

# MULTNOMAH COUNTY OREGON

May 28, 2013

**Due back to the Budget Office on June 4<sup>th</sup> by noon**



## FY 2014 Budget Worksession – Library Budget

### Issues/Discussions/Findings

#### Library

Commissioner Smith: Please list the job seeker and skills improvement resources at the Library. How many people utilize these resources? How do you promote those resources? In addition, please share some of the stories that highlight how these resources have translated into jobs.

**Response:** The library provided 463 programs in calendar year 2012. These programs include those offered under the Spring 2012 Libraries for Livelihoods offerings (Job Seekers Support Group, Ten Resume Writing Mistakes You Don't Want to Make, Ace that Job Interview, Build an Effective Job Search Strategy, Social Media for Job Seekers, Job Seekers Lab) as well as the software training MCL provides (Word, Spreadsheets, Presentations, Make a Basic Website).

Six locations held Libraries for Livelihoods programming: Central, Gresham, Hollywood, Kenton, Midland, and North Portland. There were 369 programs at these six locations. Seven locations held the other 94 job-related programs: Central, Gresham, Hollywood, North Portland, Rockwood, St. Johns, and Troutdale. Attendance at Libraries for Livelihoods totaled 2,044, for an average of 5.5 participants per program. Attendance at other job programs came to 342, for an average of 3.6 participants per program.

These programs are promoted through media outlets, location-specific event fliers, the website, through the online event system, and by staff who inform patrons about the classes. Over the last two years, the "jobs" and "jobs resources" related pages on the website have had 41,952 page views, (29,622 unique visitors). Monthly event fliers are produced for Central, Hollywood and Midland; fliers for other locations are printed bi-monthly. All told, there are about 14,000 fliers in circulation at any given time.

Here are a couple of examples of the positive impact these resources have made in people finding jobs:

May, 2012: *"Hats off to your jobs lab/jobs lab staff! I recently retired from the U.S. Coast Guard after a little over 25 years Active Duty Honorable Service on 01 November 2011. Although I retired, I wanted to still work. Since this past mid-November 2011, I have utilized your jobs lab on an almost daily basis. I cannot thank you enough for this & support I have received in there when trying to cut/paste my resume to a job application. While I received a good many more 'No Thank You's' to jobs I applied to than 'Yes's,' I am proud to say that after only my 3<sup>rd</sup> job interview since January 2012, I will begin a part-time job with a local hotel starting tomorrow. I found the job via Craigslist utilizing your jobs lab about 10 days ago. I never-ever would have been working otherwise . . . So I had to write & say HATS OFF to the Multnomah Library, your jobs lab & jobs lab staff! Thank you for your continued support."*

June, 2012: *"I love you guys. I get a job because of you. I took a computer class here. My husband voted for you too and he was so proud."*

Some other examples: Two patrons at an introductory computer class two weeks ago told our librarian that they are in the class because they are back in the workforce and need to learn the skills now required by employers. One woman's company moved to Mexico, leaving her unemployed at the age of 60. The attendees at one session of the class "Build an Effective Job Search Strategy" included a truck driver, a product development specialist, a psychologist, a former manager of a company, and an HR specialist. All needed to update their job seeking skills. Another comment: "I really appreciate that the library offers classes such as this (Excel). I am currently unemployed and looking to learn more computer skills. I am grateful that someone has taken their time to offer this class for free. Thank you."

Commissioner Smith: Please provide details regarding the grant that was provided to buy a refrigerator for the summer lunch program.

**Response:** The library has been given a grant of \$1,099 for the purchase of a new refrigerator for Rockwood to aid in food storage. This grant is from the Partners for a Hunger-Free Oregon.

Commissioner Kafoury: Please provide a breakdown of the new positions in FY 2014, including where they are located.

**Response:** The library added 64.25 positions in FY 2014 (compared to FY 2013 Proposed, i.e. before the addition of FTE related to the Library Foundation grant in FY 2013 or FY 2014): 15.50 at Central Library; 46 at Neighborhood Libraries, and 2.75 in other areas. The detailed breakdown is attached.

Position Description	Position #	FTE		Notes
<b>Central Library</b>				
Page	715881	1.00		
Page	715882	1.00		
Page	715883	1.00		
Clerk	715922	1.00		
Library Assistant	715841	1.00		
Library Assistant	715842	1.00		
Library Assistant	715843	1.00		
Library Assistant	715844	1.00		
Library Assistant	715845	1.00		
Library Assistant	715846	1.00		
Library Assistant	715847	1.00		
Library Assistant	715848	1.00		
Library Assistant	715849	1.00		
Librarian	700178	0.25		Increase in hours
Library Supervisor	715931	1.00		
Library Supervisor	715932	1.00		
Office Assistant Sr.	702259	0.25		Increase in hours
<b>Central total</b>			<b>15.50</b>	
<b>Neighborhood Libraries</b>				
<b>Albina</b>				
Page	715877	0.50		
Page	715878	0.50		
Library Assistant	715875	0.50		
Library Assistant	715951	0.50		
<b>Albina total</b>			<b>2.00</b>	
<b>Belmont</b>				
Page	715879	1.00		
Library Assistant	715952	1.00		
Library Assistant	715953	0.75		
Librarian	715972	1.00		
<b>Belmont total</b>			<b>3.75</b>	
<b>Capitol Hill</b>				
Page	715880	0.50		
Library Assistant	715954	0.50		Bilingual-Somali
Library Assistant	715955	0.50		
Library Assistant	715956	0.50		
<b>Capitol Hill total</b>			<b>2.00</b>	
<b>Fairview</b>				
Page	708084	0.50		Increase in hours
Clerk	715928	0.50		

Position Description	Position #	FTE		Notes
Library Assistant	715957	1.00		Bilingual-Spanish
<b>Fairview total</b>			<b>2.00</b>	
<b>Gregory Heights</b>				
Page	715885	1.00		
Page	714102	0.25		Increase in hours
Clerk	712411	0.25		Increase hours; BL-Spanish
Library Assistant	715958	0.75		Bilingual-Vietnamese
<b>Gregory Heights total</b>			<b>2.25</b>	
<b>Gresham</b>				
Page	715886	1.00		
Library Assistant	715959	0.75		Bilingual-Spanish
Program Coordinator	715970	0.75		Bilingual-Spanish
<b>Gresham total</b>			<b>2.50</b>	
<b>Hillsdale</b>				
Page	715887	0.75		
Library Assistant	715960	0.75		
Library Assistant	715961	0.50		
Library Supervisor	715933	1.00		
<b>Hillsdale total</b>			<b>3.00</b>	
<b>Holgate</b>				
Page	715888	0.50		
Page	715889	0.50		
Clerk	705099	0.25		Increase hrs; BL-Vietnamese
Library Assistant	715962	0.75		Bilingual-Chinese
Library Assistant	715963	0.75		Bilingual-Spanish
Library Assistant	701206	0.25		Increase hrs; BL-Vietnamese
Librarian	712084	0.50		Increase hrs; BL-Vietnamese
<b>Holgate total</b>			<b>3.50</b>	
<b>Hollywood</b>				
Page	715890	0.50		
Page	715891	0.50		
Library Assistant	715964	1.00		
Librarian	715934	0.50		
<b>Hollywood total</b>			<b>2.50</b>	
<b>Midland</b>				
Page	715894	1.00		
Page	715895	0.50		
Page	715980	0.50		
Clerk	715929	0.50		
Library Assistant	715937	1.00		Bilingual-Vietnamese

Position Description	Position #	FTE		Notes
Library Assistant	715938	0.50		
Library Assistant	706353	0.25		Increase in hours; BL-Russian
Librarian	715971	0.50		Bilingual-Chinese
<b>Midland total</b>			<b>4.75</b>	
<b>Kenton</b>				
Page	715892	0.75		
Page	715893	0.50		
Clerk	714311	0.25		Increase in hours; BL-Spanish
Library Assistant	715935	0.50		
Library Assistant	715936	0.75		Bilingual-Spanish
<b>Kenton total</b>			<b>2.75</b>	
<b>North Portland</b>				
Page	715896	0.50		
Library Assistant	715939	0.50		Bilingual-Spanish
Library Assistant	715940	0.50		
Program Coordinator	708599	0.25		Increase in hours
<b>North Portland total</b>			<b>1.75</b>	
<b>Northwest</b>				
Page	715897	0.50		
Clerk	715930	0.75		
Library Assistant	715941	1.00		
Library Assistant	715942	0.50		
Library Assistant	708938	(0.25)		
Library Assistant	708939	(0.25)		
<b>Northwest total</b>			<b>2.25</b>	
<b>Rockwood</b>				
Page	700636	0.25		Increase in hours
Clerk	702996	0.50		Increase in hours; BL-Russian
Library Assistant	715943	0.50		Bilingual-Russian
Library Assistant	715944	0.50		Bilingual-Spanish
Library Assistant	701108	0.25		Increase in hours; BL-Russian
<b>Rockwood total</b>			<b>2.00</b>	
<b>St. Johns</b>				
Page	715899	1.00		
Library Assistant	715948	0.50		Bilingual-Spanish
Library Assistant	715949	0.50		
Librarian	715969	0.50		
<b>St. Johns total</b>			<b>2.50</b>	
<b>Sellwood</b>				
Page	715898	1.00		

Position Description	Position #	FTE		Notes
Library Assistant	715945	0.75		
Library Assistant	715946	0.50		
Library Assistant	715947	0.50		
<b>Sellwood total</b>			<b>2.75</b>	
<b>Troutdale</b>				
Page	715900	0.75		
Library Assistant	715976	0.50		
Library Assistant	715950	0.50		Bilingual-Spanish
<b>Troutdale total</b>			<b>1.75</b>	
<b>Woodstock</b>				
Page	715926	0.50		
Library Assistant	715977	0.50		Bilingual-Chinese
Library Assistant	715978	0.50		
<b>Woodstock total</b>			<b>1.50</b>	
<b>Neighborhood Libraries Management</b>				
Library Outreach Specialist	715973	0.50	<b>0.50</b>	Bilingual-Spanish
<b>Neighborhood Lib. Total</b>			<b>46.00</b>	
<b>Dept. Administration</b>				
Office Asst. Sr.	NEW	1.00		
Office Asst. II	715446	0.25		Increase in hours
Program Coordinator	714911	0.25		Increase in hours
<b>Dept. Admin total</b>			<b>1.50</b>	
<b>Youth Services</b>				
Librarian	701543	(0.25)		Combine job share
Office Assistant Sr	715464	0.25		Increase in hours
<b>Youth Services total</b>			<b>0.00</b>	
<b>Programming &amp; Community Outreach</b>				
Librarian	90801100	0.75		
	90801100	0.25		Added w/revenue amend.
Library Outreach Specialist	709658	0.25		Increase in hours
<b>P&amp;C Outreach Total</b>			<b>1.25</b>	
<b>Total Positions Added</b>			<b>64.25</b>	