

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, January 21, 2021

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

The Commission will vote to accept the minutes of the November 19, 2020 meeting with or without edits.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, November 19, 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	CCC District 2 (Alt)			
	Vacant	Library Commissioner	Town of Moraga			
	Vacant	Library Commissioner	Town of Danville			
	Vacant	Library Commissioner	City of Brentwood			
	Vacant	Library Commissioner	City of Martinez			
	Vacant	Library Commissioner	City of San Ramon			
	Vacant	Library Commissioner	City of San Ramon (Alt)			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	X		
Dozier	Julia	Library Commissioner	City of Pleasant Hill (Alt)	X		
Faye	Vivian	Library Commissioner	City of Brentwood (Alternate)	X		
Ferree	Jacalyn	Library Commissioner	City of Clayton	X		
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	X		
Fischer	Michael	Library Commissioner	City of El Cerrito	X		
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
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		
Mackey	Lynn	Library Commissioner	Office of Education		X	
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)	X		
McCormick	Don	Library Commissioner	CCC District 3	X		
Medrano	Antonio	Library Commissioner	City of San Pablo			X
Merchant	Kathy	Library Commissioner	City of Orinda (Alternate)		X	
Molinelli	Jasun	Library Commissioner	City of Walnut Creek (Alt)		X	
Pena-Mendrek	Yolanda	Library Commissioner	City of Oakley	X		
Pursley	George	Library Commissioner	City of Pinole	X		
Robison	Rich	Library Commissioner	CCCCD		X	
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Smith	Tommy	Library Commissioner	City of Concord	X		
Ward-Jackson	Dr. Evangelia	Library Commissioner	City of Hercules		X	
Wilson	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

None were made.

3. PUBLIC COMMENT

No Public comment.

4. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Chair McCormick: Don congratulated Commissioner Mendrek (Oakley) for winning her election to the Liberty Union School Board in November. He also recognized former Brentwood Commissioner Thuy DaoJensen election to the local school board.

Commissioner A. Smith: At a meeting of the BART board today they approved an exclusive negotiating agreement (E.N.A.) with a well-known developer/designer for the transit oriented development project at the El Cerrito Plaza development, which includes 780 housing units, retail and space for a new library if the city can get the funding.

Commissioner Hoisington: Lafayette Friends board meetings continue to happen via Zoom. The bookshop at the library is still doing business but not in person. You can browse online and place an order to be picked up at the door. They are not accepting donations. Their Wonders of the World (WOW) programs are still happening on the 2nd Wednesday monthly at 2pm. Anyone interested in these may register through the library's website. Every third Thursday the library hosts an author's night as well.

Commissioner Pursley: Asked how long the Pinole Library would continue to be used as a covid test site. Interim County Librarian Alison McKee said she would be addressing that in the County Librarian Report later in the meeting.

Vice-Chair Fischer: At the recent election there were three openings on the El Cerrito City Council. One was won by the incumbent, an ardent library supporter and the other two seats were won by folks who Michael considers to be numbers 2 and 3 on the list of library supporters. He has meetings scheduled with both new council members later in the week.

Commissioner Bracken: The new bookstore for the Pleasant Hill Friends in downtown Pleasant Hill has now been open three months. Sales are brisk and continue to improve. There are currently fewer volunteers than normal due to being in the purple tier. As a result, they are no longer accepting new donations at this time. The bookstore will remain open during the holidays barring any orders to close down.

Commissioner Faye: The planned large sidewalk book sale in Brentwood had to be cancelled due to the covid surge. The Brentwood Friends of the Library and the Brentwood Library Foundation are planning to merge into one organization.

Commissioner Fitzpatrick: Reported on a recent conversation with Greg Enholm, former member of the Community College District board (and a former library commissioner) about possible Community College funding for a new library in Oakley.

5. ACCEPTANCE OF THE MINUTES No changes were suggested. Commissioner Hoisington made a motion to accept the minutes from September 2020 as presented. Commissioner A. Smith seconded the motion. By consensus vote of the commission **the minutes from September were approved.**

6. BUDGET UPDATE & DISCUSSION -

Deputy County Librarian Gail McPartland gave a PowerPoint presentation to the commission (appended to the end of these minutes).

Commissioner Wilson asked a question about the public's use of the Library's wifi. Gail explained that at many of the libraries, the signal strength of the wi-fi is sufficient enough to be accessed by the public from the parking lot. Peter requested usage statistics. A discussion about lendable hotspots and schools ensued. Many school districts are providing hotspots and other equipment to those students who have a need for them. The lendable units from the library are meant primarily for residents who are not receiving hotspots through their school district. The library has not reached out to the office of education since school districts are managing their own lending programs. Commissioner Wilson asked what 5% budget cuts were made at the library. Gail shared that a number of vacant positions were cut as well as several Permanent Intermittent positions. There were also two rounds of layoffs due to budget cuts in cities that resulted in a reduction of their libraries' open hours.

WORKING COMMITTEE REPORTS -

- 7.A. Legislative Committee-** Commissioner A. Smith began by speaking about the state level situation. The recent CLA communication mentions a few things they are trying to achieve funding for but an ask for literacy funding was not part of the platform. Alison had heard no reasons why this was so, which leaves nothing on the state level to ask the Board of Supervisors to support as the commission has done in the past.

At the federal level, there is a one page communication about the Library Stabilization Fund Act (LSFA) in the meeting packet. After providing the commission with some background, Alan suggested drafting a letter and having it ready to drop the bill numbers into that could then be sent to the local legislators to lobby for this funding. The timing would be good as these funds will be administered by the IMLS which is a program the BOS has had as part of their advocacy platform on a regular basis. Alan's back of the envelope calculation shows that there could be as much as \$2 to \$3 million available. This is worth the time and effort to advocate for these funds if these bills are reintroduced.

Vice-Chair Fischer asked if Alan thought it would be a good idea, once the letters were written, to take them to the various city councils for their endorsement as well and Alan agreed with this suggestion.

Commissioner Wilson asked Alan if he would be willing to write those letters and he said he would do so for inclusion in the January meeting packet.

- 7.B. Annual Report/Work Plan Committee –** Vice Chair Fischer began with the Annual Report by stating it is a compilation of the information provided by the commission members during the year. It is presented in a way that ties it to the goals of the 2020 Work Plan that was agreed upon by the commission one year ago. This report is due to the BOS before year end and Michael asked everyone to please review it quickly and send any last minute changes or additions to Walter within the next week so they can be included. Commissioner Wilson offered that an end parenthesis was missing for goal 2F.

Michael then presented the 2021 Work Plan by stating that the underlined parts of the plan signify goals that were either altered or added from the previous year's plan. This is the result of the Work Plan Committee's effort (Commissioners Kelly and Pursley). Several examples of these changes include the Library Stories project that the commission agreed to undertake and anything related to the pandemic or the presentation of the Equity, Diversity and Inclusivity Committee. Participation in the selection process for the next County Librarian is also included in the work plan. Commissioner Wilson stated that he agreed with the items that had been added and thought the work plan was very comprehensive.

Lastly, Michael asked the commissioners to review the attendance report that is part of the Annual Report and submit any changes to Walter within a week in order to meet the submission deadline.

- 7.C. Nominating Committee –** Commissioner T. Smith (Committee Chair) introduced the other members of the Committee (Commissioners Ferree' and A. Smith) and briefly described the selection process that ended with a ranked list of candidates for Chair and Vice-Chair for 2021. Current Chair, Don McCormick, who is ineligible for another term having served twice already, volunteered to reach out to the chosen candidates in ranked order to see if they would be willing to serve in the various roles for which they had been selected.

8. NOMINATIONS AND ELECTION OF 2021 LIBRARY COMMISSION OFFICERS –

Commissioner T. Smith presented the slate of candidates chosen by the members of the Nominating Working Committee:

1. Commissioner Peter Wilson for Chair
2. Commissioner Michael Fischer for Vice-Chair

Current Chair McCormick then called for nominations from the floor. There being none, Commissioner A. Smith made a motion to approve Peter as chair of the Commission. The motion was seconded by Commissioner Pursley. The motion passed unanimously.

Commissioner Wilson then made a motion to approve Vice-Chair Fischer to another term in that role. This motion was seconded by Commissioner Hoisington. The motion passed unanimously.

The Commission officers for 2021 will be Peter Wilson / Chair and Michael Fischer / Vice-Chair.

Committee Chair Smith then made a motion to retire the Nominating Committee, seconded by Commissioner Ferree. By unanimous vote the Nominating Committee is done for the year.

9. SET COMMISSION 2021 MEETING DATES –

Chair McCormick referred the commissioners to attachment 5 of the packet and explained that even though the dates listed all show 2020 they are the correct proposed meeting dates and should instead say 2021. No objections were voiced to the proposed list, so Commissioner LeFrak made a motion to accept the proposed list. The motion was seconded by Commissioner Huh and passed by unanimous vote of the commission.

10. TRIENNIAL REVIEW –

Chair McCormick explained that this review (attachment 6) comes up every three years and is an opportunity for the commission to show the BOS what they have accomplished in the past three years so the Board can decide whether to continue or sunset the Commission. Commissioner Hoisington expressed her appreciation of the review. Commissioner Wilson made a motion to submit the document as presented to the Clerk of the Board and this was seconded by Commissioner Huh. By unanimous vote of the commission, the document will be submitted by the December 1st deadline. Commissioner A. Smith then reminded the commission that after BOS approval the document along with the action of the BOS then goes to the Mayor's Conference for approval as well. Walter agreed to follow up with Gary Pokorny of the Mayor's Conference to make this happen.

11. COUNTY LIBRARIAN REPORT -

Interim County Librarian Alison McKee began by calling attention to several items in her written report (attachment 7). The Library Learning Tools were created to assist parents, teachers and students in the current learn-from-home environment. She stated she was proud of how the staff's work on these videos and recommended the commissioners watch them. The Library of Things is a catalogue of non-traditional items available through the library, such as lendable backpacks, energy efficiency kits, wifi hotspots (coming soon) and more. This can also be viewed on the website.

Since the written report was submitted the City of San Ramon has voted to reduce the open hours at the Dougherty Station Library from 50 down to 44 per week. This is a result of Diablo Valley College reducing their funding level as they will be building their own library instead of funding the public library. This was known to be coming so it is an amicable split. No layoffs will result from this action.

The use of several libraries for Covid testing sites will continue through March, at a minimum. The parking lot at the Ygnacio Valley Library is being repaved. This work will happen beginning in May, at which point, the state will no longer be able to access the Library for use as a testing site. A portion of the parking lot work is being funded by a Walnut Creek Community Development Block Grant (CDBG)

Finally, the written report states that the library is preparing to allow the community back into the branches beginning early in 2021. This is currently on hold now that the county is in the purple tier. No new date for reopening is available yet.

Upon opening the floor for questions, Alison confirmed for Commissioner Pursley that the Pinole Library would continue as a testing site through the end of March. He then asked what criteria, other than the colored tiering, was involved in the decision to reopen. Alison explained that the state has grouped libraries with retail, which means at this time, the library could currently be open with up to 25% capacity. This has not happened yet since the branches are still being assessed for maximum capacity, HVAC, and necessary alterations in order to keep everyone safe. The library is working with Public Works and the various city

partners to make this happen. George then asked if the Covid testing would delay the renovations for the reopening of the Pinole branch and Alison did not think that would be the case.

Commissioner Faye asked if the library had considered having tools to lend as part of the Library of Things as several other east bay libraries have done. Alison explained that this was considered but not acted upon as it is a very labor-intensive undertaking.

12. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS –

No suggestions were offered.


13. ADJOURNMENT TO THE JANUARY 21, 2021 LIBRARY COMMISSION MEETING AT TBD.

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

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library

COUNTY LIBRARY
FY2020-2021 BUDGET

"Bringing People and Ideas Together"



1

MC1

Major Impacts
on FY20-21
Library Budget

1. City partners reduce/eliminate funding for extra hours at branch libraries and County plans 5% reduction across the board = \$1.271M
2. COVID-19 Pandemic increases safety and security costs
3. Increase in Library network security, equipment and software costs

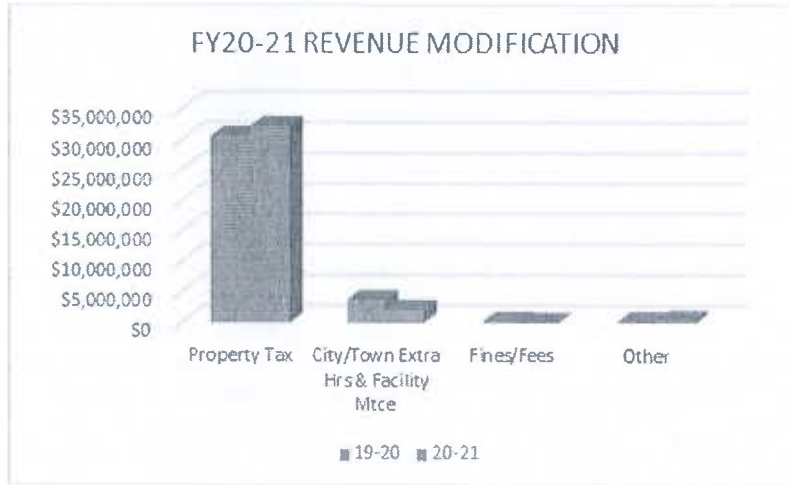
2

Slide 2

MC1 Hi Gail, forgot to mention that I like the design, so please do not alter slide designs. tx

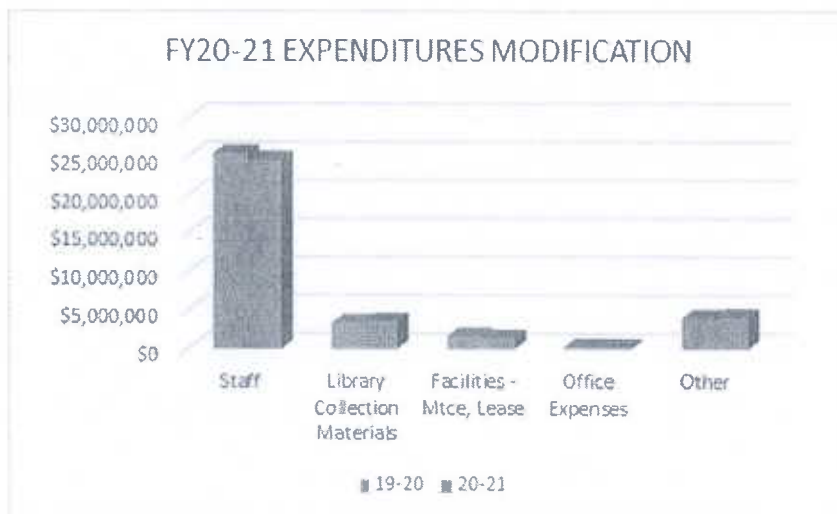
Melinda Cervantes, 8/3/2020

FY20-21 Library Budget Revenue Modification



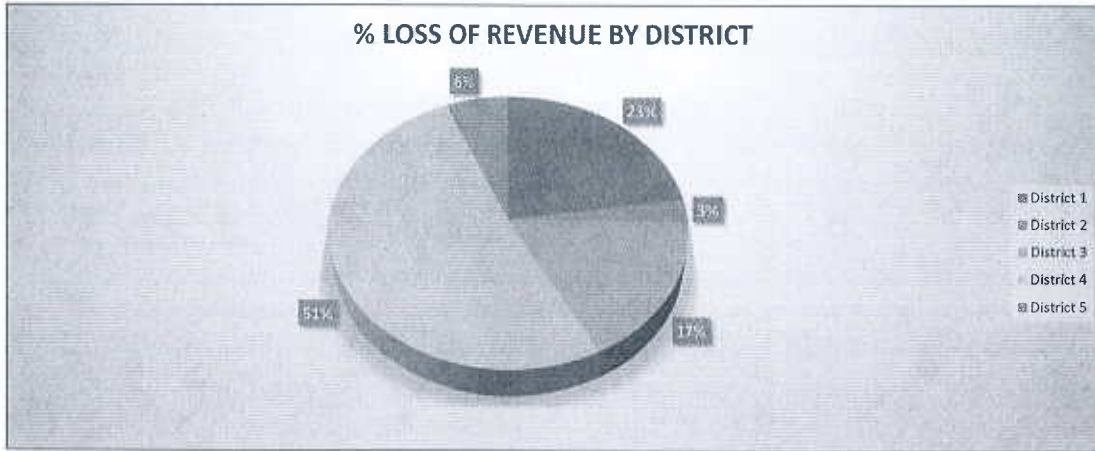
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FY20-21 Library Budget Expenditures Modification



4

\$1.271 Million Loss of Revenue



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Changes in Operating Hours

Library	2019/2020 Hours	2020/2021 Hours	Notes
Bay Point	18	34.5	Increase
Brentwood	56	35	
Clayton	44	40	Sundays
Concord	52	48	Sundays
Danville	60	56	Sundays
El Cerrito	50	46	Sundays
Lafayette	58	54	Sundays
Moraga	39	35	Sundays
Orinda	60	56	Sundays
Pleasant Hill	43	35	Move to PHL Temp
San Pablo	47	35	Sundays Plus
San Ramon	58	54	Sundays
Walnut Creek	56	35	
Ygnacio Valley	56	35	

