# ODL Annual Report - Fiscal Year: 2012    Finalized <u>YES</u>    Approved <u>YES</u>

Library:   **MIDWEST CITY LIBRARY**

ID:      9698

## Library Data and Demographics

Section Finalized <u>YES</u>    Estimated Data? <u>NO</u>

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        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: | 39,206 | 16,221 | 55,427 |
| 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: Chris Kennedy

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 2008

| Total Staff FTE | 18.36 | MLS FTE | 5.25 | Librarian FTE: | 2.5 | Other FTE: | 10.61 |
|---|---|---|---|---|---|---|---|

# Library Data and Demographics(2)

Square Footage For Library: 36,200    Do you have meeting rooms? YES

Year Built: 1987

Housed in a building owned or maintained by local government or the system? YES

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report? NO

Total amount spent of building maintenance and/or rent: $80,954

Building maintenance and/or rent paid by: SYSTEM

-- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-4  Cole, Tom

Oklahoma House District: H-95  Joyner, Charlie

Oklahoma Senate District: S-42  Aldridge, Cliff (R)

# Holdings

Section Finalized <u>YES</u>    Estimated Data? <u>NO</u>

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| **Bound**<br>(Books/Serials/Etc.) | | | | |
| Adult: | 56,548 | 53,155 | 14,281 | 15,509 |
| Juvenile: | 32,949 | 30,972 | 5,053 | 4,892 |
| **Total Bound:** | **89,497** | **84,127** | **19,334** | **20,401** |
| **Unbound** | | | | |
| Current Serial Subscriptions<br>(Non Electronic) | 171 | 169 | 5 | 14 |
| **Total Printed Materials:** | **89,668** | **84,296** | **19,339** | **20,415** |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|---|---|---|---|---|
| Audio Materials: | 7,208 | 6,776 | 2,003 | 1,877 |
| Downloadable Audio Titles: | 0 | | | |
| Video Materials: | 6,552 | 6,486 | 2,210 | 863 |
| Downloadable Video Titles: | 0 | | | |
| E-Books: | 0 | 0 | 0 | 0 |
| E-Serials: | 0 | 0 | 0 | 0 |
| Licensed Databases: | 113 | 113 | 20 | 0 |
| **Total Electronic Materials:** | **113** | **113** | **20** | **0** |

| 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    <u>YES</u>

Main/HQ

| | | | |
|---|---|---|---|
| Hours open per week: | 70.00 | Total Annual Hours: | 3,640.00 |
| Hours after 5pm M-F: | 17.00 | | |
| Hours Sat, Sun: | 13.00 | | |
| Days Closed for Holidays: | 14.00 | | |
| Weeks open per year: | 52.00 | | |

## Regular Hours

| | Period 1 | | Period 2 | | Period 3 | |
|---|---|---|---|---|---|---|
| Sun: | 01:00PM | 06:00PM | | | | |
| Mon: | 09:00AM | 09:00PM | | | | |
| Tues: | 09:00AM | 09:00PM | | | | |
| Wed: | 09:00AM | 09:00PM | | | | |
| Thurs: | 09:00AM | 09:00PM | | | | |
| Fri: | 09:00AM | 06:00PM | | | | |
| Sat: | 09:00AM | 05:00PM | | | | |

**Total Regular Hours Per Week**    **70.00**

## Summer Hours

| | Period 1 | | Period 2 | | Period 3 | |
|---|---|---|---|---|---|---|
| Sun: | | | | | | |
| Mon: | | | | | | |
| Tues: | | | | | | |
| Wed: | | | | | | |
| Thurs: | | | | | | |
| Fri: | | | | | | |
| Sat: | | | | | | |

**Total Summer Hours Per Week**    **0.00**

# Reference/Circulation

### Annual Circulation Transactions

| Adult | Juvenile: | **Total:** |
|---|---|---|
| 370,628 | 164,930 | 535,558 |

Annual Circulation Transactions Per Capita:   9.66

Annual Library Visits:   264,951

# Borrowers

Section Finalized   YES        Estimated Data?   NO

### Number Of Registered Borrowers

| Adult: | Juvenile: | **Total:** |
|---|---|---|
| 35,282 | 12,420 | 47,702 |

Number of Family Cards:   0

Re-Register?   YES

If no to re-register, describe how borrowing records are kept up to date

| Programs | | Number | Attendance |
|---|---|---|---|
| Summer 6/11 - 8/11 | Note: Last Years Program | 43 | 2,922 |
| Other programs for children  7/11 - 6/12 | | 177 | 2,962 |
| Programs given for adults  7/11 - 6/12 | | 552 | 9,151 |
| Summer Teens 6/11 - 8/11 | Note: Last Years Program | 24 | 1,003 |
| Programs given for teens  7/11 - 6/12 | | 83 | 707 |
| **Total Programs:** | | **879** | **16,745** |
| Program Attendance Per Capita: | | | 0.30 |

## Continuing Education

| # of Staff | # of Board | Total CEs |
|---|---|---|
| 27 | 0 | 41 |

## Electronic Service and Internet Use

Does your library provide electronic services?   YES
(eg. bibliographic and full-text databases, multimedia, EBSCO)

Does your library have internet access?   YES

Number of users annually   77,609

Number of Headquarter/Main Internet Stations?   Total

Public   22   Staff:   15   Shared   0    37

Internet access is via:   DEDICATED

Internet have WIFI?:   YES

Type of connection:   100 MBPS

Does your library use an internet filter?   YES

- If yes, which filter:

# Salaries and Benefits

Section Finalized  <u>YES</u>     Estimated Data?  <u>NO</u>

## Salaries

| | |
|---|---|
| Beginning Librarian's Annual Salary: | $65,686.00 |
| Director's Current Annual Salary: | $65,250.00 |
| 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): | $47,736.00 | Department Head: | $0.00 |
| Information Technology Director: | $0.00 | Selector: | $0.00 |

# Board/Staff Data

Section Finalized     <u>YES</u>

### Months The  Board Meets

| X | Jan | X | Feb | X | Mar | X | Apr | X | May | X | Jun |
|---|---|---|---|---|---|---|---|---|---|---|---|
| X | Jul | X | Aug | X | Sep | X | Oct | X | Nov | X | 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: | 27 |

# Equipment

| | | | |
|---|---|---|---|
| Photocopier? | YES | Automated Circulation System? | YES |
| Microfilm/Fiche Reader/Printer? | NO | Which automation system? | Other |
| Microcomputers? | YES | Windows Based? | YES |

Number of microcomputers:

| | | | |
|---|---|---|---|
| Public: | 37 | | |
| Staff: | 15 | Automated Public Access Catalog? | YES |
| Shared: | 0 | Number of OPACs only: | 6 |

# Policies and Catalog

Section Finalized <u>YES</u>

## Policies

| | | | |
|---|---|---|---|
| Friends of Library Group? | NO | Local Literacy Program? | NO |
| Friends Contact Name and Address | | Literacy Contact Name  Phone | |
| - If NO, has Libary Ever Had Friends? | NO | | |
| Written statement of purpose? | YES  2011 | < Year last reviewed | |

# Library Staff

Section Finalized

Last Update with FY: **2012**  Library: **MIDWEST CITY LIBRARY**

Name          Staff Count:  27          Total FTE:  18.36

| Name | Title: | Type: | Education | Hours | CE? |
|---|---|---|---|---|---|
| **BANKER, ROGER** | Public Computer Spclst | Other | | 20.00 | Y |
| FTE: 0.50  Certification: Certified? N  Level:  Year: | | | | Hired This Year? N | |
| **BROWN, ELIZABETH** | Public Computer Spclst | Other | | 26.00 | Y |
| FTE: 0.65  Certification: Certified?  Level:  Year: | | | | Hired This Year? Y | |
| **CHAU, HIEN** | Library Aide (P-T) | Other | | 31.50 | Y |
| FTE: 0.79  Certification: Certified?  Level:  Year: | | | | Hired This Year? Y | |

| FELTON, SUZETTE | Associate Librarian | Librarian | | | 40.00 | Y |
|---|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| FREEMAN, SERINA | Library Aide (P-T) | Other | | | 30.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.75 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| GATES, LEONDREA | Circulation Clerk | Other | | | 20.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.50 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| GERFEN, JEROD | Librarian | MLS | | | 40.00 | Y |
|---|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| HAGAR, CATHERINE | Library Aide (P-T) | Other | | | 15.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.38 | Certification: Certified? | Level: | Year: | Hired This Year? Y

| HATFIELD, KATHRYN | Circulation Clerk | Other | | | 40.00 | Y |
|---|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| HENDERSON, SHIRLEY | Circulation Clerk | Other | | | 40.00 | Y |
|---|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| HOWELL, TRAVIS | Library Aide (P-T) | Other | | | 20.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.50 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| JOHNSON, SAMUEL | Librarian | MLS | | | 10.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.25 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| KELLUM, SARAH | Library Aide (P-T) | Other | | | 30.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.75 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| KENNEDY, CHRIS | Manager of Lib Ops II | MLS | | | 40.00 | Y |
|---|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| LANHAM, SANDRA LEA | Circulation Clerk | Other | | | 20.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.50 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| MEAD, HOPE | Library Aide (P-T) | Other | | | 10.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.25 | Certification: Certified? | Level: | Year: | Hired This Year? Y

| MONROE, SUSAN | Librarian | Librarian | | | 20.00 | Y |
|---|---|---|---|---|---|---|

FTE: 0.50 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| RUSHING, DAVID | Library Aide (P-T) | Other | | 9.88 | Y |
|---|---|---|---|---|---|

FTE: 0.25 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| SAGEL, ROBIN | Library Aide (P-T) | Other | | 20.00 | Y |
|---|---|---|---|---|---|

FTE: 0.50 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| SANZ, WILLIAM | Library Aide (P-T) | Other | | 0.00 | Y |
|---|---|---|---|---|---|

FTE: 0.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| SUMMERS, ROSA | Library Aide (P-T) | Other | | 12.00 | Y |
|---|---|---|---|---|---|

FTE: 0.30 | Certification: Certified? | Level: | Year: | Hired This Year? Y

| SUPPES, CRYSTAL | Circulation Clerk | Other | | 40.00 | Y |
|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| TEMPLE, LINDA | Librarian | MLS | | 40.00 | Y |
|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| THOMPSON, TRACEY | Asst Mgr of Library Ops | MLS | | 40.00 | Y |
|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| VERDIN-CROWE, MARIA | Circulation Clerk | Other | | 40.00 | Y |
|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| WILLIAMSON, KRISTIN | Associate Librarian | Librarian | | 40.00 | Y |
|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

| WILSON, ELIZABETH | Librarian | MLS | | 40.00 | Y |
|---|---|---|---|---|---|

FTE: 1.00 | Certification: Certified? N | Level: | Year: | Hired This Year? N

Last Update with FY: **2012**          Library: **MIDWEST CITY LIBRARY**

Total Members: 0

Home Phone:                    Business Phone:

- ,

Position:              Term Ends: