



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	11/4/2010
<b>Agenda Item #:</b>	R-6
<b>Est. Start Time:</b>	10:13 am

**BUDGET MODIFICATION: LIB- 02**

**Agenda Title: BUDGET MODIFICATION # LIB-02 Redistributes Personnel Resources among Neighborhood Libraries, Central Library, and Volunteer Services**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>November 4, 2010</u>	<b>Amount of Time Needed:</b>	<u>2 minutes</u>
<b>Department:</b>	<u>Library</u>	<b>Division:</b>	<u>Various</u>
<b>Contact(s):</b>	<u>Becky Cobb</u>		
<b>Phone:</b>	<u>503-988-5499</u>	<b>Ext.:</b>	<u>85499</u>
		<b>I/O Address:</b>	<u>317/Admin</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Becky Cobb, Deputy Director</u>		

**General Information**

**1. What action are you requesting from the Board?**

Requesting Board approval of a redistribution of personnel resources to address a number of critical staffing needs for Neighborhood Libraries, Central Library and Volunteer Services.

**2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.**

The library is realigning a number of positions to fill some critical staffing needs and to gain organizational efficiencies. Here is a summary of the changes on an annualized basis:

In the Central Library Division, the Access Services Administrator position for the Stacks work unit is being reclassified to Access Services Manager and will oversee both the Stacks and the Circulation work units (a total of 76 FTE), rather than each unit being managed by separate administrators. The Access Services Administrator position for Circulation is being reclassified downward to an Operations Supervisor, and a .50 Operations Supervisor is being added to the Stacks

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work unit. The goal of this change is to create a unified leadership and vision for materials movement and access services at Central and provide greater support for the entire library system. 3.50 FTE vacant Circulation Clerk positions and 1.25 vacant Library Page positions are being reallocated to help fund these changes as well as contributing to the additional changes listed below.

In the Neighborhood Libraries Division, 1.50 FTE Library Pages and .50 FTE Clerk are added (mostly in 10 hour { .25 } increments to existing part time positions) at six branch libraries and the Sort Center. Adding page and clerk hours will help with the increasing materials movement workload at these locations.

At the Belmont Library, a vacant .50 Library Assistant position is being replaced by a 1.00 FTE Library Supervisor position. This is a new position for Belmont, and is based on having a staff size similar to the regional libraries (where there is both an administrator and a supervisor), and the increased patron use of this branch. Belmont consistently ranks third in Neighborhood Library first check-outs, right behind Hollywood and Midland, and the branch is consistently exceeding all other library locations (including Central) in the number of holds filled (over 25,000/month).

Neighborhood Libraries has a .75 Operations Supervisor that is being increased to 1.00 FTE. This position oversees the library's "floating" staff pool as well as 80 on-call materials movement staff who work throughout the 19 library locations. He is also leading the work to implement best practices and efficiencies in all 19 locations through the Priority Practices committee.

In Volunteer Services (part of the Department Administration Division), there is an addition of a .50 Program Coordinator. The number of volunteers has increased in the last two years from 1,600 to 1,800 and the addition of two new library locations has added to the workload as well. This will increase the total Volunteer Services staff from 2.00 to 2.50 FTE.

All of the proposed reclassifications have been approved by the Central Classification and Compensation unit, and the net changes are funded at no increase to the library's overall budget.

**3. Explain the fiscal impact (current year and ongoing)**

For the current fiscal year there is a net savings of \$7 in the Library Fund, which will be budgeted in Central Library Circulation Temporary Personnel, and a \$10,563 decrease in Fund 3500 for insurance reimbursement.

On an ongoing basis there is a \$12 savings in the Library Fund.

**4. Explain any legal and/or policy issues involved.**

Not applicable.

**5. Explain any citizen and/or other government participation that has or will take place.**

Not applicable.

# ATTACHMENT A

## Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**  
There is no revenue change in the Library Fund.
- **What budgets are increased/decreased?**  
There is no net expenditure change in the Library Fund.  
Central Library-Circulation (802110) budget decreases by \$142,426;  
Central Library-Stack Services (802120) budget decreases by \$4,477;  
Facilities & Material Movement (803420) budget increases by \$8,523;  
Volunteer Services (803510) budget increases by \$28,396;  
Neighborhood Libraries Management (805110) budget increases by \$12,994;  
Belmont Library (805220) budget increases by \$34,021;  
Holgate Library (805290) budget increases by \$16,529;  
Northwest Library (805330) budget increases by \$10,375;  
Rockwood Library (805350) budget increases by \$9,776;  
St. Johns Library (805360) budget increases by \$8,360;  
Sellwood Library (805370) budget increases by \$9,139;  
Woodstock Library (805380) budget increases by \$8,791.
- **What do the changes accomplish?**  
Redistribution of personnel resources provides more adequate staffing levels at seven Neighborhood Libraries, Volunteer Services and Materials Management, as well as improving organizational efficiencies at Central Library in the Circulation and Stacks work units.
- **Do any personnel actions result from this budget modification? Explain.**  
Specific position number, JCN and HR Org Unit detailed on personnel worksheet.  
Central Library Circulation: net decrease of 3.5 FTE;  
Central Library Stack Svcs: net decrease of .75 FTE;  
Facilities & Material Movement: increase .25 FTE;  
Volunteer Services: increase .50 FTE;  
Neighborhood Libraries Management: increase .25 FTE;  
Neighborhood Libraries: increase 2.25 FTE;  
Library total: Net decrease of 1.0 FTE
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
Not applicable.
- **Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**  
Not applicable.

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- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**  
Not applicable.

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**ATTACHMENT B**

**BUDGET MODIFICATION: LIB-02**

**Required Signatures**

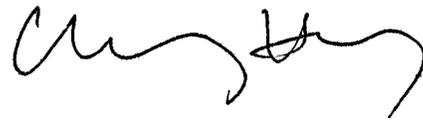
**Elected Official or  
Department/  
Agency Director:**



**Date:** \_\_\_\_\_

Vailey Oehlke

**Budget Analyst:**



**Date:** \_\_\_\_\_

Ching Hay

**Department HR:**

Shelly Kent

**Date:** \_\_\_\_\_



**Countywide HR:**

Candace Busby

**Date:** \_\_\_\_\_