

ODL Annual Report - Fiscal Year: 2013

Finalized YESApproved YESLibrary: **BELLE ISLE LIBRARY**

ID: 9880

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	BELLE ISLE LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	5501 N. Villa		
City:	Oklahoma City	Zip:	73112-7164 (Street) (Mail)
Phone:	405-843-9601	Fax:	405-843-4560
Toll Free - 800#:			
Director's Email:	pdoss@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	55,385	12,103	67,488
County:	553,291	188,490	741,781
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u>
			If NO, Describe:

Director/Librarian:	Priscilla Doss				
Person Completing:	Jon Rollman				
City Manager/Mayor:					
Number Of Branches:	0	BookMobiles:	0	Other Outlets:	0
Number Of Other Outlets:					

Note: City pop from MLS defined service area FY14

Total Staff FTE	22.23	MLS FTE	7.93	Librarian FTE:	1	Other FTE:	11.81
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Library Data and Demographics(2)

Square Footage For Library:	<input type="text" value="18,848"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1963"/>		
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="\$43,892"/>		
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-85 Dank, David"/>
Oklahoma Senate District:	<input type="text" value="S-40 Branen, Cliff (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	62,265	58,529	14,440	19,950
Juvenile:	29,456	27,689	4,220	5,504
Total Bound:	91,721	86,218	18,660	25,454
Unbound Current Serial Subscriptions (Non Electronic)				
	177	177	3	10
Total Printed Materials:				
	91,898	86,395	18,663	25,464
Electronic Materials				
Audio Materials:	6,115	5,748	2,368	1,611
Downloadable Audio Titles:	0			
Video Materials:	7,430	7,355	2,411	1,608
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	125	125	14	0
Total Electronic Materials:	125	125	14	0
<div> <div>Database Detail:</div> <div> <div>- Paid by your Library</div> <div>- by other coop</div> <div>- by State Library</div> </div> </div>				
	125	1	35	
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, New York Times, NewsBank, NoveList, NoveList K-8, Reference			
Other Databases:	A to Z Maps Online A to Z the USA A to Z World Travel			

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="18.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="12.00"/>		
Weeks open per year:	<input type="text" value="50.00"/>		

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="373,895"/>	<input type="text" value="137,198"/>	<input type="text" value="511,093"/>

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="31,606"/>	<input type="text" value="7,487"/>	<input type="text" value="39,093"/>

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 6/12 - 8/12 Note: Last Years Program	10	1,312
Other programs for children 7/12 - 6/13	49	329
Programs given for adults 7/12 - 6/13	191	3,712
Summer Teens 6/12 - 8/12 Note: Last Years Program	8	223
Programs given for teens 7/12 - 6/13	74	933
Total Programs:		6,509
Program Attendance Per Capita:		0.10

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="29"/>	<input type="text" value="0"/>	<input type="text" value="39"/>

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="13"/>	Staff: <input type="text" value="14"/>	Shared <input type="text" value="0"/>
			<input type="text" value="27"/>

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:	\$65,894.00
Director's Current Annual Salary:	\$86,986.00
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):	\$66,955.00	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: 31

Equipment

Section Finalized YES

Photocopier?

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 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: **2013** Library: **BELLE ISLE LIBRARY**

Name Staff Count: 31 Total FTE: 20.73

	Title:	Type:	Education	Hours	CE?
ANDERSON, RONI	Public Comp Specialist	MLS		17.00	Y
FTE: <input type="text" value="0.43"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
CALHOUN, BARBARA	Library Aide (P-T)	Other		20.50	Y
FTE: <input type="text" value="0.51"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
CALHOUN, DAVID	Circulation Clerk	Other		30.00	Y
FTE: <input type="text" value="0.75"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

CASEY, KAREN	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
DOSS, PRISCILLA	Manager of Library Ops II	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
EARLS, LISA	Library Aide (P-T)	Other	20.50	Y
FTE: 0.51	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
FRENCH, DAVID	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
FRITSCH, KATHY	Library Aide (P-T)	Other	16.00	Y
FTE: 0.40	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
GLOVER, PATSY	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
HALL, ANNE	Librarian	MLS	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
HOLMBERG, LINDA	Library Aide (P-T)	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
JOHNSON, BARBARA	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
KENNELLEY, KRISTIN	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
MCELROY, MARY	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
MEEKS, ANN	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
NGHI, KHA	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
PROVINE, CAROL	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

REVELS-NIGG, CINDY	Library Aide (P-T)	Other	20.50	Y
FTE: 0.51	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
ROBERTUS, DEBBIE	Asst Manager of Lib Ops	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
SMITH, DARCUS	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
TAUCER, STANLEY	Public Computer Spclst	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
THOMAS, TERRIE	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
TODD, ANNA	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
VACANT,	Librarian		40.00	
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
VACANT,	Librarian		20.00	
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
WANG, LI	Public Computer Spclst	Other	4.25	Y
FTE: 0.11	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WHISENHUNT, PATRICIA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WILBURN, JEAN	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WILEY, ANGELA	Library Aide (P-T)	Other	20.50	Y
FTE: 0.51	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WOLFINGER, REGINA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
ZUHDI, SELMA	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

Board Members

Section Finalized

Last Update with FY: **2013** Library: **BELLE ISLE LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: