



**CITY OF SOUTH PASADENA
LIBRARY BOARD OF TRUSTEES – REGULAR MEETING AGENDA**

Virtual Meeting

April 8, 2021, at 7:00 p.m.

South Pasadena Library Board of Trustees Statement of Civility

As your appointed governing board, we will treat each other, members of the public, and city employees with patience, civility and courtesy as a model of the same behavior we wish to reflect in South Pasadena for the conduct of all city business and community participation. The decisions made tonight will be for the benefit of the South Pasadena community and not for personal gain.

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the regular meeting of the Library Board of Trustees for April 8, 2021 will be conducted remotely and held by video conference.

Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, the Council Chambers will not be open for the meeting. Trustees will be participating remotely and will not be physically present in the Council Chambers.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting via Zoom in one of the three methods below.

**Library Board of Trustees
Zoom Meeting Information
Meeting ID: 892 5352 3747
Passcode: 073797**

1. Go to the Zoom website, <https://zoom.us/join> and enter the Zoom Meeting information accordingly; or

2. Click on the following unique Zoom meeting link:

<https://us02web.zoom.us/j/89253523747?pwd=L01UOTFDeW5na110ZExJeEszaytVZz09>

; or

3. You may listen to the meeting by calling: **669-900-9128** and entering the Zoom Meeting ID and Passcode when prompted to do so.

For additional Zoom assistance with telephone audio, you may find your local number at:

<https://zoom.us/j/adz9VBkd7p>

IMPORTANT NOTE: Members of the public may access the meeting to observe the meeting’s proceedings; however, at this time, there is no live, real-time participation by members of the public.

PUBLIC COMMENTS

If you would like to comment on an agenda item, members of the public may submit their comments in writing by emailing them to: lbt@southpasadenaca.gov. **Public Comments must be received by 12 p.m., April 8, 2021 to ensure adequate time to compile and post.** Public Comment portion of the email is limited to 250 words. Please make sure to indicate: 1) your name; 2) what agenda item you are submitting public comment on, or if it is a general public comment; and/or 3) if you request for your public comment to be read at the meeting.

CALL TO ORDER:

President Bianca Richards

ROLL CALL:

Bianca Richards, President, David Uwins, Vice President, Annie Chang, Secretary, Joseph M. Molina, Trustee, Dean Serwin, Trustee

COUNCIL LIAISON:

Mayor Diana Mahmud, Council Liaison

STAFF PRESENT:

Cathy Billings, Library Director
Sean Faye, Administrative Secretary

PRESENTATIONS

- 1. None

PUBLIC COMMENTS

- 2. Public Comment

ACTION

- 3. Review and approve draft minutes of the regular meeting held March 11, 2021

Recommendation

It is recommended that the Library Board of Trustees review and approve the minutes from the regular meeting held on March 11, 2021.

4. Recommend a Letter of Support for the Build America’s Libraries Act

Recommendation

It is recommended that the Trustees recommend that the City Council authorize a letter of support for the Build America’s Libraries Act (S. 127 and H.R. 1581) which would fund upgrades to the nation's library infrastructure.

DISCUSSION

5. Designate a Trustee as WISPPA Contact

6. Serving with a Purpose Mini-Conference

7. Reintroduction of In-person Library Services Plan

8. Proposed Changes to Library Organizational Chart

9. Library Operations Update

10. Equity, Inclusion, and Diversity Initiative

11. 2021 Library Board of Trustees Work Plan Status Review

COMMUNICATIONS

12. Board President

13. Board Members

14. Council Liaison

15. Friends of the Library Representative

16. Trustee Liaison to the Friends

17. Library Director

ADJOURNMENT

FUTURE LIBRARY BOARD OF TRUSTEES MEETINGS

May 13, 2021	Virtual Meeting	7:00 p.m.
June 10, 2021	Virtual Meeting	7:00 p.m.
July 8, 2021	Virtual Meeting	7:00 p.m.

PUBLIC ACCESS TO AGENDA DOCUMENTS

Prior to meetings, agenda related documents are available for public inspection at, South Pasadena Public Library, 1100 Oxley Street, South Pasadena, CA 91030. The complete agenda packet may also be viewed on the City’s website at: <https://www.southpasadenaca.gov/government/boards-commissions/library-board-of-trustees>

ACCOMMODATIONS



The City of South Pasadena wishes to make all of its public meetings accessible to the public. Meeting facilities are accessible to persons with disabilities. If special assistance is needed to participate in this meeting, please contact the Library Administrative Office at (626) 403-7330. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities. Hearing assistive devices are available in the Council Chamber. Notification at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II).

I declare under penalty of perjury that I posted this notice of agenda on the bulletin board in the courtyard of City Hall at 1414 Mission Street, South Pasadena, CA 91030, and on the City’s website as required by law.

4/5/2021

/s/

Date

Sean Faye,
Administrative Secretary



**South Pasadena Public Library
BOARD OF TRUSTEES
MINUTES
March 11, 2021**

CONVENE:

President Bianca Richards called the regular meeting of the Library Board of Trustees of the South Pasadena Public Library to order, virtually via Zoom, on March 11, 2021 at 7:07 p.m.

IN ATTENDANCE:

Trustees Present

Annie Chang
Joseph M. Molina
Bianca Richards
Dean Serwin
David Uwins

Also Present

Cathy Billings, Library Director
Diana Mahmud, Mayor
Sally Kilby, Friends Board President
Ellen Torres, Friends Operations Director
Olivia Radbill, Local History Librarian
Sean Faye, Administrative Secretary

PRESENTATIONS:

1. None

PUBLIC COMMENTS:

2. None

ACTION ITEMS:

3. Review and approve draft minutes of the regular meeting held February 11, 2021

Library Board Secretary Annie Chang asked for the 2/11/21 minutes be amended to include her request for the Friends' audit information in Board Member Communications.

Motion by Library Board Secretary Annie Chang, seconded by Library Board Trustee Dean Serwin, to approve the minutes as amended for the regular meeting of the Library Board of Trustees held February 11, 2021.

AYES:	Chang, Molina, Richards, Serwin, Uwins
NOES:	None
ABSENT:	None
ABSTAIN:	None

4. Library Board of Trustees Manual Update

Motion by Library Board Vice President David Uwins, seconded by Library Board Trustee Joseph M. Molina, to approve the request to rescind item 1.3, “Trustee Goals”, from the Library Board of Trustees Manual.

AYES: Chang, Molina, Richards, Serwin, Uwins
NOES: None
ABSENT: None
ABSTAIN: None

5. Review of Library Administrative Policies

Questions were raised about copyright in the context of materials donated to the Local History Collection. The Library emails high-resolution digital reproductions of historical photographs. Physical copies are no longer provided. When images are reproduced or displayed the credit “Courtesy of the South Pasadena Public Library” must be included.

A Deed of Gift form is completed for donations to the Local History Collection. It states the individual is the sole owner of the image in question and transfers all rights to the Library. The Deed of Gift form collects information about title, copyright, and donor identification. Trustee Dean Serwin cautioned that using images without confirming ownership of copyright runs certain risks. The Local History Collection Development Guidelines, which includes the Deed of Gift as an appendix, will be sent to the Trustees for their review.

This will be brought back as a Discussion Item for the 4/8/21 Trustees meeting.

Motion by Library Board Trustee Dean Serwin, seconded by Library Board President Bianca Richards, to approve the request to approve the amendments to the Library’s Local History Collection Policy and the Policy on the Giveaway of Newspapers, and to rescind the Policy for Reproduction of Historic Photographs.

AYES: Chang, Molina, Richards, Serwin, Uwins
NOES: None
ABSENT: None
ABSTAIN: None

DISCUSSION ITEMS:

6. Budget Report

The spreadsheet provided to the Trustees reflect the FY 19/20 budget as a comparison to the proposed FY 20/21 budget, which is not yet approved by the City Council. The Library has been very conservative with its spending in FY 20/21 and expenses are on track with the proposed budget.

The proposed budget makes funds available for the replacement emergency egress lighting system, shelving, and window shades for the Conference Room.

There were questions about the Assistant Library Director position on the Library Organizational Chart. The Library requested to keep this FTE position open in order to reallocate it into a different full-time position. This reallocation will be part of the budget discussion for FY 21/22.

The Assistant Library Position will be a Discussion Item at the 4/8/21 Trustees meeting.

7. Strategic Planning and Parcel Tax Renewal Timeline

Trustee Joseph M. Molina suggested the Library strategic planning process be moved up to take place before the Library Parcel Tax education efforts that will take place before the November 2022 election. Information collected from the strategic planning process will be relevant to Parcel Tax education and outreach. Trustee Serwin said that the results of any community surveys related to strategic planning would be useful to any independent Parcel Tax Measure committee formed to advocate for the tax.

Mayor Diana Mahmud said that the last time the Parcel Tax was renewed, it was adjusted for inflation.

The Library Board of Trustees, as appointed officials, cannot advocate for the Parcel Tax, but can educate the public about the Library's value and services. The Trustees, as individuals, can endorse the measure. There will be coordination between the Trustees, the Friends of the Library, and any independent Parcel Tax committee that is formed.

This Discussion Item will be continued at the 4/8/21 Trustees meeting.

[Local History Librarian Olivia Radbill left the Board of Trustees meeting at 7:54 p.m.]

8. Friends of the Library Letter to the Board of Trustees

The Friends of the Library (FOL) provided information about their finances, their audit, and their donation process to the Board. The FOL work with the Library Director to establish the amounts they budget to support Library services and programs, such as speaker fees, book clubs, subscriptions to digital resources, the Children's Summer Reading Program, and programs for Teens. There are restrictions on their endowment funds, which limit investment risk and result in smaller returns available to be spent for the benefit of the Library. The FOL will review their investment policies.

9. Library Operations Update

Several digitization projects are in process. Local History Librarian Olivia Radbill initiated an agreement with Newspapers.com and the California Digital Newspaper Collection (CDNC) at the University of California, Riverside to digitize and make available online twelve reels of Library microfilm of historic newspapers dated from 1917 to 1938. These have been scanned and are now accessible and full-text searchable in-library. After three years the content will be freely available on the internet via the CDNC.

Local History Librarian Radbill also obtained a grant for the California Revealed Digitization Project. South Pasadena City Directories from 1893-1949 and South Pasadena High School Yearbooks from 1909-1924, which are in the public domain, will be digitized and available online.

The Library app will have a soft launch with staff before it is available to the public. Some functionality aspects need to be further developed. The app can store all the barcodes of the same family. It will be officially launched next week with publicity forthcoming.

A Fine Free handout with the timeline for notifications has been included in Takeout materials. All fines have been purged from accounts referred prior to 2018. Only overdue fees have been waived from accounts from 2018 to the present; fees for lost and damaged items and collection agency referral remain. Typically, library fees are kept on the books for 3-4 years. Email overdue notices have been implemented.

Mask signage for the Library Park has been posted outside the Community Room entrance and at the Senior Center. Signage may be added to the Library picnic table area.

The “Rialto Revealed” event had over 400 people registered. 230 people watched live from across the United States, Canada and Mexico. It is available to stream on the Library’s website.

The Crowdsourced Community Poem has launched. Contributions are being received from the community and sent to South Pasadena Poet Laureate Ron Koertge. The deadline to submit is 3/19/21.

The California Young Reader Medal Storytimes are online this week. The winning book will be decided on 3/31/21.

There will be a Teen Journaling workshop about self-care on 3/17/21. This will be a virtual event with closed captioning.

The Comic Book Discussion Club for Adult Readers will meet virtually on 4/1/21.

10. COVID-19 Update

State Librarian Greg Lucas announced that library employees with occupational exposure to students are eligible for COVID-19 vaccines and South Pasadena Public Library staff who wish to be vaccinated are in the process of making appointments. LA County is moving into the Red Tier, and many libraries will likely begin to offer limited in-person services, including computer use, browsing materials and desk transactions, as early as April. The Fire Department will assist with determining an occupancy number as the basis for calculating limited capacity. An evaluation of the Library’s HVAC system is being arranged. The Library’s current floorplan for Takeout Services is not compatible with in-person services so furniture needs to be rearranged and existing shelving reconfigured. Once the budget is approved, new shelving to be located across from the Service Desk will be purchased.

11. 2021 Library Board of Trustees Work Plan Activity Review

This was addressed in the review of Library polices and the discussion of the Strategic Plan timeline. Any steps taken towards the objectives of the LBT Work Plan will be documented.

COMMUNICATIONS:

12. Board President (Bianca Richards): The Women Involved in South Pasadena Political Action (WISPPA) requested a short summary from each City Commission. Board President Bianca Richards was involved with WISPPA for many years and forwarded information about the Library’s Fine Free initiative. Going forward, President Richards will confirm that any information will be discussed first by the Library Board of Trustees before being shared. Responsibility for communicating with other boards or commissions will be a Discussion Item for the 4/8/21 Trustees meeting.

13. Board Members: Library Board Vice President David Uwins commended Local History Librarian Radbill for the outstanding presentation she gave for the “Rialto Revealed” event on 3/10/21, as well as the follow-up email she sent to answer attendee questions.

Secretary Annie Chang thanked Library Director Cathy Billings for her COVID-19 update and asked for a report about Library staff’s anti-racism training be presented at the 4/8/21 Trustees meeting.

Trustee Joseph M. Molina thanked the FOL for providing such helpful information in their letter.

14. Council Liaison (Mayor Diana Mahmud): Mayor Diana Mahmud complimented President Richard’s presentation of the LBT Annual Report and 2021 Work Plan at the March 3, 2021 City Council Meeting.

Mayor Mahmud noted that the County will be transitioning to the State’s less restrictive “Red Tier” and that the County Department of Public Health has allowed modified in-person library services at 25% capacity since 2/18/21. Mayor Mahmud suggested that in the coming months the LBT consider the Library’s service hours, and stated that the Library should be open on Sundays because it is important to families. Mayor Mahmud will make an announcement about the Library app during comments at the next City Council meeting if it is ready to be announced.

15. Friends of the Library Representative (Friends Board President Sally Kilby): The Friends newsletter has been recently sent out and they plan to do four issues this year. The FOL are planning an event to celebrate Library Staff Appreciation in April.

The FOL met to discuss the Twenty-first Century Committee for the Library (21CCL). Vice President Uwins provided a brief presentation about its history. The 21CCL does exist, but with the Library closed to the public, the upcoming transition with city management, and pandemic-related economic insecurity, there are reasons for caution to activate this committee. An exploratory committee of five people has been established to discuss the current vision for the Library and identify goals. Smaller projects will be launched in the meantime, such as completing fundraising for a tablet/laptop dispensing kiosk, ideally in time for the Library’s re-opening.

16. Trustee Liaison to Friends (David Uwins): Vice President David Uwins said the Friends Bookstore would need to be considered for any future change of the Library’s hours.

17. Library Director (Cathy Billings): The American Rescue Plan package will have \$10M for California libraries through the State Library. The will most likely be related to technology, such as Wi-Fi hot spots or technology lending devices.

A fuller report of the Equity, Inclusion, and Diversity training will be presented at the 4/8/21 Trustees meeting. Library staff has completed the three live-speaker sessions and there has been much to consider. PT staff were not able to take part in the live sessions, but information will be sent for them to review. An Equity Inclusion and Diversity plan will be created to guide staff.

NEW BUSINESS:

NEXT MEETING: The next regular meeting of the Library Board of Trustees will be on Thursday, April 8, 2021 at 7:00 p.m. via Zoom.

ADJOURNMENT: President Bianca Richards adjourned the regular meeting of the Library Board of Trustees on March 11, 2021 at 8:53 p.m.

Minutes approved _____ as written.

Minutes approved _____ as corrected.

President

Date



Library Board of Trustees Agenda Report

ITEM NO. 4

DATE: April 8, 2021

FROM: Cathy Billings, Library Director

SUBJECT: **Recommend a Letter of Support for the Build America's Libraries Act**

Recommendation

It is recommended that the Trustees recommend that the City Council authorize a letter of support for the Build America's Libraries Act (S. 127 and H.R. 1581) which would fund upgrades to the nation's library infrastructure to address challenges such as natural disasters, COVID-19, broadband capacity, environmental hazards, and accessibility barriers.

Background

Introduced on January 28, 2021 in the Senate by Sen. Jack Reed (D-RI), along with Sens. Bernie Sanders (I-VT), Sheldon Whitehouse (D-RI), and Ron Wyden (D-OR), as well as on March 3, 2021 in the House by Rep. Andy Levin (D-MI-9) and Rep. Don Young (R-AK), the Build America's Libraries Act would fund upgrades to the nation's library infrastructure to address challenges such as natural disasters, COVID-19, broadband capacity, environmental hazards, and accessibility barriers. This groundbreaking legislation would pave the way for new and improved library facilities in underserved communities across the country.

On March 31, 2021, President Biden released his infrastructure plan, and it fails to include funding for library facilities. Furthermore, the proposal would provide only half the level of grants for school facilities – including school libraries – that the House approved last year. While we're concerned that libraries were omitted from President Biden's plan, it's only the first step of the legislative process. We're glad that the Administration has brought focus to modernizing our infrastructure. But it's crucial that the White House and Congress hear: libraries are part of our infrastructure, and the time to invest is now.

Next Steps

1. Finalize letters for Representative Judy Chu and Senators Alex Padilla and Dianne Feinstein and forward to City Manager/City Clerk.

Attachments:

1. Sample Draft Letter



CITY OF SOUTH PASADENA

1414 MISSION STREET, SOUTH PASADENA, CA 91030

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WWW.SOUTHPASADENACA.GOV

April xx, 2021

The Honorable Alex Padilla
United States Senate
112 Hart Senate Office Building
Washington DC 20510

Re: S. 127 (J. Reed/B. Sanders/S. Whitehouse/R. Wyden) Build America's Libraries — Letter of Support

Dear Senator Padilla,

On behalf of the City of South Pasadena, we would like to express our support for S. 127, the Build America's Libraries Act, which would fund upgrades to the nation's library infrastructure to address challenges such as natural disasters, COVID-19, broadband capacity, environmental hazards, and accessibility barriers.

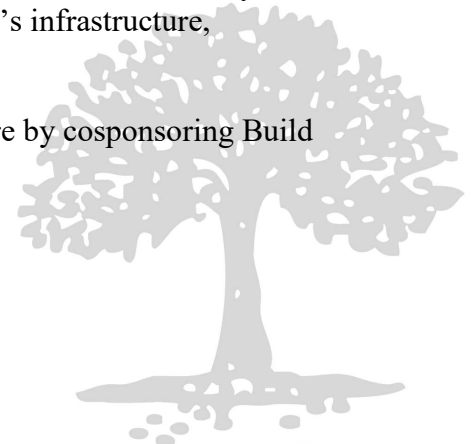
Libraries are a crucial part of our nation's education and information infrastructure. From its 24,000 square foot facility, built in 1982, the South Pasadena the library serves people from all walks of life and socio-economic backgrounds and is a community resource for literacy, lifelong learning, recreation, and professional development. Every month more than 20,000 customers visit, and 27,000 items are borrowed. The library supports early literacy and student success, and provides free high-speed Wi-Fi and an array of digital resources that are available free to the public.

Unfortunately, the South Pasadena Public Library, like many public libraries, is hampered by outdated facilities. A facilities condition assessment prepared by Faithful+Gould, Inc. in 2017, identified more than \$625,000 in assessed facilities needs over the next 10 years. These include upgrades to electrical systems, plumbing and HVAC to meet the needs of the modern library user. As Congress prepares to consider an effort to modernize our nation's infrastructure, libraries must not be left out.

We ask for your support for this effort to rebuild our library infrastructure by cosponsoring Build America's Libraries Act (S. 127).

Thank you for your consideration.

Sincerely,





What: A Free Virtual Mini-Conference on Fundraising
Date: Wednesday, June 9, 12:30-2:00 p.m.
Theme: Fundraising
Where: Via Zoom

Space is limited, register today!

www.swapfundraising.eventbrite.com

We have put together a **FREE** virtual mini-conference designed specifically for friends, foundations, trustees and the staff that work with them. We know that COVID19 had a dramatic effect on the way we interact with our support groups and their ability to raise funds and support libraries. Our virtual session will focus on fundraising efforts and will feature groups that have successfully pivoted their fundraising strategies in the last year. As always, we love to also have a great author as part of our program and for this session we'll feature NYT Best-Selling author of *The Paris Library*, Janet Skelsien Charles. She'll be calling in from Paris, France to share her book.

Save the date for our 2021 BIG in-person conference on Wednesday, September 1 at the Ontario Convention Center.

<https://www.servingwithapurposeca.org/>

Your 2021 organizers:

Jené Brown (Los Angeles Public Library, Principal Librarian, President Elect of CLA)
Erin Christmas (Riverside Public Library Director)
Robin Hoklotubbe (Friends of the Corona Public Library and past CPLA President)
Ashley Kagan (Los Angeles Public Library)
Helen McAlary (City of Ontario and past CLA President)
Michelle Perera (Pasadena Library Director and past CLA President)
Beatriz Preciado (Orange County Public Library)
Kate Pretorius (A.K. Smiley Library (Redlands) Trustee)
Shawn Thrasher (City of Ontario Library Director)
Toni Tomol (Friends of the Yorba Linda Library)

Serving with a Purpose wishes to thank the California Library Association for their generous sponsorship.



Library Board of Trustees Agenda Report

ITEM NO. 8

DATE: April 8, 2021
FROM: Cathy Billings, Library Director
SUBJECT: **Proposed Changes to Library Organizational Chart**

Overview

Library staff proposes two changes to the library's staffing/organizational chart for fiscal year 2021/2022:

1. Convert vacant Assistant Director position to a Support Services Librarian position.
2. Upgrade existing Clerk I position to a Library Associate position.

These changes will correct the lingering staffing and operational issues that resulted from the reorganization recommended by the Library Operations Study, which was implemented in Fiscal Year 2017/2018.

Background/Discussion

The history of staffing starting in FY 2011/2012 detailed below shows how the library went from 5 Public Services Librarians, then to 4, then to effectively 2 while positions were kept vacant for 2+ years, then down to 2 as part of the reorganization spurred by the Library Operations Study. It took Herculean efforts on the parts of then Senior Librarians Maida Wong and Barbara Posner to keep the library functioning at a high level on a daily basis from 2014/2015 through 2018/2019, especially starting in 2017/2018 when the reorganization left the library without a Fulltime Children's Librarian.

Significant corrections were made in FY 2019/2020 when a retirement allowed the library to convert (upgrade) the Support Services Clerk II position to a Children's Librarian position, and downgrade the never-filled Digital Services Manager position to a Librarian position. These changes put the Public Services team on a good footing for the first time in years, but left the Support Services team short-handed and the organizational issues in that area unresolved.

The changes recommended to the organizational chart in FY 2021/2022 will bring much needed technological expertise to the Support Services team, which has never been reorganized in response to the extensive technological changes of the last two or more decades that are now the backbone of modern library services. The library is not adequately staffed to develop our most critical technologies, and a retirement in the coming years would leave us with almost no expertise for these foundational systems. The proposal for a new Support Services Librarian will bring the library back to the 5 FTE librarian staffing level of 2011/2012, without increasing the overall number of FTEs. Finally, upgrading the existing Clerk I position to a Library Associate also recognizes the ways that technology has changed library work and accurately reflects the complexity of the duties—both technical and intellectual—and the level of responsibility required of the position.

Proposed Changes to Library Organizational Chart

April 8, 2021

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This visual representation of the library’s staffing history over the last ten years is meant to provide a simple way to view the changes over time. A detailed listing of changes and vacancies from year to year follows.

Number and Status of FTE Positions by Fiscal Year

Public Services Librarians

5												
4				Vacant	Vacant	Vacant						
3					Vacant	Vacant						
2												
1												
FY	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	

Support Services

4												Proposed
3												
2												
1												
FY	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	

Administration

3									Vacant	Vacant		
2												
1												
FY	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	

Digital Services

1							Vacant	Vacant				
FY	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	

FTE	11	10	10	10	10	10	10	10	10	10	10	10
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Detail for the

PS = Public Services | SS = Support Services

2011/2012 and prior: 11 FTE (5 FTE PS Librarians, incl. 2 Senior Librarians)

2012/2013: 10 FTE (4 FTE; 1 FTE PS Librarian eliminated)

2013/2014: 10 FTE (4 FTE PS Librarians, incl. 2 Senior Librarians)

2014/2015: 10 FTE (4 FTE PS Librarians; 1 Senior Librarian vacant—effectively 3 FTE)

2015/2016: 10 FTE (4 FTE PS Librarians; 1 Senior Librarian vacant; 1 Librarian vacant—effectively 2 FTE)

2016/2017: 10 FTE (4 FTE PS Librarians; 1 Senior Librarian vacant; 1 Librarian vacant—effectively 2 FTE)

2017/2018: 10 FTE (2 FTE PS Librarians, incl. 1 Manager; Digital Services Mgr. vacant; no Children’s Lib.)

- 1 Senior Librarian position eliminated/converted to new Assistant Director position
- 2 Senior Librarian positions eliminated/converted to new Public & Support Services Managers
- 1 Librarian position converted to Digital Services Manager

2018/2019: 10 FTE (2 FTE PS Librarians, incl. 1 Manager; Digital Services Manager vacant)

Proposed Changes to Library Organizational Chart

April 8, 2021

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2019/2020: 10 FTE (4 FTE PS Librarians, incl. 1 Manager and 1 Children’s Lib.; Dir. or Asst. Dir. vacant)

- SS Clerk II position eliminated/converted to new Children’s Librarian
- Vacant Digital Services Manager position eliminated/converted to Librarian

2020/2021: 10 FTE (4 FTE PS Librarians; Assistant Director vacant)

2021/2022: **[PROPOSED]** 10 FTE (5 FTE Librarians, incl. 4 FTE PS Librarians; 1 FTE SS Librarian)

- Assistant Director position eliminated/converted to new Support Services Librarian
- Existing Clerk I upgraded to Clerk II

Fiscal Impact

If eliminated, the salary of the Assistant Director position covers both the Librarian position salary and the upgrade from Clerk I to Library Associate, with funds left over available to the City’s General Fund.

POSITION	Bargaining Unit	STEPS (Monthly Rate)						
		A	B	C	D	E	F	G
Assistant Director	Mgmt	7,217.00	7,577.00	7,956.00	8,354.00	8,772.00	9,210.00	9,671.00
Librarian	PSEA	5,195.00	5,455.00	5,728.00	6,014.00	6,315.00		
Library Associate	PSEA	4,147.00	4,355.00	4,572.00	4,801.00	5,041.00		
Clerk I	PSEA	3,055.00	3,208.00	3,368.00	3,537.00	3,714.00		
AD minus Librarian Savings		2,022.00	2,122.00	2,228.00	2,340.00	2,457.00		
Clerk I to Library Assoc. Expense		(1,092.00)	(1,147.00)	(1,204.00)	(1,264.00)	(1,327.00)		
MONTHLY SAVINGS		930.00	975.00	1,024.00	1,076.00	1,130.00		
ANNUAL SAVINGS		11,160.00	11,700.00	12,288.00	12,912.00	13,560.00		

The employee currently in the Clerk I position would see a larger than typical salary increase if the position is upgraded to Library Associate—an approximately 11.66% increase:

11.66% raise from Step E Clerk I to Step A Lib. Assoc.	
44,568.00	Clerk I Step E
49,764.00	Library Associate Step A
5,196.00	Annual Increase
433.00	Monthly Increase

Next Steps

1. Submit proposal to City Manager, Finance Director, and Human Resources Manager for review.
2. Human Resources Manager to confer with Public Service Employees’ Association (PSEA) about proposed changes.
3. If approved, include in Fiscal Year 2021/2022 budget requests.

Attachments:

1. Current Organizational Chart
2. Proposed Organizational Chart

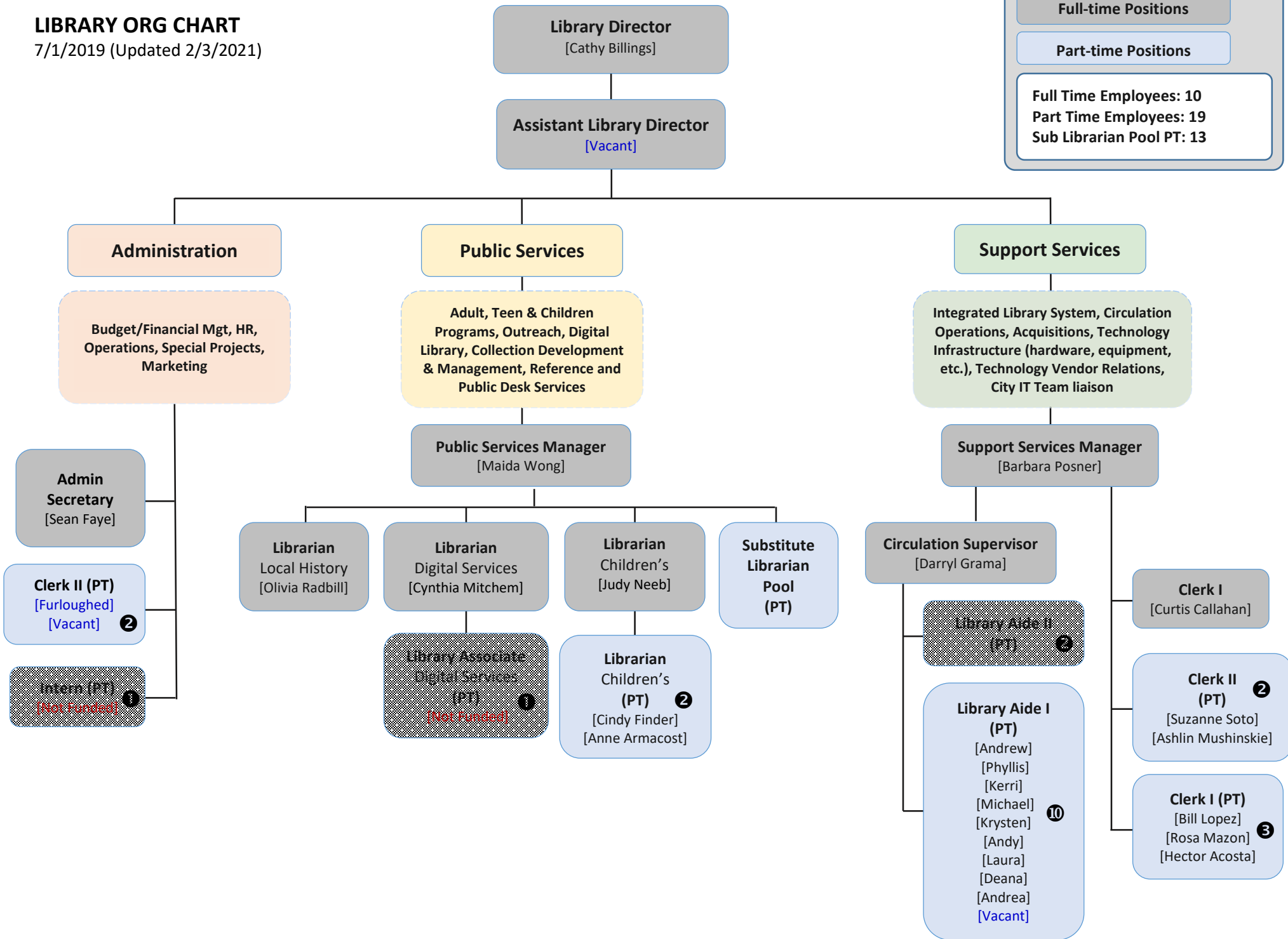
LIBRARY ORG CHART

7/1/2019 (Updated 2/3/2021)

Full-time Positions

Part-time Positions

Full Time Employees: 10
Part Time Employees: 19
Sub Librarian Pool PT: 13



PROPOSED LIBRARY ORG CHART
Fiscal Year 2021-2022

Full-time Positions

Part-time Positions

Full Time Employees: 10
 Part Time Employees: 19
 Sub Librarian Pool PT: 13

