

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 <u>residential</u> 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 Date 12/31/2015 Year To Date 12/31/2016 Assets Current Year Balance Prior Year Difference Assets 6,242,427.88 4,696,155.03 1,546,272.85 Current Assets 6,242,427.88 4,696,155.03 1,546,272.85 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 13,421,223.51 15,515,116.15 (2,093,892.64) Total Current Assets 19,663,651.39 20,211,271.18 (547,619.79) Long-term Assets 19,663,651.39 20,211,271.18 (547,619.79) Long-term Assets 19,663,651.39 20,211,271.18 (547,619.79) Long-term Assets 26,422,355.77 20,550,994.90 5,871,360.87 Liabilities 285,093.80 566,729.00 (281,635.20) Total Assets 285,093.80 566,729.00 (281,635.20) Net Assets 25,502,519.60 19,671,860.55 5,830,659.05 Special Fund 25,502,519.60			Prior Year To	
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Current Assets 6,242,427.88 4,696,155.03 1,546,272.85 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 13,421,223.51 15,515,116.15 (2,093,892.64) 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 26,422,355.77 20,550,994.90 5,871,360.87 Liabilities 285,093.80 566,729.00 (281,635.20) Net Assets 285,093.80 566,729.00 (281,635.20) Net Assets 25,502,519.60 19,671,860.55 5,830,659.05 Special Fund 25,502,519.60 19,671,860.55 5,830,659.05 Special Funds 6,152,996.07 19,984,265.90 6,152,996.07		Current Year Balance	Prior Year	Difference
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Long Term Investments 13,083,808.36 14,707,701.00 (1,623,892.64) Total Investments 13,421,223.51 15,515,116.15 (2,093,892.64) 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 26,422,355.77 20,550,994.90 5,871,360.87 Liabilities 285,093.80 566,729.00 (281,635.20) Net Assets 285,093.80 566,729.00 (281,635.20) Net Assets 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 26,137,261.97 19,984,265.90 6,152,996.07	Investments			
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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 26,422,355.77 20,550,994.90 5,871,360.87 Liabilities 285,093.80 566,729.00 (281,635.20) Total Liabilities 285,093.80 566,729.00 (281,635.20) Net Assets 25,502,519.60 19,671,860.55 5,830,659.05 Special Funds 25,502,519.60 19,671,860.55 5,830,659.05 Special Funds 26,137,261.97 19,984,265.90 6,152,996.07	Long Term Investments	13,083,808.36	14,707,701.00	(1,623,892.64)
Long-term Assets 6,758,704.38 339,723.72 6,418,980.66 Total Assets 26,422,355.77 20,550,994.90 5,871,360.87 Liabilities 285,093.80 566,729.00 (281,635.20) Total Liabilities 285,093.80 566,729.00 (281,635.20) Net Assets 25,502,519.60 19,671,860.55 5,830,659.05 Special Funds 26,437,261.97 19,984,265.90 6,152,996.07	Total Investments	13,421,223.51	15,515,116.15	(2,093,892.64)
Total Assets 26,422,355.77 20,550,994.90 5,871,360.87 Liabilities and Net Assets	Total Current Assets	19,663,651.39	20,211,271.18	
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Liabilities 285,093.80 566,729.00 (281,635.20) Total Liabilities 285,093.80 566,729.00 (281,635.20) Net Assets 285,093.80 566,729.00 (281,635.20) 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 26,137,261.97 19,984,265.90 6,152,996.07	Total Assets	26,422,355.77	20,550,994.90	5,871,360.87
Short-term Liabilities 285,093.80 566,729.00 (281,635.20) Total Liabilities 285,093.80 566,729.00 (281,635.20) Net Assets 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 26,137,261.97 19,984,265.90 6,152,996.07	Liabilities and Net Assets			
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Net Assets 25,502,519.60 19,671,860.55 5,830,659.05 General Funds 634,742.37 312,405.35 322,337.02 Total Net Assets 26,137,261.97 19,984,265.90 6,152,996.07	Short-term Liabilities	285,093.80	566,729.00	(281,635.20)
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Special Funds 634,742.37 312,405.35 322,337.02 Total Net Assets 26,137,261.97 19,984,265.90 6,152,996.07				
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	Total Liabilities and Net Assets	26,422,355.77	20,550,994.90	5,871,360.87

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			0.000 %	13,421,223.51

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	32,977,532.00	6,162,468.56	9,083,280.11	27.54 %	8,040,993.65	8,358,776.76
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	0.00	129,614.60	1,206,321.74	0.00 %	131,272.55	1,086,921.60
Total Revenue	32,977,532.00	6,292,083.16	10,289,601.85	31.20 %	8,172,266.20	9,445,698.36

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 Valo	orem Tax Reven	ue-CY (Bala	ance 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 400	5 - Ad Valorem	Tax Revenu	ie-CY			0.00	8,871,135.90	(8,871,135.90)
4006 - Ad Valo	orem Tax Reven	ue-PY (Bala	ance 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 400	6 - Ad Valorem	Tax Revenu	ie-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 Val	orem Tax Rever	ue-CY (Bal	ance 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 400	5 - Ad Valorem	Tax Revenu	le-CY			0.00	32,962,901.90	(32,962,901.90)
4006 - Ad Val	orem Tax Rever	ue-PY (Bala	ance 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 400)6 - Ad Valorem	Tax Revenu	ue-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

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Commission Expenses Salaries 1,374,750.41 8,767,910.80 47,02 % 18,327,90.00 9,569,892.20 Payroll Toxes 37,941.96 47,02 % 18,327,90.00 9,569,892.20 Payroll Toxes 37,941.96 48,571.95 40.675 % 14,427,413.00 9,759,81.42 Payroll Toxes 37,941.96 1,988,727,64 28,83 % 1,427,413.00 9,759,93.44 Ratinament 20,739,94.74 1988,775,65 28,83 % 1,432,0293,34 Contractual services 1,866,406,54 11,805,795,56 46,17 % 26,126,729,00 14,320,933,44 Rent 5,00,00 32,611.85 35,52 % 500,469,00 131,587,45 Repair and Maintenance 7,510.04,4 241,717,3 319,01 % 610,550,00 368,832,07 Millege and Parking 5,404.70 82,858,00 41,51 % 253,500,00 131,587,44 Verticessional Services 16,526,88 229,517,83 46,23 % 480,215,00 186,824,07 Memberships 10,258,88 249,334,83 46,23 % 46		12/31/2016				Year To Date 12/31/2016
Salaries 1,374,750.41 8,767,910.80 47.02 % 18,337,803.00 9,569,892.20 Payroll Taxes 97,941.88 39,571.56 48.75 % 1,4,27,413.00 787,841.40 Benefits 276,386.48 1,359,725.56 48.75 % 1,422,413.00 787,841.40 Total Salaries and Benefits 97,319.34 1538,725.45 28.38 % 1,991,578.00 1,452,862.50 Contractual Services 1,846,408.54 11,808,725.55 46.17 % 26,122,729.00 14,322,933.74 Contractual Services 5,00.00 220,515.80 73.31 % 312,035.00 91,519.20 Rent 5,600.00 32,510.85 42.08 % 54,700.00 15,189.10 Jantoral Services 3,655.55 188,871.55 35.92 % 500,4459.00 315,597.45 Repair and Maintenance 75,100.44 22,847.38 93.27 % 233,900.00 127,052.04 Travel Registration Training 7,647.08 129,847.38 94.27 % 235,741.00 129,850.37,741.04 Memberships 1,739.00 24,460.00 428,860.01 </th <th></th> <th>Month</th> <th>Actual YTD</th> <th>% of Budget Used</th> <th>FinalBudget</th> <th>Remaining Budget</th>		Month	Actual YTD	% of Budget Used	FinalBudget	Remaining Budget
Salaries 1,374,750.41 8,767,910.80 47.02 % 18,337,803.00 9,569,892.20 Payroll Taxes 97,941.88 39,571.56 48.75 % 1,4,27,413.00 787,841.40 Benefits 276,386.48 1,359,725.56 48.75 % 1,422,413.00 787,841.40 Total Salaries and Benefits 97,319.34 1538,725.45 28.38 % 1,991,578.00 1,452,862.50 Contractual Services 1,846,408.54 11,808,725.55 46.17 % 26,122,729.00 14,322,933.74 Contractual Services 5,00.00 220,515.80 73.31 % 312,035.00 91,519.20 Rent 5,600.00 32,510.85 42.08 % 54,700.00 15,189.10 Jantoral Services 3,655.55 188,871.55 35.92 % 500,4459.00 315,597.45 Repair and Maintenance 75,100.44 22,847.38 93.27 % 233,900.00 127,052.04 Travel Registration Training 7,647.08 129,847.38 94.27 % 235,741.00 129,850.37,741.04 Memberships 1,739.00 24,460.00 428,860.01 </td <td>Commission Expenses</td> <td></td> <td></td> <td></td> <td></td> <td></td>	Commission Expenses					
Salaries 1,74,750.41 8,767,910.80 47.02 % 18,337,803.00 9,668,892.03 Payroll Taxes 276,396.81 1.859,587.75 50.00 % 4,369,935.00 2,810,347.25 Retirement 276,396.81 1.869,587.75 50.00 % 4,369,935.00 2,810,347.25 Total Salaries and Benefits 1.845,408.54 11.805,755.55 461.75 28.13 % 1.991,157.00 1.452,882.55 Contractual Services 50.00 3.91.185 42.08 % 312,035.00 91,151.20 Rent 50.00 3.91.185 52.00 54.17 % 28.100.00 313,597.45 Janitorial Services 3.655.50 156.60 3.91.185 42.08 % 49.17 % 28.300.00 127.09.26 Miage and Parking 5.040.70 42.48 % 29.17 % 8.50.00 36.50.00 36.50.00 36.50.00 36.51 % 28.37 %.50.00 17.09.85.00 37.74.16 Janitorial Services 5.040.70 82.34 % 48.64.71.55 55.05 % 688.00.00 37.67.27.00 37.67.27.00 37.74.27.00 3						
Payol Taxes 97,941.98 639,571.56 48,75 % 1,427,413.00 787,841.44 Banefits 276,366.81 1,869,877.5 50.08 % 1,399,1578.00 1,452,882.55 Total Salans and Banefits 13,067,95.56 46.17 % 26,126,728.00 1,452,882.55 Contractual Services 5,00.0 220,515.60 73.31 % 312,035.00 91,519.20 Rent 5,600.00 39,510.85 42.08 % 54,700.00 15,199.15 Janitorial Services 3,665.50 186,871.55 525.27 550.00 368,882.07 Meage and Parking 5,00.07 62,268.00 41.51 % 223,500.01 368,882.07 Travel Registration Training 7,678.06 226,727.97 253,900.00 377,422.00 460,271.00 468,801.7 Services 56,762.40 297,517.83 59.50 % 668,000.00 377,422.00 127,082.00 Total Salarise 1,739.00 22,422.70 33,14.0 71.83.50 75.741.06 25,271.00 Communications 2,304.00 488.8 % 45,73		1,374,750,41	8,767,910,80	47.02 %	18,337,803,00	9,569,892,20
Benefits 276,396,81 1,859,587,75 50.08 % 4,369,035.00 2,510,347,25 Total Salaries and Benefits 1,846,408,54 11,805,795,56 46.17 % 26,126,729.00 14,320,933.44 Contractual Services 50,00 220,515,80 73.31 % 312,035.00 91,519.20 Insurance 50,000 39,510.85 42.08 % 54,700.00 15,199,10 Rent 3,655,50 186,871.55 35.92 % 500,469.00 313,597,45 Reapei and Maintenance 75,100.44 24,171,93 19,01 % 610,550.00 336,882.07 Mileage and Parking 5,040,70 82,858.00 41.51 % 223,753.00 172,082.04 Professional Services 19,526,88 293,334.83 46,23 % 460,215.00 186,860.17 Security Services 26,727,717.83 30,931.44 7.18,73 00,937,412.65 Mornbarships 1,739.00 20,460.00 42,858.00 228,710.00 228,710.00 228,710.00 228,710.00 228,710.00 228,710.00 228,710.00 228,710.00 228	Pavroll Taxes					
Retirement 97,319,34 538,725,45 28,38 % 1,991,578,00 1,425,852,55 Total Salense and Benefits 1,804,608,54 11,805,795,56 46,17 % 26,126,729,00 14,320,933,44 Contractual Services 5,00,00 220,515,80 73,31 % 312,035,00 15,192,00 Rent 5,600,00 39,510,85 42,08 % 54,700,00 15,189,15 Janitorial Services 3,665,50 166,671,65 35,522 550,004,800 313,597,45 Mileage and Parking 75,100,44 241,717,33 19,01 % 610,550,00 38,812,07 Tovark Registration Training 47,678,08 126,647,36 93,27 % 228,300,00 127,082,64 Professional Services 19,556,88 203,314,83 46,23 % 480,215,00 188,880,17 Mileige and Sarvices 10,048,31 57,144,194 45,37 % 1,322,518,00 723,741,00 Corrunvications 1,73,00 20,460,00 48,88 % 4,67,31,00 225,7100 Corrunvications 1,73,00 20,420,00 48,88 % <			,			
Total Salaries and Benefits 1.846.408.54 11.805.795.56 46.17 % 26,125,729.00 14.320,933.44 Contractual Services 50.00 220,615.80 73.31 % 312,035.00 91,519.20 Rent 5,000.00 39,610.85 42,00% 54,700.00 15,199.40 Janitorial Services 3,655.50 186,871.55 35.92 % 500,469.00 313,897.45 Mileage and Parking 75,100.44 241,717.33 19,01 % 610,550.00 368,832.07 Trevel Registration Training 47,678.08 126,847.35 693.27 % 253,900.00 127,082.64 Professional Services 19,526.88 233,341.43 46.23 % 480,215.00 186,880.07 Services 10,0883.31 571,441.94 45.37 % 1.325,183.00 753,741.00 Communications 2,304.70 0.93,414.40 7.18 % 326,467.00 228,71.52 Catalog Services 4,429.494 468,446.43 0.00 % 12,800.00 278,726.00 Communications 5,304.70 39,3144.40 7.18 % 326,46						
Contractual Services 11:01:00:00 220:515.80 73.31 % 312.035.00 91:519.20 Hent 5.600.00 39:510.85 42.08 % 54,700.00 15.189.20 Janitorii Services 5.600.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:52 % 500.00 39:510.85 53:53:00 39:81.82 70:02.44 241:717.83 19:01 % 610:550.00 39:86.822.07 70:82.00 17:70:85.00 17:92.02 25:37:83.00 17:08:50.00 17:08:48.82 12:052.163.00 17:08:20 10:70:70:82.00 17:08:20 10:70:70:82.00 77:08:28 25:97:100 25:27:100 25:27:100 25:27:100 25:27:100 25:27:100 25:27:100 25:27:100 25:27:100 25:45:00 20:89:90:50 77:09:37 Catalog Services 24:27:07 10:80:00 11:83:32:06						
