ODL Annual Report - Fiscal Year: 2011

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

Library: **BETHANY LIBRARY**

ID:　9436

Library Data and Demographics

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

Name: BETHANY LIBRARY

County: OKLAHOMA　　Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 3510 N MUELLER

City: BETHANY　　Zip: 73008-3971 (Street)　　73008-3971 (Mail)

Phone: 405-789-8363　　Fax: 405-606-3239

Toll Free - 800#:

Director's Email: kprince@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	44,024	13,163	57,187
County:	537,515	181,118	718,633

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

If NO, Describe:

Director/Librarian: Katrina Prince

Person Completing: Kay Bauman

City Manager/Mayor:

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

Number Of Other Outlets:

Note: city population from MLS service area 2009

Total Staff FTE	MLS FTE	Librarian FTE:	Other FTE:
12.98	3	1	8.98

Library Data and Demographics(2)

Square Footage For Library: 8,280   Do you have meeting rooms? YES

Year Built: 1964

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? YES

Total amount spent of building maintenance and/or rent: $19,874

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-84 Kern, Sally

Oklahoma Senate District: S-30 Coffee, Glenn (R)

Holdings

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	34,813	32,724	8,560	7,485
Juvenile:	20,094	18,687	2,740	1,684
Total Bound:	**54,907**	**51,411**	**11,300**	**9,169**
Unbound				
Current Serial Subscriptions (Non Electronic)	98	98	4	7
Total Printed Materials:	**55,005**	**51,509**	**11,304**	**9,176**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,389	3,355	1,108	803
Downloadable Audio Titles:	0			
Video Materials:	3,967	3,927	1,442	908
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	92	92	23	14
Total Electronic Materials:	**92**	**92**	**23**	**14**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	92	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

	Main/HQ		
Hours open per week:	65.00	Total Annual Hours:	3,380.00
Hours after 5pm M-F:	17.00		
Hours Sat, Sun:	8.00		
Days Closed for Holidays:	11.00		
Weeks open per year:	51.00		

Regular Hours

	Period 1		Period 2		Period 3	
Sun:						
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   65.00

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:**
297,071	131,259	428,330

Annual Circulation Transactions Per Capita: 7.49

Annual Library Visits: 159,653

Borrowers

Section Finalized YES   Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	**Total:**
20,739	7,778	28,517

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 6/10 - 8/10	Note: Last Years Program	30	3,959
Other programs for children 7/10 - 6/11		66	2,110
Programs given for adults 7/10 - 6/11		30	1,514
Summer Teens 6/10 - 8/10	Note: Last Years Program	19	618
Programs given for teens 7/10 - 6/11		59	452
Total Programs:		**204**	**8,653**
Program Attendance Per Capita:			0.15

Continuing Education

# of Staff	# of Board	Total CEs
19	0	18

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 | 37,726 |

Number of Headquarter/Main Internet Stations?   Total

Public | 11 | Staff: | 8 | Shared | 0 | | 19 |

Internet access is via: | DEDICATED |

Internet have WIFI?: | YES |

Type of connection: | 100 MBPS |

Does your library use an internet filter? | YES |

- If yes, which filter: | SmartFilter Bess edition |

Salaries and Benefits

Salaries

Beginning Librarian's Annual Salary:	$52,540.00
Director's Current Annual Salary:	$74,131.00
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

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:	22		
Staff:	8	Automated Public Access Catalog?	YES
Shared:	0	Number of OPACs only:	4

Policies and Catalog

Policies

Friends of Library Group?	NO	Local Literacy Program?	NO

Friends Contact Name and Address

Literacy Contact Name Phone

- If NO, has Libary Ever Had Friends?   NO

Written statement of purpose?   YES   2010   < Year last reviewed

Library Staff

Last Update with FY: **2011**   Library: **BETHANY LIBRARY**

Name   Staff Count: 18   Total FTE: 12.98

Name	Title:	Type:	Education	Hours	CE?
BOWEN, JANET	Circ Clerk	Other		40.00	Y

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

Name	Title:	Type:	Education	Hours	CE?
CHANDLER, DUSTIN	Library Page	Other		23.92	Y

FTE: 0.60 | Certification: Certified? N | Level: | Year: | Hired This Year? Y

Name	Title:	Type:	Education	Hours	CE?
DAUBENSPECK, TIMOTHY	Page	Other		20.00	Y

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

DOTY, CONRAD	Custodian	Other	20.00	Y

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

EVANS, MATTHEW	Page	Other	20.00	Y

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

FIELDS, DANIEL	Librarian	MLS	40.00	Y

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

FIELDS, REGINA	Circulation Clerk	Other	40.00	Y

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

FORD, BREANNE	Page	Other	18.79	Y

FTE:	0.47	Certification:	Certified?	N	Level:		Year:		Hired This Year?	N

GEHLING, DAWN	Page	Other	24.17	Y

FTE:	0.60	Certification:	Certified?	N	Level:		Year:		Hired This Year?	N

HERNANDEZ, MACEY	Circulation Clerk	Other	40.00	Y

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

MCPHERSON, DEBORAH	Librarian	MLS	40.00	Y

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

MORLAND, DAVID	Library Page	Other	20.00	Y

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

NOLAN, SHARON	Librarian	Librarian	40.00	Y

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

O'HARE, JERRY	Circ Clerk	Other	20.00	Y

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

PRINCE, KATRINA	Library Manager I	MLS	40.00	Y

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

RUPP, DIANNA	Circulation Clerk	Other	40.00	Y

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

RYDEN, ROSEMARY	Page	Other	20.00	Y

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

| WELLS, JOSHUA | Page | Other | 12.33 | Y |

FTE: 0.31 | Certification: | Certified? N | Level: | Year: | Hired This Year? N

Board Members

Last Update with FY: **2011**   Library: **BETHANY LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: