A. Recommendations

THAT Council receive the Blue Mountains Public Library Report ADM.20.22, entitled “Approval of Communication Library Assistant”;

AND THAT Council authorizes the Blue Mountains Public Library to proceed with the hiring of a Communication Library Assistant as outlined in the 2020 Approved Budget.

B. Overview

The hiring of a part-time Library Assistant for Blue Mountains Public Library (BMPL) with a focus on communication needs was considered and approved through the 2020 Budget process. However, as a new position, the approval requires the consideration of Council prior to moving forward with filling this position.

C. Background

As outlined in the 2020 Budget, BMPL has included a focus on communication needs, specifically as it relates to maximizing the use of resources and programs. This priority is a key goal of the 2018-2022 BMPL Strategic Plan, and the position was identified as a key objective in the BMPL Action Plan 2020.

This position was requested in both the 2019 and the 2020 budget, with adjustments to the overall budget of the 2020 proposed budget to make allowance for this priority addition.
D. Analysis

During the 2020 budget deliberations, Council reviewed and considered the request for a part-time Library Assistant who would have a focus on communication needs for BMPL. Options for staff sharing had been previously entertained and due to wage differentiation between BMPLs need and TBMs communication staff, employing a separate part-time position was deemed the better way to move forward. Ultimately, Council approved the addition of a part-time Library Assistant.

The timing of this report, and the anticipation of its approval by Council, will allow BMPL, in partnership with TBM HR staff, to initiate the recruitment process and allow for a potential start date of October 2020.

E. Financial Impact

This position originally had a budget impact of $34,200 in 2020 with a start date of mid-April 2020. Given the pandemic, and Council’s request to look for saving in 2020, the position start was held for an anticipated start date of the fourth quarter 2020 with a projected 2020 budget impact of $8,550. This is a savings of $25,650 for 2020.

As identified on the 2020 budget’s five-year projections, the 2021 annualized costs are projected to be $34,575 for the part-time employment of the position.

Respectfully Submitted,

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