

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		
Wilson	Peter	Library Commissioner	CCC District 5	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, particularly proposing that the plan include a forward-looking component that would identify potential future services. After a short discussion, Commissioner Campbell-Miller noted that any discussion of the comment should be part of an agenda item at a future commission meeting. Dan was invited to send further comments in writing for a more formal consideration and 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.

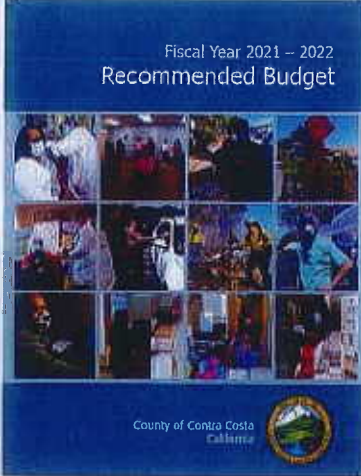
ADJOURNMENT TO THE January 20, 2022, LIBRARY COMMISSION MEETING.

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

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library



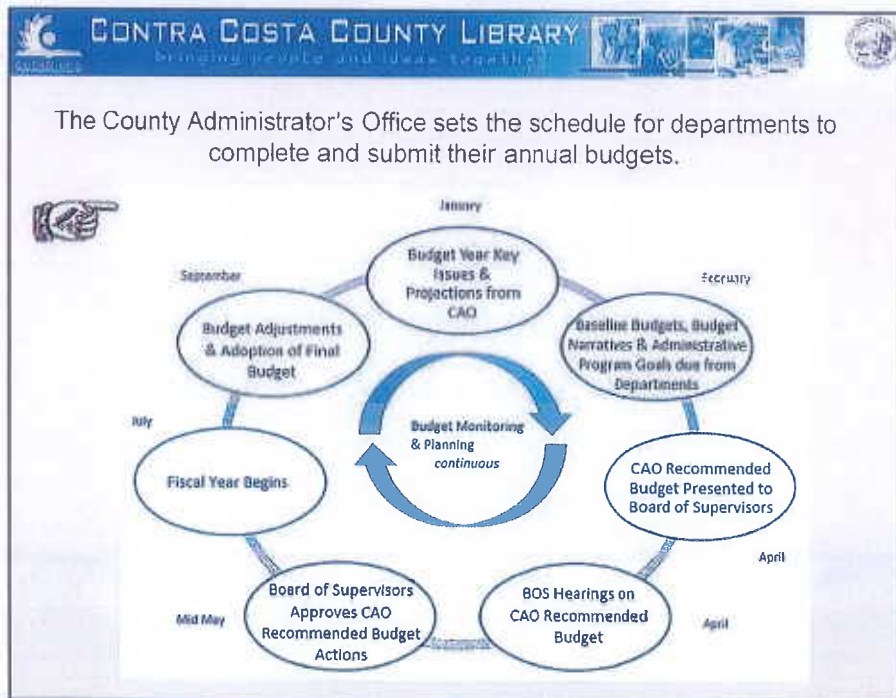
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Library Administration: Budget Overview

November 2021

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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

General Government

Library Budget Summary	2010-11	2011-12	2012-13	2013-14
Revenues				
Property Tax	\$18,385,371	\$18,671,347	\$18,808,000	\$18,859,000
State & Federal	7,611,111	11,694,171	12,777,200	12,777,200
Local Club Fee	6,811,430	6,515,200	6,480,000	6,500,000
Grant & Donor	8,021,000	1,076,111	1,000,000	1,000,000
Other Income	10,000	10,000	10,000	10,000
Revenues Total	\$40,828,912	\$48,966,829	\$49,075,200	\$49,146,200
Expenditures				
Salaries & Benefits	\$15,000,000	\$15,100,000	\$15,100,000	\$15,100,000
Other Personnel	100,000	100,000	100,000	100,000
Materials	100,000	100,000	100,000	100,000
Travel	100,000	100,000	100,000	100,000
Utilities	100,000	100,000	100,000	100,000
Depreciation	100,000	100,000	100,000	100,000
Other	100,000	100,000	100,000	100,000
Expenditures Total	\$15,400,000	\$15,600,000	\$15,600,000	\$15,600,000
Reserve Fund	\$25,428,912	\$33,366,829	\$33,475,200	\$33,546,200
Net Fund Balance	\$25,428,912	\$33,366,829	\$33,475,200	\$33,546,200


County of Contra Costa FY 2011-2012 Proposed Budget

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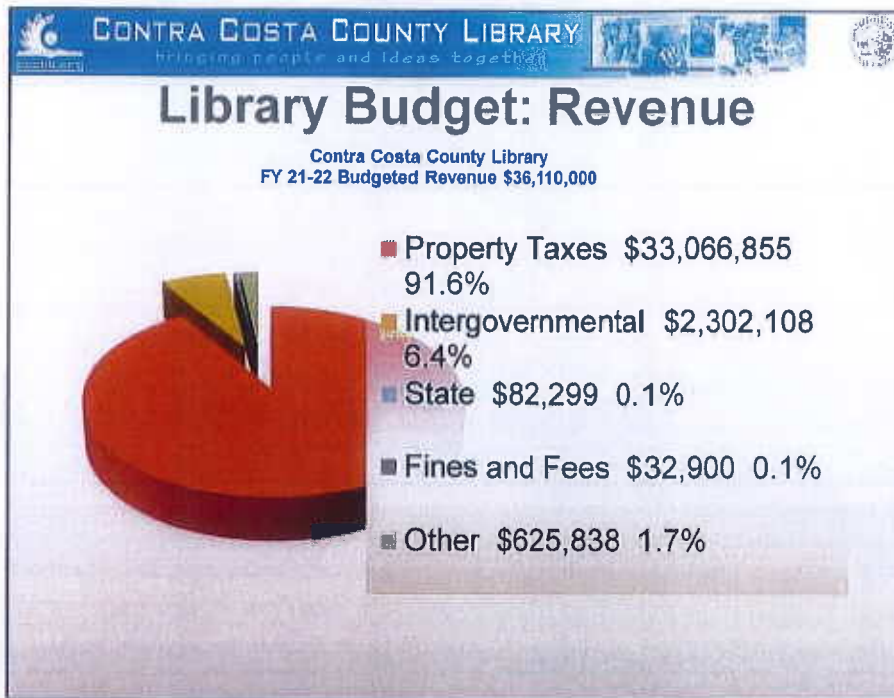


Budget Philosophies

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	\$33,086,855
Intergovernmental	\$2,302,108
Fines & Fees	\$32,900
Other	\$625,838
State	\$82,299

Fines & Fees
Photo, Fax and Other



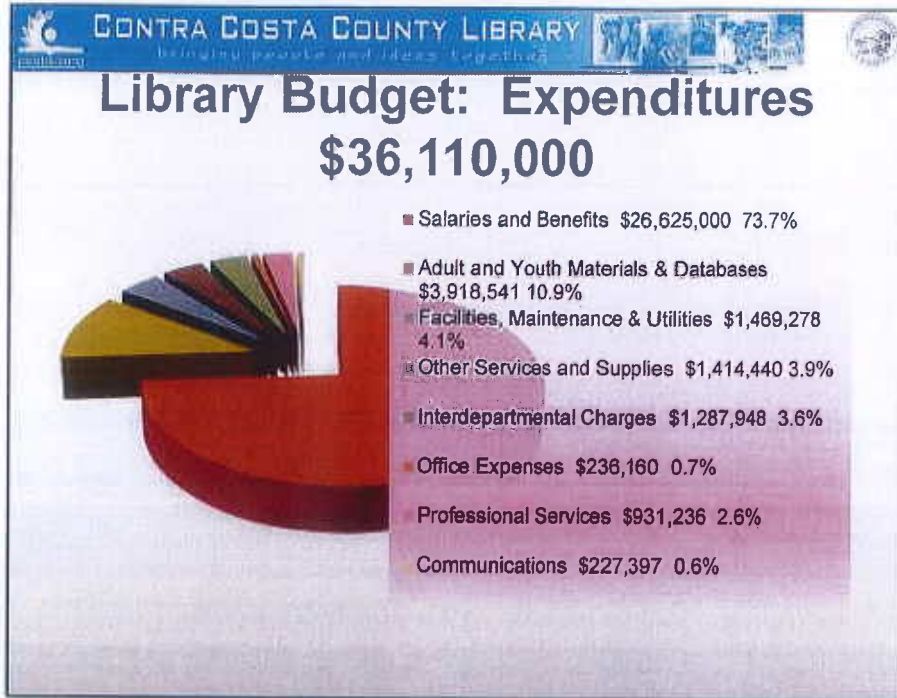
\$32,900 - Fines & Fees

Other: Printing & Copying, Reserves

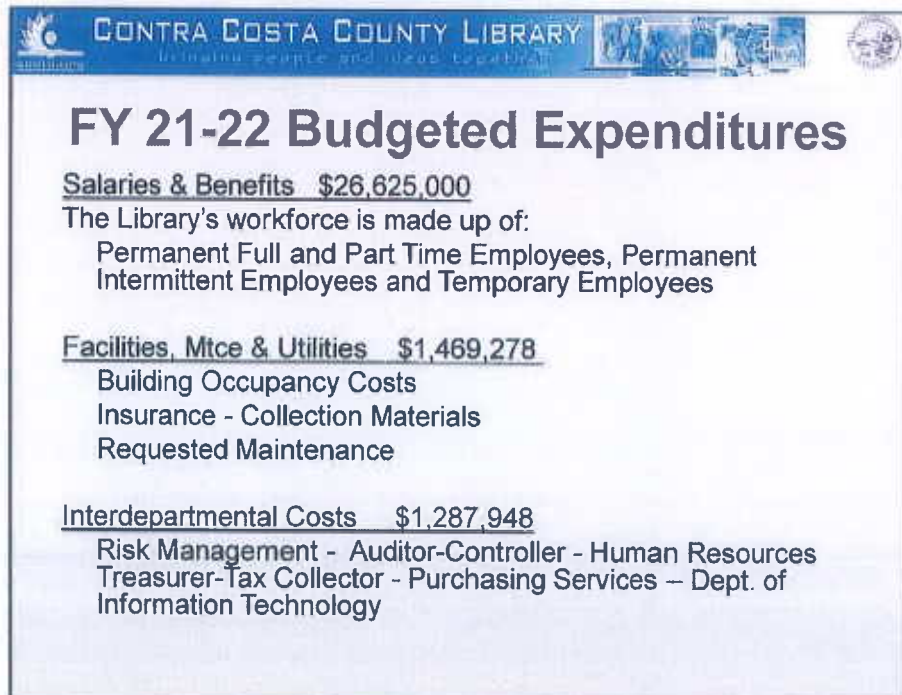
\$625,838 - Other

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


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FY 21-22 Budgeted Expenditures

<u>Other Services & Supplies</u>	<u>\$1,414,440</u>
Rent/Lease Equipment - Equipment Maintenance Memberships - Computer Equipment/Software - Travel -Training - Other Special Dept Exp.	
<u>Office Expense</u>	<u>\$236,160</u>
Office Supplies - Postage	
<u>Professional Services - Contracts</u>	<u>\$931,236</u>

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FY 21-22 Budgeted Expenditures




<u>Communications</u>	<u>\$227,397</u>
Telephone/Ethernet	
<u>Collection - Materials</u>	<u>\$3,918,541</u>
Adult Materials	\$1,239,239
Youth Materials	\$1,874,888
	<u>\$3,114,127</u>
Electronic Database:	\$804,414

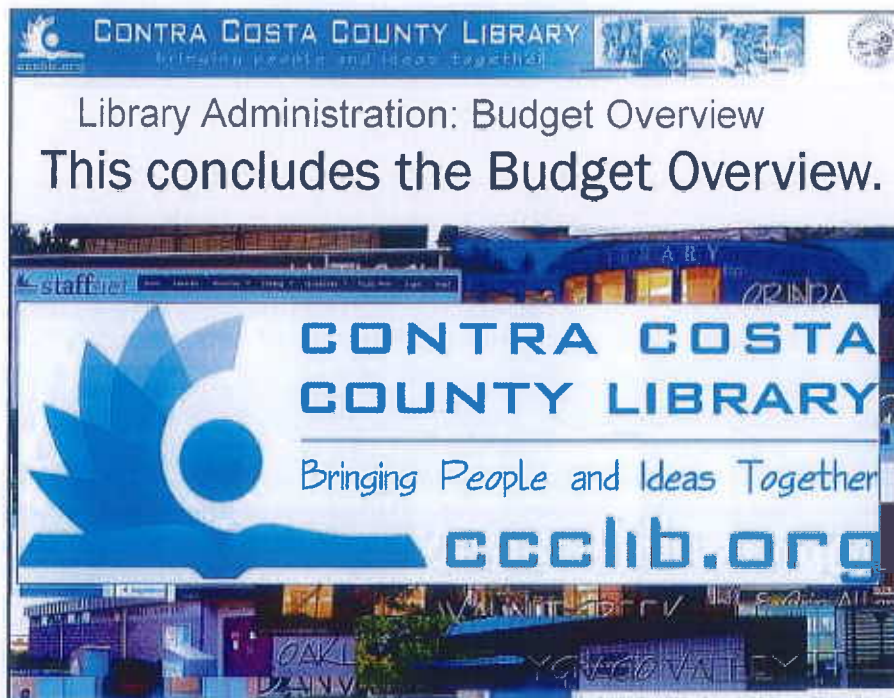
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<div>  CONTRA COSTA COUNTY LIBRARY <i>bringing people and ideas together</i>   </div>				
<div>  <h2>FY 21-22 Budgeted Expenditures</h2> <h3>Collection Materials</h3>  </div>				
	18-19	19-20	20-21	21-22
Adult Materials	\$2,149,115	\$1,136,472	\$1,187,612	\$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

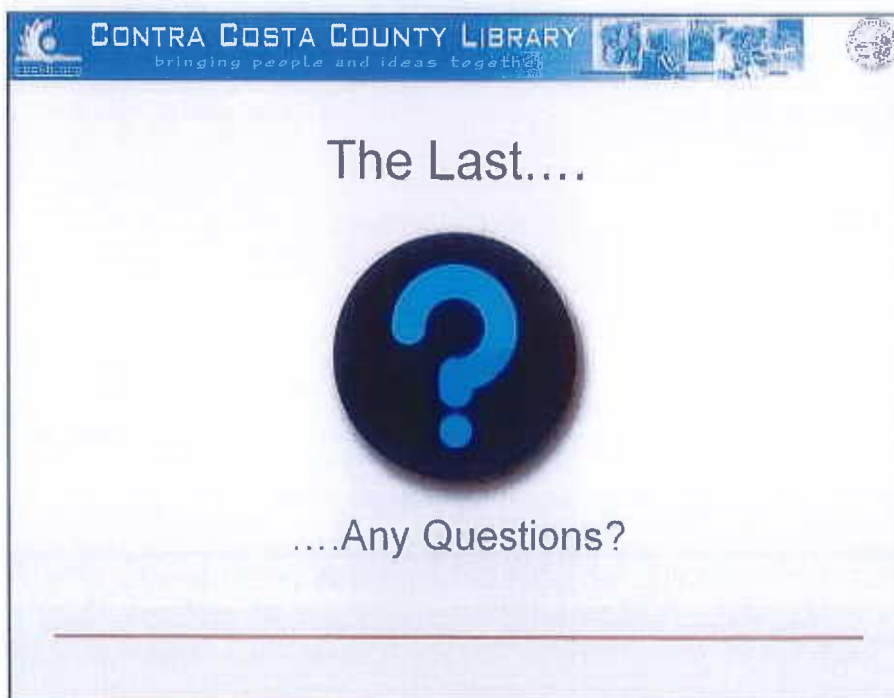
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<div>  CONTRA COSTA COUNTY LIBRARY <i>bringing people and ideas together</i>   </div>	
<h2>Budget Summary</h2>	
Revenue	FY 21-22
Property Taxes	\$33,066,855
Intergovernmental	\$2,308,108
State	\$82,289
Fines and Fees	\$32,900
Other	\$625,838
	\$36,110,000
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	Small Room	\$10.00/hour
Lost Card – Child	\$.50	Large Room	\$40.00/hour

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

Form 9-6 (Revised 3/17) Goldenrod