

# 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)

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Square Footage For Library:	<input type="text" value="36,200"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1987"/>		
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="YES"/>		
Total amount spent of building maintenance and/or rent:		<input type="text" value="\$61,076"/>	
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-4 Cole, Tom"/>
Oklahoma House District:	<input type="text" value="H-95 Joyner, Charlie"/>
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:	57,776	54,309	13,861	13,044
Juvenile:	32,788	30,493	4,286	4,274
<b>Total Bound:</b>	<b>90,564</b>	<b>84,802</b>	<b>18,147</b>	<b>17,318</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	180	180	2	18
<b>Total Printed Materials:</b>	<b>90,744</b>	<b>84,982</b>	<b>18,149</b>	<b>17,336</b>

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
<b>Total Electronic Materials:</b>	<b>93</b>	<b>93</b>	<b>23</b>	<b>8</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="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"/>	<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:	<b>Total:</b>
<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

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### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<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

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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
<b>Total Programs:</b>		<b>745      14,902</b>
Program Attendance Per Capita:		0.16

## 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="32"/>	<input type="text" value="0"/>	<input type="text" value="42"/>

### 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="22"/>	Staff: <input type="text" value="15"/>	Shared <input type="text" value="0"/>	<input type="text" value="37"/>

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:	\$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?

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: **MIDWEST CITY LIBRARY**

Name Staff Count: 31 Total FTE: 20.09

	Title:	Type:	Education	Hours	CE?
<b>ALLEN, MOLLY</b>	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"/>	
<b>BANKER, ROGER</b>	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"/>	
<b>BIRD, PENELOPE</b>	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"/>	

<b>CARTER, JESSICA</b>	Page	Other	17.67	Y
FTE: 0.44	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>FELTON, SUZETTE</b>	Associate 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>FREEMAN, SERINA</b>	Page	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>GATES, LEONDREA</b>	Circ 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>GERFEN, JEROD</b>	Librarian	MLS	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>HACKWORTH, JAMIE</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>HATFIELD, KATHRYN</b>	Circ 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>HENDERSON, SHIRLEY</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>HOWELL, TRAVIS</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>JOHNSON, SAMUEL</b>	Librarian	MLS	10.33	Y
FTE: 0.26	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>

<b>KELLUM, SARAH</b>	Page	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

<b>KENNEDY, CHRIS</b>	Manager of Lib Ops II	MLS	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>LANHAM, SANDRA LEA</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>LAUGERMAN, KATHLEEN</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>MONROE, SUSAN</b>	Librarian	Librarian	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>OWEN, ANDREA</b>	Library 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>RUSHING, DAVID</b>	Page	Other	9.67	Y
FTE: 0.24	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
<b>SAGEL, ROBIN</b>	Page	Other	26.08	Y
FTE: 0.65	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
<b>SANZ, WILLIAM</b>	Page	Other	5.92	Y
FTE: 0.15	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
<b>SUPPES, CRYSTAL</b>	Circulation 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>SYLVESTER, SHREN</b>	Public Computer Spclst	Other	18.38	Y
FTE: 0.46	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>
<b>TEMPLE, LINDA</b>	Librarian	MLS	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>THOMPSON, TRACEY</b>	Assistant Mgr of Lib Ops	MLS	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>TURNER, CANDACE</b>	Public Computer Spclst	Other	19.08	Y
FTE: 0.48	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
<b>VERDIN-CROWE, MARIA</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>WANG, LI</b>	Public Computer Spclst	Other	11.75	Y
FTE: 0.29	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
<b>WILLIAMSON, KRISTIN</b>	Associate 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>WILSON, ELIZABETH</b>	Librarian	MLS	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"/>

**Board Members**

Section Finalized

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

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: