

ODL Annual Report - Fiscal Year: 2010

Finalized Approved

Library: **MIDWEST CITY LIBRARY**

Library Data and Demographics

Section Finalized

Estimated Data? NO

| | | | |
|----------------------|---------------------------|--------------|---|
| 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 (Street) 73110-3999 (Mail) |
| Phone: | 405-732-4828 | Fax: | 405-606-3451 |
| Toll Free - 800#: | | | |
| Director's Email: | ckennedy@metrolibrary.org | | |
| Library's Web Page: | www.metrolibrary.org | | |
| Population: | Adult | Juvenile | Total |
| City: | 68,275 | 24,583 | 92,858 |
| County: | 533,289 | 183,415 | 716,704 |
| County Service Area: | 718 | Square Miles | Do you serve all in county w/o charge? <input type="checkbox"/> YES |
| | | | If NO, Describe: <input type="text"/> |

Director/Librarian: Chris Kennedy

Person Completing: Stuart Williamson

Number Of Branches: BookMobiles: Other Outlets:

Note: City pop from MLS defined service area 2008

| | | | | | | | |
|-----------------|------------------------------------|---------|--------------------------------|----------------|----------------------------------|------------|------------------------------------|
| Total Staff FTE | <input type="text" value="19.37"/> | MLS FTE | <input type="text" value="4"/> | Librarian FTE: | <input type="text" value="3.5"/> | Other FTE: | <input type="text" value="11.87"/> |
|-----------------|------------------------------------|---------|--------------------------------|----------------|----------------------------------|------------|------------------------------------|

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 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

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: | 56,959 | 53,541 | 13,051 | 14,625 |
| Juvenile: | 32,776 | 30,482 | 4,665 | 4,732 |
| Total Bound: | 89,735 | 84,023 | 17,716 | 19,357 |
| Unbound | | | | |
| Current Serial Subscriptions (Non Electronic) | 196.00 | 177.00 | 3.00 | 4.00 |
| Total Printed Materials: | 89,931.00 | 84,200 | 17,719 | 19,361 |
| Electronic Materials | | | | |
| | Physical Units | Titles | Added | Discarded |
| Audio Materials: | 6,178.00 | 6,116.00 | 1,467.00 | 812.00 |
| Video Materials: | 4,083.00 | 4,083.00 | 1,646.00 | 1,268.00 |
| E-Books: | 0.00 | 0.00 | 0.00 | 0.00 |
| E-Serials: | 0.00 | 0.00 | 0.00 | 0.00 |
| Licensed Databases: | 78.00 | 78.00 | 6.00 | 0.00 |
| Total Electronic Materials: | 78.00 | 78 | 6 | 0 |

Database Detail:

| | |
|------------------------|----|
| - Paid by your Library | 78 |
| - by other coop | 0 |
| - by State Library | 23 |

Licensed Databases:

Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList, NoveList K-8, Reference USA, The

List other Databases:

| |
|--|
| |
|--|

Library Hours

Section Finalized

| | | |
|---------------------------|---------|--|
| | Main/HQ | |
| Hours open per week: | 70.00 | Total Annual Hours: 3,640.00 |
| Hours after 5pm M-F: | 17.00 | |
| Hours Sat, Sun: | 13.00 | |
| Days Closed for Holidays: | 15.00 | |

Regular Hours

| | Period 1 | | Period 2 | | Period 3 | |
|--------|----------|--------|----------|--|----------|--|
| Sun | 1:00pm | 6:00pm | | | | |
| Mon: | 9:00am | 9:00pm | | | | |
| Tues: | 9:00am | 9:00pm | | | | |
| Wed: | 9:00am | 9:00pm | | | | |
| Thurs: | 9:00am | 9:00pm | | | | |
| Fri: | 9:00am | 6:00pm | | | | |
| Sat: | 9:00am | 5:00pm | | | | |

Total Regular Hours Per Week 70.00

Summer Hours

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

Total Summer Hours Per Week 0.00

Reference/Circulation

Section Finalized Estimated Data? NO

Annual Circulation Transactions

| | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| Adult | Juvenile: | Total: |
| <input type="text" value="389,944"/> | <input type="text" value="153,786"/> | <input type="text" value="543,730"/> |

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

Section Finalized Estimated Data? NO

Number Of Registered Borrowers

| | | |
|-------------------------------------|-------------------------------------|-------------------------------------|
| Adult: | Juvenile: | Total: |
| <input type="text" value="35,282"/> | <input type="text" value="12,420"/> | <input type="text" value="47,702"/> |

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? NO

| Programs | Number | Attendance |
|--|---------------|-------------------|
| Summer 6/09 - 8/09 Note: Last Years Program | 18 | 2539 |
| Other programs for children 7/09 - 6/10 | 258 | 5220 |
| Programs given for adults 7/09 - 6/10 | 659 | 13582 |
| Summer Teens 6/09 - 8/09 Note: Last Years Program | 7 | 606 |
| Programs given for teens 7/09 - 6/10 | 81 | 1031 |
| Total Programs: | 1023 | 22978 |
| Program Attendance Per Capita: | | 0.25 |

Continuing Education/Internet Use

Section Finalized Estimated Data? NO

Continuing Education

| | | |
|---------------------------------|--------------------------------|---------------------------------|
| # of Staff | # of Board | Total CEs |
| <input type="text" value="32"/> | <input type="text" value="0"/> | <input type="text" value="36"/> |

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?
Public Staff: Shared Total

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?

- Which Software?

- Hosted Where?

Salaries and Benefits

Section Finalized Estimated Data?

Salaries

| | |
|--------------------------------------|----------|
| Beginning Librarian's Annual Salary: | \$38,750 |
| Director's Current Annual Salary: | \$57,200 |
| Director's Hours Per Week: | 40 |
| Hourly Wage: | \$0.00 |
| Salary @ On \$6.55 per hour: | \$13,624 |

Other Salaries

(Annual)

| | | | |
|------------------------------------|----------|-----------------|-----|
| Assistant or Deputy Director (Avg) | \$51,896 | Department Head | \$0 |
| Information Technology Director: | \$0 | Selector: | \$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: | 3:30pm |
| In which week? | 3rd |
| Day of week: | THUR |
| MeetFrequency | MONTHLY |

| | |
|--------------------------|----|
| Number of Board Members: | 0 |
| Number of Staff Members: | 32 |

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="37"/> | Automated Public Access Catalog? | <input type="text" value="YES"/> |
| Staff: | <input type="text" value="14"/> | 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"/> |
| - 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="2009"/> | Year last reviewed |

Library Staff

Section Finalized

Last Update with FY

Library: **MIDWEST CITY LIBRARY**

Staff Count Total FTE:

| Name | Title: | Type: | Education | Hours | CE? |
|--|--|--|-------------------------------|--------------------|-----|
| ALLEN, MOLLY | Page | <input type="text" value="Other"/> | Not a High School Grad or GED | 20.8 | Y |
| FTE: <input type="text" value="0.5188"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? Y | |
| BANKER, ROGER | Tech Assistant | <input type="text" value="Other"/> | Some College | 17.3 | Y |
| FTE: <input type="text" value="0.4327"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| BIRD, PENELOPE | Page | <input type="text" value="Other"/> | Some College | 10 | Y |
| FTE: <input type="text" value="0.25"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| CARTER, JESSICA | Page | <input type="text" value="Other"/> | Some College | 7.75 | Y |
| FTE: <input type="text" value="0.1938"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? Y | |
| CHAU, HIEN | Page | <input type="text" value="Other"/> | Not a High School Grad or GED | 12.3 | Y |
| FTE: <input type="text" value="0.3063"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| FELTON, SUZETTE | Associate Librarian | <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 | |
| GARCIA, SERINA | Page | <input type="text" value="Other"/> | Some College | 30 | Y |
| FTE: <input type="text" value="0.75"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| GATES, LEONDREA | Circ Clerk | <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 | |
| GERFEN, JEROD | Librarian | <input type="text" value="MLS"/> | Masters In Library | 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? Y | |
| GESELL, ANDREA | Page | <input type="text" value="Other"/> | Not a High School Grad or GED | 25.5 | Y |
| FTE: <input type="text" value="0.6375"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| HACKWORTH, JAMIE | Page | <input type="text" value="Other"/> | High School | 21.4 | Y |
| FTE: <input type="text" value="0.5345"/> | Certification: Certified? <input type="text" value="N"/> | Level: <input type="text"/> | Year: <input type="text"/> | Hired This Year? N | |
| HATFIELD, KATHRYN | Circ Clerk | <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 | |
| HENDERSON, SHIRLEY | Circ 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 | |

| | | | | | |
|----------------------------|-----------------------------|-----------|-------------------------------|--------------------|---|
| HOWELL, TRAVIS | Page | Other | Not a High School Grad or GED | 14 | Y |
| FTE: 0.35 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| KELLUM, SARAH | Page | Other | High School | 30 | Y |
| FTE: 0.75 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| KENNEDY, CHRIS | Manager of Lib Ops II | Librarian | Other Masters | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| LANHAM, SANDRA LEA | Circulation Clerk | Other | College Graduate | 20 | Y |
| FTE: 0.5 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| LAUGERMAN, KATHLEEN | Page | Other | College Graduate | 20 | Y |
| FTE: 0.5 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| MONROE, SUSAN | Librarian | Librarian | Other Masters | 20 | Y |
| FTE: 0.5 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| NORRIS, JEANETTE | Page | Other | Other Masters | 16.3 | Y |
| FTE: 0.4063 | Certification: Certified? N | Level: | Year: | Hired This Year? Y | |
| RUSHING, DAVID | Page | Other | High School | 7.38 | Y |
| FTE: 0.1845 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| SAGEL, ROBIN | Page | Other | College Graduate | 14 | Y |
| FTE: 0.35 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| SANZ, WILLIAM | Page | Other | Some College | 12.3 | Y |
| FTE: 0.3063 | Certification: Certified? N | Level: | Year: | Hired This Year? Y | |
| SHELTON, JOEY | Associate Librarian | Other | College Graduate | 0 | Y |
| FTE: 0 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| SUPPES, CRYSTAL | Circulation Clerk | Other | Some College | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| TEMPLE, LINDA | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| TURNER, CANDACE | Tech Assistant | Other | College Graduate | 23.1 | Y |
| FTE: 0.5765 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| VERDIN-CROWE, MARIA | Circ Clerk | Other | College Graduate | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |

| | | | | | |
|----------------------------|-----------------------------|-----------|--------------------|--------------------|---|
| WANG, LI | Tech Assistant | Other | Other Masters | 12.8 | Y |
| FTE: 0.3188 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| WILLIAMS, FARIBA | Assistant Mgr of Lib Ops | MLS | Masters In Library | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| WILLIAMSON, KRISTIN | Associate Librarian | Librarian | College Graduate | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| WILSON, ELIZABETH | Librarian | MLS | Masters In Library | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |

Board Members

Section Finalized

Last Update with FY 2010 Library: **MIDWEST CITY LIBRARY**

Total Members: 0

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