

**COUNCIL ACTION FORM**

**SUBJECT:** AUTHORIZATION OF ADDITIONAL LIBRARY STAFF

**BACKGROUND:**

Over the past two years the Ames Public Library has been seeking ways to maximize staffing resources to ensure excellent customer service in the expanded, renovated facility without affecting the bottom line of the operational budget. A staffing reorganization in mid-2014 also sought to assign duties to the proper classifications, improve efficiencies, and address unmet needs.

During the most recent eight months in the renewed facility, the Library administration has continued to monitor work flow, position duties, and allocation of staffing resources. Changes in assignments in the Resource Services Division have now presented an opportunity for a three-quarter time position to be shifted to a half-time position. The employee currently holding this position is in favor of this change. Further, Library administration seeks to create a half time Library Clerk position in the Customer Accounts Services Division by combining these residual quarter time wages and benefits with existing temporary salary funds. This request is for formal authorization of the additional .25 Full Time Equivalent (FTE).

Funding for this request is available within the Library's adopted FY 2015/16 budget by shifting funds between programs. A total of \$15,825 will be freed by making the existing employee's position half time. Additional savings of \$18,925 in temporary wages is available in the Customer Accounts Services area, plus an added \$3,327 in Library Administration. A total of \$38,077 is available through these combined funding sources.

Based on information provided by the Finance Department, the cost of the new .5 FTE position in FY 2015/16 could range from \$22,044 (with minimum salary and least expensive health insurance) to \$35,190 (mid-point salary and most expensive health insurance).

**ALTERNATIVES:**

1. Authorize an additional .25 FTE in the Library's Customer Account Services Division, to be accomplished through the reduction of .25 FTE in the Resource Services area and the addition of .5 FTE in the Customer Account Services area.
2. Do not approve this request.

**MANAGER'S RECOMMENDED ACTION:**

Library staff has identified a means to adjust human resources for optimal customer service, efficiency, and work flow in the renovated building. The new position can be created within the existing budget by assigning the combined salary and benefits savings with funds allocated for temporary, unclassified employees in the adopted FY 2015/16 budget.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.