

ODL Annual Report - Fiscal Year: 2006

☒ Finalized ☐ Approved

Library: **METROPOLITAN LIBRARY SYSTEM**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

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="text" value="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)

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:

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
Total Book Cost:		\$319,736

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

Programs	Quantity:	Cost:
Children:	0	\$0
Adult:	0	\$0
Total Program Cost:		\$0

Continuing Education

	Quantity:	Cost:
Workshops:	0	\$0

Additional Staff

People:	Hours:	Cost:
0	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
Total Technology Cost:		\$0

Equipment	Qty:	Cost:
Total Equipment Cost:		\$0

Other Expenses	Qty:	Cost:
Total Other Expenses:		\$0

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

Comments:

Operating Income (2)

Grants

State Grants

Description	Amount
OK Arts Council and ODL	\$11,100

Total STATE Grants: **\$11,100**

LSTA Grants

Description	Amount
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Total LSTA Grants: **\$0**

Income Totals

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

Operating Expenses☒ Section FinalizedEstimated Data? **Wages and Benefits**

Staff Salaries:	\$9,855,717
Benefits & Taxes:	\$3,183,003

Total Wages & Benefits: **\$13,038,720****Collection**

	Adult	Juvenile	Total
Books:	\$1,779,594	\$511,614	\$2,291,208
Serials:	\$171,450	\$0	\$171,450
Microfilm:	\$0	\$0	\$0
Audiovisual:	\$389,471	\$117,098	\$506,569
Electronic Materials	\$291,410	\$0	\$291,410
Other Materials:	\$5,250	\$0	\$5,250

Total Collection: **\$3,265,887****Other**

Other:	\$3,185,438
Furniture/Equipment:	\$333,693
Electronic Access:	\$485,331

Total Miscellaneous: **\$4,004,462****Total Expenses:** **\$20,309,069**

Carryover Income☒ Section FinalizedEstimated Data?

Gifts:	<input type="text" value="\$0"/>
Local Funds:	<input type="text" value="\$15,762,317"/>
State Grants:	<input type="text" value="\$2,434"/>
LSTA Grants:	<input type="text" value="\$0"/>
Other:	<input type="text" value="\$134,949"/>

Total Carryover:	<input type="text" value="\$15,899,700"/>
+ Total Income:	<input type="text" value="\$24,301,916"/>
- Total Expenses:	<input type="text" value="\$20,309,069"/>

This Year's Carryover:	<input type="text" value="\$19,892,547"/>
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Last Year Carryover:	<input type="text" value="\$0.00"/>
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Capital Income☒ Section FinalizedEstimated Data?

	Amount
BondsAppropriations:	<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"/>

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"/>

Total Capital Expenditures:

Total Capital Carryover:

Holdings

☒ Section FinalizedEstimated Data?

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	687,710	155,524	151,292	150,248
Juvenile:	335,113	51,105	61,100	46,629
Total Bound:	1,022,823	206,629	212,392	196,877
Unbound Current Serial Subscriptions (Non Electronic)				
	2,646.00	2,458.00	119.00	24.00
Total Printed Materials:	1,025,469.00	209,087	212,511	196,901

Electronic Materials	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
Total Electronic Materials:	1,225.00	161	143	80

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 FinalizedEstimated Data? Is Library Service Free?: Total Reference Transactions Per Week: Annual Reference Transactions Per Capita:

Annual Circulation Transactions Headquarters/Main

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

Annual Circulation Transactions Per Capita: **Annual Circulation Transactions System Wide**

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

Annual Circulation Transactions Per Capita:

Borrowers☒ Section FinalizedEstimated Data? **Number Of Registered Borrowers**

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

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	337	27061
Other programs for children 7/05 - 6/06		2040	71077
Programs given for adults 7/05 - 6/06		4204	61712
Programs given for teens 7/05 - 6/06		559	8389
Total Programs:		7140	168239
Program Attendance Per Capita:			0.25

Interlibrary Loans

Loaned: Borrowed:

Belong To IIL Network (OCLN/OLTN)

Continuing Education/Internet Use☒ Section FinalizedEstimated 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 FinalizedEstimated 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:	20
Number of Staff Members:	126

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

Library hours conveyed to community? Friends of Library Group?

Friends Contact Name and Address	Kay Samaripa 300 Park Ave Oklahoma City, OK 73102 (405) 321-8653
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Local Literacy Program?

Literacy Contact Name _Phone	Literacy Council of OKC 300 Park Ave Oklahoma City, OK 73102 (405) 232-3780
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Written statement of purpose? Year last reviewedBoard approved policies? Written materials section policy? Year last reviewedMinium wage at least \$.5.15 per hour? Fair labor act observed?

Catalog

Collection evaluated and maintained?

Automated Selection/Processing?

Is catalog available on the internet? Is collection fully cataloged?

In No, describe extent:

Planning

☒ Section Finalized

Long Range Plan

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

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

ERATE

FCC# EIN/TIN #

Survey

Population Served: 684543

☒ Section Finalized

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

Policy ReviewHave library policies been reviewed by the board? **Library Visits**Library visits per capita: **Titles and Author/Subject Fill Rates**

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

Condition and Age of Collection

Condition PSA:
 Total: Excellent: Good: Poor: Other:
Age PSA:
 5yrs: 6 -10: 11-25: 26+: Other:

Note: PSA values defined as follows:

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