

ODL Annual Report - Fiscal Year: 2006

☒ Finalized ☐ Approved

Library: **DOWNTOWN BRANCH LIBRARY**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	DOWNTOWN BRANCH LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	300 Park Ave		
City:	OKLA CITY	Zip:	73102-3600 (Street) 73102-3600 (Mail)
Phone:	405-231-8650	Fax:	405-232-5493
Toll Free - 800#:			
Director's Email:	mpatton@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	11,610	4,079	15,689
County:	509,359	175,184	684,543
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <input type="text" value="YES"/>
		If NO, Describe: <input type="text"/>	

Director/Librarian:

Person Completing:

Number Of Branches: BookMobiles: Other Outlets:

Note:

Total Staff FTE	<input type="text" value="32.39"/>	MLS FTE	<input type="text" value="10.63"/>	Librarian FTE:	<input type="text" value="5.485"/>	Other FTE:	<input type="text" value="16.28"/>
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Library Data and Demographics(2)

Square Footage For Library:

Do you have meeting rooms?

Housed in a building owned or maintained by local government or the system?:

Has any building in the library or system been renovated, expanded, or new construction completed within the period covered by this report?

Total amount spent of building maintenance and/or rent:

Building maintenance and/or rent paid by:

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

☒ Section FinalizedEstimated Data?

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	135,480	127,351	19,318	18,742
Juvenile:	35,890	33,378	4,846	2,142
Total Bound:	171,370	160,729	24,164	20,884
Unbound Current Serial Subscriptions (Non Electronic)				
	1,028.00	872.00	46.00	7.00
Total Printed Materials:	172,398.00	161,601	24,210	20,891

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	6,073.00	6,073.00	1,218.00	1,193.00
Video Materials:	6,675.00	6,675.00	1,725.00	758.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	204.00	91.00	29.00	13.00
Total Electronic Materials:	204.00	91	29	13

Database Detail:

- Paid by your Library	161
- by other coop	0
- by State Library	23

Library Hours

☒ Section Finalized

	Main/HQ	
Hours open per week:	<input type="text" value="70.00"/>	Total Annual Hours: <input type="text" value="3,640.00"/>
Hours after 5pm M-F:	<input type="text" value="17.00"/>	
Hours Sat, Sun:	<input type="text" value="13.00"/>	
Days Closed for Holidays:	<input type="text" value="18.00"/>	

Regular Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text" value="1:00pm"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="9:00am"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="9:00am"/>	<input type="text" value="5:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Regular Hours Per Week 70.00

Summer Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text" value="1:00pm"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="9:00am"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="9:00am"/>	<input type="text" value="5:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Summer Hours Per Week 70.00

Reference/Circulation☒ Section FinalizedEstimated Data? **Annual Circulation Transactions**

Adult

Juvenile:

Total:Annual Circulation Transactions Per Capita: **Borrowers**☒ Section FinalizedEstimated Data? **Number Of Registered Borrowers**

Adult:

Juvenile:

Total:

Number of Family Cards:

Re-Register?

If no to re-register, describe how borrowing records are kept up to date

Programs/InterLibrary☒ Section Finalized

Estimated Data?

Programs

Number Attendance

Summer 6/05 - 8/05 Note: Last Years Program

14

1965

Other programs for children 7/05 - 6/06

173

6247

Programs given for adults 7/05 - 6/06

445

8420

Programs given for teens 7/05 - 6/06

39

450

Total Programs:**671****17082**

Program Attendance Per Capita:

1.09

Continuing Education/Internet Use☒ Section FinalizedEstimated Data? ☐ NO**Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="43"/>	<input type="text" value="0"/>	<input type="text" value="67"/>

Electronic Service and Internet Use

Does your library provide electronic services?
(eg. bibliographic and full-text databases, multimedia, InfoTrac)

Does your library have internet access?

Number of users annually

Number of Headquarter/Main Internet Stations?			Total
Public	<input type="text" value="45"/>	Staff: <input type="text" value="27"/>	Shared <input type="text" value="0"/>
			<input type="text" value="72"/>

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter

- If yes, which filter:

Does your have a web page?

- Update When?	<input type="text"/>
- Which Software?	<input type="text"/>
- Hosted Where?	<input type="text"/>

Salaries and Benefits☒ Section FinalizedEstimated Data? **Salaries**

Beginning Librarian's Annual Salary:	<input type="text" value="\$33,093"/>
Director's Current Annual Salary:	<input type="text" value="\$66,290"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Salary @ On 5.15 per hour:	<input type="text" value="\$10,712"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$49,442"/>	Department Head	<input type="text" value="\$70,990"/>
Information Technology Director:	<input type="text" value="\$77,896"/>	Selector:	<input type="text" value="\$53,321"/>

Board/Staff Data☒ Section Finalized**Months The Board Meets**

☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun
☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ Dec

Board meeting time:
In which week?
Day of week:
MeetFrequency

Number of Board Members:
Number of Staff Members:

Equipment

☒ Section FinalizedPhotocopier? Automated Circulation System? Microfilm/Fiche Reader/Printer? Which automation system? Microcomputers? Windows Based?

Number of microcomputers:

Public: Staff: Shared: Automated Public Access Catalog? Number of OPACs only:

Policies and Catalog

☒ Section Finalized

Policies

Friends of Library Group? Local Literacy Program? Friends
Contact
Name and
AddressLiteracy Contact
Name _PhoneWritten statement of purpose? Year last reviewed