



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

Thursday, May 18, 2017, 3:30 p.m.  
Southern Oaks Library  
6900 S. Walker  
Oklahoma City, OK 73119  
(Telephone: 631-4468)

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

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

Nancy Anthony, Chair

### **3:30 – 3:45 pm INTRODUCTIONS**

- Document #73 – Presentation of Service Certificates for Library Staff – May 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 (#74 - #76)**

- Document #74 – Approval of Minutes of April 20, 2017 Meeting
- Document #75 – Acceptance of Review of Expenditures for April 2017
- Document #76 – Contract Awards & Purchases
  - Item A: Signage and Wayfinding for Capitol Hill Library
  - Item B: Furniture for Capitol Hill Library

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

- Document #77 – Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee meeting, April 24, 2017 – Penny McCaleb, Chair
- Document #78 – Discussion, Consideration and Possible Action: Report and Recommendations from Joint Meeting of the Administrative & Personnel Committee and Finance Committee – Hugh Rice, A&P Chair and Allen Coffey, Finance Chair

### **4:05 – 4:25 pm RECOMMENDATIONS FROM ADMINISTRATION**

- Discussion, Consideration and Possible Action: Executive Session To discuss the purchase or appraisal of real property - Pursuant to the Oklahoma Open Meeting Act, Title 25, Oklahoma Statutes §307, (B) (3)
- Document #79 – Discussion, Consideration and Possible Action: Authorization to Submit Bid for Property.

### **4:25 – 4:45 pm STAFF REPORTS**

- Alignment Project Update – Tim Rogers
- Pilot Projects – Brandon Beckham, Library Manager, Almonte; Todd Podzemny, Library Manager, Choctaw; and Vicki Thompson, Special Projects Librarian
- Summer Reading Presentation - Emily Williams, Young Adult Service Coordinator and Kristin Williamson, Children's Services Coordinator
- Document #80 – April 2017 Usage Summary

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

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

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

**June 15, 2017**

**LOCATION: Ronald J. Norick Downtown Library, 300 Park Ave., Oklahoma City, OK 73102**

## **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 May 2017:

<b><u>Employees</u></b>	<b><u>Years of Service</u></b>
Angela M. Wiley, Library Aide, Belle Isle Library	5
Donna L. Durbin, Circulation Clerk, Bethany Library	5
Devin Kathleen McGhee, Cataloger	5
Paula Kay Penrod, Associate Librarian, Warr Acres Library	5
Andrew N. Soliven, Associate Librarian, Community Libraries	5
Roberto Soto, Assistant Manager of Facilities Maintenance	5
Timothy Wayne Daubenspeck, Library Aide, Bethany Library	10
Heidi A. Port, Volunteer Coordinator, Development/Volunteer Services	20
Tindle J. Arnold, Circulation Clerk, Choctaw Library	20

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

DATE: April 20, 2017

TIME: 3:30 p.m.

MEETING PLACE: The Village 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 Village Library and Ronald J. Norick Downtown Library, 300 Park Avenue, Oklahoma City, on April 18, 2017, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

**PRESENT:**

Brian Alford  
Dr. Ann Caine, Vice Chair  
Watzell Carlson  
Cynthia Friedemann  
Helene Harpman  
Carolyn Leslie  
Penny McCaleb  
Tracy McDaniel  
Mukesh Patel  
Dr. Dennis Shockley  
Jim Shonts  
Judy Smith  
Beth Toland  
Susan Tucker  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

**EXCUSED:**

Allen Coffey, Disbursing Agent  
Mick Cornett, Mayor of Oklahoma City  
Fran Cory  
Bud Elder  
Brian Maughan  
Lori Nelson  
Kim Patterson  
Hugh Rice  
Mary Sosa

Estimate of general public and staff attending: 27

I. Due to the lack of a quorum Ms. Nancy Anthony referred to the agenda Items requiring no Commission action.

II. Ms. Anthony introduced Mr. Ben Mead-Harvey, Library Manager, The Village Library.

Mr. Mead-Harvey welcomed the Commission to The Village Library. He briefly spoke about the recent Literary Voices event, featuring guest speaker and author, Lisa Scottoline.

Mr. Mead-Harvey reported in the fall, the Village Library will begin a renovation which will include removing the reference desk to a single service point, replacement of furniture, updating the children's area, study rooms, restrooms, painting, re-carpeting, and the renovation of the back office. Mr. Mead-Harvey thanked the Commissioners for their time.

III. Ms. Anthony called roll and established a quorum at 3:49 p.m.

Present: Alford, Caine, Carlson, Friedemann, Harpman, Leslie, McCaleb, McDaniel, Patel, Shockley, Shonts, Smith, Toland, Tucker, Anthony.

IV. Ms. Anthony referred to the Presentation of Service Certificates for April 2017: Jean M. Wilburn, Circulation Clerk, Belle Isle Library, 25 years of service.

Ms. Anthony also recognized the following employees who were unable to attend the meeting: William K. Hammack, Public Computer Specialist, Northwest Library, Five years of service; Kevin R. Sendall, Extension Specialist, Community Libraries, 10 years of service; Rachel B. Vance, Circulation Clerk, Southern Oaks Library, 10 years of service; Keri L. Cloud, Library Aide, Edmond Library, 15 years of service; Clyde D. Herrod, Associate Cataloger, Cataloging, 35 years of service.

V. Ms. Anthony referred to the Consent Docket: Document #66 – Approval of Minutes of March 16, 2017 Meeting; Document #67 - Acceptance of Review of Expenditures for March 2017.

Ms. Anthony called for a motion.

**Ms. Beth Toland moved to accept the consent docket. Ms. Judy Smith seconded.  
Questions and discussion followed. Motion passed unanimously.**

VI. Ms. Anthony referred to the Committee Reports: Document #68 – Discussion, Consideration and Possible Action: Report and Recommendations from the Public Services Committee meeting, March 27, 2017.

Ms. Judy Smith, Public Services Committee Chair, explained Administration is in the process of revising the Policy and Procedure Manual. The primary task is removing the procedures from the actual policies. The policies are the guidelines and are approved by the Commission. The procedures are the methods by which the policies are implemented are created by the Administration. She called on Mr. Tim Rogers to further explain the recommended policy and procedure revisions.

Mr. Rogers explained the two groups of policies. The first group of policies relates to accounts and borrowing and the second group relates to collection development management, formerly the Materials Selection policy.

Mr. Rogers explained that the recommended changes simplify the language and remove all procedures. He referred to AL 200 Library Accounts and detailed the changes. AL 211 Reciprocal Cards and AL 310 Cardholder Responsibilities have been repealed and the contents that were not procedural have been merged into AL 200 Library Accounts. Questions and discussion followed.

Mr. Rogers reviewed and explained the recommended changes to AM 100 Borrowing. AM 120 System Reserves and AM 110 Delinquent/Lost/Damaged Materials have been repealed and merged into AM 100 Borrowings. Questions and discussion followed.

**The motion coming from the Public Services Committee for adoption to the Metropolitan Library System Policy and Procedure Manual revisions to AL 200 (Library Account), 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. A motion coming from the Public Services Committee requires no second. No further discussion. Motion passed unanimously.**

Mr. Rogers referred to the second group of policies. AM 310 Materials Selection will be repealed and replaced by AM 310 Collection Development and Management Policy. The proposed new policy focuses on the entire collection, instead of individual library collections. The proposed policy repeals individual collections policies and eliminates the procedural elements. All Commission action taken in the past regarding shelving and labeling of the collection, including the Family Talk Collection, is removed from the policy, per the recommendation. The Public Services Committee had in depth discussion regarding the Family Talk Collection and decided it is best to let the professional staff manage the collections. The selection of specific items and how they are to be shelved is procedural and should be done by library staff. Questions and discussion followed.

Ms. Anthony called for a motion.

**The motion coming 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. A motion coming from the Public Services Committee requires no second. No further discussion. Motion passed unanimously.**

**VII.** Ms. Anthony referred to the Committee Reports: Document #69 – Discussion, Consideration and Possible Action: Commission Elected Candidates to the Library Endowment Trust Board.

Ms. Penny McCaleb reported the bylaws of the Library Endowment Trust specify the Library Commission is responsible for appointing a certain number of Trustees to the Library Endowment Trust Board. She requested the commission re-appoint Ms. Heather Ross, Ms. Catherine Armitage, Mr. Robert Clements and requested the new appointment of Mr. Ron Byrne to the Library Endowment Trust Board. Biographical information was provided for each recommended trustee. Questions and discussion followed.

Ms. Anthony called for a motion.

**Ms. Penny McCaleb moved to approve the re-appointment of Heather Ross, Robert Clements, Catherine Armitage, and the appointment of Ron Byrne to the Library Endowment Trust. Ms. Beth Toland seconded. Questions and discussion followed. Motion passed unanimously.**

**VIII.** Ms. Anthony stated if there is no objection, the proposed Executive Session and Document #70 – Recommendations from Administration – Revision to SH 110 are no longer needed and have been pulled from the agenda. No objections were made.

**IX.** Ms. Anthony referred to Staff Reports.

Mr. Rogers introduced Ms. Michele Gorman, Chief Organizational and Development Officer.

Ms. Gorman addressed questions and concerns that were voiced at the March Commission meeting regarding the Alignment Project, specifically the pace of the changes and what is being done to help staff prepare for the transition. Ms. Gorman distributed handouts and explained the Learning and Development

Plan, created for staff to ensure there is ongoing support and coaching to reduce stress and ensure staff have the skills necessary to be successful in their new roles. To measure success, there will be constant communication with staff, supervisors and managers. Assessments will also be done for workshops and trainings. Questions and discussion followed.

Mr. Rogers referred to the ReadOKC Staff Report. He called on LaVetta Dent, Director of Outreach Services and Meaghan Hunt-Wilson, Special Projects Librarian to explain the initiative.

Ms. Hunt-Wilson reported ReadOKC is an extension of the ONEcard partnership. The initiative is to promote the love of reading in Oklahoma City Public Schools students. As part of the ReadOKC taskforce, the Metropolitan Library System will host a launch event at the Downtown Library on May 15 from 5:30 to 6:30 p.m. Mayor Mick Cornett and Oklahoma City Public Schools Superintendent, Aurora Lora are the featured speakers for the event. Ms. Dent added representatives from the Oklahoma City Energy and Oklahoma City Dodgers will also be in attendance. We are looking forward to extending the program in the future to all schools in the metro area.

Mr. Rogers called on Morgan Jones, Manager of Planning and Assessment; Steve Butts, Facilities Project Coordinator; and Erin Bedford, Bethany Library Manager to provide an overview of the 95% Plan for Bethany Library.

A PowerPoint presentation highlighted progress of the Bethany Library Project. The presentation provided an overview of the exterior and parking at the new library. The layout of the meeting rooms, materials, and floor plans were also provided. The 100% plans are expected to be received within the next week. Groundbreaking is scheduled to take place on August 5, 2017 with opening of the new Bethany Library in late fall of 2018.

**X.** Ms. Anthony referred to Document #71 – March 2017 Usage Summary Report and Document #72 – Quarterly Usage Summary.

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

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

Mr. Rogers presented to the Commissioners, a Division Work Chart handout with an overview of the library's divisions and departments.

Mr. Rogers announced the hiring of Mr. Anthony Herron, Chief Operating Officer. Mr. Herron will begin his new position on June 5.

**XII.** Ms. Anthony asked for comments from Commission members.

Concerns were raised that there is no policy regarding firearms in library buildings. Ms. Anthony asked Mr. Rogers to look into and bring something back to the Commission for consideration at a future date.

**XIII.** The next regularly scheduled meeting will be held at Southern Oaks Library on May 18, 2017 at 3:30 p.m.

There being no further business, the meeting was adjourned at 5:02 p.m.

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Tim Rogers,  
Executive Director  
(Secretary)

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

April 30, 2017

The attached statement of the financial condition of the Metropolitan Library System reflects the encumbrances and expenditures for the month of April 2017. For comparison, 83.33% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of April 2017.



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

	Year To Date 04/30/2017 Current Year Balance	Prior Year To Date 04/30/2016 Prior Year	Year To Date 04/30/2017 Difference
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents	9,191,045.44	5,600,354.61	3,590,690.83
Investments			
Short Term Investments	10,312,094.32	807,415.15	9,504,679.17
Long Term Investments	13,083,808.36	26,568,980.59	(13,485,172.23)
Total Investments	23,395,902.68	27,376,395.74	(3,980,493.06)
Total Current Assets	32,586,948.12	32,976,750.35	(389,802.23)
Long-term Assets	6,973,787.64	1,715,103.09 *	5,258,684.55
<b>Total Assets</b>	<b>39,560,735.76</b>	<b>34,691,853.44</b>	<b>4,868,882.32</b>
<b>Liabilities and Net Assets</b>			
Liabilities			
Short-term Liabilities	159,932.18	482,562.72	(322,630.54)
Total Liabilities	159,932.18	482,562.72	(322,630.54)
Net Assets			
General Fund	38,828,701.92	33,807,747.83	5,020,954.09
Special Funds	616,595.26	401,542.89	215,052.37
Total Net Assets	39,445,297.18	34,209,290.72	5,236,006.46
<b>Total Liabilities and Net Assets</b>	<b>39,605,229.36</b>	<b>34,691,853.44</b>	<b>4,913,375.92</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 04/30/2017 Actual
Investment Balance				
CD - BancFirst	07/28/2015	07/27/2018	1.700 %	240,000.00
CD - First State Bank	09/20/2016	09/20/2018	1.000 %	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2016	12/12/2019	1.000 %	240,000.00
CD - MidFirst Bank	01/26/2015	10/26/2017	1.000 %	97,415.15
CD - Municipal Emp. Credit Union	06/10/2015	06/10/2017	1.256 %	240,000.00
CD - National Bank of Commerce.	12/21/2015	12/21/2017	1.000 %	240,000.00
CD - Weokie Credit Union	01/20/2015	01/20/2020	1.510 %	124,808.36
Federal Farm Credit Bank	07/13/2016	07/13/2020	1.190 %	2,000,000.00
Federal Home Loan Bank 11/21/2018	05/21/2013	11/21/2018	1.000 %	1,999,000.00
Federal Home Loan Bank 11/8/2018	02/08/2013	11/08/2018	1.050 %	2,000,000.00
FNMA 3/28/2018	03/28/2013	03/28/2018	1.000 %	2,000,000.00
FNMA 6/27/2019	12/27/2012	06/27/2019	1.250 %	2,000,000.00
Freddie Mac 8/23/2019	08/23/2012	08/23/2019	1.400 %	2,000,000.00
Treasury Bill 7/6/2017	01/10/2017	07/06/2017	0.523 %	9,974,679.17
Total Investment Balance			<u>0.000 %</u>	<u>23,395,902.68</u>

Metropolitan Library Commission of Ok Co  
Commission Statement of Revenues  
As of April 30, 2017

	Year To Date 04/30/2017	Month To Date 04/30/2017	Year To Date 04/30/2017		Month To Date 04/30/2016	Prior Year To Date 04/30/2016
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	3,009,575.40	33,744,269.76	104.67 %	2,950,975.54	32,309,301.17
Fines	500,310.00	34,427.92	363,786.32	72.71 %	41,887.87	464,953.49
State Aid Revenue	239,154.00	99,020.00	222,796.00	93.16 %	104,272.20	236,898.20
Total Budgeted Revenue	<u>32,977,532.00</u>	<u>3,143,023.32</u>	<u>34,330,852.08</u>	<u>104.10 %</u>	<u>3,097,135.61</u>	<u>33,011,152.86</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	53,846.37	1,075,034.21	0.00 %	60,611.56	1,091,461.53
Interest Revenue	0.00	391.01	160,184.79	0.00 %	(105.31)	155,347.04
Lost Books	0.00	(129.94)	(1,128.92)	0.00 %	0.00	0.00
Room Rentals	0.00	7,178.75	64,237.50	0.00 %	0.00	0.00
Merchandise Sales	0.00	412.71	3,097.39	0.00 %	0.00	0.00
Copies	0.00	16,175.54	145,959.95	0.00 %	14,126.54	10,077.91
Gifts and Donations	0.00	0.00	0.00	0.00 %	(104.30)	99,605.51
Grant Revenue	0.00	3,500.00	201,938.18	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	79.20	102.84	0.00 %	0.00	36,003.58
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	0.00	1,049.58
Flex Benefits Revenue	0.00	0.00	0.00	0.00 %	0.00	3,668.27
Miscellaneous Revenue	0.00	8,767.12	104,309.19	0.00 %	14,570.90	154,729.89
Interfund Transfers In	0.00	43,002.80	44,493.60	0.00 %	0.00	0.00
Total Not Budgeted Revenue	<u>0.00</u>	<u>133,223.56</u>	<u>1,798,228.73</u>	<u>0.00 %</u>	<u>89,099.39</u>	<u>1,551,943.31</u>
Total Revenue	<u>32,977,532.00</u>	<u>3,276,246.88</u>	<u>36,129,080.81</u>	<u>109.56 %</u>	<u>3,186,235.00</u>	<u>34,563,096.17</u>

Metropolitan Library Commission of Oklahoma County  
General Ledger Report  
For (07/01/2016 to 04/30/2017)

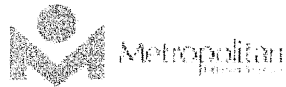
Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
<b>4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)</b>																<b>0.00</b>
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	999	90		GEN	General Fund	2017			205	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			209	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			247	GJ	1,650,405.85		(4,391,115.23)
12/15/2016	12/15/2016		Ad valorem taxes 12-01 to 12-09	999	90		GEN	General Fund	2017			248	GJ	2,275,957.23		(6,667,072.46)
12/21/2016	12/21/2016		Ad valorem taxes 12/12/2016 to 12/16/2016	999	90		GEN	General Fund	2017			252	GJ	2,204,041.48		(8,871,113.94)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	999	90		GEN	General Fund	2017			253	GJ	21.96		(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			270	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			283	GJ	10,215,063.01		(22,222,023.91)
01/12/2017	01/12/2017		Ad valorem taxes 12/16/2016 to 12/30/2016	999	90		GEN	General Fund	2017			294	GJ	6.96		(22,222,030.87)
01/12/2017	01/12/2017		Ad valorem taxes 01/01/2017 to 01/06/2017	999	90		GEN	General Fund	2017			295	GJ	4,456,554.08		(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			301	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			302	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			306	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			309	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			316	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			322	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			328	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			348	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			334	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			337	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			342	GJ	909,199.08		(30,734,694.36)
04/05/2017	04/05/2017		Ad Valorem Taxes 3/27/17 to 3/31/2017	999	90		GEN	General Fund	2017			346	GJ	1,252,801.84		(31,987,496.20)
04/11/2017	04/11/2017		Ad valorem taxes 3/16-3/31 2017	999	90		GEN	General Fund	2017			357	GJ	2.18		(31,987,498.38)
04/20/2017	04/20/2017		Ad Valorem Taxes 4/01/17 to 4/14/17	999	90		GEN	General Fund	2017			369	GJ	1,756,771.38		(33,744,269.76)
<b>Totals for 4005 - Ad Valorem Tax Revenue-CY</b>														<b>0.00</b>	<b>33,744,269.76</b>	<b>(33,744,269.76)</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 7/1/16 to 7/15/16	999	90		GEN	General Fund	2017			10	GJ	68,249.52		(68,249.52)
07/27/2016	07/27/2016		Ad Valorem Taxes 7/15/16	999	90		GEN	General Fund	2017			11	GJ	12,998.80		(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes 7/15/16	999	90		GEN	General Fund	2017			12	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			15	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			43	GJ	139,480.90		(375,011.73)
09/14/2016	09/14/2016		Ad Valorem taxes 8/16 to 8/31 999	999	90		GEN	General Fund	2017			78	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			88	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			127	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			139	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			205	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			247	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			253	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			294	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			316	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			328	GJ	49,916.19		(1,021,106.29)
03/20/2017	03/20/2017		Ad valorem taxes	999	90		GEN	General Fund	2017			334	GJ	81.55		(1,021,187.84)

Metropolitan Library Commission of Oklahoma County  
General Ledger Report  
For (07/01/2016 to 04/30/2017)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department	Location	Program	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
04/11/2017	04/11/2017		3/1/17-3/15/17 Ad valorem taxes 3/16-3/31 2017	999	90		GEN	General Fund	2017			357	GJ		53,846.37	(1,075,034.21)
Totals for 4006 - Ad Valorem Tax Revenue-PY														0.00	1,075,034.21	(1,075,034.21)
Grand Total														0.00	34,819,303.97	(34,819,303.97)

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	Txn No	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			36	HIST		126,312.17	(126,312.17)
12/31/2015	12/31/2015		Historical Data	999	90		GEN	General Fund	2016			37	HIST		7,977,280.38	(8,103,592.55)
01/31/2016	01/31/2016		Historical Data	999	90		GEN	General Fund	2016			38	HIST		18,351,212.92	(26,454,805.47)
02/29/2016	02/29/2016		Historical Data	999	90		GEN	General Fund	2016			39	HIST		399,145.32	(26,853,950.79)
03/31/2016	03/31/2016		Historical Data	999	90		GEN	General Fund	2016			40	HIST		2,504,374.84	(29,358,325.63)
04/30/2016	04/30/2016		Historical Data	999	90		GEN	General Fund	2016			41	HIST		2,950,975.54	(32,308,301.17)
05/31/2016	05/31/2016		Historical Data	999	90		GEN	General Fund	2016			44	HIST		181,607.21	(32,490,908.38)
06/30/2016	06/30/2016		Historical Data	999	90		GEN	General Fund	2016			45	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			42	HIST		151,174.14	(151,174.14)
08/31/2015	08/31/2015		Historical Data	999	90		GEN	General Fund	2016			33	HIST		288,789.27	(439,963.41)
09/30/2015	09/30/2015		Historical Data	999	90		GEN	General Fund	2016			34	HIST		109,025.15	(548,988.56)
10/31/2015	10/31/2015		Historical Data	999	90		GEN	General Fund	2016			35	HIST		88,571.12	(617,559.68)
11/30/2015	11/30/2015		Historical Data	999	90		GEN	General Fund	2016			36	HIST		114,610.37	(732,170.05)
12/31/2015	12/31/2015		Historical Data	999	90		GEN	General Fund	2016			37	HIST		71,480.60	(803,650.65)
01/31/2016	01/31/2016		Historical Data	999	90		GEN	General Fund	2016			38	HIST		62,325.29	(865,975.94)
02/29/2016	02/29/2016		Historical Data	999	90		GEN	General Fund	2016			39	HIST		90,394.77	(956,370.71)
03/31/2016	03/31/2016		Historical Data	999	90		GEN	General Fund	2016			40	HIST		74,479.26	(1,030,849.97)
04/30/2016	04/30/2016		Historical Data	999	90		GEN	General Fund	2016			41	HIST		60,611.56	(1,091,461.53)
05/31/2016	05/31/2016		Historical Data	999	90		GEN	General Fund	2016			44	HIST		64,675.75	(1,156,137.28)
06/30/2016	06/30/2016		Historical Data	999	90		GEN	General Fund	2016			45	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

	2017			2017	
	Month Ending 04/30/2017			Year To Date 04/30/2017	
	Month	Actual YTD	% of Budget Used	OpBudget	Remaining Budget
<b>Commission Expenses</b>					
Salaries and Benefits					
Salaries	1,339,076.43	14,837,997.03	82.13 %	18,067,512.00	3,229,514.97
Payroll Taxes	97,960.08	1,085,671.93	78.84 %	1,377,112.00	291,440.07
Benefits	297,688.17	3,029,970.02	71.09 %	4,262,017.00	1,232,046.98
Retirement	96,657.56	1,043,626.86	53.56 %	1,948,427.00	904,800.14
Total Salaries and Benefits	1,831,382.24	19,997,265.84	77.95 %	25,655,068.00	5,657,802.16
Contractual Services					
Insurance	680.00	224,189.80	72.88 %	307,599.00	83,409.20
Rent	11,710.85	58,910.85	107.70 %	54,700.00	(4,210.85)
Janitorial Services	36,882.89	385,913.91	77.86 %	495,679.00	109,765.09
Repair and Maintenance	39,361.53	396,441.62	80.99 %	489,465.00	93,023.38
Mileage and Parking	16,604.85	153,074.22	62.00 %	246,894.00	93,819.78
Travel Registration Training	21,747.66	178,743.39	70.40 %	253,900.00	75,156.61
Professional Services	11,203.45	244,720.56	55.84 %	438,215.00	193,494.44
Security Services	51,955.70	515,969.38	77.24 %	668,000.00	152,030.62
Utilities	21,912.74	783,535.93	60.75 %	1,289,716.00	506,180.07
Memberships	1,010.00	33,892.83	74.40 %	45,556.00	11,663.17
Communications	16,776.50	147,180.95	45.08 %	326,468.00	179,287.05
Other Services	1,588.07	187,633.83	85.37 %	219,800.00	32,166.17
Automation Services	96,137.37	788,616.94	62.35 %	1,264,865.00	476,248.06
Catalog Services	5,244.52	57,566.46	52.18 %	110,325.00	52,758.54
Total Contractual Services	332,816.13	4,156,390.67	66.92 %	6,211,182.00	2,054,791.33
Commodities					
Printing	24,280.54	131,748.39	69.52 %	189,500.00	57,751.61
Postage	15,475.37	130,655.26	49.95 %	261,546.00	130,890.74
Supplies	33,080.08	363,577.62	65.85 %	552,115.00	188,537.38
Uniforms	0.00	5,047.69	84.13 %	6,000.00	952.31
Gasoline and Oil	2,899.21	19,579.72	55.94 %	35,000.00	15,420.28
Vehicles Parts and Repairs	515.48	31,247.52	104.16 %	30,000.00	(1,247.52)
Performance Services	19,658.82	131,620.07	57.04 %	230,740.00	99,119.93
Other Commodities	6,888.37	23,102.37	4.50 %	513,100.00	489,997.63
Total Commodities	102,797.87	836,578.64	46.02 %	1,818,001.00	981,422.36
Books and Materials	463,924.62	3,760,948.45	64.07 %	5,869,985.00	2,109,036.55
Capital Outlays					
Furniture, Fixtures and Equipment	3,795.00	176,829.34	40.92 %	432,130.00	255,300.66
IT Equipment	6,014.70	568,342.98	67.84 %	837,742.00	269,399.02
Total Capital Outlays	9,809.70	745,172.32	58.68 %	1,269,872.00	524,699.68
Buildings					
Projects	11,705.35	453,087.39	38.53 %	1,176,000.00	722,912.61
New Construction	2,654.04	1,070,433.30	51.39 %	2,083,000.00	1,012,566.70
Total Buildings	14,359.39	1,523,520.69	46.75 %	3,259,000.00	1,735,479.31
<b>Total Commission Expenses</b>	<b>2,755,089.95</b>	<b>31,019,876.61</b>	<b>70.37 %</b>	<b>44,083,108.00</b>	<b>13,063,231.39</b>

Metropolitan Library Commission of Oklahoma County  
Commission Special Funds  
As of April 30, 2017

	Year To Date			
	06/30/2016	04/30/2017		
	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	3,401.34	0.00
F0004--Come Read With Me	9,078.81	0.00	9,078.81	0.00
F0005--Our World	3,514.21	0.00	3,514.21	0.00
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	529.05	819.02	0.00
F0014--Our World	40,000.00	0.00	40,000.00	0.00
F0015--Staff Recognition Achievement	1,000.00	0.00	210.00	790.00
F0016--Come Read With Me	15,000.00	0.00	15,000.00	0.00
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	5,151.85	14,848.15
F0030--System-Wide Programming 2017	0.00	48,314.21	0.00	48,314.21
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	82,872.29	78,688.55	4,183.74
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	24,087.25	18,784.02	5,303.23
F0039--Warr Acres iPads 2017	0.00	1,300.00	0.00	1,300.00
F0040--Legislative Lunch 2017	0.00	0.00	200.00	(200.00)
Total Friends--Friends Grants (All)	100,226.68	209,048.98	204,972.25	104,303.41
Other--Other Grants (All)				
OTH0001--LET Special Grant	2,864.10	0.00	2,699.70	164.40
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--CT Guild-Fabric for Book Bags	264.95	0.00	0.00	264.95
OTH0009--CT 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)	11,800.00	6,000.00	0.00
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 Recognition 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
OTH0034--CT Guild-Senior Center Furniture	0.00	3,500.00	0.00	3,500.00
Total Other--Other Grants (All)	62,611.79	37,382.80	12,382.09	87,612.50
Total NetAsset - Beg	162,838.47	246,431.78	217,354.34	191,915.91



## 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>	
04/05/2017	V001525--TRAVIS BRAZEAL	Voided - 103900030002469	(350.00)
04/05/2017	V000883--SHELDON BEACH	103900030002511	46.17
04/05/2017	V001025--JUDITH L MATTHEWS	103900030002510	27.55
04/05/2017	V000945--JAKOB J HERTZEL	103900030002509	44.51
04/05/2017	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	102781	62.00
04/05/2017	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	102780	117.00
04/05/2017	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	102779	92.00
04/05/2017	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	102778	141.00
04/05/2017	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	102777	198.00
04/05/2017	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	102776	48.00
04/05/2017	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	102775	62.00
04/05/2017	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	102813	62.00
04/05/2017	V000720--WALMART COMMUNITY/GECRB	102812	113.63
04/05/2017	V000691--UNITED PARCEL SERVICE	102811	355.13
04/05/2017	V000613--SOUTHWEST PAPER COMPANY INC	102807	3,449.32
04/05/2017	MIDTP--MIDWEST TAPE	102804	98.94
04/05/2017	V000274--HOME DEPOT CREDIT SERVICES	102798	157.15
04/05/2017	V000115--CITY OF HARRAH	102793	67.11
04/05/2017	V000109--CITY OF CHOCTAW - 3429	102792	89.00
04/05/2017	V000110--CITY OF CHOCTAW - 3037	102791	30.09
04/05/2017	V000095--CHASE CARDMEMBER SERVICE	102788	341.36
04/05/2017	V000079--C.O.T.P.A.	102786	500.00
04/05/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102785	9.75
04/05/2017	V000015--AMAZON	102784	1,830.08
04/05/2017	V001313--TRICIA SWEANY	103900030002508	43.87
04/05/2017	V000624--STAR LIGHTING & SUPPLY	103900030002507	83.33
04/05/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002506	788.28
04/05/2017	V000592--SCOTTS PRINTING & COPYING	103900030002505	8,505.23
04/05/2017	V000569--REPUBLIC SERVICES - WA	103900030002504	41.42
04/05/2017	V000568--REPUBLIC SERVICES - VI	103900030002503	80.08
04/05/2017	V000567--REPUBLIC SERVICES - SO	103900030002502	45.30
04/05/2017	V000566--REPUBLIC SERVICES - RE	103900030002501	49.20
04/05/2017	V000565--REPUBLIC SERVICES - NW	103900030002500	45.30
04/05/2017	V000564--REPUBLIC SERVICES - MTC	103900030002499	141.40
04/05/2017	V000563--REPUBLIC SERVICES - MC	103900030002498	99.36
04/05/2017	V000562--REPUBLIC SERVICES - ED	103900030002497	78.00
04/05/2017	V000561--REPUBLIC SERVICES - DN	103900030002496	83.10
04/05/2017	V000560--REPUBLIC SERVICES - DC	103900030002495	49.20
04/05/2017	V000559--REPUBLIC SERVICES - CT	103900030002494	40.80
04/05/2017	V000557--REPUBLIC SERVICES - BI	103900030002493	71.97
04/05/2017	V000556--REPUBLIC SERVICES - BE	103900030002492	52.09
04/05/2017	V000555--REPUBLIC SERVICES - AL	103900030002491	49.20
04/05/2017	V000869--REBECCA FESLER	103900030002490	18.67
04/05/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002489	2,866.00
04/05/2017	V000488--ONG - NP	103900030002488	95.61
04/05/2017	V000498--ONG - CT	103900030002487	164.22
04/05/2017	V000851--MARIA WATKINS	103900030002486	67.01
04/05/2017	V000372--LOCKE SUPPLY CO	103900030002485	68.11
04/05/2017	V000363--LAVETTA KINSEY DENT	103900030002484	235.68
04/05/2017	V000310--JIMMY WELCH	103900030002483	3,000.00
04/05/2017	V001016--JESSICA L GONZALEZ	103900030002482	150.87
04/05/2017	V000299--JAMSHID POURTORKAN	103900030002481	150.00
04/05/2017	V001255--IDOLOGY INC	103900030002480	550.00
04/05/2017	V000993--GERALDINE E ADAMS	103900030002479	159.80
04/05/2017	V000248--GELCO CLOTHING & SHOES INC	103900030002478	139.95
04/05/2017	V000187--DEMCO INC	103900030002477	65.08
04/05/2017	V000794--DARRIE BREATHWIT	103900030002476	14.94
04/05/2017	V000143--COPELIN'S OFFICE CENTER LLC	103900030002475	1,942.00
04/05/2017	V001121--CLAUDIA FARIAS-COWLING	103900030002474	301.87
04/05/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002473	506.25
04/05/2017	V000060--BIBLIOTHECA ITG LLC	103900030002472	24,024.40
04/05/2017	V001585--XCEL OFFICE SOLUTIONS	102783	20.00
04/05/2017	V000737--WESTLAKE HARDWARE	102782	9.01
04/05/2017	V000672--TOWN OF LUTHER	102810	38.62
04/05/2017	JRNLR--THE JOURNAL RECORD PUBLISHING COMPANY LLC	102809	189.00
04/05/2017	V000621--STANDLEY SYSTEMS	102808	134.41
04/05/2017	RDCBK--RECORDED BOOKS INC	102806	900.64

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
04/05/2017	V000443--NOVALCO INC	102805	168.40
04/05/2017	V001254--NEOPOST USPS	102816	10,000.00
04/05/2017	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	102803	238.01
04/05/2017	V000470--KOCO-TV	102802	1,887.85
04/05/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	102801	80.00
04/05/2017	V000301--JEAN HILL	102800	250.00
04/05/2017	V001584--JAMES C DOHERTY	102799	4.00
04/05/2017	V000258--GREAT AMERICAN GLASS & TINTING	102797	434.00
04/05/2017	V001567--DANIELLE RICHARDS DBA DEE RICH	102796	150.00
04/05/2017	V000131--CITY OF OKLAHOMA CITY - SO	102795	662.97
04/05/2017	V000116--CITY OF MIDWEST CITY	102794	293.10
04/05/2017	V001339--CITY OF BETHANY - TEMP LOCATION	102790	122.00
04/05/2017	V000103--CINTAS CORP	102789	444.34
04/05/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102787	818.73
04/05/2017	V000079--C.O.T.P.A.	102815	11,102.00
04/05/2017	CHQ--BRIDGEALL LIBRARIES LIMITED	102814	14,000.00
04/05/2017	V001527--WINSUPPLY OF OKLAHOMA CITY CO	103900030002471	7.27
04/05/2017	V000713--VICTORIA LYNN SAXTON	103900030002470	31.40
04/05/2017	V001525--TRAVIS BRAZEAL	103900030002469	350.00
04/05/2017	V000666--TIMOTHY JOHN SPINDLE	103900030002468	15.92
04/05/2017	V000649--TECH LOCK INC	103900030002467	15.29
04/05/2017	V000638--SUPERIOR LINEN SERVICE INC	103900030002466	29.00
04/05/2017	OVERD--OVERDRIVE INC	103900030002465	36,632.65
04/05/2017	V000497--ONG - WA	103900030002464	91.74
04/05/2017	V000487--ONG - MC	103900030002463	238.80
04/05/2017	V000495--ONG - LU	103900030002462	67.55
04/05/2017	V001340--ONG - BE TEMP	103900030002461	207.45
04/05/2017	V000461--O G & E - SO	103900030002460	1,371.35
04/05/2017	V001078--O G & E - LU	103900030002459	229.35
04/05/2017	V000454--O G & E - JN	103900030002458	282.49
04/05/2017	V001147--NGO LOVE LLC	103900030002457	4,100.00
04/05/2017	V000860--MELVIN NOLIN	103900030002456	234.76
04/05/2017	V000405--MELODY A KELLOGG	103900030002455	100.00
04/05/2017	V000844--LONDON HOLMAN	103900030002454	21.45
04/05/2017	V000341--KEYSTONE LABELS LLC	103900030002453	2,017.86
04/05/2017	V001318--KATELYN SANDERS	103900030002452	57.67
04/05/2017	V000828--JONITA NORMORE	103900030002451	11.93
04/05/2017	V000827--JONATHAN WILLIS	103900030002450	38.31
04/05/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002449	1,096.48
04/05/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002448	295.07
04/05/2017	V000277--HUNZICKER BROTHERS INC	103900030002447	131.00
04/05/2017	V000813--HEIDI PORT	103900030002446	301.77
04/05/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002445	9,846.55
04/05/2017	FINDW--FINDAWAY WORLD LLC	103900030002444	11,809.76
04/05/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030002443	1,712.52
04/05/2017	V001159--DESIGN + BUILD GROUP	103900030002442	18,407.98
04/05/2017	V000153--COX COMMUNICATIONS INC 001 6111 050756502	103900030002441	67.35
04/05/2017	V000151--COX COMMUNICATIONS INC 001 6111 029855802	103900030002440	65.92
04/05/2017	V000152--COX COMMUNICATIONS INC 001 6110 029711502	103900030002439	67.53
04/05/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002438	18,259.21
04/05/2017	BTRSH--BAKER & TAYLOR	103900030002437	368.66
04/05/2017	BTJUV--BAKER & TAYLOR	103900030002436	13,153.70
04/05/2017	BTEN--BAKER & TAYLOR	103900030002435	5,149.15
04/05/2017	BTCON--BAKER & TAYLOR	103900030002434	269.63
04/05/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030002433	98.50
04/05/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002432	3,398.84
04/12/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	102871	1,226.34
04/12/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	102869	1,073.60
04/12/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102868	500.41
04/12/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	102866	239.09
04/12/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102852	7,204.93
04/12/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102851	1,959.61

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Date	Payee	Document No	Amount
04/12/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102850	35,650.88
04/12/2017	V000353--GRIFFIN TELEVISION OKC LLC DBA KWTW	102846	3,000.00
04/12/2017	V000470--KOCO-TV	102845	5,066.00
04/12/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102840	180.00
04/12/2017	V000164--COX MEDIA INC	102834	4,800.00
04/12/2017	V000050--BANK OF OKLAHOMA	102824	5,805.93
04/12/2017	V000021--AMERICAN EXPRESS COMPANY	102821	318.00
04/12/2017	V000009--ADMINISTRATIVE SERVICES	102818	1,571.73
04/12/2017	V000003--4IMPRINT INC	102817	8,649.65
04/12/2017	V000762--XEROX - VI-722211588	103900030002638	140.48
04/12/2017	V000759--XEROX - RE-722211562	103900030002637	106.03
04/12/2017	V000758--XEROX - OUT-720607472	103900030002636	11.87
04/12/2017	V000750--XEROX - HUM-721443166	103900030002635	141.21
04/12/2017	V001375--XEROX - WR 723436820	103900030002634	18.69
04/12/2017	V000763--XEROX - WA-721443299	103900030002633	70.94
04/12/2017	V000757--XEROX - TP-720952290 LX7	103900030002632	55.36
04/12/2017	V000761--XEROX - TP-720607456	103900030002631	5.53
04/12/2017	V000760--XEROX - SO-721443257	103900030002630	80.68
04/12/2017	V001296--XEROX - NW 723390324	103900030002629	36.27
04/12/2017	V001374--XEROX - NP 723436804	103900030002628	18.93
04/12/2017	V001596--XEROX - MSL-720607530	103900030002627	19.57
04/12/2017	V000756--XEROX - MC-721443182	103900030002626	55.26
04/12/2017	V000755--XEROX - LU-720952290	103900030002625	52.73
04/12/2017	V001377--XEROX - JN 723390332	103900030002624	41.69
04/12/2017	V000754--XEROX - IT-720607498	103900030002623	32.39
04/12/2017	V001376--XEROX - HR 723436796	103900030002622	30.21
04/12/2017	V000752--XEROX - DN3-720607522	103900030002621	17.65
04/12/2017	V000751--XEROX - DN2-721443166	103900030002620	36.83
04/12/2017	V000749--XEROX - DC-722211521	103900030002619	54.46
04/12/2017	V000748--XEROX - CT-721443307	103900030002618	35.03
04/12/2017	V000747--XEROX - CH-721443232	103900030002617	28.29
04/12/2017	V000745--XEROX - BE-721443190	103900030002616	14.97
04/12/2017	V000503--OKLAHOMA PRESS SERVICE	103900030002615	129.50
04/12/2017	FRIDA--NICHOLS HILLS PUBLISHING COMPANY DBA OKC FRIDAY	103900030002614	510.00
04/12/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002613	19,671.16
04/12/2017	V000720--WALMART COMMUNITY/GECRB	102873	303.60
04/12/2017	V000717--W W GRAINGER INC	102872	415.14
04/12/2017	V000711--VERITIV OPERATING COMPANY	102870	3,316.90
04/12/2017	V000691--UNITED PARCEL SERVICE	102867	367.52
04/12/2017	V000444--THE JOURNAL RECORD PUBLISHING COMPANY LLC10005302	102865	116.21
04/12/2017	EDSUN--THE EDMOND SUN	102864	86.41
04/12/2017	V001594--TAYLAR D FERGUSON	102863	27.00
04/12/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102862	48.99
04/12/2017	V000601--SMART TECHNOLOGIES INC	102861	650.00
04/12/2017	V000900--SCOTT RICE	102860	1,425.08
04/12/2017	V000587--SAVANNAH DENISE MITCHELL	102859	1,200.00
04/12/2017	V000577--ROTARY CLUB OF OKLAHOMA CITY	102858	260.00
04/12/2017	V001593--RENEE A TINKER	102857	24.95
04/12/2017	V001587--PONY PARTY EXPRESS LLC	102856	100.00
04/12/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102855	10.27
04/12/2017	V000515--PAMELA BARRYMORE	102854	100.00
04/12/2017	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	102853	5,244.52
04/12/2017	V000399--MATTHEW RYAN WARD	102849	455.00
04/12/2017	V000373--LOIS CROSS	102848	50.00
04/12/2017	V001588--LIBRARY ENDOWMENT TRUST	102847	1,400.00
04/12/2017	V001592--JACK MATTINGLY	102844	21.95
04/12/2017	V000287--INDEPENDENT STATIONERS	102843	190.03
04/12/2017	V000274--HOME DEPOT CREDIT SERVICES	102842	545.00
04/12/2017	V000273--HOBBY LOBBY	102841	119.91
04/12/2017	V000914--GAME ON MOBILE GAMING AND LASER TAG	102839	300.00
04/12/2017	V000244--GAIL C INGRAM DBA NOBEL COUNTY YARNS ETC	102838	100.00
04/12/2017	V000241--FUELMAN OF MID-AMERICA	102837	2,779.32
04/12/2017	V000238--FRATES INSURANCE & RISK MANAGEMENT	102836	680.00
04/12/2017	V000172--DAGWELL DIXIE INC	102835	25.02
04/12/2017	V000132--CITY OF THE VILLAGE	102833	91.41

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Date	Payee	Document No	Amount
04/12/2017	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	102832	36.02
04/12/2017	V001590--CHRISTA L FEASLEY	102831	4.25
04/12/2017	V000095--CHASE CARDMEMBER SERVICE	102830	7,857.18
04/12/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102829	7,380.84
04/12/2017	CDPB--C & D PUBLISHING	102828	600.00
04/12/2017	V001595--BRYSEN M NORMAN	102827	28.90
04/12/2017	V000073--BRODART INC	102826	4,353.00
04/12/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102825	83.66
04/12/2017	AVCAF--AV CAFÉ INC	102823	790.06
04/12/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER- SHIP	102822	190.00
04/12/2017	V000015--AMAZON	102820	331.59
04/12/2017	V001589--ALI N MOORE	102819	5.00
04/12/2017	V000776--ANGIE WALTON	103900030002612	445.33
04/12/2017	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	103900030002611	500.00
04/12/2017	V001175--WILLIAM FRETZ	103900030002610	540.00
04/12/2017	V001525--TRAVIS BRAZEAL	103900030002609	350.00
04/12/2017	V000673--TRAK 1 TECHNOLOGY INC	103900030002608	32.56
04/12/2017	V000995--TINDLE J ARNOLD	103900030002607	98.23
04/12/2017	THORE--THOMSON REUTERS	103900030002606	1,063.60
04/12/2017	V001514--TESS BOTKIN	103900030002605	166.62
04/12/2017	V000649--TECH LOCK INC	103900030002604	25.94
04/12/2017	V001190--STEPHEN BUTTS	103900030002603	144.08
04/12/2017	V000624--STAR LIGHTING & SUPPLY	103900030002602	459.70
04/12/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002601	12.07
04/12/2017	V000603--SMITHKOR INVESTMENTS LLC	103900030002600	7,610.85
04/12/2017	V001029--SARAH N BROWN	103900030002599	18.56
04/12/2017	V000871--RISA SARGENT	103900030002598	290.59
04/12/2017	V000558--REPUBLIC SERVICES - CH	103900030002597	46.48
04/12/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002596	503.00
04/12/2017	V000988--PAULA K PENROD	103900030002595	12.60
04/12/2017	OVERD--OVERDRIVE INC	103900030002594	30,102.33
04/12/2017	V000499--ONG - DN	103900030002593	31.32
04/12/2017	V000507--OKLAHOMA TURNPIKE AUTHORITY	103900030002592	176.38
04/12/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002591	5,685.00
04/12/2017	V000472--OKLAHOMA BUILDING SERVICES INC	103900030002590	30,510.89
04/12/2017	V001561--OKC IMPROV FOUNDATION	103900030002589	115.00
04/12/2017	V000462--O G & E - STORAGE	103900030002588	118.39
04/12/2017	V000460--O G & E - SERVICE CENTER	103900030002587	1,580.45
04/12/2017	V000456--O G & E - MC	103900030002586	5,070.18
04/12/2017	V000439--NEOFUNDS BY NEOPOST USA INC	103900030002585	8,545.00
04/12/2017	V001014--MOLLY J GILES	103900030002584	37.72
04/12/2017	V000418--MICROSOFT CORPORATION	103900030002583	3,208.06
04/12/2017	MERG--MERGENT INC	103900030002582	1,772.00
04/12/2017	V000405--MELODY A KELLOGG	103900030002581	44.35
04/12/2017	V000857--MEAGHAN HUNT WILSON	103900030002580	168.12
04/12/2017	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030002579	570.00
04/12/2017	V001469--MARIAH BOX	103900030002578	37.56
04/12/2017	V000384--MAINTENANCE CONNECTION INC	103900030002577	396.00
04/12/2017	V000372--LOCKE SUPPLY CO	103900030002576	9.63
04/12/2017	V000847--LISA BRADLEY	103900030002575	15.98
04/12/2017	V001349--LEONDREA GATES	103900030002574	233.42
04/12/2017	V000842--KRISTIN WILLIAMSON	103900030002573	99.00
04/12/2017	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030002572	65.55
04/12/2017	V000343--KILEY B INGRAM	103900030002571	295.70
04/12/2017	V001177--KELCEY WAYNE FRAZIER	103900030002570	2,475.00
04/12/2017	V001128--KATHERINE HICKEY	103900030002569	283.52
04/12/2017	V000970--KASANDRA L DEWBRE-BURROWS	103900030002568	33.74
04/12/2017	V000832--KAREN LITTERAL	103900030002567	54.78
04/12/2017	V000329--KAREN K BAILEY	103900030002566	100.00
04/12/2017	V000324--JULIE BALLOU	103900030002565	118.88
04/12/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002564	50.00
04/12/2017	V000829--JOSHUA JORDAN	103900030002563	14.90
04/12/2017	V000825--JOHN WOOD	103900030002562	35.00
04/12/2017	V000824--JOHN UTLEY	103900030002561	35.00
04/12/2017	V000317--JOHN L HILBERT	103900030002560	178.03
04/12/2017	V000308--JESSICA ELAINE MOAD	103900030002559	12.54
04/12/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002558	495.43
04/12/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002557	31.41

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Date	Payee	Document No	Amount
04/12/2017	V001173--HEATHER ANN WILLIAMS	103900030002556	810.00
04/12/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002555	5,752.11
04/12/2017	V001238--GLORIA GOMEZ	103900030002554	675.00
04/12/2017	V001176--GLENN R BENNETT	103900030002553	1,035.00
04/12/2017	V000254--GINGER WALDRIP	103900030002552	100.00
04/12/2017	V000248--GELCO CLOTHING & SHOES INC	103900030002551	289.95
04/12/2017	GALE--GALE CENGAGE LEARNING	103900030002550	181.45
04/12/2017	FINDW--FINDAWAY WORLD LLC	103900030002549	28,205.76
04/12/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030002548	1,367.46
04/12/2017	V000809--ERIN BEDFORD	103900030002547	65.04
04/12/2017	V000806--EMILY WILLIAMS	103900030002546	108.84
04/12/2017	V000804--ELIZABETH KESSLER	103900030002545	8.87
04/12/2017	V000187--DEMCO INC	103900030002544	1,159.39
04/12/2017	V000177--DAVE MACK	103900030002543	70.00
04/12/2017	V000794--DARRIE BREATHWIT	103900030002542	42.42
04/12/2017	V000792--DANA BEACH	103900030002541	61.99
04/12/2017	V000148--COX COMMUNICATIONS 002 6110 052139601	103900030002540	726.25
04/12/2017	V000143--COPELIN'S OFFICE CENTER LLC	103900030002539	324.00
04/12/2017	V000112--CITY OF EDMOND	103900030002538	4,954.33
04/12/2017	V000788--CHRISTOPHER STOFEL	103900030002537	311.41
04/12/2017	V000998--CHRISTINE R BASSETT	103900030002536	10.50
04/12/2017	V000102--CHRIS KENNEDY	103900030002535	205.66
04/12/2017	V000099--CHICKASAW TELECOM INC	103900030002534	36,627.00
04/12/2017	V000785--CHERYLL JONES	103900030002533	42.29
04/12/2017	V000989--CHERYL E PERNELL	103900030002532	6.37
04/12/2017	V001189--CHELSEE BUMANN	103900030002531	37.01
04/12/2017	V001206--CHARLES AVERY	103900030002530	405.00
04/12/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002529	1,102.99
04/12/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002528	945.00
04/12/2017	V000080--CAMERON SMITH	103900030002527	77.68
04/12/2017	V001043--BRIDGET WILLIAMS	103900030002526	1.94
04/12/2017	V001066--BOBBY REED	103900030002525	110.59
04/12/2017	V000055--BEATRIZ MEYER	103900030002524	152.00
04/12/2017	V000053--BATTERIES PLUS BULBS	103900030002523	5,836.22
04/12/2017	V000781--BARBARA BEASLEY	103900030002522	69.76
04/12/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002521	38,778.88
04/12/2017	BTRSH--BAKER & TAYLOR	103900030002520	250.35
04/12/2017	BTSRL--BAKER & TAYLOR	103900030002519	1,555.09
04/12/2017	BTEN--BAKER & TAYLOR	103900030002518	7,604.10
04/12/2017	BTJUV--BAKER & TAYLOR	103900030002517	19,395.64
04/12/2017	BTCON--BAKER & TAYLOR	103900030002516	150.74
04/12/2017	V000027--ANDREW N SOLIVEN	103900030002515	294.09
04/12/2017	V000774--AMY UPCHURCH	103900030002514	104.20
04/12/2017	V001320--ADAM FERRARI	103900030002513	9.12
04/12/2017	V000006--ACCTTWO SHARED SERVICES LLC	103900030002512	337.50
04/19/2017	V001606--WILSON MACHARIA	102947	22.00
04/19/2017	WWOOD--WESTON WOODS STUDIOS INC	102946	1,425.93
04/19/2017	V000720--WALMART COMMUNITY/GEGRB	102945	146.88
04/19/2017	V000717--W W GRAINGER INC	102944	195.50
04/19/2017	V000709--VANCE HUNT & ASSOCIATES	102942	9,217.00
04/19/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	102939	1,268.90
04/19/2017	V000691--UNITED PARCEL SERVICE	102938	207.72
04/19/2017	V001410--TRACEE A MATHIS	102937	19.00
04/19/2017	V000660--THE TERMINIX INTERNATIONAL CO LP	102936	1,414.00
04/19/2017	V000656--THE LIBRARY STORE INC	102935	1,054.39
04/19/2017	V000444--THE JOURNAL RECORD PUBLISHING COM- PANY LLC10005302	102934	116.21
04/19/2017	V000645--SYNERGY DATACOM SUPPLY	102933	824.38
04/19/2017	V000633--STEVE OWENS DBA THIRD GENERATION RE- MODELING	102932	625.00
04/19/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	102930	124.00
04/19/2017	V001610--SHELBY ABRAHAMSON DBA LITTLE COFFEE FOX	102929	150.00
04/19/2017	V000900--SCOTT RICE	102928	5,296.50
04/19/2017	V000483--SCIENCE MUSEUM NETWORK	102927	200.00
04/19/2017	V000587--SAVANNAH DENISE MITCHELL	102926	225.00
04/19/2017	V000579--RUSSELL INTERIORS INC	102925	935.00
04/19/2017	RCDBK--RECORDED BOOKS INC	102924	361.09

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Date	Payee	Document No	Amount
04/19/2017	V001605--REBECCA MILLER	102923	11.95
04/19/2017	V001554--PROMEVO LLC	102922	335.99
04/19/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102921	33.86
04/19/2017	V001604--PAUL G KYLE	102920	3.00
04/19/2017	MORN--MORNINGSTAR	102913	185.00
04/19/2017	MIDTP--MIDWEST TAPE	102912	1,079.52
04/19/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102911	207,087.82
04/19/2017	V000408--METRO MONITOR INC	102910	95.00
04/19/2017	V001603--MAX BACHARACH	102909	19.90
04/19/2017	LOAKM--LIVE OAK MEDIA	102908	383.60
04/19/2017	V001588--LIBRARY ENDOWMENT TRUST	102907	1,400.00
04/19/2017	V001602--KOLSON GEE	102906	13.95
04/19/2017	V001601--JOAN LARSON	102905	3.50
04/19/2017	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	102904	8,872.35
04/19/2017	V001225--HEATHER WHITE	102903	50.00
04/19/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102901	75,085.28
04/19/2017	V000914--GAME ON MOBILE GAMING AND LASER TAG	102898	300.00
04/19/2017	V000218--EVANS HARDWARE	102897	27.47
04/19/2017	V000213--ENGINEERED EQUIPMENT INC	102896	349.46
04/19/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	102895	2,294.10
04/19/2017	V000142--CONTRACTORS SUPPLY CO	102894	42.60
04/19/2017	V000126--CITY OF OKLAHOMA CITY - WA	102893	92.40
04/19/2017	V000125--CITY OF OKLAHOMA CITY - NW	102889	336.81
04/19/2017	V001600--CHRISTOPHER M HAMPTON	102887	16.95
04/19/2017	V000095--CHASE CARDMEMBER SERVICE	102886	18,555.34
04/19/2017	CPLP--CENTER POINT LARGE PRINT	102885	1,294.20
04/19/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102884	967.94
04/19/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102881	26.96
04/19/2017	V000062--BLACKBAUD INC	102879	78.75
04/19/2017	AVCAF--AV CAFE INC	102878	773.53
04/19/2017	V000021--AMERICAN EXPRESS COMPANY	102876	979.00
04/19/2017	V000015--AMAZON	102874	1,758.89
04/19/2017	V000738--WEWERS LLC DBA RAY THE PAINTER	103900030002715	360.00
04/19/2017	STANP--STANDARD & POOR'S FINANCIAL SERVICES LLC	103900030002714	24,530.00
04/19/2017	V000601--SMART TECHNOLOGIES INC	103900030002713	4,830.00
04/19/2017	V000877--SALLY GRAY	103900030002712	3.98
04/19/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002711	2,996.00
04/19/2017	OVERD--OVERDRIVE INC	103900030002710	33,990.54
04/19/2017	V000493--ONG - VI	103900030002709	208.64
04/19/2017	V001053--ONG - CH	103900030002708	151.10
04/19/2017	V000486--ONG - BI	103900030002707	140.16
04/19/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002706	438.00
04/19/2017	V000458--O G & E - NW	103900030002705	2,946.30
04/19/2017	V000447--O G & E - AL	103900030002704	849.43
04/19/2017	V001128--KATHERINE HICKEY	103900030002703	11.68
04/19/2017	V000329--KAREN K BAILEY	103900030002702	100.00
04/19/2017	V001251--JAMMIE FLAHERTY	103900030002701	34.48
04/19/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002700	626.96
04/19/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002699	2,334.64
04/19/2017	V000277--HUNZICKER BROTHERS INC	103900030002698	127.79
04/19/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002697	804.33
04/19/2017	V000254--GINGER WALDRIP	103900030002696	300.00
04/19/2017	GALE--GALE CENGAGE LEARNING	103900030002695	592.80
04/19/2017	V000229--FIRETROL PROTECTION SYSTEMS	103900030002694	2,444.00
04/19/2017	FINDW--FINDAWAY WORLD LLC	103900030002693	7,859.23
04/19/2017	V000789--CINDY REVELS-NIGG	103900030002692	20.57
04/19/2017	V000053--BATTERIES PLUS BULBS	103900030002691	1,590.00
04/19/2017	V001097--ARCHER ADVISING	103900030002690	280.00
04/19/2017	V001264--3BRANCH PRODUCTS INC.	103900030002689	431.42
04/19/2017	V000891--TERESA MATTHEWS	103900030002688	61.04
04/19/2017	V000871--RISA SARGENT	103900030002687	10.00
04/19/2017	V000868--RANDY WAYLAND	103900030002686	172.02
04/19/2017	V000864--PAULINE RODRIGUEZ-ATKINS	103900030002685	26.59
04/19/2017	V000942--PAULA A HANNAPEL	103900030002684	3.75
04/19/2017	V001479--MORRIS CRISP	103900030002683	5.51
04/19/2017	V000857--MEAGHAN HUNT WILSON	103900030002682	56.66
04/19/2017	V001466--MARGO ELLIS	103900030002681	19.64
04/19/2017	V001457--LAQUETA LEWIS	103900030002680	13.00

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
04/19/2017	V000839--KEVIN SENDALL	103900030002679	720.32
04/19/2017	V001443--KARIN DAUGHERTY	103900030002678	18.89
04/19/2017	V000949--JILL L VESSELS	103900030002677	13.00
04/19/2017	V000818--JENNY BODENHAMER	103900030002676	27.34
04/19/2017	V000801--DEVIN MCGHEE	103900030002675	20.82
04/19/2017	V000944--CLYDE D HERROD	103900030002674	14.61
04/19/2017	V000788--CHRISTOPHER STOFEL	103900030002673	19.88
04/19/2017	V001043--BRIDGET WILLIAMS	103900030002672	32.21
04/19/2017	V000965--BRANDON K JOHNSTON	103900030002671	17.34
04/19/2017	V000068--BRANDON BECKHAM	103900030002670	127.38
04/19/2017	V000780--ASHLEY WELKE	103900030002669	59.08
04/19/2017	V000774--AMY UPCHURCH	103900030002668	8.99
04/19/2017	V000772--ALICE FIELDING	103900030002667	13.00
04/19/2017	V001360--ALEXANDER HINTON	103900030002666	11.93
04/19/2017	V000950--AARON G KILLOUGH	103900030002665	13.00
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04/19/2017	BTSRL--BAKER & TAYLOR	103900030002663	2,011.48
04/19/2017	BTRSH--BAKER & TAYLOR	103900030002662	700.76
04/19/2017	BTJUV--BAKER & TAYLOR	103900030002661	9,714.82
04/19/2017	BTCON--BAKER & TAYLOR	103900030002660	4,955.36
04/19/2017	BTEN--BAKER & TAYLOR	103900030002659	3,967.56
04/19/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	102943	3,144.11
04/19/2017	V000704--US POSTMASTER EAST SIDE STATION	102941	6,000.00
04/19/2017	V000696--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	102940	7,966.24
04/19/2017	V000623--STAPLES CONTRACT & COMMERCIAL	102931	521.57
04/19/2017	V000515--PAMELA BARRYMORE	102919	100.00
04/19/2017	V000503--OKLAHOMA PRESS SERVICE	102918	80.00
04/19/2017	OKHIS--OKLAHOMA HISTORICAL SOCIETY	102917	360.00
04/19/2017	OKHER--OKLAHOMA HERITAGE ASSOCIATION	102916	62.45
04/19/2017	V001086--OKLAHOMA DEPARTMENT OF LIBRARIES	102915	81.99
04/19/2017	V000476--OKLAHOMA CITY POLICE DEPT	102914	34.00
04/19/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102902	395.00
04/19/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	102900	395.00
04/19/2017	V001598--HASTINGS ON HUDSON PUBLIC LIBRARY	102899	12.95
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04/19/2017	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	102891	274.82
04/19/2017	V000122--CITY OF OKLAHOMA CITY - RE	102890	799.63
04/19/2017	V000124--CITY OF OKLAHOMA CITY - BI	102888	498.77
04/19/2017	V000079--C.O.T.P.A.	102883	500.00
04/19/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102882	296.01
04/19/2017	V001071--BOONE AND BOONE SALES CO INC	102880	283.50
04/19/2017	V000025--AMERICAN LIBRARY ASSOCIATION MEMBER- SHIP	102877	260.00
04/19/2017	V000017--AMENA BUTLER	102875	100.00
04/19/2017	V000716--W M CORP DBA BEYOND TECHNOLOGY	103900030002658	3,217.40
04/19/2017	V001411--VMWARE INC	103900030002657	4,360.95
04/19/2017	V000664--TIERRA MEDIA INC DBA OKLAHOMA GAZETTE	103900030002656	1,741.00
04/19/2017	V000960--TAYLOR MARIE RENE HORN	103900030002655	189.02
04/19/2017	V000603--SMITHKOR INVESTMENTS LLC	103900030002654	7,610.85
04/19/2017	V000545--R JUSTIN HERWIG	103900030002653	73.80
04/19/2017	V000527--PETE ROBERSON	103900030002652	35.00
04/19/2017	V000449--O G & E - BI	103900030002651	2,578.72
04/19/2017	V000402--MCBRIDE CLINIC OCCUPATIONAL HEALTH	103900030002650	74.00
04/19/2017	V000856--MATTHEW LOGO FALEPOUONO	103900030002649	35.00
04/19/2017	DOODL--MARLA F JONES DBA DOODLE AND PECK PUB- LISHING	103900030002648	46.53
04/19/2017	V000393--MARK D VANCE	103900030002647	35.00
04/19/2017	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	103900030002646	49.47
04/19/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002645	50.00
04/19/2017	V000261--H I S PAINT MFG COMPANY LLC	103900030002644	14.25
04/19/2017	V000254--GINGER WALDRIP	103900030002643	100.00
04/19/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030002642	920.16
04/19/2017	V000089--CDW LLC DBA CDW DIRECT LLC	103900030002641	1,501.20
04/19/2017	V001597--ATLAS BUSINESS SOLUTIONS INC	103900030002640	8,640.00
04/19/2017	V001553--ASHLEY HANNE	103900030002639	200.00
04/26/2017	V001619--HARKINS INVESTMENTS LLC DBA HARKINS BRICKTOWN LLC	102960	1,330.00

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Date	Payee	Document No	Amount
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04/26/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	102986	500.41
04/26/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	102985	239.09
04/26/2017	V001618--NWS COMPANY LLC DBA THE JOURNAL RECORD PUBLISHING COMPANY LLC	102975	1,355.00
04/26/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	102973	7,204.93
04/26/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	102970	1,956.39
04/26/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	102969	11,717.88
04/26/2017	V000050--BANK OF OKLAHOMA	102953	5,805.93
04/26/2017	V000009--ADMINISTRATIVE SERVICES	102948	1,571.73
04/26/2017	V001617--R B AKINS COMPANY	102979	385.00
04/26/2017	V000588--SCHOLASTIC INC	103900030002797	14,277.90
04/26/2017	V000813--HEIDI PORT	103900030002796	14.50
04/26/2017	V000812--HEATHER ZEOLI	103900030002795	52.52
04/26/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002794	19,279.54
04/26/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	103900030002793	2,433.20
04/26/2017	V000465--O G & E - WR	103900030002792	136.23
04/26/2017	V000457--O G & E - NP	103900030002791	127.38
04/26/2017	V000450--O G & E - CH #2	103900030002790	570.31
04/26/2017	V000970--KASANDRA L DEWBRE-BURROWS	103900030002789	80.47
04/26/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030002788	907.38
04/26/2017	VWOOD--WESTON WOODS STUDIOS INC	102989	18.95
04/26/2017	V000720--WALMART COMMUNITY/GEGRB	102988	216.03
04/26/2017	V000711--VERITIV OPERATING COMPANY	102987	2,212.72
04/26/2017	TREUT--THOMSON REUTERS-WEST PUBLISHING CORP	102984	1,524.00
04/26/2017	V001208--SOUTHWEST TRAILERS & EQUIPMENT	102983	338.56
04/26/2017	V000593--SCOVIL & SIDES HARDWARE CO	102982	991.00
04/26/2017	V000587--SAVANNAH DENISE MITCHELL	102981	150.00
04/26/2017	RCDBK--RECORDED BOOKS INC	102980	1,765.65
04/26/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	102978	30.11
04/26/2017	MCANC--NEWSPAPER HOLDINGS INC DBA MCALESTER NEWS - CAPITAL	102974	215.88
04/26/2017	MITCH--MITCHELL 1	102972	17,831.94
04/26/2017	V000414--MICHAEL KING	102971	250.00
04/26/2017	LAKLM--LAKESHORE LEARNING MATERIALS	102965	241.43
04/26/2017	V000274--HOME DEPOT CREDIT SERVICES	102962	458.00
04/26/2017	V000210--EMSCO ELECTRIC SUPPLY CO INC	102959	373.04
04/26/2017	V000095--CHASE CARDMEMBER SERVICE	102956	2,737.14
04/26/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102955	629.81
04/26/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	102954	182.95
04/26/2017	AVCAF--AV CAFÉ INC	102952	473.67
04/26/2017	V000021--AMERICAN EXPRESS COMPANY	102950	199.00
04/26/2017	V000015--AMAZON	102949	1,246.72
04/26/2017	V001112--SUSAN PIERCE	103900030002787	448.00
04/26/2017	V000372--LOCKE SUPPLY CO	103900030002786	33.21
04/26/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002785	34,065.38
04/26/2017	BTRSH--BAKER & TAYLOR	103900030002784	757.52
04/26/2017	BTCON--BAKER & TAYLOR	103900030002783	1,285.29
04/26/2017	BTSRL--BAKER & TAYLOR	103900030002782	1,425.46
04/26/2017	BTJUV--BAKER & TAYLOR	103900030002781	20,703.50
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04/26/2017	V000753--XEROX - ED-720607530	103900030002779	4,987.27
04/26/2017	V000649--TECH LOCK INC	103900030002778	170.00
04/26/2017	V000646--TARA GOLDEN	103900030002777	105.00
04/26/2017	V000996--SYDNEY M ASHBY	103900030002776	173.07
04/26/2017	V000624--STAR LIGHTING & SUPPLY	103900030002775	798.00
04/26/2017	V000602--SMC TECHNOLOGIES INC	103900030002774	220.00
04/26/2017	V000884--SHREN SYLVESTER	103900030002773	27.18
04/26/2017	V000575--RONDIA K BANKS	103900030002772	132.67
04/26/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002771	1,373.00
04/26/2017	OVERD--OVERDRIVE INC	103900030002770	16,228.21
04/26/2017	V000383--MAC FIRE SYSTEMS INC	103900030002769	463.50
04/26/2017	V001128--KATHERINE HICKEY	103900030002768	23.72
04/26/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002767	100.00

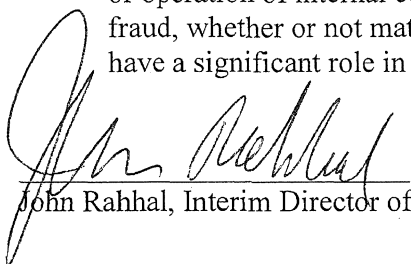


## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
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04/26/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002765	134.03
04/26/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002764	676.88
04/26/2017	V000252--GEORGE PATTON ASSOC INC DBA DIS-PLAYS2GO	103900030002763	252.33
04/26/2017	FINDW--FINDAWAY WORLD LLC	103900030002762	10,572.14
04/26/2017	V000789--CINDY REVELS-NIGG	103900030002761	17.13
04/26/2017	V000783--CHERYL COLEMAN	103900030002760	247.74
04/26/2017	V001043--BRIDGET WILLIAMS	103900030002759	34.92
04/26/2017	V000057--BENJAMIN MEAD HARVEY	103900030002758	68.20
04/26/2017	V000053--BATTERIES PLUS BULBS	103900030002757	7,688.88
04/26/2017	V000768--ABIGAIL ELIZABETH STOUT	103900030002756	10.00
04/26/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002755	4,442.79
04/26/2017	V000515--PAMELA BARRYMORE	102977	100.00
04/26/2017	V001614--LEONE M EYE	102968	35.00
04/26/2017	V001186--LAURA FRANKLIN	102966	100.00
04/26/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	102964	1,150.00
04/26/2017	V000133--CITY OF WARR ACRES	102958	56.40
04/26/2017	V000127--CITY OF OKLAHOMA CITY - DN	102957	847.15
04/26/2017	V001065--AT&T 405 454 9479 162 3	102951	150.62
04/26/2017	V001616--OKLAHOMA WRITERS FEDERATION INC	102976	50.00
04/26/2017	V001291--LAURIE V. OLSEN	102967	13.95
04/26/2017	V001613--JOY MAYA	102963	2.00
04/26/2017	V001612--HOLLY N SCHIAVO	102961	9.95
04/26/2017	V001175--WILLIAM FRETZ	103900030002754	540.00
04/26/2017	V000719--WALKER COMPANIES	103900030002753	300.00
04/26/2017	V000676--TRIANGLE A&E	103900030002752	199.95
04/26/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	103900030002751	140.00
04/26/2017	V000536--PRESTON BELL	103900030002750	50.00
04/26/2017	V000513--ORIENTAL TRADING COMPANY INC	103900030002749	25.01
04/26/2017	V000511--ORANGE BOY INC	103900030002748	3,134.95
04/26/2017	V000494--ONG - WR	103900030002747	43.04
04/26/2017	V000491--ONG - SO	103900030002746	122.63
04/26/2017	V000490--ONG - RE	103900030002745	127.04
04/26/2017	V000489--ONG - NW	103900030002744	21.54
04/26/2017	V000501--ONG - MTC 3RD ST	103900030002743	44.02
04/26/2017	V000500--ONG - HR	103900030002742	21.32
04/26/2017	V001060--ONG - AL	103900030002741	136.51
04/26/2017	V000502--ONG - 50th ST	103900030002740	148.73
04/26/2017	V000464--O G & E - WA	103900030002739	1,218.54
04/26/2017	V000459--O G & E - RE	103900030002738	2,483.92
04/26/2017	V000452--O G & E - DN	103900030002737	10,596.41
04/26/2017	V000451--O G & E - CT	103900030002736	1,049.17
04/26/2017	V001147--NGO LOVE LLC	103900030002735	4,100.00
04/26/2017	V000407--MERWIN INC	103900030002734	360.00
04/26/2017	V001177--KELCEY WAYNE FRAZIER	103900030002733	1,125.00
04/26/2017	V000329--KAREN K BAILEY	103900030002732	100.00
04/26/2017	V000273--HOBBY LOBBY	103900030002731	79.36
04/26/2017	V001173--HEATHER ANN WILLIAMS	103900030002730	1,170.00
04/26/2017	V001586--GOVCONNECTION INC DBA CONNECTION	103900030002729	312.00
04/26/2017	V001238--GLORIA GOMEZ	103900030002728	630.00
04/26/2017	V001176--GLENN R BENNETT	103900030002727	1,305.00
04/26/2017	V000252--GEORGE PATTON ASSOC INC DBA DIS-PLAYS2GO	103900030002726	56.01
04/26/2017	V000230--FIRST CALL AUTO PARTS	103900030002725	18.99
04/26/2017	V000194--EALES ELECTRONICS CORP	103900030002724	50.00
04/26/2017	V000190--DEWBERRY ARCHITECTS INC	103900030002723	424.30
04/26/2017	V000928--DARCUS D SMITH	103900030002722	5.35
04/26/2017	V000150--COX COMMUNICATIONS INC 501 6111 053365701	103900030002721	6.81
04/26/2017	V000149--COX COMMUNICATIONS INC 501 6110 029112202	103900030002720	6.13
04/26/2017	V001206--CHARLES AVERY	103900030002719	405.00
04/26/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002718	945.00
04/26/2017	V001071--BOONE AND BOONE SALES CO INC	103900030002717	834.29
04/26/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030002716	98.50
<b>Total for General Account</b>			<b>1,427,230.21</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.

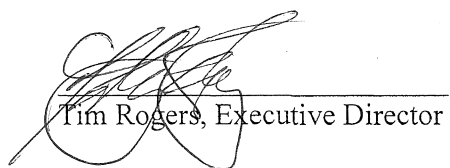


John Rahhal, Interim Director of Finance and Business

5/11/17  
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

5/12/2017  
Date

## CONTRACT AWARDS AND PURCHASES

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

### **ITEM A: SIGNAGE AND WAYFINDING FOR CAPITOL HILL LIBRARY**

Provided for in the FY2016-17 budget is funding for signage and wayfinding for the Capitol Hill Library. MSR Architecture Firm and the Library prepared the signage specifications for the bid.

Bids were advertised and let for 18 days. Bid packets were sent to 4 prospective bidders.

Bids were received and publicly opened on April 27, 2017. Two vendors responded.

Vendor	Bid Price
SDDI	\$11,356.51
Geograph Industries	\$20,292.00

### **RECOMMENDATION:**

That the Commission award the contracts for the Signage and Wayfinding to SDDI in the amount shown above. Adequate funding is available in the FY 2016-2017 budget.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM B: FURNITURE FOR CAPITOL HILL LIBRARY**

Provided for in the FY2016-17 budget is funding for furniture for the Capitol Hill Library. MSR Architecture Firm and the Library selected the furniture and MSR prepared the furniture specifications for the bid.

Bids were advertised and let for 22 days. Bid packets were sent to 12 prospective bidders.

Bids were received and publicly opened on April 27, 2017. Ten vendors responded.

#### **See attached bid tabulation.**

Scott Rice is the lowest and best bidder for Groups K, M, and Q.

Spaces is the lowest and best bidder for Group F.

FMGI is the lowest and best bidder for Group C, D, and O.

Southwest Stationers is the lowest and best bidder for Group B, G, N, and P.

Bill Warren is the lowest and best bidder for Group I, J, and L.

LFI is the lowest and best bidder for Group A and H.

Rust Interiors is the lowest and best bidder for Group E.

### **RECOMMENDATION:**

That the Commission award the bids for Groups K, M and Q to Scott Rice in the amount of \$9,486.00; Group F to Spaces in the amount of \$43,577.31; Groups C, D and O to FMGI in the amount of \$15,937.76; Groups B, G, N and P to Southwest Stationers in the amount of \$25,362.00; Group I, J and L to Bill Warren in the amount of \$34,699.96; Group A and H to LFI in the amount of \$46,741.90; and Group E to Rust Interiors in the amount of \$45,588.75. Adequate funding is available in the FY 2016-2017 budget.

**Metropolitan Library System  
Capitol Hill Library Furniture and Shelving  
Bid Tabulation**

Furniture Group	Scott Rice	Spaces	FMGI	Southwestern Stationers	Bill Warren	DFW Bus Solns	LFI	Rust Interiors	Vance Hunt	Space Saver
Grp A: 3Branch	\$8,108.50	\$9,292.12	\$8,726.08	\$7,508.20	No Bid	No Bid	\$7,265.20	No Bid	No Bid	No Bid
Grp B: Andreu World	\$2,632.65	No Bid	\$2,537.30	\$2,200.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp C: Artopex	\$11,337.46	No Bid	\$6,729.42	No Bid	No Bid	No Bid	No Bid	\$8,024.24	No Bid	No Bid
Grp D: Bernhardt Design	\$7,745.31	No Bid	\$7,128.98	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp E: Custom Millwork	No Bid	No Bid	\$60,450.26	No Bid	No Bid	No Bid	\$48,038.73	\$45,588.75	\$73,272.00	No Bid
Grp F: Davis	\$51,186.00	\$43,577.31	\$50,770.22	\$58,937.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp G: Emeco	\$10,450.19	No Bid	\$9,794.43	\$9,480.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp H: Estey	No Bid	No Bid	\$50,415.31	No Bid	No Bid	\$50,918.00	\$39,476.70	No Bid	\$43,278.00	\$52,939.20
Grp I: Freshcoat	\$12,104.48	No Bid	\$12,993.92	\$13,479.00	\$11,740.46	No Bid	No Bid	No Bid	No Bid	No Bid
Grp J: HBF	\$20,126.18	\$18,720.88	\$18,925.46	\$20,032.00	\$18,616.84	No Bid	No Bid	No Bid	No Bid	No Bid
Grp K: HI5	\$3,916.33	No Bid	\$4,447.54	\$4,002.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp L: Keilhauer	\$6,744.19	No Bid	\$4,850.65	\$4,580.00	\$4,342.66	No Bid	No Bid	No Bid	No Bid	No Bid
Grp M: Orange22 Modern	\$4,962.18	No Bid	\$5,040.24	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp N: Paul Brayton	\$14,364.25	No Bid	\$15,504.58	\$13,380.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp O: Rypen	\$2,113.85	No Bid	\$2,079.36	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp P: Safeco	\$319.52	No Bid	\$428.01	\$302.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Grp Q: Snowsound	\$607.49	No Bid	\$1,006.67	\$825.00	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Total Winning Bids by Vendor	\$9,486.00	\$43,577.31	\$15,937.76	\$25,362.00	\$34,699.96	\$0.00	\$46,741.90	\$45,588.75	\$0.00	\$0.00
Grand Total	\$221,393.68									

**REPORT AND RECOMMENDATIONS**  
**FROM LONG-RANGE PLANNING COMMITTEE**

**The Long-Range Planning Committee met on April 24, 2017 for:**

- I. Discussion, Consideration, and Possible Action: System-wide Service and Facilities Needs Assessment
- II. Discussion, Consideration, and Possible Action: Spencer Library Request and Process
- III. Discussion, Consideration, and Possible Action: Oklahoma City General Obligation Bond Projects
- IV. Discussion, Consideration, and Possible Action: Annual Capital Project Updates

**During its meeting, the Committee:**

Reviewed and discussed all items.

**COMMISSION ACTION**

**Approval of the OKC General Obligation Bond Project List**

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

**LONG-RANGE PLANNING COMMITTEE**

**MINUTES**

DATE: Monday, April 24, 2017      TIME: 3:30 p.m.  
MEETING PLACE: Village Library, 10307 N. Penn  
The Village, OK  
(405) 755-0710

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County, April 3, 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 April 20, 2017, in conformity with the Oklahoma Open Meeting Act.

**COMMITTEE MEMBERS PRESENT:**

Penny McCaleb, Chair  
Brian Alford  
Watzell Carlson  
Mary Sosa  
Beth Toland

**COMMITTEE MEMBERS EXCUSED:**

Tracy McDaniel  
Susan Tucker

**ESTIMATE OF OTHERS PRESENT: 7**

I. The meeting was called to order at 3:33 p.m. by Ms. Penny McCaleb, Chair.

Roll was called to establish a quorum. Present: Alford, Carlson, Sosa, Toland, McCaleb.

II. Ms. McCaleb referred to Discussion, Consideration and Possible Action: System-wide Service and Facilities Needs Assessment.

Mr. Rogers called on Ms. Morgan Jones, Manager of Planning and Assessment to explain the proposed System-wide Service and Facilities Needs Assessment. Ms. Jones provided an overview of what the Needs Assessment will include. Ms. Jones will facilitate the in-house assessment, which will consist of three steps; Benchmarking, Assessment of Metropolitan Library System, and Facility Assessment. Ms. Jones explained the process for each of the steps. Questions and discussion followed.

III. Mr. Rogers referred to Agenda Item III – Spencer Library Request and Process.

Ms. McCaleb welcomed and introduced guests in attendance for the meeting: Representative Jason Lowe, Ms. Margarita Shaw, Spencer Chamber of Commerce President, and Ms. Isabella Lawson, Mary Mahoney Health Center CEO. Mr. Lowe and Ms. Shaw attended and addressed the Commission in March regarding the need for a library in Spencer.

Mr. Rogers explained the requests received from Spencer and other communities recently is how the need for a System-wide Service and Facilities Needs Assessment came up.

Once the needs assessment is completed the Library System would use that information to hire an outside consultant to complete a Cost Benefit Analysis on any new library request receive. The Cost Benefit Analysis would give us a clear picture of the true cost next to the benefit and value it would provide. The analysis would evaluate the request based on the needs of the entire County not just one community.

Questions were raised regarding the need to hire an outside consultant to complete the Cost Benefit Analysis. Mr. Rogers explained, having an outside firm complete the analysis eliminates the risk of appearing bias. Discussion followed.

Ms. Jones stated the Needs Assessment is anticipated to be completed by the end of fiscal year 2017-2018 and the Cost Benefit Analysis would be completed by the Fall 2018. If the analysis supports locating a library in Spencer or any of the other communities we will begin developing a library building program.

IV. Ms. McCaleb referred to the OKC General Obligation Bond Capital Projects.

Mr. Rogers reported since the Long-Range Planning Committee previously approved the OKC General Obligation Bond Capital Projects in April 2016, Library Staff have worked with Oklahoma City Public Works Staff to refine the project requests for inclusion in the 2017 General Obligation Bond Election. The election will be held in September 2017. Mr. Rogers and Ms. Jones explained the details of each of the project requests. Questions and discussion followed.

Ms. McCaleb called for a motion.

**Ms. Mary Sosa moved to recommend to the Metropolitan Library Commission approval of the Oklahoma City General Obligation Bond Project List. Ms. Toland seconded. No further discussion. Motion passed unanimously.**

V. Ms. McCaleb referred to the Annual Capital Project Updates.

Ms. Jones reported the Capital Project list had been updated to remove columns previously listed as benchmarks, which were numbers that dealt with collection size per Capita, Square Footage per item, etc. We anticipate establishing objective measures through the Needs Assessment Process. The list has also been updated to reflect the completion of Jones and the Progress of the Bethany Library Project. Questions and discussion followed.



VI. Ms. McCaleb called for additional questions and comments. There being no further discussion, the meeting was adjourned at 4:39 p.m.

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Tim Rogers, Executive Director  
(Secretary)

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **LONG-RANGE PLANNING COMMITTEE**

### **REPORT FROM APRIL 24, 2017 MEETING**

#### **SYSTEM-WIDE SERVICE AND FACILITIES NEEDS ASSESSMENT**

The Library Administration recommends completing a system-wide Needs Assessment before undertaking any new capital improvement projects or establishing any new library service outlets. At the completion of the Needs Assessment process, there will be a recommended list of projects, estimates, and timelines to achieve the benchmarks identified through the needs assessment.

In her role as Manager of Planning and Assessment, Morgan Jones will facilitate the completion of an in-house needs assessment that will consist of three parts:

##### **Part 1: Benchmarking**

*(Complete by December 31, 2017)*

- Document Review
- Assessment of the County, Cities, and Communities
- Trends, Best Practices, and Planning Standards

##### **Part 2: Assessment of Metropolitan Library System**

*(Complete by December 31, 2017)*

- Services Benchmarking
- Marketing and Awareness
- Technology Services
- Support Bodies and Partnerships
- Organizational Health and Financial Issues
- Service Recommendations

##### **Part 3: Facility Assessment**

*(Complete by June 30, 2018)*

- Assessment of Current Facilities
- Strategy for Future Space and Facility Requirements
- Facility Options

Additionally, the completion of a system-wide needs assessment will allow the Library System to commission a Cost Benefit Analysis on any new library request, thus evaluating each request based on the needs of the entire county and not just one community.

## **SPENCER LIBRARY REQUEST AND PROCESS**

The Library System has received requests or has been made aware of community interest for new library service outlets and/or facilities in a couple of communities including Spencer, Harrah, and the Gatewood Neighborhood (located between Pennsylvania Ave and Classen between NW 16<sup>th</sup> St. and NW 23<sup>rd</sup> St.). The system-wide needs assessment will establish minimum levels of service, performance, and cost implications (both capital and operating) for libraries within the system.

At the completion of the Needs Assessment, the Library will engage with a third-party to complete a Cost Benefit Analysis of locating a new library service outlet in the town of Spencer. The anticipated timeline for Spencer is:

**Completion of System-wide Needs Assessment:** June 30, 2018

**Completion of Third-party Cost Benefit Analysis (CBA):** Fall 2018

*If the CBA indicates that MLS should locate a library in Spencer, move forward with the following schedule:*

**Develop Library Building Program:** Spring 2019

*Contingent upon availability of funding by City of Spencer and MLS:*

**Buildout Library Space:** Fall 2019/Spring 2020

**Launch Library Services in Spencer:** 2020

## **OKLAHOMA CITY GENERAL OBLIGATION BOND CAPITAL PROJECTS (updated 5/11/2017)**

Since the approval of this list in April 2016 by the Long Range Planning Committee, members of the Library Staff have worked with the Oklahoma City Public Works Department to refine the project requests for inclusion in the 2017 General Obligation Bond Election. The following GO Bond Project List includes a very brief description of each project as well as identified project funding or need.

### **Almonte Library**

This project will create a 24,405 SF library to replace the temporary storefront library opened during the renovation of the Southern Oaks Library and expanded in 2012. The new library will provide adequate spaces for collections of materials, individual study and work, and community gatherings. The space will also be fitted out with necessary technology to ensure efficient operations and multipurpose use by library members.

OKC 2017 GO Bond Funds: \$8,805,000  
MLS Need: \$2,056,000  
Total Project Funding: \$10,861,000

### **Belle Isle Library Renovation/Expansion**

This project includes renovation of the existing Belle Isle Library and the addition of roughly 14,000 SF, almost doubling the size of the existing facility. The renovated library will include added space for use of the collection, twice the number of existing computers, a meeting room for 200 people, a quiet reading room, six study rooms and a children's program room. It will address on-site parking, site circulation patterns, and locate all of the public library functions on a single floor for operational efficiency. The project was originally funded in the 2007 Bond, but given site constraints and inflation, the City of Oklahoma City has opted to seek additional funding in the upcoming 2017 General Obligation Bond Election. The City is asking the Library to considering completing the project in two phases given the potential timing of Bond Sales.

OKC 2007 GO Bond Funds: \$3,730,000  
OKC 2017 GO Bond Funds: \$5,500,000  
Add'l Funds (City of OKC): \$1,000,000  
Library Endowment Trust: \$1,700,000  
MLS Funds Available: \$3,717,000  
Total Project Funding: \$15,647,000

### **Ronald J. Norick Downtown Library**

The City of Oklahoma City will not pursue the funds to replace the exterior metal panels and skylights. Instead, the City has included funds to complete any work necessary to help transition the Downtown Library into a true "Main" library, as well as complete any other repairs or replacements that may arise over the next ten years.

OKC 2017 GO Bond Funds: \$4,180,000  
MLS Need: \$ 000  
Total Project Funding: \$4,180,000

### **Ralph Ellison Library**

The Ralph Ellison Library project will add approximately 7,000 SF to the existing 16,620 SF building, creating additional gathering and multi-use spaces. The renovated building will include a larger meeting room, media lab, computer labs, and a quiet reading room. Additionally, six group study areas will be added – something sorely lacking in the existing facility. Additional technology will be added to ensure efficient operations and multipurpose use by library members.

OKC 2017 GO Bond Funds: \$3,025,000  
MLS Need: \$1,500,000  
Total Project Cost: \$4,525,000

## **ANNUAL CAPITAL PROJECTS UPDATE**

Library Staff have updated the list presented last year to reflect the completion of Jones Library and the progress on the Bethany Library. Minimal changes were made to the rest of the document in light of the proposed System-wide Needs Assessment. At the completion of the Needs Assessment process, there will be a recommended list of projects, estimates, and timelines to achieve the benchmarks identified through the needs assessment.

Priority	Library	Project Description	Justification	Preferred Time Frame	Library Project Costs (*based on 2017 dollars)	Total Project Costs (*based on 2017 dollars)	Ongoing Staffing Support Costs (*info only)
Complete	Jones Library	A replacement facility was completed in December 2016.	Jones Library does not currently meet any of the Library benchmarks because their square footage is insufficient. The additional space in the new facility, along with the equipment and seating will bring the library in closer alignment with the benchmarks.	Opened December 2016	Fully Funded	Fully Funded	\$ 94,000
In Progress	Capitol Hill Library	A major renovation that includes adding nearly 9,000 sqft of space, 18 additional computers, and iPad lending is currently in progress. No expansion of the physical collection is planned.	Capitol Hill Library currently does not meet any of the Library benchmarks because its square footage is insufficient. The additional space, equipment, and seating will bring the library in closer alignment with the benchmarks.	Opening -- Fall 2017	Fully Funded	Fully Funded	\$ 337,000
In Progress	Bethany Library	The New Bethany Library, designed by Dewberry Architects, will be a 21st century encouraging social interaction, collaboration, study and research and lifelong learning. The new, 24,000 SF library will be located on the existing site just to the south of the existing library and will have parking for 106.The design includes a variety of exterior and interior gathering spaces including screened in porches for adults and children, a quiet reading room, 4 group study rooms, a children’s program room, a multi-purpose meeting room for 240, an innovation lab to create electronic content and a multi-purpose room for 20 to be used as a computer lab. It will include collections and computers to support adult, teens and children within the library as well as convenience features such as a drive up material return and family restroom.	Bethany Library does not currently meet Library benchmarks for items needed, computer availability because their square footage is insufficient. The community interest and the election for the funding referendum made it obvious that this is seen as a critical issue in the City of Bethany.	Design -- 2017 Opening -- Fall 2018	\$ 2,324,000	\$ 10,294,000	\$ 231,500

Priority	Library	Project Description	Justification	Preferred Time Frame	Library Project Costs (*based on 2017 dollars)	Total Project Costs (*based on 2017 dollars)	Ongoing Staffing Support Costs (*info only)
1	Belle Isle Library	The Belle Isle Library has served its community for over five decades and requires upgrades to meet today’s modern library needs. While several renovations have included the replacement of shelving (2000), upgraded the meeting rooms (2000), and replaced the roof (2009), the mechanical, electrical and plumbing work is 50 years old. In September of 2015, Dewberry Architects was hired to perform a needs assessment for a new or expanded library. The Belle Isle Program Summary describes the proposed library with added space for use of the collection, double the number of computers, a meeting room that could hold up to 200 people, a quiet reading room, six study rooms and a children's program room.	Belle Isle Library requires the replacement of the mechanical systems which are not in compliance with code, and which could fail at any time. In addition, Belle Isle computer availability is the lowest in the system. Belle Isle cannot meet Library benchmarks for Collection per Capita or Internet Computer Availability due to square footage limitations. Funding was provided by the 2007 OKC GO Bond. Additional funding is anticipated in the 2017 OKC GO Bond.	Design -- 2017/2018 Opening -- 2019	\$ 5,417,000	\$ 15,647,000	\$ 414,000
2	Collection Anywhere Center	The Library is currently investigating options to establish an inventory control center meant to house system-last-copies and other moderate use items that do not rate being located on library shelves, but will still be provided via catalog. All materials in the Collection Anywhere Center will be delivered to the location requested within one business day. The existence of this center will enable library staff to reduce the size of in-library collections without eliminating access to the materials. One option includes refurbishing the former Maintenance Center, a 12,000 sqft facility currently being used to store equipment and furniture in preparation for it to be disposed of via surplus sale. Other properties have been identified, but the scope of the project is still in development	Collection Anywhere is a new collection management model that will focus on three things: 1) Digital Collections available to all users 24x7x365; 2) Smaller, higher circulating physical collections in each library; and 3) the Collection Anywhere Center that will provide access to titles that are less popular than the higher circulating items, but still broadly needed across the system.	Design -- 2017 Opening -- ????	Not Yet Known	Not Yet Known	Not Yet Known

Priority	Library	Project Description	Justification	Preferred Time Frame	Library Project Costs (*based on 2017 dollars)	Total Project Costs (*based on 2017 dollars)	Ongoing Staffing Support Costs (*info only)
3	Del City Library	The Library asked Dewberry Architects to develop a building program which after a community survey and interaction with city and Library staff, identified the need for an 18,200 sqft library. This facility would include meeting room capacity of 150, a media lab / computer lab for 25, a programming classroom for teens/adults/maker space, a children's program room, quiet reading room, and four small group study rooms. Of course it would also include ample space for the collection and increased space for the use of technology. A smaller program (14,000 sqft) was also developed to accommodate the funding identified by the city as being available for the project. This smaller plan eliminates or substantially reduces the amount of meeting, study, and multi-purpose space available. The larger program will increase existing library space by 10,000 sqft, while the smaller will increase it by 6,000.	Del City does not currently meet Library benchmarks for Collection per Capita or Internet Computer Availability because their square footage is insufficient. The City has purchased and cleared land, and continues to raise the funding necessary to build a new facility.	Design -- 2019 Opening -- 2021	\$ 1,387,000	\$ 7,064,540	\$ 324,000
4	Edmond Library	This project will provide a second Edmond library of comparable size. The services provided will mirror those provided at our current facility, and will incorporate a heightened sense of technology to deliver service.	Edmond has the highest circulation per capita. Edmond does not meet Library benchmarks for Collection per Capita, Internet Computer Availability, or overall square footage per Item. Indications are that use is capped due to the physical restraints of the current facility and parking.	Design -- 2019 Opening -- 2022	\$ 2,800,000	\$ 12,800,000	\$ 1,126,000



Priority	Library	Project Description	Justification	Preferred Time Frame	Library Project Costs (*based on 2017 dollars)	Total Project Costs (*based on 2017 dollars)	Ongoing Staffing Support Costs (*info only)
5	Almonte Library	The preliminary program for the new Almonte Library was developed by Dewberry Architects, and is the result of discussions with Library staff, the Library's strategic plan and looking at the use of collections, computers and space within the current library. The new library will be located on a new site (not yet identified) of approximately 3.5 acres to be purchased by Oklahoma City. The new Library is recommended to be 24,405 sqft with parking for 110. The building will include a multi-purpose meeting room for 200, a media lab to create electronic content, a multi-purpose room for 20-30 to be used as a computer lab, a maker space or teen or adult programming, a children's program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children with in the library. The planning will include outside area for children's programming.	Almonte does not meet Library benchmarks for Collection per Capita or Internet Computer Availability because their square footage is insufficient. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability. Oklahoma City stated during the original planning that they would like to plan for a permanent space within five years of opening.	Design -- 2021 Opening -- 2024	\$ 2,056,000	\$ 10,861,000	\$ 314,000
6	Ronald J. Norick Downtown Library	While some reconfiguration of the internal spaces may be considered, the majority of funding will be spent replacing the external metal panels and skylights, which have proven to leak during moderate and heavy precipitation. The project will ensure a more water tight facility and will extend the life of the library.	The Downtown Library exceeds the Library benchmark for Collection per Capita and Square Footage, but is well below the Internet Computer Availability benchmark.	Design -- 2023 Opening -- 2024	\$ -	\$ 14,850,000	\$ -
7	Village Library	This project will renovate the existing library, and add 8,000 SF to the current facility to align it more closely to the benchmarks. Additionally, a reconfiguration of the space to allow for more computer users, seating, and small group meetings. No program has yet been developed for this project.	The Village does not meet Library benchmarks for Collection per Capita, Internet Computer Availability or Square Footage per Item because its current square footage is insufficient. This project will enable the library to better meet the needs of customers at the Village Library.	Design -- 2026 Opening 2028	\$ 875,000	\$ 3,875,000	\$ 450,000

Priority	Library	Project Description	Justification	Preferred Time Frame	Library Project Costs (*based on 2017 dollars)	Total Project Costs (*based on 2017 dollars)	Ongoing Staffing Support Costs (*info only)
8	Ralph Ellison Library	The preliminary program for the expanded Ralph Ellison Library was created by Dewberry Architects, and is the result of discussions with Library staff, the Library’s strategic plan and looking at the use of collections, computers and space within the current library. The expanded library is recommended to be expanded to 23,600 sqft with parking for 94. This will require an approximately 7,000 sqft addition. The building will include a multi-purpose meeting room for 200, a media lab to create electronic content and a multi-purpose room for 20-30 to be used as a computer lab. It will also contain a maker space or teen or adult programming, a children’s program room, a quiet reading room, six group study rooms as well as collection and computers to support adult, teens and children with in the library.	Ralph Ellison Library does not meet the Library Collection per Capita or the Internet Computer Availability benchmark. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability. In addition, this project will supply Ralph Ellison Library with much needed space for small group study, which is a forthcoming standard for all Metro libraries.	Design -- 2022 Opening -- 2024	\$ 1,500,000	\$ 4,525,000	\$ -
9	Choctaw Library	This project will close in the underutilized covered porch to create a reading lounge and/or group study spaces. No program has yet been created for this project.	The Choctaw Library is in alignment with Library Collection per Capita and Square Footage per Item benchmarks, but is slightly under the Internet Computer availability benchmark. In addition, Choctaw's current outdoor patio consists of mostly under- or unutilized space, and by enclosing it, a reading lounge and/or quiet study spaces could be added.	Design -- 2023 Opening -- 2025	.	\$ 1,700,000	\$ 37,000
10	Harrah	A replacement facility of at least 10,000 sqft would be built or acquired to meet the growing needs of the Harrah community. No program has yet been created for this project.	The City of Harrah has approached the Library about a new facility. The Harrah Library meets the Collection per Capita, but falls below the Library Internet Computer Availability and Square Footage per Item benchmarks. The overall square footage is insufficient to meet the benchmarks and as there is no space for expansion on the current site, a new facility will be required.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

Priority	Library	Project Description	Justification	Preferred Time Frame	Library Project Costs (*based on 2017 dollars)	Total Project Costs (*based on 2017 dollars)	Ongoing Staffing Support Costs (*info only)
11	Warr Acres	While no specific capital project is planned at Warr Acres, space use will be assessed to determine if a reconfiguration will bring it in line with Library benchmarks. No program has yet been created for this project.	Warr Acres does not meet Library benchmarks for Collection per Capita, Internet Computer Availability or Square Footage per Item, however, the impact of the Patience Latting Northwest Library on the service area is still being studied. No capital project is currently recommended, though a reconfiguration of space may be needed to make better use of space.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
12	Southern Oaks Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	Southern Oaks Library is within 75% of Library benchmarks Collection per Capita and Square Footage per Item. The Media Surfers added in 2015 offer alternative computing options, though they do not substitute for PC availability.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
13	Midwest City Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	Midwest City Library meets the Library benchmarks for Collection per Capita and exceeds the Square Footage per Item, but is well below the Internet Computer Availability benchmark.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Luther Library	No projects under consideration.	Luther Library meets or exceed all Library benchmarks.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Nicoma Park Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	Nicoma Park does not meet Library benchmarks for Collection per Capita or Square Footage per Item because their square footage is insufficient. Because Nicoma Park is located near several other libraries, the need to renovate, expand, or replace the facility is rated fairly low.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Patience Latting Northwest Library	No projects under consideration.	Northwest, is our newest library, that Library planned and implemented. It is used as the benchmark because it represents a good balance of supply and demand.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Wright Library	Some reconfiguration of space may be considered. No program has yet been created for this project.	Wright Library is well below all Library benchmarks. Its current square footage is insufficient to address any specific need. Wright is located near several other libraries.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	System Service Center	No projects under consideration.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known
	Spencer	The Spencer Chamber of Commerce has approached the Library about operating a library in the City of Spencer.	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known	Not Yet Known

**REPORT AND RECOMMENDATIONS FROM**  
**JOINT A&P AND FINANCE COMMITTEE**

**The A&P and Finance Committee met May 12, 2017 for:**

- I. **Administrative & Personnel Committee:** Discussion, Consideration and Possible Action: Annual Review of Human Resources – Benefits Plan
- II. Discussion of Executive Director Evaluation Process
- III. **Finance Committee:** Discussion, Consideration and Possible Action: Recommendation from Administrative & Personnel Committee – Benefits Plan

**During its meeting, the Committee:**

Reviewed and discussed all items.

