

# ODL Annual Report - Fiscal Year: 2010

☐ Finalized ☐ Approved

Library: **CHOCTAW LIBRARY**

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

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:	533,289	183,415	716,704
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <input type="text" value="YES"/>
		If NO, Describe: <input type="text"/>	

Director/Librarian: ROSEMARY CZARSKI

Person Completing: Stuart Williamson

Number Of Branches:  BookMobiles:  Other Outlets:

Note: City pop from MLS defined service area 2009

Total Staff FTE	<input type="text" value="9.51"/>	MLS FTE	<input type="text" value="0"/>	Librarian FTE:	<input type="text" value="3.5"/>	Other FTE:	<input type="text" value="6.01"/>
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## Library Data and Demographics(2)

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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 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 FinalizedEstimated Data? 

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	26,079	24,514	6,766	7,166
Juvenile:	18,248	16,971	1,890	1,692
<b>Total Bound:</b>	<b>44,327</b>	<b>41,485</b>	<b>8,656</b>	<b>8,858</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	92.00	92.00	3.00	1.00
<b>Total Printed Materials:</b>	<b>44,419.00</b>	<b>41,577</b>	<b>8,659</b>	<b>8,859</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	4,813.00	4,765.00	826.00	1,098.00
Video Materials:	4,417.00	4,417.00	987.00	743.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	75.00	75.00	6.00	0.00
<b>Total Electronic Materials:</b>	<b>75.00</b>	<b>75</b>	<b>6</b>	<b>0</b>

## Database Detail:

- Paid by your Library	75
- 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:	<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="10.00"/>	

### 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="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="9:00am"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="9:00am"/>	<input type="text" value="5:00pm"/>	<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 Estimated Data?

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### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="127,998"/>	<input type="text" value="74,821"/>	<input type="text" value="202,819"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

## Borrowers

☒ Section Finalized Estimated Data?

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### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="11,005"/>	<input type="text" value="6,673"/>	<input type="text" value="17,678"/>

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?

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Programs		Number	Attendance
Summer 6/09 - 8/09	Note: Last Years Program	19	1807
Other programs for children 7/09 - 6/10		229	5199
Programs given for adults 7/09 - 6/10		145	3434
Summer Teens 6/09 - 8/09	Note: Last Years Program	9	256
Programs given for teens 7/09 - 6/10		28	267
Total Programs:		430	10963
Program Attendance Per Capita:			0.62

## Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

### Continuing Education

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# of Staff	# of Board	Total CEs
<input type="text" value="16"/>	<input type="text" value="0"/>	<input type="text" value="24"/>

### 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="8"/>	Shared <input type="text" value="0"/>
			<input type="text" value="21"/>

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?	<input type="text"/>
- Which Software?	<input type="text"/>
- Hosted Where?	<input type="text"/>

**Salaries and Benefits**☒ Section Finalized Estimated Data? **Salaries**

Beginning Librarian's Annual Salary:	<input type="text" value="\$38,750"/>
Director's Current Annual Salary:	<input type="text" value="\$71,261"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$6.55 per hour:	<input type="text" value="\$13,624"/>

**Other Salaries**

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$0"/>
Information Technology Director:	<input type="text" value="\$0"/>	Selector:	<input type="text" value="\$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:   
In which week?   
Day of week:   
MeetFrequency

Number of Board Members:   
Number of Staff Members:



## 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="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

### Policies

Friends of Library Group?	<input type="text" value="YES"/>	Local Literacy Program?	<input type="text" value="NO"/>
Friends Contact Name and Address	<input type="text" value="Choctaw Library Guild&lt;br/&gt;c/o Rosemary Czarski&lt;br/&gt;2525 Muzzy St.&lt;br/&gt;Choctaw, OK 73020"/>	Literacy Contact Name & Phone	<input type="text"/>
- If NO, has Library Ever Had Friends	<input type="text"/>		
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: CHOCTAW LIBRARY

Staff Count  Total FTE: 

Name	Title:	Type:	Education	Hours	CE?
<b>ARNOLD, TINDLE</b>	Circulation Clerk	<input type="text" value="Other"/>	High School	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	
<b>BEASLEY, SUSIE</b>	Libraian	<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	
<b>CARLAW, BRENNAN</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	11.5	Y
FTE: <input type="text" value="0.2875"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>CZARSKI, ROSEMARY</b>	Library Manager I	<input type="text" value="Librarian"/>	Other Masters	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	
<b>ELSTON, LINDA</b>	Page	<input type="text" value="Other"/>	Some College	0	Y
FTE: <input type="text" value="0"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>GORDON, JAMES</b>	Tech Asst	<input type="text" value="Other"/>	College Graduate	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	
<b>HERNANDEZ, MACEY</b>	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? Y	
<b>HIGGINS, CHEYENNE</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	16.3	Y
FTE: <input type="text" value="0.4063"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>MILLER, CHARLEEN</b>	Library Assistant	<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	
<b>MOTLEY, ANNE</b>	Page	<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	
<b>NEARY, MELODY</b>	Page	<input type="text" value="Other"/>	Some College	15.3	Y
FTE: <input type="text" value="0.3813"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>ROBERTS, CAROL</b>	Assoc Librarian	<input type="text" value="Librarian"/>	Other Masters	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	
<b>RUZYCKI, ALICIA</b>	Page	<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	

<b>SELINGER, CYNTHIA</b>	Assoc Librarian	Librarian	College Graduate	20	Y
FTE: 0.5	Certification:	Certified? N	Level:	Year:	Hired This Year? N

  

<b>SENDALL, KEVIN</b>	Circ Clerk	Other	Some College	40	Y
FTE: 1	Certification:	Certified? N	Level:	Year:	Hired This Year? N

  

<b>SPAETH, VANESSA</b>	Page	Other	High School	17.3	Y
FTE: 0.4313	Certification:	Certified? N	Level:	Year:	Hired This Year? N

**Board Members**

☒ Section Finalized

Last Update with FY 2010      Library: CHOCTAW LIBRARY

Total Members: 0

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