

DRAFT - Moving Forward - MHLs Staff Time per Service

	Cooperative Collection Development	Integrated Library System Services	Cataloging Services	Delivery Services	Interlibrary Loan Services	Adult Literacy Services	Coordinated Outreach Services	Correctional Facilities Services	Youth Services	Professional Development & Continuing Education Services	Consulting & Development Services	Coordinated Services	Awareness & Advocacy	Communication Among Member Libraries	Cooperative Efforts with Other Library Systems	Construction	General Administration	Facilities	Total FTE
Cataloging Specialist II		0.10	0.85							0.05									1.00
Assistant Director	0.15				0.05	0.03	0.20	0.05	0.05	0.20				0.12	0.05		0.10		1.00
Coordinator for Library Sustainability										0.20	0.45		0.10	0.05		0.15	0.05		1.00
Marketing & Program Assistant	0.10					0.01	0.10		0.25	0.15			0.15	0.15			0.09		1.00
Manager Technology Operations		0.35								0.05		0.50		0.05			0.05		1.00
Manager Shipping & Receiving				0.90													0.10		1.00
IT Coordinator	0.05	0.40								0.05		0.45					0.05		1.00
Assistant Shipping & Receiving - Manager of Facilities				0.45													0.05	0.50	1.00
Automation Coordinator	0.05	0.35	0.25							0.25		0.05					0.05		1.00
Executive Director																	1.00		1.00
ILL & Cataloging Specialist			0.30		0.25			0.25		0.15							0.05		1.00
Manager of Finance & Business Office																	1.00		1.00
Total Full Time FTEs																			12.00
Part Time																			0.00
Shipping & Receiving Clerk				0.49				0.03										0.03	0.55
Technical Support Specialist		0.06										0.49					0.03		0.58
Cleaner																		0.34	0.34
Accounting Assistant	0.03	0.03					0.06	0.14				0.03					0.29		0.58
Shipping & Receiving Clerk II				0.57													0.03	0.07	0.67
Materials Handler				0.51															0.51
Cataloging Specialist			0.57																0.57
Technical Support Specialist		0.09										0.46					0.03		0.58
Materials Handler				0.34															0.34
Executive Assistant																	0.43		0.43
																			5.15
Grand Total FTEs	0.38	1.38	1.97	3.26	0.30	0.04	0.36	0.47	0.30	1.10	0.45	1.98	0.25	0.37	0.05	0.15	3.40	0.94	17.15