



COUNTY OF HUMBOLDT

For the meeting of: 4/9/2024

File #: 24-268

To: Board of Supervisors

From: Libraries

Agenda Section: Departmental

Vote Requirement: 4/5th

SUBJECT:

Resolution for an Exception to the 180-Day Wait Period for Temporary Employment of Retired Annuitant as Library Operations Manager with the Humboldt County Library (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve a resolution allowing an exception to the 180 day wait period to employ Ronda Wittenberg as an extra help retired annuitant Library Operations Manager (class 0661, salary range 512, step E) with the Humboldt County Library, to provide continuity of services while the Library onboards and trains its newly appointed Library Operations Manager to this critically needed permanent position (4/5 vote required).

SOURCE OF FUNDING:

Library Fund (1500)

DISCUSSION:

On Oct. 14, 2023, Ronda Wittenberg retired from her position as Library Operations Manager with the Humboldt County Library, after more than 52 years of service. With the volume of responsibilities and specialized technical skills for which the Library Operations Manager is responsible, the Humboldt County Library knows that there will be a significant need for Ms. Wittenberg to provide system maintenance and training on the Library Integrated Library System (ILS) to the newly recruited employee in this position. The ILS is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. This proposal will allow the outgoing Library Operations Manager to work concurrently with the new Library Operations Manager to provide training, support, and maintenance in the ILS, systems administration, and telecommunications.

Ms. Wittenberg has graciously agreed to continue to work for the library in an extra-help capacity to assist the Humboldt County Library during the transitional period to ensure continuity of service to Humboldt County Library residents. Wittenberg's employment as a temporary retired annuitant Library

Operations Manager (class 0661, salary range 506, step E) with the Humboldt County Library.

Your Board previously approved an exemption to the 180-day wait period of the California Public Employees Retirement System (CalPERS) for Ronda Wittenberg to return as an interim appointment and this resolution will allow Ms. Wittenberg to continue as an extra help appointment to assist in the transition of the new Library Operations Manager.

FINANCIAL IMPACT:

Expenditures (1500,621)	FY23-24
Budgeted Expenses	4,572.00
Total Expenditures	4,572.00
Funding Sources (1500,621)	FY23-24 Adopted
Fees/Other	4,572.00
Total Funding Sources	4,572.00

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

Narrative Explanation of Financial Impact:

The Library budgeted \$100,480 in salaries and benefits for the Library Operations Manager for twelve months. Ms. Wittenberg worked three and half months. Ms. Wittenberg’s services would be needed six hours a week for seventeen weeks, a total of 102 hours from Dec. 26, 2023- April 30, 2024. Salary costs for Ms. Wittenberg` are approximately \$4,572. There are sufficient funds budget in the Library budget, 1500621, for this expense.

STRATEGIC FRAMEWORK:

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

Core Roles: Provide for and maintain infrastructure

New Initiatives: N/A

Strategic Plan: 4.4 - Attract and retain the best county employees

OTHER AGENCY INVOLVEMENT:

Human Resources

Payroll

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the proposal. This is not recommended as the proposal is designed to provide a smooth transition in the delivery of library services and ensure the success of the newly hired Library Operations Manager and adhere to CalPERS mandated resolution types.

ATTACHMENTS:

- 1. Resolution

File #: 24-268

PREVIOUS ACTION/REFERRAL:

Board Order No.: J-1

Meeting of: 01/30/2024

File No.: 24-101