

ODL Annual Report - Fiscal Year: 2009

☒ Finalized ☒ Approved

Library: **RALPH ELLISON LIBRARY**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	<input type="text" value="RALPH ELLISON LIBRARY"/>		
County:	<input type="text" value="OKLAHOMA"/>	Type:	<input type="text" value="BR"/>
Mail Address:	<input type="text" value="SAME AS ST. ADDRESS"/>		
Street Address:	<input type="text" value="1918 N E 23"/>		
City:	<input type="text" value="OKLA CITY"/>	Zip:	<input type="text" value="73111-3402"/> <input type="text" value="73111-3402"/>
		(Street)	(Mail)
Phone:	<input type="text" value="405-424-1437"/>	Fax:	<input type="text" value="405-424-1443"/>
Toll Free - 800#:	<input type="text"/>		
Director's Email:	<input type="text" value="mowens@metrolibrary.org"/>		
Library's Web Page:	<input type="text" value="www.metrolibrary.org"/>		
Population:	Adult	Juvenile	Total
City:	<input type="text" value="28,471"/>	<input type="text" value="9,767"/>	<input type="text" value="38,238"/>
County:	<input type="text" value="525,784"/>	<input type="text" value="180,833"/>	<input type="text" value="706,617"/>
County Service Area:	<input type="text" value="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="9.7"/>	MLS FTE	<input type="text" value="2.5"/>	Librarian FTE:	<input type="text" value="1.5"/>	Other FTE:	<input type="text" value="5.7"/>
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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?:

Year Built:

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

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

☒ Section FinalizedEstimated Data?

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	27,224	25,591	5,752	7,383
Juvenile:	8,261	7,683	1,232	2,003
Total Bound:	35,485	33,274	6,984	9,386
Unbound Current Serial Subscriptions (Non Electronic)				
	108.00	107.00	4.00	2.00
Total Printed Materials:	35,593.00	33,381	6,988	9,388

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,478.00	2,478.00	833.00	291.00
Video Materials:	1,850.00	1,850.00	675.00	674.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	73.00	73.00	7.00	0.00
Total Electronic Materials:	73.00	73	7	0

Database Detail:

- Paid by your Library	50
- by other coop	0
- by State Library	23

Licensed Databases:

Ancestry.com, Auto Repair Reference Center,
Dun and Bradstreet, HeritageQuest, Learning
Express, Mitchell Repair (auto), NewsBank,

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 Finalized Estimated Data?

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="58,604"/>	<input type="text" value="19,749"/>	<input type="text" value="78,353"/>

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="13,655"/>	<input type="text" value="5,967"/>	<input type="text" value="19,622"/>

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 6/08 - 8/08	Note: Last Years Program	13	1284
Other programs for children	7/08 - 6/09	28	826
Programs given for adults	7/08 - 6/09	107	3085
Summer Teens 6/08 - 8/08	Note: Last Years Program	7	286
Programs given for teens	7/08 - 6/09	16	435
Total Programs:		171	5916
Program Attendance Per Capita:			0.15

Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="13"/>	<input type="text" value="0"/>	<input type="text" value="37"/>

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="15"/>	Staff: <input type="text" value="8"/>	Shared <input type="text" value="0"/>
			<input type="text" value="23"/>

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 Finalized Estimated Data? **Salaries**

Beginning Librarian's Annual Salary:	<input type="text" value="\$37,253"/>
Director's Current Annual Salary:	<input type="text" value="\$56,950"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$6.5 per hour:	<input type="text" value="\$13,520"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$0"/>
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 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="21"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="8"/>	Number of OPACs only:	<input type="text" value="2"/>
Shared:	<input type="text" value="0"/>		

Policies and Catalog

☒ Section Finalized

Policies

Friends of Library Group?	<input type="text" value="YES"/>	Local Literacy Program?	<input type="text" value="NO"/>
Friends Contact Name and Address	<input type="text" value="Saundra Burleson
19601 Danforth Farms Blv
Edmond, OK 73003"/>	Literacy Contact Name _Phone	<input type="text"/>
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2008"/> Year last reviewed	

Library Staff☒ Section Finalized

Last Update with FY

Library: RALPH ELLISON LIBRARY

Staff Count

13

Total FTE:

9.7

Name	Title:	Type:	Education	Hours	CE?
ANDERSON, WARREN	Page	Other	Not a High School Grad or GED	24	Y
FTE: 0.6	Certification: Certified? N	Level:	Year:	Hired This Year? N	
BAIRD, MARYL	Page	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
CALIP, KIARA	Page	Other	Not a High School Grad or GED	28.3	Y
FTE: 0.7063	Certification: Certified? N	Level:	Year:	Hired This Year? N	
FLICK, DALEESA	Associate Librarian	Librarian	Other Masters	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
GIBSON, RENA	Circulation Clerk	Other	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
MORGAN, LAWANA	Circ Clerk	Other	Some College	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
OWENS, MICHAEL	Manager of Lib Ops I	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
PORTER, JOAN	Associate Librarian	Librarian	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
RUDEK, HANNAH	Page	Other	Some College	25.1	Y
FTE: 0.6265	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
VENTRELLA, KIM	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
WALKER, REGINALD	Technology Assistant	Other	College Graduate	19	Y
FTE: 0.475	Certification: Certified? N	Level:	Year:	Hired This Year? N	
WALKUP, JOANN	Librarian	MLS	Masters In Library	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
WOODY, ELLINGTON	Tech Assistant	Other	Some College	31.6	Y
FTE: 0.789	Certification: Certified? N	Level:	Year:	Hired This Year? Y	

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Last Update with FY **2009** Library: **RALPH ELLISON LIBRARY**

Total Members: 0

Home Phone: Business Phone:

Position: _____ Term Ends: _____