

## ATTACHMENT 4-E

### **Methodology for Allocating Hours to Branches:**

#### **1. Research and Reference and District Branches**

Research and Reference and District tiers provide the longest number of open hours in the full vision. These large facilities are strategically located across the City. They enjoy high usage, and provide a broad range of collections and services including services to Priority Areas. Their specialized staff provide leadership and support to the Neighbourhood tier. These large libraries will offer 91 hours of service per week.

#### **Weekly Hours – Research and Reference and District Branches**

	<b>Mon-Sat</b>	<b>Late Night</b>	<b>Sunday</b>
Research & Reference	65.5	17.5	8 (year-round)
District branch	65.5	17.5	8 (year-round)

#### **2. Neighbourhood Branches**

Two criteria were applied to place neighbourhood branches in the various open hour bands. The first criteria was whether the branch served a priority or non-priority area with preference being given to branches serving priority neighbourhoods. The second criteria was busyness as identified in the 2005 annual branch performance measures.

The results are outlined in the tables below.

#### **Weekly Hours – Priority Areas Neighbourhood Branches**

<b>Criteria for band placement</b>	<b>Mon-Sat</b>	<b>Late Night</b>	<b>Sunday</b>
Neighbourhood branch Quartile 1 busyness	65.5	-	5 (Sept-June)
Neighbourhood branch Quartile 2 busyness	65.5	-	5 (Sept-June)
Neighbourhood branch Quartile 3 busyness	65.5	-	5 (Sept-June)
Neighbourhood branch Quartile 4 busyness	50.5	-	-

**Weekly Hours – Non-Priority Areas  
Neighbourhood Branches**

<b>Criteria for band placement</b>	<b>Mon-Sat</b>	<b>Late Night</b>	<b>Sunday</b>
Neighbourhood branch Quartile 1 busyness	62	-	5 (Sept-June)
Neighbourhood branch Quartile 2 busyness	62	-	-
Neighbourhood branch Quartile 3 busyness	50.5	-	5 (legacy hours – New Toronto)
Neighbourhood branch Quartile 4 busyness	40	-	-
Exceptions (Swansea and Todmorden)	28	-	-

Following the application of these criteria, some adjustments were made to address branch size, service potential and geographic distribution.