PUBLIC SERVICE HOURS WORKSHEET

Please use the worksheet and instructions below to compute the value of Data Elements 26 and 27.

Using the worksheet on the following page, complete the computation below for each weekly schedule used during the library's fiscal year. Include all fixed site outlets and all bookmobile schedules. Bookmobile hours are based on the number of hours the bookmobile is at a stop.

Cover the entire 52-week year for each outlet. Remember, you are working with your fiscal year, not the calendar year. If you are closed for a period of time, include those weeks in the week count for the appropriate schedule, and also include that time in the hours closed.

The form below has room for 4 schedules. Use a second sheet if you have more schedules.

(a) Total Weekly Hours: This is a total of the hours Sunday through Saturday for a schedule.

(b) Number of Weeks Schedule in Use: This states how many weeks the schedule was in force, and may include weeks where there was no service. The total for all schedules for an outlet (or group of outlets using the same schedule) should equal 52.

(c) Number of Outlets Using the Schedule: If more than one branch has the same schedule, you can note that here, rather than computing each one separately.

(d) Service Hours for Schedule: This is computed by multiplying the Weekly Hours (a) by the Number of Weeks (b) and then by the Number of Outlets (c).

(d) Service Hours for Schedule = (a) * (b) * (c)

(e) Number of Hours Closed: This figure indicates the number of hours (over the period of this schedule) when the outlets (counted in item (c)) were closed. Include holidays, staff training days, closure for computer upgrades, remodeling, cleaning, etc. Do not include days when you are normally closed (such as Sundays). Remember, you are counting hours, not days. If you were closed all day on a day where you were normally open for 10 hours, you count 10 hours. If the library was usually open until 9 pm and you closed early at 6 pm, you would count 3 hours closed. If only one outlet is closed, say for remodeling, but the others remained open, you should create a separate schedule for that one outlet.

(f) Service Hours for the Entire Year: To determine this, add up all the cells on line (d) Service Hours for Schedule.

(g) Total Number of Hours Closed: To determine this, multiply each cell on line (e) No. of Hours Closed by (c) No. of Outlets Using Schedule. Then add the results.

Public Service Hours Worksheet

	Schedule 1	Schedule 2	Schedule 3	Schedule 4
Number of Hours Open Per Week				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
(a) Total Weekly Hours				
(b) No. of Weeks Sched. In Use				
(c) No. of Outlets Using Sched.				
(d) Service Hours for Schedule (a) x (b) x(c)				
(e) No. of Hours Closed (see definition on prev. page)				
(f) Service Hours for Entire Year				
(g) Total Number of Hours Closed				

Now compute the two data elements to be reported and enter the figures on the annual report in Data Elements 26 and 27.

(26) Weekly Scheduled Public Service Hours (all outlets):

Service Hours for the Entire Year divided by 52

Weekly Scheduled Public Service Hours = (f) / 52

(27) Public Service Hours Per Year (all outlets):

Service Hours for the Entire Year minus Total Number of Hours Closed

Public Service Hours Per Year = (f) – (g)