



STAFF REPORT INFORMATION ONLY

Branch Staffing Model

Date:	October 16, 2012
To:	Budget Committee
From:	City Librarian

SUMMARY

The purpose of this report is to provide the Budget Committee with updated information on the branch staffing model, as requested at its September 12, 2012 meeting.

FINANCIAL IMPACT

This report has no financial impact.

The Director, Finance and Treasurer has reviewed this financial impact statement and is in agreement with it.

DECISION HISTORY

At its September 12, 2012 meeting, the Budget Committee approved the motion:

That staff report back to the October meeting on the following:

f) an updated version of the Branch Staffing Model.

COMMENTS

A report went to the October 17, 2011 Board meeting providing information on the branch staffing model (Attachment 3). There have been no changes to the model since that time. The number of staff has decreased though as a result of the Voluntary Separation Program. The attachments to the 2011 report have all been updated to reflect current staffing levels (Attachments 1 and 2). The following sections of the report itself are also updated with current staffing figures.

Branch Libraries Staffing Requirements

There are 96 branch libraries. As of July 31, 2012, 1,525 staff, including pages, work in the branch libraries of whom 1,498 are members of the bargaining unit. This represents a total of 990.53 full-time equivalents (FTEs) in the bargaining unit. The ratio of management to staff is 1 to 58. All members of the bargaining unit are involved in the direct delivery of service to the public.

Approximately 29% of staff is part-time (excluding pages). This allows flexibility in scheduling staff to meet peak busy hours. Part-timers can also be offered extra hours during staff shortages resulting from illnesses, vacation etc.

Research and Reference Libraries Staffing Requirements

The Research and Reference tier is comprised of two libraries: the Toronto Reference Library (TRL), the North York Central Library (NYCL) and two special collections – the Merril Collection of Science Fiction, Speculation & Fantasy, and the Osborne Collection of Early Children’s Books, both departments of TRL, but located in the Lillian H. Smith District Branch. TRL and NYCL are TPL’s largest and busiest libraries delivering service out of six and seven-storey buildings respectively. As of July 31, 2012, 369 staff work in Research and Reference libraries of whom 356 are members of the bargaining unit. This represents a total of 285.08 FTEs in the bargaining unit. The ratio of management to staff is 1 to 31. All bargaining unit employees are involved in the direct or indirect delivery of service to the public.

Approximately 23% of the division’s staff is part-time (excluding pages): 18.4% at TRL and 31.1% at NYCL.

CONTACT

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SIGNATURE

Jane Pyper
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ATTACHMENTS

- Attachment 1: Representative Branch/Department Complements and Organization Charts 2012
- Attachment 2: Overview of Public Service Bargaining Unit Positions 2012
- Attachment 3: Toronto Public Library Board Report, Branch Structure and Staffing, October 17, 2011