

Item # 9B

**City of Carson City
Agenda Report**

Date Submitted: December 19, 2007

Agenda Date Requested: January 17, 2008

Time Requested: 5 Minutes

To: Board of Supervisors

From: _____ Sara Jones _____

Subject Title: Action to determine the position of Youth Service Librarian is critical to City operations and to authorize the position to be filled as soon as practical.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriffs Deputies and Firefighters be filled without specific Board approval. The Library is asking that the Board find that the position of Youth Services Librarian is critical to City operations and authorize the position to be filled. This position principally performs the following duties:

1. Plans, directs and executes youth services and programming at the Carson City library including storytimes, tours, outreach to schools and the summer reading program.
2. The position manages a budget for materials and programming and is expected to pursue grants and external funding sources for youth library services.
3. The position oversees part time staff and volunteers in the youth department.
4. The position works nights and weekends when children and parents need assistance and programs.
5. This position is also needed to fill a minimum of 10 hours per week of professional library services directly to the public. More is often necessary due to vacations, illness and vacancies.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes (XX) No

Recommended Board Action: Move to determine the position of Youth Services Librarian is critical to City operations and to authorize the position to be filled as soon as practical.

Explanation for Recommended Board Action:

This position has been deemed critical to operations for the following reasons:

1. Youth services has already been reduced dramatically at the library, teen programming and utilization of the teen advisory board has not occurred since this

vacancy. Family and early literacy activities have been significantly curtailed, the summer reading program must be planned in March and with no one in this position the summer reading program may need to be dramatically reduced or eliminated in the summer of 2008.

2. Funding sources for youth programs are being negatively affected by the vacancy, funding currently provided by service organizations and partner organizations is not being monitored or spent as planned. Additionally, one large grant application was withdrawn, and other funding opportunities have been ignored because no one is able to write grant applications.
3. Managing part time staff and volunteers needs to be completed by a full time staff member; the current situation is problematic and does not provide for effective service to the community.
4. Fully utilizing and managing the budget for books and materials improves literacy and education to Carson City residents, in particular helps with learning and education.

Applicable Statue, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: Monthly Position Costs Budgeted: \$4,587
Monthly Position Costs Estimated: \$4,587

\$3109 (@ \$19.43 per hour)
\$ 637 PERS
\$568 Health Insurance
\$228 Workers Comp
\$ 45 Medicare
\$4,587

Estimated start date of March 1, 2008 with four months of funding in FY08.

Explanation of Impact: Monthly Position Costs include salary and associated benefits.

Funding Source: _____ **General** _____ Fund

Alternatives:

Supporting Material: Position Requisition

Prepared By:

Reviewed By:

(Department Head)

(City Manager)

(District Attorney)

(Budget Manager)

Date:

Date:

Date:

Date:

12/20/07

1-8-08

~~1-8-08~~

1/8/08

Board Action Taken:

Motion: _____

Aye/Nay

1) _____

2) _____

(Vote Recorded By)

CARSON CITY JOB REQUISITIONDate: 10/10/07Number of Openings: 1Position Title: Youth Services Librarian Department: LibraryReporting to (Name & Title): Sara Jones, Library DirectorNew Position ☐ Existing Position ☒ Replacement for: Kerry MontzBudgeted: Yes ☒ No ☐ Funding Source General fund Budget # 101-6200
(Payroll Distribution)Full Time ☒ Part Time ☐ Seasonal: from ☐ to ☐

Please list the 3-5 essential functions performed by this position:

- Plans, directs and executes youth services and programming at the Carson City library including storytimes, tours, outreach to schools and the summer reading program
- The position manages a budget for materials and programming and is expected to pursue grants and external funding sources for youth library services
- Position oversees ½ time Children's Librarian and four part time youth assistants
- Work schedule includes nights and weekends

Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):

- Master's degree in library and information science from an accredited college or University
- Library experience working with children and/or youth services coursework in the master's program is preferred

Please list relevant recruitment resources: (i.e., journals, websites)

- Library Journal, American Libraries, Nevada Library Association, California Library Association and Mountain Plains Library Association

Department Director:

Signature

Date

Human Resource Director:

Signature

Date

Finance Director:

Signature

Date

City Manager:

Signature

Date