

- 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 –
    - i) year opened: 1985
    - ii) square footage: 36,000
    - iii) describe facility:
      - (1) Entrances on the south and west sides of the building lead the public into the building's lobby. The lobby contains a gallery wall, an inset display area, and separate areas for posting and housing library-related information and community information. A striking feature of the library is a triptych by Wilson Hurley, entitled "Oklahoma Skies." The library's meeting room space is accessible via lobby entrances.
      - (2) Located east of the lobby is the Library Commons. This is a large open area which houses the library's circulating and reference collections, and contains public seating and a public computer area. The Quiet Reading Room and the Family Place Room are accessible through the Library Commons, as is the Literacy Link office and tutoring area.
      - (3) Located south of the Library Commons is the staff work area. Accessible through this area is the staff lounge, the supply room, the staff locker room and rest room, the librarians' office, and the library operations management office.
    - iv) address: 8143 E Reno, Midwest City OK 73110
    - v) seating capacity: 388
  - b) Community profile
    - i) Demographics (2005 estimate)
      - (a) Population: Total: 54, 941

Population Breakout					
By Single Race Classification		Age 5+ by Language Spoken at Home		By Age	
White alone:	36,626	English only:	47,384	0-4	4,287
Black or African American Alone:	11, 817	Asian/Pacific Islander:	932	5-9	3,896
Hispanic or Latino	2,538	IndoEuropean Language:	754	10-14	3,914
American Indian and Alaska Native Alone:	1,987	Spanish:	1,403	15-17	2,206
Asian Alone:	993	Other Language:	181	18 & over	40,638
Native Hawaiian and Other Pacific Islander Alone:	107	By Gender		21 & over	38,382
Some Other Race Alone:	956	Female:	28,586	65 and over	7,208
Two or More Races:	2,455	Male:	26,355	Median Age	34.59
				Average Ag	36.43

- (2) household income average
  - (a) average: \$46,854
  - (b) median: \$38,705
  - (c) per capita income: \$19,632
- (3) education
  - (a) less than 9<sup>th</sup> grade: 1,155
  - (b) some high school, no diploma: 3,865
  - (c) high school graduate: 10,973
  - (d) some college, no degree: 10,601
  - (e) Associate Degree: 2,543
  - (f) Bachelor's Degree: 4,082
  - (g) Master's Degree: 1,572
  - (h) Professional School Degree: 198
  - (i) Doctorate Degree: 82
- ii) description of proximity to places of interest
  - (1) Midwest City's Places of Interest
    - (a) Midwest City City Hall Arboretum located at 100 N Midwest Boulevard – grounds surrounding the library
    - (b) Reno Swim and Slide located at 101 South Douglas Boulevard (corner of Reno Ave and S. Douglas Blvd) – less than a mile east of the library
    - (c) John Conrad Regional Golf Course located at 711 South Douglas Boulevard – less than a mile east southeast of the library
    - (d) Rose State College located at 6420 S.E. 15th Street – 1.5 miles southwest of the library
    - (e) Reed Center located at 5800 Will Rogers – 2 miles southwest of the library
    - (f) Tinker Air Force Base located south of Southeast 29<sup>th</sup> Street between Douglas Boulevard and Sooner Road – approximately 2 miles south of the library
- iii) general information
  - (1) Midwest City is a city of 25 square miles whose southern border is Tinker Air Force Base and is part of the Oklahoma City "OKC Metro" Metropolitan Statistical Area.
  - (2) Rose State College has a performing Arts Theater with an outdoor amphitheater in Rose State College's Communications Center.
  - (3) The Reed Center offers all the latest technological amenities that modern meeting and event planners need to support their organizations in style.
  - (4) Throughout the year, Midwest City is host to many unique special events such as: Star Spangle Salute in July, Global Oklahoma - A Festival of Cultures in October, and Holiday Lights Spectacular in November and December.
  - (5) Midwest City was formerly a Certified City and has successfully transitioned to a Century Community.

## c) Service hours – listed and totaled

Day	Hours of Operation	Number of Operating Hours
Monday	9:00am – 9:00pm	12
Tuesday	9:00am – 9:00pm	12
Wednesday	9:00am – 9:00pm	12
Thursday	9:00am – 9:00pm	12
Friday	9:00am – 6:00pm	9
Saturday	9:00am – 5:00pm	8
Sunday	1:00pm – 6:00pm	5
Total Operating Hours per Week		70

## d) Services – general with specialties included

## i) Materials collection – volumes by reading level &amp; media type (from July 2006 Collection Analyses)

LEVEL	BOOKS	BOOKS ON CASSETTES	BOOKS ON CD-ROM	VHS TAPE	DVD
EASY	12,280	79	50	387	251
READER	3,698	19	15		1
TWEEN	6,854	54	27	79	53
JUVENILE	11,144	167	324	427	188
YOUNG ADULT	2,426	15	18	5	
ADULT	58,730	847	991	1,576	781

## ii) Electronic Resources

- (1) MetroLibrary Catalog, CyberMars
- (2) MetroLibrary website, [www.metrolibrary.org](http://www.metrolibrary.org)
- (3) Subscription databases

