

DEPARTMENT: Library

BY: Maurie Hoekstra

PHONE: 966-2140

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_\_\_)

Authorization to Proceed with Filling Part-Time Library Assistant position at the Mariposa Library.

This is a 24 hour a week position that was funded in the FY94-95 approved budget.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

On October 4 this request was brought to the Board and the request was continued to November 22 pending decisions made on the State budget.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Currently because we have not been able to fill the position, the County Librarian has had to spend 12 hours a week on interlibrary loan. This is not an effective use of time or money. If the position is not filled, it is recommended that branch hours be cut

<b>COSTS:</b> ( ) Not Applicable	
A. Budgeted current FY <i>incl. benefits</i>	\$ <u>12,432</u>
B. Total anticipated costs	\$ <u>6,300</u>
C. Required additional funding	\$ <u>0</u>
D. Internal transfers	\$ <u>0</u>
<b>SOURCE:</b> ( ) 4/5ths Vote Required	
A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____
Balance in Reserve for contingencies, if approved: \$	_____

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively: to allow additional hours of extra help at the Mariposa Libra

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**CLERK'S USE ONLY:**  
Res. No.: 94-527 Ord. No. \_\_\_\_\_  
Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_  
Approved: \_\_\_\_\_ ( ) Denied \_\_\_\_\_  
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.  
Date: \_\_\_\_\_  
ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:  
 Recommended  
 Not Recommended  
 For Policy Determination  
 Submitted with Comment  
 Returned for Further Action  
Comment: \_\_\_\_\_  
A.O. Initials: M

Authorization to proceed with filling part-time Library Assistant position at the Mariposa Library

The Mariposa Library System has only 2 full time staff members besides the County Library Director. During the 39 hours a week that the Mariposa Library is open those 2 staff members are generally needed at the Circulation Desk to assist library users with the checkout of materials and to assist in locating information. That leaves no time for the following critical off-desk assignments to be completed:

Check-ins	14 hours week (handled by volunteers)	
Children's programming including preparation time:		2 hours
Interlibrary Loan and reference referrals:		12 hours
Overdue processing, book searches, problem books		4 hours
Fine money administration:		3 hours
Technical services: cataloging, processing new items, mending, acquisitions		10 hours
Branch services: book and information searches, preparation of temporary collect, supply requests		2 hours
Periodicals processing, shelving		2 hours
Library card processing		2 hours
Shelving and shelf reading		8 hours
Daily setup for opening		4 hours

Currently without the part-time position the County Librarian is performing many of the tasks which takes time away from the following: Grant writing, collection development, correspondence, materials selection, new building plans, administrative - bills, supplies, inventory, budget, reporting, supervision and training of staff and volunteers, community outreach.

To accomplish critically needed tasks one staff person leaves the desk. This results in lines at the checkout desk, no one available to ask for help, hurried responses and lowered quality of service.

The use of volunteers to enhance the quality of service we can offer and perform some of the more routine tasks is always encouraged. 7 regular volunteers are currently working an average of about 3 hours a week. However no volunteer works enough hours to assume responsibility for some critical functions. In accepting the use of volunteers it was never intended to do this to replace paid staff positions.