



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES **DATE: SEPTEMBER 12, 2022**
FROM: RIVERSIDE PUBLIC LIBRARY **WARDS: ALL**
SUBJECT: UPDATE ON THE ASSISTANT LIBRARY DIRECTOR VACANCY

ISSUE:

Receive an update on the Assistant Library Director vacancy.

RECOMMENDATION:

That the Board of Library Trustees receive an update on the Assistant Library Director vacancy.

BACKGROUND:

The Assistant Library Director position became vacant in 2019 and has remained vacant as a salary saving for Fiscal Year (FY) 2020/2021 and FY 2021/2022. On June 21, 2022, the City of Riverside finalized the FY 2022-2024 two-year budget which encompasses FY 2022/23 and FY 2023/24. The Assistant Library Director was funded, and the vacancy was approved for recruitment.

DISCUSSION:

The Assistant Library Director has the responsibility for daily operations and administrative functions. The position is distinguished from the Library Director, which has greater responsibility and interfaces with the Library Board of Trustees, City Council Private donors, and support groups, and reports directly to the Assistant City Manager. The Assistant Library Director has broader responsibility for departmental operations, a larger span of supervisory control, and more varied grant administration and budgeting accountabilities.

This position assists the Library Director by assuming the oversight of the Main and neighborhood libraries and departmental administrative functions; participates in the establishment and execution of long-term development plans, personnel plans, and marketing and community relations; coordinates operations and projects with Library divisions and other City departments, library and community organizations; acts on behalf of the Library Director as needed; and performs related duties as assigned.

STRATEGIC PLAN ALIGNMENT:

The item contributes to **Strategic Priority No. 1 Arts, Culture & Recreation** and **Goal No. 1.1** - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by involving the Board of Library Trustees and the community.
2. **Equity** – This update provides discussion on the Assistant Library Director responsibilities.
3. **Fiscal Responsibility** – The Assistant Library Director position is budgeted as set forth in the approved budget for Fiscal Year 2022-2024. Pursuant to the City Charter Section 808 (c), "the Board of Library Trustees shall consider the annual budget for library purposes during the process of its preparation and make recommendations with respect thereto to the City Council and City Manager."
4. **Innovation** - This item aligns with Innovation through the establishment of current and future partnership with the candidate selected.
5. **Sustainability & Resiliency** – This item allows for grant administration and budget accountabilities.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Erin Christmas, Library Director
Approved by: Rafael Guzman, Assistant City Manager