


MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, September 17, 2020

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 420075 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 980 3542 7483**
Link: <https://zoom.us/j/98035427483?pwd=NDVOemkyV3ZtRGhyR0h1Tzh0TIJ6QT09>

- 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, September 16, 2020 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.**
(3 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. 7:03 p.m.**
(2 mins.) **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
- 3. 7:05 p.m.**
(3 mins.) **PUBLIC COMMENT -**
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may text your comments/questions to 925-723-2873 during the meeting. Public comment on agenda items can also be e-mailed to the Library Commission at walter.beveridge@library.cccounty.us to be received one day prior to the Library Commission meeting.
- 4. 7:08 p.m.**
Action
(2 mins.) **ACCEPTANCE OF MINUTES – Attachment 1**
Commissioners will approve or amend the minutes from the July 2020 meeting.
- 5. 7:10 p.m.**
Information
(20 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.

PRESENTATIONS

6. 7:30 p.m.
Information
(20 mins.) **CCC LIBRARY EQUITY, DIVERSITY & INCLUSION TEAM –**
Deputy County Librarian Alison McKee and Librarian Alison Peters will detail for the Commission the efforts of the Library's EDI Team.
7. 7:50 p.m.
Information
(10 mins.) **CANDIDATE FORUMS @ THE LIBRARY – Attachment 2**
Library Services Manager Liz Fuller will give a presentation on Candidate Forums @ The Library, a partnership with the Contra Costa County Library, the League of Women Voters of Diablo Valley, Contra Costa Television and Contra Costa Elections.
8. 8:00 p.m.
Information
(10 mins.) **2021 WORK PLAN DISCUSSION – Attachment 3**
Commission Vice-Chair Michael Fischer will lead a discussion regarding 2021 Work Plan suggestions in the current pandemic environment and facilitate the appointment of a working committee specifically for the 2021 Plan.

CONTINUED BUSINESS

9. 8:20 p.m.
Action
(20 mins.) **WORKING COMMITTEE REPORTS – Attachments 4**
 - A. Commissioner A. Smith will report to the Commission on ways to advocate for the library during the current environment. **(10 minutes)**
 - B. Vice-Chair Fischer will discuss the collecting of information for the 2020 Annual Report. **(10 minutes)**

OTHER BUSINESS

10. 8:40 p.m.
Action
(5 mins.) **FORMATION OF A NOMINATING COMMITTEE**
If the Commission cares to proceed in the same manner as last year, a motion will be required to form an ad hoc Nominating Committee of three commissioners to meet twice for the purpose of identifying and contacting Commissioners to determine their interest in serving as the Chair and Vice-Chair of the Commission for 2020. A slate of candidates will be presented at the November commission meeting as well as accepting nominations from the floor. As a point or order, anyone serving on the ad hoc Nominating Committee should not be one of the nominees. Keeping this in mind, volunteers for the committee will be accepted.
11. 8:45 p.m.
Information
(10 mins.) **COUNTY LIBRARIAN REPORT - Attachment 5**
County Librarian Melinda Cervantes will submit a written report on items of interest to Commissioners.

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12. 8:55 p.m. **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
(5 mins.) Commissioners will suggest items for future meetings.
13. 9:00 p.m. **ADJOURNMENT to the November 19, 2020 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

1. Library Commission Meeting / November 19, TBD
2. 2020/21 Library Friends, Foundations and Commission Forum / April 24th, 2021 (Tentative)

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: **Thursday, September 17, 2020**

AGENDA ITEM #: **4.**

ITEM: **ACCEPTANCE OF MINUTES**

RECOMMENDED ACTION:

The Commission will approve or amend the minutes from the July 15, 2020 meeting.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Wednesday, July 15, 2020

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Don McCormick called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
	Vacant	Library Commissioner	CCC District 1			
	Vacant	Library Commissioner	City of Pleasant Hill (Alt)			
	Vacant	Library Commissioner	Central Labor Council			
	Vacant	Library Commissioner	Town of Moraga			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	X		
Chong	Adriana	Library Commissioner	Town of Danville	X		
Chong	William	Library Commissioner	District II	X		
DaoJensen	Dr. Thuy	Library Commissioner	City of Brentwood	X		
Dozier	Julia	Library Commissioner	City of Martinez		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		
Gilcrest	Kathy	Library Commissioner	City of San Ramon	X		
Harlan-Ogbeidi	Dr. Charlene	Library Commissioner	City of San Pablo (Alternate)			X
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Huh	Dr. John M.	Library Commissioner	City of Antioch	X		
Kelly	Juan	Library Commissioner	City of Orinda	X		
Knoll	Carolyn	Library Commissioner	District II (Alternate)	X		
Koops	J. Barry	Library Commissioner	City of El Cerrito (Alternate)	X		
LaLanne	Yvonne	Library Commissioner	City of Walnut Creek	X		
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg		X	
Ma	Shudong	Library Commissioner	City of San Ramon (Alt)	X		
Mackey	Lynn	Library Commissioner	Office of Education	X		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		X	
McCormick	Don	Library Commissioner	CCC District 3	X		
Medrano	Antonio	Library Commissioner	City of San Pablo	X		
Merchant	Kathy	Library Commissioner	City of Orinda (Alternate)	X		
Molinelli	Jasun	Library Commissioner	City of Walnut Creek (Alt)		X	
Pena-Mendrek	Yolanda	Library Commissioner	City of Oakley	X		
Pursley	George	Library Commissioner	City of Pinole	X		
Robison	Rich	Library Commissioner	CCCCD		X	
Smith	Alan B.	Library Commissioner	CCC District 4			X
Smith	Tommy	Library Commissioner	City of Concord		X	
Ward-Jackson	Dr. Evangelia	Library Commissioner	City of Hercules		X	
Wilson	Peter	Library Commissioner	CCC District 5	X		

Total Commission positions: 24
 Commission positions filled: 21
 Commission positions vacant: 3
 Commission quorum: 13

With seventeen commissioners present, a quorum was established.

2. INTRODUCTIONS

The Chair requested everyone introduce themselves and explained to any members of the public that this was not required. No visiting audience members came forward.

3. PUBLIC COMMENT

No members of the public came forward to comment and no calls were received during the meeting nor emails received beforehand. Attachment #1 was a letter from a patron to the Commission asking for more information to be included about library reopenings on the website and in other Board of Supervisor communications. Walter will draft a response for approval by Chair McCormick and send it to the patron.

4. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Hoisington: The Lafayette Friends have continued their monthly meetings virtually, and even though their bookstore is still closed, they are selling items on Amazon and are able to generate income that way. The library also had their large annual fundraiser, "A Night At The Library" via virtual means. Two weeks prior to that event there were items to be bid on online and the night of the event there was an online auction as well. The goal to raise \$150,000 fell short, however they did bring in over \$100,000, so given the current environment it was still pretty successful.

Vice-Chair Fischer: During the past few weeks, the El Cerrito Library community managed to brush back an effort to reduce the open hours of their library to the county base of 35 per week. This involved working with the city council and a team of consultants to eventually arrive at a 5 – 0 vote by the city council to maintain the current hours. Michael then praised library staff providing library usage statistics., especially those related to virtual logins and online library resources. These were key to making the winning argument to maintain the hours..

Commissioner Medrano: The City of San Pablo, after coming up with the money for Sunday open hours, got used to the library being open. Now with Sundays being closed they are examining ways to once again reopen on Sundays. Antonio is also in contact often with Supervisor Gioia's office to identify candidates for the open District 1 seat(s) on the Commission.

Commissioner Fitzpatrick: The Oakley Friends continue to be active. They had a t-shirt sale recently that netted \$1800 in sales and donations combined. A plan to attend a city council meeting wearing the shirts was unfortunately scuttled due to the pandemic.

Commissioner Kelly: For anyone wishing to upgrade their take-out options, Casa Orinda will be opening for take-out tomorrow evening.

Deputy County Librarian Alison McKee: Alison shared that the library is once again offering Lynda.com as a service. The service was extremely popular and the new subscription was activated on Monday. Linked-In (parent company of Lynda.com) dropped the previous requirement that users needed to have a Linked-In account to use the service so quite a few libraries are starting (or restarting) their subscriptions.

5. COVID-19 AND PREPARING TO REOPEN LIBRARIES -

Deputy County Librarian Nancy Kreiser began her presentation by informing the commission that the library has now been open for Front Door Service for one month. She then provided some statistics from this first month under this new service model. Circulation for the month topped 108,000 and over 9,500 appointments have been made plus a steady stream of walk-ups. Prior to reopening a task team was established. They met two times a week to discuss what we could potentially offer to the public and to examine what other libraries were doing. The CCC Library Pandemic Preparedness Plan was approved by the Board of Supervisors served as the high-level document for planning purposes and guided the group's decisions regarding how to safely provide access to the collection for both patrons and employees. Beginning in June, employees were allowed back into the buildings, quarantining items that had been returned for three days before handling and reshelving. The closure of the Pleasant Hill library provided an opportunity to pilot of the new service model. Staff were able to clear their holds shelf and work with the public for the first time in months. On June 15th

twenty-three libraries were able to open more broadly and allow access to the collection once again. Patrons seem to prefer morning appointments for their pickups. The catalogue was turned back on for new, resulting in some branches having lists of items to retrieve from shelves that were 30-plus pages long.

Looking forward it seems as though this model of service will be with us for the foreseeable future. Around the Bay Area it appears front door/curbside service will be the model for those libraries that can open. San Francisco Public Library just announced they would be opening for some level of this service shortly. Alameda County is deciding what levels to offer, as is Sacramento. Rather than alternate between different types of service, we will be staying with this model for the time being. We are looking into how we may be able to expand using this front door model. Already we are offering curated bags of books for patrons who would like something new to read. They can borrow a children's bag with story/picture books. We will be expanding this service similar to the Berkeley Public Library where a form may be filled out in person or online describing the type of books you like and staff will curate some selections. This should be rolled out soon.

The most difficult part of this reopening process was being able to purchase enough sanitizing and disinfecting supplies; Disinfectant wipes, hand sanitizer, gloves, etc. have been difficult to procure. The Library has identified a new supplier so it seems we may have turned the corner on this. The County has industrial hygienists to advise departments on modifications like social distancing, plexiglass shields and personal protective equipment (PPE). Nancy was able to attend several library assessment sessions and reported on how much work would be involved once the decision to let patrons back into the buildings has been made. It will be doable but will involve quite a bit of work to do so safely. The Industrial Hygienists' reports of county owned library facilities are due any time and should detail recommendations necessary in order to open to the public.

Commissioner Kelly asked Nancy to compare the front door service circ numbers to pre-pandemic numbers. She replied that normal circulation annually is about 5 to 6 million, so a half million items a month would be about normal. 100,000 items, then, would be about 20% of normal. This is only the first month of this being offered, though, so numbers will likely climb as the word gets around. This type of service is very labor intensive compared to our self-service model. Patrons also used to be able to take their items to a self-check machine, scan and leave. Now, employees, who are still putting books back on the shelves along with their other responsibilities, are involved in every step of each transaction.

Vice-Chair Fischer asked about the possibility of having the industrial hygienists come to the city-owned libraries once they've finished with the county-owned buildings. Nancy explained that that is what she has in mind but wants to see what the reports that come back from the first inspections have to say. County Librarian Cervantes added that each site visited by the IH is a direct cost to the library and we may be able to glean enough information from the reports of the seven libraries that have already been assessed.

Commissioner W. Chong was surprised when he went to the Danville Library to pick up some items that had been on hold via the front door service. The surprise was the plastic bags preprinted with "Contra Costa County Library" on them. He asked if this was a reasonable expense to incur given the current economic environment or if it was done as a one-off because of the new service model. Nancy responded that the bag he'd received was branded for the former Library A-Go-Go service and had been sitting in storage. These were discovered during the process of vacating the Pleasant Hill Library and it was decided the bags could be used for front door service. No additional expense was necessary as the bags were already there and available. The library is now ordering plain bags for when these run out and there will be a cost for them but they will not have printed messages or logos on them.

Melinda then took a moment to thank Nancy for her leadership of the reopening team in preparing the libraries to reopen once again. It has been a monumental effort and Nancy assembled an excellent team to do the work. There is more to do as front door service evolves over time but at least we are open for business.

6. CYBER-SECURITY UPDATE -

Deputy County Librarian Alison McKee began by reminding everyone that the Covid-19 pandemic is the 2nd crisis of the year for the library. On January 3, 2020, the library experienced a network cyber-attack. The services of 3rd party experts were requested to help us recover from the event, as was assistance from the local, state and federal law enforcement, the California Office of Emergency Services and of course the County's Department of Information Technology (DoIT). There is an ongoing investigation of the Library's network cyber-attack..

Next, Alison provided a list of what has been restored as well as what additional security measures have been put in place. A majority of work and files have been restored by the use of back-up files and a more robust back-up system has been put in place. One unfortunate casualty of the attack was emails. All staff emails were wiped out during the cyber-attack. While we were in the process of restoring them, the original virus surged again. This complicated the restoration process so, with very few exceptions, most emails were lost and not able to be restored. One silver lining in all of this is that all library employees are now up and running on Office 365. This has had many benefits during the environment we are now in. We are able to work remotely, participate in virtual meetings, share files and more because O365 is a cloud-based system. In the unlikely event the network is attacked again, restoration efforts would go much faster. We are now also using multi-factor authentication which will make it much more difficult for someone to hack into our emails. We also have now a dual firewall in place so that if the first one were to fail, patrons would still be able to access all of the library's services. A new system for pushing out software updates to all of the library's computers is in place and all staff computers have been upgraded to Windows 10.

Work still in progress includes segmenting our public computers from our staff computers. A third party vendor has been hired to execute this complex project; completion is projected for Fall 2020. This work should be completed before the public can use library computers.

Commissioner Kelly asked what the library might have done differently in the past nine months or so given the chance to do things over and Alison quickly responded with "Multi-Factor Authentication."

Commissioner Gilcrest inquired about the source of the attack and also where the rest of the county stood as far as being susceptible to attacks of this nature. Melinda added that since this cyber-attack is part of an ongoing investigation by law enforcement, staff cannot comment - . Alison was able to share that recently a number of governmental agencies have experienced cyber-attacks. She also shared that the leadership of the DoIT group is very proactive in terms of making sure the entire county learns from the library network restoration and recovery in order to get out in front of the next attack. It isn't a matter of "if" there will be another attack, but "when."

Other unfinished business includes upgrading the public computers to Windows 10, swapping out some older servers for new ones and finishing up some security work.

Commissioner Faye relayed that she has been on a number of virtual meeting platforms and appreciates the effort to get the commission back up and running. Commissioner LaLanne asked if she was supposed to have been asked for a password once she clicked on the link to access the meeting. Alison deferred to Walter (who had arranged the meeting), who replied that since this was a public meeting it was set up to be accessible by everyone.

Alison wrapped up by thanking the library IT staff for their herculean efforts to make things right. The different groups that were brought in from the outside to help all had nothing but praise for the Automation team here and their dedication and work ethic.

7. **CLOSING THE PLEASANT HILL LIBRARY / OPENING THE NEW TEMPORARY LIBRARY –**

Deputy County Librarian Gail McPartland began by offering to update the commissioners on the status of several collections that used to be housed at the Pleasant Hill Library and then an update on the new Pleasant Hill Library from Alison.

The work to get a new library built in Pleasant Hill began a couple of years ago. Recently, there have been several very large projects going on at the same time in order to make this happen smoothly. The commission has been updated several times about where some of the special collections housed there should go. We worked with County Counsel and the Contra Costa County Historical Society to work out an agreement. That agreement was approved by the Board of Supervisors in March and in May/June, that collection was packed up on trucks and is now in place at the Historical Society's facility in Martinez. This works out nicely as the facility is temperature controlled and has fire-suppression in place as well as a number of things you need to preserve one-of-a-kind documents such as these, Project Second Chance, which has operated out of Pleasant Hill for about 35 years or so, moved in May/June to their new facility located across the street from Todos Santos Plaza in Concord. They are all set up over there and are doing virtual tutoring for program participants.

The bulk of the main collection in Pleasant Hill (around 92,000 items) was scrutinized very carefully. About 5% (mostly newer items) were selected to be sent to the temp facility and the rest were reviewed to explore every possible option as far as keeping and circulating them. 27% made their way to other libraries and continue to circulate as we speak. The Pleasant Hill Library used to be the central library of the system, and as such became the repository for items being stored for various reasons. Approximately 4% of the collection were government documents that were also archived electronically, so we still have access to them using computers. The rest of the collection was reviewed in an attempt to make the best decision for each item. Some are obsolete or terribly out of date, some are in terrible shape or smell musty. Every item in that collection was reviewed at least once and some as many as 6 or 7 times. 27% of the items were retained and sent to other branches to continue serving the public's needs.

Alison took over at this point to speak about closing the PHL and opening the temp library. June 3rd, end-of-day was the final day the PHL was open. June 1 through 3 were the last days of the library and after being closed for several months because of the pandemic, patrons were finally able to come to the library (front door service only) to pick up their items on hold. There were over 1700 items on the hold shelf and almost all of them were picked up during those three days. Patrick Remer, the manager of the Pleasant Hill branch, put up some trellises where folks could leave a short note or a photo so they could say goodbye to their library. Another offering to the public to anyone who wanted one were the butter-yellow, metal bookends that were the original bookends from when the library was opened. People could take one home, use it, decorate it, whatever came to mind as a way of remembering their library. Once the library closed on the 3rd, then it was time to move. We only had the rest of the month and a few days in July to vacate the premises. This is when the collection moved to the historical society and the rest to other branches. Other items that had been stored there were moved and now are in a trailer in the Administration parking lot. After July 6 the building passed into the hands of Public works, who are in there now doing asbestos abatement and moving the rest of everything to the dump. Melinda added that while October was supposed to be when demolition was to begin, everyone is hoping it might happen in September. There was an item on the most recent Board of Supervisor's agenda that was the sale of the property to Davidon (the developer of the housing that will be going in there). There was also a small ground-breaking ceremony with just the elected officials and Melinda.

(At this point, technical difficulties stopped Alison from sharing photos of the temp location with the commissioners. She said she would send them to Walter who could, in turn, share them with the commissioners via email).

Next, Alison mentioned the PH Friends have a new space in downtown Pleasant Hill to work from. Commissioner Bracken (also a member of their Friends) was asked to talk about the new facility. It is in downtown Pleasant Hill and should be open for business at the end of July. They are still waiting for signage out front so people can find it. It's about 4000 square feet of space in a nice building and the library was nice enough to donate some shelving and other furniture they wouldn't be using to the Friends so they are pretty

well set up. They will be selling items online for curbside pick-up as well as local delivery for those who chose not to come browse.

8.A WORKING COMMITTEE REPORTS – Legislative Working Committee

Committee Chair Commissioner A. Smith was excused this evening. Melinda mentioned she had a few legislative items in her report further on.

8.B. WORKING COMMITTEE REPORTS – Annual Report Working Committee

Vice Chair Fischer began by stating that this would cover some old ground for commissioners who've been here a while but that newer commissioners needed to hear about the annual report process. The commission is required annually to submit both an annual report, which summarizes the activities of the commission during the year, and a work plan for the following year which speaks to plans the commission might have moving forward. The annual report requires the collection of information from commissioners about what they have done during the year, vis-à-vis their libraries and/or Friends groups. This data is collected and organized according to the work plan submitted the previous year. Michael mentioned he would be working on a template that he would send to Walter so it could be sent out to all the commissioners as a means of collecting a list of activities for the year for the purpose of putting together the 2020 annual report to the BOS. His hope is that everyone can turn it around within a couple of weeks, giving him time to summarize it and bring it to the next commission meeting for review and editing if necessary. Michael finished up by saying that no item is too small to mention. If in doubt, put it down. Some selective editing can be employed to whittle the report down to size if needed.

9. BUDGET UPDATE –

County Librarian Cervantes began her update by informing the commissioners that the budget contained in the packet was submitted earlier in the year and recently adopted as action was necessary. On August 4th there will be additional hearings before the BOS to discuss revisions to the budget as submitted. Revenue streams have been impacted by the Covid-19 pandemic. The Library's recommended budget was initially \$36.3 million. The usual process would have the fund balances being examined in August to determine how much additional resources could be spent on beefing up the collection, specifically this year the virtual subscriptions. There have been some significant events this year that have an impact on the budget. Early in 2020 we had the cyber-attack which Alison spoke about in depth early in tonight's meeting. Melinda was surprised no one had asked the cost of these recovery efforts which will most likely exceed \$1 million. Some of this was the upgrading of everyone to Windows 10 and Office 365, some was necessitated by servers that were unavailable to use. Also included are the various security measures that had to be put in place. As a result the library is probably the most secure department in the county. We still have network redesign work to do to separate the public and business functions.

The cities in the county have been experiencing financial difficulties as well. In any given year we might have one or two cities that need to adjust their schedules. In the past few years it has been mostly adding hours, however this year has been very different. We are dealing with eighteen cities plus the supervisors regarding the county-owned libraries and many are voicing the need to reduce hours at their libraries, which has resulted in two rounds of layoffs. In April there was a discussion with the city managers and an agreement was reached that they would pay for the first three weeks of extra hours which got us through the early part of 2020. The county then agreed to pick up the extra hours after that as we continued to pay employees. This resulted in about a \$731,000 expense that had not been budgeted for. Actually, it WAS budgeted for but the lack of revenue was not there to offset the costs. Then we also had the reductions in staff which will offset some of this but not in the fiscal year that just ended in June. The sliver lining in all of this seems to be that property values are holding in the county, from which a dedicated allocation from property tax revenues accounts for most of the library's annual budget. This, combined with a healthy fund balance, has allowed us to survive this first half of 2020. Moving forward, though, we will be in a "wait and see" environment.

Everything is dependent upon what happens next. We know the state is making some cuts and there will be increased costs for services like Link+ because the Governor's budget includes a 50% reduction in the CSLA Act which funds the Pacific Library Partnership which is our system in the Bay Area where we do cooperative purchasing and sharing in expenses, and if they are losing 50% of their revenue the only way to make up that difference is for the PLP members to contribute funds. Link+ is the inter-library lending system in the Bay Area that many of you use and are familiar with and the system requires a membership fee and a service delivery charge, so we expect costs to increase.

All in all, the library was probably in the best position it could have been to weather both the increased costs and the decreased revenues that have been experienced so far in 2020. There are several cities that we anticipate will wish to further reduce hours due to decreased revenues which could in turn lead to a third round of layoffs. A word about layoffs: It is the technical term for the whole process of removing employees from positions which have been eliminated. It's a very engaging process, involving the employees, labor representation and the County Administrator's office. The first round of layoffs began when cities began cutting extra hours. At the time we had approximately 30 vacant positions, 20 or so of those that were fillable because of the classifications of the employees whose jobs were eliminated so we had a lot of soft landings. We worked through most of those adjustments prior to the July first beginning of the new fiscal year. Next to that there were a number of vacant positions across the county and the county's Technical Employment Team will work with any employee that wishes to remain an employee of the county. Through the efforts of many people we have a lot of folks who have accepted positions with the library or elsewhere in the county. This week ten more positions were eliminated, affecting nine employees and we only have a couple of vacant positions at this time so there will be a few more people impacted, although there are still some vacant positions in the county. Unfortunately, these positions will not be with the library and some may not be at the same salary level although the county is working hard to match people with positions. This is the only good thing about being the first to be laid off is you get first crack at the different open positions. Other departments are experiencing similar circumstances. The department of children's services just laid off sixteen employees.

Melinda finished by expressing how painful the process is and that she had also been subject to layoffs early in her career. The library employees are the heart and soul of the system and the good news is that laid off employees have first right to their jobs if they are reinstated, so it is possible many of them could return to the library.

Melinda went on to say that budget hearings will begin on August 4th. There will be ten departments presenting and this is the first time Melinda will participate. This will inform the supervisors what is to come and help them to make decisions about the county budget. Melinda listened again to the CAO presentation to the BOS about the budget process and the CAO anticipates returning to the Board multiple times during the fall with additional impacts to the county budget as they become known. The county will apply for CARES Act reimbursement funding from the federal and state governments. Every department, including the library, is tracking their expenditures. The Library also anticipates reimbursement for library employees working as disaster service workers and facilities used by the State for testing. There are staff members working at the county's Emergency Operations Center (EOC), working with the Health Services department, working as contact tracers, printing face masks and working at the Get Tested call center. Through all this our efforts have been focused on providing the service we can with the resources we have. It is important that we open libraries to the degree we can do so safely. The public pays for it, the cities expect it so we are doing our best. Of all the library systems in California, CCC Library opened the most libraries of any library system in the state, including those in Los Angeles and San Francisco. San Francisco Public Library is just now opening a handful of libraries because their 500+ employees are deployed throughout the city as disaster service workers. I am proud of our staff and believe the library will be more resilient when the pandemic is behind us.

Commissioner Kelly inquired if there had been any insurance claw-back related to the cyber-security incident? Melinda responded that the county does carry a cyber-attack insurance policy. The library along with the IT department have been providing information about loss and recovery costs and the risk management department will file the claim on behalf of the county.

Commissioner Faye asked if there was anything that can be done to support the communities as they struggle with children at home needing help with home schooling efforts? Melinda responded that the library had been in contact with Lynn Mackey, Library Commissioner and County Superintendent of Schools to discuss what the Library can offer to students, such as Brainfuse (online tutoring grades 3-14) and online databases and video storytimes. Following the cyber-attack wi-fi was turned off for security reasons, but within a month it was turned back on so students and others could access the Internet. The library will soon be able to lend wi-fi "hotspots." She also mentioned that the schools were likely doing the same, in addition to purchasing software and all manner of equipment they would need to be able to educate the children in this environment. She asked Commissioner Mendrek if she had any insight along these lines. Commissioner Mendrek replied that the school districts have purchased wi-fi hotspots since so many of the students were unable to access the Internet from home. Schools also purchased laptops for students that do not have a computer in their homes. Right now, the school districts are trying to determine what they will need to purchase if schools do not reopen when the school year begins. The problem is not only the Internet: Many students don't have a quiet place to do their schoolwork and don't have any help at home as their parents aren't able to use the computers due to a lack of experience. Yes, this is the 20th century but the number of kids that report to their teachers that they could not figure out how to do something and no one in their home was able to help them is staggering. A lot of upgrading (and therefore expenses) will need to happen if homeschooling is expected to go on for a while.

10. ACCEPTANCE OF MINUTES –

Commissioner Kelly made a motion to accept the minutes of both the November 2019 and January 2020 meetings as submitted in the packet. Commissioner W. Chong seconded the motion. The vote to accept was unanimous.

11. COUNTY LIBRARIAN REPORT -

Melinda began by stating that much of what she planned to cover at this point in the meeting was included in her written report that is part of this meeting's packet. She did mention that the BOS adopted the Pandemic Preparedness Plan that she submitted for their approval in May prior to reopening. First, we were in a completely virtual environment, now libraries are open for front door service. This plan gives us the ability to determine the appropriate level of service based upon the prevailing conditions.

On the Macmillan e-book embargo, you may recall that we were unable to purchase e-books from Macmillan with the exception of one copy for the entire system after which the library was embargoed for 8 weeks before we could purchase multiple copies at a significantly higher cost. On March 17th the CEO of Macmillan announced that this was not something he wanted to take any further, that it was the wrong time given the pandemic and was not a fight he cared to pursue so Macmillan has reverted back to their previous model that everyone was accustomed to using.

On the financial front, Melinda pointed out the over \$400,000 in grant funds awarded and also gave a special shout out to the various Friends and Foundation organizations that have stepped up to fund collections and programming.

12. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS –

No suggestions were offered. Chair McCormick offered that if anyone thought of a topic in the next few weeks, they could forward it to Walter and he would bring it up at the next agenda setting meeting.

13. ADJOURNMENT TO THE September 17, 2020 LIBRARY COMMISSION MEETING AT TBD.

The meeting was adjourned at 9:00 p.m.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, September 17, 2020

AGENDA ITEM #: 7.

ITEM: CANDIDATE FORUMS @ THE LIBRARY

RECOMMENDED ACTION:

No action required.

Candidate Forums @ the Library

A PARTNERSHIP WITH CONTRA
COSTA COUNTY LIBRARY, THE
LEAGUE OF WOMEN VOTERS OF
DIABLO VALLEY, CONTRA COSTA
TELEVISION AND CONTRA COSTA
ELECTIONS

Candidate Forums



In partnership with:



Partnership

- ▲ The Elections Department, League of Women Voters and CCTV have hosted roundtables for several years. These were recorded and broadcast on CCTV.
- ▲ Contra Costa County Library started discussions with the group in late 2017 with a request to participate.
- ▲ Wanted a live audience, with questions submitted in real time.
- ▲ Recognized that our reach was large, and we could bring these programs to a bigger audience throughout the county.
- ▲ Fulfills our mission of bringing people and ideas together.



District Elections = Need for More Forums/Roundtables

- ▶ Many local cities, school districts and other government jurisdictions in California have received a legal threat alleging that their at-large election systems violate the California Voting Rights Act.
- ▶ The letters threaten legal action if the jurisdictions do not voluntarily adopt district elections. The proponents of district elections argue that this system impairs minority groups' ability to elect their preferred candidates, and campaigns for smaller areas are less expensive and encourage greater participation.
- ▶ To establish these elections officials must draw electoral maps dividing the city into districts of approximately equal populations. Council members must live in the district and would be elected by the voters in that district.

LWV North and Central San Mateo County

Which Races are Covered?

► **Elections Department Criteria**

- Is there an actual race? Is there more than one person vying for the position?
- Which races are in the low voter turnout areas of the county?
- How many of the special district races are being contested?
- See who else is already hosting forums. West Contra Costa County covers several forums already.
- Can the taping schedule fit commute times? Not a criteria this year.

► **Library Criteria**

- Look for races that have a large audience/constituency
- Races where we have a suitable venue
- Trend is to cover school districts



Roundtables vs. Forums

► Roundtables

- Recorded discussions
- Professional Moderator
- Answers not timed
- More flexibility about who speaks when
- Host ~ 20 per election



► Library Forums

- Live events with audience participation (via Zoom this year)
- LWV moderators
- Same questions asked of each candidate
- Answers timed
- Host ~ 3-4 per election



Recordings made available on Library website, CCTV, League of Women Voters' website, Elections website.

2018 Primary Election Forums

- ▶ Assembly District 15 @ San Pablo Library
 - ▶ Tony Thurmond runs for State Superintendent of Instruction, leaving an open seat
 - ▶ 12 candidates run to replace him
 - ▶ Each one shows up for the forum
 - ▶ Buffy Wicks wins the seat
 - ▶ Audience
 - ▶ Live: 57
 - ▶ Facebook: 705 views; 1,438 reached; 295 engagements
 - ▶ YouTube: 184 views
 - ▶ Recording shared with CCTV, League of Women Voters, Elections Department and candidates



2018 Primary Election Forums, cont'd

► District Attorney @ Hercules Library

- Live: 65
- Facebook: 621 views; 1,412 reached; 193 engagements
- YouTube: 137 views



► Superintendent of Schools @ Concord Library

- Live: 60
- Facebook: 1,000 views; 2,074 reached; 360 engagements
- YouTube: 236 views



2018 General Election Forums

- ▲ San Ramon Library: City Council, Mayor, Assembly District 16
- ▲ San Pablo Library: City Council, West Contra Costa Unified School District, Superintendent of Schools
- ▲ Brentwood Library: City Council, Liberty Union High School District
- ▲ Concord Library: City Council Districts 1 and 3



2020 Forums

- ▲ 2020 Primaries
 - ▲ Contra Costa County Board of Supervisors Districts 3 and 5
- ▲ 2020 General Election
 - ▲ Brentwood Union School District
 - ▲ Liberty Union High School District
 - ▲ Mt. Diablo Unified School District Areas 3 and 5



CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, September 17, 2020
AGENDA ITEM #: 8.
ITEM: 2021 WORK PLAN DISCUSSION

RECOMMENDED ACTION:

Commissioners will review the attached 2021 Work Plan document and make revisions/additional contributions as necessary.

2021 Work Plan Discussion

At the end of each calendar year the Commission prepares two documents that are submitted to the County Board of Supervisors: The Annual Report for the year about to be completed and the Work Plan for the year that is about to being. Then, each year, the current Work Plan is annotated with activities undertaken by the Commissioners to form the basis for our next Annual Report.

While many aspects of the previous year's Work Plan find their way into the next year, this is not automatic. Some activities may have concluded during the year and, thus, are not carried over. In addition, the Commission may decide that certain activities no longer merit its attention and energy. And, finally, since we do not live in a static world (and this year is one of the clearest proofs of that fact), there are new items that should engage the Commission for the next year.

The Work Plan, thus, constitutes if you will, our "New Year's Resolutions" which we share with the Board of Supervisors, with the important difference that we always do accomplish at least a significant amount of these resolutions.

This year has seen a significant amount of challenge and change for the world, the county, and our county. We should be thinking of how each of the following matters will be reflected in our 2021 Work Plan:

1. The Global Covid-19 Pandemic which has also exposed significant inequities in our society at both the national and local level.
2. The issues of systemic racism that have long existed (see, for example, the 1619 Project from the New York Times) and that have been highlighted by too many killings and shootings. Note that we will have a presentation on the Library's Equity, Diversity and Inclusion Team by Deputy County Librarian Alison McKee in an agenda item prior to this one.
3. The economic inequities that have been exacerbated by the Pandemic.

In addition, our County Librarian has announced her retirement effective next month. Should this have an effect on our plans and, if so, what should that effect be?

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, September 17, 2020

AGENDA ITEM #: 9.B.

ITEM: WORKING COMMITTEE REPORT – 2020 ANNUAL
REPORT

RECOMMENDED ACTION:

Commissioners will review the attached draft of the Annual Report for 2020 and make any additions/corrections deemed necessary. (Any items mentioned tonight will be added to the report for final review at the November commission meeting)

The items that have been submitted by individual commissioners that are activities in furtherance of the 2020 Work Plan have been placed in the work plan under what are hoped to be appropriate headings. These will then become part of our 2020 Annual Report. Please review this before our discussion with the following in mind:

- 1) What other activities have you engaged in during 2020 that should be placed in the Annual Report and under what heading?
- 2) An additional heading, Response to the Coronavirus Pandemic, has been added because none of us could have anticipated this but many of us have participated in activities in that regard. Please let us know what should be placed under that heading for you.
- 3) Review the items that you have previously submitted to ensure that the wording and the location of the item are proper.

The information collected at our September meeting will be added and a final draft of the Annual Report will be adopted by the Commission at its November meeting.

1)

Contra Costa County Library Commission – 2020 Annual Report (Draft)

The draft Annual Report is a tool for tracking progress on the elements of the work plan the commission was working under. It gives a snapshot of where the commission stands with regard to the items they are to accomplish as a group. Commissioners and Alternates both are requested to provide to Walter, as soon as possible, the various activities that they have engaged in during the calendar year, listed them under the appropriate goal (including sub-goal where appropriate). The various activities will be combined into our draft Annual Report.

The items listed below, under the appropriate headings, show the various activities engaged in by Commissioners and Alternates during calendar year 2020 in furtherance of the Commission's 2020 Work Plan. Due to the global Coronavirus Pandemic, the activities engaged in by Commissioners do not always easily align with the Commission's 2020 Goals as the Goals were adopted prior to the pandemic. In addition, the actions of the full Commission, as contrasted with actions of individual Commissioners and Alternates, are reduced because the only "normal" meeting of the Commission this fiscal year was the January, 2020 meeting. The pandemic caused the cancellation of the Commission's meetings for March and May and required virtual on-line meetings for the remainder of the year – July, September, and November. Nonetheless, the Commission and individual Commissioners managed to accomplish much during 2020 in regard to the goals and objectives set forth in the work plan under difficult circumstances. The bullet points that follow show what has been done based on reports from Commissioners and Alternates as well as actions from the Commission meetings.

Goal 1: Voice our County's desire for sustained Library funding and support

In pursuit of this Goal, Commission members:

- (Goal 1-A) Supported the creation of a centrally organized private, not for profit, fund raising approach for funding countywide and local community library needs, complimentary to locally organized friends and foundation efforts, for the purpose of meeting service standards and objectives of the Library's strategic plan.
- (Goal 1-B) Encouraged collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.

Kept the local Friend's board informed of commission actions. (Maher)

Participated in city anniversary celebration in support of building support for the library (DaoJensen).

- (Goal 1-C) Explored ways of ensuring stable and adequate public funding for the county library and its various branches.

Worked with local Friends to organize a t-shirt sale to raise money for library and raise awareness of need for new library (Fitzpatrick)

- (Goal 1-D) Worked cooperatively with branch libraries to seek sustainable funding in service of their local communities.

Worked with local friends in effort to boost public membership and thus support for library (A. Chong)

Worked with local Friends through virtual meetings post pandemic. Friends are selling items on Amazon which generates some income. In addition, the annual fund raiser was held virtually and brought in over 2/3 the normal amount in the middle of the pandemic. (Hosington).

Assisted Friends with moving of materials from about-to-be-closed library into storage and setting them up in a temporary location while new library is built (Bracken).

I was part of the team that worked on:

- the move of all Friends materials from the old PHL property into storage
- fitting out a retail store in downtown PH
- scanning the majority of our inventory into BASIL, a POS/inventory system, which allowed us to have an online storefront at phlibraryfriends.org
- opening the store to the public at the end of July – we are open 7 days a week, 11am to 5pm and we accept donations

Served on board of local Friends (Hosington)

Volunteered in Friend's Book Shop (Hosington)

Participated in activities of the Library Foundation (Hosington)

Met with local foundation to keep informed about their activities. (Gilcrest)

- (Goal 1-E) Reviewed and supported the annual budget proposal prepared by the County Library for submission to the Board of Supervisors.

Goal 2: Liaise with elected officials, community groups, and residents to engender broad support for the Library system.

In pursuit of this Goal, Commission members:

- (Goal 2-A) Increased Legislative outreach at the local, state and federal levels to advocate for libraries, the services they provide and the allocation of appropriate resources to them.

Attended luncheon as commissioner honoring local Supervisor and met with other local public officials (W. Chong).

Worked with local supervisors in an effort to fill vacancies in commission positions (Medrano / Fischer)

Worked with Oakley Friends and City Council in effort to replace county facility with new city facilities. (McCormick)

Worked with library community to continue the supplemental hours funded by the city even in face of budget issues resulting from pandemic and other factors. (Fischer)

Alerted city council and residents through Weekly Roundup Publication on important library issues (Hoisington).

Contacted Senators Feinstein and Harris about Library Stabilization Fund Act (Hoisington).

Contracted Congressman DeSaulnier about funding for library (Hoisington and Fischer).

- (Goal 2-B) Had the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
- (Goal 2-C) Reported back to the appropriate appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to bring it abreast of Commission activities, initiatives, and identified library needs.

Met with Sup. Federal Glover to apprise him on the local pilot program to bring seniors to the library. He found other programs offered by the Pittsburg branch to be of personal interest (to meet with the attendees to gather information in serving the citizens in his district). (LeFrak)

Reported periodically to the city council on commission activities and local and national library issues (Fischer)

- (Goal 2-D) Brought information back to the Commission at its regular meetings on local needs and issues.

Announced a local project to bring seniors from two low income housing projects to the library via shuttle. The librarians offered special assistance with getting library cards and finding appropriate materials of interest to 2nd language guests. The program faded with the onset of special events hosted by the housing personnel and then the covid pandemic. (LeFrak)

Informed the commission of the activities undertaken by the local Friend's group. (Maher)

- (Goal 2-E) Made every effort to solicit feedback on our respective libraries, became familiar with their operations, successes and challenges, and advocated for them in their communities and at the county level.
- (Goal 2-F) Continued to conduct Commission meetings at the branches, and seek to involve the local communities in these meetings.
- (Goal 2-G) Reached out to organizations in the County (e.g. First 5, schools, PTAs, etc.) with common interests for the purpose of building supporting networks and programs.

Helped the local Friends group create a program having residents from the local assisted living facility come to the library. Program was nearly ready for starting when the coronavirus pandemic postponed it. (Maher)

Goal 3: Serve as an advisory committee to the County Librarian and her staff

In pursuit of this Goal, Commission members provided thoughtful, consistent, sound and prompt advice and counsel to the County Librarian in regard to the annual budget, the strategic plan, changes in policy impacting service and programs, and any other matters which she raises.

Goal 4: Work on issues involving the effect of the coronavirus pandemic on the library system:

Obtained masks and hand sanitizer for use of Antioch library staff prior to the initiation of the shelter in place (Huh)

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 5

MEETING DATE: Thursday, September 17, 2020
AGENDA ITEM #: 11.
ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

None required.

COUNTY LIBRARIAN ANNOUNCES RETIREMENT

Melinda Cervantes, County Librarian will retire in October after 40+ years of public service, seven with Contra Costa County Library. (see attached news release)

CONTRA COSTA COUNTY LIBRARY LAUNCHES COUNTYWIDE READ

Beginning this month, the Library is launching *CoCo Reads*, a countywide read of the book "*How Much of These Hills is Gold*" by C Pam Zhang. The program will run from September 7 through October 28, 2020. CoCo Reads is a community reading program that encourages everyone in the County to read and discuss the same book. The program includes several virtual events that complement the themes in the book, as well as a discussion with the author. The author will join a virtual presentation via Zoom on October 28 at 7:00 p.m.

The book is available in regular or large print formats via Front Door Service at 24 community libraries. It is also available as an eBook or eAudiobook in OverDrive or with the Libby app. Extra copies of all formats have been purchased to satisfy demand and are available in the catalog now.

COVID-19 PANDEMIC IMPACT ON LIBRARY OPERATIONS

On June 15, 2020 Front Door Service began. Since then, over 340,000 checkouts of physical items and over 350,000 holds have been placed. Front Door service will continue through the end of the calendar year. Depending on County Health & Safety Orders and the ability of the Library to procure a consistent supply of disinfectant, libraries will move to limited in-library service.

Front Door Service is available during regularly scheduled hours at 23 locations. See the full list of locations and hours [here](#). All libraries are closed on Sundays. Front Door Service is not available at the Pinole or Ygnacio Valley locations until further notice.

For the safety of our patrons and staff, Library items will be quarantined for a minimum of 72 hours in between each use. Staff will wash their hands frequently, wear masks and observe social distancing protocols. Patrons approaching the front door should also wear a mask and observe social distancing guidelines. All returns should be placed in the book drop.

PUBLIC SAFETY POWER SHUTOFFS (PSPS) AND WILDFIRE SMOKE EVENTS

The months of August and September have brought excessive heat and wildfire smoke events to the Bay Area negatively impacting our ability to operate Front Door Service at many of our libraries. Daily, most libraries scheduled to open have done so in the morning, only to close for all or part of the day. Library administration and managers coordinate closely with the cities, county and the public as soon as the Air Quality Index (AQI) reaches 151. Libraries such as Kensington and El Cerrito are not air conditioned resulting in closure for the day. We anticipate PSPS and AQI events to continue into Novembers.

FACILITIES

The temporary library located at the Pleasant Hill City Hall Community Rooms, 100 Gregory Ln, Pleasant Hill opened on Tuesday, July 14, 2020. The city of Pleasant Hill will break ground for the new library on September 18, 2020 and anticipates construction of the new library will take 18-24 months.

The Ygnacio Valley Library in Walnut Creek was activated by the state as a COVID-19 testing site, and like the Pinole Library will remain a testing site on a month to month basis through the end of the calendar year.

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

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

FY 19-20 Grants Awarded	AWARD INTENT	AWARD AMNT
CA ST LIB NR REMOTE LOCK	North Richmond Lockers	\$ 38,413.00
1920 CA LIB LIT SVCS -ADULT	Project Second Chance	\$ 56,937.00
1920 CA LIB LIT SVCS -ADULT	Project Second Chance	\$ 20,000.00
1920 CA LIB LIT SVCS - FAMILY	Project Second Chance	\$ 18,000.00
MLIS- Maximize Learning Spaces	Antioch Library MS Contract	\$ 10,000.00
Keller Canyon- Antioch	Shelving	\$ 2,500.00
Keller Canyon- Bay Point	Virtual Reality Kits	\$ 10,000.00
Keller Canyon- Pittsburg	Shelving	\$ 5,000.00
Leshner Foundation	Juvenile Hall/ Orin Allen	\$ 10,000.00
Com. Development Block Grant	Antioch Library HVAC	\$ 195,000.00
Crockett Commundation	Crockett Library Hours	\$ 20,000.00
RMAC	Rodeo Extra Hours	\$ 5,000.00
	TOTAL ACTIVE FUNDING	\$ 390,850.00

FY 20-21 Grants Awarded	Granting Agency	AWARD INTENT	Awarded	AWARD AMNT
California Library Literacy Services	CA State Library	Adult Literacy (PSC)	Yes	\$67,443.00
California Library Literacy Services	CA State Library	Family Literacy (PSC)	Yes	\$24,000.00
Cultivating Racial Equity & Inclusion	Califa, fully funded by the IMLS	Staff Training	Yes	\$5,000.00
Com. Development Block Grant YVL	The City of Walnut Creek	YVL	Yes	\$95,000.00
			Total	\$191,443.00

EMPLOYEE PROMOTIONS AND ANNOUNCEMENTS AND POSITION TO BE FILLED

Kimberly Baillie, Network Administrator I (40/40), Automation Department to Network Administrator II, (40/40), Automation Department, effective August 22, 2020.

Alexandra Birnbach, Community Library Manager (40/40), Ygnacio Valley Library, to Community Library Manager (40/40), Kensington Library, effective August 26, 2020

Elsie Tep, Librarian (40/40), Ygnacio Valley Library, to Librarian (40/40), Clayton Library, effective August 26, 2020

Stephen Ginocchio, Library Assistant-Journey Level (40/40), Ygnacio Valley Library, to Library Assistant-Journey Level (40/40), Walnut Creek Library, effective August 26, 2020

Thomas McGovern, Librarian (40/40), Ygnacio Valley Library, to Librarian (40/40), Orinda Library, effective August 26, 2020

Dawn Hererra, Library Assistant-Journey Level (40/40), Ygnacio Valley Library, to Library Assistant-Journey Level (40/40), Walnut Creek Library, effective August 26, 2020

Sharlene Humphrey, Clerk-Experienced Level (40/40), Ygnacio Valley Library, to Clerk-Experienced Level (40/40), Walnut Creek Library, effective August 26, 2020

Gina DeBusk, Library Assistant-Journey Level (32/40), Pittsburg Library, to Library Assistant-Journey Level (32/40), Hercules Library, effective September 1, 2020

Adam Daniels, Library Assistant-Journey Level (40/40), Walnut Creek Library to Library Assistant Journey Level (Teen Services), (40/40), San Ramon Library, effective August 1, 2020

Cameron Hemperly, Clerk-Experienced Level (20/40), Ygnacio Valley Library, to Clerk-Experienced Level (32/40), Library Administration/PSO, effective August 1, 2020

Suzie Maney, Clerk-Experienced Level (20/40), Walnut Creek Library, to Clerk-Experienced (20/40), Library Administration/PSO, effective August 1, 2020

Nina Mohan, Library Assistant-Journey Level (40/40), Walnut Creek Library, to Library Assistant Journey Level (Bi-Lingual), (40/40), Concord Library, effective August 1, 2020

Rosa Lassalle, Library Assistant-Journey Level (Bi-Lingual), (40/40), Concord Library, to Library Assistant-Journey Level (Bi-Lingual), (20/40), Bay Point Library

Caroline Wang, Library Assistant-Journey Level (20/40), Ygnacio Valley Library, to Library Assistant Journey Level (20/40), El Cerrito Library, effective August 1, 2020

Lori Wogsland, Clerk-Experienced Level (20/40), Ygnacio Valley Library, to Clerk-Experienced Level (40/40), El Sobrante Library, effective August 1, 2020

Corinne Dahlke, Clerk-Experienced Level (20/40), Ygnacio Valley Library, to Clerk-Experienced Level (40/40), San Ramon Library, effective August 1, 2020

Natalie Abbott, Librarian (40/40), Walnut Creek Library, to Librarian (32/40), Pittsburg Library, effective August 1, 2020

SEPARATIONS

Anna Giske, Library Assistant-Journey Level (20/40), El Cerrito Library, effective August 1, 2020

Carolyn Kimmel, Library Assistant-Journey Level (40/40), San Ramon Library, effective August 1, 2020
Daniel Bondoc, Clerk-Experienced Level (32/40), Library Administration/PSO, effective August 1, 2020

Linda Hudson, Clerk-Experienced Level (20/40), Library Administration/PSO, effective August 1, 2020

Lauren Talbert, Clerk-Experienced Level (20/40), Walnut Creek Library, effective August 1, 2020

RECRUITMENTS:

Librarian. The final filing date for this recruitment is September 27, 2020.

Senior Community Library Manager (40/40), Brentwood Library (Temporary Upgrade)

Senior Community Library Manager (40/40), Hercules Library

EVENTS TO CALENDAR

- 2020 Annual Library Friends, Foundations and Commissioners Forum, April 24, 2020 (*Tentative*)

Respectfully submitted by Melinda Cervantes, County Librarian

Melinda newsletter message
September 2020

Dear Library Community,

It is with mixed emotions that I say goodbye to the Contra Costa County Library and this wonderful community. I will be retiring in October.

I am so very proud of the hard work of the staff and the many accomplishments achieved during my tenure. Some of the most memorable successes are eliminating overdue fines, launching the new website, drafting a new strategic plan, increasing our network security, introducing new library card designs, and opening the San Ramon, San Pablo, Brentwood and El Sobrante libraries.

We have also faced some extreme challenges to providing service including, wildfire smoke, Public Safety Power Shutoffs, a cyber-security attack and a pandemic. Through it all we have found a way to offer services by tapping into the intelligence and creativity of library staff. I cannot do justice to all the new and expanded programs and services that have launched in the last six months, but the talent and dedication shown by our librarians and professional staff is amazing. I am extremely thankful to the staff, library friends and foundations, the Library Commission and the communities we serve for stepping up to the challenges we have faced. Together we have strengthened our commitment to equity, diversity and inclusion in all that we do. I have no doubt that the library will continue on its journey to advance the mission of bringing people and ideas together and that there will soon come a day when we can throw open our front doors to invite you back into our libraries.

In retirement, I plan to spend more time with my family and travel to some of my favorite countries when it is safe to do so. I will be keeping tabs on what the library is up to and look forward to what is to come.

Information about an interim County Librarian and recruitment is not yet available, but the Library will share an update as soon as possible.

Sincerely,

Melinda Cervantes
County Librarian