

ODL Annual Report - Fiscal Year: 2013

Finalized YES

Approved YES

Library: **CHOCTAW LIBRARY**

ID: 9892

Library Data and Demographics

Section Finalized YES

Estimated Data? NO

Name:	CHOCTAW LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	2525 Muzzy		
Street Address:	2525 Muzzy		
City:	Choctaw	Zip:	73020-8717 <small>(Street)</small> <small>(Mail)</small> 73020-8717
Phone:	405-390-8418	Fax:	405-606-3269
Toll Free - 800#:			
Director's Email:	tpodzemny@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	12,503	5,167	17,670
County:	553,291	188,490	741,781
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u> If NO, Describe:

Director/Librarian:	Todd Podzemny		
Person Completing:	Jon Rollman		
City Manager/Mayor:			
Number Of Branches:	0	BookMobiles:	0
		Other Outlets:	0
Number Of Other Outlets:			

Note: City pop from MLS defined service area FY14

Total Staff FTE	10.64	MLS FTE	1	Librarian FTE:	2	Other FTE:	6.64
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Library Data and Demographics(2)

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="\$31,790"/>
Building maintenance and/or rent paid by:			<input type="text" value="SYSTEM"/>
-- Specify if OTHER:	<input type="text"/>		

US/State Districts/Representatives

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-17 Sharp, Ron (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	23,210	21,817	6,552	9,843
Juvenile:	18,955	17,818	2,019	2,316
Total Bound:	42,165	39,635	8,571	12,159
Unbound Current Serial Subscriptions (Non Electronic)				
	95	95	12	1
Total Printed Materials:	42,260	39,730	8,583	12,160
Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	5,240	4,926	1,226	1,279
Downloadable Audio Titles:	0			
Video Materials:	6,388	6,324	1,657	1,086
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	127	127	14	0
Total Electronic Materials:	127	127	14	0
Database Detail:	- Paid by your Library	- by other coop	- by State Library	
	127	1	35	
Licensed Databases:	---			
Other Databases:	A to Z Maps Online A to Z the USA A to Z World Travel			

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="18.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="12.00"/>		
Weeks open per year:	<input type="text" value="51.00"/>		

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="143,266"/>	<input type="text" value="101,407"/>	<input type="text" value="244,673"/>

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="7,135"/>	<input type="text" value="3,196"/>	<input type="text" value="10,331"/>

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 6/12 - 8/12 Note: Last Years Program	48	2,703
Other programs for children 7/12 - 6/13	170	3,534
Programs given for adults 7/12 - 6/13	79	1,895
Summer Teens 6/12 - 8/12 Note: Last Years Program	11	286
Programs given for teens 7/12 - 6/13	36	352
Total Programs:		8,770
Program Attendance Per Capita:		0.50

Continuing Education

# of Staff	# of Board	Total CEs
<input type="text" value="18"/>	<input type="text" value="0"/>	<input type="text" value="35"/>

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:	<input type="text" value="\$55,494.00"/>
Director's Current Annual Salary:	<input type="text" value="\$55,494.00"/>
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="9"/>	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="2012"/> < Year last reviewed	

Library Staff

Section Finalized

Last Update with FY: **2013** Library: **CHOCTAW LIBRARY**

Name Staff Count: 19 Total FTE: 9.64

Name	Title:	Type:	Education	Hours	CE?
ARNOLD, TINDLE	Circulation Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
BANEY-STULL, SUE	Circulation Clerk	Other		20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
BARBER, BRITTANY	Circulation Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

BEACH, DANA	Librarian	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
BEASLEY, SUSIE	Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
CHAMPION, LIGEIA	Library Aide (P-T)	Other	5.00	Y
FTE: 0.13	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
ELSTON, LINDA	Library Aide (P-T)	Other	6.00	Y
FTE: 0.15	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
GORDON, JAMES	Public Cmptr Spclst (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
HAWKINS, TERESA	Library Aide (P-T)	Other	8.00	Y
FTE: 0.20	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
HINDMAN, DAKOTA	Library Aide (P-T)	Other	15.00	Y
FTE: 0.38	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
HUGGINS, MEGAN	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
LEE, TAYLOR	Library Aide (P-T)	Other	13.50	Y
FTE: 0.34	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
MILLER, CHARLEEN	Library Assistant	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
MOTLEY, ANNE	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
ROBERTS, CAROL	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
RUZYCKI, ALICIA	Library Aide (P-T)	Other	3.13	Y
FTE: 0.08	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
STOTLER, GARY	Public Cmptr Spclst (P-T)	Other	4.75	Y
FTE: 0.12	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

VACANT,	Manager of Library Ops I	40.00
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FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
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WALLACH, LACI	Library Aide (P-T)	Other	20.25	Y
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FTE: <input type="text" value="0.51"/>	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
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Board Members

Section Finalized

Last Update with FY: **2013** Library: **CHOCTAW LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: