



METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY

Thursday, January 19, 2017, 3:30 p.m.
Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(Telephone: 843-9601)

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 #46 – Presentation of Service Certificates for Library Staff – January 2017

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

3:45 – 4:00 pm CONSENT DOCKET (#47 - #48)

- Document #47 – Approval of Minutes of December 8, 2016 Meeting
- Document #48 – Acceptance of Review of Expenditures for December 2016

4:00 – 4:15 pm COMMITTEE REPORTS

- Document #49 – Discussion, Consideration and Possible Action: Nominating Committee Report
- Document #50 - Discussion, Consideration and Possible Action: Public Services Committee Report

4:15 – 4:30 pm RECOMMENDATIONS FROM ADMINISTRATION

- Document #51 – Discussion, Consideration and Possible Action: Bethany Project Funding
- Document #52 - Discussion, Consideration and Possible Action: Bethany Move and Closing Schedule

4:30 – 4:45 pm STAFF REPORTS

- Citizenship Corner – LaVetta Dent, Director of Outreach Services and Randy Wayland, Regional Director
- Document #53 – December 2016 Usage Summary
- Document #54 – Quarterly Usage Summary

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

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

- Request by Commission Chair for 2017 Standing Committee Assignments

NEXT COMMISSION MEETING DATE AND PLACE:

February 16, 2017

LOCATION: Ralph Ellison Library, 2000 NE 23rd, Oklahoma City, OK

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

DATE: December 8, 2016

TIME: 3:30 p.m.

MEETING PLACE: Capitol Hill Library

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County October 16, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Capitol Hill Library and Downtown Library, 300 Park Avenue, Oklahoma City, on December 6, 2016, in conformity with the Oklahoma Open Meeting Act §311.

Commission Members

PRESENT:

Dr. Ann Caine
Allen Coffey, Disbursing Agent
Fran Cory
Cynthia Friedemann
Helene Harpman
Carolyn Leslie
Tracy McDaniel
Mukesh Patel
Dennis Shockley
Jim Shonts
Mary Sosa
Beth Toland
Susan Tucker
Judy Smith, Vice-Chair
Tim Rogers, Executive Director
(Secretary)

EXCUSED:

Nancy Anthony, Chair
Watzell Carlson
Mick Cornett, Mayor of Oklahoma City
Bud Elder
Rozz Grigsby
Penny McCaleb
Lori Nelson
Kim Patterson
Hugh Rice
Ray Vaughn
Sharon Voorhees

Estimate of general public and staff attending: 20

I. Ms. Judy Smith, Vice-Chair called the meeting to order at 3:32 p.m. Roll was called to establish a quorum.

Present: Caine, Coffey, Cory, Friedemann, Harpman, Leslie, McDaniel, Patel, Shockley, Shonts, Sosa, Toland, Tucker, Smith.

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

III. Ms. Smith referred to the Presentation of Service Certificates for December 2016: Taylor Marie Rene Horn, Circulation Clerk, Edmond Library, five years of service.

Ms. Smith also recognized the following employees who were unable to attend the meeting: Aleisha Dawn Phillips, Circulation Clerk, Northwest Library, five years of service; Kellie Jean Delaney, Manager of Web Development & Support, Digital Library, 10 years of service; Joshua Donald Lewis, Associate Librarian, Jones Library, 10 years of service.

IV. Ms. Smith presented the Consent Docket: Document #39 – Approval of Minutes of November 17, 2016 Meeting; Document #40 - Acceptance of Review of Expenditures for November 2016; Document #41 – Contract Awards & Purchases; Document #42 – Request to Declare Building Surplus; Document #43 – Executive Director Travel Request – January through June 2017.

Ms. Smith called for a motion.

Dr. Ann Caine moved to accept the consent docket. Mr. Allen Coffey seconded. Questions and discussion followed. Motion passed unanimously.

V. Ms. Smith referred to Recommendation from Administration. Document #44 – Discussion, Consideration and Possible Action: Employee Assistance Program Vendor Change.

Mr. Rogers reported the new Employee Assistance Program with CompPsych Corporation will take effect on January 1, 2017.

Ms. Stephany Dowd, Benefits Manager, Human Resources was in attendance to answer any questions regarding the proposed new Employee Assistance Program.

Ms. Smith called for a motion.

Ms. Beth Toland moved to award the EAP services contract to CompPsych Corporation, effective January 1, 2017. Mr. Tracy McDaniel seconded. Questions and discussion followed. Motion passed unanimously.

VI. Ms. Smith called on Mr. Rogers to present the Staff Reports.

Mr. Rogers provided a PowerPoint Presentation and briefly explained an overview of the Edmond Renovation, Jones, and Capitol Hill Library Projects.

Mr. Rogers reminded the Commission of Jones Library Grand Opening on Saturday, December 17, 2016 at 10:00 a.m. Maria will send an email invitation to the Commission. Questions and discussion followed.

VII. Mr. Rogers introduced Ms. Jana Hausburg, Library Manager, Capitol Hill Library.

Ms. Hausburg presented flyers to the Commission highlighting programs at the Capitol Hill Library and staff opportunities to participate in community events.

VIII. Ms. Smith called on Mr. Rogers to present the Executive Director's Report.

Mr. Rogers referred to Document #45 – Library Usage Report. Questions and discussion followed.

Mr. Rogers provided updates on various library projects.

The library is working closely with Oklahoma City Public Schools to ensure every principal and every teacher is aware of the OneCard Program.

The library has been invited to be a part of the ReadOKC Taskforce. On December 15, Mr. Rogers will be speaking to the group about the partnership between Oklahoma City Public Schools and the Metropolitan Library System.

Mr. Rogers introduced the following new staff members: Ms. Michele Gorman, Chief Organizational Development Officer; Ms. Morgan Jones, Manager of Planning and Assessment; Ms. Sarah Peterson, Director of Collection Anywhere.

Mr. Rogers reported the Patience S. Latting Northwest Library sign installation has been delayed. It is expected to be on the City Council agenda to be approved on January 3, 2017.

IX. Ms. Smith call for comments from the Commission.

Ms. Toland handed out flyers regarding the winner of the Friends membership campaign. The Village Library is the recipient of two "Thanks a Latte' Bars" provided by the Friends on Thursday, December 15, 2016, from 4:00 – 7:00 p.m., and Tuesday, December 20, 2016, from 10:30 a.m. – 1:30 p.m.

Ms. Smith announced the appointment of the Nominating Committee by Ms. Anthony: Mr. Hugh Rice, Chair, Ms. Cynthia Friedemann, and Ms. Susan Tucker. The Nominating Committee will meet and make their recommendations for the 2017 slate of officers at the January 19, 2017 Commission meeting. The next regularly scheduled meeting will be held at the Belle Isle Library on January 19, 2017 at 3:30 p.m.

X. There being no further business, the meeting was adjourned at 4:14 p.m.

Tim Rogers,
Executive Director
(Secretary)

FINANCIAL STATEMENT AND REVIEW OF EXPENDITURES

December 31, 2016

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

COMMISSION ACTION

That the Commission acknowledge the financial report of December 2016.



Metropolitan Library Commission of Ok Co Statement of Financial Summary

	Year To Date 12/31/2016 <u>Current Year Balance</u>	Prior Year To Date 12/31/2015 <u>Prior Year</u>	Year To Date 12/31/2016 <u>Difference</u>
Assets			
Current Assets			
Cash and Cash Equivalents	6,242,427.88	4,696,155.03	1,546,272.85
Investments			
Short Term Investments	337,415.15	807,415.15	(470,000.00)
Long Term Investments	13,083,808.36	14,707,701.00	(1,623,892.64)
Total Investments	<u>13,421,223.51</u>	<u>15,515,116.15</u>	<u>(2,093,892.64)</u>
Total Current Assets	19,663,651.39	20,211,271.18	(547,619.79)
Long-term Assets	6,758,704.38	339,723.72	6,418,980.66
Total Assets	<u>26,422,355.77</u>	<u>20,550,994.90</u>	<u>5,871,360.87</u>
Liabilities and Net Assets			
Liabilities			
Short-term Liabilities	285,093.80	566,729.00	(281,635.20)
Total Liabilities	<u>285,093.80</u>	<u>566,729.00</u>	<u>(281,635.20)</u>
Net Assets			
General Fund	25,502,519.60	19,671,860.55	5,830,659.05
Special Funds	634,742.37	312,405.35	322,337.02
Total Net Assets	<u>26,137,261.97</u>	<u>19,984,265.90</u>	<u>6,152,996.07</u>
Total Liabilities and Net Assets	<u>26,422,355.77</u>	<u>20,550,994.90</u>	<u>5,871,360.87</u>

Metropolitan Library Commission of Ok Co Commission Schedule of Investment

	Purchase Date	Maturity Date	Interest Rate	Investments Month Ending 12/31/2016 Actual
Investment Balance				
CD - BancFirst	07/28/2015	07/27/2018	1.700 %	240,000.00
CD - First State Bank	09/20/2016	09/20/2018	1.000 %	240,000.00
CD - Kirkpatrick Bank, Edmond	12/12/2016	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
Total Investment Balance			<u>0.000 %</u>	<u>13,421,223.51</u>

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

	Year To Date 12/31/2016	Month To Date 12/31/2016	Year To Date 12/31/2016		Month To Date 12/31/2015	Prior Year To Date 12/31/2015
	Budget	Actual	Actual	% Budget Received	Actual	Actual
Budgeted						
Ad Valorem Tax Revenue- CY	32,238,068.00	6,130,426.52	8,871,135.90	27.52 %	7,977,280.38	8,103,592.55
Fines	500,310.00	32,042.04	212,144.21	42.40 %	63,713.27	255,184.21
State Aid Revenue	239,154.00	0.00	0.00	0.00 %	0.00	0.00
Total Budgeted Revenue	<u>32,977,532.00</u>	<u>6,162,468.56</u>	<u>9,083,280.11</u>	<u>27.54 %</u>	<u>8,040,993.65</u>	<u>8,358,776.76</u>
Not Budgeted						
Ad Valorem Tax Revenue- PY	0.00	77,685.07	781,716.21	0.00 %	71,480.60	803,650.65
Interest Revenue	0.00	38,533.22	122,489.26	0.00 %	32,223.08	117,757.39
Lost Books	0.00	(125.67)	(906.17)	0.00 %	0.00	0.00
Room Rentals	0.00	4,871.25	34,611.25	0.00 %	0.00	0.00
Merchandise Sales	0.00	278.35	2,841.68	0.00 %	0.00	0.00
Copies	0.00	12,502.96	83,205.90	0.00 %	11,275.72	51,287.78
Gifts and Donations	0.00	0.00	0.00	0.00 %	104.00	2,423.73
Grant Revenue	0.00	(5,500.00)	176,446.18	0.00 %	0.00	0.00
Surplus and Scrap Sales	0.00	0.00	23.64	0.00 %	0.00	17,437.60
Insurance Reimbursements	0.00	0.00	0.00	0.00 %	0.00	199.92
Miscellaneous Revenue	0.00	1,369.42	5,893.79	0.00 %	16,189.15	94,164.53
Total Not Budgeted Revenue	<u>0.00</u>	<u>129,614.60</u>	<u>1,206,321.74</u>	<u>0.00 %</u>	<u>131,272.55</u>	<u>1,086,921.60</u>
Total Revenue	<u>32,977,532.00</u>	<u>6,292,083.16</u>	<u>10,289,601.85</u>	<u>31.20 %</u>	<u>8,172,266.20</u>	<u>9,445,698.36</u>

Metropolitan Library Commission of Oklahoma County
General Ledger Report
For Fiscal - Current Year To Date (07/01/2016 to 12/31/2016)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund Name	JNL	Debit	Credit	Balance
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2016)								0.00
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	General Fund	GJ		383,626.76	(383,626.76)
11/18/2016	11/18/2016		Ad valorem taxes 11/1 to 11/15/2016	General Fund	GJ		2,357,082.62	(2,740,709.38)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	General Fund	GJ		1,650,405.85	(4,391,115.23)
12/15/2016	12/15/2016		Ad valorem taxes 12-01 to 12-09	General Fund	GJ		2,275,957.23	(6,667,072.46)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	General Fund	GJ		21.96	(6,667,094.42)
12/21/2016	12/21/2016		Ad valorem taxes 12/12/2016 to 12/16/2016	General Fund	GJ		2,204,041.48	(8,871,135.90)
Totals for 4005 - Ad Valorem Tax Revenue-CY						0.00	8,871,135.90	(8,871,135.90)
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2016)								0.00
07/27/2016	07/27/2016		Ad Valorem Taxes	General Fund	GJ		12,998.80	(12,998.80)
07/27/2016	07/27/2016		Ad Valorem taxes 7/1/16 to 7/15/16	General Fund	GJ		68,249.52	(81,248.32)
07/27/2016	07/27/2016		Ad valorem taxes	General Fund	GJ		71,272.43	(152,520.75)
08/08/2016	08/08/2016		Ad Valorem Taxes 7/18/16 to 7/29/16	General Fund	GJ		83,010.08	(235,530.83)
08/19/2016	08/19/2016		Ad valorem taxes 8/1/16 to 8/15/16	General Fund	GJ		139,480.90	(375,011.73)
09/14/2016	09/14/2016		Ad Valorem taxes 8/16 to 8/31	General Fund	GJ		115,178.04	(490,189.77)
09/21/2016	09/21/2016		Ad valorem taxes 9/1/16 to 9/15/16	General Fund	GJ		32,507.41	(522,697.18)
10/12/2016	10/12/2016		Ad valorem taxes for 9/16/16 to 9/30/16	General Fund	GJ		91,709.81	(614,406.99)
10/19/2016	10/19/2016		Ad valorem taxes 10/01/2016 to 10/14/2016	General Fund	GJ		664.50	(615,071.49)
11/15/2016	11/15/2016		Ad valorem taxes for 10/17 to 10/31/16	General Fund	GJ		88,959.65	(704,031.14)
12/15/2016	12/15/2016		Ad valorem taxes 11-16 to 11-30	General Fund	GJ		77,681.39	(781,712.53)
12/21/2016	12/21/2016		Ad valorem taxes 12/01/2016 to 12/15/2016	General Fund	GJ		3.68	(781,716.21)
Totals for 4006 - Ad Valorem Tax Revenue-PY						0.00	781,716.21	(781,716.21)
Grand Total						0.00	9,652,852.11	(9,652,852.11)

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

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund Name	JNL	Debit	Credit	Balance
4005 - Ad Valorem Tax Revenue-CY (Balance Forward As of 07/01/2015)								0.00
11/30/2015	11/30/2015		Historical Data	General Fund	HIST		126,312.17	(126,312.17)
12/31/2015	12/31/2015		Historical Data	General Fund	HIST		7,977,280.38	(8,103,592.55)
01/31/2016	01/31/2016		Historical Data	General Fund	HIST		18,351,212.92	(26,454,805.47)
02/29/2016	02/29/2016		Historical Data	General Fund	HIST		399,145.32	(26,853,950.79)
03/31/2016	03/31/2016		Historical Data	General Fund	HIST		2,504,374.84	(29,358,325.63)
04/30/2016	04/30/2016		Historical Data	General Fund	HIST		2,950,975.54	(32,309,301.17)
05/31/2016	05/31/2016		Historical Data	General Fund	HIST		181,607.21	(32,490,908.38)
06/30/2016	06/30/2016		Historical Data	General Fund	HIST		471,993.52	(32,962,901.90)
Totals for 4005 - Ad Valorem Tax Revenue-CY						0.00	32,962,901.90	(32,962,901.90)
4006 - Ad Valorem Tax Revenue-PY (Balance Forward As of 07/01/2015)								0.00
07/31/2015	07/31/2015		Historical Data	General Fund	HIST		151,174.14	(151,174.14)
08/31/2015	08/31/2015		Historical Data	General Fund	HIST		288,789.27	(439,963.41)
09/30/2015	09/30/2015		Historical Data	General Fund	HIST		109,025.15	(548,988.56)
10/31/2015	10/31/2015		Historical Data	General Fund	HIST		68,571.12	(617,559.68)
11/30/2015	11/30/2015		Historical Data	General Fund	HIST		114,610.37	(732,170.05)
12/31/2015	12/31/2015		Historical Data	General Fund	HIST		71,480.60	(803,650.65)
01/31/2016	01/31/2016		Historical Data	General Fund	HIST		62,325.29	(865,975.94)
02/29/2016	02/29/2016		Historical Data	General Fund	HIST		90,394.77	(956,370.71)
03/31/2016	03/31/2016		Historical Data	General Fund	HIST		74,479.26	(1,030,849.97)
04/30/2016	04/30/2016		Historical Data	General Fund	HIST		60,611.56	(1,091,461.53)
05/31/2016	05/31/2016		Historical Data	General Fund	HIST		64,675.75	(1,156,137.28)
06/30/2016	06/30/2016		Historical Data	General Fund	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 Ok Co Commission Statement of Expenses

	2017			2017	
	Month Ending 12/31/2016			Year To Date 12/31/2016	
	Month	Actual YTD	% of Budget Used	Final Budget	Remaining Budget
Commission Expenses					
Salaries and Benefits					
Salaries	1,374,750.41	8,767,910.80	47.02 %	18,337,803.00	9,569,892.20
Payroll Taxes	97,941.98	639,571.56	48.75 %	1,427,413.00	787,841.44
Benefits	276,396.81	1,859,587.75	50.08 %	4,369,935.00	2,510,347.25
Retirement	97,319.34	538,725.45	28.38 %	1,991,578.00	1,452,852.55
Total Salaries and Benefits	1,846,408.54	11,805,795.56	46.17 %	26,126,729.00	14,320,933.44
Contractual Services					
Insurance	50.00	220,515.80	73.31 %	312,035.00	91,519.20
Rent	5,600.00	39,510.85	42.08 %	54,700.00	15,189.15
Janitorial Services	3,655.50	186,871.55	35.92 %	500,469.00	313,597.45
Repair and Maintenance	75,100.44	241,717.93	19.01 %	610,550.00	368,832.07
Mileage and Parking	5,040.70	82,858.00	41.51 %	253,753.00	170,895.00
Travel Registration Training	47,678.08	126,847.36	93.27 %	253,900.00	127,052.64
Professional Services	19,526.88	293,334.83	46.23 %	480,215.00	186,880.17
Security Services	56,762.40	297,517.83	59.50 %	668,000.00	370,482.17
Utilities	100,883.31	571,441.94	45.37 %	1,325,183.00	753,741.06
Memberships	1,739.00	20,460.00	48.88 %	45,731.00	25,271.00
Communications	5,304.70	39,314.40	7.18 %	326,467.00	287,152.60
Other Services	2,422.70	10,890.41	0.00 %	219,800.00	208,909.59
Automation Services	48,949.49	468,454.63	0.00 %	1,265,455.00	797,000.37
Catalog Services	4,608.09	42,880.92	47.59 %	110,325.00	67,444.08
Total Contractual Services	377,321.29	2,642,616.45	47.22 %	6,426,583.00	3,783,966.55
Commodities					
Printing	12,491.36	58,179.34	36.36 %	189,500.00	131,320.66
Postage	2,891.42	70,612.06	79.05 %	261,906.00	191,293.94
Supplies	72,000.32	227,824.31	56.40 %	553,825.00	326,000.69
Uniforms	1,305.00	3,416.62	4.02 %	6,000.00	2,583.38
Gasoline and Oil	1,813.19	10,138.24	20.28 %	35,000.00	24,861.76
Vehicles Parts and Repairs	79.22	24,021.11	80.07 %	30,000.00	5,978.89
Performance Services	4,249.93	93,075.51	32.54 %	231,240.00	138,164.49
Other Commodities	373.14	7,665.59	36.85 %	513,100.00	505,434.41
Total Commodities	95,203.58	494,932.78	43.99 %	1,820,571.00	1,325,638.22
Books and Materials	256,816.68	1,898,548.95	35.80 %	5,911,375.00	4,012,826.05
Capital Outlays					
Furniture, Fixtures and Equipment	18,367.58	139,924.74	0.00 %	593,212.00	453,287.26
IT Equipment	(2,600.42)	478,519.47	0.00 %	842,892.00	364,372.53
Total Capital Outlays	15,767.16	618,444.21	0.00 %	1,436,104.00	817,659.79
Buildings					
Projects	32,299.03	188,905.88	0.00 %	1,024,000.00	835,094.12
New Construction	30,873.97	1,057,873.97	19.08 %	2,083,000.00	1,025,126.03
Total Buildings	63,173.00	1,246,779.85	22.48 %	3,107,000.00	1,860,220.15
Total Commission Expenses	2,654,690.25	18,707,117.80	43.36 %	44,828,362.00	26,121,244.20

METROPOLITAN LIBRARY SYSTEM
Commission Special Funds
December 31, 2016

	6/30/2016	12/31/2016	12/31/2016	
	Beg. Balance	Revenue	Expenses	Ending Balance
		Year-to-Date	Year-to-Date	
NetAsset - Beg				
<u>Friends Grants (All)</u>				
Public Art	502.57	-	-	502.57
Flat Screen TVs	997.00	-	1,268.90	(271.90)
Summer at the Library	3,401.34	-	-	3,401.34
Come Read With Me	9,078.81	-	1,000.11	8,078.70
Our World	3,514.21	-	-	3,514.21
Jones Library	15,000.00	-	750.00	14,250.00
Staff Appreciation Dinner	420.44	-	-	420.44
XBOX Gaming	(8.18)	-	-	(8.18)
Parent Child Book Club	508.52	-	354.24	154.28
Vehicle Wrap	3,500.00	-	-	3,500.00
Donna Morris Scholarship	5,290.00	-	-	5,290.00
Summer Reading	289.97	-	819.02	(529.05)
Our World	40,000.00	-	-	40,000.00
Staff Recognition Achievement	1,000.00	-	-	1,000.00
Come Read With Me	15,000.00	-	-	15,000.00
Robauto Robot Kit	1,398.00	-	-	1,398.00
Laptop Lab	334.00	-	-	334.00
Staff Recognition Awards 2017	-	20,000.00	-	20,000.00
System Wide Programs 2017	-	20,000.00	-	20,000.00
Lee B. Brawner Scholarship Fund 2017	-	12,000.00	378.95	11,621.05
Donna Morris Scholarship Fund 2017	-	8,500.00	-	8,500.00
Summer Reading 2017	-	80,000.00	-	80,000.00
Capitol Hil iPads 2017	-	5,618.88	-	5,618.88
Ralph Ellison ALA 2017	-	3,700.00	2,668.40	1,031.60
Choctaw Legos 2017	-	1,113.00	-	1,113.00
Del City Robot 2017	-	1,014.30	1,014.30	-
Outreach Giveaway Book 2017	-	15,000.00	-	15,000.00
Total Friends Grants (All)	100,226.68	166,946.18	8,253.92	258,918.94
<u>Other Grants (All)</u>				
LET Grant	2,864.10	-	-	2,864.10
OCCF	250.00	-	-	250.00
OCCF	543.80	-	-	543.80
LET-Young Professional	1,689.12	-	-	1,689.12
LET-Inasmuch Media Surfers	1,604.00	-	-	1,604.00
OCCF-Robotics Kits	43.45	-	-	43.45
LET-Aviation	3,134.06	-	-	3,134.06
Guild-Fabric for Book Bags	264.95	-	-	264.95

Guild-Popcorn Machine	69.30	-	-	69.30
OAC-Moscow Nights	(2,000.00)	-	-	(2,000.00)
OAC-Raven's Three	(1,900.00)	-	-	(1,900.00)
OAC-Rhythmically Speaking	(7,500.00)	7,500.00	-	-
OCCF-Harrah	290.80	-	-	290.80
OCCF-Edward Harvey	447.00	-	-	447.00
RE Friends-Programming	72.20	-	-	72.20
Kirkpatrick-After School	(5,800.00)	-	-	(5,800.00)
Koelsch-Luther	616.52	-	-	616.52
Russum-Downtown	65,422.49	-	-	65,422.49
Guild-Choctaw	2,500.00	-	-	2,500.00
LET Penn & Quill MSL Children's Books	-	2,000.00	-	2,000.00
Total Other Grants (All)	62,611.79	9,500.00	-	72,111.79
Total NetAsset - Beg	162,838.47	176,446.18	8,253.92	331,030.73

Metropolitan Library Commission of Oklahoma County Check Register

Date	Vendor	Document No	Amount
	Bank: General Account - Bank of Oklahoma	Account No: 000185013	
12/01/2016	V001276--OKC HOTEL VENTURES LLC DBA SHERATON OKLAHOMA CITY HOTEL	101711	41,393.94
12/01/2016	V001281--SOULY 4 U CONGLONMERATE INC DBA CREATIONS BY DEITY	101710	250.00
12/01/2016	V000049--BANK OF OKLAHOMA	101708	722.00
12/07/2016	V001159--DESIGN + BUILD GROUP	101743	24,371.07
12/07/2016	V000710--VEOLIA ENERGY OKLAHOMA CITY INC	103900030001340	14,304.92
12/07/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	101786	1,222.95
12/07/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	101785	963.40
12/07/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	101784	452.00
12/07/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	101781	247.42
12/07/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	101761	7,178.93
12/07/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	101759	2,235.36
12/07/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	101758	34,926.80
12/07/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	101738	182.50
12/07/2016	V000050--BANK OF OKLAHOMA	101742	5,183.00
12/07/2016	V000009--ADMINISTRATIVE SERVICES	101712	1,628.34
12/07/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101745	9,701.77
12/07/2016	V001265--YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OKLAHOMA CITY DBA YMCA OF GREATER OKLAHOMA CITY	101802	297.50
12/07/2016	V001278--WILLIAM F COMSTOCK PC	101801	9,218.75
12/07/2016	V000738--WEWERS LLC DBA RAY THE PAINTER	101800	1,620.00
12/07/2016	V000737--WESTLAKE HARDWARE	101799	7.99
12/07/2016	V000725--WASTE CONNECTIONS OF OKLAHOMA INC - SO	101798	63.66
12/07/2016	V000724--WASTE CONNECTIONS OF OKLAHOMA INC - RE	101797	132.26
12/07/2016	V000723--WASTE CONNECTIONS OF OKLAHOMA INC - NW	101796	109.15
12/07/2016	V000729--WASTE CONNECTIONS OF OKLAHOMA INC - MTC	101795	146.86
12/07/2016	V000728--WASTE CONNECTIONS OF OKLAHOMA INC - DN	101794	214.50
12/07/2016	V000727--WASTE CONNECTIONS OF OKLAHOMA INC - CT	101793	51.87
12/07/2016	V000726--WASTE CONNECTIONS OF OKLAHOMA INC - BI	101792	63.66
12/07/2016	V001041--WASTE CONNECTIONS OF OKLAHOMA INC - AL	101791	63.66
12/07/2016	V000720--WALMART COMMUNITY/GEGRB	101790	347.81
12/07/2016	V000719--WALKER COMPANIES	101789	294.00
12/07/2016	V000717--W W GRAINGER INC	101788	120.00
12/07/2016	V000716--W M CORP DBA BEYOND TECHNOLOGY	101787	11,567.15
12/07/2016	V000691--UNITED PARCEL SERVICE	101783	819.22
12/07/2016	V000676--TRIANGLE A&E	101782	25.80
12/07/2016	V000672--TOWN OF LUTHER	101780	37.60
12/07/2016	V000649--TECH LOCK INC	101779	3.00
12/07/2016	V001241--STEVE SPANGLER INC DBA STEVE SPANGLER SCIENCE	101778	128.73
12/07/2016	V000623--STAPLES CONTRACT & COMMERCIAL	101777	51.98
12/07/2016	V000621--STANDLEY SYSTEMS	101776	164.25
12/07/2016	V001229--SOUTHWESTERN STATIONERY AND BANK SUPPLY INC	101775	130.00
12/07/2016	V000611--SOUTHERN HARDLINES INC	101774	3.48
12/07/2016	V000610--SOUTHERN ALUMINUM MFG INC	101773	5,704.00
12/07/2016	V000587--SAVANNAH DENISE MITCHELL	101772	800.00
12/07/2016	V001279--PIPER M ZUNIGA	101771	10.95
12/07/2016	OVERD--OVERDRIVE INC	101770	5,717.56
12/07/2016	V001287--ORLEY LAND	101769	26.95
12/07/2016	V000510--OOCO	101768	1,500.00
12/07/2016	V000497--ONG - WA	101767	56.24
12/07/2016	V000488--ONG - NP	101766	51.97
12/07/2016	V000487--ONG - MC	101765	129.20
12/07/2016	V000495--ONG - LU	101764	36.82
12/07/2016	V000498--ONG - CT	101763	171.65
12/07/2016	V000496--ONG - BE	101762	140.88
12/07/2016	V000408--METRO MONITOR INC	101757	95.00
12/07/2016	V000407--MERWIN INC	101756	413.25
12/07/2016	V000400--MAURICE JOHNSON MUSIC INC	101755	400.00
12/07/2016	LAKLM--LAKESHORE LEARNING MATERIALS	101754	149.95
12/07/2016	V000470--KOCO-TV	101753	2,000.00

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Date	Vendor	Document No	Amount
12/07/2016	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	101752	2,652.00
12/07/2016	V001290--JULIA MASSEY	101751	13.95
12/07/2016	V000319--JOHNSTONE SUPPLY OF OKC	101750	117.50
12/07/2016	V001286--JOHN MARTIN	101749	24.95
12/07/2016	V000309--JIM AUSTIN SALES	101748	491.55
12/07/2016	V000290--INTEGRIS BAPTIST MEDICAL CENTER	101747	978.00
12/07/2016	V000287--INDEPENDENT STATIONERS	101746	197.70
12/07/2016	V000276--HUNTER'S BATTERY WAREHOUSE	101741	21.90
12/07/2016	V000274--HOME DEPOT CREDIT SERVICES	101740	232.11
12/07/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	101739	395.00
12/07/2016	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	101737	966.42
12/07/2016	V000260--GREATER OKLAHOMA CITY CHAMBER OF COMMERCE INC	101736	80.00
12/07/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101744	8,559.17
12/07/2016	V000218--EVANS HARDWARE	101735	98.55
12/07/2016	V001288--DOMINIQUE DARNELL HAMMONS	101734	150.00
12/07/2016	V000190--DEWBERRY ARCHITECTS INC	101733	1,568.58
12/07/2016	V000153--COX COMMUNICATIONS INC 001 6111 050756502	101732	67.35
12/07/2016	V000151--COX COMMUNICATIONS INC 001 6111 029855802	101731	65.92
12/07/2016	V000152--COX COMMUNICATIONS INC 001 6110 029711502	101730	67.53
12/07/2016	V001267--COOKS FENCE AND IRON	101729	1,138.00
12/07/2016	V000132--CITY OF THE VILLAGE	101728	91.41
12/07/2016	V000131--CITY OF OKLAHOMA CITY - SO	101727	359.56
12/07/2016	V000130--CITY OF OKLAHOMA CITY - AL	101726	51.73
12/07/2016	V000116--CITY OF MIDWEST CITY	101725	343.14
12/07/2016	V000115--CITY OF HARRAH	101724	65.52
12/07/2016	V000109--CITY OF CHOCTAW - 3429	101723	59.98
12/07/2016	V000110--CITY OF CHOCTAW - 3037	101722	30.09
12/07/2016	V000106--CITY OF BETHANY	101721	59.34
12/07/2016	V000103--CINTAS CORP	101720	591.61
12/07/2016	V000095--CHASE CARDMEMBER SERVICE	101719	4,256.69
12/07/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101718	1,146.85
12/07/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	101717	91.84
12/07/2016	V000062--BLACKBAUD INC	101716	1,616.25
12/07/2016	V000040--AT&T	101714	3,165.00
12/07/2016	V000015--AMAZON	101713	669.80
12/07/2016	V000750--XEROX -HUM-721443166	103900030001339	8.63
12/07/2016	V001175--WILLIAM FRETZ	103900030001338	540.00
12/07/2016	V000894--VANESSA SPAETH	103900030001337	28.95
12/07/2016	V000666--TIMOTHY JOHN SPINDLE	103900030001336	20.00
12/07/2016	V000638--SUPERIOR LINEN SERVICE INC	103900030001335	29.00
12/07/2016	V001124--SHARON RILEY	103900030001334	4.65
12/07/2016	V000592--SCOTTS PRINTING & COPYING	103900030001333	2,281.54
12/07/2016	V000569--REPUBLIC SERVICES - WA	103900030001332	41.42
12/07/2016	V000568--REPUBLIC SERVICES - VI	103900030001331	62.08
12/07/2016	V000567--REPUBLIC SERVICES - SO	103900030001330	45.30
12/07/2016	V000566--REPUBLIC SERVICES - RE	103900030001329	49.20
12/07/2016	V000565--REPUBLIC SERVICES - NW	103900030001328	45.30
12/07/2016	V000564--REPUBLIC SERVICES - MTC	103900030001327	86.40
12/07/2016	V000563--REPUBLIC SERVICES - MC	103900030001326	99.36
12/07/2016	V000562--REPUBLIC SERVICES - ED	103900030001325	78.00
12/07/2016	V000561--REPUBLIC SERVICES - DN	103900030001324	83.10
12/07/2016	V000560--REPUBLIC SERVICES - DC	103900030001323	103.40
12/07/2016	V000558--REPUBLIC SERVICES - CH	103900030001322	34.00
12/07/2016	V000557--REPUBLIC SERVICES - BI	103900030001321	71.97
12/07/2016	V000556--REPUBLIC SERVICES - BE	103900030001320	52.09
12/07/2016	V000372--LOCKE SUPPLY CO	103900030001319	213.51
12/07/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030001318	381.50
12/07/2016	V000868--RANDY WAYLAND	103900030001317	179.47
12/07/2016	V000865--PHILLIP BELT	103900030001316	70.00
12/07/2016	V000988--PAULA K PENROD	103900030001315	33.94
12/07/2016	V000513--ORIENTAL TRADING COMPANY INC	103900030001314	37.96
12/07/2016	V000512--O'REILLY AUTO PARTS	103900030001313	154.38
12/07/2016	V000461--O G & E - SO	103900030001312	1,437.82
12/07/2016	V001078--O G & E - LU	103900030001311	237.26
12/07/2016	V000862--NGOC NGUYEN	103900030001310	31.09
12/07/2016	V000401--MCAFFEE & TAFT A PROFESSIONAL CORP	103900030001309	913.50

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Date	Vendor	Document No	Amount
12/07/2016	V000384--MAINTENANCE CONNECTION INC	103900030001308	396.00
12/07/2016	V000842--KRISTIN WILLIAMSON	103900030001307	268.50
12/07/2016	V000343--KILEY B INGRAM	103900030001306	212.76
12/07/2016	V001177--KELCEY WAYNE FRAZIER	103900030001305	1,485.00
12/07/2016	V001098--JUDITH SAVAGE	103900030001304	300.00
12/07/2016	V000323--JOY E CAVETT DBA MUSIC WITH JOY	103900030001303	50.00
12/07/2016	V000826--JON VODKA	103900030001302	105.00
12/07/2016	V000824--JOHN UTLEY	103900030001301	35.00
12/07/2016	V000823--JOHN RAHHAL	103900030001300	69.98
12/07/2016	V000822--JOAN KENDALL	103900030001299	43.40
12/07/2016	V000310--JIMMY WELCH	103900030001298	3,000.00
12/07/2016	V001255--IDOLOGY INC	103900030001297	550.00
12/07/2016	V000812--HEATHER ZEOLI	103900030001296	268.07
12/07/2016	V001173--HEATHER ANN WILLIAMS	103900030001295	675.00
12/07/2016	V001238--GLORIA GOMEZ	103900030001294	405.00
12/07/2016	V001176--GLENN R BENNETT	103900030001293	1,125.00
12/07/2016	V000254--GINGER WALDRIP	103900030001292	100.00
12/07/2016	V000809--ERIN BEDFORD	103900030001291	11.76
12/07/2016	V000805--EMILY SMITH	103900030001290	27.71
12/07/2016	V000801--DEVIN MCGHEE	103900030001289	100.00
12/07/2016	V000187--DEMCO INC	103900030001288	4,968.72
12/07/2016	V000793--DANIEL FIELDS	103900030001287	19.38
12/07/2016	V000792--DANA BEACH	103900030001286	47.73
12/07/2016	V000785--CHERYLL JONES	103900030001285	34.84
12/07/2016	V001174--CARLOS MARSHALL FRANKLIN	103900030001284	945.00
12/07/2016	V000053--BATTERIES PLUS BULBS	103900030001283	36.68
12/07/2016	V000770--AILEEN BARTON	103900030001282	124.39
12/07/2016	MIDTP--MIDWEST TAPE	101760	3,192.16
12/07/2016	BEBKS--BEST OF BOOKS	101715	879.12
12/07/2016	INGRU--INGRAM LIBRARY SERVICES	103900030001281	680.65
12/07/2016	INGLS--INGRAM LIBRARY SERVICES	103900030001280	1,306.36
12/07/2016	FINDW--FINDAWAY WORLD LLC	103900030001279	7,896.29
12/07/2016	BTADU--BAKER & TAYLOR - ADULT	103900030001278	14,721.52
12/07/2016	BTRSH--BAKER & TAYLOR	103900030001277	1,315.97
12/07/2016	BTJUV--BAKER & TAYLOR	103900030001276	2,652.71
12/07/2016	BTCON--BAKER & TAYLOR	103900030001275	2,022.81
12/07/2016	BTEN--BAKER & TAYLOR	103900030001274	6,351.70
12/13/2016	V000248--GELCO CLOTHING & SHOES INC	Voided - 101037	(139.95)
12/14/2016	V000592--SCOTTS PRINTING & COPYING	103900030001425	1,615.29
12/14/2016	V001296--XEROX - NW 723390324	103900030001424	4,449.00
12/14/2016	V000274--HOME DEPOT CREDIT SERVICES	101858	300.27
12/14/2016	SHANS--SHAWNEE NEWS STAR	101816	218.15
12/14/2016	V000101--CHOCTAW CHAMBER OF COMMERCE	101844	140.00
12/14/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	101837	1.34
12/14/2016	V000746--XEROX - BI 720607548	103900030001423	4,449.00
12/14/2016	V000812--HEATHER ZEOLI	103900030001422	253.34
12/14/2016	BTADU--BAKER & TAYLOR - ADULT	103900030001421	1,932.58
12/14/2016	BTJUV--BAKER & TAYLOR	103900030001420	770.87
12/14/2016	V000828--JONITA NORMORE	103900030001419	10.09
12/14/2016	V000248--GELCO CLOTHING & SHOES INC	103900030001418	139.95
12/14/2016	V000180--DEBORAH A CRABTREE-FEDDER DBA DEBO- RAH CRABTREE FEDDER LPC-LMFT	103900030001417	900.00
12/14/2016	V001298--CHRISTOPHER POOLE	103900030001416	35.00
12/14/2016	V000660--THE TERMINIX INTERNATIONAL CO LP	101822	1,531.00
12/14/2016	V000426--MTM RECOGNITION CORPORATION	101811	210.00
12/14/2016	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	101861	5,916.85
12/14/2016	V000095--CHASE CARDMEMBER SERVICE	101841	535.99
12/14/2016	V000015--AMAZON	101831	810.07
12/14/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030001415	425.27
12/14/2016	V000875--RUSSELL PIERCE	103900030001414	140.00
12/14/2016	V000527--PETE ROBERSON	103900030001413	35.00
12/14/2016	V000439--NEOFUNDS BY NEOPOST USA INC	103900030001412	3,000.00
12/14/2016	V000856--MATTHEW LOGO FALEPOUONO	103900030001411	35.00
12/14/2016	V000393--MARK D VANCE	103900030001410	35.00
12/14/2016	V000357--LANNY B MYERS	103900030001409	35.00
12/14/2016	V000786--CHRISTIAN LEFLORE	103900030001408	35.00
12/14/2016	V000940--VICKI ELYSE THOMPSON	103900030001407	532.62
12/14/2016	V000613--SOUTHWEST PAPER COMPANY INC	101817	180.00
12/14/2016	V000720--WALMART COMMUNITY/GECRB	101826	96.79
12/14/2016	V000623--STAPLES CONTRACT & COMMERCIAL	101818	96.47
12/14/2016	V000095--CHASE CARDMEMBER SERVICE	101842	1,694.25

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Date	Vendor	Document No	Amount
12/14/2016	V000021--AMERICAN EXPRESS COMPANY	101832	486.82
12/14/2016	V000015--AMAZON	101830	1,834.59
12/14/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030001406	164.70
12/14/2016	V000592--SCOTTS PRINTING & COPYING	103900030001405	4,623.63
12/14/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101860	9,752.09
12/14/2016	V000737--WESTLAKE HARDWARE	101828	11.77
12/14/2016	V001164--WENDY FOX	101827	200.00
12/14/2016	V000705--US POSTMASTER HARRAH OK	101825	66.00
12/14/2016	V000691--UNITED PARCEL SERVICE	101824	462.12
12/14/2016	V000663--THYSSENKRUPP ELEVATOR CORP	101823	2,011.36
12/14/2016	JRNLR--THE JOURNAL RECORD PUBLISHING COMPANY LLC	101821	189.00
12/14/2016	V000649--TECH LOCK INC	101820	18.00
12/14/2016	V000634--STEVE'S WHOLESALE DISTRIBUTORS INC	101819	19.98
12/14/2016	RCDBK--RECORDED BOOKS INC	101815	180.00
12/14/2016	OVERD--OVERDRIVE INC	101863	7,975.43
12/14/2016	V000503--OKLAHOMA PRESS SERVICE	101813	109.70
12/14/2016	V000466--OCLC ONLINE COMPUTER LIBRARY CENTER INC	101812	4,608.09
12/14/2016	MIDTP--MIDWEST TAPE	101809	2,159.47
12/14/2016	V001293--LOGAN S. KLEIN	101808	18.95
12/14/2016	V001292--LISA LANG	101807	7.00
12/14/2016	V001291--LAURIE V. OLSEN	101806	8.60
12/14/2016	V000470--KOCO-TV	101805	2,000.00
12/14/2016	V000318--JOHNSON COUNTY LIBRARY	101859	10.19
12/14/2016	V000271--HEWLETT PACKARD ENTERPRISE COMPANY	101862	8,338.00
12/14/2016	GRANT--GRANT ADAMS MUSIC	101857	20.00
12/14/2016	V000255--GLOBAL EQUIPMENT COMPANY INC DBA GLOBAL INDUSTRIAL	101856	190.65
12/14/2016	V000223--FEDERAL CORPORATION	101853	91.70
12/14/2016	V001067--ENVIRONMENTAL SOLUTIONS SPECIALISTS LLC	101852	3,650.00
12/14/2016	V000213--ENGINEERED EQUIPMENT INC	101851	87.48
12/14/2016	NEWPR--CNHI DBA THE NEWSPRESS OR STILLWATER NEWS PRESS	101850	155.88
12/14/2016	CHICK--CHICKASAW PRESS	101843	89.97
12/14/2016	CPLP--CENTER POINT LARGE PRINT	101840	3,243.93
12/14/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101839	818.73
12/14/2016	BRILL--BRILLIANCE PUBLISHING INC	101838	769.69
12/14/2016	BEBKS--BEST OF BOOKS	101836	363.00
12/14/2016	AVCAF--AV CAFÉ INC	101835	1,165.15
12/14/2016	V001097--ARCHER ADVISING	101833	625.00
12/14/2016	FINDW--FINDAWAY WORLD LLC	103900030001404	8,419.32
12/14/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030001403	1,166.00
12/14/2016	V000512--O'REILLY AUTO PARTS	103900030001402	9.98
12/14/2016	V000372--LOCKE SUPPLY CO	103900030001401	50.63
12/14/2016	INGLS--INGRAM LIBRARY SERVICES	103900030001400	62.82
12/14/2016	V000187--DEMCO INC	103900030001399	1,725.27
12/14/2016	V000177--DAVE MACK	103900030001398	35.00
12/14/2016	V000788--CHRISTOPHER STOFEL	103900030001397	178.15
12/14/2016	BTADU--BAKER & TAYLOR - ADULT	103900030001396	16,211.64
12/14/2016	BTSRL--BAKER & TAYLOR	103900030001395	1,375.45
12/14/2016	BTCON--BAKER & TAYLOR	103900030001394	293.27
12/14/2016	BTEN--BAKER & TAYLOR	103900030001393	2,751.70
12/14/2016	BTJUV--BAKER & TAYLOR	103900030001392	4,321.97
12/14/2016	V000738--WEWERS LLC DBA RAY THE PAINTER	101829	4,860.00
12/14/2016	V000499--ONG - DN	101814	30.83
12/14/2016	V000426--MTM RECOGNITION CORPORATION	101810	353.40
12/14/2016	V000339--KENNETH HANSKA DBA DIAMOND ELECTRIC	101804	1,267.00
12/14/2016	V000322--JOSE ANTONIO AVILA DBA T & A PLUMBING	101803	1,575.00
12/14/2016	GSWO--GIRL SCOUTS WESTERN OKLAHOMA	101855	429.00
12/14/2016	V000238--FRATES INSURANCE & RISK MANAGEMENT	101854	50.00
12/14/2016	V000121--CITY OF OKLAHOMA CITY - VI	101849	346.53
12/14/2016	V000123--CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	101848	280.38
12/14/2016	V000122--CITY OF OKLAHOMA CITY - RE	101847	427.82
12/14/2016	V000120--CITY OF OKLAHOMA CITY - MTC 3RD ST	101846	58.82
12/14/2016	V000124--CITY OF OKLAHOMA CITY - BI	101845	283.61
12/14/2016	V000762--XEROX- VI-722211588	103900030001391	88.96
12/14/2016	V000759--XEROX- RE-722211562	103900030001390	94.73

