

# ODL Annual Report - Fiscal Year: 2012

Finalized YESApproved YESLibrary: **CHOCTAW LIBRARY**

ID: 9668

## 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:	8,151	3,213	11,364
County:	537,515	181,118	718,633
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? YES
			If NO, Describe:

Director/Librarian:	Rosemary Czarski				
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 2009

Total Staff FTE	10.72	MLS FTE	1	Librarian FTE:	3	Other FTE:	6.72
-----------------	-------	---------	---	----------------	---	------------	------

## 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="\$30,342"/>		
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-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:	26,501	24,911	7,221	7,530
Juvenile:	19,252	18,097	2,346	1,525
<b>Total Bound:</b>	<b>45,753</b>	<b>43,008</b>	<b>9,567</b>	<b>9,055</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	84	84	7	2
<b>Total Printed Materials:</b>	<b>45,837</b>	<b>43,092</b>	<b>9,574</b>	<b>9,057</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	5,293	4,975	1,018	1,003
Downloadable Audio Titles:	0			
Video Materials:	5,817	5,759	1,461	778
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	113	113	20	0
<b>Total Electronic Materials:</b>	<b>113</b>	<b>113</b>	<b>20</b>	<b>0</b>

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	113	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, NewsBank, NoveList, NoveList K-8, Reference USA		
Other Databases:	A to Z Maps Online, A to Z the USA, A to Z World Travel, Academic Search Premier (EbscoHost), AccessScience (McGraw-Hill)		

## 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="10.00"/>		
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

---

### Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="144,332"/>	<input type="text" value="96,499"/>	<input type="text" value="240,831"/>

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="6,387"/>	<input type="text" value="2,929"/>	<input type="text" value="9,316"/>

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 6/11 - 8/11      Note: Last Years Program	61	2,921
Other programs for children 7/11 - 6/12	203	4,290
Programs given for adults 7/11 - 6/12	79	3,541
Summer Teens 6/11 - 8/11      Note: Last Years Program	11	312
Programs given for teens 7/11 - 6/12	40	336
<b>Total Programs:</b>		<b>11,400</b>
Program Attendance Per Capita:		1.00

## Continuing Education/Internet Use

Section Finalized YES

Estimated Data? NO

---

### Continuing Education

---

# of Staff	# of Board	Total CEs
<input type="text" value="17"/>	<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	<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:	\$53,872.00
Director's Current Annual Salary:	\$77,792.00
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: 17



## Equipment

Section Finalized YESPhotocopier? 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: **2012** Library: **CHOCTAW LIBRARY**

Name Staff Count: 17 Total FTE: 10.72

	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? N	
<b>BEACH, DANA</b>	Librarian	MLS		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BEASLEY, SUSIE</b>	Librarian	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? N	

<b>CHAMPION, LIGEIA</b>	Library Aide (P-T)	Other	26.88	Y
FTE: 0.67	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y
<b>CZARSKI, ROSEMARY</b>	Manager of Library Ops I	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>DAUGHERTY, KARIN</b>	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
<b>ELSTON, LINDA</b>	Library Aide (P-T)	Other	12.00	Y
FTE: 0.30	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>GORDON, JAMES</b>	Public Computer Spclst	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>HARDER, RUTH</b>	Circulation Clerk	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>HAWKINS, TERESA</b>	Library Aide (P-T)	Other	0.00	Y
FTE: 0.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>MILLER, CHARLEEN</b>	Library Assistant	Other	30.00	Y
FTE: 0.75	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>MOTLEY, ANNE</b>	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>ROBERTS, CAROL</b>	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>RUZYCKI, ALICIA</b>	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>SENDALL, KEVIN</b>	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>SPAETH, VANESSA</b>	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N
<b>WALLACH, LACI</b>	Library Aide (P-T)	Other	0.00	Y
FTE: 0.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y

**Board Members**

Section Finalized

Last Update with FY: **2012**      Library: **CHOCTAW LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: