

# ODL Annual Report - Fiscal Year: 2008

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:	jporter@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	25,924	9,129	35,053
County:	522,205	179,602	701,807
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:

Person Completing:

Number Of Branches:  BookMobiles:  Other Outlets:

Note:

Total Staff FTE	<input type="text" value="7.08"/>	MLS FTE	<input type="text" value="1.5"/>	Librarian FTE:	<input type="text" value="1.5"/>	Other FTE:	<input type="text" value="4.08"/>
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## Library Data and Demographics(2)

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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

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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:	28,855	27,124	5,700	5,400
Juvenile:	9,032	8,400	1,625	858
<b>Total Bound:</b>	<b>37,887</b>	<b>35,524</b>	<b>7,325</b>	<b>6,258</b>
<b>Unbound</b>				
Current Serial Subscriptions (Non Electronic)	106.00	105.00	0.00	0.00
<b>Total Printed Materials:</b>	<b>37,993.00</b>	<b>35,629</b>	<b>7,325</b>	<b>6,258</b>
<b>Electronic Materials</b>				
	Physical Units	Titles	Added	Discarded
Audio Materials:	1,936.00	1,936.00	578.00	398.00
Video Materials:	1,849.00	1,849.00	531.00	832.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	66.00	66.00	3.00	2.00
<b>Total Electronic Materials:</b>	<b>66.00</b>	<b>66</b>	<b>3</b>	<b>2</b>

## Database Detail:

- Paid by your Library	66
- by other coop	0
- by State Library	23

## Licensed Databases:

Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, Ebsco Do-It-Yourself (auto/home/small engine), HeritageQuest,

## Library Hours

Section Finalized

	Main/HQ		
Hours open per week:	<input type="text" value="61.00"/>	Total Annual Hours:	<input type="text" value="3,172.00"/>
Hours after 5pm M-F:	<input type="text" value="13.00"/>		
Hours Sat, Sun:	<input type="text" value="8.00"/>		
Days Closed for Holidays:	<input type="text" value="10.00"/>		

### Regular 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" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<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 61.00**

### Summer Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text"/>					
Mon:	<input type="text"/>					
Tues:	<input type="text"/>					
Wed:	<input type="text"/>					
Thurs:	<input type="text"/>					
Fri:	<input type="text"/>					
Sat:	<input type="text"/>					

**Total Summer Hours Per Week 0.00**

## Reference/Circulation

Section Finalized Estimated Data?  NO

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### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="57,497"/>	<input type="text" value="19,097"/>	<input type="text" value="76,594"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

## Borrowers

Section Finalized Estimated Data?  NO

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### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="14,006"/>	<input type="text" value="6,003"/>	<input type="text" value="20,009"/>

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 6/07 - 8/07      Note: Last Years Program	17	1364
Other programs for children 7/07 - 6/08	73	1116
Programs given for adults 7/07 - 6/08	214	1749
Summer Teens 6/07 - 8/07      Note: Last Years Program	3	253
Programs given for teens 7/07 - 6/08	22	349
<b>Total Programs:</b>	<b>329</b>	<b>4831</b>
Program Attendance Per Capita:		0.14

**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, 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:	\$35,818
Director's Current Annual Salary:	\$46,675
Director's Hours Per Week:	40
Salary @ On \$6.5 per hour:	\$13,520

### Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	\$0	Department Head	\$0
Information Technology Director:	\$0	Selector:	\$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:	3:30pm
In which week?	3rd
Day of week:	THUR
MeetFrequency	MONTHLY

Number of Board Members:	0
Number of Staff Members:	10

**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="22"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="8"/>	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 blv&lt;br/&gt;Edmond, OK 73003"/>	Literacy Contact Name _Phone	<input type="text"/>
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2008"/> Year last reviewed	