

## Kim Juran-Karageorgiou

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**From:** Courtenay Corrigan <ccc Corrigan@losaltoshills.ca.gov>  
**Sent:** Monday, February 22, 2016 6:05 PM  
**To:** Kim Juran-Karageorgiou  
**Subject:** Fwd: NCLA hours/costs

Courtenay C. Corrigan  
Sent from my iPhone...excuse brevity and typos, please!

Begin forwarded message:

**From:** <[REDACTED]>  
**Date:** February 22, 2016 at 3:54:23 PM PST  
**To:** <CGriffen@sccl.org>  
**Cc:** <CBrown@sccl.org>, <Jgregg@sccl.org>, <jpepper@losaltosca.gov>, <jmordo@losaltosca.gov>, <[REDACTED]>, <ccc Corrigan@losaltoshills.ca.gov>  
**Subject:** Re: NCLA hours/costs

Chuck -- Chris Brown, Judith Gregg and I met on Thursday to review actual scheduling for the hours NCLA is providing at the Los Altos Library. On the one week we reviewed, as Chris has reported back to you, we had:

During the hours 10 AM - 1 PM, Mon - Wed:

4 - 5 librarians (always 4 for the first hour (Wed for the first two hours), then 5. Two days there were 6 from 12-1 to cover a lunch for another librarian)  
1 Senior Clerk (Andy who was taking Leni's place)  
2-3 Clerks  
3 Pages  
1 Janitor

During the 6-9 PM, Thurs:

2 Librarians  
2 Clerks  
2 Pages

I also went back and reviewed two additional weeks to check for consistency.

The clerks were consistent: Mondays always had 2 clerks 10-1, Tues and Wed each had one hour of two clerks and 2 hours of three clerks. This averages to 2.5 clerks/hour during that time. The clerks during the 6-9 PM period on Thursday were always 2, with no senior clerk.

The Pages varied considerably. During the morning hours, Mon - Wed, it ranged from 3-5 pages. I do not know if any of these are extra help so let's, for the sake of calculation, ignore that definition and call them all regular Pages. During the evening hours, 6-9 PM, there were two pages except one date, 2/18, there were three. An aside example of varying schedules, on Sat, 2/20, there were 3 pages at closing (6 PM) and the following Sat, 2/27, there are 6 pages scheduled.

Librarians differed when there was a meeting. For example, Rose Khoury called a Childrens librarians' meeting on Wed, 2/10 (the original week we were looking at), and had seven librarians scheduled, including the Woodland librarian. In general, there were four librarians, building to five, then six by 1 PM.

Chris Brown questioned if we should have a Senior Clerk in the evening. We haven't had one for the past two years at least. He also questioned if we should have a janitor in the evening.

Regarding the question of janitor, given our hours as they stand now, we should pro-ration the cost of the janitor over the open hours of the library. The janitor is primarily working hours BEFORE the library is open.

Main Library: There are 48 hours of janitor labor each week. 48 divided by 66 open hours = \$30.22 cost/hour for janitorial services.

Woodland Library: There are 12 hours of janitor labor each week (ALL before the library opens). 12 divided by 45 open hours = \$11.08 cost/hour for janitorial services.

**GIVEN THE ABOVE ANALYSIS OF ACTUAL HOURS WORKED:**

Labor cost for the hours 10 AM - 1 PM, Mon - Wed at main library:

Per Hour:

5 Librarians @ \$62.65	=	\$313.25
1 Senior Clerk @ \$50.78	=	\$50.78
3 Clerks @ \$42.09	=	\$126.27
4 Pages @ 31.75	=	\$127.00
1 Janitor @ \$30.22	=	<u>\$30.22</u> pro-rated
Total Cost Per Hour		\$647.52

\$647.52 x 9 hours = \$5827.68 per week  
\$5827.68 x 52 weeks = \$303,039.36/ year

Labor cost for the hours 6 PM - 9 PM, Thursday at the Main Library:

Per Hour:

2 Librarians @ \$62.65	=	\$125.30
2 Clerks @ \$42.09	=	\$84.18
2 Pages @ \$31.75	=	\$63.50
1 Janitor @ \$30.22	=	<u>\$30.22</u> pro-rated
Total Cost Per Hour		\$303.20

\$303.20 x 3 hours = \$909.60 per week  
\$909.60 x 52 weeks = \$47,299.20/ year

TOTAL FOR NCLA LABOR HOURS AT  
MAIN LIBRARY: \$350,338.56/yr

Woodland labor cost for 19 NCLA funded hours:

1 Librarian @ \$62.65	=	\$62.65
1 Clerk @ \$42.09	=	\$42.09
1.5 Pages @ \$31.75	=	\$47.63
1 Janitor @ \$11.08	=	<u>\$11.08</u> pro-rated
Total Cost Per Hour		\$163.45

\$163.45 x 19 hours = \$3105.55 per week  
\$3105.55 x 52 weeks = \$161,488.60/ year

TOTAL FOR NCLA WOODLAND LABOR HOURS: \$161,488.60/yr

TOTAL FOR ALL NCLA LABOR HOURS: \$511,827.16/yr

PERCENT OF THIS COST FUNDED BY NCLA  $\$511,827.16 \times 90\% = \underline{\$460,644.44/yr}$

NCLA is currently providing \$545,158.00/yr for these hours, an excess of \$84,513.56/yr.

NCLA pays for *additional* hours to augment an already functioning library. NCLA is not paying to run a library. Only the *additional* costs, that would not exist if the library were not open the extra hours, should be charged to NCLA.

Charging NCLA a portion of management, overhead and utility can only be justified if those managers, overhead and utility costs would not exist if the library was not open the additional hours. For this reason NCLA has not been charged for them in the past.

We look forward to your presentation tonight.

Suzanne