

County of Santa Clara
Santa Clara County Library District



24-2168

DATE: February 6, 2024 (Item No. 65)

TO: Board of Supervisors

FROM: Jennifer Weeks, County Librarian

SUBJECT: Add Library Clerk and Janitor positions to the Santa Clara County Library District

RECOMMENDED ACTION

Introduce and preliminarily adopt Salary Ordinance No. NS-5.24.51, an Ordinance amending Santa Clara County Salary Ordinance No. NS-5.24 relating to compensation of employees adding two Library Clerk positions and one Janitor position to the Santa Clara County Library District.

FISCAL IMPLICATIONS

Approval of the recommended action would result in additional cost of approximately \$60,891 for Fiscal Year (FY) 2023-2024, which will be absorbed within the Santa Clara County Library District (Library District) budget. The additional annualized cost is approximately \$273,585, and will be included in the FY 2024-2025, Library District budget.

REASONS FOR RECOMMENDATION AND BACKGROUND

The addition of two Library Clerk positions at the Saratoga Library and the Gilroy Library would allow the respective libraries to operate as Passport Acceptance Facilities, expanding passport services locations, which include the Milpitas, Cupertino and Los Altos Libraries. Upon the reopening of the acceptance facilities in January 2022, Library District has assisted in processing over 14,600 passports for patrons. Library District passport appointments continue to be in high demand, with reservations booked three months in advance, and existing locations providing much sought-after weekend and evening hours to meet this need.

The addition of one Janitor position at the Gilroy Library would serve to address much needed custodial hours, while simultaneously decreasing extra help requests. Further, the Janitor position would better serve the Open Plus service model, which requires additional open to the public hours.

Employee Services Agency supports the recommended actions.

CHILD IMPACT

The recommended action will have a positive impact on children and youth, as the Library District will be equipped to provide passport services for all ages.

SENIOR IMPACT

The recommended action will have a positive impact on seniors, as the Library District will provide passport services for all ages.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

CONSEQUENCES OF NEGATIVE ACTION

The Salary Ordinance would not reflect the allocation of the positions in accordance with department needs.

ATTACHMENTS:

- NS-5.24.51 - LIB - Adding one Janitor and two Library Clerk