



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Anne Cain

**SUBJECT: EXPANDING LIBRARY HOURS  
INCLUDING SATURDAY OPTIONS**

**DATE:** May 17, 2013

Approved

Date 5/17/13

## BACKGROUND

During the 2013-2014 Budget Study Sessions, Councilmembers requested information regarding Saturday Library Opening hours. Additionally, City Councilmembers requested cost information on increasing hours for the Library system in 2013-2014 as itemized below:

- 1) What would the cost be to increase library service to 4.5 days per week?
- 2) What would the cost be to increase library service to 5 days per week?
- 3) What would the cost be to increase library service to 5.5 days a week?
- 4) What would the cost be to increase library service to 6 days a week?

## ANALYSIS

In response to Councilmembers' requests, this memorandum provides a discussion of Saturday Library options and cost information based on 2013-2014 budget data. Meeting the needs of our diverse client population can be challenging: typically seniors visit branches mornings and days, school age children and teens frequent libraries weekday afternoons, and generally families are drawn to libraries on weekends.

### Saturday Library Options

There are several considerations needed for the Library system to re-establish Saturday services including equitable access to all communities across the City, while ensuring the appropriate level of professional staff to oversee and manage operations. The Library has always sought to provide the most equitable days and hours of service to all communities throughout the City, thus the cost estimates presented on the second page focus on restoration of hours including Saturday hours at all branches, rather than only expanding Saturday hours at targeted branches.

As depicted in the attached map, in 2013-2014, 11 branches are scheduled to be open Monday through Thursday and 11 branches are scheduled to be open Wednesday through Saturday. With that schedule, two branches are supervised and staffed by the same team through a rotating schedule. Opening of additional days such as adding Saturdays to branches which are scheduled

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to be open Monday through Thursday would require substantial staffing reconfigurations and addition of staff as the current model of branch pairings would need to be changed. Restoring services from the existing four days per week to additional days would require each branch library to have its own complement of staff due to capacity, increased circulation, work load, and a requirement per Memoranda of Agreements with the applicable bargaining unit that full-time staff have to have two consecutive days off.

**Expanding Library Hours**

The cost estimates in the table below identify the costs of new positions offset with slightly higher fee and fine revenue due to increased hours of operation. This memorandum only accounts for the direct costs to increase branch hours. To meet the expectations of customers as hours and days of service increase, additional support staff may be needed in several units such as Technical Services to order and process materials, Information Technology to manage increased technology needs, and Logistics to move materials throughout the system.

	<b>FTE</b>	<b>Net Cost 2013-2014*</b>	<b>Net Cost Ongoing</b>	<b>Days of Operation</b>
4.5 days per week (39 hours all branches)	27.76	\$1,476,000	\$2,000,000	Tuesday - Saturday (half day on Friday)
5 days per week (42 hours all branches)	35.76	\$1,784,000	\$2,400,000	Tuesday - Saturday
5.5 days per week (47 hours all branches)	50.46	\$2,638,000	\$3,600,000	Monday- Saturday (half day on Monday)
6 days per week (51 hours all branches)	57.96	\$2,990,000	\$4,024,000	Monday - Saturday

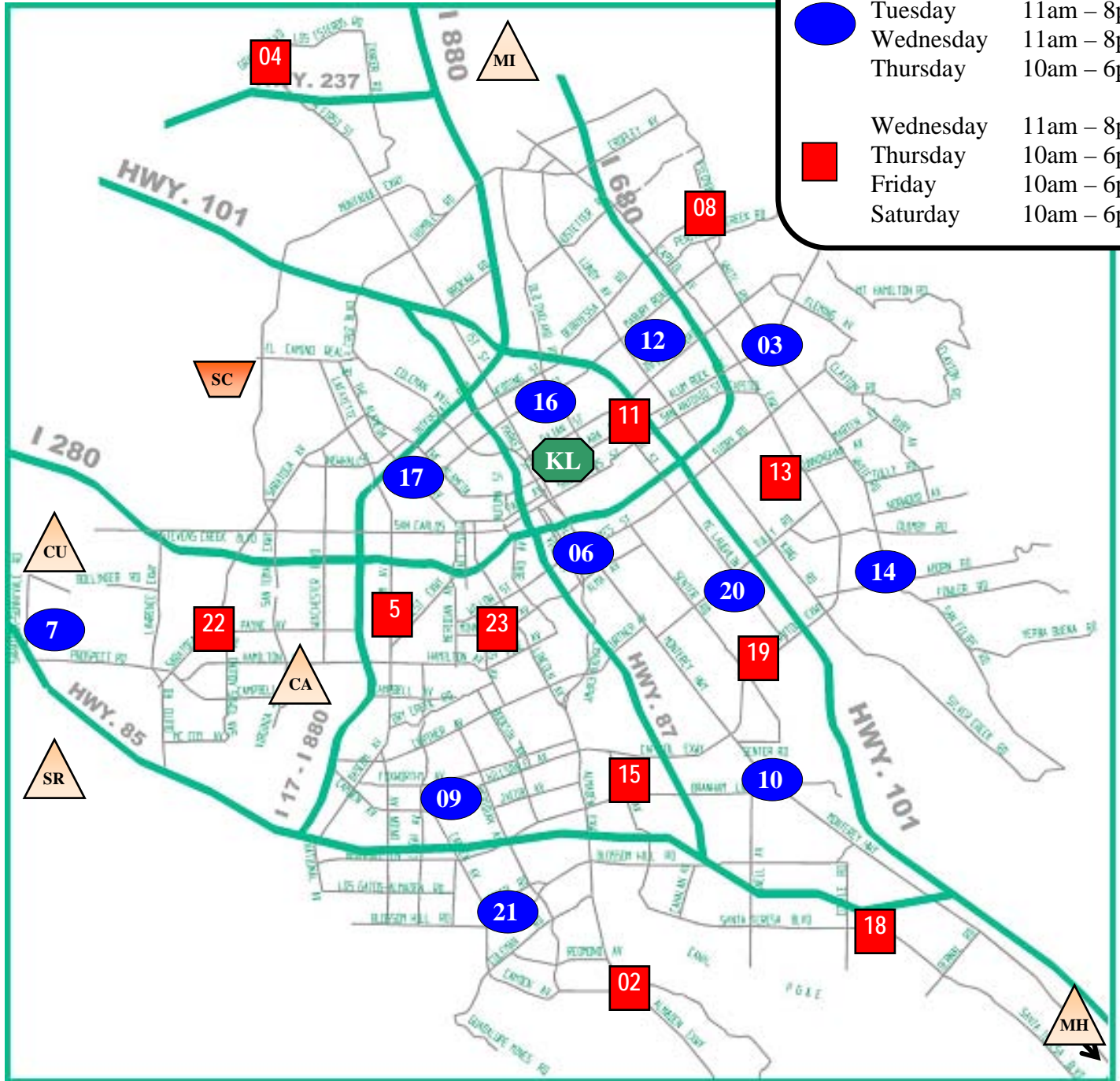
\* Any changes to library hours would require recruiting and hiring additional staff. Therefore, these costs assume an October 2013 opening day.

/s/  
ANNE CAIN  
Interim Library Director

# 2013-2014 Branch Schedules

## 4 Days of Service, 33 and 34 hours

Monday	10am – 6pm
Tuesday	11am – 8pm
Wednesday	11am – 8pm
Thursday	10am – 6pm
Wednesday	11am – 8pm
Thursday	10am – 6pm
Friday	10am – 6pm
Saturday	10am – 6pm



### LIBRARY BRANCHES

#### Monday-Thursday

- 03 Cruz-Alum Rock
- 06 Biblioteca Latinoamericana
- 07 Calabazas
- 09 Cambrian
- 10 Edenvale
- 12 Educational Park
- 14 Evergreen
- 16 Joyce Ellington
- 17 Rose Garden
- 20 Tully Community
- 21 Vineland

#### Wednesday-Saturday

- 02 Almaden
- 04 Alviso
- 05 Bascom
- 08 Berryessa
- 11 East Carnegie
- 13 Hillview
- 15 Pearl Avenue
- 18 Santa Teresa
- 19 Seven Trees
- 22 West Valley
- 23 Willow Glen

#### Other Local Libraries

- SC Santa Clara
- CU Cupertino
- SR Saratoga
- CA Campbell
- MI Milpitas
- MH Morgan Hill