



## **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

Thursday, April 20, 2017, 3:30 p.m.  
The Village Library  
10307 N. Penn  
The Village, OK 73120  
(Telephone: 755-0710)

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

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

Nancy Anthony, Chair

### **3:30 – 3:45 pm INTRODUCTIONS**

- Document #65 – Presentation of Service Certificates for Library Staff – April 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 – 3:50 pm CONSENT DOCKET (#66 - #67)**

- Document #66 – Approval of Minutes of March 16, 2017 Meeting
- Document #67 – Acceptance of Review of Expenditures for March 2017

### **3:50 – 4:05 pm COMMITTEE REPORTS**

- Document #68 – Discussion, Consideration and Possible Action: Report and Recommendations from the Public Services Committee meeting, March 27, 2016 – Judy Smith, Chair
- Document #69 – Discussion, Consideration and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board – Penny McCaleb

### **4:05 – 4:15 pm EXECUTIVE SESSION**

- Discussion, Consideration and Possible Action: Executive Session

To discuss the employment, hiring, appointment, promotion, etc., of the Chief Financial Officer pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes § 307, (B)(1)

### **4:15 – 4:20 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Document #70 – Discussion, Consideration and Possible Action: Revision to SH 110

### **4:20 – 4:40 pm STAFF REPORTS**

- Library Alignment Project – Tim Rogers and Michele Gorman
- 95% Plan for Bethany – Morgan Jones, Steve Butts, and Erin Bedford
- ReadOKC – LaVetta Dent and Meaghan Hunt-Wilson
- Document #71 – March 2017 Usage Summary
- Document #72 – Quarterly Usage Summary

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

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

#### ***NEXT COMMISSION MEETING DATE AND PLACE:***

**May 18, 2017**

**LOCATION: Southern Oaks Library, 6900 S. Walker, Oklahoma City, OK 73119**

## **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 April 2017:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
William K. Hammack, Public Computer Specialist, Northwest Library	5
Kevin R. Sendall, Extension Specialist, Community Libraries	10
Rachel B. Vance, Circulation Clerk, Southern Oaks Library	10
Keri L. Cloud, Library Aide, Edmond Library	15
Jean M. Wilburn, Circulation Clerk, Belle Isle Library	25
Clyde D. Herrod, Associate Cataloger, Cataloging	35

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

DATE: March 16, 2017

TIME: 3:30 p.m.

MEETING PLACE: Midwest City 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 Midwest City Library and Downtown Library, 300 Park Avenue, Oklahoma City, on March 14, 2017, in conformity with the Oklahoma Open Meeting Act §311.

### Commission Members

#### PRESENT:

Dr. Ann Caine, Vice Chair  
Watzell Carlson  
Bud Elder  
Cynthia Friedemann  
Helene Harpman  
Carolyn Leslie  
Penny McCaleb  
Mukesh Patel  
Hugh Rice  
Dr. Dennis Shockley  
Judy Smith  
Mary Sosa  
Beth Toland  
Sharon Voorhees  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
(Secretary)

#### EXCUSED:

Brian Alford  
Allen Coffey, Disbursing Agent  
Mick Cornett, Mayor of Oklahoma City  
Fran Cory  
Brian Maughan  
Tracy McDaniel  
Lori Nelson  
Kim Patterson  
Jim Shonts  
Susan Tucker

Estimate of general public and staff attending: 26

I. Ms. Nancy Anthony called the meeting to order at 3:33 p.m. Roll was called to establish a quorum.

Present: Caine, Carlson, Elder, Friedemann, Harpman, Leslie, McCaleb, Patel, Rice, Shockley, Smith, Sosa, Toland, Voorhees, Anthony.

II. Ms. Anthony introduced Mr. Randy Wayland, Library Manager, Midwest City Library.

Mr. Wayland welcomed the Commission to the Midwest City Library and encouraged everyone to view the art displays in the lobby. Mr. Wayland reported this month marks the 75<sup>th</sup> Year Anniversary of Tinker Airforce Base and Midwest City to which the City and the Airforce Base are celebrating throughout the year with programs and festivals including an airshow in May.

III. Ms. Anthony referred to the Presentation of Service Certificates for March 2017: Denise A. Courts, Benefits Specialist, Human Resources, 30 years of service; Jill L. Vessels, Cataloging Technician, Cataloging, 30 years of service; Denise D. Ryan, Accounting Technician, Business Office, 10 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: Abigail Miranda Griffin, Library Aide, Capitol Hill Library, five years of service; Margaret Jean Manners, Librarian, Northwest Library, five years of service; Andrea Lynnette Gaither, Tech Processor, Tech Processing, five years of service; Judith K. Bates-Newberry, Associate Librarian, Northwest Library, five years of service; Joe J. Poe, Security Officer, Security, 30 years of service.

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

V. Ms. Anthony referred to the Consent Docket: Document #61 – Approval of Minutes of February 16, 2017 Meeting; Document #62 - Acceptance of Review of Expenditures for February 2017.

Ms. Anthony called for a motion.

**Ms. Penny McCaleb moved to accept the consent docket. Ms. Helen Harpman seconded. Questions and discussion followed. Motion passed unanimously.**

VI. Ms. Anthony referred to the Recommendations from Administration: Document #63 – Discussion, Consideration and Possible Action: Summer Reading Fine Waivers.

Mr. Rogers explained the Summer Reading Fine Waivers.

Ms. Anthony called for a motion.

**Ms. Sharon Voorhees moved to 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. Ms. McCaleb seconded. Questions and discussion followed. Motion passed unanimously.**

VII. Ms. Anthony referred to Staff Reports.

Mr. Rogers presented a PowerPoint presentation highlighting the Library Alignment Project. The Alignment applies the Library's human resources to the goals of Library Unbound -- the organization's strategic plan -- and will enable the organization to achieve the ten initiatives that make up the strategic priorities: "Learn Smarter, "Work Smarter," and "Live Smarter." Rogers, along with Chief Library Officer Kay Bauman and Chief Organizational Development Officer Michele Gorman, visited every library staff group and presented an overview of the Alignment. In addition to developing an organizational succession plan, the Alignment will provide each staff person with a career path, should they desire it. Rogers mentioned that all staff were assured of continued employment and no loss in wages. The Alignment is not a downsizing or

outsourcing initiative. The project will be completed by the end of June. Questions and discussion followed.

Commission members expressed concern about the aggressive timeline of the Alignment, and cautioned the staff on how it could negatively impact the day to day operations of the libraries. Suggestions were made to address ongoing support and coaching needs in order to reduce staff stress. Ms. Anthony suggested continuing the discussion at the April 20 Commission meeting.

**VIII.** Ms. Anthony referred to Document #64 – February 2017 Usage Summary Report

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

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

Mr. Rogers reported the Trump Administration has recommended the elimination of the IMLS "Institute for Museum and Library Services" which is the funding agency that funds all federal monies to libraries. Mr. Rogers encouraged everyone to communicate with their senators and congressmen to ensure they understand how important IMLS is to all libraries in Oklahoma as he will forward to the Commission more information regarding this issue as it is received.

Mr. Rogers informed the Commission staff negotiated with the eBook vendor and Metropolitan Library System Users will have unlimited eBook and Audio downloads of Lisa Scottoline's most recent book, "Everywhere that Mary Went". The unlimited access will run from March 15 through April 15 and has already been checked out 400 times.

Mr. Rogers gave kudos to Ms. Kim Terry, Director of Marketing and Communications for securing employee passes allowing free admission for up to four people to the Oklahoma City Zoo from March 18 through April 17.


Ben Mead-Harvey, Village Library Manager has been named to the Strategic Planning Committee for The City of the Village.

Mr. Hugh Rice provided a report on the Midwest City TIF Committee.

Ms. Beth Toland thanked library staff for their support and volunteer work during the annual Friends of the Library Booksale.

**X.** The next regularly scheduled meeting will be held at The Village Library on April 20, 2017 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:45 p.m.



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Tim Rogers,  
Executive Director  
(Secretary)



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

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

**DATE:** 3/16/17

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

MARGUERITA SHAW  
**PRINT NAME**

8515 Main St. Spencer, OK  
**RESIDENCE ADDRESS/ZIP**

Oklahoma  
**COUNTY OF RESIDENCE**

[Signature]  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

(405) 219-1003 MARGUERITA.SHAW@  
**TELEPHONE** **E-MAIL** chcioke.org

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** SPENCER Community

**SELF:** \_\_\_\_\_

I ask to speak on the following Agenda Item(s) Develop a Spencer, Okla. Community Library.

I ask to speak on the topic or issue(s) of Develop a Spencer, Okla. Community Library.

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

# CITIZENS REQUEST TO SPEAK

## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

**DATE:** 3-16-17

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

Jason Lowe  
**PRINT NAME**

228 Robert S. Kerr  
**RESIDENCE: ADDRESS/ZIP**

Oklahoma County  
**COUNTY OF RESIDENCE**

[Signature]  
**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

232 8500 J  
**TELEPHONE** **E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** \_\_\_\_\_

**SELF:** Oklahoma state representative District 97

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

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

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



# CITIZENS REQUEST TO SPEAK

## THE METROPOLITAN LIBRARY COMMISSION/COMMITTEE MEETING\*

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

**DATE:** 3/16/2017

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

Michael C. Washington

**PRINT NAME**

P.O. Box 53153

**RESIDENCE: ADDRESS/ZIP**

Oklahoma

**COUNTY OF RESIDENCE**

Michael C. Washington

**SIGNATURE: NO OTHER PERSON MAY SIGN FOR YOU**

**ADDITIONAL CONTACT INFORMATION:**

405 882-6428

**TELEPHONE**

M. Washington 26@yahoo.com

**E-MAIL**

**WHO YOU ARE REPRESENTING:**

**ORGANIZATION:** Empower People Inc

**SELF:** \_\_\_\_\_

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

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

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



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

March 31, 2017

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of March 2017. For comparison, 75% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of March 2017.



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

	Year To Date 03/31/2017 <small>Current Year Balance</small>	Prior Year To Date 03/31/2016 <small>Prior Year</small>	Year To Date 03/31/2017 <small>Difference</small>
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents	8,839,261.15	6,238,675.29	2,600,585.86
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)
Accounts Receivable, Net			
Accounts Receivable	7,610.85	0.00	7,610.85
Total Accounts Receivable, Net	7,610.85	0.00	7,610.85
Total Current Assets	32,242,774.68	33,615,071.03	(1,372,296.35)
Long-term Assets	6,918,206.66	543,511.44 *	6,374,695.22
<b>Total Assets</b>	<b>39,160,981.34</b>	<b>34,158,582.47</b>	<b>5,002,398.87</b>
<b>Liabilities and Net Assets</b>			
Liabilities			
Short-term Liabilities	201,412.72	427,275.31	(225,862.59)
Total Liabilities	201,412.72	427,275.31	(225,862.59)
Net Assets			
General Fund	38,375,623.18	33,407,165.47	4,968,457.71
Special Funds	585,436.24	324,141.69	261,294.55
Total Net Assets	38,961,059.42	33,731,307.16	5,229,752.26
<b>Total Liabilities and Net Assets</b>	<b>39,162,472.14</b>	<b>34,158,582.47</b>	<b>5,003,889.67</b>

\*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 03/31/2017 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			0.000 %	23,395,902.68

Metropolitan Library Commission of Oklahoma County  
Commission Statement of Revenues  
As of March 31, 2017

	Year To Date 03/31/2017	Month To Date 03/31/2017	Year To Date 03/31/2017		Month To Date 03/31/2016	Prior Year To Date 03/31/2016
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	2,553,726.88	30,734,694.36	95.34 %	2,504,374.84	29,358,325.63
Fines	500,310.00	40,733.53	329,317.14	65.82 %	16,681.78	423,065.62
State Aid Revenue	239,154.00	0.00	123,776.00	51.76 %	0.00	132,626.00
Total Budgeted Revenue	<u>32,977,532.00</u>	<u>2,594,460.41</u>	<u>31,187,787.50</u>	<u>94.57 %</u>	<u>2,521,056.62</u>	<u>29,914,017.25</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	49,997.74	1,021,187.84	0.00 %	74,479.26	1,030,849.97
Interest Revenue	0.00	10,329.51	159,624.43	0.00 %	19,883.22	155,452.35
Lost Books	0.00	(110.80)	(998.98)	0.00 %	0.00	0.00
Room Rentals	0.00	7,490.00	57,058.75	0.00 %	0.00	0.00
Merchandise Sales	0.00	453.64	2,684.68	0.00 %	0.00	0.00
Copies	0.00	17,250.43	129,784.41	0.00 %	16,600.15	(4,048.63)
Gifts and Donations	0.00	0.00	0.00	0.00 %	(2,991.90)	99,709.81
Grant Revenue	0.00	592.00	198,438.18	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	0.00	23.64	0.00 %	17,962.98	36,003.58
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	849.66	1,049.58
Flex Benefits Revenue	0.00	0.00	0.00	0.00 %	3,668.27	3,668.27
Miscellaneous Revenue	0.00	84,590.91	95,542.07	0.00 %	16,696.76	140,158.99
Gain/Loss on Sale of FA	0.00	8,774.00	(22,223.00)	0.00 %	0.00	0.00
Interfund Transfers In	0.00	290.80	1,490.80	0.00 %	0.00	0.00
Total Not Budgeted Revenue	<u>0.00</u>	<u>179,658.23</u>	<u>1,642,612.82</u>	<u>0.00 %</u>	<u>147,148.40</u>	<u>1,462,843.92</u>
Total Revenue	<u>32,977,532.00</u>	<u>2,774,118.64</u>	<u>32,830,400.32</u>	<u>99.55 %</u>	<u>2,668,205.02</u>	<u>31,376,861.17</u>



Metropolitan Library Commission of Oklahoma County  
General Ledger Report  
For Fiscal - Current Year To Date (07/01/2016 to 03/31/2017)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	JNL	Debit	Credit	Balance
<b>4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)</b>															<b>0.00</b>
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	999	90		GEN	General Fund	2017			GJ	383,626.76		(383,626.76)
11/18/2016	11/18/2016		Ad valorem taxes 11/1 to 11/15/2016	999	90		GEN	General Fund	2017			GJ	2,357,082.62		(2,740,709.38)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	999	90		GEN	General Fund	2017			GJ	1,650,406.85		(4,391,115.23)
12/15/2016	12/15/2016		Ad valorem taxes 12-01 to 12-09	999	90		GEN	General Fund	2017			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	999	90		GEN	General Fund	2017			GJ	21.96		(6,667,094.42)
12/21/2016	12/21/2016		Ad valorem taxes 12/12/2016 to 12/16/2016	999	90		GEN	General Fund	2017			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	999	90		GEN	General Fund	2017			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	999	90		GEN	General Fund	2017			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	999	90		GEN	General Fund	2017			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	999	90		GEN	General Fund	2017			GJ	6.96		(26,678,584.95)
01/20/2017	01/20/2017		Ad valorem taxes 01/09/2017 to 01/13/2017	999	90		GEN	General Fund	2017			GJ	646,516.30		(27,325,101.25)
01/23/2017	01/23/2017		Ad valorem taxes 01/01/2017 to 01/13/2017	999	90		GEN	General Fund	2017			GJ	129,014.49		(27,454,115.74)
01/24/2017	01/24/2017		Ad valorem taxes 01/16/2017 to 01/20/17	999	90		GEN	General Fund	2017			GJ	217,117.01		(27,671,232.75)
02/03/2017	02/03/2017		Ad valorem taxes 01/23/2017 to 01/31/17	999	90		GEN	General Fund	2017			GJ	207,309.46		(27,878,542.21)
02/10/2017	02/10/2017		Ad valorem taxes 01/16/2017 to 01/31/17	999	90		GEN	General Fund	2017			GJ	7.21		(27,878,549.42)
02/23/2017	02/23/2017		Ad valorem taxes 02/01/2017 to 02/15/17	999	90		GEN	General Fund	2017			GJ	302,418.06		(28,180,967.48)
03/07/2017	03/07/2017		Ad valorem taxes 02/16/2017 to 02/28/17	999	90		GEN	General Fund	2017			GJ	205,637.22		(28,386,604.70)
03/16/2017	03/16/2017		Ad Valorem Taxes 3/1/17 to 3/10/17	999	90		GEN	General Fund	2017			GJ	535,588.13		(28,922,192.83)
03/20/2017	03/20/2017		Ad valorem taxes 3/1/17-3/15/17	999	90		GEN	General Fund	2017			GJ	40.88		(28,922,233.71)
03/28/2017	03/28/2017		Ad Valorem Taxes 3/13-3/17 2017	999	90		GEN	General Fund	2017			GJ	903,261.57		(29,825,495.28)
03/30/2017	03/30/2017		Ad Valorem Taxes 3/20-3/24 2017	999	90		GEN	General Fund	2017			GJ	909,199.08		(30,734,694.36)
<b>Totals for 4005 - Ad Valorem Tax Revenue-CY</b>													<b>0.00</b>	<b>30,734,694.36</b>	<b>(30,734,694.36)</b>
<b>4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)</b>															<b>0.00</b>
07/27/2016	07/27/2016		Ad Valorem Taxes	999	90		GEN	General Fund	2017			GJ	12,998.80		(12,998.80)
07/27/2016	07/27/2016		Ad Valorem taxes 7/1/16 to 7/15/16	999	90		GEN	General Fund	2017			GJ	68,249.52		(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes	999	90		GEN	General Fund	2017			GJ	71,272.43		(152,520.75)
08/08/2016	08/08/2016		Ad Valorem Taxes 7/18/16 to 7/29/16	999	90		GEN	General Fund	2017			GJ	83,010.08		(235,530.83)
08/19/2016	08/19/2016		Ad valorem taxes 8/1/16 to 8/15/16	999	90		GEN	General Fund	2017			GJ	139,480.90		(375,011.73)
09/14/2016	09/14/2016		Ad Valorem taxes 8/16 to 8/31	999	90		GEN	General Fund	2017			GJ	115,178.04		(490,189.77)
09/21/2016	09/21/2016		Ad valorem taxes 9/1/16 to 9/15/16	999	90		GEN	General Fund	2017			GJ	32,507.41		(522,697.18)
10/12/2016	10/12/2016		Ad valorem taxes for 9/16/16 to 9/30/16	999	90		GEN	General Fund	2017			GJ	91,709.81		(614,406.99)
10/19/2016	10/19/2016		Ad valorem taxes 10/01/2016 to 10/14/2016	999	90		GEN	General Fund	2017			GJ	664.50		(615,071.49)
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	999	90		GEN	General Fund	2017			GJ	88,959.65		(704,031.14)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	999	90		GEN	General Fund	2017			GJ	77,681.39		(781,712.53)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	999	90		GEN	General Fund	2017			GJ	3.68		(781,716.21)
01/12/2017	01/12/2017		Ad valorem taxes 12/16/2016 to 12/30/2016	999	90		GEN	General Fund	2017			GJ	97,136.59		(878,852.80)
02/10/2017	02/10/2017		Ad valorem taxes 01/16/2017 to 01/31/17	999	90		GEN	General Fund	2017			GJ	92,337.30		(971,190.10)
03/07/2017	03/07/2017		Ad valorem taxes 02/16/2017 to 02/28/17	999	90		GEN	General Fund	2017			GJ	49,916.19		(1,021,106.29)
03/20/2017	03/20/2017		Ad valorem taxes 3/1/17-3/15/17	999	90		GEN	General Fund	2017			GJ	81.55		(1,021,187.84)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>													<b>0.00</b>	<b>1,021,187.84</b>	<b>(1,021,187.84)</b>
<b>Grand Total</b>													<b>0.00</b>	<b>31,755,882.20</b>	<b>(31,755,882.20)</b>

