

This form is to be used to request an increase in your personnel budget. It should be for additional personnel whether full-time, part-time or temporary (i.e., intern), and / or an increase in hours of current part-time employees. The requests will be evaluated separately and added to the budget later, if approved. Costs associated with this request should not be included in your budget requests in Incode.

1. **What is being requested:** *(describe what you are asking for – additional staff member, increase in hours, etc.)*

The library is requesting the amount of \$26,000 for the purpose of maintaining the full-time status of the position of Outreach Services Coordinator, currently filled by Angelica Linder. In 2018 and 2019 the library received a grant from the Ames fund of the Mpls Foundation to supplement the hours of a part-time Outreach Coordinator position to increase the position to full-time. This was a two-year grant, and these funds will not be continued into the 2020 budget.

2. **Justification:** *(detail why this changed is needed – be specific in terms of workload measures, unmet needs, etc.)*

The Outreach Services strategic priority is a valuable asset for the entire Northfield community. Services to the Hispanic Community, to the Senior population, for early Literacy initiatives, and for teen programming have increased significantly from 2017 to 2018, and are on track to increase again in 2019. For example, Early Literacy Outreach events have increased in 2017 from 8 programs to 29 programs; Senior Outreach has increased from 11 Outreach events to 32; teen programming and Outreach from 4 to 26, and Spanish language programs and Outreach from 23 to 76. A very successful Hispanic Heritage Month celebration was begun in 2018, with expanded program planning already underway for 2019. Hiring a full-time bilingual Outreach Coordinator has allowed the library to undertake the City ID program in 2018, and to take over the Link Services program from HCI in 2019. It has allowed the library to publish its resources and information in Spanish and English. It has attracted two additional part-time bilingual staff members. We are able to provide bilingual storytimes, Spanish-language computer-classes, bilingual Bookmobile services, and a bilingual presence at school and community events, including Tuesdays in the Park, Thursdays Table, and a regular presence at the Greenvale Community school events, as well as at St. Dominic Catholic Church and school, which is a hub for the Hispanic community. Please see the full 2018 Outreach Services Annual report, attached. The Outreach Services Coordinator has raised the visibility of City and Library services in very positive ways in the community. Letters of support from partner organizations can be provided to support the continuation of the Outreach Services Coordinator in a full-time position.

3. **Impact if request is not approved:** *(what are the consequences – what won't happen or what will?)*

Outreach Services would reduce to pre-2018 levels of activity. Bookmobile services would reduce significantly; the library would not be able to maintain the level of translation for web and newsletter content. The community would perceive this lessening of Outreach services, especially to the Hispanic community, as a lessening of commitment to the City's Strategic Plan for the "Diversity, Equity and Inclusion" initiative.

4. **Estimated cost:** *(wage, benefit, other – uniform, training costs, etc. If you need help, contact Finance)*  
\$26,000 annually.

5. **Funding:** Is there new, outside funding available to offset the increased costs? Are there cost-savings created elsewhere (i.e., overtime) that can offset the new cost?  
No.