



NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION  
PINAL COUNTY LIBRARY DISTRICT  
BOARD OF DIRECTORS  
AGENDA  
Wednesday, May 26, 2021

9:30 AM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX  
BOARD OF SUPERVISORS HEARING ROOM  
135 N. PINAL STREET  
FLORENCE, AZ 85132

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BUSINESS BEFORE THE BOARD

(Consideration/Approval/Disapproval of the following:)

- (1) Discussion/approval/disapproval of Minutes from April 7, 2021, Board of Directors Library District meeting. (Natasha Kennedy)
- (2) Discussion/approval/disapproval of the request to create a new job classification of Branch Manager within the Pinal County Library District. This position will be full-time, merit-protected, and exempt. (Alexander Conrad/Himanshu Patel)

ADJOURNMENT

(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE CLERK OF THE BOARD OF SUPERVISORS' OFFICE AND AT <https://pinal.novusagenda.com/AgendaPublic/>)

NOTE: One or more members of the Board may participate in this meeting by telephonic conference call.

The Board may go into Executive Session for the purpose of obtaining legal advice from the County's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Board of Supervisors and Pinal County Board of Directors do not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Clerk of the Board Office at (520) 866-6068, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.



# PINAL COUNTY

WIDE OPEN OPPORTUNITY

## AGENDA ITEM

May 26, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

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**REQUESTED BY:****Funds #:****Dept. #:****Dept. Name:** Clerk of the Board**Director:** Natasha Kennedy

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**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

Discussion/approval/disapproval of Minutes from April 7, 2021, Board of Directors Library District meeting. (Natasha Kennedy)

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**BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:**

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**BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:**

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**MOTION:**

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History	Who	Approval
Time		
5/12/2021 3:03 PM	Clerk of the Board	Yes

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**ATTACHMENTS:**

Click to download

[Minutes LD](#)



# **PINAL COUNTY**

WIDE OPEN OPPORTUNITY

**PINAL COUNTY LIBRARY DISTRICT  
BOARD OF DIRECTORS  
MINUTES  
Wednesday, April 7, 2021  
11:13 AM**

**BOARD OF DIRECTORS**

**Chairman Stephen Q. Miller**  
Director, District 3

**Vice-Chairman Mike Goodman**  
Director, District 2

**Kevin Cavanaugh**  
Director, District 1

**Jeffrey McClure**  
Director, District 4

**Jeff Serdy**  
Director, District 5

PINAL COUNTY ADMINISTRATIVE COMPLEX  
BOARD OF SUPERVISORS HEARING ROOM  
135 N. PINAL STREET  
FLORENCE, AZ 85132

**All Presentations are attached to the Agenda at:**

<https://pinal.novusagenda.com/AgendaPublic/MeetingView.aspx?MeetingID=1415&MinutesMeetingID=618&doctype=Agenda>

**and a Video Recording of this meeting can be viewed at:**

<https://pinalcountyz.swagit.com/play/04072021-1312>

The Pinal County Library District Board of Directors convened at 11:13 a.m. this date. The meeting was called to order by Chairman Miller.

**Members Present:** Chairman Stephen Q. Miller; Vice-Chairman Mike Goodman; Director Kevin Cavanaugh; Director Jeffrey McClure; Director Jeff Serdy

**Staff Present:** County Manager, Leo Lew; Chief Civil Deputy County Attorney, Chris Keller; Clerk of the Board, Natasha Kennedy and Deputy Clerk of the Board, Kelsey Pickard

**(1) CONSENT ITEMS:**

All items indicated by an asterisk (\*) will be handled by a single vote as part of the consent agenda, unless a Board Member, County Manager, or member of the public objects at the time the agenda item is called.

Chairman Miller asked if there were any requests from a Board Member, staff or the audience to remove any consent agenda items for discussion. There being none.

**Item Action: Approved Consent Agenda Items A through C**

**Motion Made By: Supervisor Goodman**

**Seconded By: Supervisor Cavanaugh**

**To approve Consent Agenda Items A through C.**

**Motion Passed**

**Ayes: Cavanaugh, Goodman, McClure, Miller, Serdy (5)**

- \* A. Discussion/approval/disapproval of Minutes from July 1, 2020, and January 22, 2021, Board of Directors Library District meeting. (Natasha Kennedy)
- \* B. Discussion/approval/disapproval accepting the FY 20/21 State Grants-in-Aid amount of \$25,000 from the Arizona State Library to be used for resource sharing, extended services, continuing education, outreach, supplies, library programs, and library materials. Budget capacity for FY 20/21 currently exists in the Library's budget. (Alexander Conrad/Himanshu Patel)
- \* C. Discussion approval/disapproval of Membership Agreement with Consortium of Partners Procuring Electronic Resources (COPPER). (Alexander Conrad/Himanshu Patel)

**11:15 a.m.** – Chairman Miller adjourned the April 7, 2021, Pinal County Library District Board of Directors Meeting and convened the Pinal County Public Health Services District Board of Directors Meeting.

**PINAL COUNTY  
LIBRARY DISTRICT  
BOARD OF DIRECTORS**

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Stephen Q. Miller, Chairman

**ATTEST:**

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Natasha Kennedy, Clerk of the Board

Minutes Prepared By: Kelsey Pickard, Deputy Clerk of the Board

Approval of Minutes: May 26, 2021



# PINAL COUNTY

WIDE OPEN OPPORTUNITY

## AGENDA ITEM

May 26, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

**REQUESTED BY:**

**Funds #:** 75

**Dept. #:** 3570410

**Dept. Name:** Library District

**Director:** Alexander Conrad

**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

Discussion/approval/disapproval of the request to create a new job classification of Branch Manager within the Pinal County Library District. This position will be full-time, merit-protected, and exempt. (Alexander Conrad/Himanshu Patel)

**BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:**

There is capacity in the Library District's FY 2020-2021 budget, and the position is included in the FY 2021-2022 requested budget. There is no impact on the general fund.

**BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:****MOTION:**

Approve as presented.

History	Time	Who	Approval
	5/17/2021 1:39 PM	Human Resources	Yes
	5/17/2021 5:25 PM	Budget Office	Yes
	5/18/2021 7:58 AM	County Manager	Yes
	5/18/2021 8:18 AM	Clerk of the Board	Yes

**ATTACHMENTS:**

<b>Click to download</b>
<input type="checkbox"/> <a href="#">Branch Manager New Position Request Form</a>
<input type="checkbox"/> <a href="#">Branch Manager Market Study</a>



**New Position Request Form**

This form is designed to assist you in describing the new position you are requesting and the justification for creating the new position. As the user department and knowledgeable of the position, it is important that the needs for the duties and responsibilities of the position are outlined to Human Resources and Budget in the following form.

<b>Department:</b> Library District		<b>Division:</b>
<b>Contact Information</b>	<b>Name:</b> Alexander Conrad	<b>Email:</b> alexander.conrad@pinal.gov
	<b>Title:</b> Library Director	<b>Phone:</b> 520-866-6461

**1. Introduction and Background:**

<b>Position Purpose and Background:</b> the principal purpose or function of the requested new position.		
<p>A. What will the position do? Please provide a detailed description of the position's duties and responsibilities, the estimated percentage of time spent in each, and any prerequisites necessary to perform the essential functions of this new position.</p> <p>Manage operations of a branch library. Branch library administration (15%), supervision of staff (20%), collection development (10%), community outreach (15%), prepare budget proposals &amp; administer branch library budget (15%), develop goals &amp; programs (15%), respond to patron complaints &amp; concerns (10%) Prerequisites: Masters in Library Science and 3 years of professional library experience.</p>		
<p>B. Why is the position needed? Please provide a complete explanation justifying why the position is necessary. (i.e.: changes to law, changes in work demand, department reorganization?)</p> <p>The new San Tan Valley library will require someone to act in a manager role, overseeing staff, facilities, budget, and operations. A professionally managed library would promote library use and instill pride in the community.</p>		
<p>C. What alternatives were considered? Please provide a description of alternative solutions considered before deciding on a new position. (i.e. change to a process, redistribution of work) and why the new position is considered the best solution.</p> <p>Currently the only professional job classification we have besides Director &amp; Deputy Director is Librarian. Our Librarian position is an entry level position and using that classification and pay range would not attract qualified applicants for managing a branch library.</p>		
<p>D. Please provide a department organizational chart showing how this position will fit into the current departmental structure.</p>		
Attached Organizational Chart?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No (Please explain in comments below)

**2. Position Justification:**

<p>If the new position were not to be approved what impact would it have on your department and County business? What are the consequences for failing to have this new position created?</p> <p>We would not attract applicants with the necessary skills and experience to manage a library. This would adversely impact the quality of library services in San Tan Valley.</p>
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**3. Department Funding:**

<b>Department:</b> Library District	<b>Fund Code:</b> 75
<b>Division:</b>	<b>Fund Type:</b>
Will this be newly funded or will funds be redistributed within the current budget?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Current
If new funding, anticipated meeting date in which Board of Supervisor's will review.	
Will this position be funded with an Intergovernmental Agreement or Grant?	No

**5. Additional Comments or Attachments:**

Please provide any additional information or comments necessary or not already covered. If more room is needed than provided on this form, you may provide attachments containing the additional information. Please indicate what those attachments are below.

San Tan Valley is the largest population center in Pinal County with over 100,000 residents. This library will be extremely busy, and a qualified library manager would be able to grow this small library to meet the information and recreation needs of the community.  
Please see attached document on anticipated usage numbers.

**6. Department Approval:**

I have reviewed and approve the contents of this new position description. I find the information provided is accurate and complete.

<b>Department Director or Designee Signature:</b> <i>Alexander J. Conrad</i>	<b>Date:</b> 3/25/2021
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**7. Human Resources and Budget Review**

**A. Human Resources Review and Recommendation**

Human Resources has reviewed the new position request and is recommending:

A current job classification exists within the Pinal County Classification system that is an appropriate job classification for the newly requested position based on the essential duties and responsibilities provided.

Classification code and title: \_\_\_\_\_

A new job classification is necessary as there is not an existing job classification that adequately depicts the essential functions of the newly requested position. Please be aware that all new job classifications must be approved by the Board of Supervisors subsequent to the process of classification development and market analysis of similar classifications.

<b>Human Resources Director or Designee Signature:</b> <i>Mary Ellen Sheppard</i>	<b>Date:</b> 4/13/2021
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**B. Office of Management and Budget Review**

OMB has reviewed and found:

There is sufficient funding within the current department budget to fund this new position.

New funding is needed to fund this new position.

<b>Budget Manager or Designee Signature:</b> <i>Angelina Lebo</i>	<b>Date:</b> 4/23/21
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**8. County Manager Approval**

Approved  Denied

<b>County Manager or Designee Signature:</b> <i>[Signature]</i>	<b>Date:</b> 5/10/21
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Version Date: February 17, 2021





## Classification Description

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*Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.*

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**Classification:** Library Branch Manager

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**Class Code:** TBD  
**Department:** Library  
**Pay Grade:** TBD  
**FLSA Status:** Exempt

### **JOB SUMMARY**

Manages the overall administration of a branch library including planning and oversight of a library branch's budget, operations, staff, facility and grounds. Provide and promote services of a library branch for citizens in Pinal County through the use of emerging and new technologies.

### **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Manages and performs library operations and service activities at a branch library location.
- Develops and implements plans, goals, programs and procedures for a branch library.
- Performs collection development and selects and orders new materials for the library collection.
- Manages and supervises staff, including scheduling, training, disciplining and conducting performance evaluations.
- Directs staff in implementing library services programs to address community needs.
- Responds to and resolves patron complaints and concerns; engages with patrons to understand community needs and desires for future library services.
- Develops, creates, implements policies and procedures and interprets applicable federal, state and county policies.
- Prepares and submits library budget proposals; administers, manages and monitors operating budgets.
- Coordinates regular maintenance or repairs to library branch facility with appropriate county departments or approved contracted vendors.
- Represents library branch when necessary on various committees or county meetings.
- Researches new and emerging library technologies that could assist library efficiencies.
- Develops and designs library displays that assist in attracting patrons to offered services, programs and library materials.
- Conduct need analyses and identify needs for the community services in order direct program development services within the library branch.
- Provide assistance to customers with various library services, devices and programs.
- May research and prepare branch specific statistical analyses reports.
- Promotes and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.

## Library Branch Manager

- Maintains absolute confidentiality of work-related issues, customer records and restricted County information.
- Performs other related duties as required.

### **POSITION SPECIFIC DUTIES:**

- None.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Master's degree in Library Science.
- Three years of professional librarian experience in a public library.
- Valid Arizona State Driver's License.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

### **Preferred Qualifications:**

- None

### **Knowledge, Skills and Abilities:**

- Knowledge of principles, practices, and techniques of library administration.
- Knowledge of principles and techniques of public relations related to the promotion of library resources and services.
- Knowledge of administration, budgeting, and program management.
- Knowledge of principles and practices of effective supervision of staff and volunteers.
- Knowledge of automated library information systems.
- Knowledge of various community resources and ability to promote their services.
- Knowledge of grant writing procedures.
- Knowledge of principles and practices of leadership and management.
- Knowledge of library reference and collection resources.
- Knowledge of modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- Skill in conducting collection research and assessments for collection development.
- Skill in developing and conducting training and workshops and/or in facilitating meetings.
- Ability to respond to common inquiries or complaints from the public.
- Ability to exercise initiative, leadership and independent judgment.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with employees, volunteers, outside agencies, community groups, and the general public.

### **PHYSICAL DEMANDS:**

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the ability to finger, handle, reach, perform repetitive motion, hear, speak, operate motor vehicles, and demonstrate mental and visual acuity.

### **WORK ENVIRONMENT:**

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.*

**Market Study: Library Branch Manager**

Study Date: 4-2-21

**All County Jurisdictions Surveyed**

Job Title	Organization	Minimum	Midpoint	Maximum	Requirements
<u>Library Small Branch Manager</u>	Maricopa County	\$52,936	\$68,484	\$84,032	Master's Degree in Library Science and three (3) years professional library experience
<u>Library Services Manager</u>	Mohave County	\$54,392	\$69,378	\$84,365	Master's Degree in Library Science and five (5) experience with three (3) being supervisory
<u>Librarian III</u>	Pima County	\$57,242	\$71,209	\$85,176	Master's Degree in Library Science and five (5) experience with three (3) being supervisory
<u>Librarian - Programming and Outreach Coordinator</u>	Yavapai County	\$45,806	\$57,344	\$68,881	Master's Degree in Library Science and three (3) years professional library experience
<u>Branch Manager</u>	Yuma County	\$57,075	\$73,642	\$90,210	
<u>Library Manager</u>	City of Apache Junction	\$68,737	\$84,145	\$99,552	Master's Degree in Library Science and five (5) experience with two (2) being supervisory
<u>Library Manager</u>	City of Casa Grande	\$72,631	\$86,418	\$100,205	Master's Degree in Library Science and five (5) experience with two (2) being supervisory
<u>Library Manager</u>	City of Coolidge	\$57,031	\$71,289	\$85,547	
<u>Library Manager</u>	City of Maricopa	\$64,805	\$80,229	\$95,652	
<u>Branch Coordinator I</u>	City of Mesa	\$69,169	\$83,402	\$97,635	Master's Degree in Library Science and five (5) experience with three (3) being supervisory
<u>Library Manager</u>	Town of Florence	\$55,538	\$70,749	\$85,959	
	<b>Average</b>	<b>\$59,578</b>	<b>\$74,208</b>	<b>\$88,838</b>	
	W/o Mohave and Yavapai	\$61,685	\$76,618	\$91,552	
	W/o Yavapai	\$60,956	\$75,894	\$90,833	

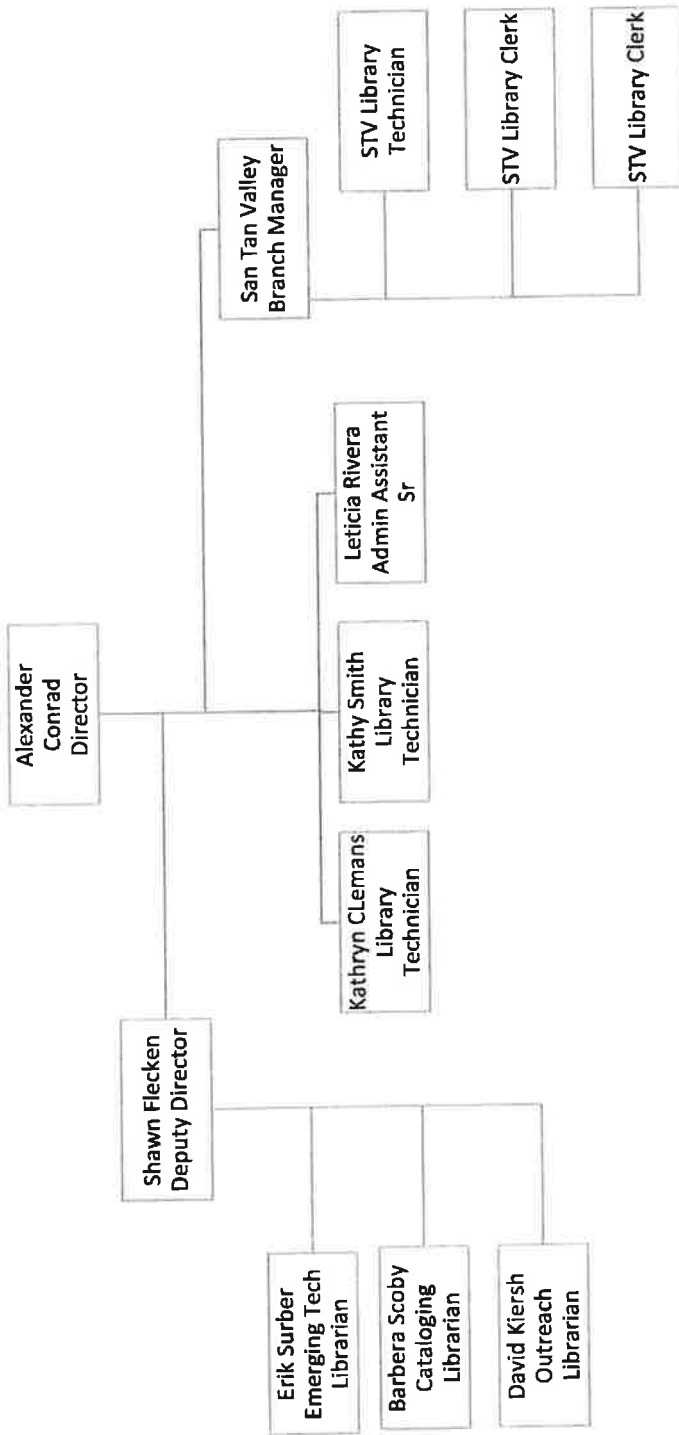
**Recommendations:**

<b>Current Pinal County Salary Range</b>					No classification available
<b>Recommended Salary Range</b>		\$ 57,909	\$ 73,834	\$ 89,759	Grade 12

	\$ 53,619	\$ 68,364	\$ 83,109	Grade 11
	\$ 57,909	\$ 73,834	\$ 89,759	Grade 12
	\$ 62,542	\$ 79,741	\$ 96,940	Grade 13

**Outlier Consideration**

Quartile 1	70063.45
Quartile 3	81815.3225
IQR	11751.8725
Upper	99443.13125
Lower	52435.64125



**Pinal County Human Resources - Compensation  
Market Study and Recommendation  
Library Branch Manager**

**Background:** A request was made by the Library Department for a new classification for a position that will manage the overall administration of Library services for the new San Tan branch Library. At the approval of the Human Resources Director, the Compensation unit has conducted a market salary study in order to create and assign this proposed job classification a pay grade within the Pinal County Compensation plan.

**Analysis:** Preliminary actions in preparation for the market salary study were to review the proposed job classification description in order to accurately understand the essential duties to match to similar classifications in the market. Additionally, a review of internal department structure for other related Library positions was conducted. The proposed new classification as well as related job classifications are as follows:

Proposed Job Classification
Library Branch Manager

Related Job Classification
Librarian (Grade 8)
Deputy Director, Library (Grade13)

Market salary data for similar functioning positions was gathered from our approved comparator agencies. As job classification titles can vary among different agencies, the compensation analysis focused on comparable essential duties and responsibilities. We were able to identify the following salary information from local government agencies:

Library Branch Manager				
Agency	Job Classification Title	Minimum	Midpoint	Maximum
Maricopa County	Library Small Branch Manager	\$52,936	\$68,484	\$84,032
Mohave County	Library Services Manager	\$54,392	\$69,378	\$84,365
Pima County	Librarian III	\$57,242	\$71,209	\$85,176
Yavapai County	Librarian - Programming and Outreach Coordinator	\$45,806	\$57,344	\$68,881
Yuma County	Branch Manager	\$57,075	\$73,642	\$90,210
City of Apache Junction	Library Manager	\$68,737	\$84,145	\$99,552
City of Casa Grande	Library Manager	\$72,631	\$86,418	\$100,205
City of Coolidge	Library Manager	\$57,031	\$71,289	\$85,547
City of Maricopa	Library Manager	\$64,805	\$80,229	\$95,652
City of Mesa	Branch Coordinator I	\$69,169	\$83,402	\$97,635
Town of Florence	Library Manager	\$55,538	\$70,749	\$85,959
<b>Average:</b>		<b>\$59,578</b>	<b>\$74,208</b>	<b>\$88,838</b>

**Recommendation:** Based on a review of market salary data gathered for similar functioning positions and consideration to internal County structure, the following is the recommended grade, salary range and exemption status for this newly proposed job classification for use within the Library Department:

Job Classification Title	Grade	Minimum	Midpoint	Maximum	FLSA
Library Branch Manager	12	\$57,909	\$73,834	\$89,759	Exempt*

\*Exempt – Not Paid Overtime

Due to oversight and overall administration of all Library Services and given consideration of the comparison of similar local market positions, a Grade 12 for the branch Library Manager position in San Tan is appropriate.

In addition to a market study, an internal review of the current Library job classification and department structure was conducted. The Deputy Director of Library Services is currently a Grade 13. Due to the recommended range being so close to the Deputy Director, further review of how the new position will function within the current structure of the department was completed. It was revealed that the new Branch manager position will have independent oversight of the operational functions of the branch Library and will report directly to the Library Director, while the Deputy Director assists the Library Director with the external customer service and mission of the Library. The Deputy Director will also not be supervising the branch manager. Based on the additional review of how these positions will function within the department's current structure, we feel the grades 12 and 13 accurately reflect the compensation of the duties and responsibilities they will be performing.

  
Leah Rodriguez  
Human Resources Analyst - Senior

5-14-21  
Date

  
MaryEllen Sheppard  
Human Resources Director

5/14/2021  
Date