



CITY OF DILLINGHAM MEMORANDUM

TO: Mayor Ruby and City Council
FROM: Dan Decker, City Manager
DATE: May 22, 2025
SUBJECT: Justification for Combining Librarian and Senior Center Director Positions

Purpose

This memo outlines the justification for combining the Librarian and Senior Center Director positions into a single role titled **Librarian/Community Services Coordinator**, as part of the City's ongoing efforts to improve efficiency and reduce costs while maintaining essential public services.

Background

The City of Dillingham currently operates both a public library and a senior center, each of which historically had its own full-time department head. As financial pressures continue to affect municipal budgets, it is necessary to reassess staffing structures to ensure taxpayer dollars are used as efficiently and effectively as possible.

Rationale for Consolidation

1. Fiscal Responsibility

- Combining the two positions results in **significant cost savings**, particularly in salary and benefits, without reducing service availability.
- This consolidation aligns with the City's broader commitment to **fiscal conservative planning** and responsible stewardship of public funds.

2. Operational Efficiency

- The Library and Senior Center both serve as key community hubs for learning, engagement, and support.
- A unified leadership position allows for **streamlined administrative functions**, including budgeting, grant writing, scheduling, reporting, and staff oversight.

3. Enhanced Grant Management



- The new position will focus heavily on **grant writing and administration** for both departments—improving the City’s ability to secure external funding for programming, materials, and facility improvements.

4. Community Engagement and Volunteerism

- The combined role includes responsibility for building and managing a **robust volunteer program**, enabling deeper community involvement and expanded support for daily operations at both facilities.

5. Sustainable Staffing Model

- The updated job description allows for flexibility by **removing the strict degree requirement**, enabling the City to hire based on demonstrated experience and skills.
- Reporting structure has been aligned under the **Deputy City Manager**, ensuring continued oversight and operational support.

Conclusion

The consolidation of the Librarian and Senior Center Director positions into a single **Librarian/Community Services Coordinator** reflects a strategic, fiscally responsible approach to municipal staffing. It strengthens oversight, preserves services, and positions the City to better compete for grant funding, all while reducing administrative costs.

This change is not a reduction in service but an **investment in smarter, more accountable leadership** across two essential public-facing departments.