



City and Borough of Wrangell  
2019-11-04 Borough Assembly WORK SESSION  
AGENDA

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Monday, November 04, 2019  
6:00 PM

Location: Borough Assembly Chambers  
City Hall

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**WORK SESSION**

[Work](#) Session: Library Staffing

# CITY & BOROUGH OF WRANGELL, ALASKA BOROUGH ASSEMBLY AGENDA STATEMENT

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	November 4, 2019
	<u>Agenda Section</u>	<b>13</b>

Work Session: Library Staffing

SUBMITTED BY:

Lisa Von Bargaen, Borough Manager

FISCAL NOTE:

**Expenditure Required:** \$XXX Total

FY 20: \$	FY 21: \$	FY22: \$
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**Amount Budgeted:**

	FY20 \$XXX	
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**Account Number(s):**

	XXXXX XXX XXXX	
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**Account Name(s):**

	Enter Text Here	
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**Unencumbered Balance(s) (prior to expenditure):**

	\$XXX	
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Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Library Assistant II Job Description, 2. Compensation Information

**RECOMMENDATION MOTION:**

None. Work session discussion only.

**SUMMARY STATEMENT:**

The employee currently serving in the full-time position of Library Assistant II gave notice a few weeks ago that she will be ending her employment with the CBW at the end of the calendar year. In consultation with the Manager, the Library Director made the decision to internally promote the employee currently serving as the part-time Library Assistant I to the soon-to-be-vacated Assistant

II position. This will leave the Assistant I position vacant. In an effort to train employees in their new roles prior to the departure of the existing staff, the decision was made to post the Assistant I position.

Members of the Assembly have expressed concern filling this position. Those concerns include, but may not be limited to:

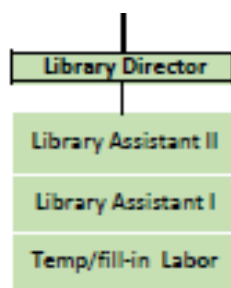
- There are other departments (namely the Nolan Center) with greater operational needs that have fewer permanent staff.
- The Borough currently has the policy that permanent, part-time employees are eligible for full health insurance benefits (rather than pro-rated benefits).
- There is a potential for the Assistant I position to be made full time, but shared with another department (e.g. the Nolan Center) for a much smaller financial impact to the Borough because full time health benefits are already being provided to that position.
- It is being asked if a third permanent (albeit part-time) position at the Library is operationally necessary.

The Assembly requested the opportunity to revisit the position so a work session is being held to facilitate that discussion.

A copy of the position description and wage/benefit details are attached to this agenda statement for reference.

Staff will be available at the work session to provide additional information and answer any questions from the Assembly.

Below is an image of the organizational structure of the Library, along with the weekly hours of operation (total of 38 hour per week):



Sunday	Closed
Monday	10:00 am - 12:00 pm / 1:00 pm - 5:00 pm
Tuesday	1:00 pm - 7:00 pm
Wednesday	1:00 pm - 7:00 pm
Thursday	1:00 pm - 7:00 pm
Friday	10:00 am - 12:00 pm / 1:00 pm - 5:00 pm
Saturday	9:00 am - 5:00 pm

The Library Director will be able to explain in greater detail the coverage requirements for vacation/sick leave and other operational needs. In addition to the permanent staff, the Library required 395 hours of additional temp labor in 2018. In 2019 340.50 hours of temp labor has been needed calendar year-to-date.

The Mayor provided some specific questions for the work session as outlined below. Some of the questions are answered and some of the answers will be provided at the work session on Monday.

- Why isn't there parity in all departments with PT employees?

There should be continuity across all departments in how permanent part-time and temporary part-time staff are treated with regard to benefits, etc. If this is not the case, the situation needs to be understood and rectified immediately.

- How many temporary employees do we have in the City and how many of those "temps" should be PT-Permanent employees?

The number of temporary employees varies significantly based on a variety of factors. The current number is 61. There are many temporary employees "on the books" who work inconsistent shifts and hours depending on the needs of the department and the availability of the temp employee. This is particularly the case with lifeguards, Parks & Rec summer program staff, Nolan Center staff, specifically movie theater attendants, and summer employees working Port Security at the dock. There are a handful of positions which should be permanent part-time or permanent seasonal positions. This issue has previously been addressed related to the organizational chart at the Nolan Center. There are a couple of other positions in different departments which may also be considered for this status change. This can be discussed in greater detail.

- What's the difference between full benefits and pro-rated benefits?

Full benefits versus pro-rated benefits is really just an issue for CBW health insurance. PERS already has a pro-rated scale for permanent part-time employees. If the CBW would like to change its current practice, permanent part-time employees would be eligible for health insurance with the employee paying the percentage of the premium consistent with the hours they work. A .5 FTE would be required to cover 50% of the premium, rather than the small percentage currently covered by employees. The attached employee worksheets gives an idea of the cost to the CBW for full health insurance coverage. This change would only impact new employees being hired. It would not apply to existing permanent part-time employees who receive full benefits.

- Why does the Library Assistant I have benefits and when did this happen?

I have no idea when the policy decision was made to offer full health insurance benefits to permanent part-time employees. It was explained to me by the previous Finance Director that this has been the practice for years. The Library Assistant I is not the only part-time employee eligible. The previously part-time maintenance staff member for Parks & Rec also received full benefits, prior to moving to full time in February. The part-time Admin in Public Works also receives full benefits.

## City & Borough of Wrangell

## Position Description

Position: Library Assistant I	Type: Permanent, Part-Time
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Director	Salary Grade: 9

### **Summary**

Performs routine and recurring clerical duties specific to Library operations and the provision of patron services. Duties may relate to processing, and circulation of library materials, and responding to routine requests for information and assistance.

### **Distinguishing Career Features**

The Library Assistant I is the first in a multi-level career path for Library media services. The Library Assistant I provides circulation and customer service support. Advancement to Library Assistant II is possible by additional responsibility for team leadership, and competency in customer service for circulation, reference, and inter-library lending.

### **Essential Duties and Responsibilities**

- Assists patrons with finding library materials. Helps patrons use resource searches and library materials to locate information of interest.
- Charges out and checks in library materials. Collects service charges on overdue, lost, or damaged materials. Types overdue notices and similar short forms.
- Sorts and files books and uses the automation system. Maintains routine files related to library operations. Accepts applications for library cards.
- Prepares books and other materials for circulation. Applies labels, bar codes, and plastic covers to books and audiovisual materials.
- Shelves and re-shelves books into proper alpha or numeric category.
- Checks in periodicals received by the Library. Discards periodicals according to instructions. Displays or files periodicals as appropriate.
- Catalogs pre-classified books and other library materials by obtaining the correct bibliographic record on-line from a computer database.
- Performs clerical tasks such as data entry into pre-established databases using data entry screens, and processing reports on items such as books that are missing, replaced, transferred, or discarded.
- Processes interlibrary loan requests through the OCLC database.
- Mail duties; prepares books and other items to mail back to other loaning libraries.
- Assists other staff with preparation for and presentation of children's programming. Assists students during the summer reading program.

- Participates in library beautification efforts such as but not limited to displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires basic knowledge of library clerical procedures and basic familiarity with reference tools and sources including use of automated library card catalogs. Requires a basic understanding of the Dewey Decimal System of classification and the American Library Association rules for filing. Requires sufficient human relations skill to exercise patience and deal courteously with patrons of all ages. Requires sufficient math skill to compute sums, products, quotients, and percents. Requires sufficient writing skills to compose routine memos and announcements.

- **Abilities**

Requires ability to perform all the duties of the position and to follow detailed procedures such as library filing rules. Requires the ability to work with a diverse customer population of all ages. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Requires the ability to learn library filing systems. Must be able to learn to perform transactions within an automated library system. Required to work Saturdays and one evening per week.

- **Physical Abilities**

Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a moderately active nature. Requires ability to converse with patrons, provide accurate information, and communicate effectively with small groups. Requires ability to operate a computer, mobile devices, and other office equipment. This position requires the employee to move about inside the office to access filing cabinets, bookshelves, computers, and check-out desk. Will occasionally ascend/descend stairs and move equipment weighing up to 40 pounds.

- **Education and Experience**

The position requires a High school diploma plus one year of experience in a library, educational support setting, or equivalent in customer service. College-level courses and/or a certificate in library science is preferred and may substitute for some experience. Competency in a second language is desired.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

Permanent Employee Compensation Cost Estimator, FY 2020

Hourly wage	15.62	Grade 9, Step 1 - Library Assistant I
Hours per week	21.00	
Est. hours overtime per month	-	
Worker's Comp %	0.2699%	

Annual Wage/Salary 17,057.04

PERS	3,752.55
SBS	1,045.60
Worker's Comp	46.04
Medicare	247.33

Minimum Total Benefits	5,249.31	(opts out of health insurance)
	15,039.39	(includes EE only insurance)
	23,744.43	(includes EE + children insurance)
	27,458.79	(includes EE + spouse insurance)
Maximum Total Benefits	36,104.43	(includes family insurance)

Minimum Total Compensation Cost	22,306.35	(opts out of health insurance)
	32,096.43	(includes EE only insurance)
	40,801.47	(includes EE + children insurance)
	44,515.83	(includes EE + spouse insurance)
Maximum Total Compensation Cost	53,161.47	(includes family insurance)

Employer Share of Health Insurance, Annual	FY 2020	Navia Costs
Employee only	9,578.28	54.00
Employee + child(ren)	18,175.32	162.00
Employee + spouse	21,943.68	108.00
Employee spouse & child(ren)	30,535.32	162.00

Employer Paid Life Insurance 13.15/month

Worker's Compensation Percentages	%
Port/Harbor	2.7968%
Water	2.2195%
Electric	3.3067%
Wastewater	2.6244%
Sanitation	2.6543%
Fire	3.2017%
Police/Corrections	2.6244%
Solid Waste Transfer Station	2.8193%
Clerical/Office	0.2699%
Building Maint.	4.0190%
Parks & Recreation	3.4792%
Theater	2.0545%
Garbage Collection	4.4314%
Public Works	2.8418%

Non-permanent/non-benefited Personnel Cost Worksheet

Hourly wage	15.62
Hours per week, on average	21.00
OT hours per week, on average	-
# of months worked during year	12.00
Worker's Comp %	0.2699%
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Wage expense (6002), annual	17,057.04
FICA	1,057.54
Medicare	247.33
Worker's compensation	46.04
<hr/>	
Total Benefits (61XX), annual	1,350.90
Total wages & benefits for this employee	18,407.94

Worker's Compensation Percentages	%
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Port/Harbor	2.7968%
Water	2.2195%
Electric	3.3067%
Wastewater	2.6244%
Sanitation	2.6543%
Fire	3.2017%
Police/Corrections	2.6244%
Solid Waste Transfer Station	2.8193%
Clerical/Office	0.2699%
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