

# ODL Annual Report - Fiscal Year: 2006

Finalized  Approved

Library: **METROPOLITAN LIBRARY SYSTEM**

## Library Data and Demographics

Section Finalized

Estimated Data?  NO

Name:	METROPOLITAN LIBRARY SYSTEM		
County:	OKLAHOMA	Type:	SY
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	300 Park Ave		
City:	OKLA CITY	Zip:	73102-6499 (Street) 73102-6499 (Mail)
Phone:	405-231-8650	Fax:	405-231-8638
Toll Free - 800#:			
Director's Email:	director@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	509,359	175,184	684,543
County:	509,359	175,184	684,543
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <input type="checkbox"/> YES
			If NO, Describe: <input type="text"/>

Director/Librarian:	Donna Morris				
Person Completing:	Stuart Williamson, Researcher				
City Manager/Mayor:					
Number Of Branches:	17	BookMobiles:	0	Other Outlets:	135

Note: System report uses the total county population for city & county pops - CS Van Hoy

Total Staff FTE	105.4	MLS FTE	14.84	Librarian FTE:	2.008	Other FTE:	87.05
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## Library Data and Demographics(2)

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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

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

### Operating Income

Section Finalized      Estimated Data?

City Funds:	\$0
County Funds:	\$22,033,245

**Total Local Funds:** \$22,033,245

### State Aid

Section Finalized      Estimated Data?

**Aid Amount:** \$319,736

State Aid Used As Follows:

Books	Quantity:	Cost:
Reference:	565	\$57,661
Children:	7932	\$78,253
Adult:	14660	\$183,822
<b>Total Book Cost:</b>		<b>\$319,736</b>

Non-Book Materials	Quantity:	Cost:
Periodicals:	0	\$0
AV	0	\$0
Internet	0	\$0
Kits:	0	\$0
Microfilms:	0	\$0
Other	0	\$0
<b>Total Non-Book Cost:</b>		<b>\$0</b>

Programs	Quantity:	Cost:
Children:	0	\$0
Adult:	0	\$0
<b>Total Program Cost:</b>		<b>\$0</b>

Continuing Education	Quantity:	Cost:
Workshops:	0	\$0

Additional Staff	Hours:	Cost:
People:	0	\$0

Technology	Describe:	Cost:
Computer Hdwr New:		\$0
Hdwr Upgrade:		\$0
Computer Sftwr New:		\$0
Sftwr Upgrade:		\$0
New Routers:		\$0
Automation Software:		\$0
Maintenance Fees:		\$0
<b>Total Technology Cost:</b>		<b>\$0</b>

Equipment	Qty:	Cost:
<b>Total Equipment Cost:</b>		<b>\$0</b>

Other Expenses	Qty:	Cost:
<b>Total Other Expenses:</b>		<b>\$0</b>

**Total State Aid Expenses:** \$319,736

Comments:

## Operating Income (2)

### Grants

<b>State Grants</b>	
Description	Amount
OK Arts Council and ODL	\$11,100
<hr/>	
<b>Total STATE Grants:</b>	<b>\$11,100</b>

<b>LSTA Grants</b>	
Description	Amount
<hr/>	
<b>Total LSTA Grants:</b>	<b>\$0</b>

### Income Totals

Local Funds:	<b>\$22,033,245</b>
State Aid:	<b>\$319,736</b>
State Grants:	<b>\$11,100</b>
LSTA Grants:	<b>\$0</b>
Other Federal:	<b>\$0</b>
Other From City:	<b>\$0</b>
Other Collected:	<b>\$1,937,835</b>
<b>Total Income:</b>	<b>\$24,301,916</b>

**Operating Expenses** Section FinalizedEstimated Data? **Wages and Benefits**Staff Salaries: Benefits & Taxes: **Total Wages & Benefits:** **Collection**

	Adult	Juvenile	Total
Books:	<input type="text" value="\$1,779,594"/>	<input type="text" value="\$511,614"/>	<input type="text" value="\$2,291,208"/>
Serials:	<input type="text" value="\$171,450"/>	<input type="text" value="\$0"/>	<input type="text" value="\$171,450"/>
Microfilm:	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>	<input type="text" value="\$0"/>
Audiovisual:	<input type="text" value="\$389,471"/>	<input type="text" value="\$117,098"/>	<input type="text" value="\$506,569"/>
Electronic Materials	<input type="text" value="\$291,410"/>	<input type="text" value="\$0"/>	<input type="text" value="\$291,410"/>
Other Materials:	<input type="text" value="\$5,250"/>	<input type="text" value="\$0"/>	<input type="text" value="\$5,250"/>

**Total Collection:** **Other**Other: Furniture/Equipment: Electronic Access: **Total Miscellaneous:** **Total Expenses:**

**Carryover Income** Section FinalizedEstimated Data? 

Gifts:	\$0
Local Funds:	\$15,762,317
State Grants:	\$2,434
LSTA Grants:	\$0
Other:	\$134,949

Total Carryover: **\$15,899,700**+ Total Income: **\$24,301,916**- Total Expenses: **\$20,309,069**

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**This Year's Carryover: \$19,892,547**Last Year Carryover: **\$0.00**

**Capital Income** Section FinalizedEstimated Data? 

	Amount
Bonds Appropriations:	<input type="text" value="\$0"/>
Income Erate:	<input type="text" value="\$0"/>
State Grants:	<input type="text" value="\$0"/>
Other Grants:	<input type="text" value="\$0"/>
Donations:	<input type="text" value="\$0"/>
Last Year Capital Carryover	<input type="text" value="\$0"/>
Other Income:	<input type="text" value="\$0"/>

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**Total Capital Income:** **Capital Expenditures** Section FinalizedEstimated Data? 

Buildings New:	<input type="text" value="\$0"/>
Buildings Remodeled:	<input type="text" value="\$0"/>
Motor Vehicles:	<input type="text" value="\$0"/>
Major Computers/Equipment:	<input type="text" value="\$0"/>
Expenditures Erate:	<input type="text" value="\$0"/>
Other Capital Expenditures:	<input type="text" value="\$0"/>

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**Total Capital Expenditures:** 

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**Total Capital Carryover:**

**Holdings** Section FinalizedEstimated Data? 

<b>Printed Materials</b>	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	687,710	155,524	151,292	150,248
Juvenile:	335,113	51,105	61,100	46,629
<b>Total Bound:</b>	<b>1,022,823</b>	<b>206,629</b>	<b>212,392</b>	<b>196,877</b>
<b>Unbound</b>				
Current Serial Subscriptions (Non Electronic)	2,646.00	2,458.00	119.00	24.00
<b>Total Printed Materials:</b>	<b>1,025,469.00</b>	<b>209,087</b>	<b>212,511</b>	<b>196,901</b>
<b>Electronic Materials</b>				
	Physical Units	Titles	Added	Discarded
Audio Materials:	53,272.00	16,238.00	13,360.00	12,410.00
Video Materials:	49,513.00	13,756.00	15,346.00	10,115.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	1,225.00	161.00	143.00	80.00
<b>Total Electronic Materials:</b>	<b>1,225.00</b>	<b>161</b>	<b>143</b>	<b>80</b>

## Database Detail:

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

## Library Hours

Section Finalized

	Main/HQ	System		
Hours open per week:	70.00	70	Total Annual Hours:	3,640.00
Hours after 5pm M-F:	17.00	17	Total System Hours:	3,640.00
Hours Sat, Sun:	13.00	13		
Days Closed for Holidays:	18.00	18		

### Regular Hours

	Period 1		Period 2		Period 3	
Sun	1:00pm	6:00pm				
Mon:	9:00am	9:00pm				
Tues:	9:00am	9:00pm				
Wed:	9:00am	9:00pm				
Thurs:	9:00am	9:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

**Total Regular Hours Per Week 70.00**

### Summer Hours

	Period 1		Period 2		Period 3	
Sun	1:00pm	6:00pm				
Mon:	9:00am	9:00pm				
Tues:	9:00am	9:00pm				
Wed:	9:00am	9:00pm				
Thurs:	9:00am	9:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

**Total Summer Hours Per Week 70.00**

## Reference/Circulation

Section Finalized Estimated Data?  NO

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Is Library Service Free?:  YES  
Total Reference Transactions Per Week:  7004  
Annual Reference Transactions Per Capita:  0.53

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### Annual Circulation Transactions Headquarters/Main

Adult	Juvenile:	Total:
<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 2

Annual Circulation Transactions Per Capita:  0.00

### Annual Circulation Transactions System Wide

Adult	Juvenile:	Total:
<input type="checkbox"/> 4157582	<input type="checkbox"/> 1968293	<input type="checkbox"/> 6,125,875

Annual Circulation Transactions Per Capita:  8.95

## Borrowers

Section Finalized Estimated Data?  NO

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### Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="checkbox"/> 288,244	<input type="checkbox"/> 108,283	<input type="checkbox"/> 396,527

Number of Family Cards:  0

Re-Register?  YES

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

**Programs/InterLibrary** Section Finalized    Estimated Data?  NO

<b>Programs</b>	<b>Number</b>	<b>Attendance</b>
Summer 6/05 - 8/05    Note: Last Years Program	<input type="text" value="337"/>	<input type="text" value="27061"/>
Other programs for children 7/05 - 6/06	<input type="text" value="2040"/>	<input type="text" value="71077"/>
Programs given for adults 7/05 - 6/06	<input type="text" value="4204"/>	<input type="text" value="61712"/>
Programs given for teens 7/05 - 6/06	<input type="text" value="559"/>	<input type="text" value="8389"/>
<b>Total Programs:</b>	<input type="text" value="7140"/>	<input type="text" value="168239"/>
Program Attendance Per Capita:		<input type="text" value="0.25"/>

**Interlibrary Loans**Loaned:  Borrowed: Belong To IIL Network (OCLN/OLTN)

## Continuing Education/Internet Use

Section Finalized Estimated Data?  NO

### Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="419"/>	<input type="text" value="1"/>	<input type="text" value="231"/>

### 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="26"/>	Shared <input type="text" value="0"/>	<input type="text" value="71"/>

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter

- If yes, which filter:

Number of System-Wide Internet Stations?			Total	
Public	<input type="text" value="194"/>	Staff: <input type="text" value="141"/>	Shared <input type="text" value="0"/>	<input type="text" value="335"/>

Does your have a web page?

- Update When?

- Which Software?

- Hosted Where?

## Salaries and Benefits

Section Finalized Estimated Data?  NO

### Salaries

Beginning Librarian's Annual Salary:	\$33,093
Director's Current Annual Salary:	\$139,318
Director's Hours Per Week:	0
Salary @ On 5.15 per hour:	\$0

### Benefits

	Director	Staff
Health	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Vacation	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Sick	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Retirement	<input type="checkbox"/> YES	<input type="checkbox"/> YES

### Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	\$88,254	Department Head	\$70,990
Information Technology Director:	\$77,896	Selector:	\$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:	3:30pm
In which week?	3rd
Day of week:	THUR
MeetFrequency	MONTHLY

Number of Board Members:   
 Number of Staff Members:

**Equipment** Section Finalized

Photocopier?	<input type="text" value="YES"/>	Automated Circulation System?	<input type="text" value="YES"/>
Microfilm/Fiche Reader/Printer?	<input type="text" value="YES"/>	Which automation system?	<input type="text" value="Other"/>
Microcomputers?	<input type="text" value="YES"/>	Windows Based?	<input type="text" value="YES"/>
Number of microcomputers:			
Public:	<input type="text" value="312"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="252"/>	Number of OPACs only:	<input type="text" value="59"/>
Shared:	<input type="text" value="0"/>		

**Policies and Catalog** Section Finalized**Policies**

Library hours conveyed to community?	<input type="text" value="YES"/>	Local Literacy Program?	<input type="text" value="YES"/>
Friends of Library Group?	<input type="text" value="YES"/>	Literacy Contact Name _Phone	<input type="text" value="Literacy Council of OKC&lt;br/&gt;300 Park Ave&lt;br/&gt;Oklahoma City, OK 73102&lt;br/&gt;(405) 232-3780"/>
Friends Contact Name and Address	<input type="text" value="Kay Samaripa&lt;br/&gt;300 Park Ave&lt;br/&gt;Oklahoma City, OK 73102&lt;br/&gt;(405) 321-8653"/>		
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2001"/>	Year last reviewed
Board approved policies?	<input type="text" value="YES"/>		
Written materials section policy?	<input type="text" value="YES"/>	<input type="text" value="2005"/>	Year last reviewed
Minium wage at least \$.5.15 per hour?	<input type="text" value="YES"/>		
Fair labor act observed?	<input type="text" value="YES"/>		

**Catalog**

Collection evaluated and maintained?	<input type="text" value="YES"/>	Automated Selection/Processing?
Is catalog available on the internet?	<input type="text" value="YES"/>	<input type="text" value="NONE"/>
Is collection fully cataloged?	<input type="text" value="YES"/>	
In No, describe extent:	<input type="text"/>	

## Planning

 Section Finalized

### Long Range Plan

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Does your library have a long range plan? If YES, year starting: Year ending: 

Method used to develop plan?

-Planning for results: - Planning and Role Setting  
for public libraries - Other  
Please specifyDoes library intend to create a long range  
plan or revise current plan within the next  
fiscal year? 

### Technology Plan

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Does your library have a technology plan? If YES, year starting: Year ending: 

### ERATE

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FCC# EIN/TIN #

**Survey**

Population Served: 684543

Section Finalized

(Bolded box around section indicates question(s) answered for this fiscal year survey.)

<b>Policy Review</b>	
Have library policies been reviewed by the board?	<input type="text" value="YES"/>

<b>Library Visits</b>	
Library visits per capita:	<input type="text" value="4.35"/>

<b>Titles and Author/Subject Fill Rates</b>			
	Sought	Filled	PSA:
<b>Titles:</b>	<input type="text" value="2383"/>	<input type="text" value="1887"/>	<input type="text" value="0.79"/>
<b>Author:</b>	<input type="text" value="1761"/>	<input type="text" value="1391"/>	<input type="text" value="0.79"/>

<b>Condition and Age of Collection</b>									
<b>Condition</b> .....					PSA:	<input type="text" value="0.31"/>			
Total:	<input type="text" value="200"/>	Excellent:	<input type="text" value="62"/>	Good:	<input type="text" value="127"/>	Poor:	<input type="text" value="11"/>	Other:	<input type="text" value="0"/>
<b>Age</b> .....					PSA:	<input type="text" value="0.28"/>			
5yrs:	<input type="text" value="56"/>	6 -10:	<input type="text" value="56"/>	11-25:	<input type="text" value="74"/>	26+:	<input type="text" value="12"/>	Other:	<input type="text" value="0"/>

Note: PSA values defined as follows:

- Titles: Filled/Sought
- Author: Filled/Sought
- Condition: Excellent/Total
- Age: 5yrs/Total