


MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, May 19, 2022

TIME: 7:00 p.m. LIBRARY COMMISSION MEETING

LOCATION: **The Meeting will be held virtually via Zoom. You may click on the link below or copy/paste it into your browser. The meeting password is 781678 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 826-9819-4862**
Link:
<https://us06web.zoom.us/j/82698194862?pwd=YVA1L0E3Q3dxaktSQVp2MFFlaEZ4QT09>

- Electronic agenda packet viewing is available at: <https://ccclib.org/commission/>
- Hard copy agenda packets are available for viewing at each Contra Costa County Library
- The meeting will be recorded for record keeping purposes

 The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 72 hours before the meeting, at (925) 608-7730. After 72 hours prior, accommodations will be on a best-efforts basis.

To slow the spread of COVID-19, the Health Officer's Shelter Order of June 16, 2020, prevents public gatherings (Health Officer Order). In lieu of a public gathering, the Library Commission meeting will be accessible via Zoom to all members of the public as permitted by the Governor's Executive Order N29-20.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please **call Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, May 18, 2022 if you will NOT be at the meeting.** A quorum must be established before a meeting can be held. A record is maintained of Commissioner's attendance.

1. 7:00 p.m.
(5 mins.) **CALL THE MEETING TO ORDER / ROLL CALL**
The Library Commission Chair will call the meeting to order. Walter will do a roll call to determine a quorum of attendees.
2. 7:05 p.m.
(5 mins.) **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
3. 7:10 p.m.
(5 mins.) **PUBLIC COMMENT**
Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may text your comments/questions to 925-723-2873 during the meeting. Public comment on agenda items can also be e-mailed to the Library Commission at walter.beveridge@library.cccounty.us to be received one day prior to the Library Commission meeting.
4. 7:15 p.m.
Action
(5 mins.) **ACCEPTANCE OF MINUTES – attachment 1**
Commissioners will approve or amend the minutes from the March 2022 meeting.
5. 7:20 p.m. **COUNTY LIBRARIAN REPORT - attachment 2**

Information
(10 mins.)

County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

PRESENTATIONS

6. 7:30 p.m.
PRESENTATION
(15 mins.) **SUNDAY HOURS -**
County Librarian Alison McKee will give a brief history of Sunday hours at the library, the challenges they represent and goals/priorities for the future.
7. 7:45 p.m.
PRESENTATION
(20 mins.) **ANNUAL DEPARTMENTAL PRIORITIES -**
County Librarian Alison McKee will share the priorities of the various library departments and briefly discuss how the OrangeBoy survey results fit into that process.
8. 8:05 p.m.
PRESENTATION
(10 mins.) **RETURN TO IN-PERSON MEETINGS -**
Chair Michael Fischer will discuss the issues associated with returning to in-person meetings and the constraints of the Brown Act on hybrid meetings and on remote attendance to in-person meetings.
9. 8:15 p.m.
PRESENTATION
(15 mins.) **RECONSIDERATION POLICY/PROCESS - Attachment 3**
Collection Development Manager Deanna Rabago-Lechman will discuss the library's Reconsideration policy and the behind the scenes process once a request has been made.

CONTINUED BUSINESS

10. 8:30 p.m.
ACTION
(10 mins.) **WORKING COMMITTEE REPORTS -**
The annual report/work plan process and an opportunity to volunteer will be discussed. (5 minutes). VC Gemmer will update commissioners on Library Foundation Progress (5 minutes)
11. 8:40 p.m.
ACTION
(5 mins.) **THANK YOU LETTER TO BOS - attachment 4**
Chair Michael Fischer will review the letter to be sent to the Board of Supervisors expressing thanks for their support of the Library's request for Measure X funds.

OTHER BUSINESS

12. 8:45 P.M.
Information
(10 mins.) **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
Commissioners or library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.
13. 8:55 p.m.
(5 mins.) **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.
14. 9:00 p.m. **ADJOURNMENT to the July 21, 2022 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

1. LC Meeting, Thursday, July 21, 2022
2. LC Meeting, Thursday, September 15, 2022
3. LC Meeting, Thursday, November 17, 2022

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, May 19, 2022

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the March 17, 2022 meeting.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, March 17, 2022

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Peter Wilson called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Vacant		Library Commissioner	CCC District 3			
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		
Dexter	Jim	Library Commissioner	City of Martinez (Alt)	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		
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	x		
Mac	Ly	Library Commissioner	City of San Ramon	x		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		x	
Masuda-Nash	Michel	Library Commissioner	City of San Ramon (Alt)	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		
Wison	Peter	Library Commissioner	CCC District 5	x		

With nineteen commissioners present, a quorum was established.

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

2. INTRODUCTIONS

Two new commissioners attending this evening: Heather Lurvey, Alternate from City of Walnut Creek and Carolyn Wysinger, Alternate from District 1.

3. PUBLIC COMMENT

None this evening.

4. ACCEPTANCE OF THE MINUTES

No changes to the March minutes were suggested. Commissioner Brian Campbell-Miller moved to accept the minutes as presented. Commissioner Hoisington seconded the motion.

The motion was approved by consensus of the commission.

5. COUNTY LIBRARIAN REPORT –

County Librarian Alison McKee began by letting the Commission know of the passing of the library's Personnel Officer, Beth Kilian. Beth was a frequent attendee at commission meetings. Her replacement will be a member of Beth's staff, Natalie Darone. Next Alison announced that the library had successfully filled all three of the open Library Service Manager positions. The new LSMs are Yemila Alvarez, Cheryl Lee and Abby O'Neill.

Next County Librarian McKee thanked Mr. Dan Wichlan (a former commissioner) for his questions and input into the library's strategic planning process and mentioned to the commission that she had responded to his question about a forward-looking component to the plan that was brought up during the previous meeting.

County Librarian McKee then mentioned a couple of library events on the calendar. April 12th will be the first day that the new Pleasant Hill Library will have actual staff onsite if everything goes according to plan. Following that, at a date/time to be announced, there will be the official opening day celebration. She then announced she expects in-person programming at the branches to resume on June 1st.

Finally, County Librarian McKee shared with the Commission that the Board of Supervisors had responded to her request for a portion of the Measure X funds that were available at their discretion. She had made the case for \$8.5 million in funds and was awarded approximately half of that. The library had requested \$8 million for deferred facilities maintenance and was awarded \$4 million. They asked for \$200,000 to staff the recently purchased literacy outreach van and were awarded that full amount, and finally \$300,000 was requested as seed money for the Countywide Library Foundation and they were awarded \$50,000. At this point, Commissioner A. Smith made a motion to have a letter written to express thanks to the BOS for their generosity in responding to the Library's request. Vice-Chair Gemmer seconded the motion.

The motion was approved by consensus vote of the Commission.

Chair Fischer then commented that the EDI training session from yesterday afternoon was very well done and suggested that when parts two and three come around that the rest of the Commission could benefit. He also reminded everyone that the Commission had been asking for this and it was even made a part of the work plan for 2022.

6. ORANGEBOY PATRON SURVEY RESULTS –

Sandy Swanson's PowerPoint presentation is attached to these minutes.

7.A. WORKING COMMITTEE REPORTS –

Legislative Working Group –

Walter has been contacting various legislators in our area and has several virtual meetings set up for next week. He will continue to set up these meetings and keep the Legislative Group informed.

7.B. Library Foundation Working Group –

Vice Chair Nicole Gemmer began by thanking the Commission for their support of the Foundation. The Foundation Organizing Committee was able to obtain \$50,000 in Measure X funds for start-up costs from the BOS. The BOS indicated specific purposes for the funds, specifically: Enlist professional legal and financial expertise to assist with creating the Foundation's fiscal and organizational structure and registration as a ca 501 (c)(3) nonprofit organization, and: Create a website presence and fund online hosting costs associated with a website.

The next goal is to find a fiscal sponsor to allow the foundation to accelerate its goals of raising funds for the library while completing the work of incorporation and obtaining tax-exempt status. The foundation has also continued the work of obtaining feedback from the local library support groups. This has been critical in helping to establish the foundation, including details such as the name, which will be changing to Library Foundation of Contra Costa so as not to conflict with the acronym of the Clayton Community Library Foundation.

More information to come as the group continues to meet its goals of establishing the foundation.

7.C. Library Commission Annual Report Working Group -

Chair Michael Fischer gave a brief description of the work done by this group in the past. This was an area usually taken on by the Vice Chair of the commission, however Vice Chair Gemmer has already taken on a leadership role for several other important areas. Because of this, Chair Fischer has asked the commissioners to think about whether or not they could contribute in this area. No one volunteered this evening, so he asked them to consider this role and stated he would ask again at another meeting.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS -

Commissioner DeFraga – Shared that the Martinez Friends group has made an allocation of \$17,000 to the Martinez Library.

Commissioner Sendig – The Brentwood Library will be sponsoring a Literary stroll in April. The event will feature 12 authors, readings, book signings, etc.

Commissioner Feree – The Clayton Foundation has just spent \$3500 for new bookshelves at the Clayton Library. They will also be holding their first large booksale in several years on April 1st.

Commissioner Campbell-Miller – The Hercules Friends will be holding their first indoor booksale since the start of the pandemic on April 30 and May 1.

Commissioner Morgan – The Moraga Library has joined the growing trend and started a seed library where patrons can come in and browse through various types of seed, all for free. These have been donated by local gardening groups.

9. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS –

Chair Fischer – Sunday Hours

Commissioner Hoisington – Sunday Hours

Commissioner Swernoff – Summer Programs Overview

Commissioner Faye – Park & Museum Passes

Commissioner Rosekind – Reconsideration Process and Policy

County Librarian McKee – BOS going back to in-person meetings and what that means to the commission

ADJOURNMENT TO THE May 19, 2022 LIBRARY COMMISSION MEETING.

The meeting was adjourned at 8:58 p.m.

Submitted by Walter Beveridge
Executive Secretary, Contra Costa County Library

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, May 19, 2022

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

No action required

County Librarian Report to the Library Commission

May 18, 2022

STATE PARKS PASS

The California State Library has provided lendable State Parks passes to all public libraries in the state. The California State Library Parks Pass program provides a free vehicle day use entry for one passenger vehicle with capacity of nine people or less or one highway licensed motorcycle at 200+ participating state parks to library card holders. The Pass is valid for vehicle day use at 200+ participating state park of the California State Park System operated by State Parks. They are currently only available on a first come, first served basis (Lucky Day). Check out is for three weeks with no renewals. Contra Costa County received 26 passes and will receive 58 more at a later date, TBD.

IN PERSON STORYTIMES

In-person storytimes will return to library branches beginning in June. Check the library's online events calendar for time, date and location details.

STATE LIBRARY INFRASTRUCTURE GRANT PROGRAM

The California State Budget Act of 2021 (SB 129) allocated \$439 million in one-time funds to the California State Library to address life-safety and critical maintenance needs of public library facilities throughout California. These funds will be distributed to libraries via a competitive grant process. This grant program "prioritizes funding for local libraries located in high poverty areas of the state". Contra Costa submitted two grant applications, one for the Pinole Library and one for the Antioch Library. A 50% match will be required by the Library if these projects are funded. If funded, the Library will use Measure X funding for the match. If granted, funds will be used to address the most critical of the deferred maintenance at both Libraries.

Antioch: replacing the HVAC boiler and return fan, upgrading the electrical service so that it can support the new HVAC components, replacing the interior and exterior lighting, and replacing the roof. Grant funds requested: \$793,000.

Pinole: replacing the roof and HVAC system, upgrading the electrical service so that it can support the new HVAC system, replacing interior lighting, and repainting the exterior of the building. Grant funds requested: \$1,139,540.

ANNUAL CITY LETTERS

Each year on March 31st, library staff send a letter to our city partners to provide them cost estimates for extra hours for the next fiscal year. Each letter gives an estimate to continue the number of current extra hours plus an estimate for increased extra hours if they are not already at the maximum. If a City is going to change the number of extra hours they are funding, they must inform the Library by May 31st of each year. To date, we have only heard from the City of San Pablo who will be continuing to fund 12 extra hours for a total of 52 open hours per week.

SUMMER READING 2022-Read Beyond the Beaten Path!

This year's program runs from June 1 to July 31 and will include all kinds of activities and events related to nature. Readers of all ages are invited to participate in activities and challenges both online and in person to feed the imagination and explore new skills. Participants will track activities and reading on a paper record or online record (but not both). Every completed entry is eligible for a free book and a chance to win prizes.

HOME COVID TESTS FOR DISTRIBUTION AT LIBRARY BRANCHES

CCC Health Services Department has provided COVID test kits to be freely distributed to the public from all library branches. Library branches have ample supplies for distribution to any member of the public. We request that people limit themselves to two kits per household. Each kit contains two tests.

LETTER OF SUPPORT TO THE LEGISLATURE

On April 18, 2022 the County's lobbyists (Nielsen Merksamer) delivered the attached letter of support for continued ongoing funding for Lunch in the Library and online job training resources.

OAKLEY LIBRARY UPDATE

On April 26, 2022, the Oakley City Council approved entering into an agreement with the county to share the cost of demolition of the vacant county sheriff's substation in Oakley. Once the demotion is complete, the county will turn the site over to the City, with the caveat that the City must secure funding to build a new library within three years of the completion of the demolition.

FUNDS FROM LIVABLE COMMUNITIES TRUST FROM DISTRICT IV

On May 10th the Board of Supervisors authorized the Conservation and Development Director to execute contracts with the Pleasant Hill Library Foundation, the Walnut Creek Library Foundation, and the Clayton Community Library Foundation, for \$250,000 each to benefit the facilities and services of each library. These funds are from the Livable Communities Trust held by Supervisor Mitchoff's office. The Livable Communities Trust Fund (Fund) is a Special Revenue Mitigation Fund that was established by the Board of Supervisors on November 15, 2005, following the approval of the Camino Tassajara Combined General Plan Amendment Project, also known as the Alamo Creek and Intervening Property residential projects. The Fund was established to implement the County's Smart Growth Action Plan. The residential developers pay an \$8,000 per unit fee (excluding affordable housing portions of the projects) into the Fund. The Department of Conservation and Development administers the Fund. On December 3, 2013, the Board of Supervisors determined that revenue from the Fund should be spent equally among supervisorial districts.

GRANTS/DONATIONS/SCHOLARSHIPS/GIFTS

FY 21-22 Grants Awarded	Granting Agcy	AWARD AMNT	FUNDS REC'D
Adult Literacy CLLS	CSL	\$16,867.00	APRIL
English as a Second Language	CSL	\$7,319.00	APRIL
CPUC GRANT ESL 17-18 FY	CA PUC	\$20,781.50	MARCH
FY 21-22 Supplemental Funding (Not a Grant)	Granting Agcy	AWARD AMNT	FUNDS REC'D
Link + Support	PLP	\$10,000.00	MARCH
PLP DIVERSITY TRAINING 21/22	PLP	\$7,000.00	MARCH

Donations Received from Friends and Foundations**March 2022 and April 2022**

Date	Library	Donor	Description	Amount
3/23/2022	San Ramon	San Ramon Library Foundation	collection	\$100.00
4/12/2022	Lafayette	Friends of the Lafayette Library -ebooks	collection	\$2,500.00
Total				\$2,600.00

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

Respectfully submitted by Alison Mckee, County Librarian

The Board of Supervisors

County Administration Building
1025 Escobar St., 4th floor
Martinez, California 94553

John Gioia, 1st District
Candace Andersen, 2nd District
Diane Burgis, 3rd District
Karen Mitchoff, 4th District
Federal D. Glover, 5th District

Contra Costa County



Monica Nino
Clerk of the Board
and
County Administrator
(925) 655-2075

April 18, 2022

Honorable Phil Ting
Chair, Assembly Committee on Budget
State Capitol, Room 6026
Sacramento, CA 95814

Honorable Kevin McCarty
Chair, Assembly Budget Subcommittee 2 on Education Finance
State Capitol, Room 6026
Sacramento, CA 95814

RE: Governor's FY 2022-2023 Proposed Budget Funding for Lunch at the Library and Online Job Training and Workforce Development --SUPPORT

Dear Chairs Ting and McCarty:

Thank you for your continued support of California's public libraries. During the COVID-19 pandemic, our public libraries have continued to serve the public, despite many physical branches being closed. Our libraries are lifelines to their communities, both physically and virtually, and this is apparent in programs in the Governor's proposed FY 2022-2023 budget.

Lunch at the Library

This critical program allows families to pick up both library materials and food at branch libraries during the months when access to school-based food programs is not available. In 2020, the Contra Costa County Library served 12,071 meals at 7 different branch locations to those in need through this program. As evidence of the essential need for this program, the Governor has included **an increase of \$5 million in ongoing funding** in the FY 2022-2023 proposed budget for this program. This additional, permanent funding will allow our libraries to successfully plan for providing this program on an ongoing basis. This program has been funded with one-time funds in the past which does not allow libraries to plan for consistent or sustainable delivery of this important service.

Online Job Training and Workforce Development

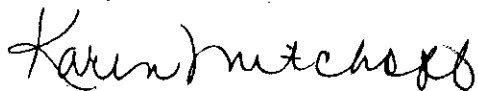
Contra Costa County Library provides a wide variety of workforce development services. The California State Library is providing public libraries access to online job training and education upskilling programs at no cost to the user or the library. The FY 2022-23 proposed budget

includes **\$8.8 million in one-time funds** to continue access to these resources for two additional years. These programs, currently available at the Contra Costa County Library, are well-used. Access to these programs for an additional two years will provide critical support for those who want to become part of the workforce or to upgrade their skill level.

It is critically important that, as we adjust to life in the post-COVID world, our public libraries can continue to act as a trusted source of information, training and family support to our communities during these challenging times.

Thank you in advance for your support.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen Mitchoff". The signature is fluid and cursive, with the first name "Karen" being more prominent than the last name "Mitchoff".

KAREN MITCHOFF

Chair, Board of Supervisors

cc: Honorable Members, Assembly Budget Committee
Honorable Members, Board of Supervisors
Monica Nino, County Administrator
Alison McKee, County Librarian
James Gross, Michelle Rubalcava, Rachael Blucher, Nielsen Merksamer

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: **Thursday, May 19, 2022**

AGENDA ITEM #: **9.**

ITEM: **RECONSIDERATION POLICY/PROCESS**

RECOMMENDED ACTION:

No action required

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on November 16, 1999, by the following vote:

Ayes: SUPERVISORS GIOIA, ULKEMA, DeSAULNIER and CANCIAMILLA
 Noes: NONE
 Absent: SUPERVISOR GERBER
 Abstain: NONE

RESOLUTION NO. 99/595

SUBJECT: IN THE MATTER OF ADOPTING A POLICY FOR THE DEVELOPMENT OF AND ACCESS TO THE LIBRARY'S COLLECTION.

Upon recommendation of the Acting County Librarian, this Board adopts the following policy and rescinds all previously adopted policies and rules and regulations (including Resolution No. 208) for the Library's Collection Development and Access. --- and rescinding Resolution from March 8, 1955, entitled Matter of Declaration of County Library Book Selection Policy

BOARD OF SUPERVISORS, Contra Costa County Library
POLICY FOR COLLECTION DEVELOPMENT AND ACCESS

It is the policy of the Contra Costa County Library to meet the informational, educational, recreational, and cultural needs of the community by providing a variety of library resources. Professional judgment and ongoing community analysis guide the selection process.

Selection Responsibility

Legal responsibility for the selection of library resources rests with the County Librarian. (Education Code, Title I, Part 11, Chapter 6, Section 19146)

Selection Guidelines

The Library provides resources that appeal to all ages and encompass a variety of formats and subject matter. The Library identifies and responds to changing demographics in order to meet community needs. The Library selects resources based upon principles of open access for all its users to many forms of information that provide diverse points of view and meet the ongoing needs of the people in the community. An item will not be excluded simply because it is frank or controversial.

Selection Criteria

The Library selects resources according to a general set of criteria that applies to all age levels and formats. These criteria include community interest and input, use of the collection, critical merit, relevance to diverse populations, usefulness, currency of information, and appropriateness for intended audience.

Access

Resources are purchased for the library in the most appropriate format for use. The library collects titles in the following formats: books, magazines/newspapers, pamphlets, microfilm, audiocassettes, compact discs, videocassettes and CD-ROMs. As new formats become available, they will be evaluated for the collection. All library users have equal access to all library resources, regardless of format.

Gifts

The Library may accept gifts of either resources or money for the collection within the guidelines set forward in *County Administration Bulletin 117.5*. The Library accepts gifts in accordance with selection criteria and guidelines.

Reconsideration of Library Resources

The Library welcomes expression of opinions about its collection from members of the public. The Library will evaluate and make an effort to respond in writing to any patron request to remove a particular item from the collection or restrict access to a resource. The Library's evaluation will be based upon the tenets and guidelines contained within this Policy.

The County Librarian shall develop a collection development plan and procedures for the implementation of this Policy.

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: November 16, 1999
 PHIL BATCHELOR, Clerk of the Board
 of Supervisors and County Administrator

By Barbara J. Grant, Deputy

American Library Association

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 27, 2022)

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

**Contra Costa County Library
Collection Development Plan
Appendix M: Patron Request for Reconsideration Procedure**

A patron who has a complaint about library materials should be referred to the Community Library Manager, the appropriate age-level librarian, or the staff member in charge at the time. Community library staff should make every attempt to calmly and courteously resolve the complaint at the local level. It is most important that the patron be listened to and taken seriously. Most of the time, simply hearing the patron out will satisfactorily conclude the matter.

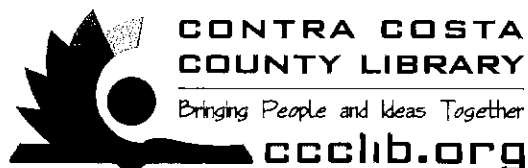
If not satisfied, the patron must be given the opportunity to fill out the Patron Request for Reconsideration of Library Material Form.

Note: If a patron is simply asking whether the library intends to purchase a particular controversial title, the Community Library Manager should consult with the Collection Development Manager, who may speak directly with the patron.

Once Form 4.17, Patron Request for Reconsideration of Library Material, has been filled out, the following steps will be taken:

1. The staff member who receives the Patron Request for Reconsideration of Library Material, Form 4.17 revised 11/00, signs and dates it.
2. The Patron Request for Reconsideration of Library Material, Form 4.17 revised 11/00, is faxed to Library Administration (646-6461) on the *same day* it is received. The original Patron Request for Reconsideration of Library Material, Form 4.17 revised 11/00 and a copy of the item should be sent to Library Administration in the next shipment. The community library should retain a copy of the Patron Request for Reconsideration of Library Material, Form 4.17 revised 11/00, for its files.
3. The County Librarian sends a letter of acknowledgement to the patron within 24 hours of receiving the Request for Reconsideration of Library Material, Form 4.17 revised 11/00, stating that a formal response will be made within 30 days.
4. A staff committee will objectively evaluate the specific item under reconsideration, to determine if it should remain in the collection. This committee will consist of the Collection Development Manager, Young Adult Specialist or the Children's Specialist, and two librarians involved in the selection of materials for the appropriate age-level. All available printed reviews, as well as the original reason for purchase, will be considered. The staff committee will be expected to review the entire item.
5. Within two weeks, the review committee will reach a consensus and draft a response to the patron. The response will address each specific point raised in the request.
 1. The draft response will be submitted to the County Librarian, who will make a formal response to the patron within the 30-day limit. The community library where the request originated will receive a copy of the response, as will the members of the review committee.

Patron Request for Reconsideration of Library Material Form



Patron Request for Reconsideration of Library Material

Name: _____

Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

TITLE: _____

AUTHOR: _____

1. Type of material upon which you are commenting:

____ Book ____ Magazine ____ Newspaper ____ Audio-Visual

2. How was this material brought to your attention?

3. Are you concerned about the item as a whole or a specific part?

4. What specific objections do you have to the item? (Use other side if needed).

Library Location _____ Staff Name _____

Date Received at Library _____

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: **Thursday, May 19, 2022**

AGENDA ITEM #: **11.**

ITEM: **THANK YOU LETTER TO THE BOS**

RECOMMENDED ACTION:

Commissioners will vote to send letter with/without edits.

Dear (however it should be):

On behalf of the Library Commission and more importantly on behalf of all Contra Costans who are current and potential library users, we'd like to thank you for your action approving the funding, using Measure X dollars on the following items:

\$200,000 of ongoing annual funding for staffing for the early literacy outreach van;
\$4 million of one-time funds for deferred maintenance of county-owned library facilities; and
\$50,000 of one-time funds for seed funding of the new countywide library foundation.

This funding is clearly within the goals of Measure X including supporting crucial services, education, protection of vulnerable populations, and other essential county services. In addition, given the limited dedicated funding in the county budget for libraries, this additional funding will help enhance the important equity services that meet the needs of our most under resourced population.

Early Literacy Outreach Van: The ongoing annual funding for staffing the early literacy outreach van will help meet some of the unmet early childhood education needs identified in the needs assessment for Measure X.

Deferred Maintenance: The one-time funding for deferred maintenance of county-owned libraries will help make these buildings accessible and usable to our patrons including:

- 1) Ensuring workable HVAC systems to allow libraries to act as cooling centers;
- 2) Permitting the buildings to provide access to technology needed for 21st century libraries which are especially needed for those who cannot otherwise afford this vital access;
- 3) Upgrade utility systems to be more energy and resource efficient resulting in long-term cost savings
- 4) Making our libraries a more inviting spaces for those seeking refuge.

Countywide Library Foundation: The one-time allocation of \$50,000 in seed money will allow the Library Foundation for Contra Costa Organizing Committee to create a 501(c)(3) nonprofit organization to seek donations to address opportunity and equity gaps in services, programs, and facilities; and provide services that are not available through existing revenue sources. Contra Costa County is the only library system in the Bay Area without a county-wide foundation.

We appreciate the Board's recognition of the importance of our library system and its services and resources in addressing the needs sought by Measure X. We look forward to continue working with the Board in addressing other such needs in the future.

Sincerely,

Michael A. Fischer
Chair, Contra Costa County Library Commission

Nicole Gemmer
Vice Chair, Contra Costa County Library Commission