Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

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Agenda Title: BUDGET MODIFICATION # Lib-07-18: Create 4 new positions, Eliminate 4 positions, Reduce 2 positions

Requested Meeting Date: _____   **Time Needed:** 5 minutes

Department: 80 - Library   **Division:** Operations and Public Services

Contact(s): Daniel Flanigan

Phone: 503-988-5431   **Ext.** _____   **I/O Address** 317/LAL

Presenter Name(s) & Title(s): Donald Allgeier, Director of Operations and David Ratliff, Neighborhood Libraries Director-North County Libraries

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification Lib-07-18 to create four new positions as approved by the Class/Comp Unit of Central Human Resources while eliminating four positions and reducing two other positions, for a net reduction of .25 FTE.

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.

A staffing committee for the library regularly reviews vacancies to make adjustments based on business needs and priorities. This work allows the library to dynamically respond to organizational needs without increasing personnel costs during the fiscal year. The committee has identified a number of vacant positions that can be eliminated or reduced in hours and four potential additional positions that meet business needs for the library system. These include two 1.0 FTE Library Safety Officer positions that will support having more consistent coverage at all library locations when routine absences or critical events occur. A .50 FTE Office Assistant Sr. position will support staffing needs in the library contact center that will help support library responsiveness to call and contact volume. A .50 FTE Access Services Assistant position will support the efficient distribution of materials to library locations and patrons.

Classification request # 3940 has been approved by the Class Comp Unit of Central HR to classify two new 1.0 FTE Library Safety Officer positions in the Safety and Security work unit of the Library Operations Division to address the increase in the number and severity of safety and security issues at Library locations. These positions will be responsible for conducting routine patrol, monitoring, and surveillance activities in and around library buildings; investigating and responding to disturbances that may be a violation of the law and/or library rules and policies; explaining rules and policies to patrons; soliciting patron cooperation and compliance; taking appropriate preventative and protective actions which may include excluding patrons and contacting law enforcement and/or emergency medical services; de-escalating and resolving heightened, urgent situations; and providing direction to staff regarding safety and security issues.

Classification request #3941 has been approved by the Class Comp Unit of Central HR to classify a new .50 FTE Office Assistant Sr. position in the Contact Center work unit of the Library's Public Services Division to provide needed support for this area when scheduling for this area. This position will handle patron needs related to account management and general information. This position will also be responsible for assisting the pubic in navigating library services, including those offered through the website; interviewing patrons to determine the nature of their questions including use of the Integrated Library System, circulation policy/procedure, placing holds, renewing materials, basic patron services and general information inquiries.

Classification request #3942 has been approved by the Class Comp Unit of Central HR to classify a new .50 FTE Access Services Assistant position in the Facilities & Logistics work unit of the Library's Operations Division to provide support to the Sort Center. This position will provide library services to patrons and staff, ranging from materials movement and performing routine library support duties to assisting with circulation/account management. This position will be responsible for maintaining access to the collection, including checking in items; updating/changing the status of items; correctly routing items using prompts; emptying book drops; receiving, processing, sorting, and shelving materials; searching for holds and missing items; programming and erasing RFID transponders; and packing outgoing deliveries and unpacking incoming materials.

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

There is no net impact to the Library Fund for the current fiscal year. Creation of the four new positions carries a cost of $94,214 in the current year while elimination of four positions and the fte reduction of two positions yields a savings of $102,373, with the net savings of $8,159 budgeted in temporary personnel.

 Ongoing, personnel changes made via this budget modification will be incorporated in to future budgets.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

N/A

7. What budgets are increased/decreased?

Operations:
Safety & Security (803430) - Permanent personnel increased $64,952, temporary personnel increased $4,274, and central indirect increased $1,862.

Contact Center (805100) - Permanent personnel increased $16,239, temporary personnel increased $3,885, and central indirect increased $541.

Facilities & Logistics (803420) - Permanent personnel increased $13,023 and central indirect increased $350.

Public Services:
Central Library Circulation Services (802110) - Permanent personnel decreased $57,250 and central indirect decreased $1,540.

Albina Library (805210) - Permanent personnel decreased $5,816 and central indirect decreased $156.

Hollywood Library (805300) - Permanent personnel decreased $18,926 and central indirect decreased $509.

Midland Library (805310) - Permanent personnel decreased $20,381 and central indirect decreased $548.

8. What do the changes accomplish?

These changes will allow us to respond more quickly to patrons connecting with us virtually, more efficiently distribute materials that have been requested by patrons, and provide more security at our library locations that face the most regular challenges with security incidents.

9. Do any personnel actions result from this budget modification?

Two 1.0 FTE Library Safety Officers are added to Safety & Security (803430);
A .50 FTE Office Assistant Sr. is added to the Contact Center (805100);
A .50 FTE Access Services Assistant is added to Facilities & Logistics (803420);
Two .75 FTE Library Clerks are eliminated from Central Library Circulation Svcs (802110);
A .50 FTE Library Clerk is eliminated from Central Library Circulation Svcs (802110);
A .50 Library Clerk is eliminated from Midland Library (805310);
A 1.0 FTE Library Clerk is reduced to .50 FTE in Hollywood Library (805300);
A .75 FTE Access Services Assistant is reduced to .50 FTE in Albina Library (805210).

Net .25 FTE reduction in personnel.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

11. 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?

N/A

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

Elected Official or Dept. Director: _____   **Date:** _____

Budget Analyst: _____   **Date:** _____

Department HR: _____   **Date:** _____

Countywide HR: _____   **Date:** _____