

# MEASURE X PROPOSAL

- Increase county offered base hours
  - Majority of libraries at **56**
  - Increased budget for collections
  - 100 new positions/jobs
    - 75 branch
    - 25 back of house
- One-time funding for deferred maintenance on county-owned library facilities
  - ANT
  - KEN
  - PNL
  - ROD
  - YVL





## WHAT THIS WOULD ACCOMPLISH

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- Equal Access regardless of wealth
- Improved Facilities
- Increased Collections
- More Services
- More opportunities for outreach
- More safe spaces for children and teens after school
- Better wraparound support for families and residents





## MEASURE X COMMUNITY ADVISORY BOARD PRESENTATION

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- Wednesday, July 28th, 5:00 p.m.
- \$8.1 million one time for facility upgrades
- \$22 million annually for open hours/staffing, collections and support operations





**CONTRA COSTA COUNTY LIBRARY COMMISSION**

**AGENDA ATTACHMENT 4**

**MEETING DATE:** Thursday, September 30, 2021

**AGENDA ITEM #:** 8a.

**ITEM:** LEGISLATIVE UPDATE

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**RECOMMENDED ACTION:**

None required.



July 13, 2021

TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS

FROM: Mike Dillon and Christina DiCaro, CLA Lobbyists

RE: **News From the Capitol – State Budget Update**

**I. GOVERNOR NEWSOM SIGNS “CALIFORNIA COMEBACK”  
STATE BUDGET CONTAINING OVER \$500 MILLION FOR  
PUBLIC LIBRARIES**

On Monday evening, Governor Gavin Newsom signed a package of bills related to the main 2021-22 State Budget bill, AB 128. The historic signing gives the California Library Association and library supporters much to celebrate.

Monday’s bill package signing reflected an agreement that was finally reached after extensive negotiations with legislative leaders over the last several weeks. On June 28<sup>th</sup>, the Governor had signed AB 128 (the main Budget bill) but all sides indicated that they were far from a budget “deal,” until Monday night’s announcement. In a press release issued Monday, the Governor thanked Senate President pro Tem Toni Atkins, Assembly Speaker Anthony Rendon and both houses of the legislature “for their incredible partnership in meeting the unprecedented challenge and opportunity of this moment.” Deemed the “California Comeback Plan,” the 2021-22 State Budget “includes the biggest economic recovery package in California’s history,” stated the Governor.

The Budget package is being widely applauded by the California Library Association and library supporters as it contains a truly game-changing \$500 million plus for public library infrastructure, broadband connectivity for libraries, and money for many popular library programs. CLA and the State Library worked tirelessly through our advocacy and grass roots efforts to secure funding in this year’s Budget for public libraries. We are grateful to Governor Newsom, Senate President pro Tem Atkins, Assembly Speaker Rendon, Senate Budget Chair Nancy Skinner, Senate Budget Subcommittee Chair John Laird, Assembly Budget Chair Phil Ting, and Assembly Budget Subcommittee Chair Kevin McCarty for their tremendous leadership on the library items contained in the Budget bill, AB 128 and the “Budget bill Jr.,” SB 129.

Here are the library-related highlights of the 2021-22 State Budget (AB 128):

- **\$439 million** for public library infrastructure grants. Libraries will apply to the State Library for grants, with the maximum grant amount set at \$10 million per library. The Budget requires a dollar-for-dollar local match (e.g. If applying for a



grant of \$3 million, the local library jurisdiction would need to match it with \$3 million.) This local match can be waived by the State Librarian if a financial “hardship” situation can be demonstrated. The State Librarian will prioritize projects located in high-poverty areas of the state and those where life-safety and critical infrastructure and maintenance are needed. If funding remains after awarding the grants, it can be put towards grants for “more significant” modernization and construction capital projects and digital device purchases. (Language for the grant program can be found in SB 129, but the State Library is also likely to provide additional information.)

- \$6 million one-time General Fund to continue to connect more library branches to the Corporation for Education Network Initiatives in California’s (CENIC) high-speed, broadband “backbone.”
- \$35 million one-time to “support local projects to expand broadband access and upgrade equipment to access high speed connectivity in isolated and underserved communities through a collaborative partnership of local and regional libraries, local education agencies, and telehealth providers.” (This is a creative, CENIC-driven project that will incentivize carriers to lay fiber by maximizing the entities in the area that will benefit from connectivity – e.g. not just pulling fiber for the library, but also a health clinic and a school at the same time).
- Restores \$1.8 million ongoing General Fund for the California Library Services Act. (A special “thank you” to all of the Systems who took the time to write key legislators this year. This funding will bring the CLSA baseline back up to \$3.6 million.)
- \$1 million ongoing for Zip Books.
- \$800,000 ongoing to support Lunch at the Library.
- \$3 million in one-time General Fund to support grants to local library jurisdictions to acquire bookmobiles and vans.
- \$5 million in one-time General Fund to provide grants for early learning and after school programs to library jurisdictions.
- \$15 million in one-time General Fund to expand access and support to the English as a Second Language Learners program available through local libraries.
- “\$6.4 million to support a two-year pilot project for a real-time, online tutoring service program that would be accessible by elementary and secondary school pupils through local libraries, irrespective of whether the pupil accesses the assistance on-site at the local library or through a personal device.”
- \$1.6 million one-time and \$220,000 ongoing support funds for a pilot project to “implement new assistive technologies and to expand access to those resources to visually-impaired Californians.” This is a collaborative project between the State Library and the Braille Institute of America in Los Angeles.
- \$3 million one-time funds for Career Online High School.



## II. MORE GOOD NEWS – \$6 BILLION BROADBAND “TRAILER BILLS” INTRODUCED

On Monday the Assembly and Senate Budget Committees introduced identical “budget trailer bills” that will serve as the vehicles for a major \$6 billion broadband spending plan. As you will recall from previous “News From the Capitol” reports, the legislature was intensely focused this year on finding a way to finally “bridge the digital divide.” Governor Newsom also made the issue of broadband connectivity in unserved and underserved communities a major piece of his May Revision of the State Budget. The new broadband bills, AB 156 and SB 156 will utilize \$6 billion in General Fund and federal dollars in order to provide funding for so-called “middle-mile” and “last mile” broadband projects. Specifically, \$3.25 billion will be used for the construction of a “state-owned open-access middle mile broadband infrastructure through a third-party administrator overseen by the Department of Technology.” \$2 billion would be used for last mile expenditures, with \$1 billion of that amount dedicated to rural counties and \$1 billion for urban counties. A new Office of Broadband and Digital Literacy will be created at the Department of Technology, in order to implement the statewide broadband project.

The analysis for AB 156 also states that AB 156 and SB 156 will “prioritize locations that enable last-mile connections to residences unserved by 25 mbps downstream and three mbps upstream. The locations prioritized by the commission may also include entities that lack sufficient high-bandwidth connections, including but not limited to, all of the following: elementary and secondary schools, community colleges and other institutions of higher education, government entities, healthcare institutions, **Libraries**, public safety answering points and technologies to assist in the prevention or response to natural disasters, including but not limited to fairgrounds, and tribal lands.”

We believe that the Corporation for Education Network Initiatives (CENIC) is intended to be a participant in the project. As many of you know, several years ago CENIC joined with the State Library and CLA to create opportunities for public libraries to join CENIC’s high-speed, broadband network. Over the past few years, we have collectively been able to secure funding in the state budget to continue this important connectivity project.

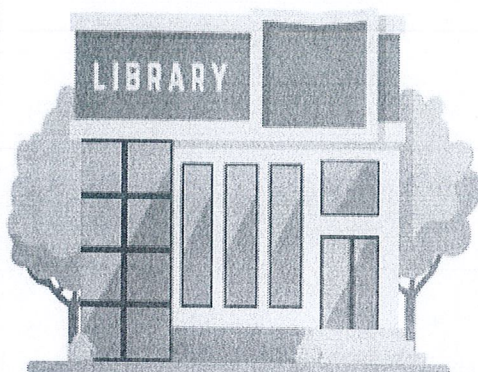
Under the proposal, counties will also be afforded the opportunity to construct and maintain their own broadband infrastructure and operate as an internet service provider. Finally, the bill also provides some relief from the California Environmental Quality Act for the purpose of expediting broadband projects if they meet particular conditions.

AB 156 and SB 156 are currently being heard in their respective Budget Committees and it is expected they will be taken up on the Floor in the coming days.



# LIBRARIES IN THE STATE BUDGET

## BY THE NUMBERS



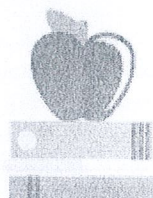
**\$439,000,000**

to modernize public libraries. More than half of California's public libraries are 40 years old or older. This funding will turn our libraries into 21st century institutions.

This is the biggest investment state government has made in local libraries in state history.

**\$800,000**

for lunch at the library, a successful program that helps libraries provide summer meals to kids in need.



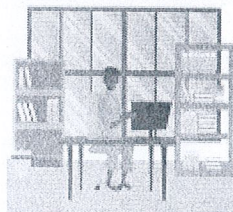
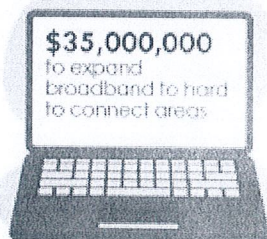
**\$9,600,000**

in disaster preparedness funding to help protect the collections of our cultural heritage institutions in the next four years.



**\$35,000,000**

to expand broadband to hard to connect areas



**\$15,000,000**

to add English Language learning to the range of services offered by local library literacy programs.



**\$1,600,000**

to update the technologies available to visually impaired Californians using Braille and Talking Book Library services offered by the Braille Institute and the State Library.

California State Library



**CONTRA COSTA COUNTY LIBRARY COMMISSION**

**AGENDA ATTACHMENT 5**

**MEETING DATE:** Thursday, September 30, 2021

**AGENDA ITEM #:** 8b.

**ITEM:** ANNUAL REPORT/WORK PLAN DISCUSSION

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**RECOMMENDED ACTION:**

None required.



## **Contra Costa County Library Commission – 2020 Annual Report**

The items listed below, under the appropriate headings and subheadings, show the various activities engaged in by Commissioners and Alternates during calendar year 2020 in furtherance of the Commission's 2020 Work Plan. The name in parentheses at the end of the activity is the Commissioner engaging in that activity. Due to the global Coronavirus Pandemic, the activities engaged in by Commissioners do not always easily align with the Commission's 2020 Goals as the Goals were adopted prior to the pandemic. In addition, the actions of the full Commission, as contrasted with actions of individual Commissioners and Alternates, are reduced because the only "normal" meeting of the Commission this fiscal year was the January, 2020 meeting. The pandemic caused the cancellation of the Commission's meetings for March and May and required virtual on-line meetings for the remainder of the year – July, September, and November. Nonetheless, the Commission and individual Commissioners managed to accomplish much during 2020 in regard to the goals and objectives set forth in the work plan under difficult circumstances. The bullet points that follow show what has been done based on reports from Commissioners and Alternates as well as actions from the Commission meetings. Following the list of activities is the attendance report for each Commission meeting.

### ***Goal 1: Voice our County's desire for sustained Library funding and support***

#### **In pursuit of this Goal, Commission members:**

- (Goal 1-A) Supported the creation of a centrally organized private, not for profit, fund raising approach for funding countywide and local community library needs, complimentary to locally organized friends and foundation efforts, for the purpose of meeting service standards and objectives of the Library's strategic plan.
- (Goal 1-B) Encouraged collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.
  - ◇ Kept the local Friend's board informed of commission actions. (Maher) (Ferree) (Fischer)
  - ◇ Participated in city anniversary celebration in support of building support for the library (DaoJensen).
  - ◇ Purchased twenty-two new tables for the Clayton Library. (Ferree)
- (Goal 1-C) Explored ways of ensuring stable and adequate public funding for the county library and its various branches.



- ◇ Worked with local Friends to organize a t-shirt sale to raise money for library and raise awareness of need for new library (Fitzpatrick)
- (Goal 1-D) Worked cooperatively with branch libraries to seek sustainable funding in service of their local communities.
  - ◇ Worked with local friends in effort to boost public membership and thus support for library (A. Chong)
  - ◇ Worked with local Friends through virtual meetings post pandemic. Friends are selling items on Amazon which generates some income. In addition, the annual fund raiser was held virtually and brought in over 2/3 the normal amount in the middle of the pandemic. (Hosington).
  - ◇ Assisted Friends with moving of materials from about-to-be-closed library into storage and setting them up in a temporary location while new library is built (Bracken). Activities included being part of the team that worked on:
    - Moving all Friends materials from the old Pleasant Hill Library property into storage
    - Fitting out a retail store in downtown Pleasant Hill
    - Scanning the majority of our inventory into BASIL, a POS/inventory system, which allowed us to have an online storefront at phlibraryfriends.org
    - Opening the store to the public at the end of July. The store is open 7 days a week, 11am to 5pm and accepts donations
  - ◇ Served on board of local Friends (Hosington) (Fischer)
  - ◇ Served on board of local Foundation (Fischer)
  - ◇ Volunteered in Friend's Book Shop (Hosington)
  - ◇ Participated in activities of the Library Foundation (Hosington)
  - ◇ Met with local foundation to keep informed about their activities. (Gilcrest)
  - ◇ Monitored activities of Friends and Foundation groups to assist in their accomplishments such as fund raising and grant proposals on behalf of the local libraries (LaLanne)
- (Goal 1-E) Reviewed and supported the annual budget proposal prepared by the County Library for submission to the Board of Supervisors.

**Goal 2: Liaise with elected officials, community groups, and residents to engender broad support for the Library system.**



**In pursuit of this Goal, Commission members:**

- (Goal 2-A) Increased Legislative outreach at the local, state and federal levels to advocate for libraries, the services they provide and the allocation of appropriate resources to them.
  - ◇ Attended luncheon as commissioner honoring local Supervisor and met with other local public officials (W. Chong).
  - ◇ Worked with local supervisors in an effort to fill vacancies in commission positions (Medrano / Fischer)
  - ◇ Worked with Oakley Friends and City Council in effort to replace county facility with new city facilities. (McCormick)
  - ◇ Worked with library community to continue the supplemental hours funded by the city even in face of budget issues resulting from pandemic and other factors. (Fischer)
  - ◇ Alerted city council and residents through Weekly Roundup Publication on important library issues (Hoisington).
  - ◇ Contacted Senators Feinstein and Harris about Library Stabilization Fund Act (Hoisington).
  - ◇ Contracted Congressman DeSaulnier about funding for library (Hoisington) (Fischer).
  - ◇ Worked with the Clayton City Council to clean-up and improve the library grounds in preparation for the 25<sup>th</sup> library anniversary celebration. (Ferree)
  - ◇ Worked with Clayton Library Foundation to include a city council member on board for ongoing communication and to ensure the 15,500 square foot library building and furnishings owned by the City are properly upgraded and maintained. (Ferree)
- (Goal 2-B) Had the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
  - ◇ Joined, supported, and followed ALA, CLA in their efforts to achieve state and national library related legislation and contact elected officials as appropriate (LaLanne)
- (Goal 2-C) Reported back to the appropriate appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to bring it abreast of Commission activities, initiatives, and identified library needs.



- ◊ Successfully delivered the Clayton Community Library Foundation annual report to the city council and residents in March 2020. (Ferree)
- ◊ Met with Supervisor Federal Glover to apprise him on the local pilot program to bring seniors to the library. He found other programs offered by the Pittsburg branch to be of personal interest to meet with the attendees to gather information in serving the citizens in his district. (LeFrak)
- ◊ Reported periodically to the city council on commission activities and local and national library issues (Fischer) (LaLanne)
- (Goal 2-D) Brought information back to the Commission at its regular meetings on local needs and issues.
  - ◊ Announced a local project to bring seniors from two low income housing projects to the library via shuttle. The librarians offered special assistance with getting library cards and finding appropriate materials of interest to 2nd language guests. The program faded with the onset of special events hosted by the housing personnel and then the covid pandemic. (LeFrak)
  - ◊ Informed the commission of the activities undertaken by the local Friend's group. (Maher)
  - ◊ Informed the commission of the activities undertaken by the local Foundation group including the 25<sup>th</sup> library anniversary celebration in March 2020. (Ferree)
- (Goal 2-E) Made every effort to solicit feedback on our respective libraries, became familiar with their operations, successes and challenges, and advocated for them in their communities and at the county level.
  - ◊ Successfully executed the Clayton library full day 25<sup>th</sup> anniversary celebration on March 7, 2020 including community interaction such as a scavenger hunt with prizes, book basket drawings, story time, guest speaker lectures, and a membership drive. (Ferree)
  - ◊ Advocated for County Libraries and library services during interactions with the community (LaLanne)
  - ◊ Devoted a day to volunteer at the library on the Walnut Creek Community Service Day (LaLanne)



- ◊ Met with and received reports from two local libraries to keep informed about their needs and activities (LaLanne)
- (Goal 2-F) Continued to conduct Commission meetings at the branches and seek to involve the local communities in these meetings. (Note that due to the coronavirus pandemic this goal has to be postponed for this year.
- (Goal 2-G) Reached out to organizations in the County (e.g. First 5, schools, PTAs, etc.) with common interests for the purpose of building supporting networks and programs.
  - Helped the local Friends group create a program having residents from the local assisted living facility come to the library. Program was nearly ready for starting when the coronavirus pandemic postponed it. (Maher)

**Goal 3: Serve as an advisory committee to the County Librarian and her staff**

In pursuit of this Goal, Commission members provided thoughtful, consistent, sound and prompt advice and counsel to the County Librarian in regard to the annual budget, the strategic plan, changes in policy impacting service and programs, and any other matters which she raised at Commission meetings during the year.

**Goal 4: Work on issues involving the effect of the coronavirus pandemic on the library system:**

- ◊ Obtained masks and hand sanitizer for use of Antioch library staff prior to the initiation of the shelter in place (Huh)
- ◊ Kept the community informed about availability of services during the coronavirus pandemic (LaLanne) (Fischer)



## Contra Costa County Library Commission 2021 Work Plan

The goals and Objectives listed below comprise the work plan for Contra Costa County Library Commission for calendar year 2021. They contain what the commission and its members will work to accomplish during that year.

Goal 1: Help establish sustainable funding and support for previously existing library programs and services and new needs raised by the economic downturn associated with the coronavirus pandemic.

In order to accomplish this goal, we will:

- Support the creation of a centrally organized private, not for profit, fund raising approach for funding countywide and local community library needs, complimentary to locally organized friends and foundation efforts, for the purpose of meeting service standards and objectives of the Library's strategic plan.
- Encourage collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.
- Explore ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Work cooperatively with branch libraries to seek sustainable funding in service of their local communities.
- Review and if in agreement with it, support the annual budget proposal prepared by the County Library for submission to the Board of Supervisors.

Goal 2: Liaise with elected officials, community groups, and residents to engender broad support for the Library system.

In order to accomplish this goal, we will:

- Increase Legislative outreach at the local, state and federal levels to



advocate for libraries, the services they provide and the allocation of appropriate resources to them.

- Have the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
- Report back to the appropriate appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to bring it abreast of Commission activities, initiatives, and identified library needs.
- Develop a system of sharing appropriate stories about our library with public officials at the federal, state, and local level.
- Seek support from the appropriate appointing authority when appropriate to meeting needs of the library system.
- Bring information back to the Commission at its regular meetings on local needs, issues and support.
- Make every effort to solicit feedback on our respective libraries, become familiar with their operations, successes and challenges, and advocate for them in their communities and at the county level.
- Continue, consistent with public health requirements engendered by the coronavirus pandemic, to conduct Commission meetings at the branches, and seek to involve the local communities in these meetings.
- Reach out to organizations in the County (e.g. First 5, schools, PTAs, etc.) with common interests for the purpose of building supporting networks and programs.

Goal 3: Work on those important global and national issues that affect the library system or that can be assisted by the resources that the library system can provide to the community.

In order to accomplish this goal, we will:

- Work with the Equity, Diversity and Inclusivity Committee of the Library Administration to address those issues.
- Seek, with appropriate private, county and state partners, methods



to help overcome the digital divide including providing space to students needing undisturbed access to distance learning or reserved space for homework.

- Work to foster civic discussion in our body politic.
- Work to highlight the role of libraries in disseminating factual information.

Goal 4: Serve as an advisory committee to the County on library issues.

In order to accomplish this goal, we will:

- Serve, as appropriate, in the selection process for a new County Librarian.
- Work with library staff, to the extent needed, in orienting the new County Librarian when that person is selected.
- Provide thoughtful, consistent, sound and prompt advice and counsel to the County Librarian in regard to the annual budget, the strategic plan, changes in policy impacting service and programs, and any other matters raised.



## Library Commission Attendance: January 2020– December 2020

Library Commission Attendance January 2020 – December 2020

signed BROWN ACT &  
Ethics Orientation  
video viewing  
certification

COMMISSIONERS	REPRESENTING	Total Meetings	Total Absent	Total Present	Total Excused	Received
Huh, John M., Ph.D.	City of Antioch	4	0	4	0	x
Vacant	City of Antioch (Alternate)					
DaoJensen, Thuy	City of Brentwood	3	0	3	0	x
Faye, Vivian	City of Brentwood (Alternate)	4	0	4	0	x
Feree, Jacalyn	City of Clayton	4	0	4	0	x
Vacant	City of Clayton (Alternate)					
Smith, Tommy	City of Concord	4	1	3	0	x
Vacant	City of Concord (Alternate)					
Adriana Chong	Town of Danville	3	0	3	0	x
Vacant	Town of Danville (Alternate)					
Fischer, Michael	City of El Cerrito	4	0	4	0	x
J. Barry Koops	City of El Cerrito (Alternate)	4	2	1	1	x
Ward-Jackson, Evangella	City of Hercules	4	4	0	0	x
	City of Hercules (Alternate)					
Hoisington, Mary Ann	City of Lafayette	4	0	4	0	x
Vacant	City of Lafayette (Alternate)					
Dozier, Julla	City of Martinez	1	0	1	0	x
Vacant	City of Martinez (Alternate)					
Wernet, Patty	Town of Moraga	2	0	2	0	x
Janette Maher	Town of Moraga (Alternate)	4	2	1	1	x
Peña-Mendrek, Yolanda	City of Oakley	4	0	3	1	x
Fitzpatrick, Arnold	City of Oakley (Alternate)	4	1	2	1	x
Kelly, Juan	City of Orinda	4	0	3	1	x
Merchant, Kathy	City of Orinda (Alternate)	4	1	3	0	x
Pursley, George	City of Pinole	4	1	3	0	x
Vacant	City of Pinole (Alternate)					
LeFrak-Bellici, Zelda	City of Pittsburg	4	1	2	1	Pending
Vacant	City of Pittsburg (Alternate)					
Bracken, Katherine	City of Pleasant Hill	4	0	4	0	x
Julia Dozier	City of Pleasant Hill (Alternate)	1	0	1	0	x
Medrano, Antonio	City of San Pablo	4	1	2	1	x
Harlan-Ogbeldi, Charlene	City of San Pablo (Alternate)	4	4	0	0	x
Kathy Gilcrest	City of San Ramon	3	0	3	0	x
Ma, Shudong	City of San Ramon (Alternate)	3	1	2	0	x
LaLanne, Yvonne	City of Walnut Creek	4	0	3	1	x
Molinelli, Jasun	City of Walnut Creek (Alternate)	4	3	1	0	x
Vacant	District 1					
Vacant	District 1 (Alternate)					
Chong, William	District 2	3	0	3	0	x
Knoll, Carolyn	District 2 (Alternate)	3	1	4	1	x
McCormick, Don	District 3	4	0	4	0	x
Vacant	District 3 (Alternate)					
Smith, Alan B.	District 4	4	0	3	1	x
Vacant	District 4 (Alternate)					
Wilson, Peter	District 5	4	0	4	1	x
Vacant	District 5 (Alternate)					
Mackey, Lynn	Office of Education	4	1	2	1	x
Valdez, Margie	Contra Costa Central Labor Council	2	0	2	0	x
Vacant	Contra Costa Council					
Vacant	Friends Council					
Robison, Rich	Contra Costa Community College District	4	4	0	0	x



**CONTRA COSTA COUNTY LIBRARY COMMISSION**

**AGENDA ATTACHMENT 6**

**MEETING DATE:** Thursday, September 30, 2021

**AGENDA ITEM #:** 8d.

**ITEM:** PUBLIC COMMENT SPEAKER WORKSHEET

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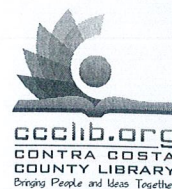
**RECOMMENDED ACTION:**

None required.



## Public Comment/Outreach Worksheet

Use this worksheet to create a short narrative that you can deliver in three minutes or less. You can focus on one topic or mention multiple items. Your goal is to tie together how the Library's and/or the Library Commission's activities support the city's or town's goals.



TOPICS TO COVER	WHAT TO CHECK	WHERE TO FIND IT	NOTES
New countywide services/initiatives	<ul style="list-style-type: none"> <li>▶ ccclib.org</li> <li>▶ County Librarian's report</li> </ul>	<ul style="list-style-type: none"> <li>▶ Homepage, newsroom at ccclib.org</li> <li>▶ Commission packet, or minutes from meeting</li> </ul>	
Upcoming events at branch libraries	<ul style="list-style-type: none"> <li>▶ Branch Manager</li> <li>▶ ccclib.org</li> </ul>	<ul style="list-style-type: none"> <li>▶ Call or visit with manager</li> <li>▶ Events listings at ccclib.org</li> </ul>	
Successes of previous events at branch library	<ul style="list-style-type: none"> <li>▶ Manager's report to Friends/Foundation</li> </ul>	<ul style="list-style-type: none"> <li>▶ Call or visit with manager</li> <li>▶ Friends/Foundation minutes</li> </ul>	
Commission updates	<ul style="list-style-type: none"> <li>▶ Commission minutes</li> </ul>	<ul style="list-style-type: none"> <li>▶ Commission page at ccclib.org</li> </ul>	
Legislative items approved by the Board of Supervisors	<ul style="list-style-type: none"> <li>▶ Commission minutes</li> </ul>	<ul style="list-style-type: none"> <li>▶ Commission page at ccclib.org</li> </ul>	

### Tips:

- Be clear and concise with your words – make your points definitive
- Focus your narrative on one or two topics – you can always come back and speak again at another meeting
- Include how the library's or commission's activities have a positive impact on the community or why it matters
- The "why" is more important than a list of what's happening
- Coordinate your comments with the branch manager (who may also be speaking)
- Always begin by saying "Good evening mayor and councilmembers" (adjust your greeting to fit the body you are speaking to) and then introduce yourself
- If you are bringing anything for the council members (flyers, bookmarks, etc.), leave them with the city clerk to distribute
- Always end by thanking them for their time

**TURN OVER TO  
WRITE IT UP**



Write Your Narrative (Three minutes or less):