Del City Library Service Plan 2009-2010

MLS Mission

The Metropolitan Library System facilitates the free flow of information and ideas by providing access to materials, services and programs to Oklahoma County's diverse community.

The Del City Library Facility

The Del City Library is located at 4509 SE 15th St. in Del City, Oklahoma. It opened in 1966 as part of the new Del City Community Center. The library is 8,000 square feet. The library uses the community center meeting rooms for programs. Besides the main library area, the building also includes a back workroom, staff break room, and office. The City of Del City has funding to renovate the community center, and the library may also be a part of this renovation. The Manager of Library Operations is serving on the Del City Community Center Redevelopment Committee.

A Profile of Del City

Population of Del City 22,016 (2007)
Races in Del City:

- White Non-Hispanic (72.1%)
- Black (14.0%)
- American Indian (6.4%)
- Hispanic (4.7%)
- Two or more races (3.9%)
- Other race (1.8%)

Median Household Income $38,100

Del City is only minutes from downtown Oklahoma City's Bricktown entertainment area. Rose State College is located in Midwest City, offering educational opportunities for the area. Del City is conveniently located just a few miles east of the junction of I-40 and I-35. The Del City Library is a member of the Del City Chamber of Commerce. A Super Wal-Mart has opened in Del City, bringing in more tax dollars. There are more businesses in the process of opening in Del City.

Operating Hours

The Del City Library is open to the public 65 hours a week.

Monday-Thursday	Friday	Saturday
9:00am-9:00pm	9:00am-6:00pm	9:00am-5:00pm

Library Services

The Del City Library has over 45,000 items for customer use.

Volumes by Media Type:

Media Type	Number of Volumes
Books	37,874
Periodicals	2,055
Audio Cassettes (Books on Tape)	235
Audio CDs (Books on CD)	1,232
Music CDs	1,593
VHS	0
DVDs	2,059
Total Volumes	45,048

Volumes by Reading Level:

Reading Level	Number of Volumes
Easy (Birth-K)	5,696
Reader (1st-2nd grade)	1,394
Tween (3rd-4th grade)	3,740
Juvenile (5th-6th grade)	5,966
Young Adult (7th-12th grade)	1,146
Adult	27,106
Total Volumes	45,048

FY2007-2008

CyberMars

The Metropolitan Library System offers CyberMars, an online catalog of the library's materials. Customers can access CyberMars in the library or remotely through any computer with internet access. CyberMars allows you to perform the following:

Place a reserve on any title available for check-out and have it delivered to the library most convenient for you.
Store up to 500 items in a virtual shopping cart for later use.
Monitor the status of your reserved materials.
View your borrower record and renew materials.
View your prepaid account record.
Designate preferences for your child's library card.
Search paid subscription Internet databases free-of-charge.
Pay for fines and lost/damaged items with a credit card.

www.metrolibrary.org

The Metropolitan Library System's website is www.metrolibrary.org. From this website you can find information on all of the libraries in the system and look for upcoming events. There is an employment link where those interested can apply online for library positions. Anyone can access CyberMars through the website to find library materials. Logging onto CyberMars with a library card allows the user access to databases as well. Customers can now download audio books to their computers, MP3 players, and IPods by using Emedia. RSS Feeds are now available to keep you updated on new materials, programs, job announcements, and more.

Librarian Assistance

Professional librarians are available to help customers find materials and information in person or by phone. Librarians can help customers obtain materials not available in the Metropolitan Library System through Interlibrary Loan services. Librarians also assist customers on public computers.

Computer Access

The Del City Library has five catalog computers for public use. There are currently twelve multi-use computers available for customers, which include internet, Microsoft Products (Word, Excel, Powerpoint, Access), and Encarta. The library offers two computers just for children, which includes several educational games.

The Del City Library offers free wireless internet for customers with compatible equipment.

Programs

Programs are offered for all ages. The Del City Library provides Storytimes every month of the year. Preschool Aerobics & Storytimes and Open Playtimes are also presented for our young customers. Programs for elementary children are presented by the children's librarian and the library's outreach department. 1-2-3 Come Play With Me workshops for 10 month-3 year olds and their parents are offered twice a year.

Programs for teens are offered every month of the year, including craft programs, gaming, informational programs, job programs, and cultural programs. The annual Summer Reading Program is offered for both children and teens, with programs and prizes for reading.

A variety of programs is offered for adults and seniors. Craft classes, government information forums, and health topics are a few of the programs offered in the past. AARP volunteers help hundreds of customers with their taxes each year. The Adult Services Librarian visits area nursing homes and assisted living centers each year.

Exhibit Space

The Del City Library has a glass display case facing the lobby. The public is welcome to use this case when it is available and using library guidelines.

Del City Library Staff

Positions	
Manager of Library Operations	1 FTE
Librarians	3 FTE
Circulation Clerks	3 FTE
Pages	3.5 FTE
Total FTE Staff	10.5 FTE

15 total staff members currently work at the Del City Library.

