

## COUNCIL ACTION FORM

**SUBJECT: LIBRARY REQUEST FOR AN ADDITIONAL FTE**

### **BACKGROUND:**

Over the last 18 months, Ames Public Library has been reorganizing staff to provide the best customer service in the renovated and expanded facility. The primary goals are to ensure that duties are assigned to the proper classification, unmet staffing needs are addressed, and that personnel expenditures remain within the FY 2014/2015 approved budget.

A retirement in July 2014 of a tenured librarian in the Adult Services Division presented an opportunity for the Reorganization Team to transfer a position to the Youth Services Division. The Youth Services Division requires an additional Librarian to assist with collection development, planning and policy development, and for security on the first floor of the expanded building. However, the Adult Services Division also needs to maintain forty hours of personnel coverage for the public information desk and to support programming, particularly on nights and weekends.

The Reorganization Team looked at the budget and determined that a request needed to be made to transfer funding from the budgeted pool of temporary, unclassified personnel to the permanent part-time salary line item in the Adult Services Division. The transfer of temporary unclassified personnel funds, along with the savings from benefits and salary related to the retirement of the tenured Librarian, will allow for two new permanent part-time positions for Adult Services.

The Library is requesting approval to reassign the vacant full-time Librarian position from Adult Services to the Youth Services Division, and to add the equivalent of one full-time employee (1 FTE) by hiring two half-time Adult Services Library Assistants.

Library staff has completed a five-year salary and benefits projection to compare the costs between the current staffing situation and the proposed FTE addition. **Assuming that the replacement Librarian will be hired at the entry salary and the pool for temporary employee salaries is reduced to account for the hiring of two new part-time employees, the cost of this request can be absorbed within the Library's current budget.**

### **ALTERNATIVES:**

1. Approve moving of 1 FTE at grade 58 to the Youth Services Division and add 1 FTE (two part time employees) at grade 57 to Adult Services.

2. Do not approve the request.

**MANAGER'S RECOMMENDED ACTION:**

The Library has undergone a reorganization of staff in order to best serve our community in the recently renovated and expanded building. This reorganization results in improved coverage and quality of service with attention paid to appropriate distribution of duties, as well as safety and security of staff and customers. The proposed changes result in no net change to the Library's approved budget.

Furthermore, with the previous action taken by the City Council to approve an additional 3.75 FTEs in exchange for the elimination of the Assistant Director position along with the granting of this FTE request, the Library Director has indicated that their reorganization needs at the larger facility are now complete.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving moving 1 FTE at grade 58 to the Youth Services Division and adding 1 FTE (two half-time employees) at grade 57 to the Adult Services Division.