



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: August 14, 2018

Subject: Increase hours of one part-time Librarian position and Add one part-time Clerk-Experienced Level position in the Library Department.

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22328 to increase the hours of one (1) part-time (32/40) Librarian (3AWA) (represented) vacant position #17009 at salary plan and grade QXX 1341 (\$4,620-\$5,900) to full-time (40/40); and add one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$3,082-\$3,824) in the Library Department at the San Pablo Library.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$59,000. No fiscal impact to the County general fund. These positions are funded in the Library Budget and the increase in hours will be funded by the City of San Pablo.

BACKGROUND:

In August 2017, the San Pablo Library opened at a new and larger facility with an increase in open hours. The Library provides funding sufficient for community libraries to be open a minimum of thirty-five (35) hours a week. The City of San Pablo has agreed to provide additional funding to increase the hours the San Pablo Library is open from thirty-nine (39) hours and six (6) days a week to forty-seven (47) hours and seven (7) days a week. The new

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/14/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
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: August 14, 2018

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

By: June McHuen, Deputy

Contact: Beth Kilian,
925-608-7700

cc:

San Pablo Library requires increased staffing sufficient to ensure coverage each day.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will have insufficient staffing levels to support the significant increase in Library open hours and will not be able to meet the needs of the communities it serves.

ATTACHMENTS

P300 22328 Inc Librarian Hrs and Add PT Clerk-Experienced Level in San Pablo Library