



Legislation Text

File #: 23-1705, **Version:** 1

Library Department recommending the Board:

- 1) Approve closure of the Library and Museum to the public for an employee in-service day on October 20, 2023; and
- 2) Provide direction for annual closures of Library and Museum for in-service days.

FUNDING: N/A

DISCUSSION / BACKGROUND

The in-service day would allow the library and museum team to learn, train, and grow, in a dedicated collaborative environment, with the collective goal of continuing to provide excellent customer service to our patrons as community needs continue to evolve.

The Library Director will facilitate training and team building, utilizing online webinar course content for the training during the in-service day. In addition, staff will independently complete additional trainings throughout the year included in the subscription. These trainings will be identified as systemwide performance evaluation goals for staff.

Training during the in-service day this year will include a nearly four-hour foundational course focused on building staff confidence and skill as related to working with those experiencing homelessness.

Team building during the in-service day this year will include collaborative opportunities for staff to identify, review, and plan systemwide marketing and programming events to best serve the many populations of El Dorado County.

The in-service day attendance would be mandatory for library and museum staff.

The Library would like to hold an in-service day annually on the third Friday in October. If in-service day is approved the library will memorialize the Board's decision with an internal policy.

ALTERNATIVES

The Board could choose not to allow the closure of the Library and Museum for an in-service day.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

The Library Department FY 2023-24 budget has funds to cover the training, staff hours, and mileage with no increase to net County cost.

Approximately \$6500 in salary cost and \$300 in mileage cost is expected, for a total of \$6800.

Online training course content was generously purchased by Friends of the Library in the amount of \$1,349.00.

CLERK OF THE BOARD FOLLOW UP ACTIONS

STRATEGIC PLAN COMPONENT

Workforce Excellence. Employee Development.

CONTACT

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