



MEETING OF THE LIBRARY COMMISSION A G E N D A

DATE: Thursday, November 18, 2021


TIME: 7:00 p.m. LIBRARY COMMISSION MEETING

LOCATION: **The Meeting will be held virtually via Zoom. You may click on the link below or copy/paste it into your browser. The meeting password is 105133 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 876 6289 9016**

Link:

<https://us06web.zoom.us/j/87862899016?pwd=WmR3bzE0T2NYcURwSUhOTXIVdWNJdz09>

- Electronic agenda packet viewing is available at: <https://ccclib.org/commission/>
- Hard copy agenda packets are available for viewing at each Contra Costa County Library
- The meeting will be recorded for record keeping purposes

 The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 72 hours before the meeting, at (925) 608-7730. After 72 hours prior, accommodations will be on a best-efforts basis.

To slow the spread of COVID-19, the Health Officer's Shelter Order of June 16, 2020, prevents public gatherings ([Health Officer Order](#)). In lieu of a public gathering, the Library Commission meeting will be accessible via Zoom to all members of the public as permitted by the Governor's Executive Order N29-20.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please **call Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, November 17, 2021 if you will NOT be at the meeting.** A quorum must be established before a meeting can be held. A record is maintained of Commissioner's attendance.

- 1. 7:00 p.m. (2 mins.) CALL THE MEETING TO ORDER / ROLL CALL**
The Library Commission Chair will call the meeting to order. Walter will do a roll call to determine a quorum of attendees.
- 2. 7:02 p.m. (5 mins.) WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
- 3. 7:07 p.m. (3 mins.) PUBLIC COMMENT –**
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may text your comments/questions to 925-723-2873 during the meeting. Public comment on agenda items can also be e-mailed to the Library Commission at walter.beveridge@library.cccounty.us to be received one day prior to the Library Commission meeting.
- 4. 7:10 p.m. Action (5 mins.) ACCEPTANCE OF MINUTES – Attachment 1**
Commissioners will approve or amend the minutes from the September 2020 meeting.
- 5. 7:15 p.m. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**

Information
(15 mins.)

Commissioners or library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.

PRESENTATIONS

6. 7:30 p.m.
DISCUSSION
(15 mins.)

REVISED BUDGET UPDATE – Attachment 2

ASO Linda Martinez will review the updated budget with the Commission.

7. 7:45 p.m.
ACTION
(5 mins.)

LIBRARY FEES / PRINTING CHARGES –

Deputy County Librarian Gail McPartland will update the Commission on the proposal to permanently eliminate printing charges for the first ten (10) pages of black and white printing.

CONTINUED BUSINESS

8. 7:50 P.M.
ACTION
(35 Mins.)

WORKING COMMITTEE REPORTS – attachment 3

- A. The Legislative Working Group (Michael, Alan, Susan, Nicole & Julia) will discuss with the full Commission how to proceed with legislative/advocacy matters in 2022. **(10 minutes)**
- B. Vice-Chair Fischer will review the final 2021 Annual Report, 2022 Work Plan and 2021 Attendance reports for submission to the Board of Supervisors **(15 minutes)**
- C. Commissioner Gemmer will update the commissioners on the current status of the Library Foundation Advisory Group **(5 minutes)**
- D. Commissioner Sendig will report on the activities of the 2021 Nominating Committee **(5 minutes)**

OTHER BUSINESS

9. 8:25 p.m.
ACTION
(10 mins.)

NOMINATIONS AND ELECTION OF 2022 LIBRARY COMMISSION OFFICERS

Chair of the Nominating Working Committee Commissioner Sendig will present the slate of candidates to the Commission. Nominations will also be taken from the floor and the election of Library Commission Officers for 2022 will be held.

10. 8:35 p.m.
ACTION
(5 mins.)

DISSOLUTION OF THE NOMINATING COMMITTEE –

The Commission will vote to close down the Nominating Committee for 2021 and thanks the members for their service.

11. 8:40 p.m.
ACTION
(10 mins.)

SET COMMISSION MEETING DATES FOR 2022 – attachment 4

Commissioners will vote to adopt meeting dates for 2022.

12. 8:50 p.m.
Information
(5 mins.)

COUNTY LIBRARIAN REPORT - Attachment 5

County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

13. 8:55 p.m.
(5 mins.)

AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings.

14. 9:00 p.m. **ADJOURNMENT to the January XX, 2021 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

1. The List of meeting dates for 2022 – See agenda attachment 4

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, November 18, 2021

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the September 30, 2021 meeting.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, September 30, 2021

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Peter Wilson called the meeting to order at 7:05 p.m.

| LASTNAME | FIRSTNAME | TITLE | REPRESENTING | PRESENT | ABSENT | EXCUSED |
|-----------------|-------------|----------------------|--------------------------------|---------|--------|---------|
| Vacant | | Library Commissioner | CCC District 3 | | | |
| Vacant | | Library Commissioner | City of Walnut Creek (Alt) | | | |
| Bracken | Katherine | Library Commissioner | City of Pleasant Hill | x | | |
| Campbell-Miller | Brian | Library Commissioner | City of Hercules | x | | |
| DeFraga | Matthew | Library Commissioner | City of Martinez | x | | |
| Dozier | Julia | Library Commissioner | City of Pleasant Hill (Alt) | x | | |
| Faye | Vivian | Library Commissioner | City of Brentwood (alternate) | x | | |
| Ferree | Jacalyn | Library Commissioner | City of Clayton | x | | |
| Fitzpatrick | Arnold | Library Commissioner | City of Oakley (Alternate) | x | | |
| Fischer | Michael | Library Commissioner | City of El Cerrito | x | | |
| Garde | Shrikant | Library Commissioner | City of Orinda | x | | |
| Gemmer | Nicole | Library Commissioner | Town of Danville | x | | |
| Harlan-Obeidi | Charlene | Library Commissioner | City of San Pablo (Alternate) | | x | |
| Hildreth | Susan | Library Commissioner | CCC District 2 | x | | |
| Hinton | Stacie | Library Commissioner | Central Labor (alternate) | | | x |
| Hoisington | Mary Ann | Library Commissioner | City of Lafayette | x | | |
| Huh | Dr. John M. | Library Commissioner | City of Antioch | x | | |
| Koops | Barry | Library Commissioner | City of El Cerrito (alternate) | x | | |
| LeFrak-Bellici | Zelda | Library Commissioner | City of Pittsburg | | | x |
| Mac | Ly | Library Commissioner | City of San Ramon | x | | |
| Maher | Janette | Library Commissioner | Town of Moraga (Alternate) | | | x |
| Medrano | Antonio | Library Commissioner | City of San Pablo | x | | |
| Molinelli | Jasun | Library Commissioner | City of Walnut Creek | x | | |
| Morgan | Sarah | Library Commissioner | Town of Moraga | x | | |
| Pena-Mendrek | Yolanda | Library Commissioner | City of Oakley | x | | |
| Pursley | George | Library Commissioner | City of Pinole | x | | |
| Robinson | Rich | Library Commissioner | CCCCD | | x | |
| Rosekind | Rachel | Library Commissioner | CCC District 1 | x | | |
| Mackey | Lynn | Library Commissioner | Office of Education | x | | |
| Sendig | Linda | Library Commissioner | City of Brentwood | x | | |
| Smith | Alan | Library Commissioner | CCC District 4 | x | | |
| Smith | Tommy | Library Commissioner | City of Concord | x | | |
| Swernoff | Michael | Library Commissioner | CCC District 2 (Alt) | x | | |
| Thomas | Bryan | Library Commissioner | Central Labor | x | | |
| Walker | Dorothy | Library Commissioner | City of Lafayette (Alternate) | x | | |

With twenty-three commissioners present, a quorum was established.

Total Commission positions: 24
 Commission positions filled: 23
 Commission positions vacant: 1
 Commission quorum: 13

2. **INTRODUCTIONS**

No new commissioners at this meeting. No visitors either.

3. **PROJECT SECOND CHANCE AWARDS PRESENTATION**

PSC Director Elaine Kociolek presented the following awards to volunteers and staff:

Margaret Leshner Award – Gia Paolini and San Pablo Library Staff

Anne Cain Award – Amy Mockoski

PSC Volunteer Service Milestones –

Janice Hicks – over 1900 volunteer service hours

Sherry Sankey – 1000 volunteer service hours

Bev Farrell – 500 volunteer service hours

Mary Nordheim – 500 volunteer service hours

Damon Toroian – 500 volunteer service hours

4. **PUBLIC COMMENT**

No in-person comments. One letter received via the link to Commission email.

5. **ACCEPTANCE OF THE MINUTES**

One suggestion to correct the misspelling of Commissioner DeFraga's name on page 2 was suggested.

Commissioner Campbell-Miller made a motion to accept the minutes with this correction. Vice Chair Fischer seconded the motion.

The motion passed unanimously by consensus vote of the Commission.

6. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –**

Vice-Chair Fischer: Offered that his library supporters in El Cerrito are still making forward motion on their efforts to have a library as part of the BART-related development that is going on there. Supporters include several current and several former city council members among others and Vice-Chair Fischer's feeling is that progress continues to be made.

Commissioner Campbell-Miller: Hercules has had several outdoor book sales, including the recent one on September 19th. Sales were brisk and the community really seemed to enjoy the outdoor event in the nice warm weather.

Commissioner Gemmer: Danville Library is celebrating the 25th anniversary of their library building. It was a nice event celebrating the library and was also a nice opportunity to meet some of the local representatives. The community really enjoyed the celebration.

Commissioner Morgan: Was overjoyed to meet recently with Moraga's new Library Manager, Rita Carrasco. After quite some time with fill-in Librarians to run the place (thank you, Michael Beller and Vickie Sciacca!) it was nice to finally have a permanent person in place. The next Friend's Book Sale there will be the 2nd weekend in October.

Commissioner Hoisington: Commissioner Hoisington mentioned several upcoming WOW programs as part of that regular series. She also mentioned that the current pandemic has apparently increased the use of the outdoor amphitheater on the premises.

7. STRATEGIC PLAN UPDATE -

Deputy County Librarian Gail McPartland's PowerPoint presentation is attached to these minutes.

8.A. Legislative Working Group –

Commissioner Hildreth referred everyone to Vice-Chair Fischer's report from the July meeting as being an excellent summary of the current legislative landscape. A few items deemed worth calling out include the \$439 million construction funding, where individual grants of \$10 million will be made. Funds for resource sharing for groups like the PLP will allow them to recoup money spent last year. There is also \$3 million being made available for bookmobiles and vans, \$50,000 to \$250,000 with a 100% match. Additionally there is \$5 million for early learning, \$3 million for Career Online High School plus funds for online tutoring. There is also quite a bit of funds available for broadband, at both the state and federal levels.

At the federal level, there is the \$5 billion Build America funding, of which \$500 million will most likely be available for California. Commissioner Hildreth thought it will be interesting to see the requirements in the application process for both this funding and the \$439 mm available for California.

8.B. Annual Report Working Group –

Vice-Chair Fischer began with a brief history of the report and the purpose behind it. It is done annually and is used to both to report on the previous year's activities but also to describe what the commission hopes to accomplish in the coming year. There is also an attendance component. This year he attempted to make this more of a team document, so rather than calling out what individual commissioners had done as in the past, the report will report the actions of the commission as a whole. Due to the timing involved in submitting the report (by mid-December) and the timing of our commission meetings (the final meeting every year is in November), Vice-Chair Fischer decided that the end date of the report going forward would be August 31st so subsequent reports would be for the period of September 1 through August 31. This will allow adequate time to compile and properly reference the items in the report and should be a useful way of handling this.

The other thing Vice-Chair Fischer has attempted is to capture not just a list of items accomplished, but more of a narrative (or variety of stories) of what the commission has done over the previous year. Vice-Chair Fischer then threw open the floor for comments.

A number of commissioners at this point praised Vice-Chair Fischer's efforts. Quite a few mentioned not reporting specific items as they assumed everyone was doing them, but all said going forward they would begin to mention those items as well so accurate tallies can be kept.

Chair Wilson liked the idea of changing the timing of the report, as essentially a 2 to 3 month period of the year is lost due to the timing. He was also in favor of telling more of a story and was sorry the group when he was in charge of it didn't come up with the idea themselves.

8.C. Public Comment Speaker Worksheet –

County Librarian Alison McKee explained to the commission that this item was placed here on the agenda to coincide with the discussion of the work plan. This worksheet was created with the help of the graphics team to support commissioners when preparing to speak to elected officials and other community-based organizations about the library. The most helpful tip is to check in with your community library manager so that they can be aware that you will be speaking. Oftentimes, they will also be planning to attend so you may want to coordinate your public comments. If you plan to speak to a community-based organization such as the Rotary Club, you might consider asking the library manager to join you. Another use for the sheet is to have a record of what you did/said that you can share with Vice-Chair Fischer to help him compile the annual report.

8.D. Countywide Library Foundation –

Commissioner Gemmer reported that the exploratory committee for the countywide library foundation has been active, meeting regularly over the last few months and reviewing information from meetings with foundation experts and community leaders about how to move this project forward. Decisions/progress have been made regarding the structure of the foundation and goals for the next three years and beyond, including acting as a mechanism for increased collaboration and a shared service model for locally organized friends and foundation groups in the county.

The biggest challenge for the group has been the lack of funding for start-up costs but this is being addressed and the progress has been encouraging. Commissioner Gemmer hopes to have more positive developments to share at the next few commission meetings. One caveat she shared is that even though this group is on the agenda in the “working group” section, the countywide foundation will be an independent, not-for-profit organization that will not be under the operation or control of either the commission or Library Administration.

Chair Wilson then mentioned that meeting with the East Bay Leadership Council was very productive. The group has a number of corporate leaders and is quite the non-profit brain trust. They were very helpful and left the door open for us to return when we have more of a plan in place and are ready to move forward.

9. Formation of a Nominating Committee –

Chair Wilson explained that this is an annual item on the September agenda. The purpose of this group is to review the commission membership for the purpose of presenting to the commission at the November meeting their thoughts about officers for the following year. This review looks at things such as participation, attendance, previous service, etc., and results in a ranked list of candidates for chair and vice-chair. At this point, the County Librarian will reach out to the candidates to determine their interest in serving, resulting in a slate of candidates, one for each position, which will be the nominating committee’s recommendation to the full commission. At the November meeting the slate is presented, nominations are also taken from the floor, and a vote is taken, resulting in a new chair and vice-chair for 2022.

The group will meet once to create their ranked list of choices for both positions, then Walter will share the list with Alison so she can make the calls to verify interest. Walter will then report back to the group members and help the chair of the group prepare to present the slate in November.

Chair Wilson then opened the floor for volunteers. Commissioner A. Smith volunteered but pulled his name once Walter shared that the meeting would require in-person attendance at Library Administration due to changing rules relating to public meetings. Commissioners Ferree, Dozier and Sendig all volunteered to join Chair Wilson on the nominating committee.

10. COUNTY LIBRARIAN REPORT –

County Librarian Alison McKee had a few items to mention that because of timing were not included in her written report. Most importantly, she attended the Measure X Advisory Board meeting on September 22 where they finalized their recommendations to go before the Board of Supervisors and the library is not mentioned anywhere in their recommendations. The BOS will make the final decision. These recommendations are for the current fiscal year only and there will be a new set of recommendations for the next fiscal year. The amount of funding available for the following fiscal year will depend on how much the BOS approves for ongoing funding and how much will be one-time funding.

The next item County Librarian Alison McKee wanted to share is that the Read Contra Costa county-wide read started yesterday. The book chosen is *We Are Not Free* by Traci Chee and all commissioners were invited to go to the website to learn more. LSM Liz Fuller (who led the initiative) added that the library leased extra physical copies of the book and also worked out a deal with Overdrive and the publisher to have the book available the entire time as an eBook or an audiobook so there won't be any wait time.. LSM Fuller

highlighted a few of the events coming and advised the commissioners that there will be a banner on the website that will link directly to the events calendar.

County Librarian Alison McKee shared that she and Deputy County Librarian Gail McPartland attended the State Library's orientation for grant funding for infrastructure. More details should be coming. County Librarian Alison McKee is hoping the city of Oakley will put in an application for some of this money for a new library facility. However, the Oakley City Council on Tuesday voted not to enter into an agreement with the county to take over ownership of the property in downtown Oakley that was previously a sheriff substation. The agreement was that the county would transfer ownership of the property to the city of Oakley and the county and the city would split the cost of demolition with the caveat that the city had to secure funding and plans to put a library on that property within three years. The library will continue to work with the city manager, the Oakley Friends and other interested folks to regroup on this project.

Next, County Librarian Alison McKee mentioned a survey coming out soon (in about a month) to all active library users. Deputy County Librarian Gail McPartland shared that the previous survey of the patron community happened a few years ago. It went out to all email users in our database and we received over 18,000 responses. We will be using the survey to set some benchmarks on customer satisfaction and the state of collections and buildings and programs. The survey will be available in Spanish and Chinese. We will also be working with our consultant, OrangeBoy, to create a survey for and to reach non-users. Vice-chair Fischer asked if commissioners asking their appointing authorities for endorsements of Measure X funds for the library was appropriate? County Librarian Alison McKee thought the most useful next step would be to have commissioners and their appointing bodies attend the BOS meeting when the Measure X funding recommendations are to be discussed and advocate directly to the supervisors, either through verbal or written public comment.

11. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS –

No topics were offered so commissioners were invited to send any thoughts to Walter.

12. ADJOURNMENT TO THE November 18, 2021, LIBRARY COMMISSION MEETING.

The meeting was adjourned at 8:55 p.m.

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library

Strategic Plan Progress Report: Responding with Resilience

2019-2021



Rising to the Moment

3D Printed Personal
Protective
Equipment (PPE)
Program: Honorable
Mention

76 staff dispatched
as Disaster Service
Workers

Staff volunteered
with West Contra
Costa Unified
School District for
food distribution

Expanded Lunch in
the Library to
include food box
giveaways

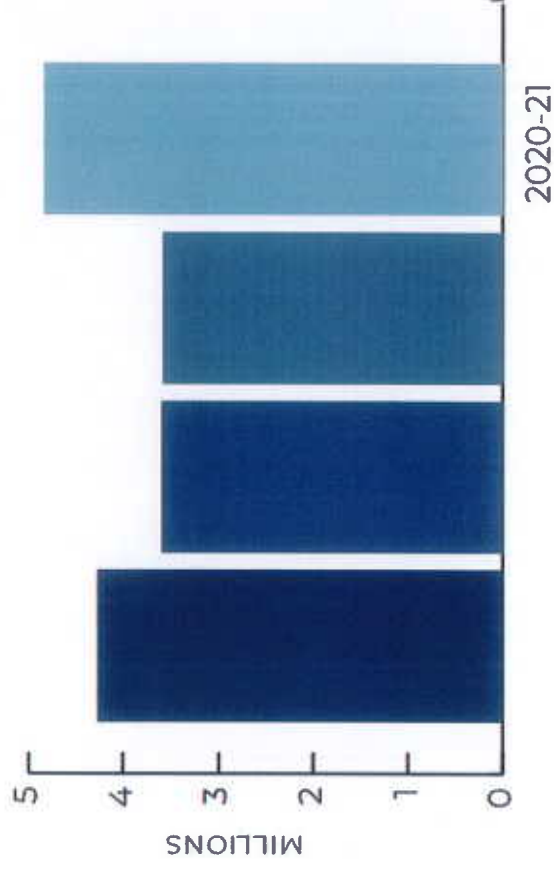
2 branches became
COVID Testing Sites

Shipping staff
delivered PPE to
donation drives



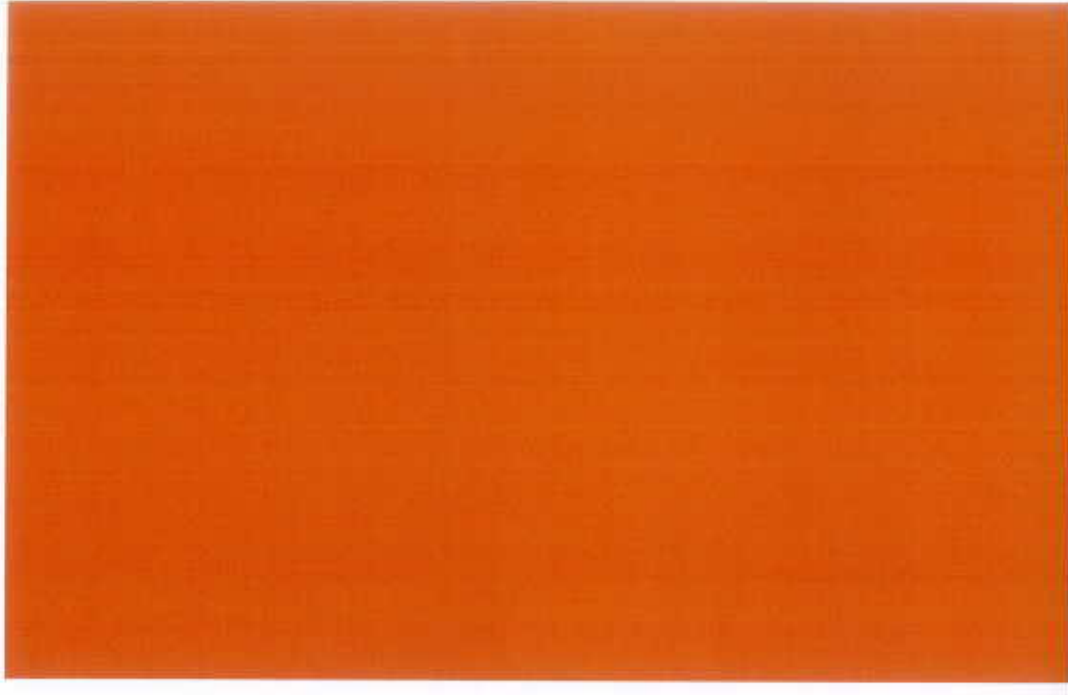
Buildings Closed Digital Doors Opened

- In 2020, with our doors shuttered, the library pivoted to meet a surging digital demand, investing 60% of the collections budget on electronic materials.
- We reached a record-breaking one million digital book checkouts, illustrating the continued growth and importance of library digital lending.
- We far exceeded our record of online activity in 2021, with over 4.8 million visits.



Website Visits

Commitment



Distance Literacy Tools

2019 - Introduced new visual Library Catalog for easier searching – patrons can search staff and patron lists, see book suggestions, read critical reviews, connect with each other, and access their account in one place.

2020 - Introduced free printing & scanning services; patrons can now print from their wireless devices.

2021- Circulating 125 portable WiFi hotspots.

2021 - Expanded online tutoring to include resume writing, citizenship process help, and benefits application help.

Equity, Diversity, and Inclusion

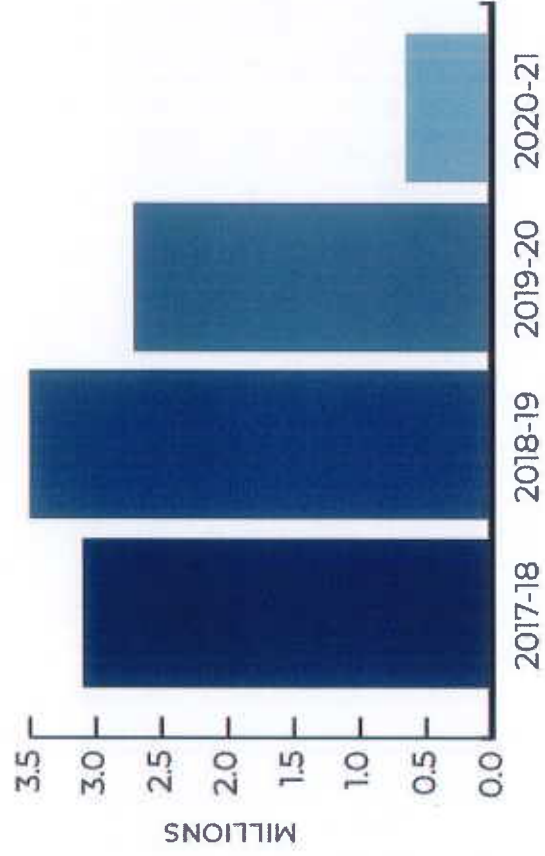
In 2020 we established the Equity, Diversity, and Inclusion (EDI) Committee to help the library accurately reflect and serve the diverse population of Contra Costa County.

In 2020 and 2021, the Library contracted with Dr. Lori Watson, educator, consultant, and founder of Race-Work. Dr. Watson has lead Library staff at all levels in challenging, vital 2-day workshops on racial equity.

Barrier-Free Service

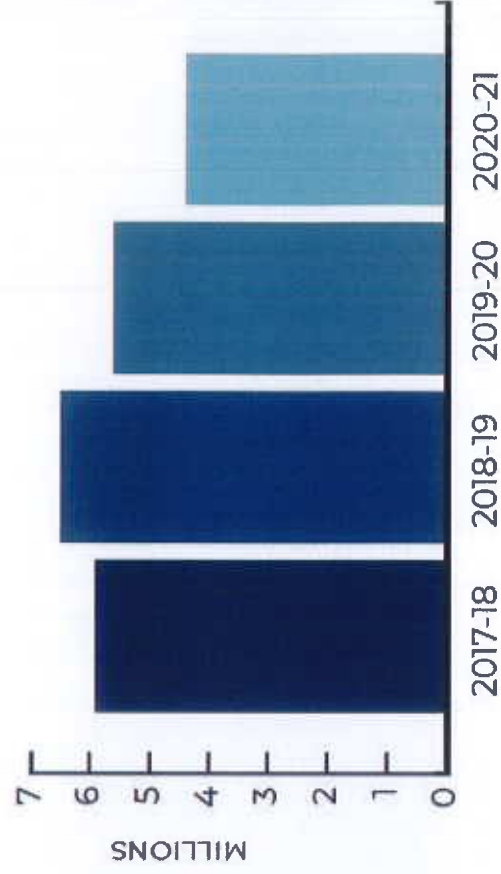
- 2019 – The Library said, "Goodbye to Fines," erasing all outstanding debt for patrons.
- 2020 - We overrode account blocks and extended expiring accounts to ensure access for all through Shelter In Place and Front Door Service.
- 2021 - We expanded base hours at all libraries to 40 hours per week, thus ensuring equitable base open hours at each location throughout the County.

Library Visits



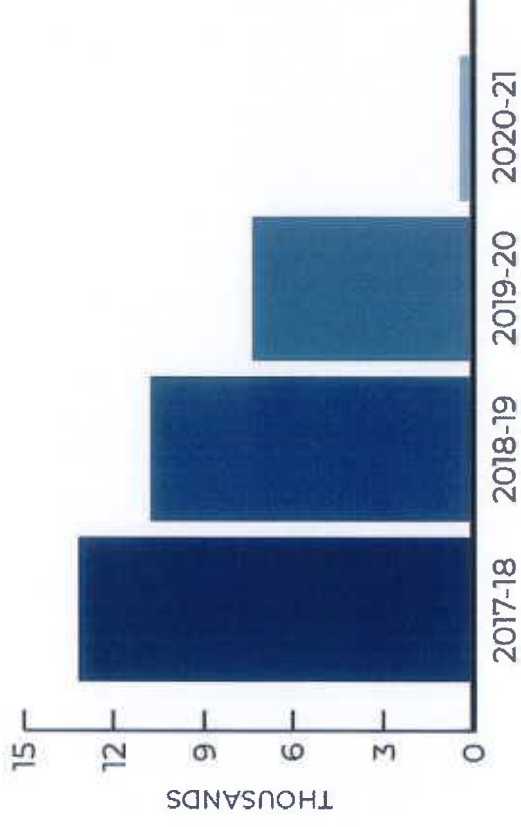
2018-19: Increase by 10.7% over 2017/18

Circulation

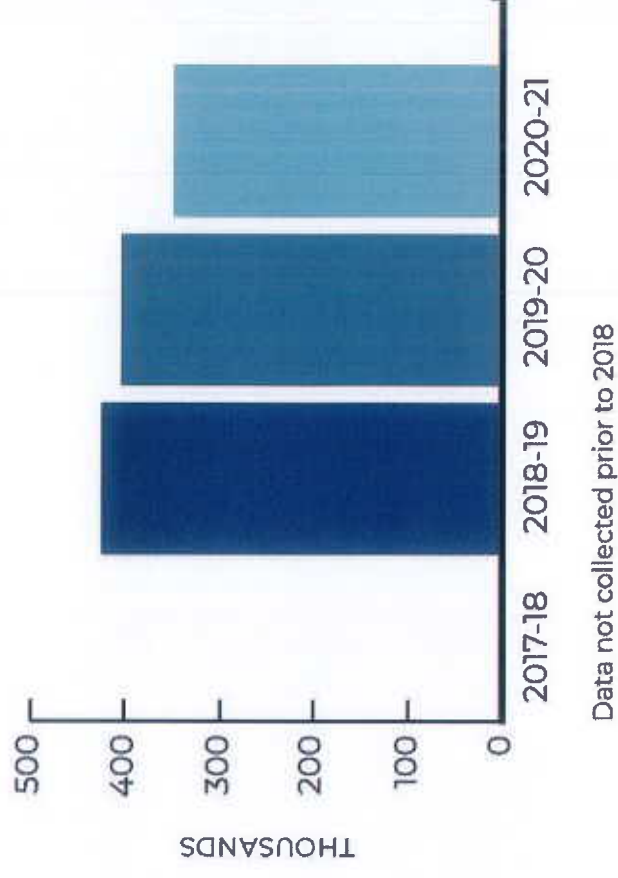


2018-19: Increase of 9.96% over 2017/18

Programs



Active Users



2019-2021 Additional Accomplishments

LGBTQIA+ SPECIAL COLLECTION

READER'S INITIATIVE

LAUNCHED BLOG HIGHLIGHTING
RESOURCES AND PROGRAMS

LUNCH IN THE LIBRARY/FOOD
BOX DISTRIBUTION

CONTACTLESS HOME DELIVERY
OF LIBRARY MATERIALS

Facilities

- El Sobrante
- North Richmond Reading Room
- PSC Offices
- Antioch Refresh
- Concord Refresh
- Pleasant Hill (Under Construction)



Looking Forward

The library is responding with resilience and urgency to evolving needs by adapting and expanding services.

Re-imagining the means, we remain on mission:

We bring people and ideas together.





Questions?

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, November 18, 2021

AGENDA ITEM #: 6.

ITEM: REVISED BUDGET UPDATE

RECOMMENDED ACTION:

None required

Library Budget Summary

| County Library Fund | 2019-20 Actuals | 2020-21 Budget | 2021-22 Baseline | 2021-22 Recommended | Change |
|----------------------------------|--------------------|-------------------|---------------------|------------------------|------------|
| Expense | | | | | |
| Salaries And Benefits | 22,786,275 | 26,079,987 | 26,625,000 | 26,625,000 | 0 |
| Services And Supplies | 6,877,772 | 10,996,191 | 6,270,000 | 6,270,000 | 0 |
| Other Charges | 3,471,978 | 6,370,265 | 3,006,000 | 3,006,000 | 0 |
| Fixed Assets | 2,003,699 | 1,030,187 | 160,000 | 160,000 | 0 |
| Expenditure Transfers | 51,042 | 55,000 | 49,000 | 49,000 | 0 |
| Expense Total | 35,190,766 | 44,531,630 | 36,110,000 | 36,110,000 | 0 |
| Revenue | | | | | |
| Other Local Revenue | 35,363,980 | 34,776,819 | 35,834,876 | 35,834,876 | 0 |
| Federal Assistance | 185 | 0 | 0 | 0 | 0 |
| State Assistance | 349,977 | 269,181 | 275,124 | 275,124 | 0 |
| Revenue Total | 35,714,142 | 35,046,000 | 36,110,000 | 36,110,000 | 0 |
| Net Fund Cost (NFC): | (523,376) | 9,485,630 | 0 | 0 | 0 |
| Allocated Positions (FTE) | 204.3 | 194.5 | 192.5 | 192.5 | 0.0 |
| Financial Indicators | | | | | |
| Salaries as % of Total Exp | 65% | 59% | 74% | 74% | |
| % Change in Total Exp | | 27% | (19%) | 0% | |
| % Change in Total Rev | | (2%) | 3% | 0% | |
| % Change in NFC | | (1,912%) | (100%) | 0% | |
| Compensation Information | | | | | |
| Permanent Salaries | 13,192,185 | 14,712,336 | 15,072,009 | 15,072,009 | 0 |
| Temporary Salaries | 1,249,379 | 1,864,248 | 2,111,997 | 2,111,997 | 0 |
| Permanent Overtime | 105,893 | 52,300 | 66,900 | 66,900 | 0 |
| Deferred Comp | 156,114 | 207,327 | 201,660 | 201,660 | 0 |
| Comp & SDI Recoveries | (4,041) | 0 | 0 | 0 | 0 |
| FICA/Medicare | 1,086,157 | 1,232,081 | 1,308,493 | 1,308,493 | 0 |
| Ret Exp-Pre 97 Retirees | 35,711 | 36,063 | 40,631 | 40,631 | 0 |
| Retirement Expense | 3,557,721 | 3,988,600 | 4,091,030 | 4,091,030 | 0 |
| Employee Group Insurance | 2,073,059 | 2,772,657 | 2,593,034 | 2,593,034 | 0 |
| Retiree Health Insurance | 756,823 | 745,198 | 716,803 | 716,803 | 0 |
| OPEB Pre-Pay | 337,936 | 331,978 | 302,616 | 302,616 | 0 |
| Unemployment Insurance | 7,933 | 14,034 | 28,194 | 28,194 | 0 |
| Workers Comp Insurance | 231,405 | 123,164 | 91,632 | 91,632 | 0 |

Library

General Government

Department Description

The preceding table represents information in aggregate summarizing expenditures and revenue for the following four budget units administered by the Library:

- Administration and Support Services
- Library Community Services
- Revenue - County Library Taxes
- Plant Acquisition – Library Fund

The vast majority of expenses of the County Library are funded with property taxes. The net Fund cost shown for Administration, Support Services, and Library Community Services (pages 143 through 147) are funded with the property taxes shown in "Revenue – County Library Taxes" (page 148).

Major Department Responsibilities

The Contra Costa County Library brings people and ideas together. The Library's primary goal is to provide access to high quality services for children, teens, and adults, and to provide collections that meet the variety of educational, recreational, and cultural information needs of the community.

| Countywide Library Services Summary | | | |
|-------------------------------------|-------|--------------|---------------|
| Service: | | | Discretionary |
| Level of Service: | | | Discretionary |
| Expenditures: | | | \$36,111,000 |
| Financing: | | | 36,111,000 |
| Net Fund Cost: | | | 0 |
| Funding Sources: | | | |
| Property Taxes | 91.0% | \$32,873,000 | |
| Intergovernmental | 5.2% | 1,899,876 | |
| Misc. Revenue | 2.8% | 993,000 | |
| State Aid | 0.8% | 275,124 | |
| Fees | 0.2% | 70,000 | |
| FTE: 192.5 | | | |

