

65. 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.  
(ID# 24-2168)

ORDINANCE NO. NS-5.24.51

AN ORDINANCE AMENDING SANTA CLARA COUNTY ORDINANCE  
NO. NS-5.24 RELATING TO THE COMPENSATION OF EMPLOYEES

The Board of Supervisors of the County of Santa Clara ordains as follows:

SECTION 1:

In SECTION 48 – COUNTY LIBRARY DISTRICT – BU 610 the following shall be added:

*126*	1	H18	Janitor
*126*220*	2	E54	Library Clerk

SECTION 2:

This Ordinance shall take effect February 27, 2024. This Ordinance shall be implemented on March 4, 2024.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Susan Ellenberg, President  
Board of Supervisors

Signed and Certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

Attest:

\_\_\_\_\_  
Curtis Boone  
Acting Clerk of the Board of Supervisors

County of Santa Clara  
Santa Clara County Library District



24-2168

**DATE:** February 6, 2024

**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.

Approved: 02/06/2024

### **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