

# 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**



**BUSINESS AND  
COLLECTION SERVICES  
OFFICE  
NEW SERVICES**

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