

# ODL Annual Report - Fiscal Year: 2006

☒ Finalized ☐ Approved

Library: **CAPITOL HILL BRANCH LIBRARY**

## Library Data and Demographics

☒ Section Finalized

Estimated Data?

Name:	CAPITOL HILL BRANCH LIBRARY		
County:	OKLAHOMA	Type:	BR
Mail Address:	SAME AS ST. ADDRESS		
Street Address:	334 S W 26		
City:	OKLA CITY	Zip:	73109-6711 (Street) (Mail)
Phone:	405-634-6308	Fax:	405-631-0701
Toll Free - 800#:			
Director's Email:	ptolbert@metrolibrary.org		
Library's Web Page:	www.metrolibrary.org		
Population:	Adult	Juvenile	Total
City:	22,190	7,796	29,986
County:	509,359	175,184	684,543
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <input type="text" value="YES"/>
		If NO, Describe: <input type="text"/>	

Director/Librarian:

Person Completing:

Number Of Branches:  BookMobiles:  Other Outlets:

Note:

Total Staff FTE	<input type="text" value="7.808"/>	MLS FTE	<input type="text" value="2.5"/>	Librarian FTE:	<input type="text" value="1.5"/>	Other FTE:	<input type="text" value="3.808"/>
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## Library Data and Demographics(2)

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Square Footage For Library:

Do you have meeting rooms?

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

Has any building in the library or system been renovated, expanded, or new construction completed within the period covered by this report?

Total amount spent of building maintenance and/or rent:

Building maintenance and/or rent paid by:

-- Specify if OTHER:

### US/State Districts/Representatives

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U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

## Holdings

☒ Section FinalizedEstimated Data? 

Printed Materials	Physical Units	Titles	Added	Discarded
<b>Bound</b> (Books/Serials/Etc.)				
Adult:	26,922	25,307	6,240	8,401
Juvenile:	9,899	9,206	2,065	3,000
<b>Total Bound:</b>	<b>36,821</b>	<b>34,513</b>	<b>8,305</b>	<b>11,401</b>
<b>Unbound</b> Current Serial Subscriptions (Non Electronic)				
	136.00	132.00	5.00	2.00
<b>Total Printed Materials:</b>	<b>36,957.00</b>	<b>34,645</b>	<b>8,310</b>	<b>11,403</b>

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,185.00	2,185.00	779.00	910.00
Video Materials:	2,168.00	2,168.00	842.00	558.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	64.00	41.00	7.00	1.00
<b>Total Electronic Materials:</b>	<b>64.00</b>	<b>41</b>	<b>7</b>	<b>1</b>

## Database Detail:

- Paid by your Library	161
- by other coop	0
- by State Library	23

## Library Hours

☒ Section Finalized

	Main/HQ	
Hours open per week:	<input type="text" value="61.00"/>	Total Annual Hours: <input type="text" value="3,172.00"/>
Hours after 5pm M-F:	<input type="text" value="13.00"/>	
Hours Sat, Sun:	<input type="text" value="8.00"/>	
Days Closed for Holidays:	<input type="text" value="13.00"/>	

### Regular Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="9:00am"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="9:00am"/>	<input type="text" value="5:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Regular Hours Per Week 61.00**

### Summer Hours

	Period 1		Period 2		Period 3	
Sun	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mon:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="9:00am"/>	<input type="text" value="8:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="9:00am"/>	<input type="text" value="6:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="9:00am"/>	<input type="text" value="5:00pm"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total Summer Hours Per Week 61.00**

**Reference/Circulation**☒ Section FinalizedEstimated Data? **Annual Circulation Transactions**

Adult

Juvenile:

**Total:**

Annual Circulation Transactions Per Capita:

**Borrowers**☒ Section FinalizedEstimated Data? **Number Of Registered Borrowers**

Adult:

Juvenile:

**Total:**

Number of Family Cards:

Re-Register? 

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

**Programs/InterLibrary**☒ Section Finalized      Estimated Data? 

Programs		Number	Attendance
Summer 6/05 - 8/05	Note: Last Years Program	20	1966
Other programs for children 7/05 - 6/06		26	1476
Programs given for adults 7/05 - 6/06		80	2596
Programs given for teens 7/05 - 6/06		38	355
Total Programs:		164	6393
Program Attendance Per Capita:			0.21

**Continuing Education/Internet Use**☒ Section FinalizedEstimated Data? ☐ NO**Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="36"/>

**Electronic Service and Internet Use**

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

Does your library have internet access?

Number of users annually

Number of Headquarter/Main Internet Stations?   
Public  Staff:  Shared

Internet access is via:

Internet have WIFI?:

Type of connection:

Does your library use an internet filter

- If yes, which filter:

Does your have a web page?

- Update When?   
- Which Software?   
- Hosted Where?

**Salaries and Benefits**☒ Section FinalizedEstimated Data? **Salaries**

Beginning Librarian's Annual Salary:	<input type="text" value="\$33,093"/>
Director's Current Annual Salary:	<input type="text" value="\$60,882"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Salary @ On 5.15 per hour:	<input type="text" value="\$10,712"/>

**Other Salaries**

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$70,990"/>
Information Technology Director:	<input type="text" value="\$77,896"/>	Selector:	<input type="text" value="\$53,321"/>

**Board/Staff Data**☒ Section Finalized**Months The Board Meets**

☒ Jan ☒ Feb ☒ Mar ☒ Apr ☒ May ☒ Jun  
☒ Jul ☒ Aug ☒ Sep ☒ Oct ☒ Nov ☒ Dec

Board meeting time:   
In which week?   
Day of week:   
MeetFrequency

Number of Board Members:   
Number of Staff Members:



## Equipment

☒ Section FinalizedPhotocopier? Microfilm/Fiche Reader/Printer? Microcomputers? 

Number of microcomputers:

Public: Staff: Shared: Automated Circulation System? Which automation system? Windows Based? Automated Public Access Catalog? Number of OPACs only: 

## Policies and Catalog

☒ Section Finalized

### Policies

Friends of Library Group? Friends  
Contact  
Name and  
AddressLocal Literacy Program? Literacy Contact  
Name \_PhoneWritten statement of purpose?  Year last reviewed