# ODL Annual Report - Fiscal Year: 2009

☑ Finalized   ☑ Approved

Library:   **RONALD J NORICK DOWNTOWN LIBRARY**

## Library Data and Demographics

☑ Section Finalized    Estimated Data? NO

Name: RONALD J NORICK DOWNTOWN LIBRARY

County: OKLAHOMA     Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 300 Park Ave

City: OKLA CITY     Zip: 73102-3600 (Street)    73102-3600 (Mail)

Phone: 405-231-8650     Fax: 405-606-3895

Toll Free - 800#:

Director's Email: jballou@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

|  | Adult | Juvenile | Total |
|---|---|---|---|
| City: | 52,316 | 17,946 | 70,262 |
| County: | 525,784 | 180,833 | 706,617 |

County Service Area: 718 Square Miles

Do you serve all in county w/o charge? YES

If NO, Describe:

Director/Librarian: Julie Ballou

Person Completing: Stuart Williamson, Researcher

Number Of Branches: 0    BookMobiles: 0    Other Outlets: 0

Note: City pop from MLS defined service area 2008

Total Staff FTE 31.98    MLS FTE 14.53    Librarian FTE: 1.63    Other FTE: 15.83

## Library Data and Demographics(2)

Square Footage For Library: 79500              Do you have meeting rooms?   YES

Housed in a building owned or maintained by local government or the system?:   Y

Year Built:   2004

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?   N

Total amount spent of building maintenance and/or rent:   $223,923.00

Building maintenance and/or rent paid by:   SYSTEM

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District:   USH-5  Fallin, Mary

Oklahoma House District:   H-88  McAffrey, Al

Oklahoma Senate District:   S-46  Rice, Andrew (D)

# Holdings

☑ Section Finalized      Estimated Data? NO

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| **Bound**<br>(Books/Serials/Etc.) | | | | |
| Adult: | 129,308 | 121,550 | 15,351 | 19,473 |
| Juvenile: | 33,991 | 31,612 | 2,595 | 3,288 |
| **Total Bound:** | **163,299** | **153,162** | **17,946** | **22,761** |
| **Unbound**<br>Current Serial<br>Subscriptions<br>(Non Electronic) | 989.00 | 846.00 | 16.00 | 11.00 |
| **Total Printed<br>Materials:** | **164,288.00** | **154,008** | **17,962** | **22,772** |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| Audio Materials: | 6,422.00 | 6,422.00 | 1,484.00 | 822.00 |
| Video Materials: | 4,738.00 | 4,738.00 | 938.00 | 657.00 |
| E-Books: | 0.00 | 0.00 | 0.00 | 0.00 |
| E-Serials: | 0.00 | 0.00 | 0.00 | 0.00 |
| Licensed Databases: | 191.00 | 138.00 | 16.00 | 5.00 |
| **Total Electronic<br>Materials:** | **191.00** | **138** | **16** | **5** |

| Database Detail: | | Licensed Databases: |
|---|---|---|
| - Paid by your Library | 168 | Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, |
| - by other coop | 0 | |
| - by State Library | 23 | |

# Library Hours                                            ☑ Section Finalized

|                          | Main/HQ |                     |          |
|--------------------------|---------|---------------------|----------|
| Hours open per week:     | 70.00   | Total Annual Hours: | 3,640.00 |
| Hours after 5pm M-F:     | 17.00   |                     |          |
| Hours Sat, Sun:          | 13.00   |                     |          |
| Days Closed for Holidays:| 15.00   |                     |          |

## 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    |          |  |          |  |          |  |
| Mon:   |          |  |          |  |          |  |
| Tues:  |          |  |          |  |          |  |
| Wed:   |          |  |          |  |          |  |
| Thurs: |          |  |          |  |          |  |
| Fri:   |          |  |          |  |          |  |
| Sat:   |          |  |          |  |          |  |

**Total Summer Hours Per Week     0.00**

## Reference/Circulation

☑ Section Finalized    Estimated Data?  NO

**Annual Circulation Transactions**

Adult          Juvenile:                    **Total:**

239,995          69,046                    309,041

Annual Circulation Transactions Per Capita:      4.40

Annual Library Visits Per Capita:          5.25

## Borrowers

☑ Section Finalized    Estimated Data?  NO

**Number Of Registered Borrowers**

Adult:          Juvenile:                    **Total:**

29,402          6,672                      36,074

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

| **Programs** | | Number | Attendance |
|---|---|---|---|
| Summer 6/08 - 8/08 | Note: Last Years Program | 17 | 2188 |
| Other programs for children  7/08 - 6/09 | | 125 | 5268 |
| Programs given for adults  7/08 - 6/09 | | 2673 | 12850 |
| Summer Teens 6/08 - 8/08 | Note: Last Years Program | 5 | 209 |
| Programs given for teens  7/08 - 6/09 | | 16 | 498 |
| **Total Programs:** | | **2836** | **21013** |
| Program Attendance Per Capita: | | | 0.30 |

## Continuing Education/Internet Use          ☑ Section Finalized    Estimated Data?    NO

### Continuing Education

| # of Staff | # of Board | Total CEs |
|---|---|---|
| 42 | 0 | 78 |

### Electronic Service and Internet Use

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

Does your library have internet access?          YES

    Number of users annually          113423

    Number of Headquarter/Main Internet Stations?          Total

Public   45    Staff:   29   Shared   0          74

Internet access is via:          DEDICATED
Internet have WIFI?:          YES
Type of connection:          1 GBPS

Does your library use an internet filter          Y

    - If yes, which filter:

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: | $37,253 |
| Director's Current Annual Salary: | $64,522 |
| Director's Hours Per Week: | 40 |
| Hourly Wage: | $0.00 |
| Salary @ On $6.5 per hour: | $13,520 |

### Other Salaries                                    (Annual)

| | | | |
|---|---|---|---|
| Assistant or Deputy Director (Avg) | $0 | Department Head | $0 |
| Information Technology Director: | $0 | Selector: | $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: | 3:30pm |
| In which week? | 3rd |
| Day of week: | THUR |
| MeetFrequency | MONTHLY |

| | |
|---|---|
| Number of Board Members: | 0 |
| Number of Staff Members: | 42 |

# Equipment

☑ Section Finalized

| | | | | |
|---|---|---|---|---|
| Photocopier? | YES | Automated Circulation System? | YES |
| Microfilm/Fiche Reader/Printer? | YES | Which automation system? | Other |
| Microcomputers? | YES | Windows Based? | YES |

Number of microcomputers:

Public: 64

Staff: 26       Automated Public Access Catalog?      YES

Shared: 0       Number of OPACs only:      8

# Policies and Catalog

☑ Section Finalized

### Policies

Friends of Library Group?      NO       Local Literacy Program?      NO

Friends Contact Name and Address

Literacy Contact Name _Phone

Written statement of purpose?      YES      2008      Year last reviewed

## Library Staff

☑ Section Finalized

Last Update with FY

Library: **RONALD J NORICK DOWNTOWN LIBRARY**

Staff Count 42    Total FTE: 31.98

| Name | Title: | Type: | Education | Hours | CE? |
|------|--------|-------|-----------|-------|-----|
| **AUCONE, CHARLA** | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BALLOU, JULIE** | Manager of Lib Ops II | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BANKS, RHONDIA** | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BEACH, SHELDON** | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BELL, PRESTON** | Library Assistant | Other | Some College | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BENNETT, GREG** | Serials Tech | Other | College Graduate | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BISH, SHARON** | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BRADLEY, LISA** | Librarian | MLS | Masters In Library | 26 | Y |
| FTE: 0.65  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BROWERS, DARLENE** | Librarian | MLS | Masters In Library | 25 | Y |
| FTE: 0.625  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **DAVIDSON, PHYLLIS** | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **DELVECKI, AJAX** | Associate Librarian | Librarian | College Graduate | 25 | Y |
| FTE: 0.625  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **DIXON, VICTORIA** | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **DOYLE, MAEGYN** | Page | Other | Some College | 13.5 | Y |
| FTE: 0.3375  Certification:  Certified? N  Level:  Year: | | | | Hired This Year? Y | |

| **EDWARDS, KIMBERLY** | Librarian | MLS | Masters In Library | 40 | Y |
|---|---|---|---|---|---|
| FTE: 1 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **FISHER, TIMOTHY** | Assistant Manager | MLS | Masters In Library | 40 | Y |
|---|---|---|---|---|---|
| FTE: 1 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **GABRIELSON, WENDY** | Librarian | MLS | Masters In Library | 30 | Y |
|---|---|---|---|---|---|
| FTE: 0.75 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **GALLAGHER, THOMAS** | Page | Other | College Graduate | 30 | Y |
|---|---|---|---|---|---|
| FTE: 0.75 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **GAY, BRANDI** | Page | Other | Not a High School Grad or GED | 20 | Y |
|---|---|---|---|---|---|
| FTE: 0.5 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **HARRISON, RONALD** | Circ Clerk | Other | College Graduate | 30 | Y |
|---|---|---|---|---|---|
| FTE: 0.75 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **HOANG, HARRY** | Librarian | MLS | Masters In Library | 40 | Y |
|---|---|---|---|---|---|
| FTE: 1 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **JOHNSON, LARRY** | Librarian | MLS | Masters In Library | 40 | Y |
|---|---|---|---|---|---|
| FTE: 1 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **KLOIBER, JESSICA REAGA** | Page | Other | Some College | 20 | Y |
|---|---|---|---|---|---|
| FTE: 0.5 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **LARWIG, CHRIS** | Tech Assistant | Other | Some College | 40 | Y |
|---|---|---|---|---|---|
| FTE: 1 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **MCPHERSON, DEBORAH** | Librarian | MLS | Masters In Library | 20 | Y |
|---|---|---|---|---|---|
| FTE: 0.5 | Certification: | Certified? N | Level: | Year: | Hired This Year? Y |

| **MOON, CARSON** | Page | Other | Not a High School Grad or GED | 12.5 | Y |
|---|---|---|---|---|---|
| FTE: 0.3125 | Certification: | Certified? N | Level: | Year: | Hired This Year? Y |

| **MORRIS, JESSICA** | Circ Clerk | Other | College Graduate | 40 | Y |
|---|---|---|---|---|---|
| FTE: 1 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **MULLINS, RICHARD** | Security Officer | Other | Other Masters | 11.4 | Y |
|---|---|---|---|---|---|
| FTE: 0.2845 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **NANCE, JERRY** | Security Officer | Other | High School | 20 | Y |
|---|---|---|---|---|---|
| FTE: 0.5 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |

| **NIMMO, JAMES** | Page | Other | Some College | 30 | Y |
|---|---|---|---|---|---|

FTE: 0.75    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **PERNELL, CHERYL** | Associate Librarian | Other | College Graduate | 40 | Y |
|---|---|---|---|---|---|

FTE: 1    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **POE, JOE** | Security | Other | High School | 20 | Y |
|---|---|---|---|---|---|

FTE: 0.5    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **REYNOLDS, EMILY** | Page | Other | College Graduate | 15 | Y |
|---|---|---|---|---|---|

FTE: 0.375    Certification:    Certified? N    Level:    Year:    Hired This Year? Y

| **SALINAS, ERIKA** | Page | Other | High School | 17 | Y |
|---|---|---|---|---|---|

FTE: 0.425    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **SHOLLY, MARY** | Circ Clerk | Other | High School | 40 | Y |
|---|---|---|---|---|---|

FTE: 1    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **SMITH, DARIN** | Page | Other | Some College | 10.9 | Y |
|---|---|---|---|---|---|

FTE: 0.2735    Certification:    Certified? N    Level:    Year:    Hired This Year? Y

| **SMYTHE, BRYAN** | Security Officer | Other | High School | 20 | Y |
|---|---|---|---|---|---|

FTE: 0.5    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **STEWART, AARON** | Page | Other | High School | 22.9 | Y |
|---|---|---|---|---|---|

FTE: 0.572    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **STONE, TRACY** | Librarian | MLS | Masters In Library | 40 | Y |
|---|---|---|---|---|---|

FTE: 1    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **STRASNER, MARY** | Librarian | Librarian | Other Masters | 40 | Y |
|---|---|---|---|---|---|

FTE: 1    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **TALLENT, JOYCE L** | Circ Clerk | Other | College Graduate | 40 | Y |
|---|---|---|---|---|---|

FTE: 1    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **THOMPSON, SHARON** | Circ Clerk | Other | College Graduate | 40 | Y |
|---|---|---|---|---|---|

FTE: 1    Certification:    Certified? N    Level:    Year:    Hired This Year? N

| **WILSON, PERRY** | Security | Other | Some College | 20 | Y |
|---|---|---|---|---|---|

FTE: 0.5    Certification:    Certified? N    Level:    Year:    Hired This Year? N

## Board Members

☑ Section Finalized

Last Update with FY **2009**     Library:   **RONALD J NORICK DOWNTOWN LIBRARY**

Total Members:   0

,                                                      Home Phone:                          Business Phone:

- ,

Position:                    Term Ends: