

ODL Annual Report - Fiscal Year: 2012

Finalized YESApproved YESLibrary: **NICOMA PARK LIBRARY**

ID: 9704

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:	1,605	836	2,441
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				
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 2008

Total Staff FTE	1.31	MLS FTE	0	Librarian FTE:	0.93	Other FTE:	0.38
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Library Data and Demographics(2)

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="NO"/>		
Total amount spent of building maintenance and/or rent:	<input type="text" value="\$3,890"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

US/State Districts/Representatives

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
Bound (Books/Serials/Etc.)				
Adult:	4,711	4,428	1,971	2,145
Juvenile:	3,012	2,831	675	650
Total Bound:	7,723	7,259	2,646	2,795
Unbound Current Serial Subscriptions (Non Electronic)				
	18	18	0	0
Total Printed Materials:	7,741	7,277	2,646	2,795

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	524	493	171	158
Downloadable Audio Titles:	0			
Video Materials:	372	368	139	64
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	111	111	20	1
Total Electronic Materials:	111	111	20	1

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	111	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, NewsBank, NoveList, NoveList K-8, Reference USA		
Other Databases:	A to Z Maps Online, A to Z the USA, A to Z World Travel, Academic Search Premier (EbscoHost), AccessScience (McGraw-Hill)		

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="3.00"/>		
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

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="20,148"/>	<input type="text" value="6,572"/>	<input type="text" value="26,720"/>

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="498"/>	<input type="text" value="333"/>	<input type="text" value="831"/>

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 6/11 - 8/11 Note: Last Years Program	<input type="text" value="8"/>	<input type="text" value="278"/>
Other programs for children 7/11 - 6/12	<input type="text" value="0"/>	<input type="text" value="0"/>
Programs given for adults 7/11 - 6/12	<input type="text" value="1"/>	<input type="text" value="217"/>
Summer Teens 6/11 - 8/11 Note: Last Years Program	<input type="text" value="1"/>	<input type="text" value="29"/>
Programs given for teens 7/11 - 6/12	<input type="text" value="0"/>	<input type="text" value="0"/>
<hr/> Total Programs:		<input type="text" value="524"/>
Program Attendance Per Capita:		<input type="text" value="0.21"/>

Continuing Education/Internet Use

Section Finalized YESEstimated Data? NO

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="4"/>

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?

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:	\$30,389.00
Director's Current Annual Salary:	\$35,438.00
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 YESPhotocopier? Automated Circulation System? Microfilm/Fiche Reader/Printer? Which automation system? Microcomputers? Windows Based?

Number of microcomputers:

Public: Staff: Shared: Automated Public Access Catalog? Number of OPACs only:

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group? Local Literacy Program? Friends
Contact
Name and
AddressLiteracy 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: **2012** 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: <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	
SHEESLEY, KATHRYN	Library Aide (P-T)	Other		15.00	Y
FTE: <input type="text" value="0.38"/>	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: **2012** Library: **NICOMA PARK LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: