



Legislation Details (With Board Report)

**File #:** RES 21-103      **Name:** Request to Reallocate LA I to LA II  
**Type:** General Agenda Item      **Status:** Passed - Library Department  
**File created:** 1/27/2021      **In control:** Board of Supervisors  
**On agenda:** 2/9/2021      **Final action:** 2/9/2021

**Title:** a. Approve and Authorize amending the Fiscal Year (FY) 2020-21 Library Adopted Budget 6110-LIB003 Unit 8141 to reallocate two part time (.5) Library Assistant I to one full time (1.0) Library Assistant II as indicated in Attachment A; and  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2020-21 Library Adopted Budget 6110-LIB003 Unit 8141.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. BoardReport, 2. Attachment A - Reallocate Library Asst I to Library Asst II\_Jan 2021 pdf, 3. RTC FY 2020-21 Outside Budget Cycle - Reallocate LA I to LA II (1 position BU) signed, 4. Completed Board Order Item No. 37

Date	Ver.	Action By	Action	Result
2/9/2021	1	Board of Supervisors		

a. Approve and Authorize amending the Fiscal Year (FY) 2020-21 Library Adopted Budget 6110-LIB003 Unit 8141 to reallocate two part time (.5) Library Assistant I to one full time (1.0) Library Assistant II as indicated in Attachment A; and  
b. Direct the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2020-21 Library Adopted Budget 6110-LIB003 Unit 8141.

RECOMMENDATION:

- a. Approve and Authorize amending the Fiscal Year (FY) 2020-21 Library Adopted Budget 6110-LIB003 Unit 8141 to reallocate two part time (.5) Library Assistant I to one full time (1.0) Library Assistant II as indicated in Attachment A; and
- b. Direct the Auditor-Controller and County Administrative Office to incorporate the position changes in the FY 2020-21 Library Adopted Budget 6110-LIB003 Unit 8141.

SUMMARY/DISCUSSION:

The Libraries received approval from the Budget Committee to amend the FY 2020-21 adopted positions, to reallocate two part time (.5) Library Assistant I to one full time (1.0) Library Assistant II.

The Programming, Outreach, and Youth Services (POYS) area of library service, under direction of a Librarian II, has grown greatly in the past few years, in areas that require staff with higher levels of training and authority. Demand for programming, outreach presence, and branch support has increased. At the same time, office-based clerical work has decreased with automation, and is expected to keep doing so. To support the Librarian II in

the POYS function, this position needs to be able to independently take a bookmobile to an outreach event, develop and present programming, develop and create resources, and serve as back up to branch libraries. A review of the duties required to be performed found the position is most appropriately allocated as a Library Assistant II.

The requested position reallocation will result in increased services to youth, families, caregivers, and educators in the County.

OTHER AGENCY INVOLVEMENT:

Both Human Resources Department and Budget Committee reviewed and approved the Request to Classify.

FINANCING:

The increased costs associated with the reallocation is no more than approximately \$9,324.00 in FY 2020-21. The additional costs will be absorbed by intended salary savings from frozen positions.

Prepared by: \_\_\_\_\_  
Jacqueline C. Bleisch, Administrative Services Officer, (831) 883-7569

Approved by: \_\_\_\_\_  
Hillary A. Theyer, Library Director, (831)883-7566

Attachment A  
Out of Budget RTC ReAllocation Form - signed, approved