



Legislation Text

File #: 19-0846, **Version:** 1

Library Department recommending the Board approve and authorize the Chair to sign Resolution **109-2019**, amending the Authorized Personnel Allocation Resolution 105-2019 to add 1.0 FTE Supervising Library Assistant to the Library personnel allocation.

FUNDING: Library Taxes 64%, General Fund 36%.

DISCUSSION / BACKGROUND

The Georgetown Library is staffed by 1.675 FTE (three employees) and is open five days per week. The individual responsible for day-to-day management responsibilities of the library and Community Hub 4 is a Senior Library Assistant. Responsibilities include scheduling staff and programs, marketing and promotion, representing the library to the public, and dealing with emergency situations. Supervision of the staff and operation is provided by the Library Director at a distance. In order to provide appropriate supervision of the library, it is recommended that the library be staffed by a Supervising Library Assistant position. It should be noted that there are internal candidates in the Library who will likely be interested in this position. If one of those candidates is selected, staff will return to the Board at a later date to delete an existing Library position, thereby reducing the net fiscal impact.

ALTERNATIVES

The Board could opt to not approve the recommended action, or may provide alternate direction to staff.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Counsel, Human Resources

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The addition of a Supervising Library Assistant would be approximately \$76,000 annually. No budget transfer is recommended at this time. It is anticipated that the personnel changes will be covered by anticipated vacancy savings.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Upon Board adoption and approval, please provide a fully executed Resolution to the Katie Lee in Human Resources.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Jeanne Amos, Library Director