



Date: September 8, 2025

To: Mayor and Town Council

From: Amanda Moldan, Library Director

Re: Consideration and Approval: **Library Assistant Pay**

Objective:

To request consideration of a pay adjustment for the **Library Assistant** in recognition of the increasing scope and complexity of duties, which align more closely with responsibilities traditionally assigned to professional Librarian I staff.

Summary:

This report was formally requested by **Councilor Jon Arnold** to determine the need for an hourly pay increase for the Library Assistant position due to the advanced nature of the work performed, which significantly exceeds the scope typically associated with the job classification. For comparison, the current starting wage for Library Assistant I in the Lake County Library System is **\$15.00/hour**, compared to **\$16.85/hour** for Library Assistant II and **\$22.04/hour** for Librarian I, and **\$23.69/hour** for Librarian II.

The chart below shows the job duties as assigned to each position within the county system. The highlighted areas show the tasks performed by the Howey Library Assistant that would normally be assigned to different level Librarians/Library Assistants.

Function	Library Assistant I	Library Assistant II	Librarian I	Librarian II	Overlap Observed
Salary	\$15.00-\$22.30	\$16.85-\$25.19	\$22.04-\$34.37	\$23.69-\$37.15	
Circulation (check-in/out, accounts)	✓	✓	✓	✓	All positions may perform circulation

Patron Assistance (general inquiries, locating materials)	✓	✓	✓	✓	Assistants perform tasks similar to Librarians I/II
Program & Activity Support	✓ (assist)	✓ (assist)	✓ (participating)	✓ (Supervising/ participating)	Assistants support programmin g central to Librarian duties
Collection Development & Maintenance	—	—	✓	✓	Assistants locate/shelve but also support maintenance
Reference Services	—	—	✓ (in-depth reference)	✓ (in-depth reference)	Assistants provide front-line reference, bridging gap to Librarians
Management	—	—	—	✓ (staff/branch management)	Some supervisory overlap in Assistant II role

Fiscal Impact:

The fiscal impact would be dependent on council's determination of the size of the pay adjustment.

Staff Recommendation:

Staff recommends an appropriate pay adjustment for the Library Assistant.