

# ODL Annual Report - Fiscal Year: 2012

Finalized YESApproved YESLibrary: **DEL CITY LIBRARY**

ID: 9674

## 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 SE 15th Street		
City:	Del City	Zip:	73115-3098 (Street) (Mail)
Phone:	405-672-1377	Fax:	405-606-3292
Toll Free - 800#:			
Director's Email:	dmcghee@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	15,463	6,283	21,746
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:	Devin McGhee		
Person Completing:	Jon Rollman		
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	11.56	MLS FTE	1	Librarian FTE:	3.13	Other FTE:	6.44
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# Library Data and Demographics(2)

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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="\$19,536"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

## US/State Districts/Representatives

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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 Childers, Greg (R)"/>

# Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	28,460	26,752	6,766	7,253
Juvenile:	15,392	14,468	2,755	2,068
<b>Total Bound:</b>	<b>43,852</b>	<b>41,220</b>	<b>9,521</b>	<b>9,321</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	101	100	9	6
<b>Total Printed Materials:</b>	<b>43,953</b>	<b>41,320</b>	<b>9,530</b>	<b>9,327</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	3,785	3,558	1,415	442
Downloadable Audio Titles:	0			
Video Materials:	4,206	4,164	1,497	961
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	114	114	20	1
<b>Total Electronic Materials:</b>	<b>114</b>	<b>114</b>	<b>20</b>	<b>1</b>

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	114	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, NewsBank, NoveList, NoveList K-8, Reference USA		
Other Databases:	A to Z Maps Online, A to Z the USA, A to Z World Travel, Academic Search Premier (EbscoHost), AccessScience (McGraw-Hill)		

## Library Hours

Section Finalized YES

### Main/HQ

Hours open per week:	<input type="text" value="70.00"/>	Total Annual Hours:	<input type="text" value="3,640.00"/>
Hours after 5pm M-F:	<input type="text" value="17.00"/>		
Hours Sat, Sun:	<input type="text" value="13.00"/>		
Days Closed for Holidays:	<input type="text" value="10.00"/>		
Weeks open per year:	<input type="text" value="51.00"/>		

### Regular Hours

	Period 1		Period 2		Period 3	
Sun:	<input type="text" value="01:00PM"/>	<input type="text" value="06:00PM"/>	<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						70.00

### 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? YES

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### Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="149,627"/>	<input type="text" value="61,882"/>	<input type="text" value="211,509"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

## Borrowers

Section Finalized YES

Estimated Data? NO

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### 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 YES

Estimated Data? NO

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Programs	Number	Attendance
Summer 6/11 - 8/11      Note: Last Years Program	13	4,842
Other programs for children 7/11 - 6/12	48	960
Programs given for adults 7/11 - 6/12	49	1,484
Summer Teens 6/11 - 8/11      Note: Last Years Program	5	281
Programs given for teens 7/11 - 6/12	30	450
<b>Total Programs:</b>		<b>145      8,017</b>
Program Attendance Per Capita:		0.37

## Continuing Education/Internet Use

Section Finalized YES

Estimated Data? NO

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### Continuing Education

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# of Staff	# of Board	Total CEs
<input type="text" value="14"/>	<input type="text" value="0"/>	<input type="text" value="28"/>

### 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="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:	\$53,872.00
Director's Current Annual Salary:	\$53,872.00
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: 17



## 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: **2012** Library: **DEL CITY LIBRARY**

Name Staff Count: 17 Total FTE: 10.56

	Title:	Type:	Education	Hours	CE?
<b>DUNN, ALMA</b>	Library Aide (P-T)	Other		25.50	Y
FTE: <input type="text" value="0.64"/>	Certification: Certified? <input type="text" value="N"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="text" value="N"/>	
<b>DUNN, KAELI</b>	Library Aide (P-T)	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? <input type="text" value="N"/>	
<b>EASLEY, CRYSTAL</b>	Circulation 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? <input type="text" value="N"/>	

<b>EGLE, LINDSAY</b>	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>FIXEL, SHEILA</b>	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>HERRERIAS, ADELAIDA</b>	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>HUTCHINS, SUSAN</b>	Associate Librarian	Librarian	25.00	Y
FTE: 0.63	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>JAMESON, LINDA</b>	Circulation Clerk	Other	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>LAFOLLETTE, TULIN</b>	Associate Librarian	Librarian	40.00	Y
FTE: 1.00	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>MCCURRY, SALLY</b>	Associate Librarian	Librarian	20.00	Y
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>MCGHEE, DEVIN</b>	Manager of Library Ops I	MLS	40.00	Y
FTE: 1.00	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>REDENBAUGH, TERI</b>	Library Aide (P-T)	Other	20.00	Y
FTE: 0.50	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>SOLES, JEANIE</b>	Library Aide (P-T)	Other	11.50	Y
FTE: 0.29	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>VACANT,</b>	Librarian		20.00	
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>VACANT,</b>	Public Computer Spclst		20.00	
FTE: 0.50	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>VANWINKLE, LAURA</b>	Library Aide (P-T)	Other	25.50	Y
FTE: 0.64	Certification: Certified? <input type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>
<b>WILLIAMS, KENDRA</b>	Library Aide (P-T)	Other	15.00	N
FTE: 0.38	Certification: Certified? <input checked="" type="checkbox"/>	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input checked="" type="checkbox"/>

**Board Members**

Section Finalized

Last Update with FY: **2012**      Library: **DEL CITY LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: