Library Staffing and Reorganization Plan
Executive Summary for PRAC

Rationale
- To improve library services for student learning through access and adequate staffing for two campus libraries
- Need to comply with accreditation, state, and federal regulations and laws for staffing
- Most California Community College (CCC) libraries have a library technician series for classified employees with a career ladder

Library Current Staff
- 1.0 Director, Library Services
- 4.0 Librarians (37 hours part-time librarians, temporary)
- 2.0 Learning Resources Assistants
- 1.0 Library Technical Specialist – vacant, backfilled by Joey Della Santina (JDS)
- 0.92 Instructional Support Specialist (IVC) - JDS permanent position, backfilled with sub-leave replacements
- 0.83 Library Technical Assistant – Gaylene Urquhart, currently backfilled with sub-leave replacement
- 1.0 Library Assistants (40 hours short-term, temporary)

Program Review Staffing Requests - submitted in Dec 2014
- 1.0 faculty librarian
- 1.0 classified staff

Current KTD Library hours of service - 56 hours total
- Monday to Thursday, 8am-8pm
- Friday 8am-4pm

Current IVC hours of service - 36 hours total (may need to adjust to 32 hrs/week)
- Monday to Thursday, 9:30am-6:30pm
- Friday - Closed

Additional considerations
- Increased workload for library due to closing of Media Services Lab in 2014, joining MARINet, textbook programs, and high GoPrint user support needed.
- With closure of Music Library in June 2015, the KTD library will absorb some new functions such as storing Music Reserves and adding Mac computers.
- Library classified staff have shared many concerns about break periods, workload, salary equity, and inaccurate job descriptions.
- Staffing plan addresses safety and security concerns for staff with regard to working alone, evenings, etc.
- CSEA and Human Resources has encouraged the library to move away from “boutique positions” to a career ladder coinciding with skill and knowledge-building.
- Library operating hours and services may need to be reduced without additional staffing support.

Prepared by Pearl Ly, Director of Library Services, 4/28/15