



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # Lib-01-18: Creating 3 new Library Safety Officer positions

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** 5 minutes

**Department:** 80 - Library **Division:** Operations

**Contact(s):** Daniel Flanigan

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

**Presenter Name(s) & Title(s):** Don Allgeier, Director of Operations; Chris Linn, Safety and Security Manager.

## General Information

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

Requesting approval of Budget Modification LIB-01-18 to create three new 1.0 FTE positions as approved by the Class Comp unit of Central Human Resources.

### 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.

Classification request #3782 has been approved by the Class Comp unit of Central HR to create three new 1.0 FTE Library Safety Officer positions in the Safety & Security work unit of the Library's Operations Division. These three new positions are requested for classification as Library Safety Officers and will provide coverage at locations previously staffed by Facility Security Officer (FSO) positions that are being removed by the Sheriff's Office from the Holgate, Midland, and Rockwood libraries. 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 the exclusion of patrons and contacting law enforcement and/or emergency medical services; de-escalating and resolving heightened, urgent situations; retrieving, reviewing, and analyzing surveillance videos; assisting staff with opening and closing procedures; serving as person in charge of a location as needed; assisting with providing

training to staff regarding safety, security, and loss prevention; assisting with the development of security, operations, and emergency procedures; assisting patrons with the use of the library; and performing urgent maintenance and housekeeping tasks.

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

There is no net impact to the Library Fund for the current fiscal year. Ongoing, personnel changes made via this budget modification will be incorporated into 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?**

In Safety and Security (803430) permanent personnel expenditures increase \$207,656 and central indirect increases \$5,586.

These increases are offset by decreases in the Internal Service budgets from which reimbursements are made to the Sheriff's Office for the use of FSO's. In the Holgate (805290), Rockwood (805350) and Midland (805310) libraries the Internal Service Other budgets decrease a total of \$213,242.

**8. What do the changes accomplish?**

The addition of three, 1.0 FTE Library Safety Officers will replace 25 hours per week of FSO coverage at Holgate library, 32 hours per week of FSO coverage at Rockwood library, and 35 hours per week at Midland library. These additions will help provide Library staff and patrons with a more secure environment.

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

Yes, addition of three 1.0 FTE Library Safety Officers.

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

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

**Budget Analyst:** \_\_\_\_\_

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

**Department HR:** \_\_\_\_\_

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

**Countywide HR:** \_\_\_\_\_

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