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ABSTRACT

The topic of this Urban Libraries Council (ULC) Frequent Fast Facts Survey is library staffing. These ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the library community but rather "snapshots" on topics of current interest. Further analysis of the results is suggested, and for that reason, the completed survey instruments are included. A total of 85 surveys were mailed to ULC member libraries, and 68 were returned for a 80% response rate. Data collected include whether library employees are subject to Civil Service regulation or union contracts; total number of staff with a MLS (Master's of Library Science) degree; total number of security personnel; total number of other staff; total number of staff; budget information; and staff development. Organization charts received with surveys are included in the appendix. The survey instrument is also included. (JLB)

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# Urban Libraries Council Frequent Fast Facts Survey

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## STAFFING SURVEY RESULTS

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# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

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**Urban Libraries Council  
Frequent Fast Facts Survey**

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**STAFFING**

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**Section I.**

**Summary Report**

# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

### Introduction

ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the library community. They are "snapshots" on topics of current interest. Further analysis of the results is encouraged. To that end, completed survey instruments are included in section II of this report.

### About the Survey

Eighty-five surveys were mailed to 1993 Urban Libraries Council member libraries in May 1993. Sixty-eight surveys were returned, resulting in an 80% response rate. A copy of the survey instrument appears on page 7. Tabulated responses to all questions are found in this section.

### Organization Charts

Survey respondents were asked to submit a copy of their library's organization chart with the survey. Organization charts received are presented in alphabetical order by library name (as it appears on the completed survey instrument) in Appendix A.

### Union Contracts

Survey respondents were also asked to submit copies of their union contracts, if applicable. ULC will maintain these contracts as a circulating collection. ULC member libraries may borrow selected contracts by submitting a written request to:

Urban Libraries Council  
Attn. Union Contracts  
1800 Ridge Avenue, Suite 208  
Evanston, IL 60201

Union contracts are available for the following libraries:

Broward County, FL  
Buffalo and Erie County, NY  
Cleveland, OH  
Cuyahoga County, OH  
Davenport, OH  
Dayton, OH  
Des Moines, IA  
Eugene, OR  
Jacksonville, FL  
Lincoln, NE  
Louisville, KY  
Milwaukee, WI

Multnomah County, OR  
Queens, NY  
Riverside, CA  
Rockford, IL  
San Jose, CA  
Spokane, WA  
St. Paul, MN  
Stamford, CT  
Sunnyvale, CA  
Toledo, OH  
Yonkers, NY  
Youngstown, OH

# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

### Tabulated Results

Some percentages may not total 100 due to rounding. N = 68.

6. To whom does the library director report?

Elected Board:	4	6%
Appointed Board:	42	62%
Combination Elected/Appointed Board:	3	4%
City or County Manager	6	6%
City or County Department Head	3	4%
Other:*	10	15%

\*Mayor (2); City Manager and Appointed Board (2); Mayor, County Judge-Executive, and Library Commission (1); County Chair of Commissioners (1); Appointed Commission (1); Assistant City Manager (1); City Manager and Appointed Advisory Board (1); Mayor and Appointed Board (1)

Organization charts are included in Appendix A.

7. Are the majority of your library employees subject to Civil Service regulations or union contracts?

Civil Service regulations:	11	16%
Union or other bargaining unit:*	22	32%
Both Civil Service and Union:	16	24%
No answer:	19	28%

\*AFSCME (20); SIEU (8); Operating Engineers (2); Public Employees Association (2); (All others received one mention each) Amalgamated Transit, AFL-CIO-CLC; Association of Public Library Employees; CCLU; City Employees Association; CMPTEC; Communications Workers of America; CSEA; Engineers and Architects Association; Georgia State Employees Union; International Union of Machinists and Aerospace Workers; Librarians Association; Library Supervisors Union; Library Confidential Employees Union; National Association of Government Employees; New York Public Library Guild; Professional Librarians Union of Minneapolis; St. Paul Manual and Maintenance Supervisors; St. Paul Supervisors Organization; Sunnyvale Employees Association; Supervisors Association; Teamsters; Technical Union

# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

8.	Total number (FTE) of staff with MLS degree. (as a percentage of total number of staff)		
	10% or less:	2	3%
	11 - 20%:	13	19%
	21 - 30%:	30	44%
	31 - 40%:	18	26%
	41 - 50%:	4	6%
	No answer:	1	1%
9.	Total number (FTE) of security personnel. (as a percentage of total number of staff)		
	0:	13	19%
	1%:	20	29%
	2%:	16	24%
	3%:	7	10%
	4%:	1	1%
	5%:	4	6%
	6%:	3	4%
	7%:	1	1%
	8%:	0	0
	9%:	1	1%
	10%:	1	1%
	No answer:	1	1%
10.	Total number (FTE) of other staff. (as a percentage of total number of staff)		
	51 - 60%:	10	15%
	61 - 70%:	22	32%
	71 - 80%:	23	34%
	81 - 90%:	12	18%
	No answer:	1	1%
11.	Total number (FTE) of staff.		
	1 - 100:	13	19%
	101 - 200:	16	24%
	201 - 300:	13	19%
	301 - 400:	10	15%
	401 - 500:	4	6%
	501 - 600:	5	7%
	601 - 700:	1	1%
	701 - 800:	1	1%
	801 - 900:	2	3%
	901 - 1000:	1	1%
	1001 or more:	1	1%
	No answer:	1	1%

# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

12. If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion or MLS staff in the year 2000? If no, please indicate greater proportion or smaller proportion of MLS staff.

Same proportion:	40	59%
Greater proportion:	13	19%
Smaller proportion:	11	16%
No answer:	4	6%

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today do you anticipate will still be on the staff in the year 2000?

More than 80%:	26	38%
60 - 80%:	25	37%
40 - 60%:	12	18%
20 - 40%:	3	4%
Less than 20%:	0	0
No answer:	2	3%

14. Do you have a person on staff whose primary responsibility is overseeing staff development/training?

Arlington Heights, IL	Ed Blomberg	708/506-2648
Baltimore County, MD	Kenna Forsyth	410/887-6177
Brooklyn, NY	Connie Gemson	718/780-7841
Broward County, FL	D. Field	305/357-7385
Cincinnati, OH	Thomas Moorman	513/369-6968
Cuyahoga County, OH	Position Vacant	
Davenport, IA	Mary Heinzman	319/326-7838
Dayton, OH	Barbara Kuhns	513/227-9500
DeKalb County, GA	Martha Goodson	404/370-8457
Denver, CO	Linda Fegley	303/640-8904
Philadelphia, PA	Anne Cogen	215/567-4352
Jacksonville, FL	Lee Gragg	904/630-1991
Kansas City, MO	Pat Hawkins	816/221-2685
King County, WA	Betty Richardson	206/684-6674
Memphis, TN	Judy Card	901/725-8851
Oklahoma City, OK	Jane Carvajal	405/235-0572
Miami, FL	Wanda Counts-Bryant	305/375-2661
Phoenix, AZ	Shera Farnham	602/262-6392
Queens, NY	Thomasina Kennedy	718/990-0740
San Francisco, CA	John Maguire	415/557-4585
Seattle, WA	Mary Douglass	206/386-4126
Topeka, KS	Louise Hanson	913/233-2040
Youngstown, OH	Ruth Bradshaw	216/744-8636

# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

15. What is the approximate proportion of your personnel budget that was spent for staff development last year?

Less than .5%:	24	35%
.5 - 1%:	18	26%
1.1 - 2%:	11	16%
More than 2%:	4	6%
No answer:	9	13%

Between 1994 and 2000, do you expect that proportion will remain the same, increase, or decrease?

Remain the same:	29	43%
Increase:	29	43%
Decrease:	2	3%
No answer:	8	12%

16. For each category listed, does your library use substitutes, on call, or temporary employees?

	Yes		No		No Answer
Professional:	41	60%	23	34%	4 6%
Paraprofessional:	34	50%	27	40%	7 10%
Clerical:	43	63%	20	29%	5 7%
Pages:	23	34%	34	50%	11 16%

Who schedules such workers?

Personnel Department:	9	13%
Direct supervisors:	36	53%
Administrative support staff:	10	15%
Other:	4	6%
No answer:	17	25%

Approximately how many such workers and how many such hours did your library use last year?

Workers

0 - 20:	20	29%
21 - 50:	8	12%
51 - 100:	5	7%
101 - 200:	7	10%
More than 200 (418):	1	1%
No answer:	27	40%

# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

### Hours

0 - 1000:	8	12%
1001 - 5000:	6	9%
5001 - 10,000:	6	9%
10,001 - 25,000:	7	10%
25,001 - 100,000:	8	12%
more than 100,001:	5	7%
No answer:	28	41%

### Average Hours per Worker

Fewer than 100:	5	7%
101 - 200:	6	9%
201 - 300:	8	12%
301 - 500:	4	6%
501 - 1000:	9	13%
1001 - 2000:	2	3%
More than 2000:	1	1%

What percentage of your personnel budget was used for employing such workers last year?

Less than .5%:	10	15%
.51 - 1%:	8	12%
1.1 - 2%:	9	13%
2.1 - 3%:	2	3%
3.1 - 5%:	7	10%
5.1 - 10%:	3	4%
10.1 - 15%:	2	3%
More than 15%:	1	1

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name \_\_\_\_\_
2. Population Served \_\_\_\_\_ 3. Date \_\_\_\_\_
4. Name of Person Completing Survey \_\_\_\_\_
5. Phone \_\_\_\_\_ Fax \_\_\_\_\_

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- \_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
\_\_\_\_\_ City or County Manager  
\_\_\_\_\_ City or County Department Head  
\_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- \_\_\_\_\_ Civil Service regulations  
\_\_\_\_\_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- |    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. \_\_\_\_\_ Total number (FTE) of staff with MLS degree
9. \_\_\_\_\_ Total number (FTE) of security personnel (including contract)
10. \_\_\_\_\_ Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. \_\_\_\_\_ Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes \_\_\_\_\_ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:  
\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

\_\_\_\_\_ More than 80%  
\_\_\_\_\_ 60 - 80%  
\_\_\_\_\_ 40 - 60%  
\_\_\_\_\_ 20 - 40%  
\_\_\_\_\_ Less than 20%

14. \_\_\_\_\_ Yes \_\_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

\_\_\_\_\_ remain the same  
\_\_\_\_\_ increase by \_\_\_\_\_ percent  
\_\_\_\_\_ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. \_\_\_\_\_ Yes \_\_\_\_\_ No Professional  
b. \_\_\_\_\_ Yes \_\_\_\_\_ No Paraprofessional  
c. \_\_\_\_\_ Yes \_\_\_\_\_ No Clerical  
d. \_\_\_\_\_ Yes \_\_\_\_\_ No Pages

- e. Please indicate who schedules such workers:

\_\_\_\_\_ Personnel department  
\_\_\_\_\_ Direct supervisors  
\_\_\_\_\_ Administrative support staff  
\_\_\_\_\_ Other: \_\_\_\_\_

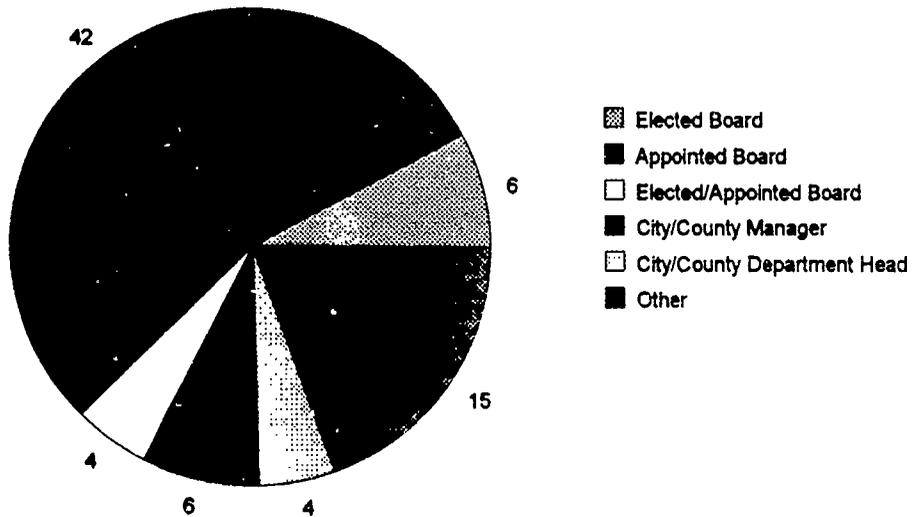
- f. Approximately how many such workers and how many such hours did your library use last year?

\_\_\_\_\_ Workers (individuals)  
\_\_\_\_\_ Hours

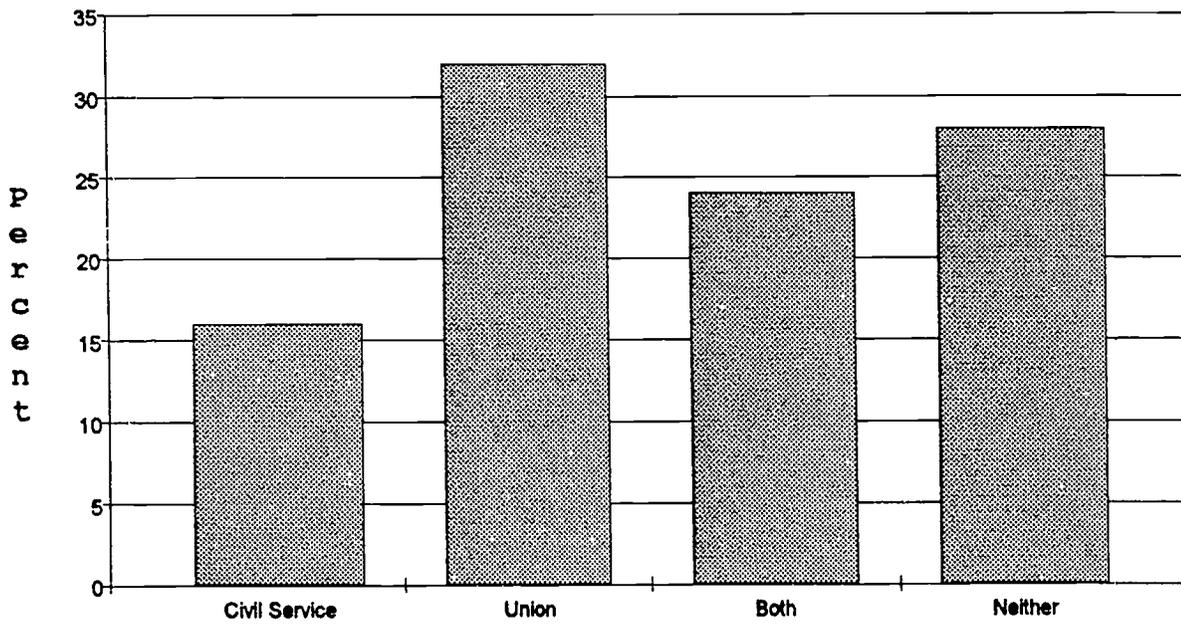
- g. \_\_\_\_\_ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

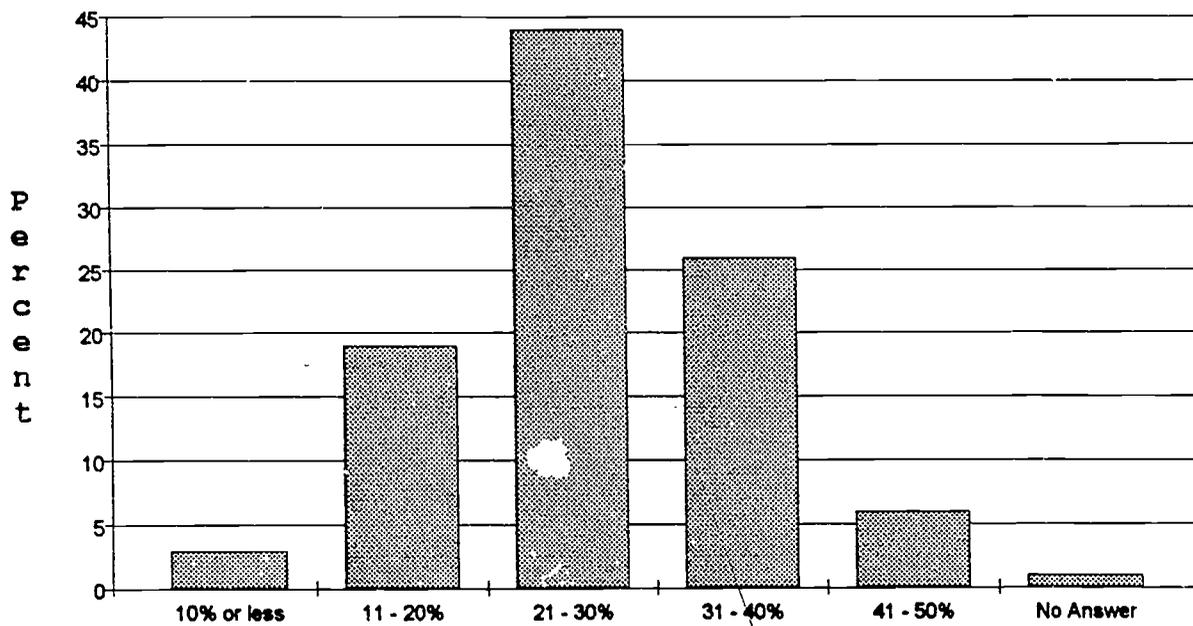
Question 6. Director reports to... (%)



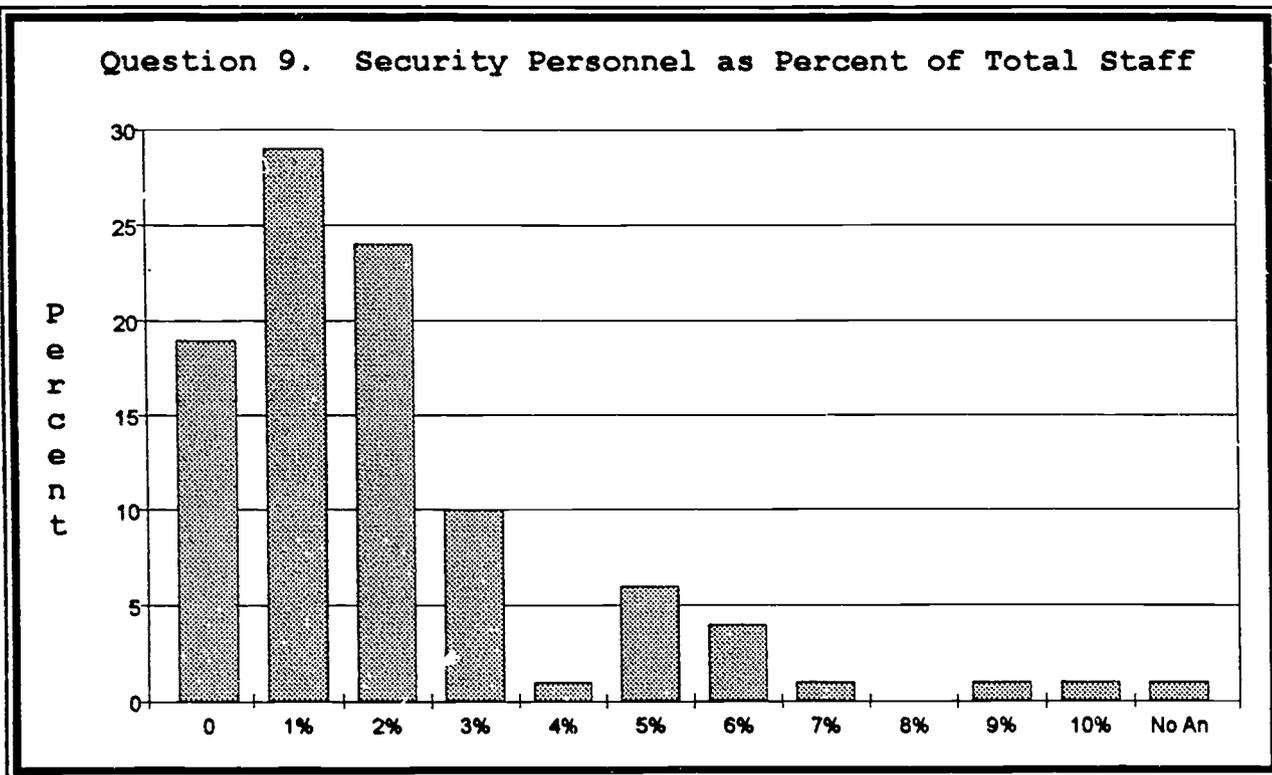
Question 7. Civil Service or Union?



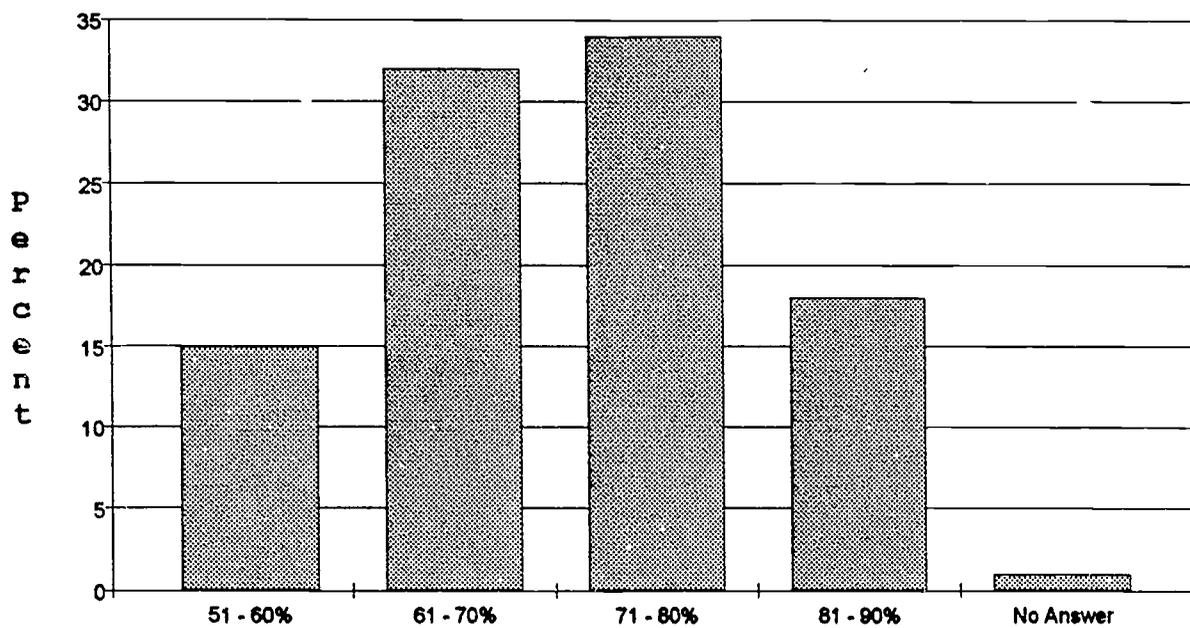
Question 8. Percent of staff with MLS



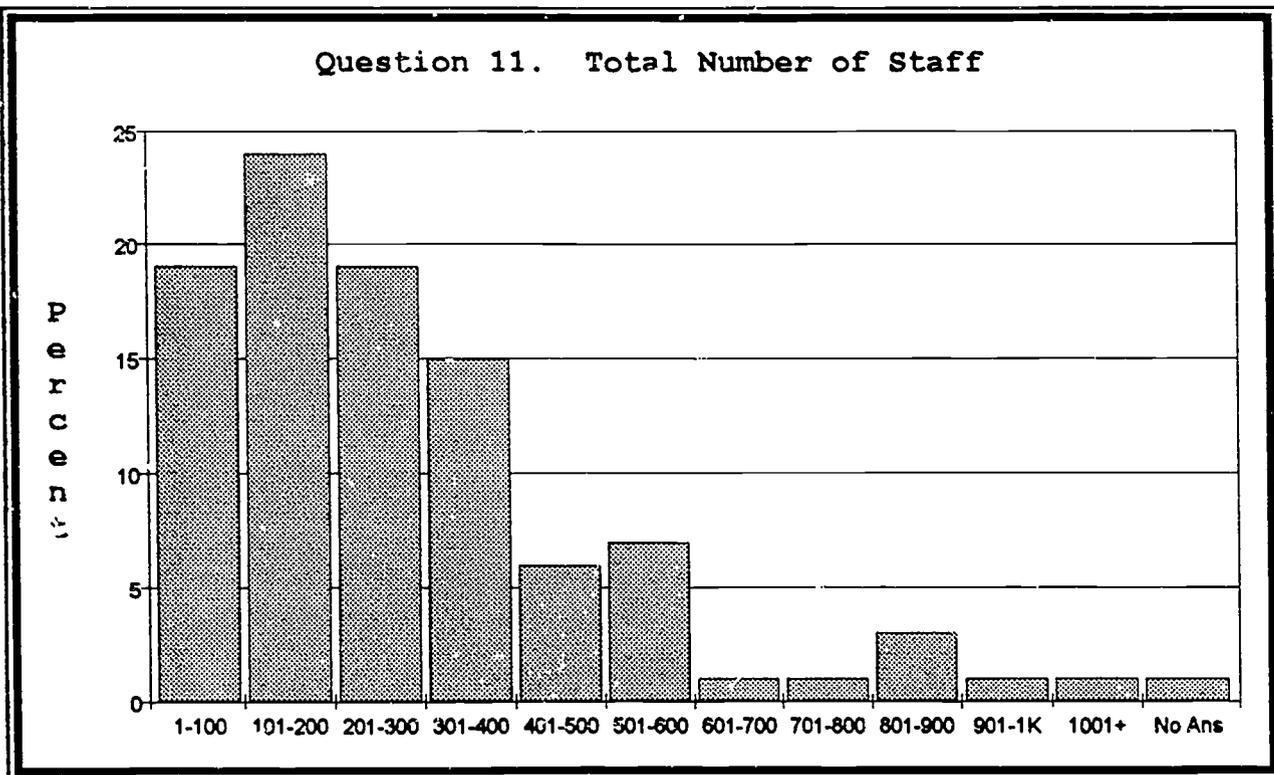
Question 9. Security Personnel as Percent of Total Staff



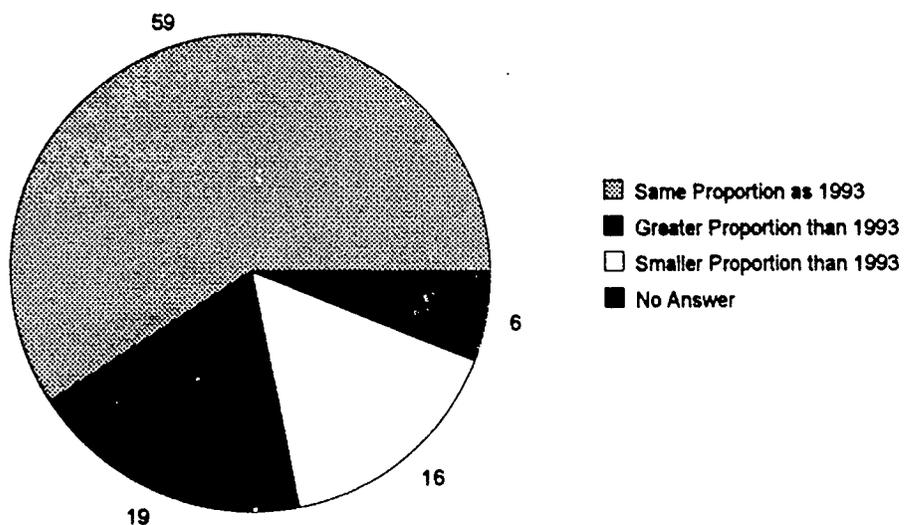
Question 10. Other Staff as Percent of Total Staff



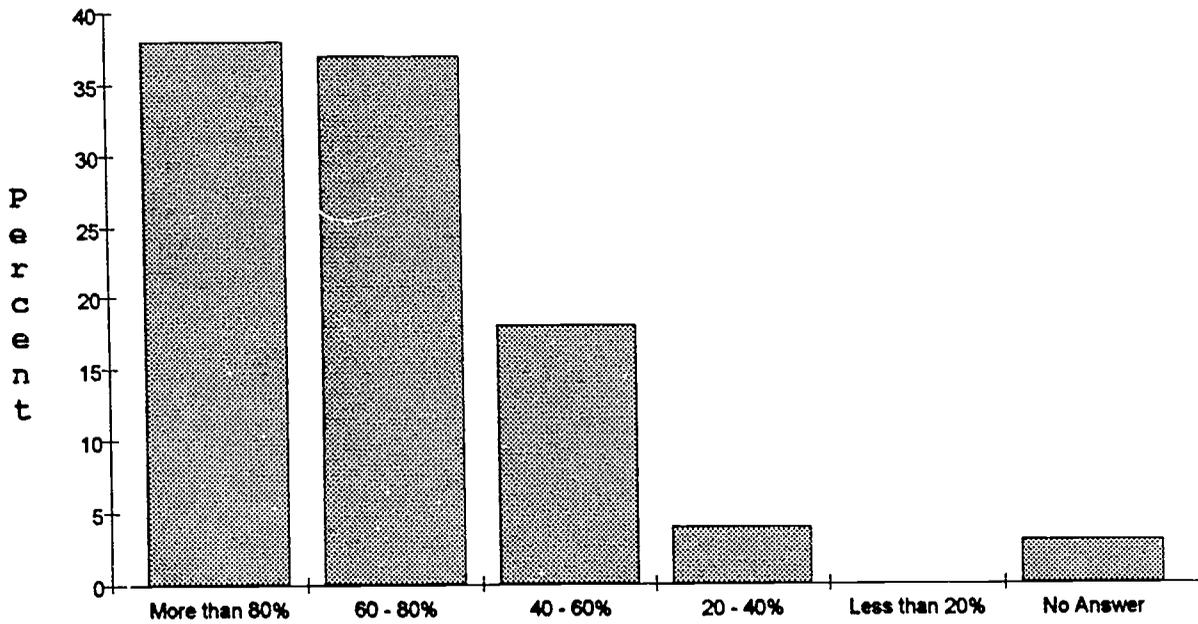
Question 11. Total Number of Staff



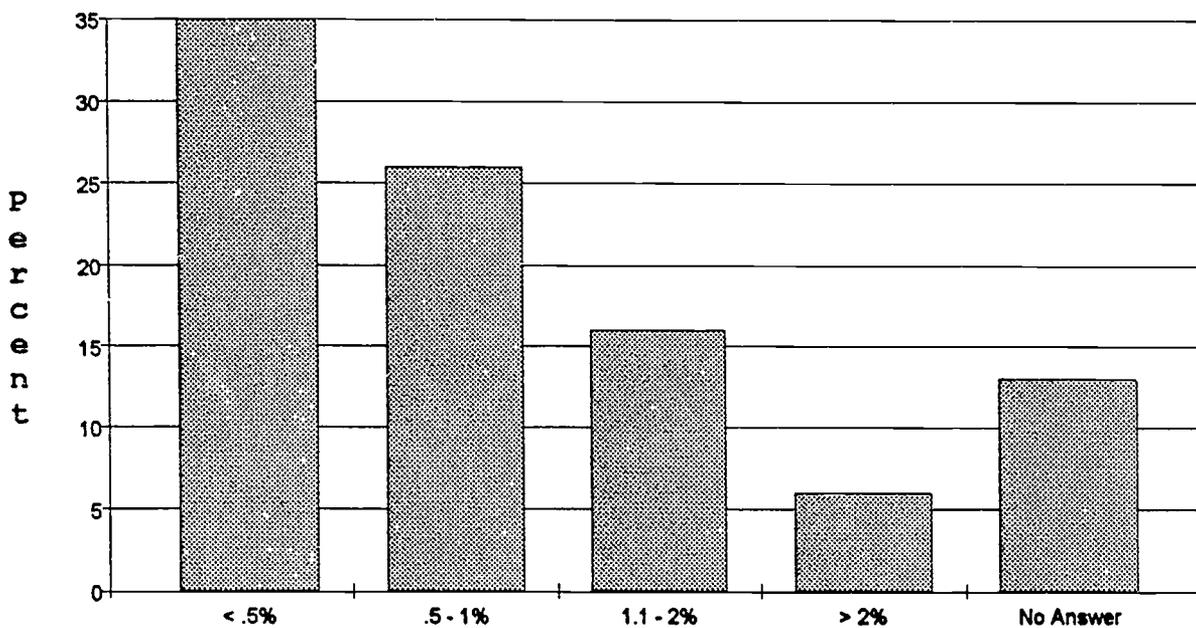
Question 12. Proportion of MLS Staff in the Year 2000 (%)



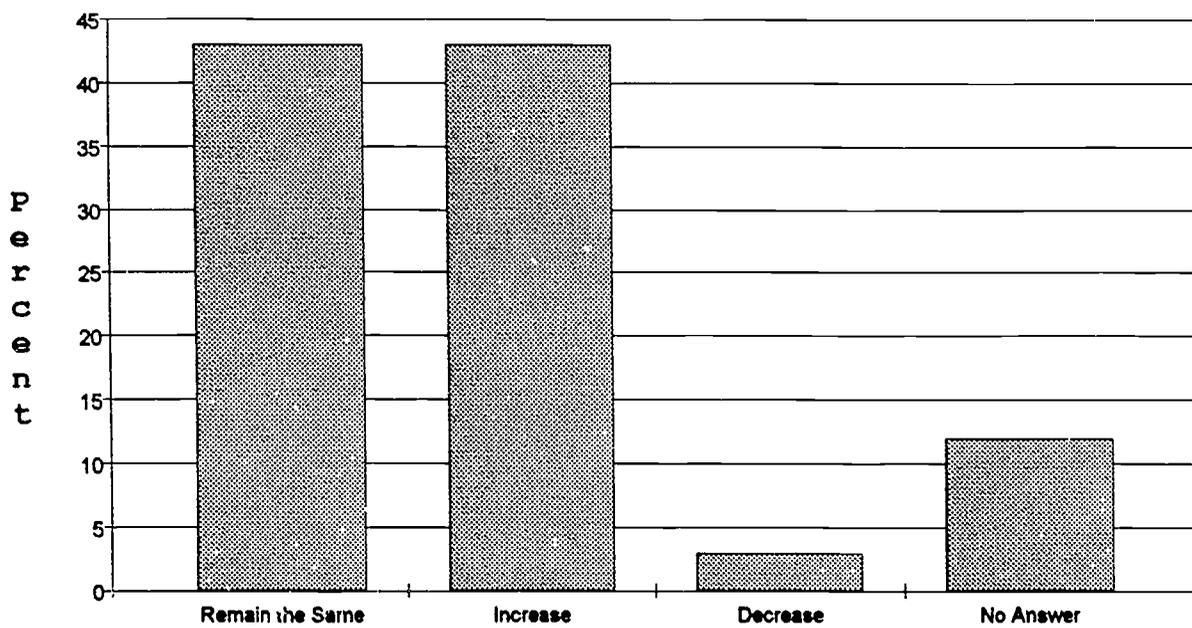
Question 13. Staff Still at Library in the Year 2000 (%)



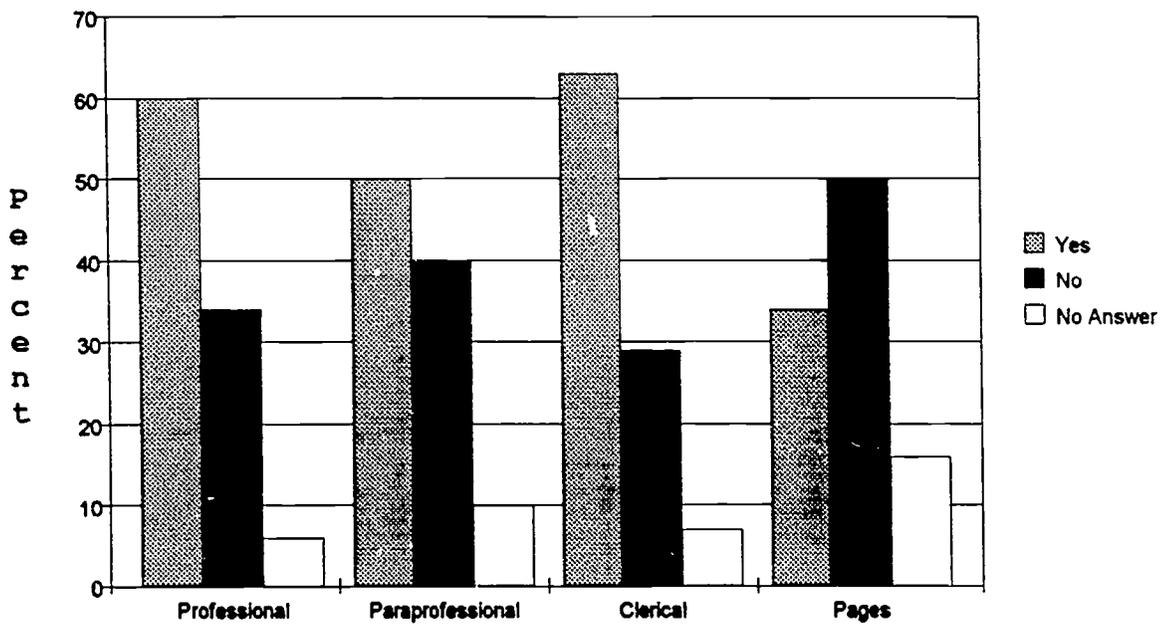
Question 15. Percent of Pers. Budget Spent on Development



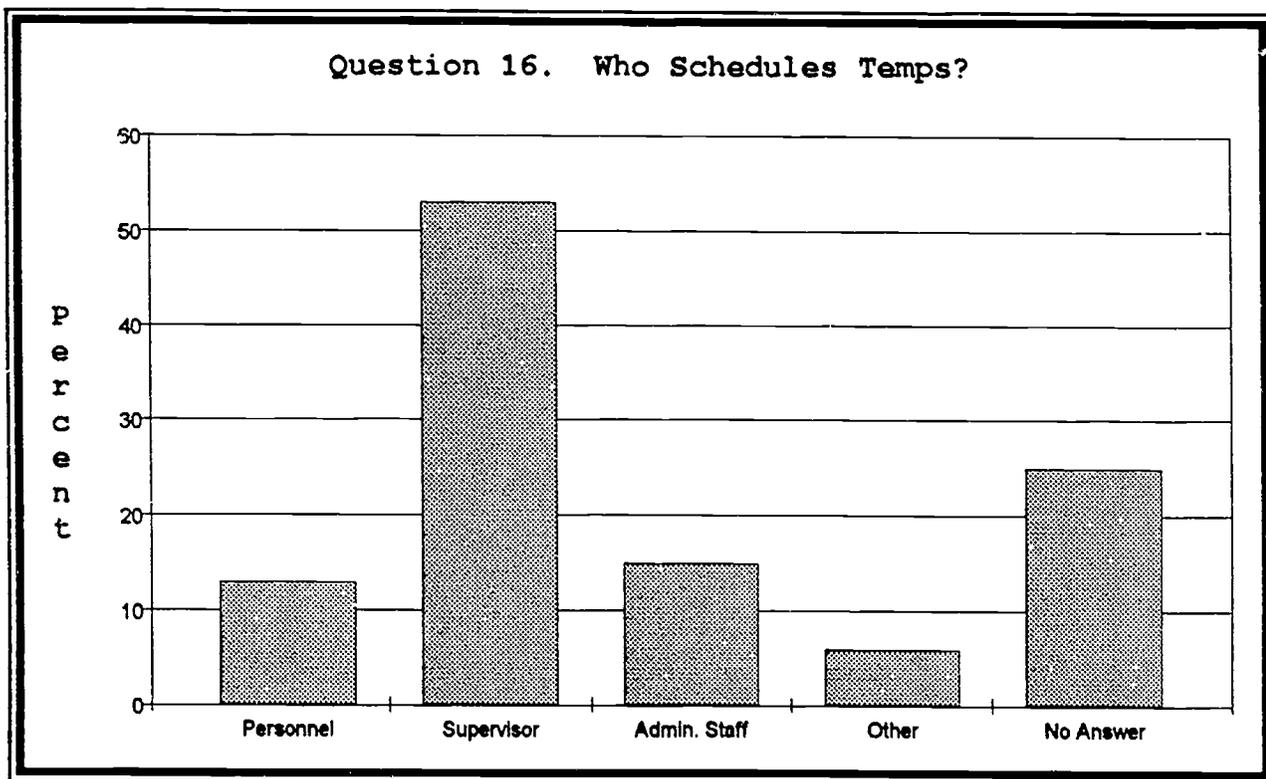
Question 15. Staff Development Budget will...



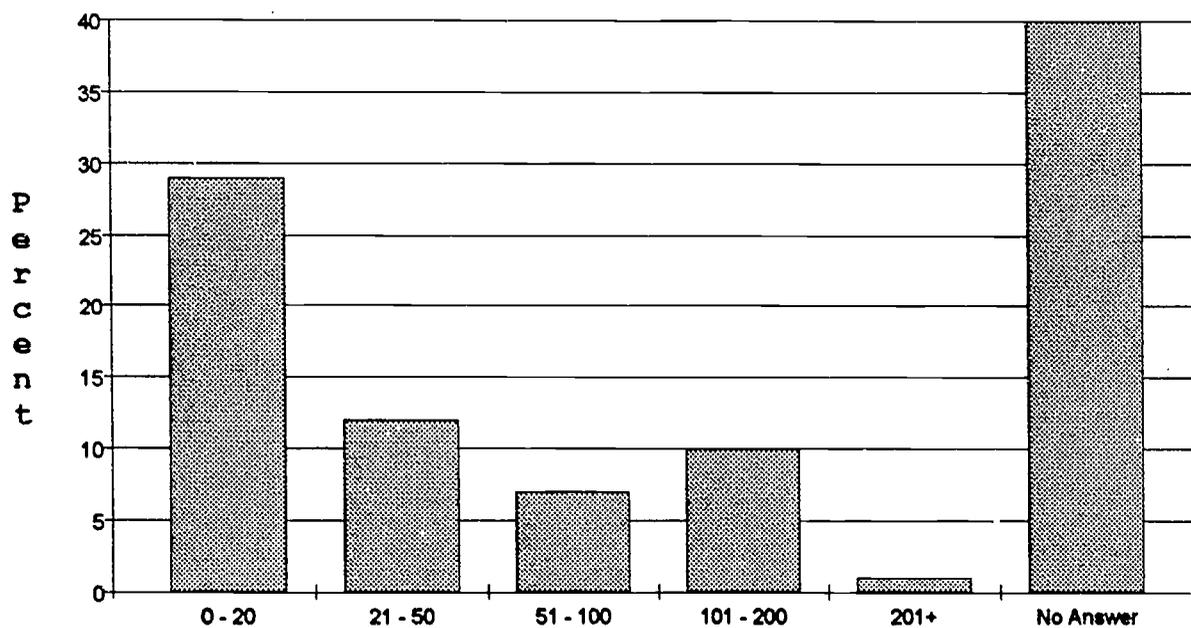
Question 16. Do You Use Temps, On-Call, or Subs for...



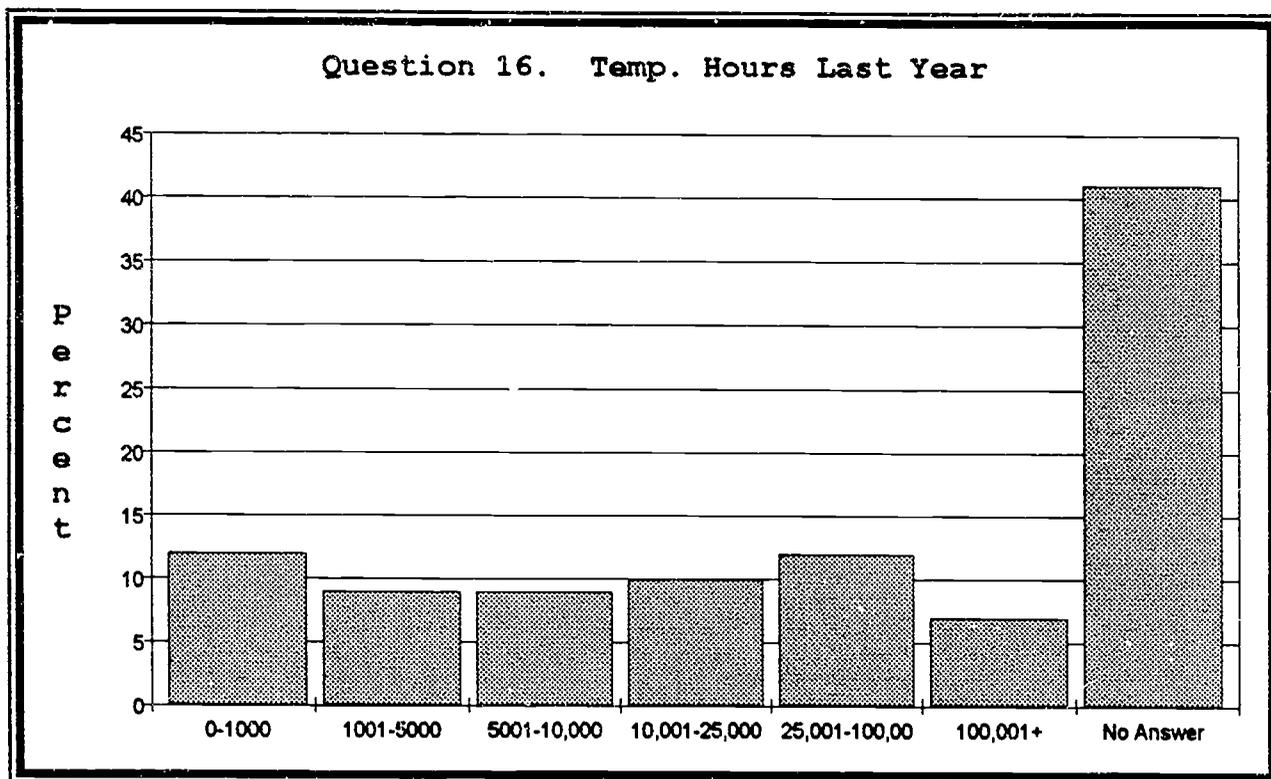
Question 16. Who Schedules Temps?



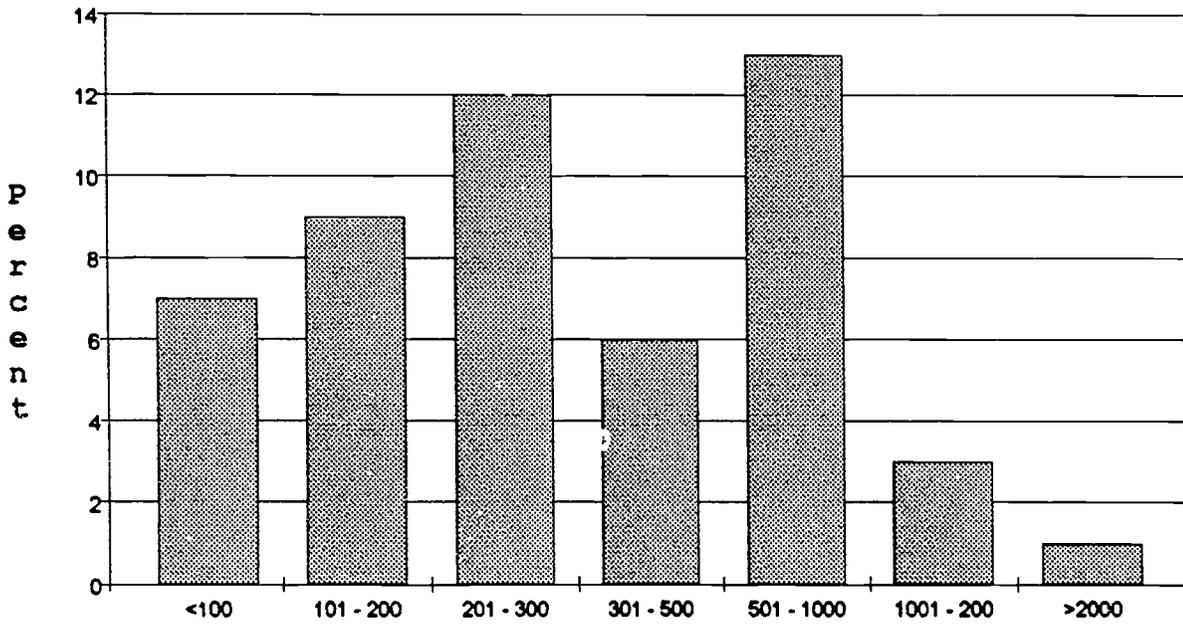
Question 16. How Many Temp. Workers?



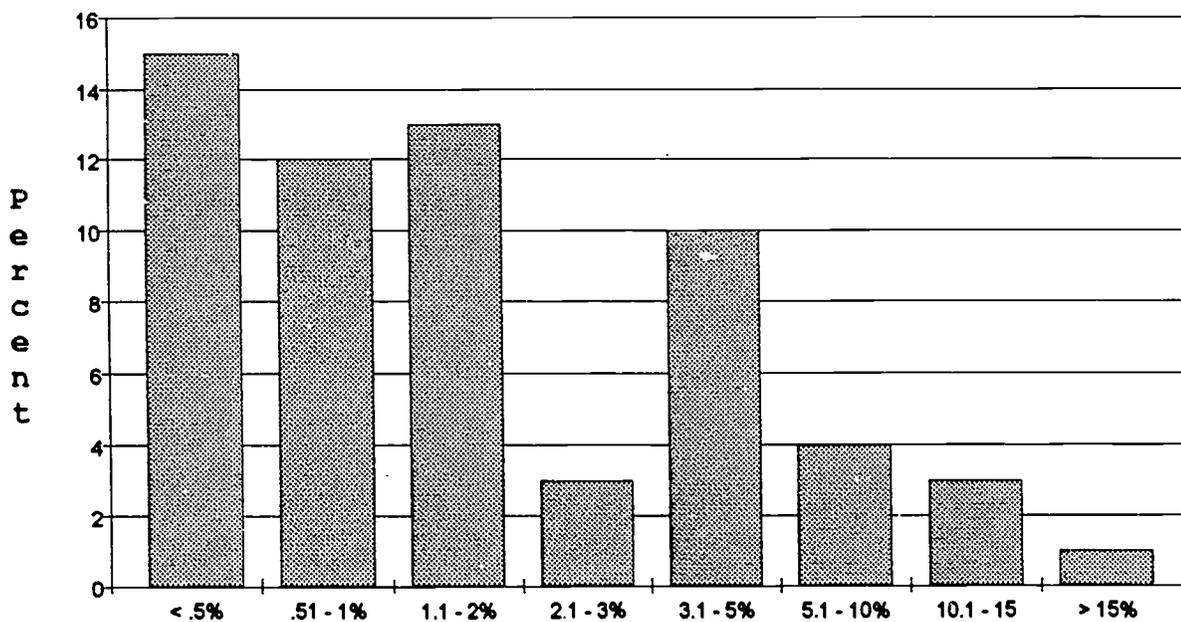
Question 16. Temp. Hours Last Year



Question 16. Average Hours Per Temp. Worker



Question 16. Percent of Pers. Budget Spent on Temp. Workers



**Section II.**

**Completed Surveys**

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name ~~THE~~ ALEXANDRIA LIBRARY
2. Population Served 115000 3. Date 17 MAY 93
4. Name of Person Completing Survey PATRICK M. O'BRIEN
5. Phone 703-838-4558 Fax 703-838-4524

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 \_\_\_\_\_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 19.65 Total number (FTE) of staff with MLS degree
9. 0.38 Total number (FTE) of security personnel (including contract)
10. 36.07 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 56.10 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. >1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

e. Please indicate who schedules such workers:

- Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

f. Approximately how many such workers and how many such hours did your library use last year?

- Workers (individuals)  
 Hours

g. \_\_\_\_\_ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

*Dis. pl. cat  
FORM*

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Allen County Public Library
2. Population Served 300,000 3. Date 5/18/93
4. Name of Person Completing Survey Judy Dunahoo / Christine Hill
5. Phone (219) 424-7241 X2223 Fax (219) 422-9688

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )
- City or County Manager
- City or County Department Head
- Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations

Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 53.75 Total number (FTE) of staff with MLS degree
9. 13.125 Total number (FTE) of security personnel (including contract)
10. 197.48 Total number (FTE) of other staff, excluding plant operations and maintenance workers *Prop. 13  
24.98%*
11. 237.78 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff
- smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .7 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

*7/10 of one percent*

- remain the same  
 increase by 100 percent - i.e. will double to 1.4%  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a.  Yes  No Professional (*Pearson, Thors, Blank*)  
 b.  Yes  No Paraprofessional (*Alcorn, Davis, ...*)  
 c.  Yes  No Clerical (*Bates, Davis*)  
 d.  Yes  No Pages (*Van Fossen, Brannon, ...*)

e. Please indicate who schedules such workers:

- Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

*+ off-duty 49'  
+ maintenance  
+ security*

f. Approximately how many such workers and how many such hours did your library use last year?

20 Workers (individuals)  
6,500 Hours

g. .6 What proportion of your personnel budget was used for employing such workers last year?

*6/10 of one percent*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Amarillo Public Library
2. Population Served 160,000 3. Date 05-18-93
4. Name of Person Completing Survey Greg Thomas
5. Phone (806) 378-9330 Fax (806) 378-9327

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 14 Total number (FTE) of staff with MLS degree
9. 1 Total number (FTE) of security personnel (including contract)
10. 44 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 59 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

	More than 80%
	60 - 80%
	40 - 60%
x	20 - 40%
	Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .4 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

x	remain the same
	increase by _____ percent
	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Professional
b.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Paraprofessional
c.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Clerical
d.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Pages

- e. Please indicate who schedules such workers:

	Personnel department
	Direct supervisors
	Administrative support staff
	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

	Workers (individuals)
	Hours

- g.    % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<u>      </u>	More than 80%
<u>  ✓  </u>	60 - 80%
<u>      </u>	40 - 60%
<u>      </u>	20 - 40%
<u>      </u>	Less than 20%

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name   Ed Blomberg   Phone   708/506-2648  

15.   2.8   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>      </u>	remain the same
<u>  X  </u>	increase by <u>  50%  </u> percent
<u>      </u>	decrease by <u>      </u> percent

*The question is unclear to me so here is the raw data, too:*

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers. *Personnel = \$3,056,064  
Staff devel. costs = \$84,385, of which \$30,000 is in salary.*

a.	<u>  X  </u> Yes	<u>      </u> No	Professional	} tend to be seasonal replacements
b.	<u>      </u> Yes	<u>      </u> No	Paraprofessional	
c.	<u>  X  </u> Yes	<u>      </u> No	Clerical	
d.	<u>  X  </u> Yes	<u>      </u> No	Pages	

- e. Please indicate who schedules such workers:

<u>      </u>	Personnel department
<u>  X  </u>	Direct supervisors (with budget approval by dept head)
<u>      </u>	Administrative support staff
<u>      </u>	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  3  </u>	Workers (individuals)
<u>  600  </u>	Hours

- g.   0.2   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Atlanta-Fulton Public Library

2. Population Served 682,490 3. Date May 24, 1993

4. Name of Person Completing Survey Joanne Williams

5. Phone 404/730-1871 FAX 404/730-1877

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

XX Board (Elected \_\_\_\_\_ Appointed XX)  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

XX Civil Service regulations  
 \_\_\_\_\_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>GSEU/SEIU Local 1985</u>	<u>Library Specific/City Wide</u>
b.	<u>(GEORGIA STATE EMPLOYEES UNION/</u>	<u>Library Specific/City Wide</u>
c.	<u>SERVICE EMPLOYEES INTERNATIONAL</u>	<u>Library Specific/City Wide</u>
d.	<u>Union)</u>	<u>Library Specific/City Wide</u>

Please attach a copy of your union contract to your survey form.

8. 137 Total number (FTE) of staff with MLS degree

9. 21 Total number (FTE) of security personnel (including contract)

10. 294 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 652 Total number (FTE) of staff (a+b+c)

12. XX Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |           |               |
|-----------|---------------|
| <u>XX</u> | More than 80% |
| _____     | 60 - 80%      |
| _____     | 40 - 60%      |
| _____     | 20 - 40%      |
| _____     | Less than 20% |

14. \_\_\_\_\_ Yes XX No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 36% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |           |                           |
|-----------|---------------------------|
| <u>XX</u> | remain the same           |
| _____     | increase by _____ percent |
| _____     | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |           |     |       |    |                  |
|----|-----------|-----|-------|----|------------------|
| a. | <u>XX</u> | Yes | _____ | No | Professional     |
| b. | <u>XX</u> | Yes | _____ | No | Paraprofessional |
| c. | <u>XX</u> | Yes | _____ | No | Clerical         |
| d. | _____     | Yes | _____ | No | Pages            |

e. Please indicate who schedules such workers:

- |           |                              |
|-----------|------------------------------|
| _____     | Personnel department         |
| <u>XX</u> | Direct supervisors           |
| _____     | Administrative support staff |
| _____     | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

- |                |                       |
|----------------|-----------------------|
| <u>138</u>     | Workers (individuals) |
| <u>166,445</u> | Hours                 |

g. 6.7% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Baltimore County Public Library
2. Population Served 702,852 3. Date 5/20/93
4. Name of Person Completing Survey Lynn Schule
5. Phone (410) 887-6177 Fax (410) 887-6103

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. _____	Library Specific/City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 42 Total number (FTE) of staff with MLS degree
9. 3.12 Total number (FTE) of security personnel (including contract)
10. 428.25 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 473.37 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name BROOKLYN PUBLIC LIBRARY
2. Population Served 2,300,664 3. Date 5/25/93
4. Name of Person Completing Survey ROY D. MILLER
5. Phone 718-780-7808 Fax 718-398-3947

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	Local 1482, District Council 37	
b.	AFSCME, AFL-CIO	Library Specific/ <u>City Wide</u>
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. N/A

8. 315 Total number (FTE) of staff with MLS degree
9. 82 Total number (FTE) of security personnel (including contract)
10. 454 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 851 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

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# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
<u>  X  </u>	<u>40 - 60%</u>
_____	20 - 40%
_____	Less than 20%

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name   D. Field, Assoc. Dir. for Support Svcs.   Phone   305-357-7385  

15. .4674% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>  X  </u>	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u>	Yes	<u>      </u>	No	Professional
b.	<u>      </u>	Yes	<u>      </u>	No	Paraprofessional
c.	<u>  X  </u>	Yes	<u>      </u>	No	Clerical
d.	<u>      </u>	Yes	<u>      </u>	No	Pages

e. Please indicate who schedules such workers:

_____	Personnel department
<u>  X  </u>	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year? - FY'92

<u>  one  </u>	Workers (individuals)
<u>  127  </u>	Hours

g. .00782% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Buffalo and Erie County Public Library
2. Population Served 968,532 3. Date 5/18/93
4. Name of Person Completing Survey Ruth A. Collins, Assistant Deputy Director,
5. Phone 1-716-858-7174 Fax 1-716-858-6211 Personnel Services

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status	County
a.	<u>Librarians Association</u>	Library Specific/	City Wide )
b.	<u>CSEA (Clerical staff)</u>	Library Specific/	City Wide )
c.	<u>AFSCME (blue collar staff)</u>	Library Specific/	City Wide )
d.	_____	Library Specific/	City Wide )

Please attach a copy of your union contract to your survey form.

\*not available for CSEA and AFSCME

8. 167 Total number (FTE) of staff with MLS degree
9. 20.5 Total number (FTE) of security personnel (including contract)
10. 197 Total number (FTE) of other staff, excluding plant operations and maintenance workers and Library Pages
11. 384.5 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                      |               |
|----------------------|---------------|
| _____                | More than 80% |
| _____ <u>X</u> _____ | 60 - 80%      |
| _____                | 40 - 60%      |
| _____                | 20 - 40%      |
| _____                | Less than 20% |

14. \_\_\_\_\_ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: a small amount of

- |       |                           |   |
|-------|---------------------------|---|
| _____ | remain the same           | We have used private funds for this purpose. The future is undecided. |
| _____ | increase by _____ percent |   |
| _____ | decrease by _____ percent |   |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |                             |                  |
|----|-----------------------------|------------------|
| a. | _____ Yes <u>X</u> _____ No | Professional     |
| b. | _____ Yes <u>X</u> _____ No | Paraprofessional |
| c. | _____ Yes <u>X</u> _____ No | Clerical         |
| d. | _____ Yes <u>X</u> _____ No | Pages            |

e. Please indicate who schedules such workers:

- |       |                              |
|-------|------------------------------|
| _____ | Personnel department         |
| _____ | Direct supervisors           |
| _____ | Administrative support staff |
| _____ | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

- |       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

g.   % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
<u>  X  </u>	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.   1   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
<u>  X  </u>	increase by <u>  2  </u> percent = 3% of budget (2+1)
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u> Yes	_____ No	Professional
b.	_____ Yes	_____ No	Paraprofessional
c.	_____ Yes	_____ No	Clerical
d.	_____ Yes	_____ No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
<u>  X  </u>	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  200  </u>	Workers (individuals)
<u>140,000</u>	Hours

- g.   12.5   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Public Library of Cincinnati and Hamilton County
2. Population Served 866,228 3. Date May 24, 1993
4. Name of Person Completing Survey Robert D. Stonestreet, Director/Clerk-treasurer
5. Phone 513-369-6972 Fax 513-369-6993

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: N/A  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 172 Total number (FTE) of staff with MLS degree
9. 12 Total number (FTE) of security personnel (including contract)
10. 434.485 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 618.485 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Thomas R. Moorman Phone 513-369-6968

15. .3% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by .7 percent  
 decrease by      percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
b.  Yes  No Paraprofessional  
c.  Yes  No Clerical  
d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

     Workers (individuals)  
     Hours

- g.     % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name CLEVELAND PUBLIC LIBRARY
2. Population Served 505,616 3. Date 5/19/93
4. Name of Person Completing Survey Joan Brown, Personnel Officer
5. Phone (216) 623-2800 Fax (216) 623-7015

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- |    | <u>Union Name</u>         | <u>Status</u>                       |
|----|---------------------------|-------------------------------------|
| a. | <u>District 925, SEIU</u> | <u>(Library Specific) City Wide</u> |
| b. | _____                     | <u>Library Specific/City Wide</u>   |
| c. | _____                     | <u>Library Specific/City Wide</u>   |
| d. | _____                     | <u>Library Specific/City Wide</u>   |

Please attach a copy of your union contract to your survey form.

8. 116 Total number (FTE) of staff with MLS degree
9. 15 Total number (FTE) of security personnel (including contract)
10. 360 Total number (FTE) of other staff, excluding (67) plant operations and maintenance workers (includes pages)
11. 558 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Columbus Metropolitan Library
2. Population Served 500,000      3. Date 5-24-93
4. Name of Person Completing Survey Larry P. Black
5. Phone (614) 645-2800      Fax (614) 645-2050

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- |    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 163 Total number (FTE) of staff with MLS degree
9. 14 Total number (FTE) of security personnel (including contract)
10. 366 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 543 Total number (FTE) of staff (a+b+c)
12.  Yes     No    If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 2% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | remain the same           |
| <input type="checkbox"/>            | increase by _____ percent |
| <input type="checkbox"/>            | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Paraprofessional |
| c. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Pages            |

e. Please indicate who schedules such workers:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

20 Workers (individuals)  
5,000 Hours

g. 0.75% approx What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Cuyahoga County Public Library  
 2. Population Served 600,000+ 3. Date May 18, 1993  
 4. Name of Person Completing Survey Claudia Muller  
 5. Phone 216-749-9490 Fax 216-398-1800

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. <u>CCLU/925</u>	<u>Library Specific</u> /City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 146.75 Total number (FTE) of staff with MLS degree  
 9. -0- Total number (FTE) of security personnel (including contract)  
 10. 435.45 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 582.2 Total number (FTE) of staff (a+b+c)  
 12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<input checked="" type="checkbox"/>	More than 80%
<input type="checkbox"/>	60 - 80%
<input type="checkbox"/>	40 - 60%
<input type="checkbox"/>	20 - 40%
<input type="checkbox"/>	Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Position vacant - applicants being interviewed Phone June 8 + 9

15. .4 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<input checked="" type="checkbox"/>	remain the same
<input type="checkbox"/>	increase by <u>750</u> percent
<input type="checkbox"/>	decrease by <u>      </u> percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Professional
b.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Paraprofessional
c.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Clerical
d.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pages

- e. Please indicate who schedules such workers:

<input type="checkbox"/>	Personnel department
<input type="checkbox"/>	Direct supervisors
<input type="checkbox"/>	Administrative support staff
<input checked="" type="checkbox"/>	Other: <u>Branch manager or designee</u>

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>106</u>	Workers (individuals)
<u>22,237</u>	Hours

- g. 1.3 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!





# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name DAYTON + MONTGOMERY COUNTY PUBLIC LIBRARY
2. Population Served 573,809 3. Date 5-19-93
4. Name of Person Completing Survey JOHN WALLACH
5. Phone 513-227-9500 Fax 513-227-9539

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected \_\_\_\_\_ Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

DISTRICT 923/D+M/CPL Union Name SERVICE EMPLOYEES INTERNATIONAL UNION Status

a.  Library Specific/City Wide  
 b. \_\_\_\_\_ Library Specific/City Wide  
 c. \_\_\_\_\_ Library Specific/City Wide  
 d. \_\_\_\_\_ Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 55 Total number (FTE) of staff with MLS degree
9. 4 Total number (FTE) of security personnel (including contract)
10. 249 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 308 Total number (FTE) of staff (a+b+c)
12.  Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name BARBARA KULANS, TRAINING SPECIALIST Phone 513-227-9500

15. 1 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by 9 percent  
 decrease by      percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

42 Workers (individuals)  
34250 Hours

- g. 3.6% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name DeKalb County Public Library
2. Population Served 564,681 3. Date 5/18/93
4. Name of Person Completing Survey Alice Smith
5. Phone (404) 370-8450 Fax (404) 370-8469

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations DeKalb County Personnel Code  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. _____	Library Specific/City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 47 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract)
10. 126 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 175 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
X _____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Martha Goodson Phone (404) 370-8457

15. .79% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X _____	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	_____	Yes	X _____	No	Professional
b.	_____	Yes	X _____	No	Paraprofessional
c.	X _____	Yes	_____	No	Clerical
d.	X _____	Yes	_____	No	Pages

e. Please indicate who schedules such workers:

_____	Personnel department
X _____	Direct supervisors
_____	Administrative support staff
_____	Other: _____

f. Approximately how many such workers and how many such hours did your library use last year?

<u>22</u> FTE	Workers (individuals)
<u>45,514</u>	Hours

g. 4.9% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name DENVER PUBLIC LIBRARY
2. Population Served \_\_\_\_\_ 3. Date \_\_\_\_\_
4. Name of Person Completing Survey RICK ASHTON
5. Phone 303 640-8890 Fax 303 595-3034

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>NA</u>	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. \_\_\_\_\_ Total number (FTE) of staff with MLS degree
9. \_\_\_\_\_ Total number (FTE) of security personnel (including contract)
10. \_\_\_\_\_ Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. ~~\_\_\_\_\_~~ Total number (FTE) of staff (a+b+c)
12. ~~Yes~~  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Public Library of Des Moines
2. Population Served 193,187 3. Date 5-17-93
4. Name of Person Completing Survey Donna Slick
5. Phone 515-283-4152 Fax 515-283-4503

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>Intl. Union of Machinists and Aerospace Workers</u>	<u>Library Specific/City Wide</u>
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 40.50 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 42.68 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 43.18 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.  % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

e. Please indicate who schedules such workers:

- Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
 Hours

g.  % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name EAST BATON ROUGE PARISH LIBRARY
2. Population Served 383,000      3. Date 5/18/93
4. Name of Person Completing Survey John B. Richard, Director
5. Phone 504-389-3368      Fax 504-389-5284

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations *all employees are Civil Service*  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. _____	Library Specific/City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 60 Total number (FTE) of staff with MLS degree
9. ~~\*~~ Total number (FTE) of security personnel (including contract)  
*Library has contract with off-duty deputies - no special meals*
10. 168 1/4 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 228 1/4 Total number (FTE) of staff (a+b+c)
12.  Yes     No    If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- More than 80%
- 60 - 80%
- 40 - 60%
- 20 - 40%
- Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. Not kept Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- remain the same
- increase by \_\_\_\_\_ percent
- decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a.  Yes  No Professional
- b.  Yes  No Paraprofessional
- c.  Yes  No Clerical
- d.  Yes  No Pages

e. Please indicate who schedules such workers:

- Personnel department
- Direct supervisors
- Administrative support staff
- Other: \_\_\_\_\_

f. Approximately how many such workers and how many such hours did your library use last year?

None  
Workers (individuals)  
Hours

g. None What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by 300 percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
 Hours

- g. 1 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Enoch PRatt Free Library
2. Population Served 750,900 3. Date \_\_\_\_\_
4. Name of Person Completing Survey Paula W. Kemp
5. Phone (410)396-5519 Fax (410)396-5044

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 96 Total number (FTE) of staff with MLS degree
9. 4.5 Total number (FTE) of security personnel (including contract)
10. 279.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 380 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
<u>  X  </u>	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>  X  </u>	remain the same (Trustees, Endowment & State Funds)
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u>	Yes	_____	No	Professional
b.	<u>  X  </u>	Yes	_____	No	Paraprofessional
c.	<u>  X  </u>	Yes	_____	No	Clerical
d.	<u>  X  </u>	Yes	_____	No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
<u>  X  </u>	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
_____	Hours

- g. \_\_\_\_\_ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!





# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name THE FERGUSON LIBRARY
2. Population Served 109,000 3. Date 5/21/93
4. Name of Person Completing Survey Kevin McCarthy
5. Phone 203-964-1000, Ext 203 Fax 203-357-9098

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected 5 Appointed 5)
- City or County Manager
- City or County Department Head
- Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations
- Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- |    | <u>Union Name</u>            | <u>Status</u>              |
|----|------------------------------|----------------------------|
| a. | <u>AFSCME Local 1303-317</u> | Library Specific/City Wide |
| b. | _____                        | Library Specific/City Wide |
| c. | _____                        | Library Specific/City Wide |
| d. | _____                        | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree
9. 1.5 Total number (FTE) of security personnel (including contract)
10. 45.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 82 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- \_\_\_\_\_ greater proportion of MLS staff
- \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name FORSYTH COUNTY PUBLIC LIBRARY - WINSTON-SALEM, N.C.
2. Population Served 260,853 3. Date MAY 17, 1993
4. Name of Person Completing Survey BILL ROBERTS
5. Phone 919-727-2556 Fax 919-727-2549

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected  Appointed   
 ~~City or~~ County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

✓ Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:  
 COUNTY PERSONNEL POLICIES

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 39 Total number (FTE) of staff with MLS degree (+ 4 OTHER ~ MS'S IN OTHER AREAS)
9. 2 1/2 Total number (FTE) of security personnel (including contract)
10. 67 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 108 1/2 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

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## STAFFING

1991  
page 7

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0.67 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
b.  Yes  No Paraprofessional  
c.  Yes  No Clerical  
d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

\_\_\_\_\_ Workers (individuals)  
\_\_\_\_\_ Hours

- g.  What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name FREE LIBRARY OF PHILADELPHIA
2. Population Served \_\_\_\_\_ 3. Date 5/27/93
4. Name of Person Completing Survey MICHAEL EDELMAN
5. Phone (215) 686-5308 Fax (215) 686-5368

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	<u>AFSCME - COUNCIL 33</u>	<u>Library Specific/City Wide</u>
b.	<u>AFSCME - COUNCIL 47</u>	<u>Library Specific/City Wide</u>
c.	_____	<u>Library Specific/City Wide</u>
d.	_____	<u>Library Specific/City Wide</u>

Please attach a copy of your union contract to your survey form.  
**NOT AVAILABLE**

8. 282.5 Total number (FTE) of staff with MLS degree
9. 23.0 Total number (FTE) of security personnel (including contract)
10. 471.0 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 826.5 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name ANNE COGEN Phone (215) 567-4352

15. 60% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
 Hours

- g.  What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



## Urban Libraries Council Frequent Fast Facts Survey

Page 2

### STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .2 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

f. Approximately how many such workers and how many such hours did your library use last year?

100 Workers (individuals)  
N/A Hours

g. 2 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Hennepin County Library, Minnetonka, MN 55305-1909
2. Population Served 664,048 3. Date May 26, 1993
4. Name of Person Completing Survey Thomas E. O'Neill, Sr. Personnel Representative
5. Phone (612) 541-8596 Fax (612) 541-8600

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>AFSCME</u>	Library Specific/ <u>City Wide</u>
b.	<u>TEAMSTARS</u>	Library Specific/ <u>City Wide</u>
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 81.5 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 345.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 427 Total number (FTE) of staff (a+b+c)
12.  Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of M.S. staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |       |               |
|-------|---------------|
| _____ | More than 80% |
| _____ | 60 - 80%      |
| _____ | 40 - 60%      |
| _____ | 20 - 40%      |
| _____ | Less than 20% |

14. \_\_\_\_\_ Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .33 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                                     |                                |
|-------------------------------------|--------------------------------|
| _____                               | remain the same                |
| <input checked="" type="checkbox"/> | increase by <u>100</u> percent |
| _____                               | decrease by _____ percent      |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |          |                  |
|----|---|----------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | _____ No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | _____ No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | _____ No | Clerical         |
| d. | <input checked="" type="checkbox"/> Yes | _____ No | Pages            |

e. Please indicate who schedules such workers:

- |                                     |                              |
|-------------------------------------|------------------------------|
| _____                               | Personnel department         |
| <input checked="" type="checkbox"/> | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| _____                               | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

~~111~~ 111 Workers (individuals)  
26577 Hours

g. 2.2% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Indianapolis - Marion County Public Library
2. Population Served 774,400 3. Date 24 MAY 93
4. Name of Person Completing Survey RAY GNAT, director
5. Phone 317/269-1722 Fax 317/269-5220

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: None  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. _____	Library Specific/City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. None

8. 143.1 Total number (FTE) of staff with MLS degree
9. 5.0 Total number (FTE) of security personnel (all including contract)
10. 220.3 Total number (FTE) of other staff, excluding plant operations and maintenance workers and pages
11. 368.4 Total number (FTE) of staff (<sup>a+b+c</sup>)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<u>  X  </u>	More than 80%
<u>      </u>	60 - 80%
<u>      </u>	40 - 60%
<u>      </u>	20 - 40%
<u>      </u>	Less than 20%

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.   .6   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>  X  </u>	remain the same
<u>      </u>	increase by _____ percent
<u>      </u>	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u> Yes	<u>      </u> No	Professional
b.	<u>      </u> Yes	<u>  X  </u> No	Paraprofessional
c.	<u>  X  </u> Yes	<u>      </u> No	Clerical
d.	<u>      </u> Yes	<u>  X  </u> No	Pages

- e. Please indicate who schedules such workers:

<u>  X  </u>	Personnel department
<u>      </u>	Direct supervisors
<u>      </u>	Administrative support staff
<u>      </u>	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  80  </u>	Workers (individuals)
<u>7,345</u>	Hours

- g.   .12   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name JACKSONVILLE PUBLIC LIBRARIES
2. Population Served 700,000 3. Date 5/17/93
4. Name of Person Completing Survey JUDY WILLIAMS
5. Phone 904-630-1994 Fax 904-630-2431

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. <u>Supervisors Assn. (prof.)</u>	Library Specific/ <u>City Wide</u>
b. <u>AFSCME (clerical)</u>	Library Specific/ <u>City Wide</u>
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 88.5 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract)
10. 253.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 344.0 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |         |               |
|---------|---------------|
| _____   | More than 80% |
| _____   | 60 - 80%      |
| ✓ _____ | 40 - 60%      |
| _____   | 20 - 40%      |
| _____   | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Lee Gragg Phone 630-1991

15.  Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |         |                              |
|---------|------------------------------|
| _____   | remain the same              |
| ✓ _____ | increase by <u>1</u> percent |
| _____   | decrease by _____ percent    |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Clerical         |
| d. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Pages            |

e. Please indicate who schedules such workers:

- |         |                              |
|---------|------------------------------|
| _____   | Personnel department         |
| ✓ _____ | Direct supervisors           |
| _____   | Administrative support staff |
| _____   | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

140 Workers (individuals)  
174,918 Hours

g. 16 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name KANSAS CITY PUBLIC LIBRARY (KC MO)
2. Population Served 257,940 3. Date \_\_\_\_\_
4. Name of Person Completing Survey Dan Bradbury / Pat Hawkins
5. Phone <sup>816-</sup>221-3203 Fax 816-~~221~~-421-7484

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

None

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 45.2 Total number (FTE) of staff with MLS degree\*
9. 5.8 Total number (FTE) of security personnel (including contract)
10. 128.2 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 179.2 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

\* may include some in professional level 1, however jobs or higher but who have not obtained M.L.S. but job requires M.L.S.

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Pat Hawkins Phone 816 221-2685

15. 13 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
b.  Yes  No Paraprofessional  
c.  Yes  No Clerical  
d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

25 Workers (individuals)  
Unknown Hours

- g. 1 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name King County Library System
2. Population Served \_\_\_\_\_ 3. Date 5/18/93
4. Name of Person Completing Survey Marilyn Gamblin
5. Phone (206) 684-6602 Fax (206) 684-6690

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

NA  Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 138 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 319 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 457 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Betty Richardson Phone (206) 684-6674

15. .5 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by 4 percent  
 decrease by      percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

unknown Workers (individuals) We use our regular P/T staff  
14,290 Hours to do substitute work als

- g. 1% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Lake Lanier Regional Library
2. Population Served 525,961 3. Date May 21, 1993
4. Name of Person Completing Survey Jo Ann Pinder
5. Phone 404/822-4522 Fax 404/822-5379

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- |    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 45 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 128 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 171 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
X _____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
X _____	increase by <u>to 3</u> percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	_____	Yes	X _____	No	Professional
b.	X _____	Yes	_____	No	Paraprofessional
c.	X _____	Yes	_____	No	Clerical
d.	_____	Yes	X _____	No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
X _____	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>18</u>	Workers (individuals)
<u>9568</u>	Hours

- g. .04 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name LAS VEGAS - CLARK County Library District  
 2. Population Served 735,674 3. Date \_\_\_\_\_  
 4. Name of Person Completing Survey Charles HUNZBERGER  
 5. Phone 702-382-2575 Fax 382-3498

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 \_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed X)  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- NO Civil Service regulations  
NO Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 44 Total number (FTE) of staff with MLS degree  
 9. 7 Total number (FTE) of security personnel (including contract)  
 10. 200 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 271 Total number (FTE) of staff (a+b+c)  
 12. ✓ Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

✓ greater proportion of MLS staff (increase 5 per year)  
 \_\_\_\_\_ smaller proportion of MLS staff (For NEXT 5 years.)

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 7 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

? Workers (individuals)  
 ? Hours

- g. Less than 1 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Lincoln City Libraries
2. Population Served 213,641 3. Date 5-18-93
4. Name of Person Completing Survey Carol J. Connor
5. Phone 402-441-8510 Fax 402-441-8586

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. <u>Nat'l Assoc. of Government Employees</u>	<u>Library Specific/City Wide</u>
b. <u>City Employees Association</u>	<u>Library Specific/City Wide</u>
c. _____	<u>Library Specific/City Wide</u>
d. _____	<u>Library Specific/City Wide</u>

Please attach a copy of your union contract to your survey form.

8. 24.00 Total number (FTE) of staff with MLS degree
9. 1.84 Total number (FTE) of security personnel (including contract)
10. 65.82 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 91.66 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Los Angeles Public Library
2. Population Served \_\_\_\_\_ 3. Date 5/18/93
4. Name of Person Completing Survey Elizabeth R. Higbie
5. Phone (213) 612-3300 Fax (213) 612-0463

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	<u>AFSME</u>	Library Specific <u>City Wide</u>
b.	<u>Local 3090</u>	Library Specific <u>City Wide</u>
c.	<u>Local 2626</u>	Library Specific <u>City Wide</u>
d.	<u>Engineers &amp; Architect Assoc.</u>	Library Specific <u>City Wide</u>

Please attach a copy of your union contract to your survey form.

8. 354 Total number (FTE) of staff with MLS degree
9. 38 Total number (FTE) of security personnel (including contract)
10. 601 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 955 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
_____	40 - 60%
_____ <input checked="" type="checkbox"/> _____	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<input checked="" type="checkbox"/> Yes	_____ No	Professional
b.	<input checked="" type="checkbox"/> Yes	_____ No	Paraprofessional
c.	<input checked="" type="checkbox"/> Yes	_____ No	Clerical
d.	_____ Yes	<input checked="" type="checkbox"/> No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
_____ <input checked="" type="checkbox"/> _____	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
65,000	Hours

- g. 0 % What proportion of your personnel budget was used for employing such workers last year?  
Separate Account

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Louisville Free Public Library
2. Population Served 665,000 3. Date 5-21-93
4. Name of Person Completing Survey Harriet Henderson
5. Phone 502-574-1760 Fax 502-574-1693

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed  City or County Manager
- City or County Department Head
- Other: Mayor, County Judge-Executive, Library Commission

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations

Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>AFSCME</u> (represents	Library Specific/City Wide
b.	<u>several city and</u>	Library Specific/City Wide
c.	<u>county departments)</u>	Library Specific/City Wide
d.		Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 34 Total number (FTE) of staff with MLS degree
9. 4.5 Total number (FTE) of security personnel (including contract)
10. 170 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 208.5 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff

smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Memphis Shelby County Public Library & Information Center
2. Population Served Memphis Shelby County 828,082. Date May 26 1993
4. Name of Person Completing Survey Stacey Ward
5. Phone 901-725-8855 Fax 901-725-8883

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X  Board (Elected \_\_\_\_\_ Appointed  X )  
\_\_\_\_ City or County Manager  
\_\_\_\_ City or County Department Head  
\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

\_\_\_\_ Civil Service regulations  
\_\_\_\_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8.  84  Total number (FTE) of staff with MLS degree
9.  12  Total number (FTE) of security personnel (including contract)
10.  156  Total number (FTE) of other staff, excluding plant operations and maintenance workers
11.  252  Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  X  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X  greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Judy Card Phone 901-725-8851

15.  Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by  percent  
 decrease by  percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: Regional Managers

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
 Hours

- g.  NA What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Metropolitan Library System
2. Population Served 599,611 3. Date May 24, 1993
4. Name of Person Completing Survey Lee B. Brawner, Executive Director
5. Phone (405) 235-0571 Fax (405) 236-5219

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. _____	Library Specific/City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 36 Total number (FTE) of staff with MLS degree
9. 1 Total number (FTE) of security personnel (including contract)
10. 155 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 192 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<u>  X  </u>	More than 80%
<u>      </u>	60 - 80%
<u>      </u>	40 - 60%
<u>      </u>	20 - 40%
<u>      </u>	Less than 20%

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name   Jane Carvajal   Phone   (405) 235-0572 Ext. 170  

15.   1.5%   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>      </u>	remain the same
<u>  X  </u>	increase by <u>  2  </u> percent
<u>      </u>	decrease by <u>      </u> percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u> Yes	<u>      </u> No	Professional
b.	<u>      </u> Yes	<u>  X  </u> No	Paraprofessional
c.	<u>  X  </u> Yes	<u>      </u> No	Clerical
d.	<u>      </u> Yes	<u>  X  </u> No	Pages

- e. Please indicate who schedules such workers:

<u>      </u>	Personnel department
<u>  X  </u>	Direct supervisors
<u>      </u>	Administrative support staff
<u>      </u>	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  6  </u>	Workers (individuals)
<u> 300 </u>	Hours

- g.   .07%   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name MIAMI-DADE PUBLIC LIBRARY
2. Population Served 1,626,510 3. Date 5-18-93
4. Name of Person Completing Survey R.S. KOZLOWSKI
5. Phone (305) 375-5026 Fax (305) 375-5545

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected  Appointed ) ADVISORY  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>AFSCME</u>	<u>COUNTY-WIDE</u>
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. - TOO LENGTHY. ENTIRE COUNTY'S CONTRA

8. 156 Total number (FTE) of staff with MLS degree
9. 35 Total number (FTE) of security personnel (including contract)
10. 409 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 600 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name WANDA COUNTS-BRYANT Phone 375-2661

15. 4 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | remain the same           |
| <input type="checkbox"/>            | increase by _____ percent |
| <input type="checkbox"/>            | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |                              |  |                  |
|----|------------------------------|--|------------------|
| a. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Professional     |
| b. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Paraprofessional |
| c. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Pages            |

e. Please indicate who schedules such workers:

- |                          |                              |
|--------------------------|------------------------------|
| <input type="checkbox"/> | Personnel department         |
| <input type="checkbox"/> | Direct supervisors           |
| <input type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/> | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

- |                          |                       |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Workers (individuals) |
| <input type="checkbox"/> | Hours                 |

g.  What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Milwaukee Public Library
2. Population Served \_\_\_\_\_ 3. Date \_\_\_\_\_
4. Name of Person Completing Survey Kathleen Huston & Judith Zemke
5. Phone (414) 286-3020 Fax \_\_\_\_\_

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- \_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)
- \_\_\_\_\_ City or County Manager
- \_\_\_\_\_ City or County Department Head
- X Other: MAYOR

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- X Civil Service regulations
- X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name	Status
a. <u>AFL-CIO AFSCME</u>	Library Specific/ <u>City Wide</u>
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 108.0 Total number (FTE) of staff with MLS degree
9. 5.325 Total number (FTE) of security personnel (including contract)
10. 202.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 315.825 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- \_\_\_\_\_ greater proportion of MLS staff
- X smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- More than 80%
- 60 - 80%
- 40 - 60%
- 20 - 40%
- Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0.2 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- remain the same
- increase by 0.2 percent
- decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a.  Yes  No Professional
- b.  Yes  No Paraprofessional
- c.  Yes  No Clerical
- d.  Yes  No Pages

e. Please indicate who schedules such workers:

- Personnel department
- Direct supervisors
- Administrative support staff
- Other: \_\_\_\_\_

f. Approximately how many such workers and how many such hours did your library use last year?

\_\_\_\_\_ Workers (individuals)  
\_\_\_\_\_ Hours

g. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Minneapolis Public Library  
 2. Population Served 368,000 3. Date 5/17/93  
 4. Name of Person Completing Survey SUSAN GOLDBERG  
 5. Phone 612-372-6611 Fax 612-372-6623

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 Board (Elected 6 members elected / 2 members appointed)  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)  
 Civil Service regulations (about 60% employees under Civil Service)  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |   |                                   |                             |
|---|-----------------------------------|-----------------------------|
| a. <u>AFCSME LOCAL 99</u>   | <u>Library Specific/City Wide</u> | <i>national affiliation</i> |
| b. <u>Professional Librarians Union of Minneapolis</u>                        | <u>Library Specific/City Wide</u> |                             |
| c. <u>Librarians Supervisors Union</u>  | <u>Library Specific/City Wide</u> |                             |
| d. <u>Library Confidential Employees Union Local 70 - Operating Engineers</u> | <u>Library Specific/City Wide</u> |                             |

Please attach a copy of your union contract to your survey form.

8. 86.05 Total number (FTE) of staff with MLS degree  
 9. 2.89 Total number (FTE) of security personnel (including contract)  
 10. 209.75 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 298.69 Total number (FTE) of staff (a+b+c)  
 12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individual\* on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 35% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | remain the same           |
| <input type="checkbox"/> | increase by _____ percent |
| <input type="checkbox"/> | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |                                     |     |                          |    |                  |
|----|-------------------------------------|-----|--------------------------|----|------------------|
| a. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Professional     |
| b. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Clerical         |
| d. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Pages            |

e. Please indicate who schedules such workers:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year? 1992

$\begin{array}{r} 35 \overline{) 82} \\ \underline{35} \phantom{0} \\ 47 \\ \underline{45} \\ 21 \\ \underline{21} \\ 0 \end{array}$	Workers (individuals)
$9.9 \overline{) 4.9} \\ \underline{9} \phantom{0} \\ 99 \\ \underline{99} \\ 0$	Hours
$(554,431.51)$	What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name MONTGOMERY (AL) CITY-COUNTY PUBLIC LIBRARY
2. Population Served 209,400 3. Date 5/25/93
4. Name of Person Completing Survey GILLIS DOUGHTIE
5. Phone 205 240-4300 Fax 205 240-4980

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: MAYOR

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 7 Total number (FTE) of staff with MLS degree
9. \_\_\_\_\_ Total number (FTE) of security personnel (including contract)
10. 38 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 45 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
<u>  X  </u>	60 - 80%
_____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.   5   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>  X  </u>	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	_____ Yes	<u>  X  </u> No	Professional
b.	_____ Yes	<u>  X  </u> No	Paraprofessional
c.	_____ Yes	<u>  X  </u> No	Clerical
d.	_____ Yes	<u>  X  </u> No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
_____	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
_____	Hours

- g.   5   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Multnomah County Library
2. Population Served 583,887 3. Date 5/21/93
4. Name of Person Completing Survey Ginnie Cooper
5. Phone (503) 248-5403 Fax (503) 248-5441

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: County Chair of Commissioners

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	<u>AFSCME - Local 88</u>	Library Specific/ <u>County</u> City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 61.5 Total number (FTE) of staff with MLS degree
9. 3.0 Total number (FTE) of security personnel (including contract)
10. 261.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 326 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<input type="checkbox"/>	More than 80%
<input checked="" type="checkbox"/>	50 - 80%
<input type="checkbox"/>	40 - 60%
<input type="checkbox"/>	20 - 40%
<input type="checkbox"/>	Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .6 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<input checked="" type="checkbox"/>	remain the same
<input type="checkbox"/>	increase by <u>100%</u> percent
<input type="checkbox"/>	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Professional
b.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Paraprofessional
c.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Clerical
d.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Pages

- e. Please indicate who schedules such workers:

<input type="checkbox"/>	Personnel department
<input checked="" type="checkbox"/>	Direct supervisors
<input checked="" type="checkbox"/>	Administrative support staff
<input type="checkbox"/>	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>50</u>	Workers (individuals)
<u>22,000</u>	Hours

- g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name New York Public library
2. Population Served 3,070,302 3. Date 5/21/93
4. Name of Person Completing Survey Subhan Reardon
5. Phone 212-340-0939 Fax 212-689-3193

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library ~~Director~~ <sup>President</sup> report?
- Board (Elected <sup>Self</sup>  Appointed ) with Ex-officio City members
- City or County Manager
- City or County Department Head
- Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations

Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	<u>Local 1930 - New York Public Library Guild</u>	<input checked="" type="checkbox"/> Library Specific/City Wide (AFSCME)
b.	<u>Local 374</u>	<input checked="" type="checkbox"/> Library Specific/City Wide
c.	_____	<input type="checkbox"/> Library Specific/City Wide
d.	_____	<input type="checkbox"/> Library Specific/City Wide

Please attach a copy of your union contract to your survey form. *(Currently being revised and updated)*

8. 721 Total number (FTE) of staff with MLS degree
9. 132 Total number (FTE) of security personnel (including contract)
10. 4,133 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 1986 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.  Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | remain the same              |
| <input checked="" type="checkbox"/> | increase by <u>7</u> percent |
| <input type="checkbox"/>            | decrease by _____ percent    |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |                                     |     |                                     |    |                  |
|----|-------------------------------------|-----|-------------------------------------|----|------------------|
| a. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No | Professional     |
| b. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No | Clerical         |
| d. | <input type="checkbox"/>            | Yes | <input checked="" type="checkbox"/> | No | Pages            |

e. Please indicate who schedules such workers:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

appx. 100-200 Workers (individuals)  
? Hours

g.  What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Omaha Public Library
2. Population Served 404,896 3. Date 5/24/93
4. Name of Person Completing Survey Lon R. Dickerson
5. Phone (402) 444-4834 Fax (402) 444-4504

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. <u>AFSCME, Local 251</u>	Library Specific/ <u>City Wide</u>
b. <u>CMPTEC (Management bargaining unit)</u>	Library Specific/ <u>City Wide</u>
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

\* Please attach a copy of your union contract to your survey form.

8. 40 Total number (FTE) of staff with MLS degree
9. 2.9 Total number (FTE) of security personnel (including contract)
10. 84.6 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 127.5 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 smaller proportion of MLS staff

\*NOTE: Union contracts are not enclosed because they are very lengthy-- these contracts cover all City of Omaha workers, not just library personnel.

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
<u>  X  </u>	60 - 80%
_____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \*   .07  % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
<u>  X  </u>	increase by <u>  ?  </u> percent
_____	decrease by _____ percent

\*Excludes .1% spent from library foundation/trust funds

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	_____ Yes	<u>  X  </u>	No	Professional
b.	_____ Yes	<u>  X  </u>	No	Paraprofessional
c.	_____ Yes	<u>  X  </u>	No	Clerical
d.	_____ Yes	<u>  X  </u>	No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
_____	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

_____	Workers (individuals)
_____	Hours

- g. \_\_\_\_\_% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Phoenix Public Library
2. Population Served 1,025,000 3. Date 5/19/93
4. Name of Person Completing Survey Shera Farnham
5. Phone (602) 262-6392 Fax (602) 261-8836

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 71 Total number (FTE) of staff with MLS degree
9. 5 Total number (FTE) of security personnel (including contract)
10. 193 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 269 Total number (FTE) of staff (a+b+c)
12. X Yes  No  If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<u>      </u>	More than 80%
<u>      </u>	60 - 80%
<u>  X  </u>	40 - 60%
<u>      </u>	20 - 40%
<u>      </u>	Less than 20%

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number: *but this is a 20 hr./wk position*

Name   Shera Farnham   Phone   (602) 262-6392  

15.   .2   % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>      </u>	remain the same
<u>  X  </u>	increase by <u>  .1  </u> percent
<u>      </u>	decrease by <u>      </u> percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>      </u>	Yes	<u>  X  </u>	No	Professional
b.	<u>      </u>	Yes	<u>  X  </u>	No	Paraprofessional
c.	<u>  X  </u>	Yes	<u>      </u>	No	Clerical
d.	<u>      </u>	Yes	<u>  X  </u>	No	Pages

- e. Please indicate who schedules such workers:

<u>      </u>	Personnel department
<u>  X  </u>	Direct supervisors
<u>      </u>	Administrative support staff
<u>      </u>	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  .3  </u>	Workers (individuals)
<u>  90  </u>	Hours

- g.   .015   % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Providence Public
2. Population Served 1,001,838 3. Date 5/25/93
4. Name of Person Completing Survey DAN AUSTIN
5. Phone 401-455-8060 Fax 401-455-8065

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- \_\_\_\_\_ Board (Elected  Appointed \_\_\_\_\_)
- \_\_\_\_\_ City or County Manager
- \_\_\_\_\_ City or County Department Head
- \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations

Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	<u>NA</u>	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract)
10. 72 1/2 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 109 1/2 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff

smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |         |               |
|---------|---------------|
| _____   | More than 80% |
| ✓ _____ | 60 - 80%      |
| _____   | 40 - 60%      |
| _____   | 20 - 40%      |
| _____   | Less than 20% |

14. \_\_\_\_\_ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 25% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |         |                           |
|---------|---------------------------|
| ✓ _____ | remain the same           |
| _____   | increase by _____ percent |
| _____   | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |           |          |  |
|----|-----------|----------|--|
| a. | ✓ Yes     | _____ No | Professional - <i>SUBSTITUTES ONLY</i> |
| b. | _____ Yes | ✓ No     | Paraprofessional                       |
| c. | ✓ Yes     | _____ No | Clerical - <i>TEMPS ONLY</i>           |
| d. | _____ Yes | ✓ No     | Pages                                  |

e. Please indicate who schedules such workers:

- |         |                              |
|---------|------------------------------|
| _____   | Personnel department         |
| ✓ _____ | Direct supervisors           |
| _____   | Administrative support staff |
| _____   | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

3-4 Workers (individuals)  
\_\_\_\_\_ Hours

g. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

*NOT INCLUDED IN PERSONNEL, BUT IS  
AGGREGATED WITH OUTSIDE SERVICES.*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name QUEENS BOROUGH PUBLIC LIBRARY
2. Population Served QUEENS NEW YORK 3. Date MAY 25, 1993
4. Name of Person Completing Survey JERRY ROWLETT
5. Phone (718) 990-0828 Fax (718) 291-8936

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name	Status
a. <u>District Council 37</u>	<u>Library Specific/City Wide</u>
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 805 Total number (FTE) of staff with MLS degree
9. 24 Total number (FTE) of security personnel (including contract)
10. 433 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 762 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Richland County Public Library
2. Population Served 280,000 3. Date 5-18-93
4. Name of Person Completing Survey C. David Warren
5. Phone (803) 929-3420 Fax \_\_\_\_\_

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 55 Total number (FTE) of staff with MLS degree
9. 4 Total number (FTE) of security personnel (including contract)
10. 192 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. \_\_\_\_\_ Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |   |               |
|---|---------------|
| _____                                     | More than 80% |
| _____ <input checked="" type="checkbox"/> | 50 - 80%      |
| _____                                     | 40 - 60%      |
| _____                                     | 20 - 40%      |
| _____                                     | Less than 20% |

14. \_\_\_\_\_ Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |   |                           |
|---|---------------------------|
| _____ <input checked="" type="checkbox"/> | remain the same           |
| _____                                     | increase by _____ percent |
| _____                                     | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |  |                  |
|----|---|--|------------------|
| a. | <input checked="" type="checkbox"/> Yes | _____ No                               | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | _____ No                               | Paraprofessional |
| c. | _____ Yes                               | <input checked="" type="checkbox"/> No | Clerical         |
| d. | _____ Yes                               | <input checked="" type="checkbox"/> No | Pages            |

e. Please indicate who schedules such workers:

- |   |                              |
|---|------------------------------|
| _____                                     | Personnel department         |
| _____                                     | Direct supervisors           |
| _____ <input checked="" type="checkbox"/> | Administrative support staff |
| _____                                     | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

<u>30</u>	Workers (individuals)
<u>8,260</u>	Hours

g. 1.72% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name RIVERSIDE CITY & COUNTY PUBLIC LIBRARY  
 2. Population Served 1029025 3. Date JAN 1992  
 4. Name of Person Completing Survey JUDITH M. ALTH  
 5. Phone (909) 782-5211 Fax (909) 788-1528

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart. ANNUAL REPORT 91-92

7. Are the majority of your library employees subject to:  
 (Please check all that apply)  
 Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>PUBLIC EMPLOYEES ASSOCIATION</u>	Library Specific/ <u>City Wide</u>
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

NO Please attach a copy of your union contract to your survey form.

STATE REPORT

8. 49.1 Total number (FTE) of staff with MLS degree  
 9. 1.33 Total number (FTE) of security personnel (including contract) MVA/CLO  
 10. 172.8 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 223.23 Total number (FTE) of staff (a+b+c)  
 12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:  
 greater proportion of MLS staff + MORE VOLUNTEERS  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
_____	40 - 60%
<u>  X  </u>	20 - 40%
_____	Less than 20%

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0.18 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

ADD  
TRAINING  
TRAVEL  
401  
402  
403  
404

_____	remain the same
<u>  X  </u>	increase by _____ percent
_____	decrease by <u>  61  </u> percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u>	Yes	_____	No	Professional
b.	<u>  X  </u>	Yes	_____	No	Paraprofessional
c.	<u>  X  </u>	Yes	_____	No	Clerical
d.	<u>  X  </u>	Yes	_____	No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
<u>  X  </u>	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  20  </u>	Workers (individuals)
<u>  130  </u>	Hours

- g. 0.13 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Rockford Public Library
2. Population Served 139,426      3. Date 5/18/93
4. Name of Person Completing Survey Estelle M. Black, Assistant Director
5. Phone (815) 965-6731      Fax (815) 965-0866

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed )
- City or County Manager
- City or County Department Head
- Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations

Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	<u>AFSCME</u>	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 15 Total number (FTE) of staff with MLS degree
9. \_\_\_\_\_ Total number (FTE) of security personnel (including contract)
10. 62 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 73 Total number (FTE) of staff (a+b+c)
12.  Yes     No    If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name ST. JOSEPH COUNTY PUBLIC LIBRARY
2. Population Served 167,477 3. Date MAY 24, 1993
4. Name of Person Completing Survey MARIA PORTER
5. Phone (219) 282-4603 Fax (219) 282-4651

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

✓ Please attach a copy of your current organization chart. ✓

7. Are the majority of your library employees subject to:  
 (Please check all that apply) None of these
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form. Have none

8. 28 Total number (FTE) of staff with MLS degree
9. 9.5 Total number (FTE) of security personnel (including contract)
10. 85.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 116 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | remain the same              |
| <input checked="" type="checkbox"/> | increase by <u>3</u> percent |
| <input type="checkbox"/>            | decrease by _____ percent    |

*We spend approximately 20-30% annually on staff dev't. but it comes out of a different budget line (Services, not personnel)*

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |  |                  |
|----|---|--|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Clerical         |
| d. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Pages            |

a. Please indicate who schedules such workers:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Personnel department         |
| <input checked="" type="checkbox"/> | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

21 Workers (individuals)  
9170 Hours

g.  *NOT AVAILABLE* What proportion of your personnel budget was used for employing such workers last year?

*Figure not available*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Saint Paul Public Library
2. Population Served 272,235 3. Date 5-26-93
4. Name of Person Completing Survey Kate Sheetz
5. Phone 612-292-6390 Fax 612-292-6660

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- \_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)
- \_\_\_\_\_ City or County Manager
- \_\_\_\_\_ City or County Department Head
- X Other: Mayor of the City

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- X Civil Service regulations
- X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. St. Paul Supervisors Organization	Library Specific / <u>City Wide</u>
b. <u>Professional Employees Assoc.</u>	Library Specific / <u>City Wide</u>
c. <u>Technical - Union 1842</u>	Library Specific / <u>City Wide</u>
d. <u>Clerical Local 2508</u>	Library Specific / <u>City Wide</u>
Operating Engineers Local 70 - NA St. Paul Manual & Maintenance Supv. - <u>City wide</u>	

Please attach a copy of your union contract to your survey form.

8. 36 Total number (FTE) of staff with MLS degree
9. -- Total number (FTE) of security personnel (including contract)
10. 101.7 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 75.7 Total number (FTE) of staff (a+b+c)
12. X Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff

\_\_\_\_\_ smaller proportion of MLS staff



Post-It™ brand fax transmittal memo 7071 # of pages 2

To	From <u>K Wingeron</u>
On <u>ULC</u>	On <u>SF PL Lib/Lib</u>
Dept.	Phone <u>415/557-4236</u>
Fax # <u>708/866-9989</u>	Fax # <u>4252</u>

## Urban Libraries Council Recent Fast Facts Survey

by 28 May 1993. **STAFFING**

1. Library Name San Francisco Public Library
2. Population Served City & County of SF 3. Date 6/1/93
4. Name of Person Completing Survey Kate Wingeron
5. Phone 415/557-4236 Fax 415/557-4252

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Board (Elected <input type="checkbox"/> Appointed <input type="checkbox"/> ) |
| <input type="checkbox"/>            | City or County Manager   |
| <input type="checkbox"/>            | City or County Department Head   |
| <input checked="" type="checkbox"/> | Other: <u>Appointed Commissioner</u>   |

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	<u>SEIU, Local 790</u>	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 88 Total number (FTE) of staff with MLS degree
9. 7 Total number (FTE) of security personnel (including contract)
10. 144 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 239 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff



## Urban Libraries Council Frequent Fast Facts Survey

Page 2

### STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name John Maguire Phone 557-4585

15.  Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by    percent  
 decrease by   10   percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

  15   Workers (individuals)  
  333   Hours

- g.   20   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name San Jose Public Library
2. Population Served 813400 3. Date 5-27-93
4. Name of Person Completing Survey Diana Zappel
5. Phone (408) 277-4827 Fax (408) 277-3187

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: Assistant City Manager

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. <u>MEE, Local 101, AFSCME</u>	Library Specific <u>City Wide</u>
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 115.4 Total number (FTE) of staff with MLS degree
9. 2.0 Total number (FTE) of security personnel (including contract)
10. 187.3 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 304.6 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. C % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by \_\_\_\_\_ percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
 b.  Yes  No Paraprofessional  
 c.  Yes  No Clerical  
 d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

27 Workers (individuals)  
5000 Hours

- g. less than % What proportion of your personnel budget was used for employing such workers last year?  
190

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Schaumburg Township District Library  
 2. Population Served 135,000 3. Date 5/12/93  
 4. Name of Person Completing Survey Michael Madden  
 5. Phone 708-885-3373 Fax 708-885-8271

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 Board (Elected  Appointed \_\_\_\_\_)  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 17.8 Total number (FTE) of staff with MLS degree  
 9. 0.9 Total number (FTE) of security personnel (including contract)  
 10. 93.1 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 111.8 Total number (FTE) of staff (a+b+c)  
 12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number: *This is something we are considering though*

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1.8 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | remain the same               |
| <input type="checkbox"/>            | increase by <u>22</u> percent |
| <input type="checkbox"/>            | decrease by _____ percent     |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |  |   |
|----|---|--|---|
| a. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Professional  |
| b. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Paraprofessional  |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Clerical - <i>Yes, but most temporaries will be eliminated next year.</i> |
| d. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Pages   |

e. Please indicate who schedules such workers:

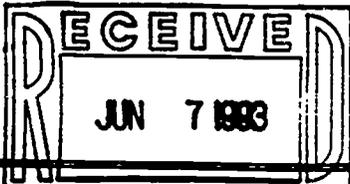
- |                                     |                              |
|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input type="checkbox"/>            | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

12,000 Workers (individuals)  
Hours

g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Seattle Public Library
2. Population Served 516,259 3. Date 5/28/93
4. Name of Person Completing Survey Robert May
5. Phone 206-386-4110 Fax 206-386-4108

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- XX Board (Elected \_\_\_\_\_ Appointed XX)  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- XX Civil Service regulations  
XX Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	Union Name	Status
a.	<u>AFSME - Local 2083 &amp; 2083C</u>	<u>Library Specific/City Wide</u>
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 115.28 Total number (FTE) of staff with MLS degree
9. 2.0 Total number (FTE) of security personnel (including contract)
10. 234.10 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 351.38 Total number (FTE) of staff (a+b+c)
12. XX Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
_____	60 - 80%
<u>XX</u>	40 - 60%
_____	20 - 40%
_____	Less than 20%

14. XX Yes \_\_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Mary Douglass Phone 206-386-4126

15. 0.40 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<u>XX</u>	remain the same
_____	increase by _____ percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>XX</u>	Yes	_____	No	Professional
b.	<u>XX</u>	Yes	_____	No	Paraprofessional
c.	<u>XX</u>	Yes	_____	No	Clerical
d.	<u>XX</u>	Yes	_____	No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
<u>XX</u>	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>N/A</u>	Workers (individuals)
<u>N/A</u>	Hours

- g. N/A % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Spokane Public Library
2. Population Served 180,000 3. Date 5/27/93
4. Name of Person Completing Survey Daniel L. Walters, Library Director
5. Phone (509) 625-6770 Fax (509) 625-6794

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed )
- City or County Manager
- City or County Department Head
- Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations
- Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	AFSCME AFL-CIO	Library Specific/ <u>City Wide</u>
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 28 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 71 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 99 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff





# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

More than 80%  
 60 - 80%  
 40 - 60%  
 20 - 40%  
 Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1.2% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

remain the same  
 increase by 5 percent  
 decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.  Yes  No Professional  
b.  Yes  No Paraprofessional  
c.  Yes  No Clerical  
d.  Yes  No Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

9,778 Workers (individuals)  
Hours

- g. 6% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Tacoma Public Library  
 2. Population Served 170,000 3. Date 5/18/93  
 4. Name of Person Completing Survey Michael Tatt  
 5. Phone 206-591-5602 Fax 206-591-5470

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 Board (Elected \_\_\_\_\_ Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name	Status
a. <u>AFSCME</u>	<u>Library Specific</u> /City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 11 Total number (FTE) of staff with MLS degree  
 9. 3 Total number (FTE) of security personnel (including contract)  
 10. 92 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 106 Total number (FTE) of staff (a+b+c)  
 12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

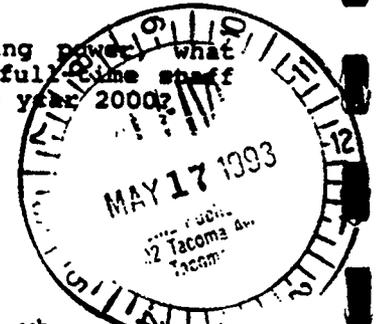
# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- More than 80%
- 60 - 80%
- 40 - 60%
- 20 - 40%
- Less than 20%



14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .002% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

- remain the same
- increase by \_\_\_\_\_ percent
- decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a.  Yes  No Professional
- b.  Yes  No Paraprofessional
- c.  Yes  No Clerical
- d.  Yes  No Pages

e. Please indicate who schedules such workers:

- Personnel department
- Direct supervisors
- Administrative support staff
- Other: \_\_\_\_\_

f. Approximately how many such workers and how many such hours did your library use last year?

\_\_\_\_\_ Workers (individuals)  
\_\_\_\_\_ Hours

g. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name TOLEDO-LUCAS COUNTY PUBLIC LIBRARY
2. Population Served 462,630 3. Date 5/25/93
4. Name of Person Completing Survey Consuelo Hernandez, Personnel Manager
5. Phone (419) 259-5257 Fax (419) 255-1332

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed )  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. <u>Communications Workers of America (CWA)</u>	<u>Library Specific/City-Wide Support Staff</u>
b. <u>Assoc. of Public Library Employees (APLE)</u>	<u>Library Specific/City-Wide Prof. Staff</u>

Please attach a copy of your union contract to your survey form.

8. 102 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract) substitute classificatic
10. 200 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 304 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff



**16. e. Scheduling - Substitute Workers**

**Procedure:**

The Agency Manager requests date(s) and time(s) needed through the appropriate Administrative Officer.

The Administrative Officer approves or disapproves the request.

If the request is approved, the Administrative Officer notifies the Personnel Office.

The Personnel Office contacts a substitute worker, schedules the hours and then notifies the Agency Manager.

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Topeka and Shawnee County Public Library
2. Population Served 157,513 3. Date May 20, 1993
4. Name of Person Completing Survey Tom Muth
5. Phone (913) 233-2040 Fax (913) 233-2055

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected \_\_\_\_\_ Appointed   
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)
- NA Civil service regulations  
 NA Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 20 Total number (FTE) of staff with MLS degree
9. 1.5 Total number (FTE) of security personnel (including contract)
10. 95 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 116.5 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

_____	More than 80%
<u>  X  </u>	60 - 80%
_____	40 - 60%
_____	20 - 40%
_____	Less than 20%

14.   X   Yes \_\_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name George Paris (leaves July 1, 1993) Phone (913) 233-2040  
Louise Hanson (begins July 1, 1993)

15.   .00%   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

_____	remain the same
<u>  Y  </u>	increase by <u>  .005  </u> percent
_____	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<u>  X  </u>	Yes	_____	No	Professional
b.	<u>  X  </u>	Yes	_____	No	Paraprofessional
c.	<u>  X  </u>	Yes	_____	No	Clerical
d.	_____	Yes	<u>  X  </u>	No	Pages

- e. Please indicate who schedules such workers:

_____	Personnel department
<u>  X  </u>	Direct supervisors
_____	Administrative support staff
_____	Other: _____

- f. Approximately how many such workers and how many such hours did your library use last year?

<u>  13  </u>	Workers (individuals)
<u> 2576.75 </u>	Hours

- g.   .009%   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name TUCSON-PIMA LIBRARY (TUCSON, ARIZONA)
2. Population Served 695,685 3. Date MAY 25, 1993
4. Name of Person Completing Survey N. KAYNER
5. Phone 602-791-2542 Fax 602-791-3213

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

	<u>Union Name</u>	<u>Status</u>
a.	_____	Library Specific/City Wide
b.	_____	Library Specific/City Wide
c.	_____	Library Specific/City Wide
d.	_____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 77.0 Total number (FTE) of staff with MLS degree
9. 4.0 Total number (FTE) of security personnel (including contract)
10. 160.25 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 243.25 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes  No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Tulsa City-County Library
2. Population Served 503,340 3. Date 5-24-93
4. Name of Person Completing Survey Geraldine C. Hendon
5. Phone 918-596-7887 Fax 918-596-2641

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: (Please check all that apply) N/A
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

<u>Union Name</u>	<u>Status</u>
a. _____	Library Specific/City Wide
b. _____	Library Specific/City Wide
c. _____	Library Specific/City Wide
d. _____	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 54.0 Total number (FTE) of staff with MLS degree
9. 5.0 Total number (FTE) of security personnel (including contract)
10. 148.0 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 207.0 Total number (FTE) of staff (a+b+c)
12.  Yes  No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

- |                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

*we use a committee of staff people to plan in-service meetings, then recruit presenters, etc.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 05% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

*very little!*

- |                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | remain the same           |
| <input type="checkbox"/>            | increase by _____ percent |
| <input type="checkbox"/>            | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Pages            |

e. Please indicate who schedules such workers:

- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

f. Approximately how many such workers and how many such hours did your library use last year?

10 Workers (individuals)  
Hours

g. 03% ? What proportion of your personnel budget was used for employing such workers last year?

*very little!*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Worcester Public Library
2. Population Served 169,759 3. Date 18 May 1993
4. Name of Person Completing Survey Penelope B. Johnson
5. Phone 508-799-1690 Fax 508-799-1652

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- |    | <u>Union Name</u>      | <u>Status</u>                     |
|----|------------------------|-----------------------------------|
| a. | <u>Local 495, SEIU</u> | <u>Library Specific/City Wide</u> |
| b. | _____                  | Library Specific/City Wide        |
| c. | _____                  | Library Specific/City Wide        |
| d. | _____                  | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree  
0 unfortunately
9.          Total number (FTE) of security personnel (including contract)
10. 41 Total number (FTE) of other staff, excluding plant operations and  
76 maintenance workers
11.          Total number (FTE) of staff (a+b+c)
12.  Yes  No. If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

<input type="checkbox"/>	More than 80%
<input type="checkbox"/>	60 - 80%
<input checked="" type="checkbox"/>	40 - 60%
<input type="checkbox"/>	20 - 40%
<input type="checkbox"/>	Less than 20%

14.  Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. Negligible Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

<input type="checkbox"/>	remain the same
<input checked="" type="checkbox"/>	increase by ? percent
<input type="checkbox"/>	decrease by _____ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Professional
b.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Paraprofessional
c.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Clerical
d.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Pages

- e. Please indicate who schedules such workers:

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
 Hours

- g.  What proportion of your personnel budget was used for employing such workers last year?

I hope libraries that respond affirmatively to question 16 will share information on how this works.

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

# Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Yonkers Public Library
2. Population Served 188,082 3. Date 05/28/93
4. Name of Person Completing Survey Jacqueline Winslow Miller
5. Phone (914) 963-0788 Fax (914) 963-2301

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X  Board (Elected   Appointed  X )
- City or County Manager
- City or County Department Head
- Other:

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- X  Civil Service regulations
- X  Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name	Status
a. Local 704 Service Employees	Library Specific/City Wide
b. <u>International Union (SEIU)</u>	Library Specific/City Wide
c. <u>(AFL-CIO)</u>	Library Specific/City Wide
d. <u> </u>	Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 30.6 Total number (FTE) of staff with MLS degree
9. 1\* Total number (FTE) of security personnel (including contract)
10. 82.4 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 114.0 Total number (FTE) of staff (a+b+c)
12.  X  Yes   No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

greater proportion of MLS staff

smaller proportion of MLS staff

\*outside contractor

TOTAL P.02

05-28-1993 03:38PM

914 963 2301

P.02



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Public Library of Youngstown and Mahoning County
2. Population Served 277,018 3. Date May 27, 1993
4. Name of Person Completing Survey Theresa A. Trucksis
5. Phone (216) 744-8636 Fax (216) 744-2258

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- Board (Elected  Appointed   
 City or County Manager  
 City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:
- | Union Name                         | Status  |
|------------------------------------|---|
| a. <u>SEIU DIST 925 (AFL-CIO)</u>  | <input checked="" type="checkbox"/> <u>Library Specific/City Wide</u> |
| b. <u>SEIU LOCAL 627 (AFL-CIO)</u> | <input checked="" type="checkbox"/> <u>Library Specific/City Wide</u> |
| c. _____                           | <input type="checkbox"/> Library Specific/City Wide                   |
| d. _____                           | <input type="checkbox"/> Library Specific/City Wide                   |

Please attach a copy of your union contract to your survey form.

8. 52 Total number (FTE) of staff with MLS degree
9. -- Total number (FTE) of security personnel (including contract)
10. 132 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 140 Total number (FTE) of staff (a+b+c)
12. Yes  No  If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

greater proportion of MLS staff  
 smaller proportion of MLS staff

# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

  X   More than 80%  
      60 - 80%  
      40 - 60%  
      20 - 40%  
      Less than 20%

14.   X   Yes       No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name   2 clerical trainers  

Ruth K. Bradshaw, Personnel  
Phone (216) 744-8636

15.   8   % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

  X   remain the same  
      increase by   2   percent  
      decrease by       percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a.   X   Yes       No Professional  
b.       Yes       No Paraprofessional  
c.   X   Yes       No Clerical  
d.       Yes       No Pages

- e. Please indicate who schedules such workers:

      Personnel department  
      Direct supervisors  
      Administrative support staff  
      Other:   Administrator  

- f. Approximately how many such workers and how many such hours did your library use last year?

  17   Workers (individuals)  
16981½ Hours

- g.   3   % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

BEST COPY AVAILABLE

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**Urban Libraries Council  
Frequent Fast Facts Survey**

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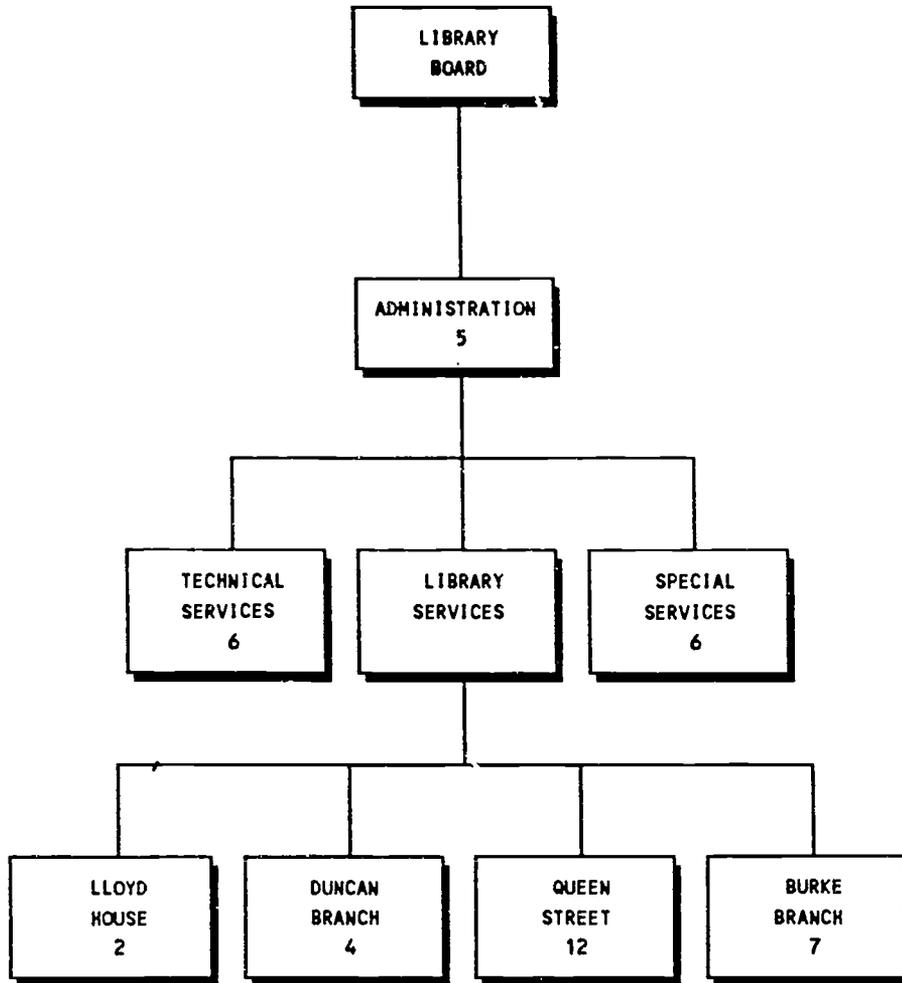
**STAFFING**

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**Appendix A.**

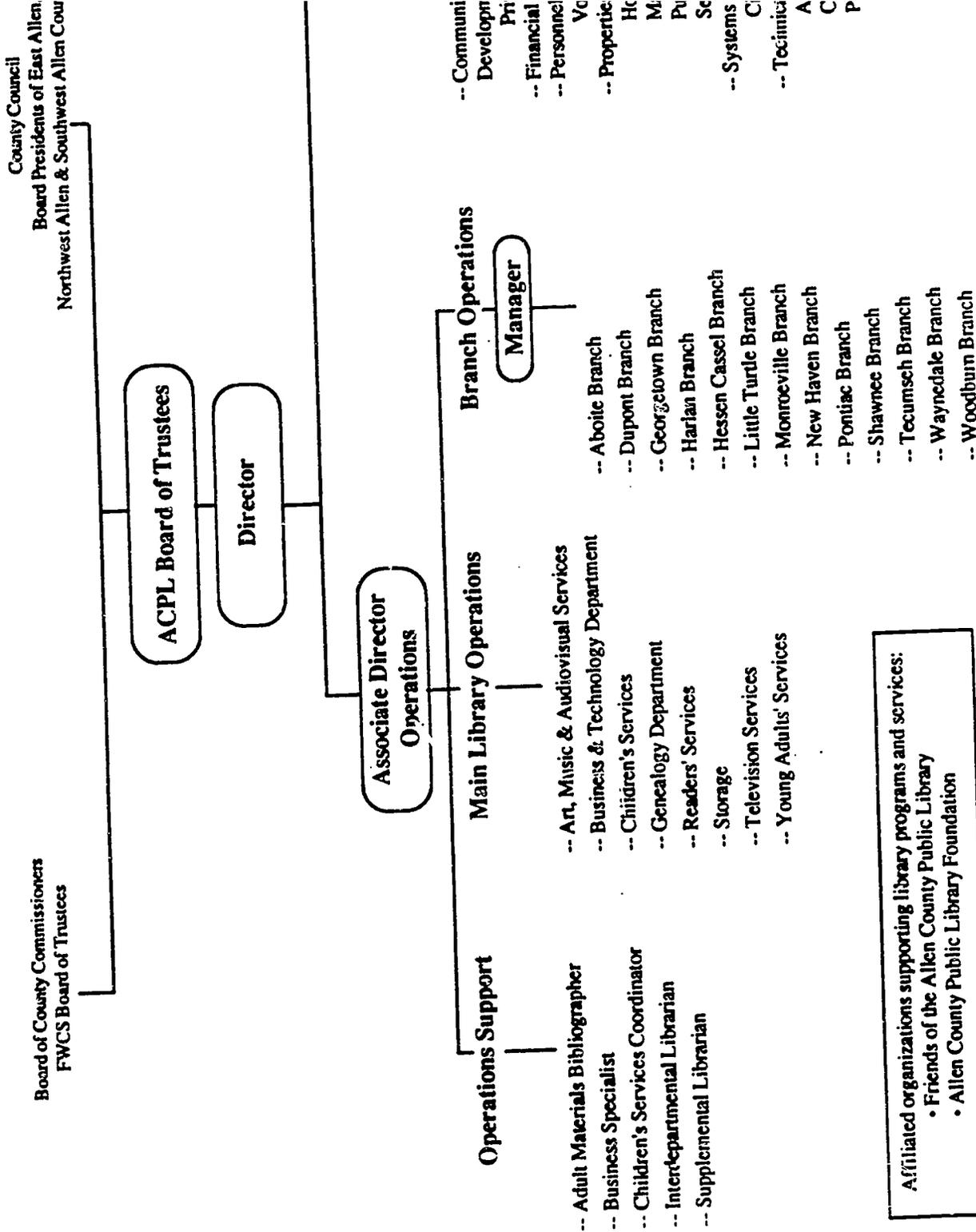
**Organization Charts**

# LIBRARY



Full-Time Employees Only

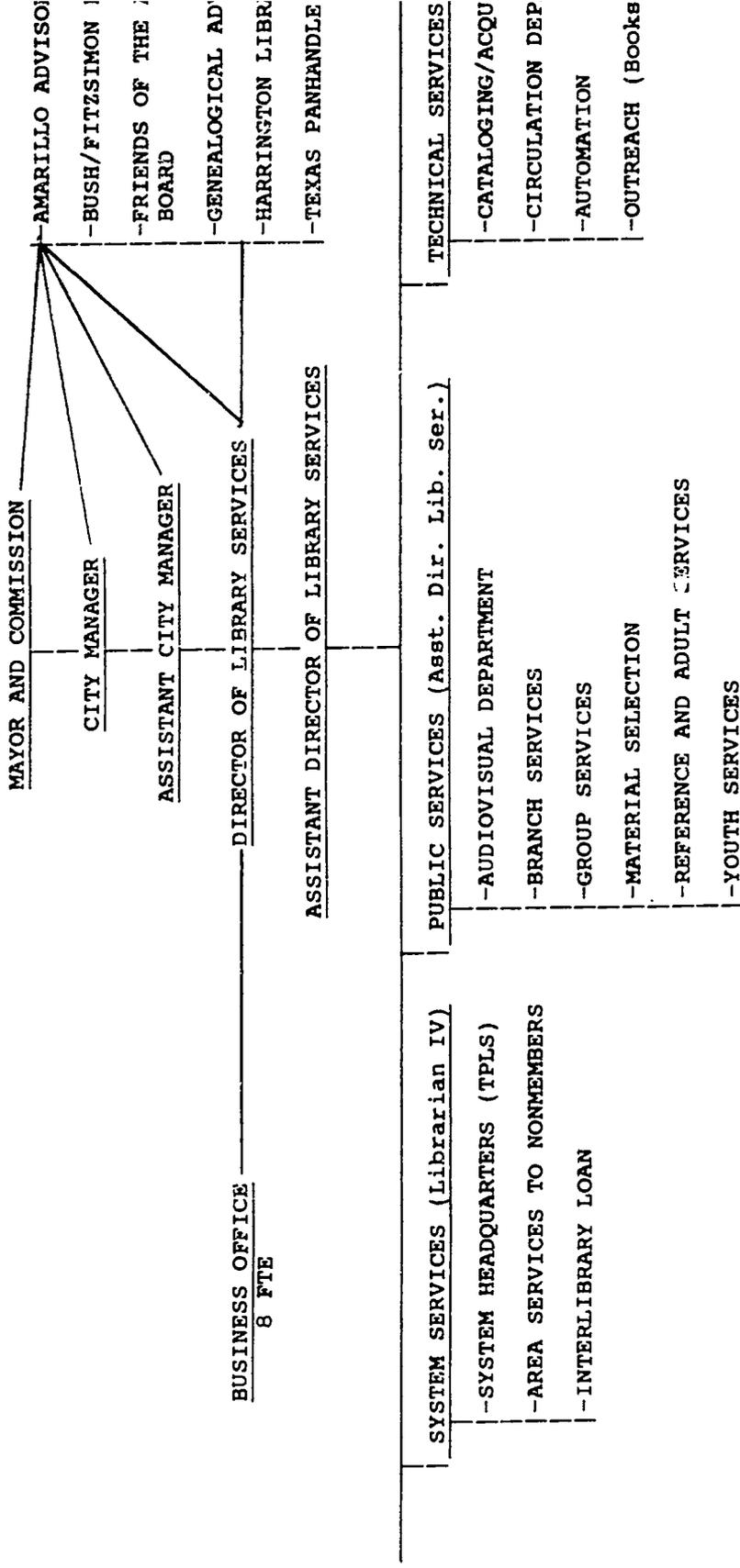
# ACPL ORGANIZATIONAL CHART



Affiliated organizations supporting library programs and services:

- Friends of the Allen County Public Library
- Allen County Public Library Foundation

AMARILLO PUBLIC LIBRARY ORGANIZATIONAL CHART



7.5 FTE

34 FTE

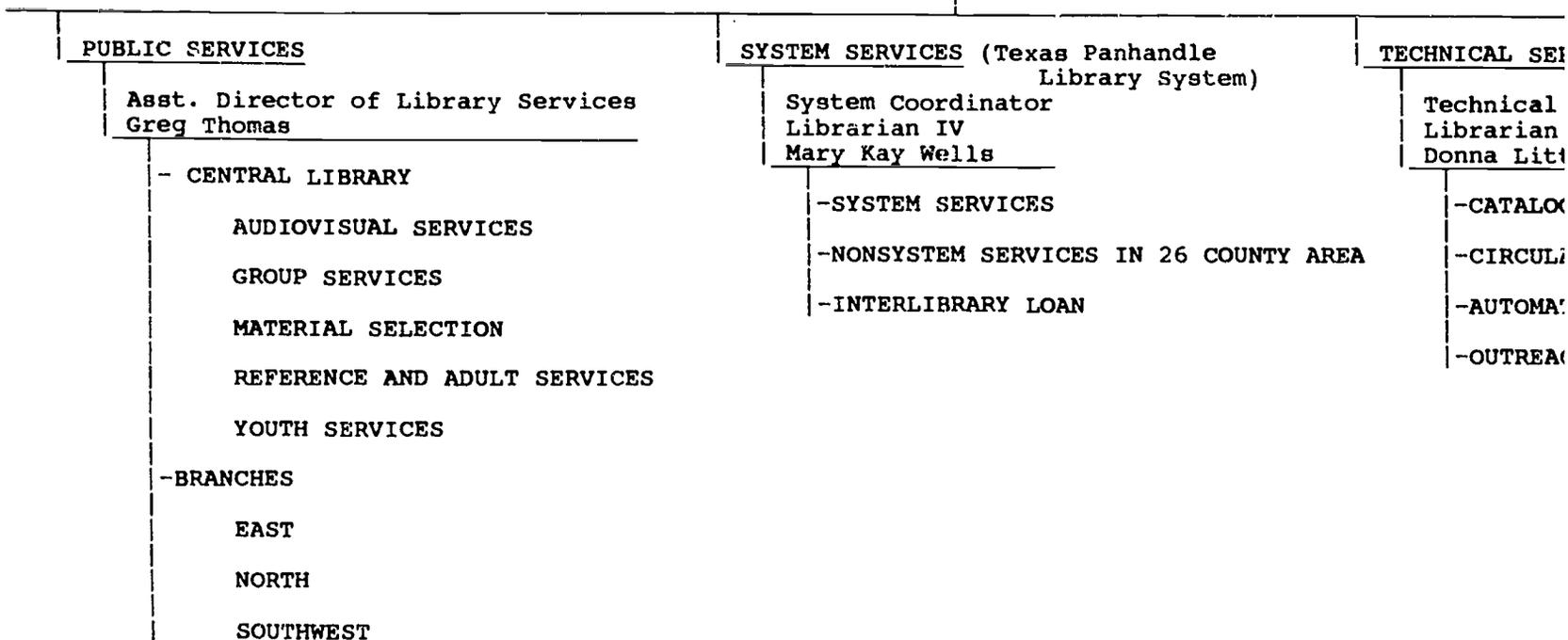
(Director and Asst. Director included in Business Office FTE)

17.5 FTE

AMARILLO PUBLIC LIBRARY ORGANIZATIONAL CHART

ADMINISTRATION  
 Director of Library Services  
 Mary Kay Snell  
 Assistant Director of Library Services  
 Greg Thomas

Business Office  
 Security



Total staff including State/Federal funded - 67 FTE (Authorized)

3/93

## LIBRARY BUSINESS OFFICE

Mary Kay Snell  
Director of Library Services

-Greg Thomas  
Assistant Director of Library Services

-Donna Littlejohn  
Technical Services Coordinator

- Ann Weld  
Administrative Technician

-Lanita Bolin  
Clerk Typist I

-Mitchell McAtee  
Watchman

-Gene Childers  
Messenger

-Jeanna Scudder  
Clerk I Hourly

-Teresa Sharp  
Buyer

-Kathy Griffith  
Secretary II

8 FTE

3/93

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PUBLIC SERVICES - Page 1

Greg Thomas  
ASSISTANT DIRECTOR OF LIBRARY SERVICES

EAST BRANCH	NORTH BRANCH	SOUTHWEST BRANCH
Linda Bagwell Librarian II	Ann Ousley Librarian II	Shirley Ammons Librarian II
-Shirley Whitecotton Adult Services Library Assistant	-Zetta Austin Adult Services Library Assistant	-Patricia All Librarian I
-Kelly Garner Youth Services Library Assistant	-Daunne Austin Youth Services Library Assistant	-Kevin Hill Adult Ser Library A
-Casey Harris Clerk I Hourly (Shelver)	-Elizabeth Wall Clerk I Hourly (Shelver)	-Carol Gle Youth Ser Library A
		-Sam Jones Adult & Y Library A
		-Bridget F Clerk II
		-Brad Reyr Clerk Typ
		-Mark Tate Clerk II
		-Collin W Clerk II
		-William I Clerk I I
		-Tina Dyke Clerk I I

PUBLIC SERVICES - Page 2

Greg Thomas  
ASSISTANT DIRECTOR OF LIBRARY SERVICES

MATERIAL SELECTION	AUDIOVISUAL	GROUP SERVICES	REFERENCE & ADULT SERVICES	YOU
Patricia Doyle Librarian I	Vacant Librarian I	Luke Morrison Librarian I	Judith Sample Librarian II	
	-Anita Gleaves Clerk II		-Rob Groman Assistant Reference Librarian Librarian I	
	-Darlene Arriaga Clerk Typist I		-Katie Anthony Library Assistant	
	-Vacant Clerk Typist I		-John Birchfield Library Assistant	
	-Jeremy Brown Clerk I Hourly		-Art Bort Library Assistant	
	-Lindy Craven Clerk I Hourly		-Maggie Fones Library Assistant	
	-Wendy Ortiz Clerk I Hourly		-Kay Lynn Johnson Library Assistant Hourly	
	-Carla Burr Clerk Typist I Hourly		-Lynette Chavez Clerk I Hourly	

TECHNICAL SERVICES  
 LIBRARIAN III  
 Donna Littlejohn

CATALOGING/ACQUISITIONS	CIRCULATION	HLC IMPLEMENTATION LIBRARY AUTOMATION
Marian Cole Librarian II	Iva Helen Gross Librarian II	Implementatic
-Cynthia Norris Assistant Cataloger Librarian I	-Evelyn Blaylock Clerk II, Supervisor	-Mary Kay
-Artell Brown Clerk Typist I	-Kay Davis Clerk II, Supervisor	-Greg Thomas
-Dorothy Clark Clerk Typist I	-Shane Frederiksen Clerk II, Supervisor	-Ann Weld
-Pam Jackson Clerk Typist I	-Jennifer Hanson Clerk Typist I	-Iva Helen
-Patricia Jones Clerk Typist I	-Lynn Ross Clerk Typist I	-Judith Sar
-Jinny Rodman Clerk Typist I	-Elizabeth Cepeda Clerk I Hourly (Circ.)	-Linda Bag
-Mike Tipton Clerk I Hourly	-Shawn Jones Clerk I Hourly (Circ.)	-Mary Kay
	-Paul Teichmann Clerk I Hourly (Circ.)	- Patricia
	-Jon Fellers Clerk I Hourly (Shelver)	
	-Denise Miller Clerk I Hourly (Shelver)	
	-Jenna V. Ownbey Clerk I Hourly Service to Aging	

TEXAS PANHANDLE LIBRARY SYSTEM

Mary Kay Wells  
System Coordinator  
Librarian III

SYSTEM HEADQUARTERS (TPLS)  
AND SERVICES TO NONMEMBERS

Anne Stobbe  
Assistant System Coordinator  
Librarian II

-Allura Logan  
Clerk Typist II

-April Ryan  
Account Clerk I

-Carla Burr  
Clerk Typist I Hourly  
TPLS Film Clerk in AV Dept.

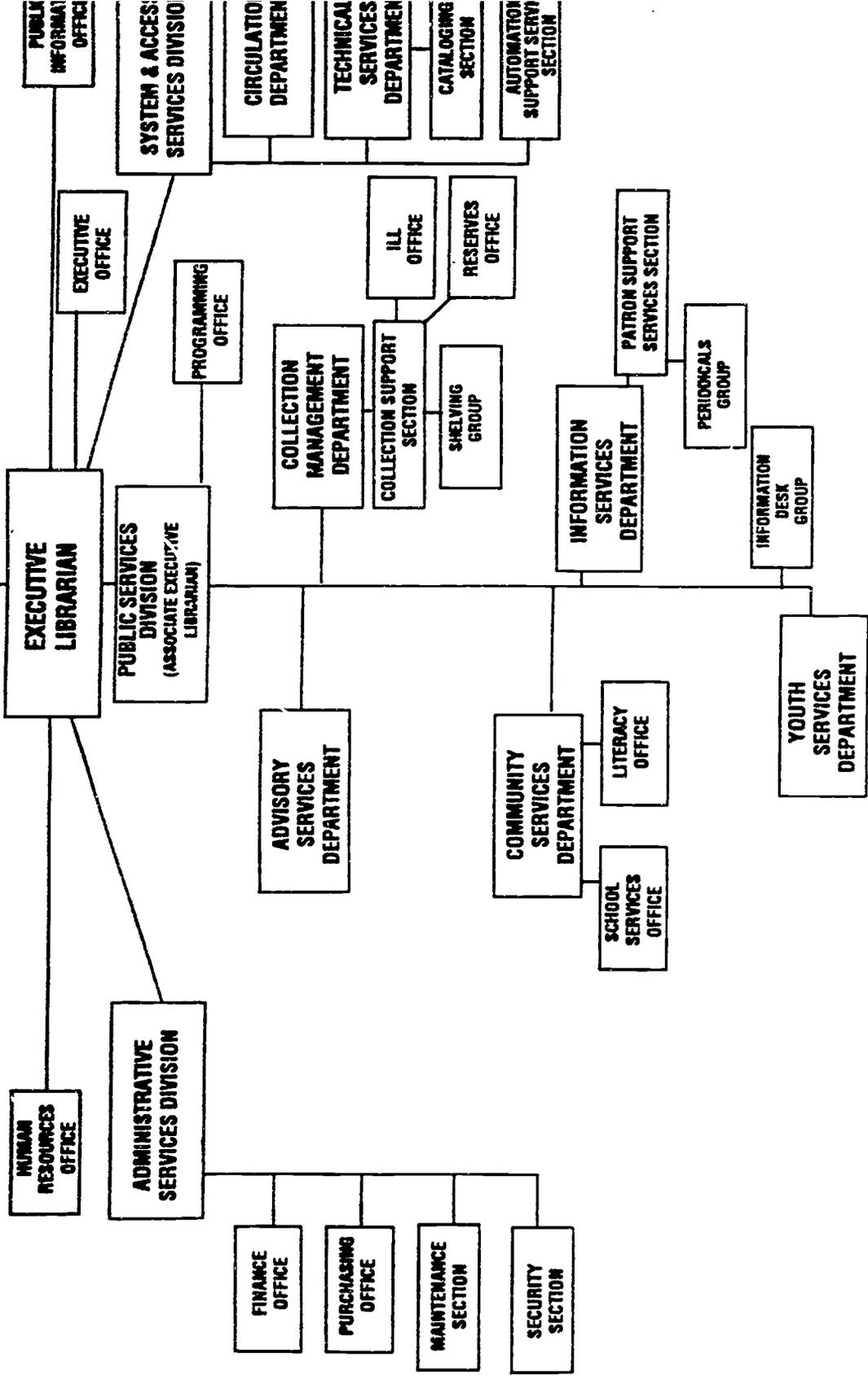
INTERLIBRARY LOAN

Terri Jolly  
Interlibrary Loan  
Librarian I

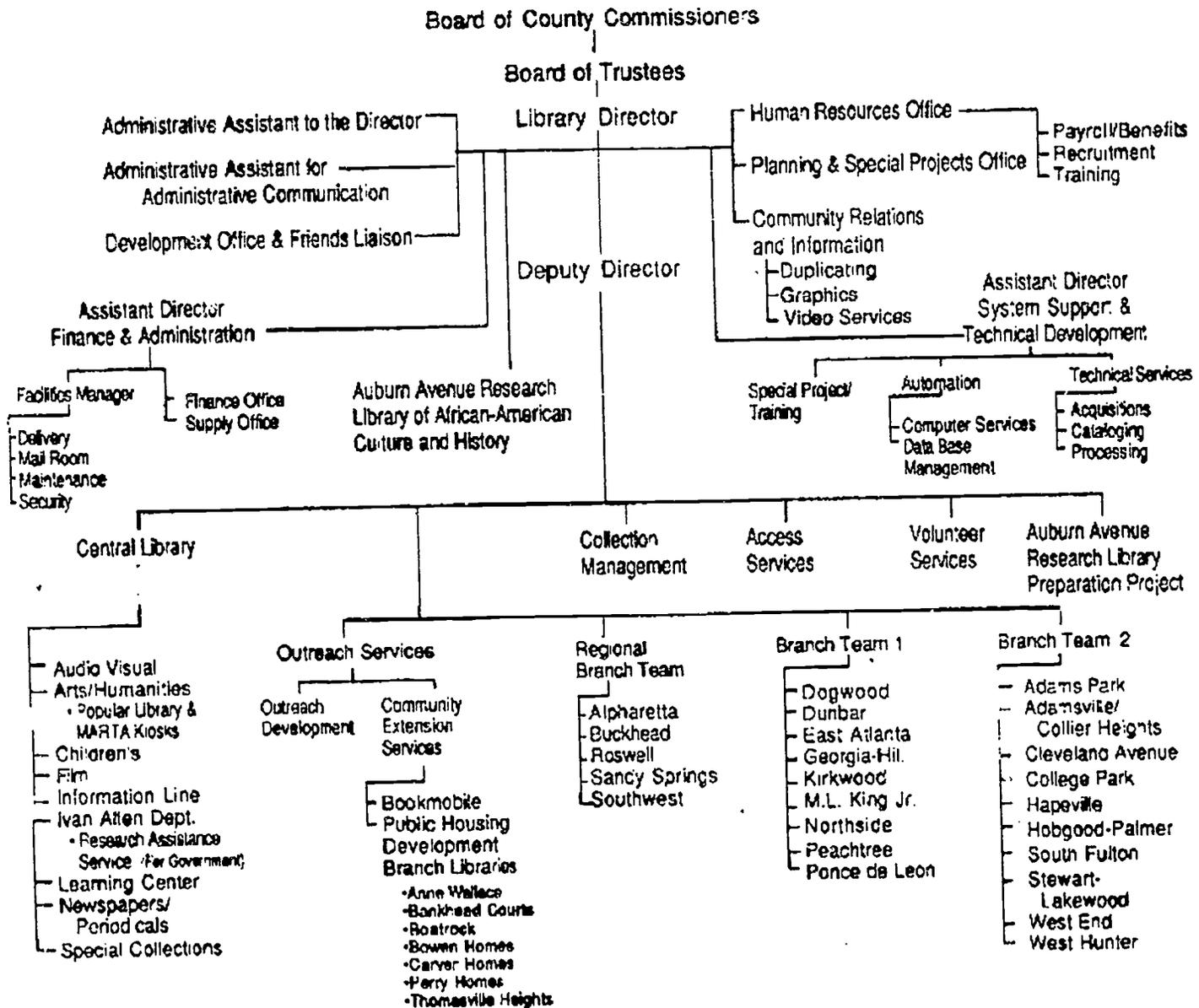
-Michael Raill  
Library Assis

-Kimberly Clar  
Clerk Typist

**AHML ORGANIZATION CHART**



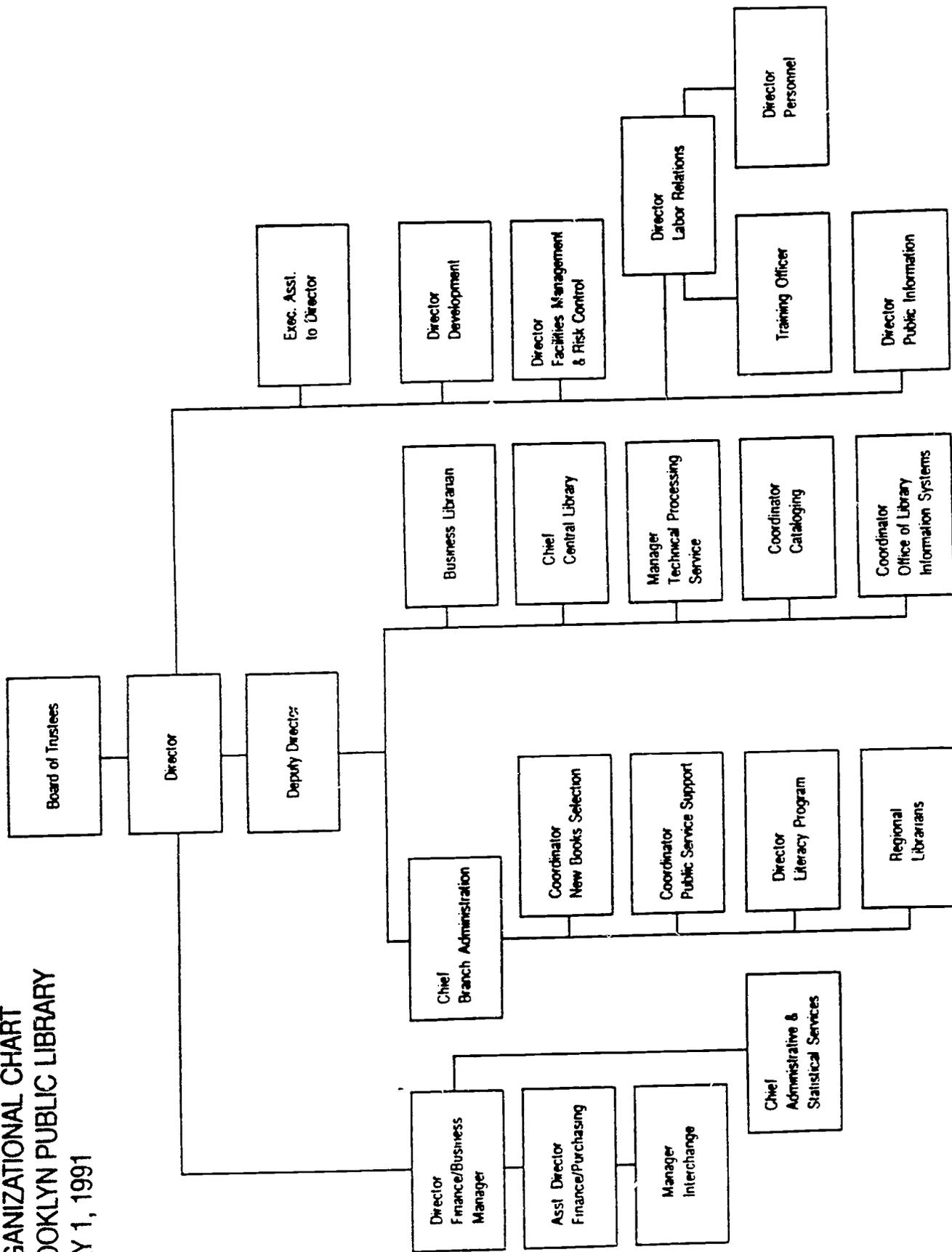
# Atlanta-Fulton Public Library Organization Chart

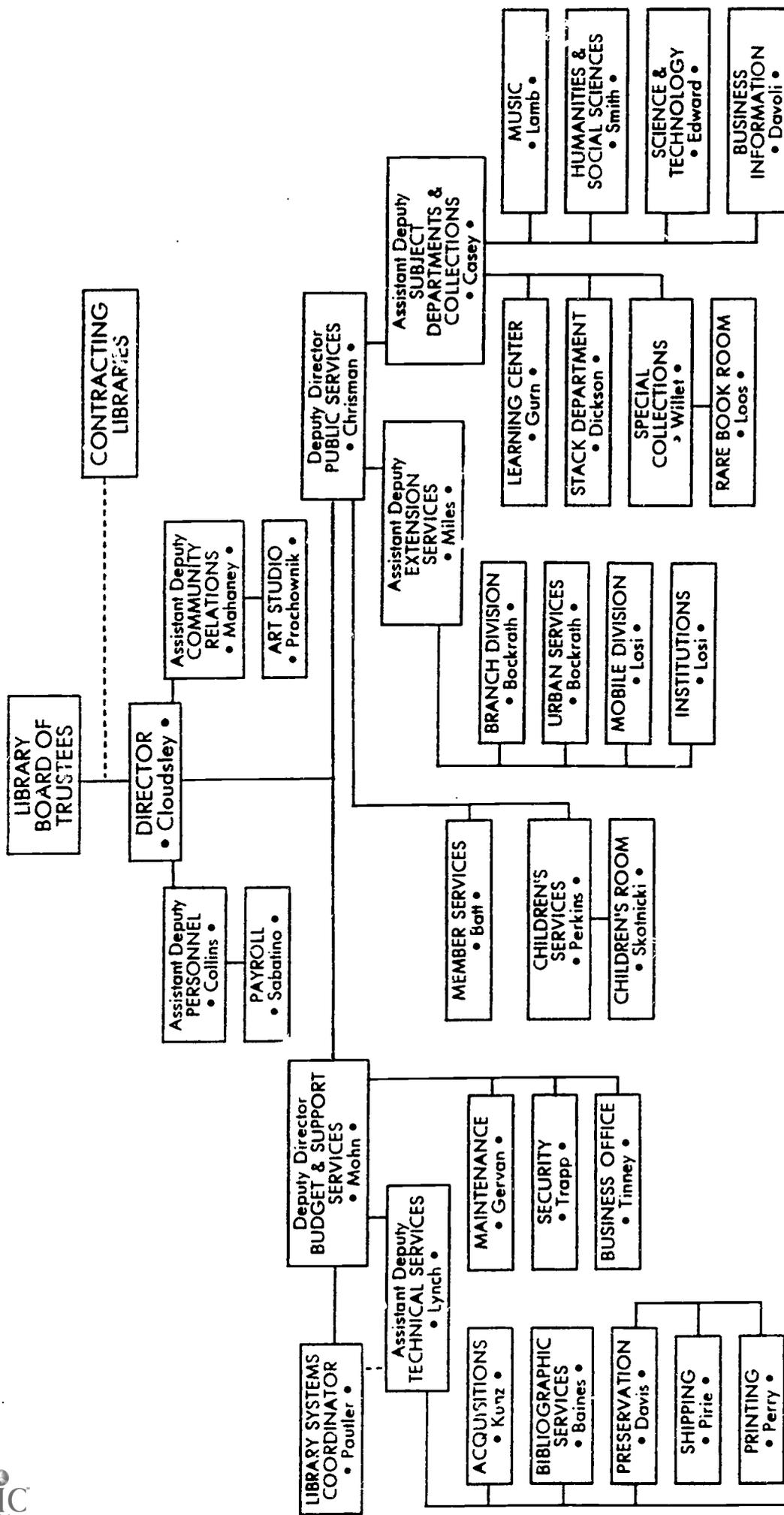


4-8-83



**ORGANIZATIONAL CHART  
BROOKLYN PUBLIC LIBRARY  
JULY 1, 1991**

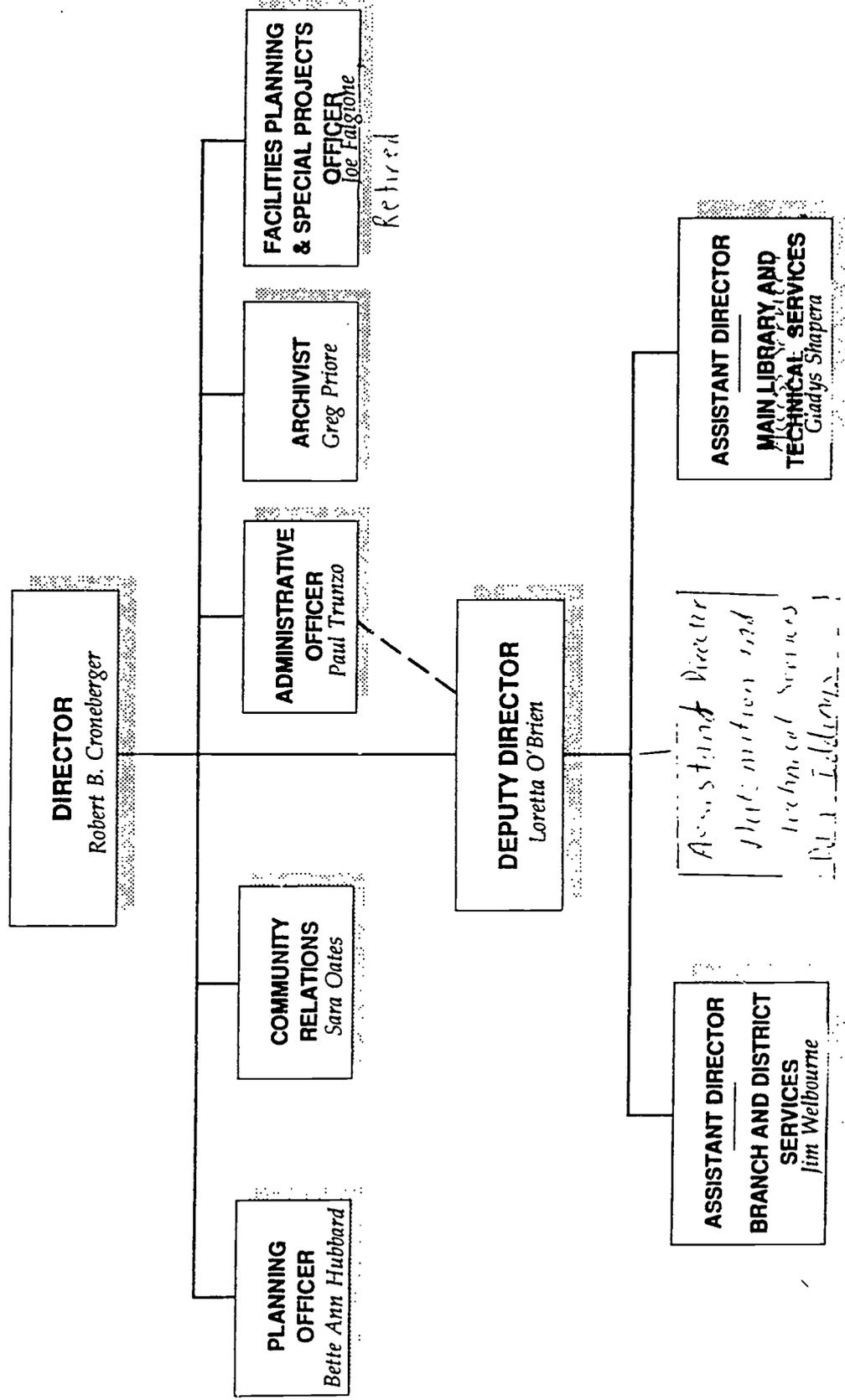




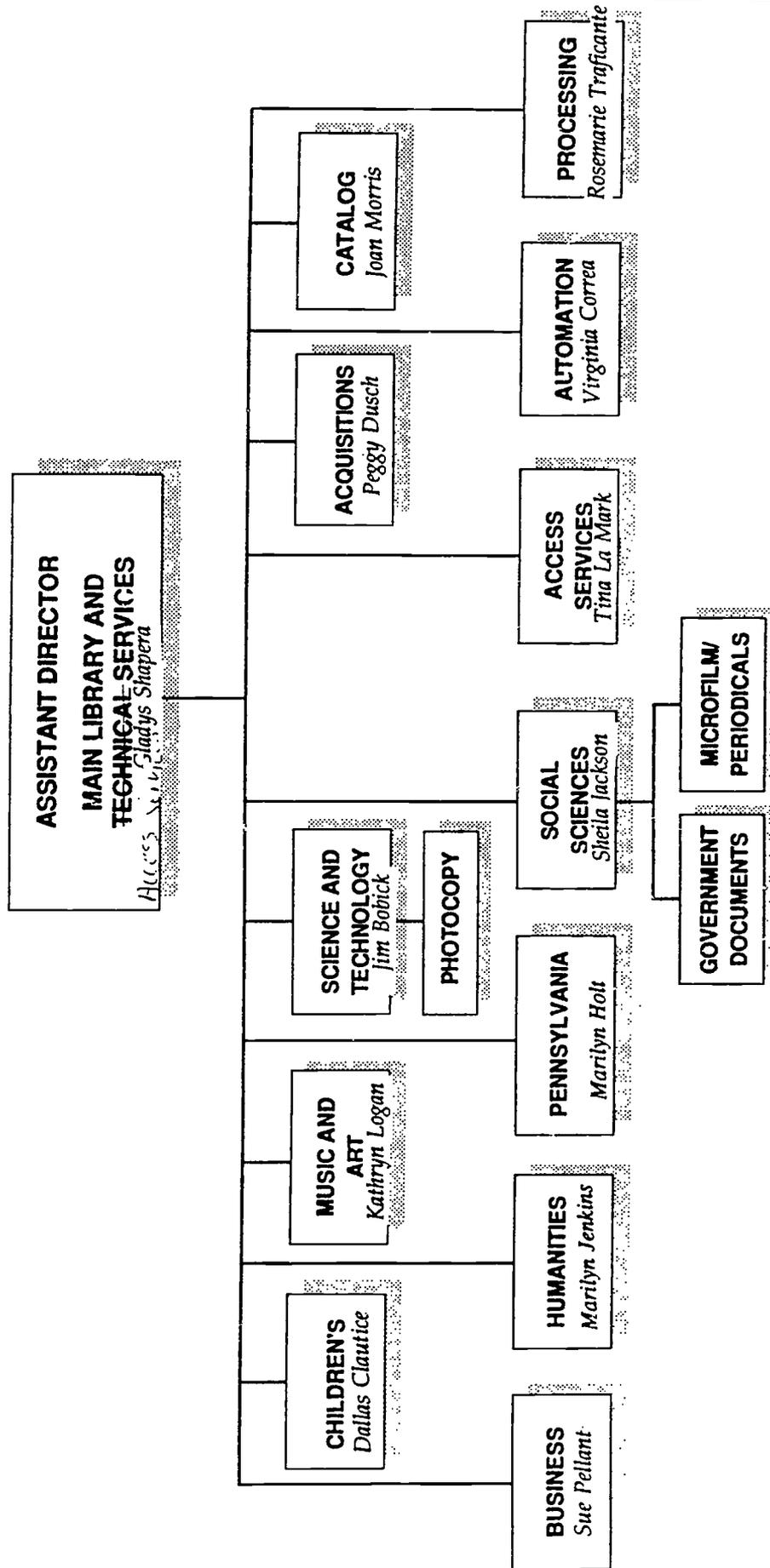
**BUFFALO & ERIE COUNTY  
PUBLIC LIBRARY  
Organizational Chart  
1993**

5/13

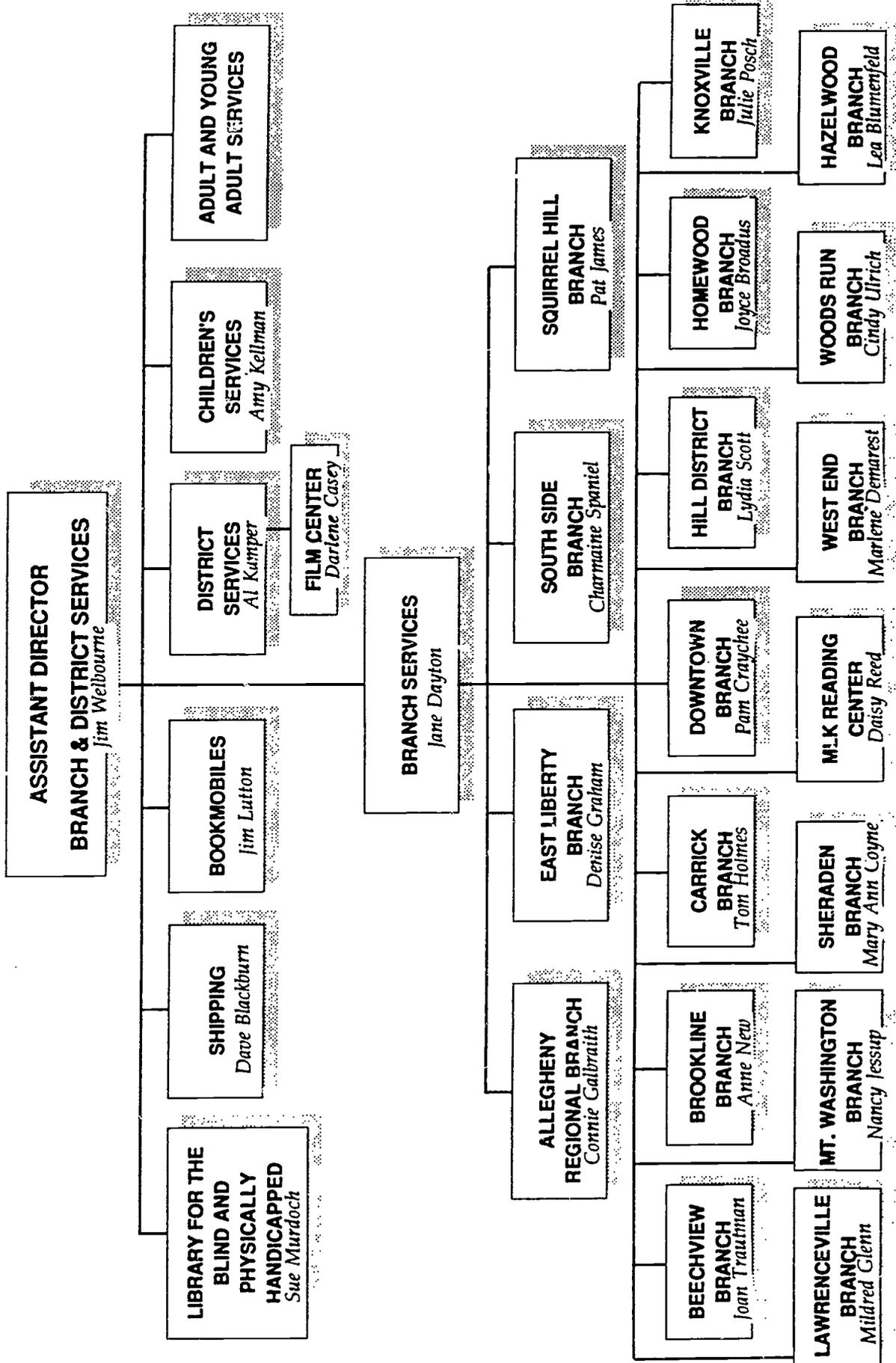
# THE CARNEGIE LIBRARY OF PITTSBURGH



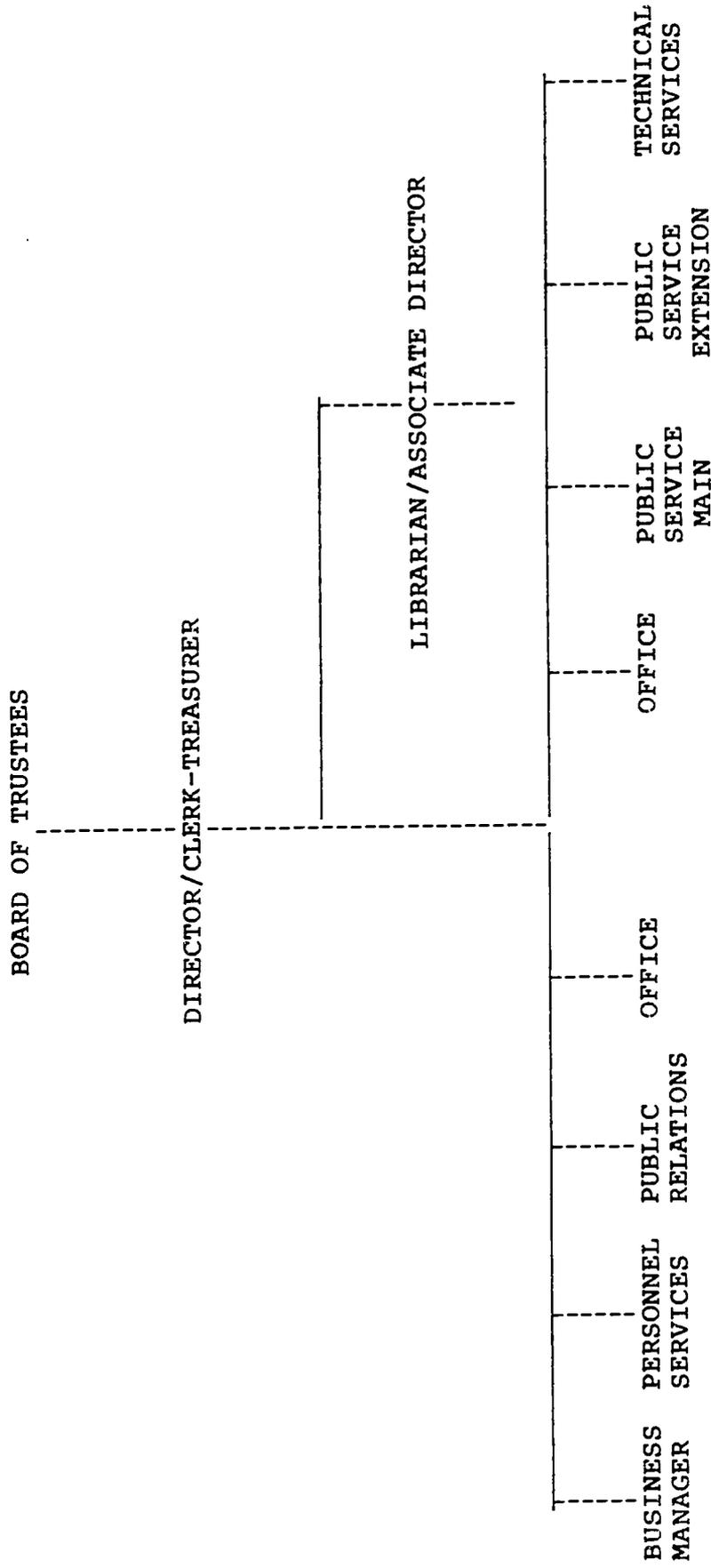
# THE CARNEGIE LIBRARY OF PITTSBURGH



# THE CARNEGIE LIBRARY OF PITTSBURGH

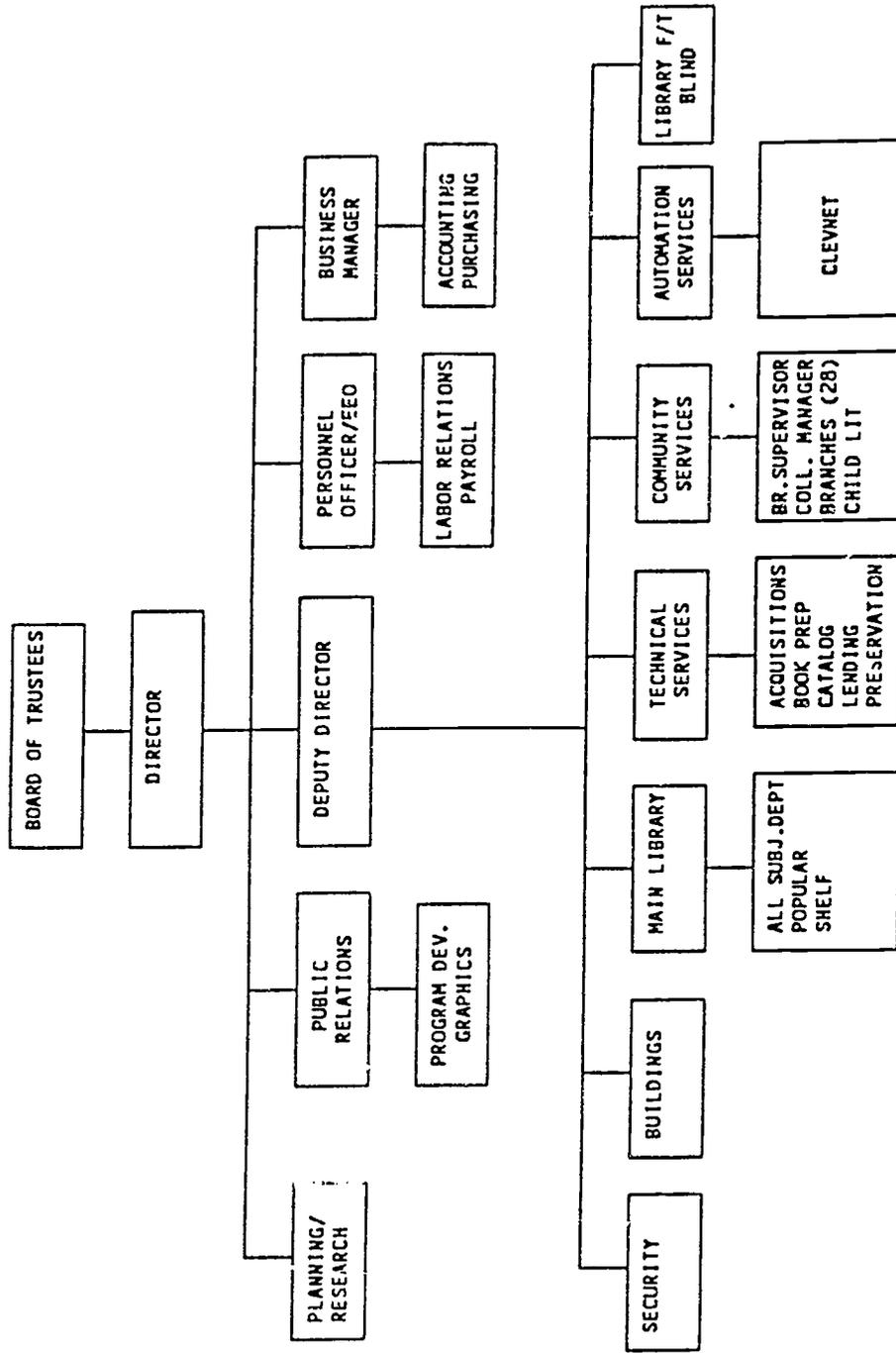


PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY ORGANIZATION CHART



Revisions Being Considered

**CLEVELAND PUBLIC LIBRARY**  
**Organization Chart**  
**February 1991**

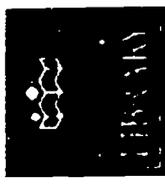


205

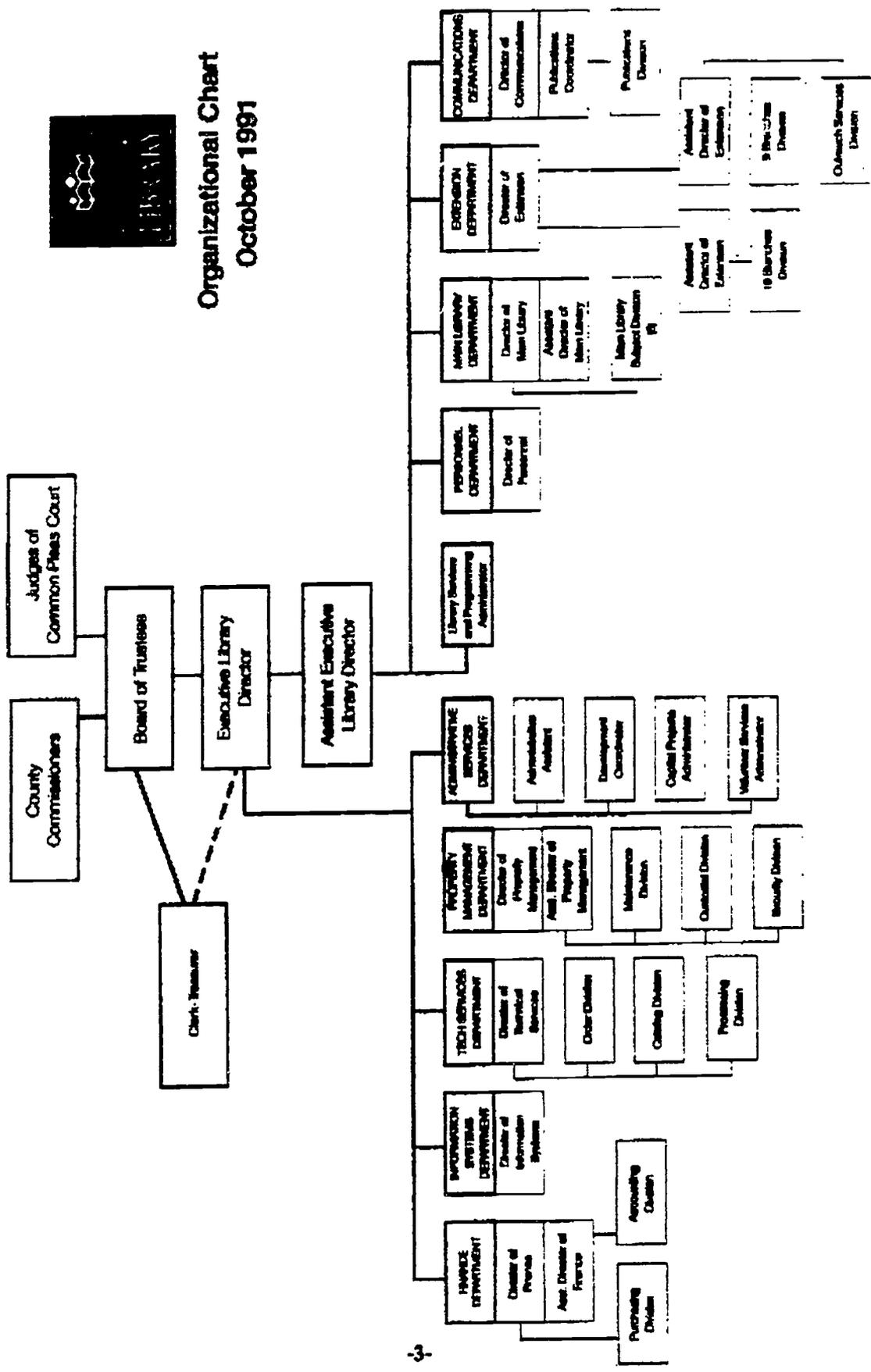
PLANNING AND RESEARCH  
 February 13, 1991

206

Columbus Metropolitan Library



Organizational Chart  
October 1991



-3-

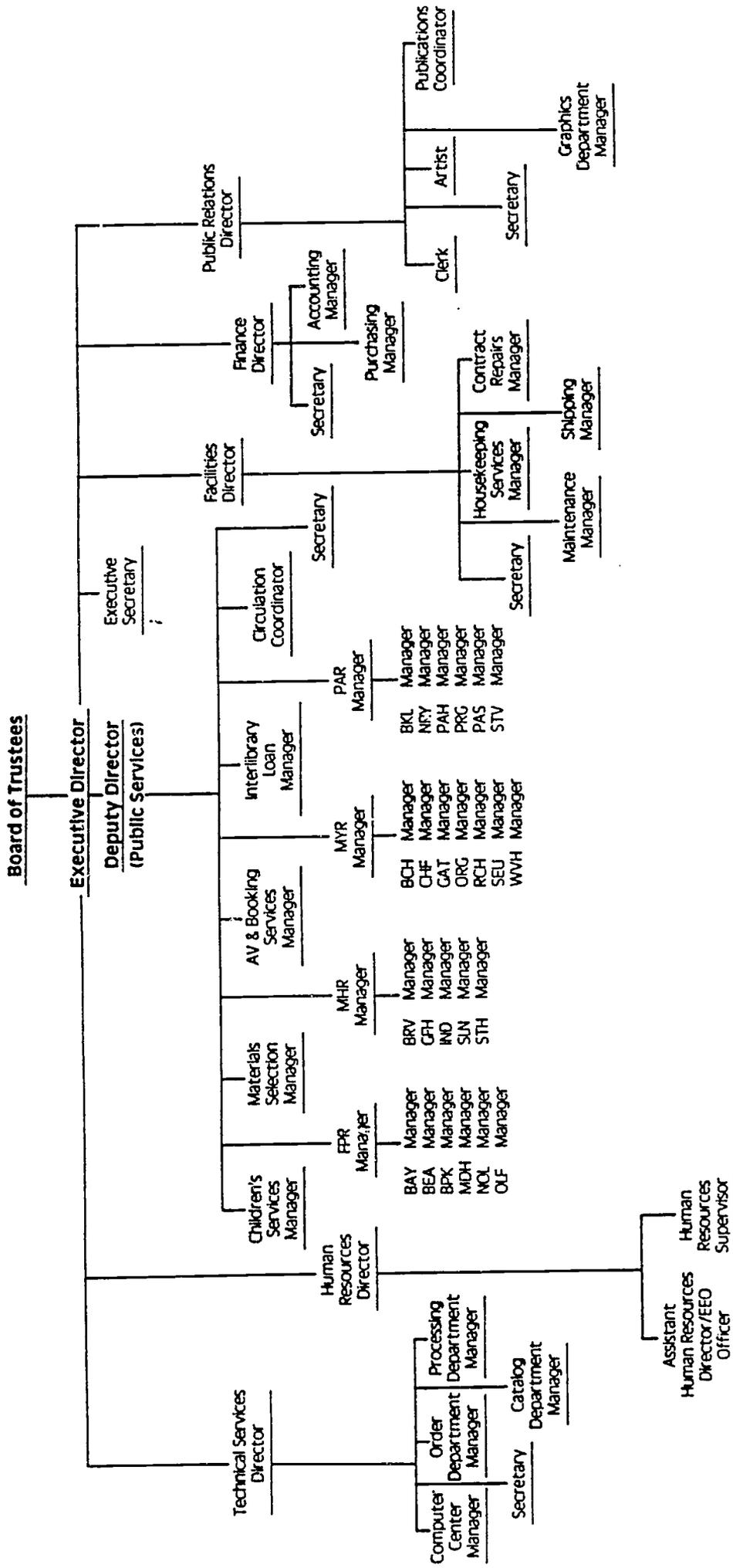
208

BEST COPY AVAILABLE

207



# CUYAHOGA COUNTY PUBLIC LIBRARY ORGANIZATION CHART

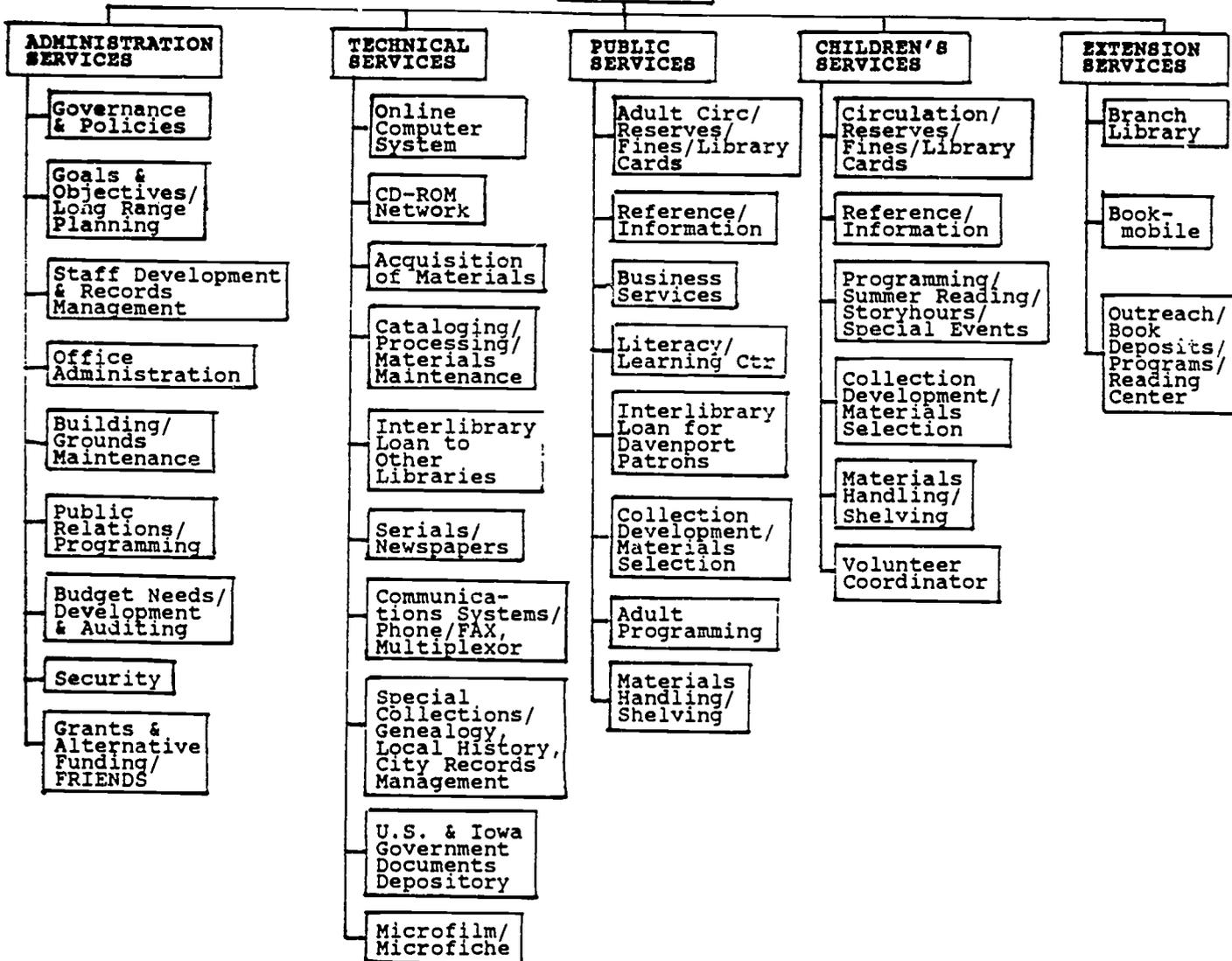


DAVENPORT PUBLIC LIBRARY

MAYOR  
Appoints Board Members

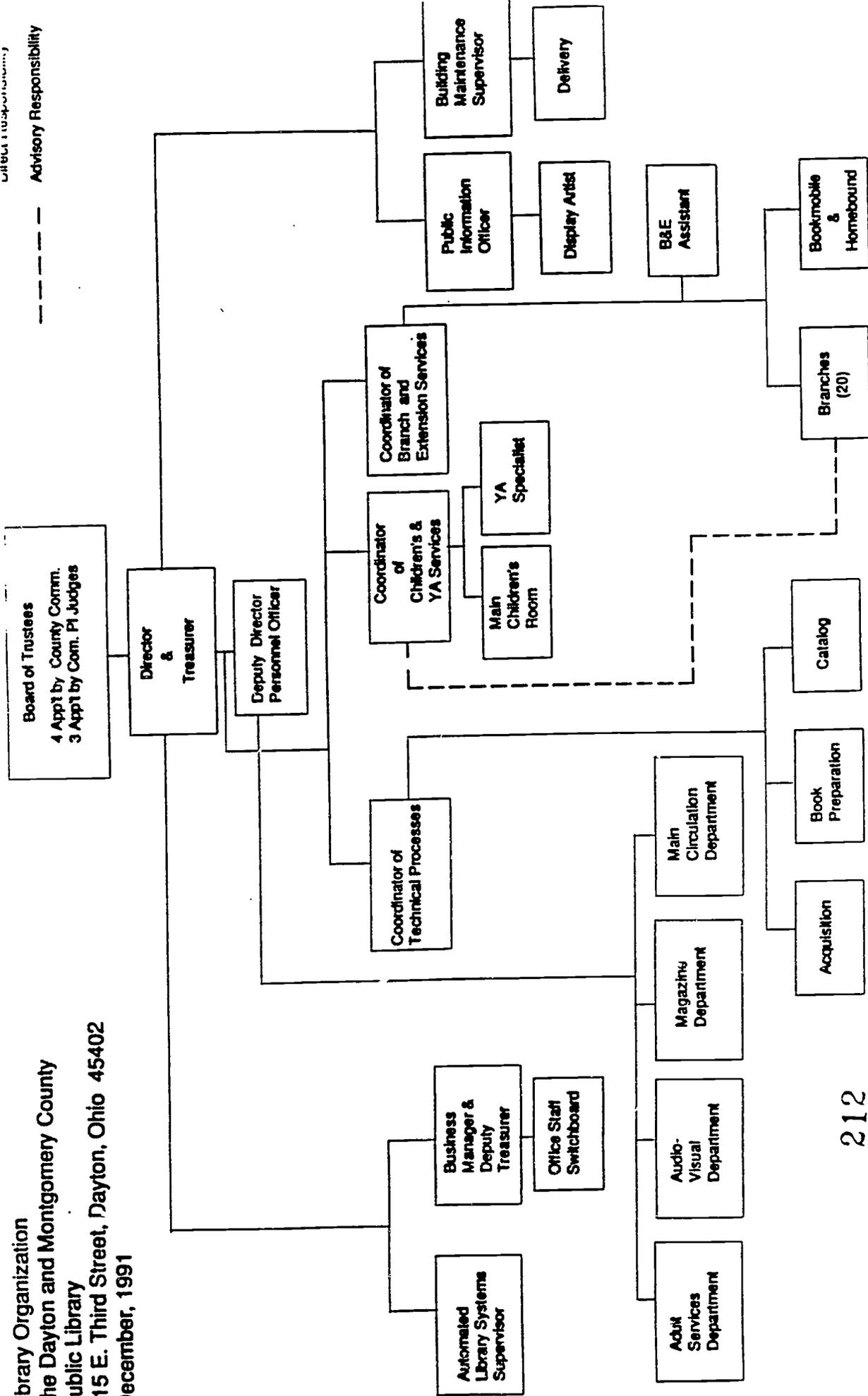
BOARD OF TRUSTEES  
Interprets Governance/  
Sets Policy

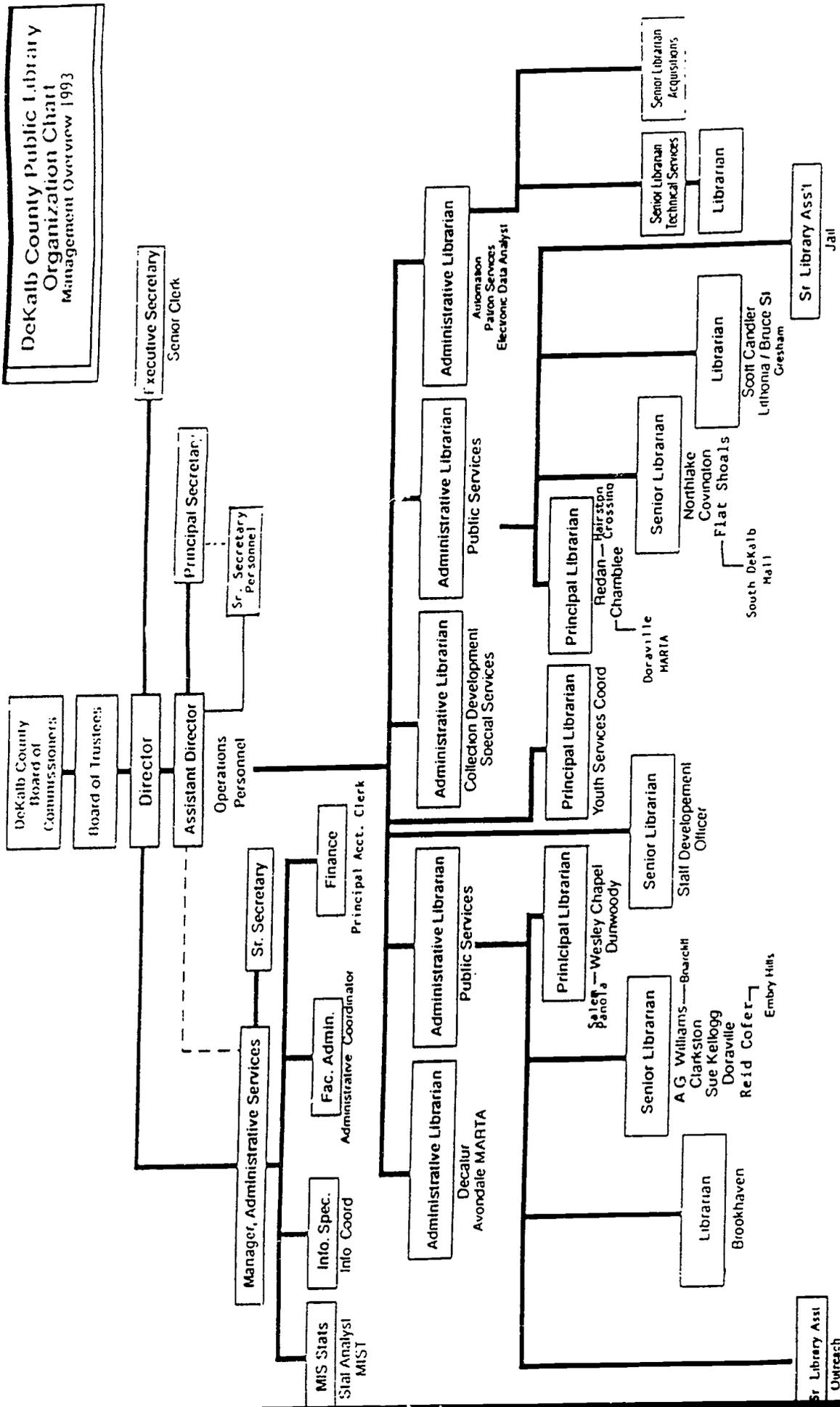
DIRECTOR



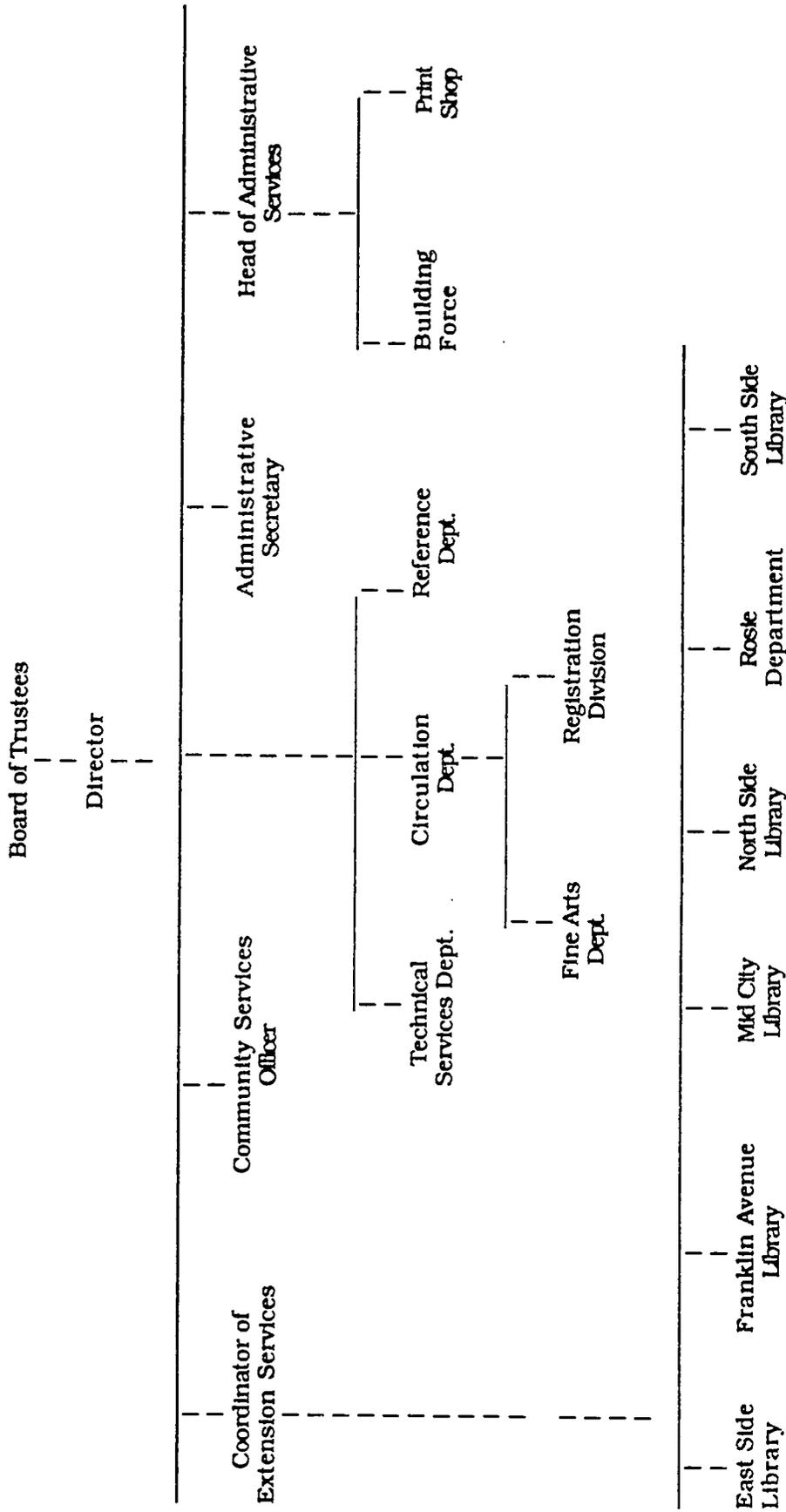
Library Organization  
 The Dayton and Montgomery County  
 Public Library  
 215 E. Third Street, Dayton, Ohio 45402  
 December, 1991

Library Organization  
 Advisory Responsibility





PUBLIC LIBRARY OF DES MOINES  
ORGANIZATION CHART



8/6/91

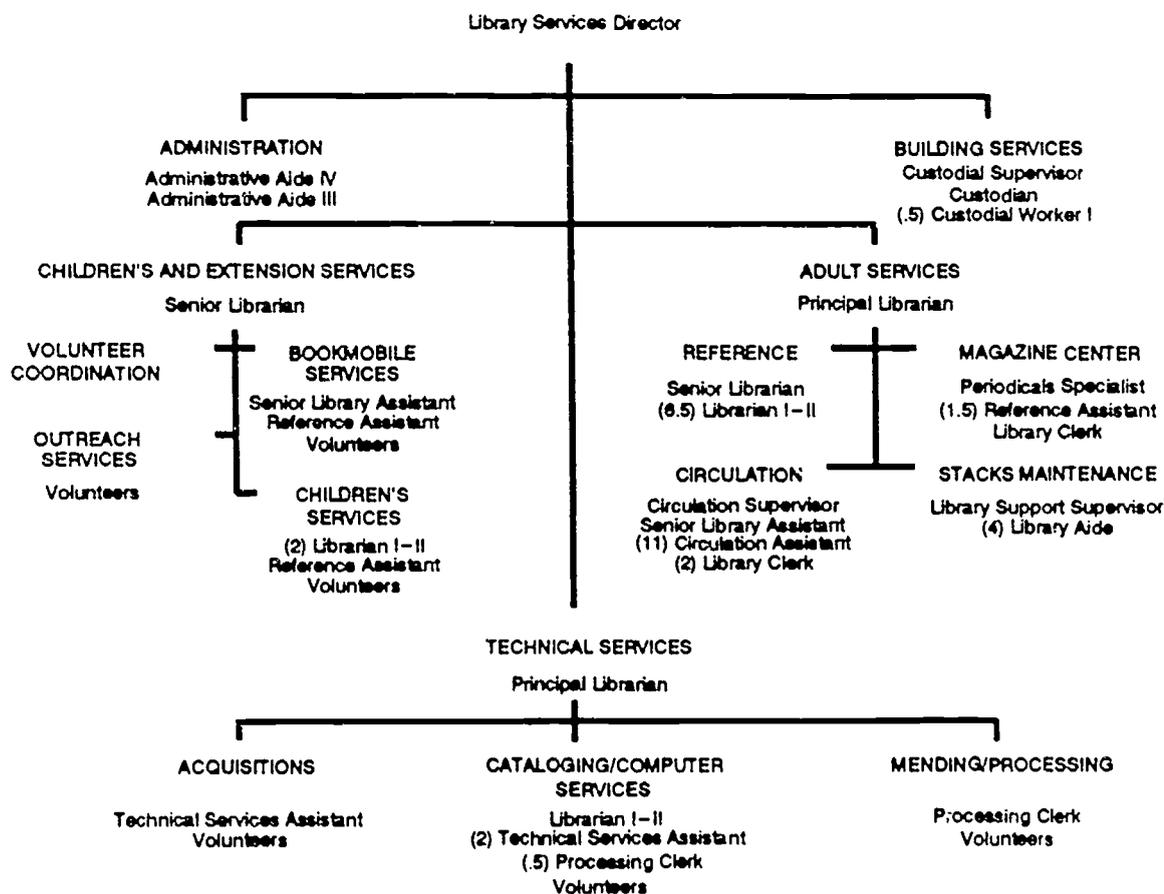
# LIBRARY, RECREATION, AND CULTURAL SERVICES

## Library Services Division Summary

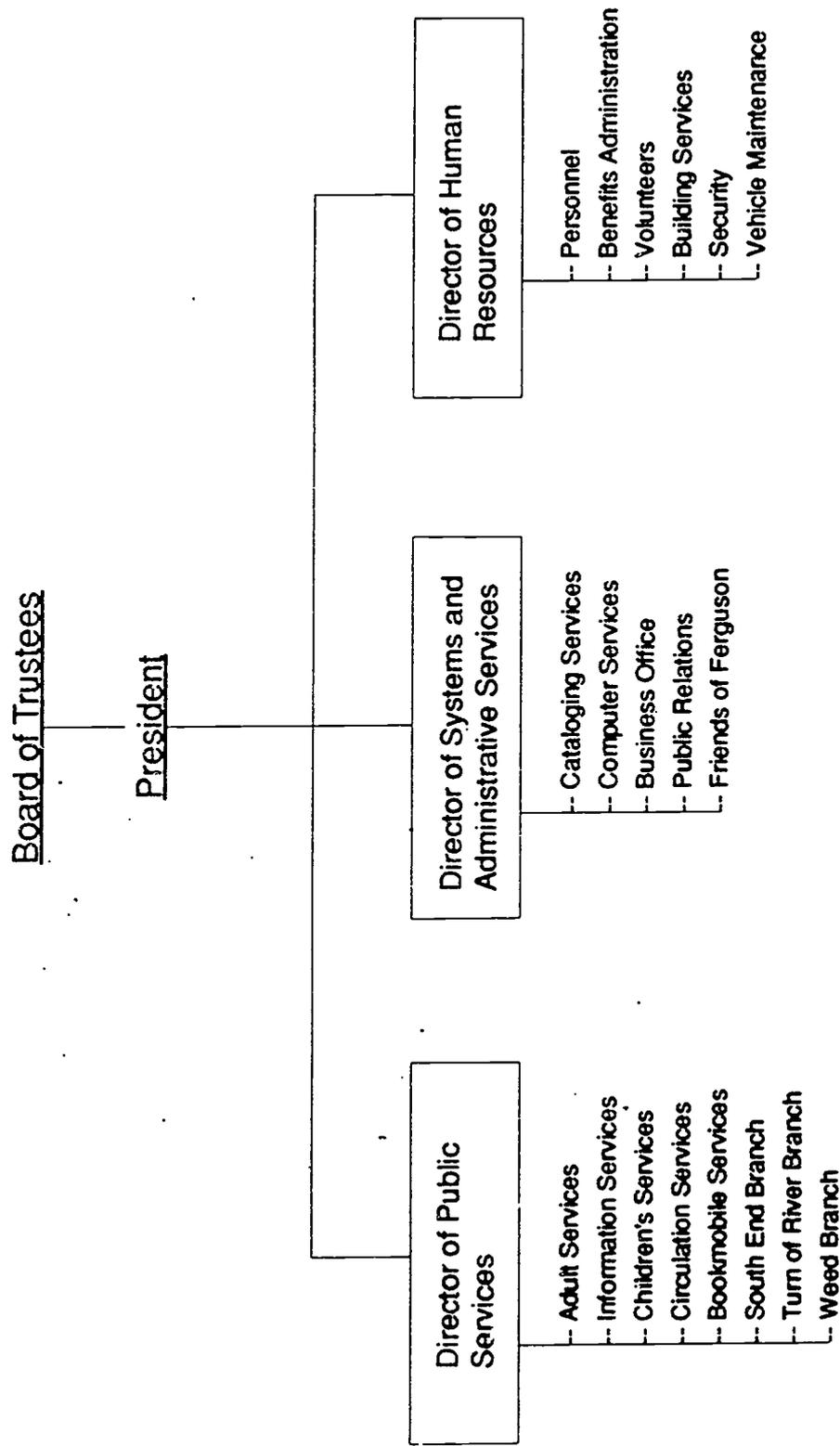
### Major FY94 Goals:

1. Broaden base of fiscal support beyond the City.
2. Make better use of the existing building until a new main library is built.
3. Refine the collection development process.
4. Simplify systems to increase customer convenience.
5. Improve staff ability to provide excellent public service.
6. Promote patron ownership.
7. As the City Council may direct, continue plans to construct a new library.

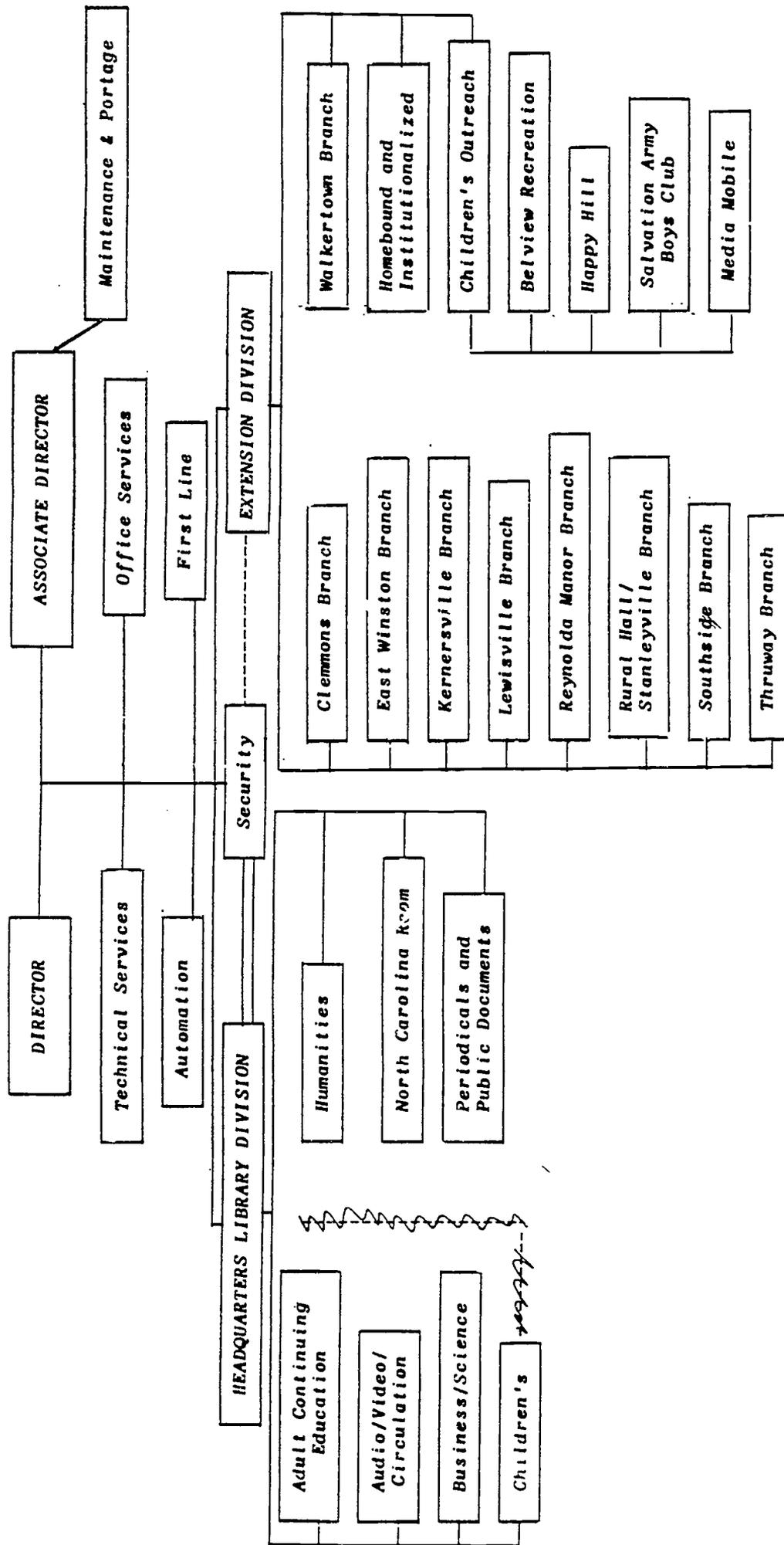
### ORGANIZATION CHART:

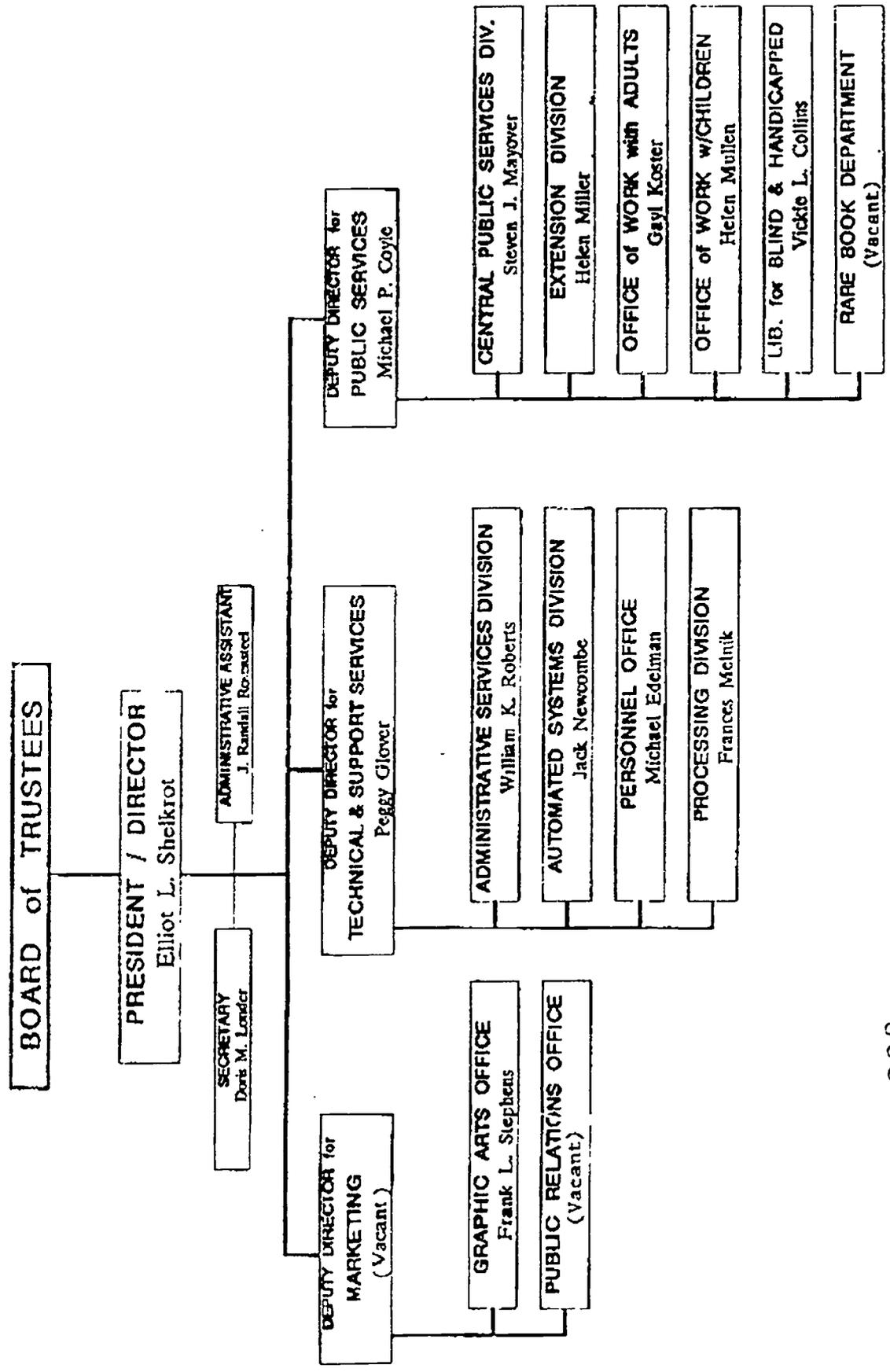


# The Ferguson Library Organization Chart

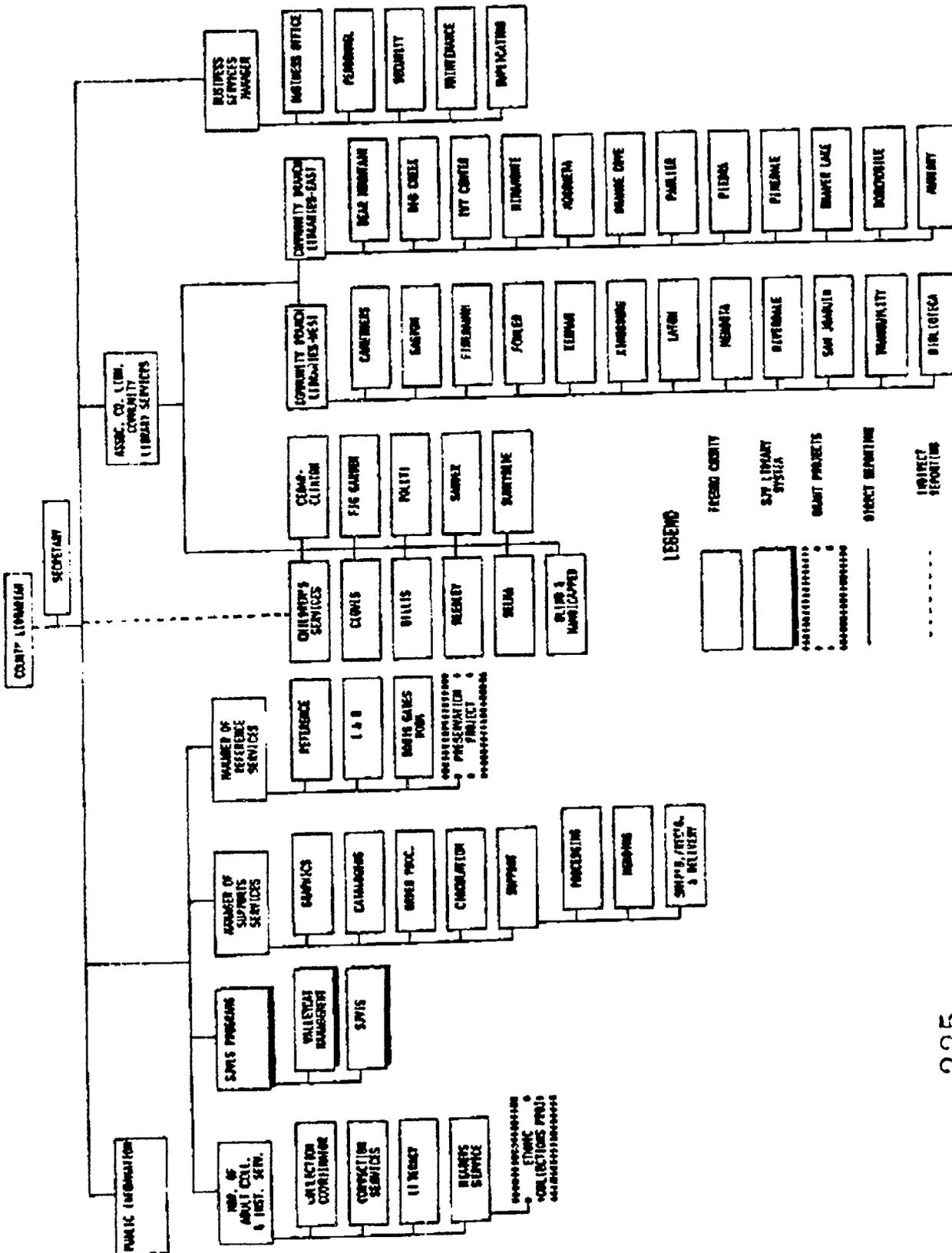


ORGANIZATIONAL CHART





FRESNO COUNTY LIBRARY  
APRIL 1992 ORGANIZATION CHART



225

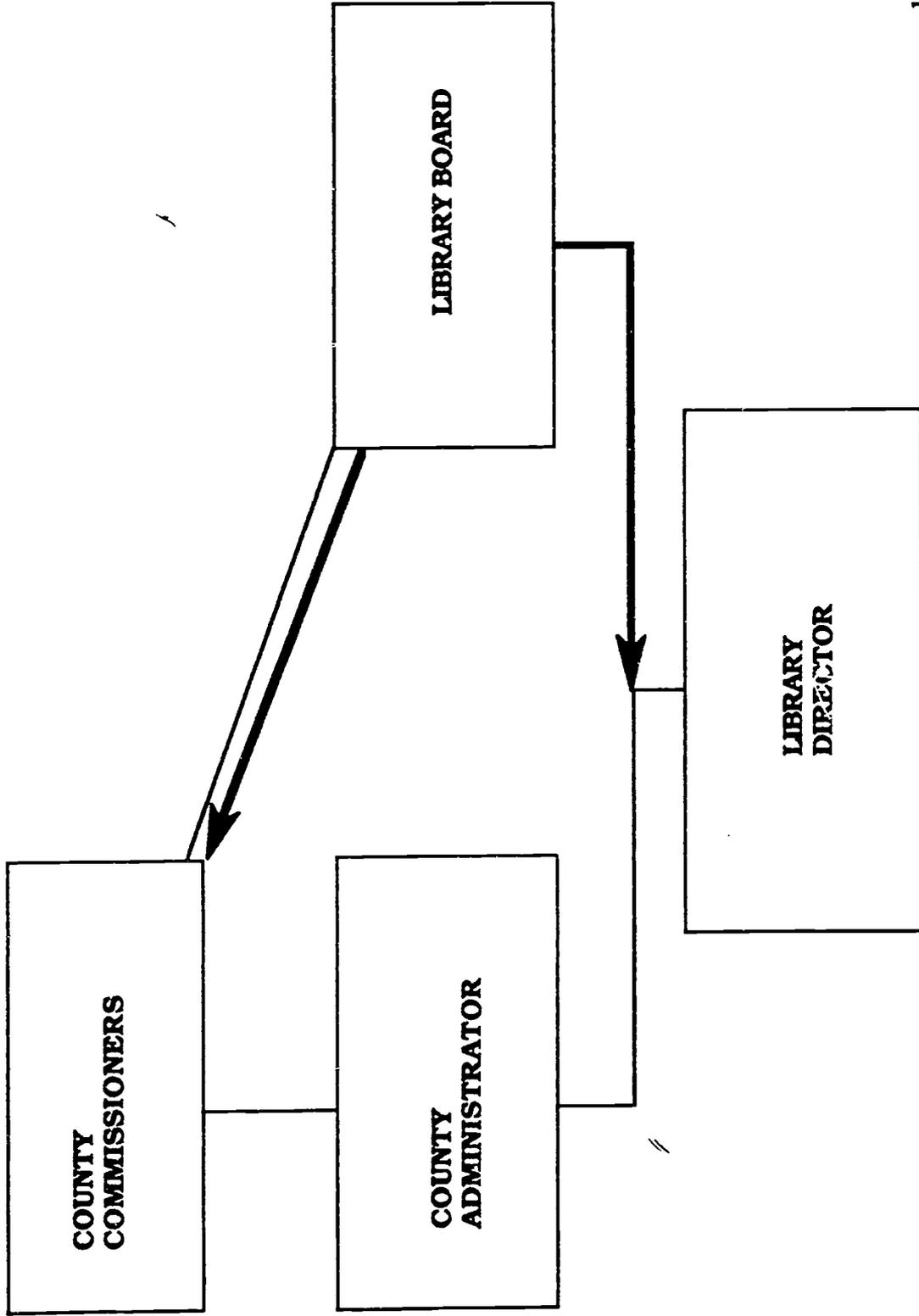
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226

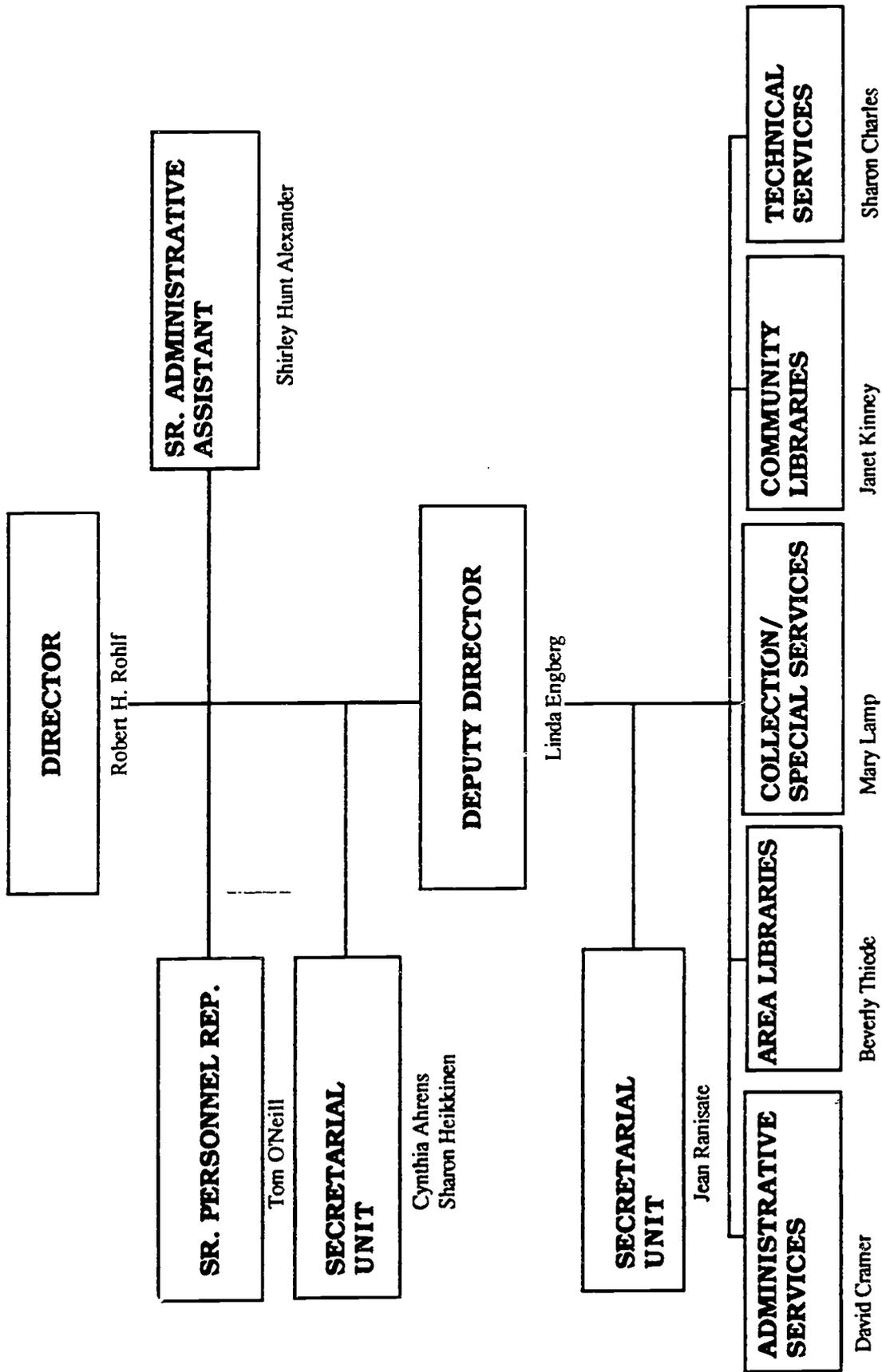
V. JONES



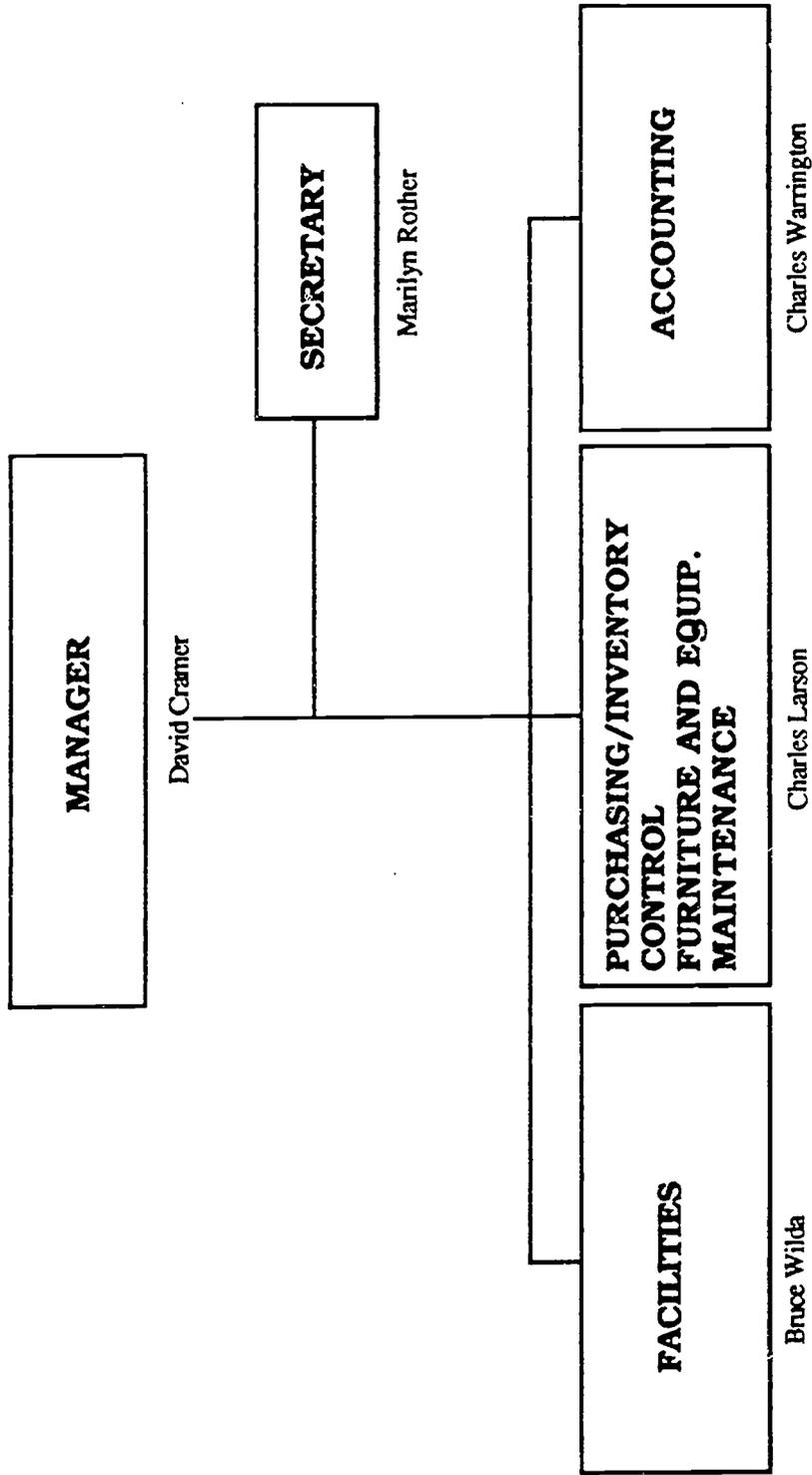
**HENNEPIN COUNTY LIBRARY**



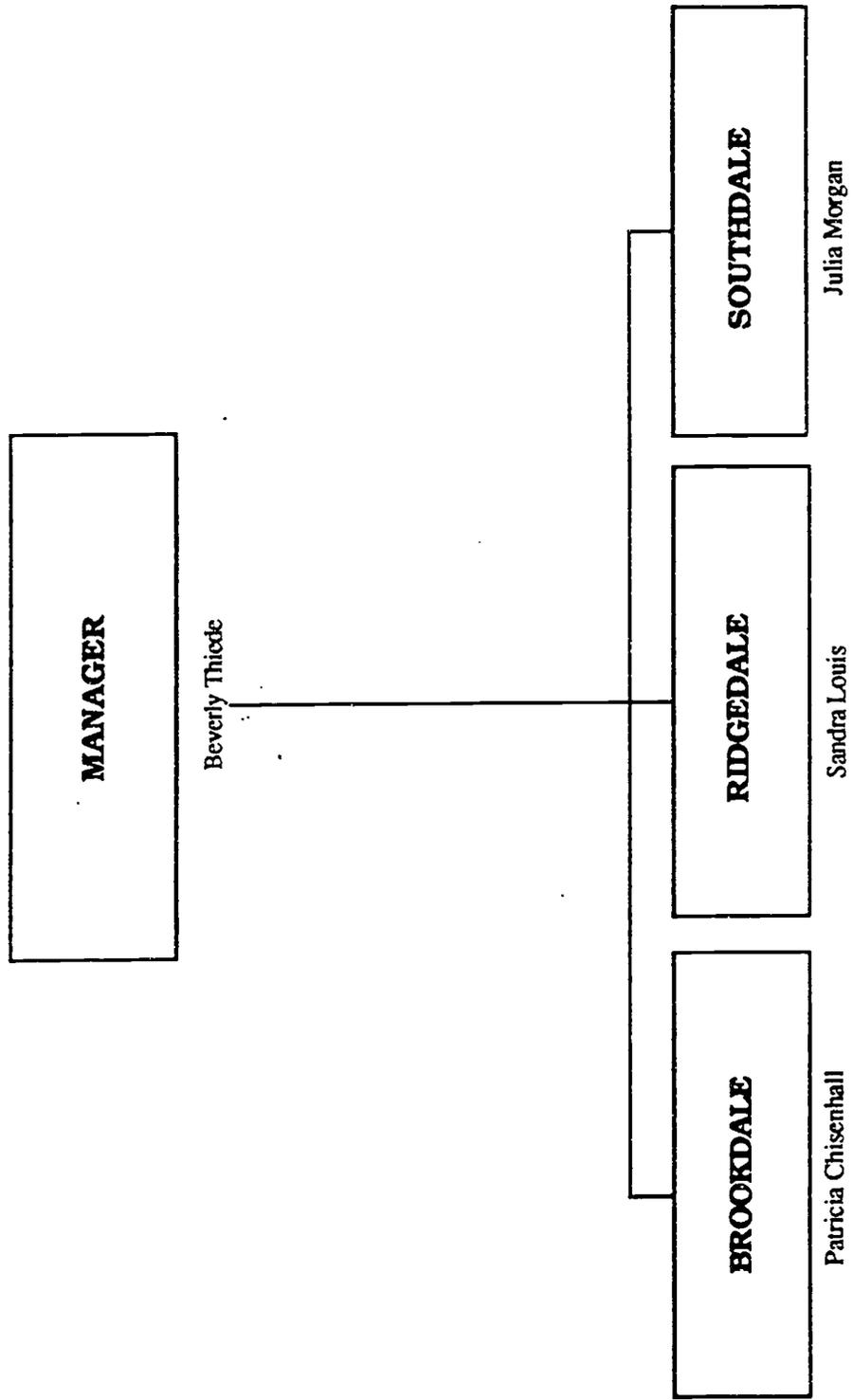
**HENNEPIN COUNTY LIBRARY**



**HENNEPIN COUNTY LIBRARY  
ADMINISTRATIVE SERVICES DIVISION**



**HENNEPIN COUNTY LIBRARY  
AREA LIBRARIES DIVISION**

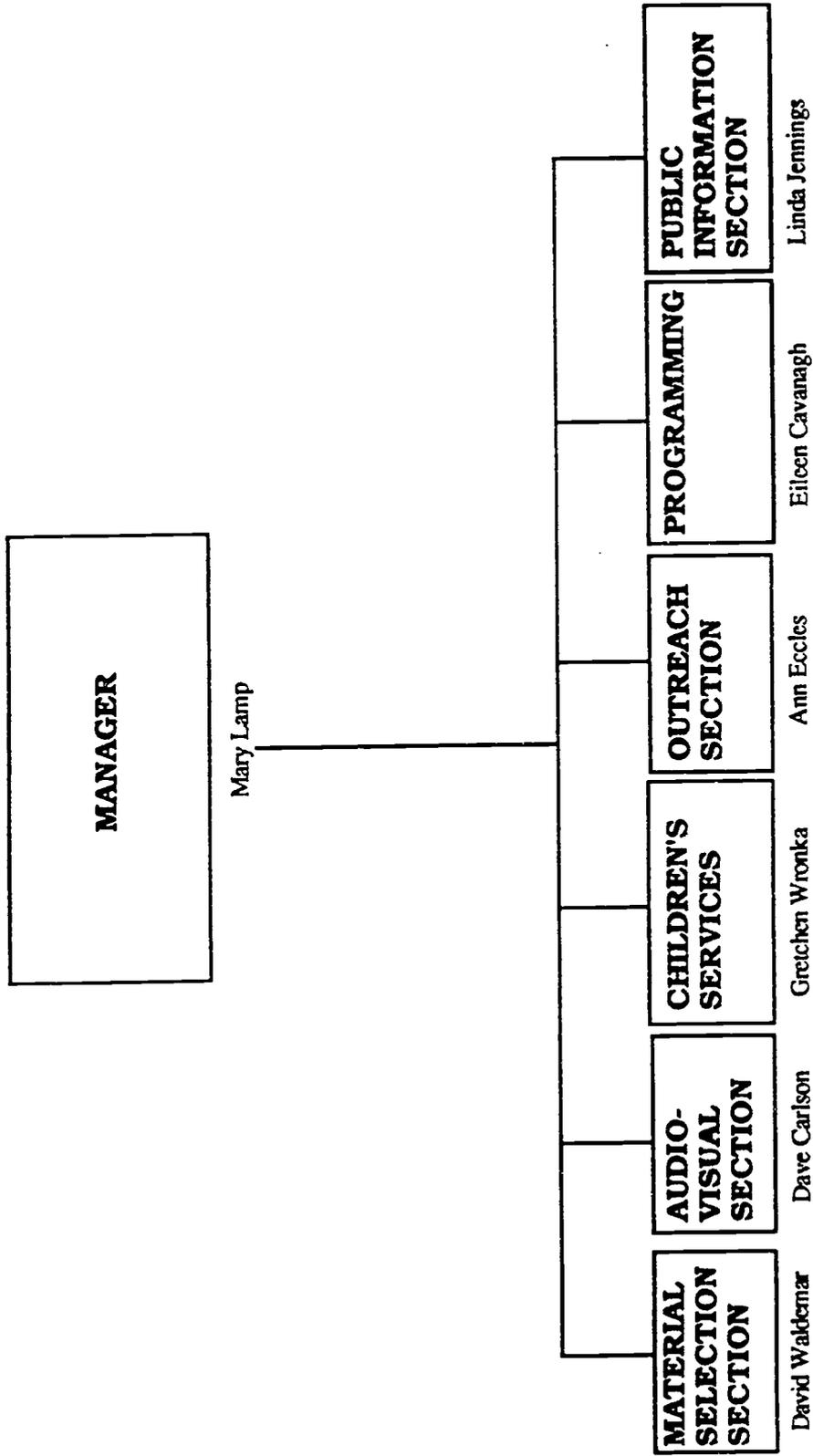


10/92

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**HENNEPIN COUNTY LIBRARY  
COLLECTION SPECIAL SERVICES DIVISION**

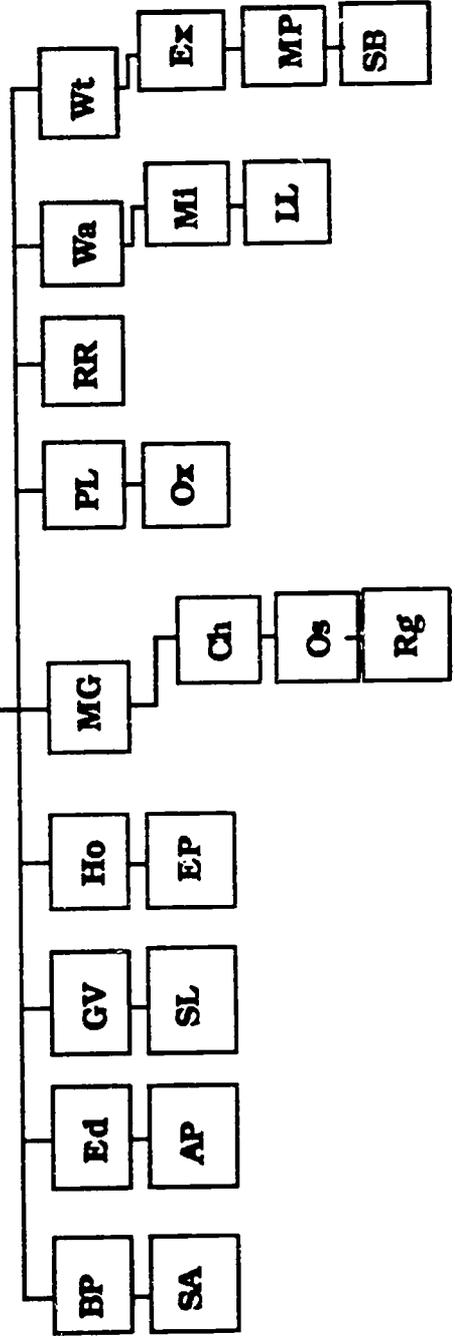


**HENNEPIN COUNTY LIBRARY  
COMMUNITY LIBRARY DIVISION**

**MANAGER**

Janet Kinney

- AP - Vicki Oeljen
- BP - Mary Jo Talbot
- Ch - Melissa Brechon Sibley
- Ed - Helen McNulty
- EP - Marge McPeak
- Ex - Paul Turgeon
- GV - Joan Erickson
- Ho - Charles Kritzler
- LL - Roger Burg
- MG - Margaret Gillespie
- Mi - Karen McGovern
- MP - Jeanne Gelinias
- Os - Margaret Gillespie
- Ox - Mary Wilson Swatosh
- PL - Roseanne Byrne
- Rg - Beverly Nelson
- RR - Michael McConnell
- SA - Jane Leck
- SB - Jeanne Gelinias
- SL - Helen Halverson
- Wa - Roger Burg
- Wt - Jeanne Gelinias



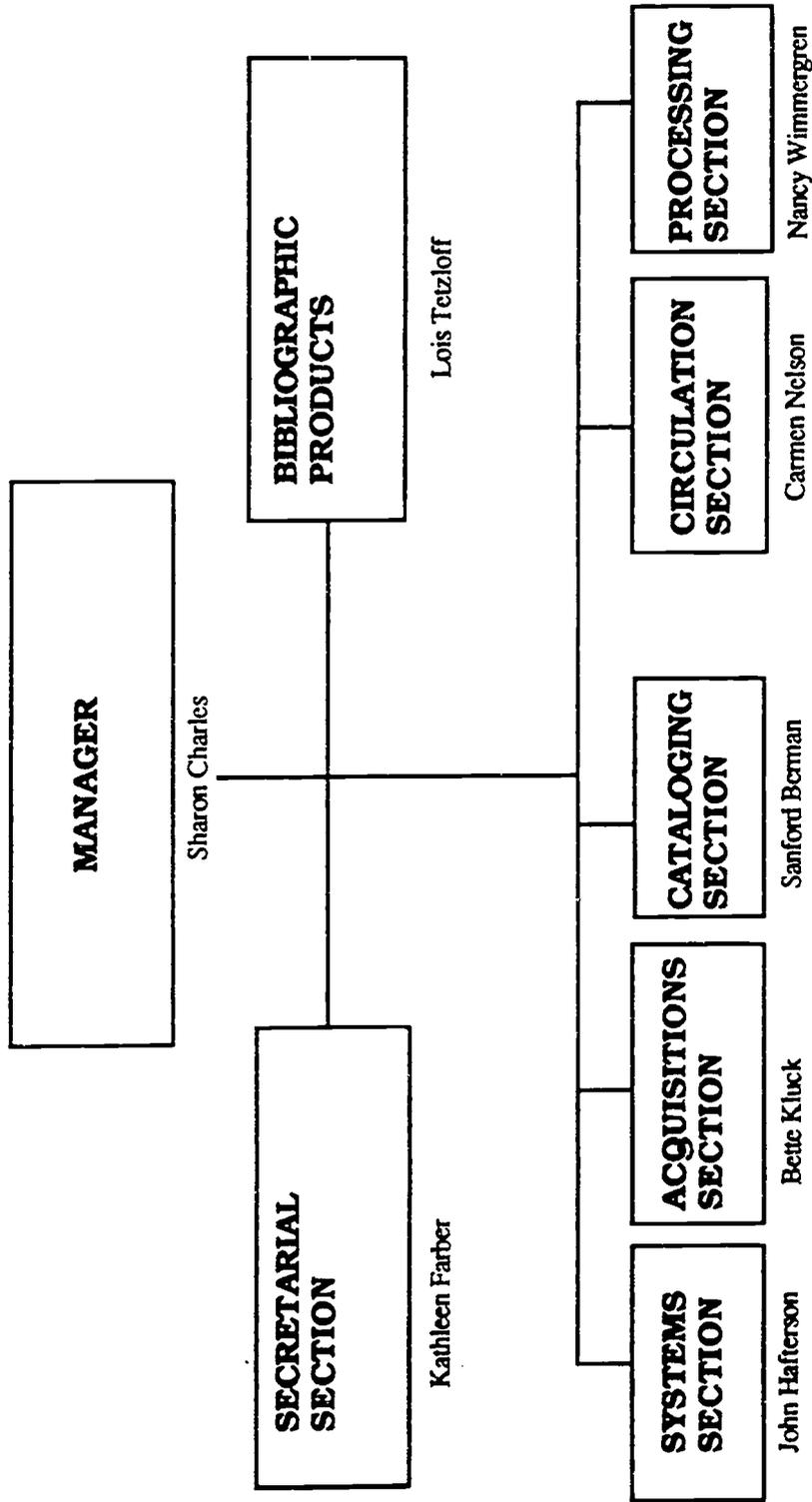
10/92

238

237

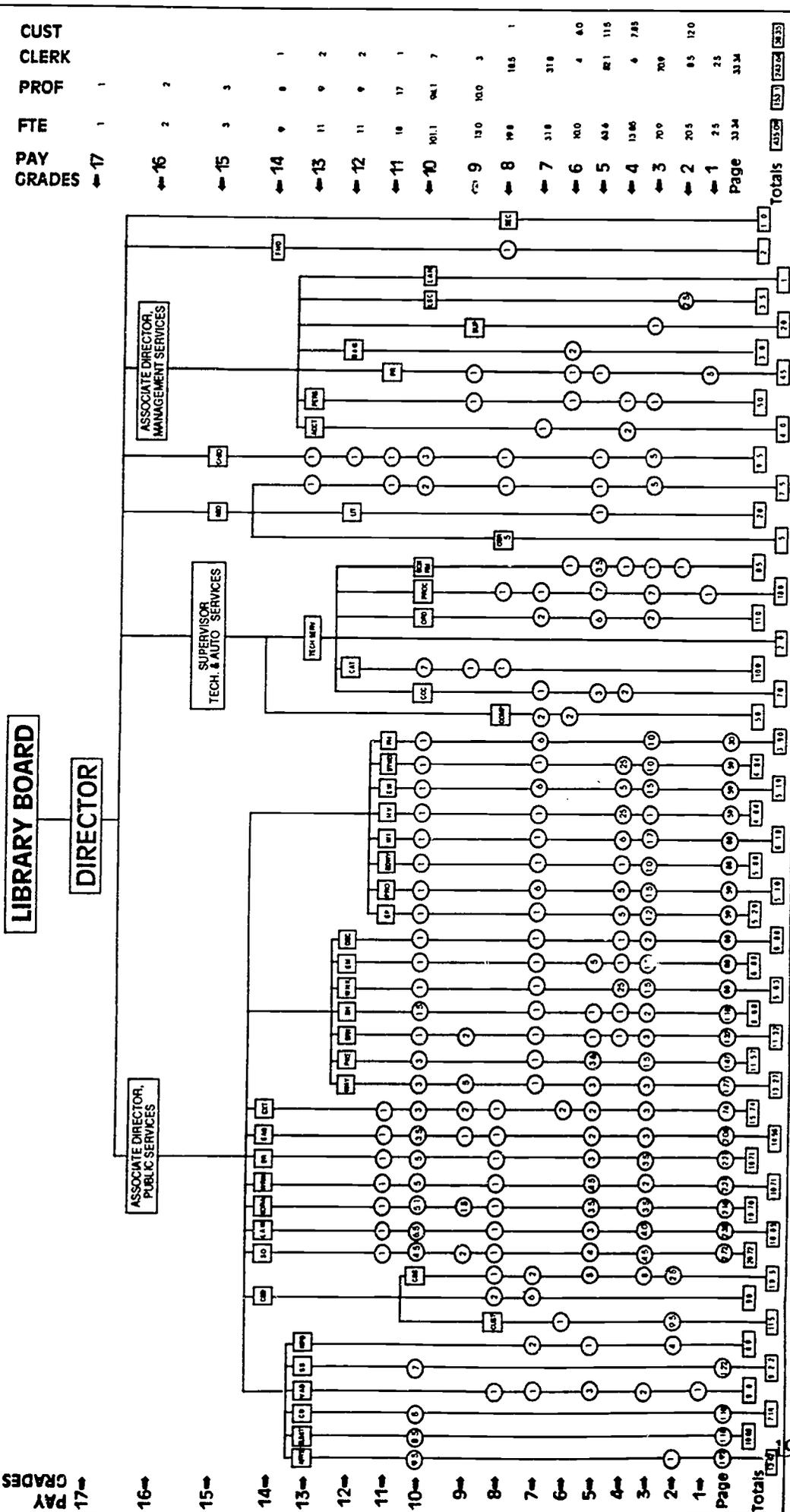


**HENNEPIN COUNTY LIBRARY  
TECHNICAL SERVICES DIVISION**



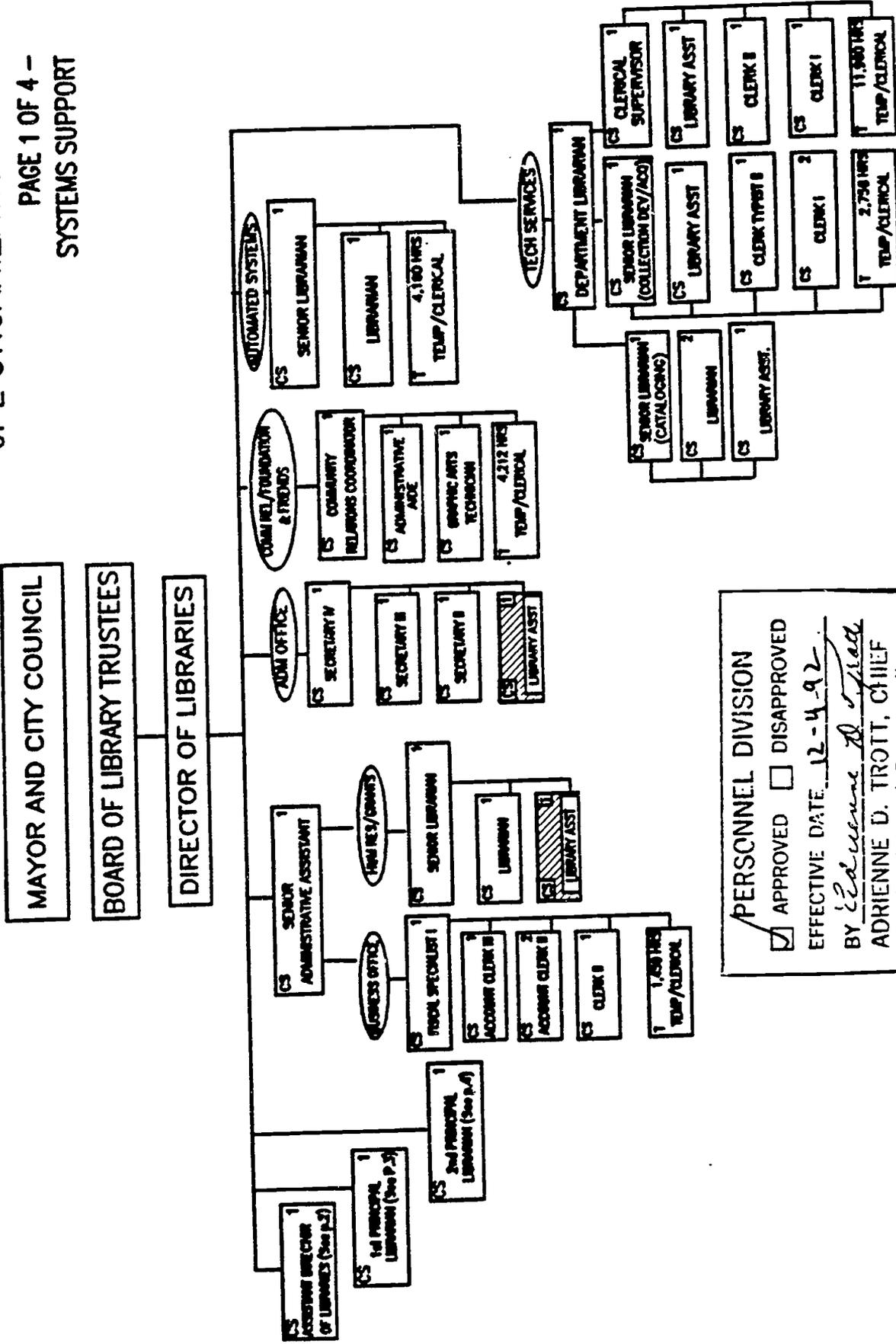
10/92

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY STAFFING AND ORGANIZATION CHART (FEBRUARY 1993)



# JPL ORGANIZATION CHART

PAGE 1 OF 4 -  
SYSTEMS SUPPORT



PERSONNEL DIVISION  
 APPROVED  DISAPPROVED  
 EFFECTIVE DATE: 12-4-92  
 BY: *Edwina D. Hall*  
 ADRIENNE D. TROTT, CHIEF  
 Classification and Compensation

= GRANT-FUNDED

243

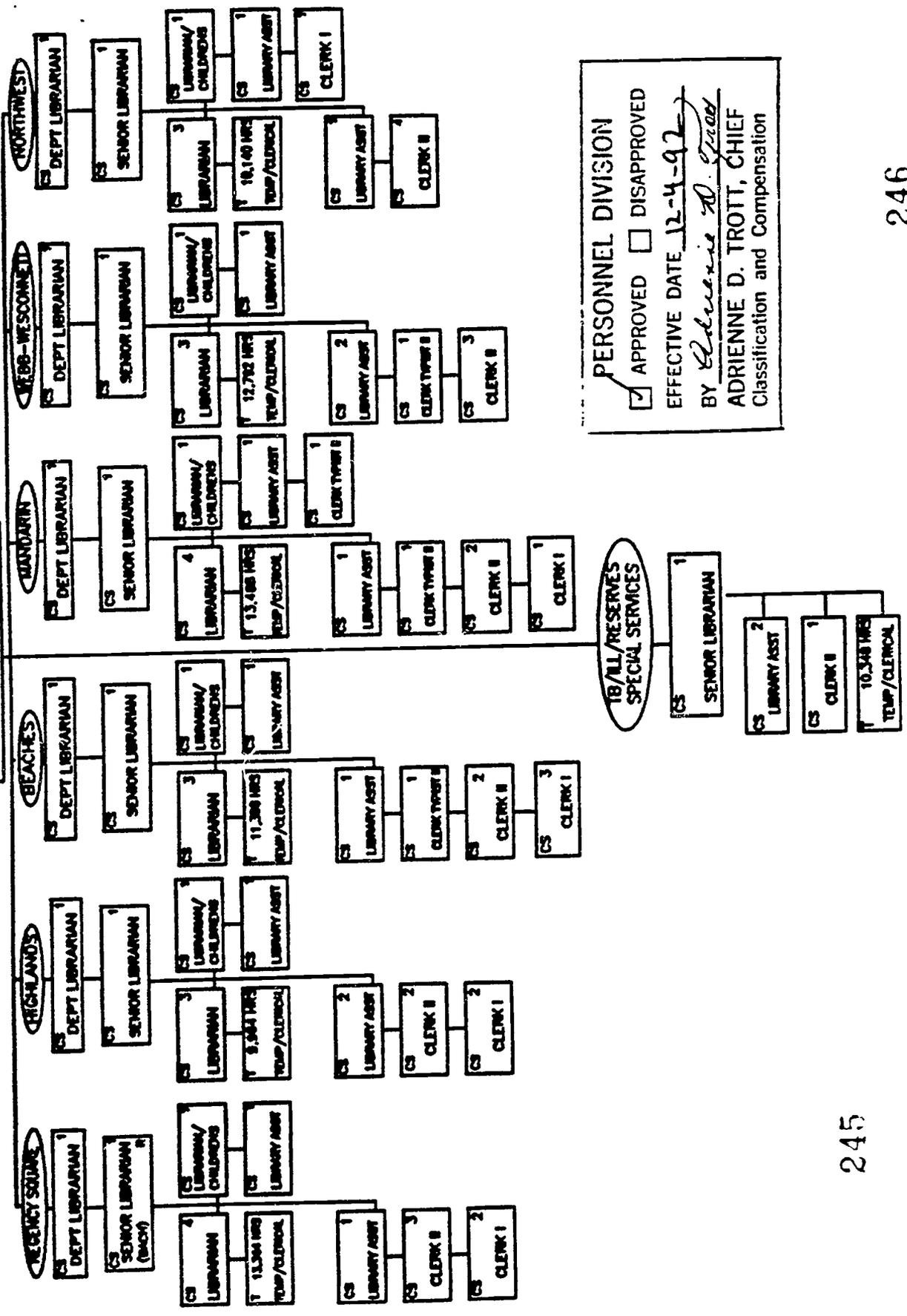
244

Original to 1/4/92  
REV 10/12/92

NOTE: Total temporary hours allocated is 174,416.

JPL ORGANIZATION CHART  
PAGE 2 OF 4 SC  
PUBLIC SERVICES

DIRECTOR OF LIBRARIES  
ASSISTANT DIRECTOR

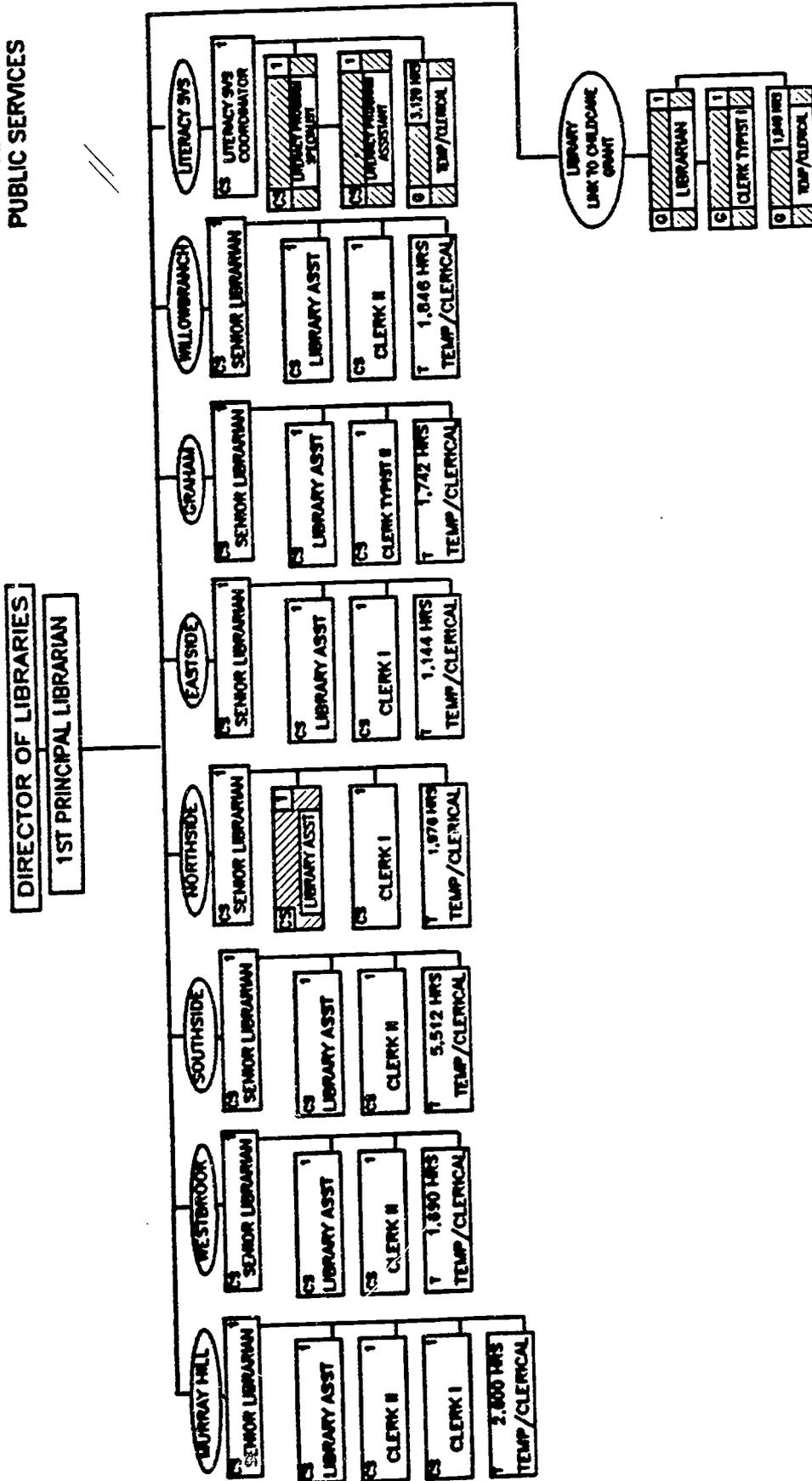


PERSONNEL DIVISION  
 APPROVED  DISAPPROVED  
 EFFECTIVE DATE 12-4-92  
 BY Adrienne D. Trott  
 ADRIENNE D. TROTT, CHIEF  
 Classification and Compensation

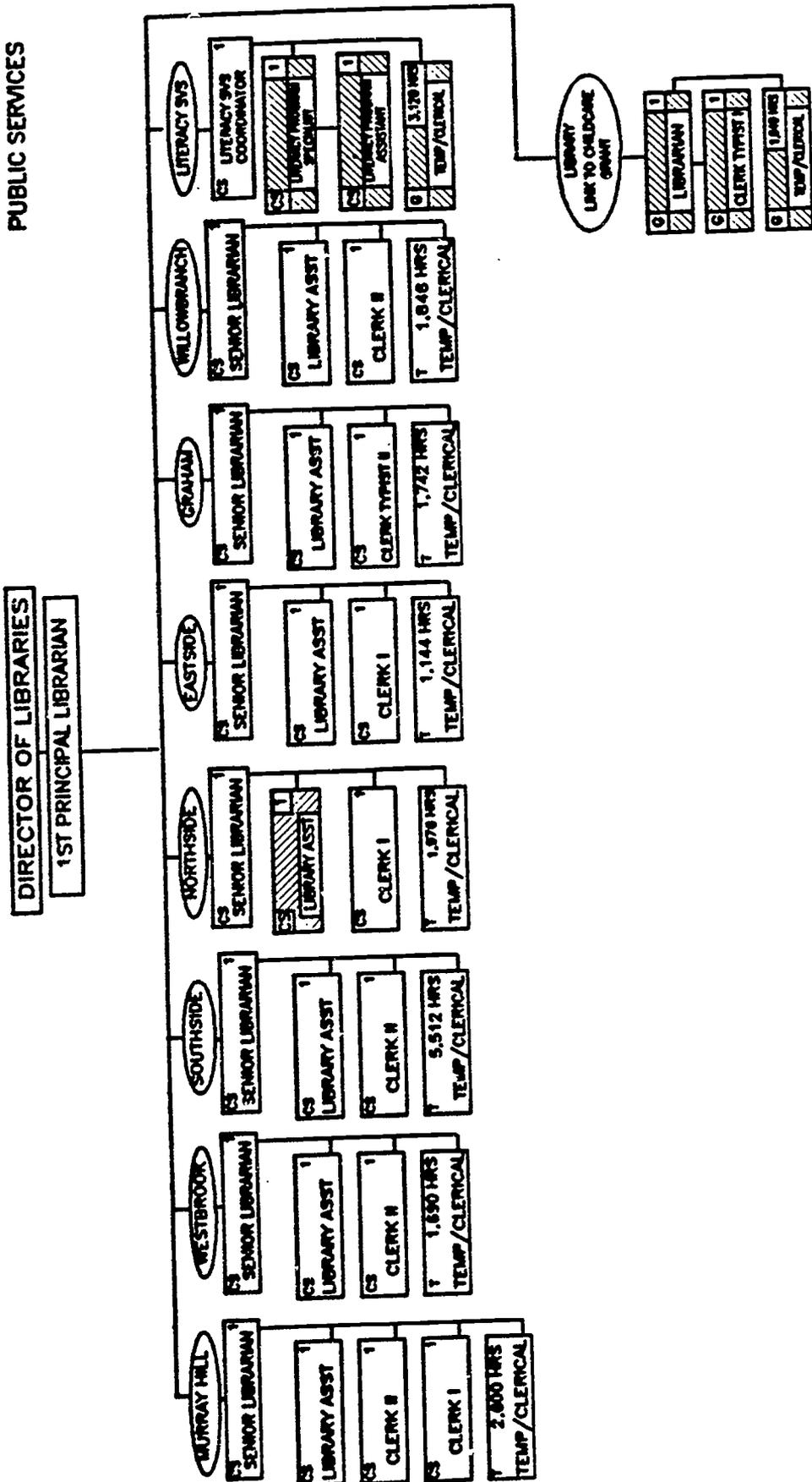
245

246

JPL ORGANIZATION CHART  
PAGE 3 OF 4  
PUBLIC SERVICES



JPL ORGANIZATION CHART  
PAGE 3 OF 4  
PUBLIC SERVICES



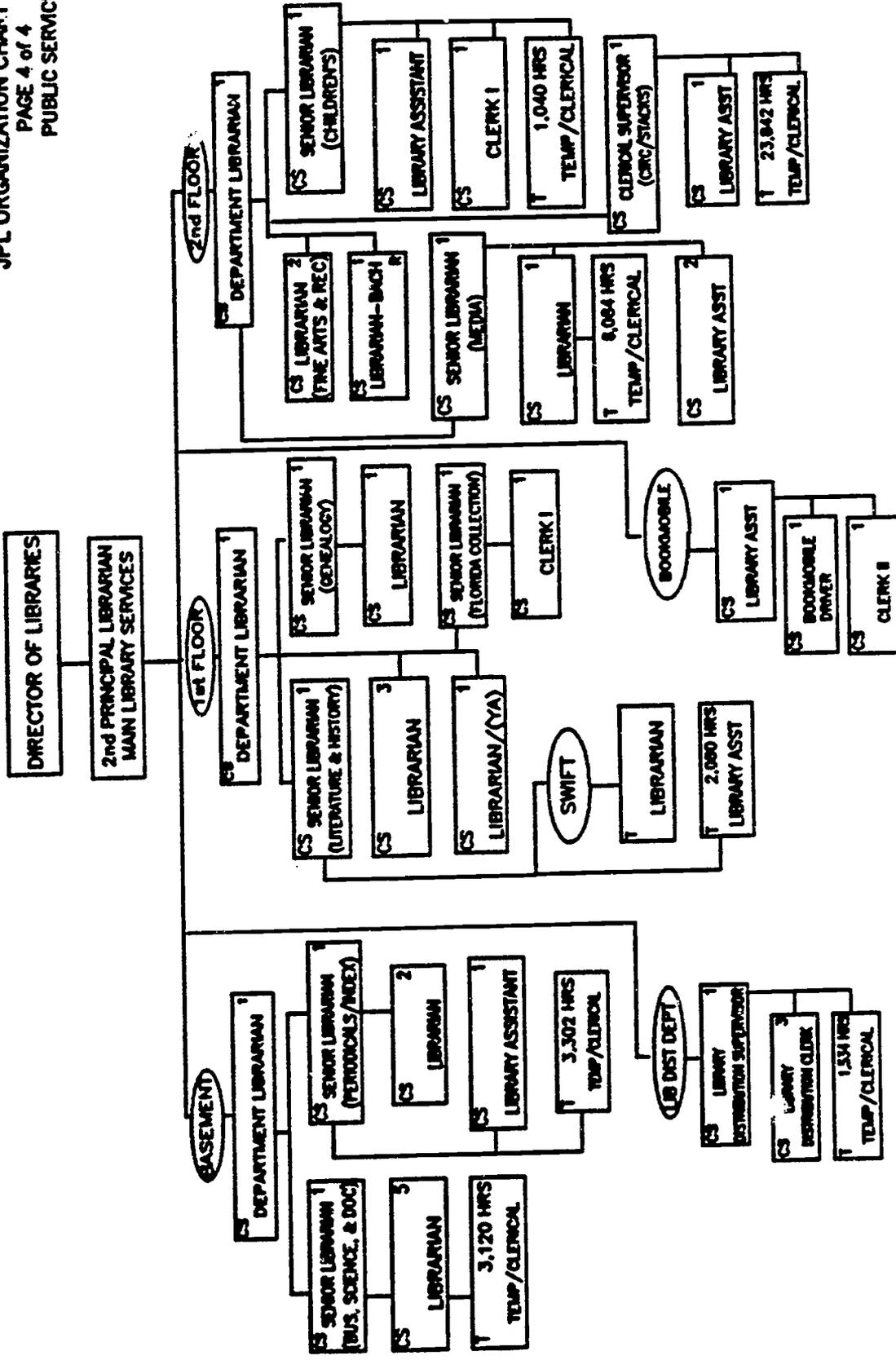
249

250

er gchertp 3rdline  
REV 12/17/92



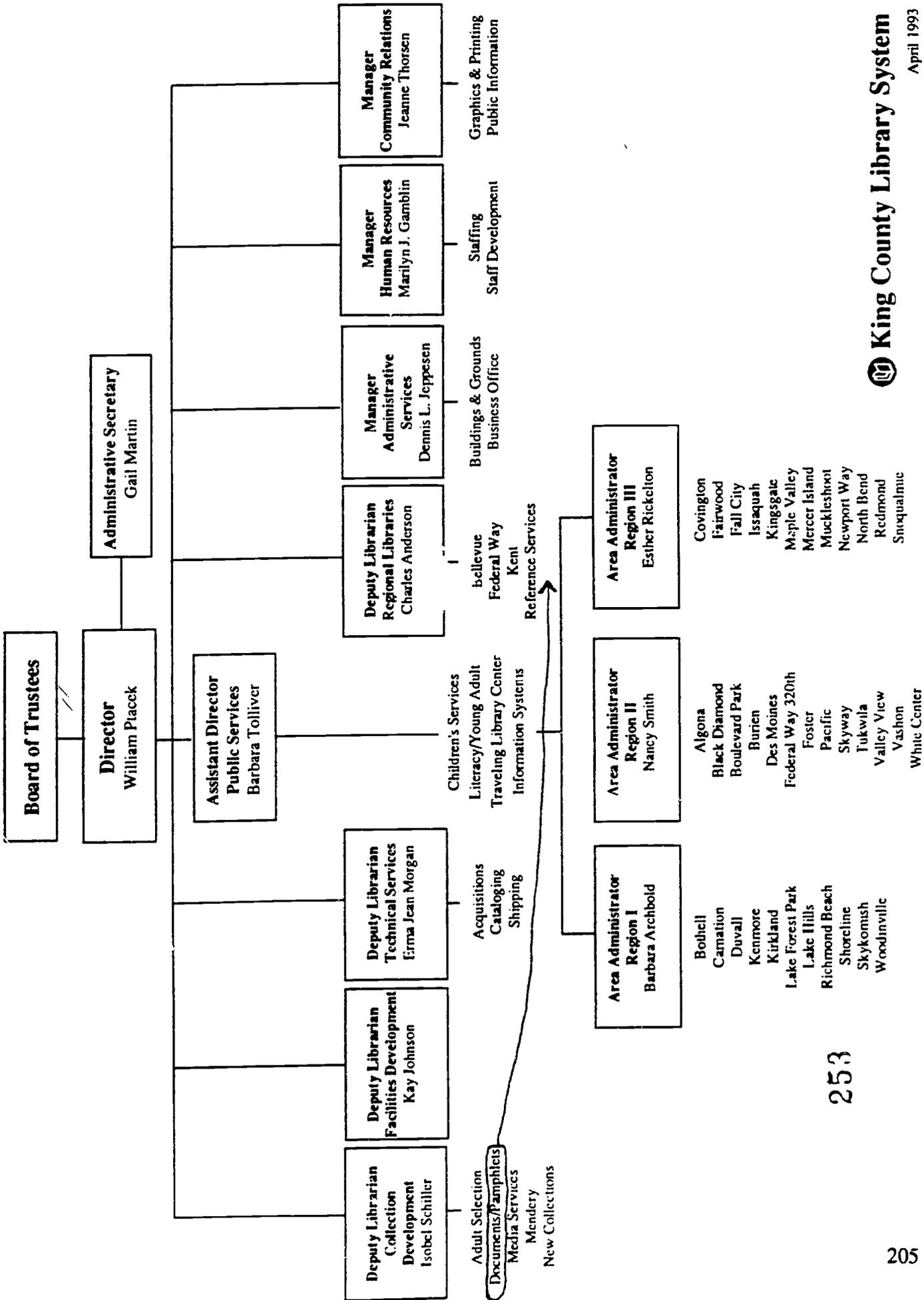
JPL ORGANIZATION CHART  
PAGE 4 of 4  
PUBLIC SERVICES



PERSONNEL DIVISION  
 APPROVED  DISAPPROVED  
 EFFECTIVE DATE: 12-4-97  
 BY: *Adrienne D. Trott*  
 ADRIENNE D. TROTT, CHIEF  
 Classification and Compensation

251

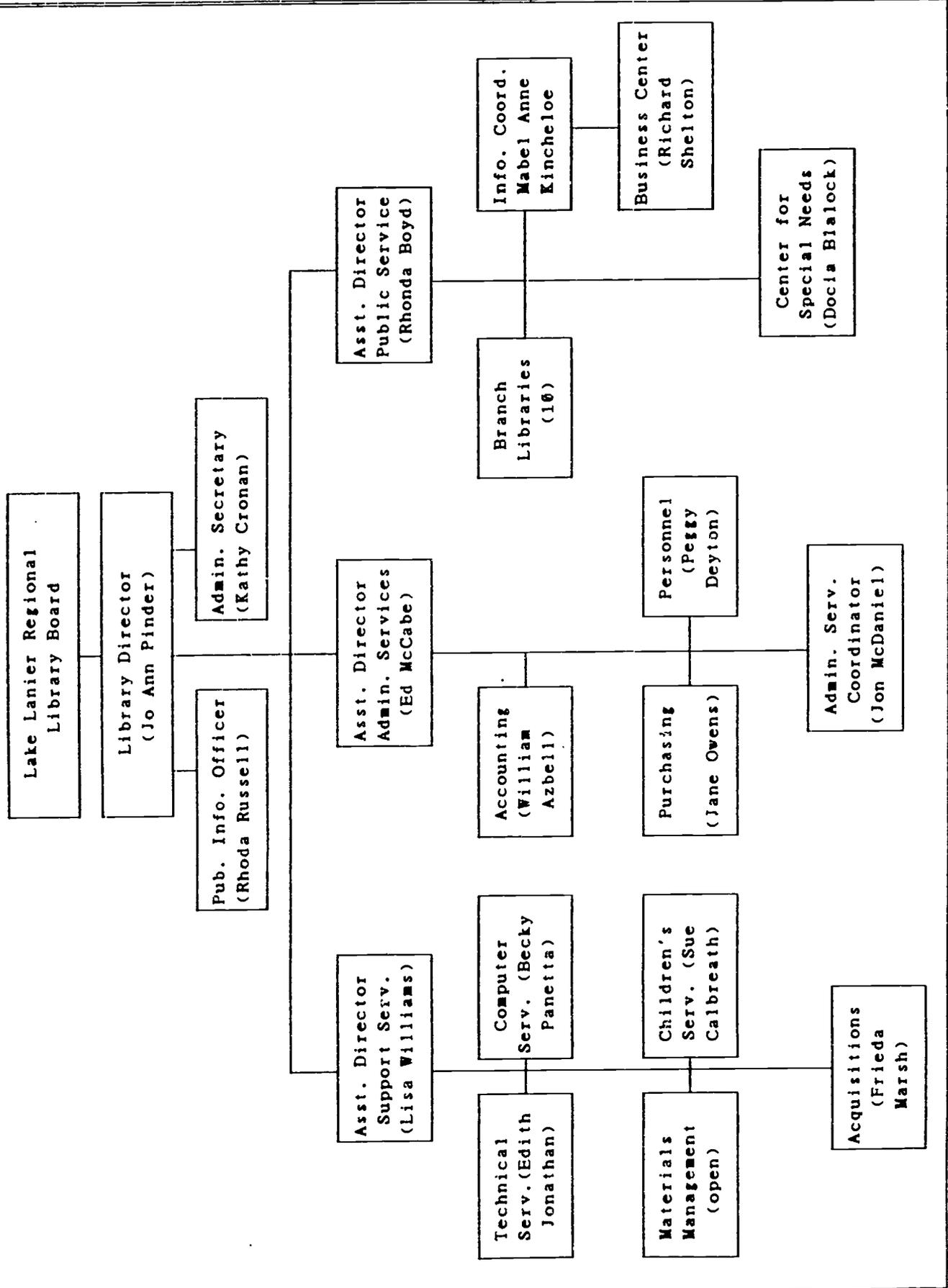
orgchart14of41  
REV11/13/92



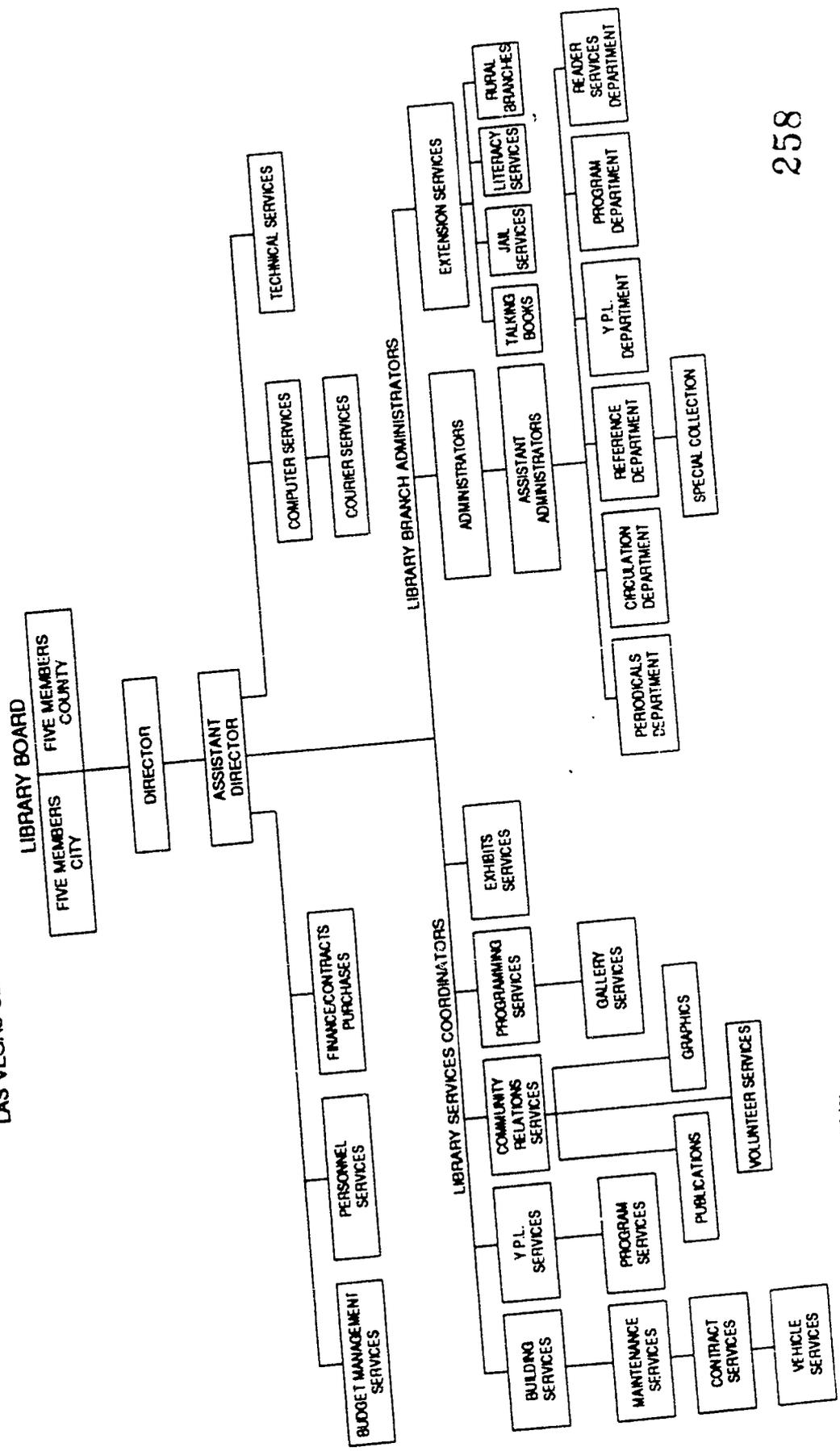
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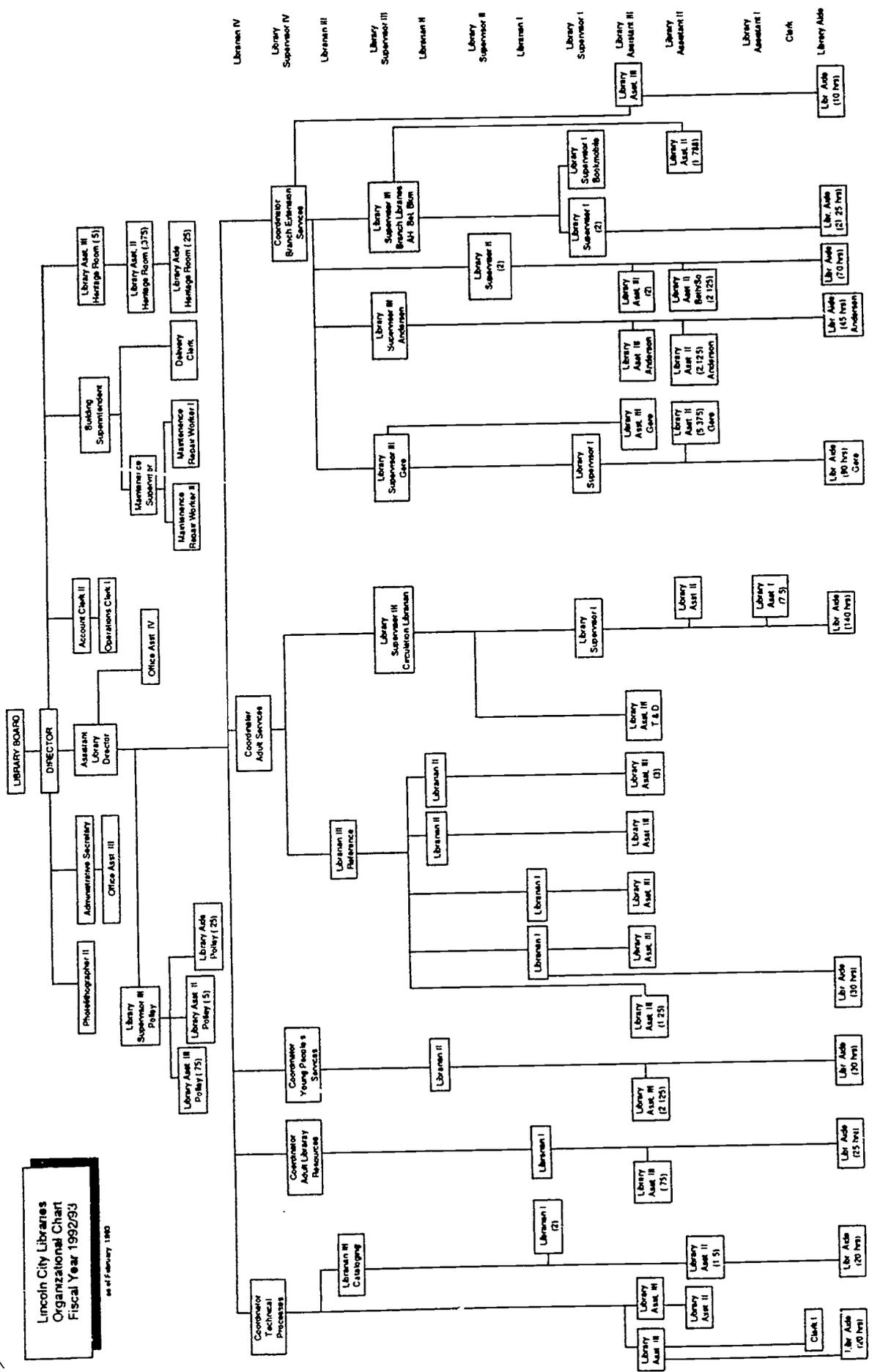
LAKE LANIER REGIONAL LIBRARY ORGANIZATIONAL CHART



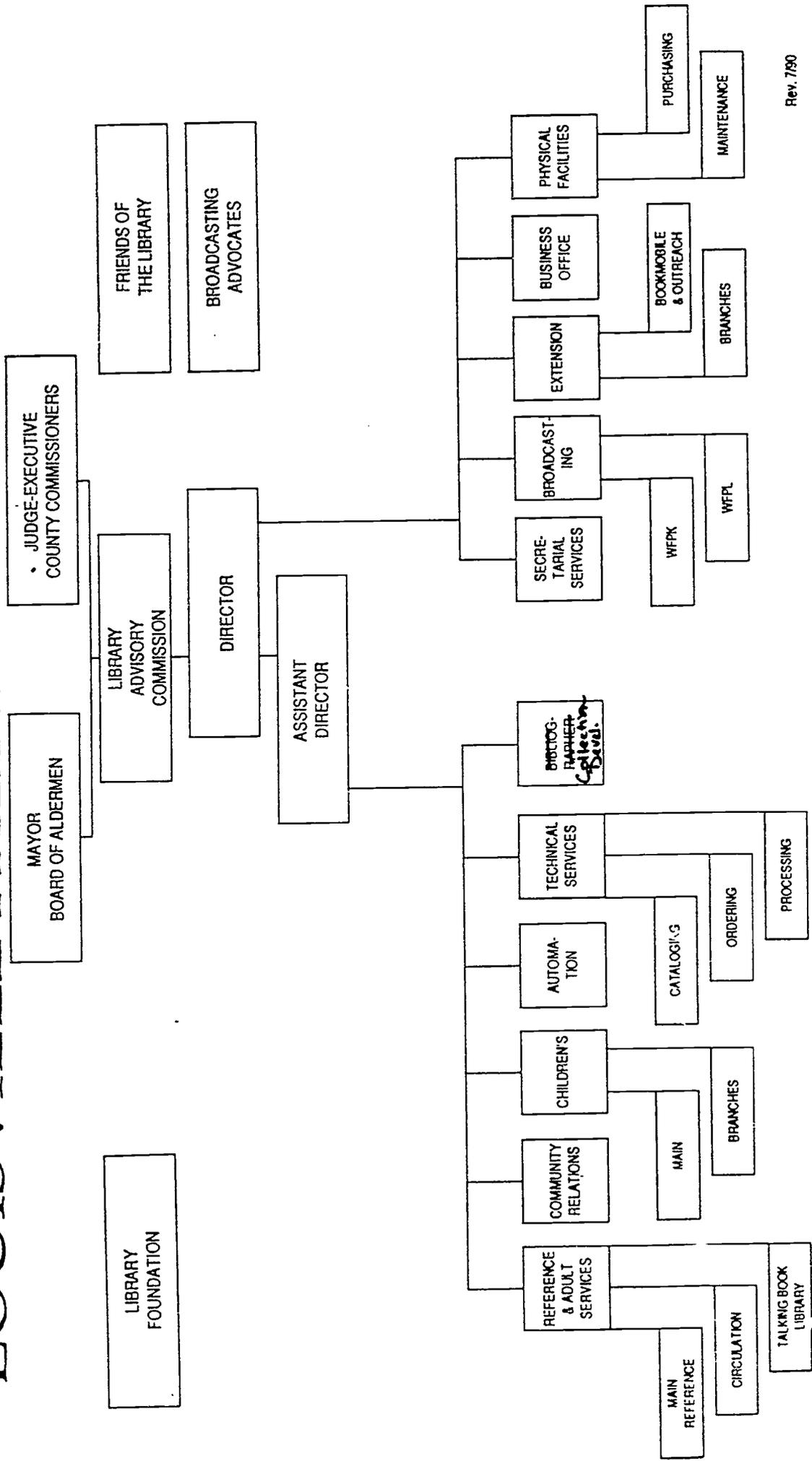
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT ORGANIZATIONAL CHART



**Lincoln City Libraries  
Organizational Chart  
Fiscal Year 1992/93**  
as of February 1993



# LOUISVILLE FREE PUBLIC LIBRARY



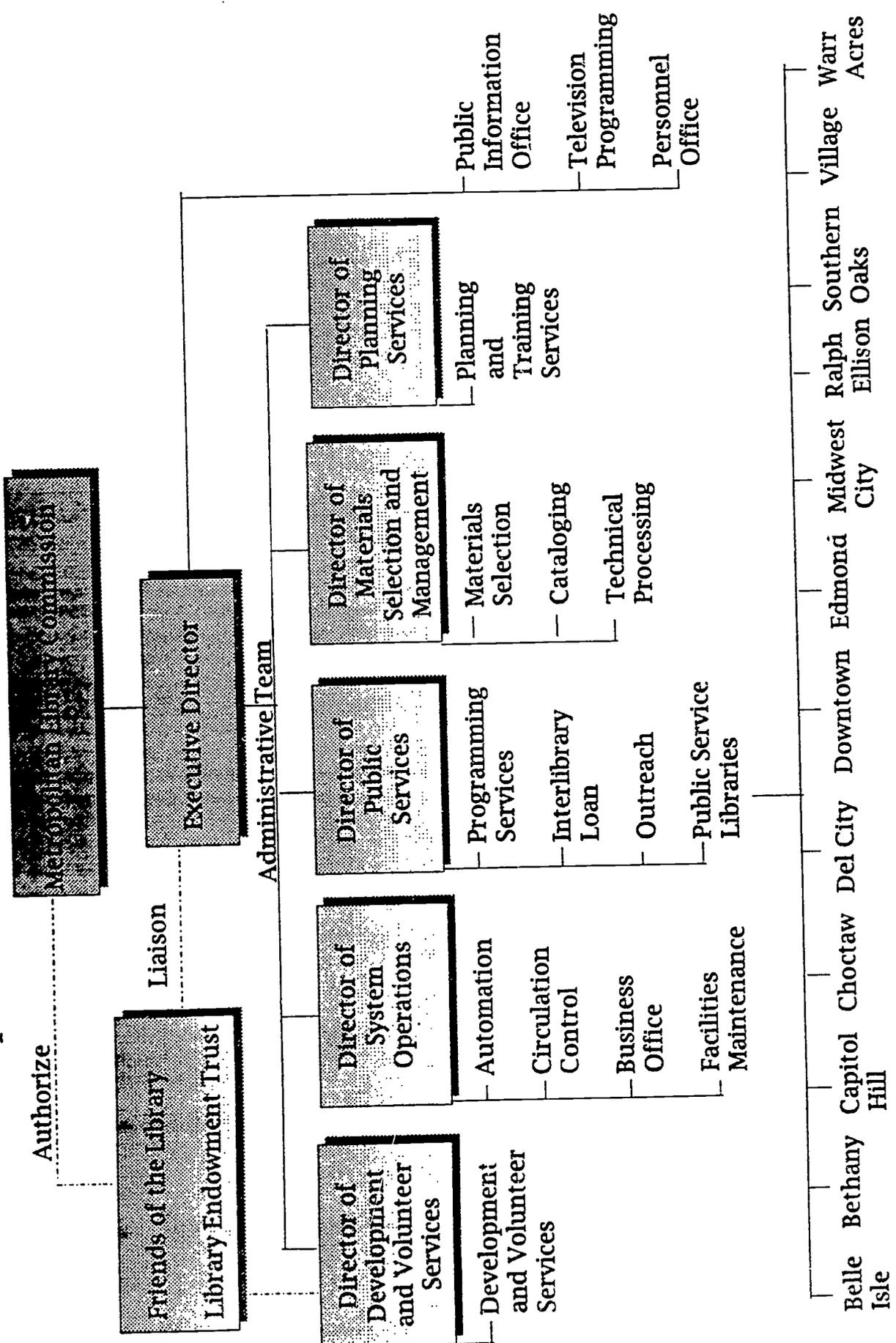
Rev. 7/90

262

261

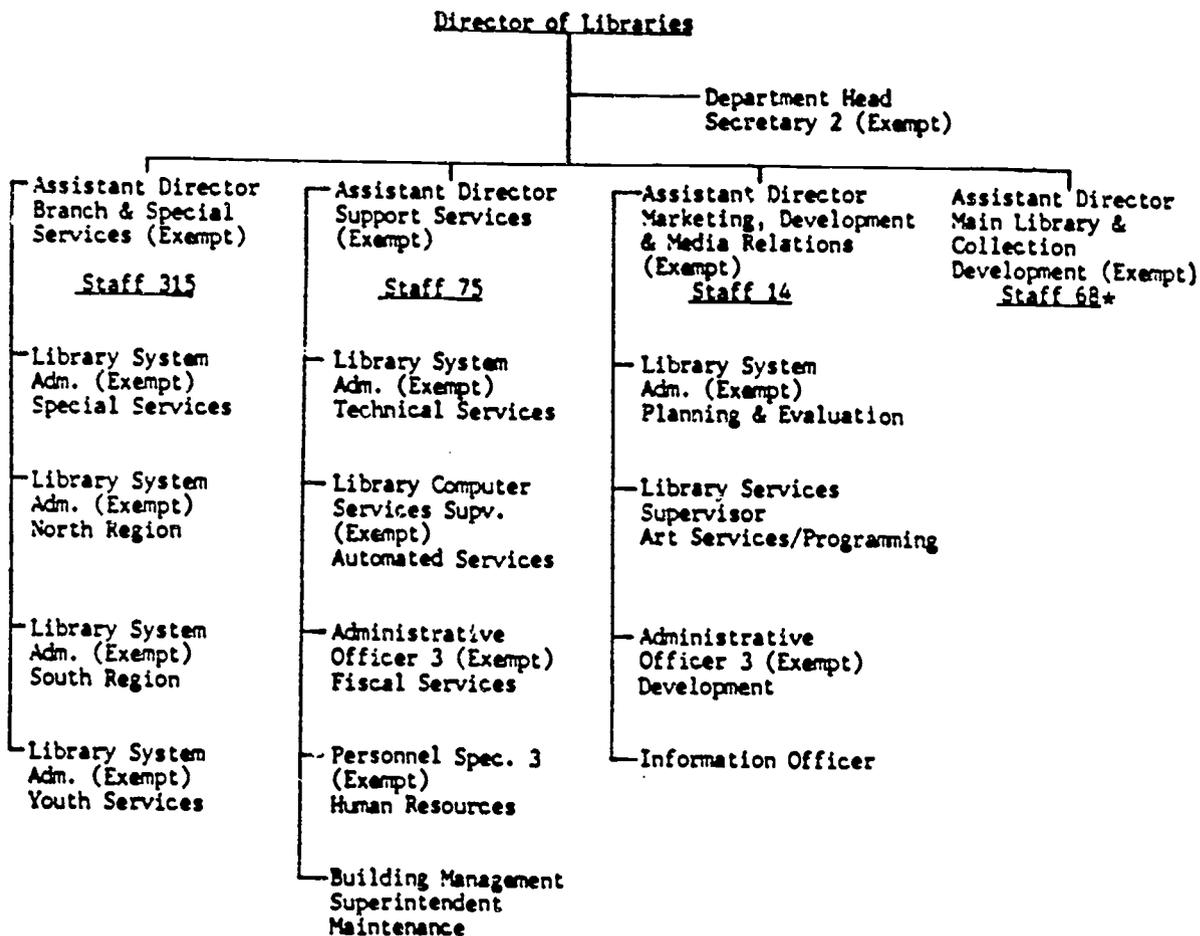
209

# Metropolitan Library System — serving Oklahoma County



MIAMI-DADE PUBLIC LIBRARY SYSTEM \*\*

TABLE OF ORGANIZATION

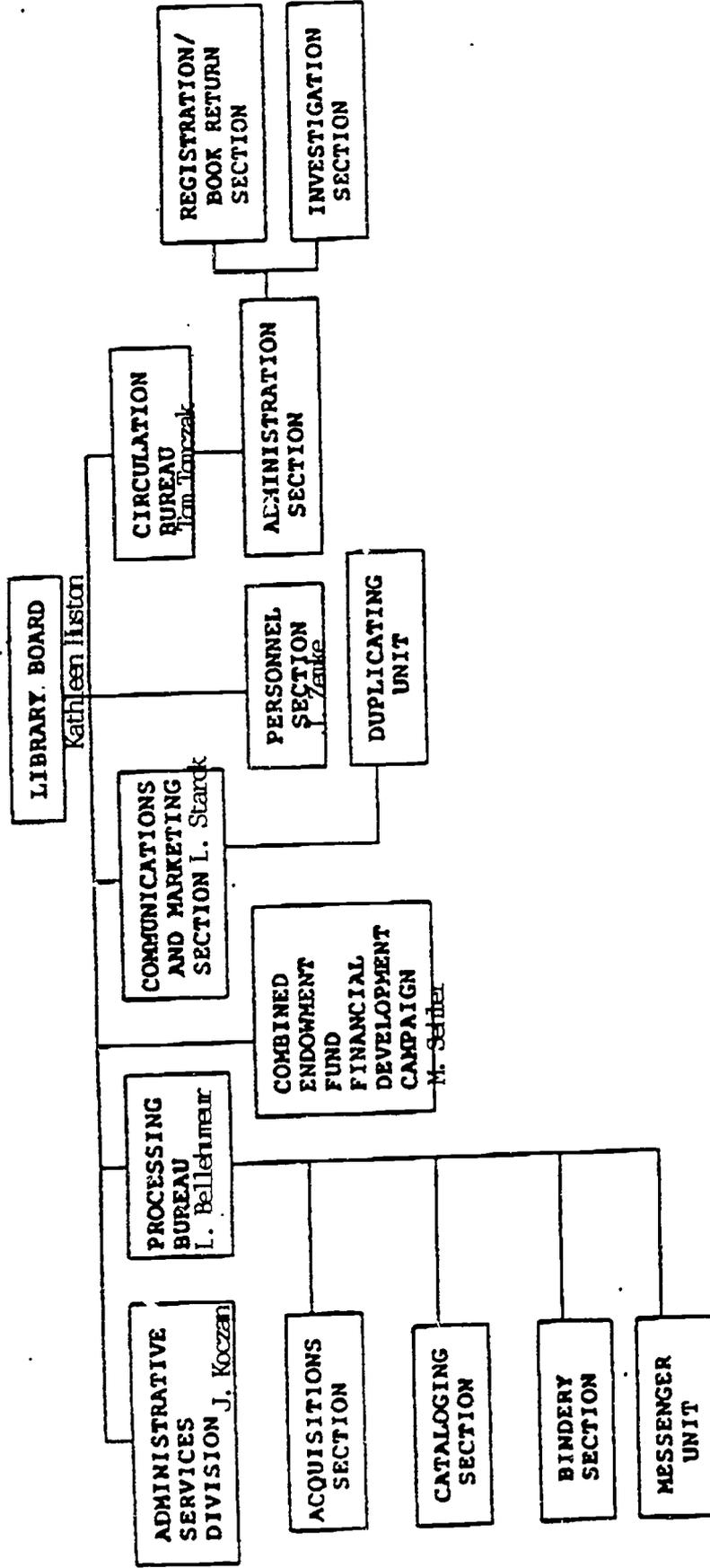


\* Includes the Wolfson Center staff of 4.

\*\* NO PART TIME POSITIONS REFLECTED ABOVE.

Revised 4/93

LIBRARY BOARD  
ADMINISTRATIVE SERVICES DECISION UNIT



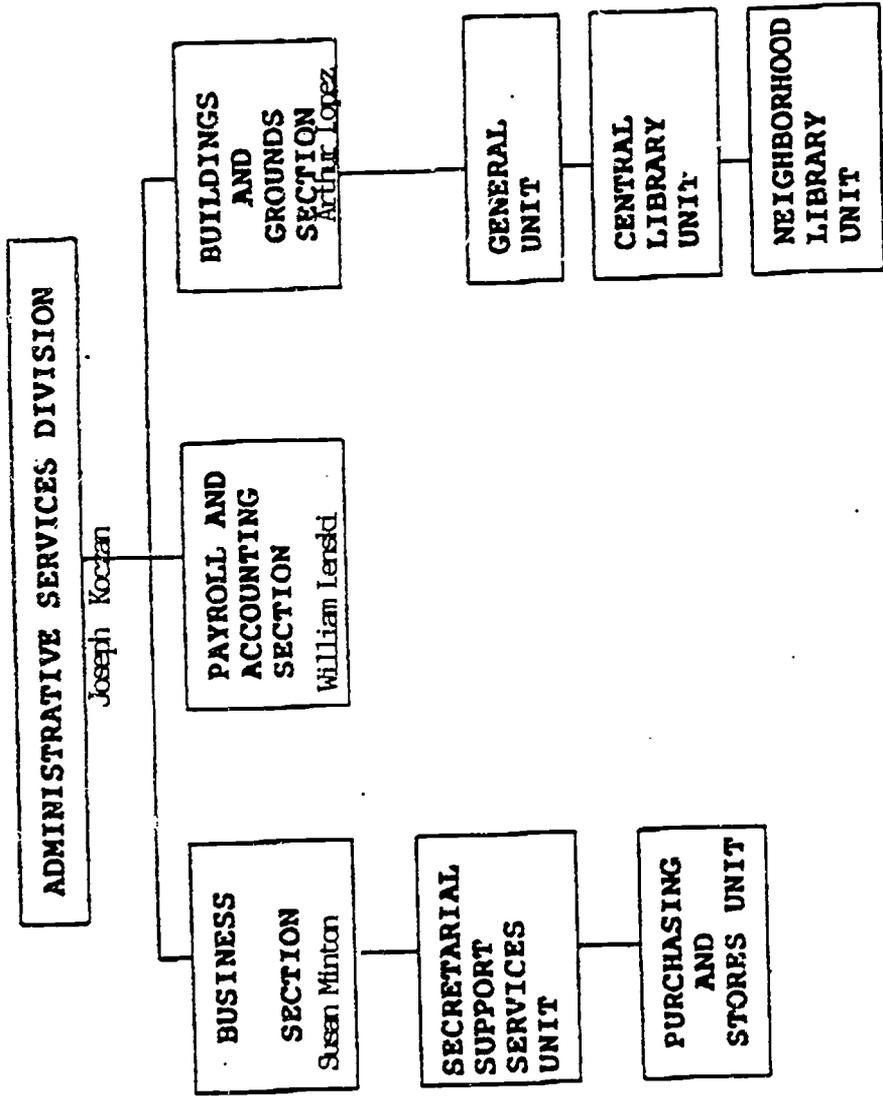
*Kathleen M. Histon*  
 DU Manager Signature

267

Milwaukee Public Library

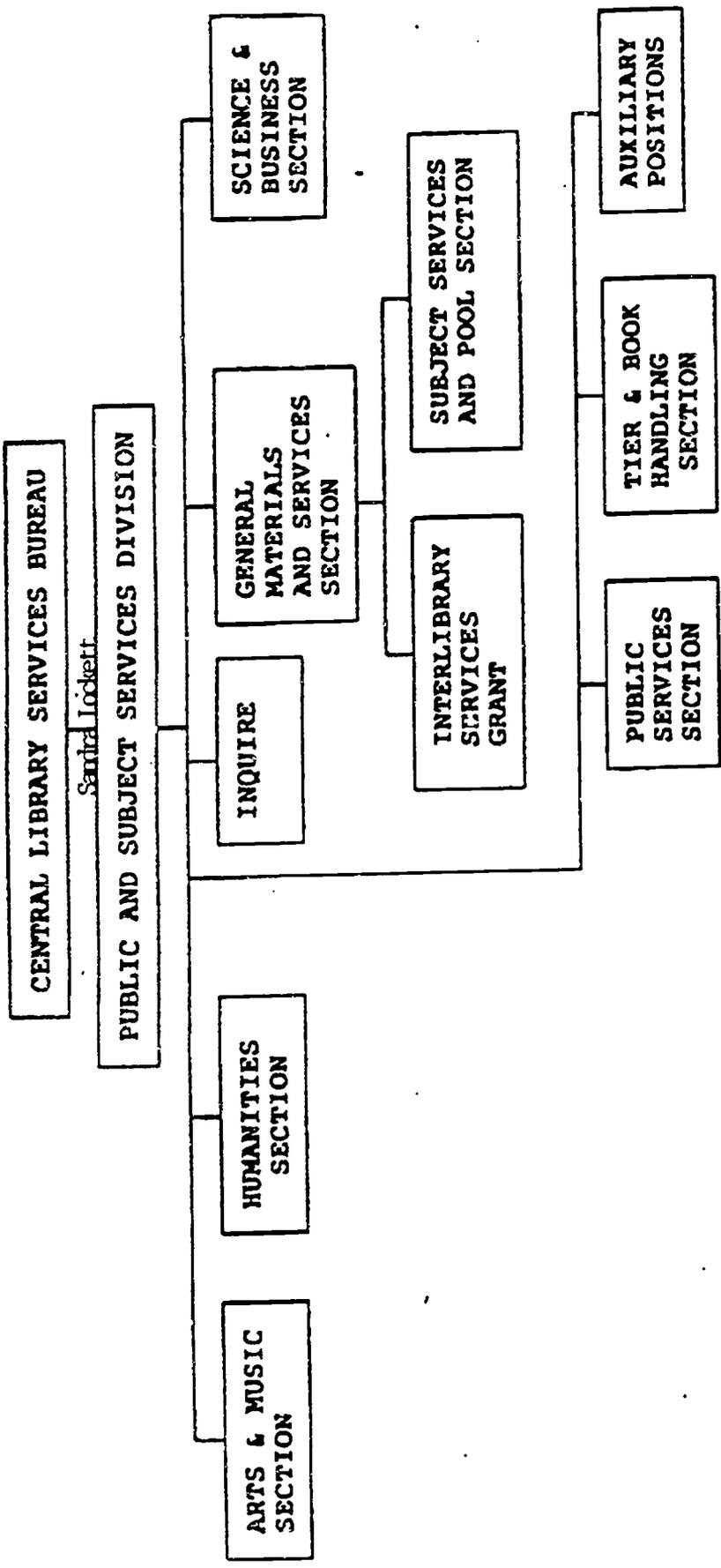
266

ADMINISTRATIVE SERVICES DECISION UNIT



*Joseph J. Kocjan*  
 DU Manager Signature

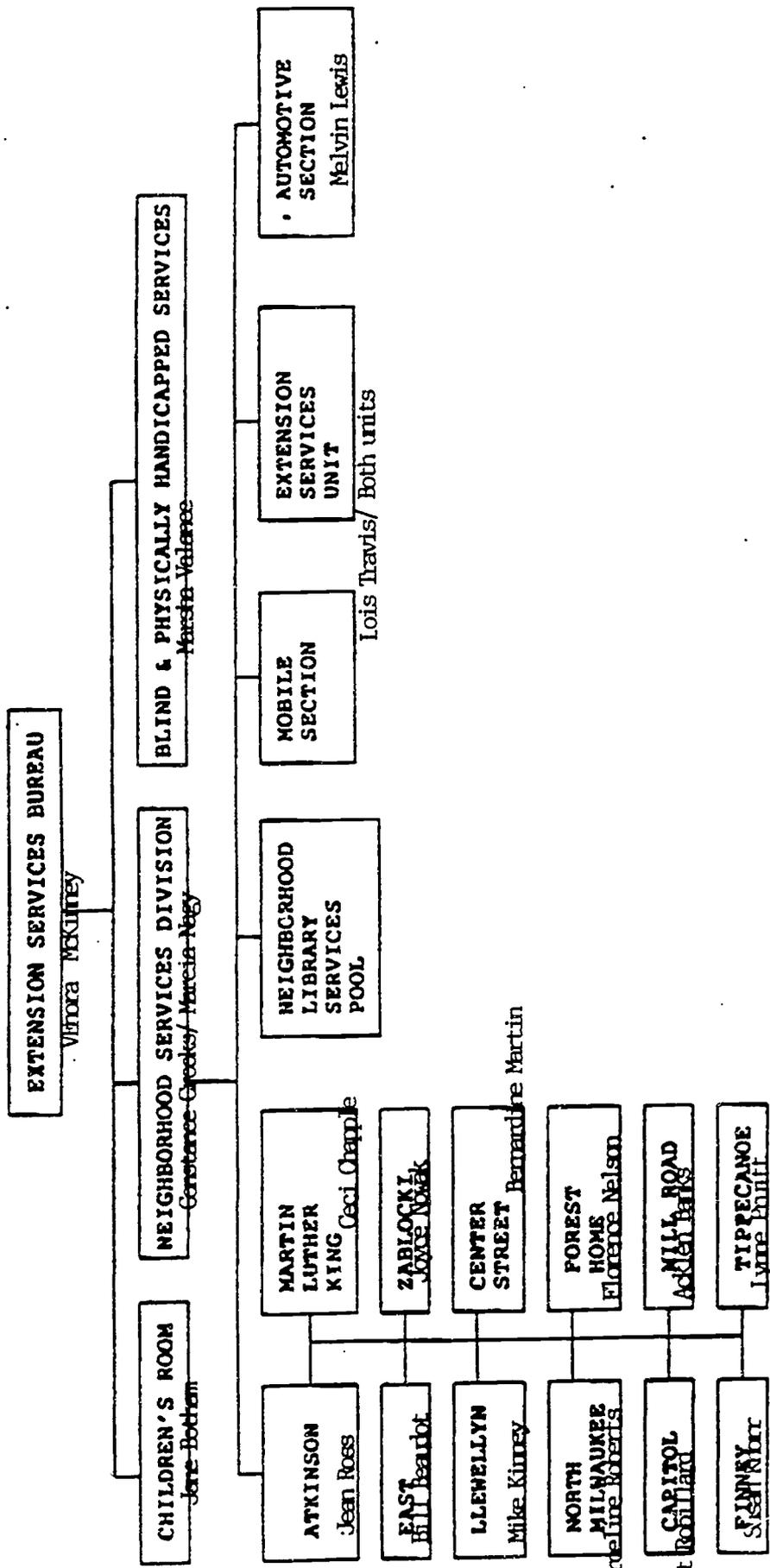




*Sandra B. Lockett*

DU Manager Signature

LIBRARY BOARD  
 NEIGHBORHOOD LIBRARY AND EXTENSION UNIT  
 DECISION UNIT



*Harcia Valance*  
 DU Manager Signature

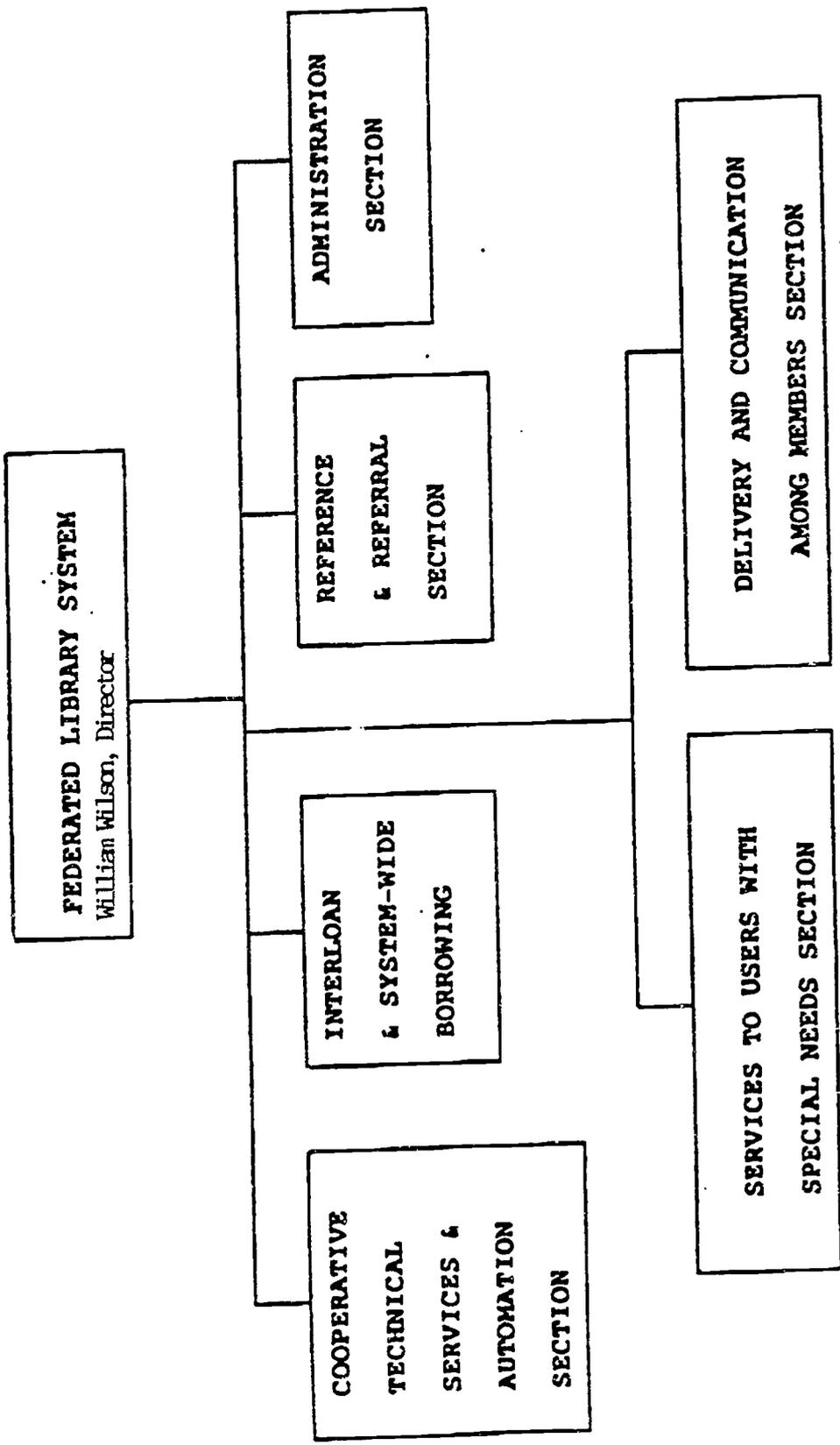
272

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Milwaukee Public Library



ADMINISTRATIVE SERVICES DIVISION



*William M. Spator*

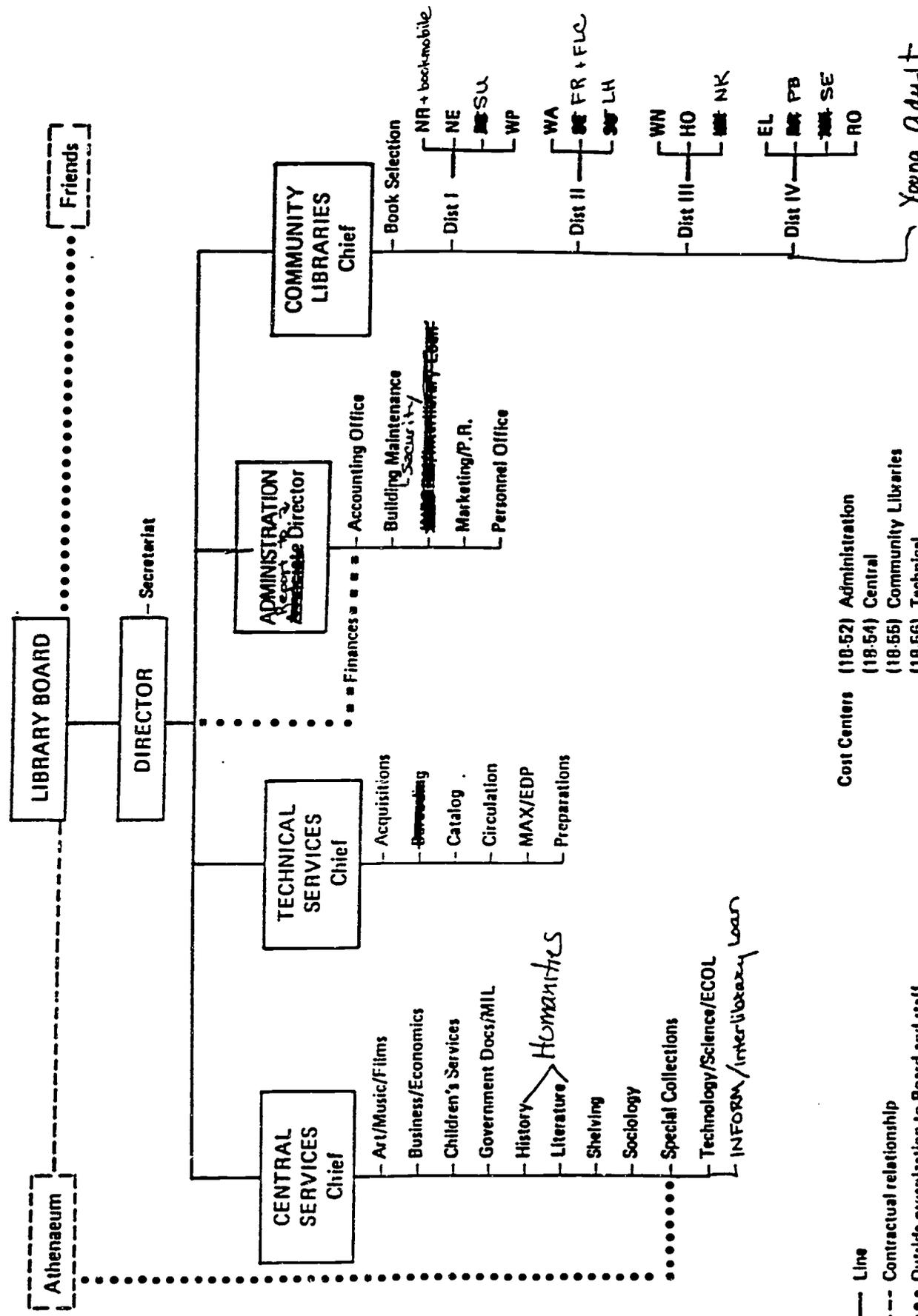
DU Manager Signature

275

Milwaukee Public Library

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MINNEAPOLIS PUBLIC LIBRARY AND INFORMATION CENTER  
Organization Chart



*Young Adult Coordinators*

*Humanities*

*INFORM/inter-library loan*

- Key:
- Line
  - - - Contractual relationship
  - ..... Outside organization to Board and staff
  - ..... Advisory
- Cost Centers (18-52) Administration  
(18-54) Central  
(18-55) Community Libraries  
(18-56) Technical  
(18-57) Building  
(18-58) Special Services

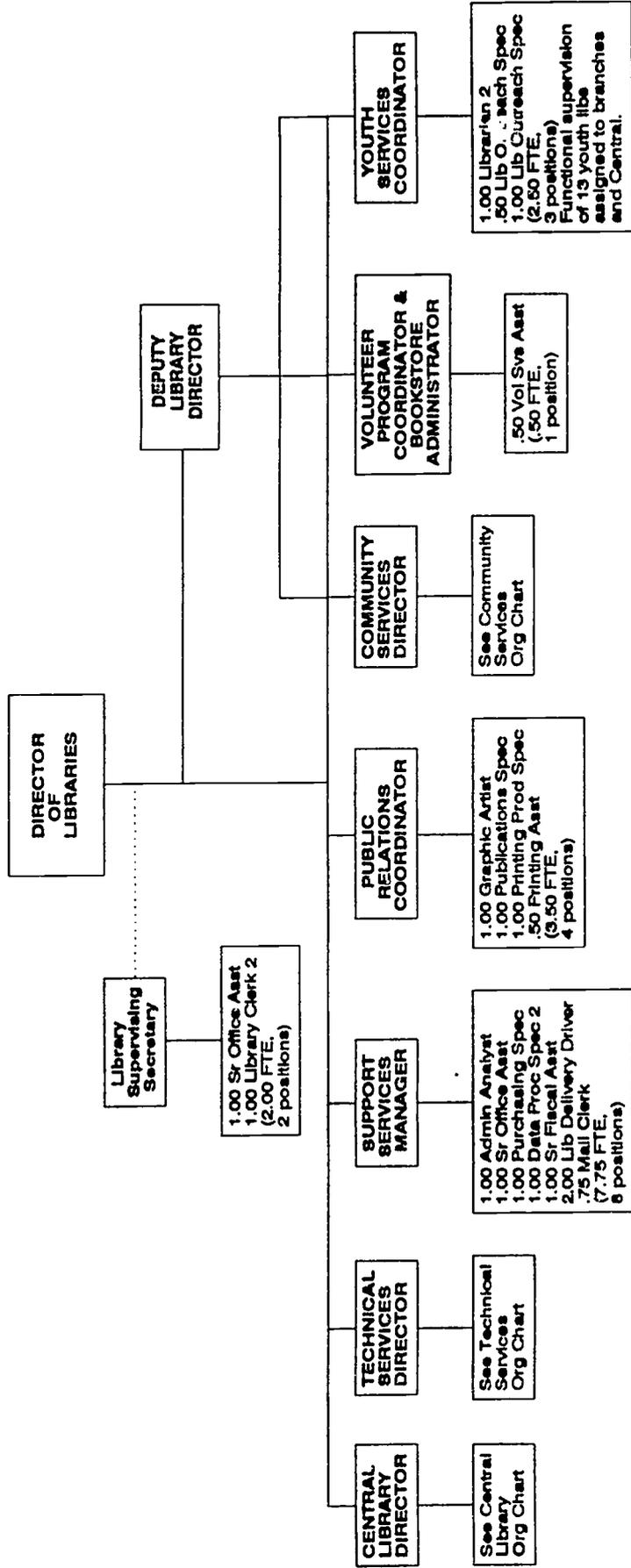
276

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5/93



# MULTNOMAH COUNTY LIBRARY



**THE NEW YORK PUBLIC LIBRARY  
SCHEMATIC OVERVIEW**

- The Electorate**
- o The Mayor
  - o Comptroller
  - o President of the City Council

**Board of Trustees**

**Committee on The Research Libraries**

**The Branch Libraries Council**

- o Government Affairs
- o Library Council

**The Branch Libraries**

- o Bronx Borough
- o Manhattan Borough
- o State Island Borough
- o Central Library Services
- o Programs & Services
- o Technical & Computer Services

**Office of the Executive Vice President**

**Administrative Services**

- Development**
  - o Annual Fund
  - o Corporate Relations
  - o Foundation Relations
  - o Major Gifts
  - o Planned Giving
- External Affairs**
  - o Special Events
  - o Public Relations
  - o Graphics
  - o Public Education Program
  - o Exhibitions
  - o Publications
- Human Resources**
  - o Alternative Action
  - o Benefits
  - o Compensation
  - o Employment & Placement
  - o Labor Relations
  - o Safety
  - o Training
- Finance & Systems**
  - o Budget
  - o Accounting & Payroll
  - o Purchasing, Shipping, Duplicating
  - o Library Information & On Line Network Systems

**The Research Libraries**

- o Access Services
- o Humanities & Social Sciences
- o Library for the Performing Arts
- o Preservation Services
- o Schomburg Center for Research in Black Culture
- o Science, Industry & Business
- o Special Collections

**Plant Management & Construction**

- o Facilities Maintenance
- o Security
- o Construction



OMAHA PUBLIC LIBRARY

BOARD OF THE  
OMAHA PUBLIC LIBRARY  
(9 Members)

1 - Library Director

1 - Exec. Secretary

1 - Asst. Library Director

1 - Clk. Typ. II

COMMUNITY SERVICES

1 - Libn. II  
1 - Lib. Spec. (1/2)  
1 - Clk. I (p/t)

FISCAL

1 - Fiscal Spec.

DELIVERY SERVICE

1 - Clk. Messenger  
1 - Clk. Messenger (p/t)

MAIN LIBRARY

Supervisor  
1 - Libn. III

TECHNICAL SERVICES

Supervisor  
1 - Libn. III

ADULT SERVICES

Supervisor  
1 - Libn. III  
1 - Clk. I (p/t)

CHILDREN'S SERVICES

Supervisor  
1 - Libn. III

INFORMATION

1 - Libn. II  
Reference Center  
2 - Libn. I  
1 - Clk. Typ. II  
Circulation  
1 - Off. Supv.  
1 - Clk. Typ. I  
3 - Clk. I  
Lib. Pages

ART & MUSIC

1 - Libn. II  
1 - Libn. I  
Lib. Pages

CATALOG

1 - Libn. II  
1 - Libn. I  
1 - Libn. I (p/t)  
5 - Clk. Typ. II  
Lib. Pages

MAIN LIBRARY  
CHILDREN'S DEPT.

1 - Lib. Spec.  
1 - Lib. Spec. (1/2)  
Lib. Page

ORDER

1 - Fiscal Spec.  
1 - Clk. Typ. II  
1 - Clk. I

MILTON S. ABRAHAMS

1 - Libn. II  
2 - Libn. I  
3 - Lib. Spec.  
1 - Clk. Typ. I  
1 - Clk. (p/t)  
Lib. Pages

SOUTH BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec. (1/2)  
1 - Clk. Typ. I (1/2)  
Lib. Pages

BUSINESS/SCIENCE  
& TECHNOLOGY  
(Incls. Gov't  
Documents)

1 - Libn. II  
2 - Libn. I  
2 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

HISTORY/BIOGRAPHY/  
TRAVEL (Incls.  
Local History  
& Genealogy)

1 - Libn. II  
3 - Libn. I  
Lib. Pages

A. V. SORENSEN BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Clk. Typ. I (1/2)  
Lib. Pages

W. CLARKE SWANSON

1 - Libn. II  
3 - Libn. I  
3 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

LANGUAGE &  
LITERATURE  
(Incls.  
Popular Books)

1 - Libn. II  
2 - Libn. I  
Lib. Pages

SOCIAL SCIENCES  
(Incls.  
Microfilm)

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec.  
1 - Clk. I (p/t)  
Lib. Pages

BENSON BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec. (1/2)  
1 - Clk. Typ. I (1/2)  
Lib. Pages

CHARLES B. WASHINGTON

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

FLORENCE BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Clk. Typ. I (1/2)  
Lib. Pages

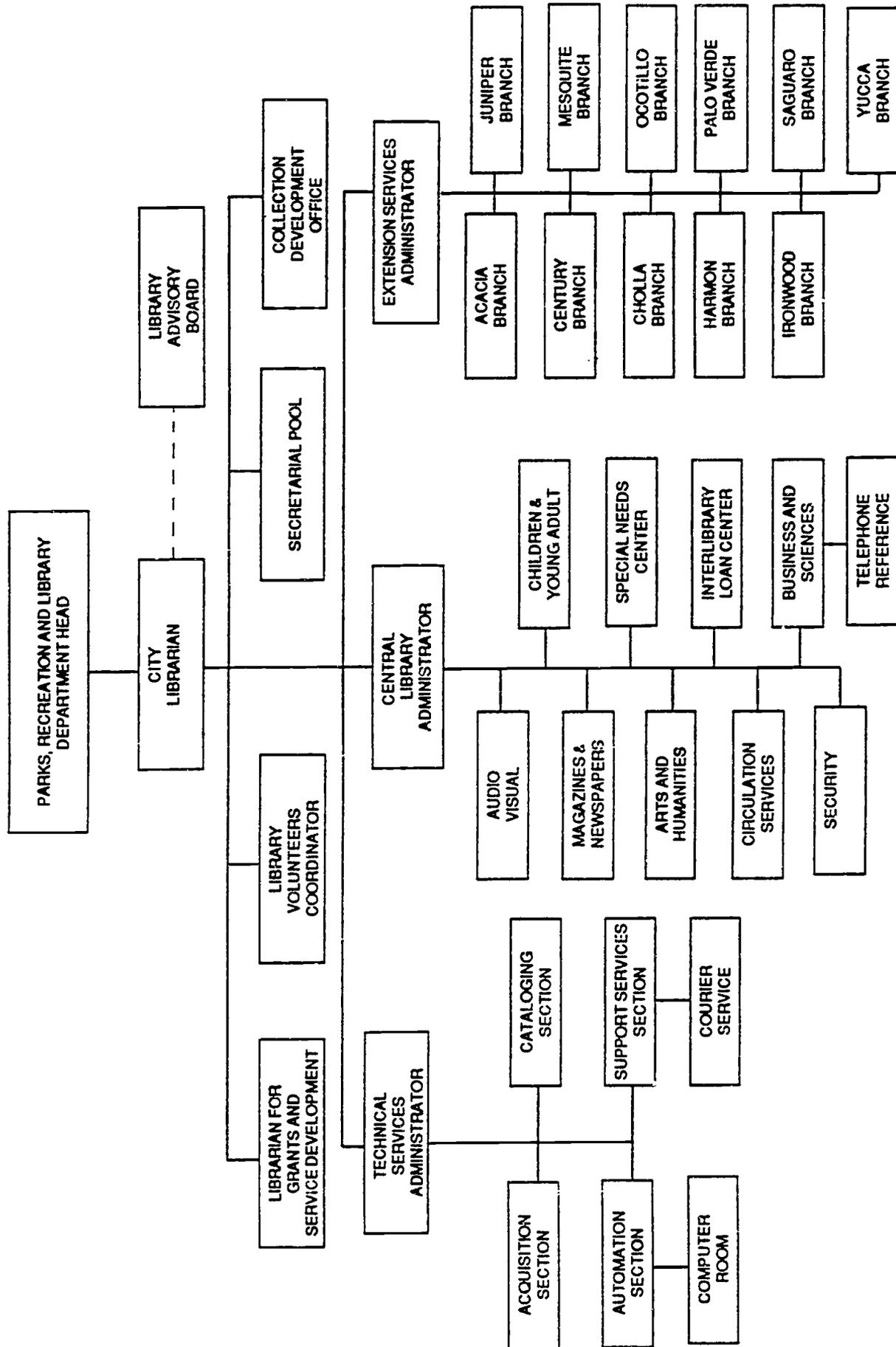
WILLA CATHER BRANCH

1 - Libn. II  
1 - Libn. I  
2 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

MILLARD BRANCH

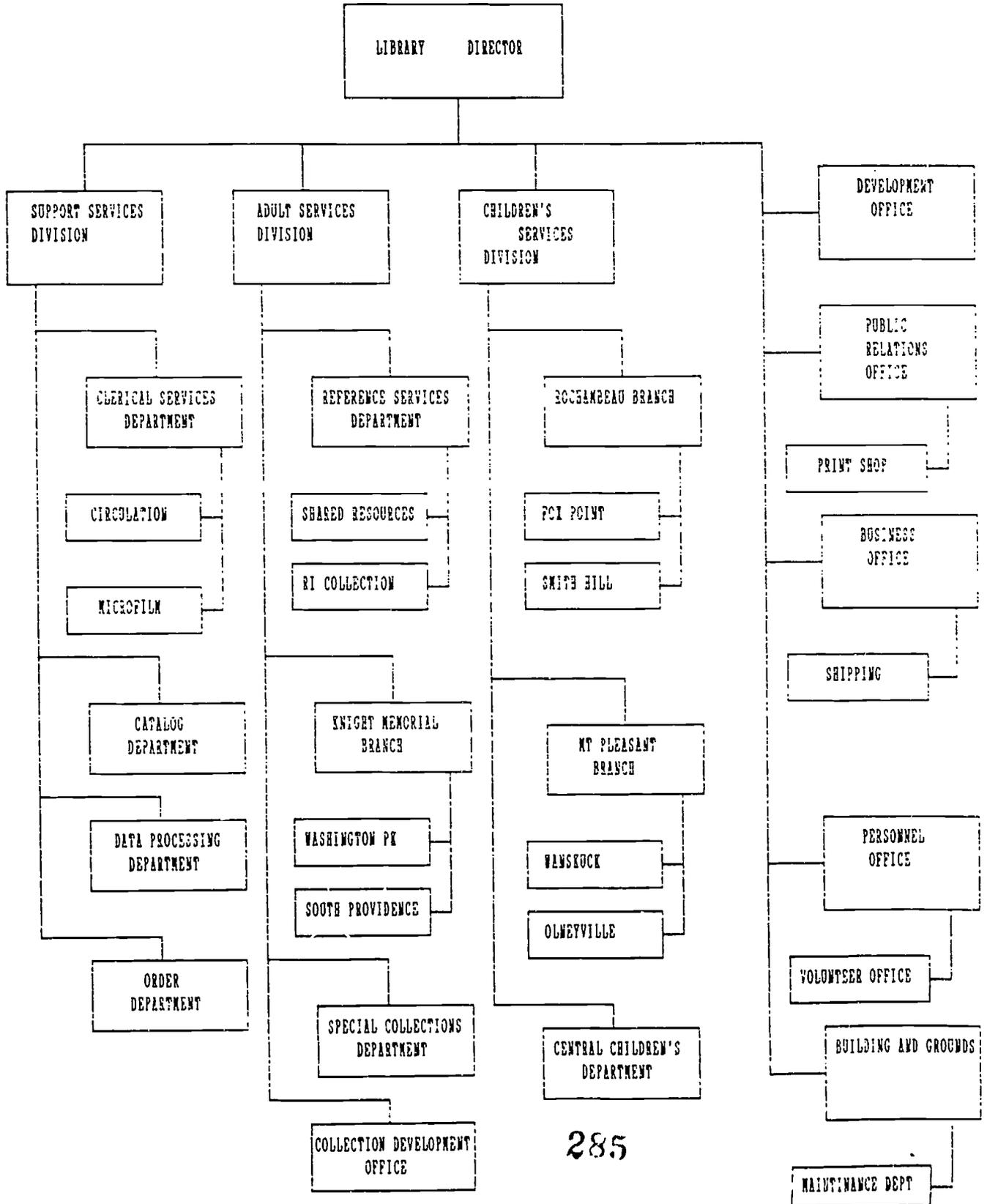
1 - Libn. II  
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2 - Lib. Spec.  
1 - Clk. Typ. I  
1 - Clk. I (p/t)  
Lib. Pages

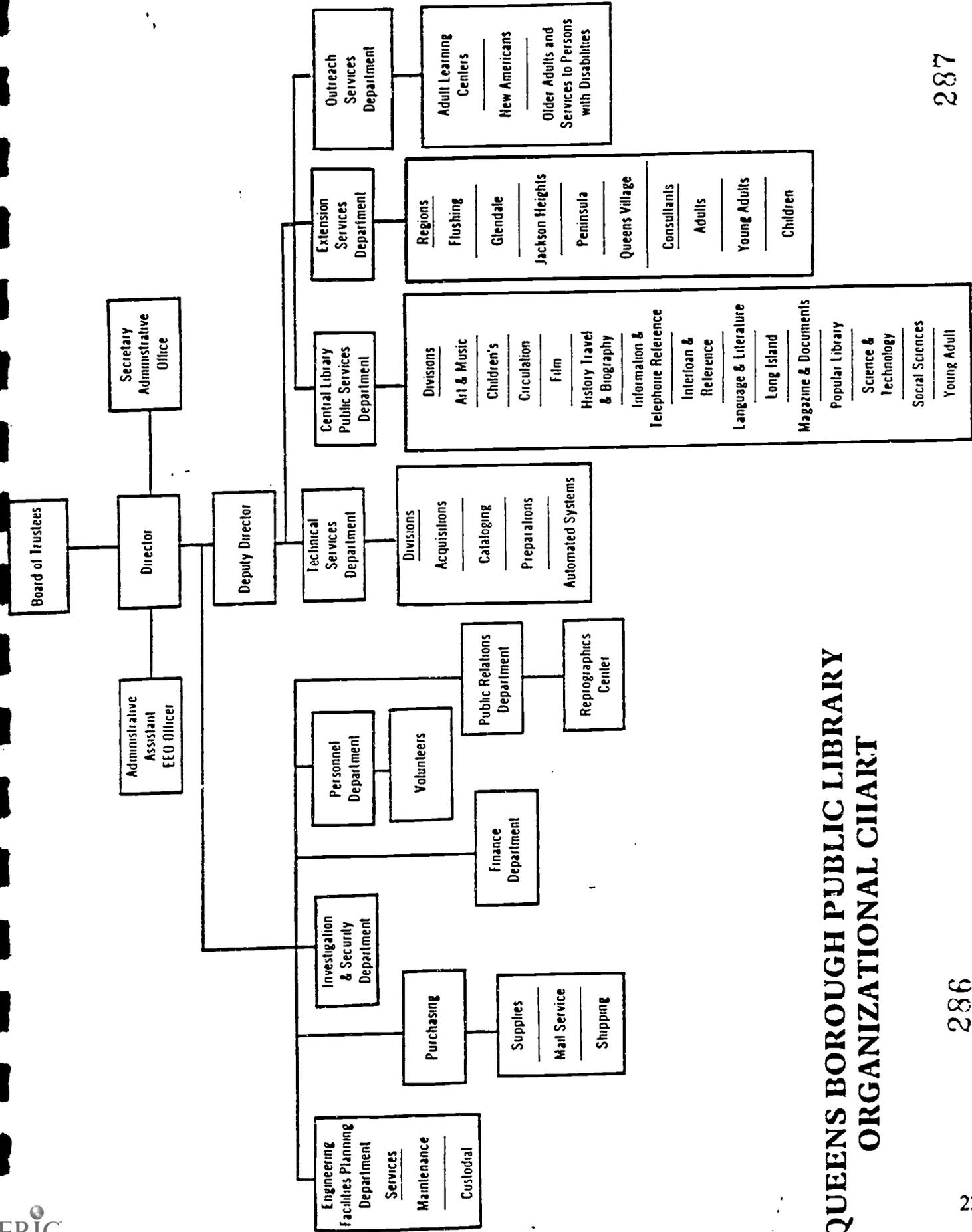
# Phoenix Public Library Organization Chart



PROVIDENCE PUBLIC LIBRARY

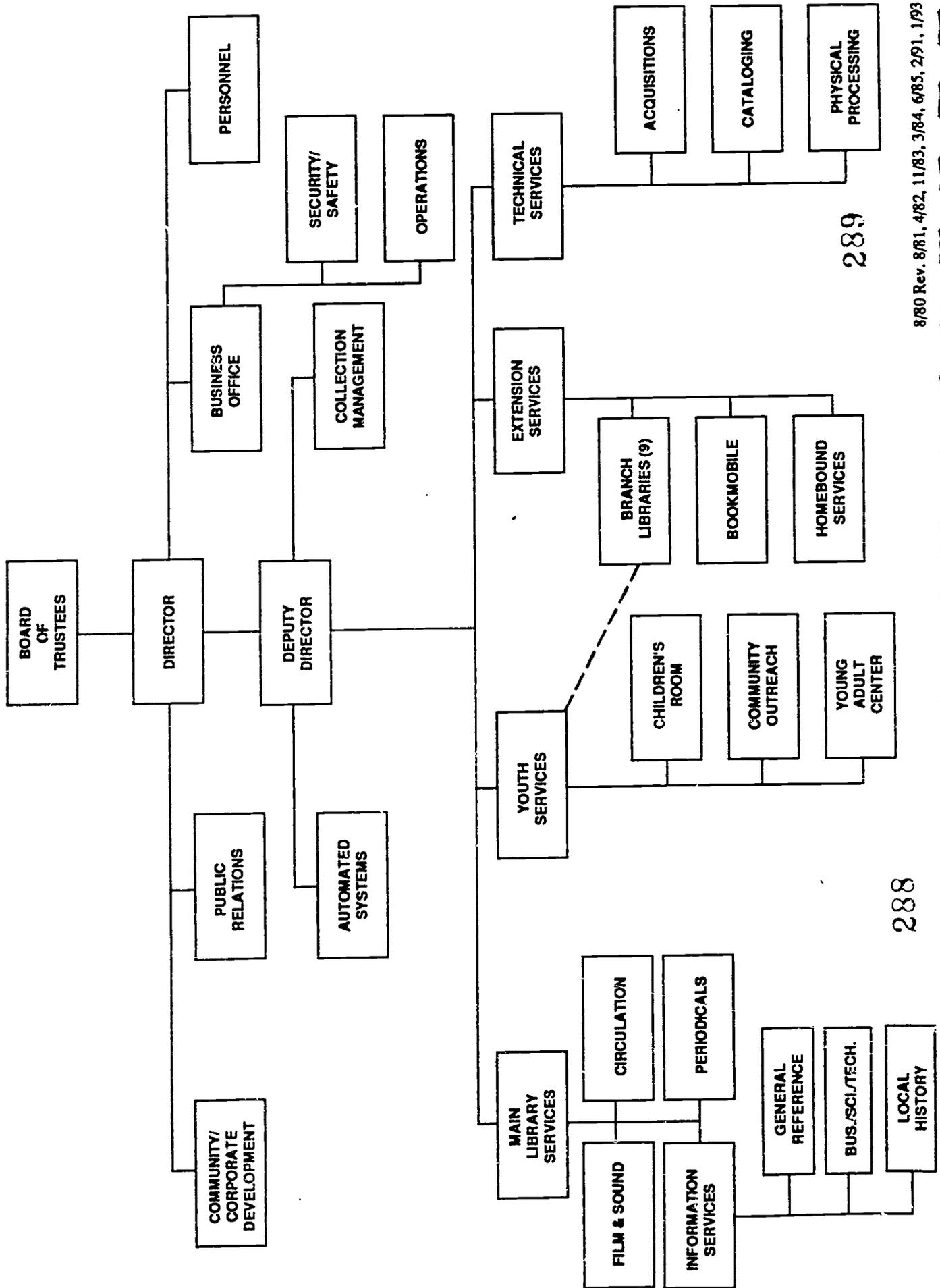
1991-92





**QUEENS BOROUGH PUBLIC LIBRARY  
ORGANIZATIONAL CHART**

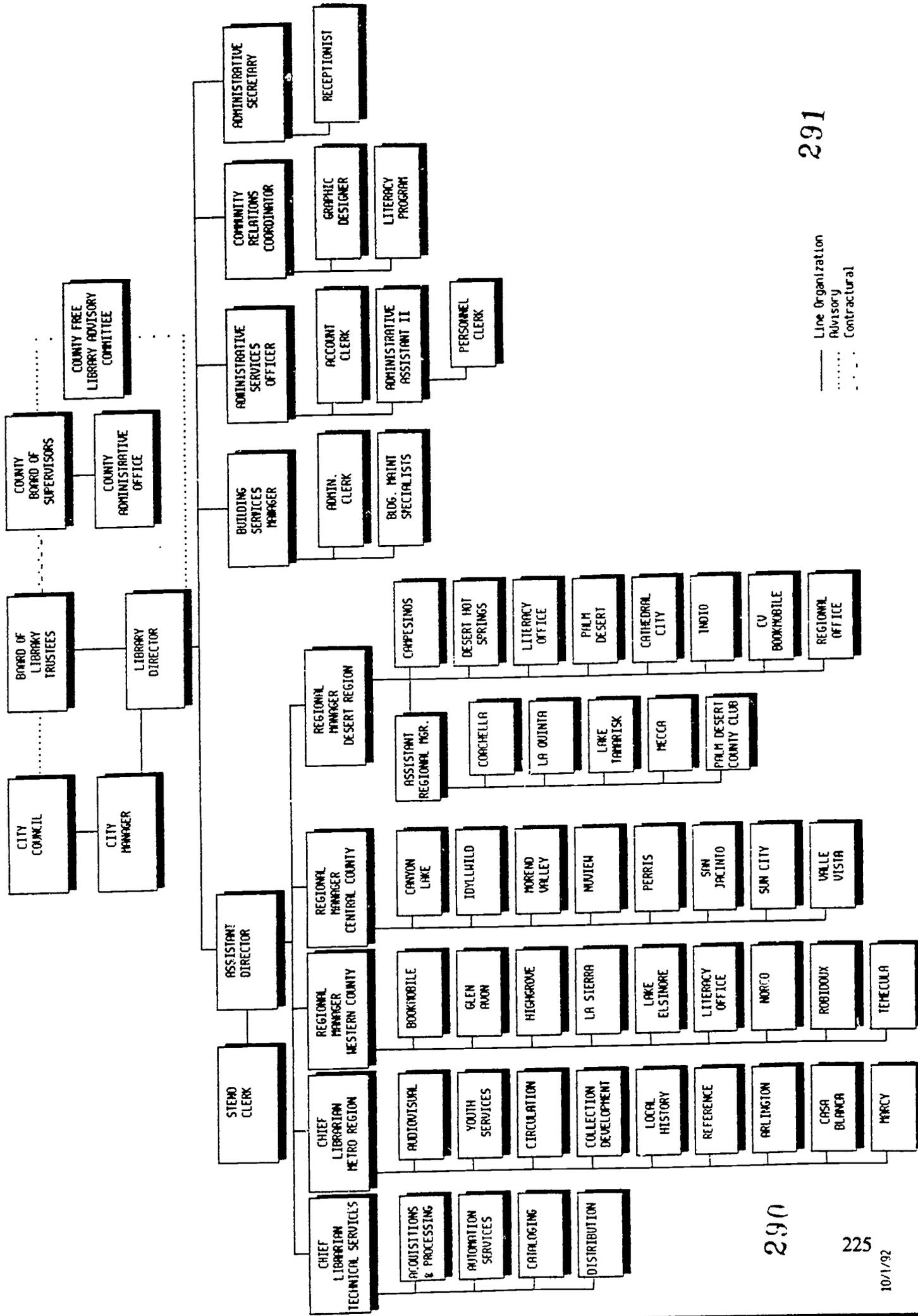
# Richland County Public Library Organizational Chart



289

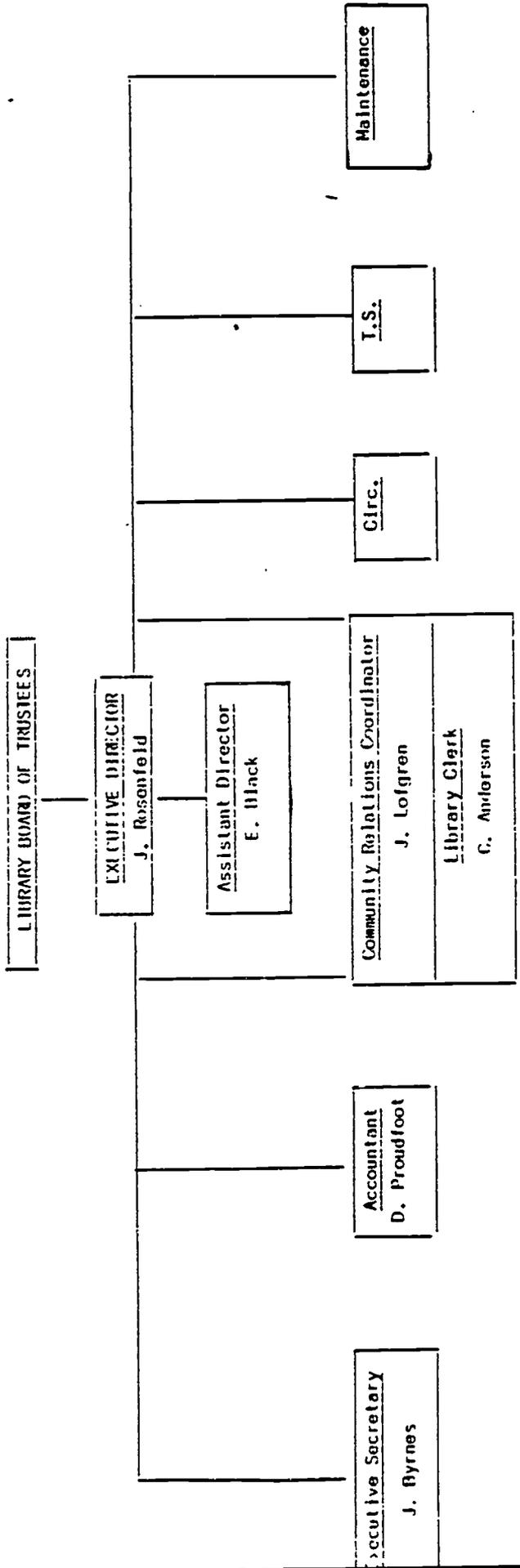
288

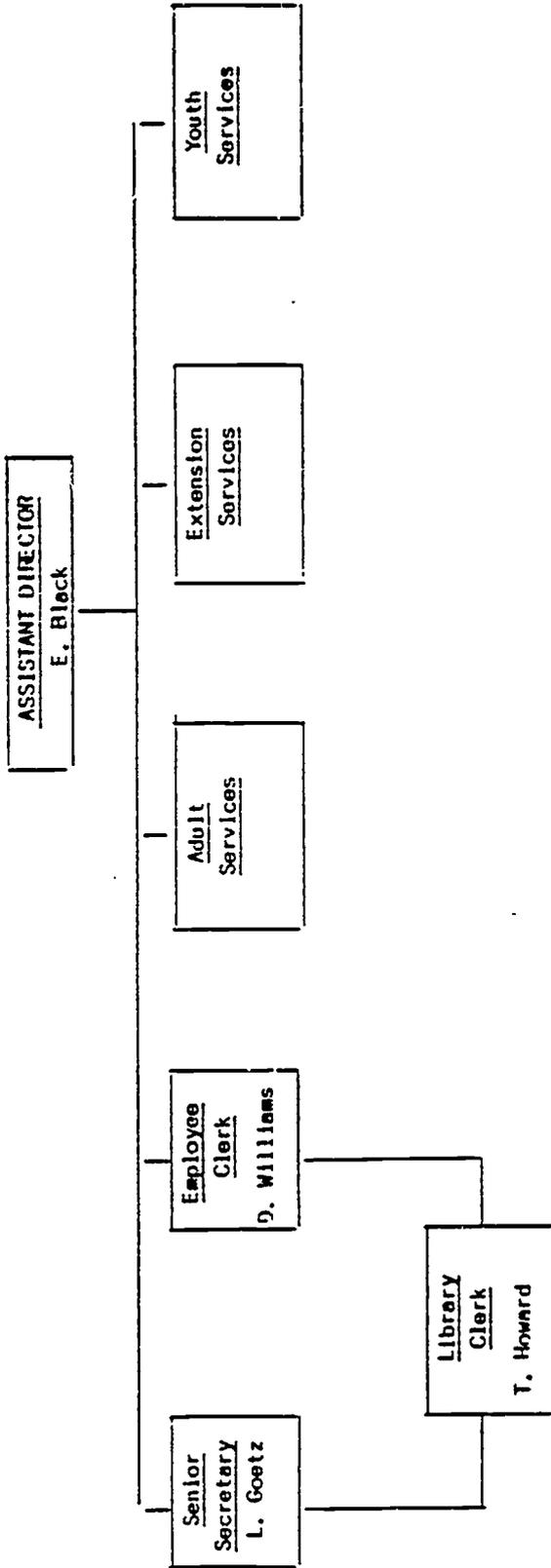
RIVERSIDE CITY & COUNTY PUBLIC LIBRARY ORGANIZATION CHART



— Line Organization  
 ..... Advisory  
 ..... Contractual



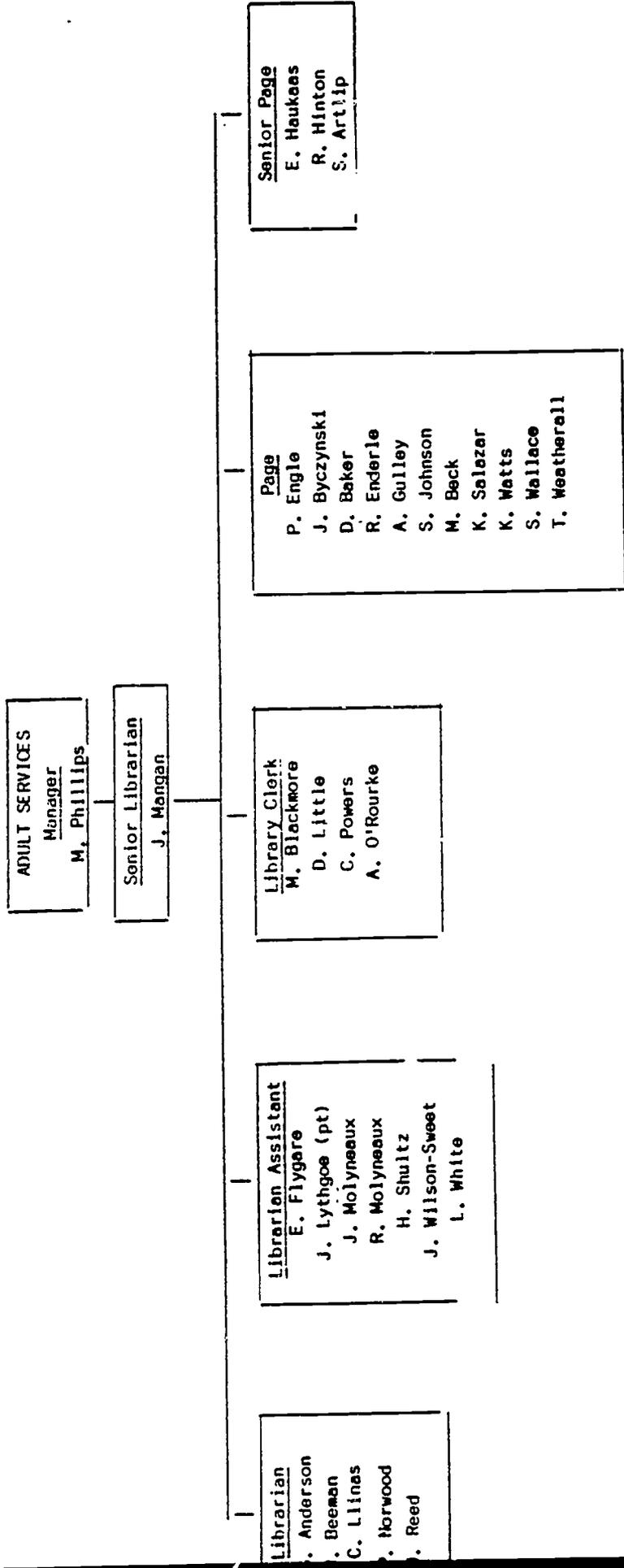




295

294

Rockford Public Library



**CIRCULATION SERVICES**  
Supervisor of Circulation  
JoAnne Reid

Librarian Assistant  
P. Anderson

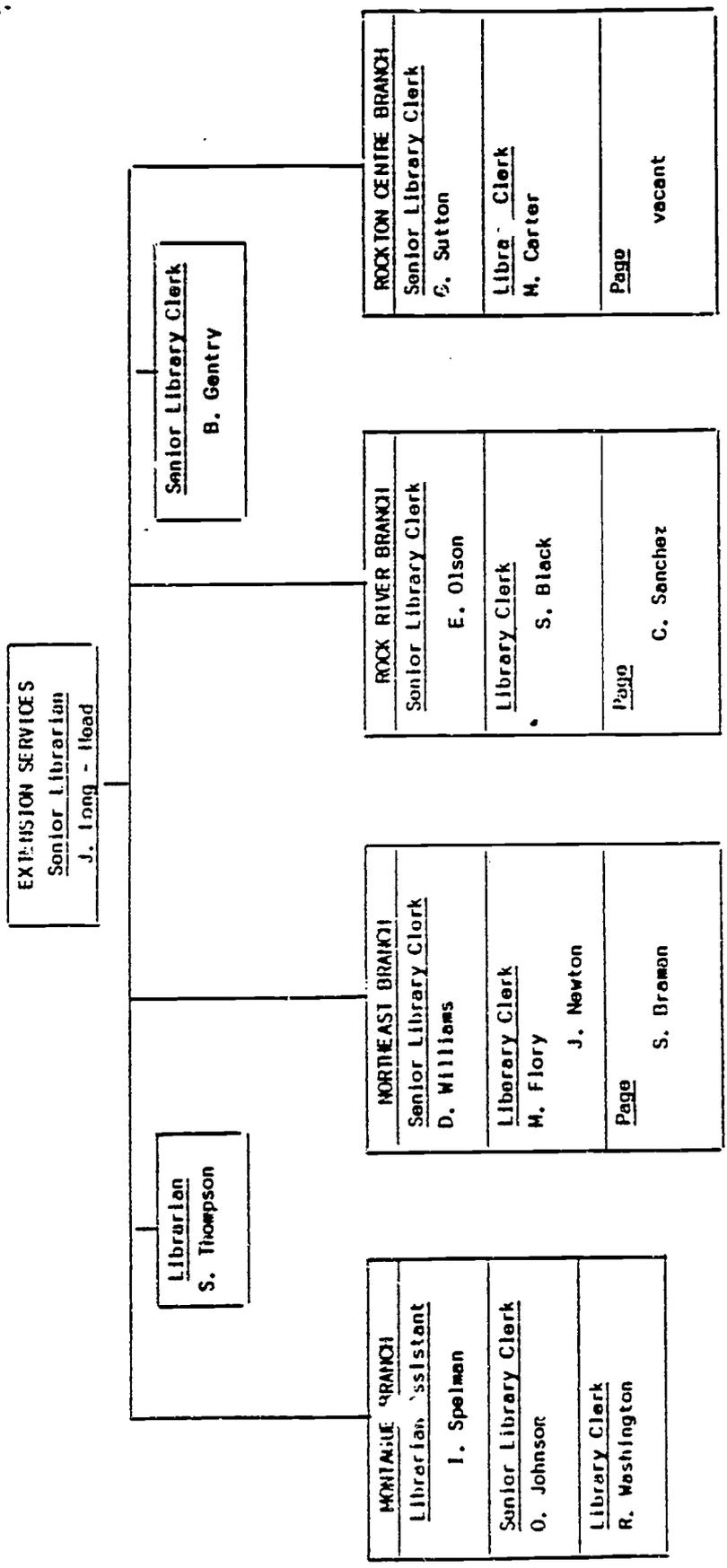
<p><u>Library Clerk</u> S. Allen (PT) E. Powers E. Beckum J. Bennett J. Champlin R. Craig S. Dean (PT) N. Ehrlich (PT) M. Frye (PT) H. Greeting (PT) S. Oar (PT) D. Cart B. Rigsby R. Sutherland E. Williams</p>	<p><u>Senior Page</u> W. Carlson (PT) L. Black (PT)</p>
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298

Rockford Public Library

299





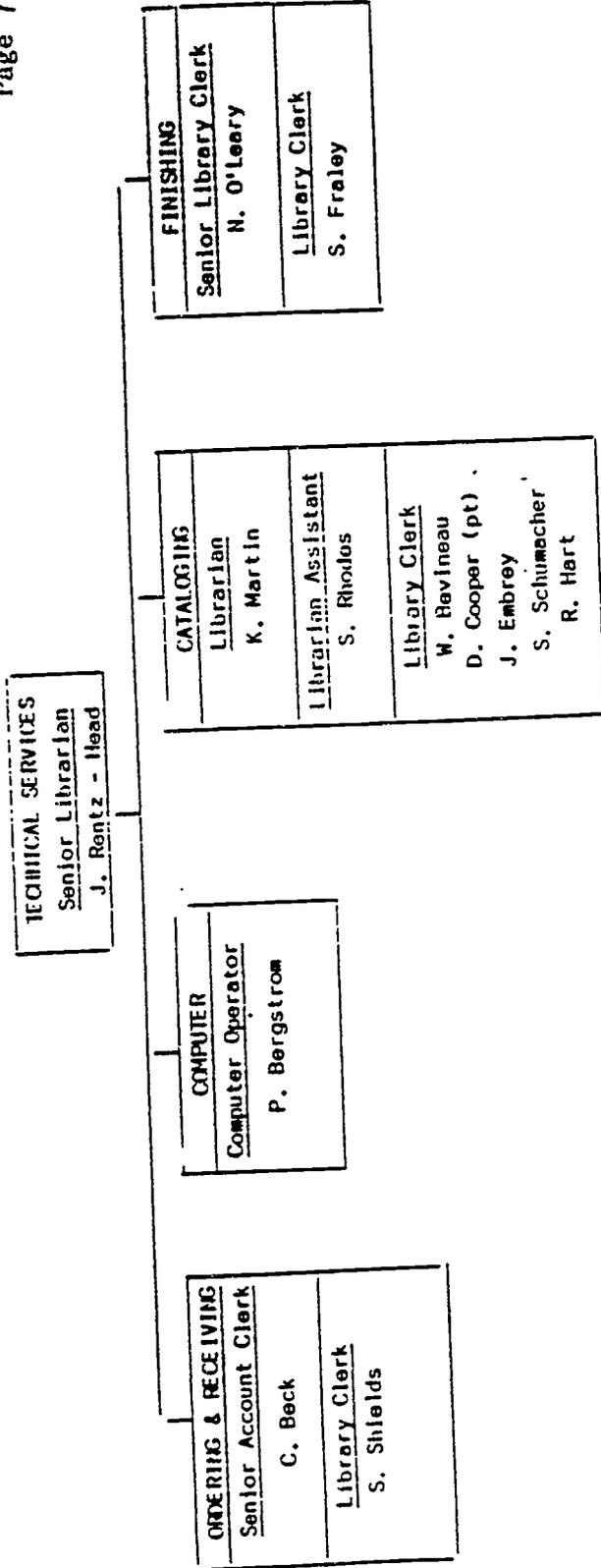
MAINTENANCE  
Building Maintenance Supervisor  
B. Nelson

Custodial  
Worker  
J. Andrews  
R. Little  
B. McLin  
L. Stout  
E. Teague

303

302

Rockford Public Library



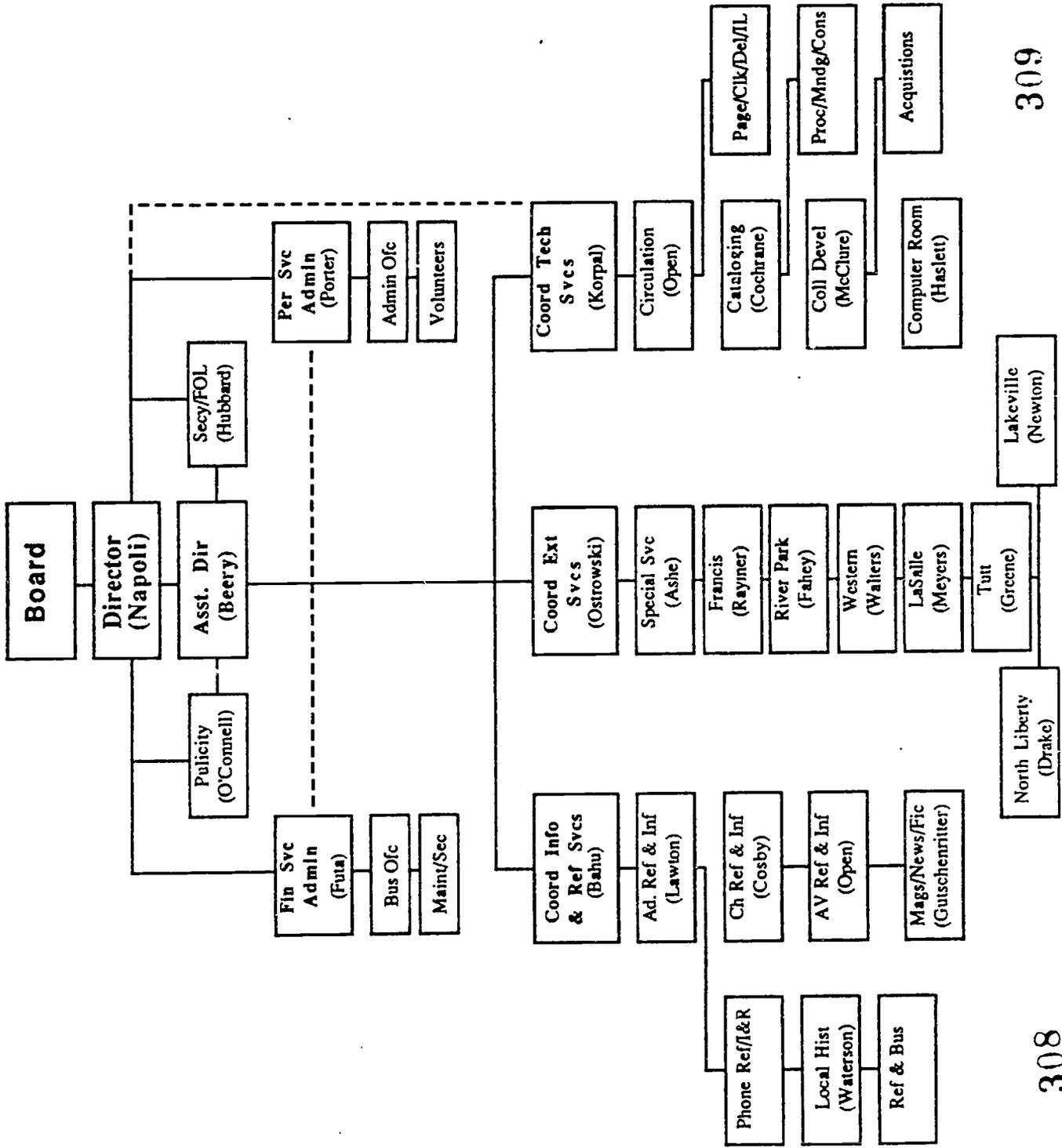
YOUTH SERVICES  
Senior Librarian  
M. Sarver - Head

<u>Librarian</u> vacant
<u>Librarian Assistant</u> C. Gray L. Hart K. Schultz (pt)
<u>Library Clerk</u> C. Wagner
<u>Page</u> K. Dally J. Evans D. Ingram

306

307

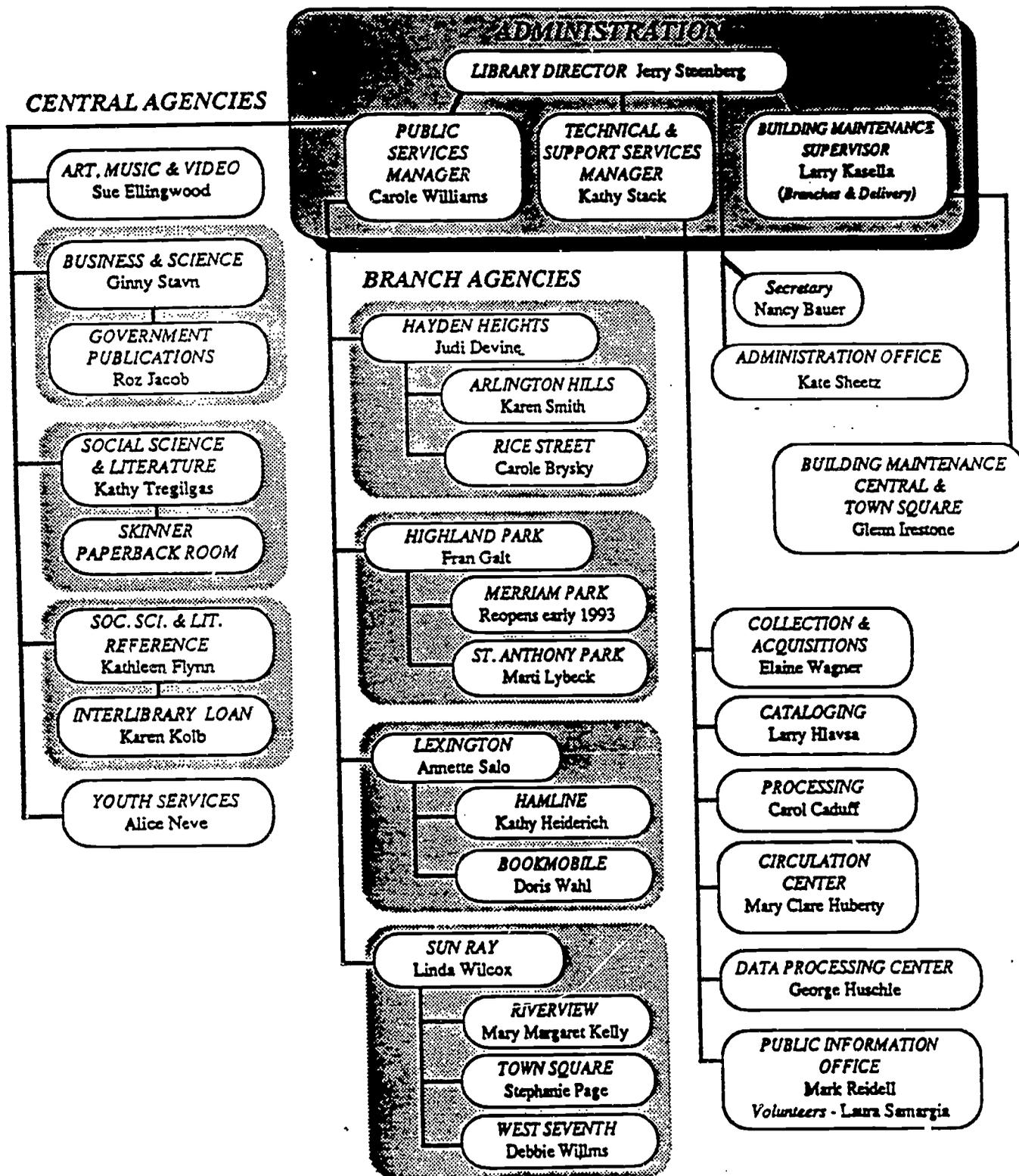
# Organization Chart - St. Joseph County Public Library



# SAINT PAUL PUBLIC LIBRARY

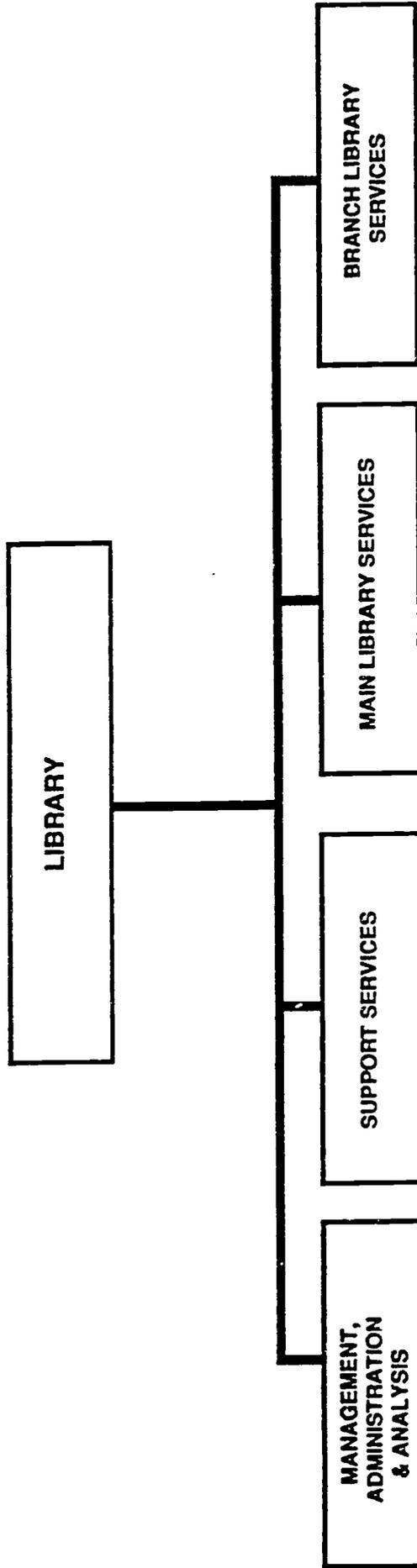
## Organizational Chart

6/16/92

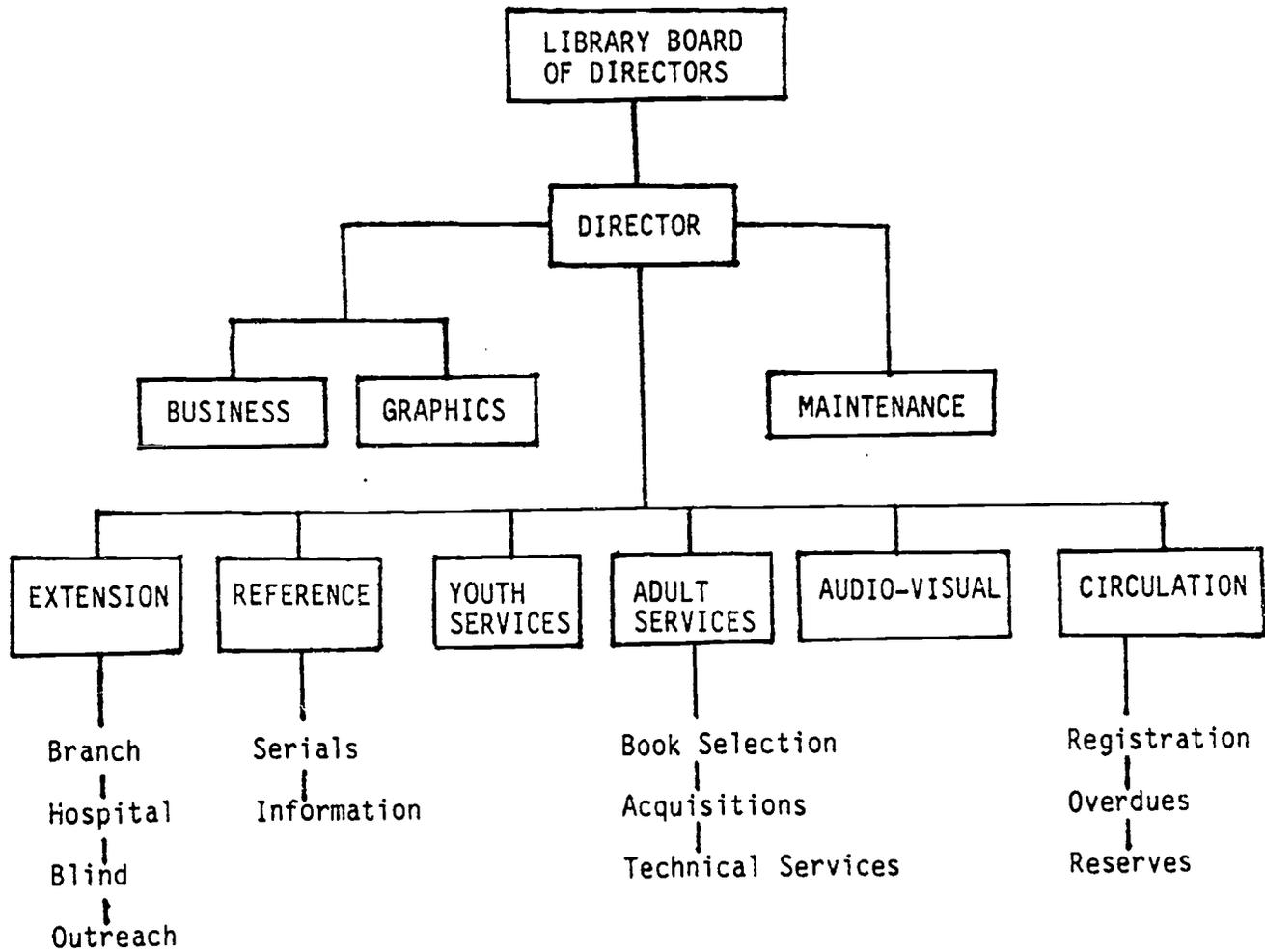


**CITY OF SAN JOSE  
LIBRARY**

*Budget Organization Chart  
May 1993*



Schaumburg Township District Library  
Organization Chart

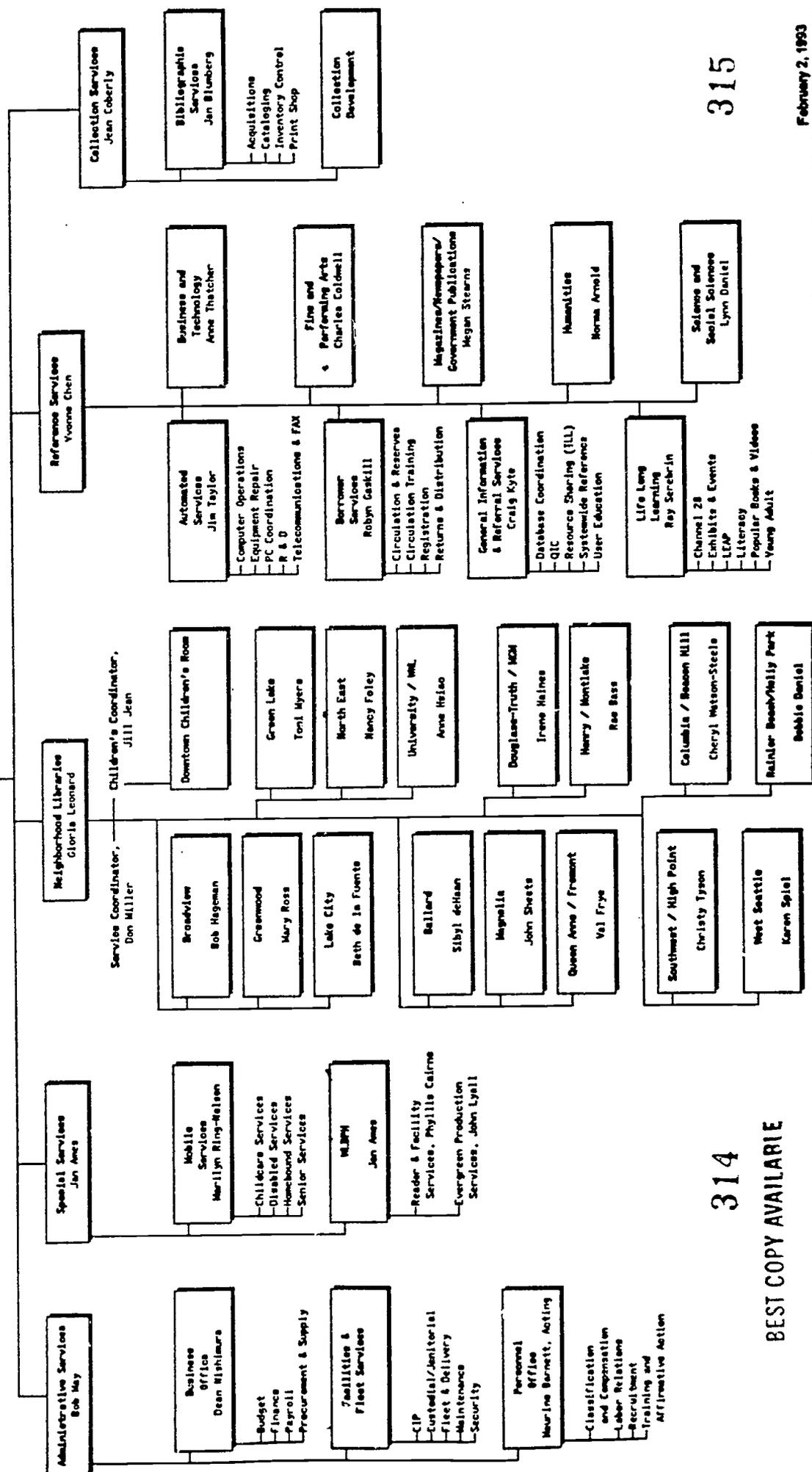
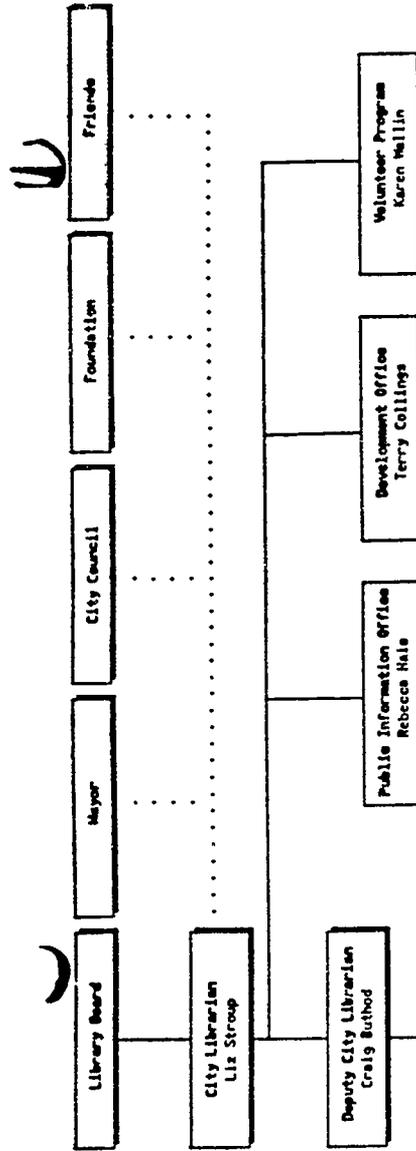


313

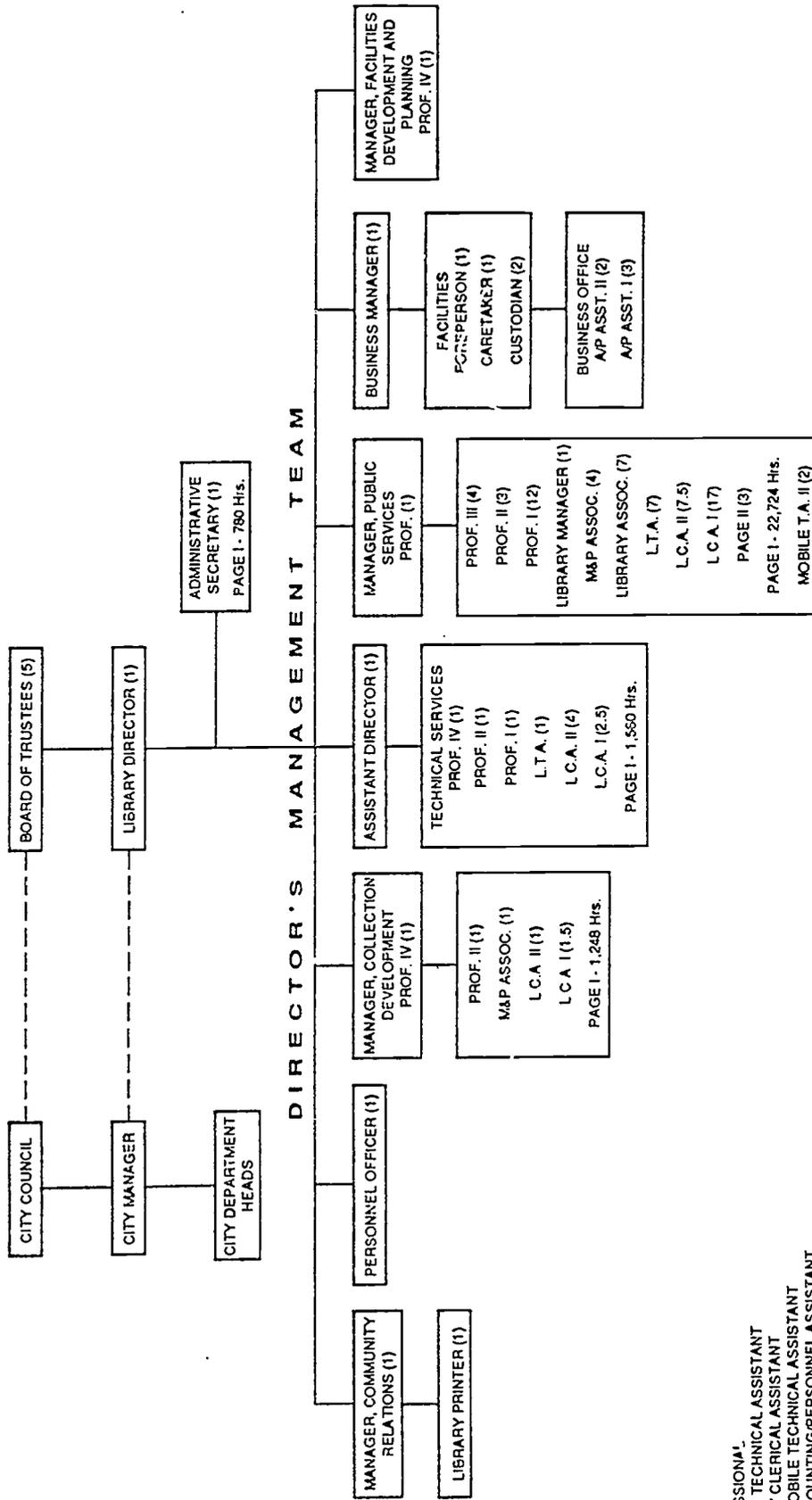
# Seattle Public Library

## Organization

January 1, 1993



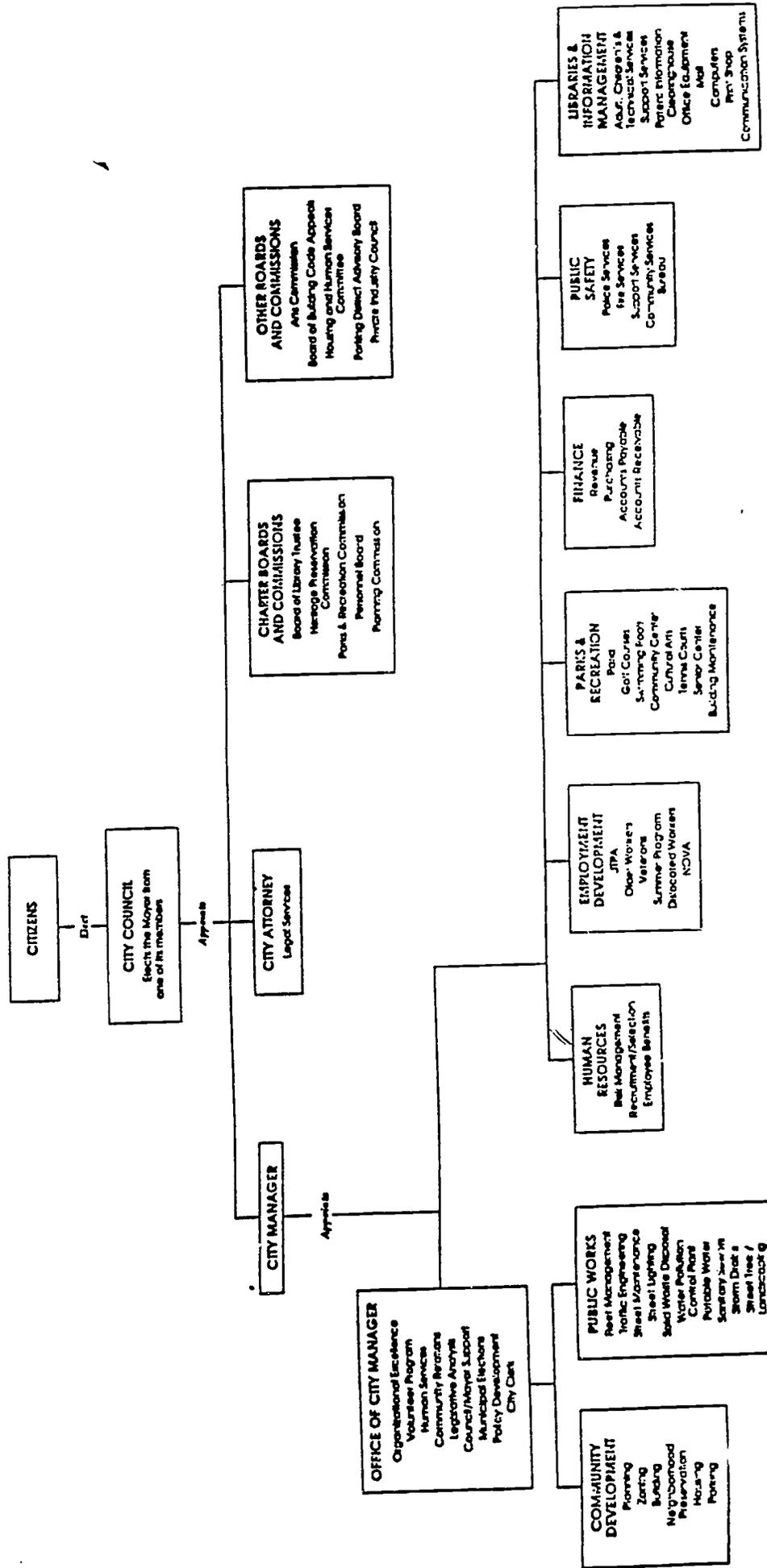
# SPOKANE PUBLIC LIBRARY ORGANIZATION CHART

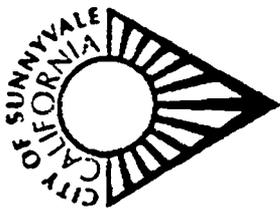


PROF. - PROFESSIONAL  
 L.T.A. - LIBRARY TECHNICAL ASSISTANT  
 L.C.A. - LIBRARY CLERICAL ASSISTANT  
 MOBILE T.A. - MOBILE TECHNICAL ASSISTANT  
 A/P ASST. - ACCOUNTING/PERSONNEL ASSISTANT  
 M&P ASSOC. - MANAGEMENT AND PROFESSIONAL ASSOCIATE

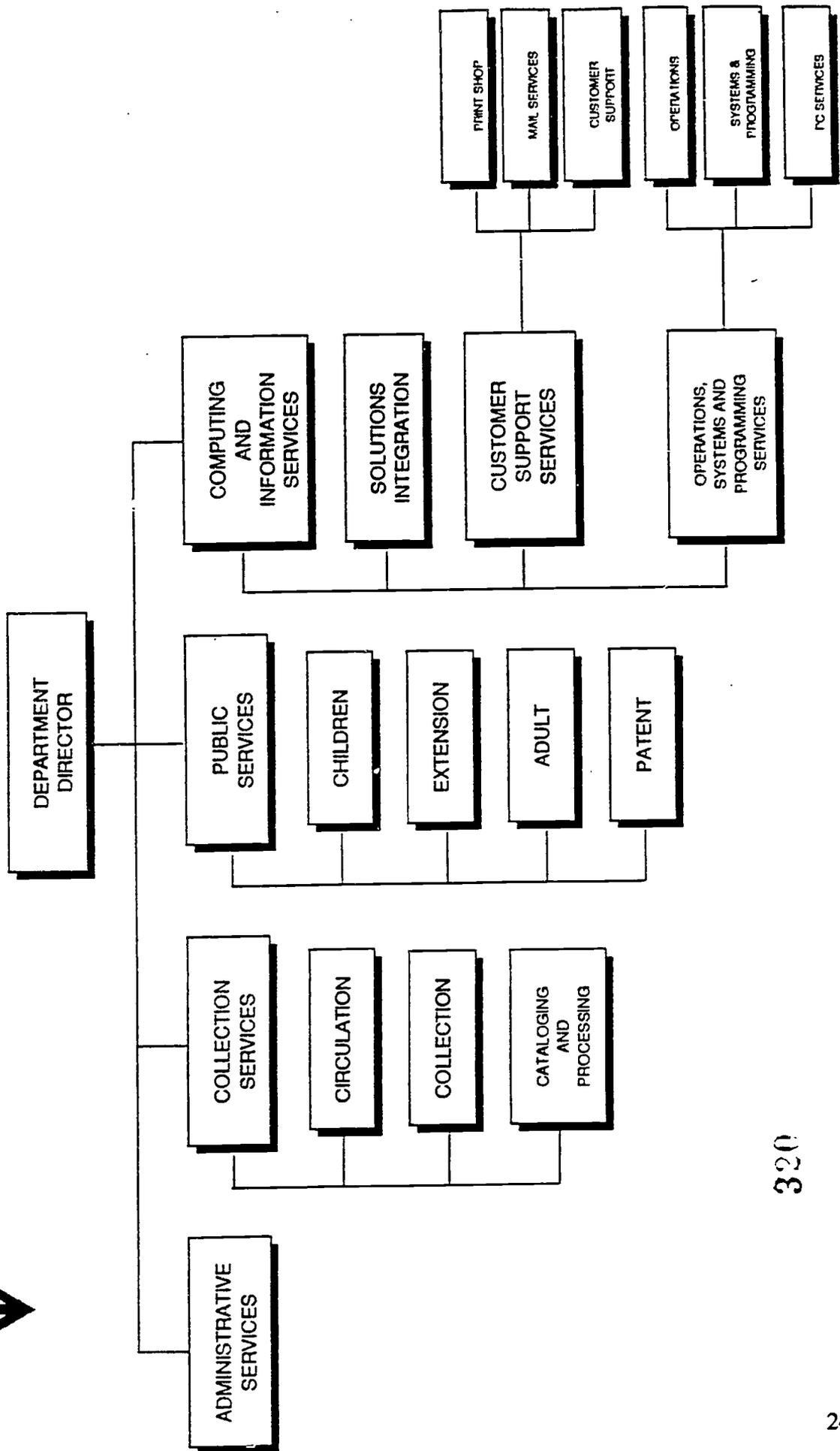


# CITY ORGANIZATION CHART



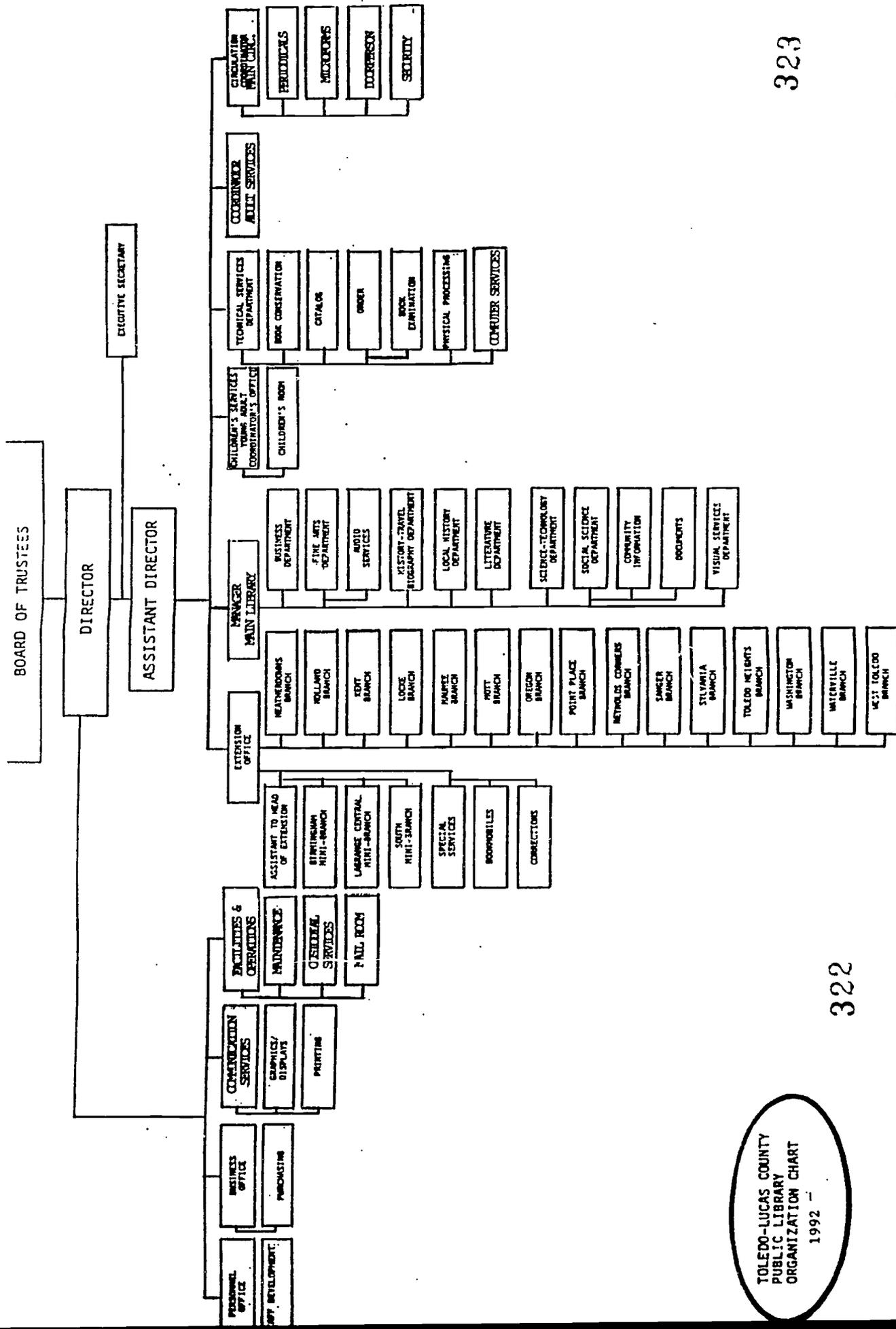


# DEPARTMENT OF LIBRARIES & INFORMATION MANAGEMENT



320

10/92 321



TOLEDO-LUCAS COUNTY  
PUBLIC LIBRARY  
ORGANIZATION CHART  
1992

N.E.K.L.

TRUSTEES <>

FRIENDS OF TPL  
\* Office Manager  
\* Newsletter

Public Relations & Program  
Coordination  
Kansas Center for Book

Deputy  
Director

Director

Associate Director

Management Services  
\* Budgeting & Accounting  
\* Business Office  
\* Plant & Equipment/Maintenance

Public Services  
\* Reference/Information Services  
\* General Services  
\* Topeka Room, Special Collections  
\* Gallery  
\* Children's Services

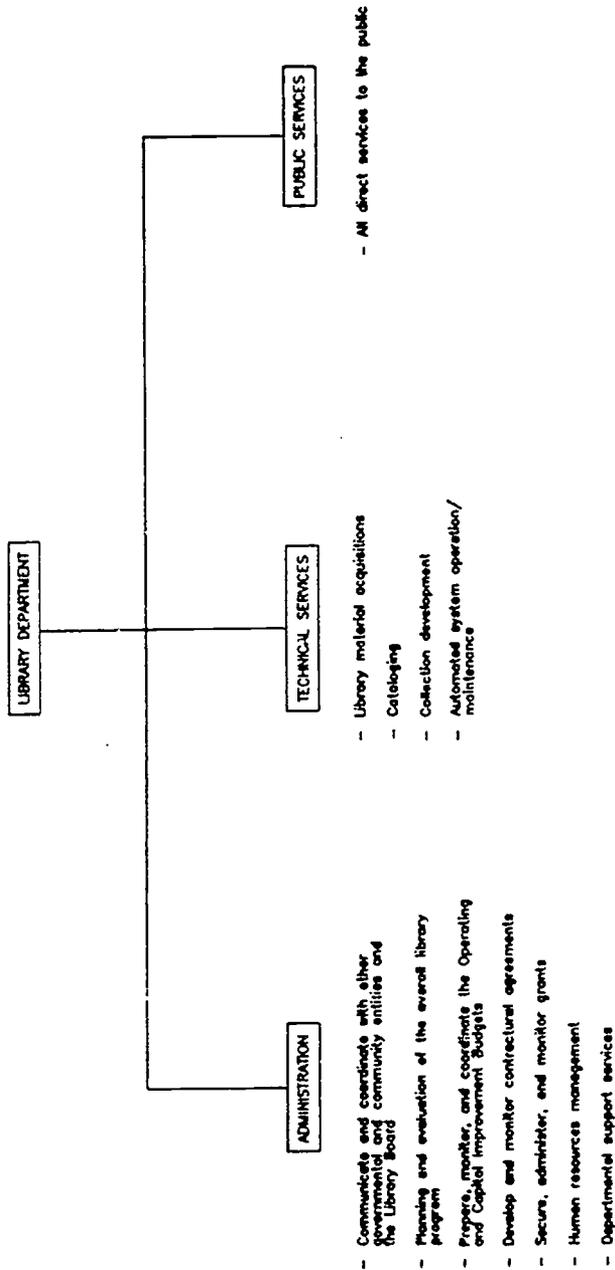
Personnel Services  
\* Personnel/Employment  
\* Staff Development  
\* Staff Development Board  
\* Volunteer Coordinator

Special Community Services  
\* Blind & Physically Handicapped  
\* Red Carpet Service  
\* Bookmobile Service  
\* Branch Service

Automation Services  
\* Circulation Services  
\* Cataloging Services  
\* Acquisitions Services

<> TPL legal counsel &  
outside auditor

Tucson-Pima Library



For a complete listing of all the Department's functions by Division, see Administrative Directive 1.06-14. The Department's goals and the objectives of each Division can be found on pages D-79 through D-81 of the City's Adopted Operating Budget.

APPROVED: *[Signature]* DEPARTMENT HEAD  
 REVIEWED: *[Signature]* ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
 Conforms to Current Year's Adopted Budget.



# Tucson-Pima Library

TECHNICAL AND PUBLIC SERVICES

ADMINISTRATIVE SERVICES

A	ADMINISTRATION	LIBRARY DIRECTOR 1	LIBRARY DIRECTOR 2
B	ASSTANT LIBRARY DIRECTOR 1		DEPUTY LIBRARY DIRECTOR 2
C			
136			
135			
134	D		
133			
132			
131	E		
130			
129			
128			
127	F		
126			
125			
124			
123	ADMINISTRATIVE ASSISTANT III		DEPARTMENT PERSONNEL COORDINATOR
122			
121			
120			ADMINISTRATIVE ASSISTANT II
119			
118			
117			SECRETARY I - ASSON: DEPARTMENT HEAD
116			ACCOUNT CLERK II
115			
114			SECRETARY I (2)
113			ACCOUNT CLERK II
112			
111			CLERK TYPIST I
110			CLERK TYPIST II
109			
108			
107			
106			

\* Pay for Performance Pay Plan

APPROVED: *[Signature]* DEPARTMENT HEAD  
 REVIEWED: *[Signature]* ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
 Conforms to Current Year's Adopted Budget.

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Tucson-Pima Library

A	B	C	D	E	F
TECHNICAL SERVICES					
	DEPUTY LIBRARY DIRECTOR & Administration				
136					
135					
134 D					
133	Cataloging	Computerized/Electronic Services	Collection Development	Acquisitions	
132					
131 E					
130					
129	MANAGING LIBRARIAN		MANAGING LIBRARIAN	MANAGING LIBRARIAN	
128					
127 F					
126					
125					
124					
123	LIBRARIAN				
122					
121					
120	LIBRARY TECHNICAL ASSISTANT II	SENIOR ELECTRONIC SYSTEMS TECHNICIAN			LIBRARY TECHNICAL ASSISTANT III
119					
118					
117	LIBRARY TECHNICAL ASSISTANT II (3)				LIBRARY TECHNICAL ASSISTANT II (3)
116					
115					
114	LIBRARY TECHNICAL ASSISTANT I (3)		LIBRARY TECHNICAL ASSISTANT I		LIBRARY TECHNICAL ASSISTANT I (3)
113					
112					
111					
110					
109	GENERAL OFFICE CLERK (2)				GENERAL OFFICE CLERK (3)
108					
107					
106					

\* Pay for Performance Pay Plan

APPROVED: *[Signature]* DEPARTMENT HEAD

REVIEWED: *[Signature]* ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

3.0



# Tucson-Pima Library

A	B	C	D	E	F
	PUBLIC SERVICES				
		DEPUTY LIBRARY DIRECTOR ‡ Administration			
136					
135					
134		LIBRARY ADMINISTRATOR ‡			
133	EAST REGION				
132		Wilmet			
131			Bear Canyon	Ajo	Columbus
130					
129		MANAGING LIBRARIAN	MANAGING LIBRARIAN		MANAGING LIBRARIAN
128					
127	F				SENIOR LIBRARIAN
126					
125					
124					
123		LIBRARIAN (2.5)	LIBRARIAN (2)	LIBRARIAN	LIBRARIAN (2)
122					
121					
120		LIBRARY TECHNICAL ASSISTANT III			
119					
118		LIBRARY TECHNICAL ASSISTANT II (2)			
117		LIBRARY TECHNICAL ASSISTANT II	LIBRARY TECHNICAL ASSISTANT II (5)	LIBRARY TECHNICAL ASSISTANT II	LIBRARY TECHNICAL ASSISTANT II
116					
115					
114		LIBRARY TECHNICAL ASSISTANT I (2)			
113					
112					
111		CIRCULATION CLERK (2)	CIRCULATION CLERK (3)	CIRCULATION CLERK (3)	CIRCULATION CLERK (2.3)
110		GENERAL OFFICE CLERK (5)			
109					
108					
107		LIBRARY PAGE (875)	LIBRARY PAGE (2)	LIBRARY PAGE (1.5)	LIBRARY PAGE (1.5)
106					

‡ Pay for Performance Pay Plan

334

APPROVED:  DEPARTMENT HEAD  
 REVIEWED:  ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
 Conforms to Current Year's Adopted Budget.

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Tucson-Pima Library

A	B	C	D	E	F
	PUBLIC SERVICES				
		DEPUTY LIBRARY DIRECTOR ±			
		Administration			
136					
135					
134		LIBRARY ADMINISTRATOR ±			
133	NORTH REGION				
132	Merano		Woods	Himmel	Nonitt
131					Celentine
130					
129		MANAGING LIBRARIAN	MANAGING LIBRARIAN	MANAGING LIBRARIAN	MANAGING LIBRARIAN
128					
127					SENIOR LIBRARIAN
126					
125					
124					
123	LIBRARIAN	LIBRARIAN (2)	LIBRARIAN (1.5)	LIBRARIAN (2)	LIBRARIAN
122					
121					
120			LIBRARY TECHNICAL ASSISTANT II		LIBRARY TECHNICAL ASSISTANT III
119					
118					
117	LIBRARY TECHNICAL ASSISTANT II	LIBRARY TECHNICAL ASSISTANT I	LIBRARY TECHNICAL ASSISTANT II	LIBRARY TECHNICAL ASSISTANT II	LIBRARY TECHNICAL ASSISTANT II
116					
115					
114			LIBRARY TECHNICAL ASSISTANT I		LIBRARY TECHNICAL ASSISTANT I
113					
112					
111		CIRCULATION CLERK (3)	CIRCULATION CLERK (4.5)	CIRCULATION CLERK (2)	CIRCULATION CLERK (5)
110					
109			GENERAL OFFICE CLERK		
108					
107		LIBRARY PAGE (2)	LIBRARY PAGE (4)	LIBRARY PAGE (1.5)	LIBRARY PAGE (4.5)
106					

\* Pay for Performance Pay Plan

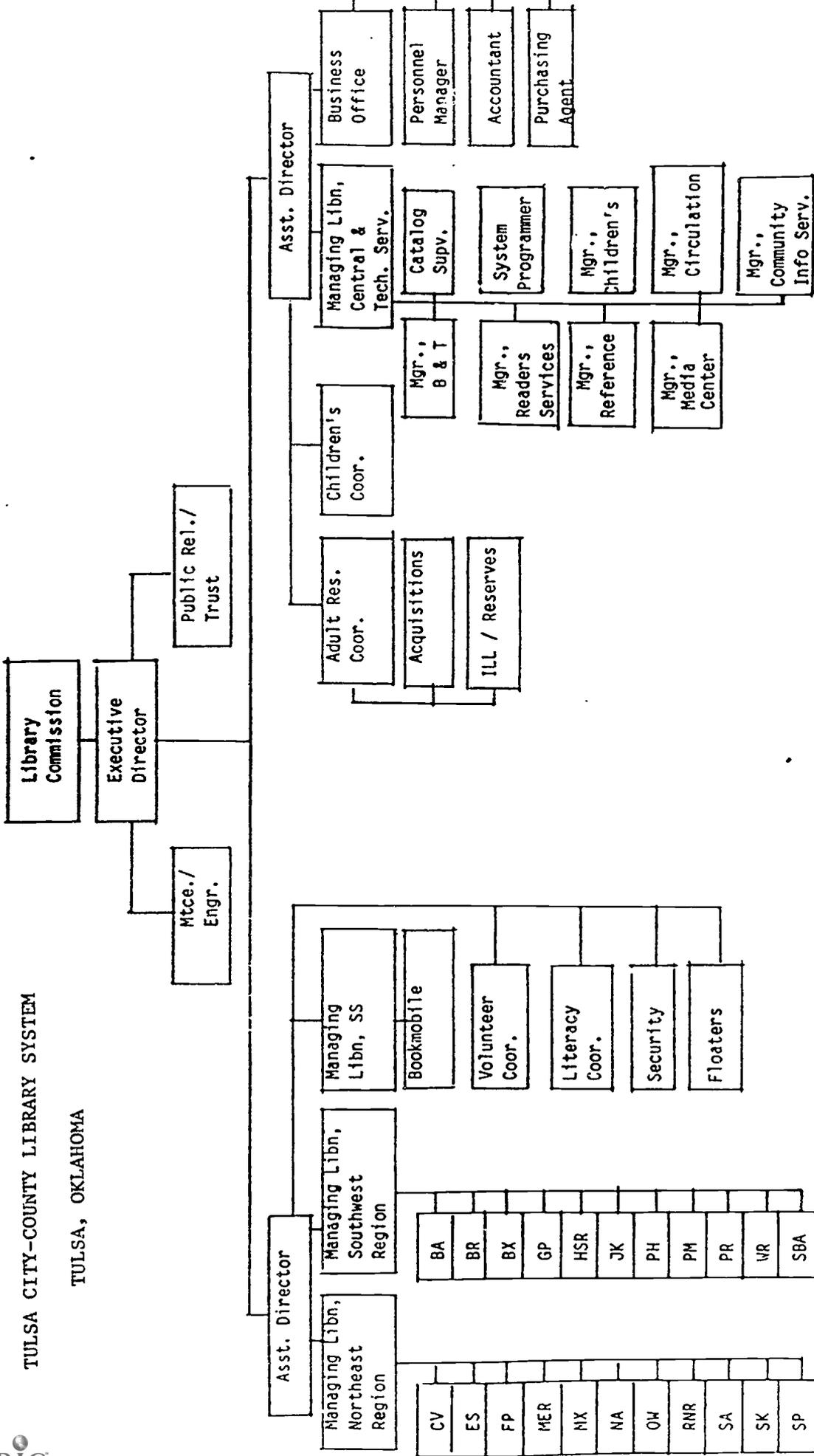
336

APPROVED: *[Signature]*  
 DEPARTMENT HEAD  
 REVIEWED: *[Signature]*  
 ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
 Confirms to Current Year's Adopted Budget.

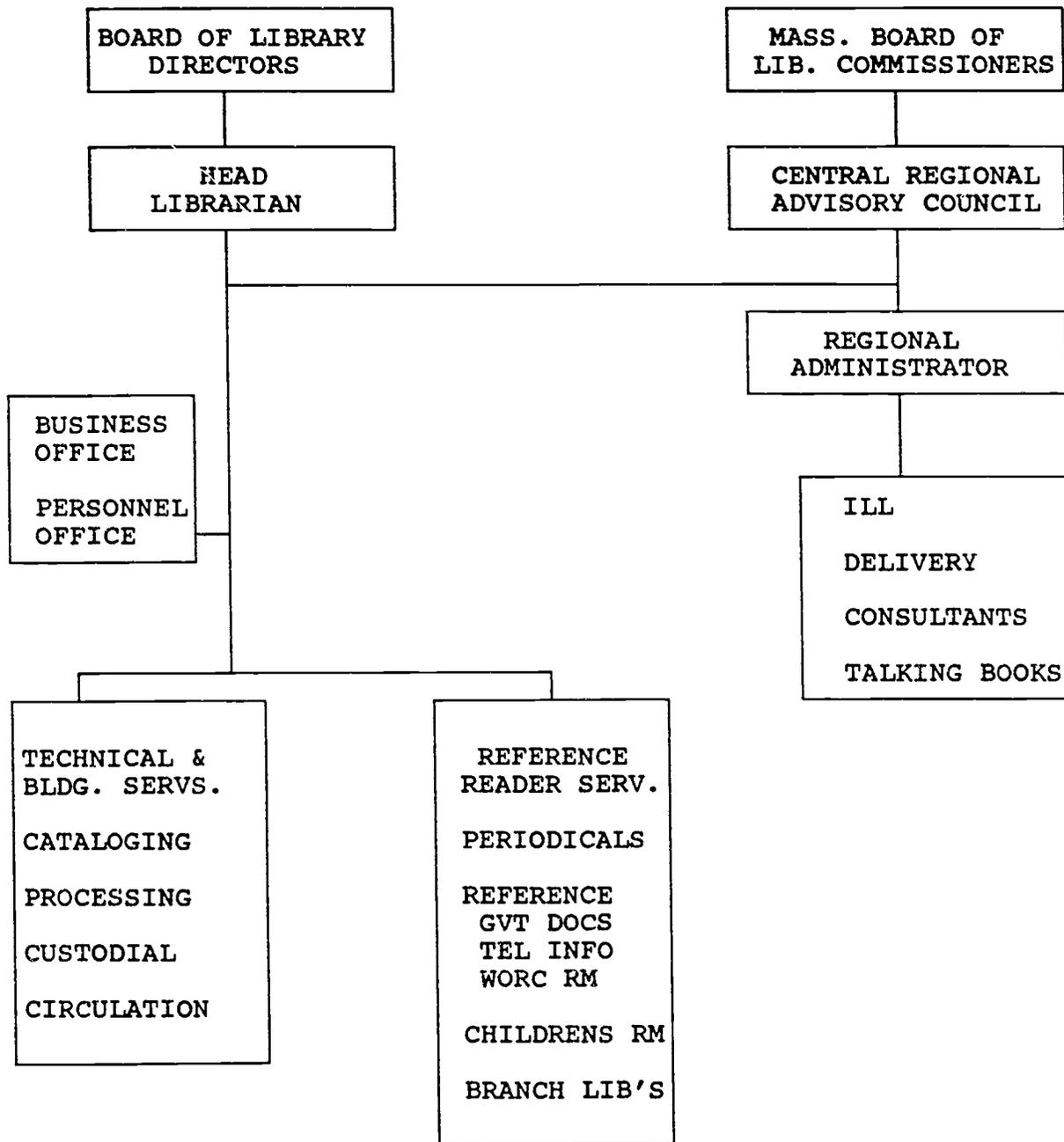


TULSA CITY-COUNTY LIBRARY SYSTEM

TULSA, OKLAHOMA



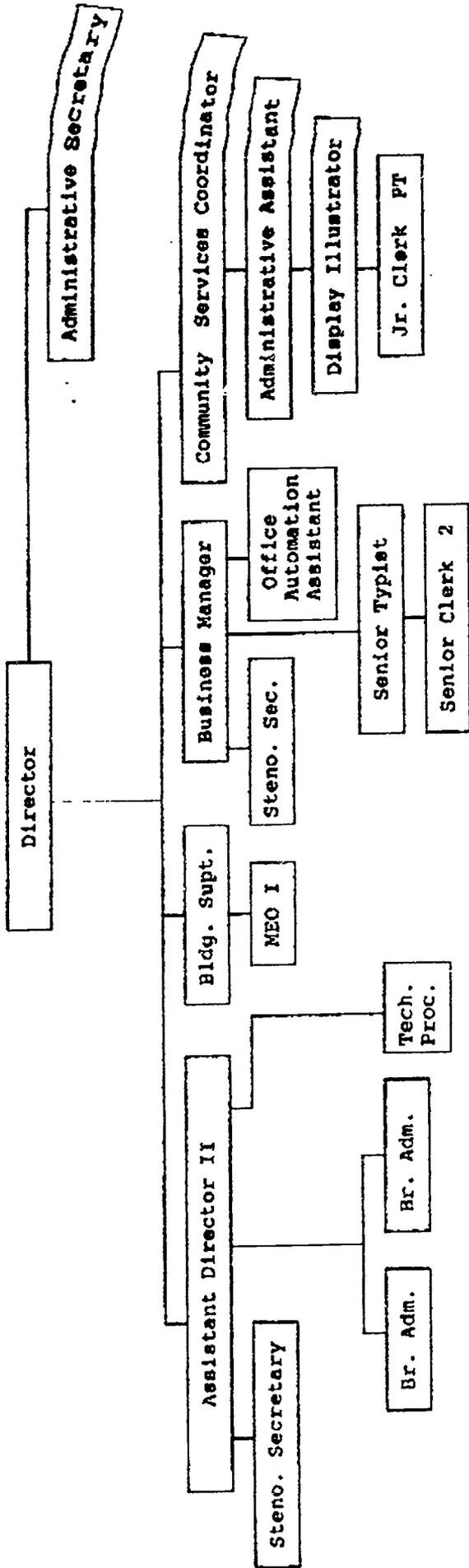
WORCESTER PUBLIC LIBRARY  
ORGANIZATIONAL STRUCTURE  
JUNE 1993



YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

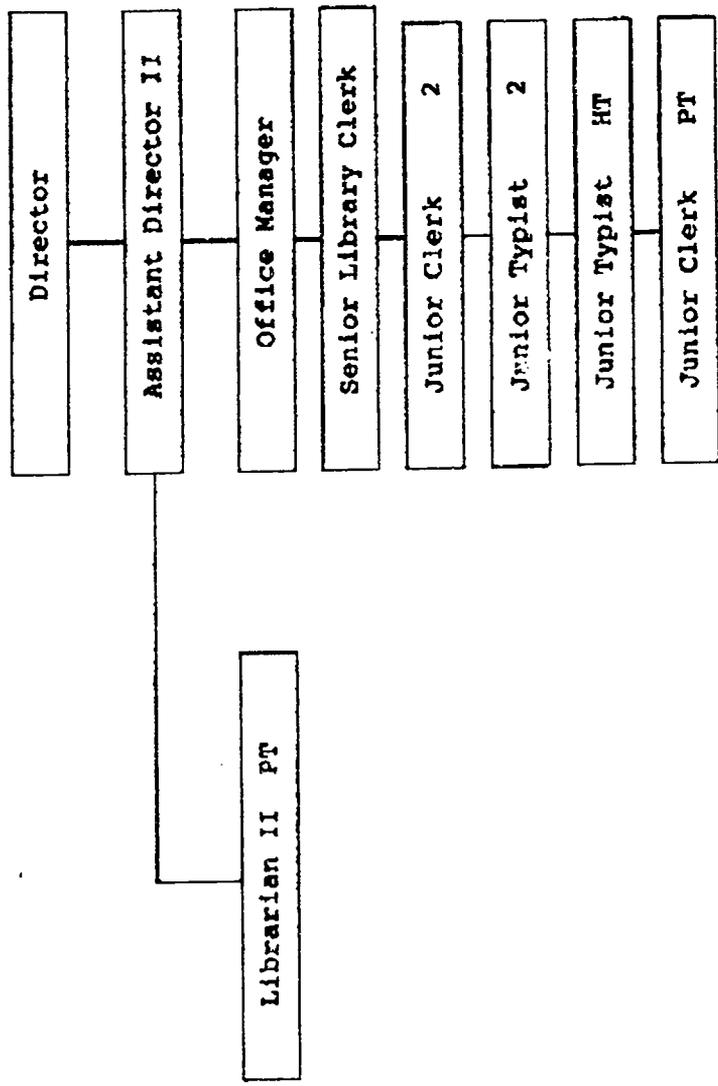
030 014 7410 1000 - Administration



YONKERS PUBLIC LIBRARY

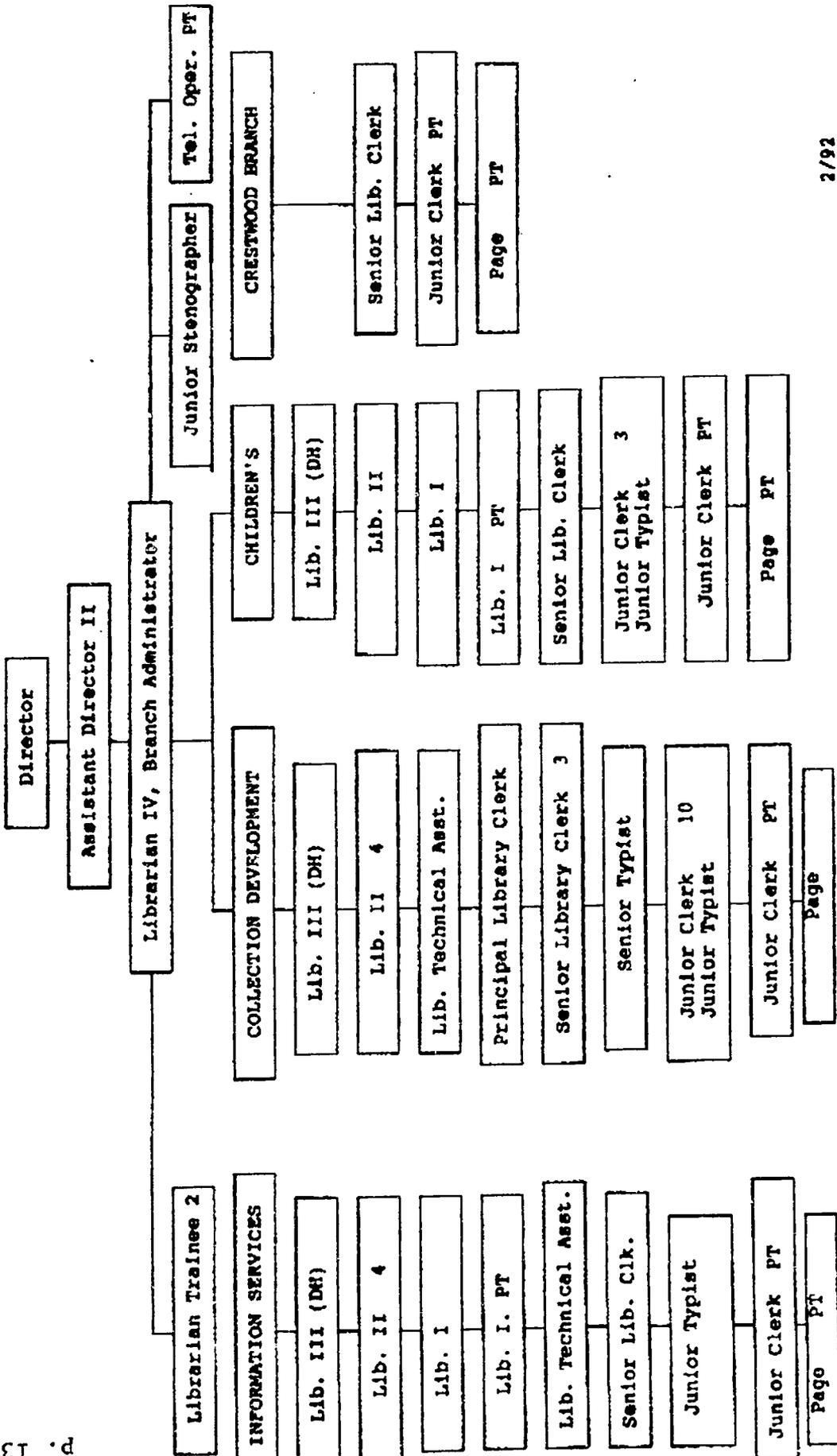
Organization Chart - 1992/93

030 014 7411 2000 - Technical Processing



YONKERS PUBLIC LIBRARY  
 Organization Chart - 1992/93

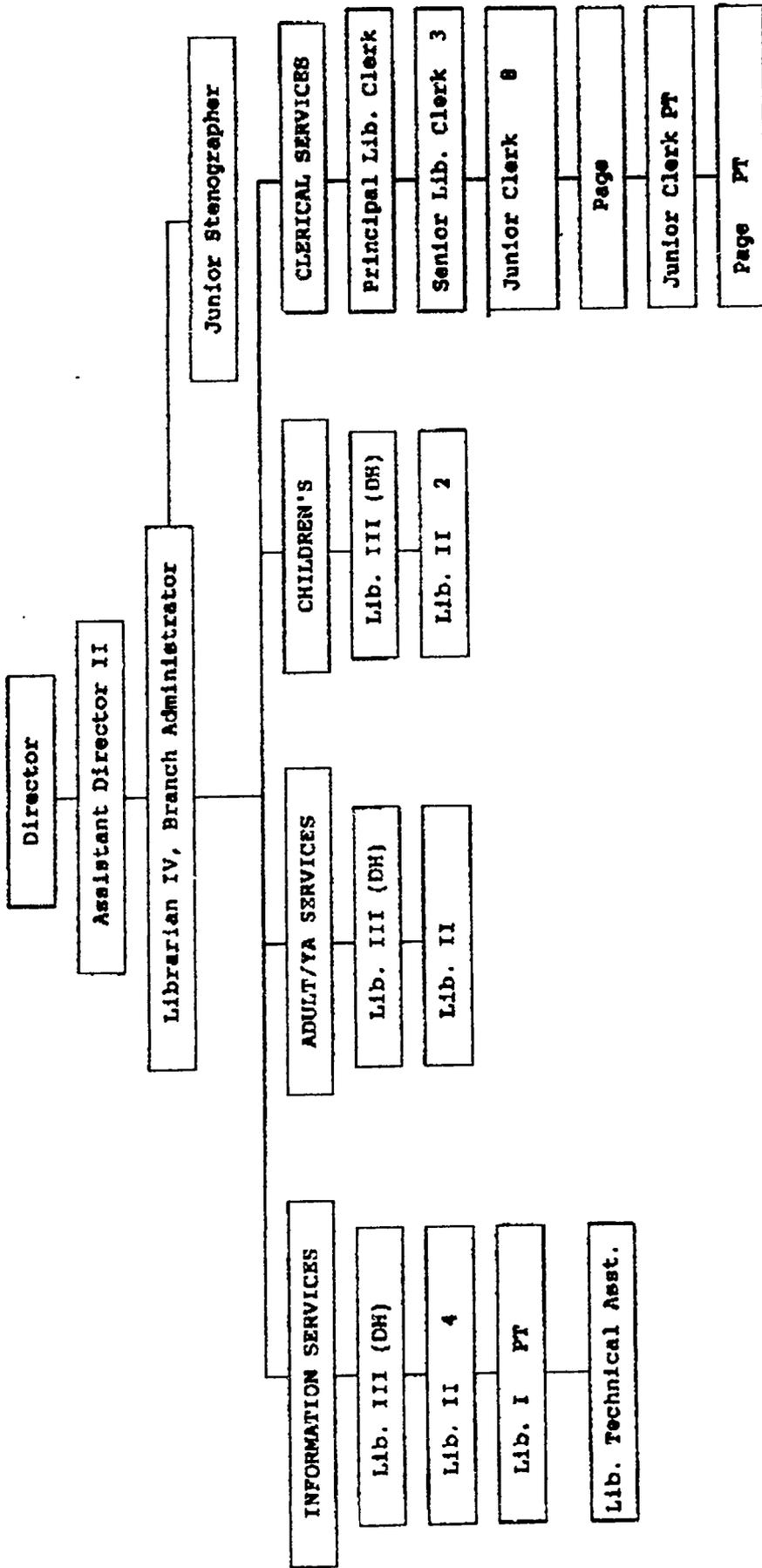
030 014 7412 3000 - Hill Library  
 030 014 7414 3000 - Crestwood



YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7413 3000 - Getty Square Branch



YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7413 4000 - Getty Square Branch  
030 014 7412 4000 - Will Library  
030 014 7414 4000 - Crestwood Branch

