



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: May 2, 2005  
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Meeting Date: May 24, 2005

TO: Vancouver City Council  
FROM: City Librarian, Vancouver Public Library  
SUBJECT: New Community Relations Librarian Position

#### RECOMMENDATION

*THAT Council approve the establishment a full time Librarian I position for Community Relations and Programming, at no net cost to the City. Funding for 2005 and subsequent years to come from the Library's part time staffing budget.*

#### CITY LIBRARIAN'S COMMENTS

The Vancouver Public Library Board approved the consolidation of two blocks of 17.5 part time hours into one full time position at their April 27 meeting and now seeks Council approval for the creation of the new position.

#### CITY MANAGER'S COMMENTS

The City Manager recommends approval of the recommendation.

#### COUNCIL POLICY

The establishment of full time positions requires Council approval.

## PURPOSE

The purpose of the report is to seek Council approval for a full time Librarian I position.

## BACKGROUND

When the Central Branch of the library opened in 1995, 17.5 part time hours of a Community Relations Librarian were established to assist with the increase in programming possibilities at the library. Over the years, the programming has continued to increase to where 193 programs were conducted at the library. This is approximately four per week. Even with the assistance of the Director of Youth and Community Relations, it was a difficult workload for 17.5 hours per week. In mid-2004, an additional 17.5 part time hours were directed to programming to allow more evening coverage.

## DISCUSSION

Both of the staff filling the 2 blocks of 17.5 part time hours per week are leaving in the next month. It has become apparent that a full time position, with benefits, would attract a dedicated staff member to give some stability in this area. There have been approximately eight people filling these hours over the past ten years. The programming, much appreciated by the public, cannot be sustained with a continuous changeover of staff. It is proposed that the 2 blocks of 17.5 part time hours week be consolidated into one full time position.

At the Library Board meeting on April 27<sup>th</sup> C.U.P.E Local 391 was advised of this proposal and the Union raised no objections.

## FINANCIAL IMPLICATIONS

The estimated annual cost of the full time position is \$61,000 (including benefits and some vacation and sick replacement time). The funding for the 2 blocks of part time hours is sufficient to fund the full time position and there will be no increase in the Library's Operating budget to accommodate this consolidation.

## CONCLUSION

Creating a full time position from two blocks of 17.5 part time hours per week will make the programming work at the library more efficient.

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