

ODL Annual Report - Fiscal Year: 2006

☒ Finalized ☐ Approved

Library: **RALPH ELLISON BRANCH LIBRARY**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	RALPH ELLISON BRANCH LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	2000 N E 23		
City:	OKLA CITY	Zip:	73111-3402 (Street) (Mail)
Phone:	405-424-1437	Fax:	405-424-1443
Toll Free - 800#:			
Director's Email:	ddavis@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	22,634	7,953	30,587
County:	509,359	175,184	684,543
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:

Person Completing:

Number Of Branches: BookMobiles: Other Outlets:

Note:

Total Staff FTE	<input type="text" value="8.53"/>	MLS FTE	<input type="text" value="1"/>	Librarian FTE:	<input type="text" value="2"/>	Other FTE:	<input type="text" value="4.53"/>
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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?:

Has any building in the library or system been renovated, expanded, or new construction completed within 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:	27,903	26,229	6,097	6,817
Juvenile:	7,089	6,593	1,461	3,099
Total Bound:	34,992	32,822	7,558	9,916
Unbound Current Serial Subscriptions (Non Electronic)				
	119.00	118.00	27.00	0.00
Total Printed Materials:	35,111.00	32,940	7,585	9,916

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,071.00	2,071.00	800.00	1,145.00
Video Materials:	2,087.00	2,087.00	707.00	668.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	69.00	46.00	7.00	4.00
Total Electronic Materials:	69.00	46	7	4

Database Detail:

- Paid by your Library	161
- by other coop	0
- by State Library	23

Library Hours

☒ Section Finalized

	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:	13.00	

Regular Hours

	Period 1		Period 2		Period 3	
Sun						
Mon:	9:00am	8:00pm				
Tues:	9:00am	8:00pm				
Wed:	9:00am	8:00pm				
Thurs:	9:00am	8:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

Total Regular Hours Per Week 61.00

Summer Hours

	Period 1		Period 2		Period 3	
Sun						
Mon:	9:00am	8:00pm				
Tues:	9:00am	8:00pm				
Wed:	9:00am	8:00pm				
Thurs:	9:00am	8:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

Total Summer Hours Per Week 61.00

Reference/Circulation☒ Section FinalizedEstimated Data? **Annual Circulation Transactions**

Adult

Juvenile:

Total:Annual Circulation Transactions 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 6/05 - 8/05	Note: Last Years Program	30	1716
Other programs for children 7/05 - 6/06		180	3891
Programs given for adults 7/05 - 6/06		396	4646
Programs given for teens 7/05 - 6/06		59	340
Total Programs:		665	10593
Program Attendance Per Capita:			0.35

Continuing Education/Internet Use☒ Section FinalizedEstimated Data? ☐ NO**Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="18"/>

Electronic Service and Internet Use

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

Does your library have internet access?

Number of users annually

Number of Headquarter/Main Internet Stations?
Public Staff: Shared

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="\$33,093"/>
Director's Current Annual Salary:	<input type="text" value="\$72,342"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Salary @ On 5.15 per hour:	<input type="text" value="\$10,712"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$70,990"/>
Information Technology Director:	<input type="text" value="\$77,896"/>	Selector:	<input type="text" value="\$53,321"/>

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? Automated Circulation System? Microfilm/Fiche Reader/Printer? Which automation system? Microcomputers? Windows Based?

Number of microcomputers:

Public: Staff: Shared: Automated Public Access Catalog? Number of OPACs only:

Policies and Catalog

☒ Section Finalized

Policies

Friends of Library Group? Local Literacy Program?

Friends
Contact
Name and
Address

Saundra Burleson
19601 Danforth Farms Blvd.
Edmond, OK 73003
405-359-8430

Literacy Contact
Name _Phone

Written statement of purpose? Year last reviewed