ODL Annual Report - Fiscal Year: 2013

Finalized <u>YES</u>   Approved <u>YES</u>

Library: **BETHANY LIBRARY**

ID: 9881

Library Data and Demographics

Section Finalized <u>YES</u>   Estimated Data? <u>NO</u>

Name: BETHANY LIBRARY

County: OKLAHOMA   Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 3510 N. Mueller

City: Bethany   Zip: 73008-3971   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:	37,117	12,636	49,753
County:	553,291	188,490	741,781

County Service Area: 718   Square Miles   Do you serve all in county w/o charge? YES

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 FY14

Total Staff FTE	14.4	MLS FTE	3.5	Librarian FTE:	1	Other FTE:	9.9

Library Data and Demographics(2)

Square Footage For Library: 8,280   Do you have meeting rooms? YES

Year Built: 1964

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

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report? NO

Total amount spent of building maintenance and/or rent: $16,896

Building maintenance and/or rent paid by: SYSTEM

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Lankford, James

Oklahoma House District: H-84 Kern, Sally

Oklahoma Senate District: S-30 Holt, David (R)

Holdings

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	33,413	31,408	8,640	10,105
Juvenile:	20,811	19,562	3,526	3,863
Total Bound:	**54,224**	**50,970**	**12,166**	**13,968**
Unbound				
Current Serial Subscriptions (Non Electronic)	102	102	4	0
Total Printed Materials:	**54,326**	**51,072**	**12,170**	**13,968**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	4,616	4,339	1,663	994
Downloadable Audio Titles:	0			
Video Materials:	5,532	5,477	1,877	1,312
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	126	126	14	0
Total Electronic Materials:	**126**	**126**	**14**	**0**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	126	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

Main/HQ

Hours open per week:	70.00	Total Annual Hours:	3,640.00
Hours after 5pm M-F:	18.00		
Hours Sat, Sun:	13.00		
Days Closed for Holidays:	12.00		
Weeks open per year:	52.00		

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	01:00PM	06:00PM				
Mon:	09:00AM	09:00PM				
Tues:	09:00AM	09:00PM				
Wed:	09:00AM	09:00PM				
Thurs:	09:00AM	09:00PM				
Fri:	09:00AM	06:00PM				
Sat:	09:00AM	05:00PM				

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

Reference/Circulation

Annual Circulation Transactions

Adult	Juvenile:	Total:
266,633	134,442	401,075

Annual Circulation Transactions Per Capita: 8.06

Annual Library Visits: 164,459

Borrowers

Section Finalized YES   Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
21,181	7,817	28,998

Number of Family Cards: 0

Re-Register?   YES

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

Programs/InterLibrary

Programs		Number	Attendance
Summer 6/12 - 8/12	Note: Last Years Program	31	3,439
Other programs for children 7/12 - 6/13		74	1,772
Programs given for adults 7/12 - 6/13		42	1,480
Summer Teens 6/12 - 8/12	Note: Last Years Program	6	417
Programs given for teens 7/12 - 6/13		12	111
Total Programs:		**165**	**7,219**
Program Attendance Per Capita:			0.15

Section Finalized <u>YES</u>   Estimated Data? <u>NO</u>

Continuing Education

# of Staff	# of Board	Total CEs
21	0	25

Electronic Service and Internet Use

Does your library provide electronic services?   YES
(eg. bibliographic and full-text databases, multimedia, EBSCO)

Does your library have internet access?   YES

Number of users annually   38,658

Number of Headquarter/Main Internet Stations?   Total

Public   11   Staff: 8   Shared   0   19

Internet access is via: DEDICATED

Internet have WIFI?:   YES

Type of connection: OTHER   100 Mbps

Does your library use an internet filter?   YES

- If yes, which filter:

Salaries and Benefits

Section Finalized YES   Estimated Data?   NO

Salaries

Beginning Librarian's Annual Salary:	$55,494.00
Director's Current Annual Salary:	$81,723.00
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

| X | Jan | X | Feb | X | Mar | X | Apr | X | May | X | Jun |
| X | Jul | X | Aug | X | Sep | X | Oct | X | Nov | X | 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: 21

Equipment

Photocopier?	YES	Automated Circulation System?	YES
Microfilm/Fiche Reader/Printer?	NO	Which automation system?	Other
Microcomputers?	YES	Windows Based?	YES

Number of microcomputers:

Public:	22	Automated Public Access Catalog?	YES
Staff:	8	Number of OPACs only:	4
Shared:	0		

Policies and Catalog

Section Finalized <u>YES</u>

Policies

Friends of Library Group?	NO	Local Literacy Program?	NO

Friends Contact Name and Address

Literacy Contact Name Phone

- If NO, has Libary Ever Had Friends? NO

Written statement of purpose? YES 2012 < Year last reviewed

Library Staff

Section Finalized

Last Update with FY: **2013** Library: **BETHANY LIBRARY**

Name   Staff Count: 21   Total FTE: 14.4

Name	Title:	Type:	Education	Hours	CE?
BASSETT, CHRISTINE	Librarian	MLS		20.00	Y

FTE: 0.50 Certification: Certified? Level: Year: Hired This Year? N

Name	Title:	Type:	Education	Hours	CE?
BOWEN, JANET	Circulation Clerk	Other		40.00	Y

FTE: 1.00 Certification: Certified? Level: Year: Hired This Year? N

Name	Title:	Type:	Education	Hours	CE?
CHANDLER, DUSTIN	Library Aide (P-T)	Other		19.00	Y

FTE: 0.48 Certification: Certified? Level: Year: Hired This Year? N

DAUBENSPECK, TIMOTHY	Library Aide (P-T)	Other		20.00	Y

FTE: 0.50 | Certification: | Certified? | Level: | Year: | Hired This Year? N

DOTY, CONRAD	Custodian (P-T)	Other		20.00	Y

FTE: 0.50 | Certification: | Certified? | Level: | Year: | Hired This Year? N

DURBIN, DONNA	Circulation Clerk	Other		40.00	Y

FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N

EAGLE, PHYLLIS	Library Aide (P-T)	Other		23.50	Y

FTE: 0.59 | Certification: | Certified? | Level: | Year: | Hired This Year? Y

EVANS, MATTHEW	Public Computer Spclst	Other		20.00	Y

FTE: 0.50 | Certification: | Certified? | Level: | Year: | Hired This Year? N

FIELDS, DANIEL	Librarian	MLS		40.00	Y

FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N

FIELDS, REGINA	Circulation Clerk	Other		40.00	Y

FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N

GEHLING, DAWN	Library Aide (P-T)	Other		14.00	Y

FTE: 0.35 | Certification: | Certified? | Level: | Year: | Hired This Year? Y

HOLLOWAY, SARAH	Library Aide (P-T)	Other		22.00	Y

FTE: 0.55 | Certification: | Certified? | Level: | Year: | Hired This Year? Y

MCPHERSON, DEBORAH	Librarian	MLS		40.00	Y

FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N

MORAND, DAVID	Library Aide (P-T)	Other		21.00	Y

FTE: 0.53 | Certification: | Certified? | Level: | Year: | Hired This Year? N

NOLAN, SHARON	Librarian	Librarian		40.00	Y

FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N

O'HARE, JERRY	Circulation Clerk	Other		20.00	Y

FTE: 0.50 | Certification: | Certified? | Level: | Year: | Hired This Year? N

PRINCE, KATRINA	Manager of Library Ops I	MLS		40.00	Y

FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N

| **RUPP, DIANNA** | Circulation Clerk | Other | | | 40.00 | Y |

| FTE: | 1.00 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? N |

| **RYDEN, ROSEMARY** | Library Aide (P-T) | Other | | | 20.00 | Y |

| FTE: | 0.50 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? N |

| **SCHEIN, BRITTANY** | Circulation Clerk | Other | | | 20.00 | Y |

| FTE: | 0.50 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? Y |

| **WELLS, JOSHUA** | Library Aide (P-T) | Other | | | 16.50 | Y |

| FTE: | 0.41 | Certification: | Certified? | | Level: | | Year: | | Hired This Year? N |

Board Members

Last Update with FY: **2013**   Library: **BETHANY LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: