

**Lompoc Public Library  
Library Board of Trustees  
SPECIAL MEETING  
Agenda  
Tuesday, February 5, 2013, 9:00 AM  
Lompoc Public Library, 501 E. North Ave., Lompoc, CA  
Presiding: Ann Ruhge, President**

**1. Call to Order**

**2. Adoption of Agenda**

**3. Business**

**A. Consideration of a program change to the Village Library Branch Manager's position**

A staff report is included in the Board packet.

**Staff recommendation:** that the Board of Trustees approves a program change request for the FY2013-15 budget cycle which changes the Village Library Branch Manager's classification from temporary to permanent.

**4. Adjournment**

The next Regular meeting will be held on February 19, 2013 at the Lompoc Library, 501 E. North Ave., Lompoc, at 1:00 PM.

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Any documents produced by staff and distributed to the Trustees regarding any item on the Agenda will be made available for public inspection in the lobby of Lompoc City Hall at 100 Civic Center Plaza between 9 AM and 5 PM. Monday through Friday, and the Lompoc Library Information Desk at 501 E. North Avenue between 10 AM and 5 PM Monday and Tuesday, 1 PM and 8 PM Wednesday and Thursday, and 1 PM and 5 PM Friday and Saturday.

### 3A. Consideration of a program change to the Village Library Branch Manager's position

**Background:**

The Village Library Branch Manager is currently a PT temporary Clerk III position. It is 26.25 hours a week, not including additional time spent at meetings, training sessions or covered for other staff members. This staff member continually works over 1,040 hours per year due to the needs of the library and is therefore a PERS employee. This employee after having worked 1,040 hours per year accumulates prorated sick leave benefits and begins accruing vacation. This always has been and will be a position that is needed for the operation of the library and therefore should not be classified as temporary.

The requested program change will make the Village Library Branch Manager a PT budgeted Clerk III position. This does not include any extra hours for the position, but allows the manager to continually accumulate benefits throughout the year and allows them to take advantage of the City of Lompoc's health care benefits, if they should choose to do so. The current employee who is the Village Library Branch Manager is not interested in using the City's health benefits, therefore the fiscal impact shown below does not account for any future employees who may decide to take advantage of that benefit.

For comparison, the Buellton Library Branch Manager is a FT Clerk III and does receive all of the benefits mentioned above, the same as any FT employee. The Buellton Library is only open six more hours per week than the Village Library.

**Fiscal Impact:**

In working with City Finance, it was discovered that the personnel costs for this position has been based on 1300 hours each year. This position for many years has been scheduled at 1400 hours per year, though it is rare for the Branch Manager to reach 1400 hours due to taking vacation time, sick days, etc. The fiscal impact below reflects 1400 hours per year. This program change's fiscal impact includes the 1,000 hour difference between 1300 and 1400 hours; however, the employee's scheduled hours are not changing. Realistically the fiscal impact of this program change is \$864.83 for FY13/14 and \$923.52 for FY14/15.

**FISCAL YEAR 2013/2014**

<u>DESCRIPTION</u>	<u>SALARY</u>	<u>RETIREMENT</u>	<u>INSURANCE</u>	<u>TOTAL</u>
Part Time Cost	(20,622.00)	(5,535.00)	(557.00)	(26,714.00)
68% Job Share	22,514.90	6,043.22	913.61	29,471.73
<b>Additional Cost for FY 13/14</b>	<b>1,892.90</b>	<b>508.22</b>	<b>356.61</b>	<b>2,757.73</b>

**FISCAL YEAR 2014/2015**

<u>DESCRIPTION</u>	<u>SALARY</u>	<u>RETIREMENT</u>	<u>INSURANCE</u>	<u>TOTAL</u>
Part Time Cost	(21,653.00)	(5,905.00)	(641.00)	(28,199.00)
68% Job Share	23,640.61	6,447.50	1,022.02	31,110.13
<b>Additional Cost for FY 14/15</b>	<b>1,987.61</b>	<b>542.50</b>	<b>381.02</b>	<b>2,911.13</b>

**Staff Recommendation**

The Library Board of Trustees approve the program change request for the FY2013-15 budget cycle which changes the Village Library Branch Manager's classification from temporary to permanent.