# ODL Annual Report - Fiscal Year: 2013

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

Library: **EDMOND LIBRARY**

ID:     9901

## Library Data and Demographics

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

Name: | EDMOND LIBRARY

County: | OKLAHOMA     Type: | BR

Mail Address: | SAME AS ST. ADDRESS

Street Address: | 10 S. Boulevard

City: | Edmond     Zip: | 73034-3798 | 73034-3798
     (Street)     (Mail)

Phone: | 405-341-9282     Fax: | 405-606-3411

Toll Free - 800#:

Director's Email: | mkellogg@metrolibrary.org

Library's Web Page: | www.metrolibrary.org

Population:

| | Adult | Juvenile | Total |
|---|---|---|---|
| City: | 79,623 | 30,734 | 110,357 |
| 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: | Melody Kellogg

Person Completing: | Jon Rollman

City Manager/Mayor:

Number Of Branches: | 0     BookMobiles: | 0     Other Outlets: | 0

Number Of Other Outlets:

Note: | City pop from MLS defined service area FY14

| Total Staff FTE | 32.68 | MLS FTE | 7.25 | Librarian FTE: | 4 | Other FTE: | 21.43 |
|---|---|---|---|---|---|---|---|

# 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 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:     $54,812

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-81  Grau, Randy

Oklahoma Senate District:     S-41  Jolley, Clark (R)

# Holdings

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| **Bound**<br>(Books/Serials/Etc.) | | | | |
| Adult: | 74,005 | 69,565 | 17,154 | 19,758 |
| Juvenile: | 49,026 | 46,084 | 7,849 | 9,220 |
| **Total Bound:** | **123,031** | **115,649** | **25,003** | **28,978** |
| **Unbound**<br>Current Serial<br>Subscriptions<br>(Non Electronic) | 214 | 214 | 14 | 9 |
| **Total Printed Materials:** | **123,245** | **115,863** | **25,017** | **28,987** |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| Audio Materials: | 11,254 | 10,579 | 2,779 | 1,361 |
| Downloadable Audio Titles: | 0 | | | |
| Video Materials: | 11,937 | 11,817 | 3,783 | 3,050 |
| 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<br>A to Z the USA<br>A to Z World Travel | | |

# Library Hours

Section Finalized    <u>YES</u>

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:** |
|---|---|---|
| 675,545 | 573,691 | 1,249,236 |

Annual Circulation Transactions Per Capita:   11.32

Annual Library Visits:   369,282

# Borrowers

**Number Of Registered Borrowers**

| Adult: | Juvenile: | **Total:** |
|---|---|---|
| 45,438 | 19,012 | 64,450 |

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 | 56 | 8,336 |
| Other programs for children  7/12 - 6/13 | | 425 | 15,414 |
| Programs given for adults  7/12 - 6/13 | | 448 | 6,241 |
| Summer Teens 6/12 - 8/12 | Note: Last Years Program | 14 | 921 |
| Programs given for teens  7/12 - 6/13 | | 31 | 394 |
| **Total Programs:** | | **974** | **31,306** |
| Program Attendance Per Capita: | | | 0.28 |

## Continuing Education

| # of Staff | # of Board | Total CEs |
|---|---|---|
| 53 | 0 | 63 |

## 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    47,229

    Number of Headquarter/Main Internet Stations?    Total

Public    19    Staff:    21    Shared    0    40

    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: | $65,894.00 |
| Director's Current Annual Salary: | $69,243.00 |
| 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): | $49,317.00 | 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: | 55 |

# 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: | 38 | | |
| Staff: | 21 | Automated Public Access Catalog? | YES |
| Shared: | 0 | Number of OPACs only: | 9 |

# Policies and Catalog

## 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

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

Name   Staff Count: 55   Total FTE: 32.68

| | Title: | Type: | Education | Hours | CE? |
|---|---|---|---|---|---|
| **ADAMEK, DONNA** | Circulation Clerk | Other | | 20.00 | Y |

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

| | Title: | Type: | Education | Hours | CE? |
|---|---|---|---|---|---|
| **ASGHARI, SHAHIN** | Circulation Clerk | Other | | 40.00 | Y |

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

| | Title: | Type: | Education | Hours | CE? |
|---|---|---|---|---|---|
| **BAZE, RANDELL** | Public Cmptr Spclst (P-T) | Other | | 12.00 | Y |

| FTE: 0.30 | Certification: | Certified? | Level: | Year: | Hired This Year? Y |
|---|---|---|---|---|---|

| BLAIR, LINDA | Associate Librarian | Librarian | | | 20.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.50 | Certification: Certified? | Level: | | Year: | Hired This Year? | Y |

| CHEEK, KELLEY | Library Aide (P-T) | Other | | | 9.50 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.24 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| CLOUD, KERI | Library Aide (P-T) | Other | | | 20.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.50 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| COLLINS, MARGARET | Library Assistant | Other | | | 20.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.50 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| CORMACK, CARLA | Library Aide (P-T) | Other | | | 15.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.38 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| DRIVER, NANCY | Library Aide (P-T) | Other | | | 14.50 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.36 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| EJTEHADI, EBRAHIM | Librarian | Librarian | | | 40.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 1.00 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| ELSTEN, KASSIE | Circulation Clerk | Other | | | 20.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.50 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| FISHER, ADRIEN | Library Aide (P-T) | Other | | | 19.50 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.49 | Certification: Certified? | Level: | | Year: | Hired This Year? | Y |

| FITZGERALD, MELISSA | Library Aide (P-T) | MLS | | | 9.88 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.25 | Certification: Certified? | Level: | | Year: | Hired This Year? | Y |

| FOX, KARI | Associate Librarian | Librarian | | | 40.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 1.00 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| FREDERICKS, JEFFREY | Circulation Clerk | Other | | | 40.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 1.00 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| GERLING, STEPHANIE | Library Aide (P-T) | Other | | | 30.00 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.75 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| GROW, DAVID | Library Aide (P-T) | Other | | | 16.75 | Y |
|---|---|---|---|---|---|---|
| FTE: 0.42 | Certification: Certified? | Level: | | Year: | Hired This Year? | N |

| HOLLY, BRETTE | Library Aide (P-T) | Other | 21.50 | Y |
|---|---|---|---|---|

| FTE: 0.54 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|

| HUNT-WILSON, MEAGHAN | Librarian | MLS | 40.00 | Y |
|---|---|---|---|---|

| FTE: 1.00 | Certification: | Certified? | Level: | Year: | Hired This Year? Y |
|---|---|---|---|---|---|

| JOHNSON, JEAN | Librarian | MLS | 20.00 | Y |
|---|---|---|---|---|

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

| JOHNSON, MARY | Associate Librarian | Librarian | 40.00 | Y |
|---|---|---|---|---|

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

| KELLOGG, MELODY | Manager of Library Ops II | MLS | 40.00 | Y |
|---|---|---|---|---|

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

| KENDALL, JOAN | Circulation Clerk | Other | 40.00 | Y |
|---|---|---|---|---|

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

| KING, ERIC | Librarian | MLS | 40.00 | Y |
|---|---|---|---|---|

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

| KNIGHT, RACHAEL | Library Aide (P-T) | Other | 31.50 | Y |
|---|---|---|---|---|

| FTE: 0.79 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|

| LEE, CLIFFORD | Circulation Clerk | Other | 20.00 | Y |
|---|---|---|---|---|

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

| LITTLE, JESSICA | Library Aide (P-T) | Other | 18.25 | Y |
|---|---|---|---|---|

| FTE: 0.46 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|

| LOWRY, CASEY | Circulation Clerk | Other | 20.00 | Y |
|---|---|---|---|---|

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

| MARAND, EDWARD | Circulation Clerk | Other | 40.00 | Y |
|---|---|---|---|---|

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

| MATTHEWS, TERESA | Librarian | MLS | 40.00 | Y |
|---|---|---|---|---|

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

| MATTHYNSSENS, LUISA | Library Aide (P-T) | Other | 22.50 | Y |
|---|---|---|---|---|

| FTE: 0.56 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|

| MCLELLAN, ALEXANDRA | Library Aide (P-T) | Other | | 0.00 | Y |
|---|---|---|---|---|---|

| FTE: | 0.00 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|---|

| MEYER, HANNAH | Library Aide (P-T) | Other | | 0.00 | Y |
|---|---|---|---|---|---|

| FTE: | 0.00 | Certification: | Certified? | Level: | Year: | Hired This Year? Y |
|---|---|---|---|---|---|---|

| MOORE, MARGO | Circulation Clerk | Other | | 20.00 | N |
|---|---|---|---|---|---|

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

| NIEBANK, GEORGE | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| OVERTON, CAROL | Library Aide (P-T) | Other | | 15.50 | Y |
|---|---|---|---|---|---|

| FTE: | 0.39 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|---|

| PATTON, ANDREW | Library Aide (P-T) | Other | | 26.00 | Y |
|---|---|---|---|---|---|

| FTE: | 0.65 | Certification: | Certified? | Level: | Year: | Hired This Year? Y |
|---|---|---|---|---|---|---|

| PEERY, DAGMAR | Library Aide (P-T) | Other | | 10.00 | Y |
|---|---|---|---|---|---|

| FTE: | 0.25 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|---|

| PODZEMNY, RANDAL | Asst Mgr of Library Ops | MLS | | 40.00 | Y |
|---|---|---|---|---|---|

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

| ROSE, BRANDON | Library Aide (P-T) | Other | | 30.00 | Y |
|---|---|---|---|---|---|

| FTE: | 0.75 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|---|

| ROSS, VICKIE | Circulation Clerk | Other | | 40.00 | Y |
|---|---|---|---|---|---|

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

| RUSSELL, JOSHUA | Library Aide (P-T) | Other | | 20.13 | Y |
|---|---|---|---|---|---|

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

| SCHNEIDER, JOANNE | Library Aide (P-T) | Other | | 6.75 | N |
|---|---|---|---|---|---|

| FTE: | 0.17 | Certification: | Certified? | Level: | Year: | Hired This Year? N |
|---|---|---|---|---|---|---|

| SHARP, DIANE | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| STEELMAN, BETH | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| SUHRSTEDT, ANGELA | Associate Librarian | Librarian | | 20.00 | Y |
|---|---|---|---|---|---|

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

| SUMTER, MENDI | Librarian | MLS | | 20.00 | Y |
|---|---|---|---|---|---|

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

| TAYLOR, MARY | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| THOMAS, AMY | Librarian | MLS | | 40.00 | Y |
|---|---|---|---|---|---|

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

| THURMOND, BURTON | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| TURNER, GLORIA | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| WIDHALM, PATRICIA | Circulation Clerk | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| WILCOX, DOYLE | Circulation Clerk | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

| WINTERS, LAURA | Library Aide (P-T) | Other | | 18.00 | Y |
|---|---|---|---|---|---|

FTE: 0.45    Certification:   Certified? [ ]   Level: [ ]   Year: [ ]   Hired This Year? N

| YOUNG, SHARON | Circulation Clerk | Other | | 20.00 | Y |
|---|---|---|---|---|---|

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

# Board Members

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

Total Members: 0

Home Phone:                Business Phone:

- ,

Position:            Term Ends: