

# ODL Annual Report - Fiscal Year: 2011

Finalized YESApproved YESLibrary: **CAPITOL HILL LIBRARY**

ID: 9444

## Library Data and Demographics

Section Finalized YESEstimated Data? NO

Name:	CAPITOL HILL 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:	24,650	8,455	33,105
County:	537,515	181,118	718,633
County Service Area:	718	Square Miles	Do you serve all in county w/o charge? <u>YES</u> If NO, Describe:

Director/Librarian:	Phillip Tolbert				
Person Completing:	Kay Bauman				
City Manager/Mayor:					
Number Of Branches:	0	BookMobiles:	0	Other Outlets:	0
Number Of Other Outlets:					

Note: City pop from MLS defined service area 2009

Total Staff FTE	7.94	MLS FTE	2.5	Librarian FTE:	1	Other FTE:	4.44
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## Library Data and Demographics(2)

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Square Footage For Library:	<input type="text" value="10,074"/>	Do you have meeting rooms?	<input type="text" value="YES"/>
Year Built:	<input type="text" value="1952"/>		
Housed in a building owned or maintained by local government or the system?	<input type="text" value="YES"/>		
Has any building in the library or system been renovated, expanded, or new construction completed withing the period covered by this report?	<input type="text" value="NO"/>		
Total amount spent of building maintenance and/or rent:	<input type="text" value="\$57,375"/>		
Building maintenance and/or rent paid by:	<input type="text" value="SYSTEM"/>		
-- Specify if OTHER:	<input type="text"/>		

### US/State Districts/Representatives

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U.S. Congressional District:	<input type="text" value="USH-5 Lankford, James"/>
Oklahoma House District:	<input type="text" value="H-93 Christian, Mike"/>
Oklahoma Senate District:	<input type="text" value="S-46 Rice, Andrew (D)"/>

# Holdings

Section Finalized YES

Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
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## Bound

(Books/Serials/Etc.)

Adult:	22,901	21,527	6,881	7,009
Juvenile:	9,023	8,391	1,608	1,551
<b>Total Bound:</b>	<b>31,924</b>	<b>29,918</b>	<b>8,489</b>	<b>8,560</b>

## Unbound

Current Serial  
Subscriptions

(Non Electronic)

148	148	0	5
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## Total Printed Materials:

32,072	30,066	8,489	8,565
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## Electronic Materials

Physical Units

Titles

Added

Discarded

Audio Materials:	2,237	2,214	864	815
Downloadable Audio Titles:	0			
Video Materials:	2,609	2,583	1,088	799
Downloadable Video Titles:	0			

E-Books:	0	0	0	0
E-Serials:	0	0	0	0
Licensed Databases:	92	92	23	5

## Total Electronic Materials:

92	92	23	5
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Database Detail:

- Paid by your Library

- by other coop

- by State Library

92	0	35
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Licensed Databases:

Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank, NoveList, NoveList K-8, Reference USA,

Other Databases:

## Library Hours

Section Finalized YES

### 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="11.00"/>		
Weeks open per year:	<input type="text" value="51.00"/>		

### 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="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tues:	<input type="text" value="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wed:	<input type="text" value="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thurs:	<input type="text" value="09:00AM"/>	<input type="text" value="08:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fri:	<input type="text" value="09:00AM"/>	<input type="text" value="06:00PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sat:	<input type="text" value="09:00AM"/>	<input type="text" value="05:00PM"/>	<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 YES

Estimated Data? NO

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### Annual Circulation Transactions

Adult	Juvenile:	Total:
<input type="text" value="90,753"/>	<input type="text" value="47,645"/>	<input type="text" value="138,398"/>

Annual Circulation Transactions Per Capita:

Annual Library Visits:

## Borrowers

Section Finalized YES

Estimated Data? NO

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### Number Of Registered Borrowers

Adult:	Juvenile:	Total:
<input type="text" value="11,101"/>	<input type="text" value="6,976"/>	<input type="text" value="18,077"/>

Number of Family Cards:

Re-Register?

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

## Programs/InterLibrary

Section Finalized YES

Estimated Data? NO

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Programs	Number	Attendance
Summer 6/10 - 8/10      Note: Last Years Program	44	1,557
Other programs for children 7/10 - 6/11	185	3,992
Programs given for adults 7/10 - 6/11	78	1,059
Summer Teens 6/10 - 8/10      Note: Last Years Program	1	144
Programs given for teens 7/10 - 6/11	53	568
<b>Total Programs:</b>		<b>7,320</b>
Program Attendance Per Capita:		0.22

**Continuing Education**

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# of Staff	# of Board	Total CEs
<input type="text" value="12"/>	<input type="text" value="0"/>	<input type="text" value="17"/>

**Electronic Service and Internet Use**

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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:

## Salaries and Benefits

Section Finalized YESEstimated Data? NO

### Salaries

Beginning Librarian's Annual Salary:	\$52,540.00
Director's Current Annual Salary:	\$74,131.00
Director's Hours Per Week:	40
Hourly Wage:	\$0.00
Salary @ On \$7.25 per hour:	\$15,080.00

### Other Salaries

(Annual)

Assistant or Deputy Director (Avg):	\$0.00	Department Head:	\$0.00
Information Technology Director:	\$0.00	Selector:	\$0.00

## Board/Staff Data

Section Finalized YES

### Months The Board Meets

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

Board meeting time: 03:30PM

In which week? 3rd

Day of week: THUR

MeetFrequency MONTHLY

Number of Board Members: 0

Number of Staff Members: 12



## Equipment

Section Finalized YES

Photocopier?

Automated Circulation System?

Microfilm/Fiche Reader/Printer?

Which automation system?

Microcomputers?

Windows Based?

Number of microcomputers:

Public:

Staff:

Shared:

Automated Public Access Catalog?

Number of OPACs only:

## Policies and Catalog

Section Finalized YES

### Policies

Friends of Library Group?

Local Literacy Program?

Friends  
Contact  
Name and  
Address

Literacy Contact  
Name Phone

- If NO, has Library Ever Had Friends?

Written statement of purpose?

< Year last reviewed

# Library Staff

Section Finalized

Last Update with FY: 2011 Library: CAPITOL HILL LIBRARY						
Name	Staff Count: 12	Total FTE: 7.94				
	Title:	Type:	Education	Hours	CE?	
DELEON, GLORIA	Assoc Librarian	Other		20.00	Y	
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
DOVER, MYRA	Page	Other		17.54	Y	
FTE: 0.44	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
HANNA, TIMOTHY	Public Computer Spclst	Other		20.00	Y	
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
HILL, ANGELA	Librarian	MLS		20.00	Y	
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
JONES, JENNIFER	Assoc. Librarian	Librarian		40.00	Y	
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
MASCORRO, JORGE	Library Page	Other		0.00	N	
FTE: 0.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> Y		
MATA, HECTOR	Circulation Clerk	Other		40.00	Y	
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
MELCHOR, GLORIA	Circ Clerk	Other		20.00	Y	
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
TOLBERT, PHILLIP	Library Manager I	MLS		40.00	Y	
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
TOLLE, JONATHAN	Circ Clerk	Other		40.00	Y	
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
WEBB, GLENN	Associate Librarian	MLS		40.00	Y	
FTE: 1.00	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		
YAZDANI, KAYHAN	Page	Other		20.00	Y	
FTE: 0.50	Certification: Certified? <input type="checkbox"/> N	Level: <input type="text"/>	Year: <input type="text"/>	Hired This Year? <input type="checkbox"/> N		

**Board Members**

Section Finalized

Last Update with FY: **2011**      Library: **CAPITOL HILL LIBRARY**

Total Members: 0

Home Phone:

Business Phone:

- ,

Position:

Term Ends: