



Legislation Text

File #: 21-534, Version: 1

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):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

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

