



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: June 16, 2020

Subject: Library Hours Staffing Impact

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/146 to add, modify and delete positions in the Library (as listed in Attachment B), and initiate the layoff process due to reduced funding which necessitated a change in operating hours (as listed in Attachment A).

**FISCAL IMPACT:**

Due to reduced funding from partner cities, the Library has had to make adjustments to their operating hours, which in turn has resulted in staffing changes. The impact of these staffing changes will offset the \$700,000 revenue reduction from partner cities. (100% Library Fund)

**BACKGROUND:**

The Library offers a base of 35 hours per week for city libraries within the County. However, cities may opt to pay for additional staffing hours. Several cities have agreements in place to pay for additional hours. However, due to the global pandemic, many of them have experienced significant financial constraints and, as a result, are unable to pay for the additional hours in Fiscal Year 2020/21.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **06/16/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 16, 2020

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Beth Kilian (925)  
608-7712

### BACKGROUND: (CONT'D)

The Library surveyed partner cities and worked together to plan and update operating hours accordingly. With these updated hours, staffing adjustments had to be made to more effectively serve the public. The following cities requested reduced operating hours for Fiscal Year 2020/21: Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Moraga, Orinda, Pleasant Hill, San Pablo, and San Ramon. Additionally, cities have indicated adjustments may be made mid fiscal year, and the following libraries may be impacted: Danville, Dougherty Station, San Ramon, Walnut Creek, and Ygnacio Valley. Any other staffing adjustments made due to a change in operating hours will be taken to the Board in a similar manner.

An offer to meet and confer regarding the impact of the schedules changes and position modifications was sent to our labor organizations on May 20, 2020.

### CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the Library fund will be negatively impacted by staffing expenses that are not within budget.

### CLERK'S ADDENDUM

**Speakers: Dan Harper, AFSCME; Charles K. Sinegar, Council 47; Josh Anijar, Contra Costa Central Labor Council; Lucia; An Vu; Stacy Hinton.**

### ATTACHMENTS

Resolution 2020/146

Attachment A - Changes in Operating Hours

Attachment B - List of Positions