

Division: Department Administration

Program Characteristics:**Program Description**

Summary: The Library Human Resources (HR) team manages a diverse, qualified workforce through all employment stages—recruitment, hiring, employee relations, development, training, and retention—in alignment with County and Library equity values. Staffed by diverse experts, the HR program includes Learning and Organizational Development (L+OD) and Volunteer Services (VS).

Program activity: The HR program manages the employment life cycle for staff recruitment and retention, consults on performance management, and partners with County Human Resources and Labor Relations to enforce rules and contracts. L+OD coordinates training, organizational growth, team-building, and leads cross-functional projects with change management expertise. VS oversees the volunteer life cycle, including placement, policies, and recognition, drawing from a racially and ethnically diverse group, ranging from students to octogenarians.

HR and L+OD contribute to the goal of committing necessary resources and staffing to realize a vision of spaces that adapt to community needs. VS supports the goal of ensuring community members have a positive experience with Library staff, spaces, materials, and services.

Equity Statement

Human Resources supports the Library's equity and inclusion goals through decision-making tools, frameworks, and targeted training. Key focuses continue to include recruitment, hiring, and training of diverse applicants and volunteers. The Learning and Organizational Development program also specifically funds travel and training for attendance at culturally specific conferences and trainings.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$0	\$3,306,276	\$0	\$3,411,955
Contractual Services	\$0	\$39,000	\$0	\$29,250
Materials & Supplies	\$0	\$239,522	\$0	\$181,174
Internal Services	\$0	\$154,721	\$0	\$140,697
Total GF/non-GF	\$0	\$3,739,519	\$0	\$3,763,076
Total Expenses:	\$3,739,519		\$3,763,076	
Program FTE	0.00	17.75	0.00	17.25
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Hours contributed by volunteers	24,305	22,000	25,000
Number of new hires	75	15	15