



Riverside Public Library

Human Resources Board
June 2, 2025



MISSION AND VISION

The mission of the Riverside Public Library is to be the cultural and learning center for the community, encouraging the joy and wonder of reading, the wisdom of diverse ideas, and the power of lifelong learning.

The vision is to be the foremost promoter of self-directed lifelong learning. We spark curiosity and provide tools for discovery.



DEPARTMENT ORGANIZATION

Erin Christmas, Library Director

Administration
9.00 FTE

Neighborhood Services
65.5 FTE



Department Functions



**Administration
9.00 FTE**



**Neighborhood
Public Services
65.5 FTE
(5 FTE Vacant from the 65.5 FTE)**

Library Staff

Administration Positions	
Library Director	1.0 FTE
Assistant Library Director	1.0 FTE
Administrative Services Manager	1.0 FTE
Principal Management Analyst	1.0 FTE
Business Systems Support Analyst	1.0 FTE
Account Clerk	1.0 FTE
Senior Administrative Assistant	1.0 FTE
Senior Office Specialist	1.0 FTE
Accounting Technician	1.0 FTE

Neighborhood Positions	
Senior Librarian	2.0 FTE
Librarian	8.0 FTE (4.0 Library Supervisors*)
Library Associate	13.0 FTE (1 FTE Vacant) (3.0 Library Supervisors*)
Library Technician	10.0 FTE (1 FTE Vacant)
Library Assistant	30.5 FTE (2 FTE Vacant)
Library Digital Sys Specialist	1.0 FTE (1 FTE Vacant)
General Services Worker	1.0 FTE

*Librarian and Library Associate Supervisors receive 10% Lead Pay



Library Staff Statistics

Turnover

Retirement	-
Resignation	8
Termination	-

Gender

Female	68.67%
Male	28.92%
Other	2.41%

Diversity

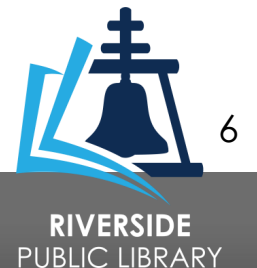
White Female	18
White Male	6
Hispanic Female	33
Hispanic Male	11
Black Female	1
Black Male	3
Asian Female	4
Asian Male	2
Indian Alaskan Female	1
Other Female	2
Other Male	2

Retirement Eligible

18 employees	22%
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Volunteers/Interns

Number of Volunteers	131
Volunteer Hours Served	7,856
Number of Interns	-
Intern Hours Served	-



Employee Development



Staff Development Day

All staff development August 8, 2024

- Service Awards, Employee of the Year
- Service Map
- Path of Life on De-escalation
- Customer Service Scenarios
- Inlandia Panel of Local Authors
- How to help Customers with Computer, Wifi printing and making copies

Challenges and Opportunities

Security
Incidents

Staffing at
Each
Location

Training
Opportunities

Technology



STRATEGIC PLAN ALIGNMENT



Strategic Priority 1 - Arts, Culture and Recreation

Cross-Cutting Threads



Community Trust



Fiscal Responsibility



Sustainability &
Resiliency



Equity



Innovation