ODL Annual Report - Fiscal Year: 2006

☑ Finalized ☐ Approved

Library: **DEL CITY BRANCH LIBRARY**

Library Data and Demographics

☑ Section Finalized   Estimated Data? NO

Name:	DEL CITY BRANCH LIBRARY
County:	OKLAHOMA Type: BR

Mail Address: SAME AS ST. ADDRESS

Street Address: 4509 S E 15

City: DEL CITY   Zip: 73115-3098   73115-3098
(Street)   (Mail)

Phone: 405-672-1377   Fax: 405-670-9668

Toll Free - 800#:

Director's Email: kprince@metrolibrary.org

Library's Web Page: www.metrolibrary.org

Population:

	Adult	Juvenile	Total
City:	16,174	5,771	21,945
County:	509,359	175,184	684,543

County Service Area: 718 Square Miles   Do you serve all in county w/o charge? YES

If NO, Describe:

Director/Librarian: KATRINA PRINCE

Person Completing: Stuart Williamson

Number Of Branches: 0   BookMobiles: 0   Other Outlets: 0

Note:

Total Staff FTE 9.298	MLS FTE 2	Librarian FTE: 2	Other FTE: 5.298

Library Data and Demographics(2)

Square Footage For Library: 8000   Do you have meeting rooms?   YES

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

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?   N

Total amount spent of building maintenance and/or rent: $23,158.00

Building maintenance and/or rent paid by: SYSTEM

   -- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Earnest Istook

Oklahoma House District: H-94 Kevin Calvey

Oklahoma Senate District: S-43 Jim Reynolds

Holdings

☑ Section Finalized   Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	32,167	30,237	7,202	10,159
Juvenile:	17,806	16,560	3,702	2,852
Total Bound:	**49,973**	**46,797**	**10,904**	**13,011**
Unbound Current Serial Subscriptions (Non Electronic)	135.00	135.00	3.00	0.00
Total Printed Materials:	**50,108.00**	**46,932**	**10,907**	**13,011**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,151.00	3,151.00	892.00	881.00
Video Materials:	2,058.00	2,058.00	1,096.00	1,217.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	66.00	43.00	8.00	0.00
Total Electronic Materials:	**66.00**	**43**	**8**	**0**

Database Detail:	
- Paid by your Library	161
- by other coop	0
- by State Library	23

Library Hours

☑ Section Finalized

	Main/HQ		
Hours open per week:	65.00	Total Annual Hours:	3,380.00
Hours after 5pm M-F:	17.00		
Hours Sat, Sun:	8.00		
Days Closed for Holidays:	13.00		

Regular Hours

	Period 1		**Period 2**		**Period 3**	
Sun						
Mon:	9:00am	9:00pm				
Tues:	9:00am	9:00pm				
Wed:	9:00am	9:00pm				
Thurs:	9:00am	9:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

Total Regular Hours Per Week   65.00

Summer Hours

	Period 1		**Period 2**		**Period 3**	
Sun						
Mon:	9:00am	9:00pm				
Tues:	9:00am	9:00pm				
Wed:	9:00am	9:00pm				
Thurs:	9:00am	9:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

Total Summer Hours Per Week   65.00

Reference/Circulation

☑ Section Finalized   Estimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	**Total:**
178,879	75,431	254,310

Annual Circulation Transactions Per Capita: 11.59

Borrowers

☑ Section Finalized   Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	**Total:**
14,693	5,853	20,546

Number of Family Cards: 0

Re-Register? YES

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

Programs/InterLibrary

☑ Section Finalized   Estimated Data?   NO

Programs		Number	Attendance
Summer 6/05 - 8/05	Note: Last Years Program	13	1754
Other programs for children 7/05 - 6/06		65	3174
Programs given for adults 7/05 - 6/06		48	852
Programs given for teens 7/05 - 6/06		7	170
Total Programs:		**133**	**5950**
Program Attendance Per Capita:			0.27

Continuing Education/Internet Use   ☑ Section Finalized   Estimated Data?   NO

Continuing Education

# of Staff	# of Board	Total CEs
13	0	37

Electronic Service and Internet Use

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

Does your library have internet access?   YES

Number of users annually   33446

Number of Headquarter/Main Internet Stations?   Total

Public   8   Staff: 8   Shared   0   16

Internet access is via: DEDICATED
Internet have WIFI?:   YES
Type of connection: OTHER   100MB
Does your library use an internet filter   Y
- If yes, which filter: SmartFilter Bess Ed

Does your have a web page?

- Update When?

- Which Software?

- Hosted Where?

Salaries and Benefits   ☑ Section Finalized   Estimated Data?   NO

Salaries

Beginning Librarian's Annual Salary:	$33,093
Director's Current Annual Salary:	$44,450
Director's Hours Per Week:	40
Salary @ On 5.15 per hour:	$10,712

Other Salaries   (Annual)

Assistant or Deputy Director (Avg)	$0	Department Head	$70,990
Information Technology Director:	$77,896	Selector:	$53,321

☑ Section Finalized

Board/Staff Data

Months The Board Meets

☑ Jan   ☑ Feb   ☑ Mar   ☑ Apr   ☑ May   ☑ Jun

☑ Jul   ☑ Aug   ☑ Sep   ☑ Oct   ☑ Nov   ☑ Dec

Board meeting time:	3:30pm
In which week?	3rd
Day of week:	THUR
MeetFrequency	MONTHLY

Number of Board Members:	0
Number of Staff Members:	13

Equipment

☑ Section Finalized

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

Number of microcomputers:

Public: 15

Staff: 8   Automated Public Access Catalog?   YES

Shared: 0   Number of OPACs only: 4

Policies and Catalog

☑ Section Finalized

Policies

Friends of Library Group?	NO	Local Literacy Program?	NO

Friends Contact Name and Address

Literacy Contact Name Phone

Written statement of purpose?   YES   2005   Year last reviewed