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Libraries are COVID-19 Testing Centers

Library	Testing Center Opened
Pinole Library	May 4, 2020
Ygnacio Valley Library	Sept 1, 2020

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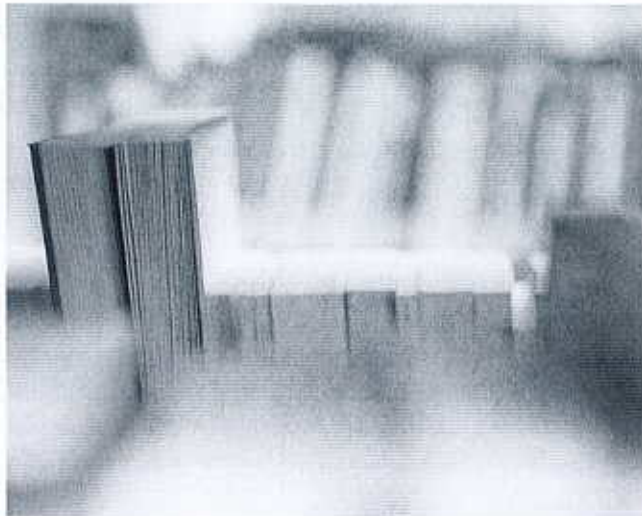
Library Usage during COVID-19

Type/Format	Comparison Time Period - 2019 and 2020	2019	2020	Percent Increase
Kanopy streaming video	March 16 – Oct 31	33,809	111,300	229%
YouTube (includes storytimes)	March 16 – Oct 31	6,524	53,884	726%
Ancestry*	March 16 – Oct 31	10,181	72,629	613%
East Bay Times	March 16 – Oct 31	144,840	414,197	186%
Overdrive/Libby eBooks, eAudiobooks	March 16 – Oct 31	420,265	881,355	110%
Total New Library Card Accounts	March 16 – Oct 31	31,114	12,140	(61%)
Physical Circulation	June 15 – July 27	not available	177,384	
Holdings placed	June 15 – July 27	not available	166,743	
Holdings filled	June 15 – July 27	not available	115,258	

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Library Serves 18 Cities and Unincorporated Areas

- ❑ COVID-19 Pandemic SIP Health Order closes all 26 libraries on March 16, 2020 and library administration/support services on March 17, 2020
- ❑ By April 1, funding for print collections was reallocated to eBooks, eAudiobooks and other online resources
- ❑ April 15, online and virtual story-times go "live" and digital library cards promoted
- ❑ May 1, WiFi turned on at all libraries to support students and schools
- ❑ June 1, all library employees report to work and ready libraries for reopening
- ❑ June 15 Front Door Service checkout of books at 23 libraries goes live
- ❑ June 17 FDS begins at 2 additional libraries



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Cybersecurity Incident

Network Outage

- Jan 3, 2020 - Cyber-attack cripples Library network
- County Department of IT and local, state & federal law enforcement engaged
- Jan 13 - contracted forensics and recovery work by outside experts
- Jan 30 - public service restored with some recovery work continuing
- Feb 29 - public service fully restored

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Cybersecurity Incidents-Budget Impacts

FY19-20

FY19-20	
third party experts	\$225,000.00
software/hardware combos	\$281,000.00
hardware/equipment	\$356,000.00
Software licensing	\$96,000.00
	\$958,000.00

FY20-21

FY20-21	
third party experts	\$100,000.00
hardware/equipment	\$100,000.00
Software licensing	\$244,000.00
	\$444,000.00

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FY20-21 Budget/IT Impacts Due to COVID-19



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Other COVID-19 Budget Impacts

- Disinfectant and Sanitizing Supplies
- Masks and Gloves
- Social Distancing Signage, Floor Markers
- Plexiglas Barriers at Service Desks
- Increased Custodial Services for County-Owned/Maintained Libraries
- Increased Custodial Services for Library Administration & Support Services Center
- Increased Substitute/Overtime costs due to COVID-19 related absences

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Challenges Ahead for the Library

- Demand for library services remain high
- Access to computers and the Internet for school assignments, unemployment benefits, job applications, and connecting with families
- Economic impact on city partners ability to fund extra hours and maintain facilities for next level of library service
- Unknown impacts on property tax and other revenue

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Thank you

I want to thank Library staff for their commitment to delivering quality library services virtually and now at 24 libraries while also caring for themselves and their families.