

# ODL Annual Report - Fiscal Year: 2009

☒ Finalized ☒ Approved

Library: **DEL CITY LIBRARY**

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	<input type="text" value="DEL CITY LIBRARY"/>		
County:	<input type="text" value="OKLAHOMA"/>	Type:	<input type="text" value="BR"/>
Mail Address:	<input type="text" value="SAME AS ST. ADDRESS"/>		
Street Address:	<input type="text" value="4509 S E 15"/>		
City:	<input type="text" value="DEL CITY"/>	Zip:	<input type="text" value="73115-3098"/> <input type="text" value="73115-3098"/>
		(Street)	(Mail)
Phone:	<input type="text" value="405-672-1377"/>	Fax:	<input type="text" value="405-606-3292"/>
Toll Free - 800#:	<input type="text"/>		
Director's Email:	<input type="text" value="jrahming@metrolibrary.org"/>		
Library's Web Page:	<input type="text" value="www.metrolibrary.org"/>		
Population:	Adult	Juvenile	Total
City:	<input type="text" value="30,079"/>	<input type="text" value="10,732"/>	<input type="text" value="40,811"/>
County:	<input type="text" value="525,784"/>	<input type="text" value="180,833"/>	<input type="text" value="706,617"/>
County Service Area:	<input type="text" value="718"/> Square Miles	Do you serve all in county w/o charge? <input type="text" value="YES"/>	
		If NO, Describe: <input type="text"/>	

Director/Librarian:

Person Completing:

Number Of Branches:  BookMobiles:  Other Outlets:

Note:

Total Staff FTE	<input type="text" value="10.28"/>	MLS FTE	<input type="text" value="1"/>	Librarian FTE:	<input type="text" value="3.13"/>	Other FTE:	<input type="text" value="6.15"/>
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## Library Data and Demographics(2)

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Square Footage For Library:       Do you have meeting rooms?

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

Year Built:

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

Total amount spent of building maintenance and/or rent:

Building maintenance and/or rent paid by:

-- Specify if OTHER:

### US/State Districts/Representatives

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

## Holdings

☒ Section FinalizedEstimated Data? 

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	27,492	25,842	6,561	3,590
Juvenile:	16,366	15,220	2,460	1,502
<b>Total Bound:</b>	<b>43,858</b>	<b>41,062</b>	<b>9,021</b>	<b>5,092</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	94.00	94.00	1.00	2.00
<b>Total Printed Materials:</b>	<b>43,952.00</b>	<b>41,156</b>	<b>9,022</b>	<b>5,094</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,321.00	3,321.00	973.00	700.00
Video Materials:	2,610.00	2,610.00	889.00	322.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	70.00	70.00	7.00	0.00
<b>Total Electronic Materials:</b>	<b>70.00</b>	<b>70</b>	<b>7</b>	<b>0</b>

## Database Detail:

- Paid by your Library	47
- by other coop	0
- by State Library	23

## Licensed Databases:

Ancestry.com, Auto Repair Reference Center,  
Dun and Bradstreet, HeritageQuest, Learning  
Express, Mitchell Repair (auto), NewsBank,

## Library Hours

☒ Section Finalized

	Main/HQ	
Hours open per week:	<input type="text" value="65.00"/>	Total Annual Hours: <input type="text" value="3,380.00"/>
Hours after 5pm M-F:	<input type="text" value="17.00"/>	
Hours Sat, Sun:	<input type="text" value="8.00"/>	
Days Closed for Holidays:	<input type="text" value="10.00"/>	

### Regular 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" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="9:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="9:00am"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="9:00am"/>	<input type="text" value="5:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Regular Hours Per Week 65.00**

### 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 Estimated Data?

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### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="155,865"/>	<input type="text" value="69,214"/>	<input type="text" value="225,079"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

## Borrowers

☒ Section Finalized Estimated Data?

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### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="15,050"/>	<input type="text" value="5,903"/>	<input type="text" value="20,953"/>

Number of Family Cards:

Re-Register?

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

## Programs/InterLibrary

☒ Section Finalized      Estimated Data?

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Programs		Number	Attendance
Summer 6/08 - 8/08	Note: Last Years Program	9	2562
Other programs for children	7/08 - 6/09	85	2055
Programs given for adults	7/08 - 6/09	94	1593
Summer Teens 6/08 - 8/08	Note: Last Years Program	4	212
Programs given for teens	7/08 - 6/09	18	323
Total Programs:		210	6745
Program Attendance Per Capita:			0.17

## Continuing Education/Internet Use

☒ Section Finalized      Estimated Data?

### Continuing Education

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# of Staff	# of Board	Total CEs
<input type="text" value="13"/>	<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="12"/>	Staff: <input type="text" value="9"/>	Shared <input type="text" value="0"/>	<input type="text" value="21"/>

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter

- If yes, which filter:

Does your have a web page?

- Update When?	<input type="text"/>
- Which Software?	<input type="text"/>
- Hosted Where?	<input type="text"/>

**Salaries and Benefits**☒ Section Finalized Estimated Data? **Salaries**

Beginning Librarian's Annual Salary:	<input type="text" value="\$37,253"/>
Director's Current Annual Salary:	<input type="text" value="\$49,525"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Hourly Wage:	<input type="text" value="\$0.00"/>
Salary @ On \$6.5 per hour:	<input type="text" value="\$13,520"/>

**Other Salaries**

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$0"/>
Information Technology Director:	<input type="text" value="\$0"/>	Selector:	<input type="text" value="\$0"/>

**Board/Staff Data**☒ Section Finalized**Months The Board Meets**

☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun  
☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ Dec

Board meeting time:   
In which week?   
Day of week:   
MeetFrequency

Number of Board Members:   
Number of Staff Members:



## Equipment

☒ Section Finalized

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

### Policies

Friends of Library Group?

Local Literacy Program?

Friends  
Contact  
Name and  
Address

Literacy Contact  
Name \_Phone

Written statement of purpose?

Year last reviewed

**Library Staff**☒ Section Finalized

Last Update with FY

Library: DEL CITY LIBRARY

Staff Count  Total FTE: 

Name	Title:	Type:	Education	Hours	CE?
<b>DUNN, KAEI</b>	Page	<input type="text" value="Other"/>	Not a High School Grad or GED	22.5	Y
FTE: <input type="text" value="0.5625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>EASLEY, CRYSTAL</b>	Circ Clerk	<input type="text" value="Other"/>	Some College	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>EGLE, LINDSAY</b>	Associate Librarian	<input type="text" value="Librarian"/>	College Graduate	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>FIXEL, SHEILA</b>	Circulation Clerk	<input type="text" value="Other"/>	Some College	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>GATES, LEONDREA</b>	Page	<input type="text" value="Other"/>	High School	24	Y
FTE: <input type="text" value="0.6"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>HARBERT, FRANCES</b>	Librarian	<input type="text" value="Librarian"/>	Other Masters	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>HUTCHINS, SUSAN</b>	Associate Librarian	<input type="text" value="Librarian"/>	Other Masters	25	Y
FTE: <input type="text" value="0.625"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>JAMESON, LINDA</b>	Circulation Clerk	<input type="text" value="Other"/>	High School	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>JONES, JENNIFER</b>	Associate Librarian	<input type="text" value="Librarian"/>	College Graduate	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>LOPER, LENA</b>	Page	<input type="text" value="Other"/>	Some College	20	Y
FTE: <input type="text" value="0.5"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>MADISON, ADELAIDA</b>	Page	<input type="text" value="Other"/>	College Graduate	29.6	Y
FTE: <input type="text" value="0.739"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
<b>RAHMING, JAMAR</b>	Manager of Library Ops I	<input type="text" value="MLS"/>	Masters In Library	40	Y
FTE: <input type="text" value="1"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
<b>REDENBAUGH, TERI</b>	Page	<input type="text" value="Other"/>	High School	30	Y
FTE: <input type="text" value="0.75"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	



**Board Members**

☒ Section Finalized

Last Update with FY 2009      Library: DEL CITY LIBRARY

Total Members: 0

,	Home Phone:	Business Phone:
- ,		
Position:	Term Ends:	