

# ODL Annual Report - Fiscal Year: 2011

Finalized YESApproved YESLibrary: **CHOCTAW LIBRARY**

ID: 9447

## Library Data and Demographics

Section Finalized YESEstimated Data? NO

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:	537,515	181,118	718,633
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u>
			If NO, Describe:

Director/Librarian:	ROSEMARY CZARSKI		
Person Completing:	Kay Bauman		
City Manager/Mayor:			
Number Of Branches:	0	BookMobiles:	0
		Other Outlets:	0
Number Of Other Outlets:			

Note: City pop from MLS defined service area 2009

Total Staff FTE	9.48	MLS FTE	0	Librarian FTE:	3.5	Other FTE:	5.98
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## Library Data and Demographics(2)

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Square Footage For Library:  Do you have meeting rooms?

Year Built:

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 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

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

# Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	26,810	25,201	6,943	6,212
Juvenile:	18,431	17,141	1,887	1,704
<b>Total Bound:</b>	<b>45,241</b>	<b>42,342</b>	<b>8,830</b>	<b>7,916</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	79	79	1	14

<b>Total Printed Materials:</b>	<b>45,320</b>	<b>42,421</b>	<b>8,831</b>	<b>7,930</b>
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Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	5,278	5,225	961	496
Downloadable Audio Titles:	0			
Video Materials:	5,134	5,083	1,216	499
Downloadable Video Titles:	0			

E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	93	93	23	5
<b>Total Electronic Materials:</b>	<b>93</b>	<b>93</b>	<b>23</b>	<b>5</b>

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	93	0	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NovelList, NovelList K-8, Reference USA,		
Other Databases:			

# Library Hours

Section Finalized YES

## 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="11.00"/>		
Weeks open per year:	<input type="text" value="52.00"/>		

## 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="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:00AM"/>	<input type="text" value="08:00PM"/>	<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"/>
<b>Total Regular Hours Per Week</b>					<b>61.00</b>	

## 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"/>					
<b>Total Summer Hours Per Week</b>					<b>0.00</b>	

## Reference/Circulation

Section Finalized YES

Estimated Data? NO

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### Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="140,113"/>	<input type="text" value="84,213"/>	<input type="text" value="224,326"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

## Borrowers

Section Finalized YES

Estimated Data? NO

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### Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="6,549"/>	<input type="text" value="2,935"/>	<input type="text" value="9,484"/>

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

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<b>Programs</b>	<b>Number</b>	<b>Attendance</b>
Summer 6/10 - 8/10      Note: Last Years Program	51	2,849
Other programs for children 7/10 - 6/11	196	4,422
Programs given for adults 7/10 - 6/11	102	3,166
Summer Teens 6/10 - 8/10      Note: Last Years Program	11	307
Programs given for teens 7/10 - 6/11	27	261
<b>Total Programs:</b>		<b>11,005</b>
Program Attendance Per Capita:		0.62

**Continuing Education**

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# of Staff	# of Board	Total CEs
<input type="text" value="15"/>	<input type="text" value="0"/>	<input type="text" value="18"/>

**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  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:	<input type="text" value="\$52,540.00"/>
Director's Current Annual Salary:	<input type="text" value="\$74,131.00"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$7.25 per hour:	<input type="text" value="\$15,080.00"/>

## Other Salaries

(Annual)

Assistant or Deputy Director (Avg):	<input type="text" value="\$0.00"/>	Department Head:	<input type="text" value="\$0.00"/>
Information Technology Director:	<input type="text" value="\$0.00"/>	Selector:	<input type="text" value="\$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="23"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="8"/>	Number of OPACs only:	<input type="text" value="3"/>
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="2010"/> < Year last reviewed	

# Library Staff

Section Finalized

Last Update with FY: **2011** Library: **CHOCTAW LIBRARY**

Name Staff Count: 15 Total FTE: 9.48

Name	Title:	Type:	Education	Hours	CE?
<b>ARNOLD, TINDLE</b>	Circulation Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
<b>BEASLEY, SUSIE</b>	Libraian	Librarian		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
<b>CZARSKI, ROSEMARY</b>	Library Manager I	Librarian		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	

<b>ELSTON, LINDA</b>	Page	Other	12.33	Y
FTE: 0.31	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>GORDON, JAMES</b>	Public Computer Spclst	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>HARDER, RUTH</b>	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>HAWKINS, TERESA</b>	Library Page	Other	12.08	Y
FTE: 0.30	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> Y <input type="checkbox"/>
<b>MILLER, CHARLEEN</b>	Library Assistant	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>MOTLEY, ANNE</b>	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>NEARY, MELODY</b>	Page	Other	8.33	Y
FTE: 0.21	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>ROBERTS, CAROL</b>	Assoc Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>RUZYCKI, ALICIA</b>	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>SELINGER, CYNTHIA</b>	Librarian	MLS	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>SENDALL, KEVIN</b>	Circ Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>
<b>SPAETH, VANESSA</b>	Page	Other	26.50	Y
FTE: 0.66	Certification: Certified? <input type="checkbox"/> N <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N <input type="checkbox"/>

# Board Members

Section Finalized

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Last Update with FY: **2011**      Library: **CHOCTAW LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: