

VII. OPERATIONS REPORT

B. Personnel Report - Information Item

Personnel changes since February 11, 2022:

Resignations

Retirements

New Hires

- Clay Ritter, Public Library Consultant, PCN 6515, effective April 7, 2022

Terminations

Promotions

- Doug Baker, from Software Engineer II, PCN 4305, to Library Technology Consultant, PCN 6406, effective March 20, 2022

Lateral Transfers

Reclassifications

- Katy Place, PCN 4700, from Financial Specialist (class 4246, pay grade K) to Financial Specialist, Sr. (class 4245, pay grade L), effective March 20, 2022
- Nancy Holt, PCN 1163, from Office Specialist 2 (class 1239, pay grade G) to Financial Technician (class 4248, pay grade H), effective March 20, 2022

Restructure

- PCN 1163, as part of reclassification, moves from the Partnerships and Programs team to the Admin Services team
- PCN 6530, Public Library Consultant (vacant), updated to E-Resources Library Consultant, moves from the Library Development team to the E-Services team

Salary Information

- Provided \$0.75-\$1.00 hourly equity pay increases for the ten staff in our two lowest pay grades, effective December 26, 2021.
- The FY 23 Change in Employee Compensation (CEC) along with our projected salary savings provided staff hourly pay increases of \$1.77-\$3.75, ranging from 7-15%.

- By implementing our CEC plan as early as allowed, we put an extra \$35,000 back in the pockets of our staff.
- Because of the significant pay increases provided to staff over the past two fiscal years, we were able to increase our pay schedule by 5% moving forward. Our unique pay schedule helps prevent salary compression and allows for staff to reach market midpoint within their pay grade in a shorter timeframe.
- We have increased the overall staff compa-ratio from 85% to 95% over the past two years. Two years ago, we had seven staff earning \$12-\$14 per hour. Today, we have no staff earning less than \$16 per hour.

Current Vacancies

- General fund
 - E-Resources Consultant, PCN 6530, position currently open for recruitment, to be filled early May
 - Librarian, PCN 6505, position currently being evaluated, no timetable on filling
 - Software Engineer II, PCN 4305, position currently being evaluated, no timetable on filling
 - IT Operations & Support Technician, PCN 4711, IT Modernization Phase 3 halted, currently being evaluated, no timetable on filling
 - Office Services Supervisor 2 (0.75 FTE), PCN 2501 – lack of funding for position, vacant indefinitely
- Federal fund
 - Volunteer Services Coordinator, PCN 1112, position currently being reclassified, hoping to begin recruitment in April
- ARPA fund - none

Idaho Commission for Libraries

Board of Library Commissioners
Janet Franklin, John Held, David Mecham, Michael Strickland, Dawn Wittman

State Librarian
Stephanie Bailey-White
(8001)

Federal

