ODL Annual Report - Fiscal Year: 2013

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

Library: **HARRAH LIBRARY**

ID: 9907

Library Data and Demographics

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

Name: HARRAH LIBRARY

County: OKLAHOMA   Type: BR

Mail Address: P.O. Box 893

Street Address: 1930 N. Church Avenue

City: Harrah   Zip: 73045-9085   73045-9085
                              (Street)   (Mail)

Phone: 405-454-2001   Fax: 405-454-0322

Toll Free - 800#:

Director's Email: harrah@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	4,623	2,457	7,080
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: Jo Nita White

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	2.72	MLS FTE	0	Librarian FTE:	2	Other FTE:	0.72

Library Data and Demographics(2)

Square Footage For Library: 2,100   Do you have meeting rooms? NO

Year Built: 1960

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: $5,989

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-96 Moore, Lewis H.

Oklahoma Senate District: S-17 Sharp, Ron (R)

Holdings

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	9,536	9,488	2,980	3,727
Juvenile:	5,251	5,225	988	1,013
Total Bound:	**14,787**	**14,713**	**3,968**	**4,740**
Unbound				
Current Serial Subscriptions (Non Electronic)	35	35	0	0
Total Printed Materials:	**14,822**	**14,748**	**3,968**	**4,740**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	1,440	1,440	380	119
Downloadable Audio Titles:	0			
Video Materials:	762	762	297	86
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	128	128	14	0
Total Electronic Materials:	**128**	**128**	**14**	**0**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	128	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:	47.00	Total Annual Hours: 2,444.00
Hours after 5pm M-F:	4.00	
Hours Sat, Sun:	7.50	
Days Closed for Holidays:	9.00	
Weeks open per year:	52.00	

Regular Hours

	Period 1		Period 2		Period 3	
Sun:						
Mon:	09:30AM	12:30PM	01:00PM	06:00PM		
Tues:	09:30AM	12:30PM	01:00PM	06:00PM		
Wed:	09:30AM	12:30PM	01:00PM	06:00PM		
Thurs:	09:30AM	12:30PM	01:00PM	06:00PM		
Fri:	09:00AM	12:30PM	01:00PM	05:00PM		
Sat:	09:00AM	12:30PM	01:00PM	05:00PM		

Total Regular Hours Per Week   47.00

Summer Hours

	Period 1		Period 2		Period 3	
Sun:						
Mon:						
Tues:						
Wed:						
Thurs:						
Fri:						
Sat:						

Total Summer Hours Per Week   0.00

Reference/Circulation

Annual Circulation Transactions

Adult	Juvenile:		Total:
42,585	21,073		63,658

Annual Circulation Transactions Per Capita: 8.99

Annual Library Visits: 25,542

Borrowers

Section Finalized YES   Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
2,638	1,520	4,158

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	658
Other programs for children 7/12 - 6/13		3	440
Programs given for adults 7/12 - 6/13		1	222
Summer Teens 6/12 - 8/12	Note: Last Years Program	1	60
Programs given for teens 7/12 - 6/13		0	0
Total Programs:		**15**	**1,380**
Program Attendance Per Capita:			0.19

Continuing Education

# of Staff	# of Board	Total CEs
5	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 | 4,289 |

Number of Headquarter/Main Internet Stations?   Total

Public | 4 | Staff: | 2 | Shared | 0 | | 6 |

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

Salaries

Beginning Librarian's Annual Salary:	$33,675.00
Director's Current Annual Salary:	$47,382.00
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):	$0.00	Department Head:	$0.00
Information Technology Director:	$0.00	Selector:	$0.00

Board/Staff Data

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:	5

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: 5   Automated Public Access Catalog?   YES

Staff: 2   Number of OPACs only: 1

Shared: 0

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group?   NO   Local Literacy Program?   NO

Friends   Literacy Contact
Contact   Name Phone
Name and
Address

- 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: **HARRAH LIBRARY**

Name	Staff Count: 5	Total FTE: 2.72

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

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

MCDANIEL, DEVON	Extension Specialist	Librarian		20.00	Y

FTE: 0.50 | Certification: Certified? | Level: | Year: | Hired This Year? N

NIFONG, PAIGE	Library Aide (P-T)	Other		13.75	Y

FTE: 0.34 | Certification: Certified? | Level: | Year: | Hired This Year? N

SPAETH, VANESSA	Extension Specialist	Librarian		20.00	Y

FTE: 0.50 | Certification: Certified? | Level: | Year: | Hired This Year? N

WHITE, JO NITA	Extension Specialist	Librarian		40.00	Y

FTE: 1.00 | Certification: Certified? | Level: | Year: | Hired This Year? N

Board Members

Last Update with FY: **2013**   Library: **HARRAH LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: