

ODL Annual Report - Fiscal Year: 2012

Finalized YESApproved YESLibrary: **BETHANY LIBRARY**

ID: 9657

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	BETHANY LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	3510 N. Mueller		
City:	Bethany	Zip:	73008-3971 (Street) (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:	15,064	4,342	19,406
County:	537,515	181,118	718,633
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u> If NO, Describe:

Director/Librarian:	Katrina Prince				
Person Completing:	Jon Rollman				
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	12.56	MLS FTE	3.5	Librarian FTE:	1	Other FTE:	7.06
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Library Data and Demographics(2)

Square Footage For Library:	<input type="text" value="8,280"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1964"/>		
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="NO"/>		
Total amount spent of building maintenance and/or rent:	<input type="text" value="\$24,481"/>		
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-84 Kern, Sally"/>
Oklahoma Senate District:	<input type="text" value="S-30 Coffee, Glenn (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	34,878	32,785	9,121	9,056
Juvenile:	21,148	19,879	3,722	2,668
Total Bound:	56,026	52,664	12,843	11,724
Unbound Current Serial Subscriptions (Non Electronic)				
	98	97	1	1
Total Printed Materials:	56,124	52,761	12,844	11,725

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,947	3,710	1,356	798
Downloadable Audio Titles:	0			
Video Materials:	4,967	4,917	1,792	792
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	112	112	20	0
Total Electronic Materials:	112	112	20	0

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	112	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, NewsBank, NoveList, NoveList K-8, Reference USA		
Other Databases:	A to Z Maps Online, A to Z the USA, A to Z World Travel, Academic Search Premier (EbscoHost), AccessScience (McGraw-Hill)		

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="17.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="10.00"/>		
Weeks open per year:	<input type="text" value="51.00"/>		

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="283,538"/>	<input type="text" value="133,872"/>	<input type="text" value="417,410"/>

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="21,072"/>	<input type="text" value="8,222"/>	<input type="text" value="29,294"/>

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 6/11 - 8/11 Note: Last Years Program	30	3,661
Other programs for children 7/11 - 6/12	83	2,495
Programs given for adults 7/11 - 6/12	47	2,105
Summer Teens 6/11 - 8/11 Note: Last Years Program	19	569
Programs given for teens 7/11 - 6/12	44	460
Total Programs:		223 9,290
Program Attendance Per Capita:		0.48

Continuing Education/Internet Use

Section Finalized YES

Estimated Data? NO

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="17"/>	<input type="text" value="0"/>	<input type="text" value="23"/>

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="11"/>	Staff: <input type="text" value="8"/> Shared <input type="text" value="0"/>	<input type="text" value="19"/>

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:	\$53,872.00
Director's Current Annual Salary:	\$77,521.00
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

☒ 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: 18

Equipment

Section Finalized YESPhotocopier? Automated Circulation System? Microfilm/Fiche Reader/Printer? Which automation system? Microcomputers? Windows Based?

Number of microcomputers:

Public: Staff: Shared: Automated Public Access Catalog? Number of OPACs only:

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group? Local Literacy Program? Friends
Contact
Name and
AddressLiteracy 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: **2012** Library: **BETHANY LIBRARY**

Name Staff Count: 18 Total FTE: 11.56

	Title:	Type:	Education	Hours	CE?
BASSETT, CHRISTINE	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	
BOWEN, JANET	Circulation Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
CHANDLER, DUSTIN	Library Aide (P-T)	Other		0.00	Y
FTE: <input type="text" value="0.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

DAUBENSPECK, TIMOTHY	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
DOTY, CONRAD	Custodian (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
DURBIN, DONNA	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? <input type="checkbox"/> Y
EVANS, MATTHEW	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
FIELDS, DANIEL	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
FIELDS, REGINA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
MCPHERSON, DEBORAH	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
MORAND, DAVID	Library Aide (P-T)	Other	25.25	Y
FTE: 0.63	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
NOLAN, SHARON	Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
O'HARE, JERRY	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
PRINCE, KATRINA	Manager of Library Ops I	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
RUPP, DIANNA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
RYDEN, ROSEMARY	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
VACANT,	Circulation Clerk		40.00	
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> Y

WELLS, JOSHUA		Library Aide (P-T)		Other		17.00		Y		
FTE:	0.43	Certification:	Certified?	N	Level:		Year:		Hired This Year?	N

Board Members

Section Finalized

Last Update with FY: **2012** Library: **BETHANY LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: