



**COUNTY OF SAN MATEO**  
**Interdepartmental Correspondence**  
San Mateo County Library

**DATE:** August 29, 2008  
**BOARD MEETING DATE:** September 9, 2008  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** Majority

**TO:** Honorable Board of Supervisors  
**FROM:** Anne-Marie Despain, Interim Director of Library Services  
**SUBJECT:** Librarian Positions

**RECOMMENDATION:**

Adopt an ordinance amending the salary ordinance and waiver of reading the ordinance in its entirety. The conversion of two full-time Librarians to four part-time positions will assist the San Mateo County Library in successfully implementing and maintaining responsive public service.

**VISION ALIGNMENT:**

**Commitment:** Responsive, effective and collaborative government.

**Goal 20:** Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

**BACKGROUND:**

The mission of the San Mateo County is to provide innovative, dynamic services to connect our diverse community with opportunities for individual growth and enrichment. Library staff provides direct public service through our 12 branches, bookmobile and community outreach activities.

**DISCUSSION:**

Personnel levels are continually reviewed and adjustments are made in an effort to optimize staff in order to provide the best possible customer experience and meet long-term community needs. The Library currently has two full-time Librarian vacancies. Converting these vacancies to four .5 FTE positions will allow greater flexibility in

scheduling staff to cover peak periods during library hours.

**FISCAL IMPACT:**

This action represents an annual cost of \$2,734.00. The Library can cover these adjustments in FY 2008-09 with existing appropriation. Ongoing costs can be covered with existing Library revenue. The Library is a non-general fund department and therefore there is no Net County Cost associated with these changes.