

# ODL Annual Report - Fiscal Year: 2009

☒ Finalized ☒ Approved

Library: SOUTHERN OAKS LIBRARY

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	SOUTHERN OAKS LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	6900 S WALKER		
City:	OKLA CITY	Zip:	73139- (Street) 73139- (Mail)
Phone:	405-631-4468	Fax:	405-606-3484
Toll Free - 800#:			
Director's Email:	rwayland@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	73,075	25,067	98,142
County:	525,784	180,833	706,617
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: Randy Wayland

Person Completing: Stuart Williamson, Researcher

Number Of Branches:  BookMobiles:  Other Outlets:

Note: City pop from MLS defined service area 2008

Total Staff FTE	<input type="text" value="20.68"/>	MLS FTE	<input type="text" value="5"/>	Librarian FTE:	<input type="text" value="3.5"/>	Other FTE:	<input type="text" value="12.18"/>
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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?:

Year Built:

Has any building in the library or system been renovated, expanded, or new construction completed withing 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:

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### US/State Districts/Representatives

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

## Holdings

☒ Section FinalizedEstimated Data? 

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	67,681	63,620	14,681	18,994
Juvenile:	28,671	26,664	4,260	5,347
<b>Total Bound:</b>	<b>96,352</b>	<b>90,284</b>	<b>18,941</b>	<b>24,341</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	160.00	159.00	2.00	3.00
<b>Total Printed Materials:</b>	<b>96,512.00</b>	<b>90,443</b>	<b>18,943</b>	<b>24,344</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	5,112.00	5,112.00	1,533.00	1,319.00
Video Materials:	4,002.00	4,002.00	122.00	1,349.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	72.00	72.00	7.00	2.00
<b>Total Electronic Materials:</b>	<b>72.00</b>	<b>72</b>	<b>7</b>	<b>2</b>

## Database Detail:

- Paid by your Library	49
- 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:	<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="15.00"/>	

### Regular Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text" value="1:00pm"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<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 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 FinalizedEstimated Data? **Annual Circulation Transactions**

Adult

Juvenile:

**Total:**Annual Circulation Transactions Per Capita: Annual Library Visits 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 6/08 - 8/08	Note: Last Years Program	11	1924
Other programs for children 7/08 - 6/09		118	2626
Programs given for adults 7/08 - 6/09		176	3735
Summer Teens 6/08 - 8/08	Note: Last Years Program	8	728
Programs given for teens 7/08 - 6/09		60	1379
Total Programs:		373	10392
Program Attendance Per Capita:			0.11

**Continuing Education/Internet Use**☒ Section FinalizedEstimated Data? **Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="29"/>	<input type="text" value="0"/>	<input type="text" value="24"/>

**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
<input type="text" value="18"/>	<input type="text" value="14"/>	<input type="text" value="0"/>	<input type="text" value="32"/>

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? ☐ NO**Salaries**

Beginning Librarian's Annual Salary:	\$37,253
Director's Current Annual Salary:	\$71,534
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: 3:30pm  
In which week? 3rd  
Day of week: THUR  
MeetFrequency MONTHLY

Number of Board Members: 0  
Number of Staff Members: 29



## Equipment

☒ Section FinalizedPhotocopier? Microfilm/Fiche Reader/Printer? Microcomputers? Automated Circulation System? Which automation system? 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? Friends  
Contact  
Name and  
AddressLocal Literacy Program? Literacy Contact  
Name \_PhoneWritten statement of purpose?  Year last reviewed

**Library Staff**☒ Section Finalized

Last Update with FY

Library: SOUTHERN OAKS LIBRARY

Staff Count  Total FTE: 

Name	Title:	Type:	Education	Hours	CE?
<b>ADAMS, GERALDINE</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? N	
<b>ASHBY, SYDNEY</b>	Assoc Librarian	<input type="text" value="Librarian"/>	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>BISHOP, JESSIE</b>	Page	<input type="text" value="Other"/>	Some College	6.5	Y
FTE: <input type="text" value="0.1625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BREATHWIT, DARRIE</b>	Librarian	<input type="text" value="Librarian"/>	Other Masters	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>BROWN, KIRSTIE</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	17.4	Y
FTE: <input type="text" value="0.4345"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>CHANEY, NICOLE</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	19.5	Y
FTE: <input type="text" value="0.4875"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>CLYMER, NATHAN</b>	Tech Assistant	<input type="text" value="Other"/>	Some College	32	Y
FTE: <input type="text" value="0.8"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>CUNNINGHAM, BEVERLY</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? N	
<b>GLOVER, STEVEN</b>	Page	<input type="text" value="Other"/>	Some College	27.6	Y
FTE: <input type="text" value="0.6907"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>GREEN, EMILY</b>	Page	<input type="text" value="Other"/>	Some College	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>HILBERT, JOHN</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>KHADER, LENA</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	16.4	Y
FTE: <input type="text" value="0.4110"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>KINZIE, CHESTER</b>	Asst Manager	<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>KURTH, GALEN</b>	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>LITTLE, WANDA</b>	Page	Other	High School	29.1	Y
FTE: 0.7282	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
<b>MONTGOMERY, DEBORAH</b>	Circulation Clerk	Other	Some College	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>NELSON, SHARON</b>	Page	Other	Some College	23.8	Y
FTE: 0.5938	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
<b>O'NEIL, STACEY</b>	Page	Other	Not a High School Grad or GED	13.8	Y
FTE: 0.3453	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>PARR, BARBARA</b>	Circulation Clerk	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>PHILLIPS, BEVERLY</b>	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>PHILLIPS, SALLY</b>	Circulation Clerk	Other	High School	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>RAMSEY, RACHEL</b>	Page	Other	High School	24.3	Y
FTE: 0.6063	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
<b>RIVAS, PATRICIA</b>	Circulation Clerk	Other	High School	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>SCHOFLIED, JULIE</b>	Circulation Clerk	Other	High School	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>SMITH, CHERYLL</b>	Associate Librarian	Librarian	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>STINSON, SUSAN</b>	Circ Clerk	Other	Some College	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>TOLLY, ANDREW</b>	Circulation Clerk	Other	Some College	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>WALKER, DANIELLE</b>	Page	Other	College Graduate	16.7	Y
FTE: 0.4173	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>WAYLAND, RANDY</b>	Library Manager II	Librarian	College Graduate	40	Y
FTE: 1	Certification:	Certified? N	Level:	Year:	Hired This Year? N

**Board Members**

☒ Section Finalized

Last Update with FY 2009      Library: SOUTHERN OAKS LIBRARY

Total Members: 0

		Home Phone:	Business Phone:
Position:	Term Ends:		