

ODL Annual Report - Fiscal Year: 2008

☒ 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) 73109-6711 (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:	20,131	7,089	27,220
County:	522,205	179,602	701,807
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <input type="text" value="YES"/>
		If NO, Describe:	

Director/Librarian: Phillip Tolbert

Person Completing: Stuart Williamson

Number Of Branches: BookMobiles: Other Outlets:

Note: City pop from MLS defined service area 2007

Total Staff FTE	<input type="text" value="7.35"/>	MLS FTE	<input type="text" value="2"/>	Librarian FTE:	<input type="text" value="1.5"/>	Other FTE:	<input type="text" value="3.85"/>
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Library Data and Demographics(2)

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

U.S. Congressional District:

Oklahoma House District:

Oklahoma Senate District:

Holdings

☒ Section FinalizedEstimated Data?

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	24,353	22,892	6,251	8,041
Juvenile:	9,317	8,665	1,648	2,138
Total Bound:	33,670	31,557	7,899	10,179
Unbound Current Serial Subscriptions (Non Electronic)				
	140.00	136.00	13.00	9.00
Total Printed Materials:	33,810.00	31,693	7,912	10,188

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,245.00	2,245.00	716.00	648.00
Video Materials:	1,776.00	1,776.00	570.00	923.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	62.00	62.00	3.00	5.00
Total Electronic Materials:	62.00	62	3	5

Database Detail:

- Paid by your Library	62
- by other coop	0
- by State Library	23

Licensed Databases:

Ancestry.com, Auto Repair Reference Center,
Dun and Bradstreet, Ebsco Do-It-Yourself
(auto/home/small engine), HeritageQuest,

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="10.00"/>	

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Summer Hours Per Week 0.00

Reference/Circulation

☒ Section Finalized Estimated Data?

Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="74,138"/>	<input type="text" value="34,198"/>	<input type="text" value="108,336"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits Per Capita:

Borrowers

☒ Section Finalized Estimated Data?

Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="10,680"/>	<input type="text" value="6,017"/>	<input type="text" value="16,697"/>

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 6/07 - 8/07	Note: Last Years Program	<input type="text" value="9"/>	<input type="text" value="1210"/>
Other programs for children 7/07 - 6/08		<input type="text" value="48"/>	<input type="text" value="442"/>
Programs given for adults 7/07 - 6/08		<input type="text" value="84"/>	<input type="text" value="1651"/>
Summer Teens 6/07 - 8/07	Note: Last Years Program	<input type="text" value="5"/>	<input type="text" value="121"/>
Programs given for teens 7/07 - 6/08		<input type="text" value="14"/>	<input type="text" value="138"/>
Total Programs:		<input type="text" value="160"/>	<input type="text" value="3562"/>
Program Attendance Per Capita:			<input type="text" value="0.13"/>

Continuing Education/Internet Use☒ Section FinalizedEstimated Data? **Continuing Education**

# of Staff	# of Board	Total CEs
<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text" value="17"/>

Electronic Service and Internet Use

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

Does your library have internet access?

Number of users annually

Number of Headquarter/Main Internet Stations?			Total
Public	<input type="text" value="12"/>	Staff: <input type="text" value="7"/>	Shared <input type="text" value="0"/>
			<input type="text" value="19"/>

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?	<input type="text"/>
- Which Software?	<input type="text"/>
- Hosted Where?	<input type="text"/>

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

Beginning Librarian's Annual Salary:	<input type="text" value="\$35,818"/>
Director's Current Annual Salary:	<input type="text" value="\$65,874"/>
Director's Hours Per Week:	<input type="text" value="40"/>
Salary @ On \$6.5 per hour:	<input type="text" value="\$13,520"/>

Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	<input type="text" value="\$0"/>	Department Head	<input type="text" value="\$0"/>
Information Technology Director:	<input type="text" value="\$0"/>	Selector:	<input type="text" value="\$0"/>

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