

ODL Annual Report - Fiscal Year: 2010

Finalized Approved

Library: **RONALD J NORICK DOWNTOWN LIBRARY**

Library Data and Demographics

Section Finalized

Estimated Data? NO

Name: RONALD J NORICK DOWNTOWN LIBRARY

County: OKLAHOMA Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 300 Park Ave

City: OKLA CITY Zip: 73102-3600 (Street) 73102-3600 (Mail)

Phone: 405-231-8650 Fax: 405-606-3895

Toll Free - 800#:

Director's Email: jballou@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:	Adult	Juvenile	Total
City:	52,316	17,946	70,262
County:	533,289	183,415	716,704

County Service Area: 718 Square Miles Do you serve all in county w/o charge? YES
If NO, Describe:

Director/Librarian: Julie Ballou

Person Completing: Stuart Williamson

Number Of Branches: 0 BookMobiles: 0 Other Outlets: 0

Note: City pop from MLS defined service area 2008

Total Staff FTE	31.62	MLS FTE	14.65	Librarian FTE:	1.63	Other FTE:	15.35
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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?: 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

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	124,832	117,342	14,478	18,954
Juvenile:	31,348	29,154	2,434	5,077
Total Bound:	156,180	146,496	16,912	24,031
Unbound				
Current Serial Subscriptions (Non Electronic)	991.00	829.00	13.00	11.00
Total Printed Materials:	157,171.00	147,325	16,925	24,042
Electronic Materials				
	Physical Units	Titles	Added	Discarded
Audio Materials:	6,386.00	6,322.00	1,136.00	1,172.00
Video Materials:	5,177.00	5,177.00	1,273.00	834.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	201.00	138.00	32.00	22.00
Total Electronic Materials:	201.00	138	32	22

Database Detail:

- Paid by your Library	201
- 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, NoveList, NoveList K-8, Reference USA, The

List other Databases:

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Library Hours

Section Finalized

	Main/HQ	
Hours open per week:	70.00	Total Annual Hours: 3,640.00
Hours after 5pm M-F:	17.00	
Hours Sat, Sun:	13.00	
Days Closed for Holidays:	15.00	

Regular Hours

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

Total Regular Hours Per Week 70.00

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:	Total:
<input type="text" value="229,510"/>	<input type="text" value="74,073"/>	<input type="text" value="303,583"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

Section Finalized Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="29,049"/>	<input type="text" value="6,574"/>	<input type="text" value="35,623"/>

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

Programs	Number	Attendance
Summer 6/09 - 8/09 Note: Last Years Program	14	3063
Other programs for children 7/09 - 6/10	256	10000
Programs given for adults 7/09 - 6/10	2712	10285
Summer Teens 6/09 - 8/09 Note: Last Years Program	5	300
Programs given for teens 7/09 - 6/10	19	811
Total Programs:	3006	24459
Program Attendance Per Capita:		0.35

Continuing Education/Internet Use
 Section Finalized Estimated Data? NO
Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="41"/>	<input type="text" value="0"/>	<input type="text" value="46"/>

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="\$38,750"/>
Director's Current Annual Salary:	<input type="text" value="\$68,474"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$6.55 per hour:	<input type="text" value="\$13,624"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$60,133"/>	Department Head	<input type="text" value="\$0"/>
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 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
AddressLiteracy Contact
Name & Phone- If NO, has Library Ever Had Friends Written statement of purpose? Year last reviewed

Library Staff Section Finalized

Last Update with FY

Library: **RONALD J NORICK DOWNTOWN LIBRARY**Staff Count Total FTE:

Name	Title:	Type:	Education	Hours	CE?
BALLOU, JULIE	Manager of Lib Ops II	<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	
BANKS, RHONDIA	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	
BEACH, SHELDON	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	
BELL, PRESTON	Library Assistant	<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	
BENNETT, GREG	Serials Tech	<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	
BISH, SHARON	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	
BRADLEY, LISA	Librarian	<input type="text" value="MLS"/>	Masters In Library	26	Y
FTE: <input type="text" value="0.65"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
BROWERS, DARLENE	Librarian	<input type="text" value="MLS"/>	Masters In Library	25	Y
FTE: <input type="text" value="0.625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
DAVIDSON, PHYLLIS	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	
DELVECKI, AJAX	Associate Librarian	<input type="text" value="Librarian"/>	College Graduate	25	Y
FTE: <input type="text" value="0.625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
DIXON, VICTORIA	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	
EDWARDS, KIMBERLY	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	
ENGLAND, JENNIFER	Librarian	<input type="text" value="MLS"/>	Masters In Library	25	Y
FTE: <input type="text" value="0.625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	

FISHER, TIMOTHY	Assistant Manager	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
GABRIELSON, WENDY	Librarian	MLS	Masters In Library	30	Y
FTE: 0.75	Certification: Certified? N	Level:	Year:	Hired This Year? N	
GALLAGHER, THOMAS	Page	Other	College Graduate	30	Y
FTE: 0.75	Certification: Certified? N	Level:	Year:	Hired This Year? N	
GRAY, VICTORIA	Circ Clerk	Other	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
HARRISON, RONALD	Circ Clerk	Other	College Graduate	30	Y
FTE: 0.75	Certification: Certified? N	Level:	Year:	Hired This Year? N	
HAUSBURG, JANA	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
HOANG, HARRY	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
JOHNSON, LARRY	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
KLOIBER, JESSICA REAGA	Page	Other	Some College	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
LARWIG, CHRIS	Tech Assistant	Other	Some College	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
MOON, CARSON	Page	Other	Not a High School Grad or GED	6	Y
FTE: 0.15	Certification: Certified? N	Level:	Year:	Hired This Year? N	
MORRIS, JESSICA	Circ Clerk	Other	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
NANCE, JERRY	Security Officer	Other	High School	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
NIMMO, JAMES	Page	Other	Some College	30	Y
FTE: 0.75	Certification: Certified? N	Level:	Year:	Hired This Year? N	
ORTIZ, BRANDI	Page	Other	College Graduate	15.9	Y
FTE: 0.3970	Certification: Certified? N	Level:	Year:	Hired This Year? N	

PEEK, VALERIE	Page	Other	Some College	16.1	Y
FTE: 0.4032	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
PERNELL, CHERYL	Associate Librarian	Other	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
POE, JOE	Security	Other	High School	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
REYNOLDS, EMILY	Page	Other	College Graduate	15	Y
FTE: 0.375	Certification: Certified? N	Level:	Year:	Hired This Year? N	
SALINAS, ERIKA	Page	Other	High School	20.8	Y
FTE: 0.5188	Certification: Certified? N	Level:	Year:	Hired This Year? N	
SHOLLY, MARY	Circ Clerk	Other	High School	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
SMITH, DARIN	Page	Other	Some College	11	Y
FTE: 0.275	Certification: Certified? N	Level:	Year:	Hired This Year? N	
SMYTHE, BRYAN	Security Officer	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
STEWART, AARON	Page	Other	High School	19.1	Y
FTE: 0.4782	Certification: Certified? N	Level:	Year:	Hired This Year? N	
STONE, TRACY	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
STRASNER, MARY	Librarian	Librarian	Other Masters	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
THOMPSON, SHARON	Circ Clerk	Other	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
WILSON, PERRY	Security	Other	Some College	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	

Board Members

Section Finalized

Last Update with FY 2010

Library: **RONALD J NORICK DOWNTOWN LIBRARY**

Total Members: 0

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