

\$ 4,768,983	\$ 4,874,602	\$ 4,893,857	\$ 4,893,857	\$ 4,818,974
1,275,495	1,264,451	1,264,451	1,263,714	1,674,802
2,258,335	2,200,432	2,222,342	2,158,844	2,258,256
4,254,220	3,269,240	3,351,078	3,231,871	4,870,191
2,483,320	2,554,791	2,556,040	2,505,799	2,617,969
4,798,519	4,666,207	4,666,207	4,666,207	4,779,552



Library Services

August 27, 2012

5,161,749	5,299,024	5,299,029	5,298,826	1,379,915
417,259	487,259	487,259	306,371	445,132
12,838,011	12,259,268	12,262,283	12,262,247	12,399,419
25,504,047	24,503,798	24,656,361	24,648,361	28,708,896
188,466,148	185,814,282	189,595,222	189,590,422	185,779,379
30,821,996	28,734,193	29,186,923	29,133,432	28,042,778



Branch Library Comparison

	Basic Service	Self-Service
Hours of Operation	Tues-Sat, 34 hrs/wk	Tues-Sat, 34 hrs/wk
Budget		
Personnel	\$319,253	\$207,239
Materials, Supplies, Services	21,183	18,659
Internal Costs	<u>10,965</u>	<u>5,797</u>
	\$351,401	\$231,685
Staffing (FTEs)		
Department Librarian	1.00	1.00
General Librarian	1.00	0 or 1.00*
Library Clerk	1.00	1.00 or 0*
Admin. Intern**	TBD	TBD
Page	<u>1.25</u>	<u>0.75</u>
	4.25	2.75

* 2 of the 6 branch libraries will have a General Librarian and no Library Clerk. These positions will serve as substitutes for the 6 Department Librarians while on leave. The remainder of the time, they will perform the duties of a Library Clerk at their branches.

** Library Foundation provides the large majority of funding for Admin Interns. The amount available for FY 13 is not yet known.



Position Descriptions

Department Librarian

- Responsible for oversight of branch library operations
- Monitors budgets, collection, buildings and services
- Assigns, supervises and reviews staff work
- Handles basic to complicated customer service issues
- Performs all duties identified for General Librarian

General Librarian

- Answers reference questions and provides reader's advisor
- Provides instruction to use the Internet, online catalog, databases and e-resources
- Performs community outreach
- Selects and orders books and library materials
- Implements programs



Position Descriptions

Library Clerks

- Use the automated circulation system to create and reconcile library accounts
- Check-out, renew and check-in materials
- Processes holds, receives fines and fees, reconciles cash
- Explain circulation policies and procedures (e.g. requirements to get library card, loan periods, etc.) and resolves basic customer service issues

Admin. Intern

- Provide homework assistance and computer instruction to students in the Family Learning Centers

Pages

- Sort and shelve library materials
- Straighten materials on shelves; repair and label books



Weekly Work Hours

		Basic Service	Self-Service
Department Librarian	Programming	10	1
	Floor Staffing	20	34
General Librarian	Programming	10	--
	Floor Staffing	25	0
Library Clerk	Programming	--	--
	Floor Staffing	51	34
Admin Intern	Programming	TBD	TBD
	Floor Staffing	--	--
Page	Programming	--	--
	Floor Staffing	50	30
TOTAL	Programming	20	1
	Floor Staffing	146	98



Programs & Services Available

Provided by Librarian(s)	Basic Service	Self-Service
General Assistance, Reference Services & Reader's Advisory	40 hrs/wk	20 hrs/wk
Selection of Library Resources	23 hrs/mo	14 hrs/mo
School Class Visits	4 hrs/wk	1 hr/wk
Library Instruction <ul style="list-style-type: none"> • Online catalog • E-resources • Databases • Library/computer technology 	30 hrs/wk	15 hrs/wk
Annual Summer Reading Programs * Some programming will continue through community organizations	3 hrs/wk	0 hr/wk*
Library Outreach <ul style="list-style-type: none"> • Neighborhood groups • Community organizations • Council District events • Business associations 	10 hrs/mo	None



Programs & Services Available

Provided by Librarian(s)	Basic Service	Self-Service
Family Programming <ul style="list-style-type: none">• Informational programs• Adult book clubs• In-depth computer instruction	3 hrs/wk	None
Story Times for Pre-Schoolers <ul style="list-style-type: none">• Baby, toddler, and tiny tots storytimes• Family play	4 hrs/wk	None
School Age Literacy Services <ul style="list-style-type: none">• Book clubs• Grade level reading lists• Recommended reading• School age storytimes	8 hrs/wk	None



Programs & Services Available

Provided by Clerk(s)	Basic Service	Self-Service
Regular Materials Checkout	Yes	Yes
Create and Reconcile Library Accounts	Yes	Yes
Process Holds	Yes	Yes
Fee-Based Materials Checkout	Yes	No
Payment of Fines	Yes	No
Library Customer Service <ul style="list-style-type: none"> • Lending policies and procedures explained while checking out materials • Creating library accounts, etc. 	50 hrs/wk	30 hrs/wk

Provided by Admin. Interns	Basic Service	Self-Service
Homework Assistance	TBD	TBD