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

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	JNL	Debit	Credit	Balance
<b>4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2015)</b>															<b>0.00</b>
11/30/2015	11/30/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	126,312.17		(126,312.17)
12/31/2015	12/31/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	7,977,280.38		(8,103,592.55)
01/31/2016	01/31/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	18,351,212.92		(26,454,805.47)
02/29/2016	02/29/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	399,145.32		(26,853,950.79)
03/31/2016	03/31/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	2,504,374.84		(29,358,325.63)
04/30/2016	04/30/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	2,950,975.54		(32,309,301.17)
05/31/2016	05/31/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	181,607.21		(32,490,908.38)
06/30/2016	06/30/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	471,993.52		(32,962,901.90)
<b>Totals for 4005 - Ad Valorem Tax Revenue-CY</b>													<b>0.00</b>	<b>32,962,901.90</b>	<b>(32,962,901.90)</b>
<b>4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2015)</b>															<b>0.00</b>
07/31/2015	07/31/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	151,174.14		(151,174.14)
08/31/2015	08/31/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	288,769.27		(439,963.41)
09/30/2015	09/30/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	109,025.15		(548,988.56)
10/31/2015	10/31/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	68,571.12		(617,559.68)
11/30/2015	11/30/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	114,610.37		(732,170.05)
12/31/2015	12/31/2015		Historical Data	999	90		GEN	General Fund	2016			HIST	71,480.60		(803,650.65)
01/31/2016	01/31/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	62,325.29		(865,975.94)
02/29/2016	02/29/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	90,394.77		(956,370.71)
03/31/2016	03/31/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	74,479.26		(1,030,849.97)
04/30/2016	04/30/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	60,811.56		(1,091,461.53)
05/31/2016	05/31/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	64,675.75		(1,156,137.28)
06/30/2016	06/30/2016		Historical Data	999	90		GEN	General Fund	2016			HIST	78,847.14		(1,234,984.42)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>													<b>0.00</b>	<b>1,234,984.42</b>	<b>(1,234,984.42)</b>
<b>Grand Total</b>													<b>0.00</b>	<b>34,197,886.32</b>	<b>(34,197,886.32)</b>



## Metropolitan Library Commission of Oklahoma County Commission Statement of Expenses

	Month Ending 03/31/2017			2017 OpBudget	Year To Date 03/31/2017 Remaining Budget
	Month	Actual YTD	% of Budget Used		
<b>Commission Expenses</b>					
Salaries and Benefits					
Salaries	1,351,860.70	13,498,920.60	74.71 %	18,067,512.00	4,568,591.40
Payroll Taxes	101,448.80	987,711.85	71.72 %	1,377,112.00	389,400.15
Benefits	292,851.98	2,732,281.85	64.11 %	4,262,017.00	1,529,735.15
Retirement	165,102.66	946,969.30	48.60 %	1,948,427.00	1,001,457.70
Total Salaries and Benefits	1,911,264.14	18,165,883.60	70.81 %	25,655,068.00	7,489,184.40
Contractual Services					
Insurance	30.00	223,509.80	72.66 %	307,599.00	84,089.20
Rent	(3,510.85)	47,200.00	86.29 %	54,700.00	7,500.00
Janitorial Services	44,075.89	349,031.02	70.41 %	495,679.00	146,647.98
Repair and Maintenance	63,039.44	357,080.09	72.95 %	489,465.00	132,384.91
Mileage and Parking	13,927.36	136,469.37	55.27 %	246,894.00	110,424.63
Travel Registration Training	3,966.65	155,586.87	61.28 %	253,900.00	98,313.13
Professional Services	16,498.11	218,966.23	49.97 %	438,215.00	219,248.77
Security Services	51,564.23	464,013.68	69.46 %	668,000.00	203,986.32
Utilities	40,970.99	756,615.35	58.67 %	1,289,716.00	533,100.65
Memberships	4,973.50	32,882.83	72.18 %	45,556.00	12,673.17
Communications	64,080.85	132,404.45	40.56 %	326,468.00	194,063.55
Other Services	592.92	186,045.76	84.64 %	219,800.00	33,754.24
Automation Services	69,690.44	701,743.95	55.48 %	1,264,865.00	563,121.05
Catalog Services	6,799.59	52,321.94	47.43 %	110,325.00	58,003.06
Total Contractual Services	376,699.12	3,813,871.34	61.40 %	6,211,182.00	2,397,310.66
Commodities					
Printing	33,198.71	107,765.09	56.87 %	189,500.00	81,734.91
Postage	18,821.34	115,179.89	44.04 %	261,546.00	146,366.11
Supplies	36,604.21	330,392.30	59.84 %	552,115.00	221,722.70
Uniforms	574.29	5,047.69	84.13 %	6,000.00	952.31
Gasoline and Oil	2,197.86	16,680.51	47.66 %	35,000.00	18,319.49
Vehicles Parts and Repairs	4,165.88	30,732.04	102.44 %	30,000.00	(732.04)
Performance Services	13,262.86	111,961.25	48.52 %	230,740.00	118,778.75
Other Commodities	2,888.43	21,426.50	4.18 %	513,100.00	491,673.50
Total Commodities	111,713.58	739,185.27	40.66 %	1,818,001.00	1,078,815.73
Books and Materials	530,124.65	3,297,293.77	56.17 %	5,869,985.00	2,572,691.23
Capital Outlays					
Furniture, Fixtures and Equipment	3,106.95	173,034.34	40.04 %	432,130.00	259,095.66
IT Equipment	17,270.81	562,328.28	67.12 %	837,742.00	275,413.72
Total Capital Outlays	20,377.76	735,362.62	57.91 %	1,269,872.00	534,509.38
Buildings					
Projects	55,690.55	441,171.37	37.51 %	1,176,000.00	734,828.63
New Construction	32,716.02	1,067,779.26	51.26 %	2,083,000.00	1,015,220.74
Total Buildings	88,406.57	1,508,950.63	46.30 %	3,259,000.00	1,750,049.37
<b>Total Commission Expenses</b>	<b>3,038,585.82</b>	<b>28,260,547.23</b>	<b>64.11 %</b>	<b>44,083,108.00</b>	<b>15,822,560.77</b>

# Metropolitan Library Commission of Oklahoma County

## Special Funds Balances

### As of March 31, 2017

	Year To Date			
	06/30/2016	03/31/2017		
	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	92,347.75	(12,347.75)
F0034--Capitol Hill iPads 2017	0.00	5,618.88	4,899.61	719.27
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	1,264.30	(250.00)
F0038--Outreach Giveaway Books 2017	0.00	15,000.00	2,131.60	12,868.40
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	152,624.38	115,848.48
Other--Other Grants (All)				
OTH0001--LET Special Grant	2,864.10	0.00	1,200.00	1,664.10
OTH0002--OCCF Village - 10	250.00	0.00	0.00	250.00
OTH0003--OCCF Harrah - 14	543.80	582.80	0.00	1,126.60
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	290.80	0.00
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	1,400.00	(1,400.00)
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--LET Staff Association Grant Fund	0.00	1,200.00	0.00	1,200.00
OTH0033--LET DN Children's Area Grant	0.00	300.00	295.97	4.03
Total Other--Other Grants (All)	62,611.79	31,682.80	10,882.39	83,412.20
Total NetAsset - Beg	162,838.47	199,928.98	163,506.77	199,260.68

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
<b>Bank: General Account - Bank of Oklahoma</b>		<b>Account No: 000185013</b>	
03/08/2017	V000737--WESTLAKE HARDWARE	102629	7.98
03/08/2017	V000720--WALMART COMMUNITY/GECRB	102628	307.23
03/08/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	102627	1,216.01
03/08/2017	V000711--VERITIV OPERATING COMPANY	102626	241.62
03/08/2017	V000703--US POSTMASTER	102625	225.00
03/08/2017	V000691--UNITED PARCEL SERVICE	102624	568.66
03/08/2017	V000672--TOWN OF LUTHER	102623	38.60
03/08/2017	V000660--THE TERMINIX INTERNATIONAL CO LP	102636	7,512.00
03/08/2017	V001289--SUSAN OWEN	102622	300.00
03/08/2017	V000633--STEVE OWENS DBA THIRD GENERATION RE-MODELING	102621	2,490.00
03/08/2017	V001563--STATE OF OKLAHOMA SECRETARY OF STATE	102620	20.00
03/08/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102619	33.59
03/08/2017	V001070--SOUTHWEST SOLUTIONS GROUP INC	102618	2,871.25
03/08/2017	V000607--SOUTH OKC CHAMBER OF COMMERCE	102617	375.00
03/08/2017	V001268--SHORTT DOGG ENTERTAINMENT	102616	1,000.00
03/08/2017	RCDBK--RECORDED BOOKS INC	102615	500.32
03/08/2017	V001566--REBEKAH MACK	102614	7.95
03/08/2017	RANHO--PENGUIN RANDOM HOUSE LLC	102613	257.50
03/08/2017	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	102612	4,575.59
03/08/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102635	205,777.55
03/08/2017	V000394--MARPRO LABEL INC	102634	7,615.00
03/08/2017	LAKLM--LAKESHORE LEARNING MATERIALS	102611	145.95
03/08/2017	V001565--KARLA POOL	102610	9.95
03/08/2017	V000296--JAMES E GARLING	102609	400.00
03/08/2017	V000274--HOME DEPOT CREDIT SERVICES	102608	2,388.73
03/08/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102633	74,662.17
03/08/2017	V000244--GAIL C INGRAM DBA NOBEL COUNTY YARNS ETC	102607	50.00
03/08/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	102631	9,991.18
03/08/2017	V000218--EVANS HARDWARE	102606	9.99
03/08/2017	V000213--ENGINEERED EQUIPMENT INC	102605	750.96
03/08/2017	V000172--DAGWELL DIXIE INC	102604	66.81
03/08/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	102603	2,268.39
03/08/2017	V000132--CITY OF THE VILLAGE	102602	91.41
03/08/2017	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	102601	36.02
03/08/2017	V000095--CHASE CARDMEMBER SERVICE	102630	9,388.65
03/08/2017	V000092--CENTRAL OKLAHOMA WINNELSON CO INC	102600	269.62
03/08/2017	CPLP--CENTER POINT LARGE PRINT	102599	2,200.14
03/08/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102598	2,071.15
03/08/2017	V000078--C & D FAUCET PARTS INC	102597	38.50
03/08/2017	V001564--BULLET LINER OF OKLAHOMA INC	102596	3,250.00
03/08/2017	V000073--BRODART INC	102595	17.12
03/08/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102594	478.25
03/08/2017	V000037--ASSOCIATED APPLIANCE SERVICE INC	102593	26.10
03/08/2017	V000015--AMAZON	102592	1,069.72
03/08/2017	V000762--XEROX- VI-722211588	103900030002233	152.88
03/08/2017	V000759--XEROX- RE-722211562	103900030002232	114.06
03/08/2017	V000758--XEROX- OUT-720607472	103900030002231	8.58
03/08/2017	V000750--XEROX -HUM-721443166	103900030002230	73.83
03/08/2017	V001375--XEROX - WR 723436820	103900030002229	34.77
03/08/2017	V000763--XEROX - WA-721443299	103900030002228	73.06
03/08/2017	V000757--XEROX - TP-720952290 LX7	103900030002227	62.93
03/08/2017	V000761--XEROX - TP-720607456	103900030002226	6.05
03/08/2017	V000760--XEROX - SO-721443257	103900030002225	123.39
03/08/2017	V001296--XEROX - NW 723390324	103900030002224	35.52
03/08/2017	V001374--XEROX - NP 723436804	103900030002223	11.77
03/08/2017	V000756--XEROX - MC-721443182	103900030002222	72.48
03/08/2017	V000755--XEROX - LU-720952290	103900030002221	14.00
03/08/2017	V001377--XEROX - JN 723390332	103900030002220	54.29
03/08/2017	V000754--XEROX - IT-720607498	103900030002219	32.01
03/08/2017	V001376--XEROX - HR 723436796	103900030002218	22.99
03/08/2017	V000753--XEROX - ED-720607530	103900030002217	43.45
03/08/2017	V001378--XEROX - DVS 720607548	103900030002216	36.26
03/08/2017	V000752--XEROX - DN3-720607522	103900030002215	19.05
03/08/2017	V000751--XEROX - DN2-721443166	103900030002214	12.45
03/08/2017	V000749--XEROX - DC-722211521	103900030002213	49.33

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
03/08/2017	V000748--XEROX - CT-721443307	103900030002212	35.96
03/08/2017	V000747--XEROX - CH-721443232	103900030002211	31.04
03/08/2017	V000746--XEROX - BI 720607548	103900030002210	33.83
03/08/2017	V000745--XEROX - BE-721443190	103900030002209	36.83
03/08/2017	V000940--VICKI ELYSE THOMPSON	103900030002208	63.13
03/08/2017	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	103900030002207	13,571.15
03/08/2017	V000667--TIMOTHY H ROGERS	103900030002206	145.84
03/08/2017	V000919--TERESA L THOM	103900030002205	50.00
03/08/2017	V000649--TECH LOCK INC	103900030002204	11.35
03/08/2017	V000639--SUSAN PIERCE	103900030002203	2,548.00
03/08/2017	V000624--STAR LIGHTING & SUPPLY	103900030002202	644.64
03/08/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002201	265.59
03/08/2017	V000602--SMC TECHNOLOGIES INC	103900030002200	437.92
03/08/2017	V000881--SHANA LANCASTER	103900030002199	10.88
03/08/2017	SHADE--SHADES OF OKLAHOMA MAGAZINE	103900030002198	15.00
03/08/2017	V000877--SALLY GRAY	103900030002197	7.71
03/08/2017	V000569--REPUBLIC SERVICES - WA	103900030002196	41.42
03/08/2017	V000568--REPUBLIC SERVICES - VI	103900030002195	117.08
03/08/2017	V000567--REPUBLIC SERVICES - SO	103900030002194	45.30
03/08/2017	V000566--REPUBLIC SERVICES - RE	103900030002193	49.20
03/08/2017	V000565--REPUBLIC SERVICES - NW	103900030002192	45.30
03/08/2017	V000564--REPUBLIC SERVICES - MTC	103900030002191	86.40
03/08/2017	V000563--REPUBLIC SERVICES - MC	103900030002190	99.36
03/08/2017	V000562--REPUBLIC SERVICES - ED	103900030002189	227.00
03/08/2017	V000561--REPUBLIC SERVICES - DN	103900030002188	83.10
03/08/2017	V000560--REPUBLIC SERVICES - DC	103900030002187	49.20
03/08/2017	V000559--REPUBLIC SERVICES - CT	103900030002186	40.80
03/08/2017	V000557--REPUBLIC SERVICES - BI	103900030002185	71.97
03/08/2017	V000556--REPUBLIC SERVICES - BE	103900030002184	52.09
03/08/2017	V000555--REPUBLIC SERVICES - AL	103900030002183	49.20
03/08/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002182	2,158.00
03/08/2017	V000865--PHILLIP BELT	103900030002181	105.00
03/08/2017	OVERD--OVERDRIVE INC	103900030002180	79,030.80
03/08/2017	V000488--ONG - NP	103900030002179	131.57
03/08/2017	V000498--ONG - CT	103900030002178	240.86
03/08/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002177	180.00
03/08/2017	V000448--O G & E - BE	103900030002176	829.30
03/08/2017	V000439--NEOFUNDS BY NEOPOST USA INC	103900030002175	5,070.00
03/08/2017	V000856--MATTHEW LOGO FALEPOUONO	103900030002174	35.00
03/08/2017	V000372--LOCKE SUPPLY CO	103900030002173	105.68
03/08/2017	V000351--KRUEGER INTERNATIONAL INC DBA KI PALLAS TEXTILES	103900030002172	4,860.00
03/08/2017	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030002171	98.66
03/08/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002170	200.00
03/08/2017	V000824--JOHN UTLEY	103900030002169	35.00
03/08/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002168	712.09
03/08/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002167	1,527.82
03/08/2017	V000812--HEATHER ZEOLI	103900030002166	172.95
03/08/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002165	4,619.18
03/08/2017	GALE--GALE CENGAGE LEARNING	103900030002164	6,927.40
03/08/2017	FINDW--FINDAWAY WORLD LLC	103900030002163	27,049.95
03/08/2017	V000187--DEMCO INC	103900030002162	735.24
03/08/2017	V000169--CURTISS RAY	103900030002161	11.67
03/08/2017	V000112--CITY OF EDMOND	103900030002160	5,214.35
03/08/2017	V000788--CHRISTOPHER STOFEL	103900030002159	198.62
03/08/2017	V000102--CHRIS KENNEDY	103900030002158	271.33
03/08/2017	V000785--CHERYLL JONES	103900030002157	35.55
03/08/2017	V001189--CHELSEE BUMANN	103900030002156	108.01
03/08/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002155	34,465.50
03/08/2017	V001043--BRIDGET WILLIAMS	103900030002154	120.32
03/08/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002153	17,793.94
03/08/2017	BTRSH--BAKER & TAYLOR	103900030002152	578.46
03/08/2017	BTSRL--BAKER & TAYLOR	103900030002151	683.04
03/08/2017	BTEN--BAKER & TAYLOR	103900030002150	6,583.22
03/08/2017	BTJUV--BAKER & TAYLOR	103900030002149	16,206.46
03/08/2017	V000699--URBAN LIBRARIES COUNCIL	102587	3,000.00
03/08/2017	V000663--THYSSENKRUPP ELEVATOR CORP	102586	2,011.36
03/08/2017	V000483--SCIENCE MUSEUM NETWORK	102583	200.00
03/08/2017	V000423--MORRISON SUPPLY COMPANY	102581	91.41
03/08/2017	V000407--MERWIN INC	102580	381.00

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Date	Payee	Document No	Amount
03/08/2017	LAKLM--LAKESHORE LEARNING MATERIALS	102579	162.24
03/08/2017	V000673--TRAK 1 TECHNOLOGY INC	103900030002148	113.96
03/08/2017	V001283--TAWNA DICKENS	103900030002147	5.40
03/08/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002146	123.00
03/08/2017	V000383--MAC FIRE SYSTEMS INC	103900030002145	25.50
03/08/2017	V000324--JULIE BALLOU	103900030002144	325.61
03/08/2017	V000827--JONATHAN WILLIS	103900030002143	63.41
03/08/2017	V000825--JOHN WOOD	103900030002142	35.00
03/08/2017	V000310--JIMMY WELCH	103900030002141	3,000.00
03/08/2017	V000928--DARCUS D SMITH	103900030002140	22.90
03/08/2017	V001531--BRING BACK THE MUSIC LTD	103900030002139	1,100.00
03/08/2017	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	102591	63.66
03/08/2017	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	102590	132.26
03/08/2017	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	102589	109.15
03/08/2017	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	102588	63.66
03/08/2017	V000652--TEMPLO DE ALABANZA	102585	1,500.00
03/08/2017	V000645--SYNERGY DATACOM SUPPLY	102584	146.71
03/08/2017	V001558--SBS SERVICE LLC	102582	3,800.00
03/08/2017	V001560--HARRIS COUNTY PUBLIC LIBRARY	102578	7.99
03/08/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	102632	11,399.45
03/08/2017	V000801--DEVIN MCGHEE	102577	14.07
03/08/2017	V000131--CITY OF OKLAHOMA CITY - SO	102576	366.57
03/08/2017	V000116--CITY OF MIDWEST CITY	102575	451.56
03/08/2017	V000115--CITY OF HARRAH	102574	70.56
03/08/2017	V000109--CITY OF CHOCTAW - 3429	102573	363.24
03/08/2017	V000110--CITY OF CHOCTAW - 3037	102572	30.09
03/08/2017	V000103--CINTAS CORP	102571	498.83
03/08/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102570	41.94
03/08/2017	BKONL--BOOKLIST ONLINE/ALA	102569	650.00
03/08/2017	APRPH--ARPHAX PUBLISHING COMPANY	102568	2,850.00
03/08/2017	V001557--ALLSTATE ELECTRICAL CONTRACTORS INC	102567	495.00
03/08/2017	V001541--REGAL PLASTIC SUPPLY COMPANY DBA RE-GAL GRAPHICS	103900030002138	35.95
03/08/2017	V001249--QUIPU GROUP LLC	103900030002137	10,209.00
03/08/2017	V000497--ONG - WA	103900030002136	138.17
03/08/2017	V000487--ONG - MC	103900030002135	265.80
03/08/2017	V000495--ONG - LU	103900030002134	84.99
03/08/2017	V000461--O G & E - SO	103900030002133	1,431.78
03/08/2017	V001078--O G & E - LU	103900030002132	234.24
03/08/2017	V000454--O G & E - JN	103900030002131	292.18
03/08/2017	V001255--IDODOLOGY INC	103900030002130	550.00
03/14/2017	V000496--ONG - BE	103900030002300	39.72
03/14/2017	V000458--O G & E - NW	103900030002299	2,752.41
03/14/2017	V001159--DESIGN + BUILD GROUP	103900030002298	450.00
03/15/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102675	500.41
03/15/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	102673	239.09
03/15/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102688	7,154.93
03/15/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102666	1,955.61
03/15/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102687	11,646.65
03/15/2017	V000273--HOBBY LOBBY	102662	57.40
03/15/2017	V000095--CHASE CARDMEMBER SERVICE	102646	3,368.14
03/15/2017	V000050--BANK OF OKLAHOMA	102682	5,826.76
03/15/2017	V000015--AMAZON	102639	2,276.41
03/15/2017	V000009--ADMINISTRATIVE SERVICES	102638	1,606.55
03/15/2017	V000053--BATTERIES PLUS BULBS	103900030002301	1,317.60
03/15/2017	V000720--WALMART COMMUNITY/GEORCB	102678	379.45
03/15/2017	V000691--UNITED PARCEL SERVICE	102674	441.65
03/15/2017	V000587--SAVANNAH DENISE MITCHELL	102671	150.00
03/15/2017	V001225--HEATHER WHITE	102661	50.00
03/15/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	102684	9,708.46
03/15/2017	V000716--W M CORP DBA BEYOND TECHNOLOGY	103900030002297	10,730.26
03/15/2017	V000596--SHAWVER & SON INC	103900030002296	550.00
03/15/2017	V000405--MELODY A KELLOGG	103900030002295	163.76
03/15/2017	V000859--MELISSA WEATHERS	103900030002294	100.00
03/15/2017	V000837--KELLY DALRYMPLE	103900030002293	60.99
03/15/2017	FINDW--FINDAWAY WORLD LLC	103900030002292	1,635.96
03/15/2017	V001531--BRING BACK THE MUSIC LTD	103900030002291	1,375.00



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Date	Payee	Document No	Amount
03/15/2017	V001553--ASHLEY HANNE	103900030002290	200.00
03/15/2017	V000775--ANDREA EMMONS	103900030002289	58.89
03/15/2017	V001568--YAYLINTHALI B. SOTELO	102681	15.00
03/15/2017	V000737--WESTLAKE HARDWARE	102680	43.42
03/15/2017	V001571--WALTER E KENDALL	102679	99.75
03/15/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	102677	3,175.57
03/15/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	102676	1,264.20
03/15/2017	V000696--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	102689	7,972.49
03/15/2017	V000900--SCOTT RICE	102672	4,119.65
03/15/2017	V000579--RUSSELL INTERIORS INC	102670	530.00
03/15/2017	V000578--RUSH TRUCK CENTERS OF OKLAHOMA INC DBA PERFECTION EQUIPMENT	102669	345.00
03/15/2017	RCDBK--RECORDED BOOKS INC	102668	1,279.73
03/15/2017	V000537--PROVANTAGE LLC	102667	54.97
03/15/2017	V000470--KOCO-TV	102686	5,406.00
03/15/2017	V000341--KEYSTONE LABELS LLC	102665	751.84
03/15/2017	V000287--INDEPENDENT STATIONERS	102664	188.70
03/15/2017	V000274--HOME DEPOT CREDIT SERVICES	102663	79.94
03/15/2017	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	102685	8,872.35
03/15/2017	FCBKS--FULL CIRCLE BOOKSTORE	102660	1,432.00
03/15/2017	V000241--FUELMAN OF MID-AMERICA	102659	2,392.45
03/15/2017	NEST--ENTERTAINMENT DIRECT LLC DBA NEST FAMILY	102658	139.64
03/15/2017	V000213--ENGINEERED EQUIPMENT INC	102657	44.23
03/15/2017	V000210--EMSCO ELECTRIC SUPPLY CO INC	102656	95.00
03/15/2017	V000172--DAGWELL DIXIE INC	102655	22.80
03/15/2017	V001570--CURTIS W SHRAP	102654	9.95
03/15/2017	V000164--COX MEDIA INC	102653	4,800.00
03/15/2017	V000147--COX COMMUNICATIONS INC	102683	6,902.55
03/15/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	102652	3,021.43
03/15/2017	V000142--CONTRACTORS SUPPLY CO	102651	117.35
03/15/2017	V000121--CITY OF OKLAHOMA CITY - VI	102650	309.99
03/15/2017	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	102649	275.18
03/15/2017	V000122--CITY OF OKLAHOMA CITY - RE	102648	412.62
03/15/2017	V000124--CITY OF OKLAHOMA CITY - BI	102647	204.14
03/15/2017	CPLP--CENTER POINT LARGE PRINT	102645	1,294.20
03/15/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102644	466.26
03/15/2017	AVCAF--AV CAFÉ INC	102643	1,659.09
03/15/2017	V000039--AT&T - 405 A07 0017 212 5	102642	2,400.78
03/15/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER-SHIP	102641	350.00
03/15/2017	V000021--AMERICAN EXPRESS COMPANY	102640	392.00
03/15/2017	V001569--ADEKUNLE OGUNBADEJO	102637	21.00
03/15/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002288	967.00
03/15/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030002287	1,712.52
03/15/2017	V001175--WILLIAM FRETZ	103900030002286	1,080.00
03/15/2017	V000738--WEWERS LLC DBA RAY THE PAINTER	103900030002285	390.00
03/15/2017	V000719--WALKER COMPANIES	103900030002284	50.00
03/15/2017	V000624--STAR LIGHTING & SUPPLY	103900030002283	140.00
03/15/2017	V001124--SHARON RILEY	103900030002282	9.52
03/15/2017	V000918--SHANNON PRIDDY	103900030002281	25.10
03/15/2017	V000592--SCOTTS PRINTING & COPYING	103900030002280	1,786.55
03/15/2017	V000877--SALLY GRAY	103900030002279	12.98
03/15/2017	V000869--REBECCA FESLER	103900030002278	16.37
03/15/2017	V000527--PETE ROBERSON	103900030002277	35.00
03/15/2017	OVERD--OVERDRIVE INC	103900030002276	54,243.65
03/15/2017	V000499--ONG - DN	103900030002275	32.36
03/15/2017	V000472--OKLAHOMA BUILDING SERVICES INC	103900030002274	30,510.89
03/15/2017	V001561--OKC IMPROV FOUNDATION	103900030002273	345.00
03/15/2017	V000462--O G & E - STORAGE	103900030002272	130.91
03/15/2017	V000460--O G & E - SERVICE CENTER	103900030002271	1,490.06
03/15/2017	V000456--O G & E - MC	103900030002270	4,267.21
03/15/2017	V000449--O G & E - BI	103900030002269	2,314.33
03/15/2017	V000384--MAINTENANCE CONNECTION INC	103900030002268	396.00
03/15/2017	V000372--LOCKE SUPPLY CO	103900030002267	81.50
03/15/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002266	20,582.92
03/15/2017	BTSRL--BAKER & TAYLOR	103900030002265	1,414.94

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Date	Payee	Document No	Amount
03/15/2017	BTRSH--BAKER & TAYLOR	103900030002264	977.76
03/15/2017	BTJUV--BAKER & TAYLOR	103900030002263	11,857.11
03/15/2017	BTEN--BAKER & TAYLOR	103900030002262	5,997.42
03/15/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	103900030002261	915.00
03/15/2017	V001177--KELCEY WAYNE FRAZIER	103900030002260	1,755.00
03/15/2017	V000333--KAY L BAUMAN	103900030002259	142.51
03/15/2017	V000297--JAMES E NIMMO	103900030002258	150.00
03/15/2017	V000288--INPRINT PUBLISHING INC DBA METROFAMILY MAGAZINE	103900030002257	1,449.00
03/15/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002256	689.45
03/15/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002255	205.83
03/15/2017	V000277--HUNZICKER BROTHERS INC	103900030002254	511.16
03/15/2017	V001173--HEATHER ANN WILLIAMS	103900030002253	810.00
03/15/2017	V001238--GLORIA GOMEZ	103900030002252	270.00
03/15/2017	V001176--GLENN R BENNETT	103900030002251	1,350.00
03/15/2017	V000253--GILLIAN KNOKE MCFALL	103900030002250	41.08
03/15/2017	V000809--ERIN BEDFORD	103900030002249	27.71
03/15/2017	V000187--DEMCO INC	103900030002248	9,267.04
03/15/2017	V000182--DEBORAH S MCPHERSON	103900030002247	100.00
03/15/2017	V000153--COX COMMUNICATIONS INC 001 6111 050756502	103900030002246	67.35
03/15/2017	V000151--COX COMMUNICATIONS INC 001 6111 029855802	103900030002245	65.92
03/15/2017	V000152--COX COMMUNICATIONS INC 001 6110 029711502	103900030002244	67.53
03/15/2017	V000148--COX COMMUNICATIONS 002 6110 052139601	103900030002243	700.48
03/15/2017	V000785--CHERYLL JONES	103900030002242	61.44
03/15/2017	V000094--CHARLES S ISAACS	103900030002241	112.84
03/15/2017	V001206--CHARLES AVERY	103900030002240	123.75
03/15/2017	V000085--CAROL L ROBERTS	103900030002239	32.69
03/15/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002238	945.00
03/15/2017	V001383--CADELL & CO LLC	103900030002237	45,774.20
03/15/2017	V001097--ARCHER ADVISING	103900030002236	985.00
03/15/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030002235	197.00
03/15/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002234	1,818.33
03/16/2017	V001402--DONYALLE HIGH	102690	770.87
03/17/2017	V001070--SOUTHWEST SOLUTIONS GROUP INC	Voided - 102500	(1,387.03)
03/20/2017	V001186--LAURA FRANKLIN	Voided - 102492	(200.00)
03/20/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	Voided - 103900030002261	(915.00)
03/22/2017	V000418--MICROSOFT CORPORATION	102713	142.45
03/22/2017	V000721--WARREN PRODUCTS INC DBA BILL WARREN OFFICE PRODUCTS AND/OR WARREN COMMERCIAL INTERIORS	102724	103.80
03/22/2017	V000691--UNITED PARCEL SERVICE	102719	506.34
03/22/2017	V001577--JENNIFER L BLAIR	102709	7.50
03/22/2017	V001578--HAJAR E GALARZA	102707	12.00
03/22/2017	V001576--GAMAGE M SAMARAWEEA	102706	11.95
03/22/2017	V000133--CITY OF WARR ACRES	102702	57.65
03/22/2017	V000127--CITY OF OKLAHOMA CITY - DN	102699	677.47
03/22/2017	V000073--BRODART INC	102695	2,720.00
03/22/2017	V000690--ULINE	103900030002362	69.75
03/22/2017	V000891--TERESA MATTHEWS	103900030002361	100.00
03/22/2017	V000620--STANDARD PRINTING COMPANY INCORPORATED	103900030002360	474.90
03/22/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002359	63.42
03/22/2017	V000957--SABRINA LITTLE AXE	103900030002358	29.95
03/22/2017	V000558--REPUBLIC SERVICES - CH	103900030002357	81.48
03/22/2017	V000494--ONG - WR	103900030002356	47.42
03/22/2017	V000493--ONG - VI	103900030002355	256.71
03/22/2017	V000491--ONG - SO	103900030002354	135.25
03/22/2017	V001060--ONG - AL	103900030002353	205.02
03/22/2017	V000970--KASANDRA L DEWBRE-BURROWS	103900030002352	79.79
03/22/2017	V000248--GELCO CLOTHING & SHOES INC	103900030002351	129.95
03/22/2017	V001531--BRING BACK THE MUSIC LTD	103900030002350	2,475.00
03/22/2017	V000467--OFFICE DEPOT	102714	76.97
03/22/2017	V001575--CLYDE J WILKENS	102703	16.95
03/22/2017	V001574--ANNA A GONSE	102693	15.00
03/22/2017	V001186--LAURA FRANKLIN	102711	300.00
03/22/2017	V000737--WESTLAKE HARDWARE	102725	48.99
03/22/2017	V000720--WALMART COMMUNITY/GEGRB	102723	87.30
03/22/2017	V000717--W W GRAINGER INC	102722	103.57

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Date	Payee	Document No	Amount
03/22/2017	V000711--VERITIV OPERATING COMPANY	102721	4,639.87
03/22/2017	RCDBK--RECORDED BOOKS INC	102716	936.39
03/22/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	102710	1,040.00
03/22/2017	V000274--HOME DEPOT CREDIT SERVICES	102708	205.33
03/22/2017	V000213--ENGINEERED EQUIPMENT INC	102705	791.64
03/22/2017	V000142--CONTRACTORS SUPPLY CO	102704	162.78
03/22/2017	CPLP--CENTER POINT LARGE PRINT	102697	388.26
03/22/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102696	184.74
03/22/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102694	64.87
03/22/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER- SHIP	102692	260.00
03/22/2017	V000015--AMAZON	102691	616.75
03/22/2017	V000919--TERESA L THOM	103900030002349	50.00
03/22/2017	V000624--STAR LIGHTING & SUPPLY	103900030002348	506.20
03/22/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002347	2,047.00
03/22/2017	OVERD--OVERDRIVE INC	103900030002346	21,486.25
03/22/2017	V000383--MAC FIRE SYSTEMS INC	103900030002345	7,806.50
03/22/2017	V000372--LOCKE SUPPLY CO	103900030002344	66.47
03/22/2017	V000317--JOHN L HILBERT	103900030002343	92.62
03/22/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002342	509.77
03/22/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002341	1,165.23
03/22/2017	V000261--H I S PAINT MFG COMPANY LLC	103900030002340	35.06
03/22/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002339	246.84
03/22/2017	FINDW--FINDAWAY WORLD LLC	103900030002338	27,537.40
03/22/2017	V000182--DEBORAH S MCPHERSON	103900030002337	10.54
03/22/2017	V000989--CHERYL E PERNELL	103900030002336	11.94
03/22/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002335	18,299.02
03/22/2017	BTSRL--BAKER & TAYLOR	103900030002334	1,632.71
03/22/2017	BTJUV--BAKER & TAYLOR	103900030002333	7,870.61
03/22/2017	BTEN--BAKER & TAYLOR	103900030002332	8,645.31
03/22/2017	BTCON--BAKER & TAYLOR	103900030002331	921.74
03/22/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002330	2,236.08
03/22/2017	V000709--VANCE HUNT & ASSOCIATES	102720	3,162.00
03/22/2017	V001573--TOPEKA AND SHAWNEE COUNTY PUBLIC LI- BRARY	102718	34.99
03/22/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102717	20.14
03/22/2017	V000526--PERFECTION TRUCK PARTS & EQUIPMENT	102715	11.60
03/22/2017	V000407--MERWIN INC	102712	357.50
03/22/2017	V000126--CITY OF OKLAHOMA CITY - WA	102701	98.65
03/22/2017	V000125--CITY OF OKLAHOMA CITY - NW	102700	305.90
03/22/2017	V000106--CITY OF BETHANY	102698	97.01
03/22/2017	V000719--WALKER COMPANIES	103900030002329	6,746.98
03/22/2017	V000667--TIMOTHY H ROGERS	103900030002328	106.00
03/22/2017	V000649--TECH LOCK INC	103900030002327	19.95
03/22/2017	V001070--SOUTHWEST SOLUTIONS GROUP INC	103900030002326	1,387.03
03/22/2017	V001194--SARA T BRUCE	103900030002325	36.00
03/22/2017	V001053--ONG - CH	103900030002324	276.77
03/22/2017	V000486--ONG - BI	103900030002323	211.18
03/22/2017	V000464--O G & E - WA	103900030002322	1,173.99
03/22/2017	V000459--O G & E - RE	103900030002321	1,817.45
03/22/2017	V000452--O G & E - DN	103900030002320	9,887.13
03/22/2017	V000447--O G & E - AL	103900030002319	771.74
03/22/2017	V001478--MONTE CAMP	103900030002318	14.07
03/22/2017	V001004--MELISSA R CLABAUGH	103900030002317	14.07
03/22/2017	V000955--MELANIE DIANE LEVICK	103900030002316	14.07
03/22/2017	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030002315	256.50
03/22/2017	V000393--MARK D VANCE	103900030002314	35.00
03/22/2017	V001008--KEVIN COLWELL	103900030002313	8.61
03/22/2017	V001447--KATHRYN HERD	103900030002312	14.07
03/22/2017	V000936--KAREN JILL STRANGE	103900030002311	14.07
03/22/2017	V000812--HEATHER ZEOLI	103900030002310	49.81
03/22/2017	V000248--GELCO CLOTHING & SHOES INC	103900030002309	139.95
03/22/2017	V000230--FIRST CALL AUTO PARTS	103900030002308	4.49
03/22/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030002307	741.24
03/22/2017	V000150--COX COMMUNICATIONS INC 501 6111 053365701	103900030002306	6.81
03/22/2017	V000149--COX COMMUNICATIONS INC 501 6110 029112202	103900030002305	6.13
03/22/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002304	8,320.00

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
03/22/2017	V001363--ANDREA GAITHER	103900030002303	14.07
03/22/2017	V000599--SIGNATURE LANDSCAPE LLC	103900030002302	8,553.35
03/29/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102771	7,154.93
03/29/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102770	1,933.24
03/29/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102769	71.23
03/29/2017	V000558--REPUBLIC SERVICES - CH	103900030002426	80.48
03/29/2017	V001559--LARRY SIEGEL DBA FRESH BREWED PRODUCTIONS	102768	5,000.00
03/29/2017	YP--YP LLC	102766	142.63
03/29/2017	V001265--YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OKLAHOMA CITY DBA YMCA OF GREATER OKLAHOMA CITY	102765	834.25
03/29/2017	V000737--WESTLAKE HARDWARE	102764	79.71
03/29/2017	V000720--WALMART COMMUNITY/GEGRB	102763	143.81
03/29/2017	V000691--UNITED PARCEL SERVICE	102762	662.71
03/29/2017	V000674--TRANE US INC	102761	1,116.78
03/29/2017	V001248--TOWN OF JONES CITY	102760	686.16
03/29/2017	TREUT--THOMSON REUTERS-WEST PUBLISHING CORP	102759	762.00
03/29/2017	CCER--THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH (C2ER)	102758	900.00
03/29/2017	V000635--STUDIO ARCHITECTURE PC	102774	8,000.00
03/29/2017	V000634--STEVE'S WHOLESALE DISTRIBUTORS INC	102757	202.18
03/29/2017	V001563--STATE OF OKLAHOMA SECRETARY OF STATE	102756	10.00
03/29/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	102773	7,047.00
03/29/2017	V000593--SCOVIL & SIDES HARDWARE CO	102755	1,677.00
03/29/2017	V000583--SAMUEL RAY MOORE	102754	500.00
03/29/2017	V001554--PROMOVO LLC	102772	8,995.74
03/29/2017	V000528--PETRA COLINDRES	102753	650.00
03/29/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102752	26.78
03/29/2017	RANHO--PENGUIN RANDOM HOUSE LLC	102751	98.25
03/29/2017	V001086--OKLAHOMA DEPARTMENT OF LIBRARIES	102750	67.82
03/29/2017	V000474--OKLAHOMA CENTER FOR THE BOOK	102749	75.00
03/29/2017	MIDTP--MIDWEST TAPE	102748	1,094.34
03/29/2017	V000356--LANDERS WINDOW & EXTERIOR CLEANING INC	102747	119.00
03/29/2017	LAKLM--LAKESHORE LEARNING MATERIALS	102746	49.99
03/29/2017	V001579--JONATHAN LINCOLN AUXIER	102745	1,750.00
03/29/2017	V000255--GLOBAL EQUIPMENT COMPANY INC DBA GLOBAL INDUSTRIAL	102744	94.00
03/29/2017	V000238--FRATES INSURANCE & RISK MANAGEMENT	102743	30.00
03/29/2017	V000227--FEY INDUSTRIES INC DBA BLACKBOURN	102742	2,737.19
03/29/2017	V000222--FASTENAL COMPANY	102741	20.53
03/29/2017	V000218--EVANS HARDWARE	102740	46.57
03/29/2017	V000186--DELL COMPUTERS	102767	7,939.77
03/29/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	102739	1,880.15
03/29/2017	V001581--COMMERCIAL GLASS AND METEIRAL INC	102738	600.00
03/29/2017	V000128--CITY OF OKLAHOMA CITY - WR	102737	64.75
03/29/2017	V000129--CITY OF OKLAHOMA CITY - CH	102736	90.04
03/29/2017	V000130--CITY OF OKLAHOMA CITY - AL	102735	45.52
03/29/2017	V000096--CHELSEA GONZALES DBA OKLAHOMA ACADEMY OF IRISH DANCE	102734	100.00
03/29/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102733	836.73
03/29/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102732	30.00
03/29/2017	BEBKS--BEST OF BOOKS	102731	180.00
03/29/2017	AVCAF--AV CAFÉ INC	102730	1,795.37
03/29/2017	V000041--AT&T 405 769 9452 412 3	102729	242.66
03/29/2017	V001065--AT&T 405 454 9479 162 3	102728	150.26
03/29/2017	AMIGO--AMIGOS LIBRARY SERVICES	102727	1,000.00
03/29/2017	V000015--AMAZON	102726	785.05
03/29/2017	V001175--WILLIAM FRETZ	103900030002425	810.00
03/29/2017	V000719--WALKER COMPANIES	103900030002424	622.20
03/29/2017	V000690--ULINE	103900030002423	363.38
03/29/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	103900030002422	140.00
03/29/2017	V000649--TECH LOCK INC	103900030002421	76.50
03/29/2017	V000637--SUMMIT MAILING SYSTEMS INC	103900030002420	481.95
03/29/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002419	22.90

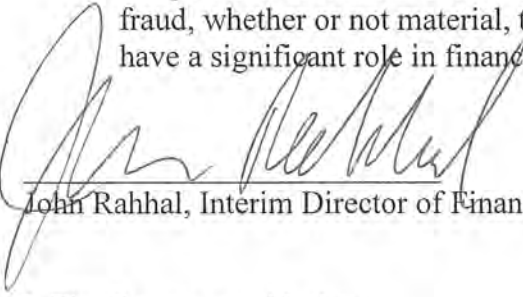


## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
03/29/2017	V000602--SMC TECHNOLOGIES INC	103900030002418	597.64
03/29/2017	V000592--SCOTTS PRINTING & COPYING	103900030002417	4,378.56
03/29/2017	V000588--SCHOLASTIC INC	103900030002416	2,959.44
03/29/2017	V000869--REBECCA FESLER	103900030002415	59.05
03/29/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002431	5,527.00
03/29/2017	V000536--PRESTON BELL	103900030002414	50.00
03/29/2017	V000520--PATTERSON MEDICAL SUPPLY DBA MEDCO SUPPLY CO	103900030002413	1,451.15
03/29/2017	OVERD--OVERDRIVE INC	103900030002430	55,992.47
03/29/2017	V000511--ORANGE BOY INC	103900030002412	3,134.95
03/29/2017	V000490--ONG - RE	103900030002411	160.49
03/29/2017	V000489--ONG - NW	103900030002410	21.54
03/29/2017	V000501--ONG - MTC 3RD ST	103900030002409	60.56
03/29/2017	V000500--ONG - HR	103900030002408	50.57
03/29/2017	V000502--ONG - 50th ST	103900030002407	330.65
03/29/2017	V000465--O G & E - WR	103900030002406	130.90
03/29/2017	V000463--O G & E - VI	103900030002405	1,144.45
03/29/2017	V000457--O G & E - NP	103900030002404	128.25
03/29/2017	V000451--O G & E - CT	103900030002403	920.31
03/29/2017	V000450--O G & E - CH #2	103900030002402	606.67
03/29/2017	V001295--O G & E - BE Temp	103900030002401	436.53
03/29/2017	V000448--O G & E - BE	103900030002400	74.38
03/29/2017	MERG--MERGENT INC	103900030002399	1,791.00
03/29/2017	V000372--LOCKE SUPPLY CO	103900030002398	296.91
03/29/2017	V001580--LAURA KESSLER	103900030002397	115.00
03/29/2017	V000844--LONDON HOLMAN	103900030002396	35.00
03/29/2017	V000842--KRISTIN WILLIAMSON	103900030002395	136.63
03/29/2017	V001177--KELCEY WAYNE FRAZIER	103900030002394	1,620.00
03/29/2017	V000831--KARA FRIED	103900030002393	100.00
03/29/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002392	150.00
03/29/2017	V000827--JONATHAN WILLIS	103900030002391	35.00
03/29/2017	V000826--JON VODKA	103900030002390	70.00
03/29/2017	V000060--BIBLIOTHECA ITG LLC	103900030002389	308.00
03/29/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002429	16,315.30
03/29/2017	BTSRL--BAKER & TAYLOR	103900030002388	1,847.76
03/29/2017	BTRSH--BAKER & TAYLOR	103900030002387	1,608.44
03/29/2017	BTJUV--BAKER & TAYLOR	103900030002428	9,731.71
03/29/2017	BTEN--BAKER & TAYLOR	103900030002386	4,123.62
03/29/2017	V000776--ANGIE WALTON	103900030002385	443.50
03/29/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002384	232.44
03/29/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002383	2,348.55
03/29/2017	V001173--HEATHER ANN WILLIAMS	103900030002382	832.50
03/29/2017	V000261--H I S PAINT MFG COMPANY LLC	103900030002381	29.72
03/29/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002380	3,832.37
03/29/2017	V001176--GLENN R BENNETT	103900030002379	877.50
03/29/2017	V000252--GEORGE PATTON ASSOC INC DBA DIS-PLAYS2GO	103900030002378	25.67
03/29/2017	GALE--GALE CENGAGE LEARNING	103900030002377	1,840.81
03/29/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002427	9,699.29
03/29/2017	V000229--FIRETROL PROTECTION SYSTEMS	103900030002376	45.00
03/29/2017	FINDW--FINDAWAY WORLD LLC	103900030002375	1,234.16
03/29/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030002374	907.38
03/29/2017	V000806--EMILY WILLIAMS	103900030002373	169.01
03/29/2017	V000194--EALES ELECTRONICS CORP	103900030002372	50.00
03/29/2017	V000798--DEBBIE ROBERTUS	103900030002371	58.86
03/29/2017	V001206--CHARLES AVERY	103900030002370	900.00
03/29/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002369	3,122.12
03/29/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002368	945.00
03/29/2017	V000782--BRITTANY MAYS	103900030002367	32.32
03/29/2017	V000774--AMY UPCHURCH	103900030002366	12.54
03/29/2017	V000925--ABOLGHASEM SIAVASHI	103900030002365	14.07
03/29/2017	V000768--ABIGAIL ELIZABETH STOUT	103900030002364	24.13
03/29/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002363	2,352.86
<b>Total for General Account</b>			<b><u>1,345,101.43</u></b>

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

4/13/17  
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

4/14/2017  
Date

## **REPORT AND RECOMMENDATIONS** **FROM THE PUBLIC SERVICES COMMITTEE**

### ***The Public Services Committee met March 27, 2017 for:***

- I.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration  
~ Revisions to Metropolitan Library System Policy and Procedure Manual
- AL 200 Library Accounts
  - AL 211 Reciprocal Cards
  - AL 310 Cardholder Responsibilities
  - AM 100 Borrowing
  - AM 120 System Reserves
  - AM 110 Delinquent/Lost/Damaged Materials
- II.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration  
~ Revisions to Metropolitan Library System Policy and Procedure Manual
- AM 310 Materials Selection
  - AM 311 Genealogy Materials
  - AM 312 Local History Collection
  - AM 313 Local History Permission to Use & Fee Schedule
  - AM 314 United States Government Documents
  - AM 331 Transfer and Withdrawal of Materials
  - AM 341 Cataloging and Classification
  - AM 342 Special Collections
  - ~~AM 200 Interlibrary Loan~~

### ***During its meeting, the Committee:***

Reviewed and discussed all items.

### **COMMISSION ACTION:**

1. To approve the recommendations from the Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AL 200 (Library Accounts), AL 211 (Reciprocal Cards), AL 310 (Cardholder Responsibilities), AM 100 (Borrowing), AM 120 (System Reserves), AM 110 (Delinquent/Lost/Damaged Materials), effective July 1, 2017.
2. To approve the recommendations from the Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AM 310 (Materials Selection), AM 311 (Genealogy Materials), AM 312 (Local History Collection), AM 313 (Local History Permission to Use & Fee Schedule), AM 314 (United States Government Documents), AM 331 (Transfer and Withdrawal of Materials), AM 341 (Cataloging and Classification), AM 342 (Special Collections), which also shall remove all previous Commission action related to the placement and labeling of library materials, effective immediately.

**METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

**PUBLIC SERVICES COMMITTEE**

**MINUTES**

Monday                      March 27, 2017                      3:30 p.m.  
   Village Library  
   10307 N. Penn  
   The Village, OK 73120  
   (405) 755-0710

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County February 23, 2017. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Village Library and the Downtown Library, 300 Park Avenue, Oklahoma City, on March 23, 2017, in conformity with the Oklahoma Open Meeting Act §311.

**COMMITTEE MEMBERS PRESENT:**

Judy Smith, Chair  
Watzell Carlson  
Bud Elder  
Carolyn Leslie  
Kim Patterson

**COMMITTEE MEMBERS EXCUSED:**

Lori Nelson

**COMMISSION MEMBERS PRESENT:**

Nancy Anthony

**ESTIMATE OF OTHERS PRESENT: 10**

I. The meeting was called to order at 3:34 p.m. by Ms. Judy Smith, Chair.

Roll was called to establish a quorum. Present: Carlson, Leslie, Patterson, Smith (Arrived: Elder, 3:45 p.m.).

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

Mr. Rogers referred to AL 200 Library Accounts. Procedural information was removed from the policy. An internet access account was added for individuals who seek public computer usage and do not have a fixed address or do not want to provide their fixed address. The internet access account will eventually replace guest passes. The cost of an annual fee card has increased from \$40/year to \$70/year to reflect the average amount service area members pay through property taxes. Questions and discussion followed.

AL 211 Reciprocal Cards and AL 310 Cardholder Responsibilities are being repealed and the contents that are not procedural have been merged into AL 200 Library Accounts.

Mr. Rogers referred to AM 100 Borrowing. The replacement card fee of \$1.00 is being proposed for elimination. Identification requirements have been reworded and the checkout limit has changed from 30 to 100 items. The checkout period is changing from 14 days to 21 days, with up to eight renewals if no one is waiting for the item. A proposed 7-day grace period for daily fines has also been added. Questions and discussion followed.

AM 120 System Reserves and AM 110 Delinquent/Lost/Damaged Materials are being repealed and merged into AM 100 Borrowing.

**Mr. Bud Elder moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 200 (Library Accounts), AL 211 (Reciprocal Cards), AL 310 (Cardholder Responsibilities) and AM 100 (Borrowing), AM 120 (System Reserves), AM 110 Delinquent/Lost/Damaged Materials). Ms. Watzell Carlson seconded. No further discussion. Motion passed unanimously.**

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

Mr. Rogers requested AM 200 Interlibrary Loan be removed from the agenda. There were some conflicts in the policy so it will be brought back at another time.

Mr. Rogers referred to AM 310 Materials Selection. Administration is recommending a full repeal of the existing policy to be replaced by a new AM 310 Collection Development and Management Policy. The proposed new policy focuses on the entire collection instead of individual collections. AM 311 Genealogy Materials, AM 312 Local History Collection, AM 313 Local History Permission to Use & Fee Schedule, AM 314 United States Government Documents, AM 331 Transfer and Withdrawal of Materials, AM 341 Cataloging and Classification, and AM 342 Special Collections are proposed for a full repeal. Specific formats have been removed from the policy to allow for future growth and accommodation of new material and format types in the future. The new policy also removes any previous shelving and labeling practices adopted by the Commission, specifically but not exclusively the Family Talk collection.

The contents of the repealed policies that are not procedural will be moved into the new AM 310 Collection Development and Management Policy.

Mr. Rogers added it's important that we recognize our role as a library, to provide a diverse collection. The new Collection Development and Management Policy provides us with an opportunity to build the collection that will serve the community.

Questions and discussion followed.

Mr. Rogers continued, the Commission's role is to set the policy for what should be included in the collection. The selection of specific items and how it is to be shelved is procedural, and should be done by library staff. The idea of having sub-collections to assist our members is good. Staff need to have the ability to create temporary collections and displays that would be of interest to the community and increase usage, they should not create collections making the materials difficult to access. Ms. Smith expressed her concerns with some materials that are currently in the Family Talk section. The purpose of the Family Talk section was to make it easier for parents to have some parental control over what their children are reading. However, Ms. Smith agreed that the decision of where materials are shelved should be made by the staff.

Ms. Nancy Anthony added the Family Talk section was a compromise. There were groups of people on both sides of the topic and the Commission felt the compromise was the best solution at the time. The library is a wonderful and safe place. The library needs to serve everyone in the community ensure everyone feels accepted here.

Ms. Smith called for a motion.

**Mr. Elder moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AM 310 (Materials Selection), AM 311 (Genealogy Materials), AM 312 (Local History Collection), AM 313 (Local History Permission to Use & Fee Schedule), AM 314 (United States Government Documents), AM 331 (Transfer and Withdrawal of Materials), AM 341 (Cataloging and Classification), and AM 342 (Special Collections), which shall also remove all previous Commission action related to the placement and labeling of library materials. Ms. Carlson seconded. No further discussion. Motion passed unanimously.**

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

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Tim Rogers, Executive Director  
(Secretary)

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **Commission Elected Candidates to the Library Endowment Trust Board**

According to the bylaws of the Library Endowment Trust, the Library Commission appoints a certain number of Trustees to the LET board.

This slate of candidates shall be presented to the Library Commission for appointment. Such slate shall be presented to the Commission prior to the last meeting of the fiscal year of the Trust to allow the appointed Commission elected Trustees to be announced at the above referenced meeting.

For your consideration, the Library Endowment Trust Board Governance Committee presents the following candidates for renewed Trustees:

Catherine Armitage  
Community Volunteer

Robert Clements  
Executive Vice-President, Clements Foods

Heather Ross  
Community Volunteer

The Library Endowment Trust Board Governance Committee also presents the following candidate for a new Trustee. Full resumes are attached:

Ron Byrne  
Senior Vice President, American Fidelity Assurance

### **COMMISSION ACTION:**

That the Commission approve the appointment of Heather Ross, Robert Clements, Ron Byrne and Catherine Armitage to the Library Endowment Trust.

<i>Board member for renewal</i>	<i>Joined</i>	<i>Term Expires</i>	<i>Area of expertise</i>
<b>Heather Ross</b> Community Volunteer	2011	2017	Fundraising

Spouse: Bob Ross

Heather is an active volunteer with her church, her children's school, the University of Oklahoma. She serves on numerous committees for various non-profit organizations.. Ms. Ross serves on the board of directors for The Kennedy Center Touring Cast and the Library Endowment Trust. Heather Ross resides in Oklahoma City with her husband, Bob, and two children, Lilly and Frank.

<i>Board member</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Ron Byrne</b> Senior Vice President American Fidelity Assurance	2017		Investments

Ron Byrne is the Senior Vice President/President of Life Division and Strategic Alliances for American Fidelity Assurance Company in Oklahoma City. He has worked with American Fidelity for over 30 years.

Mr. Byrne's civic involvement includes:

- Board Member, Big Brothers and Big Sisters
- Board Member, Center of Family Love in Okarche, OK
- Parish Council, Christ the King Church

Byrne received his BS in Math from the University of Iowa as well as his MS in Statistics. He is a member of the American Academy of Actuaries (MAAA) and a fellow of the Society of Actuaries (FSA).



<i>Board member for renewal</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Robert Clements</b> Executive Vice-President Clements Foods	2008	2017	Fundraising

Spouse: Sody Clements

Mr. Clements' civic engagement includes:

- President, Oklahoma City Rotary Club
- President, Kirkpatrick Foundation
- Board Member, United Way of Central Oklahoma
- Board Member, Regional Food Bank
- Board Member, Oklahoma City Philharmonic
- Vestry, Jr. & Sr. Warden, All Souls' Episcopal Church

Clements received a BA in economics from Dartmouth College and an MA in management from Northwestern University.

Mr. Clements is married to Sody Clements and they have two adult sons.

<i>Board member for renewal</i>	<i>Joined LET</i>	<i>Term expires</i>	<i>Area of expertise</i>
<b>Catherine Armitage</b> Community Volunteer	2014	2017	Investment

Spouse: John Armitage

Catherine Armitage is a native of North Carolina. From 1996-2000 she served as Vice-President of Decision One Mortgage. Catherine worked in the banking industry from 1983 -1996.

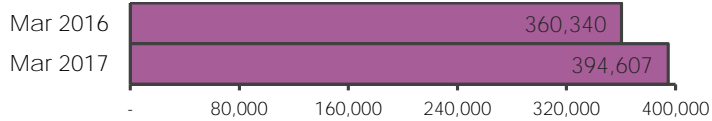
Civic service includes:

- President of the PTSA at Classen School for Advanced Studies
- Junior League of Oklahoma City
- Oklahoma Blood Institute

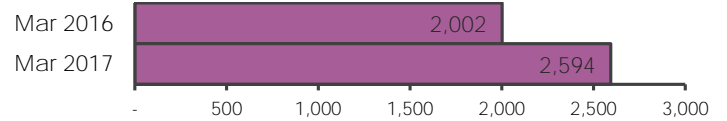
Armitage has a BA from Smith College and an MBA from the University of North Carolina.

## Metropolitan Library System Usage Summary Month of March FY2016-2017

### Registered Members



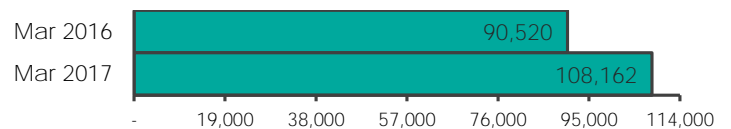
### New Members



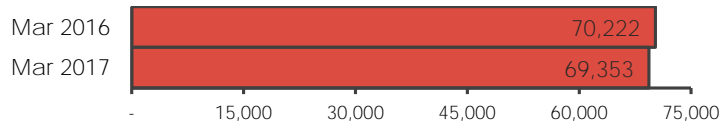
### Circulation



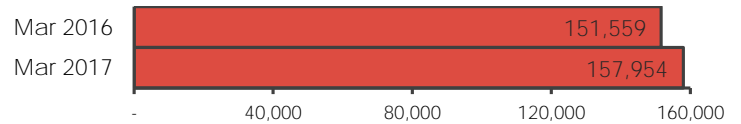
### eBooks & eAudio



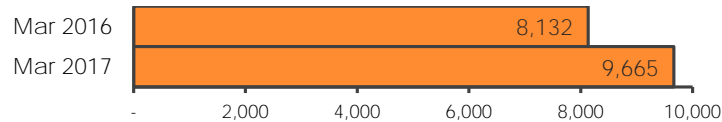
### Computer Sessions



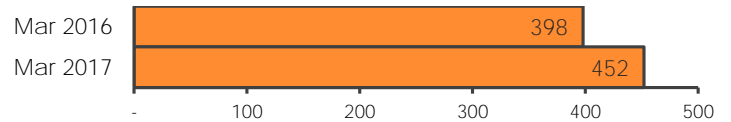
### Wi-Fi Sessions



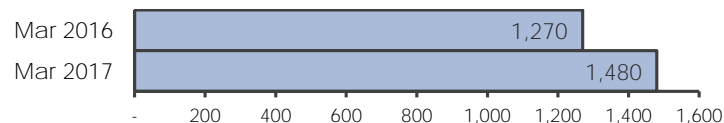
### Program Attendance



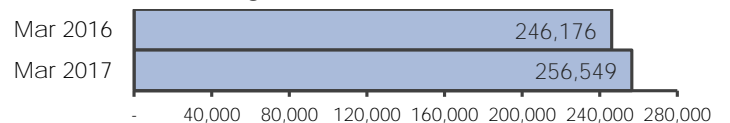
### Programs



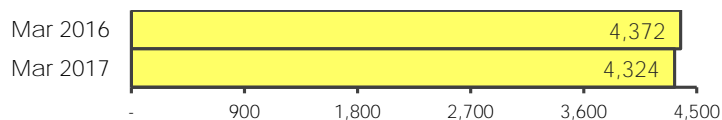
### Room Reservations



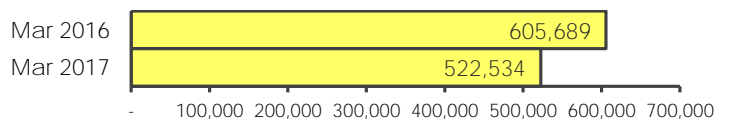
### Library Visits



### Social Media Interactions



### Digital Sessions



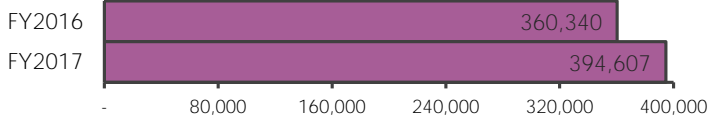
# Metropolitan Library System<sub>1</sub>

## Usage Summary

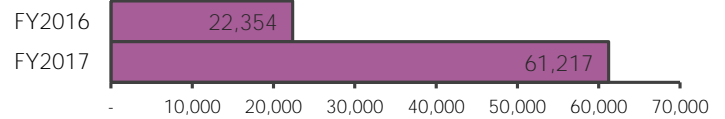
### Fiscal Year-to-Date

### FY2016-2017

#### Registered Members



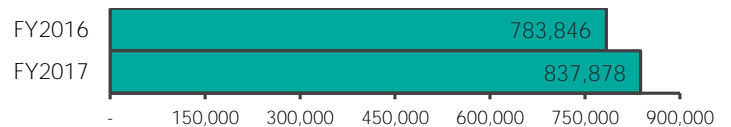
#### New Members



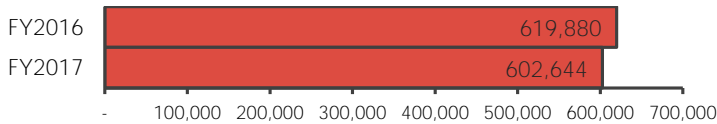
#### Circulation



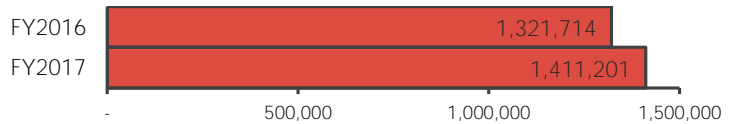
#### eBooks & eAudio



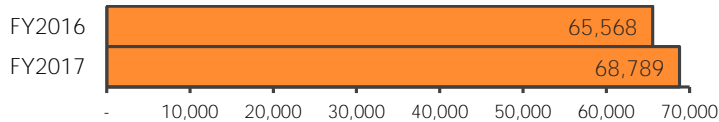
#### Computer Sessions



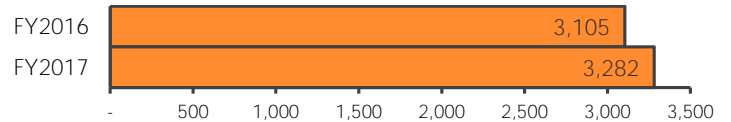
#### Wi-Fi Sessions



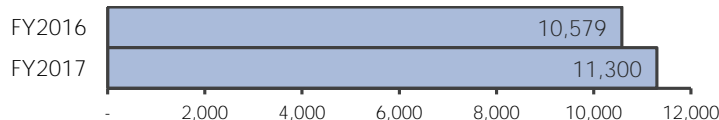
#### Program Attendance



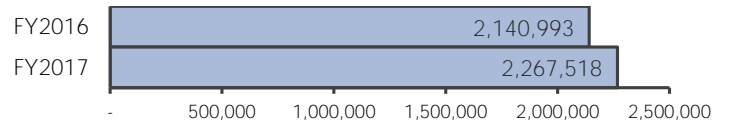
#### Programs



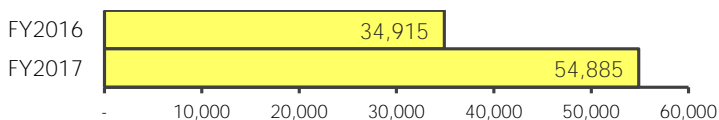
#### Room Reservations



#### Library Visits<sub>2</sub>



#### Social Media Interactions



#### Digital Sessions<sub>3</sub>



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](http://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.

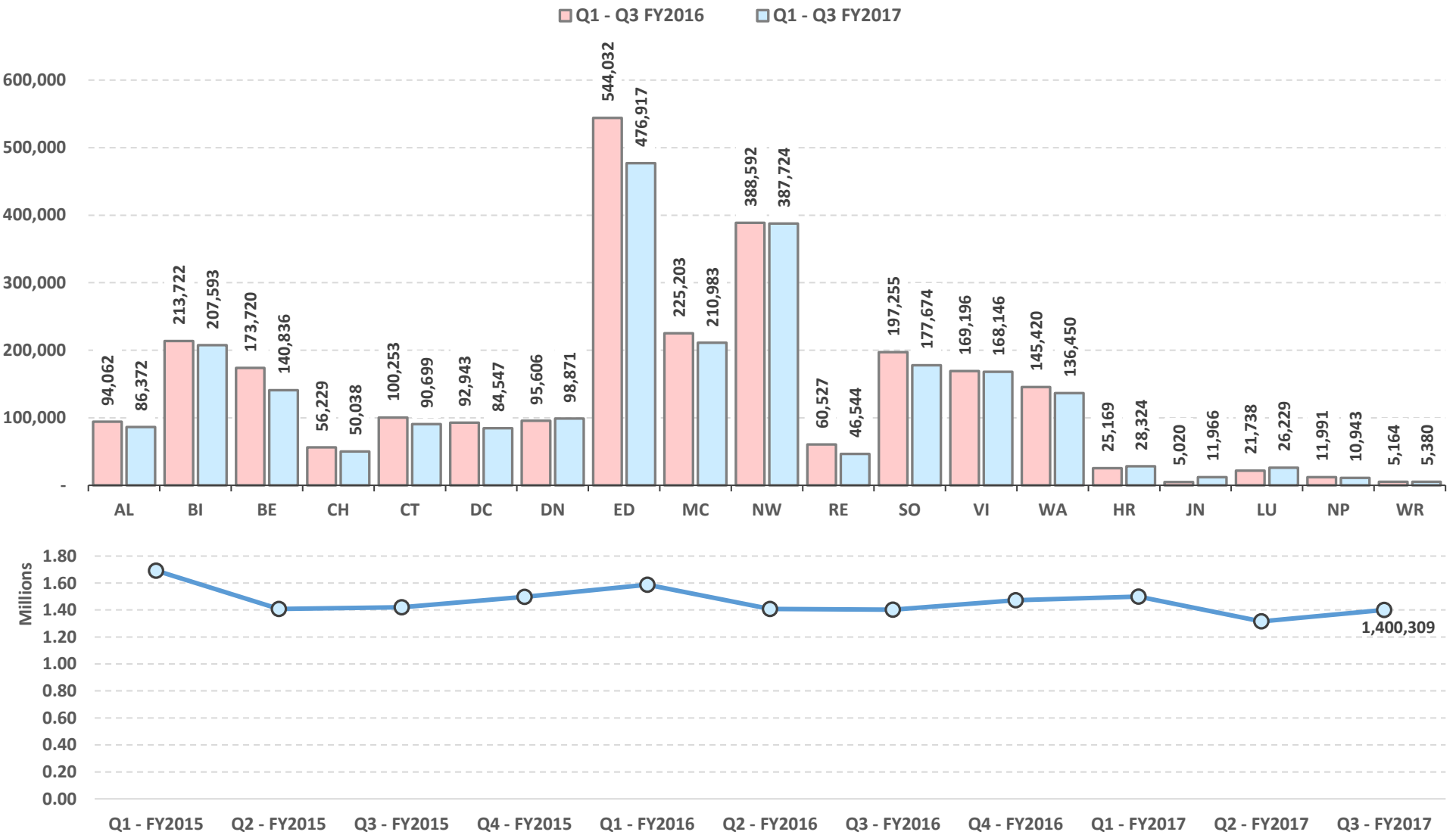
### ***Social Media Interactions***

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.

