



CITY OF ORLAND STAFF REPORT

MEETING DATE: November 19, 2024

TO: Honorable Mayor and City Councilmembers

FROM: Pete Carr, City Manager

SUBJECT: **Library Management Position (Action)**

BACKGROUND:

Orland Free Library is staffed with five full-time equivalent positions as follows:

Library Director	1
Assistant Librarian	0
Library Tech III Cataloguer	1
Library Tech II	1
Children's Librarian	1
Part-time Library Assistants	2

ANALYSIS:

Current staffing is reduced from previous decades while services and patronage have increased. With responsibility for the operation of all five library branches in the County, the Library Director's time is distracted from being present at the Orland facility more often than not, plus demands for conferences, community meetings, etc. This often results in the library not having onsite management presence.

The funded Tech III position salary range is \$3,516.19 to \$4,273.94 monthly, in the General Unit.

The unfunded Assistant Librarian position range is \$4,239.19 to \$5,152.76 monthly, in the Mid-Management Unit.

The difference is \$723 to \$878/mo, approximately 20%, respecting the increased responsibility of a management position.

The City could increase management presence without adding staffing headcount.

RECOMMENDATION:

Approve funding the Assistant Librarian position in lieu of the Tech III position.

(The Library Director will make the staffing assignment from the current staff.)

FISCAL IMPACT OF RECOMMENDATION:

Up to \$10,536 annually, \$6,146 this fiscal year (FY24-25) due to the adjustment occurring mid-year.

Minor fiscal impacts for the net of benefits for one more Mid-management Unit employee vs benefits for one less General Unit employee.