CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 6

MEETING DATE: Thursday, August 24, 2017
AGENDA ITEM #: 12.B.
ITEM: FISCAL YEAR 2018/2019 LIBRARY BUDGET

RECOMMENDED ACTION:

No action is recommended.
As depicted in the preceding illustration, the County Budget Process is a continuous cycle of developing, monitoring and planning. At the same time, there are certain steps involved in developing the annual budget.

**Budget Development.**

The County's fiscal year spans from July 1 to June 30; however, the budget development process begins as early as December with the Board of Supervisors setting a Preliminary Budget Schedule for preparation of the upcoming budget. The County Administrator presents the Board, Department Heads and the public with an analysis of key issues and budget projections in January, followed by budget instructions, departmental budget submissions, meetings with Departments in February and March and presentation of the State Controller's Office required Budget Schedules and Recommended Budget for Board consideration in April. Absent the adoption of the County's Recommended Budget by June 30, the State Controller's Office Recommended Budget Schedules are passed into the new fiscal year as the spending authority until a Final Budget is adopted. Unlike the State Controller's Office Recommended and Final Budget schedules, which are solely publications of financial State Schedules required by State Statutes collectively referred to as the *County Budget Act*, the County Recommended Budget includes detailed information and narrative regarding the County,
including its current and projected financial situation; the programs/services and administrative/program goals of individual Departments; and the County Administrator's budgetary recommendations for the upcoming budget year. After public hearings and budget deliberations, the Board adopts the Recommended Budget by May 31 (pursuant to Board Policy). After the State budget is passed (legally due by June 15) and County fiscal year-end closing activities are completed in August, a Final Budget is prepared for Board consideration. (Pursuant to the County Budget Act, the deadline for adopting a Final Budget is October 2 each year. This allows incorporation of any needed adjustments resulting from the State budget.) If significant changes to programs or revenues are required based upon the State budget and/or closing activities, public Budget Hearings regarding the Final Budget may be scheduled.

**Budget Monitoring & Budget Adjustments.**

The County Administrator monitors actual expenditures and revenue receipts each month and mid-year adjustments may be made so that the County's Budget remains in balance throughout the fiscal year. On an annual basis, the County Administrator's staff prepares a report presented to the Board of Supervisors that details the activity within each budget category and provides summary information on the status of the County's Budget. Actions that are necessary to ensure a healthy budget status at the end of the fiscal year are recommended in the budget status report; other items which have major fiscal impacts are also reviewed.

Supplemental appropriations, which are normally financed by unanticipated revenues during the year, and any amendments or transfers of appropriations between summary accounts or departments, must be approved by the Board of Supervisors. Pursuant to a Board of Supervisor Resolution, the County Administrator is authorized to approve transfers of appropriations among summary accounts within a department as deemed necessary and appropriate. Accordingly, the legal level of budgetary control by the Board of Supervisors is at the department level.
Library Revenue FY 2017-18

- Property Taxes $27,164,522 87.0%
- Intergovernmental $3,256,786 10.4%
- State $70,000 0.2%
- Fines and Fees $618,181 2.0%
- Other $103,965 0.3%
Budget Expenditures FY 2017-18

- Salaries and Benefits $22,947,629 73.5%
- Adult and Youth Materials & Databases $3,084,657 9.9%
- Facilities, Maintenance & Utilities $1,721,965 5.5%
- Other Services and Supplies $1,906,000 6.1%
- Interdepartmental Charges $627,097 2.2%
- Office Expenses $228,640 0.7%
- Professional Services $394,626 1.3%
- Communications $258,340 0.8%
Mission: Bringing people and ideas together

Vision: Contra Costa County Library is the pulse of our community. Working together, we spark imagination, fuel potential, and connect people with ideas and each other.

Goal 1: The library ensures easy, equitable access to library services for all Contra Costa County residents.

Objective A: The library will expand its services to additional identified underserved populations in each community, a minimum of 25 percent.

Objective B: Explore and establish three new approaches for improving library hours, facilities and services.

All libraries – Added eleven new library positions; increased hours of seven vacant part-time positions and reclassify one vacant full-time position to ensure adequate number of staff available to staff libraries across the county.

All libraries – Increased network bandwidth from 100mbps to 250mbps so all branches have between 20mbps to 100mbps speed.

Antioch Library – City Council approves increase in hours from 28 to 35 each week allowing the library to be open on Mondays beginning July 2017.

Automation-Automation installed software that allows screensavers on 475 public computers to act as digital signage. The content can be scheduled centrally and will allow for the screensavers to show both countywide and branch specific programming.

Circulation- Implemented SMS (text) Coming Due Notices and Hold Notices for more timely and efficient library card account notification. Created Mental Health subject guide & acquired and distributed referral cards for County social services to library branches for public distribution

Collection Development & Technical Services – Created the Lucky Day collection to provide equal browsing access of new and popular materials in each community.
Crockett Library – Monday evening hours created additional 5 open hours each week. Actually, these
hours were just shifted to give the branch evening hours, which they didn’t have previously. No
additional overall hours were added.

El Cerrito Library – City Council approve ballot measure to provide new library; unfortunately, the
measure failed to reach 2/3 approval for passage. City Council approves increase in hours from 35 to 50
each week allowing the library to be open 7 days a week (fall 2017).

El Sobrante Library – County receives a grant to create an outdoor amphitheater for community events
and a new parking lot free of potholes.

Hercules Library – City Council approves increase hours from 40 to 43 per week allowing the library to be
open on Friday afternoons beginning July 31, 2017.

Oakley Library – City Council approve ballot measure to provide new library; unfortunately, the measure
failed to reach 2/3 approval for passage. Oakley open hours restructured to provide residents with
easier access to library services.

Pinole Library – In coordination with the City of Pinole and County Public Works, reconfigure the parking
lot to line up with new traffic light and provide easier entering and exiting for cars.

Pleasant Hill Library – City Council approves increase in hours from 35 to 43 each week allowing the
library to be open on Mondays. Ballot measure passed for a sales tax measure that will fund a new
library predicted to open in 2020.

**Goal 2: The library champions personal and community engagement in literacy and reading to enrich lives.**

**Objective A:** *Increase opportunities for literacy and lifelong learning by a minimum of 25 percent.*

**Objective B:** *Expand knowledge of collections to increase circulation by a minimum of 10 percent.*

All – Lucky Day Collections reduce waits for extremely popular items.

All libraries - Microsoft Office installed on all public full service computers increasing public access to
essential business and private use software.

All Libraries-CCCL Early Literacy Committee staff members assessed each library and made
recommendations for creating an improved early literacy space for each community library.
Recommendations will be implemented in the coming year.
All Libraries-2016 was the Year of STEAM.

Collection Development & Technical Services – Continues to explore and add new vendors and selection planners to enhance our Foreign Language Collection. We have worked with vendors to provide better MARC records which can be added to our existing catalog for improved patron browsing.

Hercules Library – Ongoing multicultural programming celebrating Chinese language classes, Latino Heritage Month, Diwali celebration, African American Heritage/Martin Luther King celebration, Hawaiian music, and a variety of music, arts and culture.

Lafayette Library – Continues as a destination spot for Lafayette activities including authors Gennifer Choldenko, Vanessa Difffenbaugh, Joe DiPrisco, Thacher Hurd, Jordan Jacobs, Piper Kerman, Elisa Kleven, Joe Loya, Malcolm Margolin, Anthony Marra, Joyce Maynard, Marissa Moss, Abega Ntleko, Janice Peacock, David Sedaris, Matthew Slack, Dora Sorell, David Talbot, Ayelet Waldman and others.

Martinez Library – Seeking to reach every person in the City of Martinez, staff attended schools and public events yielding contact with over 4900 individuals.

Pittsburg/Bay Point Libraries – Hosted authors at local schools to promote reading and literacy. This included award winning authors Mac Barnett, Alton Carter, Marcus Ewert, Mike Graf, Elisa Kleven, David Schwartz Michael Slack and many others.

Pleasant Hill Library held 378 STEAM-related events with 13,139 participants.

Rodeo Library – “STEAMing into Summer” assembles at Rodeo Hills Elementary School brings library services to 730 students.

**Goal 3: The library delivers a consistent, high-quality, and inviting experience at all points of contact.**

**Objective A:** Assess all facilities and develop methods to increase user satisfaction levels by 50 percent.

**Objective B:** Enact a “pro-access” customer service plan to improve user satisfaction levels by 20 percent.

**Objective C:** Explore and implement technology to enhance the customer experience.

Brentwood Library – City Council approves a total of $13.5M for funding a new library slated to open summer 2018.

Clayton Library – Received $4000 grant from Clayton Business and Community Association to replace 6 lounge chairs in Young Adult and Play & Learn areas.
Concord Library – Facility refresh brings new furnishings to the public area. The City of Concord contributes new paint and carpet. Overall project cost estimated at $70,000.

Collection Development & Technical Services - Continues to explore ways to enhance patron browsing at the physical locations and in the catalog. We have made targeted efforts in assisting libraries with weeding and enhancing the overall collection with New and Popular materials at each location.

Danville Library – Upgrade of adult seating, add digital signage, remodel restrooms and lobby in response to community feedback. Plans implemented for creating a teen area with funding from CCCL, the City of Danville and the Friends of the Danville Library. Will be completed in fall 2017.

Kensington Library – Replaced lounge chairs allowing comfortable seating for visitors; replaced computer chairs with ergonomically adjustable chairs to allow easier computer use.

Moraga Library – Thanks to a resident bequest the fireplace area was remodeled to update seating and display periodicals in a pleasing manner.

Orinda Library – Redesign of teen and children’s alcoves to create colorful, inviting spaces.

Pittsburg Library-funds set aside and plans drawn to replace aging shelving in the adult area. Will be completed in September 2017.

Prewett Library-all computers in the computer lab were replaced.

San Pablo Library – City Council approves $6M for construction of new library in a local storefront across from City Hall.

San Ramon Library – City Council approves $6.5M for renovation of the library; over 4500 people attended the grand opening on April 15, 2017.

Walnut Creek Library – With funding from the Walnut Creek Library Foundation and input from the Teen Advisory Group, install a makerspace for hands on learning at the downtown library.

All Libraries – Streamlined employee performance evaluation process by implementing an on-line performance evaluation system.

All Libraries – Updated the Patron Conduct Policy to ensure that the Library is a safe and welcoming environment for patrons and staff alike.

All Libraries - Implemented on-line incident reporting to effectively report and share incident report information internally.

Goal 4: The library successfully promotes its value, programs and opportunities to the community.

Objective A: Develop and implement a strategic marketing communications plan.
Created, recruited and hired the Community and Media Relations Coordinator.

Digital Signage installations occurring across all libraries; computer screen savers across 475 public computers promote local and countywide library programs and services.

Libraries increase promotion of library events and activities through their Facebook and other social media outlets.

Bookmarks created for each job recruitment that promote the Library’s belief in respect, diversity, equality, and inclusion.