ODL Annual Report - Fiscal Year: 2008

☑ Finalized ☐ Approved

Library: **JONES LIBRARY**

Library Data and Demographics

☑ Section Finalized   Estimated Data? NO

Name: JONES LIBRARY

County: OKLAHOMA   Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 111 E. Main

City: JONES   Zip: 73049-0425   73049-0425
    (Street)   (Mail)

Phone: 405-399-5471   Fax: 405-399-3679

Toll Free - 800#:

Director's Email: jones@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	693	231	924
County:	522,205	179,602	701,807

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

If NO, Describe:

Director/Librarian: Jennifer Adkisson Ext Spc

Person Completing: Stuart Williamson

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

Note: City pop from MLS defined service area 2007

Total Staff FTE 0.5   MLS FTE 0   Librarian FTE: 0   Other FTE: 0

Library Data and Demographics(2)

Square Footage For Library: 448   Do you have meeting rooms?   NO

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

Has any building in the library or system been renovated, expanded, or new
construction completed withing the period covered by this report?   N

Total amount spent of building maintenance and/or rent: $2,559.00

Building maintenance and/or rent paid by: SYSTEM

   -- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Fallin, Mary

Oklahoma House District: H-96 Cargill, Lance

Oklahoma Senate District: S-28 Coates, Harry (R)

Holdings

☑ Section Finalized   Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	2,651	2,492	1,170	1,605
Juvenile:	1,681	1,563	452	775
Total Bound:	**4,332**	**4,055**	**1,622**	**2,380**
Unbound Current Serial Subscriptions (Non Electronic)	0.00	0.00	0.00	0.00
Total Printed Materials:	**4,332.00**	**4,055**	**1,622**	**2,380**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	388.00	388.00	112.00	104.00
Video Materials:	142.00	142.00	65.00	7.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	60.00	60.00	3.00	1.00
Total Electronic Materials:	**60.00**	**60**	**3**	**1**

Database Detail:

- Paid by your Library   0
- 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:	19.00
Hours after 5pm M-F:	1.00
Hours Sat, Sun:	4.00
Days Closed for Holidays:	3.00

Total Annual Hours: 988.00

Regular Hours

	Period 1		Period 2		Period 3	
Sun						
Mon:						
Tues:	9:30am	1:30pm	2:00pm	5:30pm		
Wed:						
Thurs:	9:30am	1:30pm	2:00pm	5:30pm		
Fri:						
Sat:	1:00pm	5:00pm				

Total Regular Hours Per Week   19.00

Summer Hours

	Period 1		Period 2		Period 3	
Sun						
Mon:						
Tues:						
Wed:						
Thurs:						
Fri:						
Sat:						

Total Summer Hours Per Week   0.00

Reference/Circulation

☑ Section Finalized   Estimated Data? NO

Annual Circulation Transactions

Adult   Juvenile: **Total:**

| 9,368 | 3,560 | 12,928 |

Annual Circulation Transactions Per Capita: 13.99

Annual Library Visits Per Capita: 7.24

Borrowers

☑ Section Finalized   Estimated Data? NO

Number Of Registered Borrowers
Adult: Juvenile: **Total:**

| 330 | 223 | 553 |

Number of Family Cards: 0

Re-Register?   YES

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

Programs/InterLibrary

☑ Section Finalized   Estimated Data? | NO |

Programs		Number	Attendance
Summer 6/07 - 8/07	Note: Last Years Program	9	242
Other programs for children 7/07 - 6/08		4	493
Programs given for adults 7/07 - 6/08		1	17
Summer Teens 6/07 - 8/07	Note: Last Years Program	1	14
Programs given for teens 7/07 - 6/08		0	0
Total Programs:		**15**	**766**
Program Attendance Per Capita:			0.83

Continuing Education/Internet Use   ☑ Section Finalized   Estimated Data?   NO

Continuing Education

# of Staff	# of Board	Total CEs
1	0	1

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   704

Number of Headquarter/Main Internet Stations?   Total

Public   2   Staff: 1   Shared   0   3

Internet access is via: DEDICATED
Internet have WIFI?:   YES
Type of connection: T1

Does your library use an internet filter   Y
- If yes, which filter:

Does your have a web page?
- Update When?
- Which Software?
- Hosted Where?

Salaries and Benefits   ☑ Section Finalized   Estimated Data?   NO

Salaries

Beginning Librarian's Annual Salary:	$28,309
Director's Current Annual Salary:	$14,155
Director's Hours Per Week:	20
Salary @ On $6.5 per hour:	$6,760

Other Salaries   (Annual)

Assistant or Deputy Director (Avg)	$0	Department Head	$0
Information Technology Director:	$0	Selector:	$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:	3:30pm
In which week?	3rd
Day of week:	THUR
MeetFrequency	MONTHLY

Number of Board Members:	0
Number of Staff Members:	1

Equipment

☑ Section Finalized

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

Number of microcomputers:

Public: 2

Staff: 1

Automated Public Access Catalog? YES

Shared: 0

Number of OPACs only: 0

Policies and Catalog

☑ Section Finalized

Policies

Friends of Library Group?	NO	Local Literacy Program?	NO

Friends Contact Name and Address

Literacy Contact Name _ Phone

Written statement of purpose?   YES   2008   Year last reviewed