



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, March 16, 2017, 3:30 p.m.
Midwest City Library
8143 E. Reno
Midwest City, OK 73110
(Telephone: 732-4828)

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 #60 – Presentation of Service Certificates for Library Staff – March 2017

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

3:45 – 4:00 pm CONSENT DOCKET (#61 - #62)

- Document #61 – Approval of Minutes of February 16, 2017 Meeting
- Document #62 – Acceptance of Review of Expenditures for February 2017

4:00 – 4:15 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #63 – Discussion, Consideration and Possible Action: Summer Reading Fine Waivers

4:15 – 4:30 pm STAFF REPORTS

- Library Alignment Project – Tim Rogers
- Document #64 – February 2017 Usage Summary

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

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

NEXT COMMISSION MEETING DATE AND PLACE:

April 20, 2017

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

PRESENTATION OF SERVICE CERTIFICATES TO LIBRARY STAFF

The Friends of the Metropolitan Library System have underwritten a staff recognition service program recognizing staff who have been employed by the Library System for five years or more. The Friends provide funding for attractive pins with the library system logo and name for staff who have served five years, 10 years, 15 years, 20 years, etc. The Library System staff are presented with the pins at the Library's annual staff day (FOCUS), to which members of the Friends Board, Library Endowment Trust Board, and Library Commission are invited.

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

Library System staff receiving Certificates of Service in March 2017:

<u>Employees</u>	<u>Years of Service</u>
Abigail Miranda Griffin, Library Aide, Capitol Hill Library	5
Margaret Jean Manners, Librarian, Northwest Library	5
Andrea Lynnette Gaither, Tech Processor	5
Judith K. Bates-Newberry, Associate Librarian, Northwest Library	5
Denise D. Ryan, Accounting Technician, Business Office	10
Denise A. Courts, Benefits Specialist, Human Resources	30
Jill L. Vessels, Cataloging Technician	30
Joe J. Poe, Security Officer	30

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

DATE: February 16, 2017

TIME: 3:30 p.m.

MEETING PLACE: Ralph Ellison Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 21, 2016. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Ralph Ellison Library and Downtown Library, 300 Park Avenue, Oklahoma City, on February 14, 2017, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Brian Alford
Dr. Ann Caine, Vice-Chair
Watzell Carlson
Allen Coffey, Disbursing Agent
Bud Elder
Cynthia Friedemann
Helene Harpman
Carolyn Leslie
Brian Maughan
Penny McCaleb
Lori Nelson
Hugh Rice
Dr. Dennis Shockley
Judy Smith
Beth Toland
Susan Tucker
Sharon Voorhees
Nancy Anthony, Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Mick Cornett, Mayor of Oklahoma City
Fran Cory
Tracy McDaniel
Mukesh Patel
Kim Patterson
Jim Shonts
Mary Sosa

Estimate of general public and staff attending: 20

I. Ms. Nancy Anthony called the meeting to order at 3:31 p.m. Roll was called to establish a quorum.

Present: Caine, Carlson, Coffey, Friedemann, Harpman, Leslie, Maughan, McCaleb, Nelson, Rice, Shockley, Smith, Toland, Tucker, Voorhees, Anthony (Arrived: Alford 3:34 p.m.; Elder 3:42p.m.).

II. Ms. Anthony introduced Ms. Tess Botkin, Associate Librarian, Ralph Ellison Library.

Ms. Botkin welcomed the Commission to the Ralph Ellison Library and reported the library is increasing their market penetration and member retention by increasing programming. On February 25, the library will have a celebration in honor of Black History Month. Ralph Ellison's birthday is March 1st and the library will also have a celebration that weekend with hopes to receive lots of community involvement.

III. Ms. Anthony referred to the Presentation of Service Certificates for February 2017: Andrea Jo Emmons, Lead Librarian, Belle Isle Library, five years of service.

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

V. Ms. Anthony referred to the Consent Docket: Document #56 – Approval of Minutes of January 19, 2017 Meeting; Document #57 - Acceptance of Review of Expenditures for January 2017; Document #58 - Request to Declare Equipment Surplus.

Ms. Anthony called for a motion.

Ms. Sharon Voorhees moved to accept the consent docket. Ms. Beth Toland seconded. Questions and discussion followed. Motion passed unanimously.

VI. Ms. Anthony referred to the Staff Reports.

Ms. Kim Terry, Director of Marketing and Communications, presented a PowerPoint Presentation highlighting responses from the two-week online Marketing Survey sent to all library members, active and inactive. There were approximately 8000 responses received. Questions and discussion followed.

Mr. Jason Wiggins, Friends of the Metropolitan Library System, provided information on the annual book sale. Mr. Wiggins distributed bookmarks and two tickets to attend the presale event on Friday, February 24. Mr. Wiggins thanked the Commission and library staff for their collaboration and participation.

Ms. Terry reported the Oklahoma City Zoo and Metropolitan Library System formed a partnership, wrote and published a children's book and created a community Read for Adventure program. Each Commissioner received a copy of the book *Our Day at the Zoo* along with a voucher for four free admissions to the Oklahoma City Zoo. *Our Day at the Zoo* was written and read aloud by Kristen Williamson, Children's Services Coordinator in Outreach Services and Illustrations were designed by Rick George, Visual Communications Manager in Marketing and Communications. The concepts for the book stemmed from discussion with students of Positive Tomorrows after a field trip to the Zoo. *Our Day at the Zoo* is available in all Metropolitan Library System libraries. Members who check out the book will also receive a voucher for four free admissions to the Zoo. The partnership runs through March 31, 2018.

Mr. Rogers added that *Our Day at the Zoo* was published by Park Hudson Press, the library's publishing house, which launched with this book. He thanked Buddy Johnson, Oklahoma Collection Coordinator for his assistance with publishing and thanked the Friends of the Library for providing a grant for part of the publishing fees.

VII. Ms. Anthony referred to Document #59 – January 2017 Usage Summary Report

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

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

Mr. Rogers provided an update on projects going on throughout the system. He reported nearly 1500 members have visited the new Jones Library in January 2017.

The framework has begun at Capitol Hill Library and the roofing is expected to begin on Monday, February 20. Substantial completion is on schedule for August 2017.

Mr. Rogers explained The City of Oklahoma City is working with design contractors on a replacement of the HVAC system at Ralph Ellison Library.

The library is working with the City of Oklahoma City to find a contractor for placement of the monument sign at Northwest Library. There is a pre-bid meeting scheduled for February 23rd for replacement to the bollards and channels installation at the library.

IX. Ms. Anthony presented the 2017 standing committee assignments. She extended her appreciation to the commission for their service on the committees.

X. The next regularly scheduled meeting will be held at the Midwest City Library on March 16, 2017 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:19 p.m.

Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

February 28, 2017

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of February 2017.

For comparison, 66.67% of the year has passed.

COMMISSION ACTION

That the Commission acknowledge the financial report of February 2017.



Metropolitan Library Commission of Oklahoma County Statement of Financial Summary

	Year To Date 02/28/2017	Prior Year To Date 02/29/2016	Year To Date 02/28/2017
	Current Year Balance	Prior Year	Difference
Assets			
Current Assets			
Cash and Cash Equivalents	9,002,973.55	6,879,966.00	2,123,007.55
Investments			
Short Term Investments	10,312,094.32	807,415.15	9,504,679.17
Long Term Investments	13,083,808.36	26,568,980.59	(13,485,172.23)
Total Investments	23,395,902.68	27,376,395.74	(3,980,493.06)
Total Current Assets	32,398,876.23	34,256,361.74	(1,857,485.51)
Long-term Assets	6,931,836.50	441,981.99 *	6,489,854.51
Total Assets	39,330,712.73	34,698,343.73	4,632,369.00
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities	118,014.91	380,771.09	(262,756.18)
Total Liabilities	118,014.91	380,771.09	(262,756.18)
Net Assets			
General Fund	38,630,846.84	34,083,971.82	4,546,875.02
Special Funds	583,050.98	233,600.82	349,450.16
Total Net Assets	39,213,897.82	34,317,572.64	4,896,325.18
Total Liabilities and Net Assets	39,331,912.73	34,698,343.73	4,633,569.00

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

Metropolitan Library Commission of Oklahoma County Commission Schedule of Investment

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

Metropolitan Library Commission of Oklahoma County
Commission Statement of Revenues
As of February 28, 2017

	Year To Date 02/28/2017	Month To Date 02/28/2017	Year To Date 02/28/2017		Month To Date 02/29/2016	Prior Year To Date 02/29/2016
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	509,734.73	28,180,967.48	87.42 %	399,145.32	26,853,950.79
Fines	500,310.00	36,924.41	289,687.23	57.90 %	101,133.36	406,383.84
State Aid Revenue	239,154.00	123,776.00	123,776.00	51.76 %	132,626.00	132,626.00
Total Budgeted Revenue	32,977,532.00	670,435.14	28,594,430.71	86.71 %	632,904.68	27,392,960.63
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	92,337.30	971,190.10	0.00 %	90,394.77	956,370.71
Interest Revenue	0.00	14,384.71	149,256.87	0.00 %	16,335.94	135,569.13
Lost Books	0.00	0.00	(888.18)	0.00 %	0.00	0.00
Room Rentals	0.00	6,295.00	49,568.75	0.00 %	0.00	0.00
Merchandise Sales	0.00	(1,107.49)	2,231.04	0.00 %	0.00	0.00
Copies	0.00	16,145.01	112,533.34	0.00 %	14,844.96	(20,648.78)
Gifts and Donations	0.00	0.00	0.00	0.00 %	266.62	102,701.71
Grant Revenue	0.00	1,300.00	197,846.18	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	0.00	23.64	0.00 %	603.00	18,040.60
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	0.00	199.92
Miscellaneous Revenue	0.00	3,266.67	10,951.16	0.00 %	14,092.99	123,462.23
Gain/Loss on Sale of FA	0.00	0.00	(1,839.00)	0.00 %	0.00	0.00
Interfund Transfers In	0.00	1,200.00	1,200.00	0.00 %	0.00	0.00
Total Not Budgeted Revenue	0.00	133,821.20	1,492,073.90	0.00 %	136,538.28	1,315,695.52
Total Revenue	32,977,532.00	804,256.34	30,086,504.61	91.23 %	769,442.96	28,708,656.15

MetroLibrary--Metropolitan Library Commission of Ok Co

**Metropolitan Library Commission of Ok Co
General Ledger Report
For Fiscal - Current Year To Date (07/01/2016 to 02/28/2017)**

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund Name	Department Name	Location Name	JNL	Debit	Credit	Balance
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)										0.00
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	General Fund	System	System	GJ	383,626.76		(383,626.76)
11/18/2016	11/18/2016		Ad valorem taxes 11/1 to 11/15/2016	General Fund	System	System	GJ	2,357,082.62		(2,740,709.38)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	General Fund	System	System	GJ	1,650,405.85		(4,391,115.23)
12/15/2016	12/15/2016		Ad valorem taxes 12-01 to 12-09	General Fund	System	System	GJ	2,275,957.23		(6,667,072.46)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	General Fund	System	System	GJ	21.96		(6,667,094.42)
12/21/2016	12/21/2016		Ad valorem taxes 12/12/2016 to 12/16/2016	General Fund	System	System	GJ	2,204,041.48		(8,871,135.90)
01/03/2017	01/03/2017		Ad valorem taxes 12/19/2016 to 12/23/2016	General Fund	System	System	GJ	3,135,825.00		(12,006,960.90)
01/06/2017	01/06/2017		Ad valorem taxes 12/26/2016 to 12/30/2016	General Fund	System	System	GJ	10,215,063.01		(22,222,023.91)
01/12/2017	01/12/2017		Ad valorem taxes 01/01/2017 to 01/06/2017	General Fund	System	System	GJ	4,456,554.08		(26,678,577.99)
01/12/2017	01/12/2017		Ad valorem taxes 12/16/2016 to 12/30/2016	General Fund	System	System	GJ	6.96		(26,678,584.95)
01/20/2017	01/20/2017		Ad valorem taxes 01/09/2017 to 01/13/2017	General Fund	System	System	GJ	646,516.30		(27,325,101.25)
01/23/2017	01/23/2017		Ad valorem taxes 01/01/2017 to 01/13/2017	General Fund	System	System	GJ	129,014.49		(27,454,115.74)
01/24/2017	01/24/2017		Ad valorem taxes 01/16/2017 to 01/20/17	General Fund	System	System	GJ	217,117.01		(27,671,232.75)
02/03/2017	02/03/2017		Ad valorem taxes 01/23/2017 to 01/31/17	General Fund	System	System	GJ	207,309.46		(27,878,542.21)
02/10/2017	02/10/2017		Ad valorem taxes 01/16/2017 to 01/31/17	General Fund	System	System	GJ	7.21		(27,878,549.42)
02/23/2017	02/23/2017		Ad valorem taxes 02/01/2017 to 02/15/17	General Fund	System	System	GJ	302,418.06		(28,180,967.48)
Totals for 4005 - Ad Valorem Tax Revenue-CY								0.00	28,180,967.48	(28,180,967.48)
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)										0.00
07/27/2016	07/27/2016		Ad Valorem Taxes	General Fund	System	System	GJ	12,998.80		(12,998.80)
07/27/2016	07/27/2016		Ad Valorem taxes 7/1/16 to 7/15/16	General Fund	System	System	GJ	68,249.52		(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes	General Fund	System	System	GJ	71,272.43		(152,520.75)
08/08/2016	08/08/2016		Ad Valorem Taxes 7/18/16 to 7/29/16	General Fund	System	System	GJ	83,010.08		(235,530.83)
08/19/2016	08/19/2016		Ad valorem taxes 8/1/16 to 8/15/16	General Fund	System	System	GJ	139,480.90		(375,011.73)
09/14/2016	09/14/2016		Ad Valorem taxes 8/16 to 8/31	General Fund	System	System	GJ	115,178.04		(490,189.77)
09/21/2016	09/21/2016		Ad valorem taxes 9/1/16 to 9/15/16	General Fund	System	System	GJ	32,507.41		(522,697.18)
10/12/2016	10/12/2016		Ad valorem taxes for 9/16/16 to 9/30/16	General Fund	System	System	GJ	91,709.81		(614,406.99)
10/19/2016	10/19/2016		Ad valorem taxes 10/01/2016 to 10/14/2016	General Fund	System	System	GJ	664.50		(615,071.49)
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	General Fund	System	System	GJ	88,959.65		(704,031.14)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	General Fund	System	System	GJ	77,681.39		(781,712.53)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	General Fund	System	System	GJ	3.68		(781,716.21)
01/12/2017	01/12/2017		Ad valorem taxes 12/16/2016 to 12/30/2016	General Fund	System	System	GJ	97,136.59		(878,852.80)
02/10/2017	02/10/2017		Ad valorem taxes 01/16/2017 to 01/31/17	General Fund	System	System	GJ	92,337.30		(971,190.10)
Totals for 4006 - Ad Valorem Tax Revenue-PY								0.00	971,190.10	(971,190.10)
Grand Total								0.00	29,152,157.58	(29,152,157.58)

MetroLibrary--Metropolitan Library Commission of Ok Co

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

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund Name	Department Name	Location Name	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	General Fund	System	System	HIST		126,312.17	(126,312.17)
12/31/2015	12/31/2015		Historical Data	General Fund	System	System	HIST		7,977,280.38	(8,103,592.55)
01/31/2016	01/31/2016		Historical Data	General Fund	System	System	HIST		18,351,212.92	(26,454,805.47)
02/29/2016	02/29/2016		Historical Data	General Fund	System	System	HIST		399,145.32	(26,853,950.79)
03/31/2016	03/31/2016		Historical Data	General Fund	System	System	HIST		2,504,374.84	(29,358,325.63)
04/30/2016	04/30/2016		Historical Data	General Fund	System	System	HIST		2,950,975.54	(32,309,301.17)
05/31/2016	05/31/2016		Historical Data	General Fund	System	System	HIST		181,607.21	(32,490,908.38)
06/30/2016	06/30/2016		Historical Data	General Fund	System	System	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	General Fund	System	System	HIST		151,174.14	(151,174.14)
08/31/2015	08/31/2015		Historical Data	General Fund	System	System	HIST		288,789.27	(439,963.41)
09/30/2015	09/30/2015		Historical Data	General Fund	System	System	HIST		109,025.15	(548,988.56)
10/31/2015	10/31/2015		Historical Data	General Fund	System	System	HIST		68,571.12	(617,559.68)
11/30/2015	11/30/2015		Historical Data	General Fund	System	System	HIST		114,810.37	(732,170.05)
12/31/2015	12/31/2015		Historical Data	General Fund	System	System	HIST		71,480.60	(803,650.65)
01/31/2016	01/31/2016		Historical Data	General Fund	System	System	HIST		62,325.29	(865,975.94)
02/29/2016	02/29/2016		Historical Data	General Fund	System	System	HIST		90,394.77	(956,370.71)
03/31/2016	03/31/2016		Historical Data	General Fund	System	System	HIST		74,479.26	(1,030,849.97)
04/30/2016	04/30/2016		Historical Data	General Fund	System	System	HIST		60,611.56	(1,091,461.53)
05/31/2016	05/31/2016		Historical Data	General Fund	System	System	HIST		64,675.75	(1,156,137.28)
06/30/2016	06/30/2016		Historical Data	General Fund	System	System	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

	2017			2017	
	Month Ending 02/28/2017			Year To Date 02/28/2017	
	Month	Actual YTD	% of Budget Used	OpBudget	Remaining Budget
Commission Expenses					
Salaries and Benefits					
Salaries	1,355,234.21	12,147,059.90	67.23 %	18,067,512.00	5,920,452.10
Payroll Taxes	99,222.27	886,263.05	64.36 %	1,377,112.00	490,848.95
Benefits	283,236.62	2,439,429.87	57.24 %	4,262,017.00	1,822,587.13
Retirement	97,635.09	781,866.64	40.13 %	1,948,427.00	1,166,560.36
Total Salaries and Benefits	1,835,328.19	16,254,619.46	63.36 %	25,655,068.00	9,400,448.54
Contractual Services					
Insurance	0.00	223,479.80	72.65 %	307,599.00	84,119.20
Rent	7,100.00	50,710.85	92.71 %	54,700.00	3,989.15
Janitorial Services	69,110.69	304,955.13	61.52 %	495,679.00	190,723.87
Repair and Maintenance	17,695.56	293,616.15	59.99 %	489,465.00	195,848.85
Mileage and Parking	12,558.66	122,542.01	49.63 %	246,894.00	124,351.99
Travel Registration Training	26,965.38	157,069.22	61.86 %	253,900.00	96,830.78
Professional Services	14,810.74	202,468.12	46.20 %	438,215.00	235,746.88
Security Services	53,257.40	412,449.45	61.74 %	668,000.00	255,550.55
Utilities	70,418.02	715,609.36	55.49 %	1,289,716.00	574,106.64
Memberships	2,317.33	27,909.33	61.26 %	45,556.00	17,646.67
Communications	25,747.70	73,123.60	22.40 %	326,468.00	253,344.40
Other Services	7,129.79	185,452.84	84.37 %	219,800.00	34,347.16
Automation Services	103,806.90	633,286.91	50.07 %	1,264,865.00	631,578.09
Catalog Services	6,246.09	54,675.89	49.56 %	110,325.00	55,649.11
Total Contractual Services	417,164.26	3,457,348.66	55.66 %	6,211,182.00	2,753,833.34
Commodities					
Printing	8,225.11	74,208.78	39.16 %	189,500.00	115,291.22
Postage	3,469.59	96,358.55	36.84 %	261,546.00	165,187.45
Supplies	25,548.25	284,562.65	51.54 %	552,115.00	267,552.35
Uniforms	1,056.78	4,473.40	74.56 %	6,000.00	1,526.60
Gasoline and Oil	2,040.60	14,482.65	41.38 %	35,000.00	20,517.35
Vehicles Parts and Repairs	986.46	26,566.16	88.55 %	30,000.00	3,433.84
Performance Services	18,615.34	101,860.80	44.15 %	230,740.00	128,879.20
Other Commodities	3,619.53	18,523.12	3.61 %	513,100.00	494,576.88
Total Commodities	63,561.66	621,036.11	34.16 %	1,818,001.00	1,196,964.89
Books and Materials	444,817.88	2,767,169.12	47.14 %	5,869,985.00	3,102,815.88
Capital Outlays					
Furniture, Fixtures and Equipment	8,034.74	174,346.75	40.35 %	432,130.00	257,783.25
IT Equipment	65,639.00	545,057.47	65.06 %	837,742.00	292,684.53
Total Capital Outlays	73,673.74	719,404.22	56.65 %	1,269,872.00	550,467.78
Buildings					
Projects	142,488.30	385,480.82	32.78 %	1,176,000.00	790,519.18
New Construction	5,135.14	1,035,978.24	49.73 %	2,083,000.00	1,047,021.76
Total Buildings	147,623.44	1,421,459.06	43.62 %	3,259,000.00	1,837,540.94
Total Commission Expenses	2,982,169.17	25,241,036.63	57.26 %	44,083,108.00	18,842,071.37

Metropolitan Library Commission of Oklahoma County
Commission Special Funds
As of February 28, 2017

	Year To Date			
	06/30/2016	02/28/2017		
	Beg. Balance	Revenue	Expenses	Ending Balance
NetAsset - Beg				
Friends--Friends Grants (All)				
F0001--Public Art	502.57	0.00	0.00	502.57
F0002--Flat Screen TVs	997.00	0.00	1,127.26	(130.26)
F0003--Summer at the Library	3,401.34	0.00	0.00	3,401.34
F0004--Come Read With Me	9,078.81	0.00	1,000.11	8,078.70
F0005--Our World	3,514.21	0.00	0.00	3,514.21
F0006--Jones Library	15,000.00	0.00	4,089.38	10,910.62
F0007--Staff Appreciation Dinner	420.44	0.00	540.00	(119.56)
F0008--XBOX Gaming	(8.18)	0.00	0.00	(8.18)
F0009--Parent Child Book Club	508.52	0.00	354.24	154.28
F0010--Vehicle Wrap	3,500.00	0.00	0.00	3,500.00
F0011--Donna Morris Scholarship	5,290.00	0.00	1,866.00	3,424.00
F0012--Lee B Brawner Scholarship	0.00	0.00	978.95	(978.95)
F0013--Summer Reading	289.97	0.00	819.02	(529.05)
F0014--Our World	40,000.00	0.00	12,000.00	28,000.00
F0015--Staff Recognition Achievement	1,000.00	0.00	210.00	790.00
F0016--Come Read With Me	15,000.00	0.00	13,991.45	1,008.55
F0020--Parent Child Book Club	0.00	0.00	20.57	(20.57)
F0026--Robauto Robot Kit	1,398.00	0.00	0.00	1,398.00
F0028--Laptop Lab	334.00	0.00	0.00	334.00
F0029--2017 Staff Recognition Achievement Grant	0.00	20,000.00	0.00	20,000.00
F0030--System-Wide Programming 2017	0.00	20,000.00	0.00	20,000.00
F0031--Lee B. Brawner Scholarship Grant 2017	0.00	12,000.00	6,947.39	5,052.61
F0032--Donna Morris Scholarship Fund 2017	0.00	8,500.00	4,212.53	4,287.47
F0033--Summer Reading 2017	0.00	80,000.00	74,350.79	5,649.21
F0034--Capitol Hill iPads 2017	0.00	5,618.88	480.25	5,138.63
F0035--Ralph Ellison ALA Grant 2017	0.00	3,700.00	2,711.22	988.78
F0036--Choctaw Legos 2017	0.00	1,113.00	1,113.00	0.00
F0037--Del City Robot 2017	0.00	1,014.30	1,014.30	0.00
F0038--Outreach Giveaway Books 2017	0.00	15,000.00	0.00	15,000.00
F0039--Warr Acres iPads 2017	0.00	1,300.00	0.00	1,300.00
Total Friends--Friends Grants (All)	100,226.68	168,246.18	127,826.46	140,646.40
Other--Other Grants (All)				
OTH0001--LET Grant	2,864.10	0.00	1,200.00	1,664.10
OTH0002--OCCF	250.00	0.00	0.00	250.00
OTH0003--OCCF	543.80	0.00	0.00	543.80
OTH0004--LET-Young Professional	1,689.12	0.00	0.00	1,689.12
OTH0005--LET-Inasmuch Media Surfers	1,604.00	0.00	0.00	1,604.00
OTH0006--OCCF-Robotics Kits	43.45	0.00	0.00	43.45
OTH0007--LET-Aviation	3,134.06	0.00	1,053.39	2,080.67
OTH0008--Guild-Fabric for Book Bags	264.95	0.00	0.00	264.95
OTH0009--Guild-Popcorn Machine	69.30	0.00	0.00	69.30
OTH0010--OAC-Moscow Nights	(2,000.00)	0.00	0.00	(2,000.00)

OTH0011--OAC-Raven's Three	(1,900.00)	0.00	0.00	(1,900.00)
OTH0012--OAC-Rhythmically Speaking	(7,500.00)	7,500.00	0.00	0.00
OTH0013--OCCF-Harrah	290.80	0.00	0.00	290.80
OTH0014--OCCF-Edward Harvey	447.00	0.00	0.00	447.00
OTH0015--RE Friends-Programming	72.20	0.00	0.00	72.20
OTH0020--LET-After School at the Library	0.00	0.00	200.00	(200.00)
OTH0024--Kirkpatrick-After School	(5,800.00)	9,600.00	6,000.00	(2,200.00)
OTH0025--Koelsch-Luther	616.52	0.00	642.23	(25.71)
OTH0026--Russum-Downtown	65,422.49	0.00	0.00	65,422.49
OTH0027--Guild-Choctaw	2,500.00	0.00	0.00	2,500.00
OTH0028--LET Penn & Quill Children's Books	0.00	2,000.00	0.00	2,000.00
OTH0030--LET-Matthew de la Pena Grant 2017	0.00	7,500.00	0.00	7,500.00
OTH0031--LET Jewish Federation Grant - Holocaust	0.00	3,000.00	0.00	3,000.00
OTH0032--Staff Association Grant Fund	0.00	1,200.00	0.00	1,200.00
Total Other--Other Grants (All)	62,611.79	30,800.00	9,095.62	84,316.17
Total NetAsset - Beg	162,838.47	199,046.18	136,922.08	224,962.57

Metropolitan Library Commission of Ok Co Check Register

Date	Payee	Document No	Amount
	Bank: General Account - Bank of Oklahoma	Account No: 000185013	
02/01/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	102322	1,212.62
02/01/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	102321	1,073.60
02/01/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102320	500.41
02/01/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	102319	239.09
02/01/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102325	7,019.93
02/01/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102318	1,924.76
02/01/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102324	35,290.80
02/01/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102317	185.00
02/01/2017	V000050--BANK OF OKLAHOMA	102323	5,801.76
02/01/2017	V000009--ADMINISTRATIVE SERVICES	102316	1,620.73
02/01/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	102299	3,094.00
02/01/2017	V000592--SCOTTS PRINTING & COPYING	103900030001849	4,367.61
02/01/2017	V001265--YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OKLAHOMA CITY DBA YMCA OF GREATER OKLAHOMA CITY	102310	824.75
02/01/2017	V000737--WESTLAKE HARDWARE	102309	19.68
02/01/2017	V000720--WALMART COMMUNITY/GECRB	102308	611.84
02/01/2017	V000709--VANCE HUNT & ASSOCIATES	102307	3,094.00
02/01/2017	V000698--UPSTATE NETWORKS	102306	3,680.00
02/01/2017	V000691--UNITED PARCEL SERVICE	102305	626.93
02/01/2017	V000679--TRIWELLNESS LLC	102304	28.50
02/01/2017	V001248--TOWN OF JONES CITY	102303	904.32
02/01/2017	V000664--TIERRA MEDIA INC DBA OKLAHOMA GAZETTE	102302	1,741.00
02/01/2017	TREUT--THOMSON REUTERS-WEST PUBLISHING CORP	102301	1,730.50
02/01/2017	V000621--STANDLEY SYSTEMS	102300	77.78
02/01/2017	V000901--SPACES INC	102315	10,863.28
02/01/2017	V001508--SOREN K SWEDLOW	102298	24.10
02/01/2017	V001371--SHERAD L CRAVENS	102297	42.82
02/01/2017	V000900--SCOTT RICE	102296	727.78
02/01/2017	V001418--S & S TEXTILES INC	102295	125.00
02/01/2017	RCDBK--RECORDED BOOKS INC	102294	562.95
02/01/2017	V000534--PORCH SCHOOL SUPPLY INC	102293	50.05
02/01/2017	V001387--PINKMAN WHITE LLC DBA LIGHT BULB SUPPLY COMPANY	102292	378.00
02/01/2017	V001523--OPAR INC	102314	5,000.00
02/01/2017	V000503--OKLAHOMA PRESS SERVICE	102291	120.50
02/01/2017	V000481--OKLAHOMA EMPLOYMENT SECURITY COMMISSION	102290	4,756.03
02/01/2017	V000431--MUSEUM OF OSTEOLOGY	102289	125.00
02/01/2017	MIDTP--MIDWEST TAPE	102288	1,047.22
02/01/2017	V000407--MERWIN INC	102287	435.00
02/01/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	102286	445.00
02/01/2017	V001212--JOSUE SANTILLAN	102285	27.00
02/01/2017	V001507--JOSEPH L IAQUINTA	102284	21.25
02/01/2017	SANDV--HOOKED ON PHONICS/SANDVICS PUB	102283	1,317.80
02/01/2017	V000274--HOME DEPOT CREDIT SERVICES	102282	33.18
02/01/2017	V000269--HELP SERVICES LLC	102281	375.00
02/01/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102280	391.00
02/01/2017	V000260--GREATER OKLAHOMA CITY CHAMBER OF COMMERCE INC	102279	80.00
02/01/2017	V000245--GARCIA TIRE SERVICE INC	102278	40.95
02/01/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	102313	8,357.02
02/01/2017	V000218--EVANS HARDWARE	102277	82.51
02/01/2017	NEST--ENTERTAINMENT DIRECT LLC DBA NEST FAMILY	102276	462.69
02/01/2017	V000190--DEWBERRY ARCHITECTS INC	102312	5,688.52
02/01/2017	V000185--DELI PARTNERS OF OKLAHOMA DBA JASON'S DELI	102275	149.80
02/01/2017	V000095--CHASE CARDMEMBER SERVICE	102266	574.70
02/01/2017	V001310--CRITTER TALES INC	102274	125.00
02/01/2017	V000142--CONTRACTORS SUPPLY CO	102273	117.38
02/01/2017	V000133--CITY OF WARR ACRES	102272	53.90
02/01/2017	V000128--CITY OF OKLAHOMA CITY - WR	102271	72.35
02/01/2017	V000129--CITY OF OKLAHOMA CITY - CH	102270	97.05
02/01/2017	V000130--CITY OF OKLAHOMA CITY - AL	102269	45.52
02/01/2017	V000116--CITY OF MIDWEST CITY	102268	276.42

Location: MetroLibrary--Metropolitan Library Commission
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Date	Payee	Document No	Amount
02/01/2017	V000106--CITY OF BETHANY	102267	101.22
02/01/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102265	1,174.86
02/01/2017	V000079--C.O.T.P.A.	102311	11,102.00
02/01/2017	BRILL--BRILLIANCE PUBLISHING INC	102264	409.85
02/01/2017	BAREX--BARTLESVILLE EXAMINER-ENTERPRISE	102263	222.00
02/01/2017	AVCAF--AV CAFÉ INC	102262	1,281.46
02/01/2017	V000040--AT&T	102261	3,165.00
02/01/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER-SHIP	102260	450.00
02/01/2017	V000021--AMERICAN EXPRESS COMPANY	102259	1,788.82
02/01/2017	V000015--AMAZON	102258	2,086.07
02/01/2017	V001506--ALISA L BLEVINS	102257	10.00
02/01/2017	V001505--AGNEL RAPARTHI	102256	13.95
02/01/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030001848	150.00
02/01/2017	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	103900030001847	500.00
02/01/2017	V001296--XEROX - NW 723390324	103900030001846	5,497.00
02/01/2017	V001175--WILLIAM FRETZ	103900030001845	202.50
02/01/2017	V000719--WALKER COMPANIES	103900030001844	157.25
02/01/2017	V000649--TECH LOCK INC	103900030001843	5.00
02/01/2017	V000639--SUSAN PIERCE	103900030001842	504.00
02/01/2017	V000624--STAR LIGHTING & SUPPLY	103900030001841	69.00
02/01/2017	V000602--SMC TECHNOLOGIES INC	103900030001840	252.64
02/01/2017	V000883--SHELDON BEACH	103900030001839	100.00
02/01/2017	V000596--SHAWVER & SON INC	103900030001838	650.00
02/01/2017	V001124--SHARON RILEY	103900030001837	9.40
02/01/2017	V001194--SARA T BRUCE	103900030001836	100.00
02/01/2017	V001013--RENA M GIBSON	103900030001835	336.04
02/01/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030001834	2,770.50
02/01/2017	V000372--LOCKE SUPPLY CO	103900030001833	148.30
02/01/2017	OVERD--OVERDRIVE INC	103900030001832	30,768.42
02/01/2017	V001078--O G & E - LU	103900030001831	180.61
02/01/2017	INGRU--INGRAM LIBRARY SERVICES	103900030001830	542.22
02/01/2017	INGLS--INGRAM LIBRARY SERVICES	103900030001829	2,008.97
02/01/2017	V000490--ONG - RE	103900030001828	592.65
02/01/2017	V000501--ONG - MTC 3RD ST	103900030001827	106.47
02/01/2017	V000500--ONG - HR	103900030001826	179.81
02/01/2017	V001340--ONG - BE TEMP	103900030001825	475.00
02/01/2017	V000496--ONG - BE	103900030001824	238.91
02/01/2017	V000502--ONG - 50th ST	103900030001823	1,096.06
02/01/2017	V000472--OKLAHOMA BUILDING SERVICES INC	103900030001822	30,093.56
02/01/2017	V000465--O G & E - WR	103900030001821	107.42
02/01/2017	V000463--O G & E - VI	103900030001820	798.19
02/01/2017	V000457--O G & E - NP	103900030001819	128.45
02/01/2017	V000450--O G & E - CH #2	103900030001818	467.74
02/01/2017	V001295--O G & E - BE Temp	103900030001817	176.60
02/01/2017	V001147--NGO LOVE LLC	103900030001816	4,100.00
02/01/2017	V000855--MATTHEW COTTER	103900030001815	70.00
02/01/2017	V000853--MARY ROBINSON	103900030001814	155.08
02/01/2017	V000383--MAC FIRE SYSTEMS INC	103900030001813	2,562.00
02/01/2017	FINDW--FINDAWAY WORLD LLC	103900030001812	9,884.77
02/01/2017	V000187--DEMCO INC	103900030001811	2,473.97
02/01/2017	BLAAB--BLACKSTONE AUDIO INC	103900030001810	315.00
02/01/2017	BTADU--BAKER & TAYLOR - ADULT	103900030001809	21,054.50
02/01/2017	BTRSH--BAKER & TAYLOR	103900030001808	1,025.35
02/01/2017	BTJUV--BAKER & TAYLOR	103900030001807	11,094.68
02/01/2017	BTEN--BAKER & TAYLOR	103900030001806	6,982.71
02/01/2017	BTCON--BAKER & TAYLOR	103900030001805	2,714.67
02/01/2017	V000846--LINDSAY JONES	103900030001804	1,661.04
02/01/2017	V000836--KELLIE DELANEY	103900030001803	86.48
02/01/2017	V001177--KELCEY WAYNE FRAZIER	103900030001802	1,395.00
02/01/2017	V000833--KATHRYN HATFIELD	103900030001801	17.97
02/01/2017	V000829--JOSHUA JORDAN	103900030001800	22.51
02/01/2017	V000826--JON VODKA	103900030001799	70.00
02/01/2017	V000317--JOHN L HILBERT	103900030001798	89.01
02/01/2017	V001173--HEATHER ANN WILLIAMS	103900030001797	607.50
02/01/2017	V001238--GLORIA GOMEZ	103900030001796	630.00
02/01/2017	V001176--GLENN R BENNETT	103900030001795	1,035.00
02/01/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030001794	575.10
02/01/2017	V000807--EMMA CARLEY	103900030001793	971.43

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Date	Payee	Document No	Amount
02/01/2017	V000194--EALES ELECTRONICS CORP	103900030001792	50.00
02/01/2017	V000998--CHRISTINE R BASSETT	103900030001791	3.99
02/01/2017	V001206--CHARLES AVERY	103900030001790	765.00
02/01/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030001789	945.00
02/01/2017	V000080--CAMERON SMITH	103900030001788	100.00
02/01/2017	V000053--BATTERIES PLUS BULBS	103900030001787	58.94
02/01/2017	V000768--ABIGAIL ELIZABETH STOUT	103900030001786	99.00
02/02/2017	V000846--LINDSAY JONES	Voided - 103900030001804	(1,661.04)
02/08/2017	V000094--CHARLES S ISAACS	103900030001955	35.00
02/08/2017	BTEN--BAKER & TAYLOR	103900030001954	5,147.40
02/08/2017	V000720--WALMART COMMUNITY/GECRB	102387	166.13
02/08/2017	V000919--TERESA L THOM	102381	50.00
02/08/2017	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	102354	8,872.35
02/08/2017	V000095--CHASE CARDMEMBER SERVICE	102337	7,981.28
02/08/2017	V001121--CLAUDIA FARIAS-COWLING	103900030001953	173.52
02/08/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	102375	248.00
02/08/2017	V000503--OKLAHOMA PRESS SERVICE	102368	119.60
02/08/2017	V000288--INPRINT PUBLISHING INC DBA METROFAMILY MAGAZINE	102358	1,449.00
02/08/2017	V000021--AMERICAN EXPRESS COMPANY	102328	119.99
02/08/2017	V000018--AMERICAN BENEFIT SYSTEMS INC	102327	125.00
02/08/2017	V000015--AMAZON	102326	3,525.45
02/08/2017	V000762--XEROX- VI-722211588	103900030001952	82.78
02/08/2017	V000759--XEROX- RE-722211562	103900030001951	59.23
02/08/2017	V000758--XEROX- OUT-720607472	103900030001950	9.89
02/08/2017	V000750--XEROX -HUM-721443166	103900030001949	195.01
02/08/2017	V001375--XEROX - WR 723436820	103900030001948	26.09
02/08/2017	V000763--XEROX - WA-721443299	103900030001947	50.73
02/08/2017	V000757--XEROX - TP-720952290 LX7	103900030001946	43.53
02/08/2017	V000761--XEROX - TP-720607456	103900030001945	4.75
02/08/2017	V000760--XEROX - SO-721443257	103900030001944	35.24
02/08/2017	V001374--XEROX - NP 723436804	103900030001943	16.78
02/08/2017	V000756--XEROX - MC-721443182	103900030001942	52.05
02/08/2017	V000755--XEROX - LU-720952290	103900030001941	14.00
02/08/2017	V000754--XEROX - IT-720607498	103900030001940	20.38
02/08/2017	V001376--XEROX - HR 723436796	103900030001939	15.75
02/08/2017	V000753--XEROX - ED-720607530	103900030001938	30.53
02/08/2017	V001378--XEROX - DVS 720607548	103900030001937	19.42
02/08/2017	V000752--XEROX - DN3-720607522	103900030001936	20.03
02/08/2017	V000751--XEROX - DN2-721443166	103900030001935	11.51
02/08/2017	V000749--XEROX - DC-722211521	103900030001934	82.11
02/08/2017	V000748--XEROX - CT-721443307	103900030001933	22.86
02/08/2017	V000747--XEROX - CH-721443232	103900030001932	14.25
02/08/2017	V000746--XEROX - BI 720607548	103900030001931	42.00
02/08/2017	V000745--XEROX - BE-721443190	103900030001930	32.80
02/08/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030001929	18.32
02/08/2017	FRIDA--NICHOLS HILLS PUBLISHING COMPANY DBA OKC FRIDAY	103900030001928	900.00
02/08/2017	V000438--NEOPOST USA INC	103900030001927	153.60
02/08/2017	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030001926	166.56
02/08/2017	V000343--KILEY B INGRAM	103900030001925	128.77
02/08/2017	V001039--KARYN LEWIS	103900030001924	84.95
02/08/2017	V000308--JESSICA ELAINE MOAD	103900030001923	30.46
02/08/2017	V000284--IMAGENATION PROMOTIONAL GROUP INC DBA MYIPGI.COM	103900030001922	663.09
02/08/2017	FINDW--FINDAWAY WORLD LLC	103900030001921	2,148.65
02/08/2017	V000928--DARCUS D SMITH	103900030001920	7.06
02/08/2017	V000783--CHERYL COLEMAN	103900030001919	18.78
02/08/2017	V000368--LIBERTY FLAGS INC	102361	177.65
02/08/2017	V000153--COX COMMUNICATIONS INC 001 6111 050756502	102346	67.35
02/08/2017	V000132--CITY OF THE VILLAGE	102344	91.41
02/08/2017	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	102342	36.02
02/08/2017	V000488--ONG - NP	103900030001918	159.55
02/08/2017	V000498--ONG - CT	103900030001917	410.45
02/08/2017	V000448--O G & E - BE	103900030001916	859.90
02/08/2017	V000112--CITY OF EDMOND	103900030001915	6,205.09
02/08/2017	V000691--UNITED PARCEL SERVICE	102385	493.73
02/08/2017	V001529--SAMINA SHABNAM	102372	6.95

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02/08/2017	V000535--POSITIVE PROMOTIONS	102370	237.45
02/08/2017	V000467--OFFICE DEPOT	102367	163.00
02/08/2017	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	102366	4,606.09
02/08/2017	V000274--HOME DEPOT CREDIT SERVICES	102356	54.16
02/08/2017	V000568--REPUBLIC SERVICES - VI	103900030001914	62.08
02/08/2017	V000567--REPUBLIC SERVICES - SO	103900030001913	45.30
02/08/2017	V000565--REPUBLIC SERVICES - NW	103900030001912	45.30
02/08/2017	V000564--REPUBLIC SERVICES - MTC	103900030001911	86.40
02/08/2017	V000561--REPUBLIC SERVICES - DN	103900030001910	83.10
02/08/2017	V000560--REPUBLIC SERVICES - DC	103900030001909	25.40
02/08/2017	V000556--REPUBLIC SERVICES - BE	103900030001908	52.09
02/08/2017	V000555--REPUBLIC SERVICES - AL	103900030001907	49.20
02/08/2017	V000372--LOCKE SUPPLY CO	103900030001906	106.26
02/08/2017	V000627--STATE OF OKLAHOMA DBA OKLAHOMA DEPARTMENT OF LABOR	102379	50.00
02/08/2017	RCDBK--RECORDED BOOKS INC	102371	107.47
02/08/2017	MIDTP--MIDWEST TAPE	102365	1,542.22
02/08/2017	FINBI--JOSEPH L PARK DBA FINDERBINDER	102360	175.00
02/08/2017	INFG--INFOUSA MARKETING INC DBA INFOGROUP LIBRARY DIVISION	102357	3,015.00
02/08/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	102353	4,827.78
02/08/2017	BRILL--BRILLIANCE PUBLISHING INC	102332	359.87
02/08/2017	V000569--REPUBLIC SERVICES - WA	103900030001905	41.42
02/08/2017	V000566--REPUBLIC SERVICES - RE	103900030001904	49.20
02/08/2017	V000563--REPUBLIC SERVICES - MC	103900030001903	99.36
02/08/2017	V000562--REPUBLIC SERVICES - ED	103900030001902	78.00
02/08/2017	V000559--REPUBLIC SERVICES - CT	103900030001901	27.40
02/08/2017	V000557--REPUBLIC SERVICES - BI	103900030001900	71.97
02/08/2017	OVERD--OVERDRIVE INC	103900030001899	32,836.43
02/08/2017	INGRU--INGRAM LIBRARY SERVICES	103900030001898	376.99
02/08/2017	INGLS--INGRAM LIBRARY SERVICES	103900030001897	426.48
02/08/2017	GALE--GALE CENGAGE LEARNING	103900030001896	5,534.70
02/08/2017	BTADU--BAKER & TAYLOR - ADULT	103900030001895	15,286.20
02/08/2017	BTSRL--BAKER & TAYLOR	103900030001894	1,467.00
02/08/2017	BTJUV--BAKER & TAYLOR	103900030001893	7,038.01
02/08/2017	BTCON--BAKER & TAYLOR	103900030001892	3,640.88
02/08/2017	V000195--EARLYCHILDHOOD LLC DBA DISCOUNT SCHOOL SUPPLY	102348	164.23
02/08/2017	AVCAF--AV CAFÉ INC	102329	272.32
02/08/2017	V000737--WESTLAKE HARDWARE	102396	96.81
02/08/2017	V000717--W W GRAINGER INC	102386	107.02
02/08/2017	V001468--THE SINGER GROUP INC	102383	36,500.00
02/08/2017	V001096--TERRY O PHELPS	102382	200.00
02/08/2017	V000632--STEVE CRAWFORD	102380	250.00
02/08/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102378	314.29
02/08/2017	V000611--SOUTHERN HARDLINES INC	102374	13.47
02/08/2017	V000583--SAMUEL RAY MOORE	102373	500.00
02/08/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102369	5.49
02/08/2017	V000309--JIM AUSTIN SALES	102359	309.33
02/08/2017	V000273--HOBBY LOBBY	102355	20.43
02/08/2017	V000245--GARCIA TIRE SERVICE INC	102351	15.00
02/08/2017	V000210--EMSCO ELECTRIC SUPPLY CO INC	102349	381.00
02/08/2017	V001528--DIANE M ANDERSON	102347	10.95
02/08/2017	V000103--CINTAS CORP	102338	557.95
02/08/2017	V001383--CADDELL & CO LLC	102335	35,437.95
02/08/2017	V001296--XEROX - NW 723390324	103900030001891	33.85
02/08/2017	V001377--XEROX - JN 723390332	103900030001890	42.19
02/08/2017	V000666--TIMOTHY JOHN SPINDLE	103900030001889	25.02
02/08/2017	V000624--STAR LIGHTING & SUPPLY	103900030001888	135.98
02/08/2017	V000596--SHAWVER & SON INC	103900030001887	704.72
02/08/2017	V001284--SARAH PETERSON	103900030001886	346.50
02/08/2017	V000954--SANDRA LEA LANHAM	103900030001885	20.28
02/08/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030001884	2,797.25
02/08/2017	V000472--OKLAHOMA BUILDING SERVICES INC	103900030001883	59,579.05
02/08/2017	V000862--NGOC NGUYEN	103900030001882	25.00
02/08/2017	V001228--MICHELE ELIZABETH GORMAN	103900030001881	1,152.04
02/08/2017	V000856--MATTHEW LOGO FALEPOUONO	103900030001880	35.00
02/08/2017	V000838--KEVIN COOK	103900030001879	1,010.53
02/08/2017	V001098--JUDITH SAVAGE	103900030001878	150.00

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02/08/2017	V000214--ENVISIONWARE INC	103900030001877	1,450.00
02/08/2017	V000806--EMILY WILLIAMS	103900030001876	31.75
02/08/2017	V001298--CHRISTOPHER POOLE	103900030001875	140.00
02/08/2017	V000102--CHRIS KENNEDY	103900030001874	1,596.25
02/08/2017	V000989--CHERYL E PERNELL	103900030001873	6.37
02/08/2017	V001043--BRIDGET WILLIAMS	103900030001872	110.42
02/08/2017	V001066--BOBBY REED	103900030001871	103.90
02/08/2017	V000053--BATTERIES PLUS BULBS	103900030001870	2.10
02/08/2017	V000780--ASHLEY WELKE	103900030001869	169.83
02/08/2017	V000774--AMY UPCHURCH	103900030001868	62.30
02/08/2017	V000672--TOWN OF LUTHER	102384	38.60
02/08/2017	V000621--STANDLEY SYSTEMS	102377	28.47
02/08/2017	V000901--SPACES INC	102376	109.80
02/08/2017	V000408--METRO MONITOR INC	102364	95.00
02/08/2017	V001414--MEGAN AUTAURO	102363	6.39
02/08/2017	V000399--MATTHEW RYAN WARD	102362	910.00
02/08/2017	V000250--GENERAL LIGHTING & SIGN SERVICES INC	102352	452.07
02/08/2017	V000707--CONSTRUCTIVE PLAYTHINGS	102345	491.21
02/08/2017	V000131--CITY OF OKLAHOMA CITY - SO	102343	366.57
02/08/2017	V000115--CITY OF HARRAH	102341	67.11
02/08/2017	V000109--CITY OF CHOCTAW - 3429	102340	64.51
02/08/2017	V000110--CITY OF CHOCTAW - 3037	102339	30.09
02/08/2017	V000083--CARL CORPORATION	102336	1,600.00
02/08/2017	V000079--C. O. T. P. A.	102334	1,600.00
02/08/2017	V000073--BRODART INC	102333	3,745.00
02/08/2017	V000062--BLACKBAUD INC	102331	315.00
02/08/2017	V000059--BHARATHI SRINIVASAN	102330	200.00
02/08/2017	V000972--STEPHANY R DOWD	103900030001867	66.66
02/08/2017	V001249--QUIPU GROUP LLC	103900030001866	5,500.00
02/08/2017	V000497--ONG - WA	103900030001865	231.30
02/08/2017	V000495--ONG - LU	103900030001864	98.36
02/08/2017	V001415--LAUREN TENNISON	103900030001863	728.57
02/08/2017	V000825--JOHN WOOD	103900030001862	35.00
02/08/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030001861	958.50
02/08/2017	V000099--CHICKASAW TELECOM INC	103900030001860	15.50
02/08/2017	V000716--W M CORP DBA BEYOND TECHNOLOGY	103900030001859	1,503.44
02/08/2017	V000673--TRAK 1 TECHNOLOGY INC	103900030001858	48.84
02/08/2017	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030001857	135.00
02/08/2017	V000310--JIMMY WELCH	103900030001856	3,000.00
02/08/2017	V000054--BAYSCAN TECHNOLOGIES LLC	103900030001855	38,878.00
02/08/2017	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	102395	63.66
02/08/2017	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	102394	132.26
02/08/2017	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	102393	109.15
02/08/2017	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	102392	146.86
02/08/2017	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	102391	214.50
02/08/2017	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	102390	51.87
02/08/2017	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	102389	63.66
02/08/2017	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	102388	63.66
02/08/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	102350	9,573.91
02/08/2017	V000487--ONG - MC	103900030001854	694.57
02/08/2017	V000461--O G & E - SO	103900030001853	1,243.82
02/08/2017	V000454--O G & E - JN	103900030001852	227.95
02/08/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030001851	50.00
02/08/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030001850	98.50
02/13/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER-SHIP	Voided - 102088	(3,088.00)
02/15/2017	V000858--MEGHAN ATTALLA	103900030002010	100.00
02/15/2017	V001527--WINSUPPLY OF OKLAHOMA CITY CO	102456	225.25
02/15/2017	V000274--HOME DEPOT CREDIT SERVICES	102420	41.02
02/15/2017	V000393--MARK D VANCE	103900030002009	35.00
02/15/2017	V000372--LOCKE SUPPLY CO	103900030002008	182.95
02/15/2017	V000424--MOTION PICTURE LICENSING CORPORATION	102433	688.88
02/15/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	102436	102.00
02/15/2017	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	103900030002007	12,053.96
02/15/2017	V001264--3BRANCH PRODUCTS INC.	103900030002006	4,152.00
02/15/2017	V000919--TERESA L THOM	103900030002005	50.00
02/15/2017	V000073--BRODART INC	102403	20.94
02/15/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102453	500.41

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02/15/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	102451	239.09
02/15/2017	RCDBK--RECORDED BOOKS INC	102439	2,192.06
02/15/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102465	7,019.93
02/15/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102430	1,949.94
02/15/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102464	11,539.80
02/15/2017	V000398--MASS MUTUAL FINANCIAL GROUP	102427	20.00
02/15/2017	V000287--INDEPENDENT STATIONERS	102422	131.44
02/15/2017	V000151--COX COMMUNICATIONS INC 001 6111 029855802	102411	65.92
02/15/2017	V000152--COX COMMUNICATIONS INC 001 6110 029711502	102410	67.53
02/15/2017	V000148--COX COMMUNICATIONS 002 6110 052139601	102409	784.68
02/15/2017	V000095--CHASE CARDMEMBER SERVICE	102461	15,310.67
02/15/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102460	6,779.56
02/15/2017	V000050--BANK OF OKLAHOMA	102458	5,801.76
02/15/2017	V000015--AMAZON	102398	186.41
02/15/2017	V000009--ADMINISTRATIVE SERVICES	102397	1,606.55
02/15/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002004	660.90
02/15/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002003	3,523.12
02/15/2017	FINDW--FINDAWAY WORLD LLC	103900030002002	20,897.63
02/15/2017	V000720--WALMART COMMUNITY/GEGRB	102455	512.47
02/15/2017	V001268--SHORTT DOGG ENTERTAINMENT	102442	2,000.00
02/15/2017	MIDTP--MIDWEST TAPE	102431	507.88
02/15/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	102463	19,353.14
02/15/2017	V000136--CLEAR CHANNEL AIRPORTS	102462	13,460.18
02/15/2017	V001522--BOYCE INDUSTRIES INC DBA SIGNLINK	102459	26,117.41
02/15/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER-SHIP	102400	380.00
02/15/2017	V000021--AMERICAN EXPRESS COMPANY	102399	348.99
02/15/2017	V000637--SUMMIT MAILING SYSTEMS INC	103900030002001	487.75
02/15/2017	V000603--SMITHKOR INVESTMENTS LLC	103900030002000	7,610.85
02/15/2017	OVERD--OVERDRIVE INC	103900030001999	5,407.80
02/15/2017	INFOL--INFOBASE LEARNING	103900030001998	55,215.68
02/15/2017	BTADU--BAKER & TAYLOR - ADULT	103900030001997	14,992.43
02/15/2017	BTRSH--BAKER & TAYLOR	103900030001996	1,164.30
02/15/2017	BTCON--BAKER & TAYLOR	103900030001995	149.12
02/15/2017	BTSRL--BAKER & TAYLOR	103900030001994	158.54
02/15/2017	BTJUV--BAKER & TAYLOR	103900030001993	16,222.20
02/15/2017	BTEN--BAKER & TAYLOR	103900030001992	7,124.10
02/15/2017	V000711--VERITIV OPERATING COMPANY	102454	3,350.40
02/15/2017	V000696--UNUM LIFE INSURANCE COMPANY OF AMERICA	102466	7,960.39
02/15/2017	V000691--UNITED PARCEL SERVICE	102452	424.71
02/15/2017	V000663--THYSSENKRUPP ELEVATOR CORP	102450	2,011.36
02/15/2017	V000658--THE OKLAHOMAN	102449	295.00
02/15/2017	V000657--THE MEADOWS CENTER FOR OPPORTUNITY INC	102448	45.00
02/15/2017	V001540--BECCA THULIN	102402	40.80
02/15/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102446	246.49
02/15/2017	V000616--SPECIALTY ROLL PRODUCTS INC	102444	467.77
02/15/2017	V000590--SCHOOLHOUSE OUTFITTERS LLC DBA SCHOOL OUTFITTERS	102441	1,073.31
02/15/2017	V000580--SABRE TECHNOLOGIES INC	102440	94.00
02/15/2017	PERRY--PERRY PUBLISHING COMPANY DBA THE BLACK CHRONICLE	102438	2,500.00
02/15/2017	OYATE--OYATE	102437	1,747.94
02/15/2017	MORN--MORNINGSTAR	102432	185.00
02/15/2017	V000408--METRO MONITOR INC	102429	95.00
02/15/2017	V000470--KOCO-TV	102426	3,616.00
02/15/2017	V000341--KEYSTONE LABELS LLC	102424	386.40
02/15/2017	V000287--INDEPENDENT STATIONERS	102421	1,477.53
02/15/2017	V000273--HOBBY LOBBY	102419	168.00
02/15/2017	V000267--RIGHT A WAY INC DBA HARVEY SALES	102418	136.05
02/15/2017	V000244--GAIL C INGRAM DBA NOBEL COUNTY YARNS ETC	102417	25.00
02/15/2017	FCBKS--FULL CIRCLE BOOKSTORE	102416	320.00
02/15/2017	V000241--FUELMAN OF MID-AMERICA	102415	2,338.11

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02/15/2017	V000218--EVANS HARDWARE	102413	11.34
02/15/2017	V000142--CONTRACTORS SUPPLY CO	102408	8.40
02/15/2017	V001538--ARLENIA A BILLINGSLEA	102401	22.90
02/15/2017	V000741--WORTH HYDROCHEM OF OKLA INC	103900030001991	95.00
02/15/2017	V001175--WILLIAM FRETZ	103900030001990	540.00
02/15/2017	V001530--VIDCRUITER INC	103900030001989	4,500.00
02/15/2017	V000649--TECH LOCK INC	103900030001988	9.00
02/15/2017	V000624--STAR LIGHTING & SUPPLY	103900030001987	235.49
02/15/2017	V000596--SHAWVER & SON INC	103900030001986	795.00
02/15/2017	V000868--RANDY WAYLAND	103900030001985	248.74
02/15/2017	V000527--PETE ROBERSON	103900030001984	35.00
02/15/2017	V000499--ONG - DN	103900030001983	31.51
02/15/2017	V000462--O G & E - STORAGE	103900030001982	130.39
02/15/2017	V000460--O G & E - SERVICE CENTER	103900030001981	1,509.53
02/15/2017	V000456--O G & E - MC	103900030001980	4,327.63
02/15/2017	V000449--O G & E - BI	103900030001979	2,315.97
02/15/2017	MUNIC--MUNICIPAL CODE CORPORATION	103900030001978	110.24
02/15/2017	V000405--MELODY A KELLOGG	103900030001977	222.43
02/15/2017	V000384--MAINTENANCE CONNECTION INC	103900030001976	396.00
02/15/2017	V001177--KELCEY WAYNE FRAZIER	103900030001975	1,845.00
02/15/2017	V000333--KAY L BAUMAN	103900030001974	193.21
02/15/2017	V000833--KATHRYN HATFIELD	103900030001973	147.43
02/15/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030001972	50.00
02/15/2017	V001173--HEATHER ANN WILLIAMS	103900030001971	1,080.00
02/15/2017	V001238--GLORIA GOMEZ	103900030001970	540.00
02/15/2017	V001176--GLENN R BENNETT	103900030001969	1,440.00
02/15/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030001968	958.50
02/15/2017	V000806--EMILY WILLIAMS	103900030001967	248.39
02/15/2017	V000199--EDITH D DANIEL	103900030001966	75.00
02/15/2017	V000102--CHRIS KENNEDY	103900030001965	123.67
02/15/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030001964	945.00
02/15/2017	V000080--CAMERON SMITH	103900030001963	65.00
02/15/2017	V001324--CHRISTINA WINKLE	103900030001962	30.24
02/15/2017	V001097--ARCHER ADVISING	103900030001961	4,800.00
02/15/2017	ACCUI--ACCUITY INC	103900030001960	1,577.00
02/15/2017	V001537--ZACHARY G GLEASON	102457	22.00
02/15/2017	V000651--TEEN INK	102447	215.00
02/15/2017	V001534--STACY D SCHRADER	102445	51.95
02/15/2017	V000612--SOUTHERN TIRE MART	102443	609.40
02/15/2017	V000476--OKLAHOMA CITY POLICE DEPT	102435	51.00
02/15/2017	V001533--NATALIE RISLEY	102434	7.00
02/15/2017	V000400--MAURICE JOHNSON MUSIC INC	102428	200.00
02/15/2017	V001536--KIKISHA K FRANKLIN	102425	14.95
02/15/2017	V001532--JAMES CAMERON FERGUSON	102423	25.95
02/15/2017	V000223--FEDERAL CORPORATION	102414	69.95
02/15/2017	V000213--ENGINEERED EQUIPMENT INC	102412	144.24
02/15/2017	V000121--CITY OF OKLAHOMA CITY - VI	102407	266.42
02/15/2017	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	102406	256.58
02/15/2017	V000122--CITY OF OKLAHOMA CITY - RE	102405	412.62
02/15/2017	V000124--CITY OF OKLAHOMA CITY - BI	102404	197.13
02/15/2017	V000871--RISA SARGENT	103900030001959	10.00
02/15/2017	V000846--LINDSAY JONES	103900030001958	1,661.04
02/15/2017	V001441--LATOYA RENEE TILLIS	103900030001957	200.00
02/15/2017	V000788--CHRISTOPHER STOFEL	103900030001956	179.35
02/16/2017	V001530--VIDCRUITER INC	Voided - 103900030001989	(4,500.00)
02/22/2017	V000652--TEMPLO DE ALABANZA	102501	1,500.00
02/22/2017	V001550--JADEN M EDDY	102490	43.00
02/22/2017	V000239--FRIENDS OF LIBRARIES IN OKLAHOMA (FOLIO)	102485	10.00
02/22/2017	V000062--BLACKBAUD INC	102473	157.50
02/22/2017	V000015--AMAZON	102469	233.29
02/22/2017	V000919--TERESA L THOM	103900030002052	50.00
02/22/2017	V000988--PAULA K PENROD	103900030002051	52.88
02/22/2017	V000187--DEMCO INC	103900030002050	22,623.84
02/22/2017	V000720--WALMART COMMUNITY/GECRB	102506	97.69
02/22/2017	V000150--COX COMMUNICATIONS INC 501 6111 053365701	102483	6.81
02/22/2017	V000149--COX COMMUNICATIONS INC 501 6110 029112202	102482	6.13
02/22/2017	V000095--CHASE CARDMEMBER SERVICE	102478	879.60

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Date	Payee	Document No	Amount
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02/22/2017	V001544--LYRISIS	102493	833.33
02/22/2017	V001186--LAURA FRANKLIN	102492	200.00
02/22/2017	V000287--INDEPENDENT STATIONERS	102489	358.48
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02/22/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE	102509	198,323.05

Location: MetroLibrary--Metropolitan Library Commission of Okla
Metropolitan Library Commission of Okla Co
Check Register

Date	Payee	Document No	Amount
	FUND		
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02/22/2017	V000620--STANDARD PRINTING COMPANY INCORPORATED	103900030002015	2,391.75
02/22/2017	V000486--ONG - BI	103900030002014	514.89
02/22/2017	V000458--O G & E - NW	103900030002013	2,939.24
02/22/2017	V000321--JONITA WHITE	103900030002012	8.50
02/22/2017	V000099--CHICKASAW TELECOM INC	103900030002011	14,800.00
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02/28/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	102565	1,073.60
02/28/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102564	500.41
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02/28/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102561	1,955.61
02/28/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102560	35,472.80
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02/28/2017	V000372--LOCKE SUPPLY CO	103900030002128	26.66
02/28/2017	V000053--BATTERIES PLUS BULBS	103900030002127	109.80
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02/28/2017	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	102549	214.50
02/28/2017	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	102548	51.87
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02/28/2017	V000274--HOME DEPOT CREDIT SERVICES	102527	220.50
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02/28/2017	V000129--CITY OF OKLAHOMA CITY - CH	102520	97.05
02/28/2017	V000130--CITY OF OKLAHOMA CITY - AL	102519	45.52
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02/28/2017	V000869--REBECCA FESLER	103900030002124	47.99
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Location: MetroLibrary--Metropolitan Library Commission of Ok Co
Metropolitan Library Commission of Ok Co
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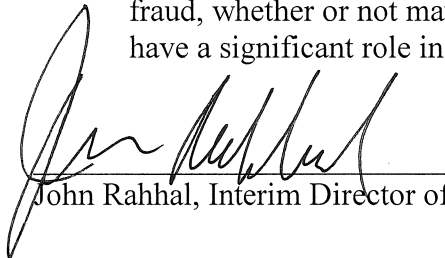
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Location: MetroLibrary--Metropolitan Library Commission of Ok Co
Metropolitan Library Commission of Ok Co
Check Register

Date	Payee	Document No	Amount
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02/28/2017	V000317--JOHN L HILBERT	103900030002064	256.41
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02/28/2017	V000194--EALES ELECTRONICS CORP	103900030002062	50.00
02/28/2017	V000183--DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	103900030002061	5,000.00
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02/28/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002059	391.30
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02/28/2017	V000781--BARBARA BEASLEY	103900030002055	67.21
02/28/2017	V001553--ASHLEY HANNE	103900030002054	200.00
02/28/2017	V000012--ALBERT BROWN	103900030002053	70.00
	Total for General Account		<u>1,850,611.66</u>

I, John Rahhal, certify that:

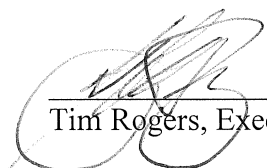
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


John Rahhal, Interim Director of Finance and Business

3/7/17 Date

I, Tim Rogers, certify that:

1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered by these reports;
3. Based on my knowledge, the financial statements and other financial information included in these monthly reports, fairly present in all material respects the financial condition and results of operations as of, and for, the period presented;
4. The Library's other certifying officer and I have disclosed to the Board of Commissioners all significant deficiencies and material weaknesses in the design or operation of internal controls over financial reporting; and have disclosed any fraud, whether or not material, that involves management or other employees who have a significant role in financial reporting.


Tim Rogers, Executive Director

3/7/2017 Date

REPORT AND RECOMMENDATION FROM ADMINISTRATION

Summer Reading Fine Waivers

As part of the Summer Reading program, staff would like to continue a \$6.00 Fine Waiver coupon program to be awarded when a participant completes 10 hours of reading (600 minutes) and another fine waiver after completing 20 hours of reading (an additional 600 minutes, for a total of 1200 minutes). The purpose of the fine waiver is to encourage reading by giving an option to 'read down' their fines. The fine waiver is a one-time use on one library account valid through September 30, 2017 and may only be used for overdue fines. They are not applicable for Lost/Damaged items. Staff and Commission members are not eligible for this coupon.

During the 2016 Summer Reading program, the fine waiver resulted in the following:

- 3,420 members earned one fine waiver while 6,459 earned two fine waivers.
- 4,474 coupons were redeemed, resulting in the waiver of \$25,650 in overdue fines.
- The fines waived averaged \$5.73 per coupon.

Our goal for 2017 Summer Reading is to increase participation by 9%. With that increase we could see 5,383 coupons redeemed for a total value of \$30,860 in overdue fines waived.

ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:

That the Commission approve the use of a \$6.00 Fine Waiver coupon to Summer Reading 2017 participants that complete goal 1 and another fine waiver coupon for participants that complete goal 2.

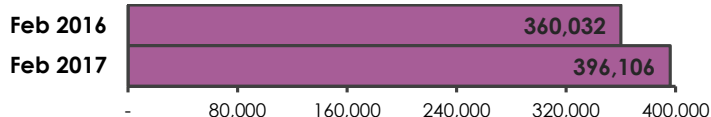
Metropolitan Library System

Usage Summary

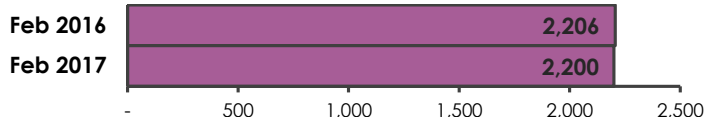
Month of February¹

FY2016-2017

Registered Members



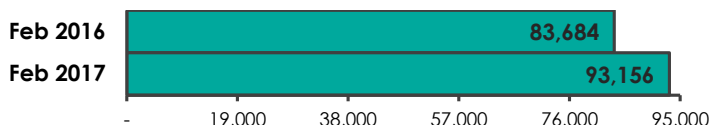
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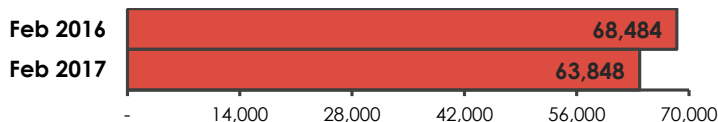
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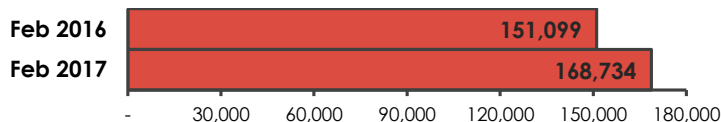
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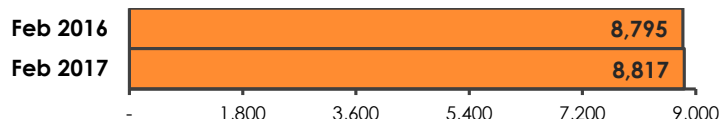
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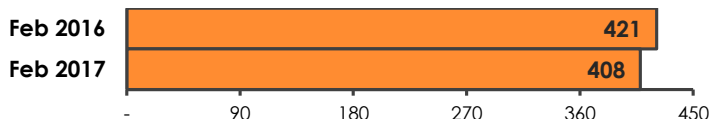
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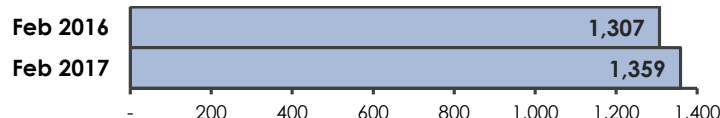
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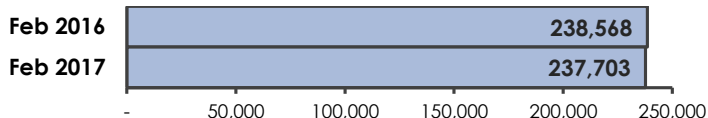
Programs



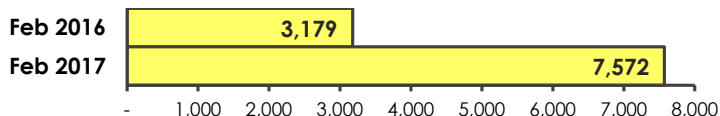
Room Reservations



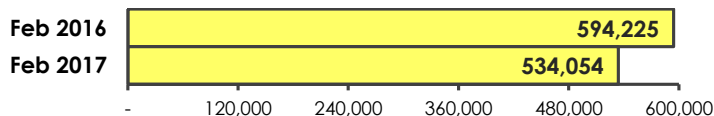
Library Visits



Social Media Interactions



Digital Sessions



1. February 2016 was a leap year.

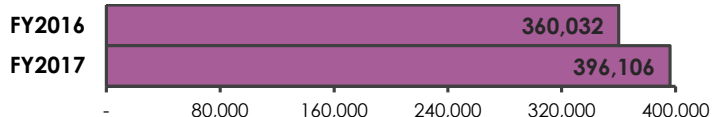
Metropolitan Library System₁

Usage Summary

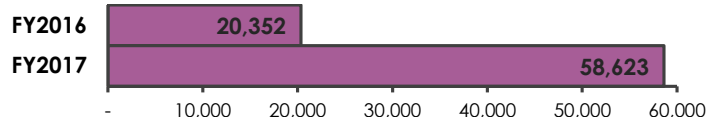
Fiscal Year-to-Date

FY2016-2017

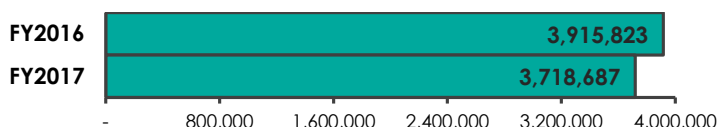
Registered Members



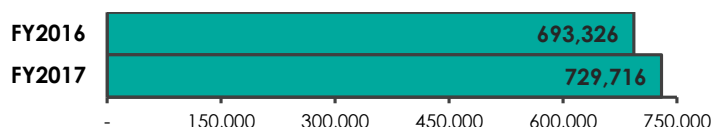
New Members



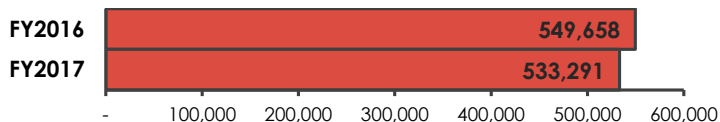
Circulation



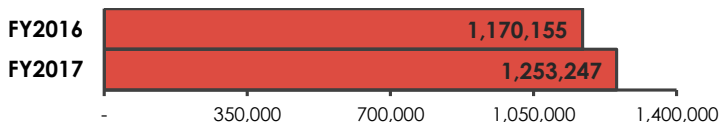
eBooks & eAudio



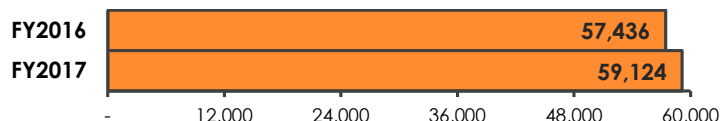
Computer Sessions



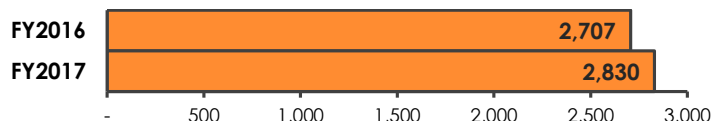
Wi-Fi Sessions



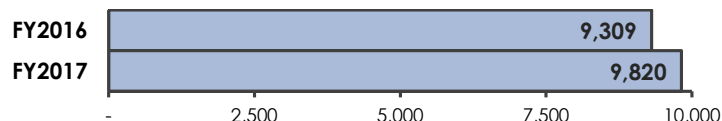
Program Attendance



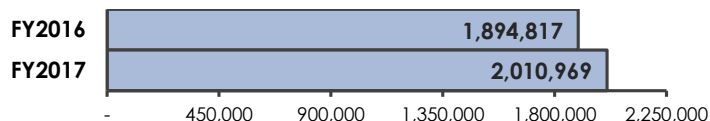
Programs



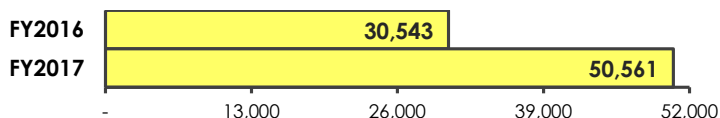
Room Reservations



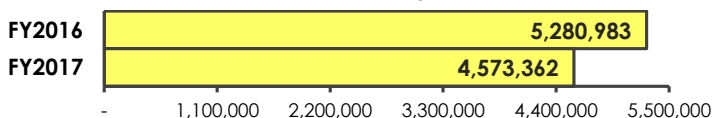
Library Visits₂



Social Media Interactions



Digital Sessions₃



1. Edmond Library closed for improvements November 7, 2016 through December 4, 2016.

2. Upgraded library visits sensors online beginning July 2016.

3. 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..."

EXECUTIVE DIRECTOR'S REPORT

MARCH 2017

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

After being closed for several weeks to relocate the collection and staff to leased space at the Deville Shopping Center (7941 NW 23rd Street), the Bethany Library reopened for business at 9am on Monday, March 6th. Our staff in Maintenance, IT, and of course the Bethany folks, worked well together to coordinate the move so that it came off without a hitch. Both members and staff are pleased with the new location and expect to see use from previously unserved patrons, as we did when Almonte was established as a temporary location during the renovation of the Southern Oaks Library.

Meanwhile, Bethany city staff have asked the architect to address a potential issue with the roof design, and we expect this to have a two-week impact on the schedule. The city also firmed up the groundbreaking ceremony, and it will be scheduled date for Saturday, July 15th. We will be getting invitations out to the Commission and other local dignitaries in future, but please mark your calendars.

- Ronald J. Norick Downtown Library

The City of Oklahoma City has notified us that they plan to begin work on the streetcar project that will run along the east side of Hudson and stop at the corner of Park and Hudson. The stop will eliminate the drive up return along Hudson, which has been less used since the street was opened for two-way traffic. Staff have already identified several alternatives to the drive-up drop. Additionally, the Rotary Fountain, which has been inoperable for the past year, will be repaired in the next few months.

- Capitol Hill Library

The exterior framing of the Capitol Hill Library is nearly complete. Wall sheathing is being applied and sealed, and the roofing is well underway. The structure of the building entrance is beginning to resemble renderings (always a sign of progress!), and the building should be "dried-in" by March 17th. Several members of the library staff were involved in the final selection of the furniture, and all continues to be on track for a substantial completion date in August 2017.

- Monument Signs – Northwest and Downtown

As you may recall, we have experienced difficulty in getting the monument signs completed for the Patience Latting Northwest Library. The contractors were able to pour the concrete footers for the sign in late February, but there was some difficulty with the process. I will update the

Commission during the March 16 meeting. Additionally, there has been a technical delay in the placement of the monument sign at the Ronald J. Norick Downtown Library. The OKC Public Works department is working with the OKC Planning department to issue a variance that would allow the sign to be installed without increasing the landscaping in front of the library. We expect to have resolution within a week.

Annual Friends of the Metro Library System Booksale

The Annual Friends of the Metropolitan Library System Booksale was a huge success again this year, bringing in a record \$256,489.20 -- an increase of \$29,400 over 2016 revenues! Of course, none of this could have been possible without the work the 1,200 volunteers who contributed more than 8,200 hours preparing more than 700,000 books for sale during the three-day sale. The proceeds come back to the Library every year, helping to pay for things like summer reading program, staff scholarships, the annual staff recognition activities, and more. The staff will work with the Friends to determine how the money should be allocated, and we will bring those proposals to the Commission as part of the budget process later this summer.

Literary Voices

With bestselling author Lisa Scottoline as the featured author for this year's Literary Voices event, the Library Endowment Trust looks forward to an evening of celebrating the Library, literature, and contributions to local literacy efforts. Joining Ms. Scottoline on the evening's list of dignitaries will be the 2017 Lee B. Brawner Award winner, Governor Bill Anoatubby of the Chickasaw Nation. As has been the recent tradition, Literary Voices will be held at the Oklahoma City Golf and Country Club on Tuesday, April 11th at 7pm. If you have not yet reserved your tickets, please call the Development Office at 606-3760, or go to <https://www.supportmls.org/ticketslv>. Also, part of the two-day affair that will mark the Literary Voices 2017, the Library Endowment Trust will again partner with OKHumanities to sponsor a free public event with Ms. Scottoline. Held at the Patience Latting Northwest Library the morning after the Literary Voices gala, Ms. Scottoline will participate in a moderated discussion entitled "Can justice be served?" with Dr. Scott LaMascus. Dr. LaMascas is the Vice President for Academic Affairs and Director of the Honors Program at Oklahoma Christian University, and the theme of the conversation will focus on ethics and justice in literature. More general information about the Literary Voices event is available at: <http://www.metrolibrary.org/literaryvoices/>.

Policy Review Update – Materials Selection/Collection Management Policies

A cross functional review committee including collection management, public services, and administrative staff recently completed the first draft of the Library's collection management policies. After posting them for comment from the entire Library staff, I will present them in March to the Commission's Public Services Committee, with the intention of bringing their recommendation to the full MLC at the April 20th meeting. The Public Services Committee responded favorably to the concepts presented to them in January, which outlined the philosophy behind the collection management's revision, and underscored the Library's core values of members first, integrity, respect, freedom to learn, learning as enjoyment, and a commitment to individual growth and organizational development. The Committee talked about the Library's ongoing commitment to intellectual inclusion which is especially necessary in the global ecosystem in which our children must learn to succeed, our businesses must grow to compete, and our communities must work together to ensure a higher quality of life for the next generations. The collection management policy revision will usher in the next chapter in the Library's how-to manual for community success, and I look forward to sharing it with you in April.

Policy Review Update – Personnel Policies

Our employment counsel, McAfee & Taft, delivered a draft revision of the Library's complete personnel policies in February. The Human Resources department is currently reviewing the document and will present its recommendations to Library Administration before taking comments from the broader Library staff. Later this spring/summer, I will present the revisions to the Commission's Administrative and Personnel Committee, and anticipate they will make a recommendation to the full Commission shortly thereafter. I also anticipate that we will issue an employee handbook based on the policies adopted by the Commission.

Library Unbound and the Alignment Project

In preparation for my overview of our Alignment Project during the Commission meeting on March 16, I wanted to reacquaint you with something I wrote last month. I hope it gives you a bit of context for our strategic plan and the realignment of resources that will accompany it this year.

As I mentioned last month, the Library's Leadership Team and I have continued to work to refine the Library Unbound strategic plan for implementation during the next fiscal year's annual planning and budgeting process. We identified three strategic priorities along with ten system-wide initiatives on which each department and library within the organization will focus for the next 1 – 3 years. These priorities and initiatives will focus our activities and energies, and will deliver increase value for the community while enabling the Library grow its market penetration and member retention. The full list of priorities and initiatives are listed below:

1. Learn Smarter. Activities in this area will build system-wide approaches to prepare our younger members for reading and learning, assist them (along with their parents and educators) in being successful in school, and enable them to comfortably move to the next stages of their lives.
 - a. Initiative: Rollout ONEcard across all Oklahoma County schools.
 - b. Initiative: Create system-wide early literacy program for children ages birth – 3, and their caregivers.
 - c. Initiative: Create system-wide homework help service for students.
2. Work Smarter. Activities in this area focus on the development of system-wide approaches that strengthen ties between the Library and the local business community by: extending services to their employees; building programs that enhance the employment opportunities for members and; enabling the establishment of small businesses using Library services.
 - a. Initiative: Create an employee account program for Oklahoma County employers.
 - b. Initiative: Develop a system-wide workforce development program (i.e., product line, service, experience) tailored to build members' skills and make them more employable/promotable.
 - c. Initiative: Develop a system-wide program (i.e., product line, service, experience) that prepares and enables entrepreneurs to launch new small businesses.
3. Live Smarter. Activities in this area focus on delivering system-wide approaches that improve the quality of our members' lives through the provision of Library products, services and experiences.
 - a. Initiative: Simplify the processes necessary to create a Library account, so that 85% of members can attain an account 24x7x365 without needing to visit a library.
 - b. Initiative: Enhance public technology to reduce our members' wait-time for applications, devices, and access to an acceptable period.

- c. Initiative: Develop a system-wide program (i.e., product line, service, experience) that enhances our members' knowledge and enjoyment of locally relevant content, services, and experiences.
- d. Initiative: Develop a system-wide program (i.e., product line, service, experience) that focuses on bringing the collection to life through presentations, discussions, and interactive events.

Because our libraries already provide resources and services that enable the community to learn, to work, and to live their lives, what is new in this plan is the focus that comes from all staff working together to create a single approach for each initiative based on best practices – the Metro Way. Instead of 19 different models for early literacy or homework help or workforce development, we will craft one best-practice-based model that will deliver results for all members, thereby enabling us to improve quality everywhere, while reducing the time, effort, and cost needed to do so. Public services staff will be better able to spend their time serving our members directly, while departmental staff will solidify the infrastructure and foundational processes that will allow each of us to deliver results that help Spark interest, Build value and engagement, and Hold our members as loyal customers for life.

This will be a big change, primarily because over the past few years we have moved away from system-wide approaches in favor of exercising creativity locally. We still need all staff to think creatively and to bring their best ideas forward, and we believe the framework offered by Library Unbound (with the priorities and initiatives listed above incorporated into it), will provide staff with a foundation on which to build our system-wide success.

To position the Library for that success, the Leadership Team recognized that our organizational structure and our current staffing model needed to change. As with any team, our expectation to win meant we needed to have the right players in the right positions, executing the right plays and performing at their shared peak. Preparing for this Alignment Project has as its singular purpose to align our staff resources to best position the Library to achieve the priorities and initiatives laid out in Library Unbound plan. Ultimately, there is no department within the Library that will be untouched by the Alignment project, but when it is complete, our staff will have greater clarity of the organization's purpose and their roles in it, a path for advancement and succession for every position, and – we believe – a more engaged and satisfied workforce.

We have made the commitment of 100% employment and no loss of salary or wages to our staff (i.e., all who are employed by the Library will have a similar/lateral-level job and their pay for that job will not be reduced). As this is not a cost cutting effort or an attempt to shed employees, this commitment will not be difficult to meet. Because of the impending classification and compensation study later this summer, we have adopted an aggressive timeline that will draw the Alignment to a close before the end of June. I plan to provide an interim report to the Commission later this spring, and will be happy to answer any question the group may have at the February meeting.

Classification and Compensation Study

We began work this past week with the Singer Group, a consulting firm specializing in projects for libraries, on the classification and compensation study and a revamping of our performance management system. Representatives from the company met with groups of managers and individual staff to assess the Library's cross functional needs and to provide an overview of the work to be done over the next 5-6 months. Company founder, Paula Singer, worked with Metro during the last class and comp study six years ago, and has also worked with Tulsa City County Library and Pioneer Library System, not to mention a number of our peer libraries, Indianapolis-Marion County Public Library (IN) and Pikes Peak Library

District (Colorado Springs, CO). Over the next few months we will be surveying other library systems and local and regional businesses to better determine the appropriate pay grades, education levels, and other requirements for every position in our classification schedule. Singer will also help design a performance management system that will focus on enhancing the strengths of our staff to ensure that we are delivering on our tactical needs while building an organization capable of accomplishing our strategic priorities. I anticipate sharing an interim and final reports with the A&P Committee and with the entire Commission in the next few months.

2. Personnel Report

New Hires & Promotions – February 2017

- Rebecca Bensinger was promoted from Library Aide P-T at the Bethany Library to Circulation Clerk F-T at the Bethany Library. Rebecca has been with the system since November 2015.
- Russell Bouseman was promoted from Circulation Clerk H-T at the Village Library to Circulation Clerk F-T at the Village Library. Russell has been with the system since September 2015.
- Donyalle High was promoted from Library Aide P-T at the Northwest Library to Circulation Clerk F-T at the Ralph Ellison Library. Donyalle has been with the system since June 2014.
- Mark Schuster was promoted from Assistant Library Manager at the Northwest Library to Interim Library Manager at the Del City Library. Mark has been with the system since October 2015.
- Julie Ballou was transferred from Regional Director at the Downtown Library to Senior Manager of Libraries at the Downtown Library. Julie has been with the system since August 1993.
- Adam Ferrari was transferred from Associate Librarian at the Community Libraries to Associate Librarian at the Downtown Library. Adam has been with the system since December 2016.
- Melody Kellogg was transferred from Regional Director at the Edmond Library to Senior Manager of Libraries at the Downtown Library. Melody has been with the system since October 2011.
- Chris Kennedy was transferred from Regional Director at the Midwest City Library to Senior Manager of Libraries at the Downtown Library. Chris has been with the system since October 2008.
- Randy Wayland was transferred from Regional Director at the Southern Oaks Library to Library Manager III at the Midwest City Library. Randy has been with the system since November 1982.
- Lauren Alexander was hired as a Library Aide P-T at the Edmond Library.
- Jenny Ancik was hired as a Library Aide P-T at the Northwest Library.
- Katelyn Haggard was hired as a Library Aide P-T at the Almonte Library.
- Mackenzie Stephens was hired as a Library Aide P-T at the Edmond Library.
- Grant Yokey was hired as an Associate Librarian at the Bethany Library.
- Saidah Yakasai was hired as an Associate Librarian H-T at the Village Library.

3. Other Items of Note

Article in the Gazette

Spotlighting our Library Unbound strategic plan, the Oklahoma Gazette wrote a very nice article tying the Metro Library to purposeful technology, community-based educational support, and innovative uses of space. I look forward to the March Commission meeting when we will present you with several pilot projects that will take each of these ideas to the next level. I also want to thank Kim Terry who worked closely with the Gazette to shape the article and getting it well placed.

Planning for the Future: Restructuring for Better Service

I was fortunate to be one of the speakers at a professional development workshop sponsored by the Oklahoma Library Association last month. Focusing on the need for libraries of all shapes and sizes to adjust their service and staffing models, the day brought together school, public, and high ed library directors and staff to discuss how each dealing with the HR, technology, training, and facilities issues

associated with staffing our organizations. I presented with Tim Miller, director of the Western Plains Library System in Clinton, and we each relayed components of our staff reorganizations plans. Attended by more than Oklahoma 35 librarians, the session (held at Patience Latting Northwest Library) was a definite success.

New Member of LYRASIS

In an attempt to continue our commitment to lowering our costs and improving professional growth and strategic organizational development, the Library System has joined the LYRASIS consortium, an Atlanta-based group offering discounts on eResources and products, digital services, and a wide range of classes and learning events. In addition to joining the consortium, Metro was invited to join the LYRASIS Leaders Circle, a new initiative created to provide member organizations with an addition tier of participation and engagement with leaders from the national and global library, museum, and archives community. As a member of the Leaders Circle, we will also be eligible to apply for special "venture" funding for pilot projects with outcomes or outputs beyond those of an individual institution. I look forward to sharing some of the opportunities and benefits of our membership in the months to come.

Away from the Library this Week

As I mentioned in this week's bullets, I will be attending the 2017 Public Library Think Tank this week in Miami, Florida. The focus of this meeting will be to help the profession shape what "literacy" means today. I will be joining Children Services Coordinator Kristin Williamson and Teen Services Coordinator Emily Williams as we discuss everything from reading readiness to digital and news literacy and how libraries should take leadership on fostering lifelong literacy and learning to improve our communities.

Signed Contracts & Agreements

<u>Date</u>	<u>Business Name</u>	<u>Service</u>	<u>Amount</u>
2/6/2017	Amigos Resource	Sharing Agreement	N/A
2/6/2017	Amigos Western Resource	Sharing Agreement	N/A
2/6/2017	OKC County Health Dept.	Partnership - Total Wellness classes	N/A
2/13/2017	SBS Service	Window Washing - Downtown	\$3,800
2/14/2017	Gardner Arts Network	Performance - The Wright Brothers	\$5,000
2/14/2017	Historygeo.com	Subscription Agreement	\$2,850
2/16/2017	MOU All Access Arts	Neighborhood Arts	\$26,666
2/22/2017	MAC Systems	Bethany - Monitoring Services	\$350 plus tax installation/\$72 plus tax monthly

Library construction expected to start this summer

Matt Montgomery
Editor

The City of Bethany has been making strides and updates on the \$8.1 million bond-approved new library and anticipates construction to begin this summer.

Bethany City Manager J.D. Cox said the city is still working with Dewberry on the 100 percent completed design of the library and will provide a completed architectural rendering once it is approved.

Bethany City Councilwoman and Bethany Library Committee Chair Arlita Harris, PhD,

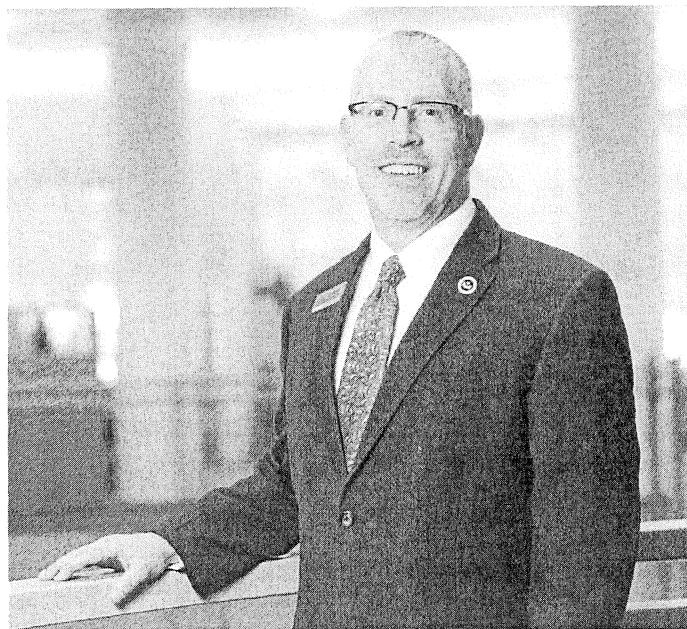
said a new library, and libraries in general, are essential to a community.

"A public library is a community's living room and resource center," Harris said. "People gather at the library to discuss ideas, participate in programs, watch movies, find recreational opportunities, learn new information, and access resources that are not available on an individual resident's budget. Losing a public library would be as devastating to a community's pride and ownership as losing a school district or a post office or a business

Please see **Library**,

Page 6

NEWS



Metropolitan Library System executive director Tim Rogers | Photo Garrett Fishbeck

Beyond stacks

Metropolitan library branches are high-tech learning centers.

By Laura Eastes

All branches of Metropolitan Library System offer free access to computers and the internet. It's the No. 1 service at more than a third of the 19 library branches located across Oklahoma County.

"Many times people are waiting one hour, two hours and as much as three hours for a computer to come open," said Tim Rogers, who recently entered his third year as the system's executive director. "Unfortunately, many of our residents in Oklahoma County do not have a computer at home or they don't have the broadband connection to do what they need to do."

Often, public libraries across the country — including those in Oklahoma County — are the only providers of free, public computer access. As the role of libraries evolves into engaged community centers, leaders like Rogers look for ways to advance popular services and reach more residents.

For instance, south Oklahoma City's Almonte Library is set to receive about a dozen laptops and a dozen Chromebooks for public in-library use. As part of a pilot program, in addition to the library's rows of public-use desktop computers, patrons may check out laptops and Chromebooks for short-term use. Rogers envisions teenagers gathered around a laptop as they work on class assignments or a parent typing on a Chromebook while keeping

an eye on their child in the children's book area. When the demand for computers is low, library staff can utilize the technology in a class setting as a teaching tool.

"We see how it lowers the wait times, and we see how people respond," Rogers said, discussing indicators of the pilot program's success. "Has it enabled us to bring more people in, and has it provided something different?"

Tech-savvy education

Decades ago, the defining role of libraries was to circulate books. Librarians touted their success by high circulation rates. As Americans move away from printed pages to digital screens, library leaders have adapted to the everchanging world by reinventing the library as more than just a place to check out books.

"We talk about reading being at the heart of what we do, but learning is really at the heart of what we do," Rogers said. "What we are looking at for the future is not to have fewer materials, but to have the right materials at the right spot."

As Rogers described the array of materials, services and programs offered, it's clear that Oklahoma County libraries have been evolving for some time. In many cases, some of the branches are no longer citadels of silence as musicians perform, children build robotics, tutors help students with homework and leaders speak about various subjects.

With a collection that includes e-books, e-magazines and e-audio books as well as access to academic journals, test prep programs and online resources like Ancestry.com, Consumer Reports and the Lynda.com software training program, patrons can utilize the library without stepping foot inside a branch.

"In 20 years, we want everyone in the community — everyone in Oklahoma County — to use the library in some way,"

Rogers said. "As a guiding philosophy, we need the library to be a different type of animal, different from when the goal was to circulate millions of books. The library is a very different place, and different from even five years ago."


Despite a recent national study by Pew Research Center that suggested library use slowing across the country, the Metropolitan Library System branch visitors grew by 754,180 between fiscal year 2014 and 2015 when there were more than 5 million individual visits.

Rogers believes diversity and richness entices most people through the doors. One such program is Reading to Dogs, in which children practice reading as therapy dogs listen. On a recent visit to The Village Library, Rogers witnessed 15 kids waiting in line to participate.

Across town at Del City Library, children gather for Science Sundays, in which librarian Joshua Jordan conducts experiments. When the tests are complete, Jordan shares titles that go into greater detail about the science behind the experiments.

While libraries have always played a role in educating children with story times and summer reading initiatives, educational programs like Reading to Dogs and Science Sundays further build a foundation for learning.

For adults, the library system provides literacy, GED, language and job skill classes. Additionally, the system can be a resource for people wanting to grow their small business, those in need of employment or those who wish to research new careers.

"We have a great community now, but we have potential that is untapped," Rogers said. "I think the library can be a huge part in tapping the untapped." 

What you'll find

Some services available at Metropolitan Library System branches:

>> **Online resources:** Ancestry.com, Consumer Reports, Lynda.com, Mango Languages, newspaper archives, academic journals and more.

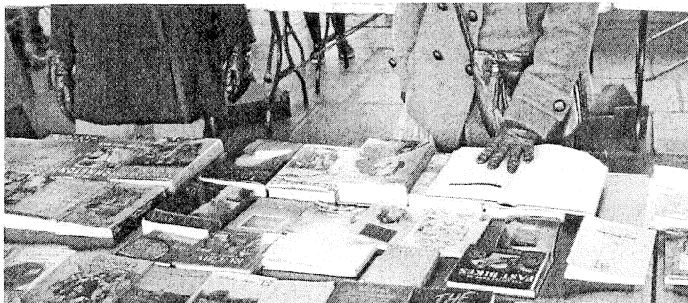
>> **School and career resources:** Resume and cover letter builder, study guides and practice tests for career- and school-related tests like GED, ACT and more.

>> **Downloads:** e-books, audio-books, music and magazines.

>> **MediaSurfers:** Check out iPads for in-library use: Almonte, Capitol Hill and Ralph Ellison.

>> **Reading to Dogs:** Almonte, Del City, Edmond, The Village, Southern Oaks.

Visit metrolibrary.org.



BOOKS

Treasure trove

The Friends of the Library sale offers thousands of tomes for the literary-minded. *By George Lang*

Friends of the Metropolitan Library System's Book Sale features thousands of books, DVDs, albums and CDs. (Photo illustration bigstock.com)

Like making doughnuts or delivering mail, preparations for Friends of the Metropolitan Library System's annual book sale never truly end. Once volunteers transfer over 200 pallets of books for the sale, which opens 5:30 p.m. Friday for its special ticketed presale for members and continues Saturday-Sunday in Oklahoma Expo Hall at State Fair Park, they start collecting books for 2018.

"There's two groups of volunteers," said Mike Arnold, a longtime event volunteer. "There's those of us here who work all year, and then we have 700 volunteers just to set up the book sale."

For literate super-consumers who buy books in volume, the annual sale is one of the most important late-winter events. Thousands converge on the fairgrounds — hand trucks, boxes and shopping carts in tow — to pick through tons of remaindered or replaced books from libraries throughout the system, along with donated books from supporters. All told, about 800,000 books, CDs, vinyl albums and DVDs — usually priced at \$1 or less — are up for grabs this year.

"You know, about anything and everything, we sell it," said Joe McReynolds, warehouse chairman and sale co-chairman. "We get everything donated to us."

Books that go up for sale undergo an arduous sorting process once they are either withdrawn from library shelves or are donated by citizens. The team examines each book for excessive wear. Water damaged, ripped spines and even heavily highlighted books are set aside for recycling.

Some are automatically rejected, such as Reader's Digest condensed books. Arnold said that they, as well as old issues of *National Geographic*, simply do not sell and are instead usually sold to bulk resellers by the pound.

Then there is the curious case of the encyclopedia. Since the advent of online research, encyclopedias are increasingly difficult to sell. Arnold, who evaluates donated encyclopedias, said they will only sell sets that are less than 10 years old and complete.

"I have all these sets, and they're incomplete, but I hold onto them and wait

to see if they come in," Arnold said.


Alternately, some sets are considered valuable enough that they will earn more if sold on Amazon than at the book sale. Arnold said he received one set of World Book 2016 encyclopedias that he was ready to price at \$250 for the sale, but after checking their value through the online retailer, he put them up on Amazon for \$600, with all proceeds going to the library.

The books that make the cut for the sale are then sorted into 33 fields of interest, with recent titles by big-name authors sectioned off as "collector's choice." Antique books are evaluated for age, quality and interest and priced separately. Once sorted, they are packed into boxes and stored at the Metropolitan Library System (MLS) warehouse at 300 NE 50th St. until the Sunday before the event.

"They run seven trucks on Sunday, bringing everything to the sale," said Heidi Port, MLS volunteer services coordinator. "And they run them all day."

For the next week, volunteers set up tables throughout the expo hall, trucking in and organizing items and preparing for the massive onslaught of literate Oklahomans ready to curl up with a good book, or maybe a hundred of them.

Guests are encouraged to arrive early for the "collector's choice" books, which are often the first to go.

"Newer ones, popular ones, better condition," said Carol McReynolds, who sorts the antique and collectors books. "Anything we think we can get more than a dollar for." 

Friends of the Library Book Sale

5:30-9 p.m. Friday, 9 a.m.-5:30 p.m. Saturday-Sunday

Oklahoma Expo Hall | State Fair Park
3001 General Pershing Blvd.

supportmls.org | 405-682-7579

Free
Friday admission is only open to
Friends of the Library members.

Jazzing things up

FROM STAFF REPORTS

"All That Jazz" was a Black History Month celebration at the Capitol Hill Library.

The Saturday event was a musical journey through Oklahoma's jazz history, presented through lectures, photographs and live performances, with a special segment on the music of Charlie Christian.



Guitarist Rocky Armstrong feels the music while performing with Shortt Dogg in front of a capacity crowd at Capitol Hill Library.



The faces of Melba Lucien, right, and Cheryl Foshee, reflect their enjoyment of the music of Shortt Dogg during a Black History Month celebration. They attend the concert with other members of the Jazzy Red Hats. [PHOTOS BY JIM BECKEL, THE OKLAHOMAN]



To watch a video about the jazz program held at Capitol Hill Library, go to oklahoman.com.

Friends of the Library 38th annual booksale is underway

Friends of the Library BOOKSALE 2017 will take place from 9 a.m. to 5:30 p.m. today and tomorrow, Feb. 25-26. BOOKSALE will be held at the Oklahoma State Fairgrounds in the Oklahoma Expo Hall and admission is free.

Posters, bookmarks and tickets have a caption reading: CARPE LIBROS — SEIZE THE BOOKS.

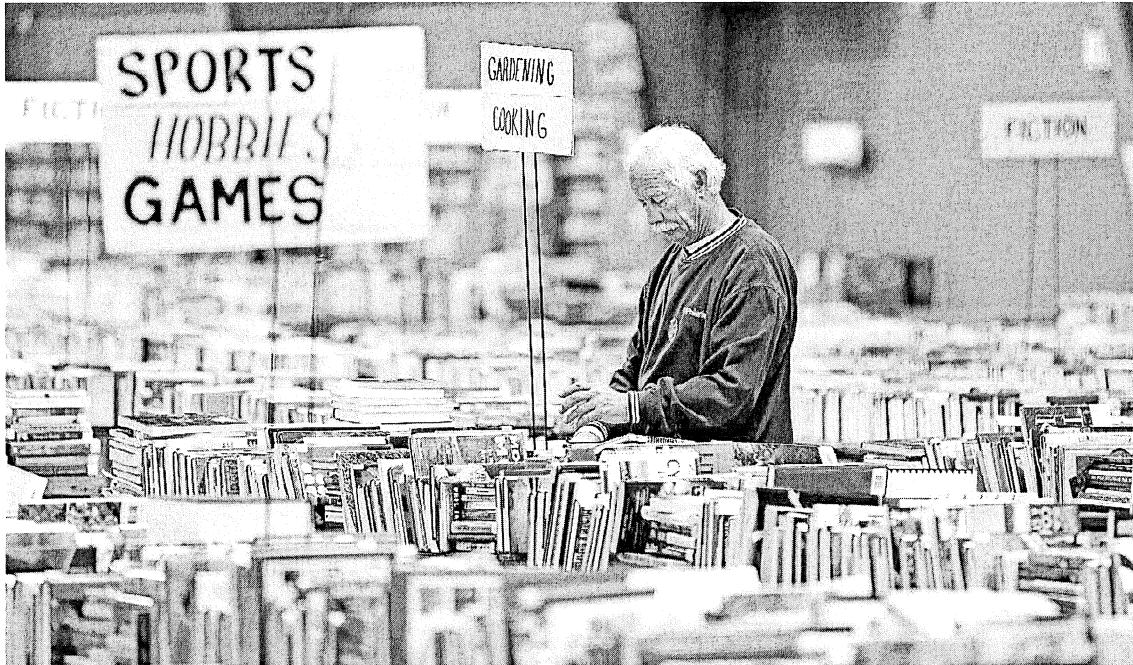
BOOKSALE will offer more than 700,000 books covering a wide range of subjects including fiction, non-fiction, cookbooks, biographies, medical, westerns, romance, children's, encyclopedias and reference books, plus a large selection of music, DVDs and audio books. All books are offered at rock-bottom prices. In the General Section hardbacks are \$1 and paperbacks and magazines are 50 cents each. In Collectors' Choice books are individually priced, most less than five dollars.

Proceeds from BOOKSALE are used to purchase items and provide services not covered by the Metropolitan Library System's budget such as additional computers, artwork, special programming, and many other needs. Over the years Friends have given more than \$4 million in grants to the Metropolitan Library System.

Co-coordinators for BOOKSALE 2017 are Friends' volunteers, Jason Wiggins, Don Dobry, Joe McReynolds and Larry Willrath. For more information or to volunteer to work at BOOKSALE navigate to website: www.mlsfriends.org. If you have any additional questions about BOOKSALE call the Friends office at 606-3763 or e-mail us to friends@metrolibrary.org.

4A SATURDAY, FEBRUARY 25, 2017

METRO | STATE



Volunteer Robbin Phillips organizes nonfiction books in preparation for this weekend's Friends of the Library book sale at State Fair Park. [PHOTOS BY PAUL HELLSTERN, THE OKLAHOMAN]

Friends of the Library book sale will be held Saturday, Sunday

The Friends of the Library book sale is from 9 a.m. to 5:30 p.m. Saturday and Sunday at the Oklahoma Expo Hall at State Fair Park, 3001 General Pershing Blvd.

More than 700,000 books including fiction, nonfiction, biographies, westerns and romance novels will be available. Hardback books in the general section are \$1, while paperbacks and magazines are 50 cents. Books in the Collectors' Choice area are individually priced, with most less than \$5.

Music, DVDs and audio books also are available. Credit and debit cards are accepted for purchases of \$20 or more. Cash and checks are accepted for any purchase.



Boxes full of books await free space on tables as preparations are made Friday for the Friends of the Library book sale.

Proceeds are used to purchase items and services not covered by the Metropolitan

Library System budget, such as additional computers, artwork and special

programming.

FROM STAFF REPORTS