



## Agenda Submittal

**Agenda #:** 22 **Status:** Consent Calendar  
**Type:** Resolution **Department:** Library  
**File #:** 19-985 **Contact:** Bonnie Katz, 784-1500  
**Agenda date:** 12/10/2019 **Final action:** 12/10/2019  
**Title:** Adopt a resolution to amend the List of Numbers and Classifications of Positions to add 1.0 FTE Supervising Librarian, 1.625 FTE Librarian, 2.0 FTE Library Associate, and 2.3 FTE Library Assistant as outlined in the agreement to provide County library services to the Dixon Public Library  
**Governing body:** Board of Supervisors  
**District:** All  
**Attachments:** 1. A - Resolution, 2. Adopted Resolution, 3. Adopted Resolution Revised, 4. Adopted Resolution Revised Memo, 5. Minute Order

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors		

Published Notice Required? Yes ☐ No ☒  
Public Hearing Required? Yes ☐ No ☒

### DEPARTMENTAL RECOMMENDATION:

The County Library recommends that the Board of Supervisors adopt a resolution to amend the List of Numbers and Classifications of Positions to add 1.0 FTE Supervising Librarian, 1.625 FTE Librarian, 2.0 FTE Library Associate, and 2.3 FTE Library Assistant as outlined in the agreement to provide County library services to the Dixon Public Library.

### SUMMARY/DISCUSSION:

On November 19, 2019, the Board approved the agreement between the Solano County Library and the Dixon Public Library District (District) for the County Library to provide library administration and operational services to the District through December 31, 2022. As part of the agreement, Dixon Public Library personnel would have the opportunity to accept employment with the County for assignment at the Dixon Public Library. Adoption of this resolution will create the necessary County positions. The County's Personnel and Salary Resolution (section 5.13) provides when functions of other governmental agencies are assumed by another governmental agency, as with the County assuming the functions of the Dixon Public Library, the employees who perform these functions may be included within the County's Civil Service.

On December 11, 2019, the Civil Service Commission is scheduled to confer status, as provided by Personnel and Salary Resolution section 5.13, Assumption by County Functions and Personnel of Another Governmental Agency, to each Dixon Public Library employee who accepts County employment.

### FINANCIAL IMPACT:

There is no financial impact to the County General Fund or County Library Fund as the agreement with the Dixon Public Library District for library administration and operational services is 100% offset by the District. The projected FY2019/20 cost for the 6.925 FTE positions is approximately \$411,908 and will be fully offset by revenue from the District. The projected annual estimated cost for the positions is \$823,815 and will be

included in the Library's FY2020/21 Requested Budget. An appropriation transfer request for the Board's approval will be included as part of the Library's midyear budget submittal to recognize FY2019/20 unanticipated revenue from the District and all operational costs for the remainder of this fiscal year.

**ALTERNATIVES:**

The Board could choose not to adopt this resolution; however, this action is not recommended as an agreement is in place to provide library administration and operational services to the Dixon Public Library and these positions are necessary in order to provide these services.

**OTHER AGENCY INVOLVEMENT:**

The Library is working with the Department of Human Resources to facilitate the onboarding of the current regular Dixon Public Library employees to employees of the County Library.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION