

## POUDRE RIVER PUBLIC LIBRARY DISTRICT AGENDA ITEM SUMMARY

Name of Requestor: Holly Carroll  
Appearance Date: August 11, 2014  
Time Required: 15 minutes  
Date Decision Needed: August 11, 2014

**Agenda Item:**

VIII. UNFINISHED BUSINESS  
C. Approval of Modifications  
to Contracted HR services from the  
City of Fort Collins and Creation of  
an HR Professional Position

**Objective:**

Secure Board of Trustees approval of modifying services currently purchased from the City of Fort Collins for Human Resource (HR) Services and creating a Library District HR professional position.

**Situation:**

In February 2014, Executive Director Holly Carroll met with Janet Miller, Human Resources Director for the City of Fort Collins, Deb Mossburgh, HR partner for the District, and Brenda Ehleiter, Benefits Analyst, to discuss how best to administer HR policies that are specific to the District. Library District management has found that policies written for a large, complex organization such as the City do not always work well for the Library District.

Library District management believes a separate set of HR policies that would better fit our organization should be developed. However, the City's HR department does not have capacity to administer separate HR policies that deviate from the City's. Therefore, it was concluded that the best solution for 2015 would be for the Library District to develop its own HR policies and to hire its own HR manager for employee and supervisor support.

In subsequent meetings with Janet Miller and her staff, it was determined that the following core HR services and some compensation and Payroll services could be performed by a Library District HR Manager:

- Employee and supervisor support
- Performance management
- Disciplinary action support,
- Investigations
- Pay administration (market evaluation, pay for performance)
- Job descriptions and analyses

Services that would continue with the City due to their cost effectiveness or software tie-in to JD Edwards (payroll system):

- Benefits and benefits administration
- Recruitment
- Learning
- Wellness
- Payroll Data Entry (JD Edwards)
- Talent Rewards software

The total savings from modifying HR services purchased from the city is \$46,072. These savings will be used to help pay for the hiring of a HR professional to begin work no later than January 2015.

**Proposal:**

Management proposes the HR services purchased from the City be modified so that a separate set of HR policies can be administered by the District and that an HR professional position be added to replace the support services that would no longer be provided by the City. This new HR position would also be involved in evaluating other HR services that could be managed by the District and aid in that transition.

**Advantages:**

The Library District will be able to administer its own set of HR policies that better meet the needs of an organization of our size and industry type. Staff will have greater access to HR support for implementation of HR policies with the hiring of an HR manager. An HR manager can begin to develop performance measurement and compensation tools and other programs specific to the Library District.

**Disadvantages:**

Savings from the modification of services purchased do not offset entire salary costs of hiring an HR manager.

**Requested Action:**

***Board approval of modifying HR services purchased from the City and creating an HR professional position to administer the services no longer provided by the City.***

**Potentially Affected Interest:** Staff

**Level of Public Interest and Participation:** Low

## 2015 HR SERVICES Costing for Library District Revised 7-15-2014

Costing based on 2015 Projected Budget - City Employee Count - 6/30/2014 (HR Metrics Report)

Employee Count as of 7/1/2013

City	Classification	Total
	Classified	1196
	Contractual	28
	Unclassified Mgmt	61
	Hourly with Benefits	300
	<b>Total Benefited</b>	<b>1585</b>
	Hourly No Benefits	824
<b>City Total</b>		<b>2409</b>

Library District	Classification	Total
	Classified/Unc.Mgmt	71
	Hourly No Benefits	85
<b>Library District Total</b>		<b>156</b>

Percentage of Total Library Employees to Total City Employees	Percentage of Library Benefited Employees to City's Benefited EE's
6.5%	4.5%

	2015 Projected Personnel Cost	2015 Projected Program Cost	Total 2015 Projected HR Cost	6.5% - All Library Employees	4.5% Employees with benefits only
HR Core	\$ 527,795	\$ 163,620	\$ 691,415	\$ 44,942	
Learning	\$ 111,877	\$ 319,214	\$ 431,091	\$ 28,021	
Benefits	\$ 521,618	\$ -	\$ 521,618		\$ 23,473
Wellness	\$ 143,675	\$ 72,479	\$ 216,154	\$ 14,050	
Wellness (Angle)	\$ 75,522	\$ 52,690	\$ 128,212	\$ 8,334	
<b>Total HR Services Cost</b>			<b>\$ 1,988,490</b>	<b>\$ 95,347</b>	<b>\$ 23,473</b>
					<b>\$ 118,819</b>

	2014	2015	Percent Change	Pers & Program Variance from 2014-2015
Percentage	\$ 164,891	\$ 118,819	-27.94%	\$ (46,072)

2015 - Talent Reward Monthly License Fee Per User	Library EE's	Monthly Cost	Annual Cost	
\$4	156	\$624	\$7,488	\$ 7,488

Total Proposed 2015 HR Costs				
Total 2014 HR Costs (including T/R)				\$ 172,218
Variance from 2014 to 2015				\$ (45,911)
				\$ 126,307