

# ODL Annual Report - Fiscal Year: 2006

Finalized  Approved

Library: **CAPITOL HILL BRANCH LIBRARY**

## Library Data and Demographics

Section Finalized

Estimated Data?  NO

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:	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="checkbox"/> YES
			If NO, Describe: <input type="text"/>

Director/Librarian: Phillip Tolbert

Person Completing: Stuart Williamson

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? 

<b>Printed Materials</b>	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>
<b>Electronic Materials</b>				
	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:	61.00	Total Annual Hours: <span style="border: 1px solid black; padding: 2px;">3,172.00</span>
Hours after 5pm M-F:	13.00	
Hours Sat, Sun:	8.00	
Days Closed for Holidays:	13.00	

### Regular Hours

	Period 1		Period 2		Period 3	
Sun						
Mon:	9:00am	8:00pm				
Tues:	9:00am	8:00pm				
Wed:	9:00am	8:00pm				
Thurs:	9:00am	8:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

**Total Regular Hours Per Week 61.00**

### Summer Hours

	Period 1		Period 2		Period 3	
Sun						
Mon:	9:00am	8:00pm				
Tues:	9:00am	8:00pm				
Wed:	9:00am	8:00pm				
Thurs:	9:00am	8:00pm				
Fri:	9:00am	6:00pm				
Sat:	9:00am	5:00pm				

**Total Summer Hours Per Week 61.00**

## Reference/Circulation

Section Finalized Estimated Data?

### Annual Circulation Transactions

Adult	Juvenile:	<b>Total:</b>
<input type="text" value="86,599"/>	<input type="text" value="39,083"/>	<input type="text" value="125,682"/>

Annual Circulation Transactions Per Capita:

## Borrowers

Section Finalized Estimated Data?

### Number Of Registered Borrowers

Adult:	Juvenile:	<b>Total:</b>
<input type="text" value="10,284"/>	<input type="text" value="5,300"/>	<input type="text" value="15,584"/>

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?  NO

<b>Programs</b>	<b>Number</b>	<b>Attendance</b>
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
<b>Total Programs:</b>	<b>164</b>	<b>6393</b>
Program Attendance Per Capita:		0.21

## Continuing Education/Internet Use

Section Finalized Estimated 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? Total  
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 Finalized Estimated Data?  NO

### Salaries

Beginning Librarian's Annual Salary:	\$33,093
Director's Current Annual Salary:	\$60,882
Director's Hours Per Week:	40
Salary @ On 5.15 per hour:	\$10,712

### Other Salaries

(Annual)

Assistant or Deputy Director (Avg)	\$0	Department Head	\$70,990
Information Technology Director:	\$77,896	Selector:	\$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:	3:30pm
In which week?	3rd
Day of week:	THUR
MeetFrequency	MONTHLY

Number of Board Members:	0
Number of Staff Members:	10

**Equipment** Section Finalized

Photocopier?	<input type="text" value="YES"/>	Automated Circulation System?	<input type="text" value="YES"/>
Microfilm/Fiche Reader/Printer?	<input type="text" value="NO"/>	Which automation system?	<input type="text" value="Other"/>
Microcomputers?	<input type="text" value="YES"/>	Windows Based?	<input type="text" value="YES"/>
Number of microcomputers:			
Public:	<input type="text" value="16"/>	Automated Public Access Catalog?	<input type="text" value="YES"/>
Staff:	<input type="text" value="6"/>	Number of OPACs only:	<input type="text" value="3"/>
Shared:	<input type="text" value="0"/>		

**Policies and Catalog** Section Finalized**Policies**

Friends of Library Group?	<input type="text" value="NO"/>	Local Literacy Program?	<input type="text" value="NO"/>
Friends Contact Name and Address	<input type="text"/>	Literacy Contact Name _Phone	<input type="text"/>
Written statement of purpose?	<input type="text" value="YES"/>	<input type="text" value="2005"/> Year last reviewed	