



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 10

Section Name: {{section.name}}

Account Number: 10-6621

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Library Department
MEETING DATE: March 20, 2023

SUBJECT:
Library Department – Classification and Position Updates

RECOMMENDATION:

Adopt a Resolution to approve: the elimination of one (1) vacant Librarian I Per Diem and one (1) vacant Literacy Specialist Per Diem; the addition of one (1) Librarian I/II merit Full-Time Equivalent (FTE) in the Children's/Literacy Division; the elimination of three (3) vacant Library Assistant I Per Diem positions; and the addition of one (1) Library Assistant I/II merit FTE in the Circulation/Technical Services Division.

BACKGROUND:

The per diem Librarian I/II positions have been a challenge to fill, particularly within the Children's Division. This is likely due to the greater demand and availability of full-time Children's Librarians within the Bay Area. In addition, most recent Master of Library Information Science (MLIS) graduates are seeking a full-time positions after investing several years of time, energy, and financial resources into obtaining an advanced degree. The most recent hires for the per diem Librarian I/II and Literacy Specialist positions left very shortly after being hired due to obtaining full-time positions. Thus, there has been a high level of turnover in per diem positions within the Children's Division. The high level of turnover has a cost in terms of the time required for recruitment and training. Creating a merit position is an attempt to reduce turnover and create a position where the library will be able to attract and retain qualified staff.

Most of the Library's per diem staff are in the Circulation/Technical Services Division and many of those staff are Library Assistants. More full-time positions ensure that staff have consistent awareness of library operations, policies, and procedures. Library Assistants work regularly at the accounts desk and merit staff provide a consistent level of high-quality customer service. Merit Library Assistants serve in a leadership role during evenings and weekends by providing guidance and direction to per diem staff. Currently, the Library is often short on merit staff during the weekends if someone takes a vacation. The new Library Assistant I/II merit position would work a regular schedule during the week and be part of the regular Friday/Saturday rotation to provide coverage on weekends. Additionally, this position would spend part of their time assisting in Technical Services. Adding a merit presence throughout the week in Technical Services will help provide additional support for processing materials and general collection maintenance. Once the new position is created, a total of four merit staff will spend a portion of or their complete schedule working in Technical Services. This position would also present a professional development opportunity for current staff that want to gain experience in both the public-facing and backend work for the Circulation-Technical Services division. Lastly, full time positions ensure that the library can attract and retain qualified staff.

BUDGET IMPACT:

For the classification updates, the estimated annual cost for the Librarian I/II, is approximately \$121,000 and the Library Assistant I/II is approximately \$96,000. After elimination of vacant positions and addition of Librarian I/II and Library Assistant I/II, the annual net fiscal impact will be approximately \$52,000. This additional amount will be incorporated into

the Department's fiscal year 2023-24 operating budget.

ENVIRONMENTAL DETERMINATION:

This classification update is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

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