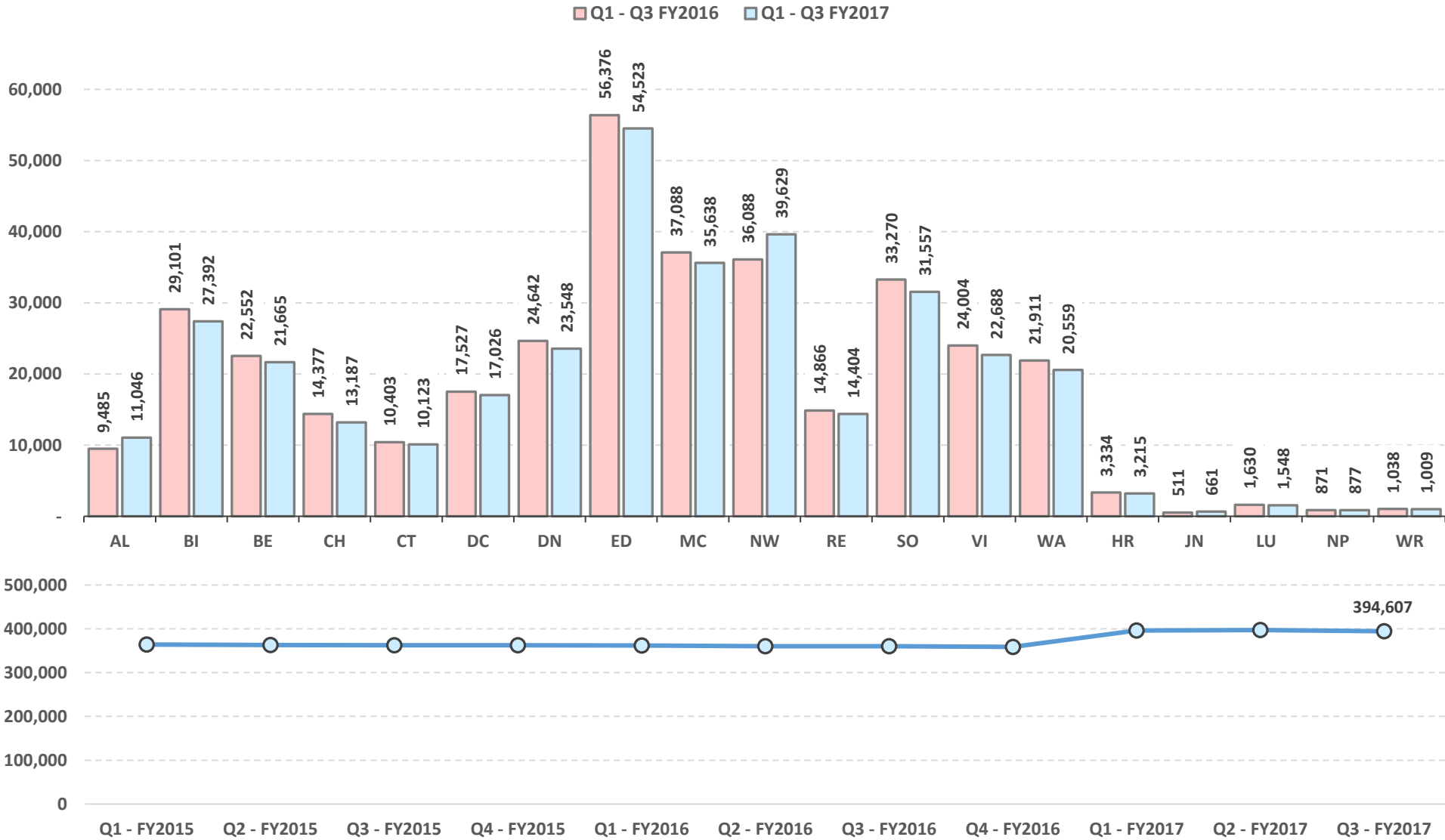
### ***Digital Sessions***

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

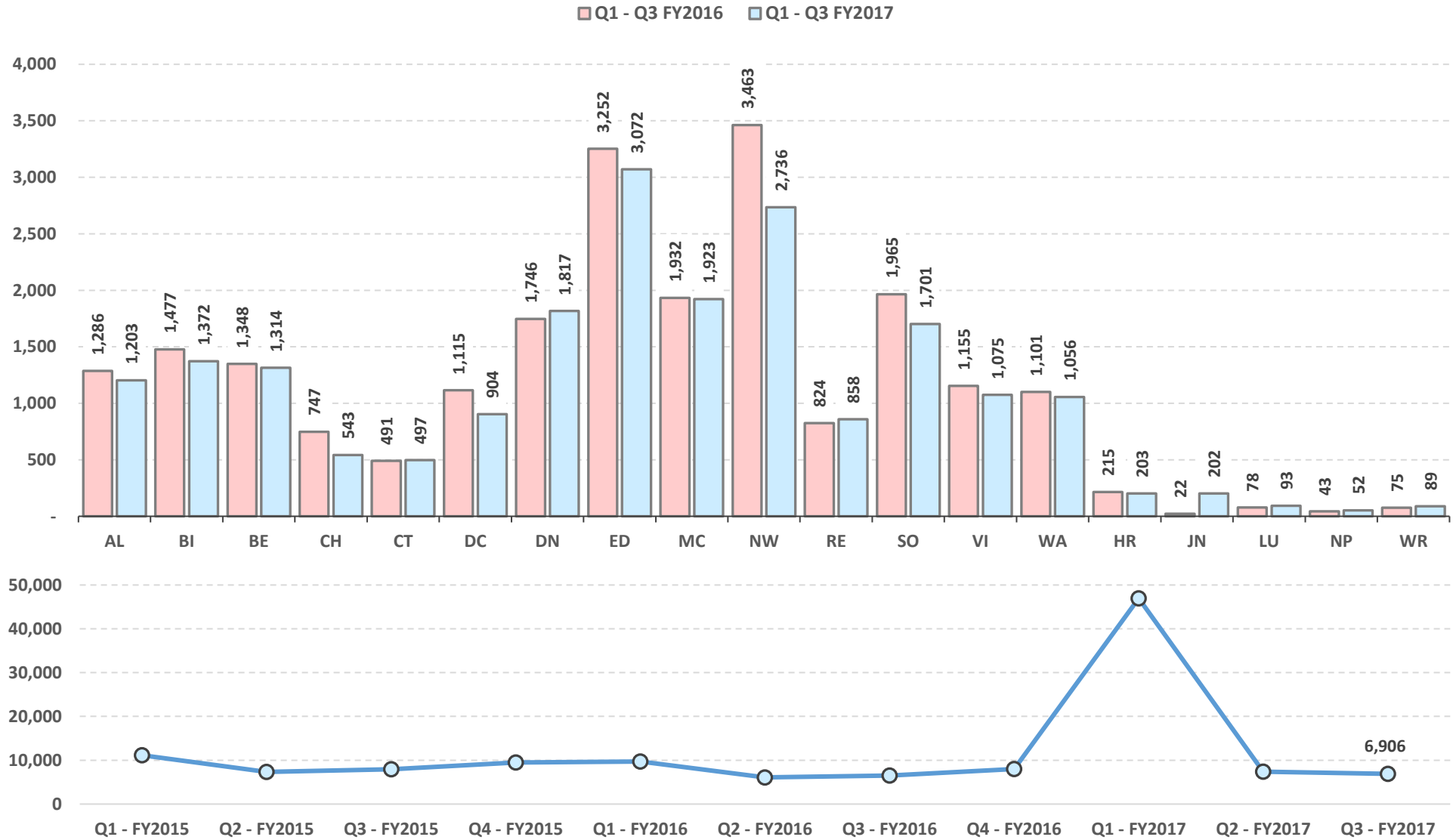
# LIBRARY CIRCULATION



# REGISTERED MEMBERS



# NEW MEMBERS

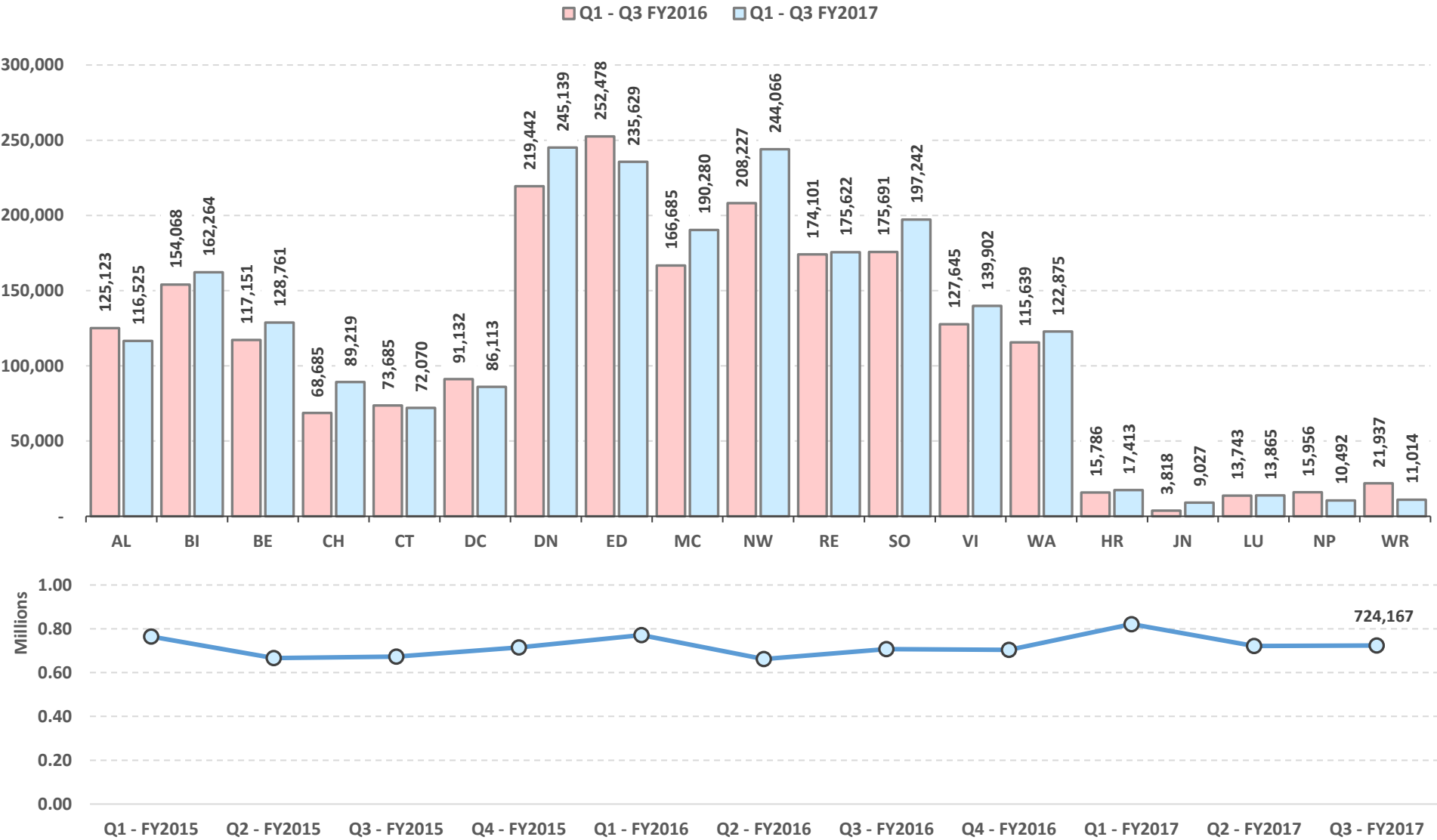


# COMPUTER SESSIONS

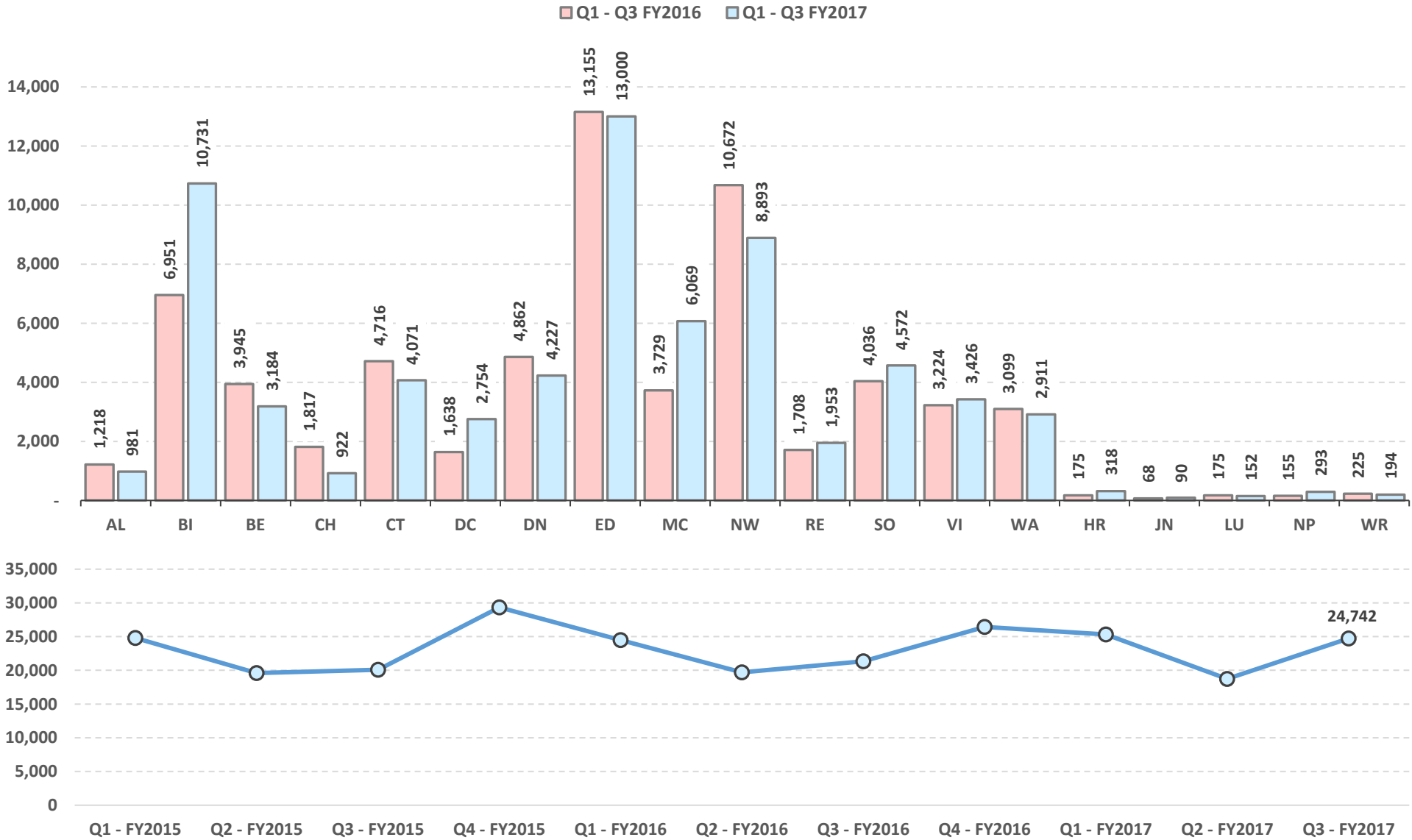




# LIBRARY VISITS



# PROGRAM ATTENDANCE



## EXECUTIVE DIRECTOR'S REPORT

APRIL 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**  
Staff have been involved in the development of the 95% plans and specifications for the new Bethany Library, and we will provide an overview of the floor plans and elevations to the Commission at the April 20 meeting. Manager of Planning & Assessment Morgan Jones, Library Manager Erin Bedford, and Construction Project Coordinator Steve Butts will provide the Commission with an overview of the project's progress. As of this writing, the date for the official ground breaking has moved back to Saturday, August 5th due to a delay related to specification approval. We will send out "save the date cards, but you might pencil it in for now.

Meanwhile, Bethany Library staff have reported that business in the temporary location is working its way toward normal (after having been closed for a few weeks), and we have seen an influx of new users, due in part to the relocation of the facility.

- **Capitol Hill Library**  
The exterior framing of the Capitol Hill Library is nearly complete. Internal framing is almost complete, and the exterior brick work has begun. The HVAC contractor has begun laying out the duct work, the schedule for "drying-in" the building and securing it is set for May 17th. On the outside of the facility, approximately two-thirds of the parking lot is completed. While substantial completion date is scheduled to be August 2017, we have run into a bit of concern regarding the concrete slab and the raised access flooring. The engineers are in the process of evaluating the slab levels and flooring design to determine if an alternative method is needed and will delay construction.
- **Ronald J. Norick Downtown Library**  
You may be aware that we worked with OKC Public Works to repair the skylights at the Ronald J. Norick Downtown Library. The project has been completed, including the reattachment of roof walk pads and lighting arrest system. The final inspection and punch list are pending. Additionally, the Rotary Fountain refurbishment project will begin the week of April 17th. Weather permitting, the project should take approximately a week.

- Belle Isle Library  
Morgan Jones and I met with representatives of Oklahoma City Public Works to discuss the project agreement for the upcoming Belle Isle project. There is some concern about expanding the Belle Isle facility and still having space for parking. Public Works believes it might be preferable to approach the projects in two steps – a renovation, using the funding attained in the 2007 GO Bond election – and an expansion, using additional funding from the impending 2017 GO Bond election. The City would like to use the same architect to design both phases, despite the fact that the actual construction might be as long as 10 years hence. While I would prefer to complete the entire project on a faster timeline, we will bring the options to the Long-Range Planning Committee for their direction.

#### Literary Voices 2017

I believe I speak for all of the attendees of the LV2017 event when I say it was a raving success! Bestselling author Lisa Scottoline was personable, engaging, and more than a little humorous as the featured author for this year's Literary Voices event. She shared stories of how she became a writer and provided the rapt audience with an understanding of how she turns activities in her real-life into what she called the "true stories of fiction." Ms. Scottoline followed an emotional acceptance of the 2017 Lee B. Brawner Lifetime Achievement Award by Chickasaw Nation Governor Bill Anoatubby. Governor Anoatubby humbly expressed his appreciation for the award and the work of the Library and the Library Endowment Trust as champions for freedom as made possible through education.

Also part of the two-day affair was a partner event at the Patience Latting Northwest Library on Wednesday, April 12th. Partnering with OKHumanities, the Library presented a free public event with Ms. Scottoline that brought in more than 75 people. Dr. Scott LaMascus, who serves as the Vice President for Academic Affairs and Director of the Honors Program at Oklahoma Christian University and Vice Chair of the Oklahoma Humanities Council, moderated a lively and entertaining discussion entitled "Can justice be served?" which focused on ethics and justice in literature.

Event co-chairs Karen Delaney and Gail Huneryager, assisted by Development Director Heather Zeoli and a small but fantastic cadre of Library staff, ensured the evening was as profitable as it was enjoyable. The house was packed, and all seats were sold out. I look forward to providing a better assessment of the financial impact after all accounts have been settled.

#### Policy Review Update – Materials Selection/Collection Management Policies

You will see from the agenda this month, the Commission will be addressing several policy changes. As has been our approach for the past several years, we are attempting to update our regulations while removing unnecessary and often in accurate procedures from the policies. This month we ask the Commission to review and revise collection management and borrowing policies that date back as far as 1997. While each policy served its purpose in the past, the revisions proposed by staff and recommended by the Public Services Committee will enable us to better serve our members as we take on the challenges of Library Unbound, our strategic plan. The Public Services Committee engaged in robust and informative dialogue, and have established a recommendation fully supported by staff research and best practices throughout the profession. I look forward to discussing them with the full Commission on April 20th.

#### Alignment Project Progress

As you may recall from our previous meeting, the Alignment Project – which is at its heart an effort to align our staff resources with our strategic initiatives – has begun and we have been working diligently to communicate its goals and processes with staff. Perhaps the most exciting news about the project came

from the cross-functional workgroups charged with developing new ways to plan and implement services after the Alignment has been initiated. Covering complex issues like our new job descriptions and service model (Job Descriptions and Access & Engagement workgroups, respectively), while also defining the operating processes of newly imagined departments (Beyond the Walls, Community Libraries, Downtown Library, and Call Center/Virtual Library workgroups), each group enlisted the help of five to eight management and line staff to describe how their work will change, who will be responsible for what, how many staff will be needed to achieve the necessary results, and what space and equipment would be needed to deliver the new services. All of the workgroups have completed their assignment, and the Alignment Project Committee has begun to integrate the recommendations and weave together a unified approach based on the recommendations.

Additionally, several Commissioners asked about our plans to support, train, and otherwise provide staff with opportunities to better acclimate themselves to our new service model, and in response, Chief Organizational Development Officer Michele Gorman and I will layout our plans at the next Commission meeting. We have also arranged for several of the Alignment Project Committee to attend the meeting and answer questions you might have.

2. Personnel Report

New Hires & Promotions – March 2017

- Mitchell Leasure was hired as a Library Aide P-T at the Northwest Library.

3. Other Items of Note

News Coverage

It was a busy month for the Library in the media. We were fortunate to have several well-placed articles about the changing needs of the Library, local history programs, the "Zoo Book" (AKA, the first book published by the Library, *Our Day at the Zoo*), and of course several spotlighting the Literary Voices event. We have provided you with copies of each of these as part of this report, and we will continue to do this in the future. In addition to thanking our staff for all they do, I want to thank Kim Terry, our director of marketing and communication for ensuring that these two articles appeared in the *Oklahoman* together as "bookends," demonstrating our roles as educators and entertainers, while also showing that we are more than just the bookshelf for the community.

BoardDocs Training this Week

We provided an initial BoardDocs training for the Commission members this past month. Scheduled for Wednesday, March 22nd, staff from BoardDocs were onsite provide a thorough overview of the system to which we will be moving our agenda preparation, distribution and management. While I know you are all busy, more than ten commissioners attended this face-to-face, hands-on training. We will offer additional trainings in the months leading up to the July launch.

Libraries and Thriving Communities

Commission Brian Alford passed this piece from the Dallas Morning News along to me on Friday, with a note stating it seemed to speak of the directions we're heading. I agree completely, and I wanted to share it with you all. I'll also share my commentary on this piece ... while it may take a village to educate a child, it takes a library to educate a community. The link is:

<https://www.dallasnews.com/opinion/commentary/2017/03/31/thriving-communities-depend-smart-public-investment-libraries>

### Savings through Bulb Replacement

Director of Facilities Maintenance Curtiss Ray shared with me recently the progress his team has made in replacing our fluorescent bulbs with LED bulbs and fixtures. With the discounts and rebates from OG&E and others, Library staff were able to procure the bulbs for \$3 a piece (73% off), giving us a 4-month pay-back period. This is made all the better because the bulbs are warrantied for 5 years, meaning we should have no additional replacement costs for the life of the bulbs. Additionally, this will save us \$78 per the lifetime of each lamp, a 45% energy savings over typical fluorescent bulbs. Curtiss indicated that they will be using the replacement bulbs at the Almonte Library, Edmond Library, Ronald J. Norick Downtown Library, Ralph Ellison Library, and Warr Acres Library. Great work by our Maintenance staff for finding and taking advantage of this great deal.

### Interviews for the Chiefs

Last week we interviewed six individuals for our three vacant executive leadership positions: the chief financial officer, chief operating officer, and chief learning experiences officer. These three chiefs will join Chief Library Officer Kay Bauman, Chief Organizational Development Officer Michele Gorman, and me in leading the Library's six divisions in pursuit of the Library Unbound strategic plan. Approximately 35 managers and staff were engaged to perform the interviews and the candidates' presentations. I hope to be able to report the results of those interviews to you at the next Commission meeting.

### New Library Managers

I am pleased to announce the appointments of Angel Suhrstedt and Kimberly Francisco as the new Library Managers at the Del City Library and the Ralph Ellison Library, respectively.

Angel joins the Del City staff after serving as an Assistant Manager of the Edmond Library since January 2015, where she shared the daily supervision and management of the Library's busiest location. While in Edmond, her specific responsibilities included hiring new employees, creating and monitoring budgets, scheduling, training, and coaching staff, all while assisting members and assessing branch-level services. Prior to her appointment as Assistant Library Manager, Angel also served as both a Circulation Clerk and Associate Librarian at the Edmond Library, joining the system in 2012. Angel holds a BA in Journalism, Public Relations, and Marketing from Oklahoma State University and an MLIS from the University of Oklahoma.

Although new to library work, Kimberly joins the system after serving as the Director of Development for the Women's Resource Center (WRC) in Norman where she designed and implemented a donor development program while educating the general public on and advocating for the work of the agency. Prior to working with the WRC, she served as the Executive Director of Sound Child Care Solutions in Seattle, Washington, where she directed the group's management team in the provision of shared administrative services for a consortium of county-wide child care and early learning centers. She has previous experience with OCCC, OU Health Sciences Department of Medicine, and the Eagle Ridge Institute, where she served as the Director of the Parent Information & Resource Center. Kimberly holds a BS in Journalism/Public Relations from Oklahoma State University, and a Master of Education (M.Ed.) with a specialization in Early Childhood Education from Oklahoma City University.

Both Angel and Kimberly will begin their new roles with the Library on April 24th. I'm sure you will join me in welcoming them to the team.

### Collaboration with Oklahoma Contemporary

The Metropolitan Library and Oklahoma Contemporary have collaborated to cross-promote each other's offerings. At Jeffery Gibson's "Speak to Me" gallery at Oklahoma Contemporary's fairground campus, Lead

Librarian Judith Matthews set up a Metro branded pop-up library that has been visited by kids and adults across the state. Meanwhile at the Ronald J. Norick Downtown Library, Oklahoma Contemporary has installed mockups of some of the Jeffery Gibson pieces that can be seen at the "Speak to Me" exhibit that is running through the end of June. Many of our members that regularly visit the Downtown branch don't have the ability to travel to the fairgrounds to see this exhibit, so having a thumbnail version of such an exceptional cultural offering embodies the Metro vision to be the "community hub" for "lifelong enrichment."

#### Libraries and Healthy Communities

I came across an interesting article from the Brookings Institute that highlighted another aspect of the new world of public library service -- health information. This was particularly applicable this week, as I was able to participate in the groundbreaking ceremony of the new Southern Oaks Learning and Wellness Campus. As many of you know, the Library will be part of a partnership with the Oklahoma City Public Schools, the OKC Parks Department, and the Oklahoma City-County Health Department to increase access to educational and health assets while also improving quality-of-life outcomes for the neighborhoods surrounding the Southern Oaks area. There can be no doubt that the Library and our entire staff will be key components of the success of this partnership, and I look forward to reporting to you our progress in the coming months. The link is: <https://www.brookings.edu/blog/up-front/2017/03/30/how-public-libraries-help-build-healthy-communities/>

#### Signed Contracts & Agreements

<u>Date</u>	<u>Business Name</u>	<u>Service</u>	<u>Amount</u>
3/21/2017	Mitchell 1 Usage Agreement	ProDemand	\$17,831.94
3/21/2017	Sage Publications	Washington Information Directory	\$256.00
3/23/2017	Business Decision Library License Agreement		\$5,200.00
3/28/2017	Bibliotheca	Support & Maintenance	\$24,024.40
3/28/2017	Value Line Library Software		\$23,000.00
3/28/2017	Zinio	Magazine Content	\$30,000.00
4/10/2017	Access Science Subscription		\$11,365.29
4/10/2017	Sam Moore Architect	Choctaw Library HVAC Replacment	\$2,500.00
4/10/2017	Midwest Tape	Hoopla Service Agreement	fee - per circulation
4/11/2017	World Trade Press		\$7,524.56



**LITERARY VOICES CO-CHAIRMEN** Gail Huneryager and Karen Delaney, with “Policeman” Ben Mead-Harvey, center, who is also manager of The Village Library, look over the case in Lisa Scottoline’s legal thriller “Damaged.” Scottoline will be the guest speaker during the Library Endowment Trust’s 15th Annual Literary Voices dinner on April 11. **Rose Lane | okcFRIDAY**

## Scottoline to headline Literary Voices

By **ROSE LANE**  
*EDITOR*

Called the female John Grisham, worldwide bestselling author Lisa Scottoline will be the guest speaker at the Library Endowment Trust’s 15th Annual Literary Voices dinner.

The event will be held on Tuesday, April 11 at the Oklahoma City Golf and Country Club at 7 p.m. Karen Delaney and Gail Huneryager are the chairmen of the event.

Governor Bill Anoatubby of the Chickasaw Nation will be honored with the Lee B. Brawner Lifetime Achievement Award in support of libraries.

Scottoline was a lawyer before she became a writer, Delaney said. Her legal thrillers have been described as “punchy, wisecracking thrillers” and her writing style as “one of the best-branded franchise styles in current crime writing.”

Scottoline’s first novel, “Everywhere That Mary Went,” became a bestseller and was nominated for the Edgar Award, the most prestigious award given in crime fiction.

Scottoline’s novels are known for their emotionality and their warm and down-to-earth characters, which resonate with readers and reviewers long after they have finished the books. Scottoline’s recent book,

[Continued on Page 2]



## Legal thriller author to speak in OKC

[Continued from Page 1]

"Damaged," was

included in *PEOPLE Magazines* "Best New Books" list on Aug. 29, 2016.

"Scottoline's 29th legal thriller "One Perfect Lie" will be released on the date of our event April 11," Delaney said. "We will have copies on hand for sale and author signing."

While most people may recognize her writing as a top legal thriller author, many people don't know that Scottoline writes a weekly newspaper column with her daughter called "Chick Wit" which is a fun take on life from a women's perspective. These stories have been collected in a *New York Times* bestselling series of humorous memoirs.

The Literary Voices dinner benefits the Library Endowment Trust, whose funds support services and programs of the Metropolitan Library System.

For information on buying tickets or sponsoring, call Heather Zeoli with the Metropolitan Library System at 606-3760 or visit [www.metro-library.org/literaryvoices](http://www.metro-library.org/literaryvoices).

ARMSTRONG AUDITORIUM

### JERUSALEM STRING QUARTET



"Passion, precision, warmth, a gold blend: these are the trademarks of this excellent Israeli string quartet."—*New York Times*

Since its debut nearly twenty years ago, the Jerusalem Quartet has established itself as an ensemble with immense maturity and a commanding presence. Join us as they bring three captivating masterpieces from Haydn, Prokofiev and Beethoven to the acoustic wonder of Armstrong Auditorium.

**7:30 P.M. THURSDAY, MAR 23**

**TICKETS: \$23, \$28, \$38, \$48**

ORDER TICKETS TODAY AT  
[ArmstrongAuditorium.org](http://ArmstrongAuditorium.org)  
800-525-1426

Herbert W. Armstrong College  
14400 S. Bryant Road  
Edmond, OK

# Beyond the books



Tim Rogers is the executive director of the Metropolitan Library System in Oklahoma City. (PHOTO BY STEVE GOOCH, THE OKLAHOMAN)

## Libraries deal with safety, deliver social service help

BY JOSH DULANEY

Staff writer

[jdulaney@oklahoman.com](mailto:jdulaney@oklahoman.com)

One woman ended up in the hospital after a transient man punched her in the head. Another was pepper-sprayed as she fought off her young son's father and a woman, when the pair tried to snatch the boy. A teenager struck the face of a retired police officer working as a security guard.

Each incident took place at a public library in 2016.



### MORE ONLINE

To watch a video with Tim Rogers talking about how today's library is much more than books, go online to [oklahoman.com](http://oklahoman.com).

Excluding traffic and parking enforcement, building checks, and other routine

SEE LIBRARY, 6A



The four-story Ron J. Norick Downtown Library, foreground, in Oklahoma City is part of the Metropolitan Library System.

(PHOTO BY JIM BECKEL, THE OKLAHOMAN)

### TODAY'S PRAYER

Holy God, You have shown us great mercy. Free us from sinful desires that draw us from Your love. Amen.

Business 1C  
Classifieds 1E  
Deaths 19A  
Opinion 14A  
Puzzles Comics  
Sports 1B

### Weather, 22A

SUNNY

H: 86

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## LIBRARY

CONTINUED FROM 1A

calls, police last year were dispatched nearly 450 times to branches in the Metropolitan Library System, during operating hours or within a half-hour after closing, according to local police logs obtained by *The Oklahoman*.

Ninety-six 911 calls were made from library phones last year. Inside libraries and around the properties, police made arrests or took incident reports on public intoxication, theft, disorderly conduct, assault and battery, and other public safety violations.

Last year, the library system logged more than 2.9 million visits at its 19 locations. As libraries fill daily with people from all walks of life, staffs handle a host of issues beyond checking out materials and charging past due fines.

From students doing homework to homeless people seeking shelter; from those conducting research to others battling mental illness, library workers must quickly pivot from pointing people to the correct section of books to helping them find the appropriate social service.

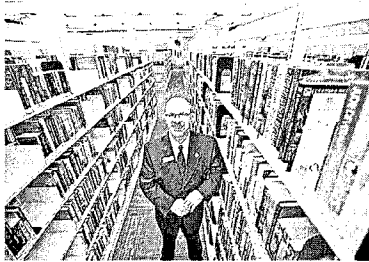
"Library services are more than just what's on the shelf these days," said Tim Rogers, executive director of the Metropolitan Library System. "It's harder for those of us of a certain age to remember that it's not just about the books. A lot of times what we're trying to provide is more of an experience for folks, and everybody. I think that the idea of the library as the inclusive environment within the community, it's still the place where everybody can come...being open to the public in general creates public safety challenges."

Police agree, but assure that libraries remain among the safest of public spaces.

"At all of our libraries, the vast majority of people who come in there are people who cause us absolutely no problem at all," said Oklahoma City police Master Sgt. Gary Knight. "They're fine, upstanding citizens. That being said, libraries are like anyplace else, so there will occasionally be problems there, just like there is at any type of business or establishment or government building. Each one has its own neighborhood, its own setting and its own challenges, but libraries are still exceedingly safe places."

Often, problems erupt elsewhere, but because libraries are well-known landmarks, people go there to help.

"It is not uncommon for victims of crime to



Tim Rogers, executive director of the Metropolitan Library System in Oklahoma City, stands between shelves of books Feb. 20 in Oklahoma City. (PHOTO BY STEVE GOOCH, THE OKLAHOMAN)

go into the library to call 911 and have police meet them there," Knight said. "Many times the crime took place somewhere else entirely, but they know public libraries are a place they can go and get police notified."

Still, gone are the days when the biggest problem in a public library was keeping teenagers quiet. Most people don't understand the range of issues libraries face, such as costs incurred due to theft and vandalism, or the amount of time spent on managing troublesome patrons, according to one expert.

Many who consider misusing the library perceive that it is a soft target with caring rather than defensive and security-oriented staff, said Alan Jay Lincoln, a professor emeritus in the School of Criminology and Justice Studies at the University of Massachusetts Lowell.

"Librarians often are expected to respond to the same situations that health care workers, police, assistant principals and mediators face," he said.

#### Confronted with contemporary society

On Aug. 23 at 7 p.m., Oklahoma City police were dispatched to the Ralph Ellison Library at 2000 NE 23. Staff ordered a 54-year-old transient man off the property.

In front of children at the library, the man cursed and told the security guard, "I won't have to worry about you! You ain't going to be around much longer!" In front of a handful of young children, the man cursed at the police officers and offered them oral sex, according to a crime report. Police arrested him for trespassing after a former conviction. The call was just one among more than 100 to the library in 2016.

"The public image of the library is generally that of a quiet, comfortable, inviting place, a place where people read and study, and certainly a place where people and their belongings should be safe... (however) the library, like other public institutions is being confronted with the problems of contemporary

American society."

The passage is from Lincoln's book "Crime in the Library: A Study of Patterns, Impact, and Security." He wrote the book in 1984.

Crime in the United States has dropped dramatically over the three decades since, but library workers still face the challenge of protecting their facilities, contents, staff and patrons from undesirable and criminal activities, Lincoln said.

"While most patrons use the library for work, pleasure, studying, self-improvement, attending programs, entertainment, access to technology and so on, some see the library as a place to stay warm, clean up, buy and sell drugs, access inappropriate web material, steal library materials and patrons' belongings, or watch or stalk children and other adults," he said.

Open access, long hours and even the construction of libraries make them susceptible to unsavory behavior among a small portion of the public.

Library interiors are generally open to all, with some portions being private or semi-private. Such access means a person can enter the library without conforming to its mission of study, self-improvement and community uplift.

Compared to other public buildings, such as courthouses and the post office, libraries keep unusual schedules. They often are open nights and weekends when other public facilities tend to be closed. People who may have been barred from other public buildings are relatively safe entering libraries.

Lincoln said libraries may have a disproportionate number of the young and the elderly in the facility. Older patrons may be seen as a safe target and more prone to being victimized, while younger library visitors tend to be less sophisticated about protecting themselves and their belongings.

The behavior patterns of legitimate patrons can also contribute to risks at libraries, Lincoln said. Visitors often need to be in relatively isolated

sections of the building. Also, a busy patron might leave personal items unattended, if only for a minute, but that could be the opening a potential thief needs.

Crimes in a library, however few compared to the number of visitors each year, can result in significant monetary and community costs.

"Some of these are costs resulting directly from the incident, including the costs of replacing and repairing lost and damaged materials, injury, and cleaning up vandalism and graffiti," Lincoln said. "Other costs are indirect costs resulting from the concern that crime is likely to occur again. These might include changes in patron use, security costs, insurance, patron and staff fear and anxiety, wages for security staff or police details, and changed perceptions of the general comfort level of the library. Will I still let my children spend time in the library? Can I be there after dark? Is it safe to walk to my car?"

#### Mental health advocates

On Nov. 2, a transient man in the downtown library's restroom screamed at a security guard, telling him to "go use the port-a-potties outside!"

A police officer arrived about 2:30 p.m. and tried to talk to the man, but discovered his speech was broken and he appeared to not understand what the officer was saying.

"As I was lifting (him) up to walk outside, he was very flimsy, and would take large steps, as if there were holes in the floor," the officer wrote in a report. "(He) would also look up at the roof

as if he was seeing something, when there was nothing there. I believed (he) was out of touch with reality and completed an officer's affidavit..."

The officer took the man to St. Anthony Hospital, where he was taken into custody by staff.

Rogers, the director of the Metropolitan Library System, received his introduction to such challenges about 20 years ago in suburban Kansas City, when he attended training conducted by mental health advocates. They addressed helping people who had mental health or drug dependency issues.

"It was really odd," Rogers said. "It was really different. Nobody ever did that training before. Nowadays I think that it is pretty common. I think that most libraries across the United States, large urban libraries like ourselves, are doing training for their staff."

#### Libraries as lifelines

On a recent Monday afternoon in his downtown office, Rogers reflected on more than two decades of work in his chosen field. As libraries have evolved, so have librarians.

"Back then, people got into library work because they wanted to do research," he said. "Google has eaten up a lot of that. Nowadays, folks get into library work because they want to help their communities. They want to be actively involved in the growth of their communities. They don't necessarily want to be social workers, but what they want to see is work done well that benefits the public."

They have ample opportunity. In 2013, there were 1.5 billion in person visits to public

libraries across the U.S., according to the American Library Association. Public libraries offer 4.3 million programs per year. In addition to internet access, roughly three-quarters of public libraries help visitors with job applications and interviewing skills; 77 percent offer online health resources; 97 percent help people complete online government forms.

For some, the library provides a means to stay in contact with loved ones.

"If you only have one to your family and friends is an email account that you can access on a library computer, then it's something," Rogers said.

The library system is looking into expanding its outreach. With grants or other sources of funding, Rogers said one idea is to create staff positions for a one-stop social services hub to help the public with drug, job, truancy and other issues they may be facing.

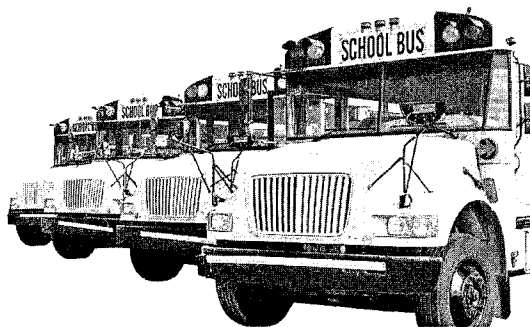
"Because so many people walk through our doors every day, it's an obvious help to members of our community," he said.

Other cities have already created similar positions in their libraries, including Tulsa, San Francisco and Seattle. In Tulsa for example, a case manager with Family and Children's Services' homeless outreach team helps those struggling on the streets.

Many are just looking for safety, security and a place to sit and think, if even for a few minutes, Rogers said.

"I think the library is that," he said. "We have space for that. We just need to remember that not everybody has the same advantages that I may have."

A busload of Oklahoma kids becomes addicted to tobacco...every week.



# Nicoma Park, Metro Library staff speak to Spencer Historical Society

By Maxine Wheelan  
Staff Writer

The Spencer Historical Society met on February 7 at the Museum for their regular meeting with Mr. Steven Carey, President calling the meeting to order.

However, it turned out to be much more than that as Dre'a Gates from the Metro Library and Mr. Chris Stofel from the Nicoma Park Library spoke to the group concerning the many advantages of a Library in the area.

They also reminded the group of the Book Sale on February 25th, 26th. This will be held at the Oklahoma Expo Hall at State Fairgrounds.

Tonni Canaday and Jim Scanlan announced they would both be in contention for seats on the City Council. Tonni for open seat currently held by



Speaker, Larry Johnson and Linda Verges and Pres. Carey. PHOTO BY MAXINE WHEELAN

Marsha Jefferson and Jim for Ward IV. Tonni spoke to the group encouraging them to get more involved to see the city grow and become a community to serve everyone.

Deadline for last day to file for a spot on the City Council was Feb. 8 and the election is April 4th.

Linda Verges announced the upcoming events and gave a short history of

Spencer beginning in 1917 before introducing the speaker for the evening.

Larry Johnson spoke on the book he wrote about the downtown Oklahoma City Stores, particularly John A. Brown's, Kerr's and Halliburton's. He explained how John A. Brown, George Kerr, and C.T. Mellon (Halliburton's) helped form Oklahoma City in the early years and they all

died young. The book can be purchased at most book stores, "John A. Brown's, Kerr's and Halliburton's by Larry Johnson".

Larry was a delivery boy for the John A. Brown's Store in the 1980's and explained to the group some of his duties and some of his unusual deliveries. Everyone wanted to look at the book he brought and several suggested he should have brought some to sell.

President Carey ended the meeting with two Oklahoma History Trivia Questions which were very interesting. "What can a US President not do? Answer (Drive)

What was the first National Park? Yellowstone Park.

Linda and several others served refreshments and everyone got to ask more questions and look at the book.



Pres. Carey with Dre'a Gates and Chris Stofel from Library. PHOTO BY MAXINE WHEELAN

February 25th, the Spencer Post Office, located at NE 36th and Spencer Road, celebrated their 114th Birthday with a party.

The next meeting of the Spencer Historical Society will be March 7 at 7:00 pm and the program is scheduled for Pollardville by Gloria Pollard.

For more information on other meetings contact Linda Verges at 405-

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## BOOKS

# Best-selling novelist Lisa Scottoline to speak at library fundraiser

**L**isa Scottoline's farm outside Philadelphia is shrouded in two feet of snow, and she's not sure if she can dig her way out. She made it to the barn to tend to the horses, but it's shivery and cold, not the best weather for one of her rare days off.

Since Scottoline published her first mystery novel, "Everywhere That Mary Went," in 1994, she has set a grueling pace for herself. Most days she writes 2,000 words, or about 10 pages, releasing at least two books a year plus, these days, a collection of the essays she and her daughter write for The Philadelphia Inquirer newspaper. The column is called Chick Wit, and somehow she manages to be smart and funny every week.

Curiously, Scottoline characterizes herself as totally undisciplined when it comes to her writing career, which has seen her land on the best-seller lists regularly and earned her an Edgar award from the Mystery Writers of America. She's a past president of the organization.

She pumps out book after book, she says, because she likes to stay busy. Writing 10 pages a day often requires 10 hours, but she lives alone and has so many stories to share that even in her early 60s she can't afford to slow down. Words are important. Words shaped her life.

Presuming the northeast thaws out by then, Scottoline, a former trial lawyer, will make her first visit to Oklahoma next month.

She will headline the Library Endowment Trust's 15th annual Literary Voices dinner at 7 p.m. April 11 at the Oklahoma City Golf & Country Club. Tickets are \$175. (To buy tickets, call Heather Zeoli with the Metropolitan Library Service at 606-3760 or go to [www.metrolibrary.org/literaryvoices](http://www.metrolibrary.org/literaryvoices).)

The next day, she will be part of a free discussion event at 10 a.m. at the Patience S. Latting



Ken  
Raymond  
kraymond@  
oklahoman.com

Northwest Library, 5600 NW 122. The talk will be moderated by Scott Lamasus of Oklahoma Christian University.

The Oklahoman spoke with Scottoline by phone on Tuesday. The interview has been edited for length.

**Q: How'd you end up bound for Oklahoma?**

**A:** I'm a big fan of libraries, not as an author but as a mom and someone who loves books. My reputation has gotten around. ... So I've been invited to speak at many libraries. ... Books are so important. I grew up in a house with no books. The only book in the house was TV Guide. My family weren't readers, but I was. I started out with the school library, then moved onto bigger libraries. ...

I waste time on Twitter. I love to read. It doesn't matter what it is. If you're a reader, you'll read cereal boxes. ... I'm just trying to say that the written word is good for you. Not like broccoli, but reading makes you feel better. ... When I see library funding get cut back or hear about people not reading, it saddens me.

**Q: I'm always interested in talking to authors about their first books. You published your first about 23 years ago. Was it smooth sailing after that?**

**A:** Oh, no, it wasn't that simple. I got divorced, and I realized that I couldn't continue to be a trial lawyer and a single mom. I quit everything and had five bad years. Five very bad years. That was right about the time that John Grisham was becoming big. I really enjoyed his novels, but it's like ... even today to read these books it seems as if no women are ever lawyers. So I started writing a novel. There followed five years of rejection, but that's all right now,



Lisa Scottoline. (PHOTO BY APRIL NARBY)

because I feel like I earned it (my success).

I'm always very mindful that, as much as I love it, it's a career. I mean, everybody gets up and goes to work, and that's what we do. We're lucky to get paid to write.

**Q: Your books are notable for their accuracy. I'm told you do a lot of research, including hands-on research.**

**A:** I never have an outline. I don't know what's going to happen when I sit down and

start to write. My first instinct is to start reading about everything. ... I remember my mother poring over the newspaper and doing the crossword each day. I'm still amazed by the work newspapers do, especially investigations. I marvel at some of the investigative stuff that comes out.

For the novels, I do that research. ... There aren't many murders in my books. I don't have a slasher kind of thing. Each one matters. Each life is

important. ... I think that's one thing I've learned in my time talking to homicide investigators. Despite their gallows humor, they take each case home with them. It doesn't go away.

It's funny. I've been doing this since 1994. That was

when "Law and Order" was just starting on TV. Now there are about 47 shows like that, and everyone knows about trace evidence. People will stop me in the checkout line to talk about forensics, so I feel like I need to keep learning more in order to satisfy them.

**Q: Specifically what I've heard is that you try out some of the things**

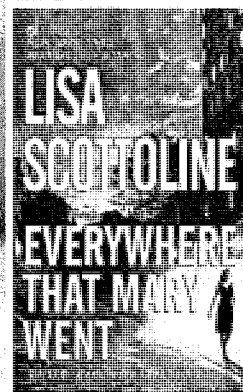
**in your books to make sure they're accurate.**

**A:** I've done everything my characters are asked to do. I took boxing lessons. The worst thing was that I drove my car up the famous Rocky steps in Philadelphia. Going up was bad. Going back down in reverse was worse. The law stuff I know, unless it's an aspect of the law I never dealt with; then if it's something big, I'll go to a trial and watch how things fall out. ... I think it's how you write truthfully.

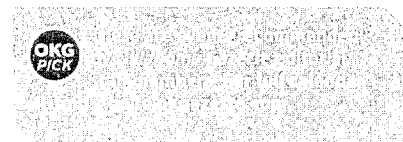
I write for smart people. I like to read, and I think that's probably the curiosity that all readers have. ... When I read a novel, I want to learn something new.

**Q: When can we expect to see new books from you?**

**A:** I just handed one in (to her editors). I have an April book coming out, a stand-alone, domestic kind of thriller. Then I have a book with (my daughter) Francesca out in July. Then a thriller in August. I tend to publish in the warmer months.



## CALENDAR



### BOOKS

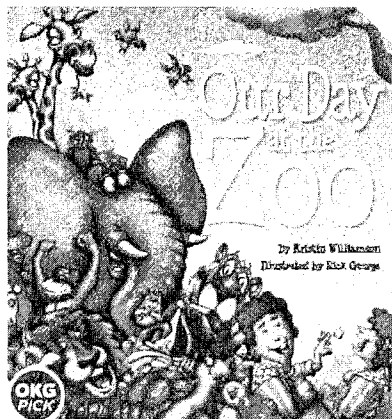
**China, Inc., The Graying of the World and Friendship**, bestselling author Ted Fishman lectures on the effects China imposes on the world during Oklahoma City Town Hall. Fishman is particularly interested in how big global economic trends bear on people's everyday experiences. 10:30 a.m. March 16, 31 Luke's United Methodist Church, 222 NW 15th St., 405-252-1371, [okcbook.org](http://okcbook.org). **THU**

**Midnight Man**, in the summer of 1994, Dean Goodnight, the first Choctaw Indian employed by the Oklahoma County public defender's office, pulls a new case, the brutal murder of a once-promising basketball star. Author David Tordinson signs his crime novel. 6 p.m. March 16, Full Circle Bookstore, 1900 Northwest Expressway, 405-842-2900, [fullcirclebooks.com](http://fullcirclebooks.com). **THU**

**New Ink**, featuring the works of Oklahoma's newest authors, book signings for Kara Cronkite's *Finding Ray*, K.J. Bryson's *Clare to be Brave*, Tiffany King's *My Story: The Good, the Bad, and the ugly preparation for my destiny and others*. 3 p.m. March 18, Full Circle Bookstore, 1900 Northwest Expressway, 405-842-2900, [fullcirclebooks.com](http://fullcirclebooks.com). **SAT**

**A Gorilla Ridin' on a Half a Hot Dog**, author H. Rick Gott brings his book about a reflective look over the early lives of his two sons, observing them as they grow and innocently experience life. 11 a.m.-4 p.m. March 18, Best of Books, 1313 E. Danforth Road, Edmond, 405-340-9202, [bestofbooksof.com](http://bestofbooksof.com). **SAT**

**Hollywood's Transition Westerns: Bridging Traditional and Modern in the Old West**, during the Brown Bag Lunch Series, join film historian Elizabeth Anthony, author of *ReelClassic.com*, as she leads this covolante through iconic transition Westerns. 12:15 p.m. March 22, National Cowboy & Western Heritage Museum, 1700 W. 17th St., Oklahoma City, 405-241-1234, [nationalcowboyandwesternheritagemuseum.org](http://nationalcowboyandwesternheritagemuseum.org). **SUN**



**Read for Adventure** Two of Oklahoma City's best educational resources teamed up to promote community literacy. Oklahoma City Zoological Park and Botanical Garden and Metropolitan Library System wrote and published children's book *Our Day at the Zoo*. To join the Read for Adventure program, youngsters check out the book with a Metro Library card from any of the system's 19 library locations through March 31 to receive four general admission ticket vouchers to the zoo, 2101 NE 50th St. Visit [okczoo.org](http://okczoo.org) or call 405-424-3344.

**WEDNESDAY-WEDNESDAY, ONGOING**

*Image Rick George, provided*

**Track Center** 1100 N. Lincoln Blvd., Oklahoma City, 405-241-1234





Using their puppets as props in a play titled, "Peace and Quiet" are from left, Katie Howard, Carol Roberts, David Howard, Alexyss Alexander, Lillie Snowbergen and her

# Kids get to make puppets at library

## FROM STAFF REPORTS

**MIDWEST CITY** — Children visited the Midwest City Library on Tuesday for a puppet-making workshop.

The children crafted a variety of barnyard puppets, which they used during a play with library staff members.

The play was called "Peace and Quiet."

**A chicken puppet made by Carol Roberts.**