Budget Total

The Del City Library budget for the FY2008-2009 is $1,131,307.89

Annual Circulation
FY2007-2008

Circulation by Media Type:

Media Type	Number of Circulations
Books	158,461
Periodicals	3,526
Audio Cassettes (Books on Tape)	1,739
Audio CDs (Books on CD)	11,626
Music CDs	19,801
DVDs	27,079
Total	222,232

Circulation by Reading Level:

Reading Level	Number of Circulations
Easy (Birth-K)	27,934
Reader (1st-2nd grade)	7,543
Tween (3rd-4th grade)	12,194
Juvenile (5th-6th grade)	21,865
Young Adult (7th-12th grade)	6,227
Adult	146,469
Total	222,232

MLS Strategic Plan Service Responses

YOUR INVITING, INNOVATIVE LINK TO THE WORLD.

SATISFY CURIOSITY: LIFELONG LEARNING

The resources you need to explore topics of personal interest and continue to learn throughout your life are at your library.

Goal: All ages realize their library offers topics in a variety of formats they find captivating and enriching to their lives.

Goal: Residents see their library as a resource for introductions to an assortment of cultural, civic and/or community interests.

VISIT A COMFORTABLE PLACE: PUBLIC & VIRTUAL PLACES

Your library has safe and welcoming physical places to meet and interact with others or to sit quietly and read and has open and accessible virtual spaces that support social networking.

Goal: All ages appreciate their library for its designated places for quiet reading or studying and as a place for social or business activities.

Goal: All ages recognize their library as a great place both physically and virtually to interact with others due to the noteworthy opportunities provided.

KNOW HOW TO FIND, EVALUATE & USE INFORMATION: INFORMATION FLUENCY

When you need information to resolve an issue or answer a question, you have the skills to search for, locate, evaluate, and effectively use information to meet your needs.

Goal: All visitors can expect library staff to have up-to-date knowledge, skills, and abilities to deliver library services.

Goal: All ages can expect friendly guidance on how to locate the best information resources to meet their request or needs.

CONNECT TO THE ONLINE WORLD: PUBLIC INTERNET ACCESS

Your library has high-speed access to the digital world with no unnecessary restrictions or fees to ensure that you can take advantage of the ever-growing resources and services available through the Internet.

Goal: All ages discover that their library has current equipment, tools and training for the public to responsibly access the digital world.

Goal: Adults understand that using the Internet is beneficial to development for all ages.

Goal: All ages recognize and use their library's website and its resources as an extension of the physical library.

2009-2010 Service Response Goals for the Del City Library

VISIT A COMFORTABLE PLACE: PUBLIC & VIRTUAL PLACES

Goal: All ages appreciate their library for its designated places for quiet reading or studying and as a place for social or business activities.

1. Manager of Library Operations will continue to work with the City of Del City on the possibility of expanding the library.

2. Request task chairs for computer area for the FY2010 budget. Chairs with wheels will cause less wear and tear on the carpet.

CONNECT TO THE ONLINE WORLD: PUBLIC INTERNET ACCESS

Goal: Adults understand that using the Internet is beneficial to development for all ages.

1. Review library policies, VF 211 Citizen's Bill of Library Rights and VF 222 Free Access to Libraries for Minors, with staff as a reminder that library materials and services are for all ages.

2. Make the copies of VF 211 Citizen's Bill of Library Rights and VF 222 Free Access to Libraries for Minors easily accessible for staff to hand out to customers that complain about children or teens use of the public computers.

Goal: All ages recognize and use their library's website and its resources as an extension of the physical library.

1. Create signage in different areas of the library promoting the library website for material reservations, downloadable audio books, online databases, etc.

2007-2008 Service Response Goals Completed

♦ **Lifelong Learning Objective**
       The Del City Library's Adult/Senior Services Librarian will seek out Del City senior living centers and nursing homes. Contact will be made with coordinators of these facilities. The Adult/Senior Services Librarian will work with the coordinators to plan at least one visit a year with the residents of these facilities.

The Adult Services Librarian hired a musician to present a Music Now Workshop at the Timberwood Assisted Living Center on 6/24/08. The musician brought several keyboards and encouraged the residents to play along with him. Thirty residents were present.

Career and Business Information Objective
       The Del City Library will provide a job or resume writing workshop.

A Resume Help class was conducted 09/18/07 with 6 in attendance. Librarians also often help customers get started on resumes and job applications on the public computers.

Current Topics & Popular Titles Objective
       The Del City Library will provide topical bibliographies and Read-A-Like flyers for our customers. We will provide one new bibliography or Read-A-Like flyer each month.

Bibliographies were created by all five of the librarians at Del City Library. These bibliographies included: Dementia, Movies Made Into Books, Banned Books 2007, Classic Romances, If You Like Books by Omar Tyree…, YA Friendship, Christian Fiction Authors, Ghosts, Bug Books, Friendship Books for Teens, and Counting Books.

Community Referral Objective
       The Del City Library's Children and Teen Services Librarians will mail flyers of upcoming programs to Del City and area schools each month during the school year. These flyers will promote participation in the programs and could reach students who previously have not used the library.

The Children and Teen Librarians mailed flyers to schools and to individuals throughout the year. Fran also sends monthly emails about library programs to the Del City Chamber of Commerce, which they forward to all members.

Cultural Awareness & Local History Objective
       The Del City Library's Children's Services Librarian will provide story times on Oklahoma History to help celebrate the Oklahoma Centennial.

Oklahoma History Storytimes presented:
Celebrating the Oklahoma Centennial: Sports Heroes Storytimes – 8/28/07
Oklahoma Inventors Storytime – 9/25/07
Oklahoma Nature Storytime – 10/23/07
Oklahoma Birthday Storyime – 11/6/07