

**Oklahoma Department of Libraries Annual Report 2023
Blank Form**

A. LIBRARY DATA

A1 Library Name
A2 County.
A4 Mailing Address
A5 Zip Code of Mailing Address
A6 Street Address
A7 City
A8 Zip Code of Street Address
A9 Phone Number
A10 Fax Number
A12 Director or Branch Head Email Address
A13 Library Website Address
A14 Legal Service Area Population - ODL provides
A14a County(s) Population -ODL provides
A15 County(s) Square Mileage Area - ODL provides
A16 Do You Serve All Customers in Your County Without Charging
A18 Director Certifies this Information is Correct - Name of Director.
A18a Hired as Director When?
A19/A19a Person Completing Report – name and email
A20 City Manager or Mayor name
A20a City Manager or Mayor Mailing Address
A20b City Manager or Mayor Email Address
A20c City Manager or Mayor Phone Number
A21 Number of Branches Open to the Public
A22 Number of Bookmobiles
A25 Do you have meeting rooms?
A32 U.S. Congressional District – ODL provides
A33 Oklahoma House District – ODL provides
A34 Oklahoma Senate District – ODL provides

B. STATE AID

B State Aid Amount - Auto filled from grand total B52 / cannot manually input
State Aid distributed by ODL as of June 30 – ODL provides

B7 Total Book Costs Also report D4/D5
B15 Database Cost Also report D18
B19 Ebook Cost Also report D18
B34 Total Technology Costs Also report D23
B37 Total Equipment/Furniture Costs Also report D23
B39 Total Children Program Cost Also report D23
B41 Total Adult/Teen Program Cost Also report D23
B42 Total Program Costs (auto-calc B39 + B41)
B48 Specify Other Expenses ex:supplies, SRP, snacks, etc.
B51 Total Other Expenses Also report D23
B52 Total State Aid Expenses (auto-calc B7+B15+B19+B34+B37+B42+B44+B47+B51)
B53 Comments to Legislature on State Aid Value -Comments are critical to your legislator and your funding

C. INCOME

C1 City Funds
C2 County Funds
C3 Total Local Funds (auto-calc C1 + C2)
State Grants
C4 Description of Grants Name/Grantor
C5 Total State Grants Funds
LSTA Grants
C7 Description of Grant Name/Grantor
C8 Total LSTA Grants including CARES and ARPA
C10 Local Funds Auto fill from C3
C11 State Aid Auto fill from B52
C12 State Grants Auto fill from C5
C12a Total State Funds Auto-calc C11 + C12
C13 LSTA Grants Auto fill from C8
C14 Other Federal Funds
C14a Total Federal Funds Auto calc C13 + C14
C15 Other City/County
C16 Other Collected
C17 Carryover Auto fill from E4
C17a Total Other Operating Funds Auto-calc C15 + C16 + C17
C18 Total Income Auto-calc C10 to C17a

D. EXPENDITURES

D1 Staff Salaries exclude "employee benefits."
D2 Benefits & Taxes
D3 Total Wages and Benefits Auto-calc D1 + D2
D4 Adult Books age 12- up
D5 Juvenile Books up to age 11
D6 Total Books auto calc D4 + D5
D9 Total Serials
D10 Total Print Materials auto calc D6 + D9
D15 Total Audio-Visual
D18 Total Electronic Content
D21 Total Other Materials
D21a Total Other Materials auto calc D15 + D21
D22 Total Collection auto calc D10 + D18 + D21a
D23 Total Miscellaneous
D27 Total Expenditures auto calc D3 + D22 + D23

E. MAINTENANCE OF EFFORT

E1 +Total Income Auto-filled from calculated amount C18
E2 -Total Expenses Auto-filled from calculated amount D27
E3 Unspent Funds Auto-filled from Total Income C18 minus Total Expenditures D27
E4 Unspent Funds Kept by Library
E5 Unspent City/County Funds Returned to City/County
E6 Maintenance of Effort (MOE) auto calc
E6a MOE Note

G. CAPITAL

CAPITAL INCOME
G1 Bonds/Appropriations
G2 Federal
G3 State Grants
G6 Other Income

G7 Total Capital Income auto calc G1 + G2 + G3 + G6
CAPITAL EXPENDITURES
G8 Buildings New
G9 Buildings Remodeled
G10 Other Capital Expenditures
G11 Total Capital Expenditures auto calc G8-G10

I. COLLECTION

I1 Adult Physical Books Age 12 and up
I2 Juvenile Physical Books Age 0–11
I3 Total Print Physical Books auto calc I1 + I2
I9 Total Print Physical Books Added all ages
I12 Total Print Physical Books Discarded all ages
I21 (units) E–Books
I21a Ebooks via Library
I21b Ebooks via Cooperative
I21c Ebooks via State
127 Research databases via Library
127a Research databases via Collective
127b Research databases via State
I28 Online learning platforms via Library
I28a Online learning platforms via Collective
I28b Online learning platforms via State
I35 Audio Physical Units
I39 Downloadable Audio Units
I39a E-audio purchased by Library
I39b E-audio purchased by Collective
I39c E-audio purchased by State
I40 Video Physical Units
I44 Downloadable Video Units
I44a E-video via Library
I44b E-video via Collective
I44c E-video via State
I45 Other Physical Circulating Items
I46 Total Physical Items in Collection auto calc I3+I35+I40+I45
147 E–serials Units
I47a E–Serials via Library
I47b E–Serials via Collective
I47c E–Serials via State

J. OUTLET DATA

J1 PLSCKEY
J2 PLSC_SEQ
J3 LIBID
J4 Outlet Name
J5 Street Address
J6 City
J7 Zip
J8 County

J9 Phone
J10 Outlet Type Code
J11 Square Footage
J12 Number of Bookmobiles in Outlet Record
J13 Public Service Hours Per Year (Annual)
J14 Number of Weeks a Library is Open
J15 Number of Weeks Branch was Closed Due to COVID-19
J16 Number of Weeks Branch Had Limited Occupancy Due to COVID-19

K. SCHEDULE OF HOURS

K1 Hours Open per Week (systems this is the total of all branch hours)
K2 Hours after 5pm – M-F
K3 Hours SAT, SUN
K4 Days Closed for Holidays
K5 Weeks Open per Year
K6 Total Number of Hours Open Annually

Click [Here](#) to complete Daily Hours
 You must click on the [Here](#) to bring up this separate schedule window
 Use the TAB key through all fields to auto calculate

Oklahoma Department of Libraries Annual Report 2022
Regular Library Daily Hours

<u>Days of Week</u>	<u>Opening Time</u>	<u>Closing Time</u>
Monday	Ka. <input type="text"/>	Kb. <input type="text"/>
Tuesday	Kc. <input type="text"/>	Kd. <input type="text"/>
Wednesday	Ke. <input type="text"/>	Kf. <input type="text"/>
Thursday	Kg. <input type="text"/>	Kh. <input type="text"/>
Friday	Ki. <input type="text"/>	Kj. <input type="text"/>
Saturday	Kk. <input type="text"/>	Kl. <input type="text"/>
Sunday	Km. <input type="text"/>	Kn. <input type="text"/>

L. REFERENCE/CIRCULATION/ILL

L1 Is Library Service Free?
L2 Total Reference Transactions Week / Systemwide
L2b Annual Reference Transactions
L2c Annual reference transactions - actual count or estimate?
L4 Adult Circulation PHYSICAL-Include only Interlibrary loans borrowed from other libraries
L5 Juvenile Circulation PHYSICAL age 0-11
L5a Circulation of Other Physical Items
L5b Total Physical Circulation L4 + L5 + L5a auto calc
L6 Total (Physical and Electronic) Circulation auto calc L5a + L8)
L8 Circulation of Electronic Materials
L9 E-book circulation
L9a E-serials circulation
L9b E-audio circulation

L9c E-video circulation
L10 Automatic Renewal of Physical Materials
L13 Annual Library Visits
L13a Library Visits - actual count or estimate?
L13b Door Counter Yes or No
INTERLIBRARY LOAN
L14 Loans TO Other Libraries - renewals are not counted
L15 Borrowed FROM Other Libraries- renewals are not counted
L16 Promotion of Interlibrary Loan Yes or No
M. BORROWERS
M1 Adult Registered Borrowers Ages 12 and over
M2 Juvenile Registered Borrowers Ages 11 and under
M3 Total Registered Borrowers auto calc M1 + M2
M4 Number of Family Cards
M5 Re-Register?
M6 If No to Re-register, please explain how records are kept current

O. Internet Use

O5 Does your library have internet access
O6 Number of Internet Users Annually
O6a Uses of Public Internet Computers – actual count or estimate?
O7 Number of Public Internet Stations
O8 Number of Staff Internet Stations
O10 Total Internet Computers auto-calc O7 + O8
O11 Internet have WIFI?
O12 Annual Wireless Sessions
O12a Wireless Sessions – actual count or estimate?
O13 Type of Connection – dropdown menu
O14 Other internet connection – if not in dropdown
O15 Does your library use an internet filter?
O16 Name of Filter
O17 Name of Internet Service Provider
O21 Does your library have a Website

P. SALARIES AND BENEFITS

P1 Beginning Librarian's Annual Salary
P2 Director's or Branch Librarian's Current Annual Salary
P3 Hourly Wage Director
P4 Director's or Branch Librarian's Hours Per Week
P5 Director's Salary FLSA Auto calc (P2/52)/P4
P6 – P13 Benefits
P14 – P18 Other Annual Salaries

Q. EQUIPMENT

Q1 Scanner
Q2 Microfilm/Fiche Reader/Printer
Q3 How Many WiFi Netbooks, Laptops, Tablets Available for In-House Public Checkout?
Q3a How Many WiFi Netbooks, Laptops, Tablets Available for Home Public Checkout?
Q3b How Many WiFi Hotspots Available for Home Checkout
Q5 AWE Computers
Q7 Automation System / Yes or No
Q8 Which Automation System Select from list.
Q9 Specify Other If your ILS is not listed

R. POLICIES/CATALOG

R1 Library's Hours Conveyed to Community
R2 Friends of Library Group
R3 Friends Contact Name and Phone/Email
R4 If No, Has Library Ever Had Friends / Yes or No
R5 Local Literacy Program
R6 Literacy Contact Name and Phone/Email
R7 Written Statement of Purpose
R8 Year Last Reviewed Your statement needs to be reviewed every 4 years
R9 Board Approved Polices
R10 Written Materials Selection Policy
R10a Circulation/ILL Policy
R10b Internet Use Policy
R11 Year the 3 Required Policies Were Last Reviewed
R11a Current Overdue Fine Policy Yes or No. As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?
R12 Minimum Wage Paid at Least \$7.25 an hr
R13 Fair Labor Act Observed
R14 Collection Evaluated and Maintained
R16 Is Catalog Available on the Internet / Yes or No.
R17 Is Collection Fully Cataloged
R18 If No, Describe Extent / Tell us what is not cataloged.

S. PLANNING

S1 Does Library have a Long Range Plan
S2 If Yes, Year Starting
S3 Year Ending
S3a Latest Plan on File at ODL for 10,000 population +/- Prefilled by ODL

T. BOARD MEETINGS

T1 – T12 January to December / Check the months the board meets.
T13 Board Meeting Time / Am or PM
T14 Week / Which week in the month 1st–5th
T15 Day / Which day of the week Sun–Sat
T16 Frequency / Bimonthly, Monthly, Quarterly
T17 Number of Board Members

U. STAFF

U1 Total Filled Library Positions
U2 Library Vacancies (positions)
U3 Total FTEs auto-calc U6 + U8 + U10
U5 Librarian Hours
U6 Librarian FTEs auto calc U5/40
U7 MLS Hours
U8 MLS FTEs auto calc U7/40
U9 Other Hours
U10 Other FTEs auto calc U9/40
U11 Total MLS and Librarians auto calc U6+U8

V. DETAILED PROGRAMS

There are **3 Types** of live (synchronous) programs – **onsite, offsite, and live virtual** (streaming)

There are **5 Age Categories** within each type of synchronous programming

1. Children (Ages 0-5)
2. Children (Ages 6-11)
3. YA/Teens (Ages 12-18)
4. Adults (Ages 19+)
5. General/Family/All Ages

Children (Ages 0-5)

V1 # In-Person Onsite Children's Programs (ages 0-5)
V2 In-Person Onsite Children's Program Attendance (ages 0-5)
V3 # In-Person Offsite Children's Programs (ages 0-5)
V4 In-Person Offsite Children's Program Attendance (ages 0-5)
V5 # Live Virtual Children's Programs (ages 0-5)
V6 Live Virtual Children's Program Attendance (ages 0-5)
V7 # Synchronous Programs Targeted Children Ages 0-5 (sum = V1+V3+V5)
V8 Attendance at Synchronous Programs Children Ages 0-5 (sum = V2+V4+V6)

Children (Ages 6-11)

V9 # In-Person Onsite Children's Programs (ages 6-11)
V10 In-Person Onsite Children's Program Attendance (ages 6-11)
V11 # In-Person Offsite Children's Programs (ages 6-11)
V12 In-Person Offsite Children's Program Attendance (ages 6-11)
V13 # Live Virtual Children's Programs (ages 6-11)
V14 Live Virtual Children's Program Attendance (ages 6-11)
V15 # Synchronous Programs Targeted Children Ages 6-11 (sum=V9+V11+V13)
V16 Attendance at Synchronous Programs Children Ages 6-11 (sum=V10+V12+V14)

YA/Teens (Ages 12-18)

V17 # In-Person Onsite YA Programs (ages 12-18)
V18 In-Person Onsite YA Program Attendance (ages 12-18)
V19 # In-Person Offsite YA Programs (ages 12-18)
V20 In-Person Offsite YA Program Attendance (ages 12-18)
V21 # Live Virtual YA Programs (ages 12-18)
V22 Live Virtual YA Program Attendance (ages 12-18)
V23 # Synchronous Programs Targeted Young Adults Ages 12-18 (sum=V17+V19+V21)
V24 Attendance at Synchronous Programs Young Adults Ages 12-18 (sum=V18+V20+V22)

V. DETAILED PROGRAMS continued

Adults (Ages 19+)

V25 # In-Person Onsite Adult Programs (ages 19+)
V26 In-Person Onsite Adult Program Attendance (ages 19+)
V27 # In-Person Offsite Adult Programs (ages 19+)

V28 In-Person Offsite Adult Program Attendance (ages 19+)
V29 # Live Virtual Adult Programs (ages 19+)
V30 Live Virtual Adult Program Attendance (ages 19+)
V31 # Synchronous Programs Targeted Adults Age 19 or Older (sum=V25+V27+V29)
V32 Attendance at Synchronous Programs Adults Age 19+ (sum=V26+V28+V30)

General/Family/All Ages

V33 # In-Person Onsite General Programs
V34 In-Person Onsite General Program Attendance
V35 # In-Person Offsite General Programs
V36 In-Person Offsite General Program Attendance
V37 # Live Virtual General Programs
V38 Live Virtual General Program Attendance
V39 # Synchronous General Interest Program Sessions (sum=V33+V35+V37)
V40 Attendance at Synchronous General Interest Programs (sum=V34+V36+V38)

Totals of All Programs/Attendance – online auto-calculated

V41 # In-Person Onsite Programs (sum=V1 +V9 +V17 +V25 +V33)
V42 In-Person Onsite Program Attendance (sum= V2 +V10 +V18 +V26 +V34)
V43 # In-Person Offsite Programs (sum=V3 +V11+V19+V27+V35)
V44 In-Person Offsite Program Attendance (sum=V4+V12+V20+V28+V36)
V45 # Live Virtual Programs (sum=V5+V13+V21+V29+V37)
V46 Live Virtual Program Attendance (sum=V6+V14+V22+V30+V38)
V47 Total Number of Synchronous Program Sessions (sum=V41+V43+V45)
V48 Total Attendance at Synchronous Programs (sum=V42+V44+V46)

Totals of All Asynchronous (not live) Prerecorded Programs/Views

V49 Number of Prerecorded (on-demand) Programs - An asynchronous program presentation is any recording of program content that cannot be viewed live as it unfolds.
V50 Views of Prerecorded Programs within 30 days

Board Roster

LAST NAME
FIRST NAME
ADDRESS:
CITY:
ZIP CODE:
HOME PHONE:
BUSINESS PHONE:
EMAIL ADDRESS:
POSITION:
TERM ENDS:

SURVEY Age and Condition. Report age and condition of library collection

Total:
Excellent:
Good:
Poor:
Other:
5yrs:
6-10 yrs:
11-25 yrs:
26+ yrs:

W. ATTESTATIONS

W1 I certify that the included information is correct
W2 I have attended or received annual report training
W3 Hours spent on report