

ODL Annual Report - Fiscal Year: 2012

Finalized YESApproved YESLibrary: **RONALD J NORICK DOWNTOWN LIBRARY**

ID: 9676

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	RONALD J NORICK DOWNTOWN LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	300 Park Avenue		
City:	Oklahoma City	Zip:	73102-3600 (Street) (Mail)
Phone:	405-231-8650	Fax:	405-606-3895
Toll Free - 800#:			
Director's Email:	athornton@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	52,316	17,946	70,262
County:	537,515	181,118	718,633
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u> If NO, Describe:

Director/Librarian:	Angela Thornton				
Person Completing:	Jon Rollman				
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	30.86	MLS FTE	14.15	Librarian FTE:	2	Other FTE:	13.71
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Library Data and Demographics(2)

Square Footage For Library:	<input type="text" value="79,500"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="2004"/>		
Housed in a building owned or maintained by local government or the system?	<input type="text" value="YES"/>		
Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?	<input type="text" value="NO"/>		
Total amount spent of building maintenance and/or rent:	<input type="text" value="\$341,988"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

US/State Districts/Representatives

U.S. Congressional District:	<input type="text" value="USH-5 Lankford, James"/>
Oklahoma House District:	<input type="text" value="H-88 vacant"/>
Oklahoma Senate District:	<input type="text" value="S-46 McAffrey, Al (D)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	123,192	115,800	16,227	16,662
Juvenile:	28,546	26,833	3,049	3,650
Total Bound:	151,738	142,633	19,276	20,312
Unbound Current Serial Subscriptions (Non Electronic)				
	880	821	9	6
Total Printed Materials:	152,618	143,454	19,285	20,318

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	7,162	6,732	1,879	1,084
Downloadable Audio Titles:	0			
Video Materials:	5,176	5,124	1,502	1,060
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	188	138	25	18
Total Electronic Materials:	188	138	25	18

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	188	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, NewsBank, NoveList, NoveList K-8, Reference USA		
Other Databases:	A to Z Maps Online, A to Z the USA, A to Z World Travel, Academic Search Premier (EbscoHost), AccessScience (McGraw-Hill)		

Library Hours

Section Finalized YES

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="14.00"/>		
Weeks open per year:	<input type="text" value="52.00"/>		

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	<input type="text" value="01:00PM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="09:00AM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="09:00AM"/>	<input type="text" value="05:00PM"/>	<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 Finalized YES

Estimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="193,316"/>	<input type="text" value="63,694"/>	<input type="text" value="257,010"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

Borrowers

Section Finalized YES

Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="29,049"/>	<input type="text" value="6,574"/>	<input type="text" value="35,623"/>

Number of Family Cards:

Re-Register?

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

Programs/InterLibrary

Section Finalized YES

Estimated Data? NO

Programs	Number	Attendance
Summer 6/11 - 8/11 Note: Last Years Program	46	4,263
Other programs for children 7/11 - 6/12	175	3,452
Programs given for adults 7/11 - 6/12	2,978	10,030
Summer Teens 6/11 - 8/11 Note: Last Years Program	3	255
Programs given for teens 7/11 - 6/12	16	504
Total Programs:		3,218
Program Attendance Per Capita:		0.26

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="36"/>	<input type="text" value="0"/>	<input type="text" value="59"/>

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="33"/>	Staff: <input type="text" value="29"/> Shared <input type="text" value="0"/>	<input type="text" value="62"/>

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter?

- If yes, which filter:

Salaries and Benefits

Section Finalized YESEstimated Data? NO

Salaries

Beginning Librarian's Annual Salary:	\$65,686.00
Director's Current Annual Salary:	\$63,960.00
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):	\$74,131.00	Department Head:	\$0.00
Information Technology Director:	\$0.00	Selector:	\$0.00

Board/Staff Data

Section Finalized YES

Months The Board Meets

☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ 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: 37

Equipment

Section Finalized YES

Photocopier?

Automated Circulation System?

Microfilm/Fiche Reader/Printer?

Which automation system?

Microcomputers?

Windows Based?

Number of microcomputers:

Public:

Automated Public Access Catalog?

Staff:

Number of OPACs only:

Shared:

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group?

Local Literacy Program?

Friends Contact
Name and Address

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: **2012** Library: **RONALD J NORICK DOWNTOWN LIBRARY**

Name Staff Count: 37 Total FTE: 29.86

	Title:	Type:	Education	Hours	CE?
BEACH, SHELDON	Librarian	MLS		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
BELL, PRESTON	Library Assistant	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
BENNETT, GREG	Serials Technician	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	

BISH, SHARON	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

BRADLEY, LISA	Librarian	MLS	26.00	Y
FTE: 0.65	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

BROWERS, DARLENE	Librarian	MLS	25.00	Y
FTE: 0.63	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

DAVIDSON, PHYLLIS	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

DIXON, VICTORIA	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

EDWARDS, ANTHONY	Public Computer Spclst	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

EDWARDS, KIMBERLY	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

ENGLAND, JENNIFER	Librarian	MLS	25.00	Y
FTE: 0.63	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

FISHER, TIMOTHY	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

GABRIELSON, WENDY	Librarian	MLS	30.00	Y
FTE: 0.75	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

GALLAGHER, THOMAS	Library Aide (P-T)	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

HOANG, HARRY	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

HOUSE, CHELSI	Circulation Clerk	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

JACKSON, SHANELLE	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

JOHNSON, LARRY	Oklahoma Collection Coord	MLS	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

KICKHAM, ELIZABETH	Librarian	MLS	20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

KLOIBER, JESSICA REAGAN	Library Aide (P-T)	Other	30.00	Y
FTE: <input type="text" value="0.75"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

MCAMIS, TERA	Library Events Coord	MLS	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

MELVIN, JACSON	Public Computer Spclst	Other	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

MOON, CARSON	Library Aide (P-T)	Other	28.00	Y
FTE: <input type="text" value="0.70"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>

MORRIS, JESSICA	Circulation Clerk	Other	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

NIMMO, JAMES	Library Aide (P-T)	Other	30.00	Y
FTE: <input type="text" value="0.75"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

NOLAN, ADRIENNE	Circulation Clerk	Other	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

PERNELL, CHERYL	Associate Librarian	Librarian	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

PRUTHI, NEIL	Library Aide (P-T)	Other	14.00	Y
FTE: <input type="text" value="0.35"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

SALINAS, ERIKA	Library Aide (P-T)	Other	20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

SMITH, DARIN	Library Aide (P-T)	Other	10.00	Y
FTE: <input type="text" value="0.25"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

STRASNER, MARY	Librarian	Librarian	40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

THOMPSON, SHARON	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

THORNTON, ANGELA	Manager of Lib Ops II	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

TOLBERT, PHILLIP	Asst Mgr of Library Ops	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

TRAN, PAULA	Library Aide (P-T)	Other	21.00	Y
FTE: 0.53	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

VACANT,	Librarian		40.00	
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

YOUNG, GARRETT	Library Aide (P-T)	Other	25.50	Y
FTE: 0.64	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

Board Members

Section Finalized

Last Update with FY: **2012** Library: **RONALD J NORICK DOWNTOWN LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: