

ODL Annual Report - Fiscal Year: 2010

☐ 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="533,289"/> | <input type="text" value="183,415"/> | <input type="text" value="716,704"/> |
| 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="10.11"/> | MLS FTE | <input type="text" value="1"/> | Librarian FTE: | <input type="text" value="2.63"/> | Other FTE: | <input type="text" value="6.49"/> |
|-----------------|------------------------------------|---------|--------------------------------|----------------|-----------------------------------|------------|-----------------------------------|

Library Data and Demographics(2)

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

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

☒ Section FinalizedEstimated Data?

| Printed Materials | Physical Units | Titles | Added | Discarded |
|---|------------------|---------------|--------------|--------------|
| Bound (Books/Serials/Etc.) | | | | |
| Adult: | 28,616 | 26,899 | 6,538 | 5,414 |
| Juvenile: | 15,854 | 14,744 | 2,518 | 3,030 |
| Total Bound: | 44,470 | 41,643 | 9,056 | 8,444 |
| Unbound Current Serial Subscriptions (Non Electronic) | | | | |
| | 93.00 | 92.00 | 6.00 | 7.00 |
| Total Printed Materials: | 44,563.00 | 41,735 | 9,062 | 8,451 |

| Electronic Materials | Physical Units | Titles | Added | Discarded |
|------------------------------------|----------------|-----------|----------|-----------|
| Audio Materials: | 3,058.00 | 3,027.00 | 819.00 | 1,082.00 |
| Video Materials: | 3,182.00 | 3,182.00 | 1,071.00 | 499.00 |
| E-Books: | 0.00 | 0.00 | 0.00 | 0.00 |
| E-Serials: | 0.00 | 0.00 | 0.00 | 0.00 |
| Licensed Databases: | 78.00 | 78.00 | 8.00 | 0.00 |
| Total Electronic Materials: | 78.00 | 78 | 8 | 0 |

Database Detail:

| | |
|------------------------|----|
| - Paid by your Library | 78 |
| - 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, NoveList, NoveList K-8, Reference USA, The

List other Databases:

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?

Annual Circulation Transactions

| | | |
|--------------------------------------|-------------------------------------|--------------------------------------|
| Adult | Juvenile: | Total: |
| <input type="text" value="160,921"/> | <input type="text" value="68,703"/> | <input type="text" value="229,624"/> |

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

☒ Section Finalized Estimated Data?

Number Of Registered Borrowers

| | | |
|-------------------------------------|------------------------------------|-------------------------------------|
| Adult: | Juvenile: | Total: |
| <input type="text" value="15,062"/> | <input type="text" value="5,941"/> | <input type="text" value="21,003"/> |

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?

| Programs | | Number | Attendance |
|---|--------------------------|--------|------------|
| Summer 6/09 - 8/09 | Note: Last Years Program | 13 | 3193 |
| Other programs for children 7/09 - 6/10 | | 81 | 3073 |
| Programs given for adults 7/09 - 6/10 | | 114 | 2608 |
| Summer Teens 6/09 - 8/09 | Note: Last Years Program | 4 | 340 |
| Programs given for teens 7/09 - 6/10 | | 24 | 415 |
| Total Programs: | | 236 | 9629 |
| Program Attendance Per Capita: | | | 0.24 |

Continuing Education/Internet Use

☒ Section Finalized Estimated Data?

Continuing Education

| # of Staff | # of Board | Total CEs |
|---------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="13"/> | <input type="text" value="0"/> | <input type="text" value="15"/> |

Electronic Service and Internet Use

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="\$38,750"/> |
| Director's Current Annual Salary: | <input type="text" value="\$51,522"/> |
| Director's Hours Per Week: | <input type="text" value="40"/> |
| Hourly Wage: | <input type="text" value="\$0.00"/> |
| Salary @ On \$6.55 per hour: | <input type="text" value="\$13,624"/> |

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?

Microfilm/Fiche Reader/Printer?

Microcomputers?

Number of microcomputers:

Public:

Staff:

Shared:

Automated Circulation System?

Which automation system?

Windows Based?

Automated Public Access Catalog?

Number of OPACs only:

Policies and Catalog

☒ Section Finalized

Policies

Friends of Library Group?

Friends
Contact
Name and
Address

Local Literacy Program?

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

Library: DEL CITY LIBRARY

Staff Count 14 Total FTE: 10.11

| Name | Title: | Type: | Education | Hours | CE? |
|--------------------------|-----------------------------|-----------|-------------------------------|--------------------|-----|
| DESHIELD, WILLIAM | Page | Other | High School | 24.8 | N |
| FTE: 0.6188 | Certification: Certified? N | Level: | Year: | Hired This Year? Y | |
| DUNN, KAEI | Page | Other | Not a High School Grad or GED | 13.3 | Y |
| FTE: 0.3313 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| EASLEY, CRYSTAL | Circ Clerk | Other | Some College | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| EGLE, LINDSAY | Associate Librarian | Librarian | College Graduate | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| FIXEL, SHEILA | Circulation Clerk | Other | Some College | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| HARBERT, FRANCES | Librarian | Librarian | Other Masters | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| HOSANG, PATRICK | Page | Other | High School | 17.8 | Y |
| FTE: 0.4438 | Certification: Certified? N | Level: | Year: | Hired This Year? Y | |
| HUTCHINS, SUSAN | Associate Librarian | Librarian | Other Masters | 25 | Y |
| FTE: 0.625 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| JAMESON, LINDA | Circulation Clerk | Other | High School | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| LAW, SHAYLA | Page | Other | Some College | 21.9 | Y |
| FTE: 0.547 | Certification: Certified? N | Level: | Year: | Hired This Year? Y | |
| MADISON, ADELAIDA | Page | Other | College Graduate | 4 | Y |
| FTE: 0.1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| RAHMING, JAMAR | Manager of Library Ops I | MLS | Masters In Library | 40 | Y |
| FTE: 1 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |
| REDENBAUGH, TERI | Page | Other | High School | 30 | Y |
| FTE: 0.75 | Certification: Certified? N | Level: | Year: | Hired This Year? N | |

| | | | | | | |
|------------------|-------|----------------|--------------|-------------|-------|--------------------|
| WILLIAMS, KENDRA | | Page | Other | High School | 27.9 | Y |
| FTE: | 0.697 | Certification: | Certified? N | Level: | Year: | Hired This Year? Y |

Board Members

☒ Section Finalized

Last Update with FY 2010 Library: DEL CITY LIBRARY

Total Members: 0

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