

# 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:	<input type="text" value="9,000"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="2004"/>		
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="\$30,691"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

## US/State Districts/Representatives

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U.S. Congressional District:	<input type="text" value="USH-5 Lankford, James"/>
Oklahoma House District:	<input type="text" value="H-96 Moore, Lewis H."/>
Oklahoma Senate District:	<input type="text" value="S-42 Aldridge, Cliff (R)"/>

# 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>

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, NoveList, NoveList 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"/>
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 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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Programs	Number	Attendance
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>387      11,005</b>
Program Attendance Per Capita:		0.62

## Continuing Education/Internet Use

Section Finalized YES

Estimated Data? NO

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### 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	<input type="text" value="13"/>	Staff: <input type="text" value="9"/> Shared <input type="text" value="0"/>	<input type="text" value="22"/>

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 YESEstimated Data? NO

### Salaries

Beginning Librarian's Annual Salary:	\$52,540.00
Director's Current Annual Salary:	\$74,131.00
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):	\$0.00	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: 03:30PM

In which week? 3rd

Day of week: THUR

MeetFrequency MONTHLY

Number of Board Members: 0

Number of Staff Members: 15

## Equipment

Section Finalized YES

Photocopier?

Automated Circulation System?

Microfilm/Fiche Reader/Printer?

Which automation system?

Microcomputers?

Windows Based?

Number of microcomputers:

Public:

Automated Public Access Catalog?

Staff:

Number of OPACs only:

Shared:

## Policies and Catalog

Section Finalized YES

### Policies

Friends of Library Group?

Local Literacy Program?

Friends Contact  
Name and Address

Literacy Contact  
Name Phone

- If NO, has Library Ever Had Friends?

Written statement of purpose?

< Year last reviewed

## Library Staff

Section Finalized

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

Name Staff Count: 15 Total FTE: 9.48

	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="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>GORDON, JAMES</b>	Public Computer Spclst	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>HARDER, RUTH</b>	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>HAWKINS, TERESA</b>	Library Page	Other	12.08	Y
FTE: 0.30	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>

<b>MILLER, CHARLEEN</b>	Library Assistant	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>MOTLEY, ANNE</b>	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>NEARY, MELODY</b>	Page	Other	8.33	Y
FTE: 0.21	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>ROBERTS, CAROL</b>	Assoc Librarian	Librarian	40.00	Y
FTE: 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>RUZYCKI, ALICIA</b>	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>SELINGER, CYNTHIA</b>	Librarian	MLS	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>SENDALL, KEVIN</b>	Circ Clerk	Other	40.00	Y
FTE: 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>SPAETH, VANESSA</b>	Page	Other	26.50	Y
FTE: 0.66	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

**Board Members**

Section Finalized

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

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: