

2008 Workload Analysis Results



Southeastern Libraries Cooperating & Southeast Library System

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Goals of the FY2008 study:

- Review current job assignments to maximize workflow and efficiencies
- Integrate data into Structure Study strategic planning
- Implement program budgeting



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Workload Study Timeline:

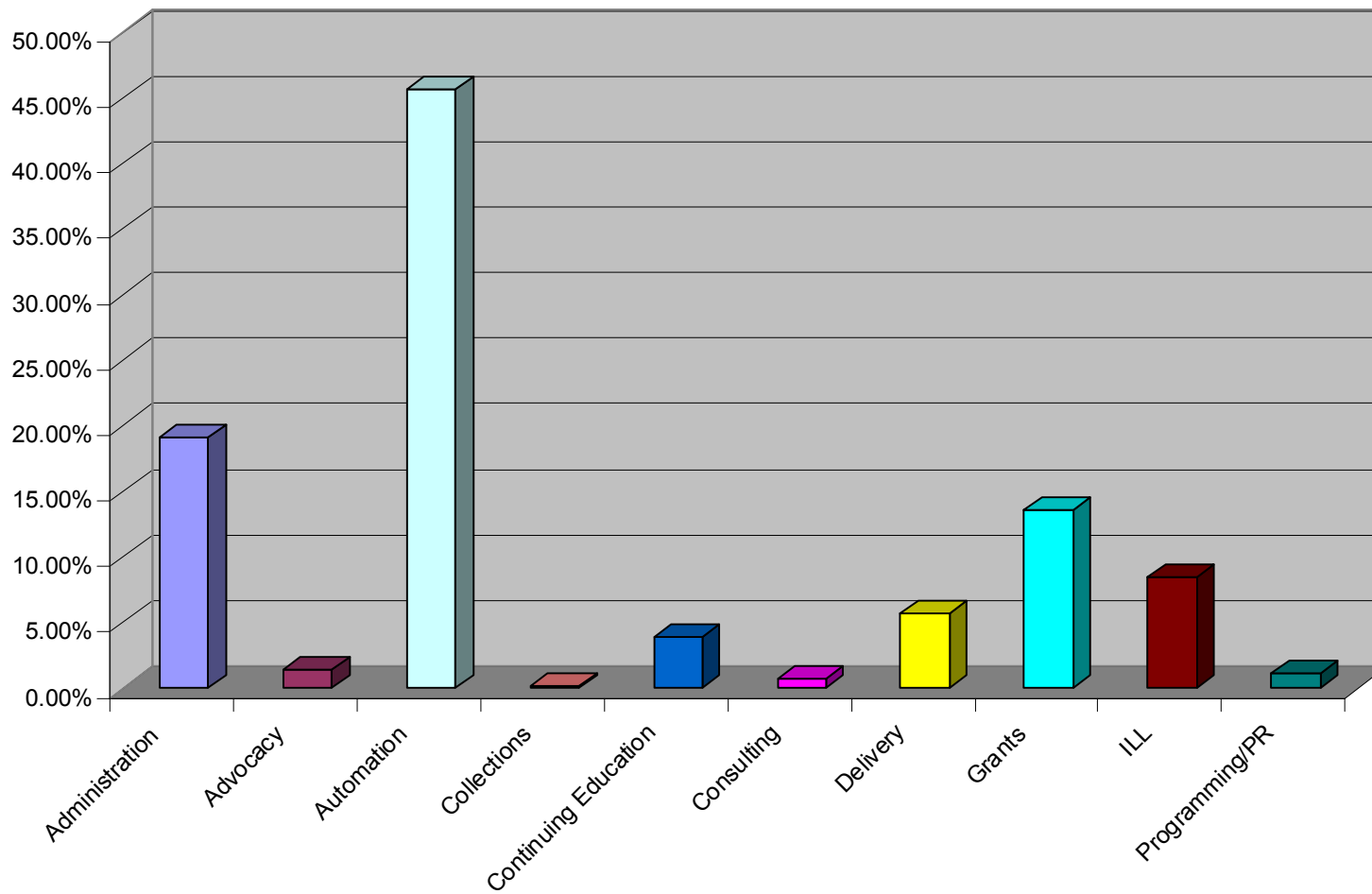
- Nov 26, 2007 - SELCO/SELS Executive Committee approve time line
- Nov 29, 2007 - Supervisors refine workload analysis tools & process
- Jan 2008 - Supervisors conduct in-service training for work groups
- Jan 2008 - Staff gather data – week #1
- Jan 2008 - Staff gather data – week #2
- Jan-Feb 2008 - Staff prepare preliminary report
- Feb-Mar 2008 - Executive, Finance, Personnel, Structure, ILS Operations & Technology Policy Committees review report
- April 22, 2008 - SELCO/SELS Board of Directors receives final report with possible recommendations for future staff enhancements



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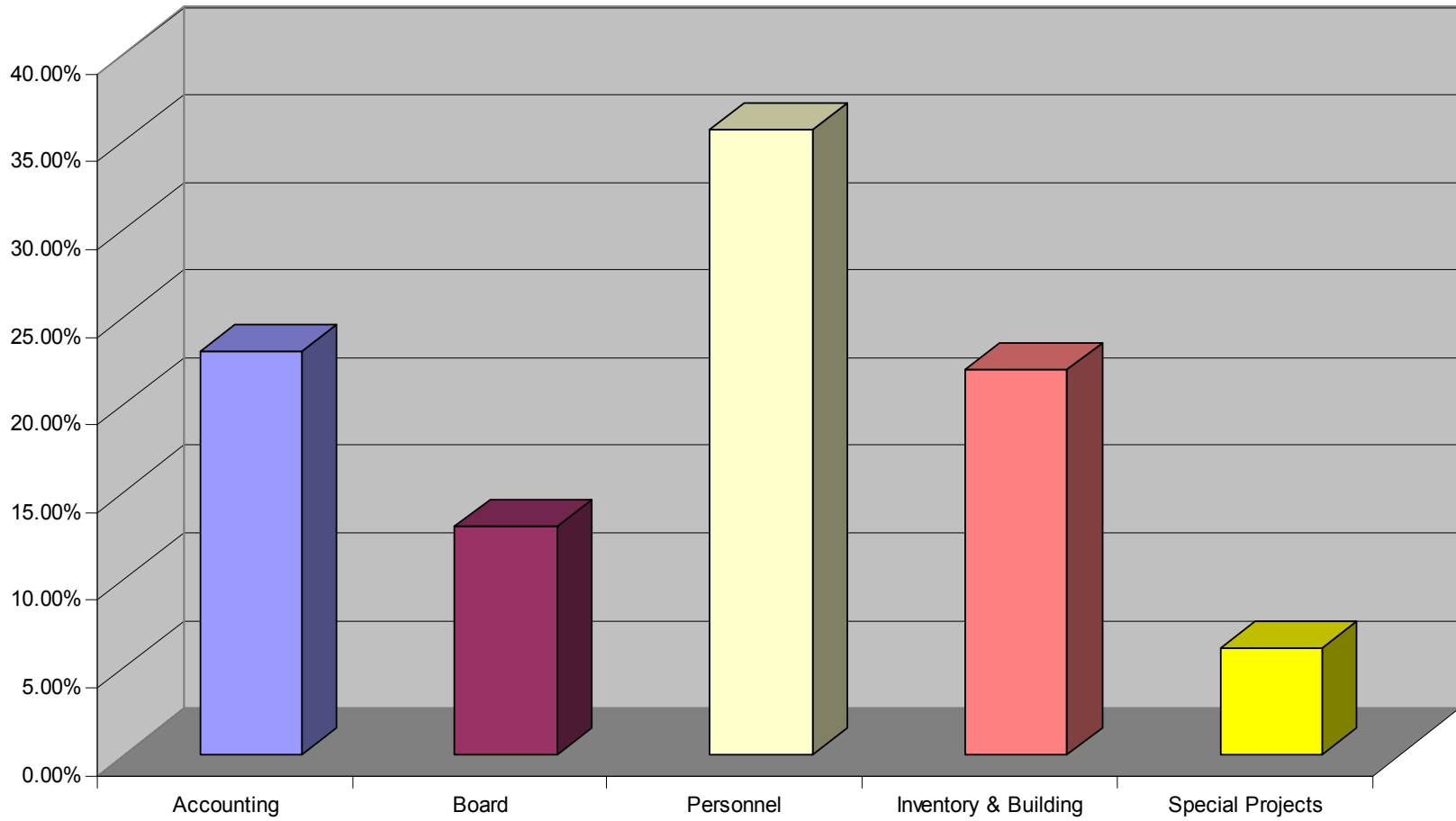
2008 Workload Analysis Workload by Category



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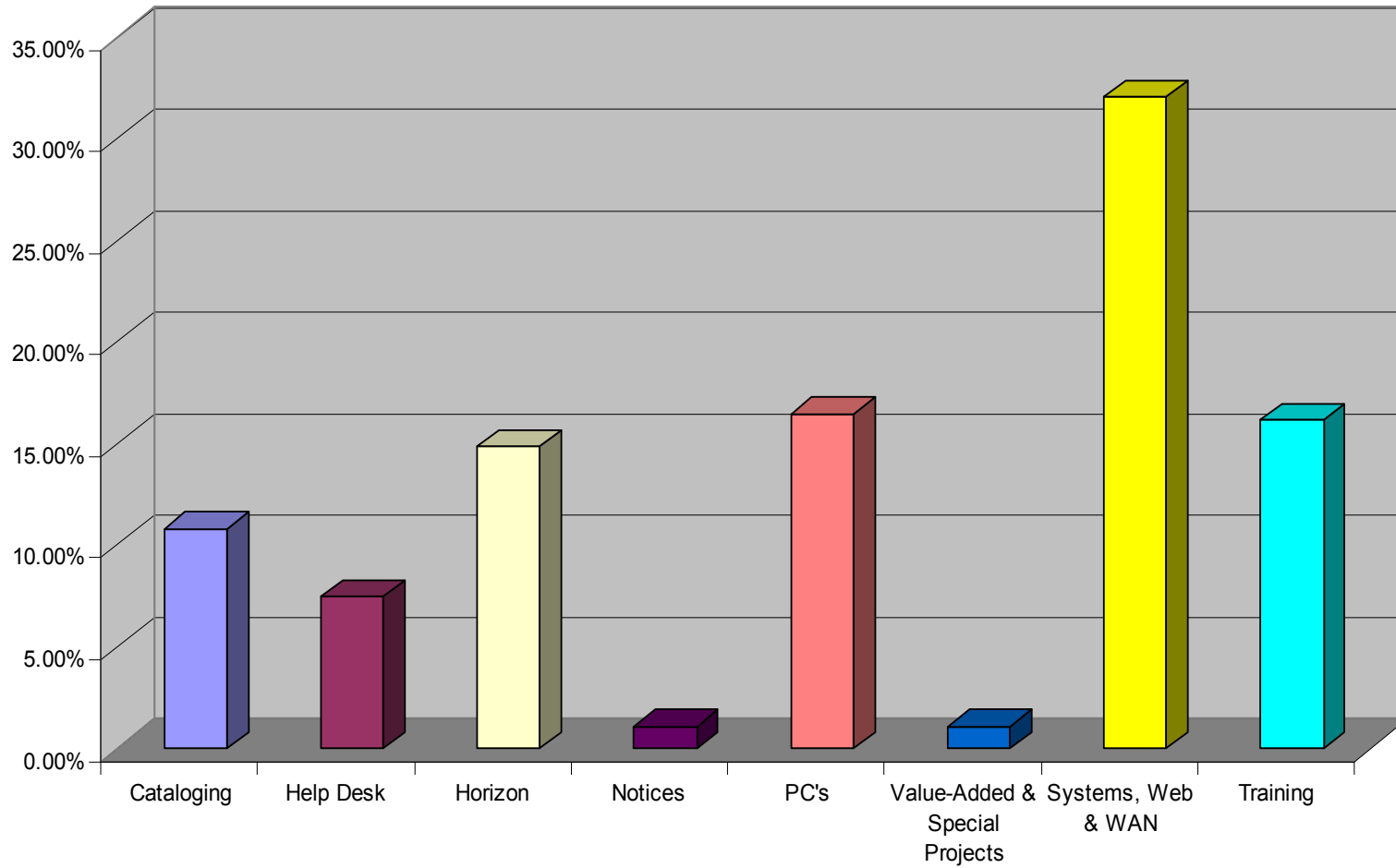
**2008 Workload Analysis
Administration Breakdown**



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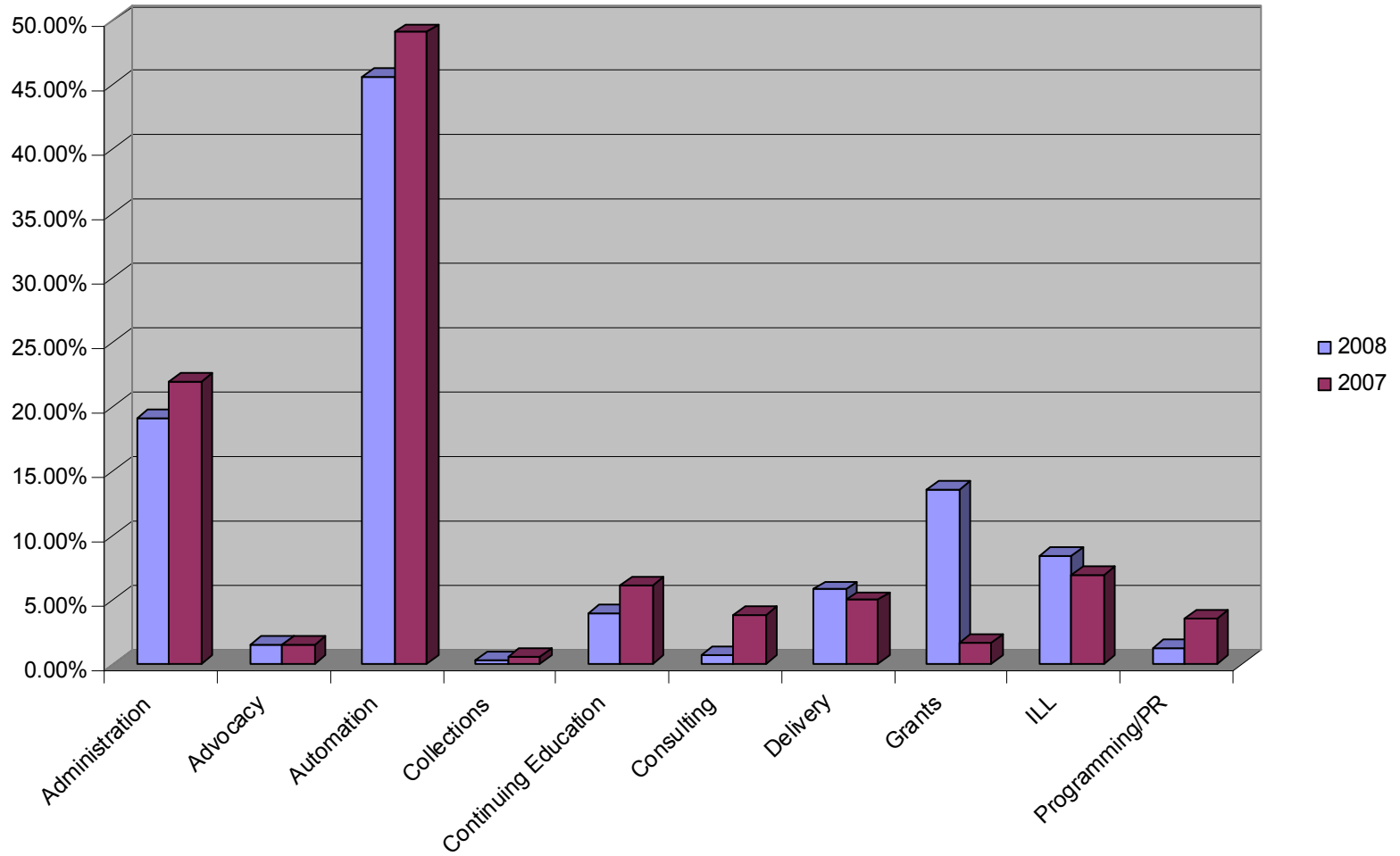
2008 Workload Analysis Automation Breakdown



