



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: RES 21-103, **Version:** 1

- 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