

ODL Annual Report - Fiscal Year: 2011

Finalized YESApproved YESLibrary: **SOUTHERN OAKS LIBRARY**

ID: 9499

Library Data and Demographics

Section Finalized YESEstimated Data? NO

| | | | |
|----------------------|---------------------------|--------------|---|
| 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: | 537,515 | 181,118 | 718,633 |
| County Service Area: | 718 | Square Miles | Do you serve all in county w/o charge? <u>YES</u> If NO, Describe: |

| | | | |
|--------------------------|---------------|----------------|---|
| Director/Librarian: | Randy Wayland | | |
| Person Completing: | Kay Bauman | | |
| City Manager/Mayor: | | | |
| Number Of Branches: | 0 | BookMobiles: | 0 |
| | | Other Outlets: | 0 |
| Number Of Other Outlets: | | | |

Note: City pop from MLS defined service area 2008

| | | | | | | | |
|-----------------|-------|---------|---|----------------|---|------------|-------|
| Total Staff FTE | 21.25 | MLS FTE | 5 | Librarian FTE: | 3 | Other FTE: | 12.75 |
|-----------------|-------|---------|---|----------------|---|------------|-------|

Library Data and Demographics(2)

| | | | |
|--|--|----------------------------|----------------------------------|
| Square Footage For Library: | <input type="text" value="16,693"/> | Do you have meeting rooms? | <input type="text" value="YES"/> |
| Year Built: | <input type="text" value="1975"/> | | |
| Housed in a building owned or maintained by local government or the system? | <input type="text" value="YES"/> | | |
| Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report? | <input type="text" value="NO"/> | | |
| Total amount spent of building maintenance and/or rent: | <input type="text" value="\$335,782"/> | | |
| Building maintenance and/or rent paid by: | <input type="text" value="SYSTEM"/> | | |
| -- Specify if OTHER: | <input type="text"/> | | |

US/State Districts/Representatives

| | |
|------------------------------|---|
| U.S. Congressional District: | <input type="text" value="USH-5 Lankford, James"/> |
| Oklahoma House District: | <input type="text" value="H-92 Morrisette, Richard"/> |
| Oklahoma Senate District: | <input type="text" value="S-44 Leftwich, Debbe (D)"/> |

Holdings

Section Finalized YES

Estimated Data? NO

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|----------------|---------------|---------------|---------------|
| Bound (Books/Serials/Etc.) | | | | |
| Adult: | 65,196 | 61,284 | 15,478 | 16,231 |
| Juvenile: | 27,148 | 25,248 | 4,577 | 5,450 |
| Total Bound: | 92,344 | 86,532 | 20,055 | 21,681 |
| Unbound Current Serial Subscriptions (Non Electronic) | | | | |
| | 154 | 150 | 0 | 0 |
| Total Printed Materials: | 92,498 | 86,682 | 20,055 | 21,681 |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|------------------------------------|----------------|-----------|-----------|-----------|
| Audio Materials: | 5,752 | 5,694 | 1,634 | 1,409 |
| Downloadable Audio Titles: | 0 | | | |
| Video Materials: | 5,157 | 5,105 | 1,793 | 1,141 |
| Downloadable Video Titles: | 0 | | | |
| E-Books: | 0 | 0 | 0 | 0 |
| E-Serials: | 0 | 0 | 0 | 0 |
| Licensed Databases: | 95 | 95 | 23 | 5 |
| Total Electronic Materials: | 95 | 95 | 23 | 5 |

| | | | |
|---------------------|---|-----------------|--------------------|
| Database Detail: | - Paid by your Library | - by other coop | - by State Library |
| | 95 | 0 | 35 |
| Licensed Databases: | Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList, NoveList K-8, Reference USA, | | |
| Other Databases: | | | |

Library Hours

Section Finalized YES

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="16.00"/> | | |
| Weeks open per year: | <input type="text" value="49.00"/> | | |

Regular Hours

| | Period 1 | | Period 2 | | Period 3 | |
|------------------------------|--------------------------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Sun: | <input type="text" value="01:00PM"/> | <input type="text" value="06:00PM"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mon: | <input type="text" value="09:00AM"/> | <input type="text" value="09:00PM"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tues: | <input type="text" value="09:00AM"/> | <input type="text" value="09:00PM"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed: | <input type="text" value="09:00AM"/> | <input type="text" value="09:00PM"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text" value="09:00AM"/> | <input type="text" value="09:00PM"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fri: | <input type="text" value="09:00AM"/> | <input type="text" value="06:00PM"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sat: | <input type="text" value="09:00AM"/> | <input type="text" value="05:00PM"/> | <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 Finalized YES

Estimated Data? NO

Annual Circulation Transactions

| Adult | Juvenile: | Total: |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="text" value="378,697"/> | <input type="text" value="140,807"/> | <input type="text" value="519,504"/> |

Annual Circulation Transactions Per Capita:

Annual Library Visits:

Borrowers

Section Finalized YES

Estimated Data? NO

Number Of Registered Borrowers

| Adult: | Juvenile: | Total: |
|-------------------------------------|-------------------------------------|-------------------------------------|
| <input type="text" value="35,291"/> | <input type="text" value="12,366"/> | <input type="text" value="47,657"/> |

Number of Family Cards:

Re-Register?

If no to re-register, describe how borrowing records are kept up to date

Programs/InterLibrary

Section Finalized YES

Estimated Data? NO

| Programs | Number | Attendance |
|--|--------|-----------------------|
| Summer 6/10 - 8/10 Note: Last Years Program | 25 | 2,351 |
| Other programs for children 7/10 - 6/11 | 82 | 1,700 |
| Programs given for adults 7/10 - 6/11 | 97 | 2,529 |
| Summer Teens 6/10 - 8/10 Note: Last Years Program | 18 | 937 |
| Programs given for teens 7/10 - 6/11 | 38 | 594 |
| Total Programs: | | 260 8,111 |
| Program Attendance Per Capita: | | 0.08 |

Continuing Education

| # of Staff | # of Board | Total CEs |
|---------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="29"/> | <input type="text" value="0"/> | <input type="text" value="17"/> |

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="18"/> | Staff: <input type="text" value="14"/> | 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:

Salaries and Benefits

Section Finalized YESEstimated Data? NO

Salaries

| | |
|--------------------------------------|-------------|
| Beginning Librarian's Annual Salary: | \$57,179.00 |
| Director's Current Annual Salary: | \$80,600.00 |
| Director's Hours Per Week: | 40 |
| Hourly Wage: | \$0.00 |
| Salary @ On \$7.25 per hour: | \$15,080.00 |

Other Salaries

(Annual)

| | | | |
|-------------------------------------|-------------|------------------|--------|
| Assistant or Deputy Director (Avg): | \$60,545.00 | Department Head: | \$0.00 |
| Information Technology Director: | \$0.00 | Selector: | \$0.00 |

Board/Staff Data

Section Finalized YES

Months The Board Meets

☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ Dec

Board meeting time: 03:30PM

In which week? 3rd

Day of week: THUR

MeetFrequency MONTHLY

Number of Board Members: 0

Number of Staff Members: 29

Equipment

Section Finalized YES

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 YES

Policies

Friends of Library Group?

Local Literacy Program?

Friends
Contact
Name and
Address

Literacy 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: **2011** Library: **SOUTHERN OAKS LIBRARY**

Name Staff Count: 29 Total FTE: 20.75

| | Title: | Type: | Education | Hours | CE? |
|--|--|-----------------------------|----------------------------|--------------------|-----|
| ADAMS, GERALDINE | Librarian | MLS | | 20.00 | Y |
| FTE: <input type="text" value="0.50"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BOOKOUT, HEIDI | Library Page | Other | | 20.83 | Y |
| FTE: <input type="text" value="0.52"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? Y | |
| BREATHWIT, DARRIE | Librarian | Librarian | | 40.00 | Y |
| FTE: <input type="text" value="1.00"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |

| | | | | |
|-----------------------|--|-----------------------------|----------------------------|---|
| BROWN, KIRSTIE | Page | Other | 30.25 | Y |
| FTE: 0.76 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|-----------------------|--|-----------------------------|----------------------------|---|
| CHANEY, NICOLE | Page | Other | 20.00 | Y |
| FTE: 0.50 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|-----------------------|--|-----------------------------|----------------------------|---|
| CLYMER, NATHAN | Public Computer Spclst | Other | 30.00 | Y |
| FTE: 0.75 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|----------------------------|--|-----------------------------|----------------------------|---|
| CUNNINGHAM, BEVERLY | Librarian | MLS | 20.00 | Y |
| FTE: 0.50 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|--------------------|--|-----------------------------|----------------------------|---|
| FRIED, KARA | Circulation Clerk | Other | 20.00 | N |
| FTE: 0.50 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="Y"/> |

| | | | | |
|-----------------------|--|-----------------------------|----------------------------|---|
| GLOVER, STEVEN | Page | Other | 31.00 | Y |
| FTE: 0.78 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|---------------------|--|-----------------------------|----------------------------|---|
| GREEN, EMILY | Page | Other | 20.00 | Y |
| FTE: 0.50 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|----------------------|--|-----------------------------|----------------------------|---|
| HILBERT, JOHN | Librarian | MLS | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|-----------------------|--|-----------------------------|----------------------------|---|
| JONES, CHERYLL | Associate Librarian | Librarian | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|---------------------|--|-----------------------------|----------------------------|---|
| KHADER, LENA | Page | Other | 7.75 | N |
| FTE: 0.19 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|---------------------|--|-----------------------------|----------------------------|---|
| KINZIE, JACK | Asst Manager | MLS | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|---------------------|--|-----------------------------|----------------------------|---|
| KURTH, GALEN | Librarian | MLS | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|----------------------|--|-----------------------------|----------------------------|---|
| LITTLE, WANDA | Page | Other | 15.33 | Y |
| FTE: 0.38 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|----------------------------|--|-----------------------------|----------------------------|---|
| MONTGOMERY, DEBORAH | Circulation Clerk | Other | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="text" value="N"/> |

| | | | | |
|-----------------------|---|-----------------------------|----------------------------|--|
| NELSON, SHARON | Page | Other | 29.00 | Y |
| FTE: 0.73 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|-----------------------|---|-----------------------------|----------------------------|--|
| O'NEIL, STACEY | Page | Other | 20.00 | Y |
| FTE: 0.50 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|------------------------|---|-----------------------------|----------------------------|--|
| ORTIZ, PATRICIA | Circulation Clerk | Other | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|----------------------|---|-----------------------------|----------------------------|--|
| PARR, BARBARA | Circulation Clerk | Other | 20.00 | Y |
| FTE: 0.50 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|--------------------------|---|-----------------------------|----------------------------|--|
| PHILLIPS, BEVERLY | Librarian | MLS | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|------------------------|---|-----------------------------|----------------------------|--|
| PHILLIPS, SALLY | Circulation Clerk | Other | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|-------------------------|---|-----------------------------|----------------------------|--|
| SCHOFLIED, JULIE | Circulation Clerk | Other | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|-----------------------|---|-----------------------------|----------------------------|--|
| STINSON, SUSAN | Circ Clerk | Other | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|----------------|--|-----------------------------|----------------------------|---|
| VACANT, | Librarian | | 20.00 | |
| FTE: 0.50 | Certification: Certified? <input type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input type="checkbox"/> |

| | | | | |
|-------------------------|---|-----------------------------|----------------------------|--|
| WALKER, DANIELLE | Page | Other | 20.00 | Y |
| FTE: 0.50 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|-----------------------|---|-----------------------------|----------------------------|--|
| WAYLAND, RANDY | Library Manager II | Librarian | 40.00 | Y |
| FTE: 1.00 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

| | | | | |
|--------------------|---|-----------------------------|----------------------------|--|
| WEBB, CATHY | Page | Other | 21.00 | Y |
| FTE: 0.53 | Certification: Certified? <input checked="" type="checkbox"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? <input checked="" type="checkbox"/> |

Board Members

Section Finalized

Last Update with FY: **2011** Library: **SOUTHERN OAKS LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: