



MEMORANDUM

DATE: December 9, 2024

TO: Chair and Members of the Personnel and Finance Committee

FROM: Tracy Herold, Library Director

RE: Library Clerk I-II Vacant for More Than Six Months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #3358 has been vacant for longer than six months.

What is the nature of the work or what is the essential function of the position?

Position #3358 is a Library Clerk I-II position that generally works with mobile library patrons, delivery processing, and shelving of library materials.

How has this function been fulfilled without his position?

LTE interns have completed this work; however, the internships are ceasing. The position was included in the 2022 budget; however, due to staff turnover priority was in getting various staff licensed with Commercial Drivers Licenses, as well as launching an internship program.

What will be the impact on the Department's function and mission if the position remains vacant?

There will be less continuity for mobile library patrons. There will be less organization with items returned through delivery and longer process times for filling hold requests and shelving items.