

# ODL Annual Report - Fiscal Year: 2013

Finalized YESApproved YESLibrary: **CHOCTAW LIBRARY**

ID: 9892

## 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:	73020-8717 (Street) (Mail)
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)

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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

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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
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	23,210	21,817	6,552	9,843
Juvenile:	18,955	17,818	2,019	2,316
<b>Total Bound:</b>	<b>42,165</b>	<b>39,635</b>	<b>8,571</b>	<b>12,159</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	95	95	12	1
<b>Total Printed Materials:</b>	<b>42,260</b>	<b>39,730</b>	<b>8,583</b>	<b>12,160</b>

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
<b>Total Electronic Materials:</b>	<b>127</b>	<b>127</b>	<b>14</b>	<b>0</b>

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"/>	<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:	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

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### 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

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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
<b>Total Programs:</b>		<b>344</b>
Program Attendance Per Capita:		0.50

**Continuing Education**

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# 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**

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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="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:	\$55,494.00
Director's Current Annual Salary:	\$55,494.00
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: 19



## Equipment

Section Finalized YES

Photocopier?

Automated Circulation System?

Microfilm/Fiche Reader/Printer?

Which automation system?

Microcomputers?

Windows Based?

Number of microcomputers:

Public:

Staff:

Shared:

Automated Public Access Catalog?

Number of OPACs only:

## 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: **2013** Library: **CHOCTAW LIBRARY**

Name Staff Count: 19 Total FTE: 9.64

	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"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>BANEY-STULL, SUE</b>	Circulation Clerk	Other		20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>BARBER, BRITTANY</b>	Circulation Clerk	Other		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>BEACH, DANA</b>	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
<b>BEASLEY, SUSIE</b>	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
<b>CHAMPION, LIGEIA</b>	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
<b>ELSTON, LINDA</b>	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
<b>GORDON, JAMES</b>	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
<b>HAWKINS, TERESA</b>	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
<b>HINDMAN, DAKOTA</b>	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
<b>HUGGINS, MEGAN</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>LEE, TAYLOR</b>	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
<b>MILLER, CHARLEEN</b>	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
<b>MOTLEY, ANNE</b>	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
<b>ROBERTS, CAROL</b>	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
<b>RUZYCKI, ALICIA</b>	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
<b>STOTLER, GARY</b>	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

<b>VACANT,</b>	Manager of Library Ops I	40.00
FTE: <input type="text" value="1.00"/>	Certification:    Certified? <input type="checkbox"/> Level: <input type="text"/> Year: <input type="text"/>	Hired This Year? Y

  

<b>WALLACH, LACI</b>	Library Aide (P-T)                      Other	20.25    Y
FTE: <input type="text" value="0.51"/>	Certification:    Certified? <input type="checkbox"/> Level: <input type="text"/> Year: <input type="text"/>	Hired This Year? N

**Board Members**

Section Finalized

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

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: