

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, September 30, 2021

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Peter Wilson called the meeting to order at 7:05 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Vacant		Library Commissioner	CCC District 3			
Vacant		Library Commissioner	City of Walnut Creek (Alt)			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	x		
Campbell-Miller	Brian	Library Commissioner	City of Hercules	x		
DeFraga	Matthew	Library Commissioner	City of Martinez	x		
Dozier	Julia	Library Commissioner	City of Pleasant Hill (Alt)	x		
Faye	Vivian	Library Commissioner	City of Brentwood (alternate)	x		
Ferree	Jacalyn	Library Commissioner	City of Clayton	x		
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	x		
Fischer	Michael	Library Commissioner	City of El Cerrito	x		
Garde	Shrikant	Library Commissioner	City of Orinda	x		
Gemmer	Nicole	Library Commissioner	Town of Danville	x		
Harlan-Obeidi	Charlene	Library Commissioner	City of San Pablo (Alternate)		x	
Hildreth	Susan	Library Commissioner	CCC District 2	x		
Hinton	Stacie	Library Commissioner	Central Labor (alternate)			x
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	x		
Huh	Dr. John M.	Library Commissioner	City of Antioch	x		
Koops	Barry	Library Commissioner	City of El Cerrito (alternate)	x		
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg			x
Mac	Ly	Library Commissioner	City of San Ramon	x		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)			x
Medrano	Antonio	Library Commissioner	City of San Pablo	x		
Molinelli	Jasun	Library Commissioner	City of Walnut Creek	x		
Morgan	Sarah	Library Commissioner	Town of Moraga	x		
Pena-Mendrek	Yolanda	Library Commissioner	City of Oakley	x		
Pursley	George	Library Commissioner	City of Pinole	x		
Robinson	Rich	Library Commissioner	CCCCD		x	
Rosekind	Rachel	Library Commissioner	CCC District 1	x		
Mackey	Lynn	Library Commissioner	Office of Education	x		
Sendig	Linda	Library Commissioner	City of Brentwood	x		
Smith	Alan	Library Commissioner	CCC District 4	x		
Smith	Tommy	Library Commissioner	City of Concord	x		
Swernoff	Michael	Library Commissioner	CCC District 2 (Alt)	x		
Thomas	Bryan	Library Commissioner	Central Labor	x		
Walker	Dorothy	Library Commissioner	City of Lafayette (Alternate)	x		

With twenty-three commissioners present, a quorum was established.

Total Commission positions: 24
 Commission positions filled: 23
 Commission positions vacant: 1
 Commission quorum: 13

2. **INTRODUCTIONS**

No new commissioners at this meeting. No visitors either.

3. **PROJECT SECOND CHANCE AWARDS PRESENTATION**

PSC Director Elaine Kociolek presented the following awards to volunteers and staff:

Margaret Lesher Award – Gia Paolini and San Pablo Library Staff

Anne Cain Award – Amy Mockoski

PSC Volunteer Service Milestones –

Janice Hicks – over 1900 volunteer service hours

Sherry Sankey – 1000 volunteer service hours

Bev Farrell – 500 volunteer service hours

Mary Nordheim – 500 volunteer service hours

Damon Toroian – 500 volunteer service hours

4. **PUBLIC COMMENT**

No in-person comments. One letter received via the link to Commission email.

5. **ACCEPTANCE OF THE MINUTES**

One suggestion to correct the misspelling of Commissioner DeFraga's name on page 2 was suggested.

Commissioner Campbell-Miller made a motion to accept the minutes with this correction. Vice Chair Fischer seconded the motion.

The motion passed unanimously by consensus vote of the Commission.

6. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –**

Vice-Chair Fischer: Offered that his library supporters in El Cerrito are still making forward motion on their efforts to have a library as part of the BART-related development that is going on there. Supporters include several current and several former city council members among others and Vice-Chair Fischer's feeling is that progress continues to be made.

Commissioner Campbell-Miller: Hercules has had several outdoor book sales, including the recent one on September 19th. Sales were brisk and the community really seemed to enjoy the outdoor event in the nice warm weather.

Commissioner Gemmer: Danville Library is celebrating the 25th anniversary of their library building. It was a nice event celebrating the library and was also a nice opportunity to meet some of the local representatives. The community really enjoyed the celebration.

Commissioner Morgan: Was overjoyed to meet recently with Moraga's new Library Manager, Rita Carrasco. After quite some time with fill-in Librarians to run the place (thank you, Michael Beller and Vickie Sciacca!) it was nice to finally have a permanent person in place. The next Friend's Book Sale there will be the 2nd weekend in October.

Commissioner Hoisington: Commissioner Hoisington mentioned several upcoming WOW programs as part of that regular series. She also mentioned that the current pandemic has apparently increased the use of the outdoor amphitheater on the premises.

7. STRATEGIC PLAN UPDATE -

Deputy County Librarian Gail McPartland's PowerPoint presentation is attached to these minutes.

8.A. Legislative Working Group –

Commissioner Hildreth referred everyone to Vice-Chair Fischer's report from the July meeting as being an excellent summary of the current legislative landscape. A few items deemed worth calling out include the \$439 million construction funding, where individual grants of \$10 million will be made. Funds for resource sharing for groups like the PLP will allow them to recoup money spent last year. There is also \$3 million being made available for bookmobiles and vans, \$50,000 to \$250,000 with a 100% match. Additionally there is \$5 million for early learning, \$3 million for Career Online High School plus funds for online tutoring. There is also quite a bit of funds available for broadband, at both the state and federal levels.

At the federal level, there is the \$5 billion Build America funding, of which \$500 million will most likely be available for California. Commissioner Hildreth thought it will be interesting to see the requirements in the application process for both this funding and the \$439 mm available for California.

8.B. Annual Report Working Group –

Vice-Chair Fischer began with a brief history of the report and the purpose behind it. It is done annually and is used to both to report on the previous year's activities but also to describe what the commission hopes to accomplish in the coming year. There is also an attendance component. This year he attempted to make this more of a team document, so rather than calling out what individual commissioners had done as in the past, the report will report the actions of the commission as a whole. Due to the timing involved in submitting the report (by mid-December) and the timing of our commission meetings (the final meeting every year is in November), Vice-Chair Fischer decided that the end date of the report going forward would be August 31st so subsequent reports would be for the period of September 1 through August 31. This will allow adequate time to compile and properly reference the items in the report and should be a useful way of handling this.

The other thing Vice-Chair Fischer has attempted is to capture not just a list of items accomplished, but more of a narrative (or variety of stories) of what the commission has done over the previous year. Vice-Chair Fischer then threw open the floor for comments.

A number of commissioners at this point praised Vice-Chair Fischer's efforts. Quite a few mentioned not reporting specific items as they assumed everyone was doing them, but all said going forward they would begin to mention those items as well so accurate tallies can be kept.

Chair Wilson liked the idea of changing the timing of the report, as essentially a 2 to 3 month period of the year is lost due to the timing. He was also in favor of telling more of a story and was sorry the group when he was in charge of it didn't come up with the idea themselves.

8.C. Public Comment Speaker Worksheet –

County Librarian Alison McKee explained to the commission that this item was placed here on the agenda to coincide with the discussion of the work plan. This worksheet was created with the help of the graphics team to support commissioners when preparing to speak to elected officials and other community-based organizations about the library. The most helpful tip is to check in with your community library manager so that they can be aware that you will be speaking. Oftentimes, they will also be planning to attend so you may want to coordinate your public comments. If you plan to speak to a community-based organization such as the Rotary Club, you might consider asking the library manager to join you. Another use for the sheet is to have a record of what you did/said that you can share with Vice-Chair Fischer to help him compile the annual report.

8.D. Countywide Library Foundation –

Commissioner Gemmer reported that the exploratory committee for the countywide library foundation has been active, meeting regularly over the last few months and reviewing information from meetings with foundation experts and community leaders about how to move this project forward. Decisions/progress have been made regarding the structure of the foundation and goals for the next three years and beyond, including acting as a mechanism for increased collaboration and a shared service model for locally organized friends and foundation groups in the county.

The biggest challenge for the group has been the lack of funding for start-up costs but this is being addressed and the progress has been encouraging. Commissioner Gemmer hopes to have more positive developments to share at the next few commission meetings. One caveat she shared is that even though this group is on the agenda in the “working group” section, the countywide foundation will be an independent, not-for-profit organization that will not be under the operation or control of either the commission or Library Administration.

Chair Wilson then mentioned that meeting with the East Bay Leadership Council was very productive. The group has a number of corporate leaders and is quite the non-profit brain trust. They were very helpful and left the door open for us to return when we have more of a plan in place and are ready to move forward.

9. Formation of a Nominating Committee –

Chair Wilson explained that this is an annual item on the September agenda. The purpose of this group is to review the commission membership for the purpose of presenting to the commission at the November meeting their thoughts about officers for the following year. This review looks at things such as participation, attendance, previous service, etc., and results in a ranked list of candidates for chair and vice-chair. At this point, the County Librarian will reach out to the candidates to determine their interest in serving, resulting in a slate of candidates, one for each position, which will be the nominating committee’s recommendation to the full commission. At the November meeting the slate is presented, nominations are also taken from the floor, and a vote is taken, resulting in a new chair and vice-chair for 2022.

The group will meet once to create their ranked list of choices for both positions, then Walter will share the list with Alison so she can make the calls to verify interest. Walter will then report back to the group members and help the chair of the group prepare to present the slate in November.

Chair Wilson then opened the floor for volunteers. Commissioner A. Smith volunteered but pulled his name once Walter shared that the meeting would require in-person attendance at Library Administration due to changing rules relating to public meetings. Commissioners Ferree, Dozier and Sendig all volunteered to join Chair Wilson on the nominating committee.

10. COUNTY LIBRARIAN REPORT –

County Librarian Alison McKee had a few items to mention that because of timing were not included in her written report. Most importantly, she attended the Measure X Advisory Board meeting on September 22 where they finalized their recommendations to go before the Board of Supervisors and the library is not mentioned anywhere in their recommendations. The BOS will make the final decision. These recommendations are for the current fiscal year only and there will be a new set of recommendations for the next fiscal year. The amount of funding available for the following fiscal year will depend on how much the BOS approves for ongoing funding and how much will be one-time funding.

The next item County Librarian Alison McKee wanted to share is that the Read Contra Costa county-wide read started yesterday. The book chosen is *We Are Not Free* by Traci Chee and all commissioners were invited to go to the website to learn more. LSM Liz Fuller (who led the initiative) added that the library leased extra physical copies of the book and also worked out a deal with Overdrive and the publisher to have the book available the entire time as an eBook or an audiobook so there won't be any wait time.. LSM Fuller

highlighted a few of the events coming and advised the commissioners that there will be a banner on the website that will link directly to the events calendar.

County Librarian Alison McKee shared that she and Deputy County Librarian Gail McPartland attended the State Library's orientation for grant funding for infrastructure. More details should be coming. County Librarian Alison McKee is hoping the city of Oakley will put in an application for some of this money for a new library facility. However, the Oakley City Council on Tuesday voted not to enter into an agreement with the county to take over ownership of the property in downtown Oakley that was previously a sheriff substation. The agreement was that the county would transfer ownership of the property to the city of Oakley and the county and the city would split the cost of demolition with the caveat that the city had to secure funding and plans to put a library on that property within three years. The library will continue to work with the city manager, the Oakley Friends and other interested folks to regroup on this project.

Next, County Librarian Alison McKee mentioned a survey coming out soon (in about a month) to all active library users. Deputy County Librarian Gail McPartland shared that the previous survey of the patron community happened a few years ago. It went out to all email users in our database and we received over 18,000 responses. We will be using the survey to set some benchmarks on customer satisfaction and the state of collections and buildings and programs. The survey will be available in Spanish and Chinese. We will also be working with our consultant, OrangeBoy, to create a survey for and to reach non-users. Vice-chair Fischer asked if commissioners asking their appointing authorities for endorsements of Measure X funds for the library was appropriate? County Librarian Alison McKee thought the most useful next step would be to have commissioners and their appointing bodies attend the BOS meeting when the Measure X funding recommendations are to be discussed and advocate directly to the supervisors, either through verbal or written public comment.

11. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS –

No topics were offered so commissioners were invited to send any thoughts to Walter.

12. ADJOURNMENT TO THE November 18, 2021, LIBRARY COMMISSION MEETING.

The meeting was adjourned at 8:55 p.m.

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library

Strategic Plan Progress Report: Responding with Resilience

2019-2021



Rising to the Moment

3D Printed Personal
Protective
Equipment (PPE)
Program: Honorable
Mention

76 staff dispatched
as Disaster Service
Workers

Staff volunteered
with West Contra
Costa Unified
School District for
food distribution

Expanded Lunch in
the Library to
include food box
giveaways

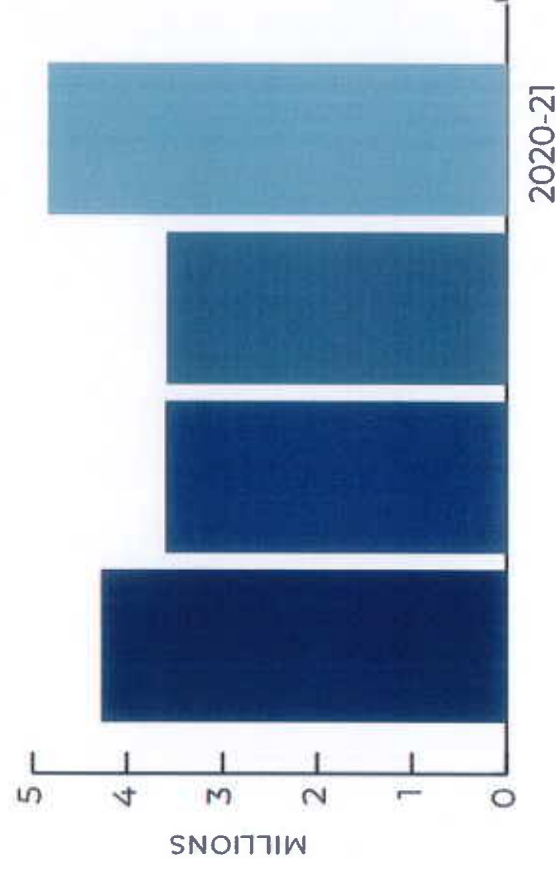
2 branches became
COVID Testing Sites

Shipping staff
delivered PPE to
donation drives



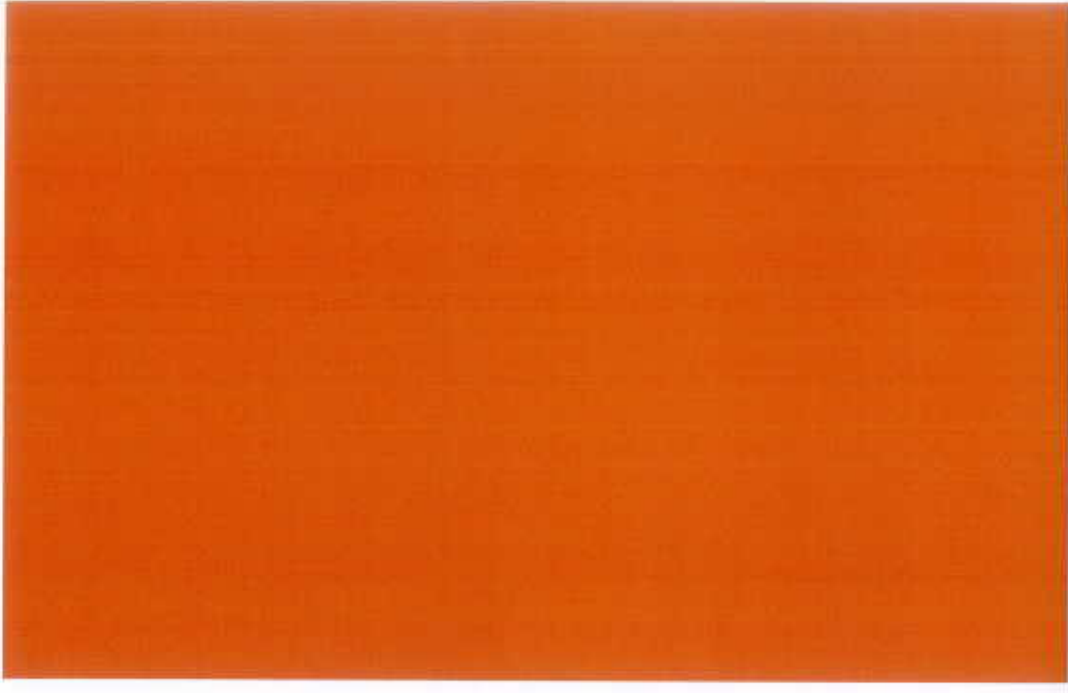
Buildings Closed Digital Doors Opened

- In 2020, with our doors shuttered, the library pivoted to meet a surging digital demand, investing 60% of the collections budget on electronic materials.
- We reached a record-breaking one million digital book checkouts, illustrating the continued growth and importance of library digital lending.
- We far exceeded our record of online activity in 2021, with over 4.8 million visits.



Website Visits

Commitment



Distance Literacy Tools

2019 - Introduced new visual Library Catalog for easier searching – patrons can search staff and patron lists, see book suggestions, read critical reviews, connect with each other, and access their account in one place.

2020 - Introduced free printing & scanning services; patrons can now print from their wireless devices.

2021- Circulating 125 portable WiFi hotspots.

2021 - Expanded online tutoring to include resume writing, citizenship process help, and benefits application help.

Equity, Diversity, and Inclusion

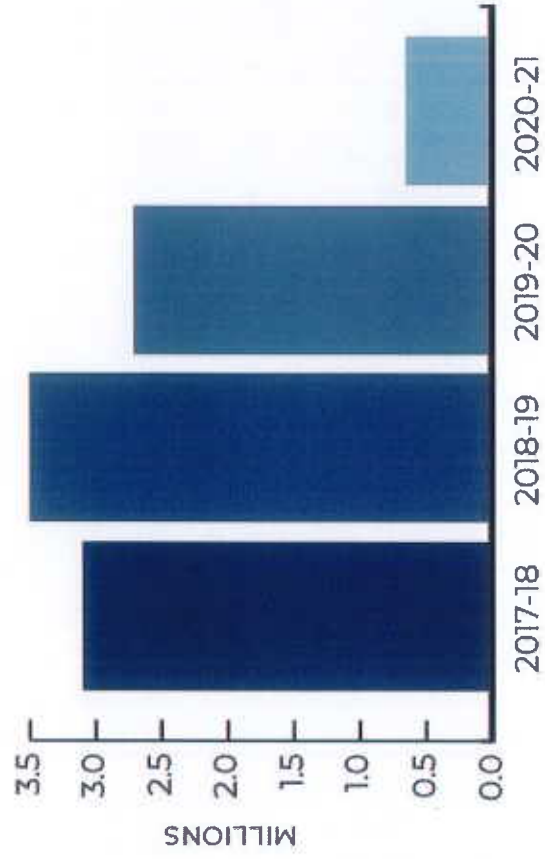
In 2020 we established the Equity, Diversity, and Inclusion (EDI) Committee to help the library accurately reflect and serve the diverse population of Contra Costa County.

In 2020 and 2021, the Library contracted with Dr. Lori Watson, educator, consultant, and founder of Race-Work. Dr. Watson has lead Library staff at all levels in challenging, vital 2-day workshops on racial equity.

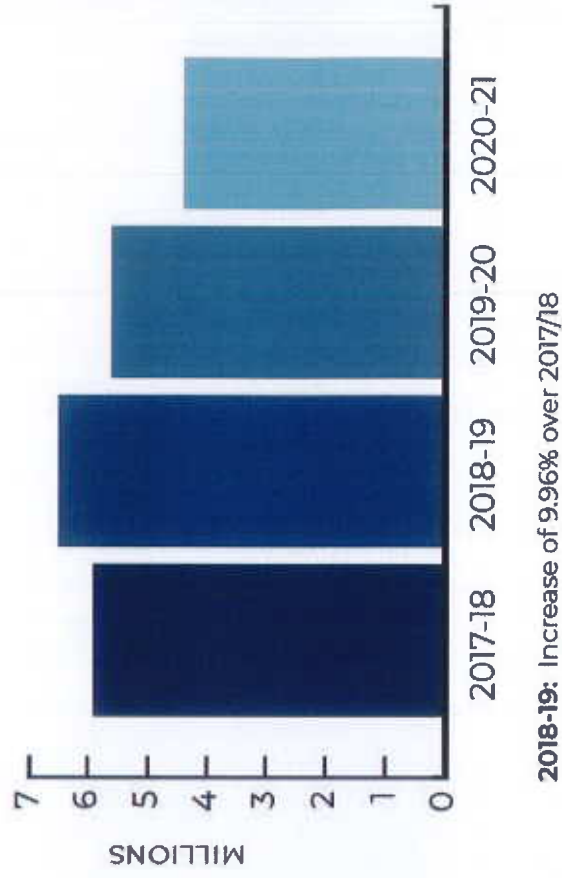
Barrier-Free Service

- 2019 – The Library said, "Goodbye to Fines," erasing all outstanding debt for patrons.
- 2020 - We overrode account blocks and extended expiring accounts to ensure access for all through Shelter In Place and Front Door Service.
- 2021 - We expanded base hours at all libraries to 40 hours per week, thus ensuring equitable base open hours at each location throughout the County.

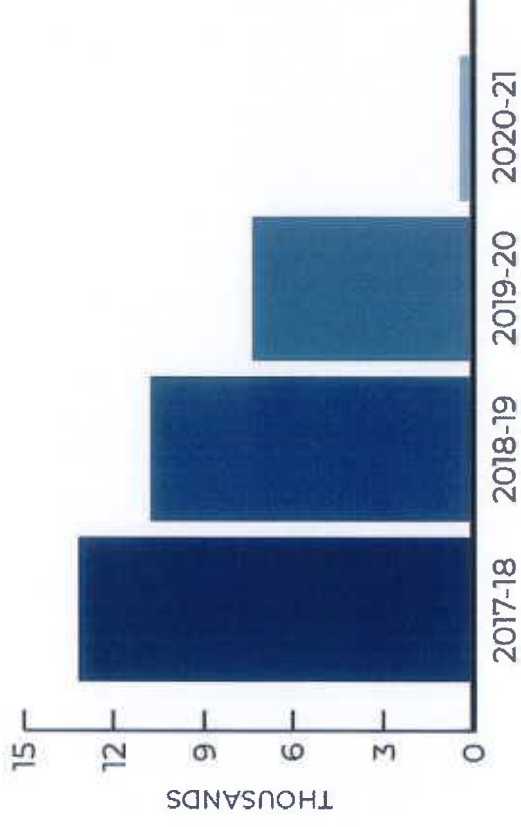
Library Visits



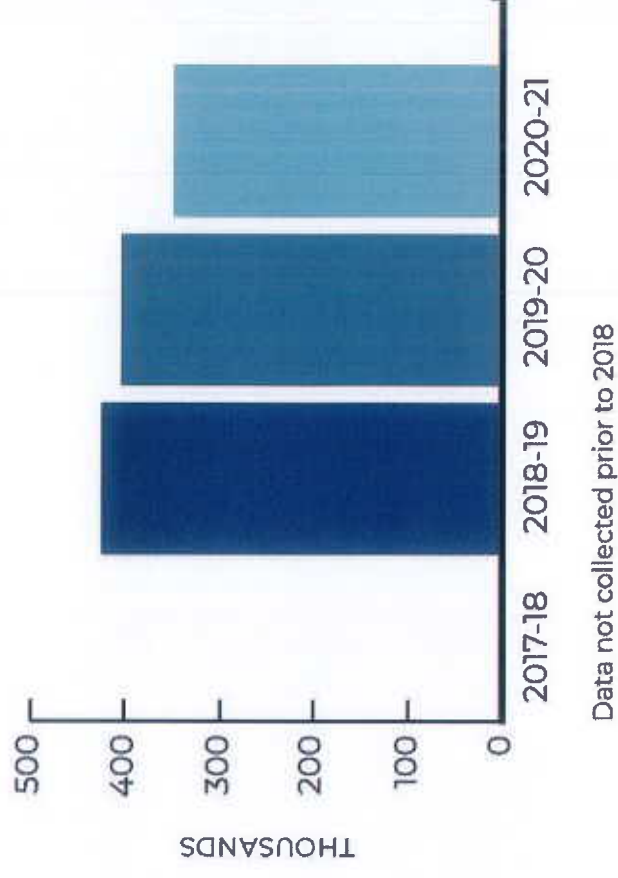
Circulation



Programs



Active Users



2019-2021 Additional Accomplishments

LGBTQIA+ SPECIAL COLLECTION

READER'S INITIATIVE

LAUNCHED BLOG HIGHLIGHTING
RESOURCES AND PROGRAMS

LUNCH IN THE LIBRARY/FOOD
BOX DISTRIBUTION

CONTACTLESS HOME DELIVERY
OF LIBRARY MATERIALS

Facilities

- El Sobrante
- North Richmond Reading Room
- PSC Offices
- Antioch Refresh
- Concord Refresh
- Pleasant Hill (Under Construction)



Looking Forward

The library is responding with resilience and urgency to evolving needs by adapting and expanding services.

Re-imagining the means, we remain on mission:

We bring people and ideas together.





Questions?
