
MEMORANDUM

TO: Library Board of Trustees

FROM: Bruce Gay, Library Director

DATE: August 7, 2025

SUBJECT: Reclassification of Library Assistants in Public Services department

The Library has six staff members (2 full time and 4 part time) working as Library Assistants in the Public Services Department. These positions have been in place for a long time and were part of the Circulation Department before the reorganization. Over the years the job duties of the Library Assistants and the two full-time Library Associates in Public Services have become nearly identical. This change has occurred because of the introduction of the book sorter, which eliminated a great deal of typical “assistant” work in Public Services, and more recently with the introduction of the combined service desk, where staff perform the same duties.

The Library is proposing reclassifying these positions to make them Library Associates, in recognition of the fact that the jobs they do are nearly identical to the current Associates. In Library Human Resources Policy F-2, “Salary Plan and Administration”:

8. Reclassification of a Position: A reclassification is when an existing position, regardless of the number of incumbents in that position, is moved from one salary grade range to another, and the job title, duties and responsibilities are changed.
 - a. An employee whose position is reclassified to a higher salary grade shall remain at their current salary so long as it does not fall below the minimum.
 - b. An employee whose position is reclassified to a lower salary grade shall remain at their current salary without further adjustment until the performance of the employee warrants a higher salary within that grade.
 - c. An employee who is in a position that is reclassified is not required to serve an evaluation period.

MEMORANDUM

The reclassification will move these positions to a higher salary grade and most (five of six) of the incumbents will move to the minimum of the higher range, as described in (a) above. The 6th incumbent has enough longevity in the library to be above the minimum. The expected total increase in wages is \$7,331, an overall wage increase for the incumbents of 3.8%. Although the wages do not increase significantly next year, for the incumbents in these positions the wage ceiling is lifted.

The reclassification will occur with the beginning of the 2026 budget year in January.

The reclassification recognizes the change in the nature of the of work being done by staff and more fairly compensates for that work.