



Director's Report August 2020

Personnel

The COVID-19 pandemic has helped the Library administration to take a hard look at personnel and required staffing levels. During this unprecedented time, the Library administrative staff have had to make some very difficult decisions. After discussing staffing levels for two months, the decision was made to implement a reduction in force among the Library staff. With patronage and circulation at less than sixty percent of one year ago the decision was made to eliminate three full-time staff positions. Accordingly, the criteria for the reduction in force was drawn up and approved by both the Leal Department and Human Resource Department. The criteria, as stated in the City's Policy, focused on the City's (Library's) skill requirements; the employee's potential; and employee's work performance. The reduction included one Librarian position, one Library Technician position, and one Office clerk position.

During the last few months we have also worked extensively with our second custodian to improve his work performance and bring it up to a satisfactory level. During this time period, the custodian was issued four or more verbal warnings, three final notices of inappropriate behavior and one notice of intent to terminate employment. The custodian was terminated on August 13, 2020.

It was also brought to my attention, on August 13, 2020, by our Human Resource analyst that our pay structure for pages may be interpreted as discriminatory. It was recommended that we standardize the pay structure of those working in the Page job description. Accordingly, I have submitted personnel actions to eliminate this potential liability.

Also, attached to this report is a new organization chart for the Library reflecting the job duties and reporting structure for Library employees resulting from the reduction in force and termination of one custodian.

Programs -- All in Library programs have been canceled until further notice.