

Belle Isle Library Service Plan

August 2007-June 2008

1. 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.

2. Current Library Information:

a) Description of Facility: Opened: 1963 Square footage: 18,848 Address: 5501 N Villa, OKC 73112

The Belle Isle Library is a two level structure located along a main thoroughfare of Oklahoma City. Meeting rooms are located in the lower level with elevator access. There are three entrances to the library. There are 87 parking spaces plus 4 handicapped. Seating capacity is 89. This includes 24 in the children's room and 5 in the Young Adult area.

b)Community Profile: Population 515,751 (OKC 2005) Household Income Average: 27,000 Education: High School: 81% Bachelors and Higher: 24% (OKC 2002 estimates)

Belle Isle is within one mile of Penn Square, 50 Penn Place and Belle Isle Station which are major retail centers for the City. Integris Baptist Health Center is within two miles of the library. Since Belle Isle Library has such a centralized and easily accessed location it draws customers from all over the metropolitan area. Teachers, business professionals, students and adults of all ages seek educational recreational and business resources. We also serve customers from a variety of cultures for which English is their second language. The use by minority groups continues to increase.

c)Service Hours: The library is open 70 hours per week including the following hours of operation: Monday 9-9, Tuesday 9-9, Wednesday 9-9, Thursday 9-9, Friday 9-6, Saturday 9-5, Sunday 1-6.

d)Services:

- Interlibrary loan
- Microfiche/film reader printer.
- Children's wooden puzzles, two touch and see screens and other toys are available in the children's room for in-library use.
- Small sofa where parents may sit and read to their children.
- Movie screen, podium, overhead projector, dry erase boards, and a TV/VCR for meetings when requested.
- Provide three meeting rooms for literacy council tutors and other groups.

Specialized Resources:

- Databases of Plays, Songs and Spanish language materials in our collection.
- Bibliographies of materials in various foreign languages, basic readers and toddler books.
- Accelerated reading lists provided by schools in our service area.
- Separate section for popular test books for easier customer access.
- Family Place materials.
- Labeled Spanish language materials (fiction and non-fiction).

i) Materials Collection: (July 2006) Collection Analysis Reference/Circulation Total: 109,237

BI	MEDIA	BOOKS	2548	60880
BI	MEDIA	PAPERBACK BOOKS	676	28620
BI	MEDIA	PERIODICALS	8	6853
BI	MEDIA	CASSETTES		1385
BI	MEDIA	VIDEO RECORDINGS		3348
BI	MEDIA	CD-ROM	3	3515
BI	MEDIA	DVD-ROM		1401
BI	MEDIA	TOTALS	3235	106002

Reading Level: 0-6th grade: 29500 (approx.) YA: 2400 (approx.) Adult: 77350 (approx)

Vertical files which contain clippings and pamphlets on various subjects that include maps, pictures and Oklahoma information

ii) CyberMars and metrolibrary.org are offered

iii) Librarian Assistance: available during all open hours and includes the following:

- Individualized assistance in locating specific informational or document requests.
- Internet searching as a specific request from the customer, or as a professional tool in the search for information and knowledge.
- Individualized guidance and instruction in the use of the library's many tools, whether in traditional book or print format, or electronic formats, including Internet.
- Readers advisory.

iv) Computers, wireless Access: 13 multitask, 5 library catalogs and 4 children's. Wireless access is available throughout the building.

v) Programs: Adults: Provide at least one monthly program or presentation for adults (including seniors).

Oklahoma City County Health Department to provide screenings and programs for parents

Tax-assistance with AARP (February-April)

Co-partner with SCORE to help customers needing advice on business.

Co-partner with Mid-Del Technology center to provide classes for ESL.

Children & Teens: Provide one or more monthly programs or presentation for children. (Story times)

Provide quarterly programs for teens. (various)

Family Place on a rotating basis with Village twice a year.

Events: Summer Reading (children & teens-June/July)

Spring Fling (children-March)

Neighborhood Arts (children-June)

Teen programs (summer)

Our World Series (all ages-fall)

Winter Readfest (seniors-February-March)

Oklahoma Voices Centennial Project (September)

Teen Read Week (October)

vi) Public Room Space: none

vii) Unique or Special services: none

e) Staff subtotaled by position: 14.5 FTEs-Manager, Assistant Manager, 2 Associate Librarians (one is 30 hours), 6 Librarians (2 half-time) and 7 Circulation clerks (one is 30 hours & 2 are half-time.) 14.5 FTE

f) Budget: Total- 2,218,693.07

g) Statistics: Annual circulation as of June 2006: 693936 (Adult-47875)(Juvenile-16416)

3. MLS Strategic Plan

a)Service Responses

1. Seek funds to achieve the facilities and service responses.
2. Provide inviting and well-maintained facilities to achieve our service responses.
3. Provide services that address self-directed, personal development opportunities and provide services and resources to serve the need for information related to business, career, work, and entrepreneurship, personal finances and obtaining employment.
4. 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.
5. Cultivate and maintain strategic relationships with local organizations to improve the local awareness of the economic and informational value of libraries to a community.

6. Provide services that inform the public and meet the needs of people to interact with others and participate in public discourse about community issues.

b) Service Responses to address this year (not continuing services)

Provide inviting and well-maintained facilities to achieve our service responses.

Replace carpet in the public service areas of the library including the lobbies, halls and meeting rooms.

Apply for a Friend's grant for two outdoor benches for the east and west entries.

Replace 20 adult chairs for tables

Replace worn and threadbare 25 armless ergonomic chairs for library and multi-task computers

Replace 12 lounge chairs

Replace worn sofa in the staff lounge

Replace all wall clocks with radio controlled clocks

c) Previous year's objectives (05-06) (only different objectives and not the maintaining are listed)

Completed:

The interior and exterior of the building was completed in May and June of 2006

Purchased hanging rods and zig-zag shelving for CD, audio, and DVD collection, but maintenance still needs to install them (need to be cut down to fit)

Began ESL classes in partnership with Mid-Del Tech Center in the Fall of 2005 and added Saturdays and Sundays to the AARP tax aide program in February 2006 (these are now continuing programs)

Began a partnership with the OKC Knitter's Guild monthly meetings open to the public beginning in March 2006 (this is now a continuing program)

In Progress or in 06-07 budget:

Requested an upgrade of the north and east grounds and this is still a work in progress

A computer line and scanner for the work room was approved for the 06-07 budget

Adding concrete in the delivery area on the west side is also in the 06-07 budget

Replacing the bike rack is also in the 06-07 budget

Objectives not met:

Requested carpet to be replaced but this was not put in the final budget

Signage for various areas of the library has been promised since 2000 and still has not been done