

# ODL Annual Report - Fiscal Year: 2007

Finalized  Approved

Library: **RALPH ELLISON BRANCH LIBRARY**

## Library Data and Demographics

Section Finalized

Estimated Data?  NO

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)      73111-3402 (Mail)
Phone:	405-424-1437	Fax:	405-424-1443
Toll Free - 800#:			
Director's Email:	fwilliams@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	25,924	9,129	35,053
County:	514,361	176,905	691,266
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <input type="checkbox"/> YES
			If NO, Describe: <input type="text"/>

Director/Librarian: Fariba Williams

Person Completing: Stuart Williamson, Researcher

Number Of Branches:  BookMobiles:  Other Outlets:

Note: City pop from MLS defined service area 2007

Total Staff FTE	<input type="text" value="8.06"/>	MLS FTE	<input type="text" value="1.5"/>	Librarian FTE:	<input type="text" value="2.5"/>	Other FTE:	<input type="text" value="4.06"/>
-----------------	-----------------------------------	---------	----------------------------------	----------------	----------------------------------	------------	-----------------------------------

## 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? 

<b>Printed Materials</b>	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	28,555	26,842	5,601	4,949
Juvenile:	8,265	7,686	1,480	304
<b>Total Bound:</b>	<b>36,820</b>	<b>34,528</b>	<b>7,081</b>	<b>5,253</b>
<b>Unbound</b>				
Current Serial Subscriptions (Non Electronic)	106.00	105.00	4.00	17.00
<b>Total Printed Materials:</b>	<b>36,926.00</b>	<b>34,633</b>	<b>7,085</b>	<b>5,270</b>
<b>Electronic Materials</b>				
	Physical Units	Titles	Added	Discarded
Audio Materials:	1,756.00	1,756.00	632.00	947.00
Video Materials:	2,150.00	2,150.00	504.00	441.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	65.00	65.00	23.00	27.00
<b>Total Electronic Materials:</b>	<b>65.00</b>	<b>65</b>	<b>23</b>	<b>27</b>

## Database Detail:

- Paid by your Library	65
- by other coop	0
- by State Library	23

## Library Hours

Section Finalized

	Main/HQ	
Hours open per week:	61.00	Total Annual Hours: <span style="border: 1px solid black; padding: 2px;">3,172.00</span>
Hours after 5pm M-F:	13.00	
Hours Sat, Sun:	8.00	
Days Closed for Holidays:	10.00	

### 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:						
Tues:						
Wed:						
Thurs:						
Fri:						
Sat:						

**Total Summer Hours Per Week 0.00**

## Reference/Circulation

Section Finalized Estimated Data?

---

### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="63,322"/>	<input type="text" value="21,084"/>	<input type="text" value="84,406"/>

Annual Circulation Transactions Per Capita:

## Borrowers

Section Finalized Estimated Data?

---

### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="14,011"/>	<input type="text" value="6,199"/>	<input type="text" value="20,210"/>

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?  NO

<b>Programs</b>	<b>Number</b>	<b>Attendance</b>
Summer 6/06 - 8/06      Note: Last Years Program	20	1883
Other programs for children 7/06 - 6/07	70	930
Programs given for adults 7/06 - 6/07	312	2840
Summer Teens 6/06 - 8/06      Note: Last Years Program	6	157
Programs given for teens 7/06 - 6/07	20	233
<b>Total Programs:</b>	<b>428</b>	<b>6043</b>
Program Attendance Per Capita:		0.17

## Continuing Education/Internet Use

Section Finalized Estimated Data?  NO

### Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="25"/>

### 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?  
Public  Staff:  Shared  Total

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 Finalized Estimated Data?

### Salaries

Beginning Librarian's Annual Salary:	<input type="text" value="\$34,424"/>
Director's Current Annual Salary:	<input type="text" value="\$34,424"/>
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="\$50,502"/>
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="7"/>	Number of OPACs only:	<input type="text" value="3"/>
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&lt;br/&gt;19601 Danforth Farms Blvd.&lt;br/&gt;Edmond, OK 73003&lt;br/&gt;405-359-8430"/>	Literacy Contact Name _Phone	<input type="text"/>
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2007"/> Year last reviewed	