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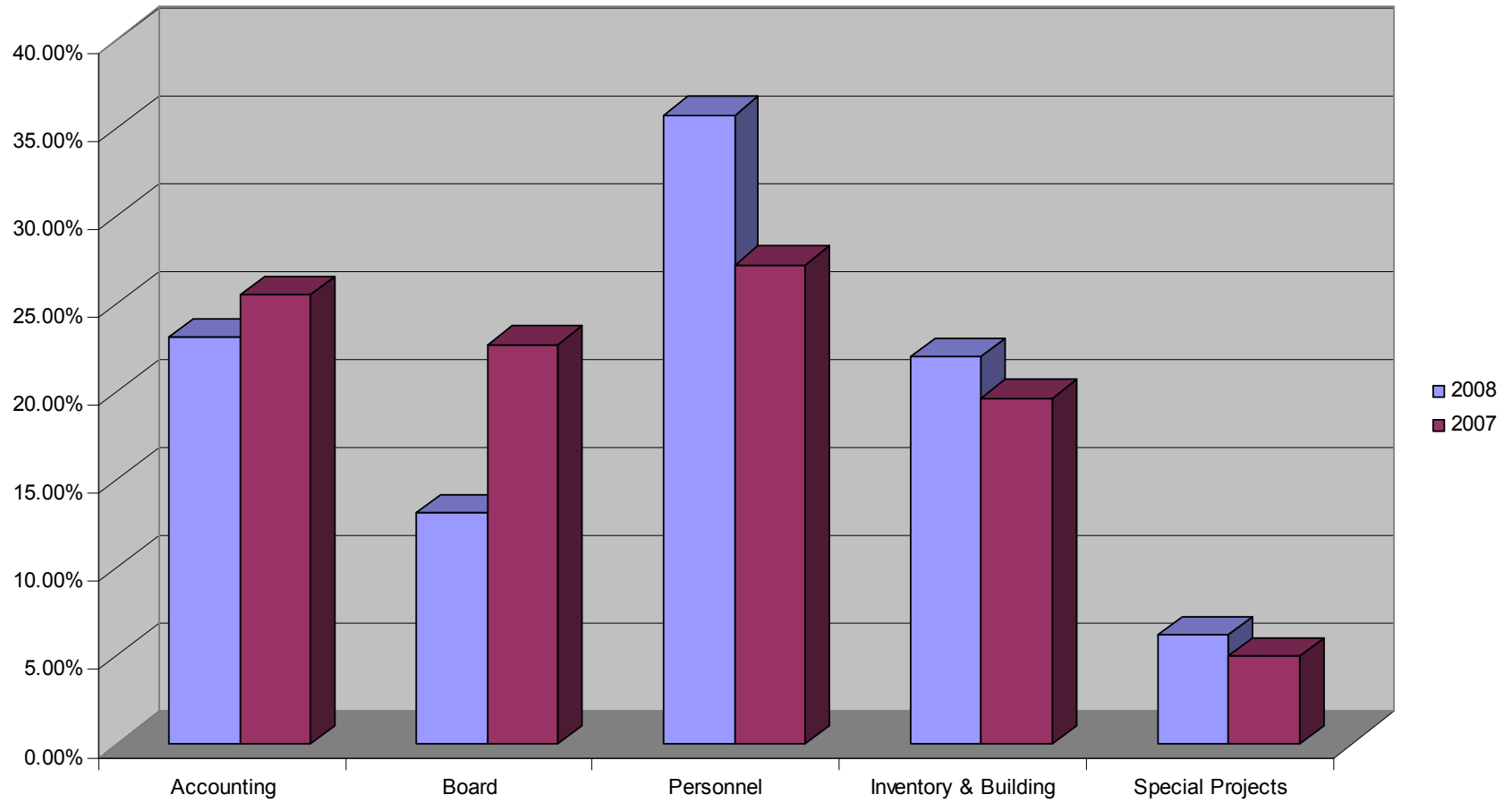
2008 Workload Analysis Prior-Year Total Comparison



