ODL Annual Report - Fiscal Year: 2013

Finalized <u>YES</u>   Approved <u>YES</u>

Library: **DEL CITY LIBRARY**

ID: 9898

Library Data and Demographics

Section Finalized <u>YES</u>   Estimated Data? <u>NO</u>

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 | 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:	27,155	9,626	36,781
County:	553,291	188,490	741,781

County Service Area: | 718 | Square Miles | Do you serve all in county w/o charge? | YES
| | | 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 FY14

| Total Staff FTE | 11.93 | MLS FTE | 1.5 | Librarian FTE: | 3.13 | Other FTE: | 7.3 |

Library Data and Demographics(2)

Square Footage For Library: 8,000   Do you have meeting rooms? YES

Year Built: 1966

Housed in a building owned or maintained by local government or the system? YES

Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report? NO

Total amount spent of building maintenance and/or rent: $14,610

Building maintenance and/or rent paid by: SYSTEM

  -- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Lankford, James

Oklahoma House District: H-94 Inman, Scott

Oklahoma Senate District: S-42 Aldridge, Cliff (R)

Holdings

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	30,718	28,875	7,120	4,862
Juvenile:	16,301	15,323	2,697	1,788
Total Bound:	**47,019**	**44,198**	**9,817**	**6,650**
Unbound				
Current Serial Subscriptions (Non Electronic)	104	104	3	0
Total Printed Materials:	**47,123**	**44,302**	**9,820**	**6,650**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	4,345	4,084	1,181	621
Downloadable Audio Titles:	0			
Video Materials:	4,805	4,757	1,643	1,044
Downloadable Video Titles:	0			
E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	128	128	14	0
Total Electronic Materials:	**128**	**128**	**14**	**0**

Database Detail:	- Paid by your Library	- by other coop	- by State Library
	128	1	35
Licensed Databases:	Ancestry.com, Auto Repair Reference Center, HeritageQuest, Learning Express, Mitchell Repair (auto), Morningstar, New York Times, NewsBank, NoveList, NoveList K-8, Reference		
Other Databases:	A to Z Maps Online A to Z the USA A to Z World Travel		

Library Hours

Main/HQ

Hours open per week:	70.00	Total Annual Hours: 3,640.00
Hours after 5pm M-F:	18.00	
Hours Sat, Sun:	13.00	
Days Closed for Holidays:	12.00	
Weeks open per year:	52.00	

Regular Hours

	Period 1		Period 2		Period 3	
Sun:	01:00PM	06:00PM				
Mon:	09:00AM	09:00PM				
Tues:	09:00AM	09:00PM				
Wed:	09:00AM	09:00PM				
Thurs:	09:00AM	09:00PM				
Fri:	09:00AM	06:00PM				
Sat:	09:00AM	05:00PM				

Total Regular Hours Per Week   70.00

Summer Hours

	Period 1		Period 2		Period 3	
Sun:						
Mon:						
Tues:						
Wed:						
Thurs:						
Fri:						
Sat:						

Total Summer Hours Per Week   0.00

Annual Circulation Transactions

Adult	Juvenile:	**Total:**
148,943	64,523	213,466

Annual Circulation Transactions Per Capita: 5.80

Annual Library Visits: 126,843

Borrowers

Section Finalized YES   Estimated Data? NO

Number Of Registered Borrowers

Adult:	Juvenile:	**Total:**
15,496	5,955	21,451

Number of Family Cards: 0

Re-Register? YES

If no to re-register, describe how borrowing records are kept up to date

Programs		Number	Attendance
Summer 6/12 - 8/12	Note: Last Years Program	32	2,839
Other programs for children 7/12 - 6/13		50	686
Programs given for adults 7/12 - 6/13		119	2,701
Summer Teens 6/12 - 8/12	Note: Last Years Program	7	329
Programs given for teens 7/12 - 6/13		85	776
Total Programs:		**293**	**7,331**
Program Attendance Per Capita:			0.20

Continuing Education

# of Staff	# of Board	Total CEs
17	0	43

Electronic Service and Internet Use

Does your library provide electronic services?   YES
(eg. bibliographic and full-text databases, multimedia, EBSCO)

Does your library have internet access?   YES

Number of users annually   40,599

Number of Headquarter/Main Internet Stations?   Total

Public 12   Staff: 10   Shared 0   22

Internet access is via: DEDICATED

Internet have WIFI?:   YES

Type of connection: OTHER   100 Mbps

Does your library use an internet filter?   YES

- If yes, which filter:

Salaries and Benefits

Section Finalized YES   Estimated Data? NO

Salaries

Beginning Librarian's Annual Salary:	$55,494.00
Director's Current Annual Salary:	$56,805.00
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

X	Jan	X	Feb	X	Mar	X	Apr	X	May	X	Jun
X	Jul	X	Aug	X	Sep	X	Oct	X	Nov	X	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

Photocopier?	YES
Microfilm/Fiche Reader/Printer?	NO
Microcomputers?	YES

Number of microcomputers:

Public:	22
Staff:	10
Shared:	0

Automated Circulation System?	YES
Which automation system?	Other
Windows Based?	YES

Automated Public Access Catalog?	YES
Number of OPACs only:	5

Policies and Catalog

Section Finalized YES

Policies

Friends of Library Group?	NO
Friends Contact Name and Address	
- If NO, has Libary Ever Had Friends?	NO
Written statement of purpose?	YES	2012 < Year last reviewed

Local Literacy Program?	NO
Literacy Contact Name Phone	

Library Staff

Section Finalized

Last Update with FY:	**2013** Library: **DEL CITY LIBRARY**

Name   Staff Count: 17   Total FTE: 11.93

Name	Title:	Type:	Education	Hours	CE?
DUNN, ALMA	Library Aide (P-T)	Other		25.00	Y

FTE: 0.63 Certification: Certified? Level: Year: Hired This Year? N

Name	Title:	Type:	Education	Hours	CE?
DUNN, KAELI	Library Aide (P-T)	Other		20.00	Y

FTE: 0.50 Certification: Certified? Level: Year: Hired This Year? N

Name	Title:	Type:	Education	Hours	CE?
EASLEY, CRYSTAL	Circulation Clerk	Other		40.00	Y

FTE: 1.00 Certification: Certified? Level: Year: Hired This Year? N

EGLE, LINDSAY	Associate Librarian	Librarian			40.00	Y
FTE: 1.00	Certification: Certified?	Level:		Year:	Hired This Year? N	

FIXEL, SHEILA	Circulation Clerk	Other			40.00	Y
FTE: 1.00	Certification: Certified?	Level:		Year:	Hired This Year? N	

HERRERIAS, ADELAIDA	Library Aide (P-T)	Other			20.00	Y
FTE: 0.50	Certification: Certified?	Level:		Year:	Hired This Year? N	

HUTCHINS, SUSAN	Associate Librarian	Librarian			25.00	Y
FTE: 0.63	Certification: Certified?	Level:		Year:	Hired This Year? N	

JAMESON, LINDA	Circulation Clerk	Other			40.00	Y
FTE: 1.00	Certification: Certified?	Level:		Year:	Hired This Year? N	

LAFOLLETTE, TULIN	Associate Librarian	Librarian			40.00	Y
FTE: 1.00	Certification: Certified?	Level:		Year:	Hired This Year? N	

LITTLEAXE, SABRINA	Librarian	MLS			20.00	Y
FTE: 0.50	Certification: Certified?	Level:		Year:	Hired This Year? Y	

MCCURRY, SALLY	Associate Librarian	Librarian			20.00	Y
FTE: 0.50	Certification: Certified?	Level:		Year:	Hired This Year? N	

MCGHEE, DEVIN	Manager of Library Ops I	MLS			40.00	Y
FTE: 1.00	Certification: Certified?	Level:		Year:	Hired This Year? N	

REDENBAUGH, TERI	Library Aide (P-T)	Other			20.00	Y
FTE: 0.50	Certification: Certified?	Level:		Year:	Hired This Year? N	

SOLES, JEANIE	Library Aide (P-T)	Other			21.63	Y
FTE: 0.54	Certification: Certified?	Level:		Year:	Hired This Year? N	

VANWINKLE, LAURA	Library Aide (P-T)	Other			21.50	Y
FTE: 0.54	Certification: Certified?	Level:		Year:	Hired This Year? N	

WILLIAMS, KENDRA	Library Aide (P-T)	Other			26.00	Y
FTE: 0.65	Certification: Certified?	Level:		Year:	Hired This Year? N	

WOODY, SADIE	Public Cmptr Spclst (P-T)	Other			18.00	Y
FTE: 0.45	Certification: Certified?	Level:		Year:	Hired This Year? Y	

Board Members

Last Update with FY: **2013**   Library: **DEL CITY LIBRARY**

Total Members: 0

Home Phone: Business Phone:

- ,

Position: Term Ends: