Business and Collection Services

Restructure for Efficiency and Continuous Improvement
Business and Collection Services Restructure

Agenda

• Comprehensive Core and New Services
• Recommended Staffing Change
• Costs of Position Changes
• Division of Work Responsibilities
Comprehensive Core and New Services

• Budget, Finance and Accounting
• All Purchasing Transactions
• Inventory and Collection Management
• New: Payroll
• New: Surplus Process Management
• New: Records Management
LSS vs. Inventory Coordinator

**LSS (G12)**
- Receiving Materials
- Copy Cataloging
- Order Materials

**Inv. Coordinator (G13)**
- Receive Any Item
- Manage All Inventory Records
- Execute Any Purchase
- Receive Deposits
Position Adjustments

Current Positions

Fiscal Technician  $33,479
Library Page PT (1)  $13,265
Library Svcs Specialist  $41,444

Proposed Positions

Inventory Coordinator  $33,127
Library Page PT (2)  $20,805
Youth Services

Overall additional cost - $7,188
Fiscal Analyst (G17) (Succ. Plan FM)
- Payroll
- Grant Funds Management
- Processing Payments
- Purchase Order Requisitions
- Invoice Confirmation
- Payment Vouchers
- P-Card Reconciliation
- Monitoring Personnel Authorizations vs. Budget

Finance Manager (G25)
- Management of staff
- Establish schedules and manage all finance, accounting, and purchasing activities
- Backup for all Fiscal Analyst and Inventory Coordinator
- Records Management (Retention)
- Improvement of reporting and forecasting and connected fund management
- Monitor, research and incorporate library industry financial trends and practices

Collection and Inventory Services
Head Librarian (G21)
- Current Responsibilities plus:
  - Surplus Coordination and Tracking

Inventory Coordinator (G13) (S. Plan FA)
- Daily Deposits/Collection Reports
- Supply Fulfillment and Management
- Inventory Management
- P-Card Document Preparation
- Program Budgeting and Monitoring
- Receiving (including copy cataloging)
- Incoming and Outgoing Mail

Library Page (2 total) (NPG)
- No responsibility change
- Collection Management
  - Shelf reading/Materials
  - Inventory
End