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Date	Vendor	Document No	Amount
12/14/2016	V000758--XEROX - OUT-720607472	103900030001389	9.43
12/14/2016	V000750--XEROX - HUM-721443166	103900030001388	400.01
12/14/2016	V000763--XEROX - WA-721443299	103900030001387	81.54
12/14/2016	V000757--XEROX - TP-720952290	103900030001386	37.07
12/14/2016	V000761--XEROX - TP-720607456	103900030001385	5.18
12/14/2016	V000760--XEROX - SO-721443257	103900030001384	63.94
12/14/2016	V000756--XEROX - MC-721443182	103900030001383	57.96
12/14/2016	V000755--XEROX - LU-720952290	103900030001382	14.00
12/14/2016	V000754--XEROX - IT-720607498	103900030001381	40.38
12/14/2016	V000753--XEROX - ED-720607530	103900030001380	25.86
12/14/2016	V000752--XEROX - DN3-720607522	103900030001379	18.39
12/14/2016	V000751--XEROX - DN2-721443166	103900030001378	16.65
12/14/2016	V000749--XEROX - DC-722211521	103900030001377	109.57
12/14/2016	V000748--XEROX - CT-721443307	103900030001376	23.40
12/14/2016	V000747--XEROX - CH-721443232	103900030001375	30.83
12/14/2016	V000746--XEROX - BI 720607548	103900030001374	43.91
12/14/2016	V000745--XEROX - BE-721443190	103900030001373	45.31
12/14/2016	V000894--VANESSA SPAETH	103900030001372	14.99
12/14/2016	V000673--TRAK 1 TECHNOLOGY INC	103900030001371	189.08
12/14/2016	V000639--SUSAN PIERCE	103900030001370	600.00
12/14/2016	V000603--SMITHKOR INVESTMENTS LLC	103900030001369	7,610.85
12/14/2016	V000872--ROBERTO SOTO	103900030001368	75.00
12/14/2016	V000546--RACHEL KOPCHICK	103900030001367	240.28
12/14/2016	V001249--QUIPU GROUP LLC	103900030001366	5,500.00
12/14/2016	V000462--O G & E - STORAGE	103900030001365	123.14
12/14/2016	V000460--O G & E - SERVICE CENTER	103900030001364	1,558.81
12/14/2016	V000456--O G & E - MC	103900030001363	4,459.94
12/14/2016	V001295--O G & E - BE Temp	103900030001362	75.58
12/14/2016	V000448--O G & E - BE	103900030001361	928.93
12/14/2016	FRIDA--NICHOLS HILLS PUBLISHING COMPANY DBA OKC FRIDAY	103900030001360	900.00
12/14/2016	V001125--NATALIE CURRIE	103900030001359	113.40
12/14/2016	V000405--MELODY A KELLOGG	103900030001358	122.04
12/14/2016	V000857--MEAGHAN HUNT WILSON	103900030001357	654.88
12/14/2016	V000854--MARY WEST	103900030001356	17.93
12/14/2016	V000383--MAC FIRE SYSTEMS INC	103900030001355	277.50
12/14/2016	V001093--LISA M LINDEN	103900030001354	150.00
12/14/2016	V000348--KONICA MINOLTA BUSINESS SOLUTIONS USA INC	103900030001353	86.47
12/14/2016	V000344--KIMBERLY A TERRY	103900030001352	12.18
12/14/2016	V000333--KAY L BAUMAN	103900030001351	171.86
12/14/2016	V000825--JOHN WOOD	103900030001350	35.00
12/14/2016	V000297--JAMES E NIMMO	103900030001349	150.00
12/14/2016	V000233--FLORENCIA M BRIGLIE	103900030001348	300.00
12/14/2016	V000229--FIRETROL PROTECTION SYSTEMS	103900030001347	462.00
12/14/2016	V000177--DAVE MACK	103900030001346	70.00
12/14/2016	V001163--DANA LOY	103900030001345	250.00
12/14/2016	V000112--CITY OF EDMOND	103900030001344	4,022.72
12/14/2016	V000786--CHRISTIAN LEFLORE	103900030001343	34.20
12/14/2016	V001043--BRIDGET WILLIAMS	103900030001342	103.90
12/14/2016	V000774--AMY UPCHURCH	103900030001341	75.06
12/14/2016	V000039--AT&T - 405 A07 0017 212 5	101834	1,170.87
12/15/2016	V001218--NAVAJO COUNTY LIBRARY DISTRICT	Voided - 101424	(55.00)
12/21/2016	V000095--CHASE CARDMEMBER SERVICE	101929	5,567.40
12/21/2016	V000015--AMAZON	101927	6,676.79
12/21/2016	V000695--UNUM LIFE INSURANCE COMPANY OF AMERICA	101890	1,368.00
12/21/2016	V000470--KOCO-TV	101918	200.00
12/21/2016	FINDW--FINDAWAY WORLD LLC	103900030001485	219.93
12/21/2016	V000720--WALMART COMMUNITY/GEGRB	101892	709.97
12/21/2016	V000657--THE MEADOWS CENTER FOR OPPORTUNITY INC	101884	45.00
12/21/2016	V000711--VERITIV OPERATING COMPANY	101942	13,555.20
12/21/2016	V001265--YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREATER OKLAHOMA CITY DBA YMCA OF GREATER OKLAHOMA CITY	101925	679.00
12/21/2016	V000675--TRANSAMERICA PREMIER LIFE INSURANCE COMPANY	101886	247.42
12/21/2016	V000411--METROPOLITAN LIBRARY SYSTEM PENSION TRUST	101865	2,374.76
12/21/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE	101938	11,539.80

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Date	Vendor	Document No	Amount
	FUND		
12/21/2016	V000242--FUNDS FOR LEARNING	101933	6,800.00
12/21/2016	V000059--BHARATHI SRINIVASAN	101896	200.00
12/21/2016	V000050--BANK OF OKLAHOMA	101928	5,183.00
12/21/2016	V000009--ADMINISTRATIVE SERVICES	101894	1,628.34
12/21/2016	V000690--ULINE	103900030001484	707.20
12/21/2016	V000746--XEROX - BI 720607548	103900030001483	497.00
12/21/2016	V001175--WILLIAM FRETZ	103900030001482	540.00
12/21/2016	V000667--TIMOTHY H ROGERS	103900030001481	61.00
12/21/2016	V000547--RB FLOOR CARE SERVICE INC.	103900030001480	684.00
12/21/2016	V000464--O G & E - WA	103900030001479	1,025.25
12/21/2016	V000459--O G & E - RE	103900030001478	1,875.37
12/21/2016	V000452--O G & E - DN	103900030001477	9,638.66
12/21/2016	V001177--KELCEY WAYNE FRAZIER	103900030001476	2,250.00
12/21/2016	V001173--HEATHER ANN WILLIAMS	103900030001475	810.00
12/21/2016	V001238--GLORIA GOMEZ	103900030001474	405.00
12/21/2016	V001176--GLENN R BENNETT	103900030001473	1,035.00
12/21/2016	V000926--DIANE D SHARP	103900030001472	22.36
12/21/2016	V001206--CHARLES AVERY	103900030001471	405.00
12/21/2016	V001174--CARLOS MARSHALL FRANKLIN	103900030001470	945.00
12/21/2016	V000034--AQUALIFE AQUARIUM SYSTEMS INC	103900030001469	98.50
12/21/2016	V001235--TDS TELECOM 405-390-8418	101881	442.16
12/21/2016	V000648--TDS TELECOM 037-206-2119	101880	167.27
12/21/2016	V001306--YVONNE JUAREZ	101926	24.95
12/21/2016	WORBK--WORLD BOOK INC	101943	7,992.00
12/21/2016	V000737--WESTLAKE HARDWARE	101924	129.99
12/21/2016	V000714--VISION SERVICE PLAN OF OKLAHOMA	101891	3,234.61
12/21/2016	V000696--UNUM LIFE INSURANCE COMPANY OF AMER-ICA	101941	7,881.81
12/21/2016	V000694--UNITED WAY OF CENTRAL OKLAHOMA INC	101889	452.00
12/21/2016	V000691--UNITED PARCEL SERVICE	101888	538.69
12/21/2016	V000652--TEMPLO DE ALABANZA	101883	1,500.00
12/21/2016	V000649--TECH LOCK INC	101882	3.00
12/21/2016	V000587--SAVANNAH DENISE MITCHELL	101877	400.00
12/21/2016	V000633--STEVE OWENS DBA THIRD GENERATION RE-MODELING	101879	654.00
12/21/2016	V000621--STANDLEY SYSTEMS	101878	3.74
12/21/2016	V000537--PROVANTAGE LLC	101876	3,378.05
12/21/2016	OVERD--OVERDRIVE INC	101940	7,600.65
12/21/2016	V000494--ONG - WR	101875	50.31
12/21/2016	V000493--ONG - VI	101874	273.64
12/21/2016	V000491--ONG - SO	101873	112.20
12/21/2016	V001060--ONG - AL	101870	226.43
12/21/2016	V000467--OFFICE DEPOT	101869	49.98
12/21/2016	V001304--NOLA D. THOMPSON	101867	12.00
12/21/2016	V000428--MUNICIPAL EMPLOYEES CREDIT UNION	101939	7,178.93
12/21/2016	MIDTP--MIDWEST TAPE	101866	115.98
12/21/2016	V000409--METROPOLITAN LIBRARY SYSTEM INSURANCE FUND	101937	193,038.64
12/21/2016	V001307--MADISON HOLSTON	101864	11.95
12/21/2016	V001305--LINDA G. TESKE	101922	10.95
12/21/2016	V001303--LADONNA J. MEINDERS	101919	21.00
12/21/2016	V000273--HOBBY LOBBY	101915	47.25
12/21/2016	V000268--HEALTHSMART BENEFIT SOLUTIONS	101936	70,477.55
12/21/2016	V001201--GROUNDS GUYS LANDSCAPE MANAGMENT	101935	16,381.72
12/21/2016	V000252--GEORGE PATTON ASSOC INC DBA DIS-PLAYS2GO	101912	222.41
12/21/2016	V001239--GAIA MARIE BOYD	101911	600.00
12/21/2016	V000243--G4S SECURE SOLUTIONS (USA) INC	101934	9,705.00
12/21/2016	FCBKS--FULL CIRCLE BOOKSTORE	101910	379.24
12/21/2016	V000227--FEY INDUSTRIES INC DBA BLACKBOURN	101908	2,491.58
12/21/2016	V001067--ENVIRONMENTAL SOLUTIONS SPECIALISTS LLC	101907	189.00
12/21/2016	V001159--DESIGN + BUILD GROUP	101932	30,601.87
12/21/2016	CAPPU--COUGHLAN COMPANIES INC DBA CAPSTONE	101930	9,070.92
12/21/2016	V000127--CITY OF OKLAHOMA CITY - DN	101903	1,025.40
12/21/2016	THORN--CENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101900	827.73
12/21/2016	V000073--BRODART INC	101898	33.49
12/21/2016	V000599--SIGNATURE LANDSCAPE LLC	103900030001468	14,468.52
12/21/2016	V000372--LOCKE SUPPLY CO	103900030001467	12.28

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Date	Vendor	Document No	Amount
12/21/2016	INGLS--INGRAM LIBRARY SERVICES	103900030001466	482.84
12/21/2016	V000877--SALLY GRAY	103900030001465	50.00
12/21/2016	V000536--PRESTON BELL	103900030001464	50.00
12/21/2016	V000511--ORANGE BOY INC	103900030001463	3,134.95
12/21/2016	V000507--OKLAHOMA TURNPIKE AUTHORITY	103900030001462	29.00
12/21/2016	V000447--O G & E - AL	103900030001461	779.50
12/21/2016	V000412--MICHAEL CORLEY	103900030001460	249.00
12/21/2016	V000383--MAC FIRE SYSTEMS INC	103900030001459	338.00
12/21/2016	LCHSK--LIFE CHANGING SKILLS LLC	103900030001458	180.00
12/21/2016	FINDW--FINDAWAY WORLD LLC	103900030001457	5,394.35
12/21/2016	V000198--EDGAR CRUZ INC	103900030001456	400.00
12/21/2016	V000194--EALES ELECTRONICS CORP	103900030001455	50.00
12/21/2016	V000187--DEMCO INC	103900030001454	6,452.93
12/21/2016	V000989--CHERYL E PERNELL	103900030001453	37.48
12/21/2016	V000085--CAROL L ROBERTS	103900030001452	11.98
12/21/2016	BLAAB--BLACKSTONE AUDIO INC	103900030001451	114.00
12/21/2016	BTADU--BAKER & TAYLOR - ADULT	103900030001450	9,240.11
12/21/2016	BTRSH--BAKER & TAYLOR	103900030001449	2,502.77
12/21/2016	BTJUV--BAKER & TAYLOR	103900030001448	4,546.71
12/21/2016	BTCON--BAKER & TAYLOR	103900030001447	838.63
12/21/2016	BTEN--BAKER & TAYLOR	103900030001446	5,131.33
12/21/2016	V000737--WESTLAKE HARDWARE	101893	8.98
12/21/2016	V000676--TRIANGLE A&E	101887	272.10
12/21/2016	V000660--THE TERMINIX INTERNATIONAL CO LP	101885	432.00
12/21/2016	V001053--ONG - CH	101872	303.40
12/21/2016	V000486--ONG - BI	101871	423.25
12/21/2016	V000467--OFFICE DEPOT	101868	300.12
12/21/2016	V000381--M & N DEALERSHIPS XII LLC DBA METRO FORD OF OKC	101923	50.27
12/21/2016	V000367--LEGO BRAND RETAIL INC DBA LEGO EDUCATION	101921	1,113.00
12/21/2016	V001186--LAURA FRANKLIN	101920	100.00
12/21/2016	V000290--INTEGRIS BAPTIST MEDICAL CENTER	101917	982.00
12/21/2016	V000274--HOME DEPOT CREDIT SERVICES	101916	90.97
12/21/2016	V000273--HOBBY LOBBY	101914	27.55
12/21/2016	V001273--HARMONY BUSINESS SUPPLIES	101913	2,198.80
12/21/2016	V000241--FUELMAN OF MID-AMERICA	101909	1,792.19
12/21/2016	V000147--COX COMMUNICATIONS INC	101931	24,783.98
12/21/2016	V000148--COX COMMUNICATIONS 002 6110 052139601	101906	784.68
12/21/2016	V000126--CITY OF OKLAHOMA CITY - WA	101905	86.15
12/21/2016	V000125--CITY OF OKLAHOMA CITY - NW	101904	487.52
12/21/2016	V000106--CITY OF BETHANY	101902	127.51
12/21/2016	V000099--CHICKASAW TELECOM INC	101901	1,980.90
12/21/2016	V000079--C.O.T.P.A.	101899	500.00
12/21/2016	V000066--BRADFORD INDUSTRIAL SUPPLY CORP	101897	104.95
12/21/2016	V001302--BALDWIN COUNTY LIBRARY COOPERATIVE	101895	30.00
12/21/2016	V000766--YOURMEMBERSHIP.COM INC DBA JOB TARGET	103900030001445	500.00
12/21/2016	V000671--TODD PODZEMNY	103900030001444	86.00
12/21/2016	V000592--SCOTTS PRINTING & COPYING	103900030001443	1,108.37
12/21/2016	V000869--REBECCA FESLER	103900030001442	53.25
12/21/2016	V000520--PATTERSON MEDICAL SUPPLY DBA MEDCO SUPPLY CO	103900030001441	83.80
12/21/2016	V000458--O G & E - NW	103900030001440	2,697.46
12/21/2016	V000449--O G & E - BI	103900030001439	2,180.91
12/21/2016	V000413--MICHAEL G GILLESPIE	103900030001438	99.95
12/21/2016	V000405--MELODY A KELLOGG	103900030001437	184.60
12/21/2016	V001250--MANDY STEWARD DBA MESSY CANVAS LLC	103900030001436	150.00
12/21/2016	V000375--LOWELL SCOTT ROSS DBA ROSS ENTERPRISES	103900030001435	5,040.00
12/21/2016	V000371--LLOYD LOVELY	103900030001434	75.22
12/21/2016	V000844--LANDON HOLMAN	103900030001433	35.00
12/21/2016	V000248--GELCO CLOTHING & SHOES INC	103900030001432	149.95
12/21/2016	V000229--FIRETROL PROTECTION SYSTEMS	103900030001431	198.00
12/21/2016	V000793--DANIEL FIELDS	103900030001430	72.37
12/21/2016	V000792--DANA BEACH	103900030001429	59.29
12/21/2016	V000053--BATTERIES PLUS BULBS	103900030001428	12.58
12/21/2016	V000768--ABIGAIL ELIZABETH STOUT	103900030001427	62.37
12/21/2016	V000002--3E COMPANY ENVIRONMENTAL, ECOLOGICAL AND ENGINEERING	103900030001426	2,000.00
12/23/2016	V000592--SCOTTS PRINTING & COPYING	103900030001511	352.38
12/23/2016	V001299--FIVE SEASONS PRODUCTIONS LLC DBA RE-	101952	750.00

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Date	Vendor	Document No	Amount
	FRESHED CREATIVE		
12/23/2016	V000150--COX COMMUNICATIONS INC 501 6111 053365701	101950	6.81
12/23/2016	V000149--COX COMMUNICATIONS INC 501 6110 029112202	101949	6.13
12/23/2016	V000639--SUSAN PIERCE	103900030001510	3,096.00
12/23/2016	V001016--JESSICA L GONZALEZ	103900030001509	83.65
12/23/2016	V000720--WALMART COMMUNITY/GEGRB	101961	116.03
12/23/2016	V000716--W M CORP DBA BEYOND TECHNOLOGY	101960	3,707.34
12/23/2016	V000643--SWN COMMUNICATIONS INC DBA ONE CALL NOW	101958	306.00
12/23/2016	V001312--CLAUDIA MARTINEZ	101948	54.80
12/23/2016	V000133--CITY OF WARR ACRES	101947	55.15
12/23/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030001508	362.06
12/23/2016	V000451--O G & E - CT	103900030001507	836.72
12/23/2016	V001311--TRINITY CLEVANGER	101959	9.95
12/23/2016	V000610--SOUTHERN ALUMINUM MFG INC	101957	3,458.00
12/23/2016	V000095--CHASE CARDMEMBER SERVICE	101946	112.23
12/23/2016	V000015--AMAZON	101944	7.99
12/23/2016	V001309--SCOTT B PARHAM	101956	712.70
12/23/2016	OVERD--OVERDRIVE INC	101955	20,185.61
12/23/2016	V000489--ONG - NW	101954	21.54
12/23/2016	V000244--GAIL C INGRAM DBA NOBEL COUNTY YARNS ETC	101953	200.00
12/23/2016	V000186--DELL COMPUTERS	101951	56,600.00
12/23/2016	V000087--CATHERINE D BEAVIN DBA FAST TRACK TAL- ENT DEVELOPMENT LLC	101945	1,680.00
12/23/2016	INGRU--INGRAM LIBRARY SERVICES	103900030001506	837.20
12/23/2016	INGLS--INGRAM LIBRARY SERVICES	103900030001505	1,315.89
12/23/2016	BTADU--BAKER & TAYLOR - ADULT	103900030001504	5,172.49
12/23/2016	BTRSH--BAKER & TAYLOR	103900030001503	1,164.55
12/23/2016	BTSRL--BAKER & TAYLOR	103900030001502	326.00
12/23/2016	BTEN--BAKER & TAYLOR	103900030001501	1,065.08
12/23/2016	BTCON--BAKER & TAYLOR	103900030001500	660.16
12/23/2016	BTJUV--BAKER & TAYLOR	103900030001499	2,661.05
12/23/2016	V000713--VICTORIA LYNN SAXTON	103900030001498	113.72
12/23/2016	V000615--SOUTHWESTERN STATIONERS INC	103900030001497	37.53
12/23/2016	V000918--SHANNON PRIDDY	103900030001496	71.47
12/23/2016	V000871--RISA SARGENT	103900030001495	49.14
12/23/2016	V000545--R JUSTIN HERWIG	103900030001494	378.95
12/23/2016	V001147--NGO LOVE LLC	103900030001493	4,100.00
12/23/2016	V000851--MARIA WATKINS	103900030001492	41.96
12/23/2016	V001128--KATHERINE HICKEY	103900030001491	5.82
12/23/2016	V001025--JUDITH L MATTHEWS	103900030001490	59.45
12/23/2016	V000827--JONATHAN WILLIS	103900030001489	35.00
12/23/2016	FINDW--FINDAWAY WORLD LLC	103900030001488	7,325.31
12/23/2016	V000102--CHRIS KENNEDY	103900030001487	294.05
12/23/2016	V001066--BOBBY REED	103900030001486	41.48
12/31/2016	V000412--MICHAEL CORLEY	Voided - 103900030001460	(249.00)
	Total for General Account		<u>1,127,738.20</u>

I, John Rahhal, certify that:

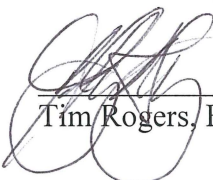
1. I have reviewed these monthly financial statements of the Metropolitan Library System;
2. Based on my knowledge, these reports do not contain any untrue statements of a material fact or omit to state a material fact necessary to make the statements made not misleading with respect to the period covered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


John Rahhal, Interim Director of Finance and Business

1/12/17
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

1/12/2017
Date

Nominating Committee Report

Hugh Rice
Cynthia Friedemann
Susan Tucker

The Nominating Committee met on January 4, 2017 at the Belle Isle Library to discuss the recommendations of officers for the 2017 term of the Metropolitan Library Commission.

The Nominating Committee is recommending the following individuals to be presented to the Metropolitan Library Commission for approval.

Chair:	Nancy Anthony
Vice Chair	Dr. Ann Caine
Disbursing Agent:	Allen Coffey

This recommendation is presented as our report for the Metropolitan Library Commission meeting on Thursday, January 19, 2017.

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

The Public Services Committee met January 9, 2017 for:

- I.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration ~
Revisions to Metropolitan Library System Policy and Procedure Manual
- AL 320 – Rules of Conduct
 - AS 100 – Reference Services
 - AS 400 – Internet Access
- II.** Discussion: Materials Selection Policies

During its meeting, the Committee:

Reviewed and discussed all items.

COMMISSION ACTION:

Approve the recommendations from the Public Services Committee for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 320 (Rules of Conduct), AS 100 (Reference Services), AS 400 (Internet Access).

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

PUBLIC SERVICES COMMITTEE

MINUTES

Monday, January 9, 2017
3:30 p.m.
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date, and place of this meeting was given to the County Clerk of Oklahoma County December 12, 2016. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on January 5, 2017, in conformity with the Oklahoma Open Meeting Act §311.

COMMITTEE MEMBERS PRESENT:

Judy Smith, Chair
Carolyn Leslie
Kim Patterson

COMMITTEE MEMBERS EXCUSED:

Bud Elder
Lori Nelson

ESTIMATE OF OTHERS PRESENT: 9

I. The meeting was called to order at 3:31 p.m. by Ms. Judy Smith, Chair.

Roll was called to establish a quorum. Present: Leslie, Patterson, Smith.

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

Ms. Smith called on Mr. Tim Rogers, to provide an overview of the recommended revisions to the MLS Policy and Procedure Manual.

Mr. Rogers referred to AL 320 – Rules of Conduct and explained the proposed revisions to the policy. The policy has been reviewed by legal counsel. Questions and discussion followed.

Mr. Rogers referred to AS 100 – Reference Services. He explained the revised policy has been simplified and updated to reflect industry standards.

Mr. Rogers referred to AS 400 – Internet Access Policy. Mr. Rogers highlighted paragraph three and suggested a wording change to the following sentence: Materials considered educational, reference, or medical may be excepted from the filters. Mr. Rogers suggest the sentence be changed to the following: *Library may disable internet filters for bona fide research or other lawful purposes*. The proposed revised language matches the language in the federal statute.

Ms. Smith referred back to AL 320 Rules of Conduct and recommended a wording change to paragraph two as follows: the executive director reconsider such a decision and *may* present evidence.... The committee agreed to the revision.

Ms. Smith called for a motion from the committee.

Ms. Kim Patterson moved to approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to, AL 320 (Rules of Conduct), AS 100 (Reference Services), AS 400 (Internet Access). Ms. Carolyn Leslie seconded. No further discussion. Motion passed unanimously.

III. Ms. Smith referred to Agenda Item III – Discussion: Materials Selection Policies.

Mr. Rogers provided a handout of the Materials Selection Policy as it exists. The policy was last revised in June 1997. Staff has begun to review the policy and is requesting feedback from the committee regarding the direction to take in making revisions. The proposed revised policy will be brought to the committee for approval in March. Questions and discussion followed.

IV. Ms. Smith called for questions or comments. There being no further business, the meeting was adjourned at 4:16 p.m.

Tim Rogers, Executive Director
(Secretary)

RECOMMENDATION FROM ADMINISTRATION

BETHANY PROJECT FUNDING

During the design phase of the project, preliminary cost estimates for construction have pushed the forecasted project budget more than \$230,000 over the originally projected \$6.32 million. In working with the City of Bethany, Dewberry Architects have identified a number of optional approaches the City can take to bring the project within budget scope. While several of these items would result in a lower initial cost, Library staff anticipate that they may also affect the longer-term cost of maintaining the facility, including EIFS siding instead of a brick finish and an asphalt shingle roof to replace the originally specified standing-seam metal roof. Additionally, the soil compaction has been rated as poor, requiring that the City remove it and replace it with a more adequate fill.

The City has requested that the Commission consider contributing additional funding for the project to cover some or all of these costs. To date the Library has agreed to pay for the architectural and engineer fees (\$669,277) associated with the project, but is not contributing anything toward the construction of the facility.

While there are no hard costs to consider yet (as the project has not yet been bid), the Library's administration wishes for the Commission to discuss its willingness to contribute additional funding specifically for construction of the Bethany Library. The reason for this discussion will be to provide the City with an understanding of the Commission's expectations about both construction funding and ongoing future maintenance costs.

RECOMMENDATION FROM ADMINISTRATION

Bethany Move and Closing Schedule

As part of the Bethany Library renovation and expansion, the Library planned to vacate the current building and move to the temporary facility during construction of the new space. In order to keep the project on schedule, Library administration identified Sunday, February 19, 2017, as the final day of operation at the current library. Additionally, administration has scheduled staff to begin moving furniture, collections, and other property on Monday, February 20, 2017, so that we will be completely out of the facility no later than Tuesday, February 28, 2017. Demolition of the current building will begin after March 1, 2017.

The temporary Bethany Library will open on Monday, March 6, 2017.

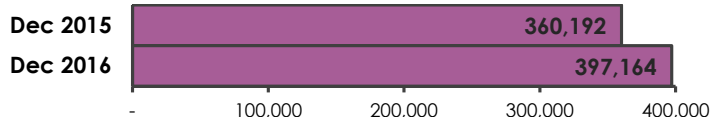
RECOMMENDATION

That the Commission authorize the closing of the Bethany Library on February 19, 2017 and reopen from the temporary location on March 6, 2017.

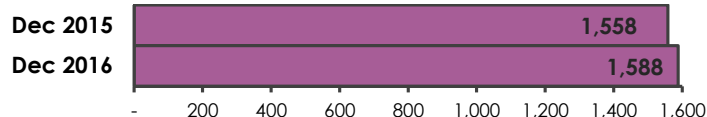
Metropolitan Library System₁

Usage Summary Month of December FY2016-2017

Registered Members



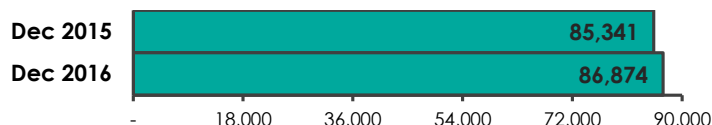
New Members



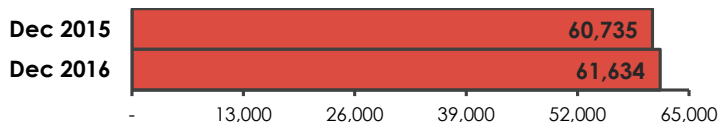
Circulation



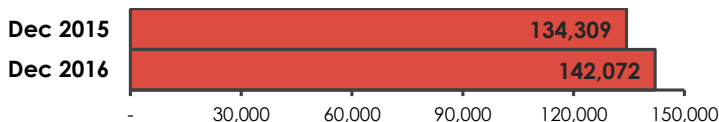
eBooks & eAudio



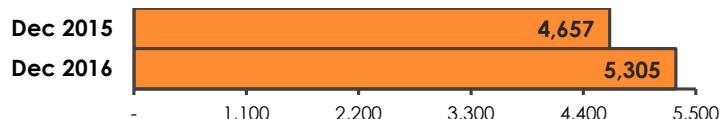
Computer Sessions



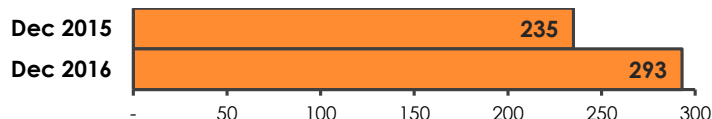
Wi-Fi Sessions



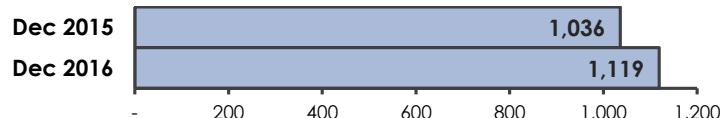
Program Attendance



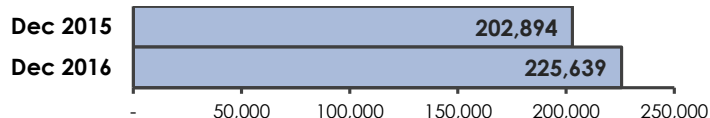
Programs



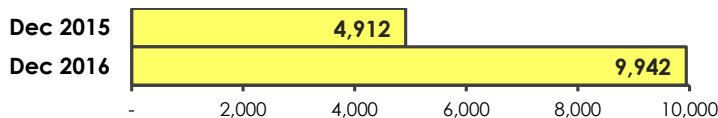
Room Reservations



Library Visits₂



Social Media Interactions



Digital Sessions₃



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

2. Library visits under-reported for the month of November 2016. Upgraded library visits sensors online beginning July 2016.

