Ramsey County Library
Request for Library Board Action

Meeting Date	Action Requested	Presented By
June 21, 2017	Information & Discussion	Lynn Wyman, Deputy Director

SUBJECT:
Human Resources Update

BACKGROUND:
Biennial report to the Library Board on library staffing.

BOARD ACTION REQUESTED:
For information and discussion.

Library Staffing Report
June 2017

Two years ago, the library was coming out of multi-year staffing cuts and was grappling with a lack of diversity in library staff, long tenure and low turnover, a large number of part-time staff and the challenge of staffing seven sites with evening and weekend hours.

The library has made progress on some of these issues. Public services staffing has increased through the added hours at NB and SV. We have worked through the hiring and training associated with the retirements of several key staff.

We are making progress in hiring staff who reflect the diversity of our community. According to annual Ramsey County Workforce Statistics Reports, as of January 1, 2014, 95% of permanent library staff were white; as of January 1, 2017, 88% of permanent library staff were white. The 2017 Ramsey County report mentions the library as a department with significant diversity in new hires. The library continues to use the Student Worker job classification to provide work opportunities for youth, particularly for youth of color.

Staffing complement, as of 6/15/2017

- 101.37 FTE
- 124 permanent staff in place (49 full-time, 75 part-time)
- 5.98 FTE in vacant permanent positions, including unfunded NB hours and vacancies soon to be filled
- 5 longer-term student workers on staff, with 3 summer student workers
- 18 intermittent staff in place, with several vacancies to be filled later this summer

Of the 124 staff with permanent hours—

- 40% work full time and are eligible for full benefits
- 27% work part-time (60-72 hours/pay period) but are eligible for full-time insurance benefits
- 14% work part-time (40-48 hours/pay period) and are eligible for insurance at the part-time level
- 15% work part-time (32-37 hours/pay period) and receive paid vacation and sick time but are not eligible for insurance
- 6 librarians work 8 to 27.5 hours/pay period and receive no benefits

Allocation of public service staff

- Library managers at all libraries
- Children's librarians (some part-time) in all libraries, except NS
- Teen librarians at regional libraries (RV, MP, SV)
- Other librarians, as needed, to maintain reference desk staffing at designated levels
- Librarians also do system-level work as project and collection managers
- Circulation supervisors at the four largest libraries

- Lead clerks at all locations
- Library pages as primary circulation staff at all locations
- Circulation staffing levels determined by overall circulation and local library operations

Ramsey County Human Resources manages job postings, applications, and background checks for all County departments, including the library. The library interviews candidates from HR certified eligibility lists.

Most library staff are in union positions. Circulation staff is in the AFSCME Local 8 general unit. Librarians are in the AFSCME Local 8 professional unit. The library participates in bimonthly Labor Management Committee meetings with representatives from the Local 8 professional unit. The library also participates in Ramsey County's Interest-Based Bargaining process. Current Local 8 contracts will expire this year. A new bargaining process will begin later this summer.