

**AGENDA  
LEBANON CITY COUNCIL  
AUGUST 7, 2019**

**9. NEW BUSINESS:**

**9.E – PRESENTATION OF FIRST READING AND SET PUBLIC HEARING FOR  
SEPTEMBER 4, 2019: AMENDMENT TO ORDINANCE NO. 18, SALARY PLAN;  
RECLASSIFICATION OF DEPUTY CITY MANAGER and CHILDREN’S LIBRARIAN;  
and ADD THE POSITION OF OUTREACH LIBRARIAN**

**BACKGROUND**

The Council is being asked to begin the process of amending Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees, for the purpose of reclassifying the position of Deputy City Manager from a Grade 15 to a Grade 16.; reclassifying the position of Children’s Librarian from a Grade 8 to a Grade 9; and adding the full-time position of Outreach Librarian as a Grade 8.

Amending Ordinance No. 18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council – six (6) members – to adopt. The first presentation is August 7<sup>th</sup>; the second is August 21<sup>st</sup>; and the third is September 4<sup>th</sup> with action to amend the ordinance following a public hearing.

Please see attached Explanation of Proposed Amendments for more information. Human Resources Director Gloria Leskiewicz will be present to discuss all proposed amendments and answer any questions the Council may have.

**ACTION**

*The Council is requested to consider the following motions:*

**1. PRESENTATION:**

***MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees by reclassifying the position of Deputy City Manager from a Grade 15 to a Grade 16; reclassifying the position of Children’s Librarian from a Grade 8 to a Grade 9; and adding the full-time position of Outreach Librarian as a Grade 8.***

**2. SCHEDULE PUBLIC HEARING:**

***MOVED, that the Lebanon City Council schedules a public hearing for September 4, 2019, beginning at 7:00pm, City Council Chambers, City Hall, for the purpose of receiving public input and taking action to adopt proposed amendments to Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Employees, to reclassify the position of Deputy City Manager from a Grade 15 to a Grade 16; to reclassify the position of Children’s Librarian from a Grade 8 to a Grade 9; and add the full-time position of Outreach Librarian as a Grade 8 as shown in the Compensation and Classification Schedule for Non-Affiliated Employees.***

*Changes to the compensation and classification schedule shown in red italics type*

<b>Non-Affiliated Employees 2019</b>					
<u>Grade</u>	<u>Position Title</u>	<u>Hourly</u>		<u>Weekly</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
1	-	\$16.26	\$21.96	-	-
2	Custodian	\$17.24	\$23.27	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.27	\$24.67	-	-
	Custodian I	-	-	-	-
4	Library Assistant	\$19.37	\$26.15	-	-
5	-	\$20.53	\$27.71	-	-
6	-	\$21.76	\$29.37	-	-
7	Administrative Secretary	\$23.06	\$31.14	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-	-	-
8	Administrative Assistant	\$24.45	\$33.01	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	<i>Outreach Librarian</i>				
	Children's Librarian				
	Young Adult Librarian			\$978.00	\$1,320.40
9	Executive Assistant	\$26.89	\$36.30	-	-
	Information Technology Librarian	-	-	-	-
	<i>Systems Librarian</i>				
	Digital Media Officer				
	Information Technology Technical Specialist			\$1,075.60	\$1,452.00
	<i>Children's Librarian</i>				
10	Financial Analyst	\$29.58	\$39.93	\$1,183.18	\$1,597.28
	Human Services Director	-	-	-	-
	Tax Collector	-	-	-	-
11	Deputy Library Director	-	-	\$1,302.61	\$1,758.56
12	City Clerk	-	-	\$1,380.59	\$1,863.63
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,463.49	\$1,975.67
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Recreation Director	-	-	-	-
14	Assistant Director/Public Works	-	-	\$1,551.31	\$2,094.27
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Information Technology Director	-	-	\$1,644.47	\$2,219.85
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	<i>Deputy City Manager</i>	-	-	-	-

Included in this Section:

1. Explanation of proposed amendments to Ordinance #18, Non-Affiliated Employees Compensation and Classification Schedule: Reclassification of the Deputy City Manager Position; Reclassification of the Children's Librarian Position; Addition of Outreach Librarian Position
2. Memo from Sean Fleming, Library Director, re: Addition of Outreach Librarian to the Library Staff Structure with Cost Comparison

**PAGE  
INTENTIONALLY  
LEFT BLANK**

Explanation of proposed amendments to Ordinance #18, Non-Affiliated Employees  
Compensation and Classification Schedule:  
Reclassification of the Deputy City Manager Position  
Reclassification of the Children's Librarian Position  
Addition of Outreach Librarian Position

**BACKGROUND**

The City Council is asked to begin the multiple step process of amending Ordinance No. 18, Salary Plan, Article II, Non-Affiliated Unit Employees, for the purpose of reclassifying the position of Deputy City Manager from a Grade 15 to a Grade 16; reclassifying the position of Children's Librarian from a Grade 8 to a Grade 9; and adding the position of Outreach Librarian as a Grade 8.

**1. Reclassify Deputy City Manager position.**

This position is being reclassified due to increased responsibilities of directly supervising the recently added Digital Media Officer, overseeing the City's website, media compliance policies, and overall online presence, and serving as the City's Public Information/Communication Officer. The City Manager has also delegated the oversight of both the Planning & Development and Human Services Departments to the Deputy City Manager so that both Department Directors report directly to the Deputy City Manager.

**2. Reclassify Children's Librarian position.**

This position was recently moved from a Lebanon Professional Administrative Salaried Employee (LPASE) Union position to a non-affiliated position. The non-affiliated positions underwent a classification study in 2018, and the LPASE positions are currently undergoing a wage and classification review. With the timing of the reclassification studies, and the move from LPASE to non-affiliated, the Children's Librarian job description missed a comprehensive review. One has since been completed and resulted in the movement of the position from a Grade 8 to a Grade 9. The Library Board of Trustees have reviewed and approved the proposed reclassification.

**3. Add the full-time position of Outreach Librarian**

The Outreach Librarian position is a new position being created to assist in identifying and unifying the needs of the underserved population in the community. The intent is to develop a marketing strategy to implement and publicize library programs and to build upon and strengthen the relationship with those underserved in the community. It's anticipated that this position will also utilize social media to enhance it social media presence.

*Process to Amend Ordinance No. 18*

Amending Ordinance No. 18, Salary Plan requires three separate presentations (see City Charter subsections 419:22, 419:24, 419:25, 419:52) followed by a public hearing and the vote of at least two-thirds (2/3) of all members of the City Council thus, this requires a vote of six (6) members to approved and adopt this request.

The City Council is asked to conduct the first reading of these amendments on August 7th, 2019; the second on August 21st, 2019; and the third on September 4, 2019, with action to adopt following a public hearing.

**The City Council is asked to take the following actions on August 7<sup>th</sup>, 2019:**

**ACKNOWLEDGE FIRST PRESENTATIONS:**

***MOVED, that the Lebanon City Council acknowledges the first of three presentations to amend Ordinance No. 18, Salary Plan, as follows:***

***Amend Article II, Non-Affiliated Unit Employees by reclassifying the full-time position of Deputy City Manager from a Grade 15 to a Grade 16; reclassifying the full-time position of Children’s Librarian from a Grade 8 to a Grade 9; and adding the full-time position of Outreach Librarian as a Grade 8.***

*Changes to the compensation and classification schedule shown in red italics type*

**NON-AFFILIATED EMPLOYEES**

Non-Affiliated Employees 2019					
Grade	Position Title	Hourly		Weekly	
		Minimum	Maximum	Minimum	Maximum
1	-	\$16.26	\$21.96	-	-
2	Custodian	\$17.24	\$23.27	-	-
	Department Secretary	-	-	-	-
3	Airport Maintenance Worker	\$18.27	\$24.67	-	-
	Custodian I	-	-		
4	Library Assistant	\$19.37	\$26.15	-	-
5	-	\$20.53	\$27.71	-	-
6	-	\$21.76	\$29.37	-	-
7	Administrative Secretary	\$23.06	\$31.14	-	-
	Assessing Clerk	-	-	-	-
	Assistant City Clerk	-	-	-	-
	Assistant Human Services Director	-	-	-	-
	Communications Specialist	-	-	-	-
	Library Administrative/Technical Assistant	-	-		
8	Administrative Assistant	\$24.45	\$33.01	-	-
	Benefits Coordinator/Payroll Specialist	-	-	-	-
	Deputy City Clerk	-	-	-	-
	Deputy Tax Collector	-	-	-	-
	<i>Outreach Librarian</i>				
	<i>Children’s Librarian</i>				

	Young Adult Librarian			\$978.00	\$1,320.40
9	Executive Assistant	\$26.89	\$36.30	-	-
	Information Technology Librarian	-	-	-	-
	<i>Systems Librarian</i>				
	Digital Media Officer				
	Information Technology Technical Specialist			\$1,075.60	\$1,452.00
	<i>Children's Librarian</i>				
10	Financial Analyst	\$29.58	\$39.93	\$1,183.18	\$1,597.28
	Human Services Director	-	-	-	-
	Tax Collector	-	-	-	-
11	Deputy Library Director	-	-	\$1,302.61	\$1,758.56
12	City Clerk	-	-	\$1,380.59	\$1,863.63
	Deputy Finance Director	-	-	-	-
	Prosecuting Attorney	-	-	-	-
13	Airport Manager	-	-	\$1,463.49	\$1,975.67
	Assistant Fire Chief	-	-	-	-
	Deputy Police Chief	-	-	-	-
	Human Resources Director	-	-	-	-
	Recreation Director	-	-	-	-
14	Assistant Director/Public Works	-	-	\$1,551.31	\$2,094.27
	Chief Assessor	-	-	-	-
	Library Director	-	-	-	-
15	Information Technology Director	-	-	\$1,644.47	\$2,219.85
16	Chief of Police	-	-	\$1,742.97	\$2,352.82
	Director of Planning and Zoning	-	-	-	-
	Director of Public Works	-	-	-	-
	Finance Director	-	-	-	-
	Fire Chief	-	-	-	-
	<i>Deputy City Manager</i>	-	-	-	-

**SCHEDULE PUBLIC HEARING:**

***MOVED, that the Lebanon City Council hereby schedule a public hearing for Wednesday, August 7, 2019, beginning at 7:00 p.m., City Council Chambers, City Hall, for the purpose of receiving public input and taking action to amend Ordinance No. 18, Salary Plan, as follows:***

***Amend Article II, Non-Affiliated Unit Employees by reclassifying the full-time position of Deputy City Manager from a Grade 15 to a Grade 16; reclassifying the full-time position of Children's Librarian from a Grade 8 to a Grade 9; and adding the full-time position of Outreach Librarian as a Grade 8.***

**PAGE  
INTENTIONALLY  
LEFT BLANK**



Memo regarding addition of Outreach Librarian to the Library Staff Structure  
Proposal to the City Council  
By Sean Fleming, Library Director  
August 7, 2019

We are proposing to shift hours at the library among existing positions, so the addition of the Outreach Librarian position at the library will be budget-neutral, with the reduction of hours in other parts of the organization. A spreadsheet will accompany this narrative, illustrating how the numbers will work.

Shaun Mulholland's move to digitize much of what departments do, in addition to our internal efforts to do the same, has made it possible to shift some of our hours from paraprofessional staff to a professional position. Much of the toil has been removed from processing invoices by Shaun, for example, and in cataloging books by our IT Librarians.

The foundation of every position at the library is working on the desk, serving the public. This position will primarily be responsible for working on the reference desk, where staff members help individuals with issues that range from helping students with homework assignments to assisting job seekers fill out applications.

Additionally, this position will be responsible for publicizing the programs and services we present to the community. Libraries provide services that many individuals remain unaware of. For example, many individuals aren't aware that we provide access to downloadable audiobooks and ebooks. Increased usage by our library patrons does not increase our costs for usage of many of these services, so there is no downside to making people more aware of what we provide.

The individual in this position will also be responsible for creating community connections that will help us provide better services to our patrons. This librarian will reach out to the Chamber of Commerce, Rotary Club, the Haven, the Arts & Culture Commission, Lebanon Recreation Department, and many other organizations to create ties to them that strengthen our efforts to serve the community.

Finally, the individual in this position will also be responsible for leading programs, for adults and families in particular. This is an area where we have lagged behind other area libraries, and where there is room for growth. Many libraries that are much smaller than we are have much more robust programming for adults.

