

ODL Annual Report - Fiscal Year: 2008

☒ 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:	522,205	179,602	701,807
County:	522,205	179,602	701,807
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				
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	111.3	MLS FTE	13.14	Librarian FTE:	3.82	Other FTE:	94.35
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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:	\$26,164,445

Total Local Funds: **\$26,164,445****State Aid**☒ Section Finalized Estimated Data? **Aid Amount:** **\$353,015**

State Aid Used As Follows:

Books	Quantity:	Cost:
Reference:	587	\$62,670
Children:	8339	\$85,090
Adult:	16504	\$205,255
Total Book Cost:		\$353,015

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: **\$353,015**

Comments:

Grants

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

Income Totals

Local Funds:	\$26,164,445
State Aid:	\$353,015
State Grants:	\$13,500
LSTA Grants:	\$0
Other Federal:	\$0
Other From City:	\$0
Other Collected:	\$2,064,461
Total Income:	\$28,595,421

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

Staff Salaries:	\$10,915,435
Benefits & Taxes:	\$3,687,948
Total Wages & Benefits:	\$14,603,383

Collection

	Adult	Juvenile	Total
Books:	\$1,808,470	\$516,625	\$2,325,095
Serials:	\$154,830	\$0	\$154,830
Microfilm:	\$0	\$0	\$0
Audiovisual:	\$486,333	\$103,945	\$590,278
Electronic Materials	\$364,797	\$0	\$364,797
Other Materials:	\$2,200	\$0	\$2,200
Total Collection:			\$3,437,200

Other

Other:	\$5,531,200
Furniture/Equipment:	\$185,785
Electronic Access:	\$708,989
Total Miscellaneous:	\$6,425,974

Total Expenses: \$24,466,557

Carryover Income☒ Section FinalizedEstimated Data?

Gifts:	\$0
Local Funds:	\$23,823,208
State Grants:	\$0
LSTA Grants:	\$126,191
Other:	\$0

Total Carryover:	\$23,949,399
+ Total Income:	\$28,595,421
- Total Expenses:	\$24,466,557

This Year's Carryover:	\$28,098,900
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Last Year Carryover:	\$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:	684,920	161,500	148,317	158,656
Juvenile:	325,381	53,092	48,317	55,091
Total Bound:	1,010,301	214,592	196,634	213,747
Unbound Current Serial Subscriptions (Non Electronic)				
	2,569.00	2,431.00	53.00	56.00
Total Printed Materials:	1,012,870.00	217,023	196,687	213,803

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	54,374.00	16,302.00	13,311.00	11,883.00
Video Materials:	43,436.00	11,226.00	12,190.00	17,684.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	1,178.00	131.00	65.00	138.00
Total Electronic Materials:	1,178.00	131	65	138

Database Detail:

- Paid by your Library	131
- by other coop	0
- by State Library	23

Licensed Databases:

Ancestry.com, Auto Repair Reference Center,
Dun and Bradstreet, Ebsco Do-It-Yourself
(auto/home/small engine), HeritageQuest,

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 Finalized Estimated 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="3920942"/>	<input type="text" value="1836585"/>	<input type="text" value="5,757,527"/>

Annual Circulation Transactions Per Capita: Annual Library Visits Per Capita:

Borrowers☒ Section Finalized Estimated Data? **Number Of Registered Borrowers**

Adult:	Juvenile:	Total:
<input type="text" value="296,671"/>	<input type="text" value="109,403"/>	<input type="text" value="406,074"/>

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 6/07 - 8/07 Note: Last Years Program	215	28425
Other programs for children 7/07 - 6/08	2240	49848
Programs given for adults 7/07 - 6/08	3139	45816
Summer Teens 6/07 - 8/07 Note: Last Years Program	59	4360
Programs given for teens 7/07 - 6/08	327	4956
Total Programs:	5980	133405
Program Attendance Per Capita:		0.19

Interlibrary LoansLoaned: Borrowed: Belong to OLTN Network Belong to OCLC Network? - If OCLC, Average Cost:

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

# of Staff	# of Board	Total CEs
<input type="text" value="452"/>	<input type="text" value="0"/>	<input type="text" value="75"/>

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="212"/>	Staff: <input type="text" value="153"/>	Shared <input type="text" value="0"/>
			<input type="text" value="365"/>

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:	<input type="text" value="\$37,817"/>
Director's Current Annual Salary:	<input type="text" value="\$159,515"/>

Benefits

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

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$98,030"/>	Department Head	<input type="text" value="\$68,147"/>
Information Technology Director:	<input type="text" value="\$86,798"/>	Selector:	<input type="text" value="\$60,081"/>

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

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

Board meeting time:	<input type="text" value="3:30pm"/>
In which week?	<input type="text" value="3rd"/>
Day of week:	<input type="text" value="THUR"/>
MeetFrequency	<input type="text" value="MONTHLY"/>

Number of Board Members:	<input type="text" value="29"/>
Number of Staff Members:	<input type="text" value="434"/>

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	Carol Gilbert 300 Park Ave OKC, OK 73102
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Local Literacy Program?

Literacy Contact Name _Phone	Literacy Council of OKC 300 Park Ave OKC, OK 73120
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Written statement of purpose? Year last reviewedBoard approved policies? Written materials section policy? Year last reviewedMinimum wage at least \$6.5 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: 701807

☒ 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="618"/>	<input type="text" value="472"/>	<input type="text" value="0.76"/>
Author:	<input type="text" value="309"/>	<input type="text" value="223"/>	<input type="text" value="0.72"/>

Condition and Age of Collection

Condition	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"/>	
Age	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