The following recommendations are the result of the discussions.

**COMMISSION ACTION:**

1. Approve the recommendation from the Finance Committee to incorporate the funds for the benefits recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level.
2. Approve the recommendation from the Administrative & Personnel Committee that the Executive Director evaluation consist of three separate surveys; one for Commission, one for Leadership Team, and one for all other employees who are not on the Leadership Team to ensure that every MLS employee gets a chance for input.



I. Mr. Hugh Rice called the A & P Committee meeting to order at 3:34 p.m.

Roll was called to establish a quorum. Present: Caine, Friedemann, Harpman, Patel and Rice (Arrived: Maughan, 3:44 p.m.).

II. Mr. Rice referred to Discussion, Consideration and Possible Action: Annual Review of Human Resources – Benefits Plan.

Mr. Tim Rogers, Executive Director, introduced Ms. Stephany Dowd, Benefits Manager.

Ms. Dowd referred to the benefits plan performance over the past year and reviewed the recommended changes to the benefits plan. Questions and discussion followed.

Ms. Dowd referred to the FY 18 Projected Annual Benefits Costs for Metro Library and the Projected Benefits Costs for Employees (Exhibit 1). Also provided was a Summary of Benefits document (Exhibit 2). Questions and discussion followed.

Ms. Dowd referred to the recommendations from Administration:

- A. Approval of the stop loss coverage renewal for the medical, dental and prescription benefit plan through Sun Life and Health Insurance Company on a paid contract basis with an increase in the specific deductible level from \$90,000 to \$95,000 per individual.
- B. Approval of the entire benefit package for the self-funded employee benefit plan.
- C. Approval of the employee benefit plan premium costs reflecting a 5.5% increase to the Library System and participants after applying a portion of the available fund balance. The Library and participants share the 5.5% increase equally. The current fund balance is \$2,615,697.74.
- D. Continuation of all other benefit plans.

Mr. Rice called for questions. Discussion followed.

Questions and concerns were raised regarding the increases to the benefits plan. Dr. Caine expressed her concern with the increases, due to staff not receiving cost of living increases and additionally staff that receive less than a 3.0 on their annual performance do not receive a raise. She asked for information to be provided to determine who would be impacted and how they will be impacted by the changes. Ms. Dowd will pull the data and provide the information to the committee.

Mr. Rice called for a motion from the A&P Committee. Discussion followed.

**Ms. Helene Harpman moved to recommend the Finance Committee approve and incorporate the funds for the above recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Dr. Ann Caine seconded. No further discussion. Motion failed – 3 yes; 3 abstain (no).**

Mr. Rogers expressed concern with the failed recommendation and stated Administration is on a short timeline to lock in the rates for insurance. Questions and discussion followed.

Dr. Caine asked if it was possible to provide more information to the committee members who abstained in order to revisit the recommendation.

Mr. Maughan arrived late and did not participate in the discussion, which is what led to his abstain vote. Mr. Patel and Ms. Friedemann expressed their concerns with the lack of information regarding the increased rates and short timeline.

Ms. Kelley Hoffman, Director of Human Resources, provided information on the timeframe and the preliminary work that is done annually prior to the recommendation presented to the committee. Insurance companies require 10 months of data before they will issue a final quote. A lot of the work is done throughout the months before. This year was a difficult year, several carriers declined us. We've selected the best proposal that we received. Discussion continued. Ms. Hoffman added the final rates must be finalized and ready to go by June 1 to give employees a 30-day window during open enrollment to make their selections.

Mr. Patel stated the additional information was helpful and he would be willing to change his vote for the recommendation. He suggested the information about the process be provided to Commission members annually. Mr. Maughan suggested the library system look in to the possibility of partnering with the County to negotiate better rates, if the law allows. Questions and discussion followed. Administration will explore possible ways to decrease the rates in the coming year.

Mr. Rice asked if there were any objections to revisit the failed motion. There were none.

Mr. Rice called for a motion.

**Mr. Brian Maughan moved to recommend the Finance Committee approve and incorporate the funds for the above recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Mr. Mukesh Patel seconded. No further discussion. Motion passed – 5 yes; 1 abstain (no).**

III. Mr. Rice referred to Agenda Item III – Discussion of Executive Director Evaluation Process.

Mr. Rice referred to the two draft evaluation forms; one for staff input and one for Commission input.

Mr. Rogers stated in previous years there was only one survey for the Commission and Leadership Team to evaluate the Executive Director. The previous concerns expressed was that there were several questions that did not apply to both groups. At the direction of the committee and with input received from the committee and the Leadership Team, two separate surveys were drafted. The committee asked for information on the makeup of the Leadership Team. Questions and discussion followed.

Dr. Caine stated she would like to see more input and encouraged a condensed third survey be drafted to send out to the remaining staff who are not part of the Leadership Team. In her previous role as a Superintendent, Dr. Caine sent out surveys to all employees and provided the feedback as part of her evaluation. It was also used it as a tool for continuous improvement. She added with the current Alignment Project, it would be helpful to hear from not only Leadership Team and Commission, but from all employees. Mr. Rogers agreed it is valuable to hear from all employees. Questions and discussion followed.

Mr. Rice called for a motion.

**Dr. Caine moved that the Executive Director evaluation consist of three separate surveys; one for Commission, one for Leadership Team, and one for all other employees who are not on the Leadership Team to ensure that every MLS employee gets a chance for input. Mr. Patel seconded. Questions and discussion followed. Mr. Rogers will work with Human Resources to draft a third condensed survey to be sent to all employees, not on the Leadership Team, for the Executive Director evaluation. Dr. Caine stated since the surveys will be sent to all employees and Commission members, it**

*may be best to utilize Survey Monkey, which would be beneficial in tallying the responses. No further discussion, motion passed unanimously.*

Mr. Rice reported an anonymous letter was sent to some Commission members from a library employee unhappy about the Alignment Project. It is unknown how many or which Commission members received the letter. Ms. Nancy Anthony has requested the Administrative and Personnel Committee review and discuss the letter with Mr. Rogers during the evaluation process.

There being no further business, the Administrative & Personnel Committee adjourned at 3:57 p.m.

**IV.** Mr. Allen Coffey called the Finance Committee meeting to order at 4:22 p.m.

Roll was called to establish a quorum. Present: Cory, Shonts, Smith, Toland, Coffey.

Mr. Coffey referred to the recommendation from the Administrative and Personnel Committee.

**The motion coming from the Administrative & Personnel Committee is to recommend that the Finance Committee approve and incorporate the funds for the benefits recommendations into the FY 2017-2018 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. A motion coming from committee requires no second. Discussion followed. Motion passed unanimously.**

**V.** There being no further business, Mr. Coffey adjourned the meeting at 4:23 p.m.

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Tim Rogers, Executive Director  
(Secretary)



## **REPORT AND RECOMMENDATION FROM ADMINISTRATION**

### **AUTHORIZATION TO SUBMIT BID FOR PROPERTY**

As some of you know, the strategic plan calls for us to deal differently with the Library's most visible asset – our collection. Instead of thinking of our facilities as warehouses for our materials, we will provide community gathering places that enable group and individual learning, creation, engagement, and sharing. To do this we will need to shift a good portion of the physical collection to digital formats housed "in the cloud" and to an off-site repository (referred to as the Collection Anywhere Center) from which items can be retrieved and delivered to any member in less than 24 hours.

The establishment of the Collection Anywhere Center (CAC) is part of our long-range facilities plan, identified by staff as one of the System's highest capital priorities in the next few years. While the planning for the CAC's is still in progress, we learned this week that the property at 201 N.E. 48th Street in Oklahoma City (corner of N.E. 48<sup>th</sup> and Walnut, just to the south and west of the Service Center) was to be auctioned via sealed bid on May 26<sup>th</sup>. Despite the fact that the CAC's planning process was incomplete, the property's proximity to the Service Center, from which the Library's delivery service and Collection Management departments operate (or are soon scheduled to do so), prompted us to consider this unforeseen opportunity.

Previously owned by the state, the facility is approximately 50,000 square feet, sitting on 4.3 acres, much of which is paved. This facility – if in serviceable condition – would provide the Library with the ability to deposit a remote collection of between 250,000 – 400,000 items, while also providing the potential of relocating non-public service staff from valuable real estate (like the Ronald J. Norick Downtown Library). This vacated space could then be reclaimed for public services, enhancing our impact on the community while reducing staffing costs downtown and elsewhere. The acquisition of the N.E. 48<sup>th</sup> Street property could also benefit the Library by enabling us to dispense with a small warehouse we own in Northeast Oklahoma City (located at N.E. 3<sup>rd</sup> Street and Kate Avenue). Neighboring businesses in the area have inquired about the warehouse in the recent past, and staff are attempting to attain an estimated appraisal of the property.

By statute, the minimum bid permitted in the sealed bid process is \$855,000, and a check for 10% of that amount must be included in the bid which is due on May 26, 2017. If we end up as the selected bidder, we would have to execute a buyer's contract within five days, and close on the sale within 30. Library staff is planning to tour the facility during the only available opportunity for potential bidders on May 16.

To purchase the property, the Library Commission would need to re-allocate unspent operating funds from the FY2016-17 budget or utilize undesignated reserve funds not currently scheduled for other projects. Additionally, we have expressed the possibility to the Friends of the Library that we may request that they contribute funds toward this purchase.

Because we know little about the previous upkeep of the facility, we assume that it will be in less than desirable condition. While I am uncertain as of this writing if we will ask the Commission to proceed with an offer bid for the property, I have placed an item on the May 18<sup>th</sup> Commission Agenda – including an

executive session – to discuss the potential purchase with legal counsel. I hope to gather additional information to facilitate a decision by the Commission during the May 18<sup>th</sup> meeting, should one be necessary. However, if we learn nothing more, or if the information we gather leads us to believe that the purchase is ill advised, I will request that this item be removed from the May 18<sup>th</sup> agenda.

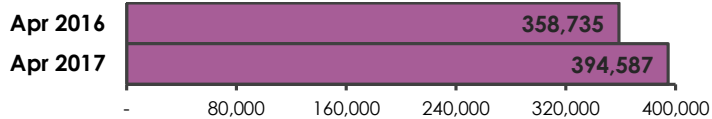
I have attached the notice of auction for the Commission's consideration.

**ADMINISTRATIVE RECOMMENDATION FOR COMMISSION ACTION:**

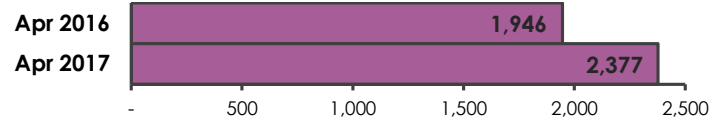
That the Library Commission authorize the library administration to submit a bid for auction for property located at 201 NE 48<sup>th</sup> Street in Oklahoma County.

Metropolitan Library System  
**Usage Summary**  
Month of April  
**FY2016-2017**

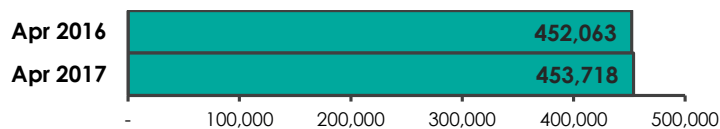
**Registered Members**



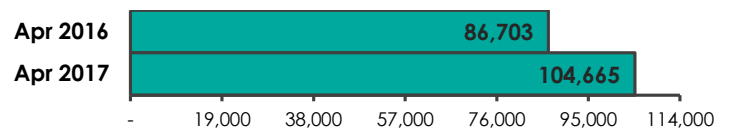
**New Members**



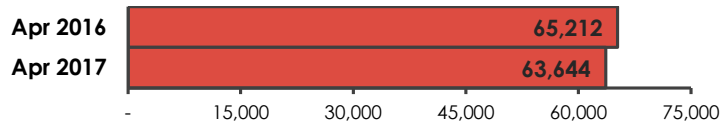
**Circulation**



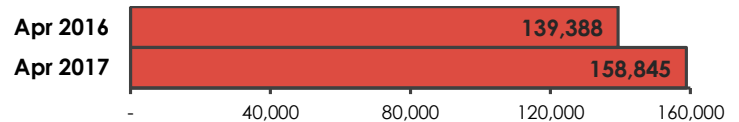
**eBooks & eAudio**



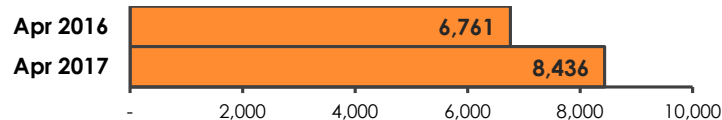
**Computer Sessions**



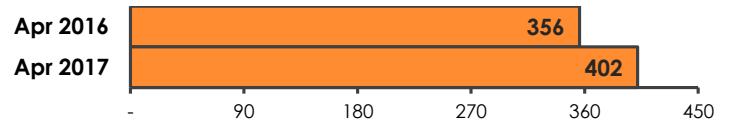
**Wi-Fi Sessions**



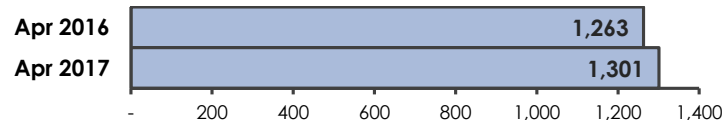
**Program Attendance**



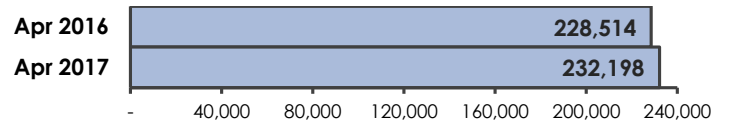
**Programs**



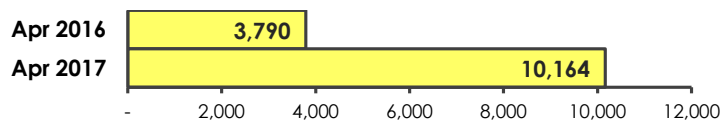
**Room Reservations**



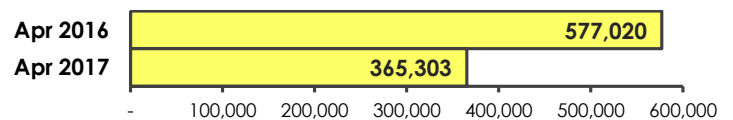
**Library Visits**



**Social Media Interactions**



**Digital Sessions**

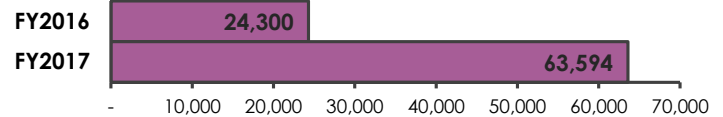


Metropolitan Library System<sub>1</sub>  
**Usage Summary**  
Fiscal Year-to-Date  
**FY2016-2017**

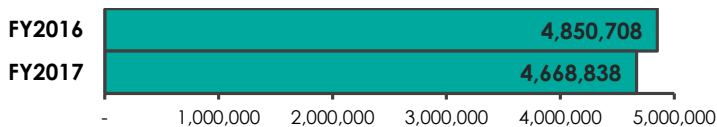
**Registered Members**



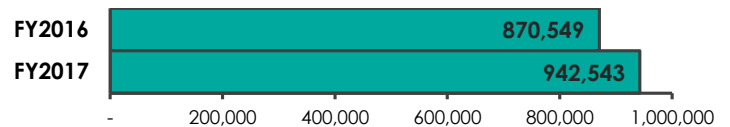
**New Members**



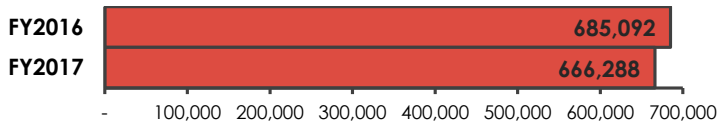
**Circulation**



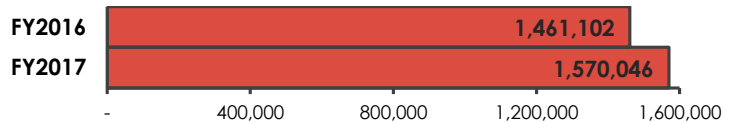
**eBooks & eAudio**



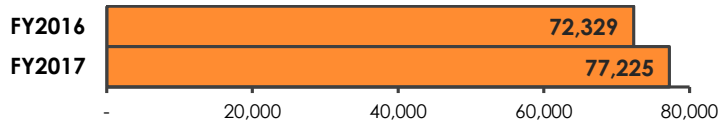
**Computer Sessions**



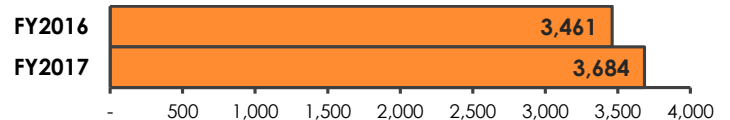
**Wi-Fi Sessions**



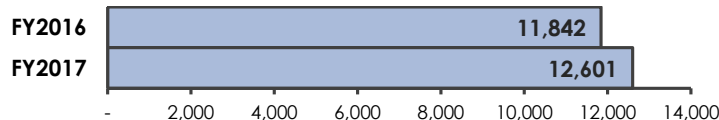
**Program Attendance**



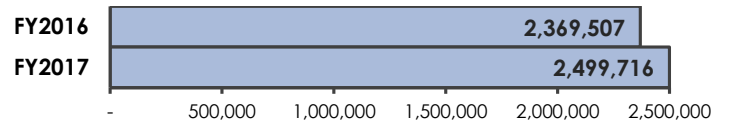
**Programs**



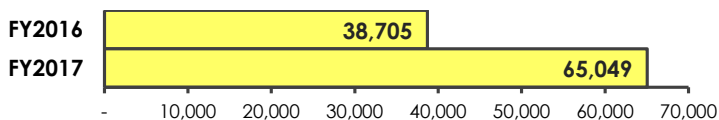
**Room Reservations**



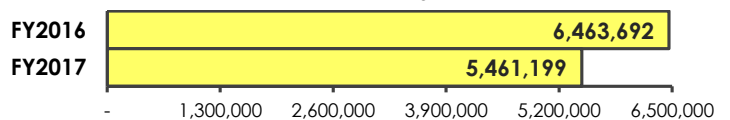
**Library Visits<sub>2</sub>**



**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..."

## EXECUTIVE DIRECTOR'S REPORT

MAY 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**  
Dewberry Architects submitted the 100% Construction Documents, and the permitting process is underway. The specifications and floor plans will be released for bid in June, with bid opening scheduled for the week of July 5<sup>th</sup>. We will likely try to schedule a Long-Range Planning Committee meeting the following week to review the bids and prepare any potential changes prior to the Bethany City Council meeting on July 18.<sup>th</sup> The LRPC will make its recommendations (if any) to the full Commission on July 20<sup>th</sup>, at its regular meeting at the Patience Latting Northwest Library. The City Council may call a special meeting to approve the contractor bid on or about July 24<sup>th</sup>. Library staff are working with the city to develop a process for commissioning public art to be included in the project. As that process is created, we will share it with the Commission. While we shared a previous groundbreaking date in July with you, that has changed, and we are now tentatively scheduling it for Saturday, August 12<sup>th</sup>. As the date nears and firms up, we will send out both electronic and paper invites to all Commission. I also wanted to mention that we expect to "move in" to the new Bethany Library in mid-to-late October 2018.
- **Capitol Hill Library**  
The exterior framing of the Capitol Hill Library is complete, and the internal framing, plumbing, and electrical conduit work is at about 90% completion. HVAC duct work has begun, and ceramic tile should begin next week. One side drywall installation has begun, and following the interior inspections next week, the second side will be completed. On the outside of the building, the brick work is at 99% complete, and window installation has begun. The parking lot is about 70% complete, and the entire building is set to be "dried-in/secured" by May 17<sup>th</sup>. Substantial completion is set for August of this year, with an opening to follow, based on the delivery and installation of the fixtures, furnishings, and equipment. This project has gone very smoothly, and the contractor, architect, Library, OKC Public Works staff have shown a great deal of professionalism throughout. This has been a great model for how construction projects should work, and I expect Capitol Hill to our replicable example going forward.
- **Ronald J. Norick Downtown Library**  
Sundance, the contractor responsible for refurbishment the Rotary Fountain at the Ronald J. Norick Downtown Library, finalized the majority of repairs last week. Additional parts and material are needed to closeout the project, and a change order has been

submitted to OKC Public Works for recommended additional upgrades to the fountain. We have had a number of comments from library members, and all have been positive.

- **Patience Latting Northwest Library**  
Rudy Construction is scheduled to start the bollard replacement and channel rehab project next Monday, May 15<sup>th</sup>. The bollards are expected to be delivered in three to four weeks, and in the interim Rudy will focus on some curb and channel work that needs to be completed. While there will be some disruption to parking during the repair work, Rudy recognizes the impact to the library, and will make it a priority to complete as much of the parking lot channel repair and entrance work prior to the Summer Reading Program start date of June 1<sup>st</sup>. Additionally, our landscaper is replacing the buffalo grass with Bermuda sod after the former died in reaction to a planned herbicidal treatment. He will also be installing an irrigation system as part of the project.
- **Ralph Ellison Library**  
The Library will be replacing the fence of a homeowner whose property is adjacent to the Ralph Ellison Library. After one of the Library's members mistakenly drove through the fence, Library staff also installed concrete wheel barriers that should reduce the likelihood of repeated incidents
- **Belle Isle Library**  
We continue to meet with the city to discuss our options regarding the renovation of the Belle Isle Library. As you will see from the report from the Long-Range Planning Committee, we are requesting an additional \$5 million to adequately complete the planning, renovation, and addition of space at Belle Isle. We will be bringing a project agreement to the Commission in the next few months, and as the veterans on the group know, this document marks the beginning of the construction process. OKC Public Works plans to perform an architect qualifications review and selection process later this year, and Library staff will be involved in the process. The first order of business for the architect will be to help us determine if the renovation/expansion will be a one-phase or two-phase process. While a one-phase process (expanding the building as we renovate the existing space), may conceptually cost less – since there is no demolition or renovation work being performed twice – it will also add time (no less than three and probably five or more years) to the project. As time is added, inflation increases the cost of the project without increasing return. Alternatively, a two-phase project will mean that we would go ahead with the renovation of the existing Belle Isle space without adding to it. This would mean we could start as early as next year, but also means that we would undertake a second project to expand and re-renovate the building five to ten years from now. As I said, the architect will provide us (and the City) with alternatives, and the Commission will be asked to weigh in on the decision next spring – of course, this all assumes that the Belle Isle item on the GO Bond Election this fall is approved by voters.

#### Pilot Projects Update

Earlier this year, the Library's Leadership Team solicited pilot projects ideas from staff with the intention of funding innovative services that could be scaled for system-wide delivery. Two resulting projects included in-library checkouts of laptop computers for Almonte Library and multi-week lending programs of tablet/eBook readers and WiFi hotspots for Choctaw and Warr Acres libraries. In an attempt to decrease the wait times for desktop computers while also increasing member satisfaction and retention among members of our "Staying Connected" cluster (the segment of our member population who use public technology), Almonte members will be given the opportunity to checkout two different styles of laptops – Microsoft-enabled laptops and Google-powered Chromebooks. Each device can be borrowed

for a period of two hours and can be taken and used at any table, chair, or corner of the floor the member finds comfortable.

At Choctaw and Warr Acres, members can borrow Kindle Fires and mobile wifi hotspots for four weeks. In addition to testing the concept of lending non-traditional devices, the project will provide wifi to diverse communities in which many families are without broadband service at home. In Warr Acres, 40-60% of households go without broadband connectivity, while at Choctaw this number falls to 20-40%. Providing access to digital technologies will facilitate greater access at home to Library services, and will fulfill the tenet of the Library Unbound plan which focus on Living Smarter, Working Smarter, and Living Smarter.

Both projects will get underway during the first part of June, and we will have staff present a bit more about the projects at the May 20<sup>th</sup> Commission meeting.

#### Alignment Project Progress

On Friday, April 28<sup>th</sup>, Library administration released the first round of position mappings associated with the Alignment Project. As you may recall, the Alignment Project is an internal reorganization that will enable staff to align their work with the needs of our members in order to achieve the Library Unbound plan. We performed several surveys with staff and managers during the spring, asking them to provide input regarding position options and location assignments. Using this information, we created an extensive decision matrix from which we were able to map the 371 people in our Member Services division laterally to their new roles. We were pleased that this portion of the Alignment moved only seven individuals from their previously assigned library, and in each of these seven cases, the individuals had indicated that they preferred to be mapped to a specific position which was not available at their previous location (thus requiring a move). We asked our library managers to review the decisions and help us correct any inadvertent errors or decisions that were made without full information. This resulted in several changes and enabled us to resolve several potential areas of concern.

The following week, we finished the second round of the mapping process, sharing the results with the remaining 150 staff who work in non-public service departments. The mapping documents we shared included revised org charts illustrating who will be assigned to which teams and with whom they will work most closely. Only two individuals changed departments in this second round, and while their jobs will remain largely the same and they will remain in the same building, they will report to different supervisors than previously. I am happy to report that -- as we stated at the beginning of the process -- no one lost his/her job, no one was demoted, and there was no reduction in anyone's wages as a result of the Alignment.

While we have shelved the hiring of the Chief Learning Experiences Officer for the time being, we have begun the search process for three managers who will eventually report to this individual. The System-wide Children's, Teen, and Adult Services Managers will work from the newly formed Learning Experiences (LX) Division, and will be responsible for the development and assessment of our Playful Learning curriculum and activities as defined by the Library Unbound strategic plan. The initial review of applications will begin on May 22<sup>nd</sup>, and we hope to have decisions made relative quickly, thereafter. As these folks will be charged with working with our libraries to create our system-wide early literacy program, the after-school homework help service, a job skills enhancement program, and a collection-based reading and learning program (among others), it is important that we find individuals with an understanding of their specific market segments and how we can best serve them. I am excited to begin the next phase of Library Unbound, and looking forward to introducing the Commission to folks who will help us bring it to fruition.



Sadly, I must also mention that I am aware that a few individuals have chosen to resign or retire to avoid the changes related to the Alignment project. Despite the fact that we knew this would be likely occur, I feel a personal sense of loss that some long-time Library staff have decided not to join us in creating our next chapter of Metro's story. I do think that they should be given a great deal of credit for recognizing that this isn't what they signed up for having the courage to follow their dreams elsewhere. I want to equally praise the folks who have thrown themselves into Library Unbound and the resulting Alignment, and who see it as our way forward, recognizing that it will stand as a positive step toward growing smarter communities, one person at a time while ensuring that everyone will use a library service in 20 years. It will not be an easy process, but our talented and energized staff will be the difference between creating a library worthy of our members and one that simply exists because it always has. I will provide another update at the Commission meeting scheduled for May 20<sup>th</sup>.

#### Unexpected Opportunity for Land Acquisition

As some of you know, the strategic plan calls for us to deal differently with the Library's most visible asset – our collection. Instead of thinking of our facilities as warehouses for our materials, we will provide community gathering places that enable group and individual learning, creation, engagement, and sharing. To do this we will need to shift a good portion of the physical collection to digital formats housed "in the cloud" and to an off-site repository (referred to as the Collection Anywhere Center) from which items can be retrieved and delivered to any member in less than 24 hours.

The establishment of the Collection Anywhere Center (CAC) is part of our long-range facilities plan, identified by staff as one of the System's highest capital priorities in the next few years. While the planning for the CAC's is still in progress, we learned this week that the property at 201 N.E. 48<sup>th</sup> Street in Oklahoma City (corner of N.E. 48<sup>th</sup> and Walnut, just to the south and west of the Service Center) was to be auctioned via sealed bid on May 26<sup>th</sup>. Despite the fact that the CAC's planning process was incomplete, the property's proximity to the Service Center, from which the Library's delivery service and Collection Management departments operate (or are soon scheduled to do so), prompted us to consider this unforeseen opportunity.

Previously owned by the state, the facility is approximately 50,000 square feet, sitting on 4.3 acres, much of which is paved. This facility – if in serviceable condition – would provide the Library with the ability to deposit a remote collection of between 250,000 – 400,000 items, while also providing the potential of relocating non-public service staff from valuable real estate (like the Ronald J. Norick Downtown Library). This vacated space could then be reclaimed for public services, enhancing our impact on the community while reducing staffing costs downtown and elsewhere. The acquisition of the N.E. 48<sup>th</sup> Street property could also benefit the Library by enabling us to dispense with a small warehouse we own in Northeast Oklahoma City (located at N.E. 3<sup>rd</sup> Street and Kate Avenue). Neighboring businesses in the area have inquired about the warehouse in the recent past, and staff are attempting to attain an estimated appraisal of the property.

By statute, the minimum bid permitted in the sealed bid process is \$855,000, and a check for 10% of that amount must be included in the bid which is due on May 26, 2017. If we end up as the selected bidder, we would have to execute a buyer's contract within five days, and close on the sale within 30. Library staff is planning to tour the facility during the only available opportunity for potential bidders on May 16.

To purchase the property, the Library Commission would need to re-allocate unspent operating funds from the FY2016-17 budget or utilize undesignated reserve funds not currently scheduled for other projects. Additionally, we have expressed the possibility to the Friends of the Library that we may request that they contribute funds toward this purchase.

Because we know little about the previous upkeep of the facility, we assume that it will be in less than desirable condition. While I am uncertain as of this writing if we will ask the Commission to proceed with an offer bid for the property, I have placed an item on the May 18<sup>th</sup> Commission Agenda – including an executive session – to discuss the potential purchase with legal counsel. I hope to gather additional information to facilitate a decision by the Commission during the May 18<sup>th</sup> meeting, should one be necessary. However, if we learn nothing more, or if the information we gather leads us to believe that the purchase is ill advised, I will request that this item be removed from the May 18<sup>th</sup> agenda.

## 2. Personnel Report

### New Hires & Promotions – April 2017

- Chris Stofel was promoted from Library Manager at the Community Libraries to Library Manager III at the Community Libraries. Chris has been with the system since March 2015.
- Angel Suhrstedt was promoted from Assistant Library Manager at the Edmond Library to Library Manager I at the Del City Library. Angel has been with the system since June 2012.
- Jonathan Mason was hired as a Help Desk Technician I in Information Technology.
- Kimberly Francisco was hired as Library Manager II at the Ralph Ellison Library.

## 3. Other Items of Note

### Safe Libraries Doing Good Work

A few weeks ago, the Oklahoman published an article stressing the safety and security challenges that we face serving the public. While we certainly have our fair share, these challenges also put us -- as an organization -- in a position to help children and adults better navigate the world around them. This happens everyday and at every library, and while I could point to any number of examples, I wanted to mention something brought to our attention by Lead Librarian Tracy Simpson at the Ralph Ellison Library ... she wrote:

"I just wanted to send you another "WOW" for one of our [security] officers who works here at the Ralph Ellison Library. Many of the kiddos that come in the library leave school and don't have a parent or adult at home who is willing or capable to sit with them and work on their homework. One of our librarians has taken on the task of helping our children with their homework until we can get a 'homework help' program in place. Recently this librarian was away at a conference for a week and the children were asking, "Who is going to help me with my homework?" Without hesitation, the officers jumped right in!!!! Here's a photo of officer Heather Williams helping a young library patron with his reading and math homework!

"I can't tell you enough how thankful we are for the officers we have: K. Frazier, William (Bill) Fretz, Heather Williams, Glen Bennett, Gloria Gomez, Carlos Franklin, and Charles Avery! They have made a tremendous impact with the kids and the community!"

As we often say, the library is more than the books and the computers and the building ... and in this case it is even more than our library staff ... it is the sense of community that happens when you put great people together -- staff and partners alike -- to do good things for our neighborhoods.

### Library Conference Last Month

April was a big month for the Oklahoma library community, as it marked the 110th Annual Conference of the Oklahoma Library Association at the National Center for Employee Development Conference Center in Norman. With noted speakers that included OU Women's Basketball Head Coach Sherri Coale, Miguel

Figueroa of the American Library Association's Center for the Future of Libraries, Howard County Public Library (Maryland) Director Valerie Gross, and Pikes Peak Library District Director and Library Leadership and Management Association President John Spears, the conference delivered high quality profession development, opportunities to think beyond our industry and the present times, and the always valuable networking with colleagues that leads to solutions-based thinking. More than 35 Metro staff attended the conference and reported that it was one of the best OLA conferences in recent history. I wanted to thank out-going OLA President and Senior Library Manager Melody Kellogg for all the work she did regarding the conference. She represented Oklahoma, and Metropolitan well throughout her term as president.

#### Working Together -- Saving Together

Libraries are known for working together, and Metro, along with our colleagues around the state putting our money where our collective mouth is. Our Director of Collection Anywhere Sarah Peterson, Materials Selector Sadie Bruce, and I help found a new group -- the Oklahoma Library Consortium (<https://oklibraryconsortium.org/>) -- that has as it's aim to use their bulk purchasing power of the more than 100 public libraries across the state to obtain favorable pricing on a variety of online resources that are of significant interest to the library community and the public we serve. Sarah and Sadie, along with staff from Tulsa City-County Library, Pioneer Library System, and the Western Plains Library System, recently sought proposals from several dozen vendors and publishers. While final decisions will be made by individual libraries, we will all benefit from the shared pricing model. While everyone likes success, it's always better when it can be shared with others. I will report more on this initiative and its impact on our strategic plan as decisions are made.

#### Efficiency and Effectiveness Study

We are working with John Huber, and industrial engineer and lean work processes consultant from Tulsa, to identify the processes where we need streamlining and where we have quality assurance issues. John will consult with Collection Anywhere departments to train a cross-functional team to evaluate, design, and implement targeted process improvements in Collection Management, Cataloging, and Technical Processing. This includes an evaluation of every process from how titles are selected; how orders are created; how those orders are placed; how data about the titles and the order (descriptive, financial, contractual, and other relevant metadata) are transmitted and processed; how the items are received and paid for; how they are cataloged and labelled; and even how they move through our workflow and are transported to the libraries after all of this is done. Departmental management has determined that these processes need to be assessed primarily because they have not been since before the Service Center was built in 2012, and many of our major system have turned over in that time.

Our goals include decreasing turnaround time, establishing best practice-base processes, and planning use of space to improve speed and service. We will also develop ongoing performance measures to ensure that goals are reached and performance continues to improve beyond initial objectives. This will be a 3-4 month project beginning in early May of this year.

#### ReadOKC Event

As we mentioned at the last Commission Meeting, the Library will be hosting the launch of the ReadOKC program, an initiative intended to promote the love of reading to all students and encourage them to read at least 20 minutes per day during summer break. While the program will primarily target OKCPS students, this year, we will be spreading the word across all of Oklahoma County. Held at the Ronald J. Norick Downtown Library on May 15th from 5:30-6:30 PM, featured speakers will include Mayor Mick Cornett and OKCPS Superintendent Aurora Lora. We hope to have you join us to support childhood literacy!

### Events at Libraries

I've mentioned our Event Calendar before ... if you're looking for a storytime for your kids or grandkids, an opportunity to learn Spanish, need some free legal advice or a referral, or just want to get active with Yoga, Tai Chi, or a Step Class, as always, your local library has something to offer ... see the full Events Calendar at: <http://www.metrolibrary.org/events>.

### #ireadbecause Campaign

As we did last year, the Library will be using the hashtag #ireadbecause as a way of promoting reading and our Summer Reading Program via social media and sticky notes in physical libraries. Our staff and library members enthusiastically shared their #ireadbecause photos and stories in on facebook, twitter, instagram, etc., and also in specifically dedicated sharing spaces in each library. This year, staff will be encouraging the sticky shares by providing specially design stickies that staff can hand out during programs and during interactions with members. We also want to reach out to local leaders (of all ages, in all fields, and across all demographics) to encourage them to spread the word about the reading program, and we'd love to have one from each of the Commissioners! ... What we're looking for is a picture of you reading (hi-resolution is best, but don't get caught up in that) and 140 characters (or fewer) saying why you read. We know you know all of the people worth knowing, so please -- challenge them to do the same ... the more people read, the smarter we grow the community.

Below are links to a few examples:

Brian Davis -- [http://www.pictaram.com/media/1285508755605375831\\_267183446](http://www.pictaram.com/media/1285508755605375831_267183446)

Ferris O'Brien -- [http://www.pictaram.com/media/1277920868579007865\\_267183446](http://www.pictaram.com/media/1277920868579007865_267183446)

Ann Thompson -- [http://www.pictaram.com/media/1274694170790190166\\_267183446](http://www.pictaram.com/media/1274694170790190166_267183446)

Sterling Gates -- [http://www.pictaram.com/media/1264039906044664929\\_267183446](http://www.pictaram.com/media/1264039906044664929_267183446)

So, we'd love your help ... Send Maria ([mwatkins@metrolibrary.org](mailto:mwatkins@metrolibrary.org)) your pics and why you read, and you'll help us get 100% of the Commission to join in the fun. Also, if you're able to convince cajole, or challenge your friends, colleagues, and neighbors to contribute a share, you will be part of us turning the metro area into a true reading community!

### Events at Village

It was a busy week for the Village and the Village Library, with the Village Fair on Saturday and a reception honoring the donors of the property on which the library stands. The Special Friends of the Village Library once again hosted the Village Fair, their annual fund-raiser for the library, at Casady Square on the corner of Britton and Penn. Fair visitors experienced arts, crafts, food, and entertainment all day, and Library staff operated a booth that signed up a dozen or two folks for new accounts, spread the word about in-library and virtual services, and even checkout more than 50 items to passersby. While the final receipts aren't yet in, it was a good opportunity for library staff to connect with members in a new environment, and make an impact on our market penetration numbers and our member retention numbers.

On Sunday, Commission Members Judy Smith, Mack Patel, and Beth Toland were joined by Friends of the Metro Library Board Anna Favor, Mayor Dave Bennett and City Manager Bruce Stone (also representing the Special Friends of the Village Library) to dedicate a plaque honoring the Finley and Kavanaugh families who donated land for the purpose of constructing a library in 1978. While it took another 14 years to put together the funding plan and build the library, today the library welcomes some 200,000 people cross its threshold yearly. Library Manager Ben Mead-Harvey shared a few notes about how Village residents are impacted by the presence of the Library, and Ann Finley, representing the Finley and

Kavanaugh families gave a short history of the gift and the project. I want to express a special thanks to Development Director Heather Zeoli who organized and arranged the event, and ensured that the families, the city, and Commission and Library staff were represented. Great job.

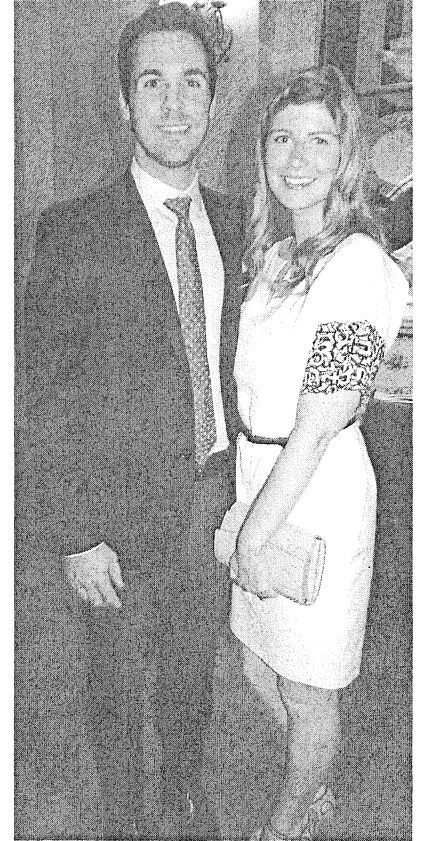
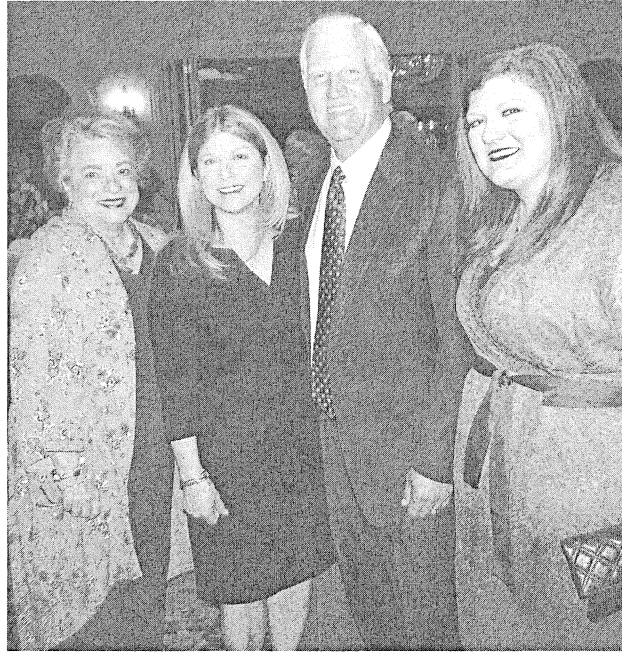
Signed Contracts & Agreements

<u>Date</u>	<u>Business Name</u>	<u>Service</u>	<u>Amount</u>
4/17/2017	Panacean Systems - Jimmy Welch	Software Support and Transition Facilitation	\$19,200
4/17/2017	Southwest Solutions Group	SOG Consulting/Technical Services	\$9,484
5/2/2017	Newsbank	License Agreement	

## Fans hear from Lisa Scottoline



AUTHOR LISA SCOTTLINE and supporting the Metropolitan Library were the draws for the Thunder's Christine Berney and Katy Semtner with the library's Director of Marketing and Communications Kim Terry.



ANXIOUS TO HEAR Lisa Scottoline's entertaining stories above are, from left, Sue Ann Hyde, Susie and Lee Symcox and Lauren Symcox Voth. At right: CALLIE AND MATTHEW Athey.

### Estate Extravaganza

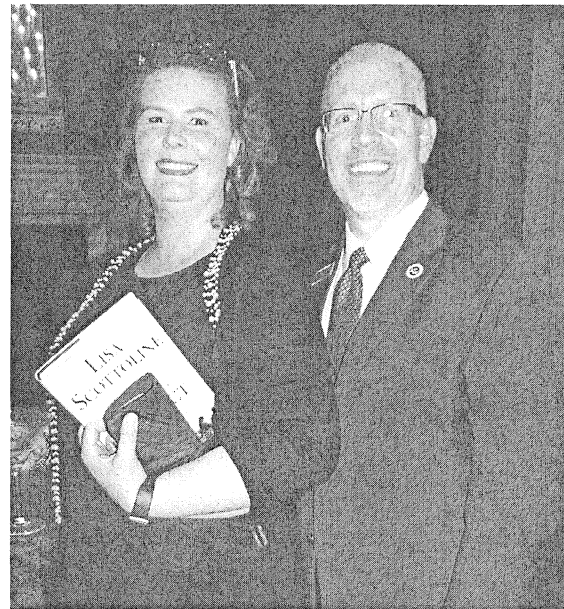


Friday & Saturday April 21st & 22nd  
10 am—5:30 pm



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WAITING TO HAVE her copy of Lisa Scottoline's newest novel "One Perfect Lie" autographed by the author is Sarah Regier with Tim Rogers, executive director of the Metropolitan Library System.

Rose Lane |  
okcFRIDAY



## Literary Voices

**THE LIBRARY ENDOWMENT Trust hosted author Lisa Scottoline during its 15th Annual Literary Voices Dinner. Also at the event, Chickasaw Nation Governor Bill Anoatubby was presented the 2017 Lee.B. Brawner Lifetime Achievement Award. From left: Literary Voices Co-Chairman Gail Huneryager, 2016 Lee B. Brawner Award recipient and presenter Steve Payne, author Lisa Scottoline, 2017 Lee B. Brawner Award winner Governor Bill Anoatubby and event Chairman Karen Delaney. Scottoline's latest novel, "One Perfect Lie" was released on the day of the event and everyone in attendance received a copy. "One Perfect Lie" was also featured in the "New in Fiction" section of the latest edition of *People Magazine*. For more photos, see Page 2.    Rose Lane | okcFRIDAY**

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## 'Libraries and literacy go hand in hand'

Free basic literacy classes are available at public libraries in the metro area.

Nearly one in five Oklahomans struggles with basic literacy — 140,000 in Oklahoma County alone, according to a news release.

Community Literacy Centers, in conjunction with the Oklahoma County Metropolitan Library System, offers free classes in reading, writing and spelling.

•**Ralph Ellison Library, 2000 NE 23:** Tuesdays and Wednesdays, 9:30-11:30 a.m.

•**Belle Isle Library, 5501 N Villa Ave.:** Tuesdays and Thursdays, 6:30-8 p.m.

•**Southern Oaks Library,**

**6900 S Walker Ave.:** Mondays and Wednesdays, 6-8 p.m.

There's no need to have a library card to attend classes, but metro-area libraries provide a wealth of resources to cardholders. Use of library computers for internet access is among its most popular services.

"Libraries and literacy go hand in hand," said Tim Rogers, executive director of the Metropolitan Library System.

"Every day we strive to help people take that first step forward to improving their lives by achieving literacy. Our library resources connected with the programs presented by

the Community Literacy Centers is just one piece that we can provide to ensure that our community receives the help needed."

"There are a lot of hidden journeys out there," said Becky O'Dell, executive director of Community Literacy Centers.

"You may not think you know someone who struggles to read, but the odds are good that you do. We really hope this partnership with the Metro Library system lets people know that we're out there, and we're ready to help."

To sign up for classes, call Community Literacy Centers at 524-7323.

FROM STAFF REPORTS



WIRE FOTO



Ralph Ellison library is one of four libraries that could benefit from the proposed 2017 general obligation bond program. Photo Garrett Fisher

## Multiple choice

OKC voters could go to the polls in September to vote on a bond referendum and a possible MAPS tax. By Laura Eastes

For several months, Oklahoma City Council members have been working toward bringing a 2017 General Obligation Bond program to voters. Since 1989, city leaders have turned to general obligation bonds, or GO bonds, to fund thousands of capital improvement projects — from street and drainage projects to new construction of fire and police stations, libraries and parks — through property taxes.

Whether a bond referendum appears on the Sept. 12 ballot still isn't a sure thing. The council, which has expressed strong support for a 2017 bond program, has until June 20 to call an election. If it does make the ballot, the program could cost anywhere from \$400 million to \$1.4 billion, depending on the bond term and tax rate.

Under a proposal unveiled at an April 18 GO bond program council workshop, voters would vote on the referendum as well as the future of the 1-cent MAPS (Metropolitan Area Projects) capital improvement sales tax. Mayor Mick Cornett advanced a plan to extend the tax for 27 months. When combined with the GO bond program, MAPS would tackle citizens' top complaint: streets.

"Our citizens clearly have talked about street improvements, streetscapes, bike lanes and trails as their No. 1 priority," City Manager Jim Couch said as he introduced the mayor's proposal. "This would put additional monies towards that goal. It includes an option that a portion of the penny could be put to operations."

### After MAPS 3

There has been limited discussion around the council horseshoe of what comes after the third installment of MAPS, called MAPS 3, expires at the end of the year.

Since 2009, the council has and continues to invest the \$777 million raised by the tax into eight quality-of-life projects, including the streetcar, downtown

park, new convention center and fair-ground improvements.

For the past 25 years, the council, backed by voter approval, has utilized MAPS to finance large civic improvement projects that have brought transformational change and growth to OKC. Nearly eight years after voters approved MAPS 3, several major projects still are months or years away from completion.

The four-term mayor's proposal keeps MAPS momentum going by bringing in needed revenue to catch up on street improvements and provide relief to the city's operations budget, specifically police and fire services. The recent economic downturn is linked to sluggish sales tax collections, resulting in city hiring freezes and budget cuts across city departments.

Cornett's proposal features two options. In the first, he suggests a quarter of the 1-cent sales tax become permanent to fund operations. The second suggests 1/8 of a cent be dedicated for the same purpose. Both call for the remainder of the tax to fund capital projects related to the city's transportation infrastructure, including street improvements, streetscapes, bike lanes, sidewalks and trails.

If the council moved the proposal to a public vote and voters approve it, the sales tax extension would expire in April 2020. OKC voters go to the polls next spring to elect their next mayor, who would ultimately decide the future of MAPS and whether to put forth the fourth installment.

In February, Cornett announced he will not seek a fifth term.

In March, Ward 2 Councilman Ed Shadid pitched his own MAPS tax plan. Shadid supports renewing the sales tax, but at half the 1-cent rate. A quarter of the tax would be distributed to public safety, specifically to hire more police and firefighters, and the rest would fund city operations.

"I think that's that way you can

impact the city, every neighborhood and every citizen within the 620 square miles," Shadid said as he explained how his proposal would boost funding across all city departments and meet fire and police staffing requirements.

### GO proposal

Just a few of the big-ticket items council members are considering after receiving a preliminary list of 1,700 projects for the city's upcoming bond program include:

- ▶▶ A pedestrian bridge over Northwest Expressway, one of the city's busiest corridors.
- ▶▶ A new community center with an indoor aquatic center at aging Douglass Park.
- ▶▶ A renovation project at south Oklahoma City's Almonte Library.
- ▶▶ A new public safety training center for the city's police officers and firefighters.
- ▶▶ Hundreds of streets improvement projects, from resurfacing and widening to street enhancements, like lighting, sidewalks and bike lanes, throughout the city.

Through city staff recommendations, with citizen survey feedback, neighborhood meetings and community workshops, the 73-page list is a starting point to presenting a bond program to voters. More than 6,400 people shared feedback during the city's input process.

Now, the council faces the decision of determining a bond term and millage rate. City staff presented the council with nine funding package options. Six call for increasing property taxes, but at least three council members — Meg Salyer, James Greiner and John Pettis Jr. — have said they don't support such an increase.

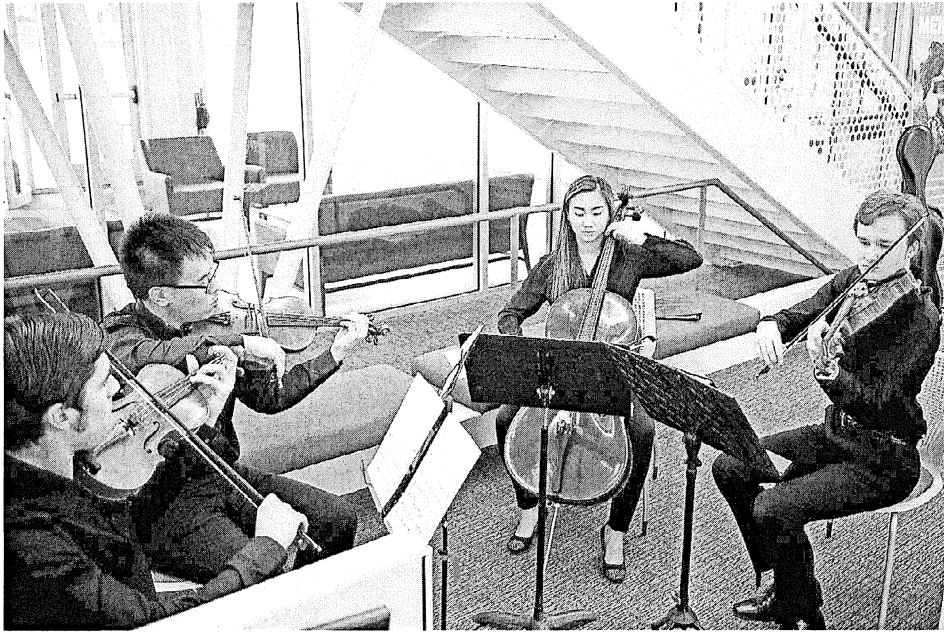
"I think we are running a risk if we ask the citizens to raise property taxes and a permanent sales tax on the same ballot," Ward 1 Councilman Greiner said. "If we are going to raise the permanent sales tax by, say, a quarter of a penny, we ought to keep our mill levy the same."

The latest proposal, crafted by city staff, calls for the council to bring 11 bond issues to voters, which would address streets and sidewalks, bridges, traffic, drainage, parks, police, fire, library, facilities, transit and economic development.

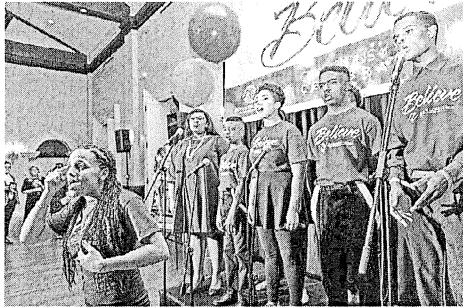
Streets, which citizens have said are their top priority, would receive the highest portion of the bond funds, followed by parks and economic development.

In coming weeks, the council is expected to make final decisions on its bond project, which will shape the character of the city for years to come. At the same time, the council could move forward on a MAPS proposal. Either way, the final say rests in the hands of voters.

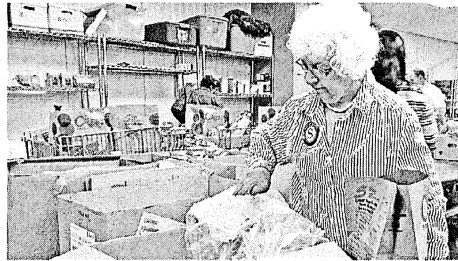
## NONPROFIT GROUP EVENTS



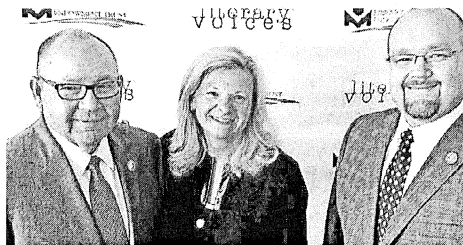
The Allied Arts fundraising campaign kickoff at The Oklahoman featured a performance by the Oklahoma Youth Orchestra's Honor Quartet. Employees also heard about the Metropolitan School of Dance from Executive Director Frances Pitts and lunch-hour musical entertainment was provided by the OK City Chorus. (PHOTO BY DOUG HOKE, THE OKLAHOMAN)



The Boys & Girls Club Choir perform at the Boys & Girls Clubs Champion of Youth Event on March 30. (PHOTO PROVIDED)



During National Volunteer Week, April 23-29, RSVP of Central Oklahoma honored over 700 older adult volunteers who contribute 132,000 service hours each year to help others in need. Tish Bishop loads boxes at a food pantry on behalf of RSVP volunteer organization. (PHOTO PROVIDED)



The Library Endowment Trust held its 15th annual Literary Voices fundraising dinner benefiting the Metropolitan Library System April 11 at the Oklahoma City Golf & Country Club. New York Times best selling author Lisa Scottoline, was the featured speaker. Scottoline is the author of 29 legal thrillers and eight humorous nonfiction books. Chickasaw Nation Gov. Bill Anoatubby of The Chickasaw Nation was honored with the Lee B. Brawner Lifetime Achievement Award for his support and dedication to our library system. From left, Gov. Bill Anoatubby, Scottoline and Chris Anoatubby. (PHOTO PROVIDED)



The Oklahoma City Community Foundation hosted a series of luncheons April 5-7, where \$386,000 in scholarships was awarded to 193 graduating seniors from 52 central Oklahoma high schools. Longtime Oklahoma City Community Foundation donor and Classen alumnus Don Zachritz, center, pictured with Community Foundation Scholars from Classen School of Advanced Studies, left, Tai Nguyen, Irais Safores, Amy Huyen, Alexander Ngo, Alma Trejo Carmona and Dulce Lopez. (PHOTO PROVIDED)

Please send three to five photos of your nonprofit group's social or fundraising events to [nonprofits@oklahoman.com](mailto:nonprofits@oklahoman.com). The deadline is noon Monday.



The Oklahoma Medical Research Foundation hosted its semiannual board meeting on April 13th. Attending were, from left, Larry Nichols, Judy Hatfield, Lance Benham and Carl Edwards.



Oklahoma Medical Research Foundation scientist Holly van Remmen, left, with OMRF board member Christy Everest. (PHOTOS PROVIDED)

## NONPROFIT NOTES