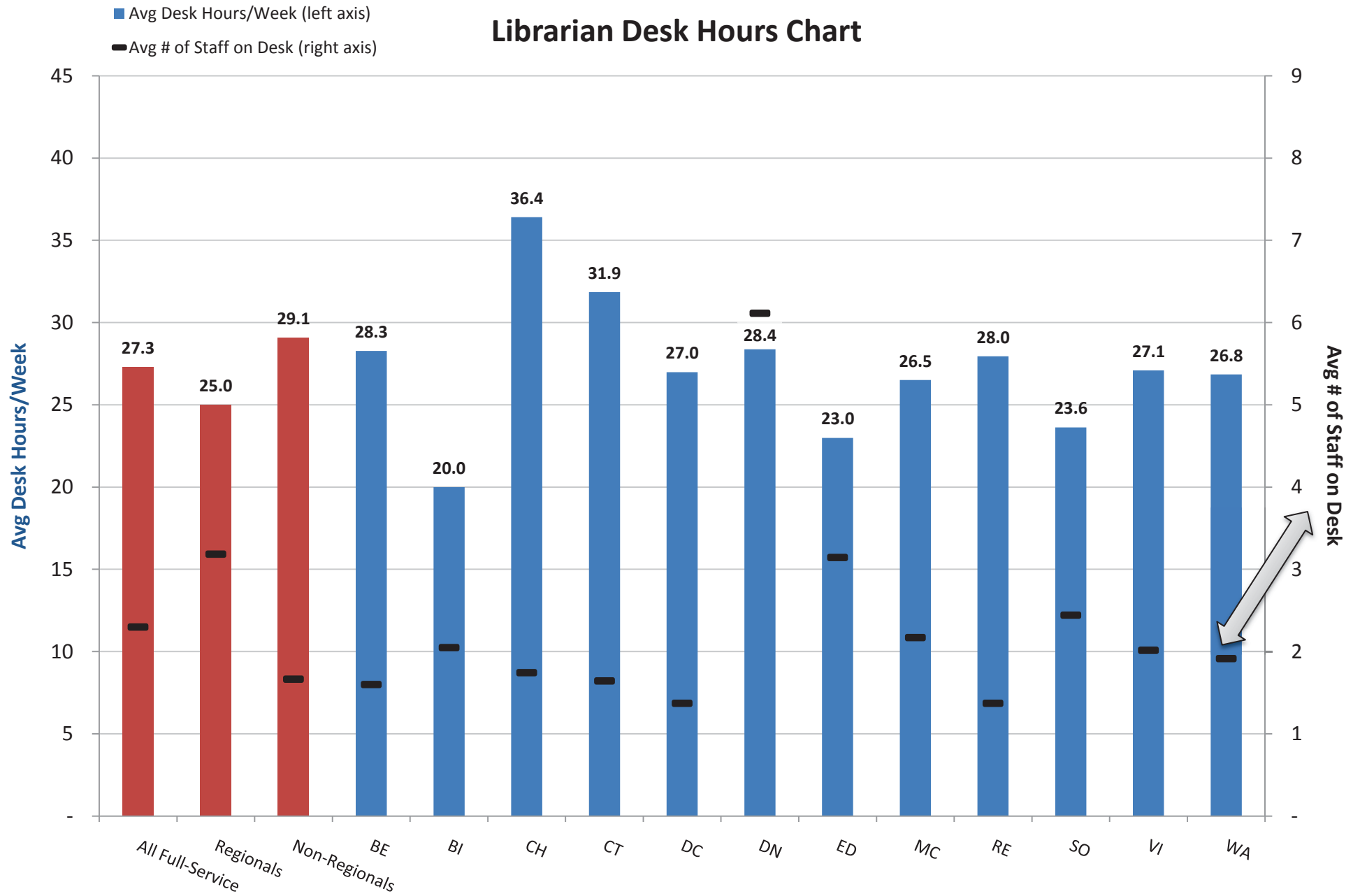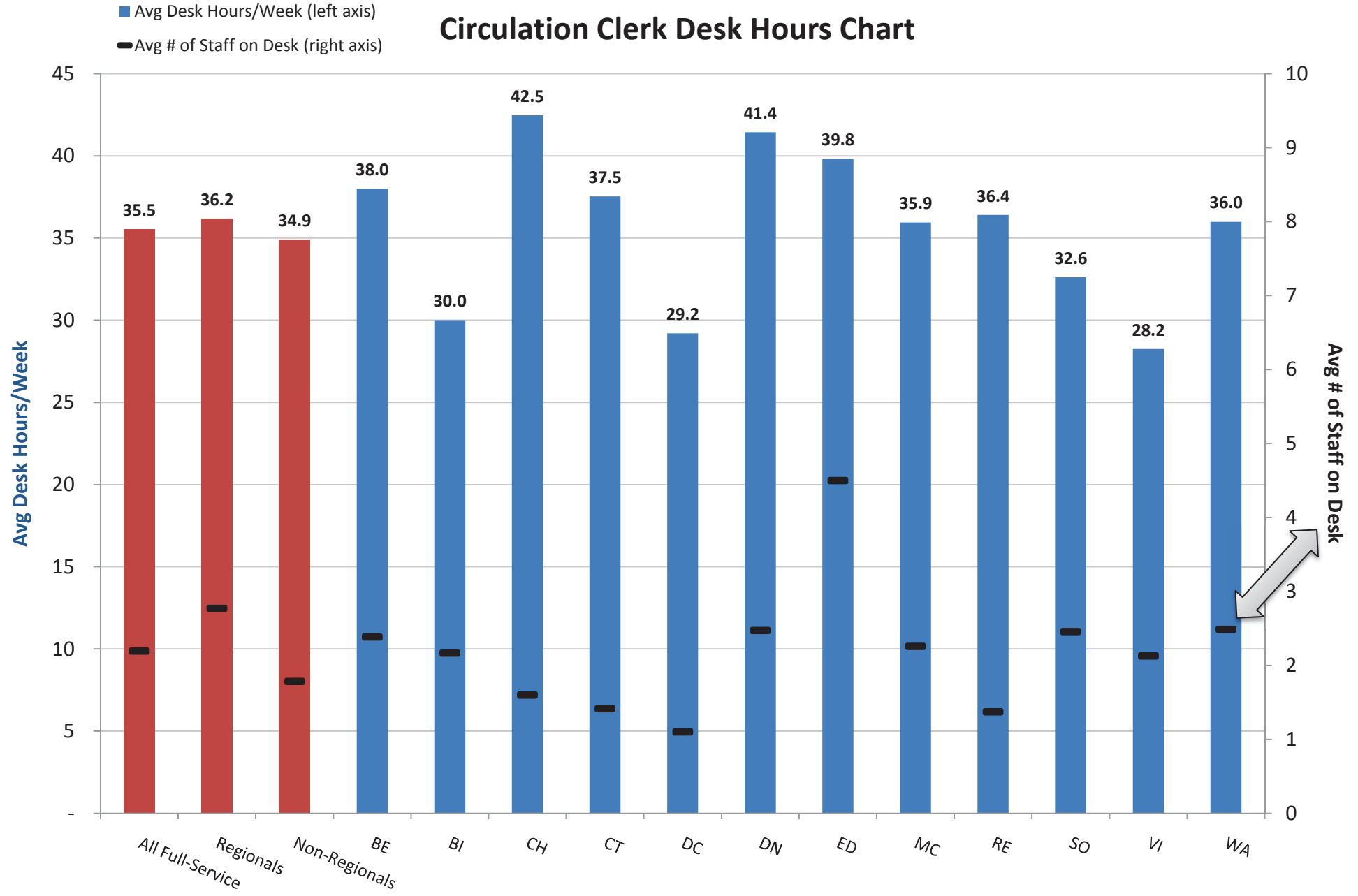# Staffing Budget Report

FY13

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)

Category	Avg Desk Hours/Week
All Full-Service	27.3
Regionals	25.0
Non-Regionals	29.1
BE	28.3
BI	20.0
CH	36.4
CT	31.9
DC	27.0
DN	28.4
ED	23.0
MC	26.5
RE	28.0
SO	23.6
VI	27.1
WA	26.8

Circulation Clerk Desk Hours Chart

Legend:
- Avg Desk Hours/Week (left axis)
- Avg # of Staff on Desk (right axis)

Left axis: Avg Desk Hours/Week

Right axis: Avg # of Staff on Desk

Category	Avg Desk Hours/Week
All Full-Service	35.5
Regionals	36.2
Non-Regionals	34.9
BE	38.0
BI	30.0
CH	42.5
CT	37.5
DC	29.2
DN	41.4
ED	39.8
MC	35.9
RE	36.4
SO	32.6
VI	28.2
WA	36.0

Page Workload Comparison

- Total Page Hours
- - - "Explained" Variance

$y = 1.1469x^{0.6982}$
$R^2 = 0.9277$

Y-axis: **Total Page Hours** (28,000 / 26,000 / 24,000 / 22,000 / 20,000 / 18,000 / 16,000 / 14,000 / 12,000 / 10,000 / 8,000 / 6,000 / 4,000 / 2,000 / -)

X-axis: **Circs + 2 × (Reserves Found)** (- / 200,000 / 400,000 / 600,000 / 800,000 / 1,000,000 / 1,200,000 / 1,400,000 / 1,600,000 / 1,800,000 / 2,000,000)

Data labels: ED, SO, BI, MC, VI, DN, WA, BE, DC, CT, RE, CH
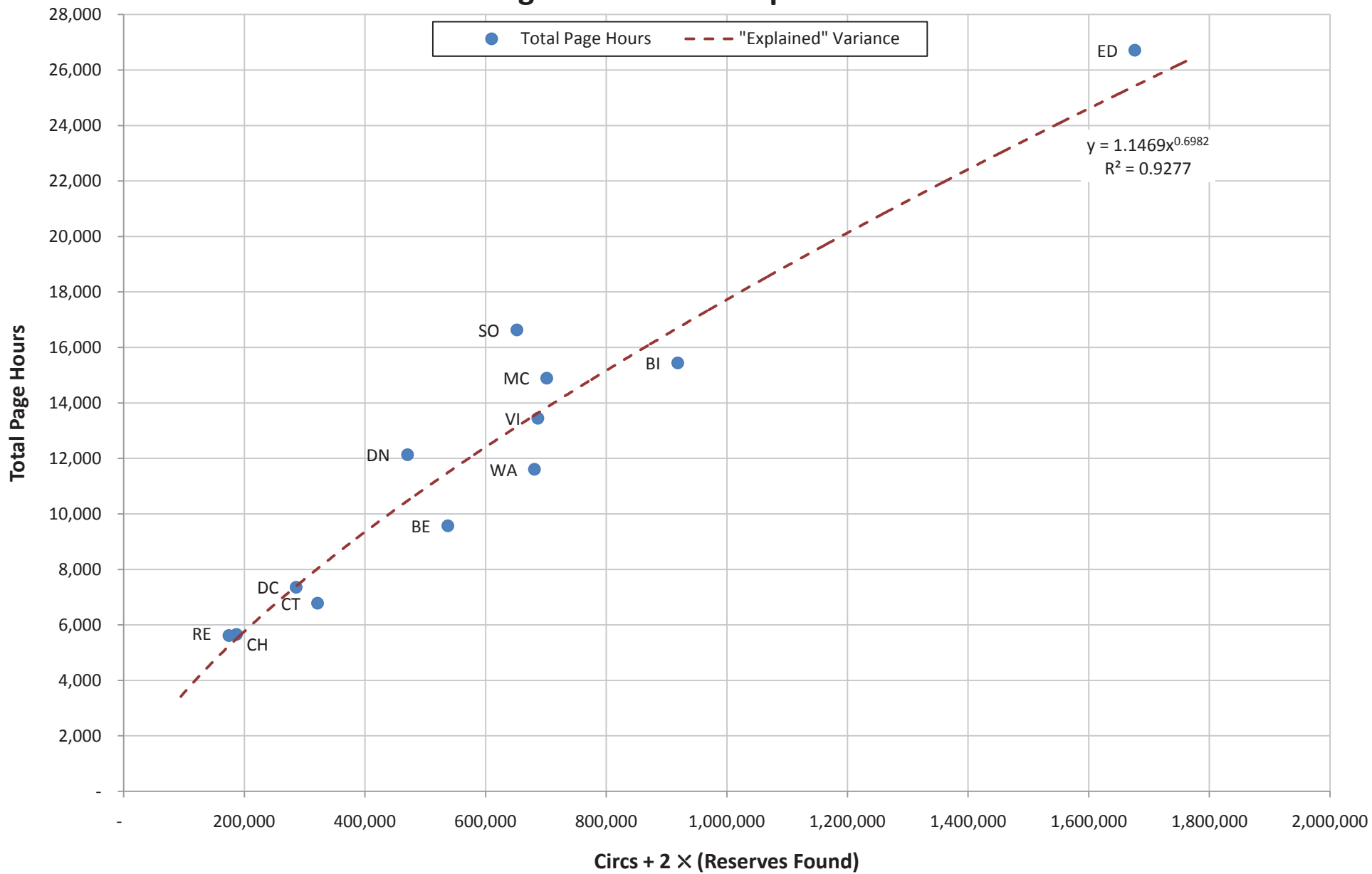
All Full-Service Libraries

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

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 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

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

Requested 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

Requested 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 assumming 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

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 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

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

Requested 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

Requested 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 assumming 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

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 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

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

Requested 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

Requested 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 assumming each FTE works 35.2 hrs/wk on average after factoring in various forms of leave.

last updated: 5/14/2012

Almonte Library

Library Information	Projected	+/-
Hours Open Per Week	70.00	-
Circulation*	151,325	95,477
Reserves Found*	24,595	11,224
Avg Reference Questions/Week	223	-
Avg Weekly Visits*	1,479	728
Public Computers Hours Used*	17,086	19,241

Service Points	
Circulation Service Points	2.00
Total Circulation Desk Hours/Week	90.00
Max Possible Circ Desk Hours/Week	140.00
Reference Service Points	2.00
Total Reference Desk Hours/Week	85.00
Max Possible Ref Desk Hours/Week	140.00

Current Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	
Reference Staff FTE	3.75
Circulation Clerk FTE	3.00
Computer Specialist FTE	1.00
Library Aide FTE	3.00
System Reserve Library Aide FTE	0.37
Library Aide Total FTE	3.37

Current Staff Workload	Projected	+/-
Avg Manager Desk Hours/Week	10.00	-
Avg Asst. Manager Desk Hours/Week	-	-
Avg Librarian Desk Hours/Week	20.00	-
Avg Circ. Clerk Desk Hours/Week	30.00	-
Computer Hours/Comp. Spc. FTE	17,086	19,241
Circs/Library Aide FTE	50,442	31,826
Reserves/SR Library Aide FTE	67,313	30,718
(2*Reserves + Circs)/Total Library Aide FTE	59,582	35,040

Requested Staffing Levels	
Manager FTE	1.00
Asst. Manager FTE	-
Reference Staff FTE	3.75
Circulation Clerk FTE	3.00
Computer Specialist FTE	1.00
Library Aide FTE	3.00
System Reserve Library Aide FTE	0.37
Library Aide Total FTE	3.37

Requested Staff Workload	Projected	+/-
Avg Manager Desk Hours/Week	10.00	-
Avg Asst. Manager Desk Hours/Week	-	-
Avg Librarian Desk Hours/Week	20.00	-
Avg Circ. Clerk Desk Hours/Week	30.00	-
Computer Hours/Comp. Spc. FTE	17,086	19,241
Circs/Library Aide FTE	50,442	31,826
Reserves/SR Library Aide FTE	67,313	30,718
(2*Reserves + Circs)/Total Library Aide FTE	59,582	35,040

Staffing Requests

T.B.D.

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.

* Based on expected collection size, system-wide
usage correlations and their associated
exponential least-squares regression functions.
(99.9% Confidence)

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

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 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

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

Requested 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

Requested 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

Staffing Requests
T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests

T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests

T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests

T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests
T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests

T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests

T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests
T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests
T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests	
T.B.D.	-

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests
T.B.D.

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests	
T.B.D.	-

note: Librarian and circulation desk hours are calculated assumming 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

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 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

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

Requested 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

Requested 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

Staffing Requests	
T.B.D.	-

note: Librarian and circulation desk hours are calculated assumming 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