

# 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)

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Square Footage For Library:	<input type="text" value="2,568"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1980"/>		
Housed in a building owned or maintained by local government or the system?	<input type="text" value="YES"/>		
Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?	<input type="text" value="YES"/>		
Total amount spent of building maintenance and/or rent:	<input type="text" value="\$13,499"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

## US/State Districts/Representatives

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U.S. Congressional District:	<input type="text" value="USH-5 Lankford, James"/>
Oklahoma House District:	<input type="text" value="H-97 Shelton, Mike"/>
Oklahoma Senate District:	<input type="text" value="S-48 Johnson, Constance (D)"/>

# Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	4,885	4,591	1,816	2,230
Juvenile:	2,987	2,778	655	462
<b>Total Bound:</b>	<b>7,872</b>	<b>7,369</b>	<b>2,471</b>	<b>2,692</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	18	18	0	8
<b>Total Printed Materials:</b>	<b>7,890</b>	<b>7,387</b>	<b>2,471</b>	<b>2,700</b>

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
<b>Total Electronic Materials:</b>	<b>92</b>	<b>92</b>	<b>23</b>	<b>5</b>

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, NoveList, NoveList 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"/>	<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 YES

Estimated Data? NO

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### 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

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### 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

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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/> <b>Total Programs:</b>		<input type="text" value="662"/>
Program Attendance Per Capita:		<input type="text" value="0.42"/>

## Continuing Education/Internet Use

Section Finalized YES

Estimated Data? NO

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### Continuing Education

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# 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

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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?

	Public	Staff:	Shared	Total
	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="4"/>

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 YESEstimated 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: 0

Number of Staff Members: 2

## Equipment

Section Finalized YES

Photocopier?

Automated Circulation System?

Microfilm/Fiche Reader/Printer?

Which automation system?

Microcomputers?

Windows Based?

Number of microcomputers:

Public:

Automated Public Access Catalog?

Staff:

Number of OPACs only:

Shared:

## Policies and Catalog

Section Finalized YES

### Policies

Friends of Library Group?

Local Literacy Program?

Friends Contact  
Name and Address

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: **2011** Library: **NICOMA PARK LIBRARY**

Name Staff Count: 2 Total FTE: 1.18

	Title:	Type:	Education	Hours	CE?
<b>CROSS, LOIS</b>	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? N	
<b>SHEESLEY, KATHRYN</b>	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? N	

**Board Members**

Section Finalized

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

Total Members: 0

Home Phone:

Business Phone:

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Position:

Term Ends: