, to ensure no impact to building use. We received a very positive communication from a library member who mentioned how well our Edmond staff was handling the closure process. While closed, the staff will be going through a number of training sessions and will perform some maintenance duties that will better prepare them and the building for reopening in December. If you happen to be an Edmond user, I would suggest you take the opportunity to try out the Village (10307 N. Penn Avenue, The Village, OK 73120), Belle Isle (5501 N. Villa Avenue, Oklahoma City, OK 73112), or the Patience Latting Northwest Library (5600 NW 122nd Street, Oklahoma City, OK 73142). As with the Jones Library project, I will make a short presentation at the November 17th Commission meeting.

While I do not have any additional solid information on the new or second Edmond library building that was included in the sales tax extension last spring, I can tell you that the City of Edmond released their Citizen Satisfaction Survey last week. Briefly summarizing the report, 60% of respondents said that they had visited a library in the past year, and 90% said that library services were excellent or good. The need for new facilities was ranked lower (59%) than road improvements, parks and greenways, and bicycle and pedestrian trails. We will continue to dialogue with the City staff and report back to the Commission with news and progress.

- Village Library

The Village Library staff are gearing up for one of their major business plan objectives: reorganizing space to improve customer experience. This will result in rearranging the service desks to consolidate staff into one area. In addition to changing the layout to better serve our members, the Maintenance staff will also be replacing the carpet as part of their normal schedule. Ben and the Village crew have divided the decision-making into three groups: Desk arrangement, Phones/offices arrangement, and Library Layout. Tentative plans are to do the re-carpeting and reorganization in late February or early March. Following the change, we expect customer penetration and retention rates to improve, specifically in Staying Connected (computer users) and Bedtime Stories (adults who use children's materials with their children).

- Collection Anywhere Center

While the Collection Anywhere Center – a warehouse for moderately used, but still essential materials from the collections – is still in its conception phase, we have begun discussions about goals and success factors. A primary component of the conversation is the possibility of sharing a facility with Friends of the Metropolitan Library System, which has voiced a desire to procure a larger sorting and retail facility in the future. Changes at the State Fair Grounds have made that location less desirable for their annual book sale, so we are investigating options and common needs. While it is unlikely that we will have a proposal for the Commission to consider this fiscal year, I feel confident that we will bring a plan to the Long-Range Planning Committee and the full Commission sometime next year.

Literary Voices

The Library Endowment Trust has begun send out its sponsorship invitations for Literary Voices 2017. If any of you would like to help sponsor the event (either personally or professionally), or if you have friends or colleagues who might want to do so, I would be happy to send you the associated documentation. With bestselling author Lisa Scottoline as the speaker this year, we are bound to have a great night of stories, inspiration, and fellowship. For more information about sponsoring the event, visit the Literary Voices website at <http://www.metrolibrary.org/literaryvoices/>. We will be bringing you more information soon about Literary Voices 2017.

Making Discovery Easier and Better

We are happy to announce the addition of the Library's new discovery service, a Google-like search tool that delivers the results of our catalog, more than 80 research databases (and growing), and an eBook collection with more than 175,000 freely accessible titles. The service, which will soon be integrated into the Library's website, offers members an improved information discovery experience that focuses on finding and using, not on searching (something only librarians love!). Enabling members to search once across a large portfolio of our digital and physical resources, will save people time and increase their satisfaction. We anticipate that this will also help us achieve one of our strategic goals -- increasing member retention -- by providing folks the the answers they need more quickly and effectively. We also expect that our members will begin to use resources of which they were previously unaware. I'd encourage you to try the service by going to <http://discovery.metrolibrary.org>. You will be able to search without using your library card, but if you want to see actual digital content, you will need to log on using your card number and your last name. While this service is currently available to those with the web link, we plan to integrate it into the Library's webpage later this year.

Surveying Our Members

You may have received a survey in the past couple of weeks asking about your library usage habits. Working with OrangeBoy -- one of our marketing consultants -- Director of Marketing and Communications Kim Terry and Library Analyst Jon Rollman designed a survey meant to complement our existing usage data by asking members to answer questions about what conditions or actions might impact their use of the library. When analyzed, this data will allow us to better define our audience engagement clusters, (i.e., market segments), and create initiatives that will lead to increased market penetration (more households with cards) and member retention (higher frequency of use). We will be presenting the results of the survey along with corresponding usage data and a midyear report of our strategic plan at the January 2017 meeting.

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 are beginning to work on an addition measure – Net Promoter Score (NPS) which gives us a better understanding of who would recommend the Library to friends and family, and who would not, and why. This will be an important piece of the Library’s quality improvement efforts in

the future, enabling managers to better pin-point the processes and services that need additional time, resources, or to be eliminated. In January, staff will make a presentation to the Commission of the dashboarding system we are using to help steer decision-making for Library Unbound. I think you will be impressed and better informed, not just about what we are doing, but about why we are doing it and what impact it is having.

2. Personnel Report

New Hires & Promotions – October 2016

- Kate Etzkorn was promoted from Associate Librarian at the Edmond to Associate Librarian at the Downtown Library. Kate has been with the system since September 2012.
- Blake Barret was hired as Associate Librarian at the Downtown Library.
- Dahlia Bryant was hired as a Library Aide P-T at the Edmond Library.
- Kenda McGee was hired as a Library Aide P-T at the Edmond Library.
- Laura Collins was hired as a Circulation Clerk H-T at the Northwest Library.
- Taylor Felton was hired as a Library Aide P-T at the Edmond Library.
- Darren Taylor was hired as a Library Aide P-T at the Ralph Ellison Library.

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.

New Director of Collection Anywhere

I am very pleased to announce the appointment of Sarah Peterson as Director of Collection Anywhere for the Metropolitan Library System, effective November 21, 2016. Sarah joins the Metro staff after serving as the library director for OSU-Tulsa Library since January 2015, where she was responsible for overall planning, budgeting, and staffing. Previously, she spent twenty years with the Tulsa City-County Library, where she oversaw Acquisitions, Cataloging, ILL, and Processing departments and worked closely with Collection Development to introduce new electronic and traditional resources. She was a key contributor to the library's focus on data-driven decision making and implemented TCCL's Decision Center, which provided statistics that led to major changes in selection, marketing, and weeding of the physical collection. Her understanding of and ability to lead technology-based initiatives that make the library's collections more accessible, useful, and used will help her lead Metro's new Collection Anywhere department which combines our current Materials Selection, Cataloging, ILL, and the Digital Library departments. Sarah is an active member of the American Library Association, the Association of Library Collections and Technical Services, and the Oklahoma Library Association. She served on ALA's Transforming Collections Taskforce, as Secretary of OLA, and as the Chair (twice) of the OLA's Technical Services Roundtable. She holds a B.A. in English and Philosophy from Luther College, an M.A. in English Literature from the University of Tulsa, and an M.L.I.S. from the University of Oklahoma. I look forward to

introducing Sarah Peterson to the Commission at your December meeting, and know you will welcome her as the library's Director of Collection Anywhere.

Lloyd Lovely to Retire – A Little Sad News

It is with regret that I announce the retirement plans of Director of Finance and Business Lloyd Lovely. Lloyd joined the Library as the Director of Finance in January of 2004 after serving as the Vice President of Finance at Avalon Correctional Services, the Business Manager for OUHSC Dermatology Clinic, the Controller at Professional Home Care and the General Manager/Controller at Lyntone Belts. He brought experiences from the for-profit world into the Library's business office, enabling us to look at funding and budgeting questions differently than we had before, and allowing us to try new approaches while expanding our ability to make our financial dealings transparent to the people we serve. Like many on staff, Lloyd faced some pretty big hurdles over the past few years, not the least of which included the replacement of our time management/payroll system and, of course, the implementation of the new finance and accounting system. Both of these projects challenged the business office and our entire staff to look differently at how we handle our daily work, but it was the calm and always positive approach championed by Lloyd that helped us get through the difficult times. His "no problem, we'll figure it out" attitude rubbed off on his staff and the folks around him, ensuring that the focus stayed on making people comfortable with changes. While there were always small hiccups and tripping points, Lloyd's ready smile somehow lessened the concerns and kept us on the path forward. I will personally miss Lloyd's positivity and expertise, and I know we will all miss having him as part of the team. Please join me in thanking him for his thoughtfulness, his time and his compassion, and in wishing him well as he begins his next journey in the middle of December. I want to express my deepest thanks to Lloyd – we will miss him.

3. Other Items of Note

Placing Items on the Agenda

At the last commission meeting, Hugh Rice asked how many commission members are required to request that an item be placed on the agenda. This quest came during the discussion of public comment, and was meant to clarify the process needed to enable Commissioners to add an item to the agenda after hearing a public comment. Thanks to Maria Watkins for researching this – according to bylaws of the Metropolitan Library Commission:

“4. An action or motion for Commission or Committee review or action presented to the Chairman or elected Commission officer in the form of a petition of a minimum of seven (7) voting members (electors) of the Commission shall be placed on the agenda for the next respective scheduled Commission or Committee meeting.”

Belle Isle Cause and Effect

The Belle Isle Library had a total of 1,070 members attend a library program in September. As part of their business plan and their attempt to increase new and more frequent active card households, they have chosen to focus their programming on offerings for babies, children, and tweens/teens as these programs bring both children and adults into the library. While they have not eliminated their adult programs, they have found that Belle Isle adults are primarily interested in our materials and using the computers. They will be implementing a book club in this month and will increase internet access points with the addition of a MediaSurfer iPad kiosk later this fiscal year. In September they added Thursday Playscape, a weekly program at 10am that connects children with sensory activities and music. They also revamped "Children Reading to Dogs" to include weekly incentives which has improved attendance from 1-2 per week to 8-13 per week. This brings their total regular offerings for children to four times per week. The Tween and Teen ATLAS program (At the Library after School) has continued with great success. This series has allowed Belle Isle to provide a relaxed environment conducive to reading, exploring, and

engaging in small groups upstairs, while a more active environment for teens thrives downstairs. It also provides an opportunity for staff to "count" the Tweens/Teens as active users, as many do not engage in traditional library services such as books and computers.

A Hometown Astronaut Touches down in Bethany

The Metropolitan Library System was excited to host a meet-and-greet for NASA astronaut and Bethany's local hero, Dr. Shannon Lucid, on Saturday, October 22. The purpose of the event was to officially unveil a new addition to the Shannon Lucid exhibit at the Bethany Library. The new part of the exhibit features pictures from Dr. Lucid's childhood both in China as well as in Bethany. Dr. Lucid spoke with members who visited the exhibit and voiced appreciation for both the current and the future libraries in Bethany, as none existed when she was a child. Librarian Daniel Fields set up informational tables with additional pictures and stories of her time in space as well as activities for children, while five teen volunteers assisted by telling stories about the astronaut's time in space, answering members' questions about the exhibit, and assisting at the children's craft tables. Several members stopped and shared stories about Dr. Lucid, including a teacher who had taught about her time in space and expressed appreciation for getting to meet her, saying, "it's not often you get to meet someone you taught about in the classroom." With more than 180 in attendance, we were pleased to share this playful learning experience with the entire community, and know that the new library will be a great home for our entire Shannon Lucid collection.

A Reading List for the Sacred Words

Many of you are probably aware of the OKC Museum of Art's current exhibit entitled "Scared Words: The Saint John's Bible and the Art of Illumination," but you might not be aware that Librarian Chris Cockrum (Ronald J. Norick Downtown Library) has assembled a reading list of the same name to accompany you and supplement your journey into the world of illuminated words. Take a few minutes to explore the list before you head over to the OKCMOA, after you see the exhibit, or anytime the inspiration touches you. I should also mention that Kim Terry has developed a partnership with the OKCMOA for the Sacred Works exhibit, and bookmarks with Chris Cockrum's read list also includes a coupon for \$3 off the admission price.

Signed Contracts & Agreements

Date	Business Name	Service	Amount
10/24/2016	Gaia Boyd	User Experience Research & Design	\$1,620.00
10/25/2016	OrangeBoy	OrangeBoy Software & Subscription	\$37,619.50
10/26/2016	Funds For Learning, LLC	E-Rate compliance services agreement	\$6,800.00
10/26/2016	Quipu Group	Dev. Of software for online borrower that will incorporate IDology	N/A
10/26/2016	Quipu Group	Statement of work - first year costs and ongoing costs for online borrower	1st year cost: \$27,709.00 Annual SaaS Fees: \$4709.00
10/27/2016	IDology, Inc.	ID Verification of members applying for library card	fee per transaction
10/27/2016	Sam Moore Architect	Patience Latting Library West Window Shades	\$1,000.00



Warr Acres Library is graced with a butterfly garden and butterflies



Our volunteer planned and planted the butterfly garden, and releases Monarch butterflies for the enjoyment and learning of our community members.



Space talk Paws-ing to bless

Bethany Library welcomes astronaut Shannon Lucid

FROM STAFF REPORTS

BETHANY — In 1996, Bethany astronaut Shannon Lucid launched into space for a six-month stay on Russia's Mir Space Station, traveling a distance of over 75 million miles.

From 2 to 3 p.m. Saturday, visitors will have the chance to talk with Lucid at the Bethany Library about an astronaut's career and life.

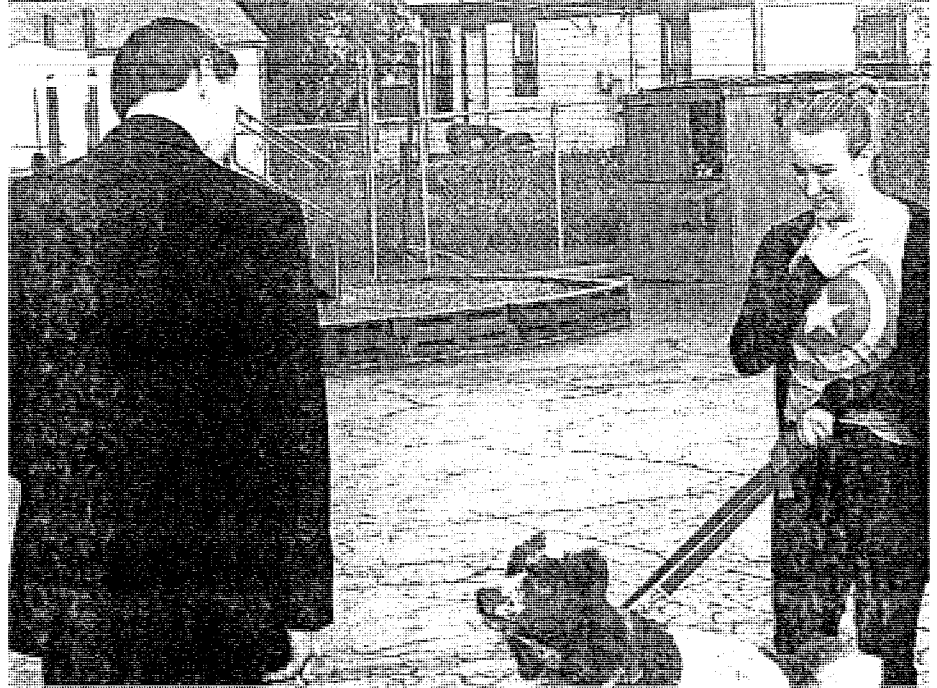
"The Bethany Library is excited to host Dr.

Lucid at a come-and-go reception this month to celebrate her 20-year anniversary of her mission on Mir," Bethany Library Director Erin Bedford said.

"Not only will visitors get to casually talk and ask questions with Dr. Lucid, but they can also visit our Shannon Lucid photo display which highlights her roots in Bethany and her career as an astronaut."

Children can participate in space-themed activities such as creating planets and orbiting satellites.

The Bethany Library is at 3510 N Mueller.



Garden party

Club to hold flower show, celebrate new headquarters

FROM STAFF REPORTS

MIDWEST CITY — The Oklahoma Garden Clubs will hold a Holiday Extravaganza flower show from 10 a.m. to 3 p.m. Saturday at the Rubye Atkinson Garden Center, 1441 N Key.

The flower show will open with a dedication of the new home for the Oklahoma Garden Clubs. Afterward, light refreshments will be served, and the flower show winners will be on display.

Oklahoma Garden Clubs Inc. has joined with the Midwest City Council of Garden Clubs to make the Rubye Atkinson Garden Center its permanent home, moving its headquarters from the John

E. Kirkpatrick Horticulture Center where it was housed for decades.

The late Rubye Atkinson (1907-1989) donated the garden center on Sept. 9, 1984. Remembered as the "Mother of Midwest City," she helped start the city's garden clubs and other women's organizations after her husband, W.P. "Bill" Atkinson founded the city in 1941, according to a news release.

Rubye Atkinson chaired the Midwest City Council of Garden Clubs from 1960 to 1962. In appreciation of her many beautification programs, one local nurseryman developed a pink variety of redbud tree in her honor. Hundreds of homes across Midwest City are growing various plants, trees and flowers, thanks to donations from her yard.

FROM STAFF REPORTS

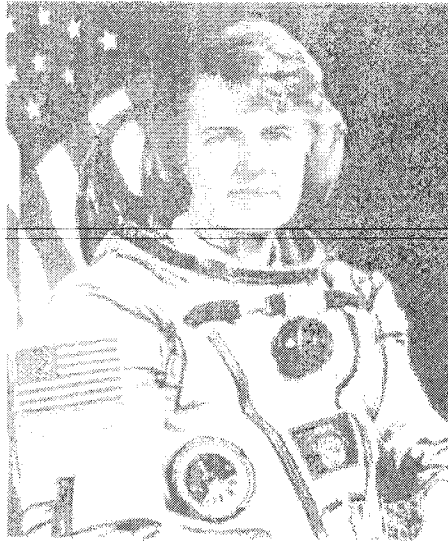
MIDWEST CITY — St. Philip Neri Church held a pet blessing ceremony on the Feast of St. Francis of Assisi.

The Oct. 4 feast commemorates the life of the 12th-century saint who serves as the Catholic Church's patron saint of animals and the environment. It is a popular day for pets to be blessed. The blessing was led by parish priest, the Rev. Timothy Fuller.

ABOVE: Standard poodle Moony greets the Rev. Timothy Fuller after being blessed. Moony belongs to Cassie and Chaeli Herd. [PHOTOS PROVIDED]

RIGHT: Cliff and Suzanne Damon and daughter Eleanor attended the pet blessing with Channing, dressed in a school spirit shirt.





Shannon Lucid
NASA astronaut, Bethany native

Bethany astronaut visiting public library

Matt Montgomery
Editor

Bethany High School graduate and one of the most decorated female astronauts in history, Dr. Shannon Lucid, will be available from 2 to 3 p.m. Saturday at the Bethany Public Library to answer questions and interact with the public about her career and life as an astronaut.

In 1996, Lucid embarked on a six-month journey aboard

the Mir Space Station—at the time it was the longest duration in space by an American and a woman.

The Bethany Library's come-and-go reception will celebrate Lucid's 20-year Mir milestone.

Children will be able to participate in space-themed activities such as creating planets and orbiting satellites.

Please see **Astronaut**,
Page 6

CHATTERBOX

INDIRECTIONS

Spending time with Alexa

Pat Brown
Tribune Contributor

According to a news report I found, construction on the new Bethany Library will begin sometime next summer. Its completion will be a wonderful jewel in Bethany's crown, and city leaders hope it will draw people to Bethany. In the meantime, however, my granddaughter and I will continue visiting the old library, just as we have since she was a toddler.

Last Saturday afternoon, Alexa and I had planned a trip downtown to Pumpkinville, aka, Myriad Gardens. The wind, though, the terrible, hot wind, kept us away after it almost blew Alexa down at Eldon Lyon Park where we'd stopped for a picnic. So, we were off to the library instead.

As usual, the library did not disappoint. She spent more than 45 minutes on the library computer's artist app drawing wonderful pictures, mainly of our family and my cat, Thor. While she did that, I thumbed through a couple of magazines, including the library's publication,

"info." It was there that I learned of a special event "Mission to MIR: Shannon Lucid's Legacy in Space," when Lucid will be the presenter at the Bethany Library 2 p.m. Saturday, October 22. This will be in celebration of the 20th anniversary of her Mission to MIR. That launch was Lucid's fifth, and it was to have been a four-month scientific research mission.

However, right in the middle of the mission, it was extended another two months, so she spent March through September on that Russian Mir Space Station. In September, 1996, she returned to Earth, generating much excitement for having set a record for the most time spent in space by any astronaut. In addition to Lucid's appearance, there will be a photo exhibit that features her Bethany roots as well as her career as an astronaut.

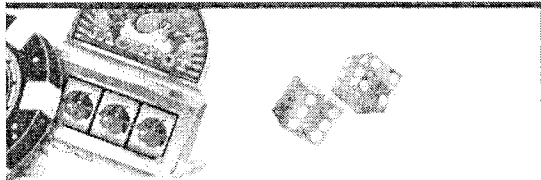
In addition to her drawing experience, Alexa and I did what we always do at the library. We checked out some books. We've been reading together forever, and we read almost every time she visits. This time, I had a reading list that I'd found on the internet, and I chose four of those books. Alexa just looked through the easy reading section and pulled out three others that looked interesting to her. We brought them home, popped some popcorn, and began reading. We also played and watched one movie. However, reading was our theme, and we read six of the seven books.

For adults and children alike, the Metropolitan Library System offers some extraordinary experiences other than books.

Those events are featured monthly in the periodical "info." A small sample of possibilities that caught my eye? "Apple Pie Time," is on Saturday, Oct. 29, when 5-12-year-olds can learn how to put a pie together and take it home to bake (registration required at the Village Library).

"Ice Cream Social," is at Northwest Library on October 27, where there will be a history of ice cream presentation as well as ice cream-making demonstrations and tasting.

And at noon every Thursday there are free noon tunes at the downtown location. Thursday, Oct. 27 the featured band is Good Friends Bluegrass Band.



R, NEVADA ♠ ♣

WEEKEND VACATION

INCLUDES:
TAXES & FEES AND VALUABLE COUPON BOOK
A LUXURY VACATION AT AN UNBEATABLE PRICE!

29* **\$ 199***

28 - DECEMBER 1 SAT, APRIL 8 - APRIL 11

call 866-FLY-WENDover (866-359-9363),
open 7 days a week.

Reservations Required. Plane Operated by XTRA Airways. See Operator Participant Agreement for details. More than one checked bag. Golf clubs not allowed. Golf club rentals available at Toona. Visa Price subject to change. Management reserves all rights.

ermill CASINO
Montego Bay CASINO RESORT

Got News?
Send us a tip, photos and more to
ads@okctribune.com
or call us at (405) 789-1962

Edmond Library gets set for a new chapter

FROM STAFF REPORTS

EDMOND — The Edmond Library soon will have a new look when members and visitors walk through the front door. The library will be closed to the public Nov. 7 through Dec. 4 to accommodate the construction.

"We're really excited for this remodel," Assistant Manager Angel Suhrstedt said. "We'll be removing the large circulation desk and replacing the front area with flexible, user-friendly furnishings and also adding six self-check machines. This will make it so much easier for library members to check out their books and materials."

Library members will walk through new automated sliding doors when entering the building when the renovation is finished and return their books to an automated materials handling and sorter machine, according to a news release.

"The project embraces the concepts of TeXperiences (technology-enabled experiences) and the development of learning environments, two of the strategies in our recently adopted strategic plan," Metropolitan Library System Executive Director Tim Rogers said.

"Our intention is to ensure that the busiest library in Oklahoma continues to be able to meet the needs of our members."

Beginning Nov. 7, library members will need to drop off their books, including interlibrary loan items, to any of the other 18 Metropolitan Library System locations in Oklahoma County. Members who place books on hold or reserve interlibrary loan items through the website will need to identify another location for pickup during the closed period.

"Since many other Metro Library locations are fairly close to Edmond, we hope this is not too much of an inconvenience for our members," North Regional Director Melody Kellogg said. "We really think the public is going to love the changes when we reopen on Dec. 5."

Mira
THE C
FRO
VI
thei
of 4
Yuk
con
low
T
Mas
cost
"mi
best
—
I
C
FRO
T
Cen
rapl
call
Okl
by
191
Okl
C
Bra;
Lor
high
of 2
by
in 4
ago
rele
H
sou
in 2
earl
foc
ies 1
oth
try
lab
in

Jones library gets set to start new chapter

BY JOSH WALLACE

Staff Writer
jwallace@oklahoman.com

JONES — A new library will offer double the amount of books and bring greater computer access to residents of Jones.

Expected to open in mid-December, the 3,000-square-foot library will replace the current library at 111 E Main St.

The new library at 12900 E Britton Road will offer about 6,000 books when it opens, with an additional 4,000 books available a few months later, said Kim Terry, director of marketing and communications for the Metropolitan Library System.

"We're really excited about it. It's about twice as big as the current one and will have a meeting room. The current facility is just one large room crammed with books and one computer," Terry said.

The new meeting room will allow for programs ranging from educational events to arts, crafts and science events for children.

Terry said the library will feature six computers and two special children's computers that will offer a variety of educational software, including games.

The new library will be open six days a week, and the new location will feature more parking, Terry said.

Although construction started in August 2015, Terry said plans for the library began about a decade ago as the community continued to expand.

Jones Mayor Ray Poland said residents are excited for the nearly \$930,000 project to be completed.

"This has been an extraordinary process out here, and it's something we're really looking forward to," Poland said.

Poland said he hopes the new library will offer to the more than 2,700 Jones residents the features they previously had to travel to other areas for.

Terry said the library is set to open to the public in December, and a grand opening celebration is scheduled for January.



Alcoholic Beverage License 770

OKLAHOMA ALCC LAWS ENFORCEMENT NOTICE OF INTENTION TO APPLY FOR AN ALCOHOLIC BEVERAGE LICENSE

In accordance with Title 37, 1109 Choctaw Ridge Rd, C Retro, LLC a Limited Liability notice of its intention to apply to the Oklahoma Alcoholic Commission for a Beer, Wine & Mixed Beverage establishment under authority of and in conformity with the laws he intends, if granted such license for Beer, Wine & Mixed Beverage establishment located at 1203 SW 2nd St County, Oklahoma, under the authority of the Oklahoma Alcoholic Commission, LLC.

Dated this 6th day of April, 2016, at Oklahoma County of Oklahoma, State of Oklahoma.

Before me, the undersigned notary public, Scott McKinney & Jeff Minix described in and who executed this document acknowledged that they executed the same voluntarily and of their own free will and deed.

/s/ Eric Johnson, Notary Public
My commission expires 01/2017

Bids & Proposals 771

SALE OF VEHICLES

Sealed bids are solicited for a 1999 Dodge Pickup, 2001 Dodge Pickup, 2002 Dodge Van and a 2001 Dodge Pickup. For more information call Bonnie Duncan, 605-3227. Sealed bids will be accepted at 1700 Northeast Fourth Street until 10:00 a.m. Tuesday, November 15, 2016. Any or all bids may be rejected. Oklahoma City Housing Authority. Equal Employment Opportunity. Equal Housing Opportunity.

Notice of Sale 776

STORAGE UNITS TO BE SOLD, FRIDAY, NOV. 18TH, 2016 ALL STORAGE INC. AUCTION WILL START IN MUSTANG AT 11:00 AM AND MOVE TO OTHER PROPERTIES CONSECUTIVELY 82 ARMSTRONG DRIVE MUSTANG OK 73064 405-376-4450 515 N. MUSTANG ROAD YUKON, OK 73099 405-324-5181 10221 W. HWY. 66 YUKON, OK. 73099 405-350-7370

WILL HOLD A PUBLIC AUCTION OF PROPERTY WHICH IS CONSIDERED TO BE ABANDONED THIS PROPERTY IS BEING SOLD TO SATISFY A LANDLORD'S LIEN. THIS PROPERTY WILL BE SOLD TO THE HIGHEST BIDDER ABOVE A MINIMUM. SOLD FOR CASH OR CERTIFIED CHECK ONLY. SELLER RESERVES THE RIGHT TO REFUSE ANY AND ALL BIDS AND TO WITHDRAW ANY

Jones library gets set to turn the page

BY JOSH WALLACE

Staff Writer
jwallace@oklahoman.com

JONES — A new library will offer double the amount of books and bring greater computer access to residents of Jones.

Expected to open in mid-December, the 3,000-square-foot library will replace the current library at 111 E Main St.

The new library at 12900 E Britton Road will offer about 6,000 books when it opens, with an additional 4,000 books available a few months later, said Kim Terry, director of marketing and communications for the Metropolitan Library System.

"We're really excited about it. It's about twice as big as the current one and will have a meeting room. The current facility is just one large room

crammed with books and one computer," Terry said.

The new meeting room will allow for programs ranging from educational events to arts, crafts and science events for children.

Terry said the library will feature six computers and two special children's computers that will offer a variety of educational software, including games.

The new library will be open six days a week, and the new location will feature more parking, Terry said.

Although construction started in August 2015, Terry said plans for the library began about a decade ago as the community continued to expand.

Jones Mayor Ray Poland said residents are excited for the nearly \$930,000 project to be completed.

"This has been an



The new library, still under construction in Jones, is scheduled to open in December. [PHOTO BY STEVE GOOCH, THE OKLAHOMAN]

extraordinary process out here, and it's something we're really looking forward to," Poland said.

Poland said he hopes the new library will offer to the more than 2,700 Jones residents the fea-

tures they previously had to travel to other areas for.

Terry said the library is

set to open to the public in December, and a grand opening celebration is scheduled for January.

A day to remember

FROM STAFF REPORTS

BETHANY — Bethany residents celebrated Dia de los Muertos on Saturday at the Bethany

Library. Also known as the Day of the Dead, the event is a traditional Mexican celebration in which families remember loved ones and friends

who have died.

Visitors enjoyed Mariachi music while learning about the holiday and decorated sugar skulls afterward.



Participants decorate sugar skulls Saturday during the Day of the Dead celebration at the Bethany Library. The event is a traditional Mexican celebration in which families remember loved ones and friends who have died. (PHOTOS BY CHRIS LANDSBERGER, THE OKLAHOMAN)



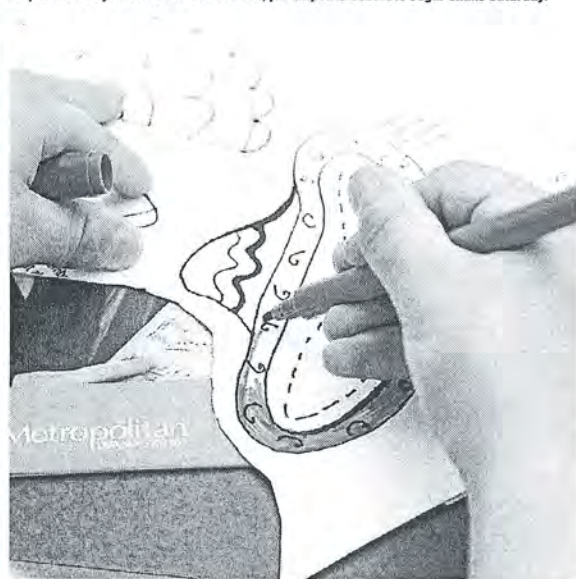
Emaree Perez works to decorate her sugar skulls Saturday during the Day of the Dead celebration at the Bethany Library.



As part of a Day of the Dead celebration, participants decorate sugar skulls Saturday.



Bryson Allen decorates a sugar skull Saturday during the Day of the Dead celebration at the Bethany Library.



Participants decorate sugar skulls Saturday during the Day of the Dead celebration at the Bethany Library. The event is a traditional Mexican celebration in which families remember loved ones and friends who have died.



Cyde Germishuizen adds touches to a sugar skull Saturday during the Day of the Dead celebration at the Bethany Library.

Moore native is serving in U.S. Navy

FROM STAFF REPORTS

MOORE — Chief Petty Officer Greg Tate, from Moore, is serving aboard the USS Ross.

Ross, an Arleigh Burke-class guided-missile destroyer, forward-deployed to Rota, Spain, is conducting naval operations in the U.S. 6th Fleet area of

operations in support of U.S. national security interests in Europe and Africa.

Chief Petty Officer Greg Tate, from Moore, trouble shoots a low pressure air compressor aboard the USS Ross. (U.S. NAVY PHOTO BY PETTY OFFICER 1ST CLASS THERON J. GOODBOLD)



SHARE YOUR SPECIAL DAY WITH US!

(405) 475-5487 • celebrations4oklahoman.com • News10K.com/publicnotice/announcements

Fire Up the Grill
with Flavor this Fall
HASTY-BAKE

Primo
GRILLS AND SMOKERS
Proudly made in the USA

Village plans first Veterans Day event

By ROSE LANE
EDITOR

As the result of outreach from a member of the Library Endowment Trust, The Village will host its first official Veterans Day ceremony Nov. 11.

The ceremony will be conducted by Ridgeview Elementary

School's Girl Scout Troop 18, with the support of The Village Mayor Hutch Hibbard and other dignitaries. It will begin at 11 a.m. outside The Village City Hall.

City Councilman David Bennett said that last year, the Library Endowment Trust hosted famed author

Sebastian Junger. As a result of research for his book, "Tribes," Junger concluded that our nation's extremely high suicide rates among veterans is the result of the fact that no one understands soldiers who have returned home from combat.

[Continued on Page 3]

LET