



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-6 DATE 11/4/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/4/2010

Agenda Item #: R-6

Est. Start Time: 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.

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

**Budget Modification APR
Submit to Board Clerk**

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.

- **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:



Ching Hay

Date: _____

Department HR:

Shelly Kent

Date: _____



Countywide HR:

Candace Busby

Date: _____

							Budget Modification:		LIB-02	
ANNUALIZED PERSONNEL CHANGE										
Change on a full year basis even though this action affects only a part of the fiscal year (FY).										
							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	9792	61691	802110	Access Services Administrator	709610	(1.00)	(59,370)	(17,823)	(17,264)	(94,457)
1510	9025	61691	802110	Operations Supervisor	709610	1.00	49,200	15,985	16,527	81,712
1510	7202	65216	802110	Library Clerk	705638	(0.75)	(19,498)	(6,335)	(11,134)	(36,966)
1510	7202	65218	802110	Library Clerk	710241	(1.00)	(36,037)	(10,818)	(15,573)	(62,428)
1510	7202	65218	802110	Library Clerk	700718	(1.00)	(30,732)	(9,985)	(15,188)	(55,905)
1510	7202	65218	802110	Library Clerk	701939	(0.75)	(23,049)	(7,489)	(11,391)	(41,929)
1510	9792	61692	802120	Access Services Administrator	700413	(1.00)	(52,733)	(15,830)	(16,783)	(85,347)
1510	9795	61692	802120	Access Services Manager	NEW	1.00	60,643	18,205	17,357	96,205
1510	7203	65225	802120	Library Page	700553	(0.75)	(19,136)	(6,217)	(11,107)	(36,460)
1510	7203	65225	802120	Library Page	704198	(0.75)	(19,127)	(6,214)	(11,107)	(36,448)
1510	7203	65224	802120	Library Page	704813	(1.00)	(29,817)	(8,951)	(15,122)	(53,890)
1510	7203	65224	802120	Library Page	704813	1.00	31,904	9,578	15,273	56,755
1510	7203	65224	802120	Library Page	714402	(0.50)	(12,151)	(3,948)	(8,268)	(24,366)
1510	7203	65224	802120	Library Page	714402	0.75	18,226	5,922	11,041	35,189
1510	9025		802120	Operations Supervisor	NEW	0.50	24,600	7,993	9,171	41,763
1510	7211	61743	805220	Library Assistant	700464	(0.50)	(23,229)	(6,973)	(9,071)	(39,273)
1510	9784	61743	805220	Library Supervisor	NEW	1.00	54,720	17,779	16,927	89,426
1510	6022	61719	803510	Program Coordinator	NEW	0.50	24,670	8,015	9,176	41,860
1510	7203	65242	803420	Library Page	710247	(0.50)	(14,909)	(4,476)	(8,468)	(27,853)
1510	7203	65242	803420	Library Page	710247	0.75	22,362	6,713	11,341	40,416
1510	7203	61749	805290	Library Page	New	0.50	12,152	3,948	8,268	24,368
1510	7202	61753	805330	Library Clerk	708937	(0.50)	(18,886)	(5,670)	(8,766)	(33,312)
1510	7202	61753	805330	Library Clerk	708937	0.75	28,329	8,504	11,774	48,607
1510	7202	61755	805350	Library Clerk	702996	(0.50)	(17,285)	(5,616)	(8,640)	(31,541)
1510	7202	61755	805350	Library Clerk	702996	0.75	25,928	8,424	11,600	45,952
1510	7203	61756	805360	Library Page	702729	(0.50)	(14,289)	(4,643)	(8,423)	(27,355)
1510	7203	61756	805360	Library Page	702729	0.75	21,439	6,965	11,274	39,678
1510	7203	61741	805370	Library Page	709959	(0.75)	(22,363)	(6,713)	(11,341)	(40,417)
1510	7203	61741	805370	Library Page	709959	1.00	29,817	8,951	15,122	53,890
1510	7203	61740	805380	Library Page	702315	(0.50)	(14,758)	(4,795)	(8,457)	(28,010)
1510	7203	61740	805380	Library Page	702315	0.75	22,362	7,266	11,341	40,969
1510	9025	61738	805110	Operations Supervisor	713713	(0.75)	(34,167)	(11,101)	(12,197)	(57,465)
1510	9025	61738	805110	Operations Supervisor	713713	1.00	45,556	14,801	16,263	76,620
										0
TOTAL ANNUALIZED CHANGES						(1.00)	10,373	5,450	(15,836)	(12)
CURRENT YEAR PERSONNEL DOLLAR CHANGE										
Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.										
							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	9792	61691	802110	Access Services Administrator	709610	(0.67)	(39,600)	(11,888)	(11,515)	(63,003)
1510	9025	61691	802110	Operations Supervisor	709610	0.67	32,816	10,662	11,024	54,502
1510	7202	65216	802110	Library Clerk	705638	(0.50)	(13,005)	(4,225)	(7,426)	(24,656)
1510	7202	65218	802110	Library Clerk	710241	(0.67)	(24,037)	(7,216)	(10,387)	(41,639)
1510	7202	65218	802110	Library Clerk	700718	(0.67)	(20,498)	(6,660)	(10,130)	(37,289)
1510	7202	65218	802110	Library Clerk	701939	(0.50)	(15,374)	(4,995)	(7,598)	(27,966)
1510	9792	61692	802120	Access Services Administrator	700413	(0.67)	(35,173)	(10,559)	(11,194)	(56,926)
1510	9795	61692	802120	Access Services Manager	NEW	0.67	40,449	12,143	11,577	64,168
1510	7203	65225	802120	Library Page	700553	(0.50)	(12,763)	(4,147)	(7,409)	(24,319)
1510	7203	65225	802120	Library Page	704198	(0.50)	(12,758)	(4,145)	(7,408)	(24,311)
1510	7203	65224	802120	Library Page	704813	(0.67)	(19,888)	(5,970)	(10,086)	(35,945)
1510	7203	65224	802120	Library Page	704813	0.67	21,280	6,388	10,187	37,856
1510	7203	65224	802120	Library Page	714402	(0.33)	(8,104)	(2,633)	(5,515)	(16,252)
1510	7203	65224	802120	Library Page	714402	0.50	12,157	3,950	7,365	23,471
1510	9025		802120	Operations Supervisor	NEW	0.33	16,408	5,331	6,117	27,856
1510	7211	61743	805220	Library Assistant	700464	(0.33)	(15,494)	(4,651)	(6,050)	(26,195)
1510	9784	61743	805220	Library Supervisor	NEW	0.67	36,498	11,858	11,290	59,657
1510	6022	61719	803510	Program Coordinator	NEW	0.33	16,455	5,346	6,120	27,921
1510	7203	65242	803420	Library Page	710247	(0.33)	(9,944)	(2,985)	(5,648)	(18,577)
1510	7203	65242	803420	Library Page	710247	0.50	14,916	4,478	7,565	26,959
1510	7203	61749	805290	Library Page	NEW	0.33	8,105	2,633	5,515	16,254
1510	7202	61753	805330	Library Clerk	708937	(0.33)	(12,597)	(3,782)	(5,840)	(22,219)
1510	7202	61753	805330	Library Clerk	708937	0.50	18,895	5,672	7,853	32,420
1510	7202	61755	805350	Library Clerk	702996	(0.33)	(11,529)	(3,746)	(5,763)	(21,038)
1510	7202	61755	805350	Library Clerk	702996	0.50	17,294	5,619	7,737	30,650
1510	7203	61756	805360	Library Page	702729	(0.33)	(9,531)	(3,097)	(5,618)	(18,246)
1510	7203	61756	805360	Library Page	702729	0.50	14,300	4,646	7,520	26,466
1510	7203	61741	805370	Library Page	709959	(0.50)	(14,916)	(4,478)	(7,565)	(26,959)
1510	7203	61741	805370	Library Page	709959	0.67	19,888	5,970	10,086	35,944
1510	7203	61740	805380	Library Page	702315	(0.33)	(9,844)	(3,198)	(5,641)	(18,683)
1510	7203	61740	805380	Library Page	702315	0.50	14,916	4,846	7,565	27,327
1510	9025	61738	805110	Operations Supervisor	713713	(0.50)	(22,789)	(7,404)	(8,135)	(38,329)
1510	9025	61738	805110	Operations Supervisor	713713	0.67	30,386	9,872	10,847	51,106
										0
TOTAL CURRENT FY CHANGES						(0.65)	6,919	3,635	(10,562)	(7)