

ODL Annual Report - Fiscal Year: 2013

Finalized YES

Approved YES

Library: **NORTHWEST LIBRARY**

ID: 9990

Library Data and Demographics

Section Finalized YES

Estimated Data? NO

Name:
County: Type:

Mail Address:

Street Address:

City: Zip:
(Street) (Mail)

Phone: Fax:

Toll Free - 800#:

Director's Email:

Library's Web Page:

Population:	Adult	Juvenile	Total
City:	<input type="text" value="79,623"/>	<input type="text" value="30,734"/>	<input type="text" value="110,357"/>
County:	<input type="text" value="553,291"/>	<input type="text" value="188,490"/>	<input type="text" value="741,781"/>

County Service Area: Square Miles | Do you serve all in county w/o charge? YES
If NO, Describe:

Director/Librarian:

Person Completing:

City Manager/Mayor:

Number Of Branches: BookMobiles: Other Outlets:

Number Of Other Outlets:

Note:

Total Staff FTE	<input type="text" value="26.12"/>	MLS FTE	<input type="text" value="8.5"/>	Librarian FTE:	<input type="text" value="1"/>	Other FTE:	<input type="text" value="15.62"/>
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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="NO"/>
Total amount spent of building maintenance and/or rent:			<input type="text" value="\$36,451"/>
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 Turner, Mike"/>
Oklahoma Senate District:	<input type="text" value="S-47 Treat, Greg (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	83,266	78,270	15,030	11,843
Juvenile:	48,891	45,958	6,307	4,354
Total Bound:	132,157	124,228	21,337	16,197
Unbound Current Serial Subscriptions (Non Electronic)				
	266	266	0	0

Total Printed Materials:	132,423	124,494	21,337	16,197
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Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	11,275	10,598	2,195	1,060
Downloadable Audio Titles:	0			
Video Materials:	12,070	11,949	2,159	1,604
Downloadable Video Titles:	0			

E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	127	127	16	0
Total Electronic Materials:	127	127	16	0

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	127	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, New York Times, NewsBank, NovelList, NovelList K-8, Reference		
Other Databases:	A to Z Maps Online A to Z the USA A to Z World Travel		

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="18.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="12.00"/>		
Weeks open per year:	<input type="text" value="52.00"/>		

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"/>					
Mon:	<input type="text"/>					
Tues:	<input type="text"/>					
Wed:	<input type="text"/>					
Thurs:	<input type="text"/>					
Fri:	<input type="text"/>					
Sat:	<input type="text"/>					
Total Summer Hours Per Week						0.00

Reference/Circulation

Section Finalized YESEstimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="432,314"/>	<input type="text" value="346,504"/>	<input type="text" value="778,818"/>

Annual Circulation Transactions Per Capita: Annual Library Visits:

Borrowers

Section Finalized YESEstimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="6,879"/>	<input type="text" value="3,078"/>	<input type="text" value="9,957"/>

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 6/12 - 8/12 Note: Last Years Program	31	4,905
Other programs for children 7/12 - 6/13	212	5,063
Programs given for adults 7/12 - 6/13	317	5,304
Summer Teens 6/12 - 8/12 Note: Last Years Program	7	554
Programs given for teens 7/12 - 6/13	10	98
Total Programs:		577
Program Attendance Per Capita:		0.14

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="39"/>	<input type="text" value="0"/>	<input type="text" value="68"/>

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:

Salaries and Benefits

Section Finalized YES

Estimated Data? NO

Salaries

Beginning Librarian's Annual Salary:	\$65,894.00
Director's Current Annual Salary:	\$82,222.00
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):	\$46,800.00	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:

In which week?

Day of week:

MeetFrequency

Number of Board Members:

Number of Staff Members:

Equipment

Section Finalized YES

Photocopier?	<input type="text" value="YES"/>	Automated Circulation System?	<input type="text" value="YES"/>
Microfilm/Fiche Reader/Printer?	<input type="text" value="NO"/>	Which automation system?	<input type="text" value="Other"/>
Microcomputers?	<input type="text" value="YES"/>	Windows Based?	<input type="text" value="YES"/>
Number of microcomputers:			
Public:	<input type="text" value="76"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="16"/>	Number of OPACs only:	<input type="text" value="7"/>
Shared:	<input type="text" value="0"/>		

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group?	<input type="text" value="NO"/>	Local Literacy Program?	<input type="text" value="NO"/>
Friends Contact Name and Address	<input type="text"/>	Literacy Contact Name Phone	<input type="text"/>
- If NO, has Library Ever Had Friends?	<input type="text" value="NO"/>		
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2012"/> < Year last reviewed	

Library Staff

Section Finalized

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

Name Staff Count: 43 Total FTE: 25.12

Name	Title:	Type:	Education	Hours	CE?
ADKISSON, JENNIFER	Circulation Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
BALLOU, JULIA	Manager of Library Ops II	MLS		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
BANKS, RONDIA	Librarian	MLS		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

BATES-NEWBERRY, JUDITH	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? N
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? N
BETHEL, HANNAH	Library Aide (P-T)	Other	12.50	Y
FTE: 0.31	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
BIARD, DAVID	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? N
BOLTON, BREANNA	Library Aide (P-T)	Other	19.00	Y
FTE: 0.48	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
BOUGHAN, LUKE	Library Aide (P-T)	Other	0.00	N
FTE: 0.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
CAREY, JEREMY	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? N
COBB, MACKENZIE	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
COOK, KEVIN	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
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? N
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? N
GAITHER, ANDREA	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? N
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? N
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? N

JONES, PATRICIA	Library Aide (P-T)	Other	7.75	Y
FTE: 0.19	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
KELLEY, CATHLEEN	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? N
KENDALL, KENDRA	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
KILGORE, MATTHEW	Library Aide (P-T)	Other	25.25	Y
FTE: 0.63	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
KOPCHICK, RACHEL	Asst Mgr of Lib Ops	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
LANKFORD, HANNAH	Library Aide (P-T)	Other	18.50	Y
FTE: 0.46	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? N
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
MEYER, ASHLEY	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? N
MORGAN, MELODY	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
MULLER, CHRISTA	Library Aide (P-T)	Other	20.88	Y
FTE: 0.52	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
NOORALI, TAABISH	Library Aide (P-T)	Other	18.75	Y
FTE: 0.47	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
PETTIT, ALICE	Library Aide (P-T)	Other	7.50	Y
FTE: 0.19	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? N

SCHAEFER, MARY	Library Aide (P-T)	Other	15.50	Y
FTE: 0.39	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
STEVENS ON TITSWORTH,	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? N
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	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? N
TURK, BLACEY	Library Aide (P-T)	Other	22.00	Y
FTE: 0.55	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,	Public Computer Spclst		20.00	
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
WALKER, JANEAL	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
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? N
WILSON, SARAH	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
WYMAN, COLTON	Library Aide (P-T)	Other	0.00	N
FTE: 0.00	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? N

Board Members

Section Finalized

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

Total Members: 0

Home Phone:

Business Phone:

-,

Position:

Term Ends: