

# ODL Annual Report - Fiscal Year: 2007

☐ Finalized ☐ Approved

Library: **RALPH ELLISON BRANCH LIBRARY**

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

|                      |                              |                                       |   |
|----------------------|------------------------------|---------------------------------------|---|
| Name:                | RALPH ELLISON BRANCH LIBRARY |                                       |   |
| County:              | OKLAHOMA                     | Type:                                 | BR  |
| Mail Address:        | SAME AS ST. ADDRESS          |                                       |   |
| Street Address:      | 2000 N E 23                  |                                       |   |
| City:                | OKLA CITY                    | Zip:                                  | 73111-3402<br>(Street) (Mail)   |
| Phone:               | 405-424-1437                 | Fax:                                  | 405-424-1443  |
| Toll Free - 800#:    |                              |                                       |   |
| Director's Email:    | fwilliams@metrolibrary.org   |                                       |   |
| Library's Web Page:  | www.metrolibrary.org         |                                       |   |
| Population:          | Adult                        | Juvenile                              | Total   |
| City:                | 25,924                       | 9,129                                 | 35,053  |
| 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:

Person Completing:

Number Of Branches:  BookMobiles:  Other Outlets:

Note:

|                 |                                   |         |                                  |                |                                  |            |                                   |
|-----------------|-----------------------------------|---------|----------------------------------|----------------|----------------------------------|------------|-----------------------------------|
| Total Staff FTE | <input type="text" value="8.06"/> | MLS FTE | <input type="text" value="1.5"/> | Librarian FTE: | <input type="text" value="2.5"/> | Other FTE: | <input type="text" value="4.06"/> |
|-----------------|-----------------------------------|---------|----------------------------------|----------------|----------------------------------|------------|-----------------------------------|

## 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:

## Holdings

☒ Section FinalizedEstimated Data? 

| Printed Materials   | Physical Units   | Titles        | Added        | Discarded    |
|---|------------------|---------------|--------------|--------------|
| <b>Bound</b><br>(Books/Serials/Etc.)                                  |                  |               |              |              |
| Adult:  | 28,555           | 26,842        | 5,601        | 4,949        |
| Juvenile:   | 8,265            | 7,686         | 1,480        | 304          |
| <b>Total Bound:</b>   | <b>36,820</b>    | <b>34,528</b> | <b>7,081</b> | <b>5,253</b> |
| <b>Unbound</b><br>Current Serial<br>Subscriptions<br>(Non Electronic) |                  |               |              |              |
|   | 106.00           | 105.00        | 4.00         | 17.00        |
| <b>Total Printed Materials:</b>                                       | <b>36,926.00</b> | <b>34,633</b> | <b>7,085</b> | <b>5,270</b> |

| Electronic Materials               | Physical Units | Titles    | Added     | Discarded |
|------------------------------------|----------------|-----------|-----------|-----------|
| Audio Materials:                   | 1,756.00       | 1,756.00  | 632.00    | 947.00    |
| Video Materials:                   | 2,150.00       | 2,150.00  | 504.00    | 441.00    |
| E-Books:                           | 0.00           | 0.00      | 0.00      | 0.00      |
| E-Serials:                         | 0.00           | 0.00      | 0.00      | 0.00      |
| Licensed Databases:                | 65.00          | 65.00     | 23.00     | 27.00     |
| <b>Total Electronic Materials:</b> | <b>65.00</b>   | <b>65</b> | <b>23</b> | <b>27</b> |

## Database Detail:

|                        |    |
|------------------------|----|
| - Paid by your Library | 65 |
| - by other coop        | 0  |
| - by State Library     | 23 |

## Library Hours

☒ Section Finalized

|                           |                                    |   |
|---------------------------|------------------------------------|---|
|                           | Main/HQ                            |   |
| Hours open per week:      | <input type="text" value="61.00"/> | Total Annual Hours: <input type="text" value="3,172.00"/> |
| Hours after 5pm M-F:      | <input type="text" value="13.00"/> |   |
| Hours Sat, Sun:           | <input type="text" value="8.00"/>  |   |
| Days Closed for Holidays: | <input type="text" value="10.00"/> |   |

### Regular Hours

|        | Period 1                            |                                     | Period 2             |                      | Period 3             |                      |
|--------|-------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Sun    | <input type="text"/>                | <input type="text"/>                | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mon:   | <input type="text" value="9:00am"/> | <input type="text" value="8:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tues:  | <input type="text" value="9:00am"/> | <input type="text" value="8:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed:   | <input type="text" value="9:00am"/> | <input type="text" value="8:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text" value="9:00am"/> | <input type="text" value="8:00pm"/> | <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 61.00**

### Summer Hours

|        | Period 1             |                      | Period 2             |                      | Period 3             |                      |
|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Sun    | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mon:   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tues:  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed:   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fri:   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sat:   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Total Summer Hours Per Week 0.00**

**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 6/06 - 8/06                      | Note: Last Years Program | 20     | 1883       |
| Other programs for children 7/06 - 6/07 |                          | 70     | 930        |
| Programs given for adults 7/06 - 6/07   |                          | 312    | 2840       |
| Summer Teens 6/06 - 8/06                | Note: Last Years Program | 6      | 157        |
| Programs given for teens 7/06 - 6/07    |                          | 20     | 233        |
| Total Programs:                         |                          | 428    | 6043       |
| Program Attendance Per Capita:          |                          |        | 0.17       |

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

| # of Staff                      | # of Board                     | Total CEs                       |
|---------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="12"/> | <input type="text" value="0"/> | <input type="text" value="25"/> |

**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?

| Public                          | Staff                          | Shared                         | Total                           |
|---------------------------------|--------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="15"/> | <input type="text" value="7"/> | <input type="text" value="0"/> | <input type="text" value="22"/> |

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="\$34,424"/> |
| Director's Current Annual Salary:    | <input type="text" value="\$34,424"/> |
| 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="\$0"/> | Department Head | <input type="text" value="\$50,502"/> |
| Information Technology Director:   | <input type="text" value="\$0"/> | Selector:       | <input type="text" value="\$0"/>      |

**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<br>Contact<br>Name and<br>Address | Saundra Burleson<br>19601 Danforth Farms Blvd.<br>Edmond, OK 73003<br>405-359-8430 |
|---|--|

Literacy Contact  
Name \_PhoneWritten statement of purpose?  Year last reviewed