



COUNTY OF HUMBOLDT

For the meeting of: 11/28/2023

File #: 23-1280

To: Board of Supervisors

From: Libraries

Agenda Section: Departmental

Vote Requirement: 4/5th

SUBJECT:

Resolution for the Temporary Employment of Retired Annuitant as Library Operations Manager with the Humboldt County Library (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adopt the attached resolution authorizing an exception to the 180-day wait period of the California Public Employees Retirement System (CalPERS); and
2. Approve the employment of Ronda Wittenberg as a temporary retired annuitant Library Operations Manager (class 0661, salary range 506, step E) with the Humboldt County Library, to provide continuity of services while the Library fills this critically needed permanent position (4/5 vote required).

SOURCE OF FUNDING:

Library Fund (1500)

DISCUSSION:

On Oct. 14, 2023, Ronda Wittenberg retired from her position as Library Operations Manager with the Humboldt County Library, after more than 52 years of service. With the volume of responsibilities and specialized technical skills for which the Library Operations Manager is responsible, the Humboldt County Library knows that there will be a significant need for Ms. Wittenberg to provide system maintenance and training on the Library Integrated Library System (ILS) to the newly recruited employee in this position. The ILS is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. The Library hopes to recruit and hire a new Library Operations Manager by early December 2023. This proposal will allow the outgoing Library Operations Manager to work concurrently with the new Library Operations Manager to provide training, support, and maintenance in the ILS, systems administration, and telecommunications.

Ms. Wittenberg has graciously agreed to continue to work for the library in an extra-help capacity to assist the Humboldt County Library during the transitional period to ensure continuity of service to Humboldt County Library residents. Wittenberg’s employment as a temporary retired annuitant Library Operations Manager (class 0661, salary range 506, step E) with the Humboldt County Library. The Humboldt County Library recommends that the Board of Supervisors adopt the attached resolution authorizing an exception to the 180-day wait period of the California Public Employees Retirement System, as required by California Government Code Section 7522.56(f)(1), for Ronda Wittenberg’s employment as a temporary retired annuitant Library Operations Manager (class 0661, salary range 506, step E) with the Humboldt County Library.

FINANCIAL IMPACT:

Expenditures (1500621)	FY23-24
Budgeted Expenses	4,572.00
Total Expenditures	4,572.00
Funding Sources (1500621)	FY23-24 Adopted
Fees/Other	4,572.00
Total Funding Sources (1500621)	4,572.00

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The Library budgeted \$100,480 in salaries and benefits for the Library Operations Manager for twelve months. Ms. Wittenberg worked three and half months. Ms. Wittenberg’s services would be needed six hours a week for seventeen weeks, a total of 102 hours from November 29, 2023- February 29, 2024. Salary costs for Ms. Wittenberg` are approximately \$4,572. There are sufficient funds budget in the Library budget, 1500621, for this expense.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There is no staffing impact to the Library’s full time equivalent (FTE) and will not change staffing allocations.

STRATEGIC FRAMEWORK:

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

Core Roles: Provide for and maintain infrastructure

New Initiatives: N/A

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

OTHER AGENCY INVOLVEMENT:

Human Resources

Payroll

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ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the proposal. This is not recommended as the proposal is designed to provide a smooth transition in the delivery of library services and ensure the success of the incoming Library Operations Manager.

ATTACHMENTS:

Resolution

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A