

# ODL Annual Report - Fiscal Year: 2009

Finalized  Approved

Library: **RALPH ELLISON LIBRARY**

## Library Data and Demographics

Section Finalized

Estimated Data?

Name:	<input type="text" value="RALPH ELLISON LIBRARY"/>		
County:	<input type="text" value="OKLAHOMA"/>	Type:	<input type="text" value="BR"/>
Mail Address:	<input type="text" value="SAME AS ST. ADDRESS"/>		
Street Address:	<input type="text" value="1918 N E 23"/>		
City:	<input type="text" value="OKLA CITY"/>	Zip:	<input type="text" value="73111-3402"/> <input type="text" value="73111-3402"/> <small>(Street) (Mail)</small>
Phone:	<input type="text" value="405-424-1437"/>	Fax:	<input type="text" value="405-424-1443"/>
Toll Free - 800#:	<input type="text"/>		
Director's Email:	<input type="text" value="mowens@metrolibrary.org"/>		
Library's Web Page:	<input type="text" value="www.metrolibrary.org"/>		
Population:	Adult	Juvenile	Total
City:	<input type="text" value="28,471"/>	<input type="text" value="9,767"/>	<input type="text" value="38,238"/>
County:	<input type="text" value="525,784"/>	<input type="text" value="180,833"/>	<input type="text" value="706,617"/>
County Service Area:	<input type="text" value="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="9.7"/>	MLS FTE	<input type="text" value="2.5"/>	Librarian FTE:	<input type="text" value="1.5"/>	Other FTE:	<input type="text" value="5.7"/>
-----------------	----------------------------------	---------	----------------------------------	----------------	----------------------------------	------------	----------------------------------

## 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?:

Year Built:

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?  NO

<b>Printed Materials</b>	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	27,224	25,591	5,752	7,383
Juvenile:	8,261	7,683	1,232	2,003
<b>Total Bound:</b>	<b>35,485</b>	<b>33,274</b>	<b>6,984</b>	<b>9,386</b>
<b>Unbound</b>				
Current Serial Subscriptions (Non Electronic)	108.00	107.00	4.00	2.00
<b>Total Printed Materials:</b>	<b>35,593.00</b>	<b>33,381</b>	<b>6,988</b>	<b>9,388</b>
<b>Electronic Materials</b>				
	Physical Units	Titles	Added	Discarded
Audio Materials:	2,478.00	2,478.00	833.00	291.00
Video Materials:	1,850.00	1,850.00	675.00	674.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	73.00	73.00	7.00	0.00
<b>Total Electronic Materials:</b>	<b>73.00</b>	<b>73</b>	<b>7</b>	<b>0</b>

## Database Detail:

- Paid by your Library	50
- by other coop	0
- by State Library	23

## Licensed Databases:

Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank,

## 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:	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?  NO

---

### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="58,604"/>	<input type="text" value="19,749"/>	<input type="text" value="78,353"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

## Borrowers

Section Finalized Estimated Data?  NO

---

### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="13,655"/>	<input type="text" value="5,967"/>	<input type="text" value="19,622"/>

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 6/08 - 8/08      Note: Last Years Program	13	1284
Other programs for children 7/08 - 6/09	28	826
Programs given for adults 7/08 - 6/09	107	3085
Summer Teens 6/08 - 8/08      Note: Last Years Program	7	286
Programs given for teens 7/08 - 6/09	16	435
<b>Total Programs:</b>	<b>171</b>	<b>5916</b>
Program Attendance Per Capita:		0.15

## Continuing Education/Internet Use

Section Finalized Estimated Data?  NO

### Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="13"/>	<input type="text" value="0"/>	<input type="text" value="37"/>

### 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:	\$37,253
Director's Current Annual Salary:	\$56,950
Director's Hours Per Week:	40
Hourly Wage:	\$0.00
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:   
 In which week?   
 Day of week:   
 MeetFrequency

Number of Board Members:   
 Number of Staff Members:

## Equipment

Section Finalized

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

### Policies

Friends of Library Group?

Local Literacy Program?

Friends Contact Name and Address  
 Sandra Burleson  
 19601 Danforth Farms Blv  
 Edmond, OK 73003

Literacy Contact Name \_Phone

Written statement of purpose?

Year last reviewed

**Library Staff** Section Finalized

Last Update with FY

Library: RALPH ELLISON LIBRARY

Staff Count  Total FTE: 

Name	Title:	Type:	Education	Hours	CE?
<b>ANDERSON, WARREN</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	24	Y
FTE: <input type="text" value="0.6"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BAIRD, MARYL</b>	Page	<input type="text" value="Other"/>	College Graduate	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>CALIP, KIARA</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	28.3	Y
FTE: <input type="text" value="0.7063"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>FLICK, DALEESA</b>	Associate Librarian	<input type="text" value="Librarian"/>	Other Masters	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>GIBSON, RENA</b>	Circulation Clerk	<input type="text" value="Other"/>	College Graduate	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>MORGAN, LAWANA</b>	Circ Clerk	<input type="text" value="Other"/>	Some College	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>OWENS, MICHAEL</b>	Manager of Lib Ops I	<input type="text" value="MLS"/>	Masters In Library	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>PORTER, JOAN</b>	Associate Librarian	<input type="text" value="Librarian"/>	College Graduate	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>RUDEK, HANNAH</b>	Page	<input type="text" value="Other"/>	Some College	25.1	Y
FTE: <input type="text" value="0.6265"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>VENTRELLA, KIM</b>	Librarian	<input type="text" value="MLS"/>	Masters In Library	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>WALKER, REGINALD</b>	Technology Assistant	<input type="text" value="Other"/>	College Graduate	19	Y
FTE: <input type="text" value="0.475"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>WALKUP, JOANN</b>	Librarian	<input type="text" value="MLS"/>	Masters In Library	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>WOODY, ELLINGTON</b>	Tech Assistant	<input type="text" value="Other"/>	Some College	31.6	Y
FTE: <input type="text" value="0.789"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	



## Board Members

Section Finalized

---

Last Update with FY 2009 Library: RALPH ELLISON LIBRARY

Total Members: 0

---

	Home Phone:	Business Phone:
, - , Position:            Term Ends:		