ODL Annual Report - Fiscal Year: 2013

Finalized <u>YES</u>   Approved <u>YES</u>

Library: **RALPH ELLISON LIBRARY**

ID: 9936

Library Data and Demographics

Section Finalized <u>YES</u>   Estimated Data? <u>NO</u>

Name: RALPH ELLISON LIBRARY

County: OKLAHOMA   Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 2000 NE 23rd Street

City: Oklahoma City   Zip: 73111-3402   73111-3402
                             (Street)   (Mail)

Phone: 405-424-1437   Fax: 405-606-3460

Toll Free - 800#:

Director's Email: mowens@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	25,302	9,766	35,068
County:	553,291	188,490	741,781

County Service Area: 718   Square Miles   Do you serve all in county w/o charge? YES

If NO, Describe:

Director/Librarian: Michael Owens

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	12.98	MLS FTE	3.5	Librarian FTE:	1	Other FTE:	6.98

Library Data and Demographics(2)

Square Footage For Library: 16,620   Do you have meeting rooms? YES

Year Built: 1975

Housed in a building owned or maintained by local government or the system? YES

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report? NO

Total amount spent of building maintenance and/or rent: $50,091

Building maintenance and/or rent paid by: SYSTEM

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Lankford, James

Oklahoma House District: H-99 Pittman, Anastasia

Oklahoma Senate District: S-48 Johnson, Constance (D)

Holdings

Section Finalized <u>YES</u>   Estimated Data? <u>NO</u>

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	30,810	28,961	6,978	4,929
Juvenile:	9,180	8,629	1,406	1,113
Total Bound:	**39,990**	**37,590**	**8,384**	**6,042**
Unbound				
Current Serial Subscriptions (Non Electronic)	102	102	15	18
Total Printed Materials:	**40,092**	**37,692**	**8,399**	**6,060**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,684	3,463	1,189	728
Downloadable Audio Titles:	0			
Video Materials:	2,963	2,933	1,358	954
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	129	129	14	1
Total Electronic Materials:	**129**	**129**	**14**	**1**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	129	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   <u>YES</u>

Main/HQ

Hours open per week:	70.00
Hours after 5pm M-F:	18.00
Hours Sat, Sun:	13.00
Days Closed for Holidays:	12.00
Weeks open per year:	52.00

Total Annual Hours: 3,640.00

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	01:00PM	06:00PM				
Mon:	09:00AM	09:00PM				
Tues:	09:00AM	09:00PM				
Wed:	09:00AM	09:00PM				
Thurs:	09:00AM	09:00PM				
Fri:	09:00AM	06:00PM				
Sat:	09:00AM	05:00PM				

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

Annual Circulation Transactions

Adult   Juvenile: **Total:**

104,346   41,866   146,212

Annual Circulation Transactions Per Capita: 4.17

Annual Library Visits: 214,200

Borrowers

Section Finalized   YES   Estimated Data?   NO

Number Of Registered Borrowers

Adult: Juvenile: **Total:**

14,439   6,041   20,480

Number of Family Cards: 0

Re-Register?   YES

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

Programs		Number	Attendance
Summer 6/12 - 8/12	Note: Last Years Program	19	1,589
Other programs for children 7/12 - 6/13		51	797
Programs given for adults 7/12 - 6/13		385	5,924
Summer Teens 6/12 - 8/12	Note: Last Years Program	12	394
Programs given for teens 7/12 - 6/13		68	1,006
Total Programs:		**535**	**9,710**
Program Attendance Per Capita:			0.28

Continuing Education

# of Staff	# of Board	Total CEs
16	0	48

Electronic Service and Internet Use

Does your library provide electronic services?   YES

(eg. bibliographic and full-text databases, multimedia, EBSCO)

Does your library have internet access?   YES

Number of users annually   76,878

Number of Headquarter/Main Internet Stations?   Total

Public   24   Staff: 9   Shared   0   33

Internet access is via: DEDICATED

Internet have WIFI?:   YES

Type of connection: OTHER   100 Mbps

Does your library use an internet filter?   YES

- If yes, which filter:

Salaries and Benefits

Section Finalized <u>YES</u>   Estimated Data? <u>NO</u>

Salaries

Beginning Librarian's Annual Salary:	$55,494.00
Director's Current Annual Salary:	$68,203.00
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):	$0.00	Department Head:	$0.00
Information Technology Director:	$0.00	Selector:	$0.00

Board/Staff Data

Section Finalized   <u>YES</u>

Months The Board Meets

| X | Jan | X | Feb | X | Mar | X | Apr | X | May | X | Jun |
| X | Jul | X | Aug | X | Sep | X | Oct | X | Nov | X | 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: 18

Equipment

Photocopier?	YES	Automated Circulation System?	YES
Microfilm/Fiche Reader/Printer?	NO	Which automation system?	Other
Microcomputers?	YES	Windows Based?	YES

Number of microcomputers:

Public:	35		
Staff:	9	Automated Public Access Catalog?	YES
Shared:	0	Number of OPACs only:	4

Policies and Catalog

Policies

Friends of Library Group?	YES	Local Literacy Program?	NO

Friends Contact Name and Address: Special Friends of the Ralph Ellison Library 2000 NE 23rd Street OKC, OK 73111

Literacy Contact Name Phone

- If NO, has Libary Ever Had Friends?

Written statement of purpose? YES 2012 < Year last reviewed

Library Staff

Last Update with FY: **2013** Library: **RALPH ELLISON LIBRARY**

Name   Staff Count: 18   Total FTE: 11.48

	Title:	Type:	Education	Hours	CE?
ANDERSON, WARREN	Circulation Clerk	Other		40.00	Y
FTE: 1.00 Certification: Certified? Level: Year: Hired This Year? N					
ATTALLA, MEGHAN	Librarian	MLS		40.00	Y
FTE: 1.00 Certification: Certified? Level: Year: Hired This Year? N					
BAIRD, MARYL	Library Aide (P-T)	Other		20.00	Y
FTE: 0.50 Certification: Certified? Level: Year: Hired This Year? N					

BENNETT, SHATIMA	Library Aide (P-T)	Other	17.38	Y

FTE:	0.43	Certification:	Certified?	Level:	Year:	Hired This Year? N

BLEVINS, JOHN	Librarian	MLS	20.00	Y

FTE:	0.50	Certification:	Certified?	Level:	Year:	Hired This Year? N

BUTLER, FARRAH	Library Aide (P-T)	Other	28.50	Y

FTE:	0.71	Certification:	Certified?	Level:	Year:	Hired This Year? N

GIBSON, RENA	Circulation Clerk	Other	40.00	Y

FTE:	1.00	Certification:	Certified?	Level:	Year:	Hired This Year? N

KINGERY, TARYN	Librarian	MLS	40.00	Y

FTE:	1.00	Certification:	Certified?	Level:	Year:	Hired This Year? N

LOWEN, DAVID	Library Aide (P-T)	Other	27.50	Y

FTE:	0.69	Certification:	Certified?	Level:	Year:	Hired This Year? Y

MORGAN, LAWANA	Circulation Clerk	Other	40.00	Y

FTE:	1.00	Certification:	Certified?	Level:	Year:	Hired This Year? N

OWENS, MICHAEL	Manager of Library Ops I	MLS	40.00	Y

FTE:	1.00	Certification:	Certified?	Level:	Year:	Hired This Year? N

PIPPIN, MICHAEL	Public Cmptr Spclst (P-T)	Other	24.88	Y

FTE:	0.62	Certification:	Certified?	Level:	Year:	Hired This Year? N

SHELTON, JOE	Associate Librarian	Librarian	40.00	Y

FTE:	1.00	Certification:	Certified?	Level:	Year:	Hired This Year? N

VACANT,	Librarian		20.00	

FTE:	0.50	Certification:	Certified?	Level:	Year:	Hired This Year? Y

VACANT,	Librarian		40.00	

FTE:	1.00	Certification:	Certified?	Level:	Year:	Hired This Year? Y

WALKER, REGINALD	Public Cmptr Spclst (P-T)	Other	10.25	Y

FTE:	0.26	Certification:	Certified?	Level:	Year:	Hired This Year? N

WHITLEY, DOCHELLE	Public Cmptr Spclst (P-T)	Other	22.00	Y

FTE:	0.55	Certification:	Certified?	Level:	Year:	Hired This Year? Y

| WISER, SHEILAH | Library Aide (P-T) | Other | | 8.88 | Y |

FTE: 0.22 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? N

Board Members

Last Update with FY: **2013**   Library: **RALPH ELLISON LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: