



COUNTY OF HUMBOLDT

For the meeting of: 7/11/2023

File #: 23-828

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Allocation of 1.0 Full-time Equivalent (FTE) Library Assistant I/II in Budget Unit (BU 621)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Allocate 1.0 FTE Library Assistant I/II, (Class 0157 A/B, Salary Range 320) in budget unit 1500-621.

SOURCE OF FUNDING:

Library Fund (1500)

DISCUSSION:

The library is requesting a 1.0 FTE Library Assistant I/II for the northern branches (Arcata, Blue Lake, McKinleyville and Trinidad). The ability of the Library to serve Humboldt County residents depends on attracting, hiring, and retaining talented staff to support the library's mission, values and goals. Providing library divisions with appropriate levels of consistent staffing is key in the library's efforts to provide community appropriate levels of staffing capacity.

The northern branches need an additional full-time, front-line employee to provide customer service support and basic information skills to the local communities. The addition of the new position will improve the library's ability to deliver programs and services this increase in FTE will provide the library with greater flexibility and coverage for northern branches. It has been challenging to provide appropriate levels of staffing to maintain library open hours and services from an extra-help pool. Frequently library supervisors call on Eureka Library staff and Eel River Valley staff to fill in for absences and vacancies. The Library Assistant I/II position will fill the void caused by pulling from other branch library resources.

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY23-24 Projected	FY24-25 Projected
Budgeted Expenses	\$57,401	
Total Expenditures	\$57,401	
Funding Sources (Fund, Budget Unit)	FY23-24 Projected*	FY24-25 Projected*
Fees/Other	\$57,401	
Total Funding Sources	\$57,401	

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

Should your Board approve the allocation of the 1.0 FTE Library Assistant I/II position, staff will prepare an appropriation transfer to transfer funds from the budgeted extra help budget line to salary and benefits for this position. The 1.0 FTE Library Assistant I/II is anticipated to be net neutral as funds have been included in the Library’s extra help budget (1500-621-1400) in the adopted fiscal year 2023-24 budgeted.

STAFFING IMPACT:

Position Title	Position Control Number	Monthly Salary Range (1A-E Step)	Additions (Number)	Deletions (Number)
Library Assistant I/II	(621-157-XX	\$2,580.51-\$3,311.38	1	0

Narrative Explanation of Staffing Impact:

The increase in 1.0 FTE will provide the library with greater flexibility and coverage for northern branches. It has been an ongoing challenge to provide community appropriate levels or service at these locations using extra-help staff.

STRATEGIC FRAMEWORK:

This action supports the following areas of your Board’s Strategic Framework.

- Core Roles: Provide for and maintain infrastructure
- New Initiatives: Foster transparent, accessible, welcoming and user friendly services
- Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

Human Resources, County Administrative Office, Municipal Resource Group (MRG, LLC).

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to allocate the 1.0 FTE Library Assistant I/II position. However, this is not recommended as it would hinder the Humboldt County Library’s ability to provide the appropriate levels of service to serve a growing and increasingly diverse library community.

ATTACHMENTS:

File #: 23-828

Fiscal Year 2023-2024 Personnel Allocations

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A