

2008 Workload Analysis Results



Southeastern Libraries Cooperating & Southeast Library System

Serving academic, public, school, and special libraries

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:

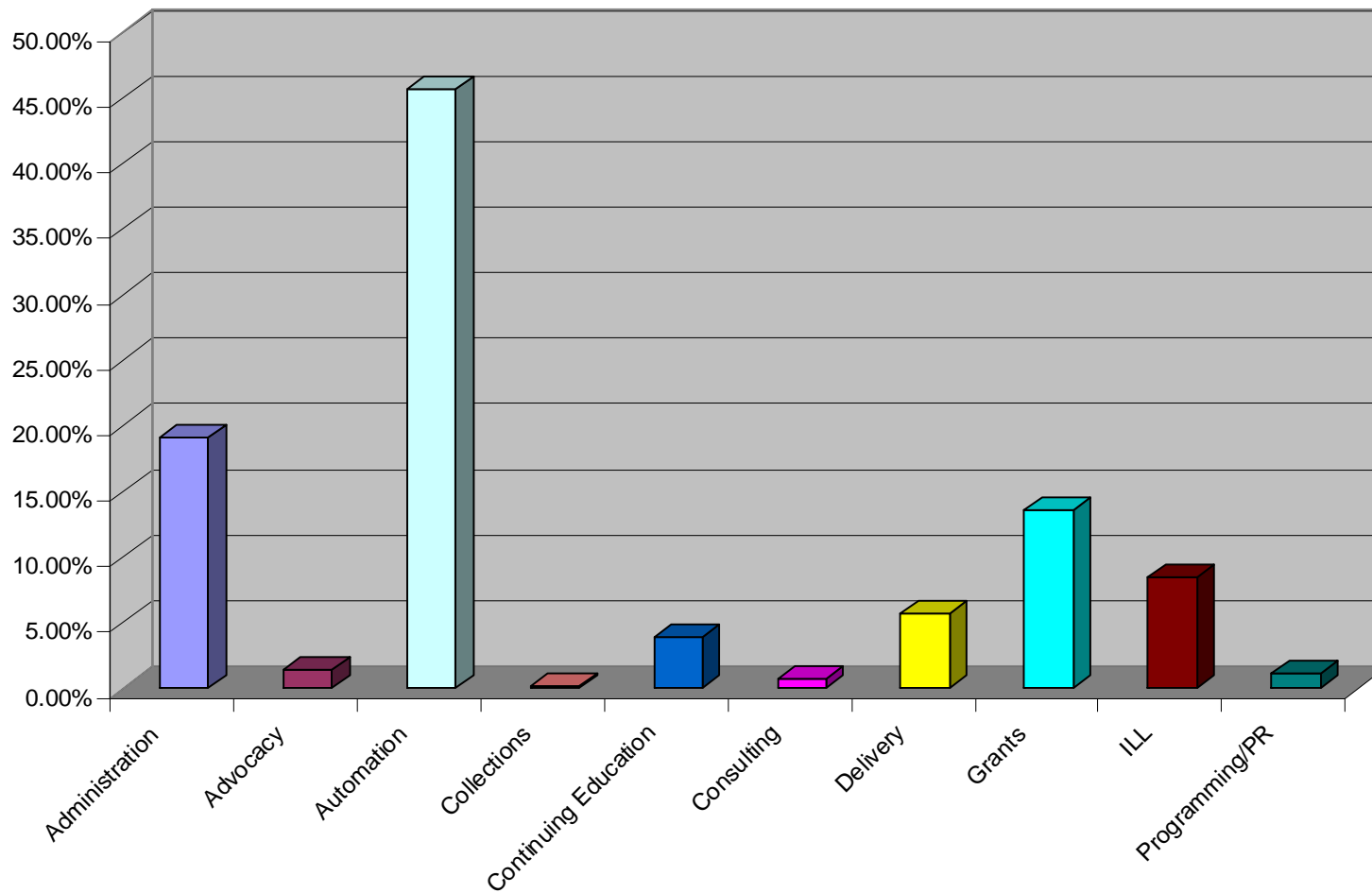
- Nov 26, 2007 - SELCO/SELS Executive Committee approve time line
- Nov 29, 2007 - Supervisors refine workload analysis tools & process
- Jan 2008 - Supervisors conduct in-service training for work groups
- Jan 2008 - Staff gather data – week #1
- Jan 2008 - Staff gather data – week #2
- Jan-Feb 2008 - Staff prepare preliminary report
- Feb-Mar 2008 - Executive, Finance, Personnel, & Structure Committees review report
- April 28, 2008 - SELCO/SELS Board of Directors distributes final report with possible recommendations for future staff enhancements



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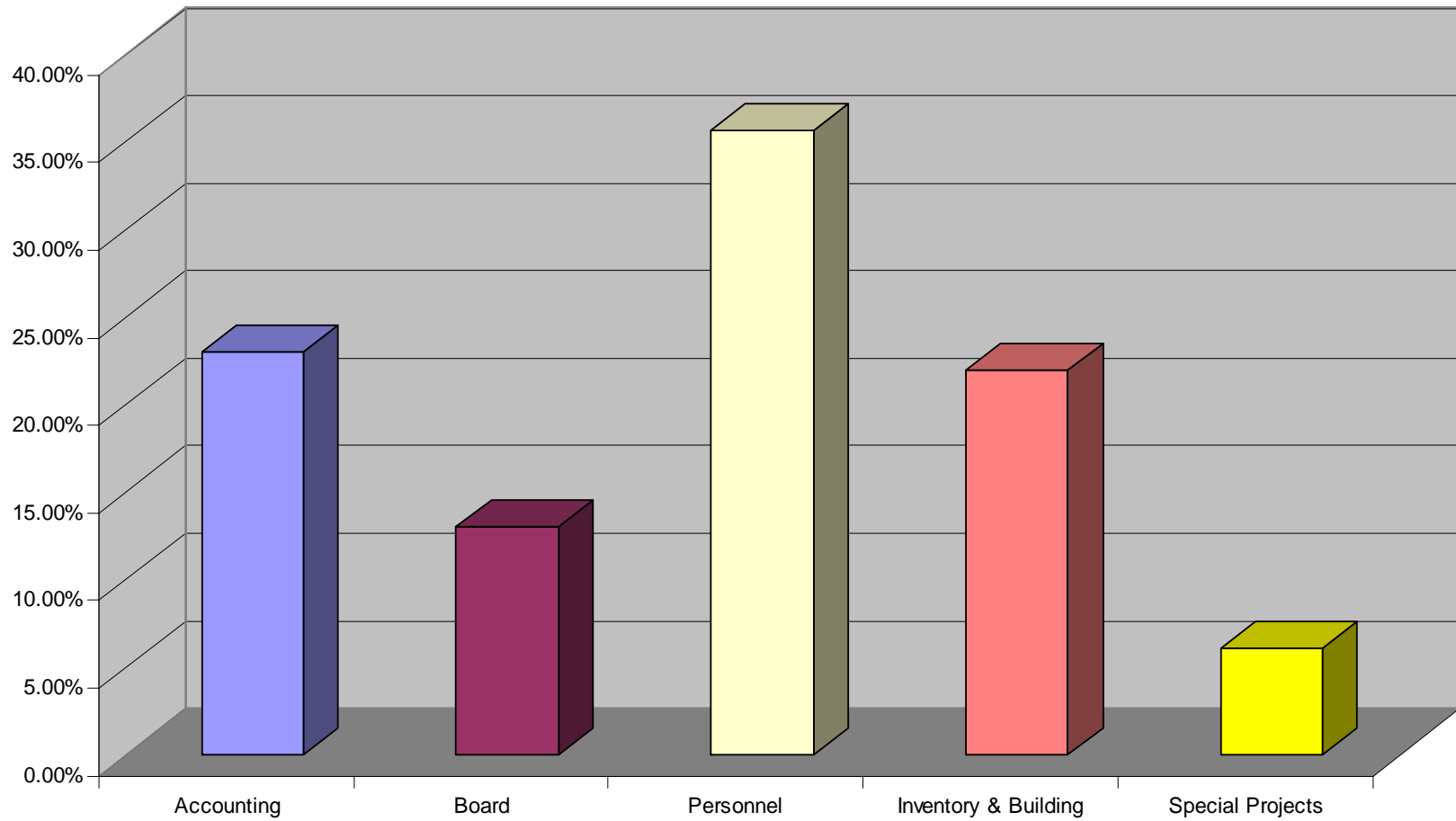
2008 Workload Analysis Workload by Category



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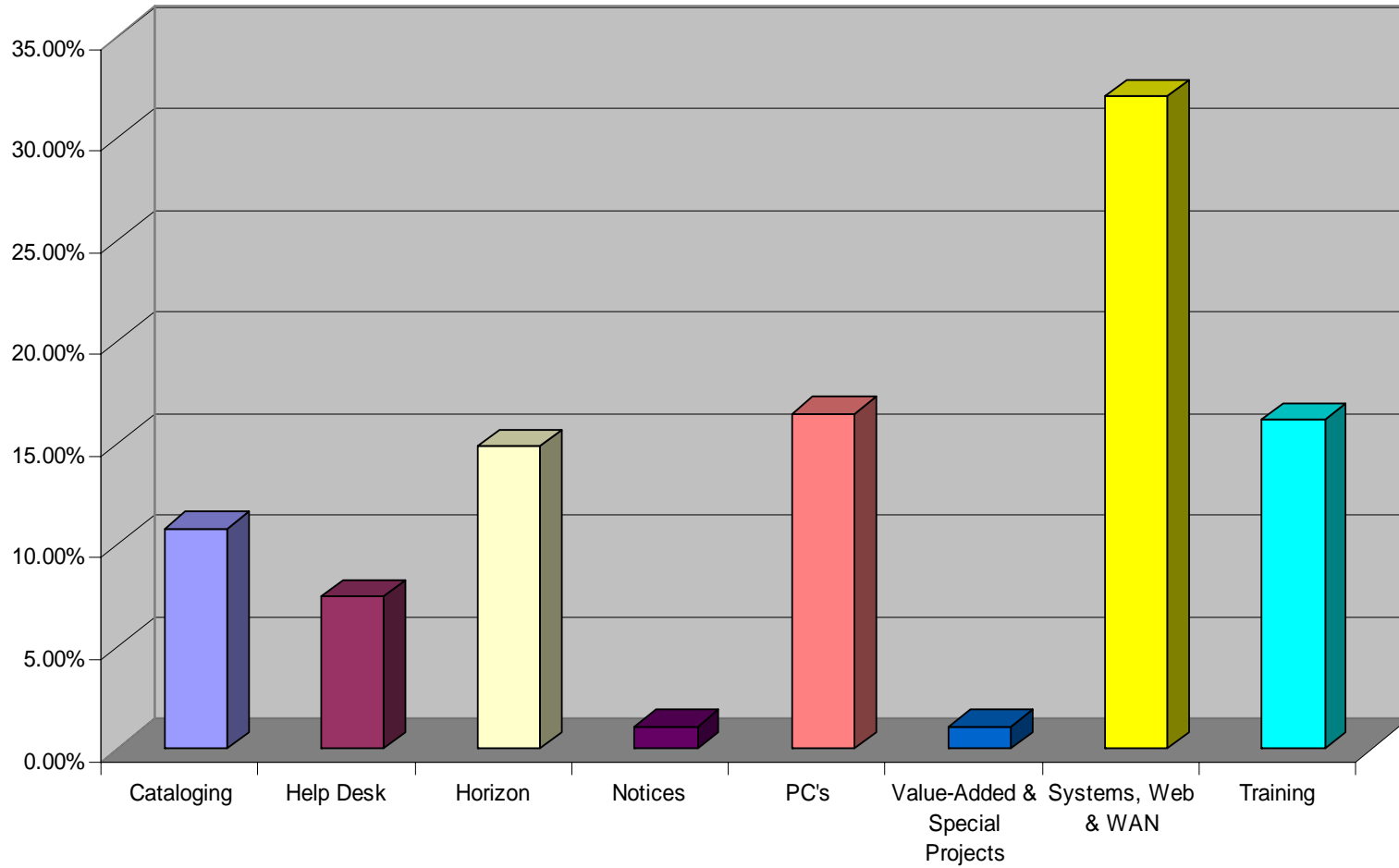
2008 Workload Analysis Administration Breakdown



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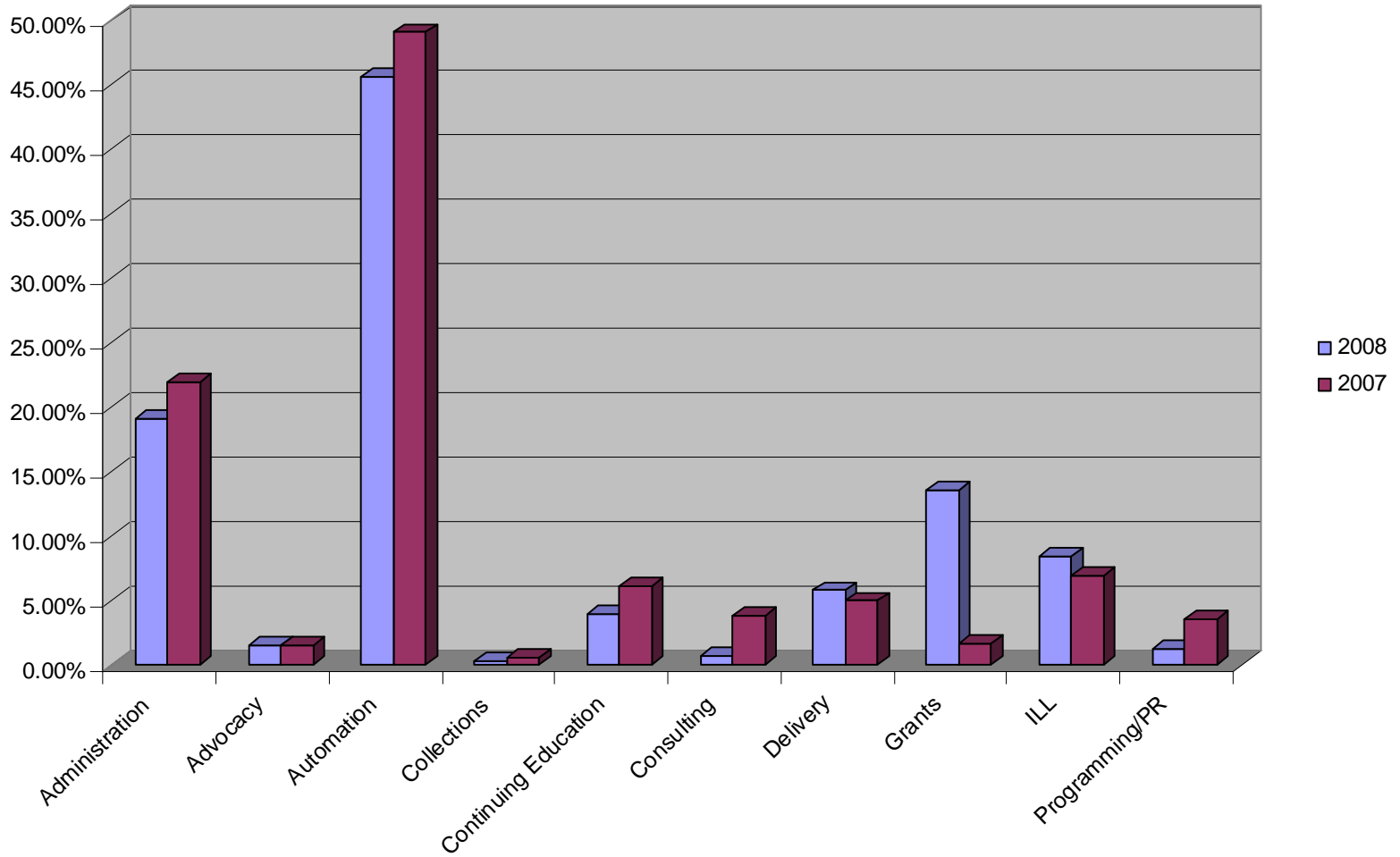
2008 Workload Analysis Automation Breakdown



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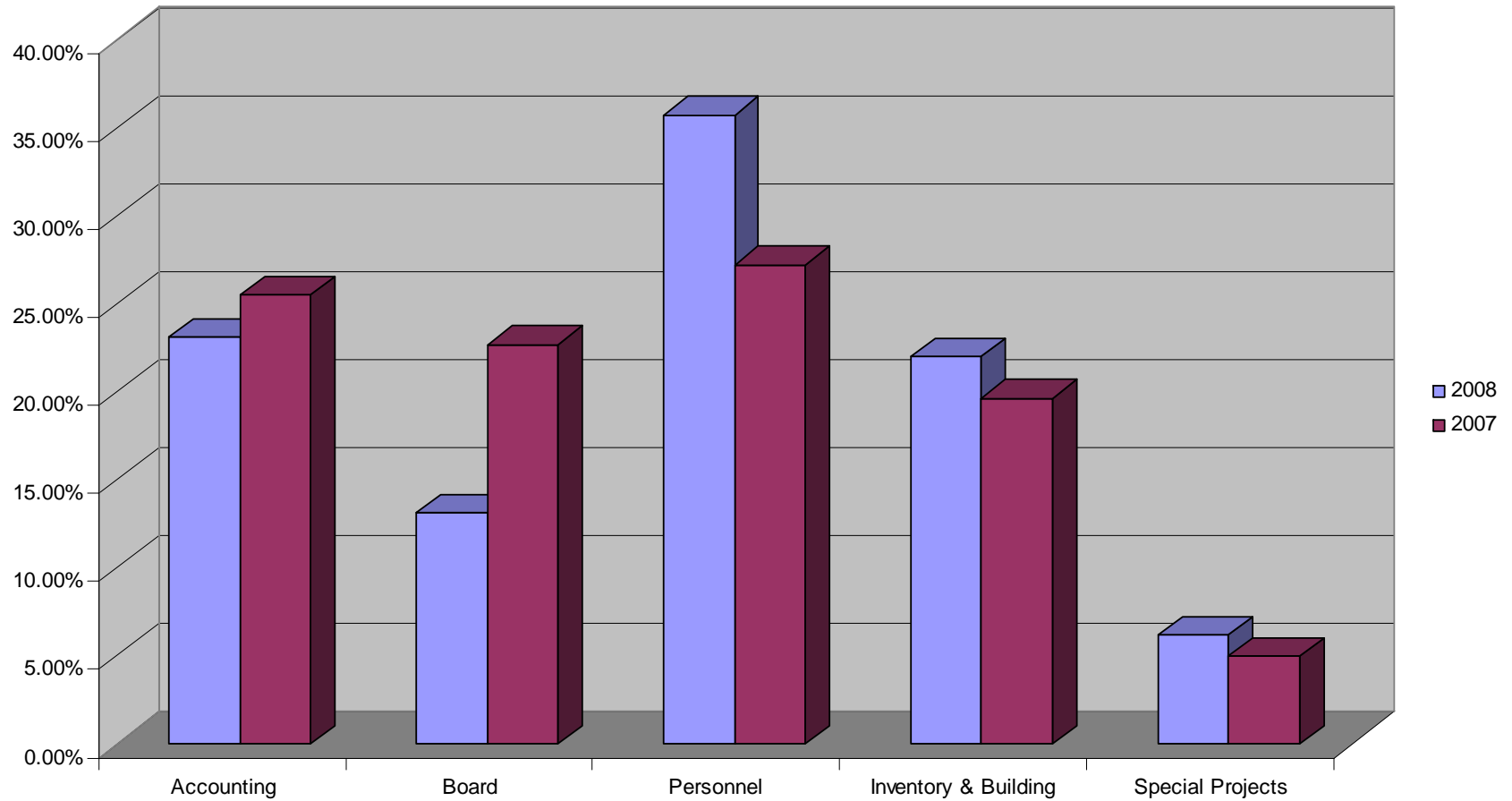
2008 Workload Analysis Prior-Year Total Comparison



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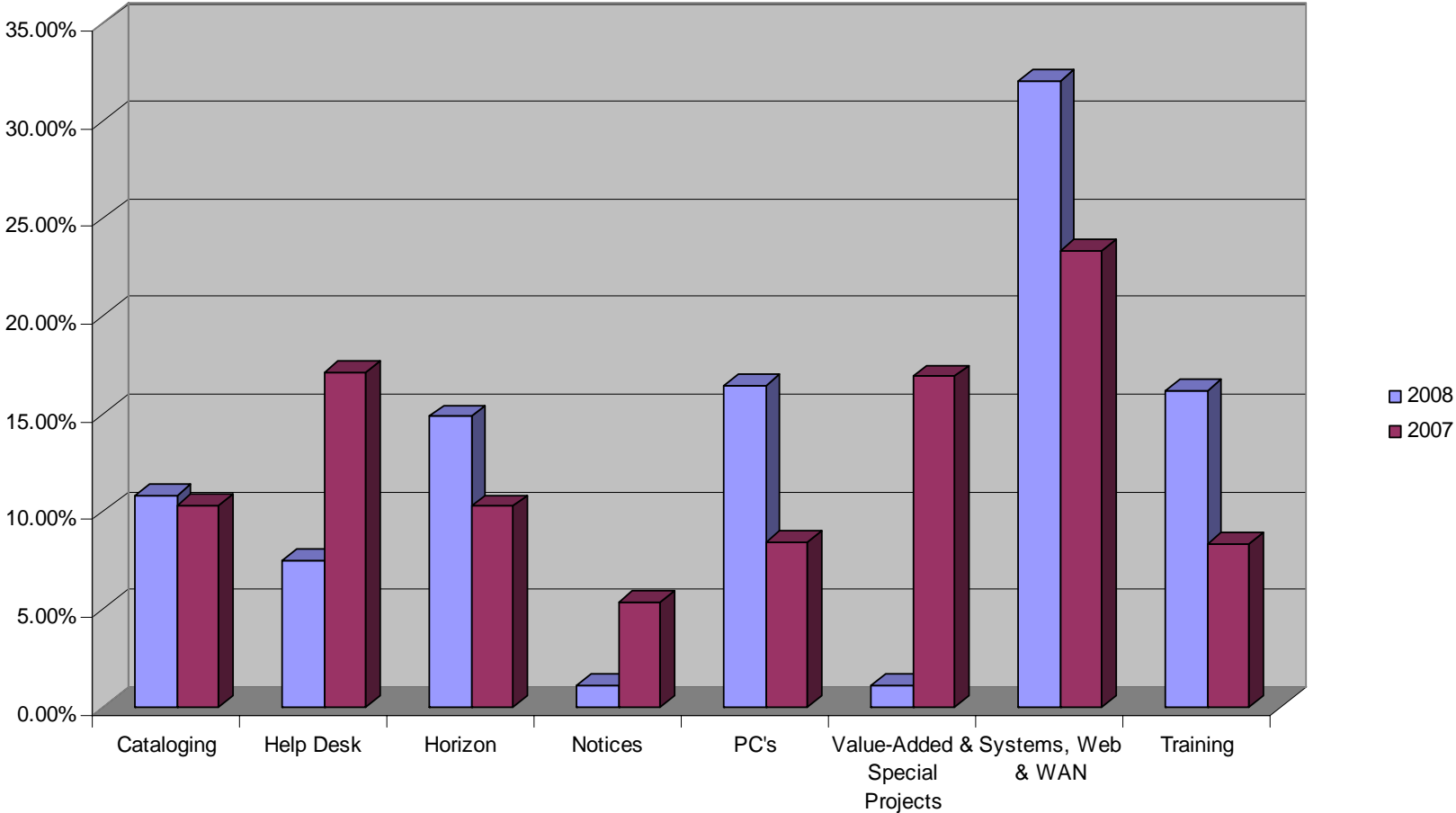
2008 Workload Analysis Prior-Year Admin Comparison



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2008 Workload Analysis Prior-Year Automation Comparison

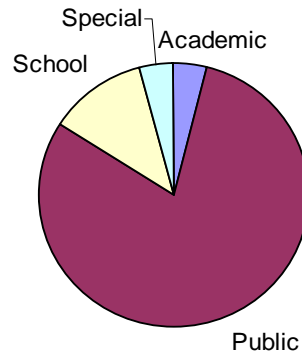


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Site Visit Results

Site Visits by Type of Library



Site Visits By Type of Library

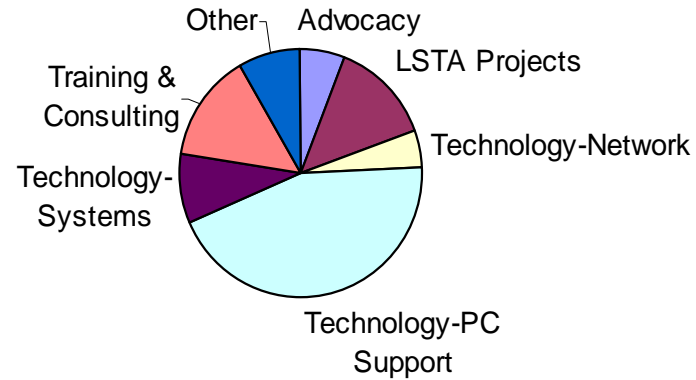
Academic	8
Public	154
School	23
Special	8
	193



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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



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Recommendations:

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



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