



TO: Jenna Madrigal, Personnel Analyst II
FROM: Alicia Meyer, MLIS, County Librarian *AM*
DATE: December 8, 2025
RE: Law Library Clerk PAL increase from .40 to .50 FTE

At their meeting of June 26, 2025, the Law Library Board of Trustees voted to increase the full-time equivalent (FTE) of the Law Library Clerk from .40 to .50 (meeting minutes attached). The Law Library's budget for FY25-26 includes this change in salary and benefit accounts; however, this action was held due to PAL changes being frozen until October.

The Law Library Clerk, when allocated as .40 FTE, worked 16 hours per week. Combined with the low pay (this position is assigned to Range 14 on the Master Salary Schedule) and a patronage that can often be emotionally elevated when seeking services, this has been a challenging position to keep filled. As the last .40 FTE position in the County, this position received prorated leave hours (sick, vacation, and holiday) but was not eligible for other benefits (PERS and prorated option for medical insurance).

With the increase to .50 FTE, the Law Library Clerk will be scheduled as a halftime 9/80, working two 8-hour days one week and three 8-hour days the alternating week for a total of 40 hours per biweekly pay period. The alternating third work day will be spent in the Corning branch library to offer free Law Library services to that region of the county or will occasionally be scheduled to perform outreach activities when appropriate.

The Law Library operates out of Fund 410, a special district fund, which is self-sustaining and started FY2025-26 with a fund balance of just over \$172k. The Law Library Board of Trustees are responsible for approving revenue and expenditure budgets for Fund 410. There is no impact to the General Fund.

I respectfully request that the Position Allocation List (PAL) allocation for Law Library Clerk be increased from .40 to .50 FTE, retroactive to 10/05/2025.