



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

(1) DEPARTMENT Library		(2) MEETING DATE 1/23/2018		(3) CONTACT/PHONE Chris Barnickel / 781-5785	
(4) SUBJECT Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 - Library to delete a vacant 0.75 FTE Librarian I-II and add a 1.00 FTE Librarian. All Districts.					
(5) RECOMMENDED ACTION It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 - Library by converting a vacant 0.75 FTE Librarian I-II to a 1.00 FTE Librarian.					
(6) FUNDING SOURCE(S) Library Operating Budget		(7) CURRENT YEAR FINANCIAL IMPACT \$1,494 savings		(8) ANNUAL FINANCIAL IMPACT FY 2018-19 - \$450 \$11,633 at Step 5	
(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: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A		(15) BUSINESS IMPACT STATEMENT? N/A		(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(17) ADMINISTRATIVE OFFICE REVIEW Nikki J. Schmidt					
(18) SUPERVISOR DISTRICT(S) All Districts					



COUNTY OF SAN LUIS OBISPO

TO: Board of Supervisors

FROM: Library / Chris Barnickel / 781-5785

DATE: 1/23/2018

SUBJECT: Submittal of a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library to delete a vacant 0.75 FTE Librarian I-II and add a 1.00 FTE Librarian. All Districts.

RECOMMENDATION

It is recommended that the Board approve a resolution amending the Position Allocation List (PAL) for Fund Center 377 – Library by converting a vacant 0.75 FTE Librarian I-II to a 1.00 FTE Librarian.

DISCUSSION

In April 2016, with approval from your Board, the Library did a reorganization to modernize the staffing structure of the Library to ensure we are most effectively meeting the needs of a 21st-century library system. That staffing model was developed to reflect the changing paradigm of today's libraries as well as give a larger percentage of existing staff a clear path of promotion. Patrons of the library are increasingly more reliant on technology to answer many of the day-to-day reference questions that once were answered by librarians with professional level expertise and as such the need for these librarians has decreased.

It was determined at the time of the reorganization that there were not enough distinguishing characteristics and duties to justify three levels of professional librarians. In the reorganization, the Librarian Career Series (Librarian I-II-III) was to be phased out through attrition and replaced with Librarian, Library Branch Manager, and Coordinating Librarian job class specifications. In this new model, the Librarians have day-to-day level responsibility for programs and services at their respective branches under the guidance of the Coordinating Librarians, Library Branch Managers have sole responsibility to oversee all day-to-day branch operations, and Coordinating Librarians provide professional level expertise system-wide and participate in the Library's overall strategic direction.

At the time of the reorganization in April 2016, to ensure current Librarian II's were not adversely affected, current incumbents remained in that classification with the long-term plan to replace them with the newly created Librarian classification as those positions were vacated. Currently, the remaining Librarians II's have the same responsibilities as Librarians. Due to a vacancy, the Library is presented with the opportunity to bring one of the remaining Librarian I-II positions into the new staffing model by converting it to a Librarian.

The Library is requesting to increase this modified position from the current .75 FTE allocation to a 1.00 FTE allocation to increase public service staff hours deemed necessary as a result of increased evening hours at most Library locations. This is especially important at the main libraries in Atascadero and San Luis Obispo as they are open six days per week. The requested 1.00 FTE Librarian position will focus on expanding our current community services by adding a teen librarian to staff the newly dedicated teen area in San Luis Obispo, address the robust population of teens using the library in Atascadero, and provide support for teen services throughout the County of San Luis Obispo.

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 change. The Human Resources Department prepared the resolution. San Luis Obispo County Employees’ Association supports the recommended change.

FINANCIAL CONSIDERATIONS

The current FY 2017-18 decrease in salary and benefit cost for the recommended PAL change is \$1,494. The FY 2018-19 estimated increase is \$405 and the estimated increase at the maximum salary step for the position is \$11,633. The cost of the PAL change is included in the budget for FY 2017-18 since savings are anticipated. In future years, any increased cost will be included as part of the department’s requested budget. The funding source for this PAL change is the Library’s Operating Budget. No additional indirect costs are anticipated as a result of this PAL change. The table below shows the estimated savings for FY 2017-18 and FY 2018-19. The estimated expense at the maximum step (step 5 of 5) is also shown. It is important to note that these estimates are based on the current job class salary listings and are subject to change.

FY 2017-18 Estimated Expense for Remaining 6 Months						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Librarian	1.00	\$ 24,887	\$13,907	\$38,794	Step 1 of 5 for 6 months
Delete	Librarian II	.75	(\$25,108)	(\$15,180)	(\$40,288)	Step 5 of 5 for 6 months
	Net Change FY 17-18	.25	\$ (221)	\$(1,273)	\$ (1,494)	
FY 2018-19 Estimated Annual Expense						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Librarian	1.00	\$52,270	\$28,712	\$80,982	Step 2 for 12 months
Delete	Librarian II	.75	(\$50,216)	(\$30,361)	(\$80,577)	Step 5 of 5 for 12 months
	Net Change FY-18-19	.25	\$2,054	\$(1,649)	\$405	
Estimate Annual Expense at Maximum Step (Step 5 of 5)						
Action	Classification	FTE	Salary	Benefits	Total	Step Estimate
Add	Librarian	1.00	\$60,528	\$31,682	\$92,210	Step 5 of 5 for 12 months
Delete	Librarian II	.75	(\$50,216)	(\$30,361)	(\$80,577)	Step 5 of 5 for 12 months
	Net Change at Max. Step	.25	\$10,312	\$1,321	\$11,633	

RESULTS

This librarian position will have a significant positive impact for our community by ensuring we are reaching out to the underserved teen population and engaging them through targeted programming and services. This change will create a healthy, livable, and safe space for teens to engage in creativity, educational opportunity, and leadership.

ATTACHMENTS

1. PAL Change Resolution