



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

Thursday, June 15, 2017, 3:30 p.m.  
Ronald Norick Downtown Library  
300 Park Avenue  
Oklahoma City, OK 73102  
(Telephone: 231-8650)

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 #79 – Presentation of Service Certificates for Library Staff – May & June 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 – 3:55 pm CONSENT DOCKET (#80 - #82)**

- Document #80 – Approval of Minutes of May 30, 2017 Meeting
- Document #81 – Acceptance of Review of Expenditures for May 2017
- Document #82 – Contract Awards & Purchases
  - Item A: 12 Capacity Disc Binders
  - Item B: Learning Management System (LMS) Purchase, Installation, and Support Services
  - Item C: Secure Case DVD Cases
  - Item D: Janitorial Services
  - Item E: Janitorial Products
  - Item F: Pest Control Services
  - Item G: Annual Renewal of Supply and Service Contracts

### **3:55 – 4:05 pm COMMITTEE REPORTS**

- Document #83 – Discussion, Consideration and Possible Action: Report and Recommendations from Finance Committee – Allen Coffey, Chair

### **4:05 – 4:15 pm REPORTS AND RECOMMENDATIONS FROM ADMINISTRATION**

- Document #84 – Discussion, Consideration and Possible Action: Appraisal & Wage/Salary Increase Plan FY 2017-2018

### **4:15 – 4:45 pm STAFF REPORTS**

- Alignment Project Update – Tim Rogers
- Pilot Projects – Brandon Beckham, Library Manager II, Almonte; Tricia Sweeney, Access Services Manager II, Choctaw; and Vicki Thompson, Special Projects Librarian
- Summer Reading Presentation - Emily Williams, Young Adult Service Coordinator and Kristin Williamson, Children's Services Coordinator
- Document #85 – May 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:***

**July 20, 2017**

**LOCATION: Patience Latting Northwest Library, 5600 NW 122<sup>nd</sup>, Oklahoma City, OK 73142**

## **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 & June 2017:

### **Employees**

### **Years of Service**

#### **May 2017**

Donna L. Durbin, Access Specialist II, Bethany Library	5
Devin Kathleen McGhee, Cataloger	5
Paula Kay Penrod, Adult Engagement Specialist II, Warr Acres Library	5
Andrew N. Soliven, Adult Engagement Specialist II, Capitol Hill Library	5
Roberto Soto, Assistant Manager of Facilities Maintenance	5
Timothy Wayne Daubenspeck, Access Specialist I, Bethany Library	10
Heidi A. Port, Volunteer Coordinator, Development/Volunteer Services	20
Tindle J. Arnold, Circulation Clerk, Choctaw Library	20

#### **June 2017**

Anne Marie Hall, Youth Engagement Supervisor I, Edmond Library	5
Chelsi Elise House, Access Specialist II, Downtown Library	5
Bianca Marin, Access Specialist II, Capitol Hill Library	5
Laci Jo Smart, Library Aide, Choctaw Library	5
Angela Lighty Suhrstedt, Library Manager I, Del City Library	5
Anne Olivia Motley, Library Aide, Choctaw Library	10
Charleen K. Miller, Library Assistant, Choctaw Library	20
Ebrahim Ejtehadi, Adult Engagement Specialist II, Edmond Library	35
Selma Zuhdi, Access Specialist I, Belle Isle Library	40

**MINUTES OF THE SPECIAL MEETING  
OF THE METROPOLITAN LIBRARY COMMISSION  
OF OKLAHOMA COUNTY**

DATE: May 30, 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 May 19, 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 Ronald J. Norick Downtown Library, 300 Park Avenue, Oklahoma City, on May 25, 2017, in conformity with the Oklahoma Open Meeting Act §311.

**Commission Members**

PRESENT:

Brian Alford  
Watzell Carlson  
Allen Coffey, Disbursing Agent  
Fran Cory  
Cynthia Friedemann  
Helene Harpman  
Carolyn Leslie  
Lori Nelson  
Mukesh Patel  
Kim Patterson  
Hugh Rice  
Dr. Dennis Shockley  
Jim Shonts  
Judy Smith  
Mary Sosa  
Beth Toland  
Nancy Anthony, Chair  
Tim Rogers, Executive Director  
**(Secretary)**

EXCUSED:

Dr. Ann Caine, Vice Chair  
Mick Cornett, Mayor of Oklahoma City  
Bud Elder  
Brian Maughan  
Penny McCaleb  
Tracy McDaniel  
Susan Tucker

Estimate of general public and staff attending: 10

I. Ms. Nancy Anthony called the meeting to order at 3:34 p.m. Roll was called to establish a quorum.

Present: Carlson, Coffey, Cory, Friedemann, Harpman, Nelson, Patterson, Rice, Shockley, Shonts, Smith Sosa, Toland, Anthony (Arrived: Alford 3:41 p.m.; Leslie 3:41 p.m.; Patel 4:05 p.m.).

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

III. Ms. Anthony referred to the Consent Docket: 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.

Ms. Anthony called for a motion.

**Ms. Fran Cory moved to accept the consent docket. Mr. Jim Shonts seconded. Questions and discussion followed. Motion passed unanimously.**

IV. Ms. Anthony referred to the Committee Reports: Document #77 – Discussion, Consideration and Possible Action: Report and Recommendations from the Long-Range Planning Committee meeting, April 24, 2017.

Mr. Rogers reported the Long-Range Planning Committee discussed recent requests for new library service outlets in the Spencer and Gatewood Communities. Due to the recent requests and to plan for future requests, Morgan Jones, Manager of Planning and Assessment will facilitate the completion of an in-house needs assessment. The needs assessment will establish minimum levels of service, performance, and cost implications for libraries within the system. Once the needs assessment is complete, the Library will engage a third-party to complete a Cost Benefit Analysis on any new library request received. Mr. Rogers reviewed the estimated timelines for the completion of the needs assessment and cost benefit analysis. Questions and Discussion followed.

Mr. Rogers referred to and explained the Oklahoma City General Obligation Bond Capital Projects List, which has been refined since the Long-Range Planning Committee first approved it in April 2016. The four projects, if approved, will be included in the OKC 2017 General Obligation Bond Election. Questions and discussion followed. Mr. Rogers will contact the City for clarification on how the projects will be listed on the ballot.

**The motion coming from the Long-Range Planning Committee is to approve the OKC General Obligation Bond Project List. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.**

V. Ms. Anthony referred to Document #78 – Discussion, Consideration and Possible Action: Report and Recommendations from Joint Meeting of the Administrative & Personnel Committee and Finance Committee.

Mr. Coffey reported the Finance Committee met and reviewed the recommendations from the Administrative and Personnel Committee regarding the Benefits proposal.

Mr. Coffey called on Ms. Stephany Dowd, Benefits Manager to provide additional information regarding the annual benefits process and timeline. Questions and discussion followed.

**Mr. Coffey stated the Finance Committee recommends that the Commission incorporate the funds for the benefits recommendations into the FY 2017-18 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 required no second. No further discussion. Motion passed unanimously.**

Ms. Anthony referred to Mr. Hugh Rice to provide the report from the Administrative and Personnel Committee.

Mr. Rice provided information on the previous process used for the annual evaluation of the executive director. In previous years one survey was used for the Commission and Leadership Team to evaluate the executive director. Since there were several questions that did not apply to both groups, the committee asked that two separate surveys be drafted; one for each group to better evaluate the executive director. The A & P Committee reviewed the surveys and discussed including all staff in the evaluation process. The committee decided to add a brief third survey, which would be sent to all staff who are not part of the Leadership Team. Discussion followed.

**Mr. Rice stated the motion coming from the Administrative and Personnel Committee is to approve the recommendation 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. A motion coming from committee requires no second. No further discussion. Motion passed unanimously.**

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

**VII.** The next regularly scheduled meeting will be held at the Ronald Norick Downtown Library on June 15, 2017 at 3:30 p.m.

There being no further business, the meeting was adjourned at 4:17 p.m.

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Tim Rogers,  
Executive Director  
(Secretary)

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

May 31, 2017

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

For comparison, 91.67% of the year has passed.

### **COMMISSION ACTION**

That the Commission acknowledge the financial report of May 2017.



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

	Year To Date 05/31/2017 <u>Current Year Balance</u>	Prior Year To Date 05/31/2016 <u>Prior Year</u>	Year To Date 05/31/2017 <u>Difference</u>
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalents	6,066,711.65	2,993,382.41	3,073,329.24
Investments			
Short Term Investments	10,312,094.32	12,772,198.49	(2,460,104.17)
Long Term Investments	13,083,808.36	14,604,197.25	(1,520,388.89)
Total Investments	23,395,902.68	27,376,395.74	(3,980,493.06)
Total Current Assets	29,462,614.33	30,369,778.15	(907,163.82)
Long-term Assets	6,982,147.68	1,950,025.14 *	5,032,122.54
<b>Total Assets</b>	<b>36,444,762.01</b>	<b>32,319,803.29</b>	<b>4,124,958.72</b>
<b>Liabilities and Net Assets</b>			
Liabilities			
Short-term Liabilities	110,432.25	672,958.65	(562,526.40)
Total Liabilities	110,432.25	672,958.65	(562,526.40)
Net Assets			
General Fund	35,738,536.18	31,232,909.88	4,505,626.30
Special Funds	640,873.52	413,934.76	226,938.76
Total Net Assets	36,379,409.70	31,646,844.64	4,732,565.06
<b>Total Liabilities and Net Assets</b>	<b>36,489,841.95</b>	<b>32,319,803.29</b>	<b>4,170,038.66</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 05/31/2017 Actual
Investment Balance				
CD - BancFirst	07/28/2015	07/27/2018	1.700 %	240,000.00
CD - First State Bank	09/20/2016	09/20/2018	1.000 %	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2016	12/12/2019	1.000 %	240,000.00
CD - MidFirst Bank	01/26/2015	10/26/2017	1.000 %	97,415.15
CD - Municipal Emp. Credit Union	06/10/2015	06/10/2017	1.256 %	240,000.00
CD - National Bank of Commerce.	12/21/2015	12/21/2017	1.000 %	240,000.00
CD - Weokie Credit Union	01/20/2015	01/20/2020	1.510 %	124,808.36
Federal Farm Credit Bank	07/13/2016	07/13/2020	1.190 %	2,000,000.00
Federal Home Loan Bank 11/21/2018	05/21/2013	11/21/2018	1.000 %	1,999,000.00
Federal Home Loan Bank 11/8/2018	02/08/2013	11/08/2018	1.050 %	2,000,000.00
FNMA 3/28/2018	03/28/2013	03/28/2018	1.000 %	2,000,000.00
FNMA 6/27/2019	12/27/2012	06/27/2019	1.250 %	2,000,000.00
Freddie Mac 8/23/2019	08/23/2012	08/23/2019	1.400 %	2,000,000.00
Treasury Bill 7/6/2017	01/10/2017	07/06/2017	0.523 %	9,974,679.17
Total Investment Balance			<u>0.000 %</u>	<u>23,395,902.68</u>



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

	Year To Date 05/31/2017	Month To Date 05/31/2017	Year To Date 05/31/2017		Month To Date 05/31/2016	Prior Year To Date 05/31/2016
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	283,246.41	34,027,516.17	105.55 %	181,607.21	32,490,908.38
Fines	500,310.00	34,268.81	398,055.13	79.56 %	37,283.47	502,236.96
State Aid Revenue	239,154.00	0.00	222,796.00	93.16 %	0.00	236,898.20
Total Budgeted Revenue	<u>32,977,532.00</u>	<u>317,515.22</u>	<u>34,648,367.30</u>	<u>105.07 %</u>	<u>218,890.68</u>	<u>33,230,043.54</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	66,021.33	1,141,055.54	0.00 %	64,675.75	1,156,137.28
Interest Revenue	0.00	20,839.96	181,024.75	0.00 %	20,335.92	175,682.96
Lost Books	0.00	(104.94)	(1,233.86)	0.00 %	0.00	0.00
Room Rentals	0.00	4,791.25	69,028.75	0.00 %	0.00	0.00
Merchandise Sales	0.00	534.29	3,631.68	0.00 %	0.00	0.00
Copies	0.00	15,938.75	161,898.70	0.00 %	13,214.60	23,292.51
Gifts and Donations	0.00	0.00	0.00	0.00 %	(130.73)	99,474.78
Grant Revenue	0.00	32,260.52	234,198.70	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	(6.06)	96.78	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	2,392.57	105,958.01	0.00 %	10,762.39	165,492.28
Interfund Transfers In	0.00	586.34	45,079.94	0.00 %	0.00	0.00
Total Not Budgeted Revenue	<u>0.00</u>	<u>143,254.01</u>	<u>1,940,738.99</u>	<u>0.00 %</u>	<u>108,857.93</u>	<u>1,660,801.24</u>
Total Revenue	<u>32,977,532.00</u>	<u>460,769.23</u>	<u>36,589,106.29</u>	<u>110.95 %</u>	<u>327,748.61</u>	<u>34,890,844.78</u>

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Metropolitan Library Commission of Ok Co  
General Ledger Report  
For Fiscal - Current Year To Date (07/01/2016 to 05/31/2017)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Location Name	Department Name	Department	Vendor Name	Location	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)																		0.00
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	999		90	GEN	General Fund	2017			348	GJ	535,586.13		(28,922,192.83)
03/20/2017	03/20/2017		Ad valorem taxes 3/1/17-3/15/17	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	999		90	GEN	General Fund	2017			369	GJ	1,756,771.38		(33,744,269.76)
05/08/2017	05/08/2017		Ad valorem taxes 4/17/17-4/28/17	System	System	999		90	GEN	General Fund	2017			385	GJ	129,426.16		(33,873,695.92)
05/22/2017	05/22/2017		Ad valorem taxes 5/01/17-5/15/17	System	System	999		90	GEN	General Fund	2017			405	GJ	153,809.35		(34,027,505.27)
05/26/2017	05/26/2017	Cr Card Express	Daily Deposit	Belle Isle Library	Public Services	100		23	GEN	General Fund	2017			1078	CRJ	10.90		(34,027,516.17)
Totals for 4005 - Ad Valorem Tax Revenue-CY																0.00	34,027,516.17	(34,027,516.17)
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)																		0.00
07/27/2016	07/27/2016		Ad Valorem taxes 7/1/16 to 7/15/16	System	System	999		90	GEN	General Fund	2017			10	GJ	68,249.52		(68,249.52)
07/27/2016	07/27/2016		Ad Valorem Taxes	System	System	999		90	GEN	General Fund	2017			11	GJ	12,998.80		(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	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	System	System	999		90	GEN	General Fund	2017			247	GJ	77,681.39		(781,712.53)

MetroLibrary--Metropolitan Library Commission of Ok Co

**Metropolitan Library Commission of Ok Co**  
**General Ledger Report**  
**For Fiscal - Current Year To Date (07/01/2016 to 05/31/2017)**

Posted Dt.	Doc Dt.	Doc	Memo / Description	Location Name	Department Name	Department	Vendor Name	Location	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance
12/21/2016	12/21/2016		11-30 Ad valorem taxes 12/01/2016 to 12/15/2016	System	System	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	System	System	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	System	System	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	System	System	999		90	GEN	General Fund	2017			328	GJ		49,916.19	(1,021,106.29)
03/20/2017	03/20/2017		Ad valorem taxes 3/1/17-3/15/17	System	System	999		90	GEN	General Fund	2017			334	GJ		81.55	(1,021,187.84)
04/11/2017	04/11/2017		Ad valorem taxes 3/16-3/31 2017	System	System	999		90	GEN	General Fund	2017			357	GJ		53,846.37	(1,075,034.21)
05/08/2017	05/08/2017		Ad valorem taxes 4/17/17-4/28/17	System	System	999		90	GEN	General Fund	2017			385	GJ		66,012.73	(1,141,046.94)
05/22/2017	05/22/2017		Ad valorem taxes 5/01/17-5/15/17	System	System	999		90	GEN	General Fund	2017			405	GJ		8.60	(1,141,055.54)
<b>Totals for 4006 - Ad Valorem Tax Revenue-PY</b>																<b>0.00</b>	<b>1,141,055.54</b>	<b>(1,141,055.54)</b>
<b>Grand Total</b>																<b>0.00</b>	<b>35,168,571.71</b>	<b>(35,168,571.71)</b>

MetroLibrary--Metropolitan Library Commission of Ok Co

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

Posted Dt.	Doc Dt.	Doc	Memo / Description	Location Name	Department Name	Department	Vendor Name	Location	Fund	Fund Name	Budget Year	Item	Item Name	Txn No	JNL	Debit	Credit	Balance	
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2015)																			0.00
11/30/2015	11/30/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			36	HIST	126,312.17		(126,312.17)	
12/31/2015	12/31/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			37	HIST	7,977,280.38		(8,103,592.55)	
01/31/2016	01/31/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			38	HIST	18,351,212.92		(26,454,805.47)	
02/29/2016	02/29/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			39	HIST	399,145.32		(26,853,950.79)	
03/31/2016	03/31/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			40	HIST	2,504,374.84		(29,358,325.63)	
04/30/2016	04/30/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			41	HIST	2,950,975.54		(32,309,301.17)	
05/31/2016	05/31/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			44	HIST	181,607.21		(32,490,908.38)	
06/30/2016	06/30/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			45	HIST	471,993.52		(32,962,901.90)	
Totals for 4005 - Ad Valorem Tax Revenue-CY																0.00	32,962,901.90	(32,962,901.90)	
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2015)																			0.00
07/31/2015	07/31/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			42	HIST	151,174.14		(151,174.14)	
08/31/2015	08/31/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			33	HIST	288,789.27		(439,963.41)	
09/30/2015	09/30/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			34	HIST	109,025.15		(548,988.56)	
10/31/2015	10/31/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			35	HIST	68,571.12		(617,559.68)	
11/30/2015	11/30/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			36	HIST	114,610.37		(732,170.05)	
12/31/2015	12/31/2015		Historical Data	System	System	999		90	GEN	General Fund	2016			37	HIST	71,480.60		(803,650.65)	
01/31/2016	01/31/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			38	HIST	62,325.29		(865,975.94)	
02/29/2016	02/29/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			39	HIST	90,394.77		(956,370.71)	
03/31/2016	03/31/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			40	HIST	74,479.26		(1,030,849.97)	
04/30/2016	04/30/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			41	HIST	60,611.56		(1,091,461.53)	
05/31/2016	05/31/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			44	HIST	84,675.75		(1,156,137.28)	
06/30/2016	06/30/2016		Historical Data	System	System	999		90	GEN	General Fund	2016			45	HIST	78,847.14		(1,234,984.42)	
Totals for 4006 - Ad Valorem Tax Revenue-PY																0.00	1,234,984.42	(1,234,984.42)	
Grand Total																0.00	34,197,886.32	(34,197,886.32)	



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

	Month Ending 05/31/2017			2017 OpBudget	Year To Date 05/31/2017 Remaining Budget
	Month	Actual YTD	% of Budget Used		
<b>Commission Expenses</b>					
Salaries and Benefits					
Salaries	1,352,979.34	16,190,976.37	89.61 %	18,067,512.00	1,876,535.63
Payroll Taxes	99,015.07	1,184,687.00	86.03 %	1,377,112.00	192,425.00
Benefits	284,498.81	3,314,468.83	77.77 %	4,262,017.00	947,548.17
Retirement	721,913.91	1,765,540.77	90.61 %	1,948,427.00	182,886.23
Total Salaries and Benefits	2,458,407.13	22,455,672.97	87.53 %	25,655,068.00	3,199,395.03
Contractual Services					
Insurance	2,490.00	226,679.80	73.69 %	307,599.00	80,919.20
Rent	2,400.00	61,310.85	112.09 %	54,700.00	(6,610.85)
Janitorial Services	42,587.09	428,501.00	86.45 %	495,679.00	67,178.00
Repair and Maintenance	34,255.23	427,303.85	87.30 %	489,465.00	62,161.15
Mileage and Parking	1,833.57	156,215.65	63.27 %	246,894.00	90,678.35
Travel Registration Training	9,184.54	89,867.76	56.56 %	158,900.00	69,032.24
Professional Services	94,722.13	437,517.13	81.59 %	536,215.00	98,697.87
Security Services	59,584.64	575,554.02	86.16 %	668,000.00	92,445.98
Utilities	74,302.81	857,838.74	66.51 %	1,289,716.00	431,877.26
Memberships	170.00	34,579.19	68.81 %	50,256.00	15,676.81
Communications	50,666.20	197,847.15	60.60 %	326,468.00	128,620.85
Other Services	4,662.98	190,563.93	89.85 %	212,100.00	21,536.07
Automation Services	87,345.84	875,951.58	69.25 %	1,264,865.00	388,913.42
Catalog Services	8,058.84	65,625.30	59.48 %	110,325.00	44,699.70
Total Contractual Services	472,263.87	4,625,355.95	74.47 %	6,211,182.00	1,585,826.05
Commodities					
Printing	14,348.40	146,096.79	77.10 %	189,500.00	43,403.21
Postage	7,315.46	137,995.37	52.76 %	261,546.00	123,550.63
Supplies	40,401.02	403,408.99	73.07 %	552,115.00	148,706.01
Uniforms	816.08	5,863.77	97.73 %	6,000.00	136.23
Gasoline and Oil	2,212.76	21,792.48	62.26 %	35,000.00	13,207.52
Vehicles Parts and Repairs	1,133.22	32,380.74	107.94 %	30,000.00	(2,380.74)
Performance Services	29,955.08	161,435.15	69.96 %	230,740.00	69,304.85
Other Commodities	1,303.18	24,405.55	4.76 %	513,100.00	488,694.45
Total Commodities	97,485.20	933,378.84	51.34 %	1,818,001.00	884,622.16
Books and Materials	490,110.16	4,251,058.61	72.42 %	5,869,985.00	1,618,926.39
Capital Outlays					
Furniture, Fixtures and Equipment	258,894.43	435,723.77	100.83 %	432,130.00	(3,593.77)
IT Equipment	33,790.94	602,133.92	71.88 %	837,742.00	235,608.08
Total Capital Outlays	292,685.37	1,037,857.69	81.73 %	1,269,872.00	232,014.31
Buildings					
Projects	7,692.89	465,640.28	39.60 %	1,176,000.00	710,359.72
New Construction	188,375.01	1,258,808.31	60.43 %	2,083,000.00	824,191.69
Total Buildings	196,067.90	1,724,448.59	52.91 %	3,259,000.00	1,534,551.41
<b>Total Commission Expenses</b>	<b>4,007,019.63</b>	<b>35,027,772.65</b>	<b>79.46 %</b>	<b>44,083,108.00</b>	<b>9,055,335.35</b>

Metropolitan Library Commission of Oklahoma County  
Commission Special Funds  
As of May 31, 2017

	06/30/2016		Year To Date	
	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	4,595.08	10,404.92
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	20,006.70	14,692.33	5,314.37
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	200.00	200.00	0.00
F0041--Literary Journal Grant	0.00	250.00	175.00	75.00
F0042--Dramatic Play - Midwest City Grant 2017	0.00	2,000.00	1,934.40	65.60
F0043--Zoo Book T-Shirts for Staff 2017	0.00	6,000.00	0.00	6,000.00
F0044--Park Hudson Press Project Grant Fund 2017	0.00	17,303.82	656.65	16,647.17
F0045--"Who Moved My Cheese?" Books Grant Fund 2017	0.00	6,000.00	5,184.40	815.60
Total Friends--Friends Grants (All)	100,226.68	240,809.50	222,968.88	118,067.30
Other--Other Grants (All)				
OTH0001--LET Special Grant	2,864.10	586.34	3,450.44	0.00
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	586.34	1,102.78
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

Metropolitan Library Commission of Oklahoma County  
Commission Special Funds  
As of May 31, 2017

	06/30/2016		Year To Date	
	Beg. Balance	Revenue	05/31/2017	Expenses
				Ending Balance
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	2,600.00	(2,600.00)
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
OTH0035--LET-Alpha Zeta BE Children's Books Grant 2017	0.00	500.00	0.00	500.00
Total Other--Other Grants (All)	62,611.79	38,469.14	14,919.17	86,161.76
Total NetAsset - Beg	162,838.47	279,278.64	237,888.05	204,229.06

## 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>	
05/02/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	Voided - 103900030002751	(140.00)
05/03/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EMPLOYMENT PROFESSIONALS	103900030002856	881.82
05/03/2017	V000767--ZOOBEAN INC	103041	10,186.00
05/03/2017	V000146--COX COMMUNICATIONS INC	103039	5,340.00
05/03/2017	V001551--CANNON SPRING COMPANY	102993	291.00
05/03/2017	V000737--WESTLAKE HARDWARE	103036	51.50
05/03/2017	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	103035	62.00
05/03/2017	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	103034	117.00
05/03/2017	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	103033	92.00
05/03/2017	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	103032	141.00
05/03/2017	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	103031	198.00
05/03/2017	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	103030	48.00
05/03/2017	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	103029	62.00
05/03/2017	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	103028	62.00
05/03/2017	V000720--WALMART COMMUNITY/GECRB	103027	34.70
05/03/2017	V001248--TOWN OF JONES CITY	103026	611.13
05/03/2017	V000663--THYSSENKRUPP ELEVATOR CORP	103025	2,011.36
05/03/2017	V000645--SYNERGY DATACOM SUPPLY	103024	7.72
05/03/2017	V000633--STEVE OWENS DBA THIRD GENERATION RE-MODELING	103023	2,727.50
05/03/2017	V000623--STAPLES CONTRACT & COMMERCIAL	103022	27.69
05/03/2017	V000593--SCOVIL & SIDES HARDWARE CO	103021	125.00
05/03/2017	RCDBK--RECORDED BOOKS INC	103020	111.95
05/03/2017	V000533--PIONEER LIBRARY SYSTEM FOUNDATION	103019	200.00
05/03/2017	RANHO--PENGUIN RANDOM HOUSE LLC	103018	10.00
05/03/2017	V000515--PAMELA BARRYMORE	103017	100.00
05/03/2017	V000481--OKLAHOMA EMPLOYMENT SECURITY COMMISSION	103016	2,345.82
05/03/2017	V000469--OHC OF THE SOUTHWEST PA	103015	95.00
05/03/2017	V000443--NOVALCO INC	103014	949.00
05/03/2017	MIDTP--MIDWEST TAPE	103013	168.40
05/03/2017	MCGRA--MCGRAW HILL ONLINE	103040	11,365.29
05/03/2017	V001092--MASCOTS ETC	103012	150.00
05/03/2017	V001623--LESLEY C. ST. JOHN	103011	22.25
05/03/2017	V000353--GRIFFIN TELEVISION OKC LLC DBA KWTV	103009	1,390.00
05/03/2017	V001622--JOSHUA C. HUGHES	103010	6.95
05/03/2017	V001627--GRIFFIN OUTDOOR	103008	2,000.00
05/03/2017	V000218--EVANS HARDWARE	103007	10.24
05/03/2017	V001621--DANA L. EDMINSTEN	103006	15.95
05/03/2017	V001572--CLEAN UNIFORM COMPANY	103005	96.11
05/03/2017	V000128--CITY OF OKLAHOMA CITY - WR	103004	64.75
05/03/2017	V000131--CITY OF OKLAHOMA CITY - SO	103003	624.97
05/03/2017	V000129--CITY OF OKLAHOMA CITY - CH	103002	104.65
05/03/2017	V000130--CITY OF OKLAHOMA CITY - AL	103001	45.52
05/03/2017	V000116--CITY OF MIDWEST CITY	103000	334.14
05/03/2017	V000115--CITY OF HARRAH	102999	67.11
05/03/2017	V000109--CITY OF CHOCTAW - 3429	102998	77.59
05/03/2017	V000110--CITY OF CHOCTAW - 3037	102997	30.09
05/03/2017	V000106--CITY OF BETHANY	102996	133.02
05/03/2017	V000095--CHASE CARDMEMBER SERVICE	103038	8,119.31
05/03/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	102995	1,294.82
05/03/2017	V000086--CARRIER ENTERPRISE LLC	102994	625.00
05/03/2017	V000079--C.O.T.P.A.	103037	11,102.00
05/03/2017	V001440--BRYAN SEKINE DBA SECRETS OF SUSHI LLC	102992	250.00
05/03/2017	V001607--AMERICAN LIBRARY ASSOCIATION - REGISTRATIONS	102991	300.00
05/03/2017	V000015--AMAZON	102990	859.91
05/03/2017	V001265--YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OKLAHOMA CITY DBA YMCA OF GREATER OKLAHOMA CITY	103900030002855	717.75
05/03/2017	V000716--W M CORP DBA BEYOND TECHNOLOGY	103900030002854	9,033.98
05/03/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	103900030002853	280.00
05/03/2017	V000649--TECH LOCK INC	103900030002852	10.60
05/03/2017	V000621--STANDLEY SYSTEMS	103900030002851	68.32



## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
05/03/2017	V000592--SCOTTS PRINTING & COPYING	103900030002850	35.85
05/03/2017	V001284--SARAH PETERSON	103900030002849	164.92
05/03/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002848	3,852.00
05/03/2017	V000988--PAULA K PENROD	103900030002847	28.83
05/03/2017	OVERD--OVERDRIVE INC	103900030002846	31,636.07
05/03/2017	V000497--ONG - WA	103900030002845	46.46
05/03/2017	V000488--ONG - NP	103900030002844	64.46
05/03/2017	V000487--ONG - MC	103900030002843	168.82
05/03/2017	V000495--ONG - LU	103900030002842	54.11
05/03/2017	V001340--ONG - BE TEMP	103900030002841	113.90
05/03/2017	V000482--OKLAHOMA LIBRARY ASSOCIATION	103900030002840	180.00
05/03/2017	V000472--OKLAHOMA BUILDING SERVICES INC	103900030002839	30,510.89
05/03/2017	V000463--O G & E - VI	103900030002838	1,167.17
05/03/2017	V001078--O G & E - LU	103900030002837	235.40
05/03/2017	V001295--O G & E - BE Temp	103900030002836	946.84
05/03/2017	V000423--MORRISON SUPPLY COMPANY	103900030002835	477.25
05/03/2017	V000402--MCBRIDE CLINIC OCCUPATIONAL HEALTH	103900030002834	74.00
05/03/2017	V000851--MARIA WATKINS	103900030002833	6.50
05/03/2017	V000375--LOWELL SCOTT ROSS DBA ROSS ENTERPRISES	103900030002832	5,760.00
05/03/2017	V000372--LOCKE SUPPLY CO	103900030002831	9.80
05/03/2017	V001624--KIMBERLY FRANCISCO	103900030002830	10.00
05/03/2017	V000837--KELLY DALRYMPLE	103900030002829	50.54
05/03/2017	V000834--KELLEY HOFFMAN	103900030002828	83.47
05/03/2017	V000970--KASANDRA L DEWBRE-BURROWS	103900030002827	2.99
05/03/2017	V000329--KAREN K BAILEY	103900030002826	100.00
05/03/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002825	100.00
05/03/2017	V000310--JIMMY WELCH	103900030002824	3,000.00
05/03/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002823	1,187.52
05/03/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002822	1,650.81
05/03/2017	V000284--IMAGENATION PROMOTIONAL GROUP INC DBA MYIPGI.COM	103900030002821	2,268.60
05/03/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002820	642.90
05/03/2017	V000254--GINGER WALDRIP	103900030002819	100.00
05/03/2017	V000233--FLORENCIA M BRIGLIE	103900030002818	750.00
05/03/2017	V000229--FIRETROL PROTECTION SYSTEMS	103900030002817	5,559.50
05/03/2017	FINDW--FINDAWAY WORLD LLC	103900030002816	5,977.83
05/03/2017	V000187--DEMCO INC	103900030002815	479.47
05/03/2017	V000185--DELI PARTNERS OF OKLAHOMA DBA JASON'S DELI	103900030002814	772.01
05/03/2017	V000180--DEBORAH A CRABTREE-FEDDER DBA DEBORAH CRABTREE FEDDER LPC-LMFT	103900030002813	1,050.00
05/03/2017	V000794--DARRIE BREATHWIT	103900030002812	77.16
05/03/2017	V001526--BRITTNEY LOGAN	103900030002811	71.19
05/03/2017	V000782--BRITTANY MAYS	103900030002810	98.31
05/03/2017	V001043--BRIDGET WILLIAMS	103900030002809	18.89
05/03/2017	V000053--BATTERIES PLUS BULBS	103900030002808	264.84
05/03/2017	V000777--ANN MEEKS	103900030002807	100.00
05/03/2017	V000776--ANGIE WALTON	103900030002806	155.37
05/03/2017	V000006--ACCTTWO SHARED SERVICES LLC	103900030002805	35,937.00
05/03/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002804	2,657.53
05/03/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002803	29,684.95
05/03/2017	BTSRL--BAKER & TAYLOR	103900030002802	3,502.65
05/03/2017	BTRSH--BAKER & TAYLOR	103900030002801	1,060.93
05/03/2017	BTJUV--BAKER & TAYLOR	103900030002800	22,476.44
05/03/2017	BTEN--BAKER & TAYLOR	103900030002799	4,655.61
05/10/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	103077	1,237.14
05/10/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	103075	500.41
05/10/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	103073	239.09
05/10/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	103084	7,204.93
05/10/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	103067	1,933.24
05/10/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	103083	36,137.58
05/10/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	103059	185.00
05/10/2017	V000050--BANK OF OKLAHOMA	103080	5,597.61
05/10/2017	V000009--ADMINISTRATIVE SERVICES	103042	1,591.59
05/10/2017	V000720--WALMART COMMUNITY/GEGRB	103079	287.89
05/10/2017	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCATIONAL RESOURCES	103065	1,623.75

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Date	Payee	Document No	Amount
05/10/2017	LOAKM--LIVE OAK MEDIA	103064	419.30
05/10/2017	V000213--ENGINEERED EQUIPMENT INC	103055	4.27
05/10/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	103081	5,715.19
05/10/2017	V000095--CHASE CARDMEMBER SERVICE	103051	3,640.33
05/10/2017	CPLP--CENTER POINT LARGE PRINT	103050	1,294.20
05/10/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	103049	217.54
05/10/2017	AVCAF--AV CAFÉ INC	103045	1,015.73
05/10/2017	V000015--AMAZON	103043	3,437.54
05/10/2017	OVERD--OVERDRIVE INC	103900030002955	14,441.09
05/10/2017	MWLIB--MIDWEST LIBRARY SERVICE	103900030002954	1,129.35
05/10/2017	V000372--LOCKE SUPPLY CO	103900030002953	64.16
05/10/2017	INGRU--INGRAM LIBRARY SERVICES	103900030002952	812.31
05/10/2017	INGLS--INGRAM LIBRARY SERVICES	103900030002951	714.75
05/10/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002950	9,606.50
05/10/2017	FINDW--FINDAWAY WORLD LLC	103900030002949	25,864.62
05/10/2017	V000225--FEDEX OFFICE	103900030002948	47.00
05/10/2017	BTADU--BAKER & TAYLOR - ADULT	103900030002947	22,109.72
05/10/2017	BTRSH--BAKER & TAYLOR	103900030002946	1,681.23
05/10/2017	BTCON--BAKER & TAYLOR	103900030002945	1,264.11
05/10/2017	BTJUV--BAKER & TAYLOR	103900030002944	12,559.84
05/10/2017	BTEN--BAKER & TAYLOR	103900030002943	17,325.35
05/10/2017	ABDO--ABDO PUBLISHING COMPANY	103900030002942	2,118.89
05/10/2017	V000717--W W GRAINGER INC	103078	321.21
05/10/2017	V000711--VERITIV OPERATING COMPANY	103076	48.14
05/10/2017	V000691--UNITED PARCEL SERVICE	103074	1,639.86
05/10/2017	V000672--TOWN OF LUTHER	103072	62.58
05/10/2017	V000587--SAVANNAH DENISE MITCHELL	103071	150.00
05/10/2017	V000537--PROVANTAGE LLC	103086	6,014.70
05/10/2017	OPUBC--OPUBCO COMMUNICATIONS GROUP	103085	10,800.00
05/10/2017	V000467--OFFICE DEPOT	103070	69.94
05/10/2017	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	103069	4,590.84
05/10/2017	V001638--MORIAH R. STEWART	103068	51.95
05/10/2017	V000408--METRO MONITOR INC	103066	95.00
05/10/2017	V001634--KRISTIN K BIGGS	103063	2.60
05/10/2017	V001633--JONATHAN SEID	103062	20.00
05/10/2017	V001632--JESSICA VAUGHN	103061	17.70
05/10/2017	V000276--HUNTER'S BATTERY WAREHOUSE	103060	150.80
05/10/2017	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	103082	8,872.35
05/10/2017	V000255--GLOBAL EQUIPMENT COMPANY INC DBA GLOBAL INDUSTRIAL	103058	959.68
05/10/2017	V001637--GERALD BOWEN	103057	80.00
05/10/2017	V000241--FUELMAN OF MID-AMERICA	103056	2,187.96
05/10/2017	V001635--DONNA SOLOMON	103054	13.95
05/10/2017	V000132--CITY OF THE VILLAGE	103053	91.41
05/10/2017	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	103052	36.02
05/10/2017	V001631--CATHERINE J SCHUBERT	103048	40.00
05/10/2017	V000087--CATHERINE D BEAVIN DBA FAST TRACK TAL- ENT DEVELOPMENT LLC	103047	320.00
05/10/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	103046	235.83
05/10/2017	V000021--AMERICAN EXPRESS COMPANY	103044	2,337.52
05/10/2017	V001585--XCEL OFFICE SOLUTIONS	103900030002941	72.22
05/10/2017	V001175--WILLIAM FRETZ	103900030002940	337.50
05/10/2017	V000719--WALKER COMPANIES	103900030002939	65.00
05/10/2017	V000716--W M CORP DBA BEYOND TECHNOLOGY	103900030002938	1,512.60
05/10/2017	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	103900030002937	29,781.45
05/10/2017	V000999--VAN R BIELSTEIN	103900030002936	80.00
05/10/2017	V000690--ULINE	103900030002935	328.77
05/10/2017	V000676--TRIANGLE A&E	103900030002934	62.42
05/10/2017	V000666--TIMOTHY JOHN SPINDLE	103900030002933	20.00
05/10/2017	V000664--TIERRA MEDIA INC DBA OKLAHOMA GAZETTE	103900030002932	3,456.00
05/10/2017	PENWO--THE PENSORTHY COMPANY	103900030002931	8,125.81
05/10/2017	V000621--STANDLEY SYSTEMS	103900030002930	30.43
05/10/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030002929	260.80
05/10/2017	V000884--SHREN SYLVESTER	103900030002928	17.23
05/10/2017	V001124--SHARON RILEY	103900030002927	39.88
05/10/2017	V000569--REPUBLIC SERVICES - WA	103900030002926	41.00
05/10/2017	V000568--REPUBLIC SERVICES - VI	103900030002925	80.08
05/10/2017	V000567--REPUBLIC SERVICES - SO	103900030002924	45.30
05/10/2017	V000566--REPUBLIC SERVICES - RE	103900030002923	49.20

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Date	Payee	Document No	Amount
05/10/2017	V000565--REPUBLIC SERVICES - NW	103900030002922	45.30
05/10/2017	V000564--REPUBLIC SERVICES - MTC	103900030002921	141.40
05/10/2017	V000563--REPUBLIC SERVICES - MC	103900030002920	160.36
05/10/2017	V000562--REPUBLIC SERVICES - ED	103900030002919	78.00
05/10/2017	V000561--REPUBLIC SERVICES - DN	103900030002918	83.10
05/10/2017	V000560--REPUBLIC SERVICES - DC	103900030002917	49.20
05/10/2017	V000559--REPUBLIC SERVICES - CT	103900030002916	40.80
05/10/2017	V000558--REPUBLIC SERVICES - CH	103900030002915	41.48
05/10/2017	V000557--REPUBLIC SERVICES - BI	103900030002914	71.97
05/10/2017	V000556--REPUBLIC SERVICES - BE	103900030002913	52.09
05/10/2017	V000555--REPUBLIC SERVICES - AL	103900030002912	99.20
05/10/2017	V000869--REBECCA FESLER	103900030002911	59.59
05/10/2017	V001169--REBECCA A LAWSON	103900030002910	200.00
05/10/2017	V000536--PRESTON BELL	103900030002909	50.00
05/10/2017	V000498--ONG - CT	103900030002908	109.32
05/10/2017	V000462--O G & E - STORAGE	103900030002907	111.60
05/10/2017	V000461--O G & E - SO	103900030002906	1,574.38
05/10/2017	V000460--O G & E - SERVICE CENTER	103900030002905	1,452.73
05/10/2017	V000456--O G & E - MC	103900030002904	4,630.64
05/10/2017	V000454--O G & E - JN	103900030002903	264.85
05/10/2017	V000438--NEOPOST USA INC	103900030002902	153.60
05/10/2017	V000439--NEOFUNDS BY NEOPOST USA INC	103900030002901	3,055.75
05/10/2017	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030002900	769.50
05/10/2017	V000855--MATTHEW COTTER	103900030002899	70.00
05/10/2017	V000384--MAINTENANCE CONNECTION INC	103900030002898	2,193.30
05/10/2017	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	103900030002897	7.63
05/10/2017	V000846--LINDSAY JONES	103900030002896	44.94
05/10/2017	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030002895	106.55
05/10/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	103900030002894	475.00
05/10/2017	V001177--KELCEY WAYNE FRAZIER	103900030002893	1,890.00
05/10/2017	V000324--JULIE BALLOU	103900030002892	83.97
05/10/2017	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030002891	100.00
05/10/2017	V000825--JOHN WOOD	103900030002890	35.00
05/10/2017	V001016--JESSICA L GONZALEZ	103900030002889	10.00
05/10/2017	V001255--IDOLGY INC	103900030002888	550.00
05/10/2017	V000273--HOBBY LOBBY	103900030002887	88.50
05/10/2017	V000812--HEATHER ZEOLI	103900030002886	69.80
05/10/2017	V001173--HEATHER ANN WILLIAMS	103900030002885	855.00
05/10/2017	V000261--H I S PAINT MFG COMPANY LLC	103900030002884	97.65
05/10/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030002883	4,554.18
05/10/2017	V001238--GLORIA GOMEZ	103900030002882	540.00
05/10/2017	V001176--GLENN R BENNETT	103900030002881	675.00
05/10/2017	V000809--ERIN BEDFORD	103900030002880	36.46
05/10/2017	V000210--EMSCO ELECTRIC SUPPLY CO INC .	103900030002879	90.86
05/10/2017	V000806--EMILY WILLIAMS	103900030002878	24.88
05/10/2017	V000187--DEMCO INC	103900030002877	1,460.28
05/10/2017	V000185--DELI PARTNERS OF OKLAHOMA DBA JASON'S DELI	103900030002876	750.74
05/10/2017	V000183--DEBORAH WILLIAMS DBA RHYTHMICALLY SPEAKING	103900030002875	1,500.00
05/10/2017	V000792--DANA BEACH	103900030002874	23.42
05/10/2017	V000153--COX COMMUNICATIONS INC 001 6111 050756502	103900030002873	71.55
05/10/2017	V000151--COX COMMUNICATIONS INC 001 6111 029855802	103900030002872	66.92
05/10/2017	V000152--COX COMMUNICATIONS INC 001 6110 029711502	103900030002871	68.59
05/10/2017	V000148--COX COMMUNICATIONS 002 6110 052139601	103900030002870	735.71
05/10/2017	V000143--COPELIN'S OFFICE CENTER LLC	103900030002869	2,803.00
05/10/2017	V000112--CITY OF EDMOND	103900030002868	4,314.21
05/10/2017	V000788--CHRISTOPHER STOFEL	103900030002867	279.07
05/10/2017	V001046--CHRISTOPHER MEYERS	103900030002866	300.00
05/10/2017	V000102--CHRIS KENNEDY	103900030002865	125.19
05/10/2017	V000099--CHICKASAW TELECOM INC	103900030002864	335.81
05/10/2017	V000785--CHERYLL JONES	103900030002863	38.13
05/10/2017	V001206--CHARLES AVERY	103900030002862	405.00
05/10/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030002861	945.00
05/10/2017	V001383--CADELL & CO LLC	103900030002860	1,290.00
05/10/2017	V001526--BRITTNEY LOGAN	103900030002859	41.31

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Date	Payee	Document No	Amount
05/10/2017	V001043--BRIDGET WILLIAMS	103900030002858	82.39
05/10/2017	V000027--ANDREW N SOLIVEN	103900030002857	248.67
05/17/2017	V000720--WALMART COMMUNITY/GECRB	103137	204.57
05/17/2017	V000718--WALGREEN CO	103136	1,150.00
05/17/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	103131	140.00
05/17/2017	V000613--SOUTHWEST PAPER INC DBA SWPLUS	103125	400.36
05/17/2017	V001231--SCHOOL OF METAPHYSICS	103123	150.00
05/17/2017	V000515--PAMELA BARRYMORE	103116	75.00
05/17/2017	V000422--MONTY HARPER DBA MONTY HARPER PRO- DUCTIONS	103115	300.00
05/17/2017	V000260--GREATER OKLAHOMA CITY CHAMBER OF COMMERCE INC	103108	40.00
05/17/2017	V001647--ETHAN M MURRAY	103105	7.00
05/17/2017	V000126--CITY OF OKLAHOMA CITY - WA	103099	92.40
05/17/2017	V000125--CITY OF OKLAHOMA CITY - NW	103095	315.78
05/17/2017	V000095--CHASE CARDMEMBER SERVICE	103092	8,526.64
05/17/2017	V000015--AMAZON	103087	1,746.79
05/17/2017	V000972--STEPHANY R DOWD	103900030003052	38.57
05/17/2017	V000877--SALLY GRAY	103900030003051	224.00
05/17/2017	V000511--ORANGE BOY INC	103900030003050	3,134.95
05/17/2017	V001053--ONG - CH	103900030003049	82.01
05/17/2017	V000458--O G & E - NW	103900030003048	2,618.53
05/17/2017	V000447--O G & E - AL	103900030003047	649.01
05/17/2017	V000443--NOVALCO INC	103900030003046	2,450.00
05/17/2017	V001285--MORGAN JONES	103900030003045	115.85
05/17/2017	V000857--MEAGHAN HUNT WILSON	103900030003044	180.00
05/17/2017	V001467--MARGO ENGELMANN	103900030003043	48.04
05/17/2017	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	103900030003042	211.00
05/17/2017	V000836--KELLIE DELANEY	103900030003041	93.11
05/17/2017	V000254--GINGER WALDRIP	103900030003040	100.00
05/17/2017	FINDW--FINDAWAY WORLD LLC	103900030003039	1,040.94
05/17/2017	WWOOD--WESTON WOODS STUDIOS INC	103139	101.83
05/17/2017	V000737--WESTLAKE HARDWARE	103138	171.86
05/17/2017	V000714--VISION SERVICE PLAN OF OKLAHOMA	103135	3,200.53
05/17/2017	V000696--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	103133	8,089.70
05/17/2017	V000695--UNUM LIFE INSURANCE COMPANY OF AMER- ICA	103134	2,366.30
05/17/2017	V000691--UNITED PARCEL SERVICE	103132	605.03
05/17/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	103130	140.00
05/17/2017	V000660--THE TERMINIX INTERNATIONA CO LP	103129	1,467.00
05/17/2017	V001645--TANNER THOMPSON	103128	123.80
05/17/2017	V001644--TAMARA N GELNAR	103127	15.95
05/17/2017	V000633--STEVE OWENS DBA THIRD GENERATION RE- MODELING	103126	473.00
05/17/2017	V000590--SCHOOLHOUSE OUTFITTERS LLC DBA SCHOOL OUTFITTERS	103124	769.78
05/17/2017	V001643--RYAN ANDERSON	103122	12.00
05/17/2017	V001642--RUTH VERA-MADEWELL	103121	7.00
05/17/2017	V000534--PORCH SCHOOL SUPPLY INC	103120	311.88
05/17/2017	V000528--PETRA COLINDRES	103119	150.00
05/17/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	103118	29.96
05/17/2017	V000517--PAPA JOHN'S PIZZA	103117	48.97
05/17/2017	MIDTP--MIDWEST TAPE	103114	62.97
05/17/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	103113	198,349.23
05/17/2017	V000319--JOHNSTONE SUPPLY OF OKC	103112	447.76
05/17/2017	V000279--IAAP	103111	150.00
05/17/2017	V000274--HOME DEPOT CREDIT SERVICES	103110	180.52
05/17/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	103109	72,862.95
05/17/2017	V000251--GEOFFREY L SMITH	103107	1,200.00
05/17/2017	V000218--EVANS HARDWARE	103106	7.77
05/17/2017	V000213--ENGINEERED EQUIPMENT INC	103104	72.04
05/17/2017	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	103103	1,324.39
05/17/2017	V000142--CONTRACTORS SUPPLY CO	103102	4.85
05/17/2017	V000707--CONSTRUCTIVE PLAYTHINGS	103101	131.07
05/17/2017	V001572--CLEAN UNIFORM COMPANY	103100	96.11
05/17/2017	V000121--CITY OF OKLAHOMA CITY - VI	103098	885.44

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Date	Payee	Document No	Amount
05/17/2017	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	103097	326.42
05/17/2017	V000122--CITY OF OKLAHOMA CITY - RE	103096	1,210.03
05/17/2017	V000124--CITY OF OKLAHOMA CITY - BI	103094	361.97
05/17/2017	V000103--CINTAS CORP	103093	332.13
05/17/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	103091	3,181.51
05/17/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	103090	54.35
05/17/2017	AVCAF--AV CAFÉ INC	103089	3,408.55
05/17/2017	V001640--AMY SHRODES DBA CLAIRVOYANCY LLC	103088	150.00
05/17/2017	V000762--XEROX- VI-722211588	103900030003038	141.36
05/17/2017	V000759--XEROX- RE-722211562	103900030003037	87.89
05/17/2017	V000758--XEROX- OUT-720607472	103900030003036	10.44
05/17/2017	V000750--XEROX -HUM-721443166	103900030003035	172.59
05/17/2017	V001375--XEROX - WR 723436820	103900030003034	35.25
05/17/2017	V000763--XEROX - WA-721443299	103900030003033	96.68
05/17/2017	V000757--XEROX - TP-720952290 LX7	103900030003032	76.45
05/17/2017	V000761--XEROX - TP-720607456	103900030003031	8.30
05/17/2017	V000760--XEROX - SO-721443257	103900030003030	82.45
05/17/2017	V001296--XEROX - NW 723390324	103900030003029	35.57
05/17/2017	V001374--XEROX - NP 723436804	103900030003028	26.17
05/17/2017	V001596--XEROX - MSL-720607530	103900030003027	17.95
05/17/2017	V000756--XEROX - MC-721443182	103900030003026	73.89
05/17/2017	V001377--XEROX - JN 723390332	103900030003025	52.67
05/17/2017	V000754--XEROX - IT-720607498	103900030003024	55.51
05/17/2017	V001376--XEROX - HR 723436796	103900030003023	36.28
05/17/2017	V000753--XEROX - ED-720607530	103900030003022	33.85
05/17/2017	V001378--XEROX - DVS 720607548	103900030003021	58.74
05/17/2017	V000752--XEROX - DN3-720607522	103900030003020	16.90
05/17/2017	V000751--XEROX - DN2-721443166	103900030003019	25.01
05/17/2017	V000749--XEROX - DC-722211521	103900030003018	74.37
05/17/2017	V000748--XEROX - CT-721443307	103900030003017	57.25
05/17/2017	V000747--XEROX - CH-721443232	103900030003016	26.97
05/17/2017	V000746--XEROX - BI 720607548	103900030003015	87.00
05/17/2017	V000745--XEROX - BE-721443190	103900030003014	27.92
05/17/2017	V000938--TERRIE LUCILLE THOMAS	103900030003013	12.89
05/17/2017	V000603--SMITHKOR INVESTMENTS LLC	103900030003012	7,610.85
05/17/2017	OVERD--OVERDRIVE INC	103900030003011	46,483.39
05/17/2017	V000486--ONG - BI	103900030003010	120.63
05/17/2017	V000372--LOCKE SUPPLY CO	103900030003009	318.93
05/17/2017	V001461--LEE HILL	103900030003008	12.14
05/17/2017	INGRU--INGRAM LIBRARY SERVICES	103900030003007	492.78
05/17/2017	INGLS--INGRAM LIBRARY SERVICES	103900030003006	1,373.16
05/17/2017	V000981--CHARLEEN K MILLER	103900030003005	14.95
05/17/2017	V001641--ARCADIA INC	103900030003004	1,000.00
05/17/2017	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030003003	98.50
05/17/2017	BTADU--BAKER & TAYLOR - ADULT	103900030003002	22,457.41
05/17/2017	BTCON--BAKER & TAYLOR	103900030003001	466.54
05/17/2017	BTJUV--BAKER & TAYLOR	103900030003000	14,199.56
05/17/2017	BTEN--BAKER & TAYLOR	103900030002999	14,185.74
05/17/2017	V000741--WORTH HYDROCHEM OF OKLA INC	103900030002998	95.00
05/17/2017	V000940--VICKI ELYSE THOMPSON	103900030002997	80.73
05/17/2017	V001313--TRICIA SWEANY	103900030002996	43.87
05/17/2017	V000666--TIMOTHY JOHN SPINDLE	103900030002995	28.14
05/17/2017	V000649--TECH LOCK INC	103900030002994	10.50
05/17/2017	V001124--SHARON RILEY	103900030002993	4.80
05/17/2017	V001194--SARA T BRUCE	103900030002992	195.00
05/17/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030002991	3,173.00
05/17/2017	V000527--PETE ROBERSON	103900030002990	35.00
05/17/2017	V000499--ONG - DN	103900030002989	34.81
05/17/2017	V000507--OKLAHOMA TURNPIKE AUTHORITY	103900030002988	59.64
05/17/2017	V000453--O G & E - HR	103900030002987	149.40
05/17/2017	V000449--O G & E - BI	103900030002986	2,266.94
05/17/2017	V000443--NOVALCO INC	103900030002985	696.00
05/17/2017	V000862--NGOC NGUYEN	103900030002984	105.61
05/17/2017	V000423--MORRISON SUPPLY COMPANY	103900030002983	637.70
05/17/2017	V001414--MEGAN AUTAURO	103900030002982	14.14
05/17/2017	V000856--MATTHEW LOGO FALEPOUONO	103900030002981	35.00
05/17/2017	V000853--MARY ROBINSON	103900030002980	56.71
05/17/2017	V000393--MARK D VANCE	103900030002979	35.00
05/17/2017	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD	103900030002978	47.95

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Date	Payee	Document No	Amount
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05/17/2017	V000324--JULIE BALLOU	103900030002977	64.63
05/17/2017	V000830--JULIANNA LINK	103900030002976	190.00
05/17/2017	V001025--JUDITH L MATTHEWS	103900030002975	84.10
05/17/2017	V000273--HOBBY LOBBY	103900030002974	30.55
05/17/2017	V000187--DEMCO INC	103900030002973	4,044.31
05/17/2017	V000053--BATTERIES PLUS BULBS	103900030002972	99.40
05/17/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030002971	9,655.40
05/17/2017	V000229--FIRETROL PROTECTION SYSTEMS	103900030002970	183.00
05/17/2017	V000225--FEDEX OFFICE	103900030002969	73.50
05/17/2017	V001582--ELIZABETH ANN HICKS DBA RED PLAID PLAY-ERS	103900030002968	3,500.00
05/17/2017	V000170--CYNTHIA A MARTIN	103900030002967	30.75
05/17/2017	V001388--CHRISTY BONFIGLIO	103900030002966	16.00
05/17/2017	V000094--CHARLES S ISAACS	103900030002965	70.00
05/17/2017	V000092--CENTRAL OKLAHOMA WINNELSON CO INC	103900030002964	153.75
05/17/2017	V001615--BRUCE MUSIC	103900030002963	125.00
05/17/2017	V001531--BRING BACK THE MUSIC LTD	103900030002962	3,300.00
05/17/2017	V000055--BEATRIZ MEYER	103900030002961	228.00
05/17/2017	V001553--ASHLEY HANNE	103900030002960	200.00
05/17/2017	V000779--ANNE HALL	103900030002959	260.00
05/17/2017	V000777--ANN MEEKS	103900030002958	23.75
05/17/2017	V000028--ANGEL SUHRSTEDT	103900030002957	92.12
05/17/2017	V000012--ALBERT BROWN	103900030002956	35.00
05/19/2017	V001641--ARCADIA INC	Voided - 103900030003004	(1,000.00)
05/24/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	103203	2,166.62
05/24/2017	V000224--FEDEX	103156	11.20
05/24/2017	V000225--FEDEX OFFICE	103900030003129	21.75
05/24/2017	V001609--KELLY GOSPODAREK	103166	80.00
05/24/2017	V001661--WOODWARD LIBRARY INTERLIBRARY LOAN	103202	25.00
05/24/2017	V000737--WESTLAKE HARDWARE	103201	14.22
05/24/2017	V000720--WALMART COMMUNITY/GECRB	103200	106.85
05/24/2017	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	103199	500.41
05/24/2017	V000691--UNITED PARCEL SERVICE	103198	536.07
05/24/2017	V001556--TRAVIS TINDELL DBA TRAVIS TINDELL MEDIA LLC	103197	100.00
05/24/2017	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	103196	239.09
05/24/2017	V001468--THE SINGER GROUP INC	103195	46,100.00
05/24/2017	V000657--THE MEADOWS CENTER FOR OPPORTUNITY INC	103194	45.00
05/24/2017	V000444--THE JOURNAL RECORD PUBLISHING COMPANY LLC10005302	103193	274.38
05/24/2017	V001558--SBS SERVICE LLC	103192	1,500.00
05/24/2017	V000583--SAMUEL RAY MOORE	103191	2,500.00
05/24/2017	RCDBK--RECORDED BOOKS INC	103190	3,384.96
05/24/2017	V001651--REBECCA S. WESTER	103189	12.00
05/24/2017	V000537--PROVANTAGE LLC	103188	1,500.60
05/24/2017	V000480--OKLAHOMA COUNTY OSU EXTENSION CENTER	103181	38.20
05/24/2017	V000907--OKLAHOMA CITY MUSEUM OF ART	103180	600.00
05/24/2017	V000469--OHC OF THE SOUTHWEST PA	103179	190.00
05/24/2017	V001659--NILES PUBLIC LIBRARY DISTRICT	103178	19.95
05/24/2017	V000440--NEWS9.COM	103177	600.00
05/24/2017	V001628--NEWS CHANNEL LLC DBA NWTN	103176	510.00
05/24/2017	V001650--NATHAN A STEPHAN	103175	16.00
05/24/2017	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	103174	6,854.93
05/24/2017	MIDTP--MIDWEST TAPE	103173	74.22
05/24/2017	V001660--MID CONTINENT PUBLIC LIBRARY	103172	59.99
05/24/2017	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	103171	11,717.88
05/24/2017	V001611--MB OKC LLC DBA OKLAHOMA CITY DODGERS	103170	3,106.00
05/24/2017	V001186--LAURA FRANKLIN	103169	100.00
05/24/2017	LAKLM--LAKESHORE LEARNING MATERIALS	103168	103.45
05/24/2017	V000470--KOCO-TV	103167	5,084.00
05/24/2017	V001620--KAPLAN EARLY LEARNING COMPANY	103165	50.48
05/24/2017	V000305--JEREMY PHILO DBA JUGGLE WHATEVER	103164	250.00
05/24/2017	V000294--JAIMIN PROPERTIES LLC DBA COMFORT INN @ FOUNDERS TOWER	103163	657.00
05/24/2017	V000274--HOME DEPOT CREDIT SERVICES	103162	76.94
05/24/2017	V000268--HEALTHSMART BENEFIT SOLUTIONS	103161	372.00

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Date	Payee	Document No	Amount
05/24/2017	V000353--GRIFFIN TELEVISION OKC LLC DBA KWTV	103160	3,425.00
05/24/2017	V001627--GRIFFIN OUTDOOR	103159	1,900.00
05/24/2017	V000137--FRONTIER CITY LLC DBA FRONTIER CITY	103158	2,596.70
05/24/2017	V000238--FRATES INSURANCE & RISK MANAGEMENT	103157	2,490.00
05/24/2017	V001664--FACTOR 110 LLC DBA MAYOR'S DEVELOPMENT ROUNDTABLE	103155	190.00
05/24/2017	V000218--EVANS HARDWARE	103154	102.33
05/24/2017	V001630--DENNIS ARNOLD MORAN	103153	50.00
05/24/2017	V000164--COX MEDIA INC	103152	4,800.00
05/24/2017	V001572--CLEAN UNIFORM COMPANY	103151	96.11
05/24/2017	V000133--CITY OF WARR ACRES	103150	56.40
05/24/2017	V000119--CITY OF OKLAHOMA CITY PUBLIC WORKS	103149	55.00
05/24/2017	V000127--CITY OF OKLAHOMA CITY - DN	103148	691.61
05/24/2017	V000095--CHASE CARDMEMBER SERVICE	103147	7,052.46
05/24/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	103146	391.89
05/24/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	103145	130.39
05/24/2017	V001649--BARBARA D. LAWSON	103144	17.30
05/24/2017	V000050--BANK OF OKLAHOMA	103143	5,597.61
05/24/2017	V001065--AT&T 405 454 9479 162 3	103142	150.50
05/24/2017	V000015--AMAZON	103141	1,405.05
05/24/2017	V000009--ADMINISTRATIVE SERVICES	103140	1,591.59
05/24/2017	V000372--LOCKE SUPPLY CO	103900030003128	314.74
05/24/2017	BTADU--BAKER & TAYLOR - ADULT	103900030003127	21,950.50
05/24/2017	BTRSH--BAKER & TAYLOR	103900030003126	855.51
05/24/2017	BTCON--BAKER & TAYLOR	103900030003125	270.66
05/24/2017	BTJUV--BAKER & TAYLOR	103900030003124	10,585.20
05/24/2017	BTEN--BAKER & TAYLOR	103900030003123	13,662.31
05/24/2017	V001265--YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OKLAHOMA CITY DBA YMCA OF GREATER OK- LAHOMA CITY	103900030003122	1,032.75
05/24/2017	V001175--WILLIAM FRETZ	103900030003121	900.00
05/24/2017	WEADN--WEATHERFORD DAILY NEWS	103900030003120	138.00
05/24/2017	V000894--VANESSA SPAETH	103900030003119	20.12
05/24/2017	V000649--TECH LOCK INC	103900030003118	1.50
05/24/2017	V000646--TARA GOLDEN	103900030003117	36.38
05/24/2017	V000637--SUMMIT MAILING SYSTEMS INC	103900030003116	644.75
05/24/2017	V000624--STAR LIGHTING & SUPPLY	103900030003115	831.68
05/24/2017	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	103900030003114	2,966.00
05/24/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030003113	232.76
05/24/2017	V001070--SOUTHWEST SOLUTIONS GROUP INC	103900030003112	4,742.00
05/24/2017	V000601--SMART TECHNOLOGIES INC	103900030003111	7,225.00
05/24/2017	V000592--SCOTTS PRINTING & COPYING	103900030003110	10,850.56
05/24/2017	V001021--SAIDAH S YAKASAI	103900030003109	7.70
05/24/2017	V000869--REBECCA FESLER	103900030003108	15.50
05/24/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030003107	1,549.95
05/24/2017	PROBP--PROGRESSIVE BUSINESS PUBLICATION	103900030003106	330.00
05/24/2017	V000866--PHILLIP TOLBERT.	103900030003105	95.44
05/24/2017	OVERD--OVERDRIVE INC	103900030003104	55,051.56
05/24/2017	V000503--OKLAHOMA PRESS SERVICE	103900030003103	105.20
05/24/2017	V000465--O G & E - WR	103900030003102	126.41
05/24/2017	V000460--O G & E - SERVICE CENTER	103900030003101	0.72
05/24/2017	V000458--O G & E - NW	103900030003100	2,619.69
05/24/2017	V000457--O G & E - NP	103900030003099	128.49
05/24/2017	V000456--O G & E - MC	103900030003098	2.05
05/24/2017	V000451--O G & E - CT	103900030003097	989.75
05/24/2017	V000450--O G & E - CH #2	103900030003096	496.91
05/24/2017	V000449--O G & E - BI	103900030003095	2,267.76
05/24/2017	V001125--NATALIE CURRIE	103900030003094	33.81
05/24/2017	V000407--MERWIN INC	103900030003093	367.00
05/24/2017	MACK--MACKIN BOOK COMPANY DBA MACKIN EDUCA- TIONAL RESOURCES	103900030003092	1,618.00
05/24/2017	V000678--KFOR	103900030003091	3,790.00
05/24/2017	V001177--KELCEY WAYNE FRAZIER	103900030003090	1,125.00
05/24/2017	V000677--KAUT-TV	103900030003089	1,350.00
05/24/2017	V001128--KATHERINE HICKEY	103900030003088	7.48
05/24/2017	V000329--KAREN K BAILEY	103900030003087	75.00
05/24/2017	V000827--JONATHAN WILLIS	103900030003086	35.00
05/24/2017	INGRU--INGRAM LIBRARY SERVICES	103900030003085	191.50
05/24/2017	INGLS--INGRAM LIBRARY SERVICES	103900030003084	2,541.96

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Date	Payee	Document No	Amount
05/24/2017	V000812--HEATHER ZEOLI	103900030003083	43.71
05/24/2017	V001173--HEATHER ANN WILLIAMS	103900030003082	1,395.00
05/24/2017	V001238--GLORIA GOMEZ	103900030003081	495.00
05/24/2017	V001176--GLENN R BENNETT	103900030003080	1,125.00
05/24/2017	V000254--GINGER WALDRIP	103900030003079	100.00
05/24/2017	V000253--GILLIAN KNOKE MCFALL	103900030003078	115.56
05/24/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030003077	9,816.21
05/24/2017	FINDW--FINDAWAY WORLD LLC	103900030003076	16,917.56
05/24/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030003075	536.76
05/24/2017	ENCBR--ENCYCLOPAEDIA BRITANNICA INC	103900030003074	4,295.00
05/24/2017	V000205--ELISABETH WRIGHT	103900030003073	84.74
05/24/2017	V000803--EDGAR NUNEZ	103900030003072	10.00
05/24/2017	V000801--DEVIN MCGHEE	103900030003071	28.78
05/24/2017	V000187--DEMCO INC	103900030003070	4,270.00
05/24/2017	V000794--DARRIE BREATHWIT	103900030003069	63.48
05/24/2017	V000792--DANA BEACH	103900030003068	31.78
05/24/2017	V000150--COX COMMUNICATIONS INC 501 6111 053365701	103900030003067	6.81
05/24/2017	V000149--COX COMMUNICATIONS INC 501 6110 029112202	103900030003066	6.13
05/24/2017	V000786--CHRISTIAN LEFLORE	103900030003065	175.00
05/24/2017	V000785--CHERYLL JONES	103900030003064	17.83
05/24/2017	V001206--CHARLES AVERY	103900030003063	405.00
05/24/2017	V001174--CARLOS MARSHALL FRANKLIN	103900030003062	945.00
05/24/2017	V000080--CAMERON SMITH	103900030003061	51.36
05/24/2017	V001526--BRITTNEY LOGAN	103900030003060	34.93
05/24/2017	V001626--BENJAMIN PAUL MYERS	103900030003059	100.00
05/24/2017	V000053--BATTERIES PLUS BULBS	103900030003058	45.79
05/24/2017	V000035--ARTS COUNCIL OF OKLAHOMA CITY INC	103900030003057	13,333.00
05/24/2017	V001641--ARCADIA INC	103900030003056	1,000.00
05/24/2017	V000029--ANNE G FISCHER	103900030003055	261.54
05/24/2017	V000774--AMY UPCHURCH	103900030003054	54.37
05/24/2017	V000768--ABIGAIL ELIZABETH STOUT	103900030003053	40.00
05/24/2017	V000493--ONG - VI	103187	155.67
05/24/2017	V000490--ONG - RE	103186	109.96
05/24/2017	V000489--ONG - NW	103185	21.54
05/24/2017	V000501--ONG - MTC 3RD ST	103184	45.18
05/24/2017	V000500--ONG - HR	103183	23.34
05/24/2017	V000502--ONG - 50th ST	103182	150.30
05/25/2017	V000803--EDGAR NUNEZ	Voided - 103900030003072	(10.00)
05/31/2017	V001562--THE UNIVERSITY OF OKLAHOMA SOONER FLIGHT ACADEMY	Voided - 103131	(140.00)
05/31/2017	V000972--STEPHANY R DOWD	Voided - 103244	(80.05)
05/31/2017	V000972--STEPHANY R DOWD	103244	80.05
05/31/2017	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	103245	624,271.00
05/31/2017	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	103900030003185	1,500.00
05/31/2017	V000738--WEWERS LLC DBA RAY THE PAINTER	103900030003184	2,250.00
05/31/2017	V000633--STEVE OWENS DBA THIRD GENERATION RE- MODELING	103900030003183	450.00
05/31/2017	V001348--EXPRESS SERVICES INC DBA EXPRESS EM- PLOYMENT PROFESSIONALS	103900030003182	581.10
05/31/2017	WWOOD--WESTON WOODS STUDIOS INC	103243	2,138.54
05/31/2017	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	103242	141.00
05/31/2017	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	103241	198.00
05/31/2017	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	103240	48.00
05/31/2017	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	103239	62.00
05/31/2017	V000720--WALMART COMMUNITY/GEGRB	103238	249.23
05/31/2017	V000691--UNITED PARCEL SERVICE	103237	675.29
05/31/2017	V001248--TOWN OF JONES CITY	103236	612.98
05/31/2017	V000663--THYSSENKRUPP ELEVATOR CORP	103235	517.50
05/31/2017	V000660--THE TERMINIX INTERNATIONAL CO LP	103234	1,134.00
05/31/2017	V000444--THE JOURNAL RECORD PUBLISHING COM- PANY LLC10005302	103233	44.20
05/31/2017	V001667--SUSAN EVANS	103232	13.37
05/31/2017	V000623--STAPLES CONTRACT & COMMERCIAL	103231	77.76
05/31/2017	V000612--SOUTHERN TIRE MART	103230	892.32
05/31/2017	V000611--SOUTHERN HARDLINES INC	103229	7.99
05/31/2017	V000597--SHEET METAL SERVICE CO	103228	353.94



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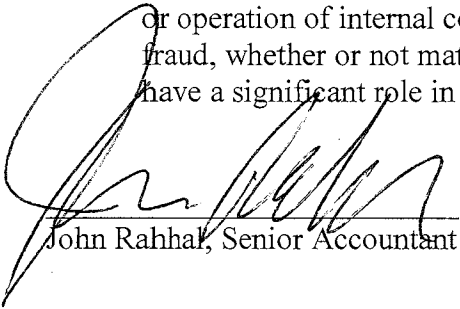
Date	Payee	Document No	Amount
05/31/2017	RCDBK--RECORDED BOOKS INC	103227	81.00
05/31/2017	PERRY--PERRY PUBLISHING COMPANY DBA THE BLACK CHRONICLE	103226	20.00
05/31/2017	V000523--PENN JOHNS INVESTMENTS INC DBA NICOMA PARK LUMBER	103225	120.47
05/31/2017	V001668--PANERA BREAD LLC	103224	266.07
05/31/2017	V000408--METRO MONITOR INC	103220	95.00
05/31/2017	V000213--ENGINEERED EQUIPMENT INC	103219	120.00
05/31/2017	V001630--DENNIS ARNOLD MORAN	103218	100.00
05/31/2017	V000142--CONTRACTORS SUPPLY CO	103217	13.30
05/31/2017	V001572--CLEAN UNIFORM COMPANY	103216	195.62
05/31/2017	V000128--CITY OF OKLAHOMA CITY - WR	103215	64.75
05/31/2017	V000131--CITY OF OKLAHOMA CITY - SO	103214	359.56
05/31/2017	V000129--CITY OF OKLAHOMA CITY - CH	103213	97.05
05/31/2017	V000130--CITY OF OKLAHOMA CITY - AL	103212	45.52
05/31/2017	V000111--CITY OF DEL CITY	103211	2,400.00
05/31/2017	V000106--CITY OF BETHANY	103210	144.04
05/31/2017	V000095--CHASE CARDMEMBER SERVICE	103209	808.02
05/31/2017	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	103208	2,010.83
05/31/2017	V000086--CARRIER ENTERPRISE LLC	103207	116.34
05/31/2017	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	103206	164.48
05/31/2017	V001033--BLOOMBERG GNA	103205	1,834.20
05/31/2017	V000015--AMAZON	103204	1,662.39
05/31/2017	V000719--WALKER COMPANIES	103900030003181	445.36
05/31/2017	V000690--ULINE	103900030003180	154.00
05/31/2017	V001313--TRICIA SWEANY	103900030003179	47.40
05/31/2017	V000624--STAR LIGHTING & SUPPLY	103900030003178	897.85
05/31/2017	V000615--SOUTHWESTERN STATIONERS INC	103900030003177	412.23
05/31/2017	V000602--SMC TECHNOLOGIES INC	103900030003176	597.64
05/31/2017	V000592--SCOTTS PRINTING & COPYING	103900030003175	495.99
05/31/2017	V001194--SARA T BRUCE	103900030003174	126.31
05/31/2017	V000874--RUBY SOUTIERE	103900030003173	66.25
05/31/2017	V000869--REBECCA FESLER	103900030003172	14.19
05/31/2017	V000547--RB FLOOR CARE SERVICE INC.	103900030003171	3,501.25
05/31/2017	V000865--PHILLIP BELT	103900030003170	70.00
05/31/2017	OVERD--OVERDRIVE INC	103900030003169	17,255.28
05/31/2017	V000513--ORIENTAL TRADING COMPANY INC	103900030003168	147.09
05/31/2017	V000463--O G & E - VI	103900030003167	1,195.27
05/31/2017	V000461--O G & E - SO	103900030003166	1,669.42
05/31/2017	V001078--O G & E - LU	103900030003165	238.02
05/31/2017	V000454--O G & E - JN	103900030003164	227.55
05/31/2017	V001380--MARTUS SOLUTIONS LLC	103900030003163	4,360.00
05/31/2017	V000397--MAINTENANCE SUPPLY COMPANY INC DBA MASSCO	103900030003162	1,934.20
05/31/2017	V000372--LOCKE SUPPLY CO	103900030003161	258.90
05/31/2017	V000833--KATHRYN HATFIELD	103900030003160	33.09
05/31/2017	V001128--KATHERINE HICKEY	103900030003159	80.71
05/31/2017	V000830--JULIANNA LINK	103900030003158	277.84
05/31/2017	V000828--JONITA NORMORE	103900030003157	3.75
05/31/2017	V000317--JOHN L HILBERT	103900030003156	49.75
05/31/2017	V000815--JANET BROOKS	103900030003155	308.70
05/31/2017	V000299--JAMSHID POURTORKAN	103900030003154	150.00
05/31/2017	INGRU--INGRAM LIBRARY SERVICES	103900030003153	340.54
05/31/2017	INGLS--INGRAM LIBRARY SERVICES	103900030003152	135.92
05/31/2017	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	103900030003151	998.79
05/31/2017	V000248--GELCO CLOTHING & SHOES INC	103900030003150	109.95
05/31/2017	V000243--G4S SECURE SOLUTIONS (USA) INC	103900030003149	9,727.79
05/31/2017	V000230--FIRST CALL AUTO PARTS	103900030003148	62.50
05/31/2017	V000210--EMSCO ELECTRIC SUPPLY CO INC	103900030003147	69.56
05/31/2017	V000803--EDGAR NUNEZ	103900030003146	10.00
05/31/2017	V000194--EALES ELECTRONICS CORP	103900030003145	50.00
05/31/2017	V000793--DANIEL FIELDS	103900030003144	53.48
05/31/2017	V000169--CURTISS RAY	103900030003143	158.60
05/31/2017	V000789--CINDY REVELS-NIGG	103900030003142	19.94
05/31/2017	V001385--CHRISTA SOWDER	103900030003141	15.78
05/31/2017	V000785--CHERYLL JONES	103900030003140	79.32
05/31/2017	V000783--CHERYL COLEMAN	103900030003139	44.76
05/31/2017	V000055--BEATRIZ MEYER	103900030003138	38.00
05/31/2017	V000781--BARBARA BEASLEY	103900030003137	315.00
05/31/2017	BTADU--BAKER & TAYLOR - ADULT	103900030003136	17,924.39

## Metropolitan Library Commission of Oklahoma County Check Register

Date	Payee	Document No	Amount
05/31/2017	BTSRL--BAKER & TAYLOR	103900030003135	1,133.23
05/31/2017	BTRSH--BAKER & TAYLOR	103900030003134	367.96
05/31/2017	BTEN--BAKER & TAYLOR	103900030003133	9,453.00
05/31/2017	BTJUV--BAKER & TAYLOR	103900030003132	9,678.76
05/31/2017	V000027--ANDREW N SOLIVEN	103900030003131	219.89
05/31/2017	V000774--AMY UPCHURCH	103900030003130	18.65
05/31/2017	V000497--ONG - WA	103223	55.23
05/31/2017	V000487--ONG - MC	103222	143.93
05/31/2017	V000495--ONG - LU	103221	45.25
	<b>Total for General Account</b>		<b><u>2,114,119.45</u></b>

I, John Rahhal, certify that:

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

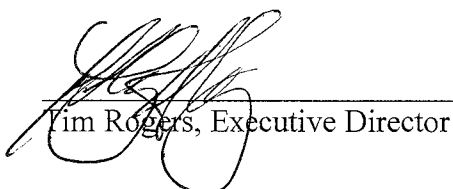


John Rahhal, Senior Accountant

6/8/17  
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

6/8/2017  
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: 12 CAPACITY DISC BINDERS**

Provided for in the annual budget is the continuous requirement for materials processing supplies including 12 capacity disc binders cases.

Specifications were prepared and the bid was advertised.

Bids were received and publicly opened on May 31, 2017. Three vendors responded.

12 Capacity Disc Binders	
Vendor	Bid
Unified Packaging	1.19
Blackbourn	2.11
Command Plastic Corp	2.27
The Library Store	2.39
Brodart	2.98

### **RECOMMENDATION:**

That the Commission award the bid for the 12 Capacity Disc Binders to Unified Packaging for \$1.19 per case.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM B: LEARNING MANAGEMENT SYSTEM (LMS) PURCHASE, INSTALLATION, AND SUPPORT SERVICES**

Provided for in the annual budget are funds for a Learning Management System (LMS). The Library desired to find an LMS with functionality beyond that included in our current product provided by SumTotal Systems. An RFP for a new LMS was issued on May 24<sup>th</sup>. Three vendors responded.

Vendor	Implementation Fee	Software Fee Year 1	Total Cost Year 1	Software Fee Year 2	Software Fee Year 3
EduBrite	\$5,000.00	\$18,680.00	\$23,680.00	\$18,680.00	\$18,680.00
SumTotal	\$5,000.00	\$21,021.74	\$26,021.74	\$21,021.74	\$21,021.74
Paycom	\$3,038.49	\$30,384.90	\$33,423.39	\$30,384.90	\$30,384.90

Based on functionality as described in the RFP responses, live demonstrations and pricing, staff recommends EduBrite as the LMS solution.

### **RECOMMENDATION:**

That the Commission approve the purchase and implementation of the Edubrite Learning Management System at the above stated prices.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM C: SECURE CASE DVD CASES**

Provided for in the annual budget is the continuous requirement for materials processing supplies including DVD cases.

Specifications were prepared and the bid was advertised.

Bids were received and publicly opened on May 31, 2017. Three vendors responded.

<b>Secure Case DVD Cases</b>	
<b>Vendor</b>	<b>Bid</b>
Brodart	1.02
Demco	1.12
The Library Store	1.22

### **RECOMMENDATION:**

That the Commission award the bid for the Secure Case DVD's to Brodart for \$1.02 per case.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM D: JANITORIAL SERVICES**

Provided for in the annual budget is the request for janitorial services. All library locations and the Service Center are to be covered under the contract.

Specifications were prepared and were advertised. A pre-bid conference was held on May 22, 2017. Nine vendors attended.

Bids were received and publicly opened June 2, 2017. Ten vendors responded.

<b>Vendor</b>	<b>Bid</b>
A&W Building Maintenance	\$360,130.00
Metropolitan Custodial Service	\$367,458.00
OBS	\$393,032.12
Source One	\$396,116.64
A&T Property Management	\$400,380.00
Jani-King	\$418,626.00
First Maintenance	\$516,261.34
Image Building Maintenance	\$536,211.84
Imperial Cleaning Service	\$550,277.92
ABM	\$551,702.00

The bid specifications state in part "The contractor shall have experience in cleaning large, multi-storied office buildings of at least 75,000 sq. ft. for a period of at least three (3) years. The contractor shall provide a statement regarding such experience. Each bidder shall provide the Library at the time bids are submitted, at least five (5) local references with three (3) of the references being of contracts similar in scope and size. For each reference, summarize the type of service(s), the scope of work performed, square footage under contract, and the name, address and telephone number of (1) individual employed by the referenced client with whom the bidder worked closely when providing the service."

A&W Building Maintenance could only provide three local references none of which were office buildings of at least 75,000 square feet.

We therefore consider Metropolitan Custodial Service to be the lowest and best bid.

### **RECOMMENDATION:**

That the Commission award the contract for Janitorial Services to Metropolitan Custodial Service in the amount of \$367,458.

## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM E: JANITORIAL PRODUCTS**

Provided for in the annual budget is the request for janitorial supplies to be used throughout the library system.

Specifications were prepared and bids were advertised.

Bids were received and publicly opened May 30, 2017. Four vendors responded.

<b>Item #</b>	<b>Est. Qty.</b>	<b>Product</b>	<b>Southwest Paper</b>	<b>Veritiv</b>	<b>Massco</b>	<b>Harvey Sales</b>
1	275	GP En Motion Paper Towels 89420	\$44.92	\$47.66	\$49.40	\$49.70
2	400	GP En Motion Paper Towels 89460	\$42.33	\$45.45	\$49.95	\$52.54
3	350	GP Compact Coreless Tissue 19375	\$36.64	\$40.04	\$43.15	\$48.40
4	500	EnMotion Frag/Dye free soap 42711	\$30.69	\$34.94	\$32.00	\$42.72

### **RECOMMENDATION:**

That the Commission award the bid for janitorial supplies to Southwest Paper at the prices quoted above.



## **CONTRACT AWARDS AND PURCHASES**

(Cont'd)

### **ITEM F: PEST CONTROL SERVICES**

Provided for in the annual budget is the requirement for pest control services for the Metropolitan Library System's facilities.

Specifications were prepared and the bid was advertised. A pre-bid meeting was held May 23. Two vendors attended.

Bids were received and publicly opened on June 1, 2017. Four vendors responded.

<b>Pest Control Services</b>	
<b>Vendor</b>	<b>Bid</b>
Terminix Commercial	\$16,128
All Star Pest Control	\$16,320
Erwin's Affordable Pest Control	\$16,320
Protech Professionals	\$21,390

### **RECOMMENDATION:**

That the Commission award the contract for the pest control services to Terminix Commercial for \$16,128.

## CONTRACT AWARDS AND PURCHASES

(Cont'd)

### **ITEM G: ANNUAL RENEWAL OF SUPPLY AND SERVICE CONTRACTS**

The Library's purchasing policy requires that supply and service contracts be renewed annually by the Administration. The contractors listed below have performed their respective services satisfactorily and are recommended for renewal. The contracts will be renewed at the terms and conditions stated below.

Contractor	Supply/Service	Award Date	Est Annual Cost	FY 16 Unit Cost	FY 17 Unit Cost
G4S	Uniformed Security Officers	11/17/16	\$550,000	\$19.56/hr cal yr 2017	\$19.68/hr cal yr 2018
Reliance Label Solutions	Thermal Labels	Sole Source	\$12,000	No unit cost increase	
Marpro Label	Removable Adhesive Labels	6/16/16	\$16,000	No unit cost increase	
Demco	Indestructible CD Cases	Sole Source	\$18,000	No unit cost increase	
Hewlett Packard	NonStop Software License Fee & Hardware Maintenance	Sole Source	\$108,000	\$7716.25/mo	\$8337/mo
Bibliotheca	Maintenance & Support for Book Sorters	Sole Source	\$30,000	\$38,282	\$42,000.00
TLC	ILS Annual Maintenance	Sole Source	\$80,500	\$74,000	\$80,500
Comprise	POS Annual Maintenance	Sole Source	\$19,000	\$12,143	\$17,052
Tech Logic	Media Surfer Annual Maintenance	Sole Source	\$15,000	Initial maintenance	
Ground Guys	Lawn Maintenance	10/20/16	\$64,000	No unit cost increase	
Paycom	HR/Payroll	Sole Source	\$160,000	No unit cost increase	
Intacct	Accounting Software	Sole Source	\$40,000	No unit cost increase	
Envisionware	Computer Reservation/Print Management Maintenance	6/19/2014	\$15,000	14,717.2	14,717.20
Envisionware	Mobile Print	6/19/2016	\$14,250	10,150	14,250
MK Solutions	Self-Check Maintenance	7/21/2016	\$10,000	Initial Maintenance	
OBS	Janitorial Services	6/19/14	(One Month) * \$30,000	No cost increase	

\*We are requesting to extend the current contract one month to allow the new vendor time to adequately prepare for the transition.

### **RECOMMENDATION:**

That the Commission approve the renewal of the above contracts for the Fiscal Year 2017-2018.

## **RECOMMENDATION FROM ADMINISTRATION**

### **Appraisal & Wage/Salary Increase Plan FY 2017-2018**

The attached appraisal and wage/salary increase plan is proposed due to the anticipated changes to the performance management system. The Executive Director will provide an overview of the proposal at the Commission meeting.

### **RECOMMENDATION**

That the Commission approve the proposed appraisal & wage/salary increase plan for FY 2017-2018.

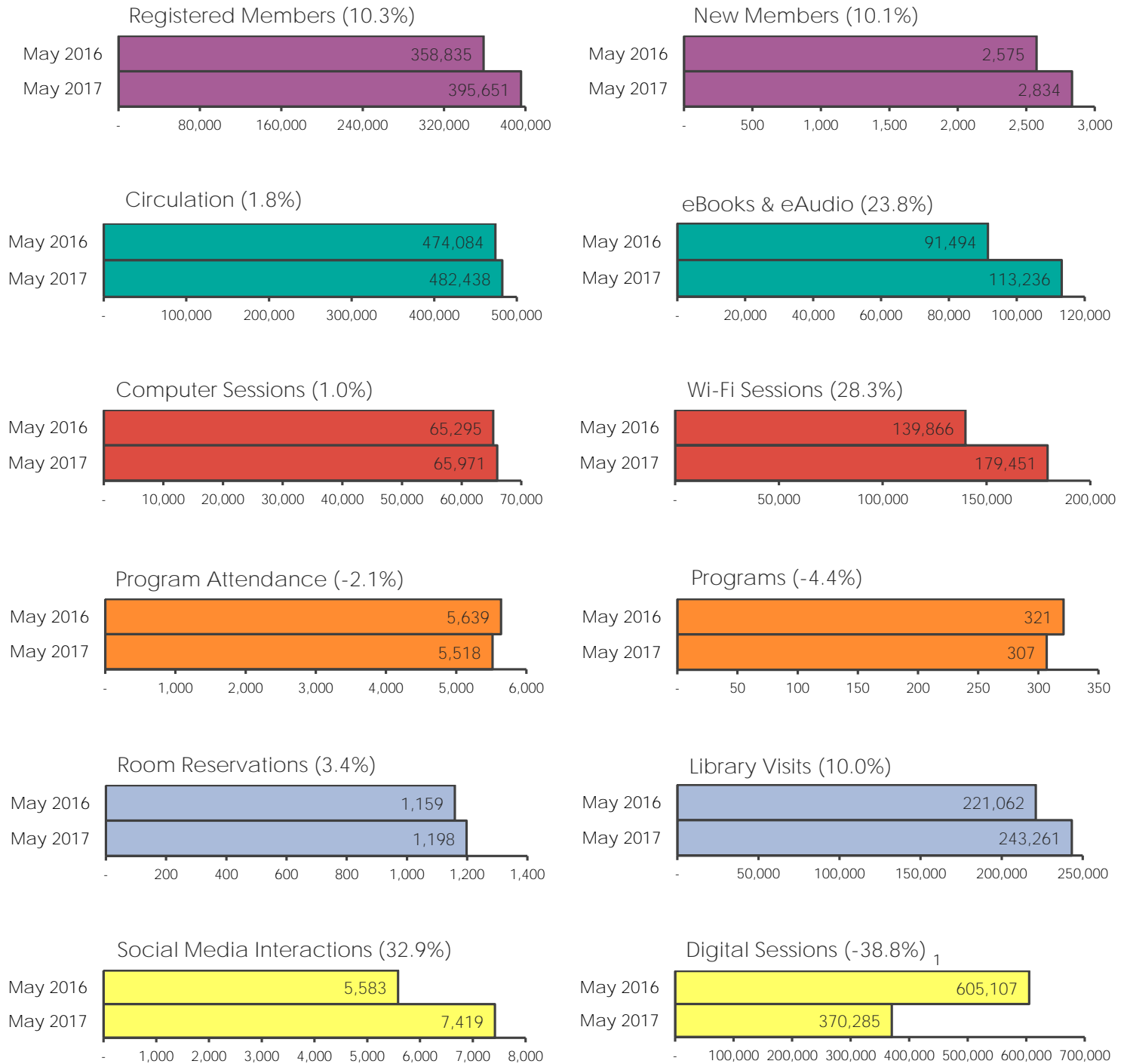
## Metropolitan Library System Plan for Wage/Salary Increases for FY2017-18 DRAFT

To address the transition to a single common appraisal and annual performance wage/salary increase, the Library's Leadership Team proposes the following:

- Beginning July 1, 2017, we will suspend the formal performance management system for one year.
- All staff with anniversary dates between July 1, 2017, and October 31, 2017, will be awarded a 2% wage/salary increase on their anniversary; on November 1, 2017, they will be awarded an additional X% cash bonus\*.
- All staff with an anniversary date after October 31, 2017, will be awarded a 2% wage/salary increase plus an additional X% cash bonus on November 1, 2017.
- Staff who are redlined or have reached the top of the current pay grade for their position will be awarded their increase as a lump sum bonus, in accordance with SH 110. These bonuses are earned at the rate of three-fourths of the applicable wage/salary increase percentage of annual base pay.
- From July 1, 2017- June 30, 2018, all staff will learn and practice the new performance management system developed by the Singer Group. No formal assessments will be recorded during this time. We will reinstate the formal assessment program during the beginning of FY2018-19 with a single common annual review date for all staff.

\*X = amount determined by Library Administration and approved by the Library Commission during the final budget process in August/September 2017. The amount determined will be based on available funds.

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



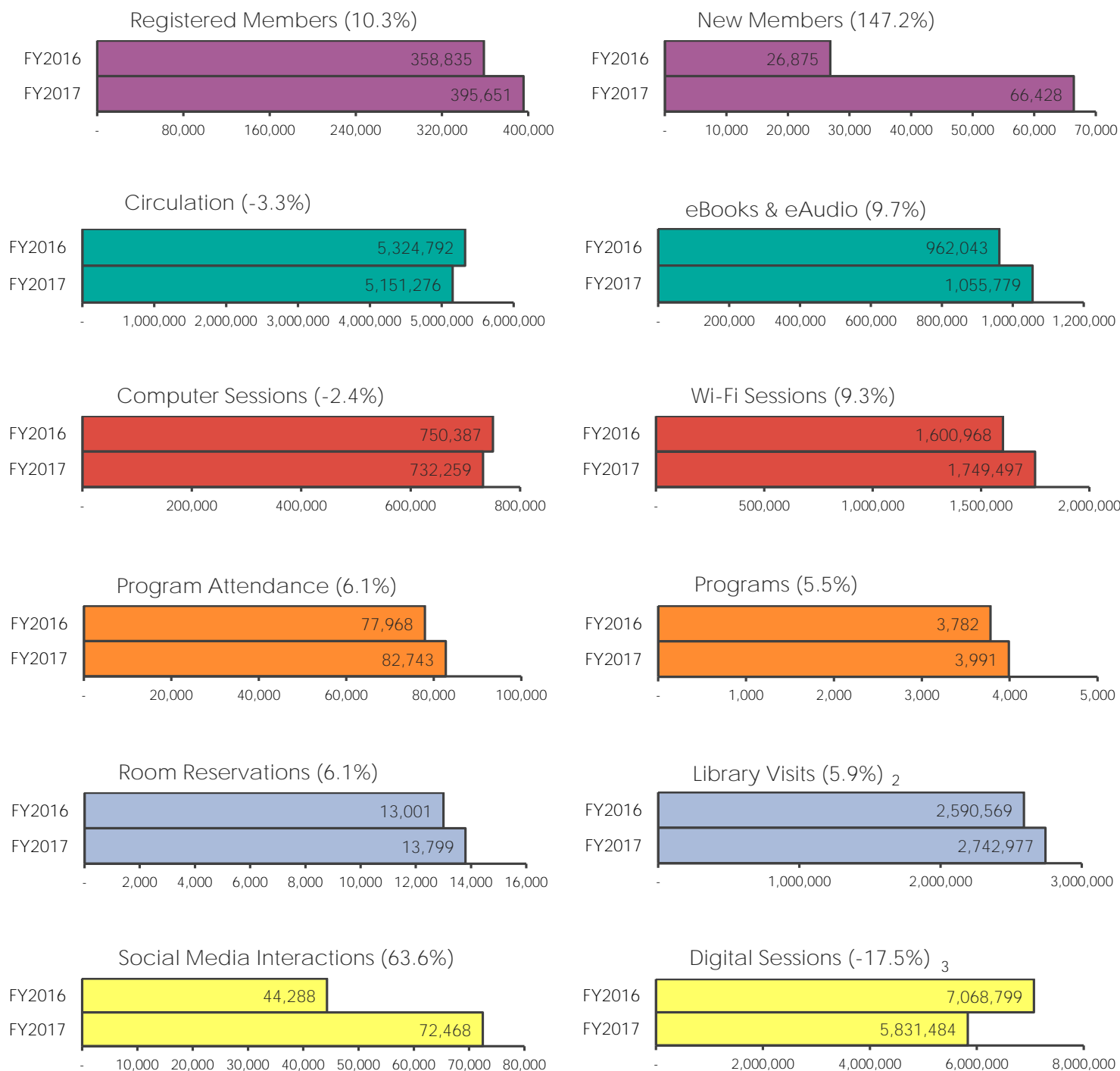
1. A decrease in LS2PAC session counts began in late March of 2017, the nature of which suggests a technological change in addition to any change in usage.

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

## Usage Summary

### Fiscal Year-to-Date

### FY2016-2017



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

2. Upgraded library visits sensors online beginning July 2016.

3. A decrease in LS2PAC session counts began in late March of 2017, the nature of which suggests a technological change in addition to any change in usage.

## 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

JUNE 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

The City of Bethany voted on Tuesday, June 6<sup>th</sup> to move forward with the construction project, authorizing city staff to begin the bid process by which the general contractor will be identified. As I previously reported, the city intends for the bid opening to be scheduled for the week of July 5<sup>th</sup>. We will attempt 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 it's 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>. I also wanted to remind you that the ground-breaking for the project has been scheduled for Saturday, August 12<sup>th</sup>, and we will share more information in the weeks and months to come. Although it is still too early to know much about the opening of the new library, we are currently hoping for an October 2018 move in date. A copy of the presentation made to the city council is provided as part of this packet.

- Capitol Hill Library

While the Capitol Hill Library project continues ahead of schedule, it would not be a construction project without an issue or two. We are considering an option that would place several electric floor boxes in concrete instead of using a raised floor system due to the fact that the floor is not level in one section of the building. While this would limit our flexibility in years to come, using concrete would be a less expensive approach that resolving it by attempting to raise the flooring system. On a positive note, Internal plumbing, and electrical conduit is 95% complete, as is interior drywall, allowing some of the painting to begin. Exterior brick work is 99% complete, and the windows have been installed (but not completely secured). Ceramic tile work has begun, and the duct work for HVAC is 95% complete with the rooftop units scheduled for installation in the next two weeks (just in time for hot weather!). The parking lot is about 2/3 of the way complete. One section at the main parking lot entrance will need to be removed and re-poured. The city was not happy with the slope. The building is now considered "Dried-In" but not yet 100% secure (lockable doors have not been installed yet). Work has begun on the retaining wall that will separate the library and the bank parking lots.

I will be attending the August 3rd meeting of the Capitol Hill Civic Group at the Grill on the Hill to discuss progress, and we hope that we will be able to provide tours to the group afterward. I would invite any of you who wish to attend the meeting to join me (please let Maria know).



Orders for the furnishings, fixtures, and equipment (FF&E) have been placed, and vendors were notified that we are currently planning for an installation date of Aug 7-11 for shelving and systems furniture and Aug 14-18 for all other furniture. Substantial completion date is scheduled to be August 2017. Thanks to Project Coordinator Steve Butts for providing this information.

- **Ronald J. Norick Downtown Library**  
The monument sign for the Ronald J. Norick Downtown Library was placed this week. The original sign was removed as part of the Project 180 work (that replaced all of the concrete between the library and Park Avenue), and our Facilities Maintenance staff have been working to complete the design and installation for several months.

The initial engineering report to determine the water intrusion point at the Downtown library was inconclusive and additional testing will be required. The testing will not require closure of the building, the main entrance or effect the pedestrian traffic on Park Avenue. Access will be performed on the 3rd floor roof. We are attempting to determine if the skylights are where the water is getting into the facility.

The streetcar project began this week along Hudson Avenue, just south of the Park/Hudson intersection on our side of the street. The contractor is relocating utilities. Construction of the aptly names "Library" stop will require the temporary closure of the in-wall book drop along Hudson, while the drive up for the book drop will be permanently eliminated as part of construction. A loading zone type parking spot will be added to enable members to continue to use the book drop, and it will remain open for walk-up traffic.

- **Patience Latting Northwest Library**  
As the sign at the Patience Latting Northwest Library will be lit, we were waiting for the electrical contractor to complete the service install to the sign. He provided service to the sign footing earlier this week, and the final install is scheduled for this week or next.

Rudy Construction has completed the entrance surface replacement, curb art area, east channel, and the majority of the north channel. They will begin working on the Children's Patio granite extraction later this week. The bollard replacement is also part of Rudy's work, and has been scheduled in sections to enable the parking lot to remain as open and usable as possible through the summer months. All portions of the project are scheduled for completion in June.

- **Ralph Ellison Library**  
Although we had hoped to have the HVAC system upgraded prior to summer reading this year, the project bids were issued on June 8<sup>th</sup>, with bid opening and award scheduled June 20<sup>th</sup>. City Council is scheduled to approval the successful contractor on July 18<sup>th</sup>, and with a project duration of 120 days, this will place project completion at November 25, 2017. As an interim measure to protect the existing HVAC system, our HVAC controls contractor -- ES2 -- will proceed with the controls upgrade installation to prevent catastrophic failure of the new compressor installed last year. Pricing for 5 Ton portable air conditioning units for lease/purchase has been secured to prevent facility closure.

- **Choctaw Library**  
Library staff have received bids to install and commission at Choctaw three HVAC units previously in place at old Bethany Library. The project should be completed with minimal impact to the facility's normal operations, and we expect to give the notice to proceed immediately upon contract acceptance. The Library and the city will share the cost of the installation.

### Summer Reading

The Metro Library System kicked off the 2017 Summer Reading Program on Thursday with the Build a Better World campaign. With the goal of engaging more than 28,000 Oklahoma Countians, Edmond and Ralph Ellison libraries kicked off the event with launch parties (with Belle Isle's planned for June 6th) aimed at increasing awareness and engaging kids and parents of all ages. The Edmond event alone garnered more than 200 attendees. Pointing out one of the underlying reasons for our annual campaign, Teen Services Coordinator Emily Williams wrote a great blog post about reducing the impact of the "Summer Slide," which – on average – can rob children of nearly two months of their reading progress. She included a list of ten things we can do to promote reading during the months kids spend away from school. The addition of the ONEcard service (every student in OKCPS able to use their school ID as their library card) will enable us to assess how student reading changes for those who use the library (as compared to those who do not), and will provide us with a solid platform for adding more districts next year to the program. Reading to Dogs – a popular program that has been embraced across the system and which provides children with a low stress read aloud method – was highlighted in the Oklahoman this weekend. Several of you emailed or texted me about the photos of the Midwest City program – they were truly inspiring! Every week for the next two months I will share a bit with you about the Build a Better World Summer Reading campaign. It's not too late to add your #IReadBecause photo and phrase to the twitter/Facebook-sphere ... Remember to send it to Maria or share it with @MetroLibraryOK.

### OKC 2017 GO Bond Election

As many of you know, the Commission approved at its meeting on May 30th four projects for the OKC 2017 General Obligation Bond election. A new 24,000 sqft library facility is proposed on the Southwest Side for Almonte, while Belle Isle, Ralph Ellison, and the Ronald J. Norick Downtown libraries are slated for renovations/expansions. The Oklahoman (via NewsOK) covered the story as did the Journal Record. The Oklahoma City Council has approved the election for September 12th, and we will be providing the Commission, the staff, and the public more information about all four projects in the weeks and months to come.

### ReadOKC Reading Room

This week, our partnership with ReadOKC launched another win for central Oklahoma City -- the opening of the ReadOKC Reading Room at Penn Square Mall. This is a great opportunity for children to read while at the mall with their families and will be great exposure for the initiative. The Reading Room is located on the second floor of the west end of the Mall next to Dillard's. The Friends of the Library generously donated over 1,000 books for all ages! Kids can lounge on fun bean bag chairs while comfortably reading a book of their choice. The reading room will be open through July 16th until 6pm.

### Warr Acres Support Beam / Village Water Line / Nicoma Park Mildew Smell

I wanted to let you know about a few issues that have popped up recently at our libraries. While performing regular inspections at Warr Acres Library, our maintenance staff located a steel beam that was showing some significant (but not dangerous) corrosion. We have contacted the city, and they have brought in a specialist to complete the replacement process. The Village Library experienced a major water line break over the Memorial Day holiday. According to those who witnessed the incident, the line

feeding the fire control system ruptured, sending water and mud 80 feet into the air. Facilities maintenance staff worked with city staff to shut the water off and we had the problem resolved before we opened back up on Tuesday. The Nicoma Park Library has suffered from a water collection problem for several years, and while we thought we had it taken care of, the mildew smell that accompanied it has returned. Caused by run-off from an adjacent city-owned property, the water drains to a spot beneath the library and gives off a brackish smell. Director of Facilities Maintenance Curtiss Ray is working with the Nicoma Park mayor to identify next steps, and we will share additional information as we have it. As always, a big thanks goes out to our maintenance staff who do a great job of mitigating every issue we throw at them everyday – and even on holidays! Thanks folks.

#### Pilot Projects Update

Although this item was reported last month, we did not have the opportunity to present the associated staff report, due to the postponement of the May Commission meeting. Because we will be presenting the Commission with the staff report this month, I wanted to again provide you with the information about our pilot projects.

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 got underway this week in "soft launch" mode to work out any kinks in the system. Staff will be implement a marketing campaign beginning next week and we will provide the Commission with information at the meeting on June 15th.

#### Alignment Project Progress

On Tuesday, May 30<sup>th</sup>, the first round of the Alignment transitions started, with most of the Member Services staff shifting into their new roles. The feedback I received through managers and from frontlines staff was that the transition has proceeded smoothly. Staff members jumped into their new assignments (and libraries, in the few cases where individuals were transferred) with optimistic enthusiasm. I specifically heard from two staff members who expressed a lot of positivity about their new surroundings and colleagues, and both are looking forward to learning new skills that build on their talents and strengths. As we have said repeatedly, this is a process not a switch, and it will take time for everyone to fully align to the changes, but if the first week is any indication, the process will be successful.

### Unexpected Opportunity for Land Acquisition

Last month I reported that we had an opportunity to acquire some property to the southwest of the Service Center. After visiting the site and estimating the work that would need to be done to make it habitable as library office and storage space, we determined that it would not be in the Library's best interest to pursue the purchase. We talked with a developer who expressed interest in potentially buying the building and leasing all or some of it back to us on an annual basis or as a lease to own option. We will provide the Commission with more information on this initiative, should it prove to be a direction of interest for us in the future.

## 2. Personnel Report

### New Hires & Promotions – May 2017

- Bobby Reed was promoted from Library Events Coordinator at the Downtown Library to the Learning & Development Specialist at the Downtown Library. Bobby has been with the system since June 2016.
- Todd Podzemny was promoted from Library Manager at the Choctaw Library to Library Manager III at the Southern Oaks Library. Todd has been with the system since October 2011.
- Mark Schuster was promoted from Assistant Library Manager at the Northwest Library to Library Manager III at the Northwest Library. Mark has been with the system since October 2015.
- Ashley Welke was promoted from Library Manager at the Belle Isle Library to Library Manager III at the Edmond Library. Ashley has been with the system since January 2016.
- Risa Sargent was promotion from Assistant Library Manager at the Downtown Library to Access Services Manager IV at the Downtown Library. Risa has been with the system since October 2011.
- Sydney Ashby was transferred from Lead Librarian at the Choctaw Library to Youth Engagement Supervisor at the Southern Oaks Library. Sydney has been with the system since February 2016.
- Tawna Dickens was transferred from Associate Librarian at the Community Libraries to Adult Engagement Specialist II at the Village Library. Tawna has been with the system since November 2016.
- Anne Hall was transferred from Lead Librarian at the Del City Library to Youth Engagement Supervisor at the Edmond Library. Anne has been with the system since June 2012.
- Gillian McFall was transferred from Lead Library at the Edmond Library to Access Services Manager II at the Village Library. Gillian has been with the system since January 2015.
- Kevin Sendall was transferred from Extension Specialist at the Community Libraries to Access Specialist II at the Jones Library. Kevin has been with the system since April 2007.
- Laura Sikes was transferred from Assistant Library Manager at the Northwest Library to Access Services Manager III at the Edmond Library. Laura has been with the system since December 2013.
- Andrew Soliven was transferred from Associate Librarian at the Community Libraries to Adult Engagement Specialist II at the Capitol Hill Library. Andrew has been with the system since May 2012.
- Tricia Sweany was transferred from Lead Librarian at the Southern Oaks Library to Access Services Manager II at the Community Libraries. Tricia has been with the system since December 2016.
- Larry Upchurch was hired as a Security Officer H-T in Security.

## 3. Other Items of Note

### Growing Smarter Communities, One Person at a Time

Our mission is to grow smarter communities, one person at a time. Capitol Hill Library Manager Jana Hausburg recently shared a story about how the Capitol Hill Library does just that and I wanted to share it with the Commission. This story was provided by Engagement Manager Angela Hill.

Mr. Lawrence Haney is a regular customer since CH moved into the temporary space on 24th. Whether getting assistance with downloading to his flip phone to finding materials from around the system to getting information on where to get papers notarized, Mr. Haney has tirelessly continued working toward his CDL.

Two weeks ago, Mr. Haney approached the Service desk to ask if we had a Hazardous Material Licensing DVD and was happy to find that there was a copy available at CH. He then confided that if it were not for the Metropolitan Library System having these materials available and the people at Capitol Hill willing to help him find them, he would still be on the street, living in a tent. He went on to say that thanks to our help, he is now on his way to getting his CDL completed.

Mr. Haney added that this was his last week in OKC because he had signed a contract with a logistics company in Idaho where he will train for 28 days and then, after fulfilling a 10-month contract with that company, will then move back to Oklahoma and work for the Sac and Fox Nation as a truck driver. He was smiling, and his happiness about his new opportunities was contagious.

He concluded by saying that "I tell everyone I know that the library is there to help." I congratulated Mr. Haney, wishing him well, and asked if I could share his story. He said, "please do" and then shook my hand before walking out the door.

#### New Chiefs Aboard

Monday marked the first day of work for Chief Financial Officer Charisse Dye and Chief Operating Officer Anthony Herron. I look forward to introducing Charisse to the Finance Committee at their meeting on Monday, June 12th (she will be unable to attend the June 15th Commission meeting), and Anthony to the Commission on the 15th.

#### Signed Contracts & Agreements

<u>Date</u>	<u>Business Name</u>	<u>Service</u>	<u>Amount</u>
5/16/2017	Encyclopaedia Britannica	Online Services	
5/22/2017	Galen Emanuele - Shift Yes	Speaker/Client Agreement	\$8500 plus one night lodging
5/25/2017	Morningstar Online	Subscription Agreement	\$11,550.00
5/30/2017	Ebsco	License Agreement	\$184,514.80

ReadOKC Reading Nook @ Penn Square Mall





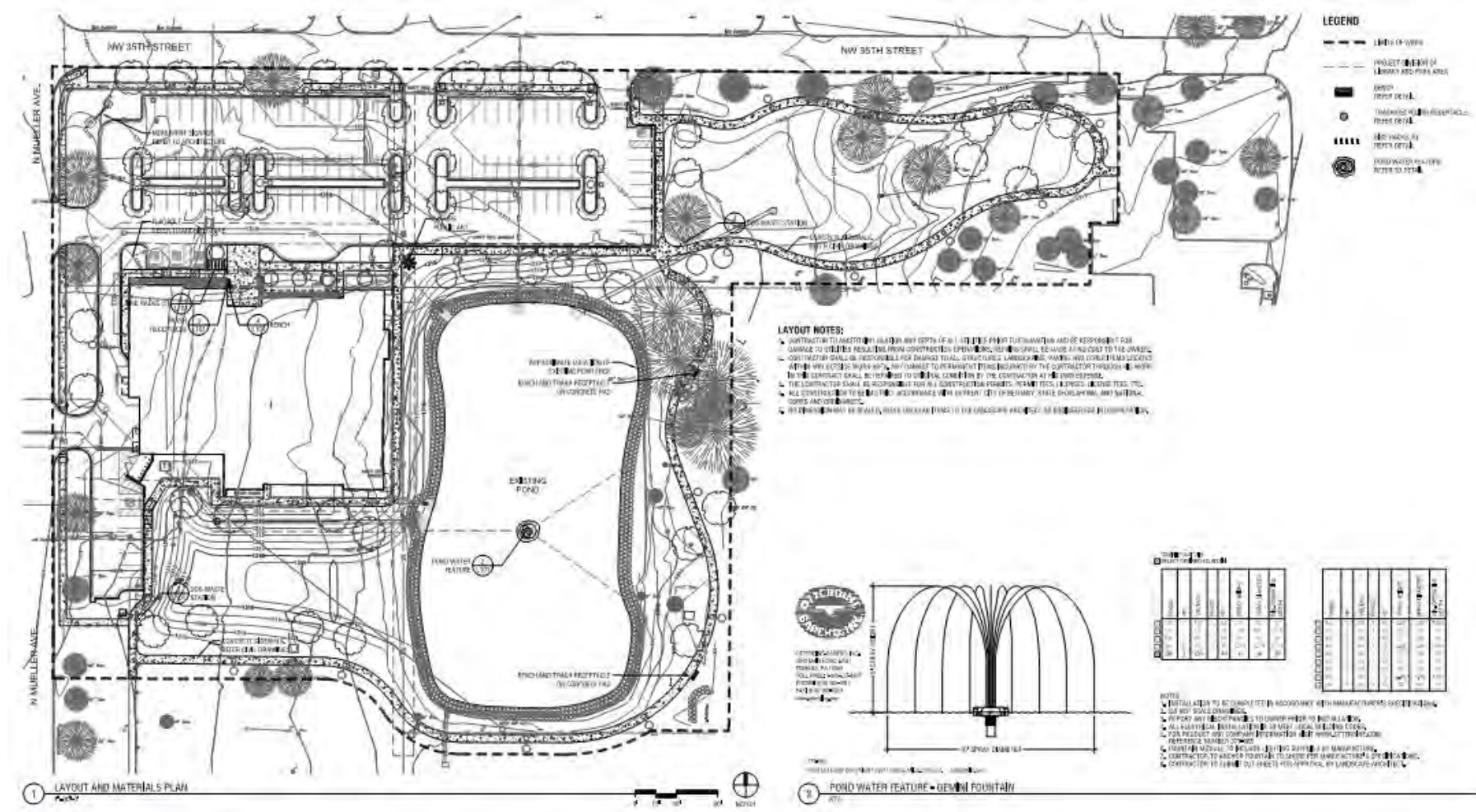
# BETHANY LIBRARY UPDATE

## BECOMING A 21<sup>ST</sup> CENTURY LIBRARY- THE NEXT STEP



JUNE 6, 2017

# LANDSCAPE PLAN



3 THE SENTRY DOB WASTE STATION  
RTP



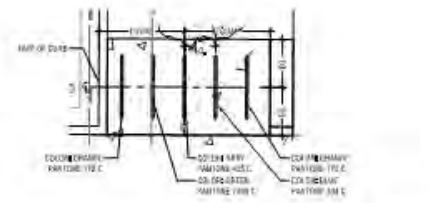
4 BENCH - 4' LENGTH  
RTP



5 TRASH RECEPTACLE  
RTP



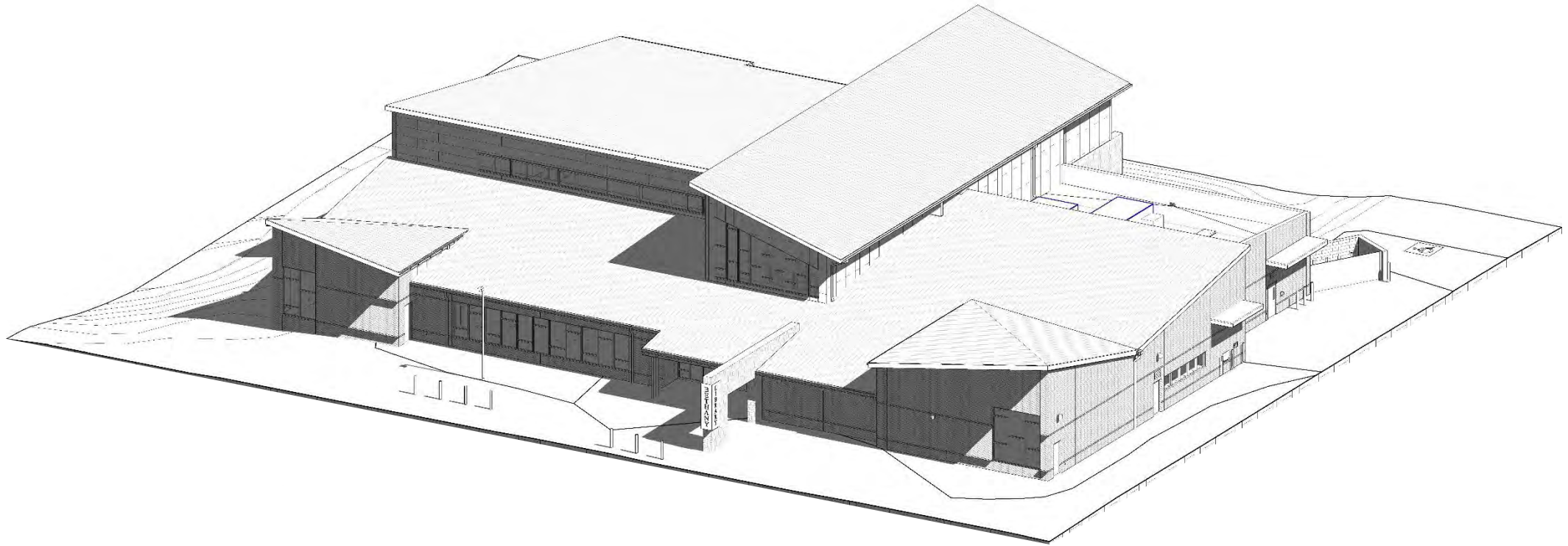
6 BIKE RACK  
RTP



7 BIKE RACK AND TRASH RECEPTACLE  
RTP



# EXTERIOR VIEWS



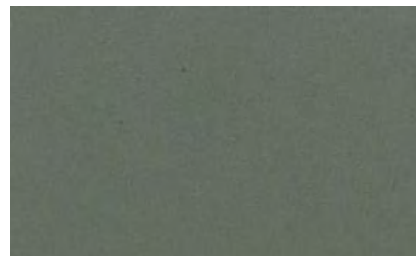
ARIAL VIEW FROM NORTHWEST



STONE



BRICK



SPINE METAL PANEL

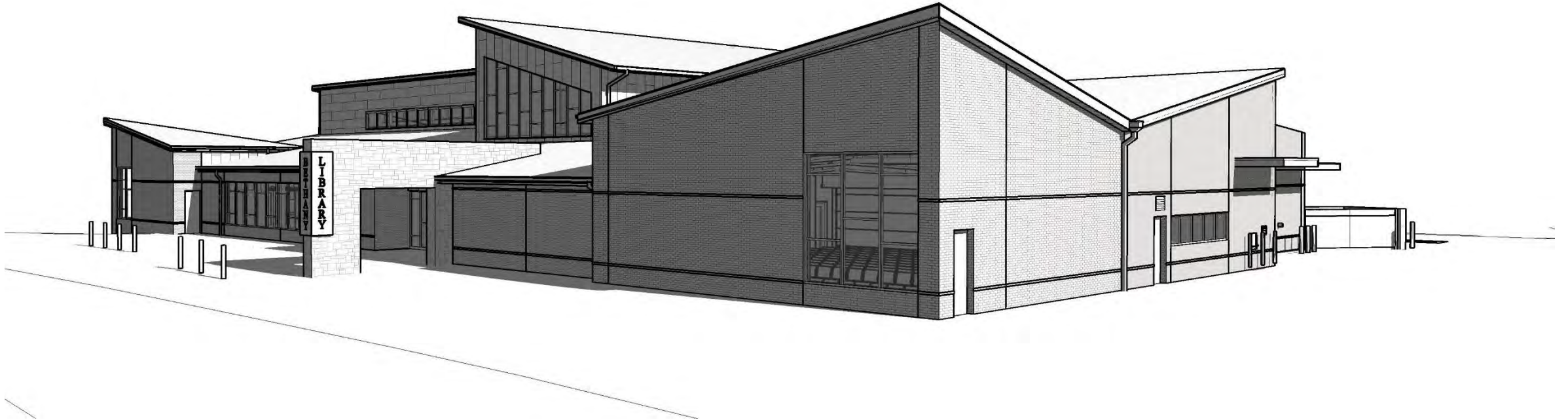


METAL PANEL 2



ROOF PANEL

# EXTERIOR VIEWS



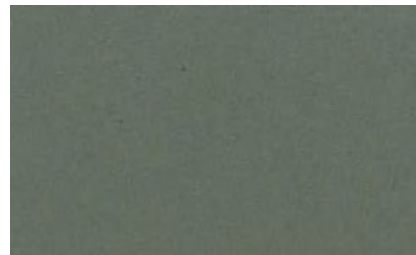
VIEW FROM NORTHWEST



STONE



BRICK



SPINE METAL PANEL



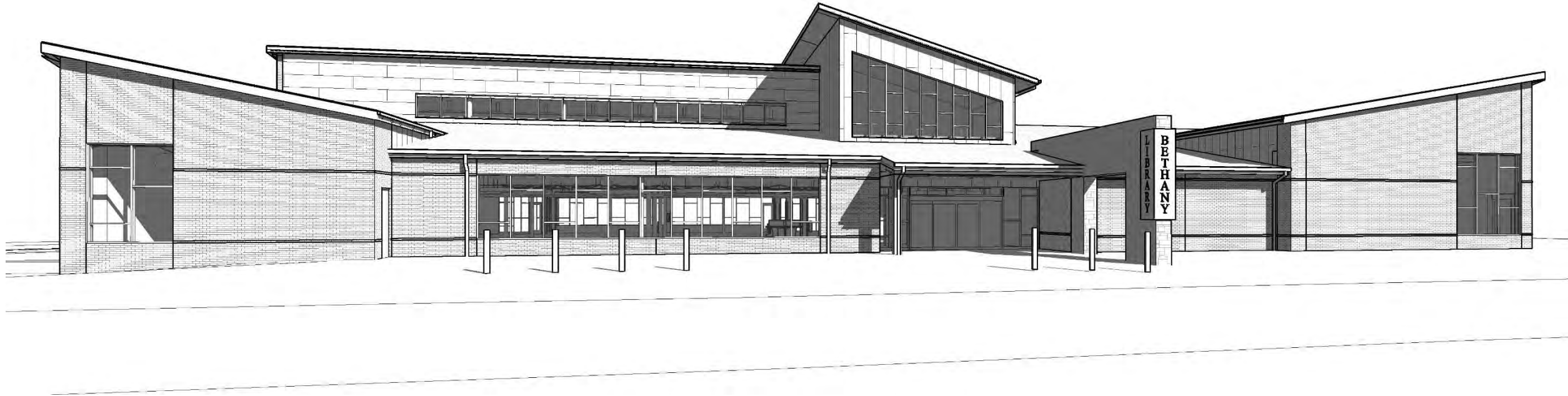
METAL PANEL 2



ROOF PANEL



# EXTERIOR VIEWS



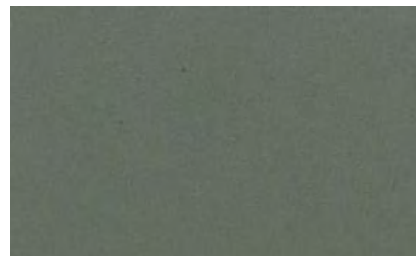
## VIEW FROM NORTH



STONE



BRICK



SPINE METAL PANEL



METAL PANEL 2



ROOF PANEL

# EXTERIOR VIEWS



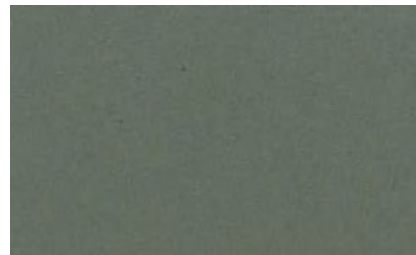
VIEW FROM NORTHEAST



STONE



BRICK



SPINE METAL PANEL



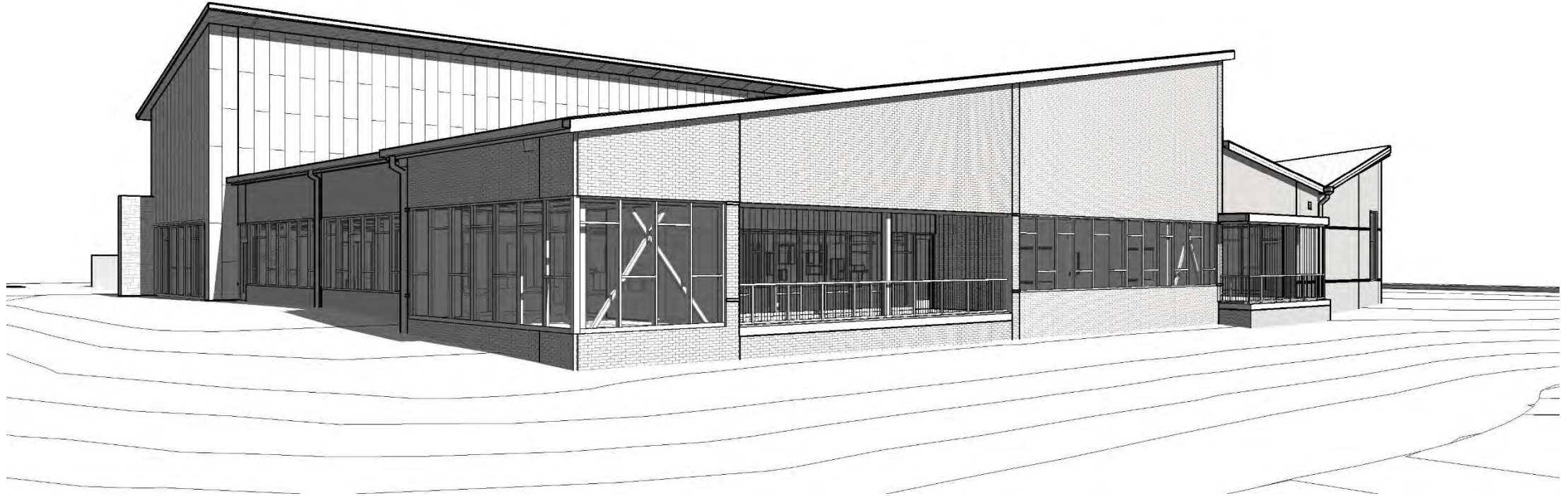
METAL PANEL 2



ROOF PANEL



# EXTERIOR VIEWS



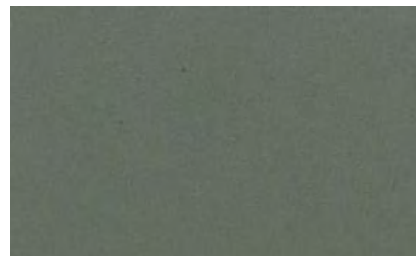
VIEW FROM SOUTHEAST



STONE



BRICK



SPINE METAL PANEL

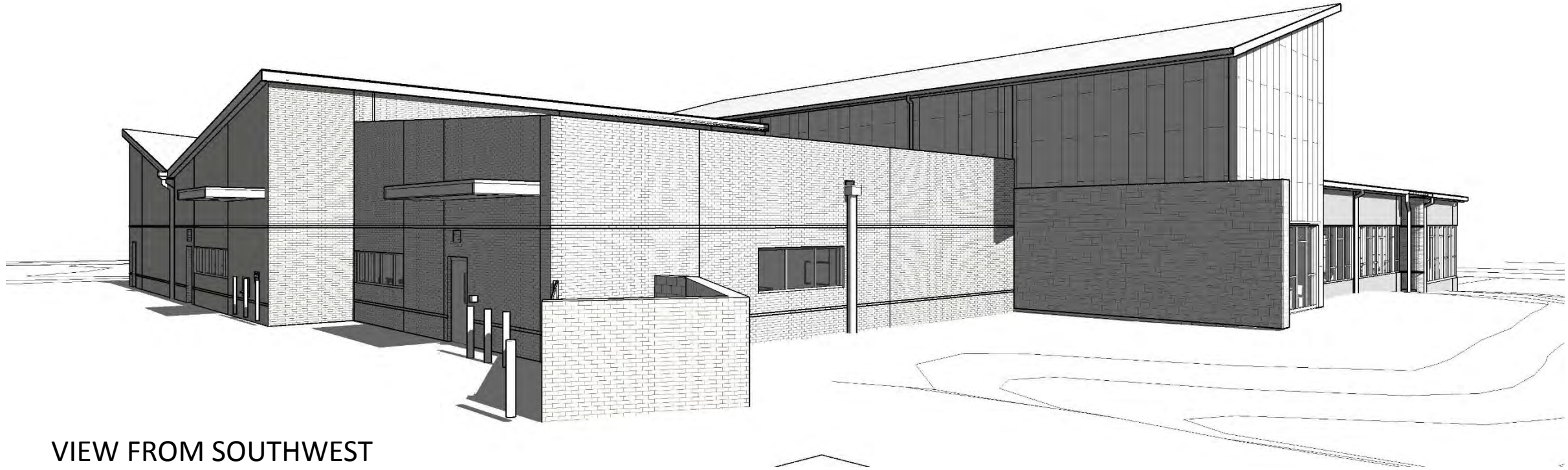


METAL PANEL 2



ROOF PANEL

# EXTERIOR VIEWS



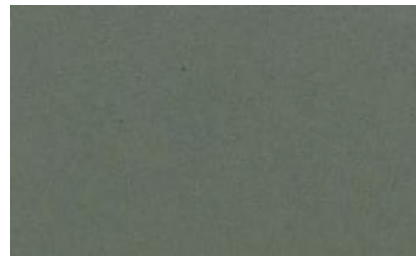
VIEW FROM SOUTHWEST



STONE



BRICK



SPINE METAL PANEL



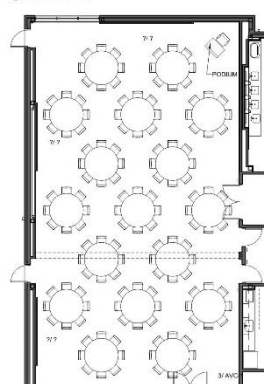
METAL PANEL 2



ROOF PANEL

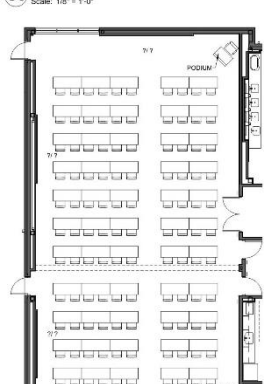


**E6** Scale: 1/8" = 1'-0"



BANQUET TABLES

**C6 BANQUE**  
Banque 4195 - 41 95



## TRAINING TABLES

**A6 TRAINING**  
Couples: 4/08 to 4/09





# ENTRY



ENTRY FACING SOUTH



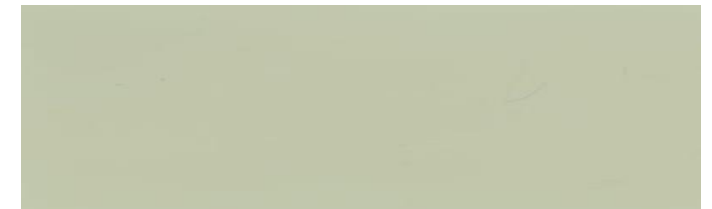
TILE



TILE EXAMPLE



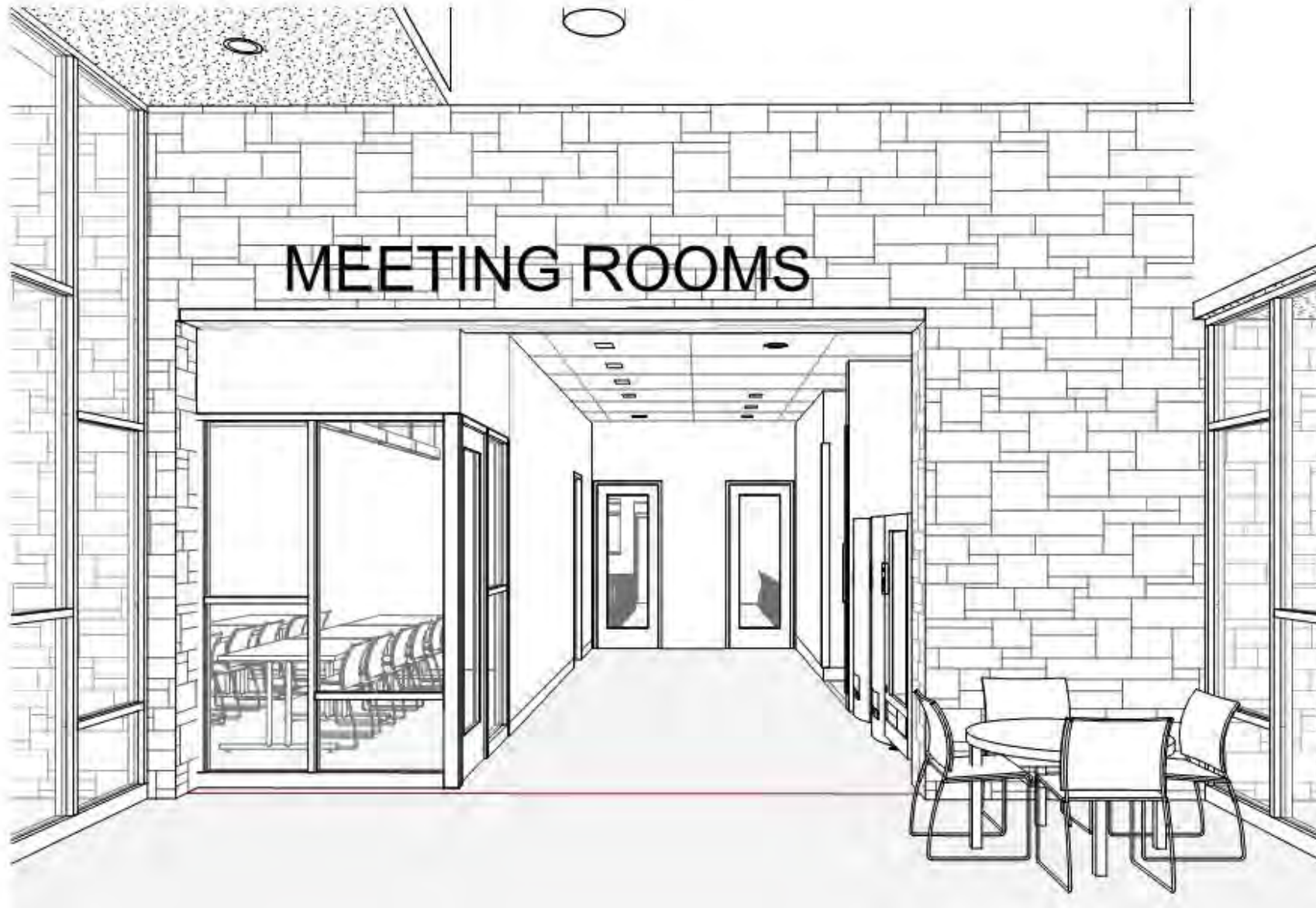
STONE



FIELD PAINT



# ENTRY



ENTRY FACING WEST



TILE



TILE EXAMPLE



STONE



FIELD PAINT



# MEETING ROOMS



COMBINED MEETING ROOM LOOKING NORTHWEST - BANQUET SETTING



CARPET



WALL PANEL



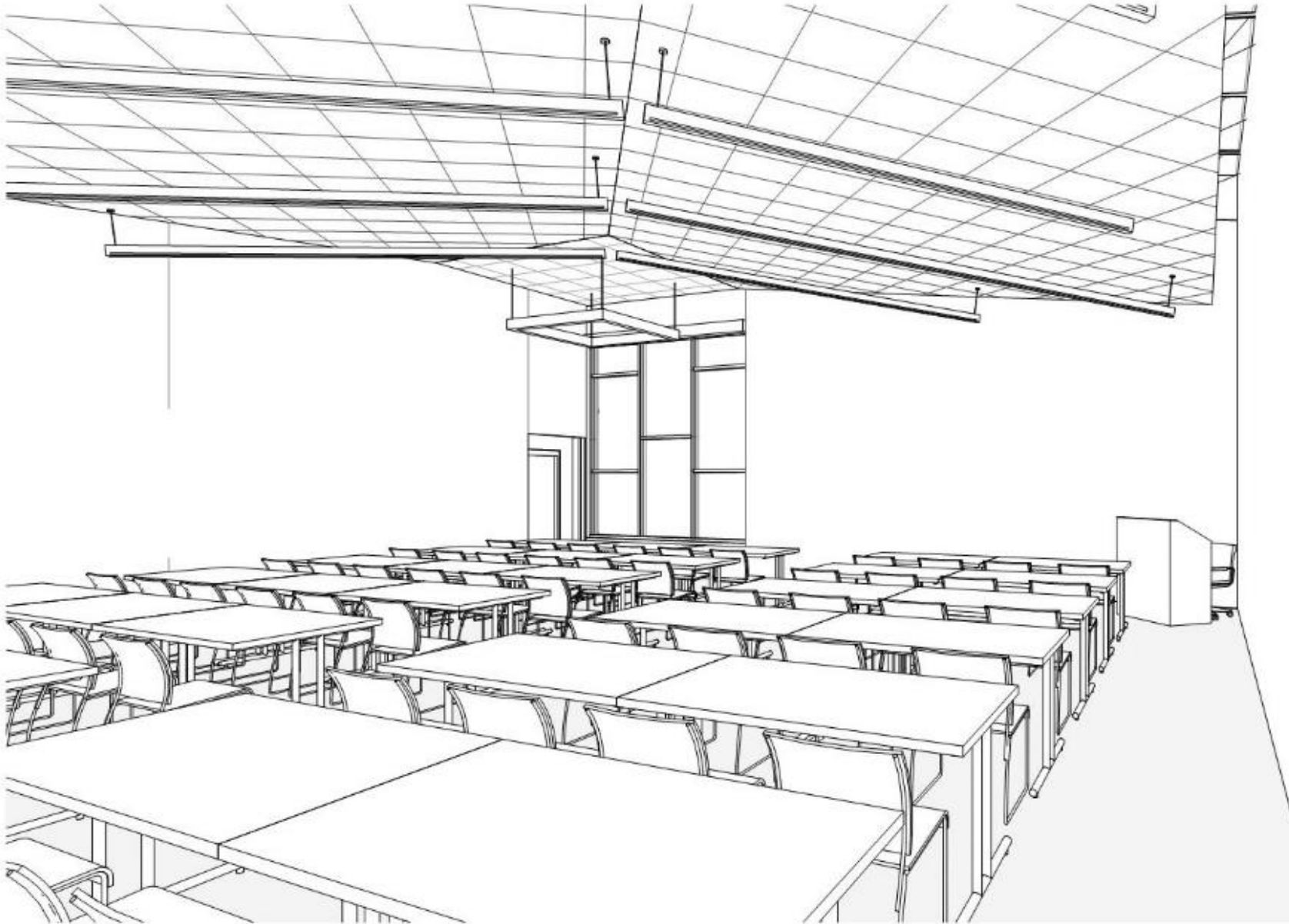
ACOUSTIC PANEL



FIELD PAINT



# MEETING ROOMS



MEETING ROOM A LOOKING NORTH - TRAINING TABLES



CARPET



WALL PANEL



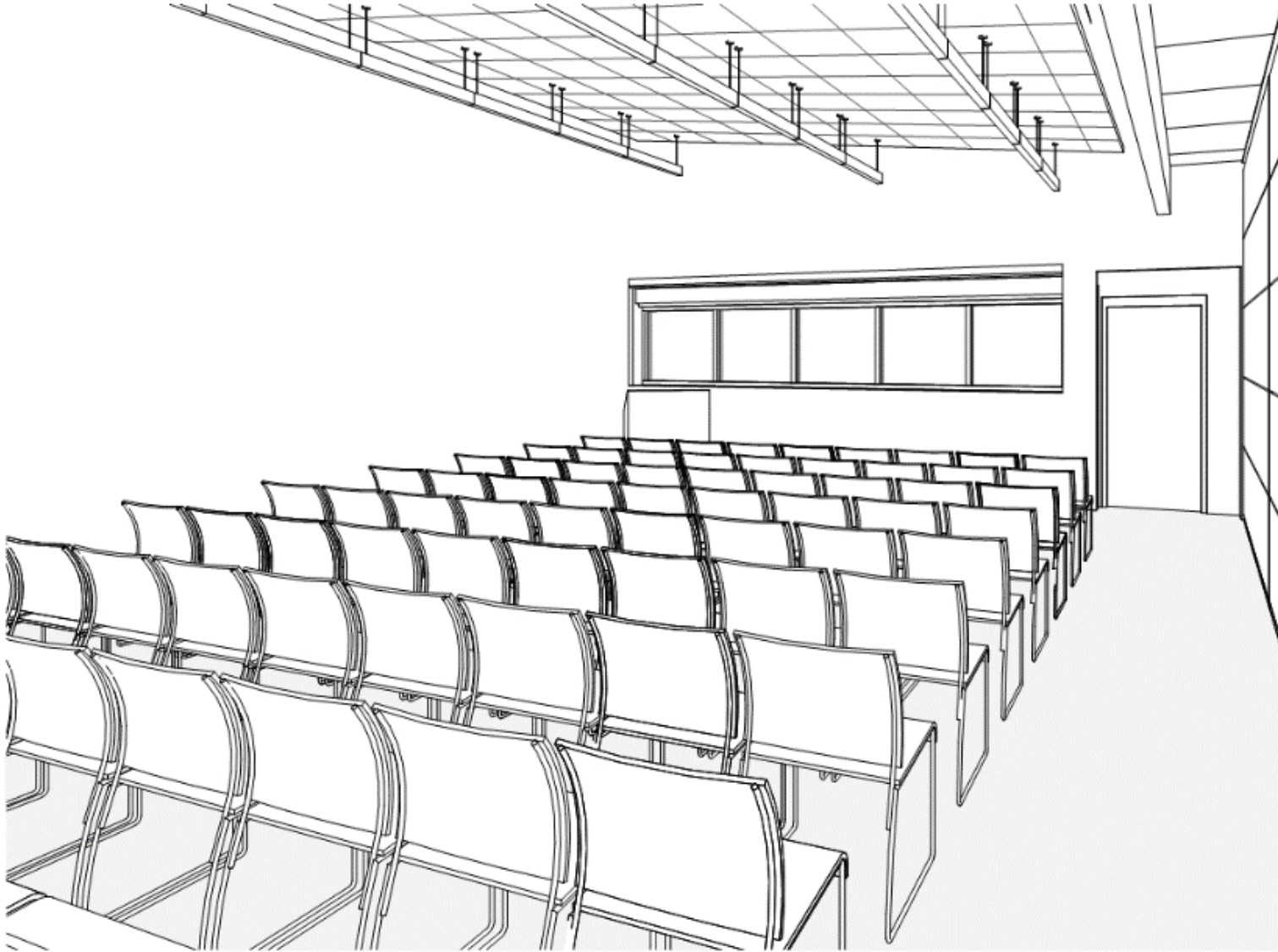
ACOUSTIC PANEL



FIELD PAINT



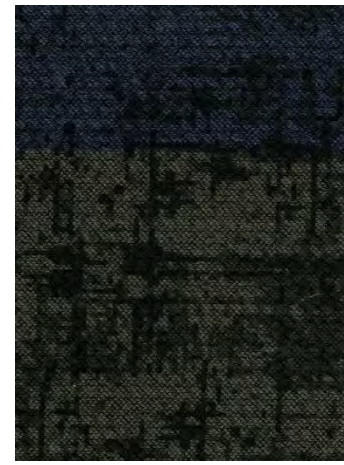
# MEETING ROOMS



MEETING ROOM B LOOKING WEST - ALL CHAIRS



CARPET



WALL PANEL

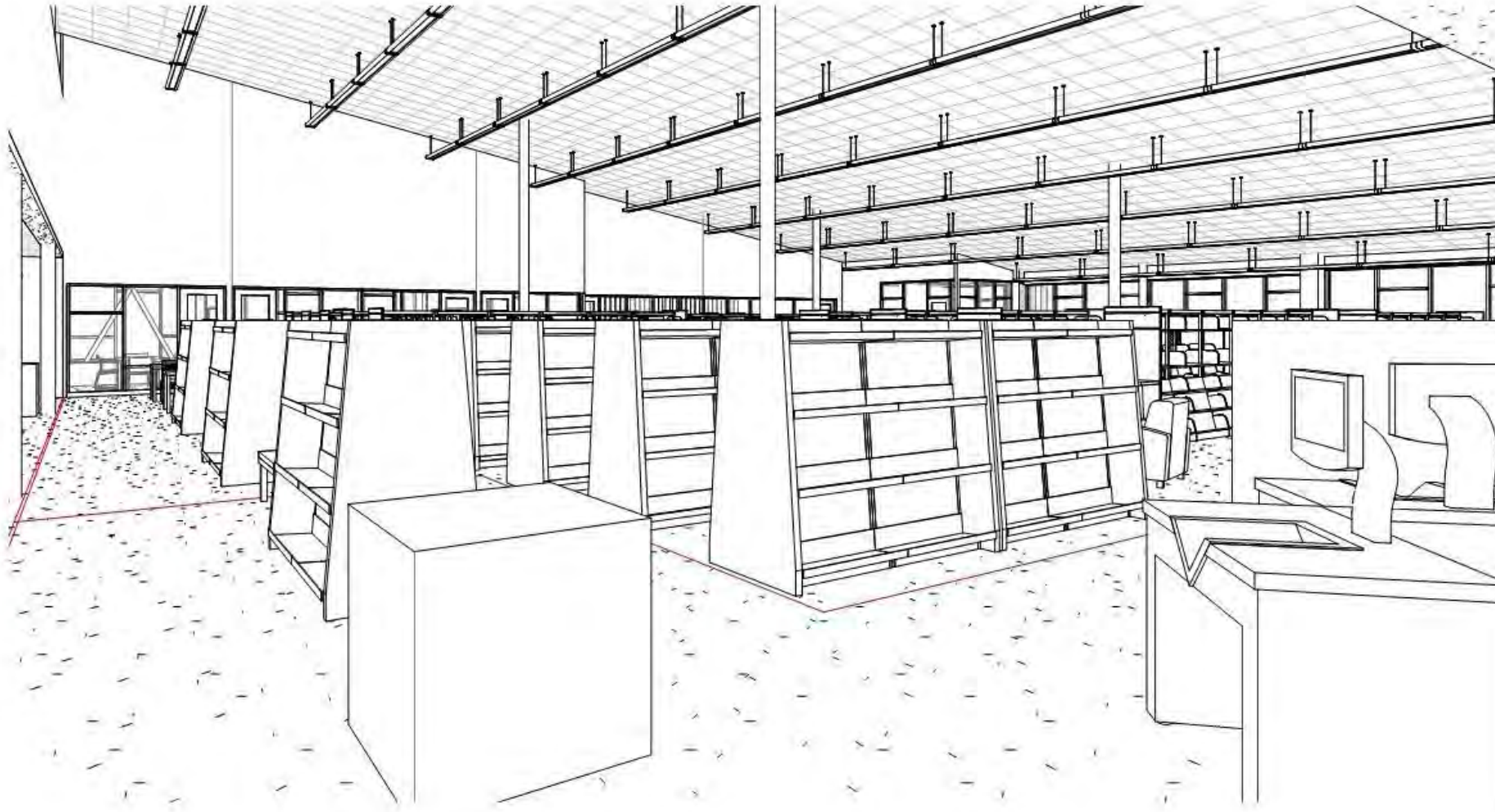


ACOUSTIC PANEL



FIELD PAINT

# MAIN READING ROOM



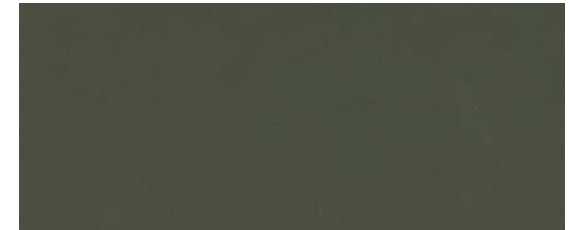
MAIN READING ROOM LOOKING EAST FROM ENTRY



CARPET



FIELD PAINT



ACCENT PAINT



# MAIN READING ROOM



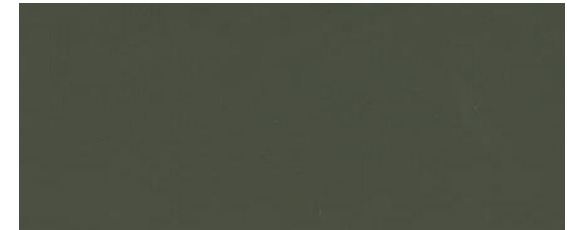
MAIN READING ROOM LOOKING SOUTHEAST



CARPET



FIELD PAINT



ACCENT PAINT

# MAIN READING ROOM



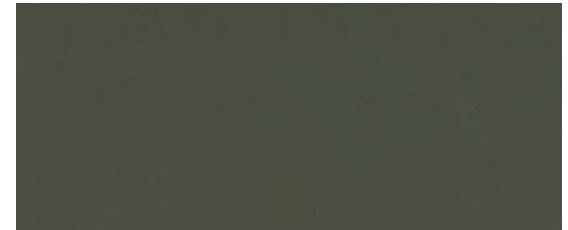
MAIN READING ROOM LOOKING EAST



CARPET



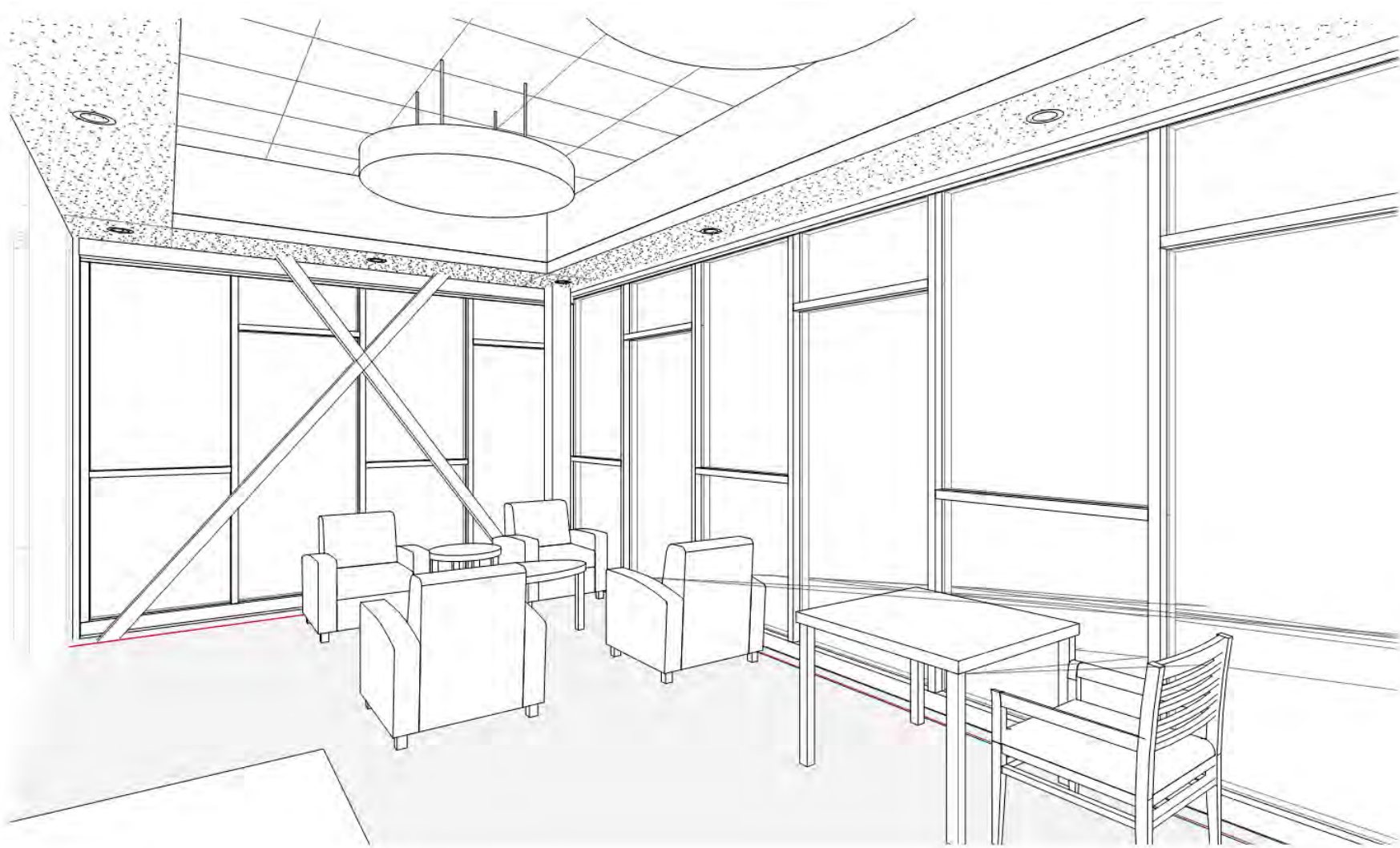
FIELD PAINT



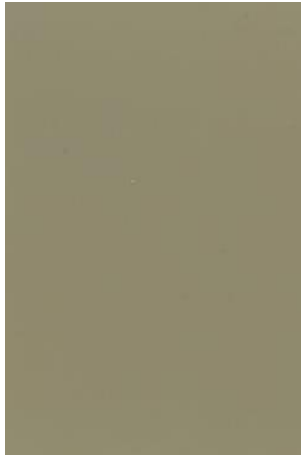
ACCENT PAINT



# QUIET READING ROOM



CARPET



FIELD PAINT

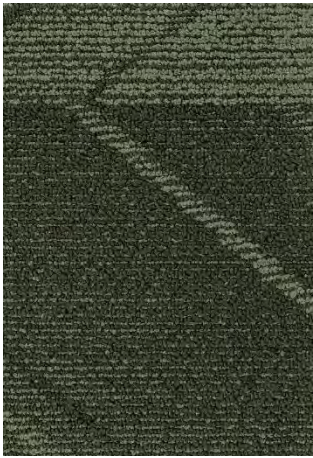
QUIET READING LOOKING SOUTHEAST



# STUDY ROOMS



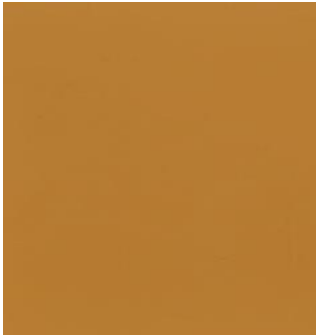
STUDY ROOMS LOOKING EAST



CARPET



FIELD PAINT



ACCENT PAINT



ACCENT PAINT



ACCENT PAINT

# CHILDREN'S AREA



CHILDREN'S AREA LOOKING WEST



CARPET



DIGITAL PANEL



ACCENT PAINT



FIELD PAINT



# CHILDREN'S AREA



CHILDREN'S AREA LOOKING EAST



CARPET



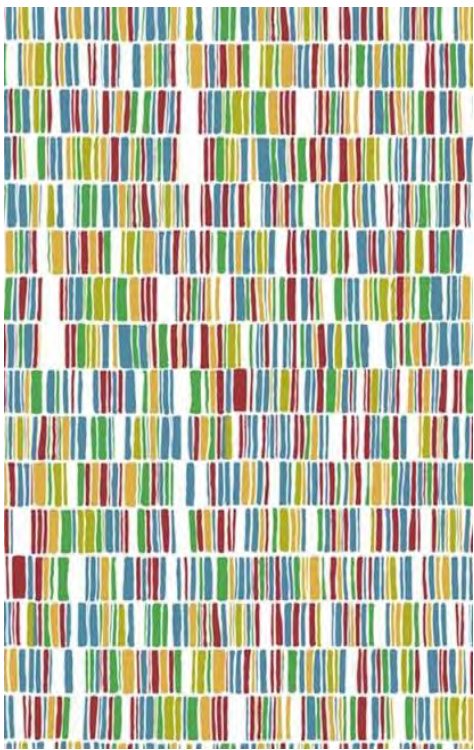
DIGITAL PANEL    ACCENT PAINT    FIELD PAINT



# CHILDREN'S PROGRAM ROOM



CHILDREN'S PROGRAM ROOM LOOKING NORTHWEST



DIGITAL WALL PANEL

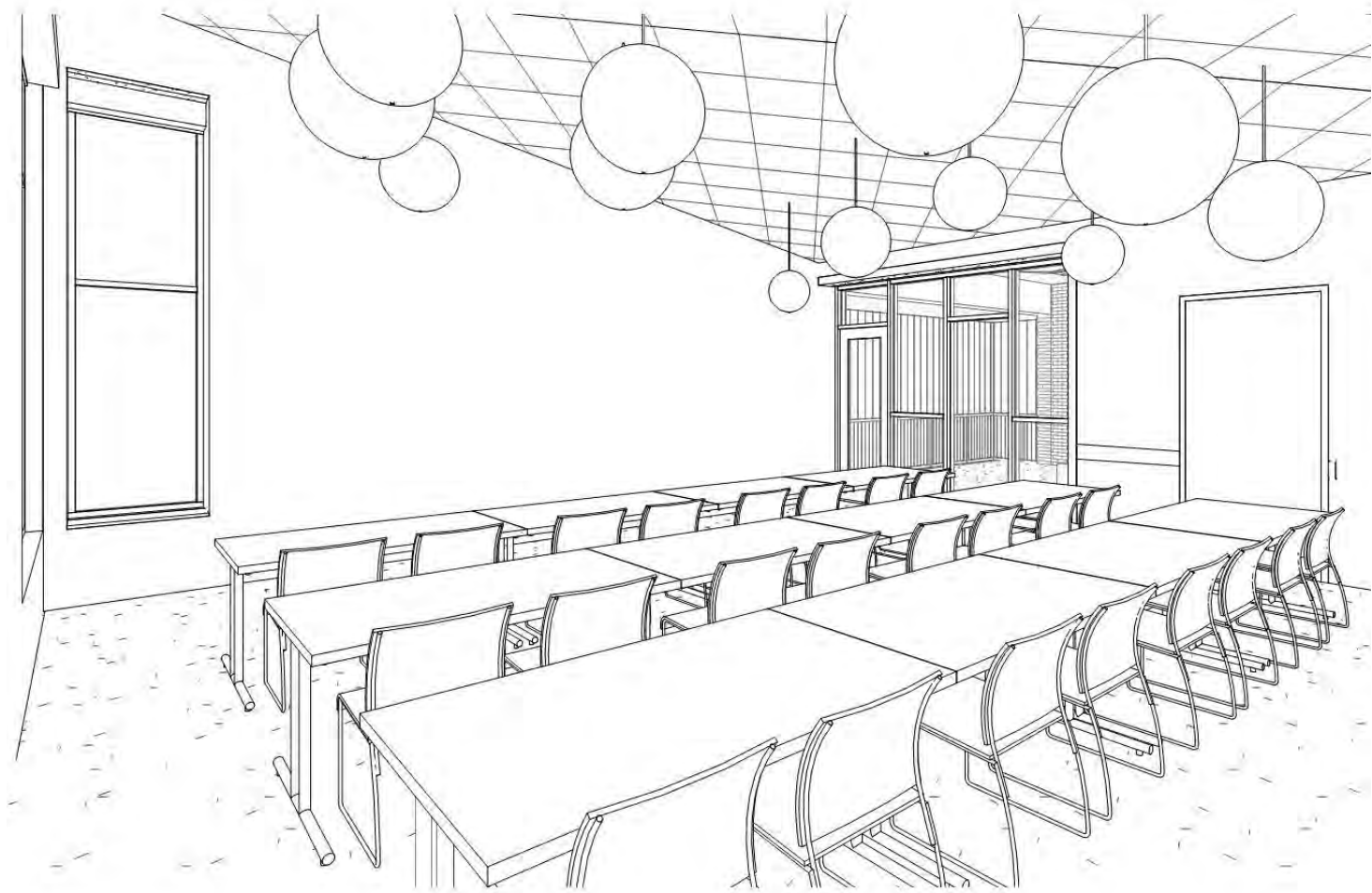


ACOUSTIC PANEL

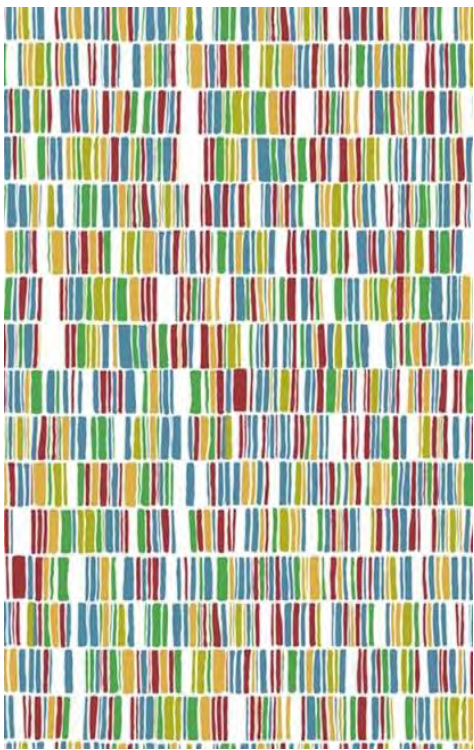


RUBBER TILE

# CHILDREN'S PROGRAM ROOM



CHILDREN'S PROGRAM ROOM LOOKING EAST



DIGITAL WALL PANEL



ACOUSTIC PANEL



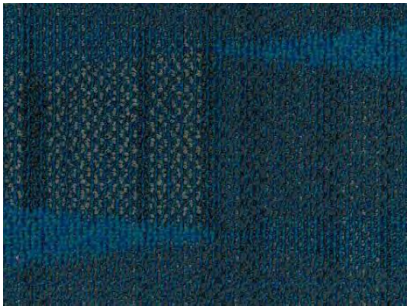
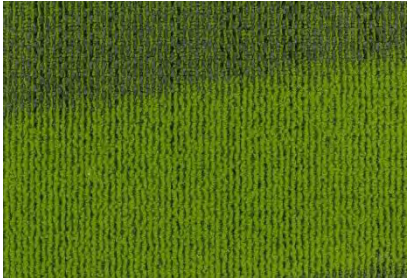
RUBBER TILE



# TEEN AREA



TEEN AREA LOOKING SOUTH



CARPET



ACCENT PAINT



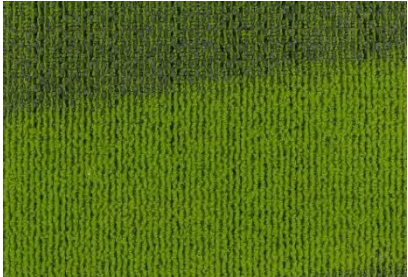
FIELD PAINT



# TEEN AREA



TEEN AREA LOOKING NORTH



CARPET

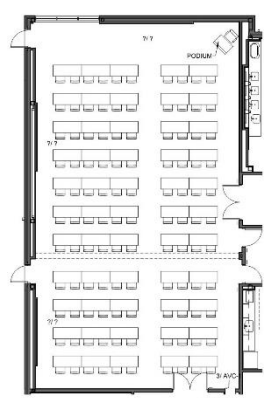
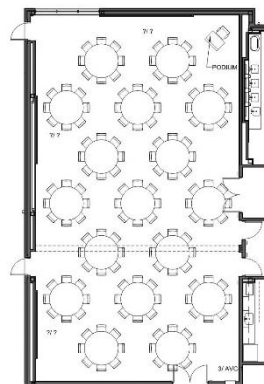


ACCENT PAINT



FIELD PAINT







# BETHANY LIBRARY UPDATE

## BECOMING A 21<sup>ST</sup> CENTURY LIBRARY- THE NEXT STEP



**Dewberry®**

**CITY OF BETHANY**  
OKLAHOMA



Metropolitan  
LIBRARY SYSTEM

JUNE 6, 2017

# Mission of ReadOKC is to create culture of literacy

**D**r. Seuss has many words of wisdom, but none more so than what he says about reading: "The more you read, the more things you'll know. The more you know, the more places you'll go." To focus on developing a culture of reading for Oklahoma City Public Schools students and the community, the OKCPS Compact recently launched ReadOKC.

The Oklahoma City Public Schools Compact, made up of the City of OKC, the Greater OKC Chamber, United Way of Central Oklahoma, The Foundation for Oklahoma City Public Schools and Oklahoma City Public Schools, organized last year to assist OKCPS with key areas that require resources and community assistance. Literacy and reading was identified as the group's first project and evolved into ReadOKC.

The mission of ReadOKC is to create a



**Mary Mélon**  
Oklahoma City  
Public Schools  
Foundation

## COMMENTARY

culture of reading and literacy in Oklahoma City, beginning with our students. As part of the Great Commitment (the OKCPS strategic plan), OKCPS is working to ensure every student will meet literacy and numeracy criteria for successful transitions throughout elementary school. This happens through reading, both in school and out, and requires the engagement of students, families and the entire community.

A ReadOKC task force formed late last year with about 50 community and business leaders meeting to develop a comprehensive reading plan to initially focus on pre-K through sixth grade OKCPS students, broadening to all grades

and all community members. Education partners from Scholastic Literacy Resources (book fairs and so much more), myOn reader (think Netflix for books, digital reading and automated comprehensive tracking) and the Metropolitan Library System, (who has developed an easy access library card for OKCPS students that only requires a student ID) have joined many other community partners to push visibility, outreach and access for ReadOKC.

Along with ReadOKC, a summer reading event has launched called, Get in the Game. Students have been given a goal of reading 1,200 minutes this summer, which equates to 20 minutes per day. The goal of Get in the Game is to reach students where they are, whether it is at summer school, a metro library, Boys and Girls Clubs, at church or a Food Bank summer feeding site. The opportunities are endless

and community organizations who reach kids in the summer will play a huge part in the success of this program.

Data shows that kids who read during the summer greatly reduce "summer slide," which is a loss of reading skills. Summer slide can happen across demographics, but the impact of summer slide on students from low-income households with access to books is remarkable. Those who read show a 24.15 percent gain vs a nearly 10 percent loss of reading skills by low-income students without access to books.

It's a fact that students' academic success is greatly increased when they read, and reading to learn is critical. Reading because you love it is optimal as it expands an individual's world view in a way that we need for all our citizens. ReadOKC allows the entire community to be part of our children's, so please Get in the Game!

# Children learn 'pawsitive' skills

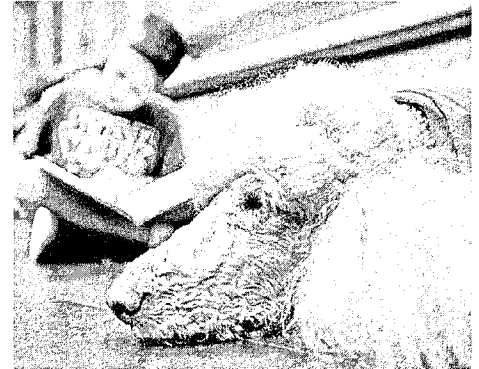
Liam Oudit, 6, reads to Molly at the Midwest City Library. (PHOTOS BY SARAH PHIPPS, THE OKLAHOMAN)



## FROM STAFF REPORTS

**MIDWEST CITY** — Children read to dogs twice every month at the Midwest City Library.

The program instills self-confidence and allows children to improve their reading skills as they read to certified therapy dogs, librarians said.



Liam Oudit, 6, reads to Molly.



Princeton Long, 7, reads to Brody at the Midwest City Library.

# Websites help nonprofits link with volunteers

BY MOLLY M. FLEMING  
The Journal Record

OKLAHOMA CITY — Cayla Lewis knows people in the nonprofit sector. She also knows the city is getting new residents nearly every day.

She wants to make it easier for organizations or events seeking volunteers to find the help they need. She started OKCVolunteers.org in late April.

"I wanted to do something that would be a bigger reach for all the organizations looking for volunteers," she said.

The website also helps recruit volunteers for events, such as the Peace, Love & Goodwill festival being held June 4. She said she hopes OKC Volunteers can make it less burdensome for people to get involved because the people can either email the organization or be directed to a sign-up website.

"It's easier and more approachable than having to fill out a big form," she said.

She said she knows there are other volunteer sign-up databases. She's met with Serve Oklahoma leaders, who work with the faith-based community. She said she wants to learn how OKC Volunteers can fill in the blanks with existing databases.

"Our goal would be to not limit events," she said. "We're not seeking anything specific like tutoring or mentoring, or one-time events. Anything goes."

People can fill out an online form to have their events posted on the web-



Kelly Brewer volunteers at the Metropolitan Library System's Friends of the Library Sorting Site in Oklahoma City Wednesday. PHOTO BY EMMY VERDIN

site's calendar. Lewis said there's an updated website in the works.

The United Way of Central Oklahoma has the volunteercentraloklahoma.org where people can search for opportunities, events and agencies seeking volunteers. Executive Director Debby Hampton said the organization has had tremendous success with partnering

volunteers with United Way agencies and other nonprofits.

"When someone wants to volunteer, they want to do it immediately," she said. "We can help them have a pretty immediate turnout."

Hampton said she's noticed that people's lives seem to be filled with events, so it's been more difficult to re-

cruit volunteers. That's why it's crucial that the experience is a positive one, she said. United Way checks with the volunteer and the agency to make sure the match went well. One bad match could turn that volunteer away from an organization.

Oklahoma City's volunteer rate peaked in 2007 when 35 percent of residents said they gave their time to an organization, according to the Corporation for National and Community Service.

As of 2015, only 22.5 percent of Oklahoma City residents volunteer, while 41.9 percent of people donate to charity. The most popular activity is collecting, distributing or serving food.

By comparison, 28.4 percent of Tulsa residents said they volunteer, according to the same survey.

"In Oklahoma, we're such a disaster-prone state, I find that more people want to give back by giving time because they may not have the monetary means to write a check," Hampton said.

She said United Way has seen itself how important volunteers are for an organization. It takes about 250 people for the organization's allocation process, where it sorts through the needs of its partner agencies. That's 250 salaries the organization doesn't have to pay, which can go to serving central Oklahoma.

"Volunteers are the lifeblood of any organization," she said.

# New Bethany library to incorporate community requests in design plans

**BY HENRY DOLIVE**  
For The Oklahoman

**BETHANY** — Officials are looking at a mid-August construction start for Bethany's new public library, to be funded largely from an \$8.1 million bond that voters approved in April 2016.

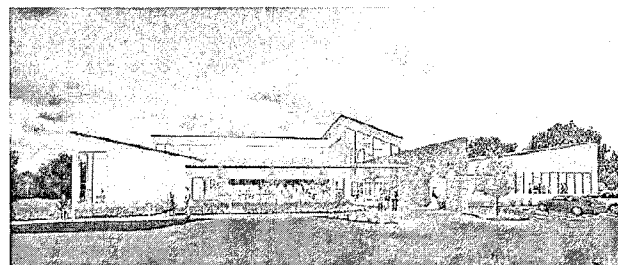
Contractors are expected to begin bidding on the project in June, following final approval of architectural plans for the library to be built on the site of Bethany's now-closed library at 3510 N Mueller Ave.

Library operations are housed presently at a temporary location at 7941 NW 23.

Officials will open bids on the 23,000-square-foot library project at 2 p.m. July 6, said City Manager J.D. Cox, with a contract to be awarded that month. Groundbreaking and start of construction is set for Aug. 12, he said.

Ward 2 Councilwoman Arlita Harris, who chairs the library steering committee, said the committee is pleased with the construction cost estimate.

"It came in right where we wanted it to be," she said. "If the bids come in



**A Dewberry Architects rendering of the 23,000-square-foot Bethany Library, on which construction is scheduled to start in August. [DRAWING PROVIDED]**

that way, it will be a wonderful thing."

The construction contract will include demolition of the old library, which closed in February. The new library will occupy the same site but will be about triple the size.

Among features to be offered in the new library, Harris said, are conference space for groups of 100 or more, a larger collection of materials, a drive-up book drop, a quiet reading area and a special section for children's programs.

The new library also will include a teen center, large picture windows and outdoor reading porches. The campus will include walking trails, improvements to the nearby pond, a new playground, additional parking with wider spaces and extensive landscaping.

Construction will take 12 to 18 months.

Cox said the library was designed to incorporate many of the requests made during public meetings conducted before the bond election.

The Bethany Library is part of the Metropolitan Library System, which oversees staffing, selection of materials and day-to-day library operations, and is providing about \$2 million toward the new library.

Cox praised the leadership of Harris, Metropolitan Library System Director Tim Rogers, Bethany's library consultant Todd Olberding and others.

"An enormity of work has been completed to bring this project to this point of final approval to go out for construction," Cox said. "It has truly been

a team effort."

Harris said the presentation to the city council on June 5 will be led by Denelle Wrightson, director of library architecture for Dewberry Architects, the firm chosen by the city council. Harris described Wrightson as one of the world's foremost library architects, having designed 250 to 300 libraries.

Bethany's old 8,400-square-foot library was opened in 1965, and while one of the metro system's busier libraries, it was one of the smallest. It did not meet handicap-accessibility requirements, lacked energy-efficiency, had little meeting space, and its mechanical, electrical and plumbing systems were dated.

"We hope that this new and much-improved library will increase our sense of community and provide residents with a wonderful place to spend time with family and neighbors," said Nikki Phipps, Bethany public information officer.

Voters gave the bond proposal 71.7 percent approval, with the question winning by a vote of 1,022-404.



## OKC Schools Compact launches reading initiative

### ReadOKC Challenges Students to 'Get in the Game'

Tuesday, May 16, 2017

OKC Chamber e-newsletter



**OKLAHOMA CITY (May 16, 2017)** – Monday afternoon, the Oklahoma City Public Schools Compact launched [ReadOKC](#), an initiative to promote the love of reading for the students of Oklahoma City Public Schools district and in our community.

This summer, OKCPS elementary students have been challenged to “Get in the Game” and read 20 minutes a day, for a total of 1,200 minutes over the summer.

Students who complete the challenge will receive special prizes when school starts in the fall.

The launch event at the Ronald J. Norick Downtown Library featured Mayor Mick Cornett, OKCPS Superintendent Aurora Lora, dozens of community leaders and elementary school students.

“Our students work so hard all year to improve their reading, and we don’t want to see them hit the ‘summer slide,’” said Lora. “Taking a few months off of reading can hurt future academic performance. We’re glad so many people came together to show students reading really matters.”

ReadOKC has dozens of partners, including the members of the Compact, the Metropolitan Library System, Scholastic, myOn, the United Way of Central Oklahoma, Cox Communications, The Oklahoman, the Oklahoma City Dodgers and Oklahoma City Energy FC.

Cornett asked parents and others in the community to encourage reading.

“Creating a healthy community isn’t just about economic development and physical fitness,” he said. “We need students with healthy minds, and reading is the best kind of exercise to prepare them for everything they want to do.”

Mary Mélon, president and CEO of The Foundation for Oklahoma City Public Schools and chair of ReadOKC, thanked the sponsors and community partners for supporting ReadOKC.

“From the companies and nonprofits who supplied people for our committees to the businesses providing safe spaces to read this summer, ReadOKC is truly a community effort,” she said. “I’m proud to live in a city that comes together so powerfully to support our children.”

*ReadOKC is an initiative of the Oklahoma City Public Schools Compact, which promotes the love of reading to OKCPS elementary students. The Oklahoma City Public Schools Compact’s primary mission is to create and stimulate ownership of OKCPS and its outcomes. It comprises of: Oklahoma City Public Schools, the Foundation for Oklahoma City Public Schools, the Greater Oklahoma City Chamber, the United Way of Central Oklahoma, and the City of Oklahoma City.*