

ODL Annual Report - Fiscal Year: 2010

☐ Finalized ☐ Approved

Library: **RONALD J NORICK DOWNTOWN LIBRARY**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

| | | | |
|----------------------|----------------------------------|---------------------------------------|---|
| 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: | 533,289 | 183,415 | 716,704 |
| 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: Julie Ballou

Person Completing: Stuart Williamson

Number Of Branches: BookMobiles: Other Outlets:

Note: City pop from MLS defined service area 2008

| | | | | | | | |
|-----------------|------------------------------------|---------|------------------------------------|----------------|-----------------------------------|------------|------------------------------------|
| Total Staff FTE | <input type="text" value="31.62"/> | MLS FTE | <input type="text" value="14.65"/> | Librarian FTE: | <input type="text" value="1.63"/> | Other FTE: | <input type="text" value="15.35"/> |
|-----------------|------------------------------------|---------|------------------------------------|----------------|-----------------------------------|------------|------------------------------------|

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: | 124,832 | 117,342 | 14,478 | 18,954 |
| Juvenile: | 31,348 | 29,154 | 2,434 | 5,077 |
| Total Bound: | 156,180 | 146,496 | 16,912 | 24,031 |
| Unbound Current Serial Subscriptions (Non Electronic) | | | | |
| | 991.00 | 829.00 | 13.00 | 11.00 |
| Total Printed Materials: | 157,171.00 | 147,325 | 16,925 | 24,042 |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|------------------------------------|----------------|------------|-----------|-----------|
| Audio Materials: | 6,386.00 | 6,322.00 | 1,136.00 | 1,172.00 |
| Video Materials: | 5,177.00 | 5,177.00 | 1,273.00 | 834.00 |
| E-Books: | 0.00 | 0.00 | 0.00 | 0.00 |
| E-Serials: | 0.00 | 0.00 | 0.00 | 0.00 |
| Licensed Databases: | 201.00 | 138.00 | 32.00 | 22.00 |
| Total Electronic Materials: | 201.00 | 138 | 32 | 22 |

Database Detail:

| | |
|------------------------|-----|
| - Paid by your Library | 201 |
| - 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, NoveList, NoveList K-8, Reference USA, The

List other Databases:

Library Hours

☒ Section Finalized

| | | |
|---------------------------|------------------------------------|---|
| | Main/HQ | |
| Hours open per week: | <input type="text" value="70.00"/> | Total Annual Hours: <input type="text" value="3,640.00"/> |
| Hours after 5pm M-F: | <input type="text" value="17.00"/> | |
| Hours Sat, Sun: | <input type="text" value="13.00"/> | |
| Days Closed for Holidays: | <input type="text" value="15.00"/> | |

Regular Hours

| | Period 1 | | Period 2 | | Period 3 | |
|--------|-------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Sun | <input type="text" value="1:00pm"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mon: | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tues: | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed: | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <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 70.00

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: Annual Library Visits 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 6/09 - 8/09 | Note: Last Years Program | 14 | 3063 |
| Other programs for children 7/09 - 6/10 | | 256 | 10000 |
| Programs given for adults 7/09 - 6/10 | | 2712 | 10285 |
| Summer Teens 6/09 - 8/09 | Note: Last Years Program | 5 | 300 |
| Programs given for teens 7/09 - 6/10 | | 19 | 811 |
| Total Programs: | | 3006 | 24459 |
| Program Attendance Per Capita: | | | 0.35 |

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

| # of Staff | # of Board | Total CEs |
|---------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="41"/> | <input type="text" value="0"/> | <input type="text" value="46"/> |

Electronic Service and Internet UseDoes 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="45"/> | <input type="text" value="29"/> | <input type="text" value="0"/> | <input type="text" value="74"/> |

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? - Which Software? - Hosted Where?

Salaries and Benefits☒ Section FinalizedEstimated Data? **Salaries**

| | |
|--------------------------------------|---------------------------------------|
| Beginning Librarian's Annual Salary: | <input type="text" value="\$38,750"/> |
| Director's Current Annual Salary: | <input type="text" value="\$68,474"/> |
| Director's Hours Per Week: | <input type="text" value="40"/> |
| Hourly Wage: | <input type="text" value="\$0.00"/> |
| Salary @ On \$6.55 per hour: | <input type="text" value="\$13,624"/> |

Other Salaries

(Annual)

| | | | |
|------------------------------------|---------------------------------------|-----------------|----------------------------------|
| Assistant or Deputy Director (Avg) | <input type="text" value="\$60,133"/> | 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 FinalizedPhotocopier? Microfilm/Fiche Reader/Printer? Microcomputers?

Number of microcomputers:

Public: Staff: Shared: Automated Circulation System? Which automation system? Windows Based? Automated Public Access Catalog? Number of OPACs only:

Policies and Catalog

☒ Section Finalized

Policies

Friends of Library Group? Friends
Contact
Name and
AddressLocal Literacy Program? Literacy Contact
Name & Phone- If NO, has Library Ever Had Friends Written statement of purpose? Year last reviewed

Library Staff☒ Section Finalized

Last Update with FY

Library: **RONALD J NORICK DOWNTOWN LIBRARY**Staff Count Total FTE:

| Name | Title: | Type: | Education | Hours | CE? |
|---|--|--|----------------------------|--------------------|-----|
| BALLOU, JULIE | Manager of Lib Ops II | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BANKS, RHONDIA | Librarian | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BEACH, SHELDON | Librarian | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BELL, PRESTON | Library Assistant | <input type="text" value="Other"/> | Some College | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BENNETT, GREG | Serials Tech | <input type="text" value="Other"/> | College Graduate | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BISH, SHARON | Librarian | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BRADLEY, LISA | Librarian | <input type="text" value="MLS"/> | Masters In Library | 26 | Y |
| FTE: <input type="text" value="0.65"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BROWERS, DARLENE | Librarian | <input type="text" value="MLS"/> | Masters In Library | 25 | Y |
| FTE: <input type="text" value="0.625"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| DAVIDSON, PHYLLIS | Librarian | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| DELVECKI, AJAX | Associate Librarian | <input type="text" value="Librarian"/> | College Graduate | 25 | Y |
| FTE: <input type="text" value="0.625"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| DIXON, VICTORIA | Librarian | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| EDWARDS, KIMBERLY | Librarian | <input type="text" value="MLS"/> | Masters In Library | 40 | Y |
| FTE: <input type="text" value="1"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| ENGLAND, JENNIFER | Librarian | <input type="text" value="MLS"/> | Masters In Library | 25 | Y |
| FTE: <input type="text" value="0.625"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? Y | |

| | | | | | |
|-------------------------------|-----------------------------|--------|-------------------------------|--------------------|---|
| 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 | |
| GRAY, VICTORIA | Circ Clerk | Other | College Graduate | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? Y | |
| HARRISON, RONALD | Circ Clerk | Other | College Graduate | 30 | Y |
| FTE: 0.75 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| HAUSBURG, JANA | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1 | 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 | |
| MOON, CARSON | Page | Other | Not a High School Grad or GED | 6 | Y |
| FTE: 0.15 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| MORRIS, JESSICA | Circ Clerk | Other | College Graduate | 40 | Y |
| FTE: 1 | 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 | |
| ORTIZ, BRANDI | Page | Other | College Graduate | 15.9 | Y |
| FTE: 0.3970 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |

| | | | | | |
|-------------------------|---------------------|--------------|--------------------|-------|--------------------|
| PEEK, VALERIE | Page | Other | Some College | 16.1 | Y |
| FTE: 0.4032 | Certification: | Certified? N | Level: | Year: | Hired This Year? Y |
| 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? N |
| SALINAS, ERIKA | Page | Other | High School | 20.8 | Y |
| FTE: 0.5188 | 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 | 11 | Y |
| FTE: 0.275 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |
| SMYTHE, BRYAN | Security Officer | Other | College Graduate | 20 | Y |
| FTE: 0.5 | Certification: | Certified? N | Level: | Year: | Hired This Year? N |
| STEWART, AARON | Page | Other | High School | 19.1 | Y |
| FTE: 0.4782 | 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 |
| 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 2010 Library: RONALD J NORICK DOWNTOWN LIBRARY

Total Members: 0

| | | | |
|-----------|------------|-------------|-----------------|
| | | Home Phone: | Business Phone: |
| | | | |
| | | | |
| Position: | Term Ends: | | |