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Date: February 12, 2018
To: RCPL Board of Trustees
From: Terri Davis, Library Director
Re: Staffing update

Significant changes have been made to the organizational chart in the past five months. These changes have been made to enhance operational efficiency and address staff needs for service growth, while maintaining the same number of FTEs (38.875).

- Change of a management position to a staff position
 - With the departure of a Librarian I in November, that management position was eliminated and changed to a Library Associate I. This allowed for better staff coverage at the service desks, at General Beadle, and for focused one-on-one assistance to patrons
 - Management level tasks were redistributed among the remaining 2 Librarian Is, with the plan to provide support to them through the Library Associate II positions
- Reconfiguration of the Library Associate II (LAI) positions
 - There have been three LAII positions, although only one is currently filled
 - One LAII left in June; the other left in October
 - The job description for the LAII position has been rewritten to address service needs and to provide an opportunity for internal promotions
 - One LAII position was added, for a total of four
 - Filling of all these positions is anticipated by the end of March
- Promotion of custodial staff – we previously had one person at a Custodial Maintenance Worker (CMW) I level, and two at a CMWII level. One of the CMWIIs was promoted to an existing, but previously unused, CMWIII position. This allows for an enhanced level of project oversight, communications with contractors, and work with the HVAC systems.
- Two Customer Service Specialists (CSS) employees left the library in January. One of those positions is currently being filled on a half-time, temporary basis by a Page, working out of class as a temporary Library Associate.
 - When the positions are filled, one will remain at a CSS level; the other will be changed to the Library Associate II level as mentioned above.



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Current vacancies:

Library Associate II – 3 positions

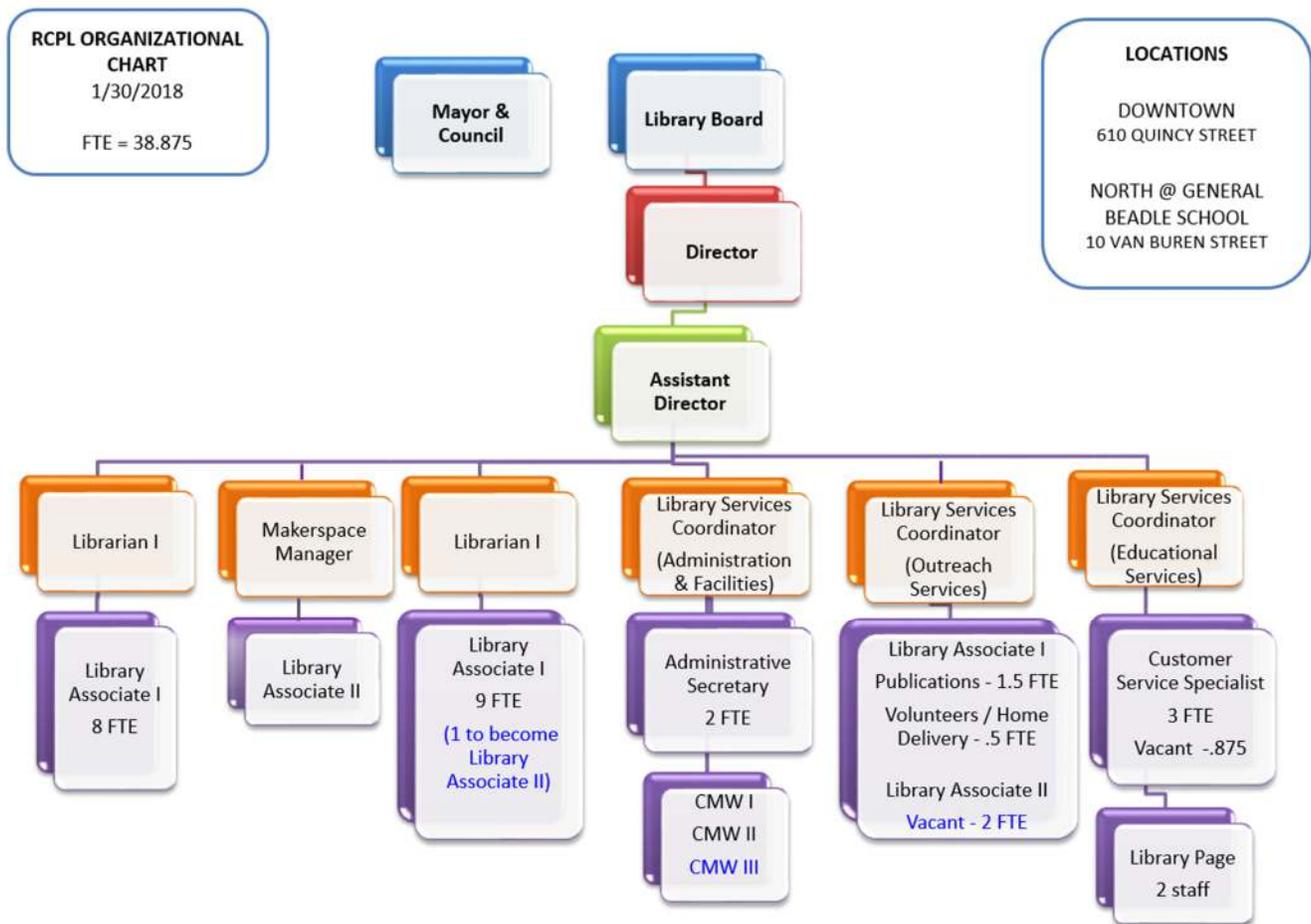
- As noted above, two are vacancies from 2017
- One will be an upgraded position from a vacant CSS position
- All are anticipated to be filled by internal promotions

Customer Service Specialist – 1 position, .875 FTE

- To be filled after the LAII positions are filled
- This is anticipated to be an external hire

Library Associate I – 2 positions

- Assuming internal promotions for the vacant LAII positions, LAI positions will need to be filled
- Anticipated to be external hires



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