


MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, January 20, 2022

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 339155 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 864 6774 3542**
Link:
<https://us06web.zoom.us/j/86467743542?pwd=R2l5T2dlleUFjQ1RRYTlmd1RIOTlmZz09>

- 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, January 19, 2022 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.**
(5 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.9
- 2. 7:05 p.m.**
(5 mins.) **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
- 3. 7:10 p.m.**
(5 mins.) **PUBLIC COMMENT – attachment 1**
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. 7:15 p.m.**
Action
(5 mins.) **ACCEPTANCE OF MINUTES – attachment 2**
Commissioners will approve or amend the minutes from the November 2021 meeting.
- 5. 7:20 p.m.**
Information **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**

(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. 7:35 p.m.
DISCUSSION
(25 mins.)**

CCC GENERAL PLAN –

Will Nelson, Principal Planner from the Department of Conservation and Development will present the County's newly drafted General Plan and discuss items related to the County Library.

**7. 8:00 p.m.
PRESENTATION
(15 mins.)**

PLEASANT HILL LIBRARY –

Senior Community Library Manager Patrick Remer and Pleasant Hill City Engineer Ananthan Kanagasundaram will present an update on the new library in Pleasant Hill, outlining the building features and progress of the new library.

**8. 8:15 p.m.
DISCUSSION
(15 mins.)**

RACIAL EQUITY TRAINING –

County Librarian Alison McKee and Senior Community Library Manager Alison Peters will speak about the upcoming Racial Equity Training opportunity offered to library Commissioners, Friends and Foundations

CONTINUED BUSINESS

**9. 8:30 p.m.
ACTION
(15 mins.)**

WORKING COMMITTEE REPORTS –

- A. Chair Fischer will report to the Commission on legislative matters **(10 minutes)**
- B. Vice Chair Gemmer will update the commissioners on the current status of the Library Foundation Advisory Group **(5 minutes)**

OTHER BUSINESS

**10 8:45 p.m.
ACTION
(10 mins.)**

COUNTY LIBRARIAN REPORT - Attachment 3

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

**11 8:55 p.m.
ACTION
(5 mins.)**

AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings.

12 9:00 p.m.

ADJOURNMENT to the March 17, 2022 LIBRARY COMMISSION MEETING.

ITEMS TO CALENDAR

- 1. LC Meeting, Thursday, March 17, 2022
- 2. LC Meeting, Thursday, May 19, 2022
- 3. LC Meeting, Thursday, July 21, 2022
- 4. LC Meeting, Thursday, September 15, 2022
- 5. LC Meeting, Thursday, November 17, 2022

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, January 20, 2022

AGENDA ITEM #: 3.

ITEM: PUBLIC COMMENT / LETTERS TO THE COMMISSION

RECOMMENDED ACTION:

Commissioners will discuss the attached letters and decide what, if any, action is necessary.

Library of the Future

As requested at the November meeting, I am restating my proposal regarding extending the library's strategic plan. The existing plan is a good one that has produced good results as evidenced by cliental ratings and peer group recognition. But this is not to say that it cannot be improved. The present plan focuses on existing services and sets goals to improve those services which is fundamental and essential.

I proposed adding a long range, forward looking component that would identify future services. This is common in strategic plans especially where there is a changing environment. The library is undergoing a classic paradigm shift from being just a book lender to more than that, as it already has become. However, further changes are to be expected, and it would be advantageous to anticipate those changes rather than react to them.

This process involves doing research and collecting data from outside the local community, from outside the state, and even from outside the country. This research will document what other are doing, proposing, and even thinking. A potential set of services will be the product of this research. These are then reduced to those that are feasible and, from these, those that are desirable. These are then prioritized and the necessary steps to achieving them are documented. The details can be found in any book on long range strategic planning.

However, this process is not just textbook theory. I have successfully applied it at Bank of America, Charles Schwab & Co., and an Internet company that I co-owned. Because these are commercial enterprises, please do not think that the process doesn't apply to the library. It applies to any substantial organization that offers services and wants to improve them.

To be successful, the process does require officially assigning this responsibility and requiring reporting. This could even be a shared responsibility between the Library and the Commission. To not undertake this process will, at best, mean lagging behind in service offerings and, at worst, missing service opportunities.

I resigned my Commission position, not with any ill will, but because, with this proposal, I have offered my most valuable contribution and now make way for a successor who will be better suited to perform the ongoing duties of the position. I ask that you give the proposal your full and careful consideration. Thank you for this consideration.

Dan Wichlan

From: [melissa.jacobson](#)
To: [Shannon Ladage](#); [Walter Beveridge](#)
Subject: Commission email
Date: Friday, January 7, 2022 9:22:52 AM

Subject:

County libraries in the General Plan

Please enter your question or comments here:

At the upcoming Envision meeting with County Planners:
Please make sure that critical thinking skills and cultural literacy are part of county library offerings.
This can be accomplished through workshops and highlighted through library offerings such as recommended books on both topics.

Thank you
Melissa Jacobson

Name

melissa.jacobson

Email Address

glassdodger@gmail.com

From: [Kevin Burke](#)
To: [Walter Beveridge](#)
Subject: comment on Library commission meeting 1/20
Date: Thursday, January 6, 2022 8:06:45 PM

I grew up in Alamo and there was never a library there. The closest libraries were on the far side of Walnut Creek and the far side of Danville. It would have been really nice to have a place in town to go to check out books, do my homework, and hold community events.

I know the County is short on funds but zoning changes provide an opportunity to add community services without an additional outlay from the County.

A 3 or 4 story apartment building in Alamo would likely be profitable enough to support a library on the ground floor as a community benefit, if the zoning mandated that the ground floor be used for community space, or the property owner was the County itself or CCCOE.

The additional tax revenue from denser construction in wealthier parts of the County would help fund ongoing library operations throughout the County.

Kevin

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, January 20, 2022

AGENDA ITEM #: 4.

ITEM: minutes from November 2021 Commission meeting

RECOMMENDED ACTION:

Commissioners will vote to accept the minutes from 11-18-2021 with or without edits.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, November 18, 2021

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Peter Wilson called the meeting to order at 7:03 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 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.

3. PUBLIC COMMENT

Former Commissioner Dan Wichlan was on the line and had some comments about the Library's strategic planning process. Commissioner Campbell-Miller had to remind him that this was public comment time, not public discussion time, as the topic veered wildly off-track. Dan was invited to send comments in writing for a more formal response from the commission.

4. ACCEPTANCE OF THE MINUTES

Chair Wilson made a motion to accept the minutes as submitted. Commissioner Campbell-Miller seconded.

The motion was approved by consensus of the commission.

5. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –

Commissioner DeFraga – Took a moment to introduce his guest this evening, potential Martinez Alternate Commissioner Jim Dexter.

Commissioner Bracken: On Saturday (9/18), the Board of Directors of the Friends of the Pleasant Hill Library voted unanimously to donate \$250,000 to the Pleasant Hill Library Foundation to help it in its goal of raising \$1.5 million to provide Furniture, Fixtures and Equipment for the new library. This gift means that the Foundation has now reached 60% of its goal. The bulk of this money was raised through the Book Store over the last 14 months.

Commissioner Hoisington: Reminded the Commission of the December 8 WOW program, American Abstract @ Mid-Century.

Vice-Chair Fischer: Mentioned he had attended the BOS meeting on Tuesday this week. He also mentioned he would be sending links out to the commissioners to several interesting articles.

Commissioner Morgan: Moraga just had another successful book sale.

Commissioner Rosekind: Also attended the BOS meeting on Tuesday. She shared that Sup. Andersen was supportive of a million in Measure X funds being used to support the library.

Commissioner Gemmer: She also attended the BOS meeting. By her count, three of the supervisors mentioned their support for the library

6. REVISED BUDGET UPDATE –

Deputy County Librarian Gail McPartland gave a PowerPoint presentation on the County's revised budget that is appended to these minutes.

7. LIBRARY FEES AND PRINTING CHARGES -

Deputy County Librarian Gail McPartland explained to the Commissioners that the library has not been charging patrons for the first 10 pages of black and white printing since near the beginning of the pandemic. This has been a boon to many, especially the underserved parts of the county. The fee schedule Gail was sharing would make the change a permanent one, once approved by the BOS.

Chair Wilson called for a vote of support for the proposal. The vote passed by unanimous consent of the commission.

8.A. Legislative Working Group –

The main topic this evening regarding the Legislative Committee is the delegation of the full Commission to the Leg Committee the responsibility over legislative matters in an effort to be more nimble and retain the ability to respond quickly as items arise. The second issue discussed is the previously approved (but derailed

by the pandemic) idea of library stories that can be shared with the supervisors as a way to reinforce the value of the libraries to the communities they serve. This was brought to the commission from Commissioner A. Smith and the group would like to see it restarted in 2022.

Creating a schedule of meetings with legislators for early spring 2022 was discussed and Vice Chair Fischer said he would refer this to the Leg Group to discuss and report on at the January meeting. The idea here is that this would serve as a template for the annual process of meeting with those legislators and could work for meeting with the various city councils as well. Getting out a consistent message, and getting it to as many legislators as possible, will only help the Commission in their advocacy efforts.

8.B. Annual Report Working Group –

Vice-Chair Fischer began with a brief history of the Commission's annual report process and segued into noting a few changes made for this year. Most notable was the change in time frame that the report represents. In the past the report was a calendar year based report, which, due to the short time frame to turn the report around and submit it after the November meeting, meant that most of the commission activity for November and December never makes it into the report. Beginning this year, the report will cover the period of January 1, 2021 through August 31, 2021 and next year will cover from September 1 through August 31, 2022. Chair Wilson requested that the reference to "Cities" early in the report should be changed to "Towns and Cities" to acknowledge those that are actually towns. Another sentence on page 5 was pointed out by Commissioner Hoisington as being somewhat awkward and asked for it to be revised. Commissioner DeFraga made a motion to accept the annual report with the edited sentence for submission to the BOS. Commissioner Dozier seconded the motion.

By consensus vote of the Commission, the report, once edited, will be submitted before year end to the BOS.

8.C. Countywide Library Foundation –

Commissioner Gemmer reported that the exploratory committee for the countywide library foundation has been active. Nothing new to report other than the work continues.

8.D. Report of the Nominating Committee –

Commissioner Sendig gave a brief summary of the process employed by the Nominating Committee to create the slate being proposed. The group held one meeting, at which various candidates for Chair and Vice-Chair were discussed and things like attendance, contributions, willingness to be involved were all evaluated. A ranked list of choices for both positions was created so that County Librarian McKee could then reach out to the top name on each list to gauge their desire to be nominated and serve in that role. Once she had a firm "yes" for each position, these names became the slate you will be presented with this evening.

9. NOMINATIONS AND ELECTION OF 2022 LIBRARY COMMISSION OFFICERS –

Commissioner Sendig, after outlining the process of the Nominating Committee(above), then presented the slate of candidates they came up with as a result. For 2022, the slate presented to the Commission is:

Chair: Michael Fischer (El Cerrito) and Vice-Chair: Nicole Gemmer (Danville)

Chair Wilson thanked the Nominating Committee members for their efforts. He then posed the question if there were any other nominations from the floor for either position. There being none, he made a motion to accept Commissioner Fischer as Chair for 2022, seconded by Commissioner Sendig.

By unanimous vote of the Commission, Michael Fischer was elected as Chair for 2022.

Then Chair Wilson made a motion to accept Commissioner Gemmer as Vice-Chair for 2022, seconded by Commissioner Feree.

By unanimous vote of the Commission, Nicole Gemmer was elected as Vice-Chair for 2022.

10. DISSOLUTION OF THE NOMINATING COMMITTEE –

Chair Wilson made a motion to dissolve the Nominating Committee until next year as their work is done. This was seconded by Commissioner Medrano.

By unanimous vote of the Commission, the Nominating Committee is dissolved with many thanks for their service.

11. SET COMMISSION MEETING DATES FOR 2022 -

After looking over the three different schedules offered to the commission, plus considering quite a few other times and days for meetings in 2022, Chair Wilson made a motion to keep the same schedule that had been in effect for the last few years, i.e. the third Thursday every other month. This was seconded by Commissioner Medrano.

By unanimous vote of the Commission, the meetings in 2022 will continue to be held on the 3rd Thursday of every other month.

12. COUNTY LIBRARIAN REPORT –

County Librarian McKee began by thanking Peter Wilson for his chairmanship of the Commission in 2021. His tenure was the first in which every meeting was done via Zoom.

Other items that did not make it into the written report: County Librarian McKee thanked everyone for their support during the whole Measure X process. There was a lot of support from many members of the commission and she wants to remind everyone that this is only the first year. Any funding that was sanctioned by the Measure X Advisory Board and approved by the BOS is only for this first year. This will likely become an annual cause for the Library.

Next, County Librarian McKee shared that she had applied for, and been accepted, to be on the Equal Opportunity Council. This is a County commission that reports to the Community Services Bureau of the Employment and Human Services department. The purpose of the group is preventing poverty and she is looking forward to doing the work.

In the written report, there is a line item in the grant reporting for \$100,000 from the Bella Vista Foundation. This foundation primarily grants funds in Marin and San Francisco. This may be their first foray into Contra Costa County. They approached the library and asked if we would be interested in applying for funds for early literacy needs. LSM Liz Fuller said yes and applied for funding to purchase a van that can be used for early literacy outreach. The funds were granted so next year the library will work on purchasing a van and setting it up so we can deliver early literacy services in high need communities.

County Librarian McKee's final item to share was that LSM Liz Fuller, the person responsible for the grant just shared, is retiring from the library. Her final day is tomorrow. Liz has been a county employee for over 30 years, starting as a shelver at the Pleasant Hill library. Her contributions to the Library have been innumerable and she will be greatly missed.


13. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS –



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

ADJOURNMENT TO THE January 20, 2022, LIBRARY COMMISSION MEETING.

The meeting was adjourned at 8:57 p.m.

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library



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Library Administration: Budget Overview

November 2021

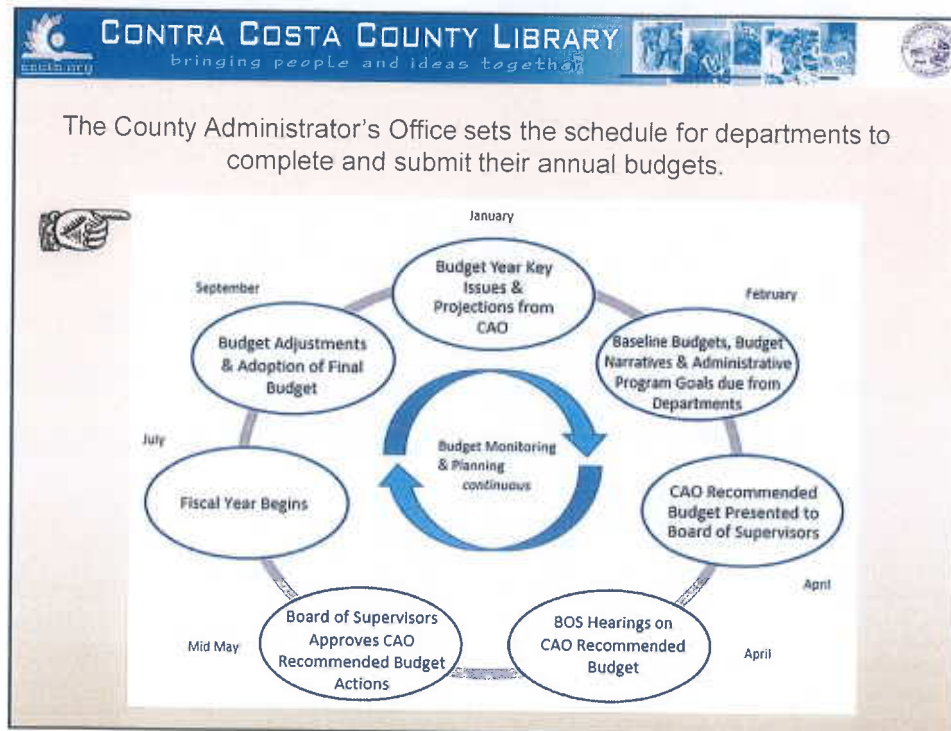
Fiscal Year 2021 – 2022
Recommended Budget




County of Contra Costa
California



1




2



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The Library budget is balanced and structurally sound.

In excess of 91.6% of the County Library budget comes from property tax revenue.


The Library is cautiously optimistic about the modest increase that has been occurring in property tax revenue but continues to exercise diligence in strategically filling staff vacancies based on workload, classification, and community library needs.

Library Budget Summary

Library Budget Summary	2019-20	2020-21	2021-22	2022-23	
	Actuals	Budget	Revised	Recommended	Change
County Library Fund					
Salaries And Benefits	22,766,019	28,575,947	28,625,000	28,625,000	0
Salaries And Supplies	9,417,715	10,908,747	8,270,000	8,270,000	0
Other Charges	6,471,819	6,072,495	1,008,000	1,008,000	0
Fund Assets	2,084,944	1,000,187	100,000	100,000	0
Expendable Transfers	20,000	20,000	40,000	40,000	0
Expenses Total	38,289,597	46,577,276	38,043,000	38,043,000	0
Revenues					
Other Local Transfers	10,000,000	14,718,814	15,834,170	15,834,170	0
Federal Assistance	100	0	0	0	0
State Assistance	200,000	200,000	175,000	175,000	0
Revenues Total	10,200,100	14,918,814	16,009,170	16,009,170	0
Net Fund Cost (Net FIC)	(28,089,497)	(31,658,462)	(22,033,830)	(22,033,830)	0
Allocated Positions (FIC)	280.8	188.8	132.8	132.8	0.0
Financial Indicators					
Expend as % of Total FIC	33%	56%	34%	34%	
% Change in Total Exp		21%	(19%)	(7%)	
% Change in Total FIC		(27%)	3%	(7%)	
% Change in FIC		(8.817%)	(1.02%)	(5%)	
Compendium Information					
Permanent Salaries	15,742,195	16,712,536	16,272,000	16,272,000	0
Temporary Salaries	1,099,276	1,854,248	2,111,000	2,111,000	0
Permanent Benefits	1,085,812	12,302,163	98,000	98,000	0
Deferred Comp	196,194	307,307	307,000	307,000	0
Comp & BOD Payments	18,241	0	0	0	0
FICA/Retiree	1,046,157	1,332,381	1,048,400	1,048,400	0
RAF Exp/Prst/Grants	96,710	95,200	80,800	80,800	0
Relational Insurance	3,057,219	3,884,800	4,990,000	4,990,000	0
Employment Group Insurance	3,074,086	3,573,497	2,900,000	2,900,000	0
Retiree Health Insurance	706,352	581,146	322,000	322,000	0
OPERS ProfPay	307,036	311,919	119,000	119,000	0
Unemployment Insurance	7,885	14,104	28,000	28,000	0
Medical/Other Insurance	207,402	221,168	81,000	81,000	0


County of Contra Costa FY 2021-2022 Recommended Budget

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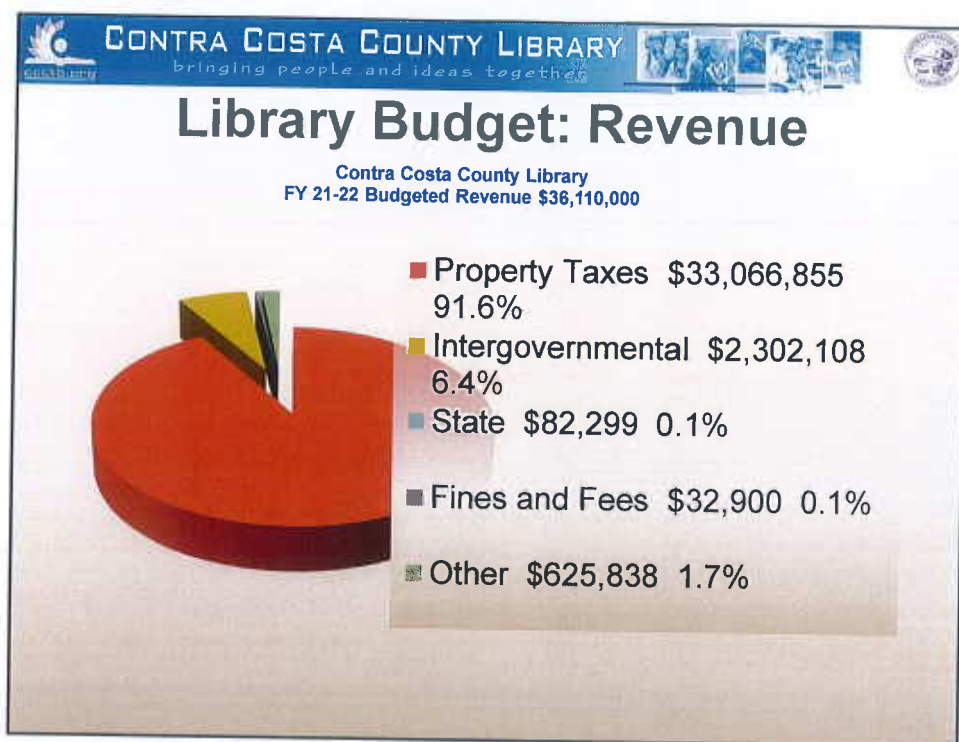


Budget Philosophies

Since the recovery from the Great Recession:

- Rebuilding and setting aside money in reserve fund for "rainy days"
- Starting to add \$\$ back in for facility needs, special projects
- Increasing \$\$ for technology
- Looking at staffing levels to see how we can best use the dollars we have
- Building/rebuilding investment in collection materials

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Property Taxes

\$33,066,855



Property tax estimates are based on information from the County Assessor and the County Auditor.

The Auditor has long had a “tax allocation factor” that provides the Library a share of property taxes. After Prop. 13, the Library was deemed by the Board of Supervisor’s (and remains) a “special district” for property tax allocation purposes.

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Intergovernmental \$2,302,108


Extra Hours & Facilities – From Cities/Towns
\$1,620,167

And.... \$681,942 from



- Wilross Trust
- Other county departments
- Discover & Go



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FY 21-22 Revenue:

Prop Tax	\$33,066,855
Intergovernmental	\$2,302,108
Fines & Fees	\$32,900
Other	\$625,838
State	\$82,299

Fines & Fees
Photo, Fax and Other



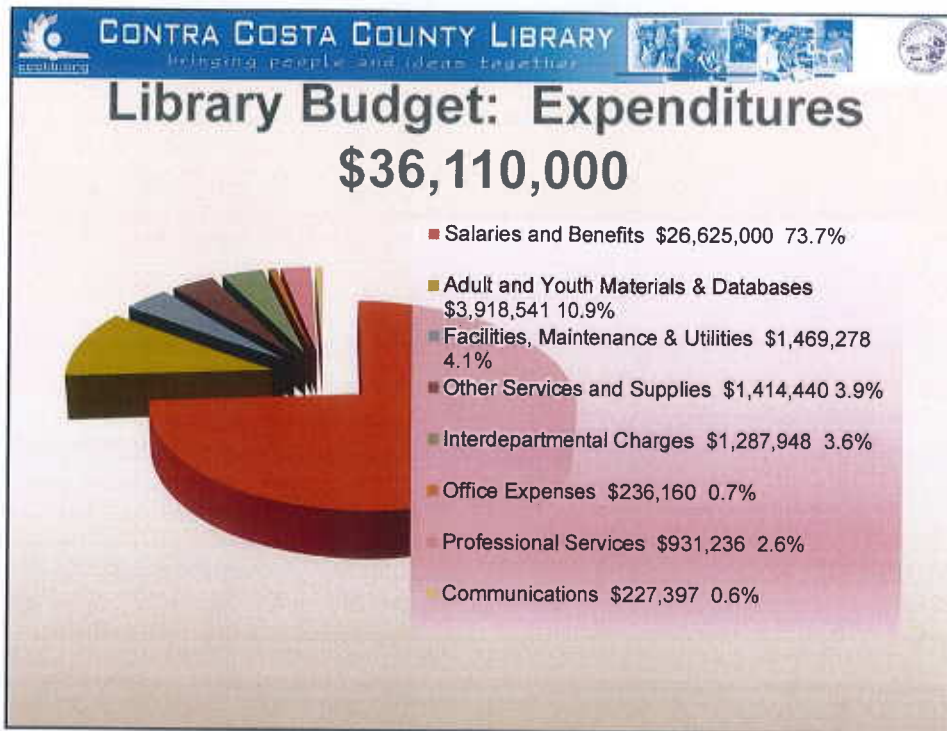
\$32,900 - Fines & Fees

Other: Printing & Copying, Reserves

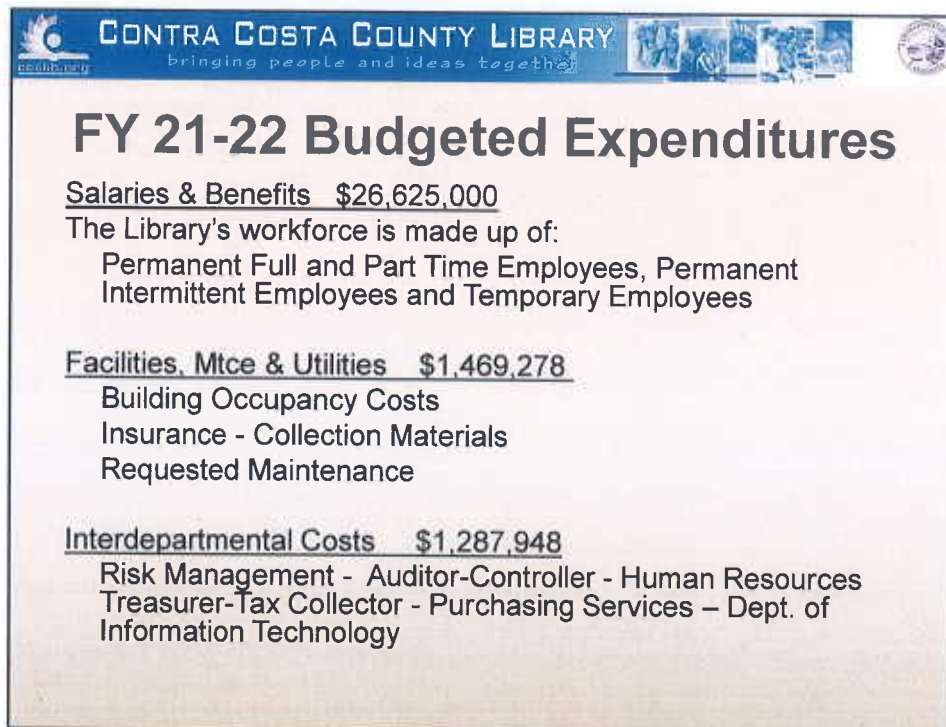
\$625,838 - Other

State Aid – Project Second Chance **\$82,299 - State**


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FY 21-22 Budgeted Expenditures

Other Services & Supplies \$1,414,440
 Rent/Lease Equipment - Equipment Maintenance
 Memberships - Computer Equipment/Software -
 Travel -Training - Other Special Dept Exp.



Office Expense \$236,160
 Office Supplies - Postage

Professional Services - Contracts \$931,236

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FY 21-22 Budgeted Expenditures






Communications \$227,397
 Telephone/Ethernet

Collection - Materials \$3,918,541
 Adult Materials \$1,239,239
 Youth Materials \$1,874,888
 \$3,114,127




Electronic Database: \$804,414

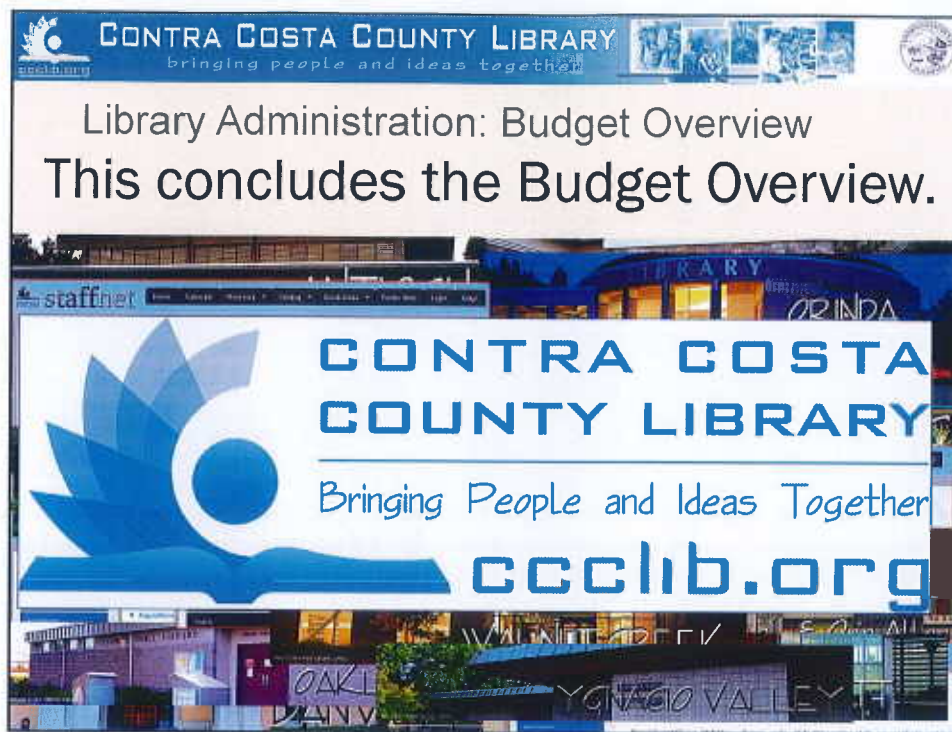
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 CONTRA COSTA COUNTY LIBRARY <i>bringing people and ideas together</i>  				
<h2>FY 21-22 Budgeted Expenditures</h2>				
<div>  <h3>Collection Materials</h3>  </div>				
	18-19	19-20	20-21	21-22
Adult Materials	\$2,149,115	\$1,136,472	\$1,187,612	\$1,239,239
Youth Material	\$556,771	\$1,704,708	\$1,802,779	\$1,874,888
Electronic Database	\$453,660	\$560,925	\$580,370	\$804,414
Grand Total	\$3,159,546	\$3,402,105	\$3,570,761	\$3,918,541

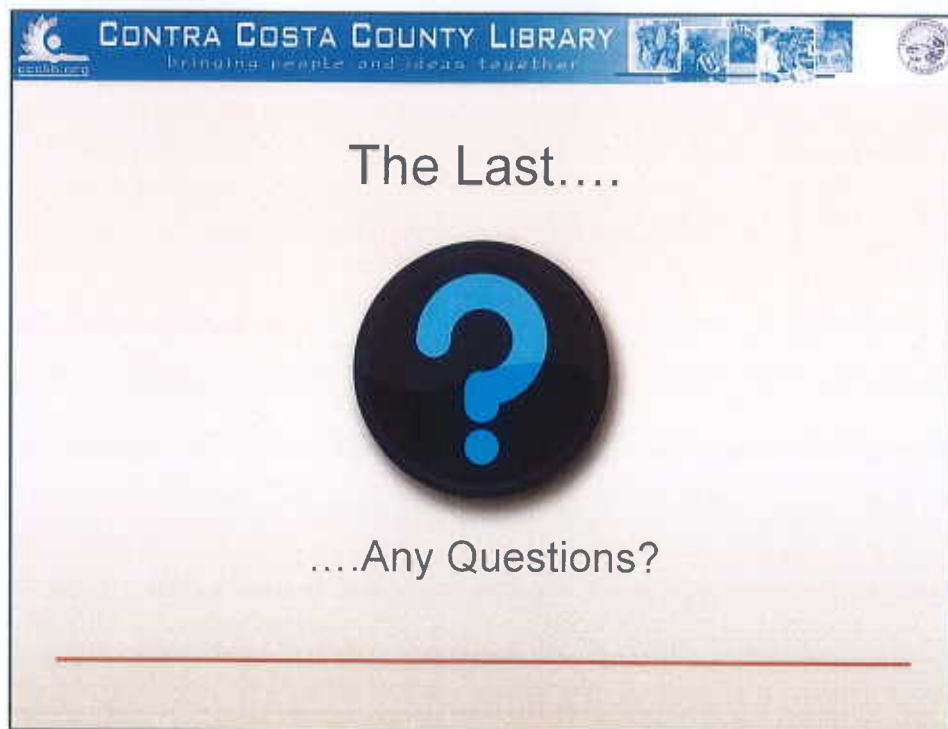
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 CONTRA COSTA COUNTY LIBRARY <i>bringing people and ideas together</i>  	
<h2>Budget Summary</h2>	
Revenue	FY 21-22
Property Taxes	\$33,066,855
Intergovernmental	\$2,308,108
State	\$82,299
Fines and Fees	\$32,900
Other	\$625,838
	\$36,110,000
Expenditures	FY 21-22
Salaries and Benefits	\$26,625,000
Adult and Youth Materials & Databases	\$3,918,541
Facilities, Maintenance & Utilities	\$1,469,278
Other Services and Supplies	\$1,414,440
Interdepartmental Charges	\$1,287,948
Office Expenses	\$236,160
Professional Services	\$931,236
Communications	\$227,397
	\$36,110,000

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PROPOSED**SCHEDULE OF FINES & CHARGES - EFFECTIVE JANUARY 1, 2022**

TYPE OF MATERIAL	LOST AND DAMAGED FEE	PROCESSING FEE *
All Books, CDs, and DVDs	Item price or \$25.00	\$10.00
All Magazines	\$5.00	
Kits	Replacement Cost	\$10.00
Equipment	Replacement Cost	\$10.00
LINK+ Interlibrary Loan items	Determined by lending library, not to exceed \$115.00, including processing fee	

* Processing fees charged on lost items are non-refundable if the item is later found and returned.

OTHER CHARGES

Missing portions of sets and kits, including cases	\$8.00
Print/Copy Smart Card – Initial Purchase	\$.50 per card
Black & White Prints/Copies	
Pages 1-10	No Charge
Pages 11 - up	\$.15 per page
Color Prints/Copies	\$.50 per page
Returned Check Fee	\$15.00
Materials Recovery Late Fee**	\$10.00 per account
Non-refundable Meeting Room Fee***	
Large Room	\$40.00/hour
Small Room	\$10.00/hour

** Materials Recovery fee assessed on an account when oldest fine/fee is 50 days past due, and the total balance due is \$35.00 or more.

*** Meeting rooms at Antioch, Concord, El Sobrante, Kensington, Pinole, and Ygnacio Valley Libraries

SCHEDULE OF FINES & CHARGES - EFFECTIVE JANUARY 1, 2019

TYPE OF MATERIAL	REPLACEMENT COST	PROCESSING FEE *
All Books, CDs, & DVDs	Item price or \$25.00	\$5.00
All Magazines	\$5.00	
Kits	Replacement Cost	\$5.00
Equipment**	Replacement Cost	\$5.00
LINK+ Interlibrary Loan items	Determined by lending library, not to exceed \$115.00, including processing fee	
	DAILY FINE	MAXIMUM FINE
LINK+ Interlibrary Loan items	\$1.00	\$5.00

* Processing fees charged on lost items are non-refundable if the item is later found and returned.

** Equipment available only for in-library use.

OTHER CHARGES

Missing portions of sets & kits	\$8.00	
Damage to Books, CDs, DVDs, and Cases	Minor Damage \$1.00	Major Damage \$5.00
Print/Copy Smart Card – Initial Purchase	\$.50 per card	
Black & White Prints/Copies	\$.15 per page	
Color Prints/Copies	\$.50 per page	
Returned Check Fee	\$15.00	
Materials Recovery Late Fee**	\$10.00 per account	
Non-refundable Meeting Room Fee:		
Large Room	\$40.00/hour	
Small Room	\$10.00/	

** Materials Recovery fee assessed on an account when oldest fine/fee is 50 days past due, and the total balance due is \$35.00 or more.

Form 9-6 (Revised 12/18) Goldenrod

Current - SCHEDULE OF FINES & CHARGES - EFFECTIVE JANUARY 1, 2014

TYPE OF MATERIAL	DAILY FINE	MAXIMUM FINE PER ITEM	REPLACEMENT COST	PROCESSING FEE *	MATERIALS RECOVERY/ LATE FEE **
Adult & Young Adult Books, CDs, Cassettes	\$.25	\$5.00 per item, or cost if less.	Item price or \$25.00	\$5.00	\$10.00
Adult & Young Adult Paperbacks, Magazines, Pamphlets	\$.25	\$2.00 per item, or cost if less	\$5.00	--	\$10.00
Juvenile Books, CDs, Cassettes	\$.10	\$1.00 per item, or cost if less	Item price or \$15.00	\$5.00	\$10.00
Juvenile Paperbacks, Magazines, Pamphlets	\$.10	\$1.00 per item, or cost if less	\$3.00	--	\$10.00
Videos, DVDs & CD-ROM Products	\$1.00	\$5.00 per item	Item price or \$25.00	\$5.00	\$10.00
Kits	\$1.00	\$5.00 per Kit	Replacement Cost	\$5.00	\$10.00
Equipment (Projectors, Cassette Player, Engravers, etc.)	\$1.00	\$5.00 per item	Replacement Cost	\$5.00	\$10.00
LINK+ Interlibrary Loan items	\$1.00	\$5.00 per item	Determined by lending library, not to exceed \$115.00, including processing fee	--	\$10.00

* Processing fees charged on lost items are non-refundable if the item is later found and returned.

** Materials Recovery fee assessed when oldest fine/fee is 60 days past due, and the total balance due is \$35.00 or more.

OTHER CHARGES

Missing portions of sets & kits	\$8.00	Books by Mail ***	\$3.00 - \$5.00
Major Damage	\$5.00	Returned Check Fee	\$15.00
Minor Damage	\$1.00		
Print/Copy Smart Card – Initial Purchase	\$.50 per card		
Black & White Prints/Copies	\$.15 per page		
Color Prints/Copies	\$.50 per page		
Lost Card – Adult	\$1.00	Non-refundable Meeting Room Fee:	
Lost Card – Child	\$.50	Small Room	\$10.00/hour
		Large Room	\$40.00/hour

*** The County Librarian may waive the Books By Mail fee for homebound patrons.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, January 20, 2022

AGENDA ITEM #: 10.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

No action required.

MEASURE X

As of December 2021, there was approximately \$11 million one-time and \$750,000 ongoing Measure X funds that was still uncommitted. On December 6, 2021, I sent a letter to each Supervisor requesting they consider allocating \$200,000 ongoing Measure X funds to staffing the Library's new early literacy outreach van and \$8.1 million in one-time funds for deferred maintenance of county-owned library facilities. (Letter is attached) This letter was also sent to the Finance Committee and is included in the minutes for their December 6th meeting. The full BOS will determine how the uncommitted Measure X funds will be allocated in the early part of 2022.

FACILITIES

The Concord Library is currently closed for updates to the children's area. It closed on Monday January 10th and will reopen on Wednesday January 26th. The refresh will feature new carpet, shelving, paint and furniture.

The Ygnacio Valley Library will reopen on Monday February 7th. The Library has been closed since August of 2020 when it was being used as a state-run COVID testing site. When the testing site closed, work to replace the parking lot began. The new parking lot will have two additional regular parking spaces and one additional ADA parking space.

NEW RESOURCES

Using \$1.5 million in one-time federal emergency COVID-relief funds, the California State Library is creating a statewide collection of over 40,000 eBooks for early learners and school-age children that will be available to every Californian with a library card. **About the Palace Project:** [The Palace Project](#) is a suite of content, services, and tools for the delivery of eBooks, audiobooks, and other digital media to benefit public libraries and their patrons. Funded by a \$5 million investment from the John S. and James L. Knight Foundation, The Palace Project is a division of LYRASIS, working in strategic partnership with Digital Public Library of America (DPLA). Additionally, the State Library has also purchased subscriptions to *Gale Presents: National Geographic Kids*, for all public libraries in California. This resource includes:

- **Gale Presents: National Geographic Kids:** Allows students to adventure in science, nature, culture, archaeology, and space.
- **Gale In Context: Environmental Studies:** Broadens student understanding of environmental issues that affect people globally through topic overviews, journals, news, and multimedia content.
- **Gale Interactive: Science:** Allows students to manipulate 3D interactive models to visualize and understand biology, chemistry, earth, and space science concepts.

Additionally, the California State Library has purchased subscriptions to online learning platforms for all public libraries in California. These resources are designed to help Californians and their communities recover from the pandemic:

[Coursera](#)

Coursera's mission is to help individuals build the skills they need for in-demand jobs.

- Provides learners with access to more than 5,000 courses and certifications led by top businesses, universities, and organizations.
- Contains "Gateway Certification," a program for people without a college degree and with no experience in the field, built by leading companies such as Google, Facebook, and Salesforce.
- Offers subtitles in more than 50 languages

GetSetUp

GetSetUp is designed for older adults with the purpose of encouraging lifelong learning and socialization. Free virtual classes are offered in a wide variety of subjects, including social media, financial planning, aging in place, and many more. Classes are taught by Guides, experts who are over 50 years old and bring their wisdom and experience into the class. There are over 500 classes in the following categories:

- Physical Health (exercise, healthy cooking)
- Mental Health (stress, meditation, dementia)
- Social Health (book club, gardening, pets)
- Vocational Health (resume writing, interviewing)

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

FY 21-22 Grants Awarded	Granting Agency	Awar ded	AWARD AMNT	MONTH FUNDS RECEIVED
CA State Library	Adult Literacy	Yes	\$65,869.00	November
CA State Library	Family Literacy	Yes	\$28,800.00	November
Bella Vista Foundation	Mobile Outreach Van	Yes	\$100,000.00	November
Early Literacy Grant	Sunlight Giving Grant	Yes	\$75,000.00	December

Donations Received from Friends and Foundations November and December 2021				
Date	Library	Donor	Description	Amount
12/30/2021	Countywide	Friends of the Orinda Library	Ebooks	\$15,000.00
12/30/2021	Orinda	Friends of the Orinda Library	collection	\$350.00

	Total	\$15,350.00
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We thank the many Friends, Foundations and other donors for their generous gifts to the Library.

Respectfully submitted by Alison McKee, County Librarian

County Library

777 Arnold Drive, Suite 210
Martinez, California 94553
(925) 608-7700
FAX (925) 608-7761

Contra Costa County

Alison McKee
County Librarian



Monday, December 6, 2021

Dear Chair Burgis,

It has recently come to my attention that there is Measure X funding for this fiscal year that remains uncommitted. I am writing to request that the Board of Supervisors considers allocating a portion of these funds to the Library for the following items:

- \$200,000 for ongoing annual funding to staff the Library's new early literacy outreach program. The Bella Vista Foundation recently granted the Library \$150,000 to purchase a van whose purpose will be to provide mobile, early literacy services to the following low-income communities: Antioch, Bay Point, Bethel Island, Byron, Concord, El Sobrante, Knightsen, Monument Corridor, North Richmond, Oakley, Pinole, Pittsburg, Rodeo and San Pablo.
- \$8.1 million in one-time funds to address long overdue deferred maintenance issues in the following county-owned library facilities: Antioch, Kensington, Pinole, Rodeo, Ygnacio Valley. These facilities have significant deferred maintenance as a result of the Library needing to choose between funding extremely expensive facility repairs and upgrades or funding library services and open hours. The Library has always chosen to prioritize services and open hours with its very limited funding. One-time Measure X funding of approximately \$8.1 million will address urgent facility repairs, enable these libraries to act as cooling and warming centers, and upgrade the basic infrastructure so that there is an increased capacity to support modern technology.

I appreciate your consideration of these items and will be very happy to answer any questions the Board of Supervisors may have.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alison McKee".

Alison McKee
County Librarian