

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Library, SLO City-County	(2) MEETING DATE 9/23/2014	(3) CONTACT/PHONE Christopher Barnickel/781-5785	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library to delete one vacant 1.00 FTE Administrative Assistant and one 0.50 FTE Library Assistant, and add one 0.75 FTE Administrative Assistant and one 0.75 FTE Library Assistant. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the PAL for Fund Center 377 – Library by converting a vacant 1.00 FTE Administrative Assistant to a .50 FTE Administrative Assistant, adding .25 FTE to an existing .50 FTE Administrative Assistant, and adding .25 FTE to an existing .50 FTE Library Assistant.			
(6) FUNDING SOURCE(S)	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$5,000.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Christopher Barnickel, Library Director
Tami Douglas-Schatz, Human Resources Director

DATE: 9/23/2014

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library to delete one vacant 1.00 FTE Administrative Assistant and one 0.50 FTE Library Assistant, and add one 0.75 FTE Administrative Assistant and one 0.75 FTE Library Assistant. All Districts.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the PAL for Fund Center 377 – Library by converting a vacant 1.00 FTE Administrative Assistant to a .50 FTE Administrative Assistant, adding .25 FTE to an existing .50 FTE Administrative Assistant, and adding .25 FTE to an existing .50 FTE Library Assistant.

DISCUSSION

Recently, the Library has refocused its efforts on improving customer service throughout the County based upon a public survey conducted in April 2014. Feedback from the survey indicated a need for more accessible hours of operation. In order to meet that need we found it necessary to extend and/or modify open hours throughout the County without the benefit of additional funding for staffing. The best solution was to redeploy existing positions to locations where they are needed to support public service hours. The Department has acknowledged the need to reallocate an Administrative Assistant 1.00 FTE position generally responsible for behind the scenes processing duties in Support Services to more Public Service areas of the Library. As such, the Department is requesting a PAL amendment to redistribute a vacant full time Administrative Assistant position currently assigned to the Support Services division as follows: a half-time Administrative Assistant will remain in Support Services, .25 FTE will be added to an existing .50 FTE Administrative Assistant position assigned to Public Services. The remaining .25 FTE will be added to an existing .50 FTE Library Assistant at the Santa Margarita Library Branch in order to address the rising services needs of that community while backfilling staffing needs at the Regional Branch in Atascadero.

In May of 2014, the Library's bookmobile services were discontinued due to the failure of that vehicle to comply with California Air Resources Board restrictions on emissions which resulted in additional staff hours in the Support Services division. Those additional staff hours, along with the recent resignation of a 1.00 FTE Administrative Assistant I in Support Services, presents the Library with an opportunity to reallocate a portion of those hours into the Public Service areas of the Library to improve our services to the community without negatively impacting our Support Services division.

OTHER AGENCY INVOLVEMENT/IMPACT

The Library coordinated with the County Administrative Office and the Human Resources Department during this process and both approve the recommended changes. The Human Resources Department prepared the resolution. San Luis

Obispo County Employees' Association supports the recommended changes.

FINANCIAL CONSIDERATIONS

The anticipated net annual cost increase is approximately \$5,000. This increased expense will be absorbed in the Library's FY 2014-15 budget. No increase in appropriation is required.

RESULTS

By restructuring Library open hours and increasing staffing levels at Library locations the Library will improve our services throughout the community.

ATTACHMENTS

1. PAL Resolution