

County Library

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Contra Costa County

Alison McKee
County Librarian



March 25, 2026

R. Matt Rodriguez, City Manager
City of San Pablo
1000 Gateway Ave.
San Pablo, CA 94806

Re: Library Hours and Technology Costs – Fiscal Year 2026-27

Dear Mr. Rodriguez:

The Contra Costa Library has submitted its budget for fiscal year 2026-27 to the Board of Supervisors for its consideration. Under the proposed budget, the Library will continue to provide a vast array of services to each of the twenty-six libraries it operates, including:

- A minimum of 40 hours of operation. The cost to the County for this at the San Pablo Library is approximately **\$1,158,994.00**.
- A collection that includes one million items available for physical checkout, over four million e-books and audiobooks, 35 electronic resources, such as movies, newspapers and online learning tools.
- Library administration, which includes back-of-the-house support for computing and networking equipment, hiring and retention, shipping through three delivery routes, budget and finance support, and programs and services designed to meet the specific needs of each community.

Set forth below, and in the accompanying attachments, you will find San Pablo's options with respect to hours of operation and the cost associated with keeping the same number of hours, as well as information about the estimated cost of leasing new self-check equipment and, if applicable, related equipment and maintenance.

Hours of Operation

Any city may elect to pay for additional hours of operation, above the County-funded 40 base hours, in order to have their library open 46, 52, or 56 hours per week. The schedule of open hours that apply to each of these options is shown on Attachment A.

The annual cost to the City of San Pablo to maintain the existing 52 hours will be **\$140,066.00**.

The annual cost for security services to the City of San Pablo for security provided by the county if the City maintains the existing 52 hours at the **San Pablo Library** will be **\$24,677.72**.

If the City would like to increase open hours to 56 hours per week, the annual cost to the City of San Pablo will be **\$223,517.00**.

For 56 hours per week, the annual cost for security services will be **\$30,553.37**.

In accordance with the terms of the lease between the City and the County, within 60 days of receipt of the lease supplement, the City is required to notify the Library if the City intends to modify the number of hours of operation at the library in the upcoming fiscal year.

Technology

As agreed by the Library and a subcommittee of the Public Managers Association, in fiscal year 2024-25, the Library leased self-check equipment for most libraries. The new equipment is intended to be cost efficient and improve patron satisfaction. Because the equipment will be leased, the acquisition costs are to be spread over the five-year lease term.

For equipment leased in fiscal year 2024-25, the Library invoiced the City 25% of the estimated annual cost in each of the first three fiscal quarters with a "true-up" amount for the fourth quarter. The fourth quarter invoice captured any variance between the estimated and actual cost of the lease in fiscal 2024-25. In subsequent fiscal years during the lease term, the Library will invoice the City 25% of the actual lease cost in each of the four fiscal quarters.

The cost of any equipment that is purchased for the San Pablo Library, and the cost of any equipment maintenance, will be payable by the City in four installments the fiscal year in which they are acquired.

The estimated cost associated with self-check equipment, related equipment, and maintenance contracts, as applicable, at the San Pablo Library for each year of the self-check lease term is shown in Attachment B. If you determine that the estimated costs are acceptable, please indicate by signing and returning Attachment B to me. If you wish to discuss a payment plan that varies from the one described in this letter, please let me know

Summary

Please sign and return Attachment B (related to equipment) and Exhibit B, the Lease Supplement, to me at your earliest convenience. If you have any questions, please do not hesitate to let me know.

Thank you for your continued partnership in bringing library services to the City of San Pablo.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alison McKee".

Alison McKee
County Librarian

Cc: Caroline Olsen, Sr. Community Library Manager
Sierra Compagna, Library Services Manager
Amy Brunson, Deputy County Librarian
Maria Ojeda, Assistant City Manager

ATTACHMENT A

AVAILABLE HOURS OF OPERATION

The County-funded 40 base open hour weekly schedule is as follows:

Monday	CLOSED
Tuesday	12-8
Wednesday	10-6
Thursday	10-6
Friday	9-5
Saturday	9-5
Sunday	CLOSED

Any city that would like to fund extra hours has the following standard options:

Option A	Option B	Option C
46 open hours per week 6 Extra Hours per week	52 open hours per week 12 Extra Hours per week	56 open hours per week 16 Extra Hours per week
Monday CLOSED	Monday 10-8	Monday 10-8
Tuesday 10-8	Tuesday 10-8	Tuesday 10-8
Wednesday 10-8	Wednesday 10-6	Wednesday 10-8
Thursday 10-8	Thursday 10-6	Thursday 10-8
Friday 9-5	Friday 9-5	Friday 9-5
Saturday 9-5	Saturday 9-5	Saturday 9-5
Sunday CLOSED	Sunday CLOSED	Sunday CLOSED

ATTACHMENT B

ESTIMATED SPECIALIZED EQUIPMENT COSTS

San Pablo			5 Year Projection				
FY: 2027			26/27	27/28	28/29	29/30	30/31
UPS							
		12.C. Data Communications System					
1 - UPS Device	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 - UPS Battery	\$0.00		\$0.00	\$972.41	\$0.00	\$0.00	\$0.00
Sub Total	\$0.00		\$0.00	\$972.41	\$0.00	\$0.00	\$0.00
Switches							
		12.C. Data Communications System					
0 - 24 Port Switch	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0 - 24 Port Switch License	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0 - 24 Port Switch Support	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 - 48 Port Switch	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 - 48 Port Switch License	\$3,496.03		\$3,496.03	\$0.00	\$0.00	\$4,047.09	\$0.00
2 - 48 Port Switch Support	\$2,321.64		\$2,321.64	\$0.00	\$0.00	\$2,687.59	\$0.00
Sub Total	\$5,817.67		\$5,817.67	\$0.00	\$0.00	\$6,734.68	\$0.00
Access Points							
		12.C. Data Communications System					
4 - Access Points	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 - Access Point License Cost	\$1,111.32		\$1,111.32	\$0.00	\$0.00	\$1,286.49	\$0.00
4 - Access Point Support Contract	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$1,111.32		\$1,111.32	\$0.00	\$0.00	\$1,286.49	\$0.00
Self Checks							
		12.D.1. Specialized Equipment					
4 - Self Checks Leased	\$18,207.73		\$18,207.73	\$18,207.73	\$18,207.73	\$21,029.93	\$21,029.93
0 - Self Check Maintenance	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$18,207.73		\$18,207.73	\$18,207.73	\$18,207.73	\$21,029.93	\$21,029.93
TOTAL	\$25,136.72		\$25,136.72	\$19,180.13	\$18,207.73	\$29,051.10	\$21,029.93

AGREED AND ACCEPTED
CITY OF SAN PABLO

By: _____
R. Matt Rodriguez
City Manager

_____ Dated

EXHIBIT B

Lease Supplement for Fiscal Year 2026-27

LEASE SUPPLEMENT No. 9

This Lease Supplement No. 9 is dated July 1, 2026, and supplements the Sublease dated May 24, 2017 (the "**Lease**") between the City of San Pablo, a municipal corporation of the State of California (the "**City**"), and the County of Contra Costa, a political subdivision of the State of California (the "**County**").

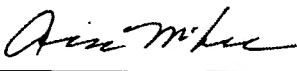
Unless otherwise defined herein, capitalized terms have the meanings given to such terms in the Lease.

1. The number of Base Hours to be provided by the County in the Fiscal Year beginning July 1, 2026, for the San Pablo Library is forty (40).
2. The number of Extra Hours to be provided in the Fiscal Year beginning July 1, 2026, is Twelve (12).
3. The number of Actual Hours to be provided in the Fiscal Year beginning July 1, 2026, is fifty-two (52).
4. The City's Obligation for the Fiscal Year beginning July 1, 2026, is **\$140,066.00**.
5. This Lease Supplement No. 9 is effective in accordance with the terms of the Lease.

COUNTY

COUNTY OF CONTRA COSTA, a
Political subdivision of the State of
California

Date Signed: March 25, 2026

By: 

Alison McKee
County Librarian

CITY

CITY OF SAN PABLO, a Municipal
Corporation of the State of California

Date Signed: _____

By: _____
R. Matt Rodriguez
City Manager