

Staffing  
Budget  
Report

2012

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**Metropolitan Library System**

Prepared by Planning Services on 05/14/12

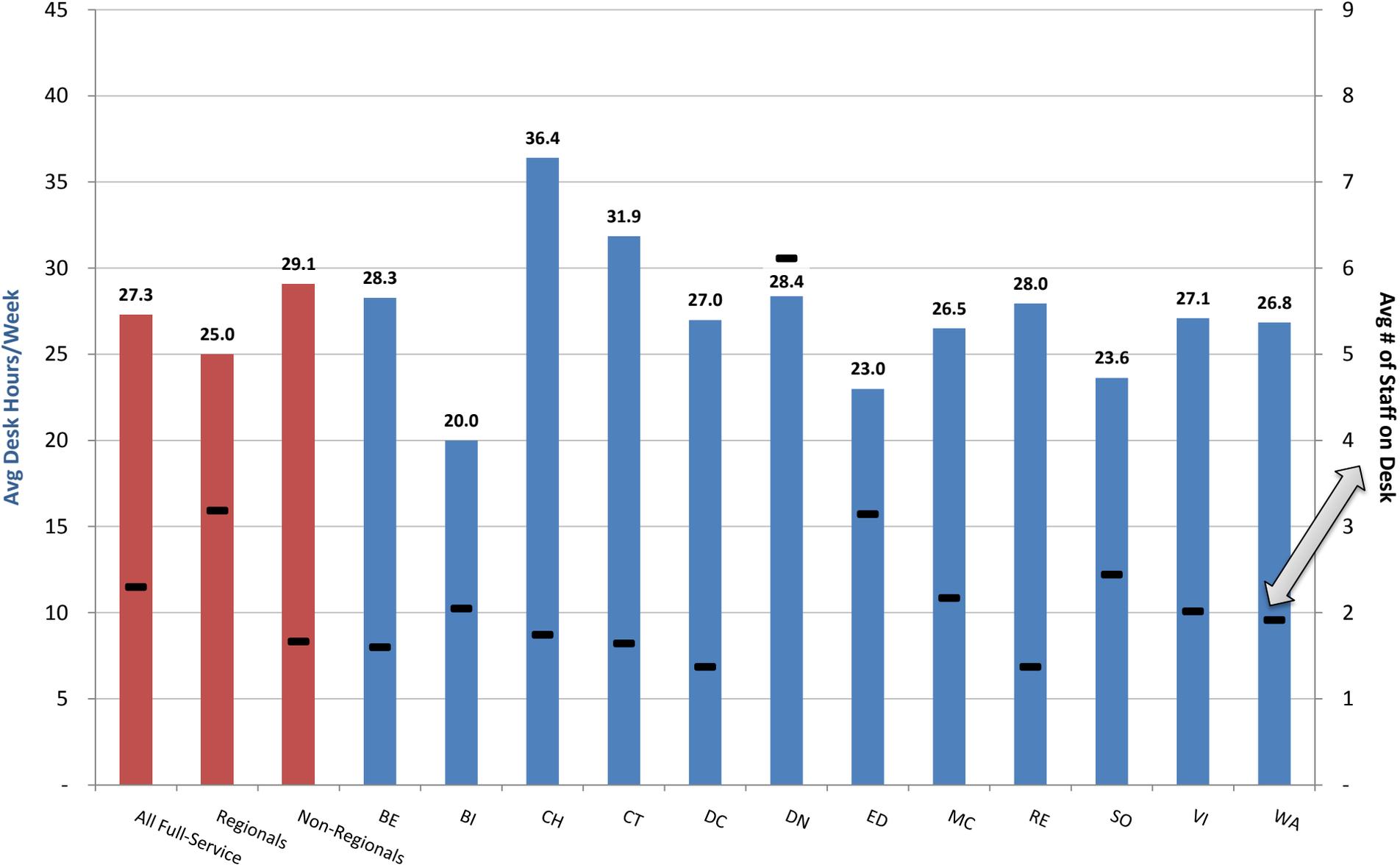
Reflects usage data from January 2011 - December 2011

Reserves Data reflects "Reserves Found"

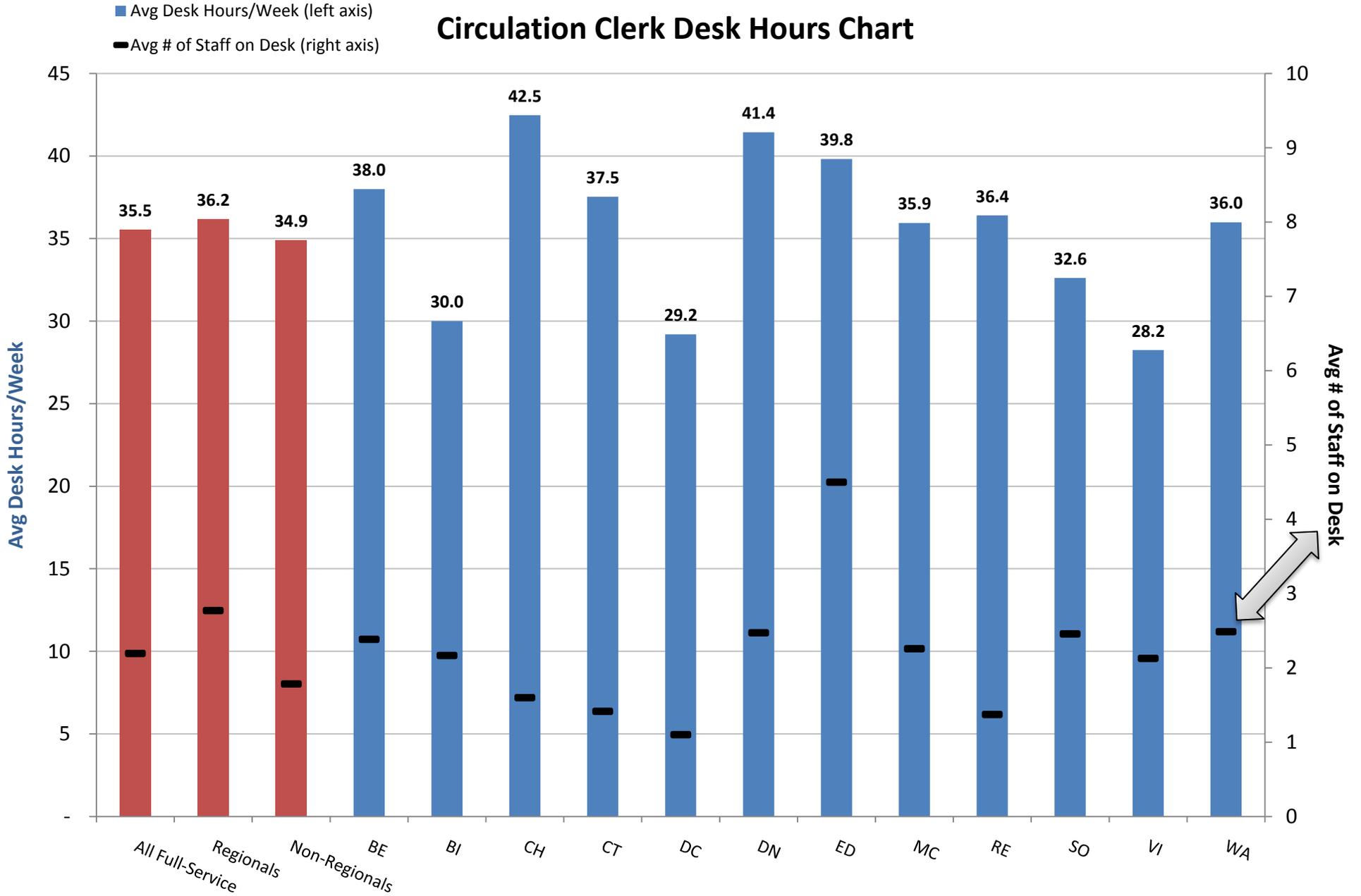
# Librarian Desk Hours Chart

■ Avg Desk Hours/Week (left axis)

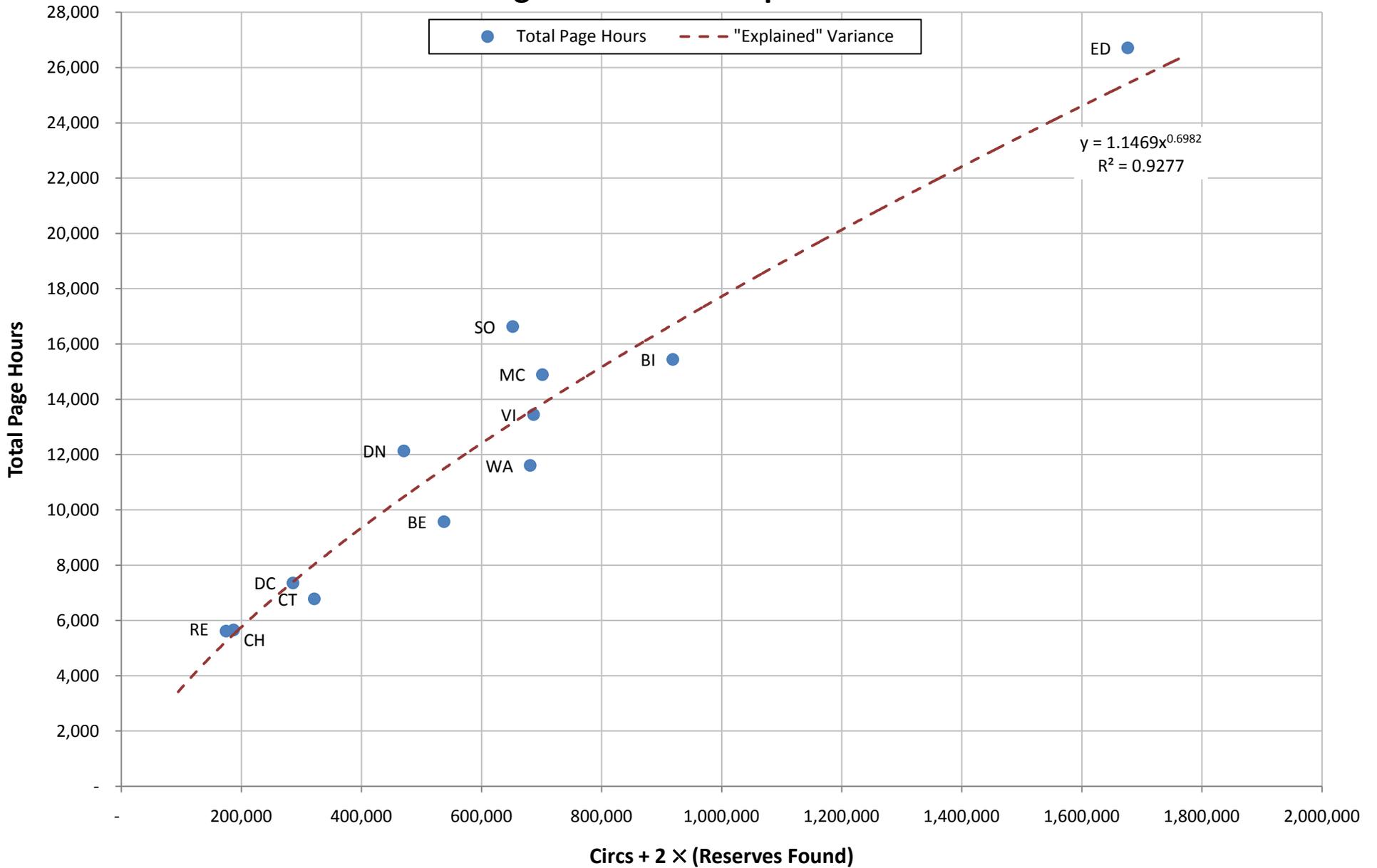
■ Avg # of Staff on Desk (right axis)



# Circulation Clerk Desk Hours Chart



# Page Workload Comparison



# All Full-Service Libraries

Library Information	
Hours Open Per Week	840.00
Circulation (last 12 months)	5,456,575
Reserves Found (last 12 months)	918,217
Avg Reference Questions/Week (Sept. 2007)	6,341
Avg Weekly Door Count (Apr. 2008)	46,183
Public Computers Hours Used (last 12 months)	538,281

Current Staffing Levels	
Manager FTE	12.00
Asst. Manager FTE	5.00
Reference Staff FTE	73.28
Circulation Clerk FTE	59.00
Computer Specialist FTE	11.04
Page FTE	55.53
System Reserve Page FTE	14.59
Page Total FTE	70.12

Service Points	
Circulation Service Points	35.00
Total Circulation Desk Hours/Week	1,843.64
Max Possible Circ Desk Hours/Week	2,450.00
Reference Service Points	35.00
Total Reference Desk Hours/Week	1,930.31
Max Possible Ref Desk Hours/Week	2,450.00

Current Staff Workload	
Avg Manager Desk Hours/Week	11.51
Avg Asst. Manager Desk Hours/Week	6.67
Avg Librarian Desk Hours/Week	27.30
Avg Circ. Clerk Desk Hours/Week	35.55
Computer Hours/Comp. Spc. FTE	48,768
Circs/Page FTE	98,262
Reserves/SR Page FTE	62,929
(2*Reserves + Circs)/Total Page FTE	104,004

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# All Regional Libraries

Library Information	
Hours Open Per Week	350.00
Circulation (last 12 months)	3,237,286
Reserves Found (last 12 months)	590,848
Avg Reference Questions/Week (Sept. 2007)	3,422
Avg Weekly Door Count (Apr. 2008)	26,489
Public Computers Hours Used (last 12 months)	287,459

Current Staffing Levels	
Manager FTE	5.00
Asst. Manager FTE	5.00
Reference Staff FTE	44.90
Circulation Clerk FTE	30.50
Computer Specialist FTE	6.50
Page FTE	32.45
System Reserve Page FTE	8.81
Page Total FTE	41.26

Service Points	
Circulation Service Points	18.00
Total Circulation Desk Hours/Week	969.64
Max Possible Circ Desk Hours/Week	1,260.00
Reference Service Points	20.00
Total Reference Desk Hours/Week	1,114.31
Max Possible Ref Desk Hours/Week	1,400.00

Current Staff Workload	
Avg Manager Desk Hours/Week	9.43
Avg Asst. Manager Desk Hours/Week	16.01
Avg Librarian Desk Hours/Week	25.01
Avg Circ. Clerk Desk Hours/Week	36.16
Computer Hours/Comp. Spc. FTE	44,224
Circs/Page FTE	99,777
Reserves/SR Page FTE	67,050
(2*Reserves + Circs)/Total Page FTE	107,108

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# All Non-Regional Libraries

Library Information	
Hours Open Per Week	490.00
Circulation (last 12 months)	2,219,289
Reserves Found (last 12 months)	327,369
Avg Reference Questions/Week (Sept. 2007)	2,919
Avg Weekly Door Count (Apr. 2008)	19,694
Public Computers Hours Used (last 12 months)	250,822

Current Staffing Levels	
Manager FTE	7.00
Asst. Manager FTE	
Reference Staff FTE	28.38
Circulation Clerk FTE	28.50
Computer Specialist FTE	4.54
Page FTE	23.09
System Reserve Page FTE	5.78
Page Total FTE	28.86

Service Points	
Circulation Service Points	17.00
Total Circulation Desk Hours/Week	874.00
Max Possible Circ Desk Hours/Week	1,190.00
Reference Service Points	15.00
Total Reference Desk Hours/Week	816.00
Max Possible Ref Desk Hours/Week	1,050.00

Current Staff Workload	
Avg Manager Desk Hours/Week	13.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	29.06
Avg Circ. Clerk Desk Hours/Week	34.88
Computer Hours/Comp. Spc. FTE	55,278
Circs/Page FTE	96,133
Reserves/SR Page FTE	56,645
(2*Reserves + Circs)/Total Page FTE	99,568

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Bethany Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	425,686
Reserves Found (Jan - Dec 2011)	55,849
Avg Reference Questions/Week (Sept. 2010)	290
Avg Weekly Visits (Jan - Dec 2011)	3,031
Public Computers Hours Used (Jan - Dec 2011)	29,642

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	3.50
Circulation Clerk FTE	5.00
Computer Specialist FTE	-
Library Aide FTE	3.19
System Reserve Library Aide FTE	1.41
Library Aide Total FTE	4.60

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	167.00
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	112.00
Max Possible Ref Desk Hours/Week	140.00

Current Staff Workload	
Avg Manager Desk Hours/Week	25.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	28.28
Avg Circ. Clerk Desk Hours/Week	37.99
Computer Hours/Comp. Spc. FTE	-
Circs/Library Aide FTE	133,307
Reserves/SR Library Aide FTE	39,620
(2*Reserves + Circs)/Total Library Aide FTE	116,749

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Belle Isle Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	650,408
Reserves Found (Jan - Dec 2011)	134,039
Avg Reference Questions/Week (Sept. 2010)	884
Avg Weekly Visits (Jan - Dec 2011)	4,233
Public Computers Hours Used (Jan - Dec 2011)	39,739

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	1.00
Reference Staff FTE	7.00
Circulation Clerk FTE	5.75
Computer Specialist FTE	1.50
Library Aide FTE	5.49
System Reserve Library Aide FTE	1.94
Library Aide Total FTE	7.42

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	151.64
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	3.00
Total Reference Desk Hours/Week	143.31
Max Possible Ref Desk Hours/Week	210.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.17
Avg Asst. Manager Desk Hours/Week	10.07
Avg Librarian Desk Hours/Week	20.00
Avg Circ. Clerk Desk Hours/Week	30.00
Computer Hours/Comp. Spc. FTE	26,493
Circs/Library Aide FTE	118,525
Reserves/SR Library Aide FTE	69,250
(2*Reserves + Circs)/Total Library Aide FTE	123,734

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Capitol Hill Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	147,213
Reserves Found (Jan - Dec 2011)	19,747
Avg Reference Questions/Week (Sept. 2010)	223
Avg Weekly Visits (Jan - Dec 2011)	2,423
Public Computers Hours Used (Jan - Dec 2011)	31,935

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	3.50
Circulation Clerk FTE	3.00
Computer Specialist FTE	1.00
Library Aide FTE	2.43
System Reserve Library Aide FTE	0.29
Library Aide Total FTE	2.72

Service Points	
Circulation Service Points	2.00
Total Circulation Desk Hours/Week	112.00
Max Possible Circ Desk Hours/Week	140.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	122.00
Max Possible Ref Desk Hours/Week	140.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	36.40
Avg Circ. Clerk Desk Hours/Week	42.47
Computer Hours/Comp. Spc. FTE	31,935
Circs/Library Aide FTE	60,574
Reserves/SR Library Aide FTE	68,229
(2*Reserves + Circs)/Total Library Aide FTE	68,650

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Choctaw Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	234,095
Reserves Found (Jan - Dec 2011)	43,707
Avg Reference Questions/Week (Sept. 2010)	331
Avg Weekly Visits (Jan - Dec 2011)	1,660
Public Computers Hours Used (Jan - Dec 2011)	21,390

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	3.75
Circulation Clerk FTE	3.00
Computer Specialist FTE	0.74
Library Aide FTE	2.78
System Reserve Library Aide FTE	0.48
Library Aide Total FTE	3.26

Service Points	
Circulation Service Points	2.00
Total Circulation Desk Hours/Week	99.00
Max Possible Circ Desk Hours/Week	140.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	115.00
Max Possible Ref Desk Hours/Week	140.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	31.85
Avg Circ. Clerk Desk Hours/Week	37.54
Computer Hours/Comp. Spc. FTE	29,003
Circs/Library Aide FTE	84,329
Reserves/SR Library Aide FTE	90,189
(2*Reserves + Circs)/Total Library Aide FTE	98,605

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Del City Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	211,876
Reserves Found (Jan - Dec 2011)	37,075
Avg Reference Questions/Week (Sept. 2010)	162
Avg Weekly Visits (Jan - Dec 2011)	1,805
Public Computers Hours Used (Jan - Dec 2011)	31,696

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	3.63
Circulation Clerk FTE	3.00
Computer Specialist FTE	0.50
Library Aide FTE	2.84
System Reserve Library Aide FTE	0.70
Library Aide Total FTE	3.54

Service Points	
Circulation Service Points	2.00
Total Circulation Desk Hours/Week	77.00
Max Possible Circ Desk Hours/Week	140.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	96.00
Max Possible Ref Desk Hours/Week	140.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	26.99
Avg Circ. Clerk Desk Hours/Week	29.20
Computer Hours/Comp. Spc. FTE	63,392
Circs/Library Aide FTE	74,733
Reserves/SR Library Aide FTE	52,892
(2*Reserves + Circs)/Total Library Aide FTE	80,888

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Downtown Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	272,486
Reserves Found (Jan - Dec 2011)	99,089
Avg Reference Questions/Week (Sept. 2010)	751
Avg Weekly Visits (Jan - Dec 2011)	6,477
Public Computers Hours Used (Jan - Dec 2011)	91,100

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	1.00
Reference Staff FTE	16.15
Circulation Clerk FTE	4.75
Computer Specialist FTE	1.75
Library Aide FTE	5.05
System Reserve Library Aide FTE	0.78
Library Aide Total FTE	5.83

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	173.00
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	7.00
Total Reference Desk Hours/Week	428.00
Max Possible Ref Desk Hours/Week	490.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.00
Avg Asst. Manager Desk Hours/Week	15.00
Avg Librarian Desk Hours/Week	28.39
Avg Circ. Clerk Desk Hours/Week	41.43
Computer Hours/Comp. Spc. FTE	52,057
Circs/Library Aide FTE	53,906
Reserves/SR Library Aide FTE	127,069
(2*Reserves + Circs)/Total Library Aide FTE	80,668

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Edmond Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	1,288,384
Reserves Found (Jan - Dec 2011)	194,065
Avg Reference Questions/Week (Sept. 2010)	861
Avg Weekly Visits (Jan - Dec 2011)	6,782
Public Computers Hours Used (Jan - Dec 2011)	42,737

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	1.00
Reference Staff FTE	9.50
Circulation Clerk FTE	9.00
Computer Specialist FTE	0.50
Library Aide FTE	9.82
System Reserve Library Aide FTE	3.02
Library Aide Total FTE	12.84

Service Points	
Circulation Service Points	5.00
Total Circulation Desk Hours/Week	315.00
Max Possible Circ Desk Hours/Week	350.00
Reference Service Points	4.00
Total Reference Desk Hours/Week	220.00
Max Possible Ref Desk Hours/Week	280.00

Current Staff Workload	
Avg Manager Desk Hours/Week	8.00
Avg Asst. Manager Desk Hours/Week	20.00
Avg Librarian Desk Hours/Week	22.99
Avg Circ. Clerk Desk Hours/Week	39.81
Computer Hours/Comp. Spc. FTE	85,473
Circs/Library Aide FTE	131,178
Reserves/SR Library Aide FTE	64,256
(2*Reserves + Circs)/Total Library Aide FTE	130,551

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Midwest City Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	538,502
Reserves Found (Jan - Dec 2011)	81,396
Avg Reference Questions/Week (Sept. 2010)	501
Avg Weekly Visits (Jan - Dec 2011)	4,850
Public Computers Hours Used (Jan - Dec 2011)	63,231

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	1.00
Reference Staff FTE	5.75
Circulation Clerk FTE	5.00
Computer Specialist FTE	1.75
Library Aide FTE	5.80
System Reserve Library Aide FTE	1.36
Library Aide Total FTE	7.16

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	158.00
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	3.00
Total Reference Desk Hours/Week	152.00
Max Possible Ref Desk Hours/Week	210.00

Current Staff Workload	
Avg Manager Desk Hours/Week	8.00
Avg Asst. Manager Desk Hours/Week	10.00
Avg Librarian Desk Hours/Week	26.51
Avg Circ. Clerk Desk Hours/Week	35.95
Computer Hours/Comp. Spc. FTE	36,132
Circs/Library Aide FTE	92,868
Reserves/SR Library Aide FTE	59,761
(2*Reserves + Circs)/Total Library Aide FTE	97,938

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Ralph Ellison Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	135,561
Reserves Found (Jan - Dec 2011)	19,517
Avg Reference Questions/Week (Sept. 2010)	1,034
Avg Weekly Visits (Jan - Dec 2011)	3,108
Public Computers Hours Used (Jan - Dec 2011)	55,412

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	3.50
Circulation Clerk FTE	3.00
Computer Specialist FTE	1.41
Library Aide FTE	2.45
System Reserve Library Aide FTE	0.25
Library Aide Total FTE	2.70

Service Points	
Circulation Service Points	2.00
Total Circulation Desk Hours/Week	96.00
Max Possible Circ Desk Hours/Week	140.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	96.00
Max Possible Ref Desk Hours/Week	140.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	27.95
Avg Circ. Clerk Desk Hours/Week	36.40
Computer Hours/Comp. Spc. FTE	39,230
Circs/Library Aide FTE	55,418
Reserves/SR Library Aide FTE	76,595
(2*Reserves + Circs)/Total Library Aide FTE	64,642

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Southern Oaks Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	487,506
Reserves Found (Jan - Dec 2011)	82,259
Avg Reference Questions/Week (Sept. 2010)	425
Avg Weekly Visits (Jan - Dec 2011)	4,147
Public Computers Hours Used (Jan - Dec 2011)	50,652

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	1.00
Reference Staff FTE	6.50
Circulation Clerk FTE	6.00
Computer Specialist FTE	1.00
Library Aide FTE	6.28
System Reserve Library Aide FTE	1.71
Library Aide Total FTE	8.00

Service Points	
Circulation Service Points	4.00
Total Circulation Desk Hours/Week	172.00
Max Possible Circ Desk Hours/Week	280.00
Reference Service Points	3.00
Total Reference Desk Hours/Week	171.00
Max Possible Ref Desk Hours/Week	210.00

Current Staff Workload	
Avg Manager Desk Hours/Week	11.00
Avg Asst. Manager Desk Hours/Week	25.00
Avg Librarian Desk Hours/Week	23.63
Avg Circ. Clerk Desk Hours/Week	32.61
Computer Hours/Comp. Spc. FTE	50,652
Circs/Library Aide FTE	77,595
Reserves/SR Library Aide FTE	47,981
(2*Reserves + Circs)/Total Library Aide FTE	81,532

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Village Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	542,408
Reserves Found (Jan - Dec 2011)	72,127
Avg Reference Questions/Week (Sept. 2010)	414
Avg Weekly Visits (Jan - Dec 2011)	3,990
Public Computers Hours Used (Jan - Dec 2011)	40,599

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	5.50
Circulation Clerk FTE	6.00
Computer Specialist FTE	-
Library Aide FTE	4.96
System Reserve Library Aide FTE	1.51
Library Aide Total FTE	6.46

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	149.00
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	3.00
Total Reference Desk Hours/Week	141.00
Max Possible Ref Desk Hours/Week	210.00

Current Staff Workload	
Avg Manager Desk Hours/Week	10.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	27.09
Avg Circ. Clerk Desk Hours/Week	28.25
Computer Hours/Comp. Spc. FTE	-
Circs/Library Aide FTE	109,439
Reserves/SR Library Aide FTE	47,824
(2*Reserves + Circs)/Total Library Aide FTE	106,222

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Warr Acres Library

Library Information	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)	522,450
Reserves Found (Jan - Dec 2011)	79,347
Avg Reference Questions/Week (Sept. 2010)	465
Avg Weekly Visits (Jan - Dec 2011)	3,677
Public Computers Hours Used (Jan - Dec 2011)	40,149

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	5.00
Circulation Clerk FTE	5.50
Computer Specialist FTE	0.89
Library Aide FTE	4.45
System Reserve Library Aide FTE	1.13
Library Aide Total FTE	5.58

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	174.00
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	134.00
Max Possible Ref Desk Hours/Week	140.00

Current Staff Workload	
Avg Manager Desk Hours/Week	16.00
Avg Asst. Manager Desk Hours/Week	-
Avg Librarian Desk Hours/Week	26.85
Avg Circ. Clerk Desk Hours/Week	35.99
Computer Hours/Comp. Spc. FTE	45,239
Circs/Library Aide FTE	117,443
Reserves/SR Library Aide FTE	70,111
(2*Reserves + Circs)/Total Library Aide FTE	122,063

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

**last updated:** 5/14/2012

# Northwest Library

Library Information (avg BI, ED, & SO)	
Hours Open Per Week	70.00
Circulation (Jan - Dec 2011)*	808,766
Reserves Found (Jan - Dec 2011)*	136,788
Avg Reference Questions/Week (Sept. 2010)*	723
Avg Weekly Visits (Jan - Dec 2011)*	5,054
Public Computers Hours Used (Jan - Dec 2011)*	44,376

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	1.00
Reference Staff FTE	7.50
Circulation Clerk FTE	6.50
Computer Specialist FTE	2.00
Library Aide FTE	9.00
System Reserve Library Aide FTE	-
Library Aide Total FTE	9.00

Service Points	
Circulation Service Points	3.00
Total Circulation Desk Hours/Week	217.35
Max Possible Circ Desk Hours/Week	210.00
Reference Service Points	3.00
Total Reference Desk Hours/Week	172.42
Max Possible Ref Desk Hours/Week	210.00

Current Staff Workload	
Avg Manager Desk Hours/Week	8.00
Avg Asst. Manager Desk Hours/Week	15.00
Avg Librarian Desk Hours/Week	22.66
Avg Circ. Clerk Desk Hours/Week	38.04
Computer Hours/Comp. Spc. FTE	22,188
Circs/Library Aide FTE	89,863
Reserves/SR Library Aide FTE	-
(2*Reserves + Circs)/Total Library Aide FTE	120,260

*note: Librarian and circulation desk hours are calculated assuming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.*

\* Average of BI, ED , SO

**last updated:** 5/14/2012