

Del City Library Service Plan 2008-2009

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 47,000 items for customer use.

Volumes by Media Type:

Media Type	Number of Volumes
Books	40,407
Periodicals	2,501
Audio Cassettes (Books on Tape)	316
Audio CDs (Books on CD)	1,022
Music CDs	1,681
VHS	45
DVDs	1,523
Total Volumes	47,495

Volumes by Reading Level:

Reading Level	Number of Volumes
Easy (Birth-K)	5,063
Reader (1st-2nd grade)	1,334
Tween (3rd-4th grade)	3,551
Juvenile (5th-6th grade)	6,779
Young Adult (7th-12th grade)	1,112
Adult	29,656
Total Volumes	47,495

FY2006-2007

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.

Store up to 500 items in a virtual shopping cart for later use.

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. Customers can now download audio books to their computers or MP3 players by using Emedia.

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 ten 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

Programs are offered for all ages. The Del City Library provides Storytimes every month of the year. Preschool Aerobics & Storytimes and Open Playtimes are also presented for our young customers. Programs for elementary children are presented by the children's librarian and the library's outreach department. 1-2-3 Come Play With Me workshops for 10 month-3 year olds and their parents are offered twice a year.

Programs for teens are offered every month of the year, including book clubs, crafts, informational programs, job programs, and cultural programs. The annual Summer Reading Program is offered for both children and teens, with programs and prizes for reading.

A variety of programs is offered for adults and seniors. Craft classes, government information forums, and book clubs are a few of the programs offered in the past. One-on-one computer training is offered several times a month. AARP volunteers help hundreds of customers with their taxes each year. The Adult Services Librarian visits area nursing homes and assisted living centers each year.

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 FTE
Librarians	3 FTE
Circulation Clerks	3 FTE
Pages	3 FTE
Total FTE Staff	10 FTE

12 total staff members currently work at the Del City Library.

Budget Total

The Del City Library budget for the FY2007-2008 is \$1,146,661.08.

Annual Circulation FY2006-2007

Circulation by Media Type:

Media Type	Number of Volumes
Books	168,966
Periodicals	5,012
Audio Cassettes (Books on Tape)	3,155
Audio CDs (Books on CD)	10,416
Music CDs	21,463
Videocassettes	5,373
DVDs	22,280
Total	236,665

Circulation by Reading Level:

Reading Level	Number of Volumes
Easy (Birth-K)	21,236
Reader (1st-2nd grade)	7,388
Tween (3rd-4th grade)	10,922
Juvenile (5th-6th grade)	22,813
Young Adult (7th-12th grade)	6,231
Adult	168,075
Total	236,665

MLS Strategic Plan Service Responses

YOUR INVITING, INNOVATIVE LINK TO THE WORLD.

SATISFY CURIOSITY: LIFELONG LEARNING

The resources you need to explore topics of personal interest and continue to learn throughout your life are at your library.

Goal: All ages realize their library offers topics in a variety of formats they find captivating and enriching to their lives.

Goal: Residents see their library as a resource for introductions to an assortment of cultural, civic and/or community interests.

VISIT A COMFORTABLE PLACE: PUBLIC & VIRTUAL PLACES

Your library has safe and welcoming physical places to meet and interact with others or to sit quietly and read and has open and accessible virtual spaces that support social networking.

Goal: All ages appreciate their library for its designated places for quiet reading or studying and as a place for social or business activities.

Goal: All ages recognize their library as a great place both physically and virtually to interact with others due to the noteworthy opportunities provided.

KNOW HOW TO FIND, EVALUATE & USE INFORMATION: INFORMATION FLUENCY

When you need information to resolve an issue or answer a question, you have the skills to search for, locate, evaluate, and effectively use information to meet your needs.

Goal: All visitors can expect library staff to have up-to-date knowledge, skills, and abilities to deliver library services.

Goal: All ages can expect friendly guidance on how to locate the best information resources to meet their request or needs.

CONNECT TO THE ONLINE WORLD: PUBLIC INTERNET ACCESS

Your library has high-speed access to the digital world with no unnecessary restrictions or fees to ensure that you can take advantage of the ever-growing resources and services available through the Internet.

Goal: All ages discover that their library has current equipment, tools and training for the public to responsibly access the digital world.

Goal: Adults understand that using the Internet is beneficial to development for all ages.

Goal: All ages recognize and use their library's website and its resources as an extension of the physical library.

2008-2009 Service Response Goals for the Del City Library

SATISFY CURIOSITY: LIFELONG LEARNING

Goal: Residents see their library as a resource for introductions to an assortment of cultural, civic and/or community interests.

1. Present a College Preparation class for young adults.
2. Present a College Football program to attract more customers to the library who might not of otherwise visited us.
3. Present some Preschool Storytimes on Saturdays to try and bring in more children.

VISIT A COMFORTABLE PLACE: PUBLIC & VIRTUAL PLACES

Goal: All ages appreciate their library for its designated places for quiet reading or studying and as a place for social or business activities.

1. Request replacement of worn carpet for the FY2009 budget.
2. Request task chairs for computer area for the FY2009 budget. Chairs with wheels will cause less wear and tear on the carpet.

KNOW HOW TO FIND, EVALUATE & USE INFORMATION: INFORMATION FLUENCY

Goal: All visitors can expect library staff to have up-to-date knowledge, skills, and abilities to deliver library services.

1. Enroll each full-time librarian in an OLA sponsored workshop.
2. Enroll each part-time librarian in at least one MLS training.
3. Enroll each full-time circulation clerk into the Overview of Databases class to further their knowledge of library resources.

Goal: All ages can expect friendly guidance on how to locate the best information resources to meet their request or needs.

1. Create a plan to increase librarian "roving" to make us more available to customers who might not otherwise ask questions to a librarian sitting behind a desk.

CONNECT TO THE ONLINE WORLD: PUBLIC INTERNET ACCESS

Goal: All ages discover that their library has current equipment, tools and training for the public to responsibly access the digital world.

1. Promote the library's wireless capabilities throughout the community.

Goal: All ages recognize and use their library's website and its resources as an extension of the physical library.

1. Create and distribute bookmarks that promote different library databases quarterly.

2006-2007 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.

This year we looked at the library as a whole to see if our services were balanced. It was decided to lower the quantity of programs being held. This was especially important because of the difficulty at that time to reserve meeting rooms from the community center. Therefore, not all of the children's program goals were met due to this change. Teen and Adult programs did increase because they were being underserved in the area of programming.

2006-2007 Program Goals:	Goal Status:
10 Elementary Programs	Seven general elementary programs were presented with 531 total in attendance. Nine Developmental Screenings were offered through the Health Department, with 74 total in attendance. Seven events were offered through Outreach, with 1,320 total in attendance.
2 Parent/Child Workshop Series	Two Parent/Child Workshop Series were offered in October 2006 and April 2007, with 110 total in attendance.
8 Playtimes	Seven Playtimes were offered, with 141 total in attendance.
19 Story/Toddler times	Fourteen story time programs were presented, with 304 total in attendance.
6 Pre-School Aerobics	Four Pre-School Aerobics programs were offered, with 76 total in attendance.
3 Teen Programs	Eight teen programs were offered with 80 total in attendance. Outreach presented 3 programs, with 22 total in attendance.
2 Adult Programs	Eighteen programs were offered with 253 in attendance. AARP met at the library 32 times and completed tax forms for 379 people. Thirty-one one on one computer trainings were held.
1 Senior Program	Two programs were offered with 24 in attendance. The ReadFest program had 209 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* and Rose State College's *15th Street News*. The Children's Librarian emails program information to customers who have provided email addresses.