


MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, November 19, 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 910213 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 979 1739 7378
Link: <https://zoom.us/j/97917397378?pwd=SnVPVWdQTEl5U1hRMGVxaFEvd1psdz09>

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

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

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

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

Library Commissioners, please call Library Administration, at (925) 608-7700 by 5 p.m. **Wednesday, November 18, 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.**
(2 mins.) **CALL THE MEETING TO ORDER / ROLL CALL**
The Library Commission Chair will call the meeting to order. Walter will do a roll call to determine a quorum of attendees.
- 2. 7:02 p.m.**
(3 mins.) **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
- 3. 7:05 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. 7:10 p.m.**
Action
(5 mins.) **ACCEPTANCE OF MINUTES – Attachment 1**
Commissioners will approve or amend the minutes from the September 2020 meeting.
- 5. 7:15 p.m.**
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.

PRESENTATIONS

6. 7:30 p.m. **BUDGET UPDATE & DISCUSSION** – *attachment 2*
DISCUSSION Deputy County Librarian Gail McPartland will provide an update of the library's current
(15 mins.) budget and lead a discussion regarding budget issues/concerns.

CONTINUED BUSINESS

7. 7:45 p.m. **WORKING COMMITTEE REPORTS** – *attachments 3 and 4*
ACTION
(35 mins.)
- A. Commissioner A. Smith will report to the Commission on the Library Stabilization Fund Act (a \$2 billion fund to address financial losses and bolster library services, with priority to the hardest-hit communities). **(10 minutes)**
 - B. Vice-Chair Fischer will review the final 2020 Annual Report, 2021 Work Plan and 2020 Attendance reports for submission to the Board of Supervisors **(15 minutes)**
 - C. Commissioner T. Smith will report on the activities of the 2020 Nominating Committee **(10 minutes)**

OTHER BUSINESS

8. 8:20 p.m. **NOMINATIONS AND ELECTION OF 2021 LIBRARY COMMISSION OFFICERS**
ACTION Chair of the Nominating Working Committee Commissioner T. Smith will present the slate of
(10 mins.) candidates to the Commission. Nominations will also be taken from the floor and the election of Library Commission Officers for 2021 will be held.
9. 8:30 p.m. **SET COMMISSION MEETING DATES FOR 2020** – *attachment 5*
ACTION Commissioners will vote to adopt meeting dates for 2020.
(5 mins.)
10. 8:35 p.m. **TRIENNIAL REVIEW** – *attachment 6*
ACTION Commissioners will review the Library Commission's 2020 Triennial Review and vote to
(10 mins.) approve/amend prior to submission.
11. 8:45 p.m. **INTERIM COUNTY LIBRARIAN REPORT** - *Attachment 7*
Information Interim County Librarian Alison McKee will submit a written report on items of interest to
(5 mins.) Commissioners.
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 January XX, 2021 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

- 1. 2020/21 Library Friends, Foundations and Commission Forum / April 24th, 2021 (Tentative)**

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, November 19, 2020

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

The Commission will vote to accept the minutes of the September 17, 2020 meeting with or without edits.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, September 17, 2020

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Don McCormick called the meeting to order at 7:05 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
	Vacant	Library Commissioner	CCC District 1			
	Vacant	Library Commissioner	CCC District 2			
	Vacant	Library Commissioner	Town of Moraga			
	Vacant	Library Commissioner	City of Pleasant Hill (Alt)			
	Vacant	Library Commissioner	Town of Danville			
	Vacant	Library Commissioner	City of Martinez			
	Vacant	Library Commissioner	City of San Ramon			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	X		
DaoJensen	Dr. Thuy	Library Commissioner	City of Brentwood	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		
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		
Thomas	Bryan	Library Commissioner	Central Labor Council			x
Ward-Jackson	Dr. Evangelia	Library Commissioner	City of Hercules		x	
Wilson	Dr. Peter	Library Commissioner	CCC District 5	x		

Total Commission positions: 24
 Commission positions filled: 17
 Commission positions vacant: 7
 Commission quorum: 13

With fifteen 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

Amy Worth, Vice-Mayor of the City of Orinda joined the call to congratulate County Librarian Melinda Cervantes on her announced retirement in October. Amy was a commission member representing the City of Orinda beginning in 1992 and served as chair of the commission beginning in 1995. Later in the meeting Lisa Chow from Supervisor Mitchoff's staff also spoke of how she enjoyed working with Melinda on the Pleasant Hill Library and was looking forward to seeing Melinda at the grand opening. No other members of the public came forward with comments.

4. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Pursley: George offered his congratulations to Melinda on her retirement and thanked her for all of her help in working with George and the city of Pinole in bringing their library open hours up to 35 per week. He said it might not have happened without her help and support.

Vice-Chair Fischer: Michael began in a similar vein to thank Melinda in her efforts to achieve extended open hours in El Cerrito. He also praised her help in working with him to try and bring a new library to the city. The El Cerrito Library is one of the oldest buildings in the system and the first effort to replace the building happened in 1970 so this progress is the most seen in quite some time.

Commissioner Hoisington: Mary Ann began by thanking Melinda for her efforts in rejuvenating the Commission after the previous County Librarian's efforts to disband it. Lafayette continues to meet, via Zoom, so Mary Ann has been able to update the city on what is happening at the library. The Sweet Thursday author events continue, as do the WOW events where different artist's works are represented and discussed. The bookshop at the library has reopened. No one is working inside, however it is possible to go online and order books from them, much like the Front Door Service the library is providing. Using Amazon has been a lifeline for the bookstore as the Friends are on the hook for rent on their building and Amazon has kept them in business.

Commissioner A. Smith: Alan also offered his congratulations and thanks to Melinda for her thoughtful leadership upon returning to the library, especially given the state of the Commission at the time.

Commissioner Faye: Vivian extended her appreciation for Melinda's thoughtful leadership and diplomacy in her dealings with the various elected officials, as well as the discussions they'd had regarding arts and libraries.

Commissioner Bracken: Katherine thanked Melinda for all of her efforts to push the Pleasant Hill Library project over the finish line. While occasionally things got rough the goal of a new library never got lost. Katherine also mentioned the new Friends of the Pleasant Hill Library Bookstore in downtown Pleasant Hill. It has been open about 6 weeks now and is a nice big space. Some of the shelving from the Pleasant Hill library was moved over and found new life in the bookstore.

- 5. ACCEPTANCE OF THE MINUTES** – Vice Chair Fischer suggested one change to the 7/15/20 minutes. In his reporting out during items of interest (page 2, line 3), Michael asked to change "team of consultants" to "library community." He then made a motion to approve the minutes with that change incorporated. Commissioner Mendrek seconded the motion. ***The motion was approved by consensus of the commission.***

6. CCC LIBRARY EQUITY, DIVERSITY & INCLUSION TEAM -

Deputy County Librarian Alison McKee and Librarian Alison Peters gave a PowerPoint presentation to the commission (appended to the end of these minutes).

After the presentation, the floor was opened for questions. Michael asked, given the work Plan topic further down on the agenda for this evening, how might the commission work with the EDI team to widen the scope of their work in the county. Alison responded that the committee has largely been focused upon what they see as the problems to address but had not yet looked beyond their own desires to see what the community thought was important to tackle. Given that the commission is supposed to be a link between the library and the community it serves she felt there would be a role for the commission to play. She stated that after Dr. Watson was brought on board they would be able to discuss the role the commission could play. Commissioner Kelly commended Alison for the committee's laudable efforts and asked if, given the current situation of distance learning, there was any part of the group's effort that could help to make this distance learning to be more effective, especially considering that it is likely to go on for some time. Alison responded that it was an issue the committee had discussed as many of the members had small children who were learning from home. A big part of the effort would require outreach into the community to let them know of the variety of services the library has to offer, all of which are free. Another outreach program, Lunch at the Library (now Snacks & Supper at the Library) gives the kids a chance to come for some snacks and supper and they're also given a STEAM project learning packet that is both fun and educational.

Alison then mentioned that one thing the pandemic has laid bare is the extent of the digital divide in the county. Another working group has been established to do what we can to help with this. The Urban Libraries Council (ULC) has taken on the issue and made it a priority, endorsing things like lendable hotspots, lendable netbooks, expanding the wifi signals to outside library buildings, but primarily championing broadband in every home as a basic human right and a human need, particularly in the current environment. Vice Chair Fischer mentioned that this issue is one of his personal motivations in his fight for libraries and was one of the best selling points when arguing for maintaining the open hours at El Cerrito. State Superintendent of Public Instruction Tony Thurmond has put together a group on the digital divide. Michael mentioned that he is also an AARP state volunteer and at a meeting this afternoon the group discussed the broadband issues and have embraced it as a part of their legislative platform. It seems to be an issue getting a lot of airtime right now.

Commissioner Wilson asked what, if anything, was being done to pull all of these groups together to work as one instead of each going their own way to try to accomplish something? Melinda then mentioned that this afternoon she took a call from Lynn Mackey (Lynn is the County Superintendent of Schools and by virtue of that position is also a Library Commission member) who has been coordinating with a number of youth-serving agencies who have facilities to provide services to the gap group of those who have no broadband in the home while they are going to school. Lynn has opened the door to a number of groups like schools, libraries, boys & girls clubs, the YMCA and public housing in an attempt to create a learning hub much like the one in San Francisco. She will be sending some information to the library so we can plug in with things like Brainfuse and Learning Express but we can take it further and get library cards and books into the hands of those who most need them. Locally, this can happen pretty quickly and on a statewide basis a number of broadband initiatives have been shelved temporarily but will be coming back to take on this need. Given the Library Commission's desire to advocate for issues such as this she wouldn't be surprised to see it as part of their work plan for 2021.

Commissioner Mendrek mentioned that as a member of the local school board in Brentwood that they provided two-thousand laptops and three hundred nineteen hotspots to school kids in need of them. They had assumed that everyone had computers and internet access and soon found out the digital divide is real in this county. Statewide legislation is needed to provide for access, especially now with distance learning. A free education is mandated, which means in this time of distance learning the necessary internet access should also be free.

7. CANDIDATE FORUMS @ THE LIBRARY –

Library Services Manager Liz Fuller gave a PowerPoint presentation to the commission (appended to the end of these minutes).

8. 2021 WORK PLAN DISCUSSION –

Vice-Chair Fischer began by thanking the previous head of the Annual Report & Work Plan Committee, Peter Wilson for the fine work his group had done over the previous two years. For the newer commissioners, he went on to explain that the work plan is like the commission's new years resolution (only we try very hard not to discard it after a month) although what has been experienced in 2020 is a year unlike any other. When thinking about the work plan for next year, Michael came up with four areas that perhaps the commission might want to focus on. First would be the Covid-19 pandemic, next the systemic racism as highlighted by Alison earlier, the economic inequalities between various parts of the county, and finally, whatever role the commission might play in the replacement and onboarding of a new county librarian if there is a role at all. Traditionally there is a subcommittee formed of 2 to 4 people to work with the vice chair on the plan. They meet several times to formulate and refine the work plan then present it to the rest of the commission in November. Michael then called for any volunteers willing to work on the plan by meeting a few times over the next month and a half. Commissioner Kelly, who has been a committee member for the previous 2 years volunteered to provide some continuity from the past but encouraged some newer members to consider joining as well. Commissioner Mendrek is involved in her school board campaign this year but committed to volunteering next year to play a role. Commissioner Pursley volunteered his time for this year also. Having now a team in place, Michael advised everyone that if they had any additions or changes they wanted to suggest regarding what has been put together already to please submit them to Walter who will pass them on to the group.

Commissioner Hoisington then mentioned the importance of having some representation of the panel that will be involved with choosing the next county librarian. No input was solicited during the hiring process for Melinda and she wants to make sure the depth of experience represented by the commission has some input. Don then shared that he and Michael have reached out to County Administrator David Twa to volunteer to be a part of the hiring process however they can help out, whether it be on a panel or just to interview and provide feedback. He, Michael and Melinda all thought this was a good idea so he has reached out. As the effort is just getting started, there is not much to share yet but as things begin to happen (interviews, appointing an interim, etc.) any information will be shared with the commissioners.

9.A. WORKING COMMITTEE REPORTS – Legislative Working Committee

Committee Chair Commissioner A. Smith began by stating that his portion of the meeting would be short as there has been very little information coming out of the CLA this year about what is going on in Sacramento. There is a CLA Legislative committee but this year they had no 'ask' as they've had in prior years asking for money. He never saw the final figures and asked Melinda to share them if she had seen them. Melinda shared that the usual \$100,000 that the library receives for literacy projects was not reduced, however she thought the library had not received anything for Lunch in the Library this year. Alison mentioned that some grant money had come in to help with that program but the library doesn't count on those funds to provide the Lunch in the Library program at the branches. Melinda continued by saying there hadn't been a lot of information coming from the state library either. Everyone's focus these days seems to be on service delivery issues and health and safety during the pandemic. The Contra Costa County Library has never been reliant on state funding to survive. There are some federal dollars at play and those opportunities will be shared with the commission as they come up. The CLA is a volunteer organization and most members are probably concerned with their own survival at this point which is impacting their level of helpfulness.

Commissioner Hoisington asked whatever happened to the idea of the library stories that was brought up during 2019? She thought that was a wonderful idea and was curious what happened. Alan stated that since so much of what was suggested had to do with happenings inside the libraries, that the whole pandemic pretty much took that effort off the table until such time as people are allowed back into the branches. Look for this to be revived in the future.

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

Vice Chair Fischer began by stating that this is the other half of what gets submitted to the BOS in December. The annual report speaks to what the commission has already done this year while the work plan outlines what we hope to accomplish in the coming year. Michael thanked everyone who has already provided input to Walter about what they've been doing and he implored everyone to dig deep to see what other, perhaps unusual, things they may have done in this current environment that may have positively affected the libraries. Michael mentioned he was ready to take down anything that someone wanted to share, or as shortly after the meeting as possible, please send any input to Walter so the committee can provide a draft to the commission ahead of the next meeting.

10. FORMATION OF A NOMINATING COMMITTEE –

Chair McCormick began by asking if there was a motion from the floor to create a temporary ad-hoc nominating committee for 2020. Commissioner A. Smith made such a motion and Commissioner Kelly seconded. *The motion was approved by consensus of the commission.*

Melinda and Walter then provided the commission with a brief reminder of the responsibilities of the Nominating Committee and a description of the process and the time commitment involved. The floor was then opened for volunteers, along with the reminder that members of the committee would not themselves be eligible to hold an office. **Commission A. Smith** volunteered to serve again and **Commissioners Ferree and T. Smith** also volunteered to serve.

11. COUNTY LIBRARIAN REPORT -

Melinda began by expressing her support once again for the Library Commission and how helpful they have been. She came on board right after the commission was resurrected and has enjoyed working with the members and watching as new members take on increased responsibilities. She mentioned her hope that the commission would join the library in their diversity and education efforts as she thinks there is a role for the commission to play. A number of commissioners are also involved in education already and so would have much to contribute. Related to this are the broadband initiatives, senate bill 1130 and assembly bill 570, that were very well thought out but have been shelved for the current legislative session. As Alan knows, however, these things have a way of returning so these will likely appear again. Sometimes it takes 2 or 3 years to get off the ground. On a more local note, we are intending to go ahead with our involvement with CENIC which means we will be able to provide faster speeds and better internet accessibility. Of course the cyberattacks happened this year but we've come back better, stronger and safer than before so now we just need to get the doors open for people to be able to use those things. Melinda also shared that the library was in talks with three of the cities regarding extra hours for their libraries. Walnut Creek, San Ramon and Danville are all looking for ways to extend their hours once we've reopened. Considerable effort has gone into decisions about how to reopen safely once the time arrives, perhaps at the level of 25% of our reader seats in the libraries. A lot of moving of seats, removal of computers and the installation of plexiglass shields have been happening in preparation for reopening once we're given the go ahead. She had originally hoped this would be happening in September before she left but it looks like now it will be sometime after the first of the year.

Regarding the recruitment of a new county librarian and the role the commission might play, she thought that would be an easy conversation with David. The recruitment will be a nationwide search, beginning after the first of the year as he has a number of things on his plate right now. He will be appointing an interim as well. She felt confident that some excellent candidates will appear during this recruitment and that the library will end up in good hands. She has enjoyed working with this group of commissioners, practically rebuilding the commission from the ashes, and enjoyed also watching the commission become the thoughtful and passionate group that they are. She knows there are a few vacancies right now but Walter is handling that so those should be refilled soon. The cities don't always like to do things on our schedule but she is sure we

will be back to full strength before you know it. Thank you all one last time for your service and commitment to the library.

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 NOVEMBER 19, 2020 LIBRARY COMMISSION MEETING AT TBD.

The meeting was adjourned at 8:45 p.m.

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, November 19, 2020

AGENDA ITEM #: 6.

ITEM: BUDGET UPDATE & DISCUSSION

RECOMMENDED ACTION:

None

Melinda Cervantes, County Librarian

**Library
General Government**

Library Budget Summary

County Library Fund	2018-19 Actuals	2019-20 Budget	2020-21 Baseline	2020-21 Recommended	Change
Expense					
Salaries And Benefits	21,534,781	26,076,509	26,950,987	26,950,987	0
Services And Supplies	7,362,135	13,883,709	6,398,748	6,398,748	0
Other Charges	3,928,063	5,670,997	2,422,265	2,422,265	0
Fixed Assets	142,044	580,040	490,000	490,000	0
Expenditure Transfers	67,271	46,665	55,000	55,000	0
Expense Total	33,034,294	46,257,920	36,317,000	36,317,000	0
Revenue					
Other Local Revenue	36,285,734	34,807,000	36,047,819	36,047,819	0
State Assistance	291,345	74,000	269,181	269,181	0
Revenue Total	36,577,079	34,881,000	36,317,000	36,317,000	0
Net Fund Cost (NFC):	(3,542,785)	11,376,920	0	0	0
Allocated Positions (FTE)	200.7	204.3	204.3	204.3	0.0
Financial Indicators					
Salaries as % of Total Exp	65%	56%	74%	74%	
% Change in Total Exp		40%	(21%)	0%	
% Change in Total Rev		(5%)	4%	0%	
% Change in NFC		(421%)	(100%)	0%	
Compensation Information					
Permanent Salaries	12,263,753	15,371,539	15,163,199	15,163,199	0
Temporary Salaries	1,243,236	1,716,863	1,864,248	1,864,248	0
Permanent Overtime	121,978	52,300	52,300	52,300	0
Deferred Comp	138,522	197,820	220,440	220,440	0
Comp & SDI Recoveries	(88)	0	0	0	0
FICA/Medicare	1,013,673	1,235,276	1,295,578	1,295,578	0
Ret Exp-Pre 97 Retirees	34,250	36,063	36,063	36,063	0
Retirement Expense	3,427,484	3,759,240	4,177,130	4,177,130	0
Employee Group Insurance	1,784,356	2,397,095	2,921,706	2,921,706	0
Retiree Health Insurance	777,430	764,592	745,198	745,198	0
OPEB Pre-Pay	337,762	337,936	331,978	331,978	0
Unemployment Insurance	5,204	6,368	14,034	14,034	0
Workers Comp Insurance	387,219	201,417	129,112	129,112	0

Library

General Government

Department Description

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

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

Major Department Responsibilities

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

Countywide Library Services Summary			
Service:			Discretionary
Level of Service:			Discretionary
Expenditures:			\$36,317,000
Financing:			36,317,000
Net Fund Cost:			0
Funding Sources:			
Property Taxes	88.5%	\$32,135,819	
Intergovernmental	9.6%	3,491,180	
Misc. Revenue	1.0%	349,120	
State Aid	0.7%	269,181	
Fees	0.2%	71,700	
FTE:	204.3		

Library General Government

Library Administration and Support Services Budget

County Library Fund	2018-19 Actuals	2019-20 Budget	2020-21 Baseline	2020-21 Recommended	Change
Expense					
Salaries And Benefits	7,682,409	9,640,507	9,481,370	9,481,370	0
Services And Supplies	5,850,386	10,117,017	3,469,436	3,469,436	0
Other Charges	1,582,015	1,453,610	1,390,194	1,390,194	0
Fixed Assets	51,977	480,040	490,000	490,000	0
Expenditure Transfers	67,271	46,665	55,000	55,000	0
Expense Total	15,234,056	21,737,839	14,886,000	14,886,000	0
Revenue					
Other Local Revenue	660,351	290,898	474,000	474,000	0
State Assistance	100,127	74,000	74,000	74,000	0
Revenue Total	760,478	364,898	548,000	548,000	0
Net Fund Cost (NFC):	14,473,579	21,372,941	14,338,000	14,338,000	0
Allocated Positions (FTE)	60.8	62.4	62.4	62.4	0.0
Financial Indicators					
Salaries as % of Total Exp	50%	44%	64%	64%	
% Change in Total Exp		43%	(32%)	0%	
% Change in Total Rev		(52%)	50%	0%	
% Change in NFC		48%	(33%)	0%	
Compensation Information					
Permanent Salaries	4,211,505	5,780,092	5,417,539	5,417,539	0
Temporary Salaries	44,470	151,680	136,383	136,383	0
Permanent Overtime	22,938	14,200	14,200	14,200	0
Deferred Comp	39,473	52,560	57,840	57,840	0
FICA/Medicare	316,440	383,744	410,373	410,373	0
Ret Exp-Pre 97 Retirees	12,631	12,181	12,181	12,181	0
Retirement Expense	1,270,282	1,391,966	1,536,912	1,536,912	0
Employee Group Insurance	526,310	677,419	767,651	767,651	0
Retiree Health Insurance	777,430	764,592	745,198	745,198	0
OPEB Pre-Pay	337,762	337,936	331,978	331,978	0
Unemployment Insurance	1,602	2,293	5,011	5,011	0
Workers Comp Insurance	121,566	71,845	46,104	46,104	0

Library

General Government

Library Administration & Support Services Summary			
Service:	Discretionary		
Level of Service:	Discretionary		
Expenditures:	\$14,886,000		
Financing:	548,000		
Net Fund Cost:	14,338,000		
Funding Sources:			
Property Taxes	96.3%	\$14,338,000	
Misc. Revenue	2.3%	335,000	
Intergovernmental	0.7%	102,800	
State Aid	0.5%	74,000	
Fees	0.2%	36,200	
FTE:	62.4		

1. Library Administration

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

Library Administration Summary			
Service:	Discretionary		
Level of Service:	Discretionary		
Expenditures:	\$7,381,177		
Financing:	316,000		
Net Fund Cost:	7,065,177		
Funding Sources:			
Property Taxes	95.7%	\$7,065,177	
Misc. Revenue	9.6%	316,000	
FTE:	25.2		

2. Support Services

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

Library General Government

Support Services Summary			
Service:	Discretionary		
Level of Service:	Discretionary		
Expenditures:	\$5,510,385		
Financing:	32,800		
Net Fund Cost:	5,477,585		
Funding Sources:			
Property Taxes	99.4%	\$5,477,585	
Intergovernmental	0.5%	28,600	
Fees	0.1%	4,200	
FTE:	24.2		

Countywide Services Summary			
Service:	Discretionary		
Level of Service:	Discretionary		
Expenditures:	\$1,994,438		
Financing:	199,200		
Net Fund Cost:	1,795,238		
Funding Sources:			
Property Taxes	90.0%	\$1,795,238	
Intergovernmental	3.7%	74,200	
State Aid	3.7%	74,000	
Fees	1.6%	32,000	
Misc. Revenue	1.0%	19,000	
FTE:	13.0		

3. Countywide Services

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

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Library-Community Services

County Library Fund	2018-19 Actuals	2019-20 Budget	2020-21 Baseline	2020-21 Recommended	Change
Expense					
Salaries And Benefits	13,852,372	16,436,002	17,469,617	17,469,617	0
Services And Supplies	1,511,750	3,766,692	2,929,312	2,929,312	0
Other Charges	2,346,049	4,217,387	1,032,071	1,032,071	0
Fixed Assets	0	100,000	0	0	0
Expense Total	17,710,171	24,520,081	21,431,000	21,431,000	0
Revenue					
Other Local Revenue	5,092,729	3,687,102	3,438,000	3,438,000	0
Revenue Total	5,092,729	3,687,102	3,438,000	3,438,000	0
Net Fund Cost (NFC):	12,617,441	20,832,979	17,993,000	17,993,000	0
Allocated Positions (FTE)	139.9	141.9	141.9	141.9	0
Financial Indicators					
Salaries as % of Total Exp	78%	67%	82%	82%	
% Change in Total Exp		38%	(13%)	0%	
% Change in Total Rev		(28%)	(7%)	0%	
% Change in NFC		65%	(14%)	0%	
Compensation Information					
Permanent Salaries	8,052,248	9,591,447	9,745,660	9,745,660	0
Temporary Salaries	1,198,766	1,565,183	1,727,865	1,727,865	0
Permanent Overtime	99,041	38,100	38,100	38,100	0
Deferred Comp	99,049	145,260	162,600	162,600	0
Comp & SDI Recoveries	-88	0	0	0	0
FICA/Medicare	697,233	851,533	885,205	885,205	0
Ret Exp-Pre 97 Retirees	21,620	23,882	23,882	23,882	0
Retirement Expense	2,157,202	2,367,274	2,640,218	2,640,218	0
Employee Group Insurance	1,258,047	1,719,676	2,154,055	2,154,055	0
Unemployment Insurance	3,601	4,075	9,023	9,023	0
Workers Comp Insurance	265,653	129,572	83,009	83,009	0

Library General Government

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

Library Community Services Summary		
Service:	Discretionary	
Level of Service:	Discretionary	
Expenditures:	\$21,431,000	
Financing:	3,438,000	
Net Fund Cost:	17,993,000	
Funding Sources:		
Property Taxes	83.9%	\$17,993,000
Intergovernmental	15.8%	3,388,380
Fees	0.2%	35,500
Misc. Revenue	0.1%	14,120
FTE:	141.9	

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Revenue – County Library Taxes

County Library Fund	2018-19 Actuals	2019-20 Budget	2020-21 Baseline	2020-21 Recommended	Change
Revenue					
Other Local Revenue	30,532,654	30,829,000	32,135,819	32,135,819	0
State Assistance	191,218	0	195,181	195,181	0
Revenue Total	30,723,872	30,829,000	32,331,000	32,331,000	0
Net Fund Cost (NFC):	(30,723,872)	(30,829,000)	(32,331,000)	(32,331,000)	0
Financial Indicators					
Salaries as % of Total Exp					
% Change in Total Exp					
% Change in Total Rev		0%	5%	0%	
% Change in NFC		0%	5%	0%	

Description: The Library Fund receives an apportionment, in accordance with State law, of approximately 1.5% of the countywide 1% property tax revenue.

Revenue – County Library Taxes Summary			
Service:			Mandatory
Level of Service:			Mandatory
Expenditures:			\$0
Financing:			32,331,000
Net Fund Cost:			(32,331,000)
Funding Sources:			
Property Taxes	99.4%	\$32,135,819	
State Aid	0.6%	195,181	

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Other Funds

Casey Library Gift

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

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

CAO's Recommendation

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

Baseline costs for salaries and benefits are increased over the current year budget by \$874,478 due to cost of living increases, retirement costs, and an increase to staffing. In FY 2019-20, full-time equivalent (FTE) staffing was increased by 3.6 for a total of 204.3 FTEs to stabilize library staffing and improve customer service, with no change to the maximum hours of library operation. Baseline services and supplies are reduced by \$7,484,961 due to the elimination of appropriations for one-time purchases in FY 2019-20 of equipment, computers and materials. Baseline costs for

other charges are reduced by \$3,248,732 due to the elimination of one-time charges for building maintenance and the costs associated with the El Sobrante Library fire.

The Library relies primarily on property tax revenue to fund services. The Baseline Budget assumes an increase of 4.5% in property tax revenue, which, along with city contributions and grant funding, will enable the Library to absorb increases to salaries and benefits costs and maintain a structurally balanced budget.

The FY 2020-21 budget is recommended at the Baseline level, which will permit the Library to continue current operations, and innovate new programs to promote public service.

Performance Measurements

- **Library Visits:**
Library visits have decreased an average of 2.1% annually, from 3,768,045 visits in FY 2013-14 to 3,540,968 visits in FY 2018-19.
- **Items Circulated**
The number of items circulated has decreased an average of 0.8% annually, from 6,548,953 in FY 2013-14 to 6,511,239 in FY 2018-19.
- **Annual Hours Open:**
The Library's annual open hours have increased from 56,056 in FY 2013-14 to 56,875 in FY 2018-19.
- **Facility Improvements:**
 - The El Sobrante Library was damaged by a fire February 2018 resulting in an unanticipated remodel of the facility. The department has taken the opportunity to rethink the interiors of the building, dedicating a new teen space, enlarging the children's area, adding more natural light and orienting the meeting room to the exterior landscaping; construction was completed and the library was reopened to the public in November 2019;
 - The Friends of the Library building adjacent to the El Sobrante Library was renamed the Nancy Fahden House in honor of the first woman to be elected to

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county office in the history of Contra Costa County. The building was renovated and now houses the Friends of the El Sobrante Library and the El Sobrante Historical Society.

- The County, in partnership with the City of Pleasant Hill, continues to plan and design the new Pleasant Hill Library, which is projected to open in 2021;
 - The City of Concord completed upgrades to the sliding glass doors at the entrance to the Concord Library;
 - The Town of Danville completed a refresh of the Danville Library meeting room.
- The City of Pinole has agreed to contribute to the maintenance costs for the Pinole Library in exchange for 35 hours of library service.
 - A new agreement with the City of Brentwood was completed. A draft agreement for the City of Orinda is in process. A new agreement for County-owned library facilities has been fully executed with the cities of Pinole and Walnut Creek; the agreement with the city of Antioch is under review.
 - The upcoming closure of the Pleasant Hill Library requires distribution of services and collections formerly part of the Central Library. A plan for disposition of the collection was presented in a report to the Contra Costa County Library Commission on March 21, 2019. The report describes all collections in the Pleasant Hill Library and makes recommendations for each collection, both long-term and short-term. The report was attached to the Board of Supervisor response to the Civil Grand Jury report "Safeguarding the Library's Local History Collection." Regarding the local history collection, the Contra Costa County Historical Society expressed interest in the collection in summer 2019.
 - A new location for Project Second Chance, the adult literacy program, was identified and a move will be completed in spring 2020.
 - The Library identified overdue fines on materials as the single highest barrier to the use of libraries and library services. Effective January 2019, the Board of Supervisors authorized the elimination of library fines and the waiver of uncollectible debt dating back to 1995 for all library patron accounts.
 - The Library has begun executing the systemwide marketing and communication plan. The Reader's Initiative was launched in January 2019 and continued through the budget year with introduction of five new library cards, the Read to 2020 reading challenge, and various other library programs. An ongoing campaign to reach active and inactive library cardholders to welcome them back to the library was also launched in January 2019.
 - The 2019 Summer Reading Program featured a wide variety of programs, information and entertainment for all ages. The program saw a 10 percent increase in those who completed the challenge.
 - In response to library user needs, the Library continues to update its online and downloadable resources. The department purchased a new subscription to Ancestry.com for in-library genealogical research, and the Overdrive Instant Digital Card for instant remote access to downloadable ebooks and audiobooks for Contra Costa residents who don't have a library card yet.
 - On December 16, 2019, the Library launched a new website and interactive online catalog in order to provide users with a modern, streamlined and overall improved online experience.
 - The department has contracted with a consultant to assess the user experience at six libraries throughout the county and make recommendations for improvements to interior spaces. In FY 2019-20, the Library will develop a facility assessment and space planning document for all Contra Costa County Libraries in alignment with the goals set in the Library Strategic Plan.
 - In partnership with the City of Richmond, the Library created an Early Literacy Reading Room at the North Richmond Shields-Reid Community Center aimed at serving children and families in North Richmond. The room is stocked with

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books for children, toys that support early learning, and an early literacy computer.

- The 2019 Lunch at the Library program was very successful. The library served 5,973 lunches and snacks to children during the summer at nine library locations.
- In spring 2020, the Library will upgrade all staff computers to Microsoft Office 365 and Windows 10.

Administrative and Program Goals

- Continue to implement the Library Strategic Plan adopted by the Board of Supervisors in 2019.
- Continue to coordinate with cities regarding the approval of Library Lease Agreements in order to transfer ownership and fiscal responsibility for facilities to the cities. This will contribute to the County's goal of fiscal health.
- Finalize and plan the implementation of facility and technology assessment documents for all Contra Costa County Libraries in alignment with goals in the Strategic Plan.
- Implement measures to strengthen and improve the department's network safety and security.
- Continue to work with the City of Pleasant Hill to construct a new library facility and relocate to a temporary facility.
- Complete distribution of collections housed at the Pleasant Hill Library.
- Continue to review library staffing and open hours to maximize services for the public. Analysis of measurable and quantifiable data are used to justify hours of operation, staffing levels and security enhancements.
- Continue the popular Lunch at the Library Program, providing lunch and snacks to children during the summer. In collaboration with State and local school districts, this community asset allows children to have food security during non-school sessions while also incorporating library programming and reading activities.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, November 19, 2020

AGENDA ITEM #: 7.A.

ITEM: **WORKING COMMITTEE REPORTS: LEGISLATIVE
WORKING COMMITTEE PLANNING FOR LIBRARY
STABILIZATION FUND ACT RESPONSE**

RECOMMENDED ACTION:

Discuss and plan the Commission's response in regards to the Library Stabilization Fund Act proposal.

The Library Stabilization Fund Act

COVID-19 is causing significant financial losses for libraries, resulting in disruption to core library services, thousands of staff furloughs and layoffs across the country. Fiscal stabilization is needed to preserve crucial library services for students, jobseekers, rural and Tribal residents, and small businesses—now and in the recovery to come.

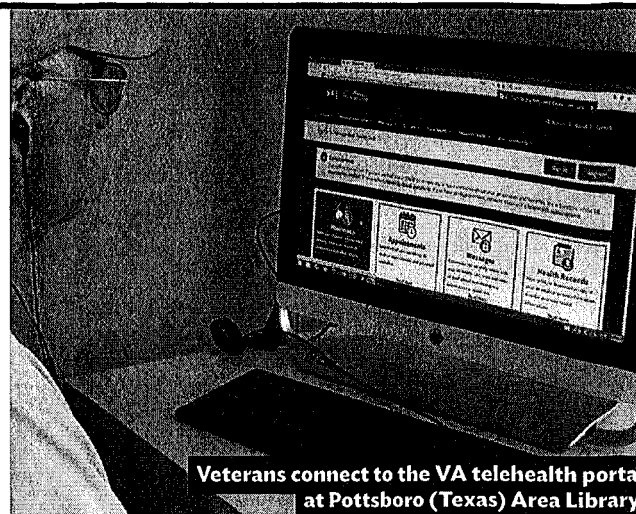
The Library Stabilization Fund Act would establish a \$2 billion fund to address financial losses and bolster library services, with priority to the hardest-hit communities. Delivered through the Institute of Museum and Library Services (IMLS), the funding would provide:

- \$1.7 billion to be distributed to local libraries through state library agencies based on state population, with a minimum of \$10 million to each state
- \$45 million in formula grants to Tribal libraries
- \$200 million in competitive grants to strengthen library services to communities affected by COVID-19
- \$40 million for IMLS to administer grants and conduct research and data collection related to the impacts of COVID-19

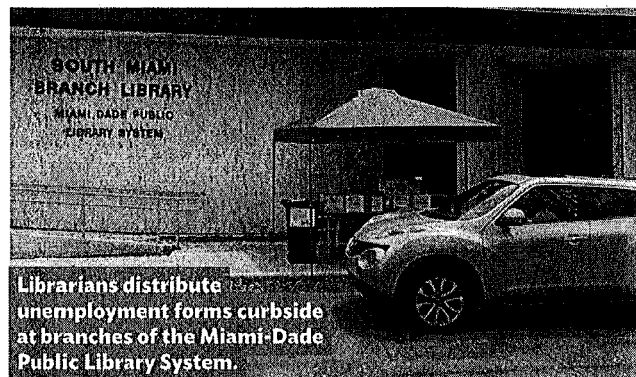
Funds would keep nearly 370,000 library workers on the job, defray costs related to safe re-opening, and support a range of library services to millions of patrons, including:

- High-speed internet access and digital literacy training
- Resources to facilitate remote learning for educators and students of all ages
- Tools and guidance for entrepreneurs to research emerging markets, design business plans and launch startups
- Employment assistance, from resume writing to job search to GED certification
- Support in applying for veteran's benefits, unemployment assistance, medical coverage and other government services
- Programs that foster early literacy, entrepreneurship and lifelong learning

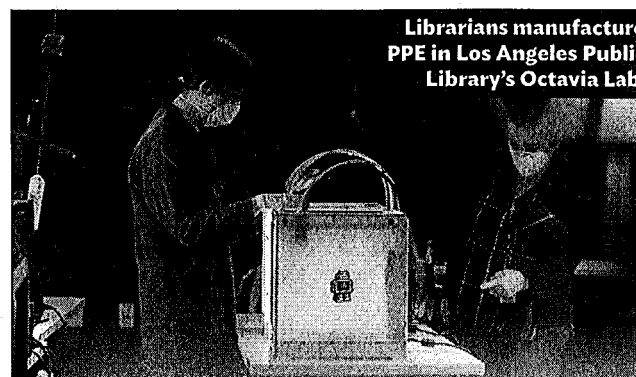
The legislation was introduced on July 2 by Sen. Jack Reed (RI) and Rep. Andy Levin (MI-9).



Veterans connect to the VA telehealth portal at Pottsboro (Texas) Area Library



Librarians distribute unemployment forms curbside at branches of the Miami-Dade Public Library System.



Librarians manufacture PPE in Los Angeles Public Library's Octavia Lab

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, November 19, 2020

AGENDA ITEM #: 7.B.

ITEM: WORKING COMMITTEE REPORTS: ANNUAL REPORT
WORKING COMMITTEE DRAFT OF 2020 ANNUAL
REPORT AND 2021 WORK PLAN

RECOMMENDED ACTION:

Review and comment (additions, deletions) on draft of the 2020 Annual Report & 2021 Work Plan and vote to submit to the Board of Supervisors.

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. Some of you have provided information to populate this report. Please review this report as soon as possible and, preferably in advance of the Commission meeting to be sure that all items from you are properly placed and stated and submit either to Walter or at the Commission meeting missing activities that you have engaged in during the calendar year, listed them under the appropriate goal (including sub-goal where appropriate). We want this document to reflect both the activities engaged in by each Commissioner and Alternate as well as the names of each person involved in each activity. The final version of this document will be combined with the attendance report for Commission meetings as our Annual Report to the County Board of Supervisors and each appointing authority.

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) (Ferree)
- ◇ Participated in city anniversary celebration in support of building support for the library (DaoJensen).
- ◇ Purchased twenty-two new tables for the Clayton Library. (Ferree)
- (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). Activities included being part of the team that worked on:
 - Moving all Friends materials from the old Pleasant Hill Library property into storage
 - Fitting out a retail store in downtown Pleasant Hill
 - 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. The store is open 7 days a week, 11am to 5pm and accepts 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)

- ◇ Monitored activities of Friends and Foundation groups to assist in their accomplishments such as fund raising and grant proposals on behalf of the local libraries (LaLanne)
- (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) (Fischer).
 - ◇ Worked with the Clayton City Council to clean-up and improve the library grounds in preparation for the 25th library anniversary celebration. (Ferree)
 - ◇ Worked with Clayton Library Foundation to include a city council member on board for ongoing communication and to ensure the 15,500 square foot library building and furnishings owned by the City are properly upgraded and maintained. (Ferree)

- (Goal 2-B) Had the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
 - ◇ Joined, supported, and followed ALA, CLA in their efforts to achieve state and national library related legislation and contact elected officials as appropriate (LaLanne)
- (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.
 - ◇ Successfully delivered the Clayton Community Library Foundation annual report to the city council and residents in March 2020. (Ferree)
 - ◇ Met with Supervisor 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) (LaLanne)
- (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)
 - ◇ Informed the commission of the activities undertaken by the local Foundation group including the 25th library anniversary celebration in March 2020. (Ferree)
- (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.

- ◇ Successfully executed the Clayton library full day 25th anniversary celebration on March 7, 2020 including community interaction such as a scavenger hunt with prizes, book basket drawings, story time, guest speaker lectures, and a membership drive. (Ferree)
- ◇ Advocated for County Libraries and library services during interactions with the community (LaLanne)
- ◇ Devoted a day to volunteer at the library on the Walnut Creek Community Service Day (LaLanne)
- ◇ Met with and received reports from two local libraries to keep informed about their needs and activities (LaLanne)
- (Goal 2-F) Continued to conduct Commission meetings at the branches and seek to involve the local communities in these meetings. (Note that due to the coronavirus pandemic this goal has to be postponed for this year.
- (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 raised at Commission meetings during the year.

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)
- ◇ Kept the community informed about availability of services during the coronavirus pandemic (LaLanne) (Fischer)

Contra Costa County Library Commission 2021 Work Plan

(The Goals and Objectives listed below comprise the proposed Work Plan for 2021. They contain what we as a Commission and as individuals will work to accomplish during that year. The Committee has proposed several items that were not part of the 2020 Work Plan that attempt to take into account issues that were raised by events during this year. These items are underlined in the draft. The Commission should consider both whether the additional items are appropriate for the Commission to undertake and whether, as stated, they meet the issues involved.)

Goal 1: Help establish sustainable funding and support for previously existing library programs and services and new needs raised by the economic downturn associated with the coronavirus pandemic.

In order to accomplish this goal, we will:

- Support 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.
- Encourage collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.
- Explore ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Work cooperatively with branch libraries to seek sustainable funding in service of their local communities.
- Review and if in agreement with it, support 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 order to accomplish this goal, we will:

- Increase 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.
- Have the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
- Report 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.
- Develop a system of sharing appropriate stories about our library with public officials at the federal, state, and local level.
- Seek support from the appropriate appointing authority when appropriate to meeting needs of the library system.
- Bring information back to the Commission at its regular meetings on local needs, issues and support.
- Make every effort to solicit feedback on our respective libraries, become familiar with their operations, successes and challenges, and advocate for them in their communities and at the county level.
- Continue, consistent with public health requirements engendered by the coronavirus pandemic, to conduct Commission meetings at the branches, and seek to involve the local communities in these meetings.
- Reach 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.

Goal 3: Work on those important global and national issues that affect the library system or that can be assisted by the resources that the library system can provide to the community.

In order to accomplish this goal, we will:

- Work with the Equity, Diversity and Inclusivity Committee of the Library Administration to address those issues.
- Seek, with appropriate private, county and state partners, methods to help overcome the digital divide including providing space to students needing undisturbed access to distance learning or reserved space for homework.
- Work to foster civic discussion in our body politic.
- Work to highlight the role of libraries in disseminating factual information.

Goal 4: Serve as an advisory committee to the County on library issues.

In order to accomplish this goal, we will:

- Serve, as appropriate, in the selection process for a new County Librarian.
- Work with library staff, to the extent needed, in orienting the new County Librarian when that person is selected.
- Provide 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 raised.

Commissioner Attendance / 2020

Commissioner	Jan	Mar	May	Jul	Sep	Nov	1 = Attended 2 = Excused 3 = Absent 0 = Not on Comm X = Canceled	# Mtgs
John Huh	1	X	X	1	1	1		4
Vivian Faye	1	X	X	1	1			4
Thuy DaoJensen	1	X	X	1	1			4
Shudong Ma	1	X	X	1	3			4
Tommy Smith	1	X	X	3	1			4
Jacalyn Ferree	1	X	X	1	1			4
Michael Fischer	1	X	X	1	1			4
Barry Koops	2	X	X	1	3			4
Janette Maher	3	X	X	3	2			4
Mary Ann Hoisington	1	X	X	1	1			4
Evangelia Ward-Jackson	3	X	X	3	3			4
Yolanda Peña-Mendrek	2	X	X	1	1			4
Arnold Fitzpatrick	2	X	X	1	3			4
Juan Kelly	1	X	X	1	1			4
George Pursley	3	X	X	1	1			4
Kathy Merchant	1	X	X	1	1			4
Zelda LeFrak-Belleci	3	X	X	2	1			4
Katherine Bracken	1	X	X	1	1			4
Jasun Molinelli	1	X	X	3	3			4
Yvonne LaLanne	2	X	X	1	1			4
Antonio Medrano	1	X	X	1	3			4
Don McCormick	1	X	X	1	1			4
Charlene Harlan-Ogbeidi	3	X	X	3	3			4
Alan Smith	1	X	X	2	1			4
Peter Wilson	1	X	X	1	1			4
Lynn Mackey	1	X	X	1	2			4
Rich Robinson	3	X	X	3	3			4
Carolyn Knoll	1	X	X	1	2			4
Bryan Thomas	0	X	X	1	2			3

Names highlighted in yellow above still need to certify they've (re)viewed the Brown Act and Ethics videos

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 5

MEETING DATE: **Thursday, November 19, 2020**

AGENDA ITEM #: **9.**

ITEM: **SET COMMISSION MEETING DATES FOR 2021**

RECOMMENDED ACTION:

Vote to accept proposed meeting date schedule for 2021.

Proposed Dates for 2021 Library Commission Meetings

If the Library Commission members wish to retain the same schedule for meetings that was put in place in 2019 (the 3rd Thursday of every other month), then the proposed meeting dates/locations for the Commission in 2020 are as follows:

Thursday, January 21, 2020.....Concord Library
Thursday, March 18, 2020.....Concord Library
Thursday, May 20, 2020.....Concord Library
Thursday, July 15, 2020.....XXXXXXXXXXXXX
Thursday, September 16, 2020.....Concord Library
Thursday, November 18, 2020.....Concord Library

Meeting times will remain 7pm to 9pm. Location may change (most likely to Zoom meetings) according to rules governing social distancing.

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 6

MEETING DATE: Thursday, November 19, 2020

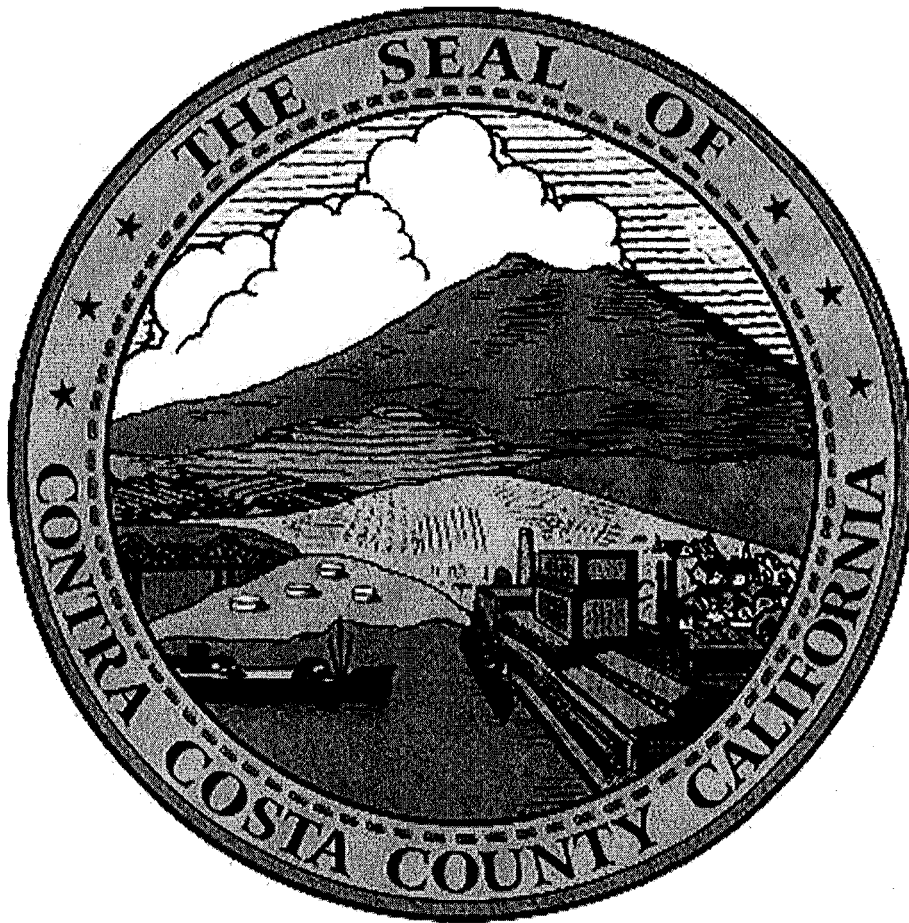
AGENDA ITEM #: 10.

ITEM: TRIENNIAL REVIEW

RECOMMENDED ACTION:

Vote to accept Triennial submission to Clerk of the Board with or without edits.

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase 1

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County committees are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most County boards, committees, and commissions whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these committees for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of boards, committees, and commissions. For additional information about the review procedure, please refer to Resolution 2012/261 and the Advisory Body Handbook.

INSTRUCTIONS

Phase 1 of the Triennial Review will cover the years 2017, 2018, and 2019. Please complete all three parts of the attached survey, including Part I: Questions, Part II: Materials, and Part III: Signatures & Certification.

Completed surveys are due to the Clerk of the Board by **Tuesday, December 1, 2020**. You can submit your completed materials to Lauren Hull, Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
 Attn: Lauren Hull
 1025 Escobar Street, 1st Floor
 Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

CONTACT INFORMATION

Name of Advisory or Independent Body (i.e. Committee, Commission, Council, or Board):
Contra Costa County Library Commission

Name of Person Completing the Triennial Review Survey:
Walter Beveridge

Chairperson Name:
Don McCormick

Staff Person Name:
Walter Beveridge

Staff Agency/Department:
County Library

Staff Telephone Number:
925-608-0347

Staff Email:
walter.beveridge@library.cccounty.us

Website Address (write "N/A" if the body does not have a website):
<https://ccclib.org/commission/>

MEMBERSHIP

1. How many authorized, voting seats are on the body?
24
2. How many authorized, voting seats are currently filled?
17
3. Does the body have a sufficient number of members to achieve its mission?
☒ Yes
☐ No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?
Click or tap here to enter text.

4. Does the body have a sufficient composition of members/types of seats to achieve its mission?

☒ Yes

☐ No

If "No", please indicate which seats you would modify and why.

Click or tap here to enter text.

5. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?

☐ Yes

☒ No

If "Yes", please describe the membership challenges experienced.

Click or tap here to enter text.

6. Are there special qualifications, requirements, or prerequisites for members to serve on the body?

☐ Yes

☒ No

If "Yes", please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

Click or tap here to enter text.

MEETINGS

1. How many meetings were scheduled during the last 36 months?

18

2. During the last 36 months, how many meetings were held?

17

3. How many meetings were cancelled during the last 36 months?

2, although one was rescheduled for a month later.

4. How many meetings were cancelled during the last 36 months *specifically due to a lack of quorum*?

One

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. How does the body engage stakeholders and the general public on issues and programs within the body's area of responsibility?

During every meeting of the Library Commission, members are encouraged to share newsworthy items as they relate to services, programs and collections. For example, there were two libraries under construction/remodel that opened in 2017

and two additional libraries in 2018. Other facilities have received refreshes or received extensive improvements such as the El Sobrante Library after a fire that started outside of the building, causing extensive damage. Commissioners are encouraged to report out to their respective city councils, MACs or school districts (Bay Point/Oakley). Many Commissioners also serve on Library Friends or Foundation Boards in their respective communities. The Chair of the Library Commission has joined the County Librarian and staff in meetings with legislators regarding issues upon which the Board of Supervisors has taken a position. In September 2017, the first (of three) Library Friends, Foundation and Commissioner Forums was held to allow for all CCCL stakeholders to come together to discuss best practices, learn more about the Library strategic plan, marketing and communications plan and legislative issues that will impact CCCL.

2. How are stakeholder and public input incorporated into the body's mission and objectives?

There are opportunities for the public to attend and address the Library Commission meetings during the public comment section of each of the six meetings or submit written communications, also placed on the agenda and read into the minutes. In 2016, the Library Commission formed a Revitalization Committee, surveyed Commission members, stakeholders and appointing authorities of special representatives, and submitted their report to the IOC and Mayors Conference. Feedback was incorporated into a final report that was submitted to the Board of Supervisors who approved reauthorization. The feedback also guided the work of the commission into 2017 and beyond. The 2017 Annual Forum captured comments and suggestions throughout the half-day event to inform the Commission and staff. Library Commissioners frequently serve as members of community-specific Friends of the Library or Library Foundation organizations, which helps strengthen the linkage between the communities and the County Library. In March of 2018, the commissioners and over 18,000 library patrons responded to a survey asking about their use of the library and their thoughts about it. This survey was conducted by a firm called Orangeboy, a library analytics firm based in Columbus, Ohio. The 2018 Forum highlighted the results of this survey and its potential applications to library management. In October of 2019, Commission Chair Don McCormick attended the Urban Libraries Council 2019 Forum, "Preparing To Lead On AI + Digital Citizenship", a 3-day conference in Salt Lake City and was able to share his experience with the rest of the commission at the following meeting. Library Commission agendas and supplemental materials are posted on the Commissions' web page, at all library locations, the Clerk of the Board's Office and various other locations for public consumption.

3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?

The County Librarian meets regularly with each member of the Library Commission, city library committees (San Ramon), other city, county and school staffs and community members and organizations (Library Friends and Foundations), Mayors Conference and the PMA to talk about County Library operations, mission, vision and goals and how this benefits residents of CCC. Library Commissioners are encouraged to regularly report out

to their appointing authorities about the activities of the Commission and the Library. When a topic is of particular interest, local forums may be held with select Commissioners present (Antioch Family Care Center), security in libraries, new library facilities, etc.

4. How far in advance of the meeting date does the body post its meeting notice?
The requirement is that notices will be posted at least 96 hours before a meeting. Usually the notices are posted a week in advance. The meeting agenda and packet are also posted a week in advance on the Commission page of the Library's website.
5. Where are meeting notices posted? Please note all locations, both physical and electronic. Official posting locations are Library Administration, Pleasant Hill Library, Walnut Creek Library and the Clerk of the Board's Office. Agendas are also sent to each Supervisor's Office, the County Administrator's Office, all Community Libraries, the City of Richmond Library and City offices. The meeting notice and agenda packet are also uploaded onto the County Library website.
6. What information is regularly presented to the body's members to keep them informed of the body's performance?
Regular reporting on the library, state and federal budgets, strategic plan, staffing challenges, new library construction, marketing and communications plan, outreach and initiatives activities such as STEAM and the library card challenge and reading initiatives, legislative items that will impact library services, library use data and significant projects and expenditures to improve the user experience such as replacing Library website with a new graphic website, wrap Library delivery vehicles with brand images and messages, the elimination of overdue fines, etc.).

MISSION & PURPOSE

1. What is the original purpose and responsibility of the body, as prescribed in its establishing documents?
The Contra Costa County Library Commission was originally established in March 1991 for a two year period and has been reauthorized by both the Board of Supervisors and the Mayors Conference for continuance. The original purpose and responsibility of the Commission is five part: 1) To serve in an advisory capacity to the Board of Supervisors and the County Librarian; 2) To provide community linkage to the County Library; 3) To establish a forum for the community to express its views regarding the goals and operations of the County Library; 4) To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need; and 5) To develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.
2. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
☐ Yes
☒ No

If "Yes", please describe these changes.

Click or tap here to enter text.

3. Are the body's bylaws reflective of the body's current mission, purpose, and focus?
(Alternatively, use this space to indicate if the body does not have bylaws.)

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.

Click or tap here to enter text.

4. Do you recommend changes to the body's mission, purpose, or focus?

☐ Yes

☒ No

If "Yes", please explain the changes you would suggest and why.

Click or tap here to enter text.

5. What target population or priority communities are served by the body?

The Library Commission serves as an advisory body to the Board of Supervisors and the County Librarian. In that capacity, their target population is all current and regular library users and residents, which encompasses the whole of the County excepting the City of Richmond which has its own municipal library.

6. List activities, services, programs, and/or special projects the body delivers to achieve its current mission.

The Library Commission achieves its mission through having six meetings per year, all of which are open to the public. The Library Commission receives presentations from Library Staff on various projects and operations, so that Commissioners are aware of and able to ask questions regarding those projects and operations. The Library Commission meetings offer a public comment section to allow for open feedback and communication. Library Commissioners also frequently serve on community-specific Friends of the Library or Library Foundation groups, which helps strengthen the linkage between the communities and the County Library. Every year in early Spring, members of the Commission, along with the County Librarian, schedule and attend advocacy meetings with local, state and federal elected officials to advance library-related issues that are part of the Board of Supervisor's legislative agenda.

BUDGET

1. Does the body have an annual operating budget?

☐ Yes

☒ No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a "Friends" committee or other organization?

☒ Yes

☐ No

If "Yes", please list the organization.

Most of the individual libraries have Friends groups or foundations (some have both) that provide funding for library programs, facilities upgrades and extra open hours. Many commissioners are members of these groups as well.

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

☒ Yes

☐ No

If "Yes", please provide a description of the challenge or concern.

1. Other critical county funding priorities has precluded the county from being able to increase funding for the library as detailed in the Library Commission's July 2016 report, "Promoting Excellence in Library Service for Contra Costa County." 2. Reducing the voter threshold to pass library construction bond measures has been negatively impacted by politics, thus depriving Californians from being able to decide if local communities want to decide on such measures. 3. While the county's seven legislators are all library supporters, their support has not been able to carry over to the state budget receiving an augmentation for literacy and other programs. 4. While most branch libraries have a Friends organization which raise funds to improve library services; there is a lack of a coordinating Friends organization, nor a county wide library foundation.

If "Yes", please also list who is affected by this challenge or problem.

All library patrons in Contra Costa County.

If "Yes", please also list what changes or other recommendations the committee has considered in response.

The Library Commission included a number of recommendations in its "Promoting Excellence in Library Service for Contra Costa County" report, including increased applications for grants, reactivation of the Friends Council county-wide and the hiring of a professional consulting service to secure private gifts and bequests to support Library programs and services.

ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission.

1. The Commission developed an in-depth study of the library's funding in a report titled " Promoting Excellence in Library Service for Contra Costa County ." The report showed that the Contra Costa County Library receives significant less funding per capita than any other Bay Area public libraries. The report which was discussed with each supervisor individually, also provided suggestions of how funding might be increased. 2. The Commission developed a Revitalization report in response to the 2015 Triennial Review. It streamlined

the purposes and duties of the Commission, recommended reducing the number of voting members etc. The report was adopted by the Board of Supervisors in December 2016. 3. The Commission drafted letters for the Board of Supervisors to support increased literacy funding, support of SCA3 (55% voter threshold for library construction bonds 2017), ACA-1 (55% voter threshold for housing and library construction bonds 2019) and preserving IMLS (Institute of Museum and Library Services) which is a source of some library grants funding. Some Commissioners drafted similar support letters from their cities and local organizations. Many met with (along with library staff) the local legislators to educate and advocate for improved funding. One commissioner testified at two senate hearings in Sacramento for SCA3. Many are also active in their local libraries and Friends groups and report on Commission activities to their city councils. 4. The Commission participated in September 2017 in the first Annual Library Friends, Foundations and Commission Forum which included members from the Friends groups and foundation board members. This may be the start of forming a county-wide Friends Council. Commission members have been meeting to establish a county-wide Foundation.

2. **Describe any effects the body has had on the target population or community.**
Much of what the Commission does is advocate for increased funding for library services and programs which benefits all patrons of the library system in Contra Costa County.
3. **Optional: Describe any additional comments on the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements.
Click or tap here to enter text.

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the last 12 meetings
 - ☒ Attached; *or*
 - ☐ Link to Agendas from last 12 meetings: *Click or tap here to enter text.*

- Minutes (or records of action) from the last 12 meetings
 - ☒ Attached; *or*
 - ☐ Link to Minutes from last 12 meetings: *Click or tap here to enter text.*

- Bylaws currently in effect
 - ☐ This body does not have bylaws; *or*
 - ☒ Attached; *or*
 - ☐ Link to current bylaws:

- Annual Reports for years 2017, 2018, and 2019 if available, as submitted to the Board of Supervisors
 - ☐ There are no annual reports for the years 2017-2019; *or*
 - ☒ Attached; *or*
 - ☐ Link to most recent Annual Report: *Click or tap here to enter text.*

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the 2019 - 2021 Triennial Review survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Don McCormick

Signature of Chairperson: _____

Date: _____

Name of Board, Committee, or Commission (body) Staff Person: Walter Beveridge

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Management Analyst for the Clerk of the Board

Lauren.Hull@cob.cccounty.us

(925) 655-2007

Thank you for your time and cooperation!

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 7

MEETING DATE: Thursday, November 19, 2020

AGENDA ITEM #: 11.

ITEM: INTERIM COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

None.

MAJOR PROJECTS AND INITIATIVES

CoCo Reads: How Much of These Hills is Gold by C. Pam Zhang was the book chosen for our countywide read-CoCo Reads. The initiative started on September 7 and concluded on October 28 with an online author visit attended by 150 people. Library staff also hosted several other related online events that were recorded and can be viewed on our YouTube channel. The book was checked out 2,404 times in all its various formats during the initiative.

Summer Reading: 1316 participants out of 2517 completed the summer reading program. Each finisher received the following prizes:

- Starfish pin or crab sticker (stickers go with the board books)
- Shark temporary tattoo
- Book of their choice

Lunch at the Library: 7 library locations* (Antioch, Concord, Crockett, El Cerrito, El Sobrante, Martinez, Rodeo) served 7,290 meals; 9 libraries distributed 5,214 craft and programming kits and gave away 4,789 free books given to children and teens at both our libraries and partner school sites.

*Pinole and Pittsburg were not able to serve meals on site this summer. Pinole was being used as a state-run COVID testing site and Pittsburg Unified School District served all their meals at school sites.

The El Cerrito and San Pablo Libraries are continuing to offer grab and go meals beyond the summer. These meals are provided by WCCUSD while distance learning is in place so kids will continue to have access to the free meals they would have had in school.

Library Learning Tools: staff created several short videos designed to help students, teachers and caregivers use some of our most useful online resources more easily, both during this time of distance learning and beyond.

Library of Things: We now have a "Library of Things" page on our website. It includes items like the Outdoor Explorer backpacks, Energy Efficiency kits, Ukuleles and Stories to Go kits. More items will be added as they become available.

FACILITIES AND OPEN HOURS

On October 20, the Danville Town Council voted to maintain the funding for all extra hours, keeping the library open 56 hours per week through June 30, 2021.

The San Ramon and Walnut Creek city councils will decide matters related to extra open hours funding later in November and in December, respectively.

The Concord Library will be closed from November 9-29, for improvements and repairs to the second floor of the building. This is a planned refresh of the flooring, which is old, worn and contains asbestos. For the safety of staff and patrons, the building must be closed during the asbestos abatement process. The building is owned by the City of Concord, so they are funding these repairs.

Beyond Front Door Service: CCCL is currently focused on developing a detailed plan that will allow us to move beyond Front Door Service and begin allowing the public into our facilities. We expect to launch this phase of reopening in early 2021.

PUBLIC SAFETY POWER SHUTOFFS (PSPS) AND WILDFIRE SMOKE EVENTS

Excessive heat and smoke events continued in the month of October interrupting front door service at many of our libraries on several dates due to high AQIs. To date, there have been minimal PSPS interruptions with only two libraries (Lafayette and Orinda) not being able to open for two days (10/27 and 10/28) due to having no power.

ADDRESSING THE DIGITAL DIVIDE

The Library is well-aware of the very tangible digital divide that has been made even more obvious during the COVID-19 pandemic. As such, CCCL will be initiating the lending of WiFi hotspots starting in December of this year. We are also working with the State Library on a project to extend the reach of the libraries' WiFi signals further outside our libraries.

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

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

Date	Library	Donor	Description	Amount
September 2020				
9/14/2020	Brentwood Library	Brentwood Library Foundation	E-Books	\$ 10,000.00
9/30/2020	Walnut Creek Library	Walnut Creek Library Foundation	Collection	\$ 4,727.50
October 2020				
10/9/2020	Lafayette	Friends of the Lafayette Library	Collection	\$ 5,000.00
10/23/2020	Clayton	Clayton Library Foundation	Collection	\$ 10,000.00
			TOTAL	\$ 29,727.50

FY 20-21 Grants Awarded	Granting Agency	AWARD INTENT	AWARD AMNT
Sept/Oct			
Covid19 E-Resources	SCLC , in partnership with the CSL	ABC MOUSE/ Crisis Collection/ COVID19 e-resources	\$ 5,000.00
RMAC	Rodeo Municipal Advisory Committee	Extra Service Hours at Rodeo	\$ 5,000.00
			\$
			Total 10,000.00

CALIFORNIA LIBRARY ASSOCIATION LEGISLATIVE PRIORITIES 2021

Presented by the Advocacy & Legislative Committee to further the mission of California libraries

Approved and adopted by the CLA Executive Board on October 26, 2020

1. Restoration of Funding

a. Full restoration of California Library Services Act: \$3,630,000 To support resource sharing of electronic and physical items among all libraries.

b. Lunch at the Library: \$1,250,000 Serving nearly 300,000 meals to children at 219 public libraries, and over 32,000 children attending programs to stop the summer slide while getting their meals.

c. Zip Books: \$750,000 Serving over 45,000 people in 83% of California counties and 327 public libraries. Focus is on rural and underserved populations who cannot get to a library.

d. Career Online High School: \$750,000 California adults complete their high school diploma online, with 793 students graduating and able to move on to post-secondary degrees. 28 California Counties participating, with local matching funds.

2. Equitable Access to Critical Library and Information Services

a. Broadband Equity for California Communities, WiFi, lendable hotspots and broadband to support education, workforce development, and community well-being.

b. Equip California Libraries to Address Disaster and Infrastructure Needs Funding for generators, communication, air filters, PPE, etc.

c. Lifelong Learning Support for early education, adult and youth literacy in all its forms; career support and economic development; after-school programming; veterans services; and assistance to vulnerable populations.

(CLA also monitors all state legislation that may impact items on the above list or that are identified as having an impact on libraries, library funding and/or library staff.)

Respectfully submitted by Alison McKee, Interim County Librarian