

# ODL Annual Report - Fiscal Year: 2007

☐ 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:	405-606-3725	Fax:	405-606-3722
Toll Free - 800#:			
Director's Email:	director@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	514,361	176,905	691,266
County:	514,361	176,905	691,266
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	103.0	MLS FTE	13	Librarian FTE:	3.2	Other FTE:	86.81
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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 withing 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:	\$23,584,537

**Total Local Funds:** **\$23,584,537****State Aid**☒ Section Finalized Estimated Data? **Aid Amount:** **\$314,374**

State Aid Used As Follows:

<b>Books</b>	Quantity:	Cost:
Reference:	573	\$53,714
Children:	7368	\$77,015
Adult:	14662	\$183,645
<b>Total Book Cost:</b>		<b>\$314,374</b>

<b>Non-Book Materials</b>	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>

<b>Programs</b>	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**

People:	Hours:	Cost:
0	0	\$0

<b>Technology</b>	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>

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

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

**Total State Aid Expenses:** **\$314,374**

Comments:

"The Metropolitan Library System uses state aid to purchase additional materials for our customers in Oklahoma County. This aid is critical in maintaining a collection of materials and services capable of meeting the diverse and changing informational and educational needs of Oklahoma County."

## Operating Income (2)

### Grants

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#### State Grants

Description	Amount
Oklahoma Arts Council	\$10,250
Oklahoma Humanities Council	\$3,920

<b>Total STATE Grants:</b>	<b>\$14,170</b>
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#### LSTA Grants

Description	Amount
ODL Wireless Grant	\$5,386

<b>Total LSTA Grants:</b>	<b>\$5,386</b>
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### Income Totals

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Local Funds:	<b>\$23,584,537</b>
State Aid:	<b>\$314,374</b>
State Grants:	<b>\$14,170</b>
LSTA Grants:	<b>\$5,386</b>
Other Federal:	<b>\$0</b>
Other From City:	<b>\$0</b>
Other Collected:	<b>\$1,796,794</b>
<b>Total Income:</b>	<b>\$25,715,261</b>

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

Staff Salaries:	\$10,340,032
Benefits & Taxes:	\$3,266,260
<b>Total Wages &amp; Benefits:</b>	<b>\$13,606,292</b>

**Collection**

	Adult	Juvenile	Total
Books:	\$1,770,139	\$499,295	\$2,269,434
Serials:	\$164,250	\$0	\$164,250
Microfilm:	\$0	\$0	\$0
Audiovisual:	\$444,607	\$122,679	\$567,286
Electronic Materials	\$316,330	\$0	\$316,330
Other Materials:	\$2,700	\$0	\$2,700
<b>Total Collection:</b>	<b>\$3,320,000</b>		

**Other**

Other:	\$4,005,170
Furniture/Equipment:	\$190,868
Electronic Access:	\$529,051
<b>Total Miscellaneous:</b>	<b>\$4,725,089</b>

**Total Expenses: \$21,651,381**

**Carryover Income**☒ Section FinalizedEstimated Data? 

Gifts:	<input type="text" value="\$0"/>
Local Funds:	<input type="text" value="\$19,704,947"/>
State Grants:	<input type="text" value="\$0"/>
LSTA Grants:	<input type="text" value="\$0"/>
Other:	<input type="text" value="\$187,600"/>

Total Carryover:	<input type="text" value="\$19,892,547"/>
+ Total Income:	<input type="text" value="\$25,715,261"/>
- Total Expenses:	<input type="text" value="\$21,651,381"/>

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<b>This Year's Carryover:</b>	<input type="text" value="\$23,956,427"/>
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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
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	693,167	157,526	146,489	141,032
Juvenile:	328,633	52,108	48,029	54,509
<b>Total Bound:</b>	<b>1,021,800</b>	<b>209,634</b>	<b>194,518</b>	<b>195,541</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	2,572.00	2,433.00	59.00	133.00
<b>Total Printed Materials:</b>	<b>1,024,372.00</b>	<b>212,067</b>	<b>194,577</b>	<b>195,674</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	52,914.00	16,425.00	12,967.00	13,325.00
Video Materials:	48,906.00	13,740.00	10,312.00	10,919.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	1,251.00	193.00	501.00	475.00
<b>Total Electronic Materials:</b>	<b>1,251.00</b>	<b>193</b>	<b>501</b>	<b>475</b>

## Database Detail:

- Paid by your Library	193
- 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:	15.00	15		

### 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: 

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**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="4078258"/>	<input type="text" value="1934722"/>	<input type="text" value="6,012,980"/>

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

Adult:	Juvenile:	Total:
<input type="text" value="294,794"/>	<input type="text" value="109,582"/>	<input type="text" value="404,376"/>

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?

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Programs		Number	Attendance
Summer 6/06 - 8/06	Note: Last Years Program	201	31203
Other programs for children	7/06 - 6/07	2002	46464
Programs given for adults	7/06 - 6/07	4277	54969
Summer Teens 6/06 - 8/06	Note: Last Years Program	76	3825
Programs given for teens	7/06 - 6/07	430	6104
Total Programs:		6986	142565
Program Attendance Per Capita:			0.21

### Interlibrary Loans

Loaned:       Borrowed:

Belong To IIL Network (OCLN/OLTN)

**Continuing Education/Internet Use**☒ Section FinalizedEstimated Data? **Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="416"/>	<input type="text" value="0"/>	<input type="text" value="150"/>

**Electronic Service and Internet Use**

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

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="208"/>	Staff: <input type="text" value="141"/>	Shared <input type="text" value="0"/>
			<input type="text" value="349"/>

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:	\$34,424
Director's Current Annual Salary:	\$149,074
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)	\$93,075	Department Head	\$64,597
Information Technology Director:	\$81,016	Selector:	\$56,330

**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:	426

## 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="329"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="251"/>	Number of OPACs only:	<input type="text" value="60"/>
Shared:	<input type="text" value="0"/>		

## Policies and Catalog

☒ Section Finalized

### Policies

Library hours conveyed to community?	<input type="text" value="YES"/>		
Friends of Library Group?	<input type="text" value="YES"/>	Local Literacy Program?	<input type="text" value="YES"/>
Friends Contact Name and Address	<input type="text" value="Kay Samaripa&lt;br/&gt;300 Park Ave&lt;br/&gt;Oklahoma City, OK 73102"/>	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"/>
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2007"/>	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: 691266

☒ Section Finalized

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

### Policy Review

Have library policies been reviewed by the board?

### Library Visits

Library visits per capita:

### Titles and Author/Subject Fill Rates

	Sought	Filled	PSA:
<b>Titles:</b>	<input type="text" value="618"/>	<input type="text" value="472"/>	<input type="text" value="0.76"/>
<b>Author:</b>	<input type="text" value="309"/>	<input type="text" value="223"/>	<input type="text" value="0.72"/>

### 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