

ODL Annual Report - Fiscal Year: 2010

☐ Finalized ☐ Approved

Library: LUTHER LIBRARY

Library Data and Demographics

☒ Section Finalized

Estimated Data?

| | | | |
|----------------------|--|---|---|
| Name: | <input type="text" value="LUTHER LIBRARY"/> | | |
| County: | <input type="text" value="OKLAHOMA"/> | Type: | <input type="text" value="BR"/> |
| Mail Address: | <input type="text" value="Same as Mailing"/> | | |
| Street Address: | <input type="text" value="310 NE 3rd"/> | | |
| City: | <input type="text" value="LUTHER"/> | Zip: | <input type="text" value="73054-9999"/> <input type="text" value="73054-9999"/> |
| | | (Street) | (Mail) |
| Phone: | <input type="text" value="405-277-9967"/> | Fax: | <input type="text" value="405-277-9238"/> |
| Toll Free - 800#: | <input type="text"/> | | |
| Director's Email: | <input type="text" value="luther@metrolibrary.org"/> | | |
| Library's Web Page: | <input type="text" value="www.metrolibrary.org"/> | | |
| Population: | Adult | Juvenile | Total |
| City: | <input type="text" value="1,972"/> | <input type="text" value="943"/> | <input type="text" value="2,915"/> |
| County: | <input type="text" value="533,289"/> | <input type="text" value="183,415"/> | <input type="text" value="716,704"/> |
| County Service Area: | <input type="text" value="718"/> Square Miles | Do you serve all in county w/o charge? <input type="text" value="YES"/> | |
| | | If NO, Describe: <input type="text"/> | |

| | |
|---------------------|--|
| Director/Librarian: | <input type="text" value="Angela Paeltz Ext. Specialist"/> |
| Person Completing: | <input type="text" value="Stuart Williamson"/> |

Number Of Branches: BookMobiles: Other Outlets:

Note:

| | | | | | | | |
|-----------------|-----------------------------------|---------|--------------------------------|----------------|-----------------------------------|------------|-----------------------------------|
| Total Staff FTE | <input type="text" value="1.99"/> | MLS FTE | <input type="text" value="0"/> | Librarian FTE: | <input type="text" value="1.75"/> | Other FTE: | <input type="text" value="0.24"/> |
|-----------------|-----------------------------------|---------|--------------------------------|----------------|-----------------------------------|------------|-----------------------------------|

Library Data and Demographics(2)

Square Footage For Library: Do you have meeting rooms?

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

Year Built:

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 Estimated Data?

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|-----------------|--------------|--------------|--------------|
| Bound (Books/Serials/Etc.) | | | | |
| Adult: | 4,909 | 4,614 | 2,022 | 2,418 |
| Juvenile: | 2,623 | 2,439 | 623 | 716 |
| Total Bound: | 7,532 | 7,053 | 2,645 | 3,134 |
| Unbound Current Serial Subscriptions (Non Electronic) | | | | |
| | 6.00 | 6.00 | 2.00 | 0.00 |
| Total Printed Materials: | 7,538.00 | 7,059 | 2,647 | 3,134 |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|------------------------------------|----------------|-----------|----------|-----------|
| Audio Materials: | 665.00 | 658.00 | 157.00 | 164.00 |
| Video Materials: | 349.00 | 349.00 | 142.00 | 33.00 |
| E-Books: | 0.00 | 0.00 | 0.00 | 0.00 |
| E-Serials: | 0.00 | 0.00 | 0.00 | 0.00 |
| Licensed Databases: | 73.00 | 73.00 | 6.00 | 0.00 |
| Total Electronic Materials: | 73.00 | 73 | 6 | 0 |

Database Detail:

| | |
|------------------------|----|
| - Paid by your Library | 73 |
| - by other coop | 0 |
| - by State Library | 23 |

Licensed Databases:

Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList, NoveList K-8, Reference USA, The

List other Databases:

Library Hours☒ Section Finalized

| | | |
|---------------------------|------------------------------------|---|
| | Main/HQ | |
| Hours open per week: | <input type="text" value="46.00"/> | Total Annual Hours: <input type="text" value="2,392.00"/> |
| Hours after 5pm M-F: | <input type="text" value="4.00"/> | |
| Hours Sat, Sun: | <input type="text" value="7.00"/> | |
| Days Closed for Holidays: | <input type="text" value="10.00"/> | |

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" value="9:30am"/> | <input type="text" value="12:30pm"/> | <input type="text" value="1:00pm"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> |
| Tues: | <input type="text" value="9:30am"/> | <input type="text" value="12:30pm"/> | <input type="text" value="1:00pm"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> |
| Wed: | <input type="text" value="9:30am"/> | <input type="text" value="12:30pm"/> | <input type="text" value="1:00pm"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text" value="9:30am"/> | <input type="text" value="12:30pm"/> | <input type="text" value="1:00pm"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> |
| Fri: | <input type="text" value="9:30am"/> | <input type="text" value="12:30pm"/> | <input type="text" value="1:00pm"/> | <input type="text" value="5:00pm"/> | <input type="text"/> | <input type="text"/> |
| Sat: | <input type="text" value="9:30am"/> | <input type="text" value="12:30pm"/> | <input type="text" value="1:00pm"/> | <input type="text" value="5:00pm"/> | <input type="text"/> | <input type="text"/> |

Total Regular Hours Per Week 46.00**Summer 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"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fri: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sat: | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total Summer Hours Per Week 0.00

Reference/Circulation

☒ Section Finalized Estimated Data?

Annual Circulation Transactions

| | | |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Adult | Juvenile: | Total: |
| <input type="text" value="41,449"/> | <input type="text" value="12,831"/> | <input type="text" value="54,280"/> |

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

☒ Section Finalized Estimated Data?

Number Of Registered Borrowers

| | | |
|----------------------------------|----------------------------------|------------------------------------|
| Adult: | Juvenile: | Total: |
| <input type="text" value="750"/> | <input type="text" value="898"/> | <input type="text" value="1,648"/> |

Number of Family Cards:

Re-Register?

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

Programs/InterLibrary

☒ Section Finalized Estimated Data?

| Programs | | Number | Attendance |
|---|--------------------------|---------------------------------|-----------------------------------|
| Summer 6/09 - 8/09 | Note: Last Years Program | <input type="text" value="1"/> | <input type="text" value="236"/> |
| Other programs for children 7/09 - 6/10 | | <input type="text" value="6"/> | <input type="text" value="444"/> |
| Programs given for adults 7/09 - 6/10 | | <input type="text" value="41"/> | <input type="text" value="712"/> |
| Summer Teens 6/09 - 8/09 | Note: Last Years Program | <input type="text" value="1"/> | <input type="text" value="82"/> |
| Programs given for teens 7/09 - 6/10 | | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total Programs: | | <input type="text" value="49"/> | <input type="text" value="1474"/> |
| Program Attendance Per Capita: | | | <input type="text" value="0.51"/> |

Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

Continuing Education

| # of Staff | # of Board | Total CEs |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="text" value="4"/> | <input type="text" value="0"/> | <input type="text" value="5"/> |

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:

Does your have a web page?

| | |
|-------------------|----------------------|
| - Update When? | <input type="text"/> |
| - Which Software? | <input type="text"/> |
| - Hosted Where? | <input type="text"/> |

Salaries and Benefits

☒ Section Finalized Estimated Data?

Salaries

| | |
|--------------------------------------|---------------------------------------|
| Beginning Librarian's Annual Salary: | <input type="text" value="\$38,750"/> |
| Director's Current Annual Salary: | <input type="text" value="\$29,188"/> |
| Director's Hours Per Week: | <input type="text" value="30"/> |
| Hourly Wage: | <input type="text" value="\$0.00"/> |
| Salary @ On \$6.55 per hour: | <input type="text" value="\$10,218"/> |

Other Salaries

(Annual)

| | | | |
|------------------------------------|----------------------------------|-----------------|----------------------------------|
| Assistant or Deputy Director (Avg) | <input type="text" value="\$0"/> | Department Head | <input type="text" value="\$0"/> |
| Information Technology Director: | <input type="text" value="\$0"/> | Selector: | <input type="text" value="\$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:
 In which week?
 Day of week:
 MeetFrequency

Number of Board Members:
 Number of Staff Members:

Equipment

☒ Section Finalized

Photocopier?

Microfilm/Fiche Reader/Printer?

Microcomputers?

Number of microcomputers:

Public:

Staff:

Shared:

Automated Circulation System?

Which automation system?

Windows Based?

Automated Public Access Catalog?

Number of OPACs only:

Policies and Catalog

☒ Section Finalized

Policies

Friends of Library Group?

Friends
Contact
Name and
Address

Local Literacy Program?

Literacy Contact
Name & Phone

- If NO, has Library Ever Had Friends

Written statement of purpose?

Year last reviewed

Library Staff☒ Section Finalized

Last Update with FY

Library: LUTHER LIBRARY

Staff Count

4

Total FTE:

1.99

| Name | Title: | Type: | Education | Hours | CE? |
|----------------------------|-----------------------------|-----------|-------------------------------|--------------------|-----|
| DELANO, DENNIS | Extension Spc | Librarian | Other Masters | 15.6 | Y |
| FTE: 0.3908 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| PAELTZ, ANGELA | Extension Specialist | Librarian | High School | 30 | Y |
| FTE: 0.75 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| STEPHENS, MACKENZIE | Page | Other | Not a High School Grad or GED | 9.25 | Y |
| FTE: 0.2313 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| YOKLEY, GRANT | Extension Specialist | Librarian | High School | 20 | Y |
| FTE: 0.5 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |

Board Members

☒ Section Finalized

Last Update with FY 2010 Library: LUTHER LIBRARY

Total Members: 0

| | | | |
|-----------|------------|-------------|-----------------|
| , | | Home Phone: | Business Phone: |
| - | | | |
| Position: | Term Ends: | | |