

## Ventura County Library Internal Positions Report

In FY 08/09 Administration was restructured. The Deputy Director and Management Assistant III were eliminated. An HR Analyst and Management Assistant II were created. Savings of \$190,000 were created.

In FY 09/10 the Marketing/PR Manager Position and a City Manager Position in Support Services were eliminated at a savings of approximately \$180,000.

### Administration

- 6.5 FTE
- Each position is unique and individual. Loss of any position would require adding responsibilities to another understaffed area.

#### Library Director

- Funded from the County General Fund Budget. No impact on VCL budget
- Responsible for overall operations of VCL
- Recommends policy to VCL Commission
- Supervises seven managers and administration staff
- Recommends budget to commission and Board of Supervisors, implements and oversight.
- Recommends and implements organizational goals and vision.
- Performing many of the tasks formerly performed by the Deputy Director.

#### Library Fiscal Officer

- Supervises 1.5 FTE
- Recommends budget modifications
- Responsible for day to day budget operations
- Oversight of accounts payable, receivable and payroll

#### Library Human Resources Analyst

- Responsible for filling all position vacancies
- Responsible for personnel needs of 106 FTE
- Responsible for oversight of all library disciplinary actions
- Responsible for coordinating library HR, Risk Management and Workers' Comp issues with county staff

#### Accounts Payable

- Responsible for timely management of all aspects of bill management with the library agency.
- Backs up payroll clerk when necessary.

#### Facilities Manager

- Responsible for maintenance of 16 VCL facilities.
- Coordinates repairs with GSA or independent contractors as appropriate
- Oversight of all janitorial services
- Responsible for ordering of library supplies
- Responsible for tracking of library contracts

### Management Assistant

- Responsible for support of library director
- Responsible for support to the Library Commission
- Supports Facilities Manager in Library ordering process
- Payroll Clerk
- Oversees all aspects of correct reporting of staff time.
- Adjusts for errors and corrections
- Coordinates payroll with Auditor's office.

### Collection Development

1 Library Tech 1; 1 Collection Development Manager -  
Total 2 FTE's

- Responsible for system-wide collection of books and other materials.
- Responsible for managing effective use of extremely limited resources so that we are serving the needs of the community as much as possible while not duplicating materials.
- Identifies and manages database purchases. Databases make it possible to purchase much less print resources, take no shelf space and enable patrons to use the library from home or work 24/7.
- Selects and weeds most materials for small branches.
- Responsible for rotating collections that increase buying power of each branch.

#### Impact of loss of Library Tech:

- Transfer of all clerical duties (40 hr/week) to Collection Development Manager

#### Impact of loss of Department:

- No economies of scale in purchases.
- No coordination of purchasing resulting in gaps and duplication
- Increased work load of 2-6 hours/week per branch depending on size
- No one designated to buy materials for small branches
- No one to coordinate system-wide databases purchases and control.
- No system-wide rotating collections

### Information Technology (IT)

2 LT I's, 1 LT III, 1 Web Librarian, 1 IT Manager -  
Total 5 FTE's

- In March, reduced Principal Librarian position for Technical Services and increased IT Manager's responsibilities to include oversight of all Support Services with no additional compensation.
- IT oversees over 400 public and staff computers in an area of over 2,000 sq. miles with 13 branches, 3 support buildings operating over 60 hours/week including evenings and weekends.
- Maintain all telephone, networking, wireless systems and servers.

- Maintain our e-branch that provides 24/7 access to VCL anywhere in the county with access to the internet.
- Maintain online card catalog.
- Identifies, purchases and oversees new technology including e-readers, self-checkout and digital services.

Impact of loss of position(s)

- This department is so understaffed and so critical to library needs that any reduction will result in a direct loss in public service in slowing of repairs to computers, networks, wireless or card catalog access. After payment of fines, any slowdowns in these areas result in our largest number of customer complaints.

**Youth Services/West County Principal Librarian**

.5 LT1, 1 Principal Librarian

2 FTE's

- Youth Services and West County Principal Librarian were formerly two separate positions. In addition, many duties assumed by the Principal Librarian were formerly performed by the Deputy County Librarian, a position that was eliminated in 2008.
- Responsible for oversight of all aspects of operations of seven West County Branches including supervision of seven branch managers and coordinating facilities and safety with Facilities Manager
- Responsible for coordination of all Youth Services activities for 14 branches county-wide.
- Responsible for coordination of all youth grants.
- Responsible for investigating and implementing youth programming including summer reading program.
- Responsible for coordinating school/library activities.
- Responsible for creating partnerships county-wide.
- Responsible for hiring, supervising and training all children's librarians.
- Responsible for coordinating of all children's materials purchases to maximize extremely limited materials budget.
- Works with other libraries throughout California to maximize training opportunities.
- Coordinates all children's PR efforts including annual daily booth at the county fair, school activities and special projects such as creating DVD's of story times to be used in pediatricians' offices.
- Trains all story-time volunteers system-wide.

Impact on loss of positions:

- Loss of clerical position will result in an inability of department to produce system-wide lists of materials, flyers and other PR for children's programming and other clerical activities on a system-wide basis. Those activities that could be performed at branches that have children's librarians (six branches) would increase workloads by 2-4 hours/week. Those branches without children's librarians would not be able to fulfill these tasks.

- Loss of manager would result in a need for other managers to take on critical tasks such as program coordination, management of seven branches, working with schools, grant creation and management etc.

### **Adult Services/East County Principal Librarian**

#### **1 Principal Librarian**

- Adult Services and East County Principal Librarian were formerly two separate positions. In addition, many duties assumed by the Principal Librarian were formerly performed by the Deputy County Librarian, a position that was eliminated in 2008.
- Responsible for creation of all adult programming. Adult programming increased by 14% in FY 09/10 and is projected to increase by 14% again this fiscal year.
- Responsible for coordination of countywide Big Read Program, Summer Reading Program for Adults, Move for Hunger and Stuff the Bus.
- Responsible for oversight of all aspects of operations of seven West County Branches including supervision of seven branch managers and coordinating facilities and safety with Facilities Manager
- Responsible to identify and acquire grant possibilities.
- Create and maintain partnerships with community organizations countywide.
- Loss of manager would result in a need for other managers to take on critical tasks such as program coordination, management of six branches, working with schools, grant creation and management etc.

### **Technical Services**

Responsible for ordering, processing and cataloging of all library materials in multiple formats including books, CD's, DVD's, electronic and audio books.

- There is currently a three month average time lag between when an item is received and when it is placed on the shelf at a branch. An optimal time period would be approximately two to three weeks.
- Loss of any position would result in a proportional increase in time for materials to reach the patrons.

#### **Senior Library Specialist**

- Downgraded from Principal Librarian in 2010.
- Supervises six FTE and several extra-help staff including acquisitions, cataloging and processing.
- Responsible for oversight of TS department.
- Critical and unique knowledge of library technical services.
- Coordinates needs of branches with regard to collections
- Creates standards for library catalog.
- Loss of this position would result in IT Manager taking over six more direct reports.
- Loss of position would mean lack of specialized skills that increase speed of processing of materials, resulting in slowing of patron's receiving new materials.

- Loss of position would mean that the quality of a patron's ability to find material in our catalog would be greatly reduced as standards are not implemented or enforced.

### **Acquisitions**

- Responsible for all purchasing of materials for a library budget of approximately \$800,000 annually.
- Controls 187 library materials funds.
- Orders and receives over 40,000 items annually.
- Oversees extra-help and student worker staff to supplement clerical work as needed.
- Loss of position would result in ordering and receiving slowing down by as much as several months as other staff seek to perform these tasks in "spare time".

### **Cataloging**

- Creates original cataloging for items unique to VCL.
- Oversight of all day to day operations of cataloging and processing including supervision.
- Monitor vendor performance.
- Trains and supports copy catalogers.
- Responsible for reducing errors in catalog and increasing public and staff confidence in their ability to locate library materials.
- Loss of position would result in increase in catalog errors, reduction in staff and patrons' ability to utilize the online catalog and find materials and loss of confidence in VCL.

### **Copy Catalogers**

- 3.2 FTE
- Each FTE catalogs over 7,000 items annually (totals vary by position depending on format) using cataloging obtained from resources outside of VCL.

### **Processor**

- 1 Office Assistant II
- Prepares over 8,000 audiovisual materials for circulation in branches.
- Sorts and assesses over 10,000 donated materials received from branches annually.
- Loss of position would result in further backlogs as other staff attempt to add processing to their responsibilities.

### **Adult Literacy**

1 Adult Literacy Coordinator; 1 LT II (2 FTE)

Over past five years:

- Volunteers have given 30,562 hours of tutoring (approximate cost if salaried: \$637,217 @ \$20/hour).
- 770 adults have been taught to read.

- VCL literacy programs are available in Camarillo, Ventura and Simi Valley
- Community partners include Oxnard Adult School, Simi Valley Adult School, CA State Library, CA Dept. of Juvenile Justice, VC Probation Agency and RAIN Transitional Living Program.
- In FY 09/10 these community partners contributed \$45,250.
- California State Library Grant provided an additional \$24,392.
- Low literacy citizens acquire four times the health care costs than the national average.
- 55% of parents receiving Temporary Assistance to the Needy are in need of literacy services.
- 33% of all state and federal inmates do not read or read at a substantially lower than average level.
- The most common reason for high school dropouts is low literacy.
- Low literacy costs the US approximately \$225 billion per year in non-productivity, crime and loss of tax revenue.