

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, November 18, 2021

AGENDA ITEM #: 8A.

ITEM: ANNUAL REPORT WORKING GROUP / 2021 ANNUAL
REPORT

RECOMMENDED ACTION:

Commissioners will vote to accept, with/without edits, the 2021 Annual Report, the 2022 Work Plan and the 2021 Attendance Report to be submitted to the Board of Supervisors on December 14, 2021.

Contra Costa County Library Commission 2021 Annual Report (Draft)

The draft Annual Report is a tool for tracking progress on the elements of the work plan the commission was working under. It gives a snapshot of where the commission stands with regard to the items they are to accomplish as a group. The final version of this document will be combined with the attendance report for Commission meetings as our Annual Report to the County Board of Supervisors and each appointing authority.

Executive Summary

Like the previous year, 2021 was a time of unprecedented challenges and opportunities for the Contra Costa County Library system. Throughout, the Commission continued to provide support and guidance in varying capacities, including but not limited to: attendance and/or written comment provided to City Council, Board of Supervisors, and other relevant public meetings; advocacy to advance federal and state legislation pertinent to libraries and encouragement of elected officials to cosponsor and/or promote relevant bills; support of the County Librarian's Measure X proposal to expand library hours and provide funds for repair and facility upgrades; advisory conversations with elected officials who represent Commissioners' communities; and formation of an operating committee to establish start-up funding and protocols for a county-wide foundation. These and other actions are detailed in the following report.

Introduction

The annual report represents the various activities engaged in by individual Commissioners and Alternates as well as the Commission as a whole in furtherance of the Commission's 2021 Work Plan. For public health and safety reasons, their actions were mostly relegated to virtual or remote participation. The Commission, and all associated working and operating committees, met virtually, via Zoom, throughout the entire calendar year.

In a departure from previous reports, this iteration delineates *the totality of Commissioner activities* rather than designating specific activities by individual Commissioners. This modification aligns with the collegial nature of the Commission.

The time period for the annual report has been modified. Since the annual report is presented in draft form to the Commission at its September meeting with final action taken at the November meeting, the cutoff time for reporting on events should properly be August 31. For this report only, the time period covered is January 1, 2021 through

August 31, 2021. Future reports' coverage will span September 1 of the previous year through August 31 of the current year.

The 2021 Work Plan was significantly expanded from those of prior years in response to issues of equity and public health that drew heightened attention in 2020. It should be noted that the County Library's administrative and operational staff has also significantly addressed these issues.

Full Report

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:

- *(Goal 1-A) Support the creation of a centrally organized private, not for profit, fundraising approach for funding countywide and local community library needs, complementary to locally organized friends and foundation efforts, for the purpose of meeting service standards and objectives of the Library's strategic plan.*

A working group of the Commission has continued to explore the creation of this entity. Significant progress has been made with regard to the foundation's start-up and operational aspects and its relationship to locally-organized friends and foundation groups. While the Commission is actively working to create this entity, it should be noted that it will be an independent not-for-profit group that is not under the operation or control of either the Commission or the Library Administration.

- *(Goal 1-B) Encourage collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.*

Because of the global pandemic, the friends' council and annual friends and foundation forum was not held this year. Nonetheless, formal dialogue among Commissioners fostered important information sharing with the local friends and foundation groups about book sales, fundraising initiatives, and general activities.

- *(Goal 1-C) Explore ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.*

and

- *(Goal 1-D) Work cooperatively with branch libraries to seek sustainable funding in service of their local communities.*

Many individual Commissioners are active members of their local friends and foundation groups and often serve on their boards of directors. In addition, Commissioners attend meetings of these local groups to keep them informed of county, state, and national library issues. Some Commissioners also generously provide resources that support library activities either directly or through the friends and foundation groups. Lastly, Commissioners communicate regularly with Senior Community Library Managers to discuss emergent funding opportunities.

- *(Goal 1-E) Review and if in agreement with it, support the annual budget proposal prepared by the County Library for submission to the Board of Supervisors.*

The Commission worked with Library Administration and discussed their decision to increase county-supported library hours from 35 to 40 hours per week for the 2021-2022 and future fiscal years.

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:

- *(Goal 2-A) 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.*

The Commission, both directly and through its Legislative Committee, supported federal and state library funding initiatives, including S. 127 (the Build Americas Libraries Act). The Commission formally recommended that the Board of Supervisors support several of these measures. Individually, Commissioners urged support for adequate state and federal funding for libraries through our United States Senators and local Congress Members, State Senators, and Assembly Members. Progress regarding these various measures was reported on at Commission meetings.

- *(Goal 2-B) Have the Commission take an increasingly active role in the ALA and CLA lobbying efforts.*

In carrying out the activities in Goal 2-A, the Commission and individual Commissioners kept informed of the state- and federal-level lobbying efforts of the American Library Association and the California Library Association. Various Commissioners work directly with members of both groups.

- *(Goal 2-C) 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.*

Individual Commissioners either met with their appointing authority (in the case of members of the Board of Supervisors) or reported publicly during meetings of their appointing City Councils. Some Commissioners also met with individual City Council members and helped to orient newly-elected council members on library issues.

- *(Goal 2-D) Develop a system of sharing appropriate stories about our library with public officials at the federal, state, and local level.*

This project (currently under development) will create impactful stories about our libraries' function and importance to present to various public officials. The project is intended to build stronger support for public funding for our libraries' needs.

- *(Goal 2-E) Seek support from the appropriate appointing authority when appropriate to meeting needs of the library system.*

Both the Commission and individual Commissioners advocated to the Board of Supervisors or local appointing authority for support of federal or state funding measures to increase library support.

- *(Goal 2-F) Bring information back to the Commission at its regular meetings on local needs, issues and support.*

and

- *(Goal 2-G) 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.*

The countywide library system consists of city-provided libraries in 18 of the 19 cities in the county (with two libraries in two of the cities) and county-provided libraries in 6 other locations. The county's large number of libraries makes information sharing a

paramount aspect of Commissioner responsibilities. Thus, a portion of every Commission meeting is devoted to individual Commissioner reports regarding their library or district's needs, issues, and activities.

The information shared is gleaned through Commissioners' dialogue with library managers and staff, friends groups and foundations, local appointing authority and city staff, and other members of their local communities. By participating in local activities and meetings, Commissioners are better positioned to inform members of their local communities of the programs, events, and resources available through their local library.

Finally, through their public participation in community events, Commissioners bring a visibility to the library which in turn not only informs members of the public about the library but helps build support for the library.

• (Goal 2-H) 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.

Due to the pandemic, the Commission was not permitted to meet in person this year.

• (Goal 2-I) 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.

Commissioners conduct outreach to members of the community who make use of the library's resources and add depth and value to its services. The library services an important function for these groups, enabling them to better provide the services they are created to provide.

(NOTE: This paragraph is based on the reports of the Danville and Martinez commissioners. I'm hoping they can provide more specific information for this section. I apologize if it was already sent to me and has gotten lost in the shuffle.)

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:

• *(Goal 3-A) Work with the Equity, Diversity, and Inclusion Committee of the Library Administration to address those issues.*

The Library Administration reported to the Commission on activities of the Equity, Diversity and Inclusion Committee, and the Commission provided feedback to the Administration.

• *(Goal 3-B) 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.*

This goal will be expanded beyond the scope of addressing the digital divide to that of providing assistance to underserved populations more broadly. One of the critical pivots in implementing this goal is library hours. The current funding model provides only enough staffing to permit each library to be open 40 hours a week, resulting in a barrier to access for those who need it most, both for its internet connectivity and [for] computer usage, private study space, and retrieval of information and resources.

Commissioners were successful, in conjunction with other members of their local library communities, in persuading some cities to provide funding to keep their respective local libraries open more than 40 hours a week. But, as County Librarian Alison McKee's Measure X presentation showed, the cities most in need of these expanded hours (i.e., those cities with the lowest per capita income) do not possess the resources to implement this additional funding. Further, county-provided libraries are limited to 40 open hours per week.

Commissioners were asked to support—through various means—the County Librarian's proposal to the Measure X Community Advisory Committee to provide funds to permit county libraries to be open 56 hours a week and for one-time repairs and upgrades to county facilities. The outcome of these efforts is still unknown. The Measure X Community Advisory Committee has presented its findings to the Board of Supervisors, who will subsequently determine final funding priorities and targets.

Library hours and the digital divide are not the only areas of inequity in terms of libraries and the services they supply. The importance of books in the home to the education of our children is well known. In addition, incarcerated populations whether adult or juvenile also have few if any book resources. As a result, some of the local library friends groups provide some of the books donated to them to these underserved populations. Commissioners have learned of these efforts and, as a result, other friends groups are likely to join these efforts.

- *(Goal 3-C) Work to foster civic discussion in our body politic.*

The pursuit of this goal has been significantly affected by the pandemic. Nonetheless, some Commissioners have engaged members of their communities in supporting efforts for the construction of new libraries and/or renovation of existing facilities.

- *(Goal 3-D) Work to highlight the role of libraries in disseminating factual information.*

Work on this issue is expected to begin shortly.

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

In order to accomplish this goal, we will:

- *(Goal 4-A) Serve, as appropriate, in the selection process for a new County Librarian.*

One member of the Commission served on the advisory group that recommended the appointment of the County Librarian this year.

- *(Goal 4-B) Work with library staff, to the extent needed, in orienting the new County Librarian when that person is selected.*

Because of the new County Librarian's extensive record of experience in the Contra Costa County Library system, such orientation was not necessary.

- *(Goal 4-C) 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.*

At various times throughout the year, the County Librarian presented issues to the Commission for discussion and solicitation of feedback.

Contra Costa County Library Commission 2021 Work Plan

(The Goals and Objectives listed below comprise the proposed Work Plan for 2021. They contain what we as a Commission and as individuals will work to accomplish during that year. The Committee has proposed several items that were not part of the 2020 Work Plan that attempt to take into account issues that were raised by events during this year. These items are underlined in the draft. The Commission should consider both whether the additional items are appropriate for the Commission to undertake and whether, as stated, they meet the issues involved.)

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.

Commissioner Attendance / 2021

<u>Commissioner</u>	<u>Jan</u>	<u>Mar</u>	<u>May</u>	<u>Jul</u>	<u>Sep</u>	<u>Nov</u>	1 = Attended 2 = Excused 3 = Absent 0 = Not on Comm X= Canceled	<u># Mtgs</u>
John Huh	1	1	1	1	1			6
Vivian Faye	1	1	1	1	1			6
Linda Sendig	0	0	0	1	1			6
Ly Mac	0	0	0	1	1			6
Tommy Smith	1	1	1	1	1			6
Jacalyn Ferree	1	1	1	1	1			6
Michael Fischer	1	1	1	1	1			6
Barry Koops	1		1	1				6
Janette Maher	2	1	1	2				6
Mary Ann Hoisington	1		1	1	1			6
Brian Campbell-Miller	0	1	1	1	1			6
Yolanda Peña-Mendrek	1	1	1	3	1			6
Arnold Fitzpatrick	1	1	1	1	1			6
Shrikant Garde	0	0	0	1	1			6
George Pursley	1	1	1	1	1			6
Nicole Gemmer	1	1	1	1	1			6
Zelda LeFrak-Belleci	1	1	1	1	1			6
Katherine Bracken	1	1	1	1	1			6
Jasun Molinelli	1	3	3	3	1			6
Dorothy Walker	0	0	0	1	1			6
Antonio Medrano	3	1	1	1	1			6
Charlene Harlan-Ogbeidi	3	3	3	3	3			6
Alan Smith	2	2	2	1	1			6
Peter Wilson	1	1	1	1	1			6
Bryan Thomas	0	0	1	1	1			6
Stacie Hinton	0	0	1	2	3			6
Sarah Morgan	0	0	0	1	1			6
Lynn Mackey	1	1	1	2	1			6
Rich Robinson	3	3	3	3	3			6
Matt DeFraga	0	1	1	1	1			6
Susan Hildreth	2	1	2	2	1			6
Michael Swernoff	1	1	2	1	1			6

Names highlighted in yellow above still need to certify they've (re)viewed the Brown Act and Ethics videos

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, November 18, 2021

AGENDA ITEM #: 11.

ITEM: SET COMMISSION MEETING DATES FOR 2022

RECOMMENDED ACTION:

Commissioners will vote on the meeting schedule for 2022.

Proposed Dates for 2022 Library Commission Meetings

If the Library Commission members wish to retain the same schedule for meetings that was put in place in 2020 (the 3rd Thursday of every other month), then the proposed meeting dates for the Commission in 2022 are as follows:

Thursday, January 20, 2022

Thursday, March 17, 2022

Thursday, May 19, 2022

Thursday, July 21, 2022

Thursday, September 15, 2022

Thursday, November 17, 2022

Meeting times will remain 7pm to 9pm. The exact location of the meetings may change as the pandemic lingers on, but meetings will happen via Zoom for the foreseeable future.

Two other schedules to consider for 2022: meeting on the 2nd Thursday monthly and meeting on the 3rd Wednesday monthly. The dates for both of these are shown below. ***Please review your calendars before the meeting!***

2nd Thursday Schedule

Thursday, January 13, 2022

Thursday, March 10, 2022

Thursday, May 12, 2022

Thursday, July 14, 2022

Thursday, September 8, 2022

Thursday, November 10, 2022

3rd Wednesday schedule

Wednesday, January 19, 2022

Wednesday, March 16, 2022

Wednesday, May 18, 2022

Wednesday, July 20, 2022

Wednesday, September 14, 2022

Wednesday, November 16, 2022

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 5

MEETING DATE: Thursday, November 18, 2021

AGENDA ITEM #: 12.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

None required.

County Librarian's Report to the Library Commission

Thursday, November 18, 2021

MEASURE X

As was verbally reported at the September Library Commission meeting, the Measure X Community Advisory Board finalized their list of funding priorities. The Board of Supervisors received their report on October 12th. The Library's proposal was not one of their recommended funding priorities for this fiscal year. The BOS will further discuss MXCAB's recommendations at their November 16th meeting.

FACILITIES

CONCORD LIBRARY

Due to supply chain issues, the Concord Library's children's area refresh is delayed until the beginning of the new calendar year. As a reminder, they will receive new shelving in the children's area and some additional whimsical furniture. The city of Concord will repaint the walls and provide carpeting for the project. We expect the library to be closed for two weeks while the work is taking place.

YGNACIO VALLEY LIBRARY

The parking lot improvement project at the Ygnacio Valley Library has been scheduled to start the week of November 9th, weather permitting. Once underway, it is expected to take 30 working days. Barring any weather delays, supply chain issues or other unforeseen circumstances the project should be completed by mid-December. The daily work schedule will be 7 a.m. to 4 p.m. and the parking lot will be inaccessible to the public for the duration of the project.

The work is being done by Gradetech Inc. and the project is managed by County Public Works. In addition to repaving, several necessary changes to bring the parking lot, curb ramps and walkways into compliance with the Americans with Disabilities Act (ADA) will also be implemented. Once complete, the parking lot and walkways will be much safer and easier to navigate for senior citizens, people with disabilities, and families with small children. When completed, the lot will have two additional regular parking spaces and one additional ADA parking space.

NEW INITIATIVES

READ CONTRA COSTA

The Library's annual Read Contra Costa event invites all county residents and library users to share in the experience of reading and discussing a single title. This year's title was the Young Adult novel, *We Are Not Free*, and concluded on November 9th with a talk by the author, Traci Chee, attended by over 200 participants.

REMOTE LOCKERS

The Rossmoor Book Lockers are on site and installed. Final software modifications are being implemented and we expect them to be in service at the Rossmoor Gateway Clubhouse by the end of November.

The North Richmond Book Lockers at the North Richmond Senior Center are expected to be in service by the new calendar year.

PUBLIC SURVEYS

The Library's data analytics company, Orangeboy, is working with us to send out a patron survey and non-library user survey later this month. The patron survey will be sent to all library cardholders with an email attached to their library card account. There will also be the option to fill out a hard copy of the survey at any library branch. The survey will cover many of the same topics in the 2018 patron survey as well as new questions about equity, diversity and inclusion, online program attendance and the digital divide. The non-library user survey will be distributed to residents of Contra Costa County who do not have a library card via a third-party company contracted by OrangeBoy. This new set of data will help us better understand why these residents don't use the library and if they are aware of our services.

NEW RESOURCES

Black Life in America is a comprehensive digital collection that offers an expansive window into centuries of African American history, culture and daily life as recorded by the media in news stories from the early 1700s to the present day.

The California State Library has generously funded a series of online job and career resources for all public libraries in the state. <https://www.library.ca.gov/services/to-public/career-pathways/>

These will be featured on our website on our Jobs Resources page: [Job Resources | Contra Costa County Library \(ccclib.org\)](#)

RACIAL EQUITY INITIATIVES

STAFF TRAINING

In October of 2020, Contra Costa County Library began an initiative to provide racial equity training for all staff over a period of two years with Dr. Lori Watson of Race-Work. These trainings will also be offered to all new employees.

The training consists of two half day sessions focusing on personally reflective exercises, thought provoking dialogue and race centered instruction. Thus far, 233 staff have taken the training, and with a few exceptions, as of November 10th all salaried library staff will have completed this initial training. Staff were also given the option to participate in a second level training to explore racial equity issues even more deeply. To date, 39 staff have taken this more advanced training and an additional session will be offered at the end of 2021.

FRIENDS, FOUNDATION, AND COMMISSION FORUM

Instead of the usual single, annual Friends, Foundation and Commission Forum, I am putting together a three-part racial equity training that will take place on three separate dates during the first half of 2022, probably every other month. The trainings will focus on the following subjects:

- The history of systemic racism in U.S. government organizations
- Personal engagement in antiracism
- Racial Equity and philanthropy

Commissioners should keep their eyes out for a survey that will request feedback on days, times and venues (in-person vs. online) soon.

FRIENDS AND FOUNDATIONS

I have completed my goal of attending the meetings of all the active Friends and Foundation groups in the county. When the inactive groups start meeting again, I will ask to attend a meeting to introduce myself and hear from their board members. I have also become a member of all the Friends groups who offer that option.

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

Donations Received from Friends and Foundations September & October 2021				
Date	Library	Donor	Description	Amount
9/20/2021	Walnut Creek	Friends of the Walnut Creek Library	collection	\$ 10,000.00
10/12/2021	Lafayette Ygnacio Valley	Friends of the Lafayette Library	collection laptop	\$ 2,500.00
10/26/2021		Walnut Creek Library Foundation	kiosks	\$ 28,465.31
			Total	\$40,965.31

Granting Agency	AWARD INTENT	Awarded	AWARD AMNT	MONTH OF AWARD
PLP INNOVATION GRANT	San Pablo Library	Yes	\$9,100.00	October
RODEO GOOD NEIGHBOR HOURS	July 1, 2021- December 31, 2021	Yes	\$5,000.00	October
RODEO GOOD NEIGHBOR HOURS	January 1, 2022- June 30, 2022	Yes	\$5,000.00	February 2021 but funds received October 2021
CA State Library	Adult Literacy	Yes	\$65,869.00	November
CA State Library	Family Literacy	Yes	\$28,800.00	November
Bella Vista Foundation	Mobile Outreach Van	Yes	\$100,000.00	November

We thank the many Friends, Foundations and other donors for their generous gifts to the Library.

OTHER

The State Library has announced its Building Forward infrastructure grant program that is a result of the California Budget Act for the 2021-2022 fiscal year. The program has \$439 million in one-time funds to create an equity-focused matching infrastructure grant program to support local library maintenance, capital projects, broadband and technology upgrades, and purchasing of devices. We are exploring the feasibility of applying for grant funds for a new library in Bay Point.

Respectfully submitted by Alison McKee, County Librarian