



## Legislation Details (With Text)

**File #:** 21-534      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Agenda Ready  
**File created:** 6/7/2021      **In control:** BOARD OF SUPERVISORS  
**On agenda:** 6/15/2021      **Final action:**  
**Title:** Approve Request to waive 900-hour limit for Extra-Help Library Assistant  
**Sponsors:** Library  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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### Memorandum

**Date:** June 15, 2021  
**To:** The Honorable Bruno Sabatier, Chair, Lake County Board of Supervisors  
**From:** Christopher Veach, County Librarian  
**Subject:** Approve Request to waive 900-hour limit for Extra-Help Library Assistant

**Executive Summary:** (include fiscal and staffing impact narrative):

The Library is requesting approval to exceed the 900 hour extra help limit for Heather McIntosh, Library Assistant.

Heather McIntosh has worked additional hours this fiscal year providing coverage at the library circulation desk in Lakeport and Upper Lake through a period of unusually high staff turnover and absences. A recent and abrupt staff departure has made this request urgently necessary.

The Library requests exceeding the 900 hour limit, not to exceed 960 hours, so that Heather McIntosh may continue her duties providing coverage at the Lakeport circulation desk.

Thank you for your consideration.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

☐ Well-being of Residents

☐ Public Safety

☐ Infrastructure

☒ Not applicable

☐ Technology Upgrades

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Disaster Recovery           | <input type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Revenue Generation</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake       | <input type="checkbox"/> <i>Cost Savings</i>       |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action: Approve Request to waive 900-hour limit for Extra-Help Library Assistant**