

ODL Annual Report - Fiscal Year: 2011

Finalized YESApproved YESLibrary: **NICOMA PARK LIBRARY**

ID: 9483

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	NICOMA PARK LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	BOX 756		
Street Address:	2240 OVERHOLSER		
City:	NICOMA PARK	Zip:	73066-0250 (Street) (Mail)
Phone:	405-769-9452	Fax:	405-769-4020
Toll Free - 800#:			
Director's Email:	nicomapark@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	1,177	405	1,582
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:	Lois Cross Ext. Specialist				
Person Completing:	Kay Bauman				
City Manager/Mayor:					
Number Of Branches:	0	BookMobiles:	0	Other Outlets:	0
Number Of Other Outlets:					

Note: City pop from MLS defined service area 2008

Total Staff FTE	1.18	MLS FTE	0	Librarian FTE:	0.93	Other FTE:	0.25
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Library Data and Demographics(2)

Square Footage For Library: Do you have meeting rooms?

Year Built:

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

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

Total amount spent of building maintenance and/or rent:

Building maintenance and/or rent paid by:

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	4,885	4,591	1,816	2,230
Juvenile:	2,987	2,778	655	462
Total Bound:	7,872	7,369	2,471	2,692
Unbound Current Serial Subscriptions (Non Electronic)				
	18	18	0	8

Total Printed Materials:	7,890	7,387	2,471	2,700
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Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	511	506	125	92
Downloadable Audio Titles:	0			
Video Materials:	297	294	102	85
Downloadable Video Titles:	0			

E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	92	92	23	5
Total Electronic Materials:	92	92	23	5

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	92	0	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NovelList, NovelList K-8, Reference USA,		
Other Databases:			

Library Hours

Section Finalized YES

Main/HQ

Hours open per week:	<input type="text" value="37.50"/>	Total Annual Hours:	<input type="text" value="1,950.00"/>
Hours after 5pm M-F:	<input type="text" value="1.50"/>		
Hours Sat, Sun:	<input type="text" value="7.50"/>		
Days Closed for Holidays:	<input type="text" value="6.00"/>		
Weeks open per year:	<input type="text" value="52.00"/>		

Regular 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" value="09:30AM"/>	<input type="text" value="12:30PM"/>	<input type="text" value="01:00PM"/>	<input type="text" value="05:30PM"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:30AM"/>	<input type="text" value="12:30PM"/>	<input type="text" value="01:00PM"/>	<input type="text" value="05:30PM"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:30AM"/>	<input type="text" value="12:30PM"/>	<input type="text" value="01:00PM"/>	<input type="text" value="05:30PM"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="09:00AM"/>	<input type="text" value="12:30PM"/>	<input type="text" value="01:00PM"/>	<input type="text" value="05:00PM"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="09:00AM"/>	<input type="text" value="12:30PM"/>	<input type="text" value="01:00PM"/>	<input type="text" value="05:00PM"/>	<input type="text"/>	<input type="text"/>
Total Regular Hours Per Week					37.50	

Summer Hours

	Period 1		Period 2		Period 3	
Sun:	<input type="text"/>					
Mon:	<input type="text"/>					
Tues:	<input type="text"/>					
Wed:	<input type="text"/>					
Thurs:	<input type="text"/>					
Fri:	<input type="text"/>					
Sat:	<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="23,238"/>	<input type="text" value="6,218"/>	<input type="text" value="29,456"/>

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="505"/>	<input type="text" value="318"/>	<input type="text" value="823"/>

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 6/10 - 8/10 Note: Last Years Program	<input type="text" value="8"/>	<input type="text" value="293"/>
Other programs for children 7/10 - 6/11	<input type="text" value="2"/>	<input type="text" value="66"/>
Programs given for adults 7/10 - 6/11	<input type="text" value="2"/>	<input type="text" value="275"/>
Summer Teens 6/10 - 8/10 Note: Last Years Program	<input type="text" value="1"/>	<input type="text" value="28"/>
Programs given for teens 7/10 - 6/11	<input type="text" value="0"/>	<input type="text" value="0"/>
<hr/> Total Programs:		<input type="text" value="13"/>
Program Attendance Per Capita:		<input type="text" value="0.42"/>

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="6"/>

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 Staff: Shared

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 YES

Estimated Data? NO

Salaries

Beginning Librarian's Annual Salary:	\$29,514.00
Director's Current Annual Salary:	\$33,774.00
Director's Hours Per Week:	37
Hourly Wage:	\$0.00
Salary @ On \$7.25 per hour:	\$13,949.00

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:

Number of Staff Members:

Equipment

Section Finalized YES

Photocopier?	<input type="text" value="YES"/>	Automated Circulation System?	<input type="text" value="YES"/>
Microfilm/Fiche Reader/Printer?	<input type="text" value="NO"/>	Which automation system?	<input type="text" value="Other"/>
Microcomputers?	<input type="text" value="YES"/>	Windows Based?	<input type="text" value="YES"/>
Number of microcomputers:			
Public:	<input type="text" value="2"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="1"/>	Number of OPACs only:	<input type="text" value="0"/>
Shared:	<input type="text" value="0"/>		

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group?	<input type="text" value="NO"/>	Local Literacy Program?	<input type="text" value="NO"/>
Friends Contact Name and Address	<input type="text"/>	Literacy Contact Name Phone	<input type="text"/>
- If NO, has Library Ever Had Friends?	<input type="text" value="NO"/>		
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2010"/> < Year last reviewed	

Library Staff

Section Finalized

Last Update with FY: **2011** Library: **NICOMA PARK LIBRARY**

Name	Staff Count:	Total FTE:			
	Title:	Type:	Education	Hours	CE?
CROSS, LOIS	Extension Spc	Librarian		37.20	Y
FTE: <input type="text" value="0.93"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
SHEESLEY, KATHRYN	Page	Other		10.00	Y
FTE: <input type="text" value="0.25"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	

Board Members

Section Finalized

Last Update with FY: **2011** Library: **NICOMA PARK LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: