

ODL Annual Report - Fiscal Year: 2008

☒ 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:	522,205	179,602	701,807
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

Number Of Branches: BookMobiles: Other Outlets:

Note: City pop from MLS defined service area 2007

Total Staff FTE	<input type="text" value="25.88"/>	MLS FTE	<input type="text" value="4.5"/>	Librarian FTE:	<input type="text" value="4"/>	Other FTE:	<input type="text" value="17.38"/>
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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
Bound (Books/Serials/Etc.)				
Adult:	72,971	68,593	15,074	17,471
Juvenile:	50,604	47,062	6,259	7,472
Total Bound:	123,575	115,655	21,333	24,943
Unbound Current Serial Subscriptions (Non Electronic)				
	143.00	140.00	5.00	0.00
Total Printed Materials:	123,718.00	115,795	21,338	24,943

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	6,672.00	6,672.00	1,453.00	1,920.00
Video Materials:	5,589.00	5,589.00	1,392.00	3,397.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	61.00	61.00	3.00	6.00
Total Electronic Materials:	61.00	61	3	6

Database Detail:

- Paid by your Library	61
- by other coop	0
- by State Library	23

Licensed Databases:

Ancestry.com, Auto Repair Reference Center,
Dun and Bradstreet, Ebsco Do-It-Yourself
(auto/home/small engine), HeritageQuest,

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: Annual Library Visits 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 6/07 - 8/07	Note: Last Years Program	21	5505
Other programs for children 7/07 - 6/08		354	11188
Programs given for adults 7/07 - 6/08		519	6328
Summer Teens 6/07 - 8/07	Note: Last Years Program	5	679
Programs given for teens 7/07 - 6/08		32	265
Total Programs:		931	23965
Program Attendance Per Capita:			0.24

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

# of Staff	# of Board	Total CEs
<input type="text" value="54"/>	<input type="text" value="0"/>	<input type="text" value="29"/>

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="\$35,818"/>
Director's Current Annual Salary:	<input type="text" value="\$63,877"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Salary @ On \$6.5 per hour:	<input type="text" value="\$13,520"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$55,578"/>	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 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