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

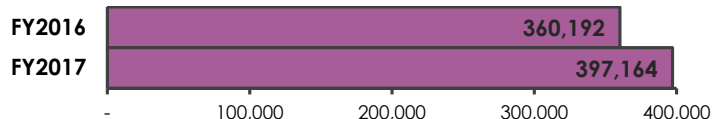
Metropolitan Library System₁

Usage Summary

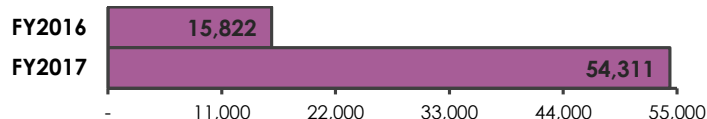
Fiscal Year-to-Date

FY2016-2017

Registered Members



New Members



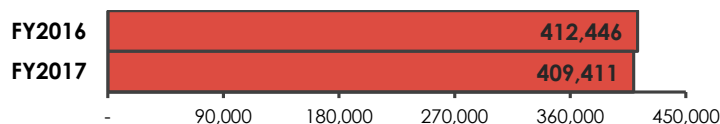
Circulation



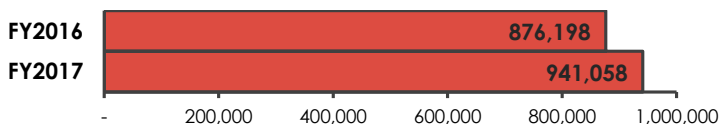
eBooks & eAudio



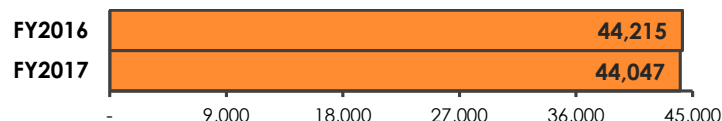
Computer Sessions



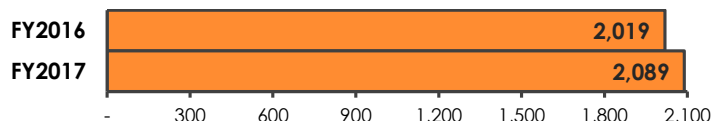
Wi-Fi Sessions



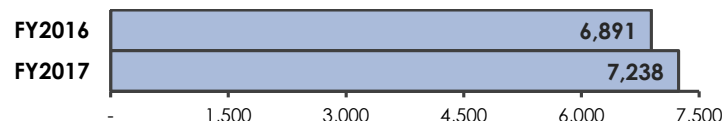
Program Attendance



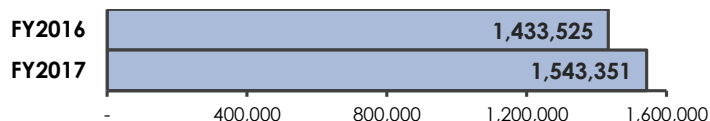
Programs



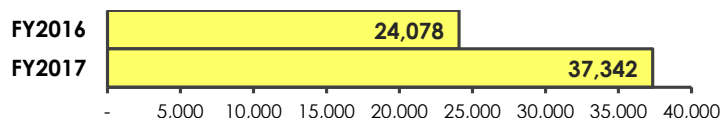
Room Reservations



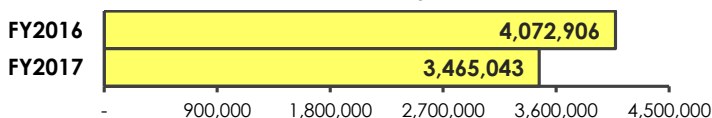
Library Visits₂



Social Media Interactions



Digital Sessions₃



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

2. Library visits under-reported for the month of November 2016. Upgraded library visits sensors online beginning July 2016.

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

I. DEFINITIONS

Registered Members

Count of individuals designated as primary, reciprocal, annual fee, school, outreach or ONEcard borrowers who retain library privileges and have physically or virtually interacted with the library system within the preceding 5 years.

New Members

Count of individuals designated as primary, reciprocal, annual fee, school, outreach or ONEcard borrowers who have obtained library privileges within the specified timeframe.

Circulation

Count of checkouts or renewals of physical or virtual items. (Includes Overdrive, Freegal and Zinio items)

eBooks & eAudio

Count of charges or renewals of virtual items within the specified timeframe. (Includes Overdrive)

Computer Sessions

Count of logon instances by library customers for the in-house use of desktop computers.

Wireless Sessions

Count of logon instances by library customers accessing the World Wide Web via the library's Wi-Fi network.

Program Attendance

Count of attendance for publicly held programs of type 1, defined as being, "Metropolitan Library System programs or events for library staff or the public, which are initiated, authorized, produced, scheduled, promoted in whole or part by the library to accomplish its mission and strategic plan."

Programs

Count of publicly held programs of type 1. (See definition of type 1 under Program Attendance)

Room Reservations

Count of meeting room reservations placed for purposes other than those of type 1. (See definition of type 1 under Program Attendance)

Library Visits

Count of physical entries into library facilities open to the general public.

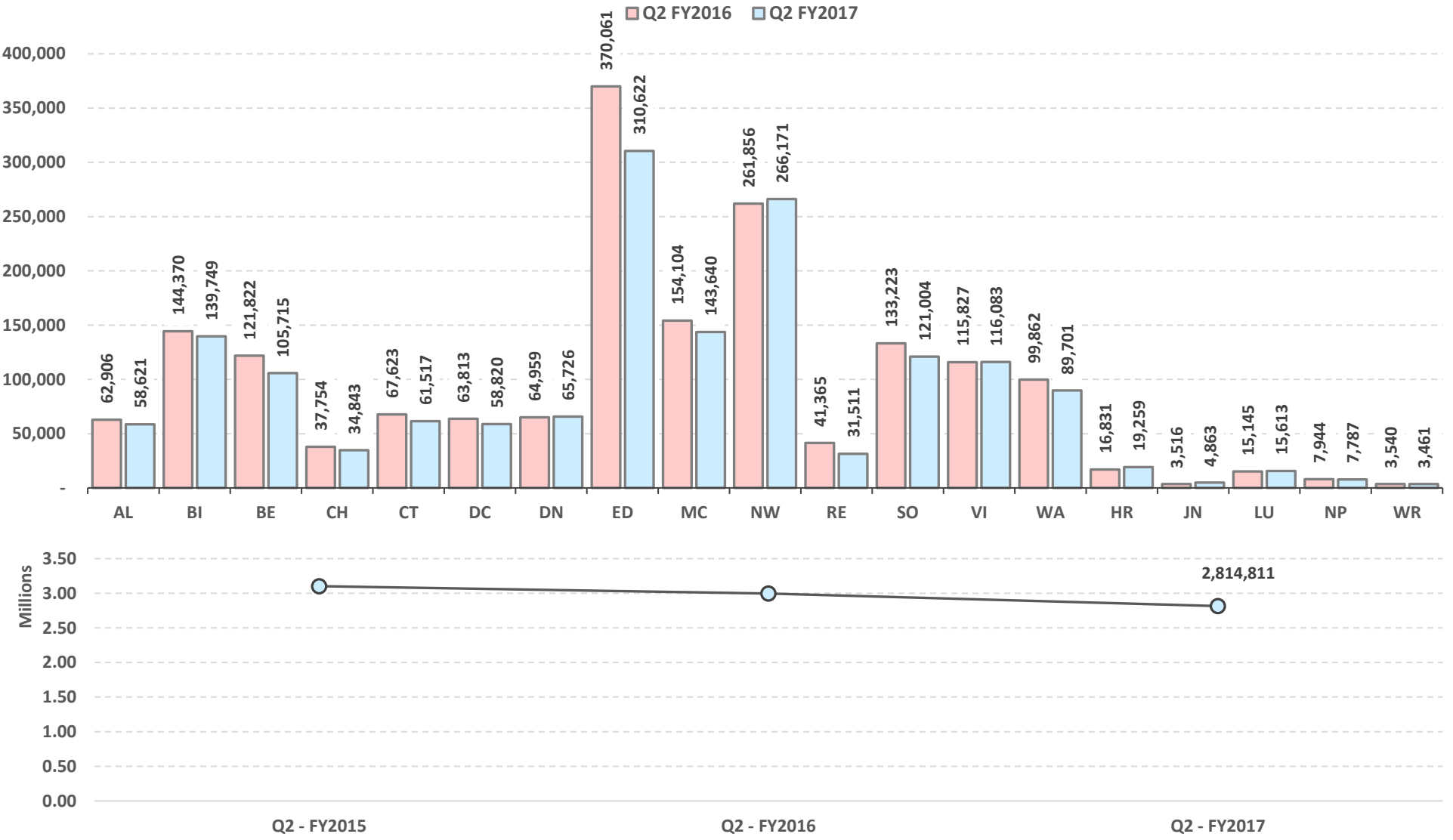
Social Media Interactions

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

Digital Sessions

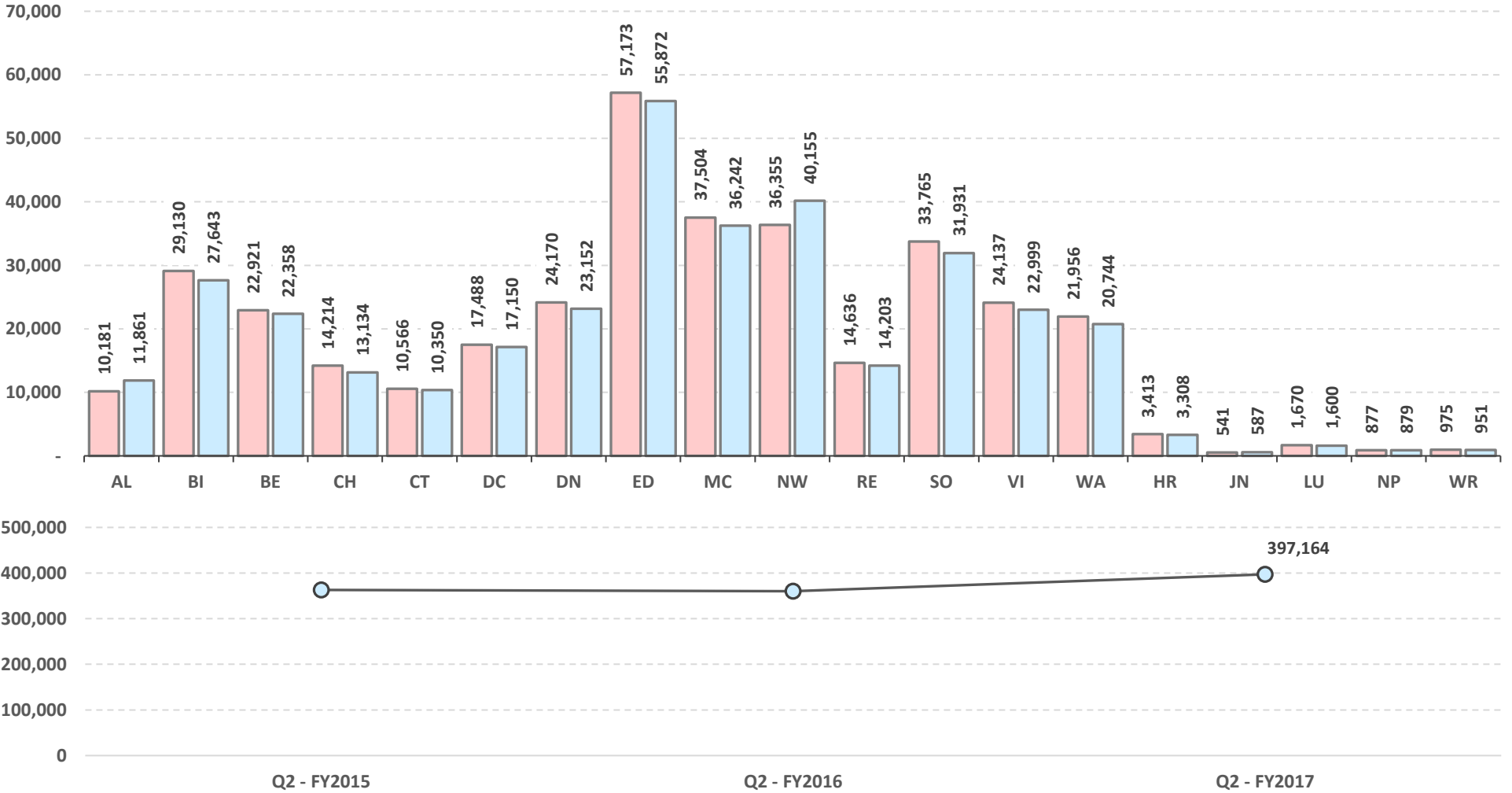
Count of access instances by individuals with www.metrolibrary.org, catalog.metrolibrary.org, emedia.metrolibrary.org, jobs.metrolibrary.org, www.supportmls.org or metrolibrary.beanstack.org and defined as being, "... the period time a user is actively engaged with [the] website..."

LIBRARY CIRCULATION

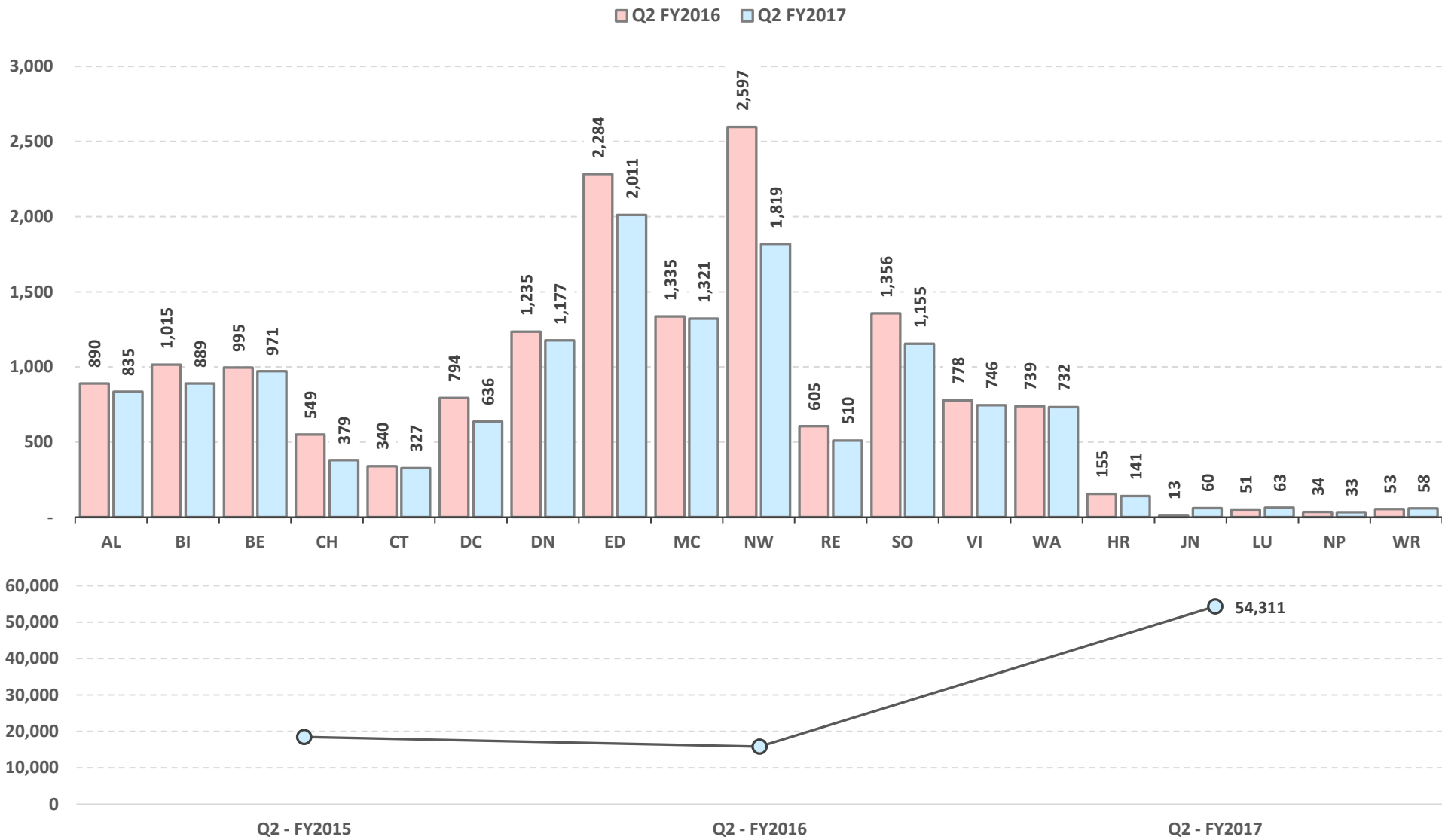


REGISTERED MEMBERS

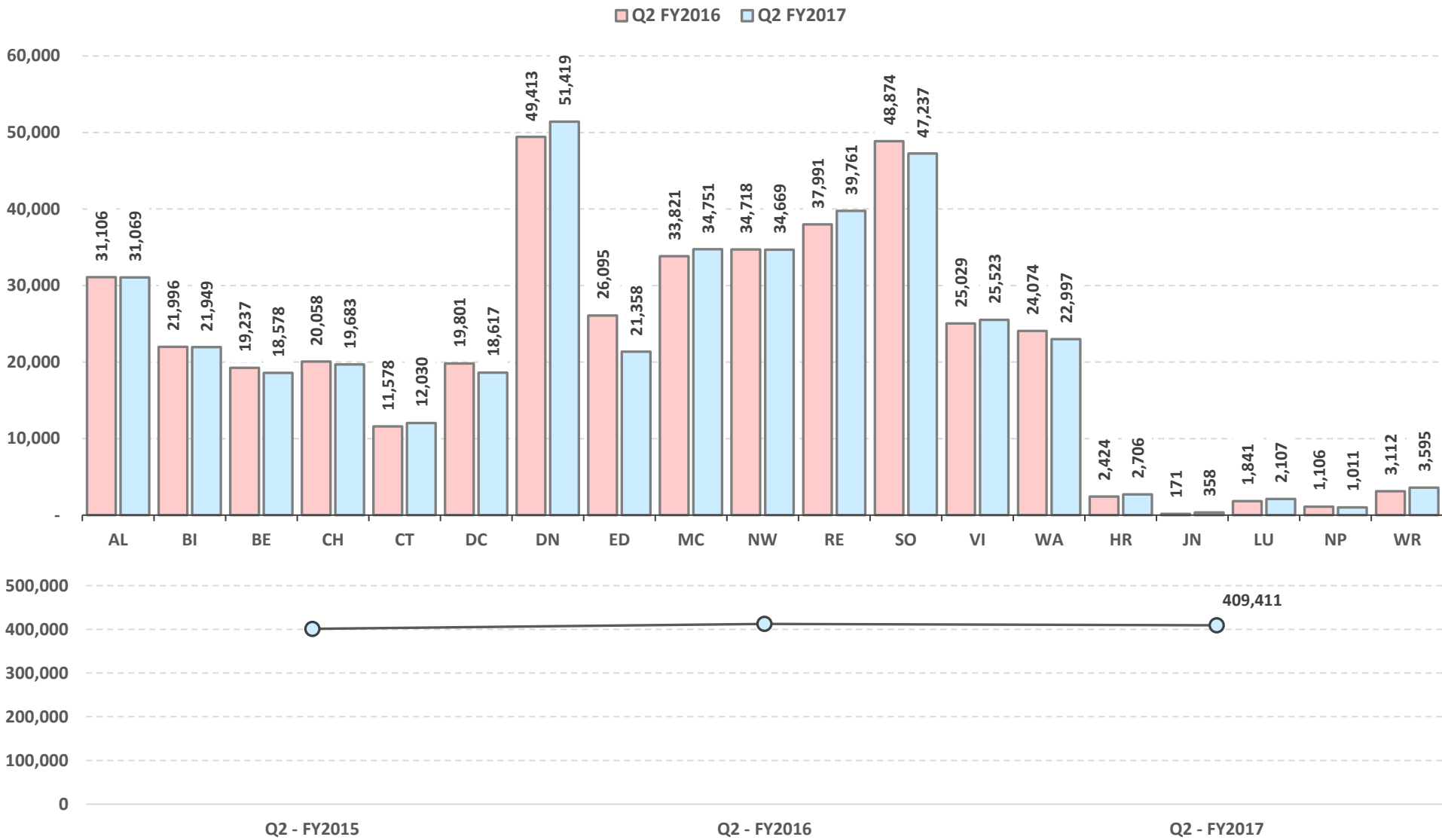
Q2 FY2016 Q2 FY2017



NEW MEMBERS

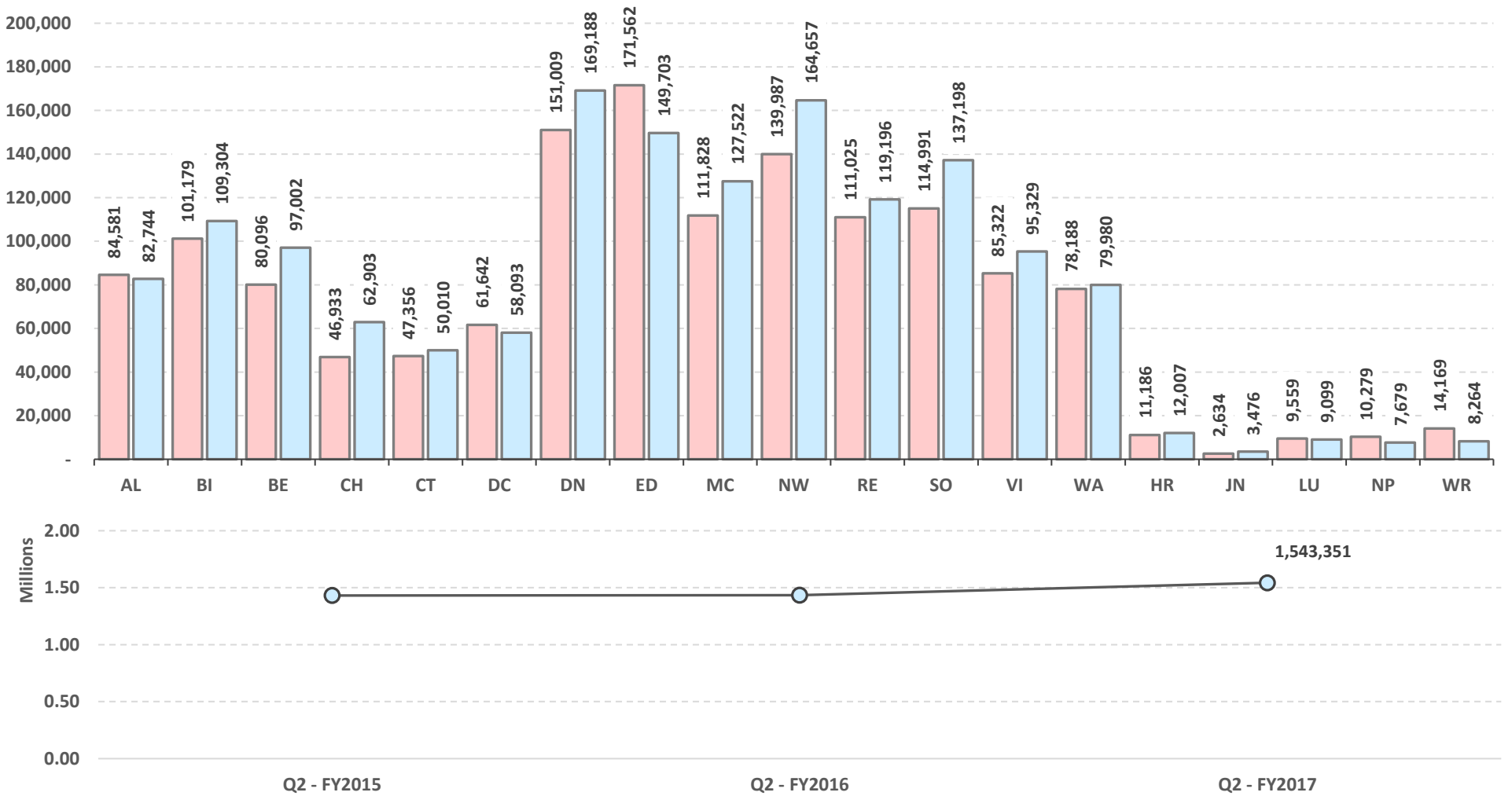


COMPUTER SESSIONS

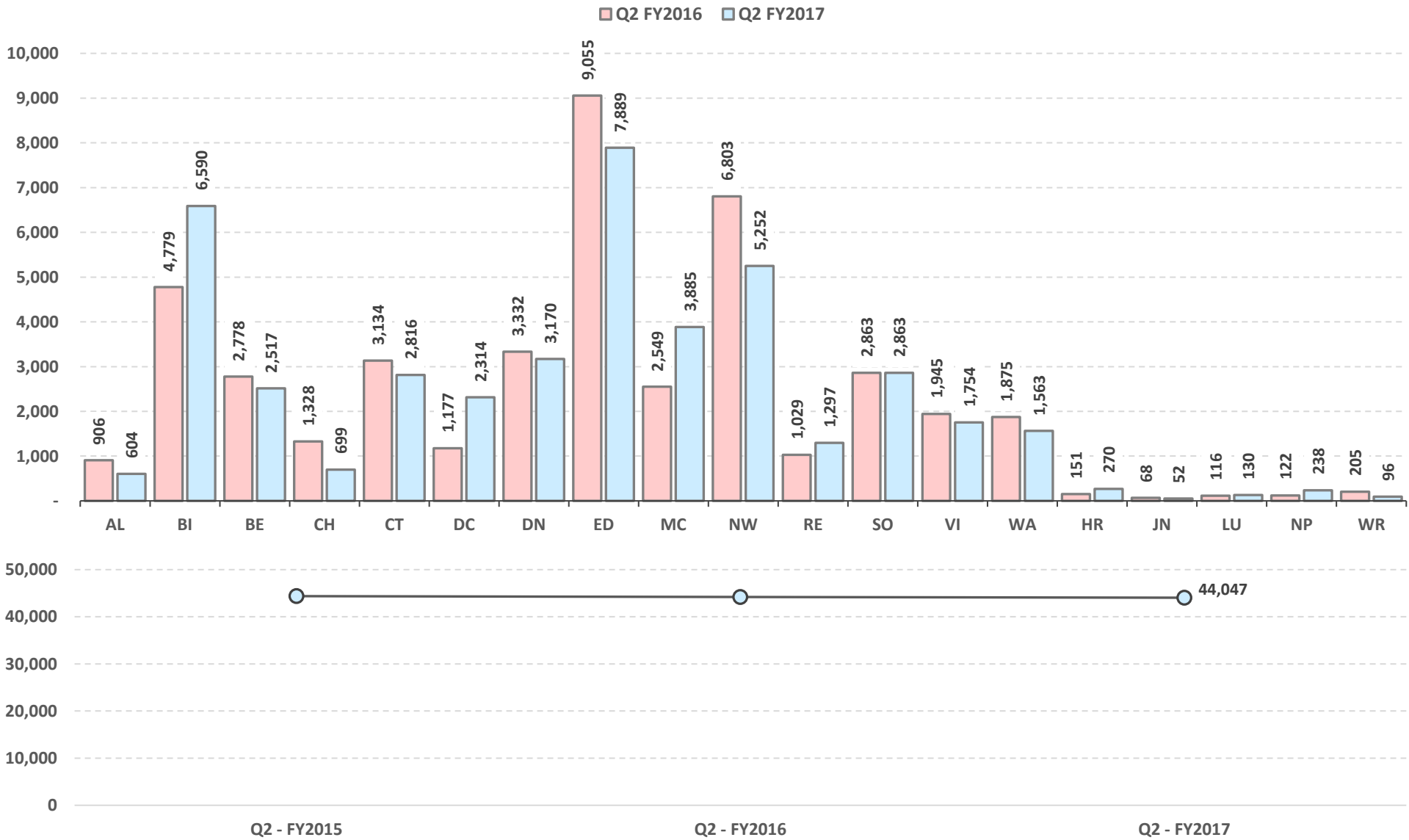


LIBRARY VISITS

Q2 FY2016 Q2 FY2017



PROGRAM ATTENDANCE



EXECUTIVE DIRECTOR'S REPORT

JANUARY 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

Library staff has continued to meet with members of the City of Bethany's Library Committee and representatives from Dewberry Architects to discuss the schematic design and design development (known as SD and DD) portion of the project. As designed, the project is estimated (by the architects) to be \$230,000 over the originally designated budget. While we have worked with the Committee and with the architects to remove unnecessary cost, the remainder of the overage can be attributed to two construction elements: 1) soil compaction, which may require removal and replacement of the dirt under the entire foundation, and 2) standing-seam roof, which could be replaced with an asphalt shingle roof at a lower initial cost, but higher maintenance cost. You will see an item added to the agenda (Document 51) for the January 19th meeting, during which we will ask the Commission to discuss setting aside funding to cover potential cost overages associated with the actual construction bids. While we are not expecting an actual decision, we do want to have a sense of the Commission's intentions prior to the bid process.

Additionally, Document 52 on the January 19th Commission agenda asks the group to officially endorse the closing of the current library at the close of business on February 19th, to able staff to move the collection, equipment, and furniture to the temporary space in the Deville Shopping Center at 7921 NW 23rd Street in Bethany. The location, which previously housed the New Heights Headstart Daycare (part of Putnam Height Schools), is being transformed, and – with the approval of the Commission – will open on Monday, March 6th.

- Belle Isle Library

We have initiated the planning process for the Belle Isle Library project, and will be presenting information at the February Commission meeting about its scope. We also anticipate the development of the project agreement with Oklahoma City that will spell out the funds currently available and will outline each parties' responsibilities and obligations.

- Capitol Hill Library

Construction for the Capitol Hill Library continued during December. The architects responsible for the FF&E (MSR Architects) have set a meeting with Library staff to begin to clarify and finalize internal furnishing and furniture specifications. These plans will be used to bid the FF&E before April. The project is still on target for an August 2017 delivery.

- Jones Library

On Saturday, December 17th at 10am, we officially opened the first permanent Jones Library. It seemed that much of the town braved the cold to welcome the new facility to the Metro Library family, and in the words of Chris Stofel, manager of Community Libraries: "It was a truly beautiful thing to see kids using the children's section, members reading newspapers and magazines in the reading area, teens playing checkers, and people browsing the collection, borrowing materials, and using the computers all day. We signed up 15 new members which is about what we've done in a typical year previously. We had a performance of historical Oklahoma songs that had been sitting in our archives and an amazing 2-hour guitar performance by Edgar Cruz. The new library brought many people out and it was exciting and refreshing to see a very diverse crowd of families and individuals braving the winter weather to be witness to progress. Many fond memories were shared and much anticipation was created about what the library will bring to the community. Connections were made and strengthened. A powerful thing was set in motion yesterday that will continue changing and bettering lives for many years. [Saturday] the power of learning and the value of knowledge triumphed as we made a community smarter, many people at a time."

Certainly, many people are to be thanked for the Grand Opening event including (and I'm cribbing substantially from Chris's list):

- The Community Libraries staff, who worked furiously throughout the past week moving, arranging, planning, and readying the library for the onslaught of Jonesian members. The crew included Josh Lewis, Jennifer Adkisson, Kara Fried, Andrew Soliven, and Kate Sanders;
- Curtiss Ray, Jim Phillips, and all of the awesome Maintenance Department for many days of moving things, attaching things, obtaining things, fixing things, and for working out all of the kinks;
- Anne Fischer and her IT team for working furiously up to the last minute to make sure we had Internet access and that all of our computers were up and running;
- The Business Office, especially John Rahhal and Lisa Walker, for placing our many orders of furniture, equipment, and supplies quickly and efficiently;
- Kim Terry and the Marketing Department for producing a fabulous dedication ceremony and for designing and producing materials we needed on very short notice;
- Bobby Reed for coordinating the refreshments, photo booth and musical production;
- Breck McGough for his beautiful performance of the historical Oklahoma songs;
- Buddy Johnson for his introduction and research;
- Kellie Delaney for creating the slide show and taking care of the Facebook presence;
- Emily Williams for our Instagram presence;
- LaVetta Dent for facilitating the marvelous Edgar Cruz;
- Ashley Welke and Julianna Link who volunteered to help get the collection in place;
- Janet Brooks and Materials Selection for going out of their way to make sure the opening day collection was robust and exciting;
- The Metropolitan Library Commission members who were able to attend, including Chair Nancy Anthony, Vice Chair Judy Smith, Beth Toland, Mack Patel, Carolyn Leslie, and -- of course -- Susan Tucker, who represents Jones, and who helped commemorate the day with eloquence and grace.

I also want to thank Library Manager Chris Stofel and Lead Librarian Kiley Ingram for their energy, excitement, and dedication to getting the job of opening Jones done more than a month prior to

when we originally planned. We had hoped to "soft-open" the library this week, and perform the grand Opening ceremony later in January after a successful "shakedown cruise." When Ray Poland, Mayor of Jones, asked us to give the town their holiday gift a bit early, we asked Chris, and unflinchingly, he and Kiley accepted the challenge. The leadership each of these two individuals has shown in the past several months has been both humbling and inspiring. We are fortunate to count them among our extremely talented staff.

- **Edmond Library**

As reported last month, the Edmond Library renovation hit a bit of a snag when we realized that we would not be able to hang the new automated sliding doors in the existing storefront. Instead, the project's design team identified that the entire storefront will require replacement, adding to both the project's cost and schedule. The original project bids were low enough so that the added cost is still within scope for the planned project, and the contractor has identified a phased install that will begin after the library closes on Friday, January 20th. The entire installation (which includes demolition of the existing store front) will be completed during the hours the library is closed, and will cover the weekends of 1/20-1/22 and 1/27-1/29. We are not planning reduce open hours in Edmond to finish the renovation process.

I also wanted to pass along that Regional Director Melody Kellogg, Assistant Library Manager Angel Suhrstedt, and I toured the renovated space inside the building with Edmond City Manager Larry Stephens and Assistant City Manager Steve Commons. Both gentlemen were impressed with the improved customer flow and the speed with which materials can now be checked out and returned. Additionally, they were shown the new automated sorting machine which will make it possible for us to handle Edmond's high level of borrowing and returns without an increase to staff. This was an excellent launch pad for our discussion about a second Edmond library. We will be setting up a meeting in the next few weeks Mr. Stephens and Mr. Commons to begin assembling a plan that will be shared with the Commission's Long Range Planning Committee later this spring.

- **Del City Library**

As you may recall, Del City has identified land near the corner of SW 15th and Sunnyslane for a new library, and, in August, residents passed a new temporary sales tax that – among other projects – will help pay for the new library. Due primarily to the reduced levels of current and forecasted rates of sales tax collection, the initiation of project is likely to be delayed until at least FY2018-19. We hope to be able to announce more about that project's schedule in the future.

Literary Voices

The Library Endowment Trust (LET) has begun send out its sponsorship invitations for Literary Voices 2017. If any of you would like to help sponsor the event (either personally or professionally), or if you have friends or colleagues who might want to do so, I would be happy to send you the associated documentation. With bestselling author Lisa Scottoline as the speaker this year, we are bound to have a great night of stories, inspiration, and fellowship. In addition, the LET is offering a \$25 reduction in the price of a ticket if you reserve before January 17th. For more information about sponsoring the event, buying tickets, or the author, visit the Literary Voices website at <http://www.metrolibrary.org/literaryvoices/>. We will be bringing you more information soon about Literary Voices 2017.

ONEcard Impact

I have mentioned our work with the Oklahoma City Public Schools to enhance their students' access learning and reading materials, and you probably recall the ONEcard project which enables students to use their school IDs as a library card. Although we are still reporting that fewer than 10% of all OKCPS students have used the ONEcard program, we have seen that some individuals recognized the power of the service. For example, in the three months since we launched ONEcard:

- The Village Library has checked out more than 1,200 items to students using the service, while Almonte, Belle Isle, Ralph Ellison, and Southern Oaks have totaled more than 500 each.
- During the same period, Almonte, Capitol Hill, and Southern Oaks had more than 1,300 ONEcard computer sessions, while Ralph Ellison Library totaled more than 3,200.
- Because one of the metrics that our Library Unbound plan focuses on is increases frequency of use (as recorded in Member Retention), we also examined the ONEcard measures in terms of transactions per user. Across the system, students averaged 6.7 circulations per borrower, 3.1 eBooks borrowed per eBook user, and 9.4 computer signups per computer user. Additionally, each student using her ONEcard used it 7.6 times.
- In addition to the physical media, our students have checked out more than 2,200 eBooks, a number we expect to see grow throughout the remainder of the school year.

As I said, these are truly just the beginning of the ONEcard program, and as we begin to coordinate a more integrate promotional campaign for teachers and students in 2017, we anticipate numbers that will dwarf these. We will certainly keep you informed as we expand the program beyond OKCPS to include all 15 public school districts in the next year.

New Discovery Search Service

We have launched our new discovery service to the public in December, and have already begun getting both positive feedback and ideas for constructive improvement. The service enables us to integrate the hundreds of subscription databases into the same search that was previously only possible for our catalog of books. We continue to fine-tune the search tool, and will be performing more extensive usability in the future, but we are pleased to be able to allow our members to perform one search and receive a full compliment of responses as opposed to having to repeat the same search in each of our subscription tools. I'm sure our Digital Library staff would love to hear your impressions. Should you have some thoughts, please share them by visiting: <http://www.metrolibrary.org/askalibrarian>.

Policy Review Update – Materials Selection and Related Policies

Library staff are in the process of reviewing of our major collection development policies, and we presented a few general concepts to the Public Services Committee, outlining the philosophy behind our future edits and asking for feedback. The Committee appreciated the preliminary information and gave us the “thumbs-up” for the staff’s proposed approaches. In addition to comparing our current policies to our peer libraries nationally, the staff will evaluate usage patterns, impact of technology, and the changes to demographics in the county since the policy was last reviewed nearly 20 years ago. The plan is to have the final revisions ready for the Commission at its March 2017 meeting.

Lastly, we have engaged McAfee & Taft to review the Library’s personnel policies and make recommendations for changes. These changes will be considered first by Library leadership, and then by the Commission’s Administrative and Personnel Committee. We hope to bring the entire personnel policy revision to the Commission in spring/summer of 2017.

Gifts from the Jewish Federation

Due to the great work by Assistant Library Manager Risa Sargent, Librarian David French, and Materials Selector Susan Ryan, the Ronald J. Norick Downtown Library is the recipient of a \$3,000 gift from the Jewish Federation of Greater Oklahoma City through the Library Endowment Trust. This gracious funding will continue the growth and development of the Holocaust Collection at the Downtown Library and further strengthens our relationship with the Federation. Thanks also to Director of Development Heather Zeoli for helping secure the gift.

Strategic Plan – “Library Unbound”

The Library’s Leadership Team and I have continued to work to refine the Library Unbound strategic plan for implementation during the next fiscal year’s annual planning process. We will identify several priorities with a few system-wide initiatives, and use them to focus our activities over the next three years. We will share these priorities with the Commission at a future meeting.

I also wanted to highlight again something I mentioned last month – Net Promoter Score (NPS). As you may recall, we planned to NPS to our measurement plan, as it will give us a better understanding of who would recommend the Library to friends and family, and who would not, and why. This will be an important piece of the Library’s member satisfaction and quality improvement efforts, enabling our managers to better pin-point the processes and services that need to be eliminated or improved the to support a better member experience. We planned to rollout a new data dashboard in January, but that has been moved back to March, and plan to share it with you then.

2. Personnel Report

New Hires & Promotions – December 2016

- Landon Holman was promoted from Help Desk Tech I in Information Technology to IT Tech II in Information Technology. Landon has been with the system since April 2006.
- Cynthia Martin was promoted from Associate Librarian H-T at the Village Library to Associate Librarian F-T at the Village Library. Cynthia has been with the system since June 2009.
- Sharon Riley was promoted from Associate Librarian at the Bethany Library to Librarian at the Bethany Library. Sharon has been with the system since August 2016.
- Kara Fried was transferred from Lead Librarian at the Village Library to Librarian at the Jones Library. Kara has been with the system since June 2011.
- John Lodge was transferred from Library Aide P-T at the Downtown Library to Library Aide P-T at the Northwest Library. John has been with the system since January 2016.
- Adam Ferrari was hired as an Associate Librarian H-T at the Community Libraries.
- Christina Keeling was hired as a Library Aide P-T at the Southern Oaks Library.
- Brooke LeFlore was hired as a Library Aide P-T at the Southern Oaks Library.
- Teresa Raber was hired as a Library Aide P-T at the Warr Acres Library.
- Katelyn Sanders was hired as an Associate Librarian H-T at the Luther Library.
- Tricia Sweany was hired as a Lead Librarian at the Southern Oaks Library.
- Ellory Williams was hired as a Library Aide P-T at the Edmond Library.
- Martin Herrera was hired as a Library Aide P-T at the Almonte Library.

Interim Management Positions

We promoted several managers into interim positions as we search for permanent replacements. John Rahhal, who many of you have known in his role as Senior Accountant in our Business Office, will be serving as the Interim Director of Finance & Business. Todd Podzemny, who has served as our Library Manager at Choctaw since September, 2013, will serve as Interim Library Manager at Ralph Ellison Library,

where he also filled in a few years ago. Meghan Attalla, Assistant Library Manager at our Midwest City Library will move to Choctaw to hold down the fort while Todd is in residence at Ralph Ellison. We are both grateful and fortunate to have talented staff who are willing to try new challenges that serve the entire organization.

3. Other Items of Note

New Member of the Library Commission

As happens from time to time, we have the pleasure of welcoming a new Commissioner to the ranks of the Metropolitan Library Commission, and I am happy to do so by announcing that Mayor Mick Cornett has named Brian Alford to fill the seat vacated by Rozz Grigsby last year. Many of you may already know Brian as the immediate Past President of the Library Endowment Trust or from his role as Vice President of Communications and Public Affairs for Enable Midstream Partners, where he has served since 2014 (following a 16 year career with OG&E). He is a member of Oklahoma City Rotary Club 29, a member of the Greater Oklahoma City Chamber's Board of Advisors, the Co-Chair of the Chamber's 2016 Total Resource Development Campaign, a member of the Myriad Garden Foundation, and as a member of the Executive Council of the Jim Thorpe Association. We are fortunate to have Brian join the group, and I look forward to his formal introduction at the next Commission meeting.

Signed Contracts & Agreements

<u>Date</u>	<u>Business Name</u>	<u>Service</u>	<u>Amount</u>
12/8/2016	Jonathan Auxier	Author Visit - March 2017	\$1,750.00
12/13/2016	MAC Systems	Fire System Service Agreement - Jones Library	\$200.00 installation - \$25.00 monthly monitoring
12/22/2016	Infobase Learning	Licensed Materials subscriptions	\$55,215.68
12/22/2016	Speakaboos	Subscription	\$9,875.00
1/4/2017	Mergent	Mergent Intellect & Mergent Online Subscription	\$48,340.75
1/4/2017	COX Business	Ethernet Fiber - Bethany Library	\$5340.00 Installation - \$950.00 monthly
1/6/2017	Biblioboard	Subscription	\$19,150.00
1/7/2017	Singer Group	Classification, Compensation, Performance Mgmt.	\$146,000.00
1/10/2017	LCDA	Provide 10 laptops as collaboration w/LCDA to increase literacy and education success	
1/12/2017	Martus Tools	Subscription	\$8,720.00