

Request for Additional Personnel

Staffing Needs (Priority Order)

Approx. Annual Amts.

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|--|---|
| 1) Increase adult services position to full-time (This was approved 1/17/06) | \$10,886 (This includes \$5,000 for med. Ins.) |
| 2) Increase shelving staff by .5FTE
- Currently Moscow relies upon a minimum of 20 hours per week of volunteer time to get materials shelved (this is in violation of our policies - Administrative 10.0) | \$ 11,807 (Based on \$7.96 pr. Hr. - bottom of LAI gri |
| 3) Additional .5 FTE staff in Moscow | \$ 13,116 (Based on \$9.02 pr. Hr. - bottom of LAI gr |
| 4) Staff to cover, district-wide, for other staff annual leave, and sick leave as well as help with training, projects, SRP, and storytimes. | |
| 5) Staff to provide training to the public on use of electronic equipment & databases; programming | |
| 6) Technical Services watch - Given the increase in the budget for library materials and given that the volunteer who has been covering books is now a substitute for the District a problem may arise in tech services. | |

For Consideration

Per the auditor's comments, Latah County Library District can increase their expenditures to an amount greater than projected revenue and roughly equivalent to the average amount of additional revenue received as the result of county-wide new construction.

- \$19,561 is the average amount over the last eight years (round off to \$20,000)

The amount approved by the board in January, necessary to increase the Adult Services Manager position from .875 to 1.0 FTE is \$10,886 That leaves about \$9,000 that can be assigned and still fall within the limits suggested by the auditor.

Request

\$6,000

I request, at this time, permission to add a temporary 20 hours to circ for the remainder of this fiscal year. This position would be classified as a Library Assistant II. The reason I am skipping Priority #2 (above) is because it is not yet critical since we have a volunteer covering those hours. The #3 Priority however, is critical and should be filled immediately.

I have temporarily authorized these extra hours be covered by a substitute. If this request is approved, the person currently working these hours would be asked to continue on through September 2006.

However, these hours beyond October 1, 2006, at this point, will assumed to be folded into hours freed by implementation of the Tiered Plan.

Additional Comments

At which time the volunteer who shelves books is no longer available the #2 priority will need to be immediately addressed.

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