



Contra Costa County

To: Board of Supervisors
From: Jessica Hudson, County Librarian
Date: March 31, 2015

Subject: Increase the Hours of One (1) Community Library Manager

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21621 to increase the hours of one (1) Community Library Manager (3AGG) (represented) part time (32/40) vacant position No. 12341 to full time (40/40) at salary plan and grade ZAX-1624 (\$5,381-\$6,872) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$18,595. There will be no fiscal impact to the County General Fund. This position is funded in the Library budget.

BACKGROUND:

In the formulation of its Strategic Plan, the Library conducted broad outreach to its patrons through a community survey, key informant interviews and town hall meetings. In response to the public's comments, the Library carefully evaluated its staffing and determined the hours of the San Pablo Community Library Manager should be increased to full time (40/40). The position acts as both manager and adult services librarian. Additional hours are needed to properly meet service and community needs, as well as the increased circulation

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/31/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor

Mary N. Piepho, District III
Supervisor

Karen Mitchoff, District IV
Supervisor

ABSENT: John Gioia, District I Supervisor
Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 31, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Michelle McCauley, (925)
927-3202

expected when the San Pablo Library moves to a new facility in 2016.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not made, the San Pablo Library will operate with limited management oversight and will be deficient in meeting its service and community needs.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 21621 Increase CLM to Full Time in Library