

ODL Annual Report - Fiscal Year: 2011

Finalized YESApproved YESLibrary: **MIDWEST CITY LIBRARY**

ID: 9477

Library Data and Demographics

Section Finalized YESEstimated 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) (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:	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:	Chris Kennedy				
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 2008

Total Staff FTE	20.09	MLS FTE	4.26	Librarian FTE:	3.5	Other FTE:	12.33
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Library Data and Demographics(2)

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

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	57,776	54,309	13,861	13,044
Juvenile:	32,788	30,493	4,286	4,274
Total Bound:	90,564	84,802	18,147	17,318
Unbound Current Serial Subscriptions (Non Electronic)				
	180	180	2	18

Total Printed Materials:	90,744	84,982	18,149	17,336
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Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	7,082	7,011	1,605	701
Downloadable Audio Titles:	0			
Video Materials:	5,205	5,205	1,762	640
Downloadable Video Titles:	0			

E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	93	93	23	8
Total Electronic Materials:	93	93	23	8

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="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="16.00"/>		
Weeks open per year:	<input type="text" value="52.00"/>		

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	<input type="text" value="01:00PM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:00AM"/>	<input type="text" value="09:00PM"/>	<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					70.00	

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"/>					
Total Summer Hours Per Week					0.00	

Reference/Circulation

Section Finalized YES

Estimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="390,623"/>	<input type="text" value="152,401"/>	<input type="text" value="543,024"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

Borrowers

Section Finalized YES

Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="34,477"/>	<input type="text" value="11,873"/>	<input type="text" value="46,350"/>

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

Programs	Number	Attendance
Summer 6/10 - 8/10 Note: Last Years Program	37	2,772
Other programs for children 7/10 - 6/11	146	2,215
Programs given for adults 7/10 - 6/11	453	8,389
Summer Teens 6/10 - 8/10 Note: Last Years Program	27	773
Programs given for teens 7/10 - 6/11	82	753
Total Programs:		745
Program Attendance Per Capita:		14,902
		0.16

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="32"/>	<input type="text" value="0"/>	<input type="text" value="42"/>

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 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:	\$57,179.00
Director's Current Annual Salary:	\$60,881.00
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):	\$45,344.00	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: 31

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="37"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="15"/>	Number of OPACs only:	<input type="text" value="6"/>
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: **MIDWEST CITY LIBRARY**

Name Staff Count: 31 Total FTE: 20.09

Name	Title:	Type:	Education	Hours	CE?
ALLEN, MOLLY	Page	Other		30.58	Y
FTE: <input type="text" value="0.76"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
BANKER, ROGER	Public Computer Spclst	Other		14.17	Y
FTE: <input type="text" value="0.35"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
BIRD, PENELOPE	Page	Other		20.00	Y
FTE: <input type="text" value="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"/>	

CARTER, JESSICA	Page	Other	17.67	Y
FTE: 0.44	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
FELTON, SUZETTE	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
FREEMAN, SERINA	Page	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
GATES, LEONDREA	Circ Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
GERFEN, JEROD	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
HACKWORTH, JAMIE	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
HATFIELD, KATHRYN	Circ Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
HENDERSON, SHIRLEY	Circ Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
HOWELL, TRAVIS	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
JOHNSON, SAMUEL	Librarian	MLS	10.33	Y
FTE: 0.26	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> Y
KELLUM, SARAH	Page	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
KENNEDY, CHRIS	Manager of Lib Ops II	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
LANHAM, SANDRA LEA	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N
LAUGERMAN, KATHLEEN	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N

MONROE, SUSAN	Librarian	Librarian	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"/>
OWEN, ANDREA	Library 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"/>
RUSHING, DAVID	Page	Other	9.67	Y
FTE: 0.24	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"/>
SAGEL, ROBIN	Page	Other	26.08	Y
FTE: 0.65	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"/>
SANZ, WILLIAM	Page	Other	5.92	Y
FTE: 0.15	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"/>
SUPPES, CRYSTAL	Circulation 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"/>
SYLVESTER, SHREN	Public Computer Spclst	Other	18.38	Y
FTE: 0.46	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"/>
TEMPLE, LINDA	Librarian	MLS	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"/>
THOMPSON, TRACEY	Assistant Mgr of Lib Ops	MLS	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"/>
TURNER, CANDACE	Public Computer Spclst	Other	19.08	Y
FTE: 0.48	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"/>
VERDIN-CROWE, MARIA	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"/>
WANG, LI	Public Computer Spclst	Other	11.75	Y
FTE: 0.29	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"/>
WILLIAMSON, KRISTIN	Associate 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"/>
WILSON, ELIZABETH	Librarian	MLS	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"/>

Board Members

Section Finalized

Last Update with FY: **2011** Library: **MIDWEST CITY LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

-,

Position:

Term Ends: