# ODL Annual Report - Fiscal Year: 2011

Finalized <u>YES</u>    Approved <u>YES</u>

Library: **RALPH ELLISON LIBRARY**

ID:    9491

## Library Data and Demographics

Section Finalized <u>YES</u>    Estimated Data? <u>NO</u>

Name: RALPH ELLISON LIBRARY

County: OKLAHOMA    Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 2000 N E 23

City: OKLA CITY    Zip: 73111-3402    73111-3402
(Street)    (Mail)

Phone: 405-424-1437    Fax: 405-424-1443

Toll Free - 800#:

Director's Email: mowens@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

| | Adult | Juvenile | Total |
|---|---|---|---|
| City: | 28,471 | 9,767 | 38,238 |
| County: | 537,515 | 181,118 | 718,633 |

County Service Area: 718    Square Miles    Do you serve all in county w/o charge? YES

If NO, Describe:

Director/Librarian: Michael Owens

Person Completing: Kay Bauman

City Manager/Mayor:

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

Number Of Other Outlets:

Note: City pop from MLS defined service area 2008.

| Total Staff FTE | 9.53 | MLS FTE | 3 | Librarian FTE: | 1 | Other FTE: | 5.53 |
|---|---|---|---|---|---|---|---|

# Library Data and Demographics(2)

Square Footage For Library: 16,620        Do you have meeting rooms? YES

Year Built: 1975

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

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report? NO

Total amount spent of building maintenance and/or rent: $47,972

Building maintenance and/or rent paid by: SYSTEM

-- Specify if OTHER:

## US/State Districts/Representatives

U.S. Congressional District:        USH-5  Lankford, James

Oklahoma House District:            H-99  Pittman, Anastasia

Oklahoma Senate District:           S-48  Johnson, Constance (D)

# Holdings

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| **Bound**<br>(Books/Serials/Etc.) | | | | |
| Adult: | 30,361 | 28,539 | 5,972 | 6,154 |
| Juvenile: | 9,927 | 9,232 | 1,511 | 1,049 |
| **Total Bound:** | **40,288** | **37,771** | **7,483** | **7,203** |
| **Unbound** | | | | |
| Current Serial Subscriptions<br>(Non Electronic) | 105 | 105 | 0 | 7 |
| **Total Printed Materials:** | **40,393** | **37,876** | **7,483** | **7,210** |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| Audio Materials: | 3,175 | 3,143 | 804 | 374 |
| Downloadable Audio Titles: | 0 | | | |
| Video Materials: | 2,519 | 2,494 | 981 | 460 |
| Downloadable Video Titles: | 0 | | | |
| E-Books: | 0 | 0 | 0 | 0 |
| E-Serials: | 0 | 0 | 0 | 0 |
| Licensed Databases: | 97 | 97 | 23 | 6 |
| **Total Electronic Materials:** | **97** | **97** | **23** | **6** |

| Database Detail: | - Paid by your Library | - by other coop | - by State Library |
|---|---|---|---|
| | 97 | 0 | 35 |
| Licensed Databases: | Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList, NoveList K-8, Reference USA, | | |
| Other Databases: | | | |

# Library Hours

Section Finalized    <u>YES</u>

Main/HQ

| | | | |
|---|---|---|---|
| Hours open per week: | 61.00 | Total Annual Hours: | 3,172.00 |
| Hours after 5pm M-F: | 13.00 | | |
| Hours Sat, Sun: | 8.00 | | |
| Days Closed for Holidays: | 11.00 | | |
| Weeks open per year: | 52.00 | | |

## Regular Hours

| | Period 1 | | Period 2 | | Period 3 | |
|---|---|---|---|---|---|---|
| Sun: | | | | | | |
| Mon: | 09:00AM | 08:00PM | | | | |
| Tues: | 09:00AM | 08:00PM | | | | |
| Wed: | 09:00AM | 08:00PM | | | | |
| Thurs: | 09:00AM | 08:00PM | | | | |
| Fri: | 09:00AM | 06:00PM | | | | |
| Sat: | 09:00AM | 05:00PM | | | | |

**Total Regular Hours Per Week    61.00**

## Summer Hours

| | Period 1 | | Period 2 | | Period 3 | |
|---|---|---|---|---|---|---|
| Sun: | | | | | | |
| Mon: | | | | | | |
| Tues: | | | | | | |
| Wed: | | | | | | |
| Thurs: | | | | | | |
| Fri: | | | | | | |
| Sat: | | | | | | |

**Total Summer Hours Per Week    0.00**

# Reference/Circulation

**Annual Circulation Transactions**

| Adult | Juvenile: | **Total:** |
|-------|-----------|------------|
| 96,416 | 31,082 | 127,498 |

Annual Circulation Transactions Per Capita:    3.33

Annual Library Visits:    161,091

# Borrowers

**Number Of Registered Borrowers**

| Adult: | Juvenile: | **Total:** |
|--------|-----------|------------|
| 13,226 | 5,839 | 19,065 |

Number of Family Cards:    0

Re-Register?   YES

If no to re-register, describe how borrowing records are kept up to date

Section Finalized  <u>YES</u>          Estimated Data?  <u>NO</u>

| Programs | | Number | Attendance |
|---|---|---|---|
| Summer 6/10 - 8/10 | Note: Last Years Program | 16 | 4,523 |
| Other programs for children  7/10 - 6/11 | | 71 | 1,115 |
| Programs given for adults  7/10 - 6/11 | | 264 | 4,595 |
| Summer Teens 6/10 - 8/10 | Note: Last Years Program | 22 | 615 |
| Programs given for teens  7/10 - 6/11 | | 75 | 1,120 |
| **Total Programs:** | | **448** | **11,968** |
| Program Attendance Per Capita: | | | 0.31 |

Section Finalized  <u>YES</u>    Estimated Data?  <u>NO</u>

## Continuing Education

| # of Staff | # of Board | Total CEs |
|---|---|---|
| 16 | 0 | 18 |

## 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    66,724

    Number of Headquarter/Main Internet Stations?    Total

Public | 24 | Staff: | 8 | Shared | 0 | | 32

    Internet access is via:    DEDICATED

    Internet have WIFI?:    YES

    Type of connection:    100 MBPS

    Does your library use an internet filter?    YES

        - If yes, which filter:    SmartFilter Bess edition

# Salaries and Benefits

Section Finalized  <u>YES</u>     Estimated Data?   <u>NO</u>

## Salaries

| | |
|---|---|
| Beginning Librarian's Annual Salary: | $52,540.00 |
| Director's Current Annual Salary: | $62,254.00 |
| Director's Hours Per Week: | 40 |
| Hourly Wage: | $0.00 |
| Salary @ On $7.25 per hour: | $15,080.00 |

## Other Salaries                                    (Annual)

| | | | |
|---|---|---|---|
| Assistant or Deputy Director (Avg): | $0.00 | Department Head: | $0.00 |
| Information Technology Director: | $0.00 | Selector: | $0.00 |

# Board/Staff Data

Section Finalized     <u>YES</u>

## Months The Board Meets

| X | Jan | X | Feb | X | Mar | X | Apr | X | May | X | Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|
| X | Jul | X | Aug | X | Sep | X | Oct | X | Nov | X | Dec |

| | |
|---|---|
| Board meeting time: | 03:30PM |
| In which week? | 3rd |
| Day of week: | THUR |
| MeetFrequency | MONTHLY |

| | |
|---|---|
| Number of Board Members: | 0 |
| Number of Staff Members: | 13 |

# Equipment

| | | | |
|---|---|---|---|
| Photocopier? | YES | Automated Circulation System? | YES |
| Microfilm/Fiche Reader/Printer? | NO | Which automation system? | Other |
| Microcomputers? | YES | Windows Based? | YES |

Number of microcomputers:

| | | | |
|---|---|---|---|
| Public: | 35 | | |
| Staff: | 8 | Automated Public Access Catalog? | YES |
| Shared: | 0 | Number of OPACs only: | 4 |

# Policies and Catalog

## Policies

| | | | |
|---|---|---|---|
| Friends of Library Group? | YES | Local Literacy Program? | NO |

Friends Contact Name and Address:
Flossie Thurston
PO Box 36484
OKC, OK 73136

Literacy Contact Name Phone

- If NO, has Libary Ever Had Friends?

Written statement of purpose?   YES   2010   < Year last reviewed

# Library Staff

Last Update with FY: **2011** Library: **RALPH ELLISON LIBRARY**

Name      Staff Count: 13      Total FTE: 9.53

| | Title: | Type: | Education | Hours | CE? |
|---|---|---|---|---|---|
| **ANDERSON, WARREN** | Page | Other | | 20.00 | Y |

FTE: 0.50   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **ATTALLA, MEGHAN** | Librarian | MLS | | 40.00 | Y |

FTE: 1.00   Certification:   Certified? N   Level:   Year:   Hired This Year? Y

| | | | | | |
|---|---|---|---|---|---|
| **BAIRD, MARYL** | Page | Other | | 20.00 | Y |

FTE: 0.50   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **BENNETT, SHATIMA** | Library Page | Other | | 13.67 | Y |

FTE: 0.34   Certification:   Certified? N   Level:   Year:   Hired This Year? Y

| | | | | | |
|---|---|---|---|---|---|
| **GIBSON, RENA** | Circulation Clerk | Other | | 40.00 | Y |

FTE: 1.00   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **KINGERY, TARYN** | Librarian | MLS | | 40.00 | Y |

FTE: 1.00   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **MORALES, LINDA** | Library Page | Other | | 20.00 | Y |

FTE: 0.50   Certification:   Certified? N   Level:   Year:   Hired This Year? Y

| | | | | | |
|---|---|---|---|---|---|
| **MORGAN, LAWANA** | Circ Clerk | Other | | 40.00 | Y |

FTE: 1.00   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **OWENS, MICHAEL** | Manager of Lib Ops I | MLS | | 40.00 | Y |

FTE: 1.00   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **PIERCE, CIAR** | Circ Clerk | Other | | 30.00 | Y |

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

| | | | | | |
|---|---|---|---|---|---|
| **SHELTON, JOE** | Associate Librarian | Librarian | | 40.00 | Y |

FTE: 1.00   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **WALKER, REGINALD** | Public Computer Spclst | Other | | 15.50 | Y |

FTE: 0.39   Certification:   Certified? N   Level:   Year:   Hired This Year? N

| | | | | | |
|---|---|---|---|---|---|
| **WOODY, ELLINGTON** | Public Computer Spclst | Other | | 22.00 | Y |

FTE: 0.55   Certification:   Certified? N   Level:   Year:   Hired This Year? N

Last Update with FY:   **2011**        Library: **RALPH ELLISON LIBRARY**

Total Members: 0

Home Phone:                    Business Phone:

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Position:               Term Ends: