



Agenda Report

MEETING DATE: Meeting Date

TO: City Council

FROM: LIBRARY DIRECTOR MARTINEZ

THROUGH: CITY MANAGER MENDEZ

SUBJECT: RESOLUTION AUTHORIZING CITY COUNCIL TO APPROVE AN EXISTING ONE (1) .5 LIBRARY CLERK POSITION TO BE CONVERTED TO ONE (1) FULL-TIME LIBRARY CLERK

RECOMMENDED ACTION:

Staff recommends that the City Council adopt a resolution (1) authorizing the following library position and (2) approving the funds to support this position from the Library's Fund [150]:

- One (1) .5 (20-hour Library Clerk to one (1) Full-time (40-hour) Library Clerk at the existing salary range \$3,345.77 to \$4,483.64; \$19.30 to \$25.87.

BACKGROUND:

The Watsonville Public Library (WPL) has recently experienced staffing challenges or changes; several employees have retired or resigned. WPL currently operates two facilities; the Main Library and the Freedom Branch. Hours of operation for the Main Library (Monday thru Thursday 10am to 8:00pm and Fridays 10:00am to 6:00pm) and the Freedom Branch (Tuesday thru Friday 10:00 to 6:00pm and Saturdays 12:00pm to 4:00pm). Total open hours for both libraries is 84 hours per week.

After evaluating what steps could be taken to address the staffing challenges, the recommended change proposed will help address staffing the service desks during hours of operation and ensure that the department can continue to retain and attract qualified employees.

DISCUSSION:

The Library's regular personnel authorized allocations have decreased as of Fiscal Years 2019-20 through 2022-23. These staffing changes have occurred through retirements, resignations, elimination and re-allocation of staff and funds to other departments (IT Analyst to IT Department).

FY 19-20	FY 20-21	FY 21-22	FY 22-23
27.35 FTE	23.25 FTE	22 FTE	21.75 FTE

In order to continue to maintain staffing levels and ensure safety protocols at both facilities service desks (5 employees at Main and 2 employees at Freedom) during hours of operation; the Library has opted when possible to convert .5 (20-hour) employees to full-time (40-hour) employees. This proposed change would increase the Library's regular personnel allocations to 22.25 FTE.

The Library currently has one (1) vacant .5 (20-hour) Library Clerk and proposes to convert this position to one (1) Full-time (40-hour) Library Clerk. The proposed staffing change would allow for the employee to work at both library locations and assist with programming and outreach services.

STRATEGIC PLAN:

This proposed change supports Strategic Plan Priorities:

- Goal 5.F Community Engagement & Well-Being
- Goal 7 Efficient and High Performing Government.

FINANCIAL IMPACT:

Library services are funded by a voter-approved quarter-cent sales tax for libraries (Measure R, approximately \$4M) and the General Fund (\$548,686) per year. The vacant .5 (20-hour) Library Clerk is currently budgeted in the Library's Fund [150].

The annual cost for one (1) .5 (20-hour) Library clerk including benefits is approximately \$43,097 and the annual cost for one (1) Full-time (40-hour) Library Clerk including benefits is approximately \$61,633. The difference is an increase of \$18,536. The Library's Fund [150] has sufficient funds to cover the difference due to an increase in sales tax revenues.

ALTERNATIVE ACTION:

The City Council may elect not to approve the recommendation. While this is certainly an option, it is not recommended because the proposed change will address staffing challenges and allow the department to grow and retain qualified candidates.

ATTACHMENTS AND/OR REFERENCES (If any):

None.