

ODL Annual Report - Fiscal Year: 2013

Finalized YESApproved YESLibrary: **SOUTHERN OAKS LIBRARY**

ID: 9944

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	SOUTHERN OAKS LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	6900 S. Walker		
City:	Oklahoma City	Zip:	73139-7203 (Street) (Mail)
Phone:	405-631-4468	Fax:	405-606-3484
Toll Free - 800#:			
Director's Email:	rwayland@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	61,101	19,297	80,398
County:	553,291	188,490	741,781
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u> If NO, Describe:

Director/Librarian:	Randy Wayland		
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	21.99	MLS FTE	6.5	Librarian FTE:	2.5	Other FTE:	12.49
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Library Data and Demographics(2)

Square Footage For Library:	<input type="text" value="20,164"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1975"/>		
Housed in a building owned or maintained by local government or the system?	<input type="text" value="YES"/>		
Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?	<input type="text" value="YES"/>		
Total amount spent of building maintenance and/or rent:	<input type="text" value="\$17,897"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

US/State Districts/Representatives

U.S. Congressional District:	<input type="text" value="USH-5 Lankford, James"/>
Oklahoma House District:	<input type="text" value="H-93 Christian, Mike"/>
Oklahoma Senate District:	<input type="text" value="S-44 Shortey, Ralph (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	66,740	62,736	16,110	14,451
Juvenile:	30,271	28,455	5,232	3,799
Total Bound:	97,011	91,191	21,342	18,250
Unbound Current Serial Subscriptions (Non Electronic)				
	159	159	5	0
Total Printed Materials:	97,170	91,350	21,347	18,250

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	8,213	7,720	2,238	741
Downloadable Audio Titles:	0			
Video Materials:	7,371	7,297	2,386	1,251
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	133	133	19	0
Total Electronic Materials:	133	133	19	0

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	133	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 YES

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="18.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="12.00"/>		
Weeks open per year:	<input type="text" value="50.00"/>		

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	<input type="text" value="01:00PM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="09:00AM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="09:00AM"/>	<input type="text" value="05:00PM"/>	<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 YES

Estimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="311,366"/>	<input type="text" value="135,140"/>	<input type="text" value="446,506"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

Borrowers

Section Finalized YES

Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="34,868"/>	<input type="text" value="11,937"/>	<input type="text" value="46,805"/>

Number of Family Cards:

Re-Register?

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

Programs/InterLibrary

Section Finalized YES

Estimated Data? NO

Programs	Number	Attendance
Summer 6/12 - 8/12 Note: Last Years Program	17	2,505
Other programs for children 7/12 - 6/13	74	1,653
Programs given for adults 7/12 - 6/13	184	8,558
Summer Teens 6/12 - 8/12 Note: Last Years Program	8	332
Programs given for teens 7/12 - 6/13	50	685
Total Programs:		333
Program Attendance Per Capita:		13,733
		0.17

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="28"/>

Electronic Service and Internet Use

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?

	Public	Staff:	Shared	Total
	<input type="text" value="36"/>	<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="51"/>

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter?

- If yes, which filter:

Salaries and Benefits

Section Finalized YESEstimated Data? NO

Salaries

Beginning Librarian's Annual Salary:	\$65,894.00
Director's Current Annual Salary:	\$89,128.00
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):	\$47,757.00	Department Head:	\$0.00
Information Technology Director:	\$0.00	Selector:	\$0.00

Board/Staff Data

Section Finalized YES

Months The Board Meets

☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ 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: 31

Equipment

Section Finalized YES

Photocopier?

Automated Circulation System?

Microfilm/Fiche Reader/Printer?

Which automation system?

Microcomputers?

Windows Based?

Number of microcomputers:

Public:

Automated Public Access Catalog?

Staff:

Number of OPACs only:

Shared:

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group?

Local Literacy Program?

Friends
Contact
Name and
Address

Literacy Contact
Name Phone

- If NO, has Library Ever Had Friends?

Written statement of purpose?

< Year last reviewed

Library Staff

Section Finalized

Last Update with FY: **2013** Library: **SOUTHERN OAKS LIBRARY**

Name Staff Count: 31 Total FTE: 21.49

	Title:	Type:	Education	Hours	CE?
ADAMS, GERALDINE	Librarian	MLS		20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
ALLEN, CHAD	Public Cmptr Spclst (P-T)	Other		20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
BOOKOUT, HEIDI	Library Aide (P-T)	Other		24.50	Y
FTE: <input type="text" value="0.61"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

BREATHWIT, DARRIE	Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
BROWN, KIRSTIE	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
CAMPBELL, JEFFERY	Library Aide (P-T)	Other	32.00	Y
FTE: 0.80	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
CANNIFF, EMILY	Asst Mgr of Lib Ops	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
FRIED, KARA	Circulation Clerk	MLS	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
HILBERT, JOHN	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
JONES, CHERYLL	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
KHADER, LENA	Library Aide (P-T)	Other	11.50	Y
FTE: 0.29	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
KURTH, GALEN	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
LITTLE, WANDA	Library Aide (P-T)	Other	17.00	Y
FTE: 0.43	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
MARQUIS, KATHY	Librarian	Librarian	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
MOLINA, MICHAEL	Public Cmptr Spclst (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
MONTGOMERY, DEBORAH	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
NORIEGA, SARA	Library Aide (P-T)	Other	28.75	Y
FTE: 0.72	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

O'NEIL, STACEY	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
ORTIZ, PATRICIA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
PAGE, ELAINE	Public Cmptr Spclst (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
PARR, BARBARA	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
PHILLIPS, BEVERLY	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
PHILLIPS, SALLY	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
POOL, LAURA	Librarian	MLS	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
SCHOFIELD, JULIE	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
STINSON, SUSAN	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
VACANT,	Circulation Clerk		20.00	
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
WALKER, DANIELLE	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WAYLAND, RANDY	Manager of Library Ops II	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WEAVER, DANIEL	Library Aide (P-T)	Other	26.00	Y
FTE: 0.65	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
WEBB, CATHY	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

Board Members

Section Finalized

Last Update with FY: **2013** Library: **SOUTHERN OAKS LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: