



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 4/23/2019

Agenda Placement: 60

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Karen Taylor - Interim Director  
Human Resources

**REPORT BY:** Kevin Lemieux, Senior Human Resources Analyst - 253-4000

**SUBJECT:** Adoption of a Resolution Amending the Departmental Allocation List for the Napa County Library

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### **RECOMMENDATION**

Interim Director of Human Resources and Director of Library Services and Community Outreach request adoption of a resolution amending the Departmental Allocation List for the Napa County Library, as follows, effective May 4, 2019, with a net increase of three full-time equivalents and no increase to the County General Fund:

1. Deleting Two 1.0 FTE Library Associate I
2. Adding Two 1.0 FTE Library Associate I/II
3. Adding One 0.5 FTE Librarian I/II
4. Adding Two 0.5 FTE Library Associate I/II
5. Adding Three 0.5 FTE Library Assistant I/II

### **EXECUTIVE SUMMARY**

On April 16, 2019, the Board of Supervisors approved extending Napa County Library business hours at each of the four branches (Napa Main, American Canyon, Calistoga, and Yountville). The Library is now requesting an increase in staffing to accommodate the extended hours. The requested action also updates the Library's Departmental Allocation List to increase the level of two existing Library Associate positions.

### **FISCAL IMPACT**

Is there a Fiscal Impact?            Yes

Is it currently budgeted?            No

What is the revenue source?	This request is funded by the County Library Main Operations Special Revenue Fund (100%).
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	By approving this action, each Napa County Library branch will have sufficient staffing levels to accommodate extended business hours.
Is the general fund affected?	No
Future fiscal impact:	The increased cost of salary and benefits for the remainder of Fiscal Year 2018-2019 is estimated at \$17,763. The increased annualized cost for these positions is estimated at \$271,077, and will be budgeted accordingly in future fiscal years.  There is no fiscal impact for the new flexibly-staffed positions, because existing and future budgets accounted for salaries at the higher allocation of Library Associate II.
Consequences if not approved:	If not approved, the Napa County Library will not have appropriate staffing levels to accommodate the extended hours approved by the Board of Supervisors.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The mission of the Napa County Library is "Enriching lives with books and information." In order to ensure the highest quality of services that will further the mission, the library staff completed an in depth evaluation of the Napa County Policy Manual Part I: Section 29 and reviewed proposed changes with the Napa County Library Commission. The staff analysis and Library Commission input was consolidated into a recommendation which was approved at the Board of Supervisors Meeting on April 16, 2019.

To ensure a continued focus on customer service for library patrons, the proposed action will ensure staffing levels are sufficient at each branch, consistent with the policy revisions and recommendations approved by the Library Commission and Board of Supervisors. Each of the proposed new positions may have varied branch assignments based on the increases in patrons during the new hours. The proposed action will also designate two existing Library Associate I positions as flexibly-staffed Library Associate IIs to allow management to assign higher level technical tasks when appropriate.

Therefore, the Interim Director of Human Resources and the Director of Library Services and Community Outreach recommend the adoption of a resolution to amend the Departmental Allocation List for Napa County Library as

shown in Exhibit "A," effective May 4, 2019, with a net increase of three full-time equivalents, and no increase to the County General Fund.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi