

ODL Annual Report - Fiscal Year: 2012

Finalized YESApproved YESLibrary: **NORTHWEST LIBRARY**

ID: 9766

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	NORTHWEST LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	5600 NW 122nd Street		
City:	Oklahoma City	Zip:	73142-4204 (Street) (Mail)
Phone:	606-3580	Fax:	606-3570
Toll Free - 800#:			
Director's Email:	jballou@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	52,316	17,946	70,262
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:	Julie Ballou				
Person Completing:	Jon Rollman				
City Manager/Mayor:					
Number Of Branches:	0	BookMobiles:	0	Other Outlets:	0
Number Of Other Outlets:					

Note:

Total Staff FTE	24.63	MLS FTE	7.5	Librarian FTE:	1.5	Other FTE:	14.13
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Library Data and Demographics(2)

Square Footage For Library:	<input type="text" value="35,000"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="2012"/>		
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="\$8,116"/>		
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-82 Liebmann, Guy"/>
Oklahoma Senate District:	<input type="text" value="S-47 Lamb, Todd (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	80,079	75,274	14,626	0
Juvenile:	46,938	44,122	11,762	0
Total Bound:	127,017	119,396	26,388	0
Unbound Current Serial Subscriptions (Non Electronic)				
	266	266	1	0
Total Printed Materials:	127,283	119,662	26,389	0

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	10,140	9,532	3,342	0
Downloadable Audio Titles:	0			
Video Materials:	11,515	11,400	3,267	14
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	111	111	20	0
Total Electronic Materials:	111	111	20	0

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="70.00"/>	Total Annual Hours:	<input type="text" value="3,640.00"/>
Hours after 5pm M-F:	<input type="text" value="17.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="2.00"/>		
Weeks open per year:	<input type="text" value="6.00"/>		

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	<input type="text" value="01:00PM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="09:00AM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="09:00AM"/>	<input type="text" value="05:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Regular Hours Per Week						70.00

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 YES

Estimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="50,321"/>	<input type="text" value="54,921"/>	<input type="text" value="105,242"/>

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="1,756"/>	<input type="text" value="1,073"/>	<input type="text" value="2,829"/>

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	0	0
Other programs for children 7/11 - 6/12	19	510
Programs given for adults 7/11 - 6/12	49	367
Summer Teens 6/11 - 8/11 Note: Last Years Program	0	0
Programs given for teens 7/11 - 6/12	0	0
Total Programs:		68 877
Program Attendance Per Capita:		0.01

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="36"/>	<input type="text" value="0"/>	<input type="text" value="73"/>

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	<input type="text" value="56"/>	Staff: <input type="text" value="13"/> Shared <input type="text" value="0"/>	<input type="text" value="69"/>

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:	\$65,686.00
Director's Current Annual Salary:	\$77,480.00
Director's Hours Per Week:	40
Hourly Wage:	\$0.00
Salary @ On \$7.25 per hour:	\$15,080.00

Other Salaries

(Annual)

Assistant or Deputy Director (Avg):	\$46,654.00	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: 38

Equipment

Section Finalized YES

Photocopier?

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
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: **2012** Library: **NORTHWEST LIBRARY**

Name Staff Count: 38 Total FTE: 23.13

	Title:	Type:	Education	Hours	CE?
ADKISSON, JENNIFER	Circulation Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
ATKINS, JAROD	Library Aide (P-T)	Other		19.00	Y
FTE: <input type="text" value="0.48"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
BALLOU, JULIE	Manager of Library Ops II	MLS		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

BANKS, RONDIA	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
BATES-NEWBERRY, JUDI	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
BEDFORD, ERIN	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
BETHEL, HANNAH	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
BIARD, DAVID	Library Aide (P-T)	Other	26.38	Y
FTE: 0.66	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
BOLTON, BREANNA	Library Aide (P-T)	Other	29.63	Y
FTE: 0.74	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
CAREY, JEREMY	Public Computer Spclst	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
DOOLIN, JEVON	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
ELSTEN, KASSIE	Library Aide (P-T)	Other	27.00	Y
FTE: 0.68	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
EMMONS, ANDREA	Library Events Coord	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
FLORES, ROBERT	Library Aide (P-T)	Other	26.00	Y
FTE: 0.65	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
FOX, KARI	Associate Librarian	Librarian	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
GAITHER, ANDREA	Library Aide (P-T)	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
GO, STEPHEN	Public Computer Spclst	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

HALL, ANNE	Library Aide (P-T)	MLS	0.00	Y
FTE: 0.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

HALL, REBECCA	Library Aide (P-T)	Other	0.00	Y
FTE: 0.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

HAMMACK, WILLIAM	Public Computer Spclst	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

HOLLIS, KYRSTA	Library Aide (P-T)	Other	0.00	Y
FTE: 0.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

KELLEY, CATHLEEN	Library Aide (P-T)	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

MAKHANI, KHURRAM	Library Aide (P-T)	Other	0.00	Y
FTE: 0.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

MANNERS, MARGARET	Librarian	MLS	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

MCCONNELL, JULIA	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

OLIVERAS, STANLEY	Library Aide (P-T)	Other	24.00	Y
FTE: 0.60	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

PATTILLO, CASEY	Library Aide (P-T)	Other	13.13	Y
FTE: 0.33	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

PHILLIPS, ALEISHA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

SCHAEFER, MARY	Library Aide (P-T)	Other	19.50	Y
FTE: 0.49	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

STONE, TRACY	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

SULLIVAN, GATLIN	Library Aide (P-T)	Other	20.75	Y
FTE: 0.52	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

TITSWORTH, JEREMIAH	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

VACANT,	Librarian		20.00	
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

VACANT,	Circulation Clerk		40.00	
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

WALKER, JANEAL	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

WEIGL, MALLORY	Asst Mgr of Library Ops	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N

WHITE, RISA	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

YOUNG, ERIN	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

Board Members

Section Finalized

Last Update with FY: **2012** Library: **NORTHWEST LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: