



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: July 14, 2020

Subject: Library Hours Staffing Impact

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/198 to delete positions in the Library (as listed in Attachment B), and initiate the layoff process due to reduced funding, which necessitated a change in operation hours (as listed in Attachment A).

**FISCAL IMPACT:**

The impact of these staffing changes will offset the \$567,000 revenue reduction from the City of Walnut Creek. (100% Library Fund)

**BACKGROUND:**

The Library offers a base of 35 hours per week for city libraries within the County. 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.

On June 12, 2020, the City of Walnut Creek expressed their intent to eliminate funding for library extra hours at Walnut Creek and Ygnacio Valley libraries for Fiscal Year 2020/21.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **07/14/2020** ☒ 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: July 14, 2020

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: 925.608.7701

Due to the reduced funding, the Library has had to make adjustments to their operating hours, which in turn has resulted in staffing

### BACKGROUND: (CONT'D)

changes. An offer to meet and confer regarding the impact of the schedule changes and position eliminations was sent to labor organizations on June 25, 2020.

Attachment A is the Library operating hours as approved by Resolution No 2020/134 and the proposed operating hours to be effective August 1, 2020.

Attachment B is a list of ten (10) positions to be deleted. Nine (9) of the positions are filled and were previously funded by the City of Walnut Creek, and one (1) position is vacant and unfunded. On June 16, 2020, the Board adopted Resolution No. 2020/146, which added, modified and deleted positions in the Library effective July 1, 2020. Due to an administrative error, one vacant position (#6072) to be deleted as of June 30, 2020 was inadvertently left off the attachment of positions to be deleted. The scheduling changes, meet and confer, and layoff process included this position. The filled positions are to be deleted as of close of business on July 31, 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: No Name Given.**

### ATTACHMENTS

Resolution 2020/198

Attachment A

Attachment B