



The Metropolitan Library System Mission Statement

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 Metropolitan Library System Vision

Your inviting, innovative link to the world!

Current Library Information

The Village Public Library is located at 10307 N Pennsylvania Ave and is an agency of the Metropolitan Library System serving the city of The Village and many Northwest Oklahoma City neighborhoods.

Description of Facility

In 1966, The Village Branch Library opened in a leased storefront at 9304 Penn Place, in the Casady Square Shopping Center. In 1990 the library opened in its current location in a building funded by a temporary sales tax in the City of The Village and enjoys strong support from the city and the Special Friends of the Village Library. This current location enjoys a 14,044 square foot library, which includes a new Children's Reading Room that showcases the commissioned stained-glass mural depicting library-related themes.

Since this building is 20+ years old, there are a few renovations that have been necessary for general up keep. The circulation area is the next large space needing to be updated to complete the changes that began with a new reference desk in 2007 and new carpet in 2008. This facility has a capacity of 70,000 volumes, seating capacity of 113, designated spaces for children and teens and a magazine reading area, includes a multi-purpose meeting room space with a seating capacity of 155 and an outdoor Village Greens a small amphitheater for outdoor programs and events.

Community Profile

The community profile this library serves includes the City of The Village, with a diverse population located in the north side of Oklahoma City, and a portion of the northwest quadrant of Oklahoma City. The two zip codes that we most commonly see when issuing library cards are 73120 and 73114. The population of these two areas combined is 54,191. The boundaries of the city of The Village (zip code 73120) are north to Hefner Road between Waverly and Lakeshore Drive. The south border is Britton Road between Lakeshore Drive

and Ridgeview Drive and Westchester between Ridgeview Drive and Waverly. The city of The Village has four public elementary schools, which are part of the Oklahoma City Public School District and Casady Schools, one large private school, which offers classes for Pre-K through 12th grade. However, within the service area the Village Library we serve students from approximately 15 elementary schools, 4 middle schools and 3 high schools, both public and private, with a large Homeschool community, as well.

The city of The Village is surrounded by several Oklahoma City neighborhoods, which we serve and include as a part of our community or service area. The old Britton area is east of Pennsylvania Avenue to Broadway Extension and extends from Wilshire past 122nd. The Village Library is the closest library to this community adjacent to the City of The Village. The combined community for a three mile radius of the Village Library has a total population of 63,852 according to the 2010 census blocks intersecting radius.

The property adjacent to The Village City Municipal building has just completed development of a new Assisted Living facility is currently developing single dwellings for seniors on the property surrounding this facility. Also recently completed is a new Assisted Living facility on May Ave. just less than 2 miles from the library, which is designed specifically for seniors with Alzheimer’s disease. There are now 23 senior facilities within less than a four mile radius of The Village Library. These facilities were either not built or only recently built when the 2000 census was collected.

The Village Library service area has increased significantly in senior population over the past several years and since 2000 census. While comparing 2010 census reports to the previous information from the 2000 census it shows that the population for citizens in this service area has increased by just less than 1700. The number of seniors living in this area has increased by 1500, which makes up most of the population increase for this area.

Currently the vacant lot west of the library property is being developed with homes and condominiums for a combination of single family and multi-family dwellings. This community will be developed as a walking community with plans to further develop a “town center” with retail and other establishments all within walking distance from our library.

We are located approximately 10 miles north of Downtown Oklahoma City and east of Hefner Lake and a few miles south and east of Edmond’s southeast borders.

Below is a demographic break out of the city of The Village and surrounding communities taken from the 2010 Census, the most recent census information available.

Population Demographics	Number	Household Demographics	Number
Population Total	63,852	Housing Occupancy	
Sex		Total housing units	32,907
Male	47.2%	Owner-occupied	47.7%
Female	52.8%	Renter-occupied	42.3%

Age Breakdown		Vacant Housing	10.0%
Under 5	6.9%	Households	29,617
5 -- 9	6.3%	Families	15,628
10 -- 14	5.8%	Income	
15 --19	5.8%	Household Income Base	29,617
20 -- 24	9.0%	Households w/less than \$15,000	10.3%
25 -- 34	15.6%	Households \$15,000--\$24,999	11.2%
35 -- 44	12.4%	Median household income	\$46,587
45-54	12.4%	Per capita income	\$30,526
55 -- 64	11.0%	Median home value	\$117,199
65 -- 74	6.5%	Median Rent	\$458
75 -- 84	5.3%	Average Rent	\$495
85 +	2.9%		
		Educational Attainment	
Race		Population 25 years and over	42,507
White Alone	63.6%	Less than 9th grade	1.7%
Black Alone	25.4%	9th -- 12th grade, no diploma	5.1%
Hispanic or Latino Alone	7.4%	High school graduates	19.9%
American Indian Alone	1.9%	Some college, no degree	26.2%
Asian or Other Pacific Islander Alone	3.1%	Associate degree	5.2%
Some Other Race Alone	2.8%	Bachelor's degree	27.5%
Two or more Races	3.2%	Graduate of professional degree	14.3%

Service Hours

In September of 1993 an increase in the library system’s operating budget allowed for additional operating hours for The Village Library. The operating hours are six days for a total of 65 hours per week, with the following operating hours:



Day	Open	Close
Monday--Thursday	9:00	9:00
Friday	9:00	6:00
Saturday	9:00	5:00

In late spring 2012 an increase in the library system’s operating budget will allow for additional operating hours for the Village Library. The hours will include seven days for a total of 70 hours per week, with the following operating hours:

Day	Open	Close
Monday--Thursday	9:00a	9:00p
Friday	9:00a	6:00p
Saturday	9:00a	5:00p
Sunday	1:00p	6:00p

Services Offered

Materials

The Village Library's capacity of 70,000 volumes overcrowded according to our 2010/11 collection analyses; we have 75,596 volumes of books, and 8,926 materials that are audio/CD or DVD. Below is a breakdown of the entire Village Library materials collection:

Total Collection Holdings by Media Type	
Media	Volumes
Books	39,147
Paperbacks	22,672
Periodicals	2,877
Audio CD's	3,042
Music CD's	2,473
DVD's	5117
Totals	75,328
Total Holdings by Reading Level	
Reading Level	Volumes
Adult	46,895
Young Adult	3,180
Juvenile	8,105
Tween	5,709
Readers	2,447
Easy/Board Books	5,830
Mixed level	3,162
Total	75,328

Catalog Computers

The Village Library offers access to a total of 4 CyberMars, (library catalog only computers): three available at standing height and a fourth one at sitting height for handicap accessibility.

Computers, Wireless access

In keeping with the mission of the library system, we offer our service community access to the Internet, Microsoft Office applications and library-subscribed databases by currently housing 16 multi-use computers, and we have two computers with educational games for children up to age 8. Along with other agencies we offer wireless connection where customers using wireless devices, such as laptops may access the Internet through the library's service.

Librarian Assistance

As librarians of The Village Library we seek and apply up-to-date knowledge about the library services, eMedia listening and reading devices and materials, and act as a gateway to information, materials, and services for all customers. We serve the public by educating them about the layout of the library, how to use the catalog and databases, the processes for using the services and materials of the library, as well as searching and locating information for our customers.

The Village Library also offers individualized computer instruction as well as a "classroom type" setting for computer program instructions. The one-on-one instruction includes a 30 minute session on any computer program offered through our multi-use computers, such as Internet, all Microsoft Office applications available on these computers. The classroom instruction is for learning to use our databases and frequently used internet websites. As time allows librarians assist customers with beginning computer skills.

Programs

The Village Library offers a myriad of programs for children, teens, adults and senior adults. There are 4 FTE librarians other than the library manager who focus their programs for specific target audiences: Children's, Teens, and Adults/including Senior Adults. The programs offered at The Village Library for 2010/2011 are in the spreadsheet below, including attendance numbers and groups targeted.

Program by age Category	# Times offered	Total # attendees
Children's Programs	142	2184
Community Programs	8	251
Outreach: All ages	19	1670
Library Group Visit/Tours	6	162
Children's Summer Reading	Signup	1594
Family/Parenting Programs	25	133
Teen Programs	20	240
Outreach: Teens	9	123
Teen Summer Reading	Signup	513

Adult Programs	40	405
Senior Programs	15	72
Outreach: Adults	5	316
Senior Reading Program	Signup	428
Sponsored Programs	74	1090
One-on-one Instruction	~6 x per wk	297
Total	363	9478

Public Room Space

The Village Library has two Meetings Rooms available for library programming, library related programs, Non-library related use maybe scheduled when rooms are not needed for library scheduled events. Room fees are set by the Metropolitan Library System at \$10 an hour per room or \$20 per hour for both rooms. Seating capacity for both rooms opened into one is 155 individuals, capacity for Room A alone is 75 individuals and Room B alone is 35 individuals.

The Village Library has three built-in exhibits/display spaces. We have dedicated one of our built-in exhibit/display cases to our Village Friends group for displaying merchandise to sell for the purpose of raising funds for the Special Village Friends group. The other two display spaces are for special displays created by librarians or used by individuals and groups from the community, for displaying items of interest to our public.

Unique or Special Services

The Village Library houses the system’s only TTY phone and offers phone service to the hearing impaired countywide and a wheel chair for any individual who may have a health situation after arriving to the library that does not require emergency services, but need to have assistance to a vehicle when leaving. The City of The Village and the larger community of Oklahoma City surrounding this library have a large senior citizen population with 17 senior facilities within a three mile radius and 23 senior facilities within a four mile radius. The community in this 3-4 mile radius has increased its senior population by approximately 1800 citizens over 55 years of age, while the growth in the same area was approximately 1915 individuals total between the 2000 census and the most recent 2010 U.S. Census.

As a library we are finding a growing need to broaden our services for citizens with limitations and disabilities by planning for a larger Large Print collection and providing complete ADA compliance for access to all our materials. This will not be completely accomplished until the building is expanded and more space is available to spread the collection enough to replace existing high shelving units with the regulated height for ADA compliancy shelving, which would be shorter in height. This would also include not using the bottom shelves for shelving to prevent those items from being out of reach of a person in a wheelchair.

The Village Library offers space when available for tutoring and studying as a community service to our community. This coming year The Village Library will participate in a grant program to offer a literacy referral service by offering our rooms to house the Literacy Referral Center on Saturdays from 10 am – 12 noon starting Oct 15 – May 2012, as a pilot project for the Metropolitan Library System’s Outreach and Programming department.

Staffing

The Village Library has 17.75 FTE staff members to provide quality customer service to its community listed by position below:

Position	Hours per week	FTE
Library Manager	40	1
Librarian	160	4
Library Assistant	40	1
Circulation Clerk	200	5.5
System Reserve Page	62	1.5
Library Page	194	4.75
Total	696	17.75

Budget

The Village Library budget for 2011/2012, including all expenses equals \$1,409,259.

Statistics

The Village Library circulation statistics by reading levels and categories are shown in the spreadsheet below. The average Circ Turns represents the average times materials in these reading levels checkout in a month.

Total Holdings by Reading Level			
Reading Level	Volumes	Circulation	Average Circ Turns
Adult	46,354	292,906	6.31
Reference	570	0	0.0
Young Adult	2,530	16,395	6.48
Juvenile	9,026	40,743	4.51
Tween	5,709	36,215	6.34
Readers	2,422	21,153	8.73
Easy/Board Books	5,360	49,069	9.15

Mixed level	3,669	17,901	4.88
Total	75,640	474,382	6.27

Total Collection Holdings by Media Type			
Media	Volumes	Circulation	Average Circ Turns
Books	39,464	309,776	7.91
Paperbacks	22,672	32,902	1.45
Periodicals	2,877	8,671	3.01
Compact Disc	5,510	53,234	9.66
DVD's	5117	69,799	13.64
Totals	75,640	474,382	6.27

MLS Strategic Plan--Service Responses

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.

Service Response to Address in 2012/2013

VISIT A COMFORTABLE PLACE: PUBLIC & VIRTUAL PLACES

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***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.*

The Village Library has a beautiful physical place for our community, but is a building that is 20+ years old. We have been slowly updating and improving this physical space for our customers who have expressed great appreciation for each improvement we've made.

In recent years we have only made small efforts to increase our services for seniors and develop our collection for this audience. The focus this coming year will be to create a comfortable space for the seniors and persons with limitations in our community. The demographic of this community is changing and there is a greater need to make a deliberate plan to address the needs of these citizens who live so close to our library facility.

The Innovative Plan for the Village Library will address this target audience and how to improve our services for individuals with disabilities and special needs. This will include plans to create an advisory group made up of seniors and individuals with disabilities who regularly use our library, as well as plans to increase our large print materials budget and other materials for these individuals as their needs demand and to focus on promoting the services already provided by the library system and our community including the 711 provisions and 211 provisions as needed. The staff and manager will work together to create an Innovative Plan that will be incorporated into future service plans to ensure we stay focused on providing the best service possible for all individuals in our service area, and particularly focus on the special needs for citizens that get overlooked.

This will also include considerations when making plans for future expansion of this building to include creating a library space where all materials are accessible to persons with difficulties reaching materials that are current too high and not having materials too low for easy access and reach to persons with physical limitations.

There will be staff training on how best to serve these individuals when they visit our library from professionals in our community and readings from articles addressing library services for seniors and persons with physical limitations.



Review of previous year

The Village Library has been the recipient of a landscape project that has beautified our library grounds and has been noticed and complimented by many customers visiting our building. Old dying plants were replaced with crepe myrtles and other native plants that are hearty and bloom beautifully for several months. We have a new bench and bicycle rack that is both functional and artistic and they are used daily.



We have made the final touches to our Children's Reading Room by purchasing more art works from Randall Spangler to compliment the commissioned piece we already had, but it did not fill the wall space sufficiently. These pieces were framed and matted whimsically to give more character to the fun paintings selected. Then for a final touch we hung letters on the easement that says, "Once upon a time... ..in a land faraway."

The staff lounge has received a much needed makeover, with a new cabinet countertop and a new matching cabinet piece set into the space where a kitchen stove was removed. The stove was replaced with a large toaster/confectioner oven and a four slice toaster, both stainless steel. We have a new couch with two built in recliners and matching recliner chair and a complimentary read chair and a half with a matching ottoman. The lounge and workroom are both being painted to match the rest of the library building.



The staff workroom has had several renovations, with a few more changes still to come. We have a new tall storage cabinet built and installed in our public kitchenette, across from our meeting room space, to store programming supplies. We also have a new large storage cabinet piece built and installed in our workroom along the back wall. Also in the workroom we removed the staff office carrels and had a counter top installed with shelving above for work space to sort daily system reserves mail and do other projects and processing necessary.