

Del City Library Service Plan 2007-2008

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.

A Profile of Del City

Population of Del City 22,128 (2000 Census)

Population by Race:

77% - White

15% - Black

6% - American Indian/Alaska Native

2% - Asian

2% - Other

Average Household Income \$32,218

Del City is only minutes from downtown Oklahoma City's Bricktown entertainment area. Rose State College is located in Del 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.

Operating Hours

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

Monday-Thursday
9:00am-9:00pm

Friday
9:00am-6:00pm

Saturday
9:00am-5:00pm

Library Services

The Del City Library has over 55,000 items for customer use.

Volumes by Media Type:

| Media Type | Number of Volumes |
|------------------------------------|-------------------|
| Books | 44,397 |
| Periodicals | 5,576 |
| Audio Cassettes (Books on Tape) | 551 |
| Audio CDs (Books on CD) | 909 |
| Music CDs | 1,699 |
| Videocassettes | 929 |
| DVDs | 1,129 |
| Total Volumes | 55,190 |

Volumes by Reading Level:

| Reading Level | Number of Volumes |
|---------------------------------|-------------------|
| Easy (Birth-K) | 5,027 |
| Reader (1st-2nd grade) | 1,612 |
| Tween (3rd-4th grade) | 3,679 |
| Juvenile (5th-6th grade) | 7,425 |
| Young Adult (7th-12th grade) | 4,523 |
| Adult | 36,659 |
| Total Volumes | 55,190 |

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
- 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

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.

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 four catalog computers for public use. There are currently eight 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

The Children's Librarian plans to present the following programs during the year:

- 8 elementary (grades 1-6)
- 9 morning story times (ages 1-5)
- 10 evening story times (ages 4-8)
- 6 Pre-School Aerobics & Story Times
(ages 1-5)
- 1 Family Place Series
- 10 Play Times (ages 10 mo.-3 1/2 years)

The Young Adult Services Librarian plans to present 12 programs during the year, including programs on the following topics:
Book or Movie Talks, Careers, Cultures, Crafts

The Adult/Senior Services Librarian plans to present 12 programs during the year, including book clubs, job workshops, and craft programs. At least two visits will be made to area retirement centers.

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 |
| Librarians, Full-Time | 2 |
| Librarians, Part-Time | 2 |
| Circulation Clerks, Full-Time | 3 |
| Pages, Part-Time | 5 |
| Total Staff | 13 |

Budget Total

The Del City Library budget for the 2006-2007 fiscal year is \$985,133.20.

Annual Circulation July 2005-2006

Circulation by Media Type:

| Media Type | Number of Volumes |
|------------------------------------|-------------------|
| Books | 177,753 |
| Periodicals | 5,638 |
| Audio Cassettes (Books on Tape) | 4,197 |
| Audio CDs (Books on CD) | 8,598 |
| Music CDs | 22,108 |
| Videocassettes | 27,398 |
| DVDs | 15,225 |
| Total | 260,917 |

Circulation by Reading Level:

| Reading Level | Number of Volumes |
|---------------------------------|-------------------|
| Easy (Birth-K) | 32,426 |
| Reader (1st-2nd grade) | 7,597 |
| Tween (3rd-4th grade) | 12,396 |
| Juvenile (5th-6th grade) | 26,109 |
| Young Adult (7th-12th grade) | 4,523 |
| Adult | 177,866 |
| Total | 260,917 |

MLS Strategic Plan 2002-2007 Service Responses

Lifelong Learning: The Library will provide services that address self-directed, personal development opportunities.

Career & Business Information: The Library will provide services and resources to serve the need for information related to business, career, work, entrepreneurship, personal finances, and obtaining employment.

Current Topics & Popular Titles: The Library will provide current topics and popular titles to help fulfill community residents' appetite for information about popular, cultural, and social trends and their desire for satisfying recreational experiences.

General Information: The Library will provide services for the information and technology needs of this community on a broad array of topics related to work, school and personal life.

The Library will provide a staff skillful in determining users' needs and in locating relevant information that satisfies those needs.

The Library will provide friendly and efficient customer service consistently exceeding customer expectations.

Community Referral: The Library will cultivate and maintain strategic relationships with local organizations to improve the local awareness of the economic and informational value of libraries to a community.

Cultural Awareness & Local History: The Library will offer services that cultivate an understanding of world cultures.

The Library will provide services that cultivate local history and genealogy.

Public Place: The Library will provide services that inform the public and meet the needs of people to interact with others and participate in public discourse about community issues.

2007-2008 Service Responses for the Del City Library

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.

Career and Business Information Objective

The Del City Library will provide a job or resume writing workshop.

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.

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.

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.

2005-2006 Service Response Goals Completed

♦We will strive to build a **collection of materials** to meet our customers' informational and recreational needs.

This is an ongoing project the Del City Staff accomplishes by evaluating the collection, listening to customers, and working with the materials selection staff.

♦We will provide **quality programming** to appeal to the children, teens, adults and Seniors of Del City and surrounding communities.

| 2005-2006 Program Goals: | Goal Status: |
|--------------------------------|---|
| 10 Elementary Programs | Eleven general elementary programs were presented with 381 total in attendance. Five Developmental Screenings were offered through the Health Department, with 48 total in attendance. Nine events were offered through Outreach, with 1,656 total in attendance. |
| 2 Parent/Child Workshop Series | One Parent/Child Workshop Series was offered in January, with 76 total in attendance. The library was directed to present only one series, and the Midwest City Library offered the second. |

| | |
|------------------------|---|
| 8 Playtimes | Ten Playtimes were offered, with 142 total in attendance. |
| 19 Story/Toddler times | Nineteen story time programs were presented, with 321 total in attendance. |
| 6 Pre-School Aerobics | Six Pre-School Aerobics programs were offered, with 100 total in attendance. |
| 3 Teen Programs | Three teen programs were offered, including a book club, with 18 total in attendance. Outreach presented 4 programs, with 59 total in attendance. |
| 2 Adult Programs | Five programs were offered. Two book clubs were presented with a total of 7 in attendance. A book talk and signing by a local author was attended by 12 customers. One craft class was presented with 5 in attendance. AARP met at the library 32 times and completed tax forms for 418 people. |
| 1 Senior Program | Two programs were offered. Senior Coffee Hour was offered with 5 in attendance. A Medicare Prescription Drug Plan Sign-Up was offered with 75 in attendance. The ReadFest program had 86 participants. |

♦We will provide a **safe and inviting environment** for our customers and for our library staff.

All staff members completed quarterly safety trainings. The Manager of Library Operations conducted quarterly safety checklists and any problems were given to maintenance to repair.

♦We will recruit and empower a **service-oriented library staff** and will provide opportunities for their professional development.

The Manager of Library Operations looks for applicants who will work well within the library system. All full-time employees are required to attend yearly training to develop and enhance their skills. Part-time employees are also encouraged to attend trainings.

♦We will **promote and publicize** the services and programs of the Del City Library and of the Metropolitan Library System to heighten awareness of the library and the library system.

Del City Library's programming librarians create flyers for all of their programs. These flyers are posted in the library, and they are mailed out to individuals who have attended other programs. Program information is emailed to Chamber of Commerce members monthly. Program information is also posted in the Mid-Del Sun.