

ODL Annual Report - Fiscal Year: 2010

☐ Finalized ☐ Approved

Library: **RALPH ELLISON LIBRARY**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	RALPH ELLISON LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	2000 N E 23		
City:	OKLA CITY	Zip:	73111-3402 (Street) (Mail)
Phone:	405-424-1437	Fax:	405-424-1443
Toll Free - 800#:			
Director's Email:	mowens@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	28,471	9,767	38,238
County:	533,289	183,415	716,704
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: Michael Owens

Person Completing: Stuart Williamson

Number Of Branches: BookMobiles: Other Outlets:

Note: City pop from MLS defined service area 2008.

Total Staff FTE	<input type="text" value="8.95"/>	MLS FTE	<input type="text" value="3.5"/>	Librarian FTE:	<input type="text" value="0.5"/>	Other FTE:	<input type="text" value="4.95"/>
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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 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:

US/State Districts/Representatives

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

☒ Section FinalizedEstimated Data?

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	30,543	28,710	6,331	3,012
Juvenile:	9,465	8,802	1,625	421
Total Bound:	40,008	37,512	7,956	3,433
Unbound Current Serial Subscriptions (Non Electronic)				
	112.00	111.00	19.00	15.00
Total Printed Materials:	40,120.00	37,623	7,975	3,448

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,745.00	2,718.00	719.00	452.00
Video Materials:	1,998.00	1,998.00	747.00	599.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	80.00	80.00	7.00	0.00
Total Electronic Materials:	80.00	80	7	0

Database Detail:

- Paid by your Library	80
- 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:

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"/>	<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 Finalized Estimated Data?

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="79,501"/>	<input type="text" value="27,033"/>	<input type="text" value="106,534"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

☒ Section Finalized Estimated Data?

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="13,545"/>	<input type="text" value="6,035"/>	<input type="text" value="19,580"/>

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 6/09 - 8/09	Note: Last Years Program	11	3744
Other programs for children 7/09 - 6/10		34	1290
Programs given for adults 7/09 - 6/10		212	7285
Summer Teens 6/09 - 8/09	Note: Last Years Program	5	272
Programs given for teens 7/09 - 6/10		70	1193
Total Programs:		332	13784
Program Attendance Per Capita:			0.36

Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="11"/>	<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?			Total
Public	<input type="text" value="24"/>	Staff: <input type="text" value="8"/>	Shared <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?	<input type="text"/>
- Which Software?	<input type="text"/>
- Hosted Where?	<input type="text"/>

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="\$59,842"/>
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="\$0"/>	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 Finalized

Photocopier?	<input type="text" value="YES"/>	Automated Circulation System?	<input type="text" value="YES"/>
Microfilm/Fiche Reader/Printer?	<input type="text" value="NO"/>	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="35"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="8"/>	Number of OPACs only:	<input type="text" value="4"/>
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="Flossie Thurston
PO BOX 36484
OKC, OK 73136"/>	Literacy Contact Name & Phone	<input type="text"/>
- If NO, has Library Ever Had Friends	<input type="text"/>		
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2009"/>	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?
ANDERSON, WARREN	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	24.6	Y
FTE: <input type="text" value="0.6157"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
BAIRD, MARYL	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	
GIBSON, RENA	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	
KINGERY, TARYN	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? Y	
LONGO, JEAN	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	
MORGAN, LAWANA	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	
OWENS, MICHAEL	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? N	
PIERCE, JEAN	Circ Clerk	<input type="text" value="Other"/>	Some College	30	Y
FTE: <input type="text" value="0.75"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
PRIMEAUX-SHAW, SACHE	Page	<input type="text" value="Other"/>	Some College	4.5	N
FTE: <input type="text" value="0.1125"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
TODD, ANNA	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	
WALKER, REGINALD	Technology Assistant	<input type="text" value="Other"/>	College Graduate	10.4	Y
FTE: <input type="text" value="0.2595"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
WALKUP, JOANN	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	
WOODY, ELLINGTON	Tech Assistant	<input type="text" value="Other"/>	Some College	28.5	Y
FTE: <input type="text" value="0.7125"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

Board Members

☒ Section Finalized

Last Update with FY 2010

Library: **RALPH ELLISON LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position:

Term Ends: