ODL Annual Report - Fiscal Year: 2006   ☑ Finalized ☐ Approved

Library: **EDMOND BRANCH LIBRARY**

Library Data and Demographics   ☑ Section Finalized   Estimated Data? NO

Name: EDMOND BRANCH LIBRARY

County: OKLAHOMA   Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 10 S BOULEVARD

City: EDMOND   Zip: 73034-3798   73034-3798
                                           (Street)   (Mail)

Phone: 405-341-9282   Fax: 405-341-4848

Toll Free - 800#:

Director's Email: kbays@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	54,292	20,589	74,881
County:	509,359	175,184	684,543

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

If NO, Describe:

Director/Librarian: Karen Bays

Person Completing: Stuart Williamson

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

Note:

| Total Staff FTE 27.34 | MLS FTE 5.5 | Librarian FTE: 4 | Other FTE: 17.84 |

Library Data and Demographics(2)

Square Footage For Library: 28167   Do you have meeting rooms?   YES

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

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?   N

Total amount spent of building maintenance and/or rent: $45,826.00

Building maintenance and/or rent paid by: SYSTEM

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Earnest Istook

Oklahoma House District: H-81 Kenneth Miller

Oklahoma Senate District: S-41 Clark Jolley

Holdings

☑ Section Finalized   Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	73,749	69,324	14,590	14,707
Juvenile:	53,126	49,407	8,142	6,727
Total Bound:	**126,875**	**118,731**	**22,732**	**21,434**
Unbound Current Serial Subscriptions (Non Electronic)	133.00	130.00	7.00	3.00
Total Printed Materials:	**127,008.00**	**118,861**	**22,739**	**21,437**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	7,374.00	7,374.00	1,433.00	1,207.00
Video Materials:	7,833.00	7,833.00	1,901.00	1,509.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	66.00	43.00	7.00	0.00
Total Electronic Materials:	**66.00**	**43**	**7**	**0**

Database Detail:	
- Paid by your Library	161
- by other coop	0
- by State Library	23

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:	18.00		

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	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 Summer Hours Per Week   70.00

Reference/Circulation

☑ Section Finalized   Estimated Data? NO

Annual Circulation Transactions

Adult   Juvenile: **Total:**

722,595   508,117   1,230,712

Annual Circulation Transactions Per Capita: 16.44

Borrowers

☑ Section Finalized   Estimated Data? YES

Number Of Registered Borrowers

Adult: Juvenile: **Total:**

40,359   17,935   58,294

Number of Family Cards: 0

Re-Register?   YES

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 6/05 - 8/05 Note: Last Years Program	41	4203
Other programs for children 7/05 - 6/06	394	13702
Programs given for adults 7/05 - 6/06	749	9880
Programs given for teens 7/05 - 6/06	53	1112
Total Programs:	**1237**	**28897**
Program Attendance Per Capita:	0.39	

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

Continuing Education

# of Staff	# of Board	Total CEs
46	0	41

Electronic Service and Internet Use

Does your library provide electronic services?   YES
(eg. bibliographic and full-text databases, multimedia, InfoTrac)

Does your library have internet access?   YES

   Number of users annually   60393

   Number of Headquarter/Main Internet Stations?   Total

   Public 14   Staff: 18   Shared 0   32

   Internet access is via: DEDICATED
   Internet have WIFI?:   YES
   Type of connection: OTHER   100MB
   Does your library use an internet filter   Y
      - If yes, which filter: SmartFilter Bess Ed

   Does your have a web page?
      - Update When?
      - Which Software?
      - Hosted Where?

Salaries and Benefits

☑ Section Finalized   Estimated Data?   NO

Salaries

Beginning Librarian's Annual Salary:	$33,093
Director's Current Annual Salary:	$55,640
Director's Hours Per Week:	40
Salary @ On 5.15 per hour:	$10,712

Other Salaries   (Annual)

Assistant or Deputy Director (Avg)	$51,376	Department Head	$70,990
Information Technology Director:	$77,896	Selector:	$53,321

Board/Staff Data

☑ Section Finalized

Months The Board Meets

☑ Jan ☑ Feb ☑ Mar ☑ Apr ☑ May ☑ Jun

☑ Jul ☑ Aug ☑ Sep ☑ Oct ☑ Nov ☑ Dec

Board meeting time:	3:30pm
In which week?	3rd
Day of week:	THUR
MeetFrequency	MONTHLY

Number of Board Members:	0
Number of Staff Members:	46

Equipment

☑ Section Finalized

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

Number of microcomputers:

Public: 29

Staff: 18   Automated Public Access Catalog?   YES

Shared: 0   Number of OPACs only: 8

Policies and Catalog

☑ Section Finalized

Policies

Friends of Library Group?	NO	Local Literacy Program?	NO

Friends Contact Name and Address

Literacy Contact Name _Phone

Written statement of purpose?   YES   2005   Year last reviewed