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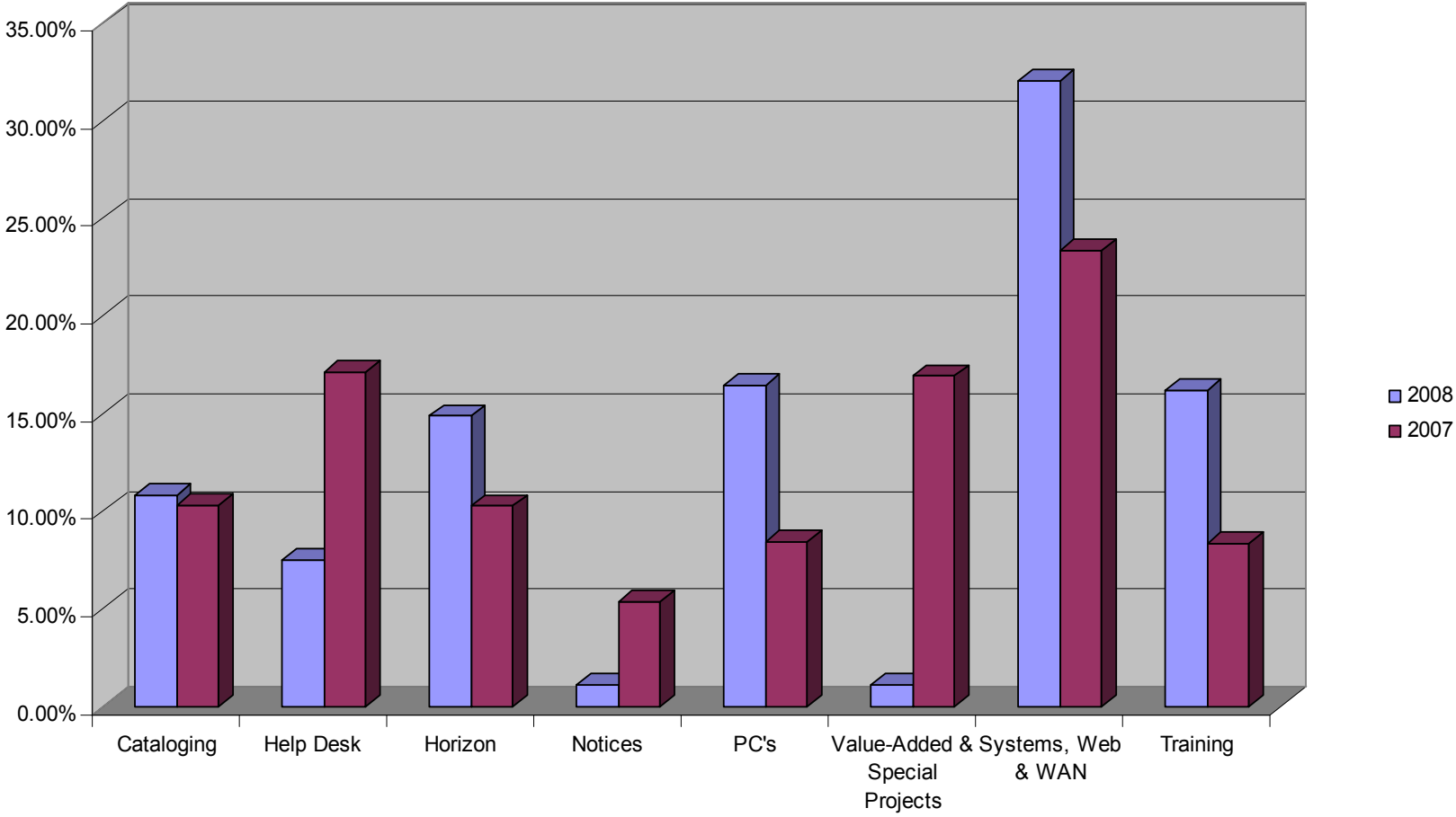
2008 Workload Analysis Prior-Year Admin Comparison



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**2008 Workload Analysis
Prior-Year Automation Comparison**

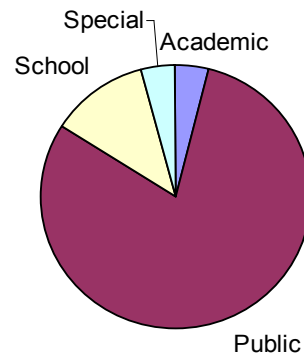


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Site Visit Results

Site Visits by Type of Library



Site Visits By Type of Library

Academic	8
Public	154
School	23
Special	8
	193

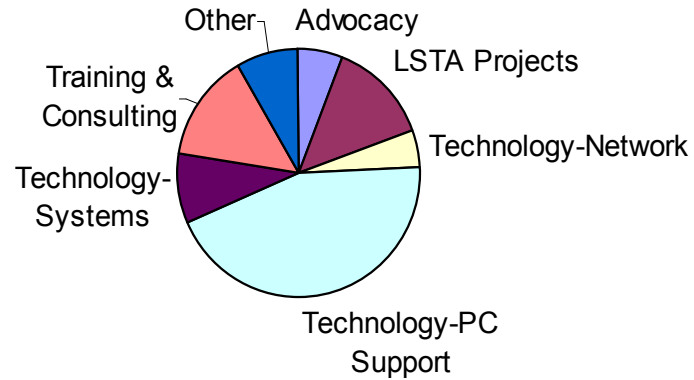
*Data compiled from site visits from July – December 2007



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Site Visits by Task



Site Visits by Task

Advocacy	12
LSTA Projects	26
Technology-Network	9
Technology-PC Support	85
Technology-Systems	17
Training & Consulting	28
Other	16
	193

*Data compiled from site visits from July – December 2007



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Recommendations:

- Continue monitoring delivery service and supply sufficient staff to handle increased volume
- Continue monitoring grant activity
- Allow time for full integration of new staff and reassess job assignments
- Conduct annual workload analysis



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