MEMO

To: Davis County Budget Committee.
Debra Alexander, HR Director
From: Chris Sanford, Library Director
Date: February 27, 2020
Subject: Request to delete several part-time positions and add one full-time Associate Librarian (gr 14) position

Deleting positions no longer needed in the library system

As indicated during the 2020 budget presentation, we are requesting the elimination of several part-time positions that we have determined are no longer necessary in order to successfully operate the library system. Efficiencies in processes in technical services combined with a decline in actual work related to processing physical materials has been clearly identified so those positions are as follows:

- Part-time Library Clerk (Gr5), 0-19 hours
- Library Acquisition Assistant (Gr 12), 0-19 hours
- Associate Librarian (Gr 14), Substitute

Estimated savings that will be realized from the elimination of these three positions is approximately $29,809.10 based upon 2020 budget estimates provided by HR.

Adding one full-time (gr 14) Associate Librarian in PP 15 (May 15 - May 28).

At the same time, as the design and planning for the new library in Clearfield has continued, we have determined it will be necessary to add at least one full-time and one part-time Associate Librarian to address the direct changes in workflow resulting from the new library's design which now provides service on two floors. Staff have completed several scheduling and workflow studies, which take into account the two-floor layout, and more importantly, the necessity of having an adequate number of staff with a higher degree of technology expertise to address the new info-tech emphasis in this particular location.

We also mentioned during the budget presentation that we would be purchasing a significant amount of the new hardware and software that will be used in the new library in 2020 to ensure its availability when the library opens and more importantly, to give the full library staff the opportunity to train and become proficient in using this new hardware and software. Working with the IS department, our intent is to purchase this equipment in the near future and install it at the Headquarters Library, which will become a training site for this equipment and software.

The Associate Librarian would be temporarily based at Headquarters to oversee this training with the understanding that this position would "move" to the new Clearfield library when it opens in 2021. Staff from the IS department have indicated that they will need to be involved in

training and that, depending upon the expertise of our employee, the initial training period will be considerable.
We would utilize the experience and expertise of this employee during off-training times to assist with other construction related projects and to “fill in” at various locations on an as-needed basis. It is imperative that we provide adequate training for our staff prior to opening day as our patrons will rightly have the expectation that staff are competent in their ability to use the array of technology available, whether that is in the form of hardware or software.

The benefit of adding this position in 2020 is that it provides the capability of having staff with an expertise training other library staff, thereby building their skills and expertise in the use of location specific hardware and software that will be housed in the new library prior to the actual move into the new location. At this time, it is our intent to reassign a part-time Associate Librarian position to the new library so there will be no further requests for additional positions in that new location.

Cost Estimates

There is the possibility that we will hire from within the organization to fill this new position and would consequently begin salaries at least mid-range of the Associate Librarian position. Currently mid-range is $42,744 for salary plus a place holder of $20,000 for benefits giving us an approximation of $62,744 to fill this new position. If we apply the savings of $29,809.10 we will realize from eliminating the three positions mentioned earlier, the additional funds needed to accomplish this request is $32,935. I am confident we can absorb this additional funding into our existing personnel budget without undue hardship. If approved, we would like to make this position effective with PP15, which would allow us approximately two months for recruitment.

Thank you for your time and consideration of this request. I am available to answer any additional questions you may have regarding the approval and implementation of these personnel requests.