S000 220,515.80 73.31 % 312,035.00 91,519.20 Rent 5600.00 39,510.85 42.08 % 54,700.00 15,189.15 Janitorial Services 3,655.50 18,871.55 35.92 % 500,449.00 313,597.45 Repair and Maintenance 75,100.44 241,717.33 19.01 % 610,550.00 368,832.07 Mileage and Parting 50,407.0 82,858.00 41,51 % 223,373.00 117,085.00 Travel Registration Training 47,678.08 128,334.83 462,23 % 440,215.10 166,800.17 Security Services 56,762.40 297,517.83 55.50 % 668,000.00 370,482.17 Utilities 100,083.31 571,411.44 45.37 % 1,325,183.00 753,741.06 Communications 5,304.70 39,314.40 7.18 % 325,607.00 287,700.27 Cold Communications 5,304.70 39,314.40 7.18 % 326,667.00 287,715.20 Other Services 4,849.49 468,464.63 0.00 % 219,800.00 226,500.77,700.37 <t< td=""><td></td><td></td><td></td><td>40.11770</td><td>20,120,120.00</td><td></td></t<>				40.11770	20,120,120.00	
Rent 5,600.00 39,510.85 42.08 % 54,700.00 15,189,14 Janitorial Services 3,655.50 186,871.55 35.92 % 500,469.00 313,597.45 Mileage and Parking 5,040,70 82,856.00 41.51 % 223,753.00 170,895.00 Travel Registration Training 47,678.08 126,847.36 93.27 % 223,300.00 127,052.64 Professional Services 15,562.68 233,334.83 442.33 % 440.215.00 166,880.17 Vestives 56,762.40 297,517.83 59.05 % 666,000.00 376,374.10 Memberships 1,00.883.31 571,441.94 45.37 % 1.325,781.00 228,71.00 Communications 5,304.70 39,314.40 7.18 % 326,467.00 228,71.00 Other Services 2,422.70 10,890.41 0.00 % 12,95,455.00 779,700.37 Automation Services 48,949.49 468,454.63 0.00 % 12,85,455.00 377,302.96 Catalog Services 2,422.10 10,890.41 0.00 % 13,320.66 64262		50.00	220 515 80	73 31 %	312 035 00	91 519 20
Janitorial Services 3,665.50 186,671.55 35.92 % 500,469.00 313,637.47 Mileage and Parking 5,00.47 241,717.93 19.01 % 610,550.00 336,832.07 Travel Registration Training 5,04.07 82,856.00 41.61 % 253,753.00 170,052.64 Professional Services 19,526.88 2293,334.83 46.22 % 480,215.00 136,882.07 Security Services 19,526.88 233,34.83 46.23 % 480,010 037,882.00 Uillities 10,083.31 571,441.94 45.37 % 1,325,183.00 753,741.06 Communications 5,304.70 23,314.40 7.16 % 324,67.00 227,512.00 Communications 5,304.70 23,314.40 7.16 % 324,67.00 228,909.39 Automation Services 4,424.94.94 468,444.63 0.00 % 218,900.00 218,900.00 218,900.00 218,900.00 218,900.00 131,320.66 Communications 2,421.70 10,800.41 0.00 % 219,900.00 131,320.66 144.08 100.30 %						
Repair and Maintenance 75,100.44 241,717.93 19.01 % 610,550.00 3368,832.07 Mileage and Parking 50,407.07 82,858.00 41.51 % 253,950.00 127,052.45 Professional Services 19,526.88 293,344.33 46.23 % 480,010 317,052.45 Security Services 19,526.88 293,344.33 46.23 % 480,010 370,482.17 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 25,71.00 Communications 5,304.70 39,314.40 7.18 % 326,467.00 228,71.00 Catalog Services 4,494.94 468,454.63 0.00 % 1,265,455.00 797,000.37 Catalog Services 377,321.29 2,642,616.45 47.22 % 6,422,533.00 3,783,966.55 Commodities 377,321.29 2,642,616.45 47.22 % 6,426,583.00 3,783,966.55 Printing 12,491.36 58,179.34 36.36 % 189,500.00 13						
Mileage and Parking 5,040,70 82,858.00 41.51 % 253,753.00 170,855.00 Travel Registration Training 47,678.08 126,847.36 99.27 % 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 59.00 % 668,000.00 370,482.17 Utilities 1,739.00 20,460.00 48.88 % 45,731.00 25,271.00 Communications 5,304.70 39,314.40 7.18 % 326,667.00 288,905.90 Automation Services 2,422.70 10,890.41 0.00 % 12,800.00 289,905.90 Catalog Services 377,321.29 2,642,616.45 47.22 % 64,265.83.00 37,83,966.55 Commodities 12,491.36 58,179.34 36.66 % 189,500.00 131,320.66 Protage 2,241.13 56,400 % 553,825.00 326,600.69 42,880.92 47.59 % 110,325.00 67,444.90 Uniforms 12,491.36 58,179.						
Travel Registration Training 47,678.08 126,847.36 93.27 % 253,900.00 127,052.04 Professional Services 19,566.88 203,334.83 46,22 % 480,215.00 186,800.17 Security Services 10,088.31 571,441.94 45,37 % 1,325,183.00 370,482.17 Utilities 10,088.33 571,441.94 45,37 % 1,325,183.00 275,37,41.00 Communications 1,739.00 20,460.00 48.88 % 45,731.00 225,71.00 Communications 5,304.70 39,314.40 7.18 % 326,467.00 228,71,52.50 Other Services 2,422.70 10,890.41 0.00 % 129,800.00 208,995.99 Automation Services 4,804.99 42,880.92 47,55 % 110,325.00 677,000.37 Total Contractual Services 377,321.29 2,642,616.45 47.22 % 6,425,583.00 313,320.66 Postage 2,491.36 58,179.34 56,640 % 553,825.00 326,600.69 31,320.66 Postage 72,000.32 227,824.31 56,404 %						
Professional Services 19,526.88 293,334.83 442.3% 440,215.00 186,800.00 Security Services 100,883.31 571,441,94 45.37% 1,325,183.00 753,741.06 Memberships 100,883.31 571,441,94 45.37% 1,325,183.00 753,741.06 Communications 5,304.70 39,314.40 7.18% 326,467.00 228,715.20 Other Services 2,422.70 10,890.41 0.00% 219,800.00 208,909.59 Automation Services 2,422.70 10,890.41 0.00% 219,800.00 208,909.59 Total Contractual Services 377,321.29 2,642,616.45 47.22 % 6,426,683.00 3783,966.55 Commodities 12,491.36 58,179.34 36.36 % 189,500.00 131,320.84 Postage 2,891.42 70,612.06 79.05 % 261,906.00 191,293.94 Vehicles Parts and Repairs 79.22 24,021.11 80.07 % 30,000.00 2,858.35 Gasoline and Oli 1,305.00 3,416.62 4.02 % 61,900.00 2,85						
Security Services 56,762.40 297,517.83 59.50 % 668,000.00 370,482.17 Memberships 100,883.31 571,441.94 45.37 % 1.325,183.00 753,741.00 Communications 1,739.00 20,460.00 48.88 % 45,731.00 25,271.00 Communications 5,304.70 39,314.40 7.18 % 326,467.00 228,192.90 Automation Services 2,422.70 10,890.41 0.00 % 12,260.00 28,90.90 Catalog Services 44,604.94 468,454.63 0.00 % 1,265,455.00 797,000.37 Commodities 377,321.29 2,642,616.45 47.22 % 6,426,583.00 3,783,966.55 Commodities 377,321.29 2,642,616.45 47.22 % 6,426,583.00 3,783,966.55 Supplies 12,491.36 58,179.34 36.6 % 189,500.00 131,320.66 Postage 2,200.02 227,824.31 56.40 % 553,825.00 326,000.69 Supplies 1,305.00 3,416.62 40.29 % 35,000.00 2,488.00						
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 22,7152.60 Other Services 2,422,70 10,890.41 0.00 % 219,800.00 208,909.59 Automation Services 2,422,70 10,890.41 0.00 % 12,865,00 279,700.02 Catalog Services 4,894.94 468,454.63 0.00 % 12,865,00 67,444.08 Total Contractual Services 377,321.29 2,642,616.45 47.22 % 6,426,583.00 378,386.655 Commodities 377,321.29 2,642,616.45 47.22 % 6,426,583.00 371,320,86.55 Postage 2,881.42 70,612.06 79.05 % 261,906.00 191,293.94 Supplies 1,320,61 54,179.34 36.36 % 189,500.00 24,861.76 Vehicles Parts and Repairs 72,000.32 227,824.31 564.04 % 553,825.00 326,000.69 Unforms 1,305.06 3,315.06 3,313.00 3,416.62 4.02 %						
Memberships 1,739.00 20,460.00 48.88 % 45,731.00 25,271.00 Communications 5,304.70 39,314.40 7.18 % 326,467.00 228,705.260 Other Services 2,422.70 10,690.41 0.00 % 11,825,455.00 797,000.37 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 377,321.29 2,642,616.45 47.22 % 6,426,583.00 131,320.66 Postage 2,891.42 70,612.06 79.05 % 261,906.00 191,293.94 Supplies 1,305.00 3,416.62 4.02 % 6,000.00 2,883.38 Gasoline and Oil 1,813.19 10,438.24 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 Other Commodities 373.14 7,665.59 36.85 % 513,100.00 563,434.41						
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Total Commission Expenses 2,654,690.25 18,707,117.80 43.36 % 44,828,362.00 26,121,244.20	0		1,246,779.85	22.48 %		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

MLC - January 19, 2017

MLS - Financial Statement & Review of Expenditures December 2016

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METROPOLITAN LIBRARY SYSTEM Commission Special Funds December 31, 2016

	6/30/2016	12/31/2016 Revenue	12/31/2016 Expenses	
	Beg. Balance	Year-to-Date	Year-to-Date	Ending Balance
NetAsset - Beg				
Friends Grants (All)	•	ал -	· · · ·	
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 Làb	334.00	-	-	334.00
Staff Recognition Awards 2017	-	20,000.00	. <u>-</u>	20,000.00
System Wide Programs 2017		20,000.00	-	20,000.00
Lee B. Brawner Scholarship Fund 2017	· _	12,000.0Ō	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
Other Grants (All)			,	
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

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				Document #48 ILC FY 2016-17 anuary 19, 2017
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 Boo	ks -	2,000.00	ج	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

Bank: General Account - Bank of Oklahoma Account No: 000186013 1201/2010 V00276-OKC HOTE VENTURES LLC DBA SHERATON 101711 41,393.94 1201/2010 V00281SOLUY 4 U CONSLOMMERATE INC DBA CRE- 101710 250.00 1201/2010 V000710VESION KKLAHOMA 101708 722.00 1201/2010 V000710VECULA ENERGY OKLAHOMA 101708 242.71.07 1201/2010 V000710VECULA ENERGY OKLAHOMA 101708 242.22.95 1207/2010 V00071VSION FOR CALAHOMA 101708 142.93.82 1207/2010 V000071VSION FOR CALAHOMA 101708 142.93.82 1207/2010 V000071VSION FOR CALAHOMA 101708 142.93.82 1207/2010 V000071VSION SMERICA PREMIERUE INSURANCE 101761 7.17.83 12077/2010 V000071VINCE UNTRUST VSITEM INSURANCE 101763 142.50 12077/2010 V000071VINCE UNTRUST VSITEM INSURANCE 101763 142.50 12077/2010 V00028HEAN TSIART BENEFIT SOLUTIONS 101763 142.50 12077/2010 V00028HEAN TSIART BENEFIT SOLUTIONS 101782 142.50	Date	Vendor	Document No	Amount
1201/2019 V001281-SOULY 4 U CONCIONMERATE INC DBA CRE. 101710 250.00 1201/2019 V000049-BANK OF OKLAHOMA 101708 722.00 1201/2019 V000049-BANK OF OKLAHOMA CITY INC 103708 103500030001340 14.304.32 1201/2019 V000714VISION SEVICE PLAN OF OKLAHOMA NIC 101786 1222.23 103500030001340 14.304.32 1201/2019 V000714VISION SEVICE PLAN OF OKLAHOMA NIC 101784 422.00 104064 120172016 V00084UNITE WAY OF CENTRAL OKLAHOMA NIC 101784 422.00 120172016 V00084UNITE WAY OF CENTRAL OKLAHOMA NIC 101784 422.00 120172016 V00008UNITE WAY OF CENTRAL OKLAHOMA NIC 101781 7,178.93 120172016 V00008HEALTHENPOLITAN LIBRARY SYSTEM INSURANCE 101758 34,926.80 120172016 V00008ALMIC OR OKLAHOMA 101742 5,183.00 120172016 V00008ALMIC SWARDA 101742 5,183.00 120172016 V00008ALMIC SWARDA 101742 5,183.00 120172017 V00028MEALING ANGA OF GREATER OKLAHOMA 1017743 5,716.71 <tr< td=""><td>12/01/2016</td><td>V001276OKC HOTEL VENTURES LLC DBA SHERATON</td><td></td><td>41,393.94</td></tr<>	12/01/2016	V001276OKC HOTEL VENTURES LLC DBA SHERATON		41,393.94
12012015 V000049-BANK OF OKLAHOMA 101708 722.00 120172015 V000149-DESIGNE HOLLD GROUP 101743 24371.07 120172015 V000714-VISION SERVICE FLAN OF OKLAHOMA (107765 12.222.95 120172015 V000714-VISION SERVICE FLAN OF OKLAHOMA (107765 12.222.95 120172015 V00073-VISION SERVICE FLAN OF OKLAHOMA (1071765 12.222.95 120172015 V000694-UNITE NAL OKLAHOMA (1071764 422.00 120172015 V000694-UNITE NAL OKLAHOMA (1071764 422.00 120172015 V000074-TRANSAMERICA PREMIER LIFE INSURANCE 101781 247.42 120172015 V000041-METROPOLITAN LIBRARY SYSTEM PISION 101759 2.235.36 120172015 V000049-METROPOLITAN LIBRARY SYSTEM PISION 101759 148.50 120172015 V000049-METROPOLITAN LIBRARY SYSTEM PISION 101745 1618.30 120172015 V000049-METROPOLITAN LIBRARY SYSTEM PISION 101745 1628.30	12/01/2016	V001281SOULY 4 U CONGLONMERATE INC DBA CRE-	101710	250.00
1207/2010 V001195-DESIGN + BUILD GROUP 101743 24.371 07 1207/2010 V000714-VISION SERVICE PLAN OF OKLAHOMA (ITY) (C 1030003001340 1.3223 65 1207/2010 V000714-VISION SERVICE PLAN OF OKLAHOMA (ITY) (FARRE 101786 983 40 1207/2010 V000865UNWIL IFEI INSURANCE COMPARY OF AMER 101781 452 00 1207/2010 V000865UNWIL IFEI INSURANCE (ITTS) 247 62 1207/2011 V00087TRANSMERICA PREMER LIFE INSURANCE (ITTS) 2,255 33 1207/2015 V000428MUNICPAL EMPLOYEES CREDIT VIION 101759 2,255 33 1207/2015 V000428MUNICPAL UBRARY SYSTEM INSURANCE (ITTS) 34,928 80 1207/2015 V000040AMER OF OKLAHOMA 101742 5,83 00 1207/2015 V000040AMER OF OKLAHOMA 101742 5,83 00 1207/2015 V000040AMER OF OKLAHOMA 101712 1,628 34 1207/2015 V000040AMER NET SOLLTIONS 101712 1,628 34 1207/2015 V000040AMER NET SOLLTIONS OF OKLAHOMA 101712 1,628 30 1207/2015 V00024MER SOLLTIONS OF OKLAHOMA INC 10172 1,628 00 </td <td>12/01/2016</td> <td></td> <td>101708</td> <td>722.00</td>	12/01/2016		101708	722.00
12/07/2014 V000714-VECULA ENERGY OKLAHOMA CITY INC 10390003001340 14.304.92 12/07/2014 V00074-VECULA ENERGY OKLAHOMA INC 101786 12.222.95 12/07/2014 V00074-VECULA ENERGY OKLAHOMA INC 101784 452.00 12/07/2014 V00075-TRANSMERICA PREMIER INFE INSURANCE 101781 27.47.42 12/07/2014 V00075-TRANSMERICA PREMIER INFE INSURANCE 101781 7.17.83 12/07/2014 V000495-TRANSMERICA PREMIER SURANCE 101781 7.17.83 12/07/2014 V000494-METROPOLITAN LIBRARY SYSTEM PENSION 101738 34.925.80 12/07/2014 V000248-HEALTHSMART BENEFIT SOLUTIONS 101742 5.183.00 12/07/2014 V000248-HEALTHSMART BENEFIT SOLUTIONS (USA) INC 101742 5.183.01 12/07/2014 V000248-HEALTHSMART BERVICES 101712 1.628.34 12/07/2014 V000248-HEALTHSMART SERVICES 101742 5.183.01 12/07/2014 V000248-HEALTHSMART SERVICES 101742 5.183.01 12/07/2014 V00024-MERTAR ASSOLATION OF 101801 9.218.75 12/07/2014 V000024-MERTAR ASSOLATION ASCOLAT	12/07/2016		101743	
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TRUST 1411 12/07/2016 V000409-METROPOLITAN LIBRARY SYSTEM INSURANCE 101758 34,926.80 12/07/2016 V000284-HEALTHSMART BENEFIT SOLUTIONS 101738 182.50 12/07/2016 V000284-HEALTHSMART BENEFIT SOLUTIONS 101742 5.88.34 12/07/2016 V000284-GAS SECURE SOLUTIONS (USA) INC 101745 9.701.77 12/07/2016 V001286-SUDING MENS CHRISTIAN ASSOLATION OF 101862 297.50 12/07/2016 V001286-V0010M ENS CHRISTIAN ASSOLATION OF 101862 297.50 12/07/2016 V00128-VULLIAM F COMSTOCK PC 101801 9.218.75 12/07/2016 V000738-WERS LC DARA RAY THE PAINTER 101799 7.99 12/07/2016 V000728-WASTE CONNECTIONS OF OKLAHOMA INC - 60101798 63.66 12/07/2016 V000728-WASTE CONNECTIONS OF OKLAHOMA INC - 101795 146.86 MTC V000728-WASTE CONNECTIONS OF OKLAHOMA INC - 101795 146.86 12/07/2016 V000728-WASTE CONNECTIONS OF OKLAHOMA INC - 101795 146.86 12/07/2016 V000728-WASTE CONNECTIONS OF OKLAHOMA INC - 101793 51.87 12/07/2016 V000728-WASTE CONNECTIONS OF OKLAHOMA INC - 101779 3.00		V000428MUNICIPAL EMPLOYEES CREDIT UNION		7,178.93
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12/07/2016 V001279PIPER M ZUNIGA 101771 10.95 12/07/2016 OVERDOVERDRIVE INC 101770 5,717.56 12/07/2016 V001287ORLEY LAND 101769 26.95 12/07/2016 V000510OCO 101768 1,500.00 12/07/2016 V000497ONG - WA 101767 56.24 12/07/2016 V000488ONG - NP 101765 129.20 12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - BE 101763 171.65 12/07/2016 V000498ONG - BE 101763 171.65 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000400MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V000610SOUTHERN ALUMINUM MFG INC	101773	5,704.00
12/07/2016 OVERDOVERDRIVE INC 101770 5,717.56 12/07/2016 V001287ORLEY LAND 101769 26.95 12/07/2016 V000510OOCO 101768 1,500.00 12/07/2016 V000497ONG - WA 101767 56.24 12/07/2016 V000488ONG - NP 101766 51.97 12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000495ONG - LU 101763 171.65 12/07/2016 V000498ONG - BE 101763 171.65 12/07/2016 V000498ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000400MERWIN INC 101755 400.00 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V000587SAVANNAH DENISE MITCHELL	101772	800.00
12/07/2016 V001287ORLEY LAND 101769 26.95 12/07/2016 V000510OCCO 101768 1,500.00 12/07/2016 V000497ONG - WA 101767 56.24 12/07/2016 V000488ONG - NP 101766 51.97 12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000488ONG - LU 101764 36.82 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000400METRO MONITOR INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V001279PIPER M ZUNIGA	101771	10.95
12/07/2016 V000510OOCO 101768 1,500.00 12/07/2016 V000497ONG - WA 101767 56.24 12/07/2016 V000488ONG - NP 101766 51.97 12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000487ONG - LU 101764 36.82 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - BE 101762 140.88 12/07/2016 V000498METRO MONITOR INC 101757 95.00 12/07/2016 V000400MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	OVERDOVERDRIVE INC	101770	5,717.56
12/07/2016 V000497ONG - WA 101767 56.24 12/07/2016 V000488ONG - NP 101766 51.97 12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000495ONG - LU 101764 36.82 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000407MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V001287ORLEY LAND	101769	26.95
12/07/2016 V000488ONG - NP 101766 51.97 12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000495ONG - LU 101764 36.82 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000407MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V000510OOCO	101768	1,500.00
12/07/2016 V000487ONG - MC 101765 129.20 12/07/2016 V000495ONG - LU 101764 36.82 12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000498ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000400MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V000497ONG - WA		
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12/07/2016 V000498ONG - CT 101763 171.65 12/07/2016 V000496ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000407MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95				
12/07/2016 V000496ONG - BE 101762 140.88 12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000407MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95	12/07/2016	V000495ONG - LU		
12/07/2016 V000408METRO MONITOR INC 101757 95.00 12/07/2016 V000407MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95				
12/07/2016 V000407MERWIN INC 101756 413.25 12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95				
12/07/2016 V000400MAURICE JOHNSON MUSIC INC 101755 400.00 12/07/2016 LAKLMLAKESHORE LEARNING MATERIALS 101754 149.95				
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12/07/2016	V001290JULIA MASSEY	101751	13.95
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12/07/2016	V001286JOHN MARTIN	101749	24.95
12/07/2016	V000309JIM AUSTIN SALES	101748	491.55
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12/07/2016	V000287INDEPENDENT STATIONERS	101746	197.70
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12/07/2016	V000274HOME DEPOT CREDIT SERVICES	101740	232.11
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12/07/2016	V000260GREATER OKLAHOMA CITY CHAMBER OF COMMERCE INC	101736	80.00
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12/07/2016	V000218EVANS HARDWARE	101735	98.55
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12/07/2016	V001177KELCEY WAYNE FRAZIER	103900030001305	1,485.00
12/07/2016	V001098JUDITH SAVAGE	103900030001304	300.00
12/07/2016	V000323JOY E CAVETT DBA MUSIC WITH JOY	103900030001303	50.00
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12/07/2016	BTRSHBAKER & TAYLOR	103900030001277	1,315.97
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12/14/2016	V000623STAPLES CONTRACT & COMMERCIAL	101818	96.47
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12/14/2016	V000705US POSTMASTER HARRAH OK	101825	66.00
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12/14/2016	JRNLRTHE JOURNAL RECORD PUBLISHING COMPANY LLC	101821	189.00
12/14/2016	V000649TECH LOCK INC	101820	18.00
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12/14/2016	V001292LISA LANG	101807	7.00
12/14/2016	V001291LAURIE V. OLSEN	101806	8.60
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12/14/2016	V000339KENNETH HANSKA DBA DIAMOND ELECTRIC	101804	1,267.00
12/14/2016	V000322JOSE ANTONIO AVILA DBA T & A PLUMBING	101803	1,575.00
12/14/2016	GSWOGIRL SCOUTS WESTERN OKLAHOMA	101855	429.00
12/14/2016	V000238FRATES INSURANCE & RISK MANAGEMENT	101854	50.00
12/14/2016	V000121CITY OF OKLAHOMA CITY - VI	101849	346.53
12/14/2016	V000123CITY OF OKLAHOMA CITY - SERVICE CENTER 50TH	101848	280.38
12/14/2016	V000122CITY OF OKLAHOMA CITY - RE	101847	427.82
12/14/2016	V000120CITY OF OKLAHOMA CITY - MTC 3RD ST	101846	58.82
12/14/2016	V000124CITY OF OKLAHOMA CITY - BI	101845	283.61
12/14/2016	V000762XEROX- VI-722211588	103900030001391	88.96
12/14/2016	V000759XEROX- RE-722211562	103900030001390	94.73

Date	Vendor V000758XEROX- OUT-720607472 V000750XEROX -HUM-721443166 V000763XEROX - WA-721443299 V000763XEROX - TP-720952290 V000760XEROX - TP-720607456 V000760XEROX - SO-721443182 V000755XEROX - MC-721443182 V000755XEROX - LU-720952290 V000755XEROX - LU-720952290 V000755XEROX - LU-720952290 V000754XEROX - ED-720607530 V000751XEROX - DN3-720607522 V000751XEROX - DN3-720607522 V000749XEROX - DN3-720607522 V000749XEROX - DN3-720607522 V000749XEROX - DN3-720607548 V000748XEROX - CT-721443166 V000748XEROX - BI 720607548 V000748XEROX - BE-721443190 V000639VANESSA SPAETH V000639SUSAN PIERCE V000603SMITHKOR INVESTMENTS LLC V000639SUSAN PIERCE V000639SUSAN PIERCE V000639SUSAN PIERCE V000639SUSAN PIERCE V000639SUSAN PIERCE V000639SUSAN PIERCE V000640O G & E - SERVICE CENTER V000462O G & E - SERVICE CENTER V000460O G & E - SERVICE CENTER </th <th>Document No</th> <th>Amount</th>	Document No	Amount
12/14/2016	V000758XEROX- OUT-720607472	103900030001389	9.43
12/14/2016	V000750XEROX -HUM-721443166	103900030001388	400.01
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12/14/2016	V000761XEROX - TP-720607456	103900030001385	5.18
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12/14/2016	V000752XEROX - DN3-720607522	103900030001379	18.39
12/14/2016	V000751XEROX - DN2-721443166	103900030001378	16.65
12/14/2016	V000749XEROX - DC-722211521	103900030001377	109.57
12/14/2016	V000748XEROX - CT-721443307	103900030001376	23.40
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12/14/2016	V000746XEROX - BI 720607548	103900030001374	43.91
12/14/2016	V000745XEROX - BE-721443190	103900030001373	45.31
12/14/2016	V000894VANESSA SPAETH	103900030001372	14.99
12/14/2016	V000673TRAK 1 TECHNOLOGY INC	103900030001371	189.08
12/14/2016	V000639SUSAN PIERCE	103900030001370	600.00
12/14/2016	V000603SMITHKOR INVESTMENTS LLC	103900030001369	7,610.85
12/14/2016	V000872ROBERTO SOTO	103900030001368	75.00
12/14/2016	V000546RACHEL KOPCHICK	103900030001367	240.28
12/14/2016	V001249QUIPU GROUP LLC	103900030001366	5,500.00
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12/14/2016	V000448O G & E - BE	103900030001361	928.93
12/14/2016	FRIDANICHOLS HILLS PUBLISHING COMPANY DBA OKC FRIDAY	103900030001360	$\begin{array}{c} 81.54\\ 81.54\\ 37.07\\ 5.18\\ 63.94\\ 57.96\\ 14.00\\ 40.38\\ 25.86\\ 18.39\\ 16.65\\ 109.57\\ 23.40\\ 30.83\\ 43.91\\ 45.31\\ 14.99\\ 189.08\\ 600.00\\ 7,610.85\\ 75.00\\ 240.28\\ 5,500.00\\ 123.14\\ 1,558.81\\ 4,459.94\\ 75.58\\ 928.93\\ 900.00\\ 113.40\\ 122.04\\ 654.88\\ 17.93\\ 277.50\\ 150.00\\ 86.47\\ \end{array}$
12/14/2016	FRIDAY V001125NATALIE CURRIE V000405MELODY A KELLOGG V000857MEAGHAN HUNT WILSON V000854MARY WEST V000383MAC FIRE SYSTEMS INC V001093LISA M LINDEN	103900030001359	113.40
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12/14/2016	V000854MARY WEST	103900030001356	17.93
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12/14/2016	INC V000344KIMBERLY A TERRY V000333KAY L BAUMAN V000825JOHN WOOD V000297JAMES E NIMMO V000233FLORENCIA M BRIGLIE V000229FIRETROL PROTECTION SYSTEMS V000177DAVE MACK V001163DANA LOY V000112CITY OF EDMOND V000786CHRISTIAN LEFLORE V001043BRIDGET WILLIAMS V000774AMY UPCHURCH	103900030001352	12.18
12/14/2016	V000333KAY L BAUMAN	103900030001351	171.86
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12/14/2016	V001043BRIDGET WILLIAMS	103900030001342	103.90
		103900030001341	75.00
12/14/2016	V000039AT&T - 405 A07 0017 212 5	101834	1,170.87
12/15/2016	V001218NAVAJO COUNTY LIBRARY DISTRICT	Voided - 101424	(55.00)
12/21/2016	V000095CHASE CARDMEMBER SERVICE	101929	5,567.40
12/21/2016 12/21/2016	V000015AMAZON V000695UNUM LIFE INSURANCE COMPANY OF AMER-	101927 101890	6,676.79 1,368.00
10/01/2015		404040	000 0 -
12/21/2016	V000470KOCO-TV	.101918	200.00
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12/21/2016	V000657THE MEADOWS CENTER FOR OPPORTUNITY	101884	45.00
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12/21/2016	V000411METROPOLITAN LIBRARY SYSTEM PENSION TRUST	101865	2,374.76
12/21/2016	V000409METROPOLITAN LIBRARY SYSTEM INSURANCE	101938	11,539.80

Date	Vendor	Document No 101933 101896 101928 101894 103900030001484 103900030001483 103900030001482 103900030001481 103900030001480 103900030001479 103900030001478 103900030001477 103900030001476 103900030001477 103900030001473 103900030001472 103900030001472 103900030001472 103900030001471 103900030001472 103900030001473 103900030001474 103900030001473 103900030001474 103900030001473 103900030001474 103900030001474 103900030001473 103900030001474 103900030001473 103900030001474 103900030001473 103900030001474 103900030001475 101881 101882 101883 101882 101882 101876 <t< th=""><th>Amount</th></t<>	Amount
	FUND V000242FUNDS FOR LEARNING V000059BHARATHI SRINIVASAN V000050BANK OF OKLAHOMA V00009ADMINISTRATIVE SERVICES V000690ULINE V000746XEROX - BI 720607548 V001175WILLIAM FRETZ V000667TIMOTHY H ROGERS V000547RB FLOOR CARE SERVICE INC. V000464O G & E - WA V000452O G & E - NA V000452O G & E - RE V000452O G & E - DN V001177KELCEY WAYNE FRAZIER V001173HEATHER ANN WILLIAMS V001238GLORIA GOMEZ V001128GLORIA GOMEZ V001176GLENN R BENNETT V000926DIANE D SHARP V001206CHARLES AVERY V001174CARLOS MARSHALL FRANKLIN		
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12/21/2016	V001200-GLENN R BENNETT	103900030001473	1,035.00
12/21/2016	V000926DIANE D SHARP	103900030001472	22.36
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12/21/2016	V001174CARLOS MARSHALL FRANKLIN	103900030001470	945.00
12/21/2016	V000034AQUALIFE AQUARIUM SYSTEMS INC	103900030001469	98.50
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12/21/2016	V000648TDS TELECOM 037-206-2119	101880	167.27
12/21/2016	V001306YVONNE JUAREZ	101026	24.95
12/21/2016	WORBKWORLD BOOK INC	101943	7,992.00
12/21/2016	V000737WESTLAKE HARDWARE	101924	129.99
12/21/2016	V000714VISION SERVICE PLAN OF OKLAHOMA	101891	3,234.61
12/21/2016	V000696UNUM LIFE INSURANCE COMPANY OF AMER-	101941	7,881.81
12/21/2016	ICA V000694UNITED WAY OF CENTRAL OKLAHOMA INC	101889	452.00
12/21/2016	V000691UNITED PARCEL SERVICE	101888	538.69
12/21/2016	V000652TEMPLO DE ALABANZA	101883	1,500.00
12/21/2016	V000649TECH LOCK INC	101882	3.00
12/21/2016	V000587SAVANNAH DENISE MITCHELL	101877	400.00
12/21/2016	V000633STEVE OWENS DBA THIRD GENERATION RE- MODELING	101879	654.00
12/21/2016	WODDELING V000621STANDLEY SYSTEMS V000537PROVANTAGE LLC OVERDOVERDRIVE INC V000494ONG - WR V000493ONG - VI V000491ONG - SO V001060ONG - AL V000467OFFICE DEPOT V001304NOLA D. THOMPSON	101878	3.74
12/21/2016	V000537PROVANTAGE LLC	101876	3,378.05
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12/21/2016	V001060ONG - AL	101870	226.43
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12/21/2016	V000428MUNICIPAL EMPLOYEES CREDIT UNION	101939	7,178.93
12/21/2016	MIDTPMIDWEST TAPE	101866	115.98
12/21/2016	V000409METROPOLITAN LIBRARY SYSTEM INSURANCI FUND	E 101937	193,038.64
12/21/2016	V001307MADISON HOLSTON	101864	11.95
12/21/2016	V001305LINDA G. TESKE	101922	10.95
12/21/2016	V001303LADONNA J. MEINDERS	101919	21.00
12/21/2016	V000273HOBBY LOBBY	101915	47.25
12/21/2016	V000268HEALTHSMART BENEFIT SOLUTIONS	101936	70,477.55
12/21/2016	V001201GROUNDS GUYS LANDSCAPE MANAGMENT	101935	16,381.72
12/21/2016	V000252GEORGE PATTON ASSOC INC DBA DIS-	101912	222.41
12/21/2016	PLAYS2GO V001239GAIA MARIE BOYD	101911	600.00
12/21/2016	V000243G4S SECURE SOLUTIONS (USA) INC	101934	9,705.00
12/21/2016	FCBKSFULL CIRCLE BOOKSTORE	101910	379.24
12/21/2016	V000227FEY INDUSTRIES INC DBA BLACKBOURN	101908	2,491.58
12/21/2016	V001067ENVIRONMENTAL SOLUTIONS SPECIALISTS	101907	189.00
12/21/2016	V001159DESIGN + BUILD GROUP	101932	30,601.87
12/21/2016	CAPPUCOUGHLAN COMPANIES INC DBA CAPSTONE	101930	9,070.92
12/21/2016	V000127CITY OF OKLAHOMA CITY - DN	101903	1,025.40
12/21/2016	THORNCENGAGE LEARNING DBA GALE/CENGAGE (THORNDIKE/GALE)	101900	827.73
12/21/2016	V000073BRODART INC	101898	33.49
12/21/2016	V000599SIGNATURE LANDSCAPE LLC	103900030001468	14,468.52
12/21/2016	V000372LOCKE SUPPLY CO	103900030001467	12.28
			12.20

Date	Vendor INGLSINGRAM LIBRARY SERVICES V00087SALLY GRAY V000536-PRESTON BELL V000511ORANGE BOY INC V000507OKLAHOMA TURNPIKE AUTHORITY V000412MICHAEL CORLEY V000412MICHAEL CORLEY V000383MAC FIRE SYSTEMS INC LCHSKLIFE CHANGING SKILLS LLC FINDWFINDAWAY WORLD LLC V000198EDGAR CRUZ INC V000198EDGAR CRUZ INC V000989CHERYL E PERNELL V000085CAROL L ROBERTS BLAAB-BLACKSTONE AUDIO INC BTADUBAKER & TAYLOR - ADULT BTRSHBAKER & TAYLOR BTCONBAKER & TAYLOR BTCONBAKER & TAYLOR BTCONBAKER & TAYLOR BTCONBAKER & TAYLOR BTCONBAKER & TAYLOR BTCONBAKER & TAYLOR BTENBAKER & TAYLOR BTENBAKER & TAYLOR BTCON-BAKER & TAYLOR SUD0066THIANDELEDENT V000125CITYOF OKLAHOMA CITY - WA V000126CITY OF OKLAHOMA CITY - WA V000066-BRADFORD INDUSTRIAL SUPPLY CORP V000520PATTERSON MEDICAL SUPPLY DBA MEDCO SUPL	Document No	Amount
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12/21/2016	V000511ORANGE BOY INC	103900030001463	3,134.95
12/21/2016	V000507OKLAHOMA TURNPIKE AUTHORITY	103900030001462	29.00
12/21/2016	V000447O G & E - AL	103900030001461	779.50
12/21/2016	V000412MICHAEL CORLEY	103900030001460	249.00
12/21/2016	V000383MAC FIRE SYSTEMS INC	103900030001459	338.00
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12/21/2016	V000198EDGAR CRUZ INC	103900030001456	400.00
12/21/2016	V000194EALES ELECTRONICS CORP	103900030001455	50.00
12/21/2016	V000187DEMCO INC	103900030001454	6,452.93
12/21/2016	V000989CHERYL E PERNELL	103900030001453	37.48
12/21/2016	V000085CAROL L ROBERTS	103900030001452	11.98
12/21/2016	BLAABBLACKSTONE AUDIO INC	103900030001451	114.00
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12/21/2016	BTRSHBAKER & TAYLOR	103900030001449	2,502.77
12/21/2016	BTJUVBAKER & TAYLOR	103900030001448	4,546.71
12/21/2016	BTCONBAKER & TAYLOR	103900030001447	838.63
12/21/2016	BTENBAKER & TAYLOR	103900030001446	5,131.33
12/21/2016	V000737WESTLAKE HARDWARE	101893	8.98
12/21/2016	V000676TRIANGLE A&E	101887	272.10
12/21/2016	V000660THE TERMINIX INTERNATIONA CO LP	101885	432.00
12/21/2016	V001053ONG - CH	101872	303.40
12/21/2016	V000486ONG - BI	101871	423.25
12/21/2016	V000467OFFICE DEPOT	101868	300.12
12/21/2016	V000381M & N DEALERSHIPS XII LLC DBA METRO FORE OF OKC	0 101923	50.27
12/21/2016	V000367LEGO BRAND RETAIL INC DBA LEGO EDUCA- TION	101921	1,113.00
12/21/2016	V001186LAURA FRANKLIN	101920	100.00
12/21/2016	V000290INTEGRIS BAPTIST MEDICAL CENTER	101917	982.00
12/21/2016	V000274HOME DEPOT CREDIT SERVICES	101916	90.97
12/21/2016		101914	27.55 2,198.80
12/21/2016 12/21/2016	VOULZ/3HARMONY BUSINESS SUPPLIES	101913	1,792.19
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12/21/2016		101906	784.68
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12/21/2016	V000106CITY OF BETHANY	101902	127.51
12/21/2016	V000099CHICKASAW TELECOM INC	101901	1,980.90
12/21/2016	V000079C O T P A	101899	500.00
12/21/2016	V000066BRADFORD INDUSTRIAL SUPPLY CORP	101897	104.95
12/21/2016	V001302BALDWIN COUNTY LIBRARY COOPERATIVE	101895	30.00
12/21/2016	V000766YOURMEMBERSHIP.COM INC DBA JOB TARGE	T103900030001445	500.00
12/21/2016	V000671TODD PODZEMNY	103900030001444	86.00
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12/21/2016	V000869REBECCA FESLER	103900030001442	53.25
12/21/2016	V000520PATTERSON MEDICAL SUPPLY DBA MEDCO SUPLY CO	103900030001441	83.80
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12/21/2016	V000413MICHAEL G GILLESPIE	103900030001438	99.95
12/21/2016	V000405MELODY A KELLOGG	103900030001437	184.60
12/21/2016	V001250MANDY STEWARD DBA MESSY CANVAS LLC	103900030001436	150.00
12/21/2016	V000375LOWELL SCOTT ROSS DBA ROSS ENTER- PRISES	103900030001435	5,040.00
12/21/2016	V000371LLOYD LOVELY	103900030001434	75.22
12/21/2016	V000844LANDON HOLMAN	103900030001433	35.00
12/21/2016	V000248GELCO CLOTHING & SHOES INC	103900030001432	149.95
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12/21/2016	V000793DANIEL FIELDS	103900030001430	72.37
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12/21/2016	V000053BATTERIES PLUS BULBS	103900030001428	12.58
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12/21/2016	V0000023E COMPANY ENVIRONMENTAL, ECOLOGICAL AND ENGINEERING		2,000.00
12/23/2016 12/23/2016	V000592SCOTTS PRINTING & COPYING V001299FIVE SEASONS PRODUCTIONS LLC DBA RE-	103900030001511 101952	352.38 750.00

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12/23/2016	V000150COX COMMUNICATIONS INC 501 6111	101950	6.81
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12/23/2016	V000149COX COMMUNICATIONS INC 501 6110 029112202	101949	6.13
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12/23/2016	V001016JESSICA L GONZALEZ	103900030001509	83.65
12/23/2016	V000720WALMART COMMUNITY/GECRB	101961	116.03
12/23/2016	V000716W M CORP DBA BEYOND TECHNOLOGY	101960	3,707.34
12/23/2016	V000643SWN COMMUNICATIONS INC DBA ONE CALL	101958	306.00
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12/23/2016	V001312CLAUDIA MARTINEZ	101948	54.80
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12/23/2016 12/23/2016	V000451O G & E - CT V001311TRINITY CLEVENGER	101959	9.95
12/23/2016	V000610SOUTHERN ALUMINUM MFG INC	101959	3.458.00
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12/23/2016	V000095CHASE CARDMEMBER SERVICE	101944	7.99
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12/23/2016	OVERDOVERDRIVE INC	101955	20.185.61
12/23/2016	V000489ONG - NW	101954	21.54
12/23/2016	V000244GAIL C INGRAM DBA NOBEL COUNTY YARNS	101953	200.00
	ETC		
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12/23/2016	BTENBAKER & TAYLOR	103900030001501	1,065.08
12/23/2016	BTCONBAKER & TAYLOR	103900030001500	660.16
12/23/2016	BTJUVBAKER & TAYLOR	103900030001499	2,661.05
12/23/2016	V000713VICTORIA LYNN SAXTON	103900030001498	113.72
12/23/2016	V000615SOUTHWESTERN STATIONERS INC	103900030001497	37.53
12/23/2016	V000918SHANNON PRIDDY	103900030001496	71.47
12/23/2016	V000871RISA SARGENT	103900030001495	49.14
12/23/2016	V000545R JUSTIN HERWIG	103900030001494	378.95
12/23/2016	V001147NGO LOVE LLC	103900030001493	4,100.00
12/23/2016	V000851MARIA WATKINS	103900030001492	41.96
12/23/2016		103900030001491	5.82
12/23/2016	V001025JUDITH L MATTHEWS V000827JONATHAN WILLIS	103900030001490 103900030001489	59.45 35.00
12/23/2016 12/23/2016	FINDWFINDAWAY WORLD LLC	103900030001488	7,325.31
12/23/2016	V000102CHRIS KENNEDY	103900030001488	294.05
12/23/2016	V00106BOBBY REED	103900030001486	41.48
12/31/2016	V000412MICHAEL CORLEY	Voided - 103900030001460	(249.00)
.2,01,2010	Total for General Account		1,127,738.20

· . _ _ .

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

- 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 AnthonyVice ChairDr. Ann CaineDisbursing 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).

Document #50 MLC FY 2016-17 January 19, 2017

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

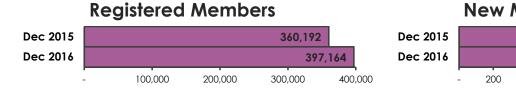
That the Commission authorize the closing of the Bethany Library on February 19, 2017 and reopen from the temporary location on March 6, 2017.

Metropolitan Library System₁

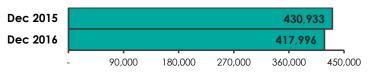
Usage Summary

Month of December

FY2016-2017



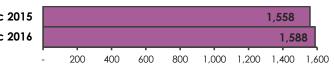
Circulation



Computer Sessions

Dec 2015					60,735	5
Dec 2016					61,63 [,]	4
-	-	13,000	26,000	39,000	52,000	65,000

New Members



eBooks & eAudio



Wi-Fi Sessions

Programs

50

Library Visits ₂

50,000

Digital Sessions

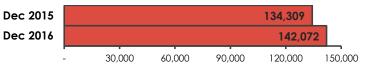
100

100,000

150

Dec 2015

Dec 2016



235

200

202,894

150,000

225,639

200,000

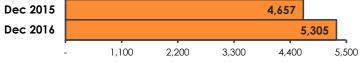
293

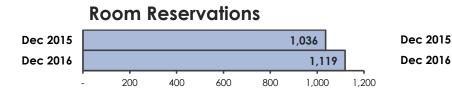
300

250,000

250

Program Attendance





Social Media Interactions



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.

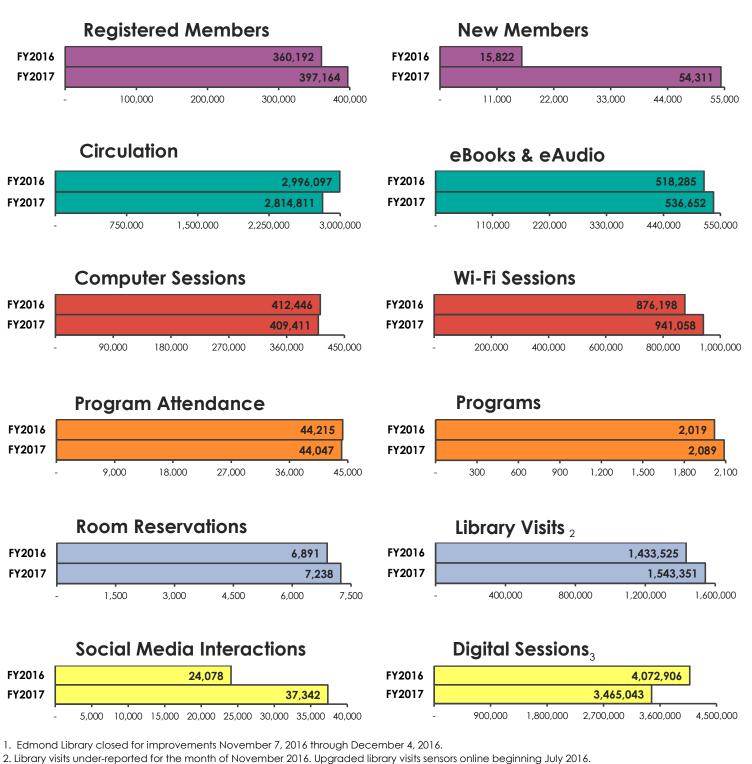
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Metropolitan Library System₁

Usage Summary

Fiscal Year-to-Date

FY2016-2017



Library visits under-reported for the month of November 2016, upgraded library visits sensors on
 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

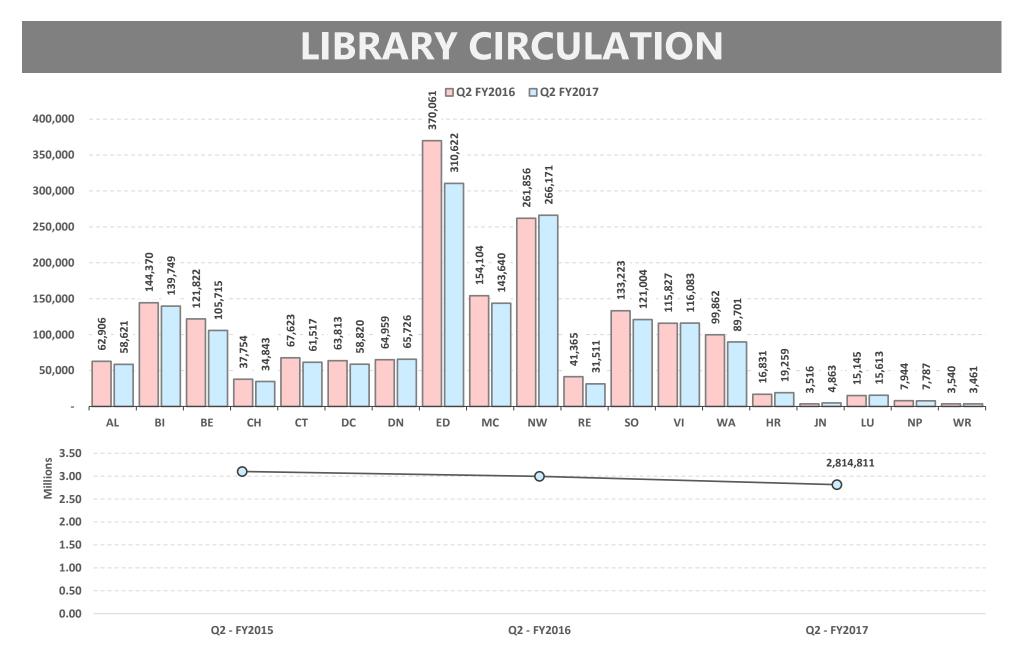
Count of activities generated (e.g. comments, likes, shares, retweets, replies, follows, favorites) in response to social media content posted via Facebook, Twitter or Instagram.

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..."

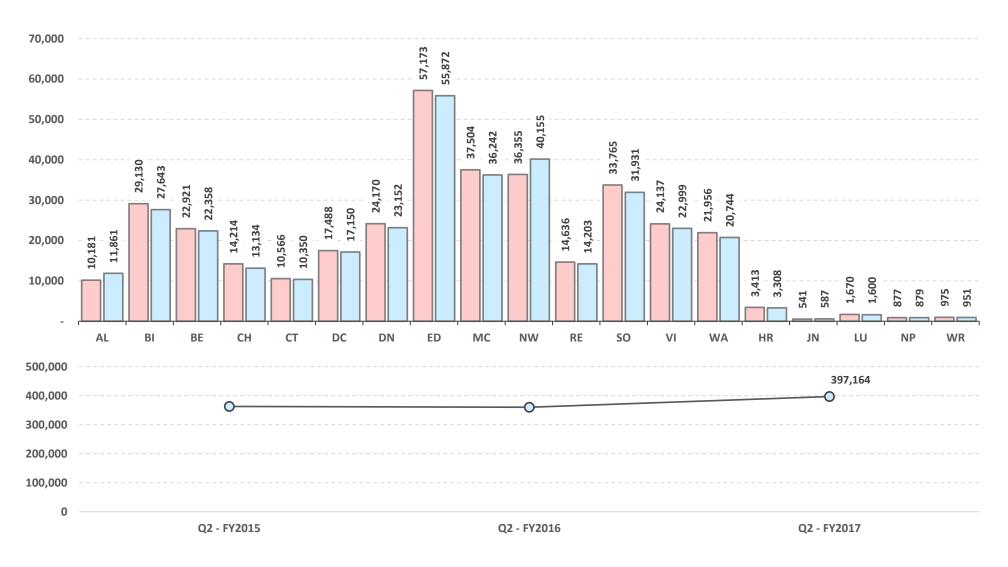
Metropolitan Library System Quarterly Usage Summary Q2 FY2017

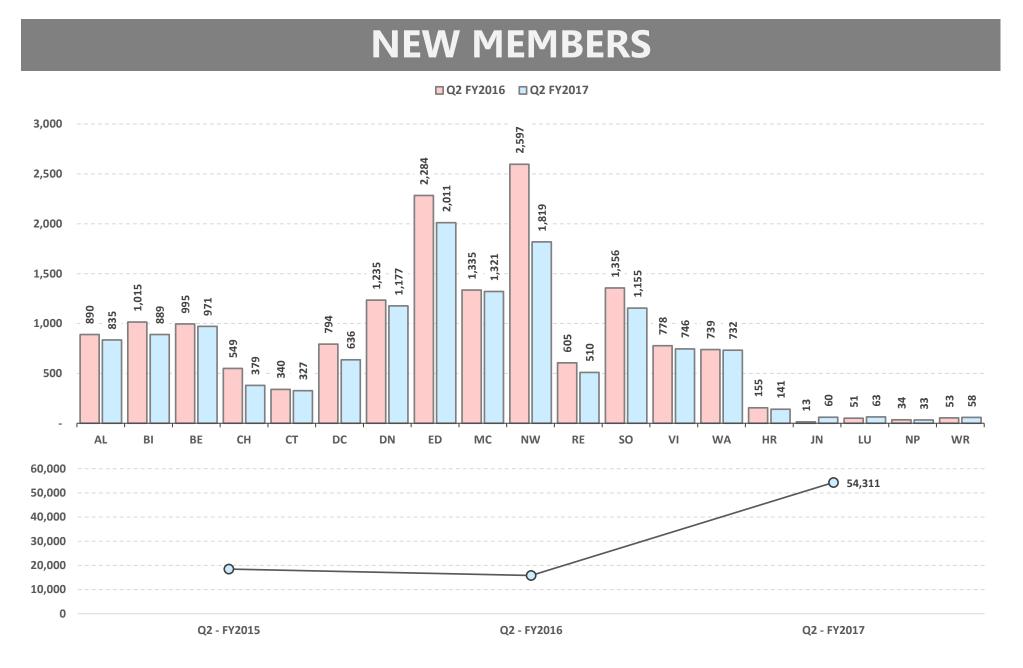
Document # 54 MLC FY 2016-17 January 19, 2017



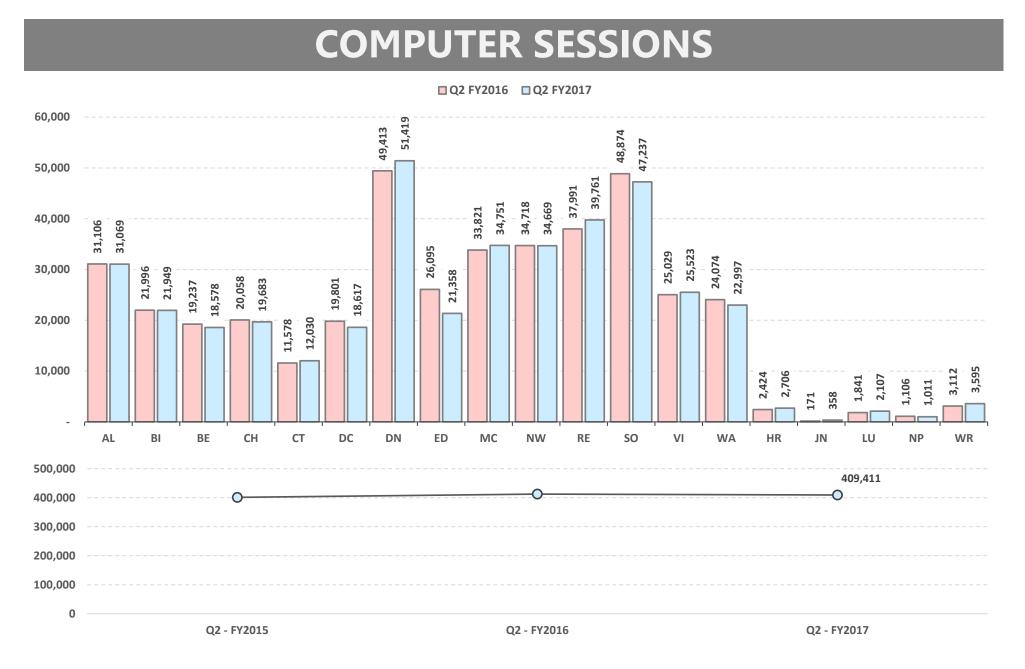
REGISTERED MEMBERS

Q2 FY2016 Q2 FY2017



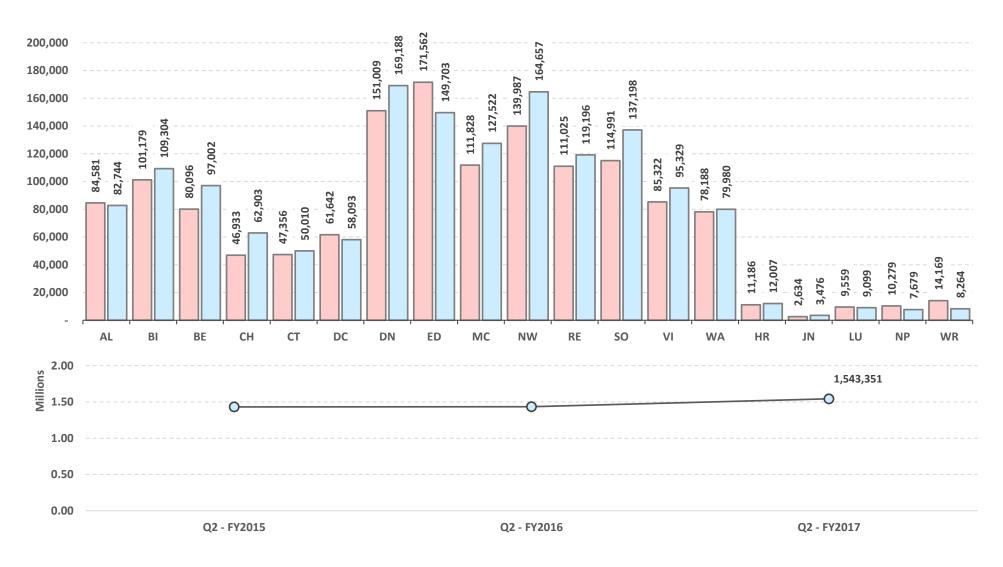


Metropolitan Library System Quarterly Usage Summary Q2 FY2017



LIBRARY VISITS

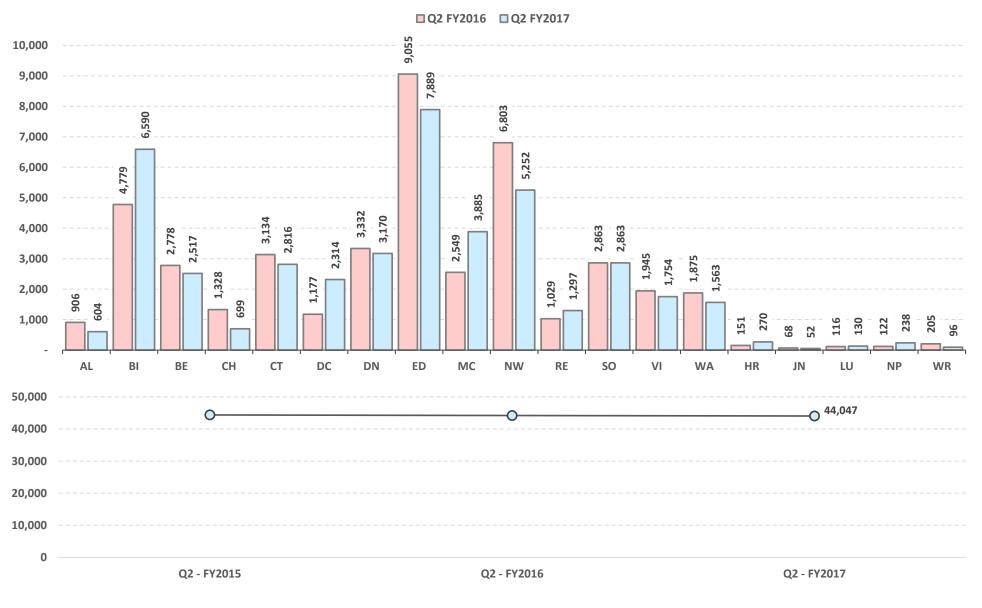
Q2 FY2016 Q2 FY2017



Metropolitan Library System Quarterly Usage Summary Q2 FY2017

Document # 54 MLC FY 2016-17 January 19, 2017

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

Executive Director's Report MLC FY 2016-17 January 19, 2017

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 Sunnylane 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

<u>http://www.metrolibrary.org/literaryvoices/</u>. 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.

Executive Director's Report MLC FY 2016-17 January 19, 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 <u>Library Unbound</u> 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.

<u>Date</u>	Business Name	Service	Amount
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

Signed Contracts & Agreements