



Monterey County

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Board Report

Legistar File Number: 14-1254

December 09, 2014

Introduced: 11/7/2014

Current Status: Consent Agenda

Version: 1

Matter Type: General Agenda Item

- a. Amend the County Library's Department Budget 6100, LIB003-8141 to add one (1.0) Assistant Library Director;
- b. Authorize the Auditor-Controller to Amend Fiscal Year 2014-2015 County Library's Department Budget (Library Fund 003 Budget Unit 6110) to reflect changes to increases in Rents and Leases - Buildings (Expense Code 6811) and increases in Cleaning and Janitorial Services (Expense Code 6251) and to fund the reopening and building of the San Lucas Library (Expense Code 7521);
- c. Direct the County Administrative Office to incorporate changes in position count and funding in the FY 2014-15 adopted budget.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- 1.) Amend the County Library's Department Budget 6100, LIB003-8141 to add one (1.0) Assistant Library Director;
- 2.) Authorize the Auditor-Controller to Amend Fiscal Year 2014-2015 County Library's Department Budget (Library Fund 003 Budget Unit 6110) to reflect changes to increases in Rents and Leases - Buildings (Expense Code 6811) and increases in Cleaning and Janitorial Services (Expense Code 6251) and to fund the reopening and building of the San Lucas Library (Expense Code 7521);
- 3.) Direct the County Administrative Office to incorporate changes in position count and funding in the FY 2014-15 adopted budget.

SUMMARY/DISCUSSION:

The Monterey County Free Libraries system (MCFL) is a complex Department with 17 customized branches serving diversified communities that are spread over a large geographical area. The department offers literacy and a broad range of informational, cultural and readership services to patrons of all ages. MCFL is anticipating growth as outlined on the approved 2013-2016 Strategic Plan, with the re-opening of the San Lucas Library, the planning and construction of the Parkfield Library Branch, an improvements expansion project for the Seaside Library, and replacement of the Carmel Valley building, among other critical projects.

The department was reorganized in late 2013, and the majority of classifications in the department were reviewed and restructured. This included the former classification of County Librarian, which is now Library Director and has duties and responsibilities that are much broader, and more focused on building and facilitating community relationships to provide the

library services most targeted to patrons. This classification also has a significant facilities workload to develop facilities agreements, contracts, and remodeling, which requires abundant meeting and travel time away from the office. Therefore, the Library Director Classification changes rely on filling the newly-created subordinate classification of Assistant Library Director to make daily operational decisions, assist in budgeting, and coordinate staff efforts.

The latest strategic plan approved by the Board of Supervisors, recommended a restructuring of the library department including the addition of the Assistant Library Director position. The current library budget FY 2014-2015 reflected Salaries and Benefits appropriations inclusive of the Assistant Library Director position. No adjustments have to be made to the library budget with the addition of this position.

The Library is also seeking approval and authorization from the Auditor-Controller to amend the current County Library Budget to reflect increases to the following Expense appropriations:

<u>Account</u>	<u>Increase</u>	<u>Revised Appropriation</u>
a. 003-6110-6251 (Cleaning and Janitorial)	\$ 46,824.00	\$ 151,374.00
b. 003-6110-6811 (Rents & Leases Bldgs.)	\$ 44,742.00	\$ 195,206.00
c. 003-6110-7521 (Buildings & Improvements)	\$ 135,000.00	

Total increase of appropriations: \$226,566.00

The increases in cleaning and janitorial, as well as rents and leases, were a result of County negotiated terms with Vendors and Lessors. These increases were not proposed and set forward prior to the finalization of the fiscal year 2014-2015 Budget.

The San Lucas Library closed in April of 2010 due to health and safety concerns. The property was acquired, plans were drawn up for the new library, and most of the approximately \$1.5 million funding needed for demolishing the previous building, cleaning up the site, and constructing the new facility have been acquired through Board contributions, grants, and private donations. Library service continues to be provided to the community via bookmobile, but this is inadequate for the needs of the community. The Library continues to seek outside funding for the completion of this project and for FFEs (Furnitures, Fixtures and Equipment); however the Library would like to proceed with the RFP process to keep the project moving forward and to embark on the San Lucas Library Project to reopen the Library, as stated in the 2013-2016 Strategic Plan.

The appropriation increases is funded by the Fund Balance and is the financing source of these increases. The current Library Fund Balance is \$1,552,308.00. With the requested increase in expense appropriations, it is anticipated that the remaining Fund Balance will be \$1,325,742.00.

OTHER AGENCY INVOLVEMENT:

The proposed actions for approval have been reviewed by Human Resources, the department

Budget Analyst and Auditor-Controller's Office as to fiscal terms.

FINANCING:

By approving the proposed amendments to the Budget, there is no impact to the General Fund. The proposed addition of Assistant Library Director Position is currently reflected in the Salaries and Benefits appropriations of the current Library budget of fiscal year 2014-2015.

The proposed increases in appropriations for accounts: 003-6110-6251 (Cleaning and Janitorial); 003-6110-6811 (Rents & Leases Bldgs.), and 003-6110-7521 (Transfer of appropriation to rebuild the San Lucas Library), is funded by the Fund Balance and is the sole financing source of the increases.

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Approved by:

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Attachments:

Request to Classify Form - HR E3.4.1
Assistant Library Director Job Description
Exhibit A - Current Leases Library Buildings
Internal communication from Facilities Analyst regarding Janitorial Services
Public Works San Lucas Branch Library Project Budget Summary