

# ODL Annual Report - Fiscal Year: 2007

☐ Finalized ☐ Approved

Library: **MIDWEST CITY LIBRARY**

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

|                      |                          |                                       |   |
|----------------------|--------------------------|---------------------------------------|---|
| Name:                | MIDWEST CITY LIBRARY     |                                       |   |
| County:              | OKLAHOMA                 | Type:                                 | BR  |
| Mail Address:        | SAME AS ST. ADDRESS      |                                       |   |
| Street Address:      | 8143 E RENO              |                                       |   |
| City:                | MIDWEST CITY             | Zip:                                  | 73110-3999<br>(Street) (Mail)   |
| Phone:               | 405-732-4828             | Fax:                                  | 405-606-3451  |
| Toll Free - 800#:    |                          |                                       |   |
| Director's Email:    | dwillis@metrolibrary.org |                                       |   |
| Library's Web Page:  | www.metrolibrary.org     |                                       |   |
| Population:          | Adult                    | Juvenile                              | Total   |
| City:                | 59,834                   | 21,543                                | 81,377  |
| County:              | 514,361                  | 176,905                               | 691,266   |
| County Service Area: | 718                      | Square Miles                          | Do you serve all in county w/o charge? <input type="text" value="YES"/> |
|                      |                          | If NO, Describe: <input type="text"/> |   |

Director/Librarian: Deborah Willis

Person Completing: Stuart Williamson, Researcher

Number Of Branches:  BookMobiles:  Other Outlets:

Note: City pop from MLS defined service area 2007

|                 |                                    |         |                                |                |                                |            |                                   |
|-----------------|------------------------------------|---------|--------------------------------|----------------|--------------------------------|------------|-----------------------------------|
| Total Staff FTE | <input type="text" value="16.58"/> | MLS FTE | <input type="text" value="4"/> | Librarian FTE: | <input type="text" value="3"/> | Other FTE: | <input type="text" value="9.58"/> |
|-----------------|------------------------------------|---------|--------------------------------|----------------|--------------------------------|------------|-----------------------------------|

## Library Data and Demographics(2)

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Square Footage For Library:

Do you have meeting rooms?

Housed in a building owned or maintained by local government or the system?:

Has any building in the library or system been renovated, expanded, or new construction completed within the period covered by this report?

Total amount spent of building maintenance and/or rent:

Building maintenance and/or rent paid by:

-- Specify if OTHER:

### US/State Districts/Representatives

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

## Holdings

☒ Section FinalizedEstimated Data? 

| Printed Materials   | Physical Units   | Titles        | Added         | Discarded     |
|---|------------------|---------------|---------------|---------------|
| <b>Bound</b><br>(Books/Serials/Etc.)                                  |                  |               |               |               |
| Adult:  | 59,756           | 56,171        | 13,041        | 12,134        |
| Juvenile:   | 32,200           | 29,946        | 4,111         | 4,867         |
| <b>Total Bound:</b>   | <b>91,956</b>    | <b>86,117</b> | <b>17,152</b> | <b>17,001</b> |
| <b>Unbound</b><br>Current Serial<br>Subscriptions<br>(Non Electronic) |                  |               |               |               |
|   | 185.00           | 172.00        | 5.00          | 4.00          |
| <b>Total Printed Materials:</b>                                       | <b>92,141.00</b> | <b>86,289</b> | <b>17,157</b> | <b>17,005</b> |

| Electronic Materials               | Physical Units | Titles    | Added     | Discarded |
|------------------------------------|----------------|-----------|-----------|-----------|
| Audio Materials:                   | 4,999.00       | 4,999.00  | 1,049.00  | 969.00    |
| Video Materials:                   | 3,610.00       | 3,610.00  | 782.00    | 916.00    |
| E-Books:                           | 0.00           | 0.00      | 0.00      | 0.00      |
| E-Serials:                         | 0.00           | 0.00      | 0.00      | 0.00      |
| Licensed Databases:                | 63.00          | 63.00     | 26.00     | 27.00     |
| <b>Total Electronic Materials:</b> | <b>63.00</b>   | <b>63</b> | <b>26</b> | <b>27</b> |

## Database Detail:

|                        |    |
|------------------------|----|
| - Paid by your Library | 63 |
| - by other coop        | 0  |
| - by State Library     | 23 |

## Library Hours

☒ Section Finalized

|                           |                                    |   |
|---------------------------|------------------------------------|---|
|                           | 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="15.00"/> |   |

### Regular Hours

|        | Period 1                            |                                     | Period 2             |                      | Period 3             |                      |
|--------|-------------------------------------|-------------------------------------|----------------------|----------------------|----------------------|----------------------|
| Sun    | <input type="text" value="1:00pm"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Mon:   | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tues:  | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wed:   | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thurs: | <input type="text" value="9:00am"/> | <input type="text" value="9:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fri:   | <input type="text" value="9:00am"/> | <input type="text" value="6:00pm"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sat:   | <input type="text" value="9:00am"/> | <input type="text" value="5:00pm"/> | <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      Estimated Data?

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### Annual Circulation Transactions

|                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|
| Adult                                | Juvenile:                            | <b>Total:</b>                        |
| <input type="text" value="384,204"/> | <input type="text" value="155,230"/> | <input type="text" value="539,434"/> |

Annual Circulation Transactions Per Capita:

## Borrowers

☒ Section Finalized      Estimated Data?

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### Number Of Registered Borrowers

|                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Adult:                              | Juvenile:                           | <b>Total:</b>                       |
| <input type="text" value="34,775"/> | <input type="text" value="12,382"/> | <input type="text" value="47,157"/> |

Number of Family Cards:

Re-Register?

If no to re-register, describe how borrowing records are kept up to date

## Programs/InterLibrary

☒ Section Finalized      Estimated Data?

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| Programs                                |                          | Number | Attendance |
|---|--------------------------|--------|------------|
| Summer 6/06 - 8/06                      | Note: Last Years Program | 12     | 2873       |
| Other programs for children 7/06 - 6/07 |                          | 153    | 2591       |
| Programs given for adults 7/06 - 6/07   |                          | 418    | 6206       |
| Summer Teens 6/06 - 8/06                | Note: Last Years Program | 6      | 316        |
| Programs given for teens 7/06 - 6/07    |                          | 72     | 669        |
| Total Programs:                         |                          | 661    | 12655      |
| Program Attendance Per Capita:          |                          |        | 0.16       |

## Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

### Continuing Education

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| # of Staff                      | # of Board                     | Total CEs                       |
|---------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="34"/> | <input type="text" value="0"/> | <input type="text" value="62"/> |

### 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? |                                 |  | Total                                 |
|---|---------------------------------|--|---------------------------------------|
| Public  | <input type="text" value="18"/> | Staff: <input type="text" value="12"/> | Shared <input type="text" value="0"/> |
|   |                                 |  | <input type="text" value="30"/>       |

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter

- If yes, which filter:

Does your have a web page?

|                   |                      |
|-------------------|----------------------|
| - Update When?    | <input type="text"/> |
| - Which Software? | <input type="text"/> |
| - Hosted Where?   | <input type="text"/> |

**Salaries and Benefits**☒ Section Finalized Estimated Data? **Salaries**

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| Beginning Librarian's Annual Salary: | <input type="text" value="\$34,424"/> |
| Director's Current Annual Salary:    | <input type="text" value="\$39,187"/> |
| Director's Hours Per Week:           | <input type="text" value="40"/>       |
| Salary @ On 5.15 per hour:           | <input type="text" value="\$10,712"/> |

**Other Salaries**

(Annual)

|                                    |                                       |                 |                                       |
|------------------------------------|---------------------------------------|-----------------|---------------------------------------|
| Assistant or Deputy Director (Avg) | <input type="text" value="\$42,266"/> | Department Head | <input type="text" value="\$57,866"/> |
| Information Technology Director:   | <input type="text" value="\$0"/>      | Selector:       | <input type="text" value="\$0"/>      |

**Board/Staff Data**☒ Section Finalized**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

|                                 |                                  |                                  |                                    |
|---------------------------------|----------------------------------|----------------------------------|------------------------------------|
| 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="32"/>  | Automated Public Access Catalog? | <input type="text" value="YES"/>   |
| Staff:                          | <input type="text" value="12"/>  | Number of OPACs only:            | <input type="text" value="6"/>     |
| Shared:                         | <input type="text" value="0"/>   |                                  |                                    |

## Policies and Catalog

☒ Section Finalized

### 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"/>            |
| Written statement of purpose?    | <input type="text" value="YES"/> | <input type="text" value="2007"/> | Year last reviewed              |