ODL Annual Report - Fiscal Year: 2013

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

Library: **ALMONTE LIBRARY**

ID: 9992

Library Data and Demographics

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

Name:	ALMONTE LIBRARY
County:	OKLAHOMA Type: BR

Mail Address:	SAME AS ST. ADDRESS
Street Address:	2914 SW 59th Street
City:	Oklahoma City Zip: 73119-6402 73119-6402
	(Street) (Mail)
Phone:	405-606-3575 Fax: 405-606-3579
Toll Free - 800#:	
Director's Email:	ldent@metrolibrary.org
Library's Web Page:	www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	21,132	12,570	33,702
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:	LaVetta Dent
Person Completing:	Jon Rollman
City Manager/Mayor:	

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

Number Of Other Outlets:

Note: FY14 city pops from MLS

Total Staff FTE	13.35	MLS FTE	3.5	Librarian FTE:	0.5	Other FTE:	7.85

Library Data and Demographics(2)

Square Footage For Library: 12,000   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: $106,847

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-90 Echols, Jon

Oklahoma Senate District: S-44 Shortey, Ralph (R)

Holdings

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	20,837	19,587	20,837	0
Juvenile:	9,635	9,057	9,635	0
Total Bound:	**30,472**	**28,644**	**30,472**	**0**
Unbound				
Current Serial Subscriptions (Non Electronic)	132	132	132	0
Total Printed Materials:	**30,604**	**28,776**	**30,604**	**0**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,073	2,889	3,073	0
Downloadable Audio Titles:	0			
Video Materials:	3,274	3,241	3,274	0
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	126	126	126	0
Total Electronic Materials:	**126**	**126**	**126**	**0**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	126	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	Total Annual Hours:	3,640.00
Hours after 5pm M-F:	18.00		
Hours Sat, Sun:	13.00		
Days Closed for Holidays:	12.00		
Weeks open per year:	21.00		

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:**
36,445	22,218	58,663

Annual Circulation Transactions Per Capita: 1.74

Annual Library Visits: 51,243

Borrowers

Number Of Registered Borrowers

Adult:	Juvenile:	**Total:**
582	295	877

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	0	0
Other programs for children 7/12 - 6/13		10	138
Programs given for adults 7/12 - 6/13		20	553
Summer Teens 6/12 - 8/12	Note: Last Years Program	0	0
Programs given for teens 7/12 - 6/13		5	41
Total Programs:		**35**	**732**
Program Attendance Per Capita:			0.02

Continuing Education/Internet Use

Continuing Education

# of Staff	# of Board	Total CEs
20	0	44

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   17,728

Number of Headquarter/Main Internet Stations?   Total

Public 18 Staff: 8 Shared 0   26

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 YES   Estimated Data? NO

Salaries

Beginning Librarian's Annual Salary:	$55,494.00
Director's Current Annual Salary:	$78,790.00
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   YES

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:	22

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:	25		
Staff:	8	Automated Public Access Catalog?	YES
Shared:	0	Number of OPACs only:	3

Policies and Catalog

Section Finalized <u>YES</u>

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	2012	< Year last reviewed

Library Staff

Section Finalized

Last Update with FY: **2013** Library: **ALMONTE LIBRARY**

Name   Staff Count: 22   Total FTE: 11.85

	Title:	Type:	Education	Hours	CE?
ANDERSON, DAREN	Library Aide (P-T)	Other		20.88	Y

FTE: 0.52   Certification: Certified? ___ Level: ___ Year: ___   Hired This Year? Y

	Title:	Type:	Education	Hours	CE?
CAIN, ASHLEY	Library Aide (P-T)	Other		21.00	Y

FTE: 0.53   Certification: Certified? ___ Level: ___ Year: ___   Hired This Year? Y

	Title:	Type:	Education	Hours	CE?
CLYMER, NATHAN	Circulation Clerk	Other		40.00	Y

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

CONLEY, CLOVIS	Library Aide (P-T)	Other	18.50	Y

FTE: 0.46	Certification:	Certified?	Level:	Year:	Hired This Year? Y

DANIEL, EDITH	Librarian	MLS	40.00	Y

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

DENT, LAVETTA	Manager of Lib Operations	MLS	40.00	Y

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

FESLER, REBECCA	Library Aide (P-T)	Other	20.00	Y

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

FREEMAN, SERINA	Circulation Clerk	Other	40.00	Y

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

GILES, MOLLY	Librarian	Librarian	20.00	Y

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

HALL, REBECCA	Circulation Clerk	Other	20.00	Y

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

HYLTON, NAJAH	Library Aide (P-T)	Other	13.75	Y

FTE: 0.34	Certification:	Certified?	Level:	Year:	Hired This Year? Y

LEE, MARCELLA	Public Comp Spclst (P-T)	Other	22.00	Y

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

PIERCE, KRYSTLE	Library Aide (P-T)	Other	19.00	Y

FTE: 0.48	Certification:	Certified?	Level:	Year:	Hired This Year? Y

POWELL, ROBIN	Circulation Clerk	Other	20.00	Y

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

TRAN, ANGIE	Library Aide (P-T)	Other	12.00	Y

FTE: 0.30	Certification:	Certified?	Level:	Year:	Hired This Year? Y

VACANT,	Public Cmptr Spclst (P-T)		20.00	

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

VACANT,	Circulation Clerk		40.00	

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

VALENCIA, STEPHANIE   Public Computer Spclst   Other   17.50   Y

| FTE: | 0.44 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? Y |

WEATHERS, GWYNETH   Library Aide (P-T)   Other   9.00   Y

| FTE: | 0.23 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? Y |

WEIGL, MALLORY   Librarian   MLS   20.00   Y

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

WHITNEY, ALEXIS   Librarian   MLS   40.00   Y

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

YAKASAI, SAIDAH   Library Aide (P-T)   Other   20.50   Y

| FTE: | 0.51 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? Y |

Last Update with FY: **2013**   Library: **ALMONTE LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: