

COUNCIL ACTION FORM

SUBJECT: MID-YEAR STAFFING AUTHORIZATION FOR LIBRARY

BACKGROUND:

The Library staff has made a proposal for changes to staffing. The primary change is to reduce the Reference Librarian position vacated due to retirement from a grade 59 to a grade 58, and increase two Library Assistant positions in the Youth Department from 0.50 FTEs to 0.75 FTEs. This will result in an overall addition of a 0.50 FTE to the authorized FTEs. The additional FTE will allow the library to better cover and support high demand programming for youth and families, to make the Teen Program Space available for more hours, and allow the library to do more outreach and partnering with local schools.

The Finance Department has reviewed the impact of the proposed staffing changes and found the potential change of costs for the current FY 19/20 to be essentially even (savings of about \$400). These savings assume that the two employees increasing from 0.50 FTE to 0.75 FTE do not take health insurance. Both affected employees have been eligible for benefits for the past several years but have not elected coverage. However, increasing these employees from half-time to three-quarters time constitutes a qualified event and will allow them to make a change in their benefit election during the current year. Because of this the impact could be somewhere between \$0 and \$18,000 depending on benefit elections. Any shortfall for the FY 19/20 budget will be covered by salary savings stemming from the current vacancy being held for 5 months and, if needed, minor adjustments to hourly and internship wages.

For the upcoming FY 20/21 budget year there will be substantial savings with the pay grade change of the Reference Librarian position (approximately \$40,000), but some of the savings is based on the replacement employee not electing health coverage. The additional cost to increase the two half-time FTE's will be about \$30,000 resulting in a net reduction of about \$10,000. Again, this is based on none of these employees electing health insurance. If any elect coverage it will eliminate the savings.

ALTERNATIVES:

1. Authorize the Ames Public Library to increase two Library Assistant positions in the Youth Department from 0.50 FTE to 0.75 FTE. Total change will be to add 0.50 to authorized FTEs effective immediately.
2. Do not authorize the FTE increase at this time.

CITY MANAGER'S RECOMMENDED ACTION:

The additional 0.5 FTE at the Library Assistant level will allow the library to better cover and support high demand programming for youth and families, to make the Teen Program Space available for more hours, and allow the library to do more outreach and partnering with local schools and other youth serving organizations in the community.

The proposal to offset the additional costs associated with these FTE increases is projected to be cost neutral should the two employees not opt for health care coverage. Should they do so, the Library will have to initiate other budget adjustments to offset these expenditure increases.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as stated above.