

ODL Annual Report - Fiscal Year: 2011

Finalized YESApproved YESLibrary: **DEL CITY LIBRARY**

ID: 9453

Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	DEL CITY LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	4509 S E 15		
City:	DEL CITY	Zip:	73115-3098 (Street) (Mail)
Phone:	405-672-1377	Fax:	405-606-3292
Toll Free - 800#:			
Director's Email:	tmcamis@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	30,079	10,732	40,811
County:	537,515	181,118	718,633
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u> If NO, Describe:

Director/Librarian:	Tera McAmis		
Person Completing:	Kay Bauman		
City Manager/Mayor:			
Number Of Branches:	0	BookMobiles:	0
		Other Outlets:	0
Number Of Other Outlets:			

Note: City pop from MLS defined service area 2008

Total Staff FTE	11	MLS FTE	1	Librarian FTE:	2.63	Other FTE:	6.37
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Library Data and Demographics(2)

Square Footage For Library:	<input type="text" value="8,000"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1966"/>		
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="\$22,758"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

US/State Districts/Representatives

U.S. Congressional District:	<input type="text" value="USH-5 Lankford, James"/>
Oklahoma House District:	<input type="text" value="H-94 Inman, Scott"/>
Oklahoma Senate District:	<input type="text" value="S-43 Reynolds, Jim (R)"/>

Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	<input type="text" value="28,947"/>	<input type="text" value="27,210"/>	<input type="text" value="6,692"/>	<input type="text" value="6,361"/>
Juvenile:	<input type="text" value="14,705"/>	<input type="text" value="13,675"/>	<input type="text" value="2,355"/>	<input type="text" value="3,504"/>
Total Bound:	<input type="text" value="43,652"/>	<input type="text" value="40,885"/>	<input type="text" value="9,047"/>	<input type="text" value="9,865"/>
Unbound Current Serial Subscriptions (Non Electronic)				
	<input type="text" value="98"/>	<input type="text" value="98"/>	<input type="text" value="5"/>	<input type="text" value="0"/>
Total Printed Materials:				
	<input type="text" value="43,750"/>	<input type="text" value="40,983"/>	<input type="text" value="9,052"/>	<input type="text" value="9,865"/>
Electronic Materials				
Audio Materials:	<input type="text" value="2,812"/>	<input type="text" value="2,784"/>	<input type="text" value="893"/>	<input type="text" value="1,139"/>
Downloadable Audio Titles:	<input type="text" value="0"/>			
Video Materials:	<input type="text" value="3,670"/>	<input type="text" value="3,633"/>	<input type="text" value="1,252"/>	<input type="text" value="764"/>
Downloadable Video Titles:	<input type="text" value="0"/>			
E-Books:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
E-Serials:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Licensed Databases:	<input type="text" value="95"/>	<input type="text" value="95"/>	<input type="text" value="23"/>	<input type="text" value="6"/>
Total Electronic Materials:	<input type="text" value="95"/>	<input type="text" value="95"/>	<input type="text" value="23"/>	<input type="text" value="6"/>
<div> Database Detail: <div> - Paid by your Library <input type="text" value="95"/> </div> <div> - by other coop <input type="text" value="0"/> </div> <div> - by State Library <input type="text" value="35"/> </div> </div>				
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList, NoveList K-8, Reference USA,			
Other Databases:	<input type="text"/>			

Library Hours

Section Finalized YES

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="11.00"/>		
Weeks open per year:	<input type="text" value="52.00"/>		

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="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						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 YES

Estimated Data? NO

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="148,848"/>	<input type="text" value="64,032"/>	<input type="text" value="212,880"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

Borrowers

Section Finalized YES

Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="14,817"/>	<input type="text" value="5,676"/>	<input type="text" value="20,493"/>

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

Programs	Number	Attendance
Summer 6/10 - 8/10 Note: Last Years Program	23	3,492
Other programs for children 7/10 - 6/11	46	2,001
Programs given for adults 7/10 - 6/11	34	777
Summer Teens 6/10 - 8/10 Note: Last Years Program	8	424
Programs given for teens 7/10 - 6/11	9	95
Total Programs:		120 6,789
Program Attendance Per Capita:		0.17

Continuing Education

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

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="10"/> 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:	\$52,540.00
Director's Current Annual Salary:	\$52,540.00
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: 15

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: **2011** Library: **DEL CITY LIBRARY**

Name Staff Count: 15 Total FTE: 10

	Title:	Type:	Education	Hours	CE?
DUNN, ALMA	Library Page	Other		34.17	Y
FTE: <input type="text" value="0.85"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? Y	
DUNN, KAELI	Page	Other		20.00	Y
FTE: <input type="text" value="0.50"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	
EASLEY, CRYSTAL	Circ Clerk	Other		40.00	Y
FTE: <input type="text" value="1.00"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? N	

EGLE, LINDSAY	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
FIXEL, SHEILA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
HUTCHINS, SUSAN	Associate Librarian	Librarian	25.00	Y
FTE: 0.63	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
JAMESON, LINDA	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
LAFOLLETTE, TULIN	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
LOUDERBACK, LAURA	Library Page	Other	16.71	Y
FTE: 0.42	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>
MADISON, ADELAIDA	Page	Other	20.54	Y
FTE: 0.51	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
MCAMIS, TERA	Manager of Lib Op I	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>
REDENBAUGH, TERI	Page	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>
SOLES, JEANIE	Library Page	Other	17.79	Y
FTE: 0.44	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>
VACANT,	Librarian		40.00	
FTE: 1.00	Certification: Certified? <input type="text"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="Y"/>
WILLIAMS, KENDRA	Page	Other	5.67	Y
FTE: 0.14	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>

Board Members

Section Finalized

Last Update with FY: **2011** Library: **DEL CITY LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: