

ODL Annual Report - Fiscal Year: 2009

☒ Finalized ☒ Approved

Library: **CHOCTAW LIBRARY**

Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	CHOCTAW LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	2525 Muzzy		
Street Address:	2525 Muzzy		
City:	CHOCTAW	Zip:	73020- (Street) 73020- (Mail)
Phone:	405-390-8418	Fax:	405-606-3269
Toll Free - 800#:			
Director's Email:	rczarski@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	13,132	4,579	17,711
County:	525,784	180,833	706,617
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: ROSEMARY CZARSKI

Person Completing: Stuart Williamson, Researcher

Number Of Branches: BookMobiles: Other Outlets:

Note: City pop from MLS defined service area 2008

Total Staff FTE	<input type="text" value="9.87"/>	MLS FTE	<input type="text" value="0"/>	Librarian FTE:	<input type="text" value="3.5"/>	Other FTE:	<input type="text" value="6.37"/>
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Library Data and Demographics(2)

Square Footage For Library: Do you have meeting rooms?

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

Year Built:

Has any building in the library or system been renovated, expanded, or new construction completed withing 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

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

☒ Section FinalizedEstimated Data?

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	26,479	24,890	6,488	6,420
Juvenile:	18,050	16,787	2,059	1,733
Total Bound:	44,529	41,677	8,547	8,153
Unbound Current Serial Subscriptions (Non Electronic)				
	90.00	90.00	9.00	2.00
Total Printed Materials:	44,619.00	41,767	8,556	8,155
Electronic Materials				
Audio Materials:	5,085.00	5,085.00	906.00	333.00
Video Materials:	4,173.00	4,173.00	889.00	1,393.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	69.00	69.00	7.00	0.00
Total Electronic Materials:	69.00	69	7	0

Database Detail:

- Paid by your Library	46
- by other coop	0
- by State Library	23

Licensed Databases:

Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList,

Library Hours☒ Section Finalized

	Main/HQ	
Hours open per week:	<input type="text" value="61.00"/>	Total Annual Hours: <input type="text" value="3,172.00"/>
Hours after 5pm M-F:	<input type="text" value="13.00"/>	
Hours Sat, Sun:	<input type="text" value="8.00"/>	
Days Closed for Holidays:	<input type="text" value="10.00"/>	

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" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<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 61.00**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?

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="115,079"/>	<input type="text" value="72,700"/>	<input type="text" value="187,779"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

☒ Section Finalized Estimated Data?

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="6,196"/>	<input type="text" value="2,897"/>	<input type="text" value="9,093"/>

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?

Programs		Number	Attendance
Summer 6/08 - 8/08	Note: Last Years Program	14	1447
Other programs for children 7/08 - 6/09		185	3927
Programs given for adults 7/08 - 6/09		188	3312
Summer Teens 6/08 - 8/08	Note: Last Years Program	7	215
Programs given for teens 7/08 - 6/09		29	316
Total Programs:		423	9217
Program Attendance Per Capita:			0.52

Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="32"/>

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="13"/>	Staff: <input type="text" value="8"/>	Shared <input type="text" value="0"/>	<input type="text" value="21"/>

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="\$37,253"/>
Director's Current Annual Salary:	<input type="text" value="\$68,515"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$6.5 per hour:	<input type="text" value="\$13,520"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$0"/>
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?

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

Policies

Friends of Library Group?

Local Literacy Program?

Friends
Contact
Name and
Address

Literacy Contact
Name _Phone

Written statement of purpose?

Year last reviewed

Library Staff☒ Section Finalized

Last Update with FY

Library: CHOCTAW LIBRARY

Staff Count Total FTE:

Name	Title:	Type:	Education	Hours	CE?
ARNOLD, TINDLE	Circulation Clerk	<input type="text" value="Other"/>	High School	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
BEASLEY, SUSIE	Libraian	<input type="text" value="Librarian"/>	College Graduate	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
CARLAW, BRENNAN	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	9.5	Y
FTE: <input type="text" value="0.2375"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
CZARSKI, ROSEMARY	Library Manager I	<input type="text" value="Librarian"/>	Other Masters	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
ELSTON, LINDA	Page	<input type="text" value="Other"/>	Some College	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
GORDON, JAMES	Tech Asst	<input type="text" value="Other"/>	College Graduate	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
HIGGINS, CHEYENNE	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	22.3	Y
FTE: <input type="text" value="0.5563"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
LEWIS, JOSHUA	Circulation Clerk	<input type="text" value="Other"/>	Some College	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
MILLER, CHARLEEN	Library Assistant	<input type="text" value="Other"/>	Some College	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
MOTLEY, ANNE	Page	<input type="text" value="Other"/>	High School	25	Y
FTE: <input type="text" value="0.625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
NEARY, MELODY	Page	<input type="text" value="Other"/>	Some College	0	N
FTE: <input type="text" value="0"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
ROBERTS, CAROL	Assoc Librarian	<input type="text" value="Librarian"/>	Other Masters	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
RUZYCKI, ALICIA	Page	<input type="text" value="Other"/>	High School	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

SELINGER, CYNTHIA	Assoc Librarian	Librarian	College Graduate	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

SENDALL, KEVIN	Circ Clerk	Other	Some College	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

SPAETH, VANESSA	Page	Other	Not a High School Grad or GED	18	Y
FTE: 0.45	Certification:	Certified? N	Level:	Year:	Hired This Year? Y

Board Members

☒ Section Finalized

Last Update with FY 2009 Library: CHOCTAW LIBRARY

Total Members: 0

,		Home Phone:	Business Phone:
-			
Position:	Term Ends:		