



# COUNTY OF HUMBOLDT

For the meeting of: 4/25/2023

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File #: 23-447

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**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**Vote Requirement:** 4/5th

**SUBJECT:**

Allocation of 1.0 Full-Time Equivalent (FTE) Library Division Manager in Budget Unit (BU) 621.  
Increase in Full-Time Equivalent for two Senior Library Assistant positions in BU 621

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Allocate one (1) 1.0 FTE Library Division Manager (Class 0652, Salary Range 496, position 02) in BU 621, effective immediately upon approval;
2. Approve the increase from .90 FTE to 1.0 FTE for the Senior Library Assistant position in BU 621 (class 0657, salary range 359, position 07) effective the first pay period following board approval; and
3. Approve the increase from .54 FTE to .70 FTE for the Senior Library Assistant position in BU 621 (class 0657, salary range 359, position 11) effective the first pay period following board approval.

**SOURCE OF FUNDING:**

Library Fund 1500

**DISCUSSION:**

The Library is requesting a 1.0 FTE Library Division Manager for Adult and Youth Services. The ability of the library to serve Humboldt County residents depends on talented staff that the Library retains, attracts, and hires to support the Library's mission, values, and goals. Providing library divisions with appropriate levels of leadership and supervision is paramount in the library's efforts to maintaining its ability to be nimble and flexible during difficult times.

To function as a healthy team, communication is paramount. The Adult and Youth Services Division needs a manager to provide ongoing support and provide a vehicle for conversations about library programs, policies, collection development and collection, developing and implementing personal

performance goals, management strategies, trainings, outreach, and workforce development.

The addition of the new management position will improve the library's leadership team, programs, and services.

This increase in FTE will provide the library with greater flexibility and coverage for Eel River Valley and Northeastern Humboldt County locations. The Library proposes increasing the FTE for two current Senior Library Assistant positions. Position number 6210657-07 is currently allocated at .90 FTE the library is asking for an increase of .10 F.T.E. to bring the position to 1.0 F.T.E. Position number 6210657-07 provides branch coordination for the Rio Dell Library and capacity for the Fortuna Library. The Library proposes an FTE increase for Position 6210657-11. This position is currently allocated at .54 FTE, the library is proposing a .16 FTE increase to .70 FTE. This position provides branch coordination at the Willow Creek Library. This increase will allow flexibility for providing assistance at the Kim Yerton Memorial Library in Hoopa.

#### FINANCIAL IMPACT:

The approval of the allocation of 1.0 FTE Library Division Manager, Youth and Adult Services is anticipated to cost \$79,476 in salary and \$53,624 in benefits annually as the position will be allocated during the current fiscal year (FY) 2022-23, the total cost for salaries and benefits is anticipated to be less than \$11,100. The expenses related to the additional allocation of 1.0 FTE will be included in the regular budget process for FY 2023-24 and future years. There are sufficient salary saving in fund 1500, budget unit 621 Library to accommodate the allocation of the 1.0 FTE Library Division Manager.

The approval of the increase of .10 FTE Senior Library Assistant position number 6210657-07 is anticipated to cost an additional \$4,163 annually. The approval of the increase of .16 FTE Senior Library Assistant position number 6210657-11 is anticipated to cost \$2,567 annually. The total cost of increases for FY 2022-23 for these two (2) positions is \$1,122. The expenses related to the additional allocation of .26 FTE will be included in the regular budget process for FY 2023-24 and future years. There is sufficient salary savings in fund 1500, budget unit 621 Library to accommodate the increased allocations.

#### STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Foster transparent, accessible, welcoming and user friendly services

Strategic Plan: 4.4 - Attract and retain the best county employees

#### OTHER AGENCY INVOLVEMENT:

Human Resources

County Administrative Office

Municipal Resource Group (MRG), LLC

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could choose not to allocate the 1.0 F.T.E. Library Division Manger position and increase the Senior Library Assistant positions by point .26 F.T.E., however, this would hinder the Humboldt County Library's ability to provide the appropriate level of services to serve a growing and increasingly diverse library community.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A