

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: February 15, 2019

SUBJECT: Library FTE adjustments

In light of a Clerk vacancy at the Lakeview neighborhood library, Library Associate Director Krissy Wick and Supervisor Jane Jorgenson have taken an opportunity to review appropriate staffing at the library. After talking with Ms. Wick, it has been determined that the following changes would help the Lakeview Library achieve its customer service goals:

- Increase Library Assistant position #500 from 0.65 FTE to 0.8 FTE; and
- Decrease Library Assistant position #4435 from 0.65 FTE to 0.6 FTE.
- Delete Clerk position #495. The funds will be used to pay for the increased FTE for position #500 and remaining funds will be shifted to the hourly budget to pay for Library Page hours.

The current staffing model at Lakeview includes a number of part-time Library Assistant positions which provide coverage at the library. However, with the way the FTEs are set up, scheduling has been very difficult. By adjusting the FTE levels for these positions, scheduling at the branch will be more efficient. Staff has been working these adjusted hours for a few months and the branch operations has benefitted from the change. As a result, Ms. Jorgenson has concluded that by formally making the change, the branch operational needs will be met going forward. In addition, the changes have allowed Ms. Jorgenson to determine that a vacant Clerk is no longer needed. As Library has seen cost overruns in its hourly Library Page budget, eliminating the Clerk will fund the increased Library Assistant FTE and remaining funds will be shifted to the Library Page hourly budget. We have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

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