ODL Annual Report - Fiscal Year: 2007

☐ 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:	20,131	7,089	27,220
County:	514,361	176,905	691,266

County Service Area: 718 Square Miles

Do you serve all in county w/o charge? YES

If NO, Describe:

Director/Librarian:	Phillip Tolbert
Person Completing:	Stuart Williamson, Researcher

Number Of Branches: 0   BookMobiles: 0   Other Outlets: 0

Note: City pop from MLS defined service area 2007

Total Staff FTE	MLS FTE	Librarian FTE:	Other FTE:
6	2	1.5	2.5

Library Data and Demographics(2)

Square Footage For Library: 16339   Do you have meeting rooms?   NO

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

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

Total amount spent of building maintenance and/or rent: $31,482.00

Building maintenance and/or rent paid by: SYSTEM

   -- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Earnest Istook

Oklahoma House District: H-93 Al Lindley

Oklahoma Senate District: S-46 Bernest Cain

Holdings

☑ Section Finalized   Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	26,143	24,574	5,976	6,755
Juvenile:	9,807	9,121	1,599	1,691
Total Bound:	**35,950**	**33,695**	**7,575**	**8,446**
Unbound Current Serial Subscriptions (Non Electronic)	136.00	132.00	0.00	0.00
Total Printed Materials:	**36,086.00**	**33,827**	**7,575**	**8,446**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,177.00	2,177.00	756.00	764.00
Video Materials:	2,129.00	2,129.00	544.00	583.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	64.00	64.00	23.00	23.00
Total Electronic Materials:	**64.00**	**64**	**23**	**23**

Database Detail:	
- Paid by your Library	64
- by other coop	0
- by State Library	23

Library Hours

☑ Section Finalized

	Main/HQ		
Hours open per week:	61.00	Total Annual Hours:	3,172.00
Hours after 5pm M-F:	13.00		
Hours Sat, Sun:	8.00		
Days Closed for Holidays:	10.00		

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:						
Tues:						
Wed:						
Thurs:						
Fri:						
Sat:						

Total Summer Hours Per Week   0.00

Reference/Circulation

☑ Section Finalized   Estimated Data?   NO

Annual Circulation Transactions

Adult   Juvenile: **Total:**

| 81,681 | 41,225 | 122,906 |

Annual Circulation Transactions Per Capita: 4.52

Borrowers

☑ Section Finalized   Estimated Data?   NO

Number Of Registered Borrowers

Adult: Juvenile: **Total:**

| 10,644 | 5,715 | 16,359 |

Number of Family Cards: 0

Re-Register?   YES

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

Programs/InterLibrary

☑ Section Finalized   Estimated Data? NO

Programs		Number	Attendance
Summer 6/06 - 8/06	Note: Last Years Program	12	1082
Other programs for children 7/06 - 6/07		13	160
Programs given for adults 7/06 - 6/07		69	2812
Summer Teens 6/06 - 8/06	Note: Last Years Program	3	89
Programs given for teens 7/06 - 6/07		54	354
Total Programs:		**151**	**4497**
Program Attendance Per Capita:			0.17

Continuing Education/Internet Use   ☑ Section Finalized   Estimated Data?   NO

Continuing Education

# of Staff	# of Board	Total CEs
10	0	20

Electronic Service and Internet Use

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

Does your library have internet access?   YES

    Number of users annually   32467

    Number of Headquarter/Main Internet Stations?   Total

Public   12   Staff: 6   Shared   0   18

Internet access is via: DEDICATED
Internet have WIFI?:   YES
Type of connection: 100 MBPS

Does your library use an internet filter   Y

    - 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:	$34,424
Director's Current Annual Salary:	$41,184
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	$63,336
Information Technology Director:	$0	Selector:	$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:	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?	YES	Automated Circulation System?	YES
Microfilm/Fiche Reader/Printer?	NO	Which automation system?	Other
Microcomputers?	YES	Windows Based?	YES

Number of microcomputers:

Public:	16			
Staff:	6	Automated Public Access Catalog?	YES
Shared:	0	Number of OPACs only:	1

Policies and Catalog

☑ Section Finalized

Policies

Friends of Library Group?	NO	Local Literacy Program?	NO
Friends Contact Name and Address		Literacy Contact Name _ Phone	

Written statement of purpose?   YES   2007   Year last reviewed