

TO: Board of Estimates

FROM: Mike Lipski, Human Resources

DATE: June 13, 2016

SUBJECT: Library FTE adjustments

In the 2016 operating budget, the Library received funding for a number of positions that had previously been unfunded. While the Library certainly has the work to occupy the positions, in reviewing its staffing, Library has determined that the funds are better spent reallocated among current staff to increase part-time positions to higher FTEs. After meeting with Krissy Wick, Library Associate Director, and Betsy York, Admin Analyst in the Finance Department, it has been determined that the following changes would help Library achieve its customer service goals:

- Increase Librarian position #421 from 0.9 FTE to 1.0 FTE and reallocate the incumbent (P. Witting) to the new level.
- Increase Library Assistant position #4433 (currently vacant) from 0.7 to 1.0 FTE.
- Increase Librarian position #468 from 0.6 FTE to 1.0 FTE and reallocate the incumbent (R. Krueger) to the new level.
- Increase Library Assistant position #4530 from 0.9 FTE to 1.0 FTE and reallocate the incumbent (R. Davidson) to the new level.
- Increase Librarian position #488 from 0.8 FTE to 1.0 FTE and reallocate the incumbent (K. Odahowski) to the new level.
- Increase Library Assistant position #3728 from 0.7 FTE to 0.9 FTE and reallocate the incumbent (K. Van Goeden) to the new level.
- Increase Clerk Typist position #453 from 0.6 FTE to 0.9 FTE and reallocate the incumbent (C. Markwyn) to the new level.
- Create a new 1.0 FTE position of Library Assistant.

In many cases, the incumbents in these positions have been working greater hours so with these changes, Library will be in a better position to serve the public. We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

cc: Greg Mickells—Library Director  
Krissy Wick—Library Associate Director