



Staff Report

May 1, 2023 Council Workshop Meeting

Library Staffing Reorganization

Presenter: Connie Urquhart, Library Director

Time Estimate: 15 minutes

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BACKGROUND: When the City renegotiated its Library union contract, a request was made by the bargaining unit for the City to perform a salary study at that time. Because the Library was embarking on an extensive community engagement process as part of its strategic plan, it made an agreement to delay one year and to exact the salary study at the beginning of 2023. This is noted in the Library's section of the 2023-2024 Fiscal Biennium Budget document.

SUMMARY: Staff will provide results of the salary study, along with recommendations for a staffing reorganization based on the community engagement and strategic planning process. A short presentation will cover the new staffing structure, its benefits and how it aligns with community need, and next steps. Key changes include:

- Reclassification of two Library Aides to Library Assistants (part-time positions).
- Reclassification of two Library Associates to Library Coordinators (full-time positions).
- Reconciliation of one position currently paid under market value.

No new positions will be added.

BENEFITS TO THE COMMUNITY: The new structure allows the Library to reflect the needs of the community as discovered in last year's community engagement process. The new structure also incorporates the Library's mission and strategic goals that was crafted with the community's input in mind. For a visual to see how this applies, please reference the attached slides.

In addition, the improved staffing structure plans for succession, providing more opportunities for entry-level staff to move up and for the City to retain talent. Finally, this reorganization allows for long-range planning, without adding any new positions.

BUDGET IMPACT: Change to 2023 budget will be included in the Spring Omnibus for \$23,500. Change to 2024 budget is \$49,115.

RECOMMENDATION: This is for Council's information only.