

COUNCIL ACTION FORM

SUBJECT: REQUEST TO CHANGE VACANT ADULT SERVICES LIBRARY ASSISTANT POSITION (20 HRS/ WEEK) TO FULL-TIME STATUS

BACKGROUND:

The Library has been conducting a data analysis on staffing needs. Through this analysis, it has been identified that managerial level staff are spending approximately half of their time serving the Adult and Youth Services desks leaving them short on time to carry out other administrative responsibilities. It is a high priority to ensure adequate coverage and customer service at the Adult and Youth Services desks, and one cost effective way to address this is by utilizing Library Assistants.

Currently, there is a part-time (20 hours/week) Adult Services Library Assistant position vacancy budgeted at \$44,820. The Library Director has proposed expanding this position from part-time to full time status (40 hours/week) to help address the necessary public service desk hours and better meet customer service needs. **This expansion would require an additional \$44,820 in personnel costs for a total of \$89,640. The Library can accommodate this additional cost within the current fiscal year budget by reallocating funds from two part-time Library Aide positions totaling \$14,737 and assigning 3 intern positions to APL Friends Foundation in the amount of \$30,302 for a total of \$45,039.**

ALTERNATIVES:

1. Approve changing the vacant part-time (20hrs/ week) Adult Services Library Assistant position to full-time status.
2. Do not approve the request at this time.

CITY MANAGER'S RECOMMENDED ACTION:

The Library has been conducting data analysis on staffing needs to provide adequate desk coverage and customer service and is working with the Library Board of Trustees, the City Manager's Office, and Human Resources in exploring options. By reallocating funds from other part-time staffing positions and assigning intern positions to APL Friends Foundations funding the Library can accommodate this position increase within its existing budget allocation.

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