ODL Annual Report - Fiscal Year: 2009

☑ Finalized ☑ Approved

Library: **CAPITOL HILL LIBRARY**

Library Data and Demographics

☑ Section Finalized   Estimated 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)   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:	24,650	8,455	33,105
County:	525,784	180,833	706,617

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 2008
Change Name to "Capitol Hill Library"

Total Staff FTE	9.05	MLS FTE	3	Librarian FTE:	1.5	Other FTE:	4.55

Library Data and Demographics(2)

Square Footage For Library: 8640   Do you have meeting rooms?   YES

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

Year Built: 1952

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

Total amount spent of building maintenance and/or rent: $48,847.00

Building maintenance and/or rent paid by: SYSTEM

  -- Specify if OTHER:

US/State Districts/Representatives

U.S. Congressional District: USH-5 Fallin, Mary

Oklahoma House District: H-93 Christian, Mike

Oklahoma Senate District: S-46 Rice, Andrew (D)

Holdings

☑ Section Finalized   Estimated Data? NO

Printed Materials	Physical Units	Titles	Added	Discarded
Bound (Books/Serials/Etc.)				
Adult:	23,782	22,355	6,282	6,853
Juvenile:	9,268	8,619	1,314	1,363
Total Bound:	**33,050**	**30,974**	**7,596**	**8,216**
Unbound Current Serial Subscriptions (Non Electronic)	139.00	135.00	4.00	5.00
Total Printed Materials:	**33,189.00**	**31,109**	**7,600**	**8,221**

Electronic Materials	Physical Units	Titles	Added	Discarded
Audio Materials:	2,151.00	2,151.00	8,897.00	991.00
Video Materials:	2,075.00	2,075.00	674.00	375.00
E-Books:	0.00	0.00	0.00	0.00
E-Serials:	0.00	0.00	0.00	0.00
Licensed Databases:	69.00	69.00	7.00	0.00
Total Electronic Materials:	**69.00**	**69**	**7**	**0**

Database Detail:		Licensed Databases:
- Paid by your Library	46	Ancestry.com, Auto Repair Reference Center, Dun and Bradstreet, HeritageQuest, Learning Express, Mitchell Repair (auto), NewsBank,
- 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:**

| 79,938 | 32,084 | 112,022 |

Annual Circulation Transactions Per Capita: 3.38

Annual Library Visits Per Capita: 4.05

Borrowers

☑ Section Finalized   Estimated Data? NO

Number Of Registered Borrowers
Adult: Juvenile: **Total:**

| 10,813 | 6,184 | 16,997 |

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 6/08 - 8/08	Note: Last Years Program	13	919
Other programs for children 7/08 - 6/09		74	3169
Programs given for adults 7/08 - 6/09		130	2069
Summer Teens 6/08 - 8/08	Note: Last Years Program	3	108
Programs given for teens 7/08 - 6/09		16	602
Total Programs:		**236**	**6867**
Program Attendance Per Capita:			0.21

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

Continuing Education

# of Staff	# of Board	Total CEs
11	0	23

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   34954

Number of Headquarter/Main Internet Stations?   Total

Public   12   Staff: 7   Shared   0   19

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: smart filter-bess edition

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:	$37,253
Director's Current Annual Salary:	$68,515
Director's Hours Per Week:	40
Hourly Wage:	$0.00
Salary @ On $6.5 per hour:	$13,520

Other Salaries   (Annual)

Assistant or Deputy Director (Avg)	$0	Department Head	$0
Information Technology Director:	$0	Selector:	$0

☑ Section Finalized

Board/Staff Data

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:	12

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:	18
Staff:	7
Shared:	0

Automated Public Access Catalog?   YES

Number of OPACs only: 2

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   2008   Year last reviewed

Library Staff

☑ Section Finalized

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

Staff Count 12   Total FTE: 8.05

Name	Title:	Type:	Education	Hours	CE?
DELEON, GLORIA	Circ Clerk	Other	College Graduate	20	Y
FTE: 0.5 Certification: Certified? N Level: Year:				Hired This Year? Y	
DOVER, MYRA	Page	Other	High School	19	Y
FTE: 0.475 Certification: Certified? N Level: Year:				Hired This Year? Y	
HANNA, TIMOTHY	Technology Asst.	Other	College Graduate	20	Y
FTE: 0.5 Certification: Certified? N Level: Year:				Hired This Year? N	
HILL, ANGELA	Assoc Librarian	Librarian	College Graduate	20	Y
FTE: 0.5 Certification: Certified? N Level: Year:				Hired This Year? N	
MATA, HECTOR	Circulation Clerk	Other	Some College	40	Y
FTE: 1 Certification: Certified? N Level: Year:				Hired This Year? N	
MELCHOR, GLORIA	Page	Other	Some College	23	Y
FTE: 0.575 Certification: Certified? N Level: Year:				Hired This Year? Y	
SHELTON, JOAN	Librarian	MLS	Masters In Library	40	Y
FTE: 1 Certification: Certified? N Level: Year:				Hired This Year? N	
TOLBERT, PHILLIP	Library Manager I	MLS	Masters In Library	40	Y
FTE: 1 Certification: Certified? N Level: Year:				Hired This Year? N	
TOLLE, JONATHAN	Circ Clerk	Other	College Graduate	40	Y
FTE: 1 Certification: Certified? N Level: Year:				Hired This Year? N	
VACANT,	Librarian	MLS		40	
FTE: 1 Certification: Certified? Level: Year:				Hired This Year? Y	
WEBB, GLENN	Associate Librarian	Librarian	College Graduate	40	Y
FTE: 1 Certification: Certified? N Level: Year:				Hired This Year? N	
YAZDANI, KAYHAN	Page	Other	Other Masters	20	Y
FTE: 0.5 Certification: Certified? N Level: Year:				Hired This Year? N	

Board Members

☑ Section Finalized

Last Update with FY **2009**   Library: **CAPITOL HILL LIBRARY**

Total Members: 0

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Home Phone: Business Phone:

- ,

Position: Term Ends: