MEETING OF THE LIBRARY COMMISSION
AGENDA

DATE: Thursday, November 17, 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 247236 You may also dial
          in using this number: 1(669) 900-9128 Meeting I.D.: 884 1522 7822
          Link: https://us06web.zoom.us/j/88415227822?pwd=VmtFcHJ3aEpuR3Bnc1NzeliA0SH
          FQQTO9

          - 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, November
16 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. (3 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. 7:03 p.m. (5 mins.) WELCOME & INTRODUCTIONS
       Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

3. 7:08 p.m. (3 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. 7:11 p.m. Action
       (4 mins.) ACCEPTANCE OF MINUTES – attachment 1
       Commissioners will approve or amend the minutes from the July 2022 meeting.

5. 7:15 p.m. Information
       COUNTY LIBRARIAN REPORT - attachment 2
(10 mins.) County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

6. 7:25 p.m. 
Information 
(5 mins.) 
CORRESPONDENCE — attachment 3
Receipt & Referral of Library Commission Correspondence.

PRESENTATIONS

7. 7:30 p.m. 
PRESENTATION 
(25 mins.) 
LIBRARY BUDGET UPDATE, 2022 - attachment 4
Deputy County Librarian Gail McPartland and Administrative Services Officer Linda Martinez will provide information and an update on the Library Department's budget.

CONTINUED BUSINESS

8. 7:55 p.m. 
ACTION 
(25 mins.) 
WORKING COMMITTEE REPORTS — 
A. Commissioner Hildreth will report to the Commission on legislative matters. (5 minutes)
B. Vice Chair Gemmer will update the commissioners on the current status of the Library Foundation Advisory Group. (5 minutes)
C. Review of the 2022 annual report/work plan and opportunity to offer corrections/edits (10 minutes) - attachment 5
D. Commissioner Feree will report on the activities of the 2022 Nominating Committee. (5 minutes)

OTHER BUSINESS

9. 8:20 p.m. 
ACTION 
(10 mins.) 
NOMINATIONS AND ELECTION OF 2023 LIBRARY COMMISSION OFFICERS -
Chair of the Nominating Working Committee Commissioner Feree will present the slate of candidates to the Commission. Nominations will also be taken from the floor and the election of Library Commission Officers for 2023 will be held.

10. 8:30 P.M. 
ACTION 
(5 mins.) 
DISSOLUTION OF THE NOMINATING COMMITTEE -
The Commission will vote to close down the Nominating Committee for 2022 and thanks the members for their service.

11. 8:35 p.m. 
ACTION 
(10 mins.) 
SET COMMISSION MEETING DATES FOR 2023 — attachment 6
Commissioners will vote to adopt meeting dates for 2023.

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. 
Information 
(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 January XX, 2023 LIBRARY COMMISSION MEETING.
ITEMS TO CALENDAR

1. 2023 Meeting Schedule to be voted upon at this meeting
MEETING DATE: Thursday, November 17, 2022
AGENDA ITEM #: 4.
ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the September 15, 2022 meeting.
MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, September 15, 2022

1. CALL THE MEETING TO ORDER / ROLL CALL
Chair Michael Fischer called the meeting to order at 7:00 p.m.

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With twenty commissioners present, a quorum was established.
2. INTRODUCTIONS
One new commissioner attending this evening: Clifton Louie, Alternate Commissioner from District 3.

3. PUBLIC COMMENT
None this evening.

4. ACCEPTANCE OF THE MINUTES
Commissioner Wilson stated that he had been present at the July meeting. Commissioner LeFrak moved to accept the minutes with Peter's edit. Commissioner Wilson seconded the motion.

The motion was approved by commission vote. 19 Aye votes, One abstention.

5. COUNTY LIBRARIAN REPORT –
- County Librarian Alison McKee introduced new commissioner, Clifton Louie (District 3 alternate)
- She also mentioned two commissioners who have left the Commission: Brian Campbell-Miller (Hercules) and Katherine Bracken (Pleasant Hill).
- The BOS has approved the MOUs necessary to move forward with the Library Foundation. Funds are now able to be used and progress should be forthcoming.

6. RECONSIDERATION POLICY/PROCESS -
Collection Development manager Deanna Lechman’s PowerPoint is attached to these minutes.

7. SUMMERTIME AT THE CCC LIBRARY 2022 –
Youth Services Librarian Amy Mockoski’s PowerPoint is attached to these minutes.

8.A. LEGISLATIVE UPDATE –
Commissioner Hildreth submitted that due to a lack of anything going on in Congress over the summer, she had nothing to report.

8.B. LIBRARY FOUNDATION UPDATE –
Vice Chair Gemmer gave a brief update on foundation happenings, including the approval by the BOS of the MOUs detailing how the funds can be used.
8.C. 2022 ANNUAL REPORT UPDATE –
Chair Fischer once again explained the annual report process to the commission and solicited help from any commissioners that would like to join him. He then gave an October 7 deadline to provide a list of specific tasks each commissioner had performed in their capacity as library commissioners. This info, once collected, will be the basis for reporting to the BOS in 2022.

9. FORMATION OF A NOMINATING COMMITTEE FOR OFFICER POSITIONS IN 2023 –
Chair Fischer explained that it was time for the annual election of commission officers at the November meeting. To prepare for this, a temporary Nominating Committee will be formed tonight and will complete their task at the November meeting. The following commissioners volunteered to join the committee:

- Jackie Feree
- Linda Sendig
- Peter Wilson

10. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –
Commissioner Hoisington spoke about the Lafayette library’s SWELL program. It’s a two month program during the summer for teens, 10am to 2pm 5 days a week. It provides a safe place to hang out and has been very well attended, especially by teen boys.
Commissioner Morgan suggested to all to encourage folks to get library cards.
Commissioner Pursley mentioned the Pinole Library is having a two-day booksale on 10/15 and 16.
Commissioner Feree mentioned that the Clayton Library will also have a booksale the last weekend in October.
Chair Fischer mentioned again the likelihood the El Cerrito would end up with a new library as part of the BART transit Development project going on there.

11. AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –
Several commissioners voiced a desire for a budget update such as was provided last November.

Commissioner Mac suggested a review of Library safety protocols.

12. ADJOURNMENT TO THE November 18, 2022 LIBRARY COMMISSION MEETING.

The meeting was adjourned at 8:50 p.m.

Submitted by Walter Beveridge, Executive Secretary, Contra Costa Library
Materials
Reconsideration
Process

DEANNA RABAGO LECHMAN
LIBRARY COLLECTIONS/TECHNICAL SERVICE MANAGER
Reconsideration Process

1. A patron submits a request for reconsideration.
2. The Request is sent to Library Administration on the same day it is received.
3. The County Librarian sends a letter of acknowledgement to the patron within 24 hours of receiving the Request, providing an overview of the process and that a formal response will be made within 30 days.
4. A staff committee will be assigned to objectively evaluate the specific item and determine if it should remain in the collection or be moved to another area.
5. The committee will reach a consensus and draft a response. The response will address each specific point raised in the request.
6. The draft response will be submitted to the County Librarian, who will review and make a formal response to the patron regarding the Library’s decision.
Evaluation Process
What we ask

How was this material brought to your attention?

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

What specific objections do you have to the item?
• Resolution 99/595 - Contra Costa County Policy for Collection Development and Access.
  • Selection Guidelines
  • Reconsideration of Library Materials

• American Library Association Library Bill of Rights

• Contra Costa County Library Collection Development Plan

Core Values
Committee review process

- Criteria for initial selection according to our Collection Development Plan.
  - Research reviews and criticisms.
  - Research the topic.
  - Research author or publisher.

- With item in hand, review cover and summary, classification, and particular area of concern.

- Are we following guidelines set forth in Contra Costa County Policy for Collection Development and Access?

- Would removing it violate the principles set in the ALA Library Bill of Rights?
SUMMER READING

HELLO!
I am Amy Mockoski
Librarian III - Youth Services
5,827
Babies, kids, teens & adults completed Summer Reading in 2022.
This was an increase of 773 from 2021.

353 live, 668 views
Attendance for County funded virtual events celebrating Summer Reading in 2022.

788,839
Minutes of reading were logged in the online version of the program using Beanstack.

Summer Reading promotes all kinds of learning for all ages
Summer Reading is a Key Library Services

Fights Summer Slide
Students that don’t read over the summer “slide” back at least 2 months, and research shows that Summer Reading and access to reading materials helps combat the slide.

Celebrates reading and summer learning
Summer Reading is the perfect opportunity to celebrate reading and STEAM learning.

Promotes Good Early Literacy Practices
Baby Summer Reading is designed to promote talking, singing, playing, writing and reading.

Levels the playing field
Access to free learning opportunities and books is especially important for lower-income families that are statistically more likely to suffer achievement loss over the summer.

Encourages use of the library and collections
Summer is not break time for the public library! Libraries are busy and books are checking out.

Positions library as the literacy center
Families recognize the library as partners in the educational journey of their children and teens.

READ BEYOND THE BEATEN PATH
SUMMER READING | June 1 - July 30, 2022
Sign up Today
Not Too Far Off the Beaten Path 😊

**Virtual Hike with East Bay Parks**
Thursday, June 2 | 10:30 a.m. and Thursday, July 7 | 2:30 p.m.

**Save Mount Diablo, 50 Years Strong:**
Honoring the Past, Inspiring the Future
Monday, July 11 | 6:30 p.m.

**Drawing Animals with Mr. Abe**
Thursday, June 23 | 2 - 3 p.m.
Free Student Meals or Lunch at the Library

During Summer 2022 Contra Costa County Libraries served 5,640 meals and provided 2,801 food boxes.
Why are student meals at the library important?
School partnership meal programs help combat childhood hunger and obesity when school is out by providing free, healthy meals to children and teens in low-income neighborhoods.

Student meals and libraries work together to provide nourishment for the body and mind.

- Public libraries are natural spaces for serving free meals to children and teens while school is out for the day or the summer.
- Libraries are community spaces in the heart of the neighborhood.
- Libraries welcome all and they provide access, free of charge.
Pop-Up's at Food Sites

In Person Events with Grant Funding
Thank You!

Do you have any questions?

Amy Mockoski
Librarian III- Youth Services
amy.mockoski@library.cccounty.us

While I handed out lunches this year, I would play music and I took requests from all the kids. This meant that one day we played the Gummy Bear song 4 times much to one child’s absolute delight. He shouts Gummy Bear! at me every time he sees me.

Juliana at the Antioch Library
CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 2

MEETING DATE: Thursday, November 17, 2022
AGENDA ITEM #: 5.
ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:
None required
County Librarian’s Report to the Library Commission
Thursday, November 17, 2022

PITTSBURG LIBRARY EXTRA HOURS

Beginning on Monday, October 3 the Pittsburg Library’s open hours increased to 6 days each week for a total of 12 additional hours a week. Thanks to an increase in funding from the City of Pittsburg the library will be open on Mondays and two additional hours on Tuesdays. This is the first time the city has been able to fund additional hours at the library beyond the base hours funded by the County, and the first time since 2009 the library will be open on Mondays. The city is paying for the extra hours with money from Measure M, a half-cent sales tax that generates between $3.6 and $3.8 million in revenue for the city each year. Their new open hours are now:

Monday: 10 – 8
Tuesday: 10 – 8
Wednesday: 10 – 6
Thursday: 10 – 6
Friday: 9 – 5
Saturday: 9 – 5

RACIAL EQUITY TRAINING SERIES

The final session in the racial equity series of classes for Commissioners, Friends and Foundation Board members will take place on Tuesday, December 6th from 2:00-6:00 p.m. on Zoom with Tony Hudson, President and Founder of Racially Conscious Collaboration. This class will examine pertinent questions to achieving racial equity in your philanthropic efforts to support the Contra Costa Library. What is your current readiness to see race and sustain healthy cross-racial dialogue? How might you reimagine your philanthropic efforts and priorities if you were looking through an antiracist lens? Tony will guide participants in a discussion and exploration of these questions and more. This class is open to the public. Please encourage the Board members of your Friends and Foundation groups to attend.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT CLEAN AIR GRANT

The Library has received $511,360.00 to replace the HVAC system at the Pinole Library from the BAAQMD as part of their Clear Air Centers program. The Clean Air Centers program is a grant program that includes funding to retrofit ventilations systems to create a network of clean air centers where people in vulnerable communities with high documented smoke burden can find respite from wildfires and other smoke events. This grant program is funded by AB 836 as part of the California Air Resources Board’s Wildfire Smoke Clean Air Centers for Vulnerable Populations pilot program.
BUILDING FORWARD GRANTS

Contra Costa County Library applied for and received a total of $2,576,800 from the California State Library's Building Forward Library Infrastructure grant program for the Pinole and Antioch Libraries. The California State Budget Act of 2021 (SB 129) allocated $439 Million in one-time grant funds to address life-safety and critical maintenance needs of library facilities throughout the state, prioritized for libraries serving high poverty areas of the state. The Library is required to provide a 50% funding match. The match will be accomplished using a combination of Measure X funding received to address deferred maintenance issues in county-owned library facilities and the above grant funds from the BAAQDM. The funds will go towards the projects listed below.

Pinole Library: $1,519,267
- HVAC Replacement
- Roof Replacement
- Electrical Service Upgrade
- Exterior Paint
- Interior LED Lighting Controls

Antioch Library: $1,057,533.00
- Roof Replacement
- Electrical Service Upgrade
- LED Interior and Exterior Lighting and Controls
- HVAC Boiler and Return Fan

MEASURE X UPDATE

The Board of Supervisors have determined Measure X allocations through FY23-24. Here is an update on the Measure X funds allocated to the Library Department.

Deferred Maintenance

Library staff are working closely with county Public Works staff to coordinate and prioritize the deferred maintenance projects for the Antioch, Kensington, Pinole, and Ygnacio Valley Libraries. To date, MX funds were used to replace the roof of the Kensington Library, which was identified by Public Works as an urgent need. Public Works staff have completed inspections and assessments for all four of the identified libraries and are now working to get estimates to begin the work of replacing the roofs and upgrading the HVAC systems at the Pinole and Antioch Libraries.

Early Literacy Outreach Program

The Library's early literacy outreach program provides mobile, early literacy services to the following socio-economically disadvantaged communities: Antioch, Bay Point, Bethel Island, Byron, Concord, El Sobrante, Knightsen, Monument Corridor in Concord, North Richmond, Oakley, Pinole, Pittsburg, Rodeo and San Pablo. $200,000 of ongoing Measure X funding has been allocated for staffing this program and in July 2022 the library hired a full-time English/Spanish bilingual librarian to staff the program. Since then, her work has been focused
on establishing partnerships in the identified communities and delivering early literacy services at partner locations. To date, she has established relationships and begun to deliver services at ten different early learning centers, including Head Start, First 5, The Shields Reid Center, and the Monument Crisis Center. Community partnerships are growing to include family health and wellness organizations like La Clinica de La Raza and Hijas del Campo.

In November of 2021, the Library also received $150,000 in grant funding from the Bella Vista Foundation to purchase a specially equipped outreach vehicle, books, and educational materials to deliver early literacy services to the above communities. Library staff are working closely with county Fleet Services to procure a fully electric Ford eTransit van that will be dedicated to this program. The van’s interior will be outfitted with custom shelving and storage solutions to house books, storytime supplies, and materials for educational activities. The exterior of the van will be wrapped with custom art designed by the Library’s graphic designer in order to attract families to the Library’s services. The County’s energy manager is working with library staff to identify a charging station and parking space for the van. The team is also mapping chargers around the county for use at the van’s stops. The goal is to be able to launch the van during the summer of 2023.

MXCAB Vacancies

The Measure X Community Advisory Board currently has three vacancies:

- District II Alt.
- At-Large Seat 2
- District IV Seat 1

Anyone interested in applying to serve on this Board may apply online at Contra Costa County, CA: Board Application (granicus.com)

ANNE CAIN AWARD RECIPIENTS

Congratulations to library staff Jerry Holleschau and Raphael Isaacs, this year’s recipients of Project Second Chance’s Ann Cain Award. The Anne Cain Award acknowledges individuals who have made a significant contribution to PSC in a non-tutoring capacity. Jerry is the Library’s Storekeeper and is in charge of the Library’s fleet of delivery trucks and drivers. Raphael is the Library’s Graphic Designer.

Over the past two years, despite the challenges of PSC’s new location and Shipping staffing hurdles, Jerry has made sure PSC received everything they needed from Shipping. He has hauled heavy tutor training items from Admin in short turn-around, and made sure large shipments were picked up and made their way to student-tutor pairs in a timely manner.

Raphael has elevated PSC’s look repeatedly over the past few years, designing new outreach materials, invitations, postcards, and more. His role in constructing In Our Words every year,
including beautiful cover designs, has made such a difference in producing a professional-looking product worthy of PSC learners' work.

NEW EDITION OF IN OUR WORDS

The 9th edition of In Our Words (attached) was released on October 26, 2022. In Our Words is a collection of writings from Project Second Chance students. Project Second Chance is the Contra Costa County Library’s Adult Literacy Program. If you know an adult who speaks English and needs help with basic reading or writing, please tell them about Project Second Chance or suggest they ask for help at their local library.

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

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**Total** $3,000

Respectfully submitted by Alison McKee, County Librarian