

# ODL Annual Report - Fiscal Year: 2009

☒ Finalized ☒ Approved

Library: **EDMOND LIBRARY**

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	EDMOND LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	10 S BOULEVARD		
City:	EDMOND	Zip:	73034-3798 (Street) (Mail)
Phone:	405-341-9282	Fax:	405-606-3411
Toll Free - 800#:			
Director's Email:	kbays@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	85,821	32,546	118,367
County:	525,784	180,833	706,617
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: Karen Bays

Person Completing: Stuart Williamson, Researcher

Number Of Branches:  BookMobiles:  Other Outlets:

Note: City pop from MLS defined service area 2008  
Change Name to "Edmond Library"

Total Staff FTE	<input type="text" value="28.78"/>	MLS FTE	<input type="text" value="4.5"/>	Librarian FTE:	<input type="text" value="5"/>	Other FTE:	<input type="text" value="19.28"/>
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## Library Data and Demographics(2)

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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

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

## Holdings

☒ Section FinalizedEstimated Data? 

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	76,009	71,448	15,456	12,418
Juvenile:	50,720	47,170	6,106	5,990
<b>Total Bound:</b>	<b>126,729</b>	<b>118,618</b>	<b>21,562</b>	<b>18,408</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	147.00	145.00	7.00	3.00
<b>Total Printed Materials:</b>	<b>126,876.00</b>	<b>118,763</b>	<b>21,569</b>	<b>18,411</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	7,886.00	7,886.00	1,936.00	722.00
Video Materials:	6,031.00	6,031.00	1,658.00	1,216.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	68.00	68.00	7.00	0.00
<b>Total Electronic Materials:</b>	<b>68.00</b>	<b>68</b>	<b>7</b>	<b>0</b>

## Database Detail:

- Paid by your Library	45
- 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,

## Library Hours

☒ Section Finalized

	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="15.00"/>	

### Regular Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text" value="1:00pm"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<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 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 Estimated Data?

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### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="744,495"/>	<input type="text" value="545,681"/>	<input type="text" value="1,290,176"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

## Borrowers

☒ Section Finalized Estimated Data?

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### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="42,425"/>	<input type="text" value="18,347"/>	<input type="text" value="60,772"/>

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?

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Programs		Number	Attendance
Summer 6/08 - 8/08	Note: Last Years Program	23	6285
Other programs for children 7/08 - 6/09		359	11193
Programs given for adults 7/08 - 6/09		550	7990
Summer Teens 6/08 - 8/08	Note: Last Years Program	8	674
Programs given for teens 7/08 - 6/09		20	409
Total Programs:		960	26551
Program Attendance Per Capita:			0.22

## Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

### Continuing Education

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# of Staff	# of Board	Total CEs
<input type="text" value="47"/>	<input type="text" value="0"/>	<input type="text" value="40"/>

### Electronic Service and Internet Use

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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="15"/>	Staff: <input type="text" value="18"/>	Shared <input type="text" value="0"/>
			<input type="text" value="33"/>

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="\$37,253"/>
Director's Current Annual Salary:	<input type="text" value="\$68,432"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$6.5 per hour:	<input type="text" value="\$13,520"/>

**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?

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

### Policies

Friends of Library Group?

Local Literacy Program?

Friends  
Contact  
Name and  
Address

Literacy Contact  
Name \_Phone

Written statement of purpose?

Year last reviewed

**Library Staff**☒ Section Finalized

Last Update with FY

Library: EDMOND LIBRARY

Staff Count  Total FTE: 

Name	Title:	Type:	Education	Hours	CE?
<b>ADAMEK, DONNA</b>	Circ Clerk	<input type="text" value="Other"/>	Some College	20	Y
FTE: <input type="text" value="0.5"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>ADDIS, KERBIE</b>	Page	<input type="text" value="Other"/>	Some College	11	Y
FTE: <input type="text" value="0.275"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>ALAVICHEH, JULIET</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	11.5	Y
FTE: <input type="text" value="0.2875"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>ALIOTTA, ANN</b>	Asst. Mgr of Library Ops	<input type="text" value="Librarian"/>	College Graduate	40	Y
FTE: <input type="text" value="1"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>ASGHARI, SHANIN</b>	Circulation Clerk	<input type="text" value="Other"/>	Some College	20	Y
FTE: <input type="text" value="0.5"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BAYS, KAREN</b>	Library Manager II	<input type="text" value="MLS"/>	Masters In Library	40	Y
FTE: <input type="text" value="1"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BOWERS, LACI</b>	Circ Clerk	<input type="text" value="Other"/>	College Graduate	20	Y
FTE: <input type="text" value="0.5"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>BURESH, NICOLE</b>	Page	<input type="text" value="Other"/>	Some College	18.8	Y
FTE: <input type="text" value="0.4688"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BURNS, ISABEL</b>	Page	<input type="text" value="Other"/>	Some College	12.5	Y
FTE: <input type="text" value="0.3125"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>CLOUD, KERI</b>	Page	<input type="text" value="Other"/>	College Graduate	20	Y
FTE: <input type="text" value="0.5"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>COLLINS, MARGARET</b>	Library Assistant	<input type="text" value="Other"/>	Some College	20	Y
FTE: <input type="text" value="0.5"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>DAVIS, RONNA</b>	Librarian	<input type="text" value="Librarian"/>	Other Masters	40	Y
FTE: <input type="text" value="1"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>EJTEHADI, EBRAHIM</b>	Librarian	<input type="text" value="Librarian"/>	College Graduate	40	Y
FTE: <input type="text" value="1"/>	Certification: <input type="text" value="Certified? N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

<b>FREDERICKS, JEFFREY</b>	Circ Clerk	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>GERLING, STEPHANIE</b>	Page	Other	High School	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>GIBSON, KAITLYN</b>	Page	Other	Not a High School Grad or GED	13.9	Y
FTE: 0.3470	Certification: Certified? N	Level:	Year:	Hired This Year? Y	

<b>HAMMOND, TIMOTH</b>	Page	Other	High School	14	Y
FTE: 0.35	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>HUDSON, RACHEL</b>	Page	Other	Some College	12.3	Y
FTE: 0.3063	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>HUNTER, CAROL</b>	Assoc Librarian	Librarian	Other Masters	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>JOHNSON, JEAN</b>	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>JOHNSON, MARY ANN</b>	Assoc Librarian	Librarian	Other Masters	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>KELLY, TONDA</b>	Page	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>KENDALL, JOAN</b>	Circulation Clerk	Other	College Graduate	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>KING, ERIC</b>	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>LAMINSKY, AMY</b>	Librarian	MLS	Masters In Library	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>LEE, CLIFFORD</b>	Page	Other	Some College	15	Y
FTE: 0.375	Certification: Certified? N	Level:	Year:	Hired This Year? Y	

<b>LITTLE, JESSICA</b>	Page	Other	College Graduate	12.4	Y
FTE: 0.3095	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>MARAND, EDWARD</b>	Circulation Clerk	Other	Other Masters	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>MATTHEWS, TERESA</b>	Librarian	MLS	Masters In Library	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>MCCORMICK, SAISRI</b>	Circ Clerk	Other	Some College	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>MCKINNEY, ALICIA</b>	Page	Other	Some College	0	N
FTE: 0	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
<b>MICH, LIANA</b>	Page	Other	Other Masters	14.7	Y
FTE: 0.3672	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>MILLER, KAREN</b>	Page	Other	College Graduate	11.4	Y
FTE: 0.286	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
<b>MIRLL, JEANETTE</b>	Page	Other	Some College	17.3	Y
FTE: 0.4327	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>OUTHIER, SARA</b>	Page	Other	College Graduate	0	N
FTE: 0	Certification: Certified? N	Level:	Year:	Hired This Year? Y	
<b>PERRY, DAGMAR</b>	Page	Other	College Graduate	10	Y
FTE: 0.25	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>ROSS, VICKIE</b>	Circ Clerk	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>SCHNEIDER, JOANNE</b>	Page	Other	College Graduate	30	Y
FTE: 0.75	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>SEALS, ALLEGRA</b>	Page	Other	Some College	14.3	Y
FTE: 0.3578	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>SHARP, DIANE</b>	Page	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>STEELMAN, BETH</b>	Page	Other	College Graduate	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>TAYLOR, MARY</b>	Page	Other	Some College	20	Y
FTE: 0.5	Certification: Certified? N	Level:	Year:	Hired This Year? N	
<b>THURMOND, BURTON</b>	Circ Clerk	Other	Other Masters	40	Y
FTE: 1	Certification: Certified? N	Level:	Year:	Hired This Year? N	

<b>TIBBETS, CARL</b>	Page	Other	Some College	0	N
FTE: 0	Certification:	Certified? N	Level:	Year:	Hired This Year? Y

<b>TURNER, GLORIA</b>	Page	Other	College Graduate	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

<b>VACANT,</b>	Circ Clerk	Other		40	
FTE: 1	Certification:	Certified?	Level:	Year:	Hired This Year? Y

<b>WAGNER, CLAUDIA</b>	Page	Other	Some College	13.3	Y
FTE: 0.3313	Certification:	Certified? N	Level:	Year:	Hired This Year? N

<b>WATTS, EDDIE</b>	Tech Asst.	Other	Other Masters	19	Y
FTE: 0.475	Certification:	Certified? N	Level:	Year:	Hired This Year? N

<b>WILCOX, DOYLE</b>	Circulation Clerk	Other	Some College	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

<b>WOLF, SHIRLEY</b>	Circulation Clerk	Other	College Graduate	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

<b>YOUNG, SHARON</b>	Circ Clerk	Other	Some College	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

☒ Section Finalized

Library: **EDMOND LIBRARY**

Total Members: 0

Home Phone:

- ,

Term Ends: