ODL Annual Report - Fiscal Year: 2013

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

Library: **NICOMA PARK LIBRARY**

ID: 9928

Library Data and Demographics

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

Name: NICOMA PARK LIBRARY

County: OKLAHOMA   Type: BR

Mail Address: BOX 756

Street Address: 2240 Overholser

City: Nicoma Park   Zip: 73066-0250 (Street)   73066-0250 (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:	1,000	532	1,532
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: Lois Cross

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	1.31	MLS FTE	0	Librarian FTE:	0.93	Other FTE:	0.38

Library Data and Demographics(2)

Square Footage For Library: 2,568   Do you have meeting rooms? YES

Year Built: 1980

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: $4,601

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-97 Shelton, Mike

Oklahoma Senate District: S-48 Johnson, Constance (D)

Holdings

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	4,738	4,738	1,603	1,576
Juvenile:	2,581	2,581	604	1,035
Total Bound:	**7,319**	**7,319**	**2,207**	**2,611**
Unbound				
Current Serial Subscriptions (Non Electronic)	20	20	2	0
Total Printed Materials:	**7,339**	**7,339**	**2,209**	**2,611**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	711	711	245	58
Downloadable Audio Titles:	0			
Video Materials:	432	432	210	150
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	125	125	14	0
Total Electronic Materials:	**125**	**125**	**14**	**0**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	125	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:	37.50
Hours after 5pm M-F:	1.50
Hours Sat, Sun:	7.50
Days Closed for Holidays:	5.00
Weeks open per year:	52.00

Total Annual Hours: 1,950.00

Regular Hours

	Period 1		Period 2		Period 3	
Sun:						
Mon:						
Tues:	09:30AM	12:30PM	01:00PM	05:30PM		
Wed:	09:30AM	12:30PM	01:00PM	05:30PM		
Thurs:	09:30AM	12:30PM	01:00PM	05:30PM		
Fri:	09:00AM	12:30PM	01:00PM	05:00PM		
Sat:	09:00AM	12:30PM	01:00PM	05:00PM		

Total Regular Hours Per Week   37.50

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

Annual Circulation Transactions

Adult	Juvenile:	**Total:**
20,975	8,192	29,167

Annual Circulation Transactions Per Capita: 19.04

Annual Library Visits: 13,463

Borrowers

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

Number Of Registered Borrowers

Adult:	Juvenile:	**Total:**
571	329	900

Number of Family Cards: 0

Re-Register?   YES

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

Programs		Number	Attendance
Summer 6/12 - 8/12	Note: Last Years Program	10	382
Other programs for children 7/12 - 6/13		1	31
Programs given for adults 7/12 - 6/13		5	377
Summer Teens 6/12 - 8/12	Note: Last Years Program	1	35
Programs given for teens 7/12 - 6/13		0	0
Total Programs:		**17**	**825**
Program Attendance Per Capita:			0.54

Continuing Education

# of Staff	# of Board	Total CEs
2	0	9

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   2,171

    Number of Headquarter/Main Internet Stations?   Total

Public 3 Staff: 1 Shared 0 | 4

    Internet access is via: DEDICATED

    Internet have WIFI?:   YES

    Type of connection: T1

    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:	$31,318.00
Director's Current Annual Salary:	$37,373.00
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

| 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: 2

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:	3			
Staff:	1	Automated Public Access Catalog?	YES
Shared:	0	Number of OPACs only:	0

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: **NICOMA PARK LIBRARY**

Name	Staff Count: 2	Total FTE: 1.31			

	Title:	Type:	Education	Hours	CE?
CROSS, LOIS	Extension Specialist	Librarian		37.20	Y

FTE: 0.93	Certification:	Certified?	Level:	Year:	Hired This Year? N

	Title:	Type:	Education	Hours	CE?
SHEESLEY, KATHRYN	Library Aide (P-T)	Other		15.00	Y

FTE: 0.38	Certification:	Certified?	Level:	Year:	Hired This Year? N

Board Members

Last Update with FY: **2013**   Library: **NICOMA PARK LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: