



**Multnomah County  
Agenda Placement Request  
Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # R.4 DATE 2/1/18  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 2/1/18  
Agenda Item #: R.4  
Est. Start Time: 10:25 am approx  
Date Submitted: 1/22/18

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

Requested Meeting Date: February 1, 2018

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 public 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

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**Budget Modification**

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**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Vailey Oehlke /s/

**Date:** January 22, 2018

**Budget Analyst:** Jeff Renfro /s/

**Date:** January 22, 2018

**Department HR:** Johnette Easter /s/

**Date:** January 22, 2018

**Countywide HR:** Karie Miller /s/

**Date:** January 22, 2018

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-07-18

#### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-18	3500			705210	50316 - Svc Rmb Med/Dental	(81,378,712)	(81,377,484)	1,228	
2	72020-18	3500			705210	60330 - Claims Paid	7,661,461	7,660,233	(1,228)	
<b>3500 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 72020-18 Total</b>										<b>0</b>
3	80001-18	1510			802110	60000 - Permanent	957,596	925,986	(31,610)	
4	80001-18	1510			802110	60130 - Salary Related Expns	357,155	347,059	(10,096)	
5	80001-18	1510			802110	60140 - Insurance Benefits	411,375	395,831	(15,544)	
6	80001-18	1510			802110	60350 - Central Indirect	46,932	45,392	(1,540)	
<b>1510 Total</b>										<b>(58,790)</b>
<b>Total</b>										<b>(58,790)</b>
<b>Program Offer Number 80001-18 Total</b>										<b>(58,790)</b>
7	80003-18	1510			805210	60000 - Permanent	523,536	520,186	(3,350)	
8	80003-18	1510			805210	60130 - Salary Related Expns	192,720	191,650	(1,070)	
9	80003-18	1510			805210	60140 - Insurance Benefits	215,784	214,388	(1,396)	
10	80003-18	1510			805210	60350 - Central Indirect	26,342	26,186	(156)	
11	80003-18	1510			805300	60000 - Permanent	1,177,943	1,167,493	(10,450)	
12	80003-18	1510			805300	60130 - Salary Related Expns	419,312	414,337	(4,975)	
13	80003-18	1510			805300	60140 - Insurance Benefits	465,654	462,153	(3,501)	
14	80003-18	1510			805300	60350 - Central Indirect	54,707	54,198	(509)	
<b>1510 Total</b>										<b>(25,407)</b>

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-07-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
<b>Total</b>										(25,407)
					<b>Program Offer Number 80003-18 Total</b>					(25,407)
15	80004-18	1510			805310	60000 - Permanent	1,214,756	1,203,740	(11,016)	
16	80004-18	1510			805310	60130 - Salary Related Expns	432,916	427,988	(4,928)	
17	80004-18	1510			805310	60140 - Insurance Benefits	496,774	492,337	(4,437)	
18	80004-18	1510			805310	60350 - Central Indirect	60,582	60,034	(548)	
<b>1510 Total</b>										(20,929)
<b>Total</b>										(20,929)
					<b>Program Offer Number 80004-18 Total</b>					(20,929)
19	80005-18	1510			805100	60000 - Permanent	629,703	639,059	9,356	
20	80005-18	1510			805100	60100 - Temporary	35,632	39,517	3,885	
21	80005-18	1510			805100	60130 - Salary Related Expns	212,841	215,830	2,989	
22	80005-18	1510			805100	60140 - Insurance Benefits	265,134	269,028	3,894	
23	80005-18	1510			805100	60350 - Central Indirect	31,090	31,631	541	
<b>1510 Total</b>										20,665
<b>Total</b>										20,665
					<b>Program Offer Number 80005-18 Total</b>					20,665
24	80014-18	1510			803420	60000 - Permanent	688,929	695,630	6,701	
25	80014-18	1510			803420	60130 - Salary Related Expns	243,707	245,847	2,140	
26	80014-18	1510			803420	60140 - Insurance Benefits	275,669	279,851	4,182	
27	80014-18	1510			803420	60350 - Central Indirect	33,654	34,004	350	
<b>1510 Total</b>										13,373
<b>Total</b>										13,373
					<b>Program Offer Number 80014-18 Total</b>					13,373

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-07-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
28	80015-18	1510			803430	60000 - Permanent	517,838	555,262	37,424	
29	80015-18	1510			803430	60100 - Temporary	9,398	13,672	4,274	
30	80015-18	1510			803430	60130 - Salary Related Expns	168,995	180,949	11,954	
31	80015-18	1510			803430	60140 - Insurance Benefits	202,437	218,011	15,574	
32	80015-18	1510			803430	60350 - Central Indirect	24,402	26,264	1,862	
<b>1510 Total</b>										<b>71,088</b>
<b>Total</b>										<b>71,088</b>
<b>Program Offer Number 80015-18 Total</b>										<b>71,088</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2018

Budget Modification: Lib-07-18

**Annualized Personnel Changes**

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Annualized				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
700106	7202	Library Clerk		1510	802110	(0.75)	(25,624)	(8,184)	(13,391)	(47,199)
701044	7202	Library Clerk		1510	802110	(0.75)	(28,762)	(9,187)	(13,598)	(51,547)
704611	7202	Library Clerk		1510	802110	(0.50)	(17,083)	(5,456)	(10,031)	(32,570)
705823	7202	Library Clerk		1510	805300	(0.50)	(24,880)	(10,766)	(8,337)	(43,983)
705882	7212	Access Services Assistant		1510	805210	(0.25)	(7,976)	(2,548)	(3,324)	(13,848)
706702	7202	Library Clerk		1510	805310	(0.50)	(20,981)	(8,111)	(10,289)	(39,381)
719240	6117	Library Safety Officer		1510	803430	1.00	40,726	13,008	18,288	72,022
719241	6117	Library Safety Officer		1510	803430	1.00	40,726	13,008	18,288	72,022
719242	6002	Office Assistant/Sr		1510	805100	0.50	20,364	6,504	10,248	37,116
719243	7212	Access Services Assistant		1510	803420	0.50	15,954	5,096	9,956	31,006
<b>Total Annualized Changes:</b>						<b>(0.25)</b>	<b>(\$7,536)</b>	<b>(\$6,636)</b>	<b>(\$2,190)</b>	<b>(\$16,362)</b>

**Current Year Personnel Changes**

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2018

Budget Modification: Lib-07-18

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				Total
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	
700106	7202	Library Clerk		1510	802110	(0.31)	(10,677)	(3,410)	(5,579)	(19,666)
701044	7202	Library Clerk		1510	802110	(0.31)	(13,815)	(4,413)	(5,786)	(24,014)
704611	7202	Library Clerk		1510	802110	(0.21)	(7,118)	(2,273)	(4,179)	(13,570)
705823	7202	Library Clerk		1510	805300	(0.25)	(12,440)	(5,383)	(4,168)	(21,991)
705882	7212	Access Services Assistant		1510	805210	(0.13)	(3,988)	(1,274)	(1,662)	(6,924)
706702	7202	Library Clerk		1510	805310	(0.21)	(11,016)	(4,928)	(4,437)	(20,381)
719240	6117	Library Safety Officer		1510	803430	0.50	20,363	6,504	9,144	36,011
719241	6117	Library Safety Officer		1510	803430	0.50	20,363	6,504	9,144	36,011
719242	6002	Office Assistant/Sr		1510	805100	0.25	10,182	3,252	5,124	18,558
719243	7212	Access Services Assistant		1510	803420	0.25	7,977	2,548	4,978	15,503
<b>Total Current FY Changes:</b>						<b>0.08</b>	<b>(\$169)</b>	<b>(\$2,873)</b>	<b>\$2,579</b>	<b>(\$463)</b>