

# ODL Annual Report - Fiscal Year: 2007

☐ Finalized ☐ Approved

Library: EDMOND BRANCH LIBRARY

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	EDMOND BRANCH 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:	73,824	27,997	101,821
County:	514,361	176,905	691,266
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 2007

Total Staff FTE	<input type="text" value="25.57"/>	MLS FTE	<input type="text" value="6.5"/>	Librarian FTE:	<input type="text" value="3"/>	Other FTE:	<input type="text" value="16.07"/>
-----------------	------------------------------------	---------	----------------------------------	----------------	--------------------------------	------------	------------------------------------

## Library Data and Demographics(2)

---

Square Footage For Library:

Do you have meeting rooms?

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

Has any building in the library or system been renovated, expanded, or new construction completed within 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

---

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:	75,368	70,846	14,804	13,185
Juvenile:	51,817	48,190	6,223	7,532
<b>Total Bound:</b>	<b>127,185</b>	<b>119,036</b>	<b>21,027</b>	<b>20,717</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	138.00	135.00	6.00	1.00
<b>Total Printed Materials:</b>	<b>127,323.00</b>	<b>119,171</b>	<b>21,033</b>	<b>20,718</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	7,139.00	7,139.00	1,402.00	1,637.00
Video Materials:	7,594.00	7,594.00	1,207.00	1,446.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	64.00	64.00	22.00	24.00
<b>Total Electronic Materials:</b>	<b>64.00</b>	<b>64</b>	<b>22</b>	<b>24</b>

## Database Detail:

- Paid by your Library	64
- by other coop	0
- by State Library	23

## 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 FinalizedEstimated Data? **Annual Circulation Transactions**

Adult

Juvenile:

**Total:**Annual Circulation Transactions Per Capita: **Borrowers**☒ Section FinalizedEstimated Data? **Number Of Registered Borrowers**

Adult:

Juvenile:

**Total:**

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?

Programs		Number	Attendance
Summer 6/06 - 8/06	Note: Last Years Program	19	5627
Other programs for children	7/06 - 6/07	319	7727
Programs given for adults	7/06 - 6/07	733	9263
Summer Teens 6/06 - 8/06	Note: Last Years Program	10	664
Programs given for teens	7/06 - 6/07	38	462
<b>Total Programs:</b>		<b>1119</b>	<b>23743</b>
Program Attendance Per Capita:			0.23

**Continuing Education/Internet Use**☒ Section FinalizedEstimated Data? **Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="46"/>	<input type="text" value="0"/>	<input type="text" value="37"/>

**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?			Total
Public	<input type="text" value="14"/>	Staff: <input type="text" value="18"/>	Shared <input type="text" value="0"/>
			<input type="text" value="32"/>

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 FinalizedEstimated Data? **Salaries**

Beginning Librarian's Annual Salary:	<input type="text" value="\$34,424"/>
Director's Current Annual Salary:	<input type="text" value="\$42,994"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Salary @ On 5.15 per hour:	<input type="text" value="\$10,712"/>

**Other Salaries**

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$53,435"/>	Department Head	<input type="text" value="\$59,613"/>
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 FinalizedPhotocopier? Microfilm/Fiche Reader/Printer? Microcomputers? 

Number of microcomputers:

Public: Staff: Shared: Automated Circulation System? Which automation system? Windows Based? Automated Public Access Catalog? Number of OPACs only: 

## Policies and Catalog

☒ Section Finalized

### Policies

Friends of Library Group? Friends  
Contact  
Name and  
AddressLocal Literacy Program? Literacy Contact  
Name \_PhoneWritten statement of purpose?  Year last reviewed