



COUNTY OF HUMBOLDT

For the meeting of: 1/10/2023

File #: 22-1697

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

SUBJECT:

Supplemental Budget Request for County Library Budget Unit 1500-621 for a Municipal Resource Group (MRG) Classification Review (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the attached proposal from MRG for a classification review for the Department of Library Services; and
2. Approve the attached supplemental budget request for budget unit 1500-621 in the amount of \$22,468 for Fiscal Year (FY) 2022-23. (4/5 Vote Required)

Library Fund (1500)

DISCUSSION:

The County of Humboldt has used the services of MRG for many years. MRG provides investigative services to the county, including reviewing of documents, interviews with staff members, phone conferencing, preparation of summaries or reports and the preparation of appropriate factual determinations. MRG provides human resources (HR) and personnel support services related to the work environment and provide additional services that are reasonably required. The Library wishes to use the services of MRG to perform a study of the Department of Library Services job classifications. This will assist the Department of Library Services in building a stronger workforce and a healthy organizational culture.

FINANCIAL IMPACT:

The attached proposal from MRG has a total amount payable of \$22,468. However, in the event local, state, or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with the with MRG.

The attached supplement budget will transfer funds from the Library Fund (1500) to the Library budget (1500-621) in the amount of \$22,468 if approved by your Board.

The Library Fund (1500) balance is currently \$1,403,635.40. There are sufficient funds for this study.

Any adjustments in the Compensation and Classification Schedules for the Department of Library Services employees will impact the Library Fund (1500) and will not impact the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service .

OTHER AGENCY INVOLVEMENT:

County Human Resources

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the classification review and supplemental budget transfer. However, this is not recommended as this is study is necessary for the Library to build a strong workforce and a healthy organizational culture.

ATTACHMENTS:

1. MRG Scope of services
2. Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Board Order No.: F1

Meeting of: 01/23/2001, 11/8/22

File No.: N/A, 22-1460