Library Administration and Support Services Budget

| County Library Fund | 2019-20 Actuals | 2020-21 Budget | 2021-22 Baseline | 2021-22 Recommended | Change |
|----------------------------------|--------------------|-------------------|---------------------|------------------------|------------|
| Expense | | | | | |
| Salaries And Benefits | 8,255,415 | 9,501,283 | 9,476,000 | 9,476,000 | 0 |
| Services And Supplies | 5,256,154 | 7,509,958 | 3,011,000 | 3,011,000 | 0 |
| Other Charges | 1,584,973 | 1,673,194 | 1,966,000 | 1,966,000 | 0 |
| Fixed Assets | 120,107 | 930,187 | 160,000 | 160,000 | 0 |
| Expenditure Transfers | 51,042 | 55,000 | 49,000 | 49,000 | 0 |
| Expense Total | 15,267,692 | 19,669,622 | 14,662,000 | 14,662,000 | 0 |
| Revenue | | | | | |
| Other Local Revenue | 375,353 | 474,000 | 742,701 | 742,701 | 0 |
| State Assistance | 160,439 | 74,000 | 82,299 | 82,299 | 0 |
| Revenue Total | 535,792 | 548,000 | 825,000 | 825,000 | 0 |
| Net Fund Cost (NFC): | 14,731,899 | 19,121,622 | 13,837,000 | 13,837,000 | 0 |
| Allocated Positions (FTE) | 62.4 | 61.4 | 59.4 | 59.4 | 0.0 |
| Financial Indicators | | | | | |
| Salaries as % of Total Exp | 54% | 48% | 65% | 65% | |
| % Change in Total Exp | | 29% | (25%) | 0% | |
| % Change in Total Rev | | 2% | 51% | 0% | |
| % Change in NFC | | 30% | (28%) | 0% | |
| Compensation Information | | | | | |
| Permanent Salaries | 4,689,145 | 5,504,829 | 5,444,768 | 5,444,768 | 0 |
| Temporary Salaries | 47,633 | 136,383 | 157,326 | 157,326 | 0 |
| Permanent Overtime | 15,294 | 14,200 | 15,000 | 15,000 | 0 |
| Deferred Comp | 43,051 | 57,148 | 60,660 | 60,660 | 0 |
| FICA/Medicare | 352,390 | 400,235 | 400,980 | 400,980 | 0 |
| Ret Exp-Pre 97 Retirees | 13,400 | 12,181 | 14,101 | 14,101 | 0 |
| Retirement Expense | 1,326,178 | 1,499,712 | 1,516,102 | 1,516,102 | 0 |
| Employee Group Insurance | 595,342 | 749,381 | 804,806 | 804,806 | 0 |
| Retiree Health Insurance | 756,823 | 745,198 | 716,803 | 716,803 | 0 |
| OPEB Pre-Pay | 337,936 | 331,978 | 302,616 | 302,616 | 0 |
| Unemployment Insurance | 2,614 | 5,011 | 10,080 | 10,080 | 0 |
| Workers Comp Insurance | 75,610 | 45,027 | 32,759 | 32,759 | 0 |

Library

General Government

| Library Administration & Support Services Summary | | | |
|---------------------------------------------------|---------------|--------------|--|
| Service: | Discretionary | | |
| Level of Service: | Discretionary | | |
| Expenditures: | \$14,662,000 | | |
| Financing: | 825,000 | | |
| Net Fund Cost: | 13,837,000 | | |
| Funding Sources: | | | |
| Property Taxes | 94.4% | \$13,837,000 | |
| Misc. Revenue | 4.5% | 658,000 | |
| State Aid | 0.5% | 82,299 | |
| Fees | 0.4% | 58,000 | |
| Intergovernmental | 0.2% | 26,701 | |
| FTE: 59.4 | | | |

1. Library Administration

Description: Includes Library Administration, Shipping, and Volunteer Program coordination. Library Administration plans, organizes and directs the operation of the County Library; provides leadership and management in budgetary, personnel, operational, and policy matters; plans for the future of the library with the Library Commission, City Councils, representatives of library communities, and staff; has responsibility for planning administration with communities for new buildings and facilities. Shipping receives all resources, furniture, and equipment delivered to the library and provides daily delivery of library resources to all library facilities. Volunteer services provide coordination for recruitment, training, and retention to meet community interest in public service.

| Library Administration Summary | | | |
|--------------------------------|---------------|-------------|--|
| Service: | Discretionary | | |
| Level of Service: | Discretionary | | |
| Expenditures: | \$7,623,219 | | |
| Financing: | 257,257 | | |
| Net Fund Cost: | 7,365,962 | | |
| Funding Sources: | | | |
| Property Taxes | 96.6% | \$7,365,962 | |
| Misc. Revenue | 3.4% | 257,257 | |
| FTE: 25.2 | | | |

2. Support Services

Description: Includes Automation, Virtual Library Services, Circulation Services, Technical Services and Collection Management. Automation provides planning and operations for the Integrated Library System, all information technology, hardware, software, and desktop support, new technologies, internet services and the Wide Area Network linking all local library locations. The Virtual Library is responsible for the library's web presence and intranet; creates and maintains online services through the library website, and centralized reference services, including toll-free telephone and online reference service, *Live Chat* (live interactive chat reference help with librarians for government information), government documents, and periodicals; develops and implements new technologies in support of library strategic goals and initiatives. Circulation Services provides management support for the lending of library materials, patron accounts, and inter-library loan of library materials. Technical Services provides for catalog and database maintenance, and processing of materials. Collection Management provides for selection, acquisition, and accounting of library materials.

| Support Services Summary | | |
|--------------------------|---------------|-------------|
| Service: | Discretionary | |
| Level of Service: | Discretionary | |
| Expenditures: | \$4,952,676 | |
| Financing: | 396,244 | |
| Net Fund Cost: | 4,556,432 | |
| Funding Sources: | | |
| Property Taxes | 92.0% | \$4,556,432 |
| Intergovernmental | 0.5% | 26,950 |
| Misc. Revenue | 7.5% | 369,294 |
| FTE: | 21.2 | |

| Countywide Services Summary | | | |
|-----------------------------|---------------|-------------|--|
| Service: | Discretionary | | |
| Level of Service: | Discretionary | | |
| Expenditures: | \$2,086,105 | | |
| Financing: | 171,499 | | |
| Net Fund Cost: | 1,914,606 | | |
| Funding Sources: | | | |
| Property Taxes | 91.8% | \$1,914,606 | |
| State Aid | 3.9% | 82,299 | |
| Fees | 2.7% | 56,200 | |
| Misc. Revenue | 1.6% | 33,000 | |
| FTE: 13.0 | | | |

3. Countywide Services

Description: Includes Public Services Administration, Centralized County Library Services, Literacy Services, the Wilruss Children's Library Fund, and services to children and teens currently in the custody of County Probation Department Juvenile Facilities. These services either provide direct customer services countywide or provide support to the community libraries, including program support in adult, young adult, and youth areas. Public Services Administration provides overall leadership, management, and support for the community library operations. Centralized County Library Services are those services that directly serve library customers countywide or that support community library services and operations. Literacy Services administers the library's literacy program Project Second Chance. The Wilruss Children's Library Trust Fund provides for the design and maintenance of programs that promote literacy and a lifelong love of books and reading in socially and economically disadvantaged areas of Contra Costa County. Library services are provided at the Betty Fransden Library at Juvenile Hall and the Leshner Library at Orin Allen Youth Rehabilitation Facility to provide access to reading materials and computers for the young people housed there.

Library

General Government

Library Community Services

| County Library Fund | 2019-20 Actuals | 2020-21 Budget | 2021-22 Baseline | 2021-22 Recommended | Change |
|----------------------------------|--------------------|-------------------|---------------------|------------------------|------------|
| Expense | | | | | |
| Salaries And Benefits | 14,530,860 | 16,578,704 | 17,149,000 | 17,149,000 | 0 |
| Services And Supplies | 1,621,618 | 3,486,233 | 3,259,000 | 3,259,000 | 0 |
| Other Charges | 1,887,005 | 4,697,071 | 1,040,000 | 1,040,000 | 0 |
| Fixed Assets | 0 | 100,000 | 0 | 0 | 0 |
| Expense Total | 18,039,483 | 24,862,008 | 21,448,000 | 21,448,000 | 0 |
| Revenue | | | | | |
| Other Local Revenue | 3,059,422 | 2,167,000 | 1,777,000 | 1,777,000 | 0 |
| Revenue Total | 3,059,422 | 2,167,000 | 1,777,000 | 1,777,000 | 0 |
| Net Fund Cost (NFC): | 14,980,061 | 22,695,008 | 19,671,000 | 19,671,000 | 0 |
| Allocated Positions (FTE) | 141.9 | 133.1 | 133.1 | 133.1 | 0.0 |
| Financial Indicators | | | | | |
| Salaries as % of Total Exp | 81% | 67% | 80% | 80% | |
| % Change in Total Exp | | 38% | (14%) | 0% | |
| % Change in Total Rev | | (29%) | (18%) | 0% | |
| % Change in NCC | | 52% | (13%) | 0% | |
| Compensation Information | | | | | |
| Permanent Salaries | 8,503,041 | 9,207,507 | 9,627,242 | 9,627,242 | 0 |
| Temporary Salaries | 1,201,746 | 1,727,865 | 1,954,671 | 1,954,671 | 0 |
| Permanent Overtime | 90,599 | 38,100 | 51,900 | 51,900 | 0 |
| Deferred Comp | 113,064 | 150,179 | 141,000 | 141,000 | 0 |
| Comp & SDI Recoveries | (4,041) | 0 | 0 | 0 | 0 |
| FICA/Medicare | 733,767 | 831,846 | 907,514 | 907,514 | 0 |
| Ret Exp-Pre 97 Retirees | 22,311 | 23,882 | 26,530 | 26,530 | 0 |
| Retirement Expense | 2,231,542 | 2,488,888 | 2,574,928 | 2,574,928 | 0 |
| Employee Group Insurance | 1,477,718 | 2,023,276 | 1,788,229 | 1,788,229 | 0 |
| Unemployment Insurance | 5,319 | 9,023 | 18,115 | 18,115 | 0 |
| Workers Comp Insurance | 155,795 | 78,138 | 58,873 | 58,873 | 0 |

Description: Includes the provision of community library services through 26 County Library facilities in five regions. These community library services include public services, materials collections, and programs that are tailored specifically for each community.

| Library Community Services Summary | | | |
|------------------------------------|---------------|--------------|--|
| Service: | Discretionary | | |
| Level of Service: | Discretionary | | |
| Expenditures: | \$21,448,000 | | |
| Financing: | 1,777,000 | | |
| Net Fund Cost: | 19,671,000 | | |
| Funding Sources: | | | |
| Property Taxes | 91.7% | \$19,671,000 | |
| Intergovernmental | 6.7% | 1,431,000 | |
| Misc. Revenue | 1.6% | 346,000 | |
| FTE: | 133.1 | | |

Library

General Government

Revenue – County Library Taxes

| County Library Fund | 2019-20 Actuals | 2020-21 Budget | 2021-22 Baseline | 2021-22 Recommended | Change |
|-----------------------------|---------------------|---------------------|---------------------|------------------------|----------|
| Revenue | | | | | |
| Other Local Revenue | 31,929,205 | 32,135,819 | 33,315,175 | 33,315,175 | 0 |
| Federal Assistance | 185 | 0 | 0 | 0 | 0 |
| State Assistance | 189,538 | 195,181 | 192,825 | 192,825 | 0 |
| Revenue Total | 32,118,927 | 32,331,000 | 33,508,000 | 33,508,000 | 0 |
| Net Fund Cost (NFC): | (32,118,927) | (32,331,000) | (33,508,000) | (33,508,000) | 0 |
| Financial Indicators | | | | | |
| Salaries as % of Total Exp | | | | | |
| % Change in Total Exp | | | | | |
| % Change in Total Rev | | 1% | 4% | 0% | |
| % Change in NFC | | 1% | 4% | 0% | |

Description: The Library Fund receives an apportionment, in accordance with State law, of approximately 1.5% of the countywide 1% property tax revenue. Note that these revenues fund the "net Fund costs" in the preceding pages.

| Revenue – County Library Taxes Summary | | | |
|----------------------------------------|--------------|--------------|--|
| Service: | Mandatory | | |
| Level of Service: | Mandatory | | |
| Expenditures: | \$0 | | |
| Financing: | 33,508,000 | | |
| Net Fund Cost: | (33,508,000) | | |
| Funding Sources: | | | |
| Property Taxes | 99.4% | \$33,315,175 | |
| State Aid | 0.6% | 192,825 | |

Other Funds

Casey Library Gift

Description: The Casey Library Gift Trust was established from proceeds from the estate of Nellie Casey. Funds are restricted for use in the Ygnacio Valley Library, also known as the Thurman G. Casey Memorial Library.

| Casey Library Gift Summary | | | |
|-----------------------------------|--------|--|---------------|
| Service: | | | Discretionary |
| Level of Service: | | | Discretionary |
| Expenditures: | | | \$1,000 |
| Financing: | | | 1,000 |
| Net Fund Cost: | | | \$0 |
| Funding Sources: | | | |
| Misc. Revenue | 100.0% | | \$1,000 |

CAO's Recommendation

The Contra Costa County Library serves communities through 26 libraries located across the County. The County provides a base service level of 35 hours per week at most branches. Cities have the option of funding additional operating hours over the base level provided by the County. Library services include rich collections to meet reading and research needs, knowledgeable and welcoming staff, vibrant programs such as children's storytimes, wireless access to high-speed internet for personal computing devices, public computers with a variety of personal computing programs, and quiet study space or meeting rooms.

Three events from the previous fiscal year have continued to have significant impacts on how the Library serves the County.

On January 3, 2020, the Library sustained a ransomware attack on the administrative network impacting computer services for communities and staff for a prolonged period. The Library worked with DoIT and commercial contractors to restore and secure Library services and tools. In FY 2020-21, full-time equivalent (FTE) staffing was decreased by 2.0 for a total of 192.5 FTEs; the FTEs in question

were re-assigned to the Department of Information Technology (DoIT), to liaise and support the Library's technology needs.

On March 16, 2020, the Library closed for all public service due to COVID-19 health orders. Several Library staff were redeployed to support COVID-19 response, including disaster service workers, communications, PPE (personal protective equipment) transport, testing, and 3D printing of PPE mask clips and Montana masks. The latter received recognition from the Urban Libraries Council. The Library reopened June 15, 2020 for public pickup of library materials through Front Door Service, and prioritized developing services and resources that could be accessed and utilized remotely.

Due to the global pandemic, several cities experienced significant fiscal constraints that required them to reduce their FY 2020-21 Library budgets and extra library hours. As a result, the Library adjusted the branches' operating hours, which in turn forced a reduction of Library staff. On July 14, 2020, the Board approved the elimination of 10 Library positions, totaling 6.5 FTE, which was necessitated by the loss of revenue.

The Pleasant Hill Library, 1750 Oak Park Blvd., Pleasant Hill was permanently closed on June 3, 2020. This facility operated as the Central Library for Contra Costa County Library for more than 50 years and more recently as the Pleasant Hill Library. A temporary library located at the Pleasant Hill City Hall Community Rooms, 100 Gregory Ln, Pleasant Hill opened July 14, 2020. The City of Pleasant Hill broke ground on the new 23,500 square foot facility in Summer 2020. The new library is anticipated to open in Spring 2022.

Baseline costs for salaries and benefits are increased over the current year budget by \$545,013 due to cost of living increases and retirement costs. Baseline services and supplies are reduced by \$4,726,191 due to the elimination of appropriations in FY 2020-21 for one-time purchases of equipment, computers and materials. Baseline costs for other charges are reduced by \$3,364,265 due to the elimination of one-time charges for building maintenance and the costs associated with the closure of the Pleasant Hill Library.

Library

General Government

The Library relies primarily on property tax revenue to fund services. The baseline budget assumes an increase of 4.0% in property tax revenue, which, along with city contributions and grant funding, will enable the Library to absorb increases to salaries and benefits costs and maintain a structurally balanced budget.

The FY 2021-22 budget is recommended at the Baseline level, which will permit the Library to continue current operations and innovate new programs to promote public service.

The County Librarian has determined the feasibility of increasing the base level of public library service from 35 open hours to 40 open hours and is recommending to start July 1, 2021. The cities currently funding extra hours would be credited five hours up to 40 open hours per week. Branches currently open for 35 hours per week would be increased to 40 hours per week at no additional charge, except for outlet branches whose hours are limited for reasons other than budget. The County Librarian will work with the six cities who are currently not on the most current lease agreement.

Performance Measurements

- *Library Visits*

Physical Library visits decreased 23%, from 3,540,968 visits in FY 2018-19 to 2,709,288 visits in FY 2019-20.

- *Items Circulated*

The number of physical and electronic items circulated decreased 13%, from 6,511,239 in FY 2018-19 to 5,635,079 in FY 2019-20.

- *Annual Hours Open*

The Library's annual open hours decreased 26%, from 56,875 in FY 2018-19 to 42,042 in FY 2019-20.

- *Facilities*

- Pinole Library opened as a State COVID-19 testing center on May 11, 2020. The Ygnacio Valley Library opened as a State COVID-19 testing center on August 23, 2020. Both locations will remain closed for library service while operating as testing centers.

- In preparation for library facilities reopening to the public, industrial hygiene reports have been initiated for all locations with a focus on social distancing and enhanced cleaning.

- *Enhanced Library Services During COVID-19*

- Front Door Service started June 15, 2020. Since reopening, over 776,000 items have been borrowed and over 74,000 appointments have been booked for library services.
- All patron library cards were automatically renewed through January 1, 2022.
- All library materials received extended due dates through July 31, 2020 to assist the public during shelter-in-place health orders.
- The Library shifted from purchasing predominantly print resources to electronic resources to increase availability of electronic materials during the pandemic. The increased shift to electronic resources yielded over 1.3 million uses of Overdrive ebooks and audiobooks, over 553,000 views of the *East Bay Times*, and over 380,000 views of the *New York Times*.
- The Library added programming on social media platforms to best reach children and families, reaching approximately 43,000 participants through its video and streaming programs.

- *Social Equity*

- To meet the need of those without connectivity, the Library began circulating WiFi hotspots, which library patrons can check out at their convenience.
- Six libraries are piloting free scanning and printing for those in the community needing these services. The Library will study the feasibility of offering these services for free as an ongoing program.
- The Library received a grant from the California State Library to provide remote lockers at the North Richmond Senior Center.
- In partnership with the City of Richmond, the Library created an Early Literacy Reading Room at the North Richmond

Shields-Reid Community Center aimed at serving children and families with books for children, toys that support early learning, and an early literacy computer.

- Library Lease and Services Agreements have been completed with the City of Brentwood, the City of Orinda, and the City of Pleasant Hill. A Joint Use Agreement with Mount Diablo Unified School District has been completed for the Bay Point Library. A Library Maintenance and Services Agreement is in process with the City of Antioch.
- Project Second Chance, the adult literacy program, opened at its new location in Concord on June 1, 2020.
- In keeping with the Library Strategic Plan 2019, marketing and communication efforts continue. The Library has a monthly column in the East Bay Times. The Library web site continues as the principal source for library news in each community. Social media is promoting library activities across the county.
- The 2020 Summer Reading Program featured a wide variety of programs, information, and entertainment for all ages. The program saw a 83% decrease in those who completed the challenge due to overall library closures.
- In response to library user needs, the Library continues to update its online and downloadable resources. The Library added Lynda.com for online learning. The department extended its subscription to Ancestry.com to allow remote use by the public. The Foundation Directory Online was also made available to remote users. The Library continued to offer Overdrive Instant Digital Card for instant remote access to downloadable ebooks and audiobooks for Contra Costa residents who do not have a library card yet.
- The department contracted with a consultant to assess the user experience at six libraries throughout the county and make recommendations for improvements to interior spaces. In FY 2021-22, the Library will develop a facility assessment and space planning document for all Contra Costa County Libraries in alignment with the goals set in the Library Strategic Plan.
- The 2020 Lunch at the Library program continues to be very successful. During the summer the library served 7,290 meals at seven library locations; during the fall, 4,781 meals at two locations.

Administrative and Program Goals

- Work with city partners and county departments to fully reopen libraries in anticipation of reduced impacts of the COVID-19 pandemic. Continue to evaluate and enhance library services to best address patron virtual and in-person needs during and after the pandemic.
- Continue to implement the Library Strategic Plan adopted by the Board of Supervisors in 2019.
- Continue to coordinate with cities regarding the approval of Library Lease Agreements in order to transfer ownership and fiscal responsibility for facilities to the cities. This will contribute to the County's goal of fiscal health.
- Finalize and plan the implementation of facility and technology assessment documents for all Contra Costa County Libraries in alignment with goals in the Strategic Plan.
- Implement measures to strengthen and improve the department's network safety and security.
- Continue to work with the City of Pleasant Hill to construct a new library facility.
- Continue to review library staffing and open hours to maximize services for the public. Analysis of measurable and quantifiable data are used to justify hours of operation, staffing levels and security enhancements.
- Continue the popular Lunch at the Library Program, providing lunch and snacks to children during the summer. In collaboration with State and local school districts, this community asset allows children to have food security during non-school sessions while also incorporating library programming and reading activities.
- Review programs and services reimaged during the COVID closure to keep or expand when in-person visits are resumed.
- Continue implementation of a marketing and communications plan.