## iii) Librarian assistance

- (1) staff the Information Desk during all operating hours
- (2) assistance with locating information, retrieving library materials, using electronic resources

## iv) Computing

- (1) MetroLibrary Public Computers
  - (a) Five computers dedicated to accessing CyberMars
  - (b) Eighteen multiuse computers for access to Microsoft Office software and the Internet
  - (c) Wireless access available throughout the library building

v) Programs & Events: FY2006 (FP: Family Place; G: General; O: Other; RP: Reading Program; ST: Story Time; SV: School Visit)

	Library Programs												Outreach Events							
	Children				Teen			Adult			Seniors	Everyone	Children		Teens		Adults	Seniors	Everyone	
Year/Month	FP	G	SV	ST	G	O	SV	G	O	SV	G	G	G	RP	G	RP	SV	RP	G	
2005/July	1	6		1	3						2	1		2	2	4				
2005/August		7			9			5												
2005/September	3	5		3	9	1		1	4			2								
2005/October	4	7		3	7			3	2	1	1	2								
2005/November	9	3		3	7			1	1		1	2							1	
2005/December		5			6			1	1			1								
2006/January	6	6		3	6		1	2			1	1	1							
2006/February	9	5	1	2	5		2		3			1	2						1	
2006/March	5	5		3	13			4	1			1						1		
2006/April	5	6	1	3	13			2	3		2						1			
2006/May		5			8			5				8					1			
2006/June	1	2			5			1			2	12			3	1				

- vi) Public Room Space; exhibits or display space
  - (1) Meeting Rooms: Seating Capacity
    - (a) Forum Room: 73
    - (b) Meeting Room A: 52
    - (c) Meeting Room B: 25
  - (2) Exhibit or Display Space
    - (a) Book Displays
      - (i) Large Table
      - (ii) End-of-Range displays
    - (b) Display Cases
      - (i) 1 horizontal
      - (ii) 1 vertical
- vii) Unique or Special services such as: quiet reading room, special collection, large displays/exhibits, etc
  - (1) Special Rooms: Seating Capacity
    - (a) Quiet Reading Room: 38
    - (b) Family Place Room: 60
  - (2) Exhibit or Display Space
    - (a) Gallery Wall in Lobby
    - (b) Inset Glass-enclosed display in Lobby
- e) Staff subtotaled by position – FY2006
  - i) Management: 2/2.0 FTE
  - ii) Librarians: 6/5.0 FTE
  - iii) Circulation Clerks: 6/4.5 FTE
  - iv) Technology Assistants: 2/1.6 FTE
  - v) Library Pages: 10/6.275 FTE
  - vi) Reserve Pages: 1/.89 FTE
- f) Budget total figure for agency: \$1,247,386.00 (FY2006)
- g) Statistics – annual circulation by those listed in Materials Collection section above

LEVEL	BOOKS	BOOKS ON CASSETTES	BOOKS ON CD-ROM	VHS TAPE	DVD
EASY	55,919	566	327	9,426	4414
READER	20,022	101	152		17
TWEEN	28,722	365	160	1,118	576
JUVENILE	51,042	1,362	2,666	7,411	2,381
YOUNG ADULT	13,192	93	122	31	
ADULT	317,151	9,035	12,910	21,001	12,339

- 3) MLS Strategic Plan
  - a) Service Responses
    - Lifelong Learning
    - Career and Business Information
    - Current Topics & Popular Titles
    - General Information
    - Community Referral
    - Cultural Awareness & Local History
    - Public Place

- b) Service Responses to address this year
  - i) Objective(s) to fulfill and in what capacity
    - (1) Strengthen and improve local history and genealogy services during the Centennial Year by conducting quarterly programs in partnership with the Eastern Oklahoma County Historical Society, the Del City Library, Tinker Air Force Base, and others.

Review of FY2006 Service Responses objectives as listed in the Fy2006 Annual Service Plan.

***FY2006 Service Responses***

	Objectives	Accomplishments
LIFELONG LEARNING	<u>Adult Literacy Programs</u>	
	Continue partnership with Mid-Del Adult Learning Center in offering GED and ESL classes in fall and spring	Not accomplished. Mid-Del Adult Learning Center decided to hold classes at their computer lab
	Work with Mid-Del Adult Learning Center to add a summer class session for GED	Not accomplished. Mid-Del Adult Learning Center decided to hold classes at their computer lab
	Partner with Rose State College, Eastern Oklahoma County Vo-Tech, and Mid-Del Adult Learning Center to compile and distribute information on the availability of ABE/GED resources and classes in eastern Oklahoma County	Accomplished: we received flyers and schedules from all agencies during the school year. Successful: often had to reorder schedules and make additional copies of flyers.
	<u>Book or film discussions</u>	
	Partner with the Literacy Link to provide at least one Oklahoma Humanities Council "Oklahoma Connections" series	Not accomplished
	Write a grant for an Oklahoma Humanities Council "Let's Talk About It, Oklahoma" program or similar program	Not accomplished
	Continue monthly read-alouds to seniors at assisted living and/or nursing centers	Not accomplished
	Continue book and/or film discussion groups for teens	Accomplished: Teen Book Club was scheduled to meet 6 times (Jul, Sep, Oct, Nov, Jan, Apr). Unsuccessful: Only 3 of the scheduled meeting times (Jul, Oct, Jan) had any attendance, which totaled 9.

Continue book discussions groups for children

Accomplished: Kids Book Club was scheduled to meet 5 times (Aug, Sep, Oct, Dec, Feb). Successful: all scheduled programs had attendance, attendance was steady at an average of 4.4 per session

Recreational activities

Continue holding gardening classes

Accomplished: Gardening classes were executed in partnership with OSU Extension Service from February-July 2006. Successful: 9 sessions were held with an average attendance of 17.3 per session

Continue hosting Game Day; hold at least one chess tournament

Accomplished: Game Day was held each Thursday, for a total of 49 sessions Successful: . Average attendance was 2.8 per session. Low staff involvement (setting out games and picking them up). Three chess tournaments were held (1 in Mar, 2 in Apr). Successful: average attendance at each tournament was 39.3

Implement bi-monthly Senior Game Day

Not accomplished

Plan and conduct at least two programs designed specifically for seniors

Accomplished:

Computer Basics for Seniors, 5 sessions (2 in July, 1 in Oct, 1 in Nov, 1 in Jun). Successful: not only was registration full but there was always a waiting list.

Prescription Drug Benefits 101, Jan 09. Unsuccessful: low attendance

CyberMARS 101: Apr 06. Successful: 80% of projected attendance.

Internet Basics for Seniors: Jun 08. Successful: full attendance with waiting list



Plan and conduct at least three programs designed specifically for teens

Accomplished: 86% of the teen programs had 50% or higher of expected attendance. Notable among these:

9/28/05: Book Tasting, 28 attended (280% of expected)

2/16/06: Writer's Refuge, 17 attended (170% of expected)

3/23/06: Writer's Workshop, 8 attended (133% of expected)

Plan and conduct at least three programs designed specifically for older kids

Accomplished: we held 9 programs specifically designed for "Tweens". Successful: each of the 9 program had 50% or higher of the expected attendance. Notable among these:

3/25/06: Kids Chess Tournament, 45 attended (150% of expected).

4/13/06: Native American Basket Weaving for Kids, 21 attended (125% of expected)

10/19/05: Basic Painting for Kids, 11 attended (73.33% of expected)

College/continuing education guidance

Host or provide at least one program or event related to college/continuing education guidance

Accomplished: Financial Aid for College was held on 01/26/06. Successful: 27 attended (90% of expected)

Family Place

Hold at least one parent/child workshops.

Accomplished: held 2 workshops (fall and spring). Successful: combined attendance for both workshops was 124% of expected

Continue holding playtimes for parent/child workshop "graduates

Accomplished: combined with a story time to become Lapsit Play and Story Time

Continue holding parenting skills workshops

Not accomplished

Hold at least one PREP series of classes

Not accomplished

	Continue holding weekly storytimes for two age groups	Accomplished: Lapsit Play and Story Time was held for 10 months - 3 years and Preschool Story Time was held for ages 3-5 Successful: total attendance for Lapsit Play and Story Time was 96% of expected and total attendance for Preschool Story Time was 107% of expected
	Host at least two system-coordinated programs that introduce young children to the joy of reading	Accomplished: hosted 8 system-coordinated programs. Successful: each of the programs had better than 80% of expected attendance. Notable among these: 3/15/06: The True Story of the 3 Little Pigs by A. Wolf, 135 attended (180% of expected) 7/18/05: Storybook Theatre - The Original Amelia Bedelia, 78 attended (86.67% of expected)
	Continue partnering with the Mid-Del Youth and Family Center on the Midwest City Youth Literacy Program	Not accomplished: Mid-Del Youth and Family Center lost funding for the program
	Plan and implement Family Literacy programming	Not accomplished
	<u>Citizenship preparation</u>	
	Explore Tinker Air Force Base's Foreign Born Spouse Support Group as a model for implementing citizenship preparation presentations	Not accomplished
	<u>Computer/Internet instruction</u>	
	Conduct a basic Internet class once a quarter	
	Hold at least two computer/internet instruction programs	Accomplished: we held 6 computer and/or Internet programs, although not necessarily on a quarterly basis. Successful: these program have 100% attendance and we have a waiting list
CAREER AND BUSINESS INFORMATION)	<u>Local business</u>	
	Hold at least one business information program/event	Accomplished: we held 4 business information programs. Successful: How to Sell on E-Bay was our biggest success story. The first session, held 3/13/06, had 110% of expected attendance.

Employment/career guidance

Hold at least one employment/career guidance program/event

Conduct at least one test taking review class

Financial planning/investment information

Host at least two programs or events related to financial planning/investment information

Accomplished: we held a Teen Job Fair and a two of Teen Job workshops. Successful: the job fair had 150 attendees.

Not accomplished

Accomplished: held two Fundamentals of Investing workshops (1/30/06 & 5/22/06). Unsuccessful: less than 50% of expected attendance at each.