



MEETING OF THE LIBRARY COMMISSION A G E N D A

DATE: Thursday, July 21, 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 197872 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 748-263-7289**

Link:

<https://us06web.zoom.us/j/84129051970?pwd=VG15N2tmbzRobkZqbU9OVTJTaXVGQT09>

- 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, May 18, 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.
- 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 –**
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 1**
Commissioners will approve or amend the minutes from the May 2022 meeting.
- 5. 7:20 p.m. COUNTY LIBRARIAN REPORT - attachment 2**

Information
(10 mins.) County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

PRESENTATIONS

6. 7:30 p.m.
PRESENTATION
(25 mins.) **TARGETED EMAIL CAMPAIGNS -**
Public Information Officer Brooke Converse will discuss several new and expanded email marketing campaigns the library is using to engage new cardholders, inactive cardholders and more.
7. 7:55 p.m.
PRESENTATION
(25 mins.) **PARTNERING TO SUPPORT PEOPLE EXPERIENCING HOMELESSNESS -**
SCLM Kimberli Buckley and Community Engagement Specialist Jaime Jennet from H3 (Health, Housing and Homeless Services) will discuss the possibilities for partnering and what is being done now.

CONTINUED BUSINESS

8. 8:20 p.m.
ACTION
(20 mins.) **WORKING COMMITTEE REPORTS –**
- A. Commissioner Hildreth 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)**
 - C. Discussion of the annual report/work plan process and opportunity to volunteer. **(5 minutes)**

OTHER BUSINESS

9. 8:40 P.M.
Information
(15 mins.) **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
Commissioners or library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.
10. 8:55 p.m.
(5 mins.) **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.
11. 9:00 p.m. **ADJOURNMENT to the September 15, 2022 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

1. LC Meeting, Thursday, September 15, 2022
2. LC Meeting, Thursday, November 17, 2022

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: **Thursday, July 21, 2022**

AGENDA ITEM #: **4.**

ITEM: **ACCEPTANCE OF THE MINUTES**

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the May 19, 2022 meeting.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, May 19, 2022

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Michael Fischer called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Alaura	Claire	Library Commissioner	CCC District 3	x		
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
Dexter	Jim	Library Commissioner	City of Martinez (Alt)	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		
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	
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	x		
Mac	Ly	Library Commissioner	City of San Ramon	x		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		x	
Masuda-Nash	Michel	Library Commissioner	City of San Ramon (Alt)			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 eighteen commissioners present, a quorum was established.

Total Commission positions: 24
Commission positions filled: 24
Commission positions vacant: 0
Commission quorum: 13

2. INTRODUCTIONS

One new commissioner attending this evening: Claire Alaura, Primary Commissioner from District 3.

3. PUBLIC COMMENT

None this evening.

4. ACCEPTANCE OF THE MINUTES

No changes to the March minutes were suggested. Commissioner Alan B. Smith moved to accept the minutes as presented. Vice Chair Gemmer seconded the motion.

The motion was approved by consensus of the commission.

5. COUNTY LIBRARIAN REPORT –

- County Librarian Alison McKee began by informing the Commission that in-person story times are slated to return to the branches in June, Covid willing.
- The library has applied to the California State Library for matching funds available to address deferred maintenance in county-owned library facilities. This program requires a 50% match of county funds. We should hear by the end of June whether or not this funding will be granted to us.
- With the end of May approaching, cities that would like to opt in for increased hours must inform the library by the end of the month. The City of Pittsburg, for the first time ever, has elected to increase their open hours from the base 40/week to 52 hours per week!
- The City of Oakley has voted to enter into an agreement to share the cost of demolition of the old sheriff substation for the purpose of building a new library at that location. Once the demolition is complete, the county will turn over the piece of property to the city for their ownership provided they are able to obtain funding for a new library within three years. If they do not obtain funding for a new library in three years the parcel will revert back to county ownership.
- The BOS has just published their next meeting agenda and contained therein is an approval for a development agreement with Pacific West to develop a vacant parcel in Baypoint. The development will be mixed use with housing, retail and a new library.
- The BOS gave \$250,000 to each of the foundations in Walnut Creek, Pleasant Hill and Clayton from the Livable Communities Trust Fund. These funds were controlled by Sup. Mitchoff.

- There are now free covid test kits available for the public in all the branches.

6. SUNDAY HOURS -

County Librarian Alison McKee's PowerPoint is attached to these minutes.

7. ANNUAL DEPARTMENTAL PRIORITIES –

County Librarian Alison McKee's PowerPoint is attached to these minutes.

8. RETURN TO IN-PERSON MEETINGS –

Commission chair, Michael Fischer began by stating that we do not know when, or even if, we will return to in-person meetings in the future. He then gave a brief recap of the covid pandemic and how we ended up where we are now. Emergency exceptions to certain Brown Act rules were put in place to allow the County's business to continue to be done, taking into account the current health crisis the country is dealing with. It is unknown at this time if any of the temporary rule changes might become permanent. The BOS has lifted the requirement for advisory bodies to meet virtually, but has also approved them to continue to meet virtually. The commission will continue to meet virtually for the foreseeable future.

9. RECONSIDERATION POLICY/PROCESS –

The presenter for this item was ill so this item was deferred until the next meeting.

10. WORKING COMMITTEE REPORTS –

As tonight's meeting is running long, this item is being skipped to save time.

11. THANK YOU LETTER TO BOS –

The thank you letter intended for the BOS for their approval of Measure X funds for the library was part of the packet for this meeting. After a brief discussion of the language, Commissioner Feree made a motion to submit the letter as written. Commissioner Mendrek seconded the motion.

This item was approved by unanimous vote of the commission.

12. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –

13. AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –

No new topics were suggested this evening.

14. ADJOURNMENT TO THE July 21, 2022 LIBRARY COMMISSION MEETING.

The meeting was adjourned at 9:05 p.m.

Submitted by Walter Beveridge, Executive Secretary, Contra Costa Library



Sunday Open Hours

Contra Costa County Library



1

Sunday Branches as of FY 19-20

Clayton
Concord
Danville
El Cerrito
Lafayette
Moraga
Orinda
San Pablo
San Ramon

2

Sunday Staffing

Staff volunteered to work shifts



3

Funding for Sunday Hours

- City funded
- Cities not charged full cost



4

COVID-19 and Sunday Open Hours

- Budget cuts
- 33% of PI positions were eliminated
- All Sunday hours eliminated



5

Predicament of the Old Sunday Model

- Pay to Play
- Uneven geographic distribution
- Difficult to staff



6

Aspirations for the Future of Sunday Hours

- Not a 'Pay to Play' system
- Even geographic distribution
- Stable and sufficient staffing



2022 Library Department Priorities



1

Strategic Planning

Staff Engagement survey results

OB patron survey results

Benchmarks and baselines

Expanded Access

Early Literacy Outreach services

Countywide Library Foundation

2

Staffing

- Onboarding the new LSMs
- Filling vacancies (especially librarians)



3

Budget and Finance

- 2022/2023 budget
- DocuSign
- Streamlining processes



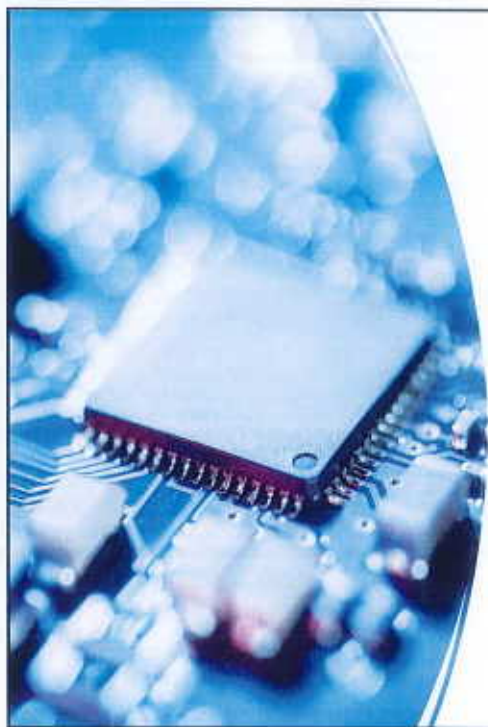
4



Facilities

- Pleasant Hill Library
- State Library Infrastructure Grant Program
- Bay Point Library

5



IT

- CENIC
- Network Upgrade
- Category 2 e-rate eligibility
- State Library grant for broadband equipment
- New Staffnet

6

Programs

- Creating a programming framework
- Restarting in-person programs



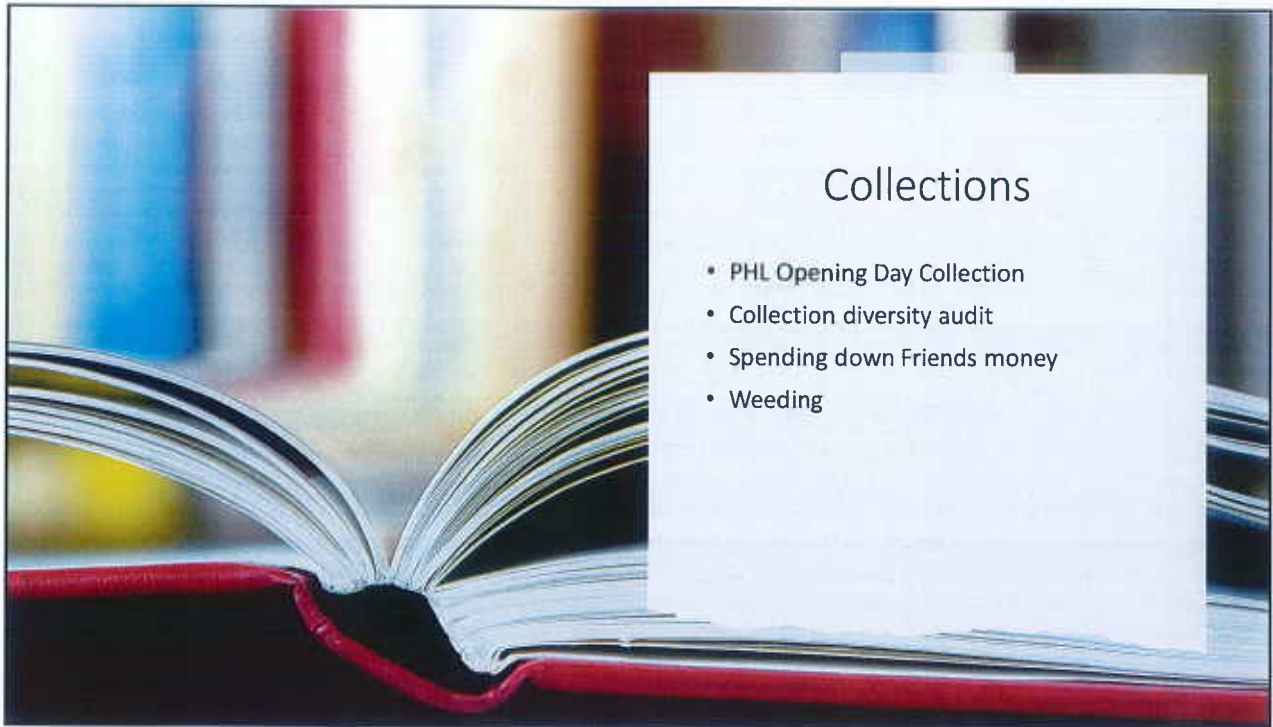
7

Training

- All Staff Day
- Racial Equity Training
- Librarian training for those without MLIS
- Career pathway for aides



8



9



10

Marketing and Communications

- Effectv marketing campaign
- Monthly update all staff email



CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, July 21, 2022

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

None..

County Librarian's Report to the Library Commission

Thursday, July 21, 2022

NEW COMMISSIONERS

I am pleased to welcome the following new members to the Library Commission:

- Robert Sanguedolce: Town of Danville alternate
- Clifton Louie: District III alternate

IN PERSON STORYTIMES

In-person storytimes were not able to begin in June due to the uptick of COVID cases, however, they did start in July! Check the library's online events calendar for time, date and location details.

CLSA FUNDS

The Governor's budget includes fully restored funding for California Library Services Act (CLSA) funds for public libraries. Contra Costa County Library typically receives approximately \$17,000 annually. These funds are used to offset our costs to participate in Link+. Many thanks to the Library Commission's Legislative Committee for spearheading the effort asking the Board of Supervisors to send a letter of support composed by the committee for restored CLSA funding.

NEW PLEASANT HILL LIBRARY

The grand opening of the new Pleasant Hill Library will be on Saturday July 30th. Festivities will begin at 10:00 a.m. with doors opening no later than 10:30 a.m. Entries to the library will be controlled in such a way to limit the number of people who are inside the building at any given time. Additionally, on Monday June 6th, the Pleasant Hill City Council approved funding 12 extra open hours that will start in January 2023.

PITTSBURG LIBRARY EXTRA HOURS

The City of Pittsburg has notified the county that they will be funding 12 extra hours starting in the new fiscal year. We estimate the new open hours will begin in August or September when additional staff are in place.

NEW BAY POINT LIBRARY UPDATE

On May 24th the Board of Supervisors approved a master development agreement with Pacific Homes for the new Orbisonia Heights mixed use development. The development will include a new 20,000 square foot library. It is projected to open within 3-5 years.

INTERNAL OPERATIONS COMMITTEE PRESENTATION

On Thursday June 16th at 2:00 p.m. I presented a staff report to the Internal Operations Committee on the proposed utilization of \$50,000 in Measure X funds for the establishment of a countywide library foundation (attached) and received some recommendations on a path forward. Several members of the Foundation Organizing Committee attended and gave public comment. Their comments were very well received.

RACIAL EQUITY TRAINING SERIES

On Tuesday June 14th, Dr. Lori Watson presented a class to Foundation and Friends board members and Commissioners titled "Framing the Foundation-Elevating Consciousness & Deepening Racial Understanding". The next and final class in the series will happen this fall, exact date TBD, and will cover the relationship between anti-racism and philanthropy.

LEGISLATIVE UPDATES

I am now a member of the California Library Association Legislative Committee. The group meets monthly on Zoom. I will attend my first meeting in August.

Here are several good news items for California Libraries as a result of the amended budget that went into effect on July 1, 2022:

- \$5 million in ongoing funding for Lunch at the Library. Funding was increased this year from \$1 million to \$5 million and the fact that the funding will now be “ongoing” in nature (rather than a one-time appropriation) allows public libraries to be able to plan their programs year-to-year.
- \$50 million (one-time funding) in public library infrastructure grants for Budget year 2022-23. This funding is on the heels of last year’s Budget, which provided \$439 million for library infrastructure grants. The \$50 million will have a \$10 million grant cap per project, and will require a local match. The Budget also includes language indicating legislative intent to provide an additional \$100 million in library infrastructure grants in Budget year 2023-24 as well.
- \$10 million (one-time funding) for online job training and workforce development resources at public libraries. The \$10 million would continue to fund popular online programs, such as Coursera, LinkedIn Learning, VetNow, JobNow, etc.
- \$68 million to create the “Statewide Imagination Library, a California iteration of Dolly Parton’s Imagination Library under the administration of the State Librarian.” This program registers children ages 0-5 to receive free books, which are sent to their home via the Dolly Parton Imagination Library. Libraries and others would partner with non-profits to provide the service. A corresponding bill, SB 1183 (which will implement the program), is making its way through the legislature with strong, bi-partisan support. The bill is authored by former Republican Leader Senator Shannon Grove, and her co-author, the Senate President pro Tem Toni Atkins.

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

Donations Received from Friends and Foundations May & June 2022				
Date	Library	Donor	Description	Amount
6/15/2022	Danville	Friends Endowment	collection 22-23	20,000.00
6/8/2022	Danville	Friends	collection 22-23	15,000.00
6/21/2022	Orinda	Friends	E-Books, E-audiobooks	15,000.00
Total				\$50,000.00

We thank the many Friends, Foundations and other donors for their generous gifts to the Library.

Respectfully submitted by Alison Mckee, County Librarian



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 06/16/2022

Subject: Process to Create County Library Foundation

Submitted For: Alison McKee,

Department: Library

Referral No.: IOC 22/11

Referral Name: Process to Create County Library Foundation

Presenter: Alison McKee, County Librarian Contact: Alison McKee 925-608-7700

Referral History:

Contra Costa County Library is currently supported by 29 different Friends of the Library and Library Foundation groups. All but two of them are registered 501(c)(3) nonprofit organizations.

City/Library	Friends Group	Foundation	City/Library	Friends Group	Foundation
Antioch	X		Martinez	X	
Bay Point	X		Moraga	X	
Brentwood	X		Oakley	X	

Clayton		X	Orinda	X	
Concord	X		Pinole*	X	
Crockett	X		Pittsburg	X	
Danville	X		Pleasant Hill	X	X
El Cerrito	X	X	Rodeo	X	
El Sobrante*	X		San Ramon		X
Hercules	X	X	San Pablo	X	
Kensington	X		Walnut Creek	X	X
Lafayette	X	X	Ygnacio Valley	X	(same as WC)

* Not a 501(c)(3)

The Library's adult literacy program, Project Second Chance, also has a 501(c)(3) nonprofit support group called Project Second Chance, Inc.

In general, the Friends of the Library groups raise funds by reselling donated used books. They use the proceeds from those sales to fund books and programs at their associated local libraries. (N.B. The Clayton and San Ramon Library Foundation function as Friends groups.) Library Foundations, on the other hand, raise funds from corporate or individual gifts and may also apply for grants and host fundraising events. All library foundations associated with Contra Costa County Library came into existence to raise funds for new capital projects. Once new library construction is completed, the foundations either dissolve or continue to raise funds that go towards facility and/or service improvements and sometimes extra open hours.

Since these existing support groups are dedicated to fundraising for their local libraries, the funds they bring in are restricted for use at their associated library. However, the amount of funds generated by each group varies dramatically. The support groups in the wealthier communities bring in significantly more funds than the support groups in less wealthy communities.

For example, the Friends of the San Pablo Library typically bring in approximately \$2,000 each year compared to the Friends of the Danville Library who typically bring in approximately \$44,000 each year. It is also worth noting that none of the libraries in low-income communities have an existing library foundation, which means there is limited support for fundraising for the upcoming library capital projects in Bay Point and Oakley.

This disparity enables the libraries in wealthier communities to offer more services, and in some cases open hours, than those libraries in low-income communities. Additionally, there is currently no group that is focused on fundraising for the resources and services offered on a countywide basis, such as online databases, countywide collections, or library marketing campaigns.

In the 2016 report, *Promoting Excellence in Library Service in Contra Costa County*, the Contra Costa County Library Commission identified severe funding shortages in the Library's ability to serve county residents. One of the recommendations from the report is:

implementation of a centrally organized fundraising effort to secure private gifts and bequests in support of countywide services.

At the 2017 Friends, Foundation and Commission Forum at the Walnut Creek Library, Commissioner Don McCormick (District 3), who at the time also served on the Board of the Alameda County Library Foundation, discussed with then County Librarian Melinda Cervantes the possibility of starting a library foundation dedicated to raising funds for the libraries in East Contra Costa County, to which she responded positively. Commissioner McCormick then approached District 3 Supervisor Burgis about the idea, to which she also responded positively. On Feb. 18, 2018, Supervisor Burgis hosted a meeting with Library staff, certain Library Commissioners, and District III and District V staff to explore the possibility of creating a Library Foundation dedicated to raising funds for East County Libraries. The proposed mission of the Contra Costa County "Delta Library Foundation" was to be:

provide critical support to local libraries resulting in all people in our communities having access to knowledge in all its forms. We accomplish this mission by raising revenue in support of library programs, facilities and services that promote traditional and digital literacy, encourage educational achievement and lifelong

*learning,
and address opportunity gaps in the communities we serve.*

All attendees agreed that a library foundation would be a positive entity, however, soon thereafter it was determined that all the communities in the county would benefit from a library foundation, and thus it was preferable for its focus to be countywide.

As a result, former County Librarian Melinda Cervantes formed a small task force of volunteers to consider the idea, seek input from local library foundations and friends groups, and develop a conceptual plan. On June 4, 2018, Commissioner McCormick presented a status report on this effort to the Library Commission. During the presentation, he emphasized the disparities among the various libraries in Contra Costa County that could be alleviated with funds raised by a countywide library foundation. He also mentioned the positive feedback that was received from local library foundations during meetings he had with them to introduce the concept. The commissioners present at this meeting were very supportive and excited about the potential of a countywide library foundation.

Due to difficulties in obtaining start-up funds, the effort to create the countywide library foundation was stalled until 2021, when the new County Librarian, Alison McKee, determined one of her priorities would be to move forward with its creation. She encouraged the formation of a new committee to work with her in developing plans for its implementation. The group of individuals who volunteered are made up of members of the Library Commission as well as other interested community members. In the Summer of 2021, members of this organizing committee met with each of the County Supervisors to inform them of the group's activities and ask for their input and support.

Referral Update:

Measure X

In December of 2021, the foundation organizing committee submitted a proposal to the Board of Supervisors requesting \$300,000 in one-time Measure X funds to establish the Library Foundation of Contra Costa. On February 22, 2022, the Board of Supervisors allocated \$50,000 of Measure X funds (see attached BOS approval) as 'seed money' to help establish the Library Foundation of Contra Costa. This one-time allocation will enable the foundation organizing committee to:

- Enlist professional legal and financial expertise to assist with creating the Foundation's fiscal and organizational structure and registration as a CA 501(c)(3) nonprofit organization
- Create a website presence and fund online hosting costs associated with a website

Library Foundation of Contra Costa

The Library Foundation of Contra Costa ("Foundation") is being formed to assist the Contra Costa County Library in its mission to provide library services to county residents that "spark imagination, fuel potential, and connect people with ideas and each other."

As the County Library's fundraising arm, the Foundation will seek private support for projects that are not or cannot be funded through existing Library funding sources. In so doing, the Foundation will support the Library's goals and objectives to:

- Provide equitable access to services, programs, and facilities throughout the county;
- Promote literacy, educational achievement, and lifelong learning; and
- Address gaps in facilities and library service in impacted communities.

The Foundation will work closely with the County Librarian to identify funding priorities. The primary focus will be on collections, capital projects, and programs and services not funded by the Library's existing budget or local library foundations and friends groups. The Foundation will work with local library foundations and friends groups to seek opportunities for coordination, potential collaboration, and organizational development.

The Foundation will be a non-profit 501(c)(3) organization registered with the IRS and the State of California. It will be operated and governed by an independent board of directors, and donations will be tax deductible to the full extent of the law. During its organizational phase, the Foundation will operate under fiscal sponsorship.

Fiscal Sponsorship

Since it can take up to a year to acquire tax-exempt status, many aspiring nonprofits use an already established 501(c)(3) nonprofit tax-exempt organization as a fiscal sponsor to be able receive contributions prior to becoming a 501(c)(3). Using a fiscal agent will allow donors to make tax-deductible contributions to the Library Foundation of Contra Costa through the fiscal agent even though they do not have tax-exempt status yet. Once tax-exempt status is obtained, the Library Foundation of Contra Costa will dissolve the fiscal sponsorship relationship since it will be able to receive donations directly.

The foundation organizing committee conducted a comprehensive search and analysis of potential fiscal sponsors. They met with and assessed nine non-profit organizations and finally determined that the West County Public Education Fund (Ed Fund West) was the best candidate. In addition to enabling donors to make tax-deductible contributions to the Foundation, Ed Fund West will also provide significant administrative support including:

- accounting services according to generally accepted accounting principles (GAAP)
- auditing, including an annual audit of financial records
- banking
- bill paying
- insurance coverage

On April 25, 2022, Nicole Gemmer, chair of the foundation organizing committee, executed a contract and addendum with West County Public Education Fund (Ed Fund West) to act as fiscal agent on behalf of the foundation organizing committee. Ed Fund West agreed to serve as fiscal agent in exchange for 10% of all donated and earned revenue received, except for the \$50,000 Measure X funds granted to the group by the Board of Supervisors. Under the terms of the contract, Ed Fund West will receive and disburse funds on behalf of the foundation organizing committee in support of the establishment of the Library Foundation of Contra Costa.

To enable members of the organizing committee of the Foundation of Contra Costa to access the Measure X funds granted from the Board of Supervisors, the County will enter into an agreement with their fiscal sponsor, Ed Fund West. The agreement will outline the milestones at which Ed Fund West will disburse the funds to the organizing committee. The funds will be held and disbursed pro bono by Ed Fund West to the organizing committee once the County Librarian has verified achievement of specific milestones. Broadly, the major disbursement categories are proposed as:

1. Preparation for IRS filing not to exceed \$2,500 based on actual receipts for out-of-pocket expenses.
2. Filing for nonprofit, tax-exempt status not to exceed \$32,500 based on actual invoices for professional Certified Public Accountant or specialized legal services.
3. Graphic Art/Website Development, domain name and hosting not to exceed \$15,000 based on actual invoices for professional services.
4. Unused balance after the three objectives above have been met, to be available for fundraising activities.

The service plan will delineate specific tasks and associated payment milestones.

Potential Areas for Board of Supervisors Input

The Foundation will operate as a private non-profit entity and, as such, will not be under the governance of the County, nor will money raised by the Foundation belong to the library or the County. This is typical of foundations both in general and in Contra Costa County. For example, the Contra Costa

Regional Health Foundation operates separately from County Government and so does the Alameda County Library Foundation. However, the foundation organizing committee encourages suggestions from the Board of Supervisors on formation elements including:

- number of directors (usually a range)
- criteria for selection of initial and future board members (e.g., geographic, ex-officio, voting/non-voting, stakeholder or socio-economic designations)
- potential initial board members
- potential community partners, and
- future projects of interest.

Recommendation(s)/Next Step(s):

RECEIVE status report on the proposed utilization of Measure X funds in the amount of \$50,000 for the establishment of a countywide library foundation and CONSIDER providing direction on foundation formation.

Fiscal Impact (if any):

No additional fiscal impact. The seed funding to support establishment of the Library Foundation of Contra Costa was previously allocated by the Board of Supervisors from Measure X local sales tax funds.

Attachments-Y

BOS Approved Mx Allocation for Library Foundation
