



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: September 7, 2021

Subject: Increase the hours of one Librarian position from part-time 20/40 to full-time 40/40

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25791 to increase the hours of one (1) vacant Librarian (3AWA) (represented) position #6650 at Salary Plan and Grade QXX 1341 (\$5,097 - \$6,510) from 20/40 hours to 40/40 hours in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$43,449. No fiscal impact to the County General Fund.

**BACKGROUND:**

The Library has been working on a reallocation of resources to create more efficient staffing at its community library locations. As part of that plan, the Library adjusted hours at various locations to provide more consistency between branches, including at the Oakley Community Library. As a result of the change in hours, the Library has determined that the Oakley community would be better served with a full-time librarian at that location.

Following the beginning of the COVID-19 pandemic, the Library worked on evaluating its staffing and scheduling plans to best meet the needs of patrons. Following this evaluation,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **09/07/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV 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: September 7, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Samuel Treanor at  
(925) 608-7702

By: June McHuen, Deputy

the Library determined that its

### BACKGROUND: (CONT'D)

community libraries should each have standardized schedules. With this standardizing of schedules, the Library has been working to adjust schedules of its vacant positions to align with this new scheduling plan. This schedule adjustment includes a consideration of whether patron needs are adequately being met with the hours available to a position.

The Library has determined that increasing the Librarian position located in Oakley to full-time better serves the needs of the public. This will allow for more time where there is professional reference staff available to serve the public. It will also allow for easier recruitment and retention as full-time positions are often more desirable.

### CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have difficulties with recruitment and retention, as well as providing services to the public.

### ATTACHMENTS

P300 25791\_Increase Librarian hours, Oakley