# **ODL Annual Report - Fiscal Year: 2012**

Finalized YES

Approved YES

Library: **EDMOND LIBRARY** ID: 9677

County:					
	OKLAHOMA			Тур	pe: BR
Mail Address:	SAME AS ST. ADDRE	SS 			
Street Address:	10 S. Boulevard				
City:	Edmond		Zip:	73034-3798	73034-379
Phone:	405-341-9282		Fax:	(Street) 405-606-3411	(Mail)
Toll Free - 800#:	100 0 11 0202		. an	100 000 0111	
Director's Email:	mkellogg@metrolibrary	 v.org			
Library's Web Page:	www.metrolibrary.org				
Population: City: County: County Service Area:	Adult 58,450 537,515 Square	Juvenii 24,5′ 181,′ Miles D	13 118 o you s	Total 82,963 718,63 serve all in county was describe:	33
Director/Librarian:	Melody Kellogg			Describe.	
Person Completing:	Jon Rollman				
City Manager/Mayor:					
Number Of Branches:   Number Of Other Outlet		obiles: 0		Other Outlets:	0
Note: City pop from MI	_S defined service area	2008			
Total Staff FTE 32.5	8 MLS FTE 7	libr	arian F	TE: 4 Otho	er FTE: 21.58

## **Library Data and Demographics(2)**

Square Footage For Library: 28,167	Do you have meeting rooms?	YES
Year Built: 1973		
Housed in a building owned or maintain	ed by local government or the system?	YES
Has any building in the library or system construction completed withing the period		NO
Total amount spent of building maintena	nce and/or rent:	\$70,921
Building maintenance and/or rent paid by	y:	SYSTEM
Specify if OTHER:		
US/State Districts/Representatives		
U.S. Congressional District:	USH-5 Lankford,	James
Oklahoma House District:	H-81 Miller, Ken	
Oklahoma Senate District:	S-41 Jolley, Clark	(R)

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	76,609	72,012	17,781	21,895
Juvenile:	50,397	47,373	7,951	9,766
Total Bound:	127,006	119,385	25,732	31,661
Unbound Current Serial Subscriptions	209	207	20	0
(Non Electronic)				
Total Printed Materials:	127,215	119,592	25,752	31,661
Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	9,836	9,246	2,841	1,769
Downloadable Au	dio Titles:	0		
Video Materials:	11,204	11,092	4,357	1,625
Downloadable Vide	eo 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 Lil	orary - by othe	r coop - by Sta	ate Library
Licensed Databases:	Ancestry.com, A Learning Expres NewsBank, Nov	s, Mitchell Repair eList, NoveList K-	·	Γ,
Other Databases:			SA, A to Z World To Host), AccessScie	

Main/HQ

Hours open per week: 70.00
Hours after 5pm M-F: 17.00

Total Annual Hours: 3,640.00

Hours after 5pm M-F: 17.00
Hours Sat, Sun: 13.00

Days Closed for Holidays: 14.00

Weeks open per year: 52.00

### **Regular Hours**

	Period 1		Perio	d 2	Peri	od 3
Sun:	01:00PM 0	6:00PM				
Mon:	09:00AM 0	9:00PM				
Tues:	09:00AM 0	9:00PM				
Wed:	09:00AM 0	9:00PM				
Thurs:	09:00AM 0	9:00PM				
Fri:	09:00AM 0	6:00PM				
Sat:	09:00AM 0	5:00PM				

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

NO

	O: 1.4:	- 4.	
Annual	Circulation	Transactions	÷

Adult Juvenile: 706,487 567,781 1,274,268

Annual Circulation Transactions Per Capita: 15.36

368,240 **Annual Library Visits:** 

#### **Borrowers**

Section Finalized

Total:

**YES** 

0

Estimated Data?

NO

#### **Number Of Registered Borrowers**

Juvenile: Adult: Total: 18,045 42,817 60,862

Number of Family Cards:

YES Re-Register?

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

Programs		Number	Attendance
Summer 6/11 - 8/11	Note: Last Years Program	50	8,699
Other programs for children 7	7/11 - 6/12	376	12,116
Programs given for adults 7/1	11 - 6/12	371	5,590
Summer Teens 6/11 - 8/11	Note: Last Years Program	10	972
Programs given for teens 7/1	1 - 6/12	49	748
	Total Programs:	856	28,125
	Program Attendance F	Per Capita:	0.34

Continuing Education
# of Staff # of Board Total CEs  52 0 42
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  50,000
Number of Headquarter/Main Internet Stations?  Public 15 Staff: 20 Shared 0 35  Internet access is via: DEDICATED  Internet have WIFI?: YES  Type of connection: 100 MBPS
Does your library use an internet filter? YES - If yes, which filter:

#### **Salaries**

Beginning Librarian's Annual Salary:

Director's Current Annual Salary:

Director's Hours Per Week:

Hourly Wage:

Salary @ On \$7.25 per hour:

\$65,686.00

\$65,686.00

40

\$0.00

\$15,080.00

Other Salaries (Annual)

Assistant or Deputy Director (Avg): Information Technology Director:

\$46,613.00 \$0.00

Department Head: Selector:

\$0.00 \$0.00

### **Board/Staff Data**

Section Finalized

**YES** 

#### **Months The Board Meets**

I	Х	Jan	Х	Feb	Х	Mar	Х	Apr	Х	May	Х	Jun
	^	Jan	$  \wedge  $	i CD	^	iviai	_ ^ _	Abi	^	iviay	_ ^ _	Jui

Board meeting time:

In which week?

Day of week:

MeetFrequency

Number of Board Members:

Number of Staff Members:

rs. 0

51

MONTHLY

03:30PM

3rd

THUR

**Equipment** Section Finalized YES

							_
Photocopic				mated Circulation Which automat	•	YES Other	$\neg$
	Fiche Reader/Printer?		10		ows Based?	YES	
Microcomp	outers?	YI	ES	vviila	ows baseu:	123	
	Number of micro	compute	rs:				
	Public:		34 Autor	mated Public Acce	ess Catalog?	YES	
	Staff:		19	per of OPACs only	•	9	
	Shared:		0				
Policies an	d Catalog				Social	o Finalized VEO	
Policies an					Section	n Finalized <u>YES</u>	_
Policie	<b>!S</b>						
Friends	of Library Group?		NO	Local Literacy	Program?		NO
	Friends Contact			Literacy Conta Name Pho			
	Name and Address						
- If NO	, has Libary Ever Had F	riends?	NO				
Written	statement of purpose?		YES	2011 < Year	last reviewed	d	
Library Staf	<del>'f</del>					Section Fir	nalized
Last Update w	ith FY: 2012 Librar	ry: <b>EDM</b>	OND LIBRA	RY			
Name	Staff Count	:: 51	Total F	TE: 32.58			
	Title:		Туре:	Educatio	n	Hours	CE?
ADAMEK, DONNA	A Circulation C	lerk	Other			20.00	Υ
FTE: 0.50	Certification: Certified	? N	Level:	Yea	r:	Hired This Year?	'N
ALAVICHEH, JUL	Library Aide	(P-T)	Other			20.00	Υ
FTE: 0.50	Certification: Certified	? N	Level:	Yea	r:	Hired This Year?	'N
ASGHARI, SHAH	IN Circulation C	lerk	Other			40.00	Υ
FTE: 1.00	Cartification: Certified	2 NI	l evel:	Yea	r.	Hired This Year?	· NI

CHARTER, KF	Circulation Cl	erk	Other	20.00 γ							
FTE: 0.50	Certification: Certified?	N Level:	Year:	Hired This Year? N							
CHEEK, KELL	EY Library Aide (	P-T)	Other	9.00 Y							
FTE: 0.23	Certification: Certified?	N Level:	Year:	Hired This Year? N							
CLOUD, KERI	Library Aide (	P-T)	Other	20.00 γ							
FTE: 0.50	Certification: Certified?	N Level:	Year:	Hired This Year? N							
COLLINS, MARGARET       Library Assistant       Other       20.00       γ											
FTE: 0.50	Certification: Certified?	N Level:	Year:	Hired This Year? N							
CORMACK, C	ARLA Library Aide (	P-T)	Other	15.00 Y							
FTE: 0.38	Certification: Certified?	Level:	Year:	Hired This Year? Y							
DAVIS, RONN	A Librarian		Librarian	40.00 Y							
FTE: 1.00	Certification: Certified?	N Level:	Year:	Hired This Year? N							
DRIVER, NAN	CY Library Aide (	P-T)	Other	12.00 Y							
FTE: 0.30	Certification: Certified?	N Level:	Year:	Hired This Year? N							
EJTEHADI, EE	RAHIM Librarian		Librarian	40.00 Y							
FTE: 1.00	Certification: Certified?	N Level:	Year:	Hired This Year? N							
FREDERICKS	JEFFREY Circulation Cl	erk	Other	40.00 Y							
FTE: 1.00	Certification: Certified?	N Level:	Year:	Hired This Year? N							
GERLING, STI	EPHANIE Library Aide (	P-T)	Other	30.00 Y							
FTE: 0.75	Certification: Certified?	N Level:	Year:	Hired This Year? N							
GROW, DAVID	Library Aide (	P-T)	Other	17.00 Y							
FTE: 0.43	Certification: Certified?	N Level:	Year:	Hired This Year? N							
				l							
HOLLY, BRET		P-T)	Other	15.00 γ							
HOLLY, BRET			Other Year:	15.00 Υ Hired This Year? Υ							
	TE Library Aide (  Certification: Certified?	Level:		<u> </u>							
FTE: 0.38	TE Library Aide (  Certification: Certified?	Level:	Year:	Hired This Year? Y							
FTE: 0.38	TE Library Aide (  Certification: Certified?  OL Associate Lib  Certification: Certified?	Level:	Year:	Hired This Year? Y							

JOHNS	ON, MARY	<b>ANN</b> Ass	ociate Libraı	rian		Librarian		40.00 Y	,
FTE:	1.00	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
KELLO	GG, MELC	DDY Mar	nager of Libr	ary Ops II		MLS		40.00 Y	,
FTE:	1.00	Certification:	Certified?	L	.evel: [		Year:	Hired This Year? Υ	
KENDA	LL, JOAN	Circ	culation Clerl	K		Other		40.00 Y	,
FTE:	1.00	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
KING, E	ERIC	Libr	arian			MLS		40.00 Y	,
FTE:	1.00	Certification:	Certified?	N L	evel:		Year:	Hired This Year? N	
KNIGH	T, RACHA	<b>EL</b> Libr	ary Aide (P-	T)		Other		31.75 γ	,
FTE:	0.79	Certification:	Certified?	L	.evel:		Year:	Hired This Year? Υ	
LAMIN	SKY, AMY	Libr	arian			MLS		40.00 Y	,
FTE:	1.00	Certification:	Certified?	L	.evel:		Year:	Hired This Year? Υ	
LEE, C	LIFFORD	Circ	culation Clerl	Κ		Other		20.00 γ	,
FTE:	0.50	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
LITTLE	, JESSICA	Libr	ary Aide (P-	T)		Other		15.00 γ	,
FTE:	0.38	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
LOWRY	, CASEY	Libr	ary Aide (P-	T)		Other		15.50 Y	,
FTE:	0.39	Certification:	Certified?	N L	.evel: [		Year:	Hired This Year? N	
MARAN	ND, EDWA	RD Circ	culation Clerl	K		Other		40.00 Y	,
FTE:	1.00	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
MATTH	EWS, TER	RESA Libr	arian			MLS		40.00 Y	′
FTE:	1.00	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
MATTH	YNSSENS	<b>5, LUISA</b> Libr	ary Aide (P-	T)		Other		31.00 Y	,
FTE:	0.78	Certification:	Certified?	N L	.evel: [		Year:	Hired This Year? N	
MEYER	, ASHLEY	Circ	ulation Clerl	Κ		Other		20.00 γ	,
FTE:	0.50	Certification:	Certified?	N L	.evel:		Year:	Hired This Year? N	
NIEBAI	NK, GEOR	<b>GE</b> Libr	ary Aide (P-	T)		Other		20.00 γ	<b>,</b>
FTE:	0.50	Certification:	Certified?		.evel: [		Year:	Hired This Year? N	

OVERT	ON, CARO	<b>)L</b> Libr	ary Aide (P	'-T)		Other		11.00 γ			
FTE:	0.28	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
PEERY, DAGMAR Library Aide (P-T) Other 10.00 γ											
FTE:	0.25	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
PODZE	MNY, RAN	IDAL Ass	t Mgr of Lib	rary Ops	3	MLS		40.00 Y			
FTE:	1.00	Certification:	Certified?		Level:		Year:	Hired This Year? Υ			
ROSE, BRANDON Library Aide (P-T) Other 30.00 γ											
FTE:	0.75	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
ROSS,	VICKIE	Circ	culation Cle	rk		Other		40.00 Y			
FTE:	1.00	Certification:	Certified?		Level:		Year:	Hired This Year? N			
RUSSE	LL, JOSH	<b>UA</b> Libr	ary Aide (P	P-T)		Other		25.00 Y			
FTE:	0.63	Certification:	Certified?		Level:		Year:	Hired This Year? Υ			
SCHNE	IDER, JO	ANNE Libr	ary Aide (P	P-T)		Other		16.00 Y			
FTE:	0.40	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
SHARP	, DIANE	Libr	ary Aide (P	'-T)		Other		20.00 Y			
FTE:	0.50	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
STEEL	MAN, BET	<b>H</b> Libr	ary Aide (P	'-T)		Other		20.00 Y			
FTE:	0.50	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
SUHRS	TEDT, AN	<b>GELA</b> Circ	ulation Cle	rk		Other		20.00 Y			
FTE:	0.50	Certification:	Certified?		Level:		Year:	Hired This Year? Υ			
SUMTE	R, MENDI	Libr	arian			MLS		20.00 Y			
FTE:	0.50	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
TAYLOR, MARY Library Aide (P-T)						Other		20.00 Y			
FTE:	0.50	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
THURMOND, BURTON Library Aide (P-T) Other 20.00 γ											
FTE:	0.50	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			
TIBBETS, CARL Public Computer SpcIst C					t	Other		20.00 Y			
FTE:	0.50	Certification:	Certified?	N	Level:		Year:	Hired This Year? N			

TURNER, GLORI	<b>A</b> Library	Aide (P-T)	Other		20.00 γ
FTE: 0.50	Certification: Ce	ertified? N	Level:	Year:	Hired This Year? N
WIDHALM, PATE	RICIA Circula	tion Clerk	Other		20.00 Υ
FTE: 0.50	Certification: Ce	ertified? N	Level:	Year:	Hired This Year? N
WILCOX, DOYLE	Circula	tion Clerk	Other		20.00 γ
FTE: 0.50	Certification: Ce	ertified? N	Level:	Year:	Hired This Year? N
WILLS, MOLLY	Libraria	an	MLS		20.00 γ
FTE: 0.50					
FTE. 0.50	Certification: Ce	ertified?	Level:	Year:	Hired This Year? Υ
WINTERS, LAUR	Cortinoation:	ertified? Aide (P-T)	Level: Other	Year:	Hired This Year? Y
	A Library			Year: Year:	·
WINTERS, LAUR	A Library  Certification: Ce	Aide (P-T)	Other		19.75 Y

Board Members Section Finalized

Last Update with FY: 2012 Library: EDMOND LIBRARY

Total Members: 0

Home Phone: Business Phone:

-,

Position: Term Ends: