COUNTY DEPARTMENT AGENDA REQUEST

Department:	Library	Presenter(s):	Chris Snell
Meeting Date:	January 26, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's request for authorization to create a temporary full time position to fill in during the absence of an employee on maternity leave, in an amount not to exceed $9,835.

Background/History/Details:

One of the Library's full time employees will be on leave from 2/10/2012 until 4/18/2012. Her absence will create a void that will impact other staff and the public. Therefore, the Library Director has requested consideration to allow her to hire temporary full time help to fill in with some of those duties. Due to previous budget cuts, Library services and job responsibilities have already been consolidated because of two vacant staff positions. Regardless, the Library remains committed to providing exemplary services to all patrons. However, being down one more position will definitely have an impact on the service of patrons in terms of wait times, etc.

The children's department information and circulation desk is already short -staffed to the point that there is sometimes not coverage at critical times during the day. This is because the children's staff members are needed to cover the main desk at various points throughout the week, and because keeping the library staffed at it current operational hours stretches staff. The employee going out on leave is the co-planner of our highly popular Baby Time program and is the Educational Learning lab manager and lead instructor. Also, the recently-completed new additions to the Library are still being filled and organized, thus creating additional needs.

The amount needed to establish the temporary full time position is not to exceed $9,835.The temporary position IS NOT ELIGIBLE FOR BENEFITS. Also, fortunately, the Library may be able to temporarily hire one of its retired former employees to fill this position, which would eliminate the learning curve.

What action are you seeking from the Board of Commissioners?

Approval of staff's request for authorization to create a temporary full time position to fill in during the absence of an employee on maternity leave, in a total amount not to exceed $9,835.

If this item requires funding, please describe:

Funding will come from the Library's existing Salary Budget Account.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes: