


MEETING OF THE LIBRARY COMMISSION A G E N D A

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=VmtFcHJ3aEpuR3Bnc1NzelA0SHFQQT09>

- 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

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

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.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Alaura	Claire	Library Commissioner	CCC District 3	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	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		
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		
Louie	Clifton	Library Commissioner	CCC District 3 (Alt)	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		
Sanguedolce	Robert	Library Commissioner	Town of Danville (Alt)	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	
Wilson	Peter	Library Commissioner	CCC District 5	x		
Wysinger	Carolyn	Library Commissioner	CCC District 1 (Alt)		x	

With twenty commissioners present, a quorum was established.

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

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.

Commission 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.

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

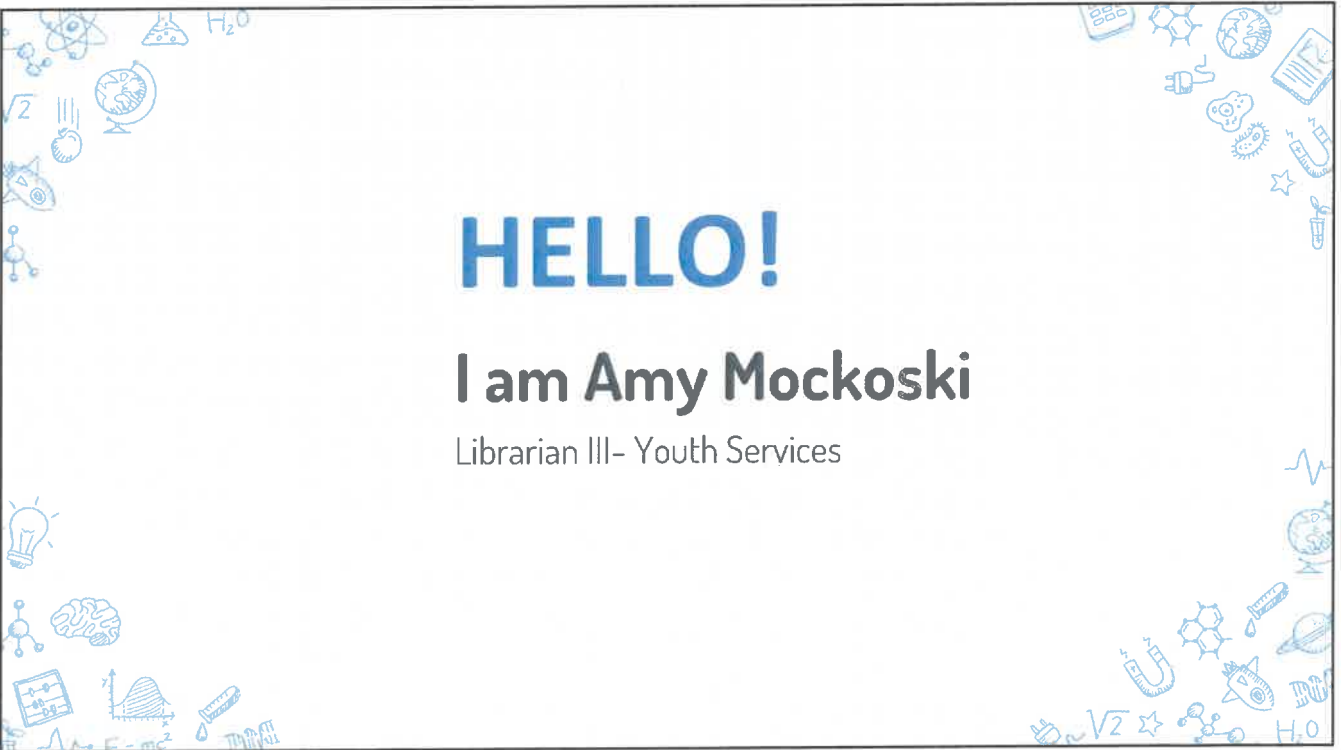


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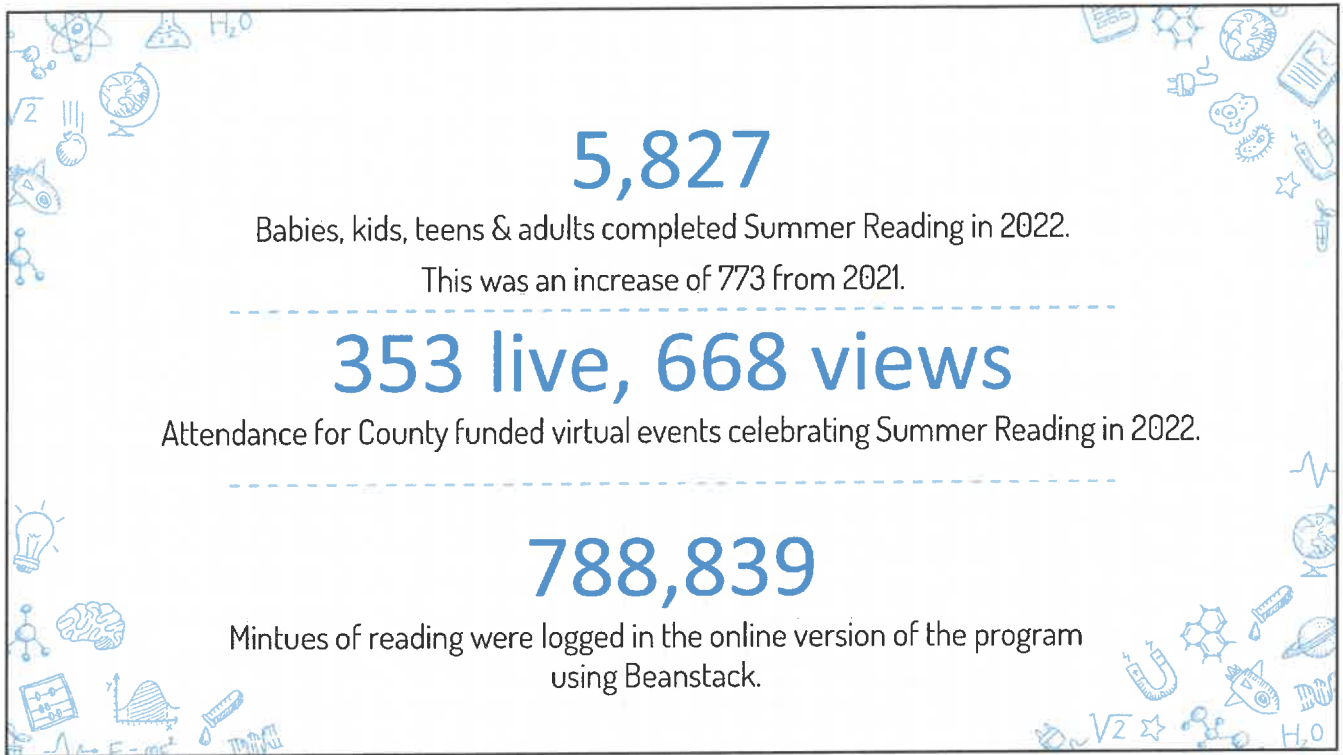
HELLO!

I am Amy Mockoski

Librarian III- Youth Services



2



3



4





7

Not Too Far Off the Beaten Path 😊



SUMMER READING EVENTS
READ BEYOND THE BEATEN PATH

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


East Bay Regional Park District



SUMMER READING EVENTS
READ BEYOND THE BEATEN PATH

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

50th Anniversary



SUMMER READING EVENTS
READ BEYOND THE BEATEN PATH

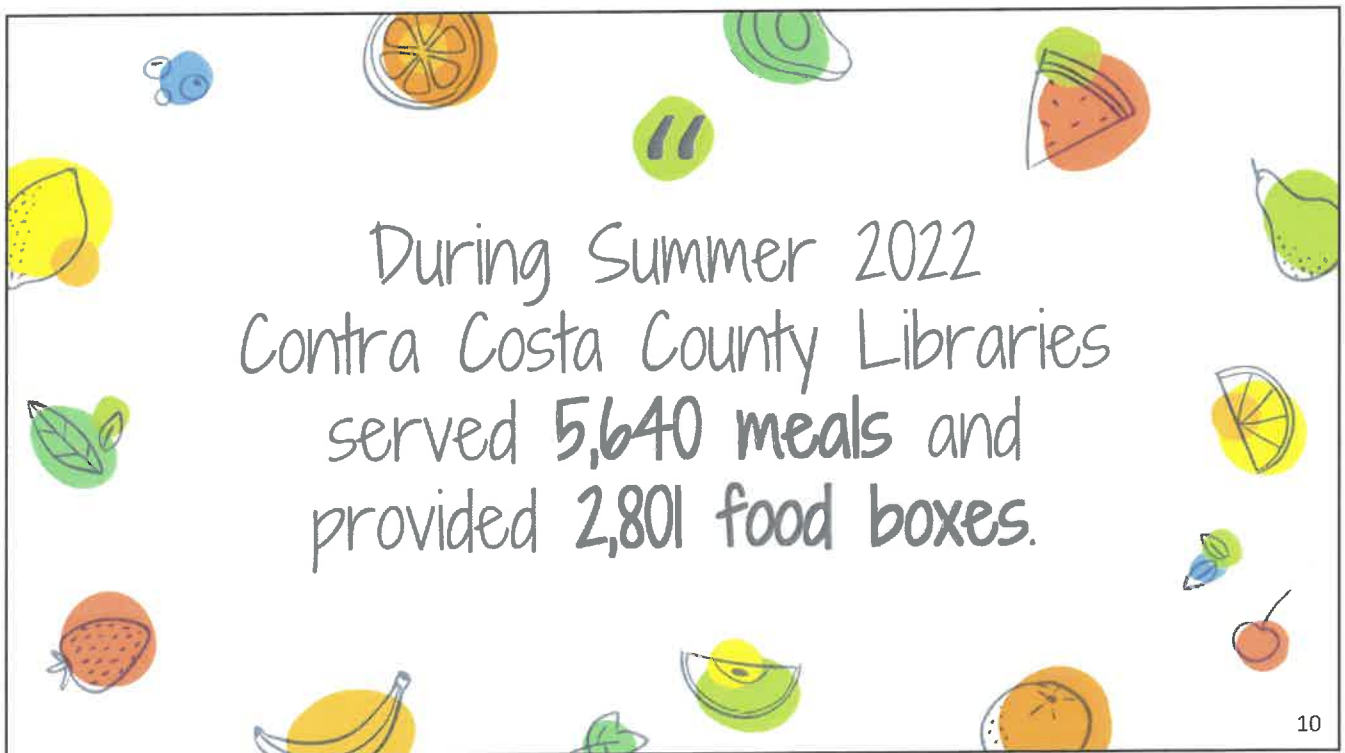
Drawing Animals with Mr. Abe
Thursday, June 23 | 2 - 3 p.m.

Zoom

8



9



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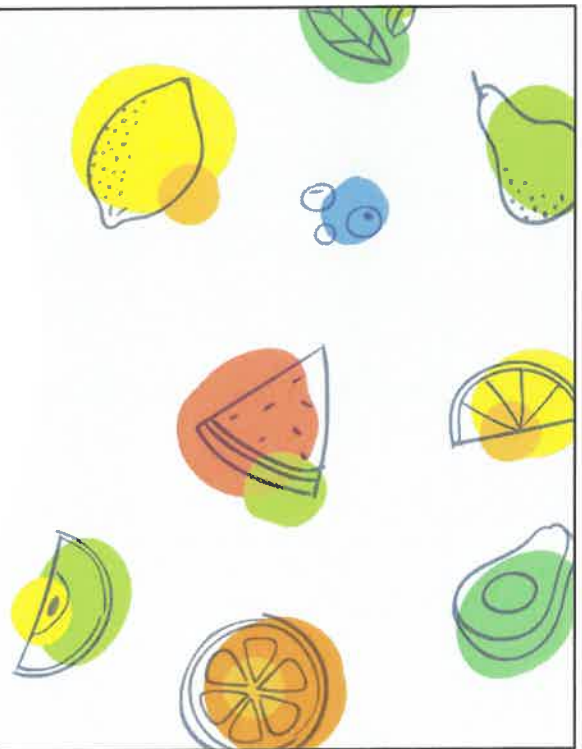
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COMMUNITY PARTNERS



11

Why are student meals at the library important?



12



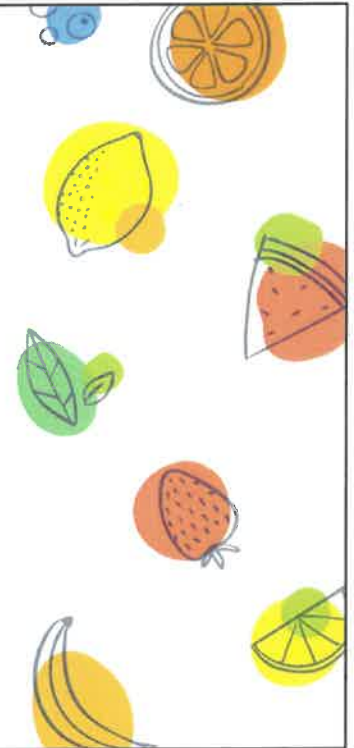
13

- ✖ 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.

14



Pop-Up's at Food Sites



15

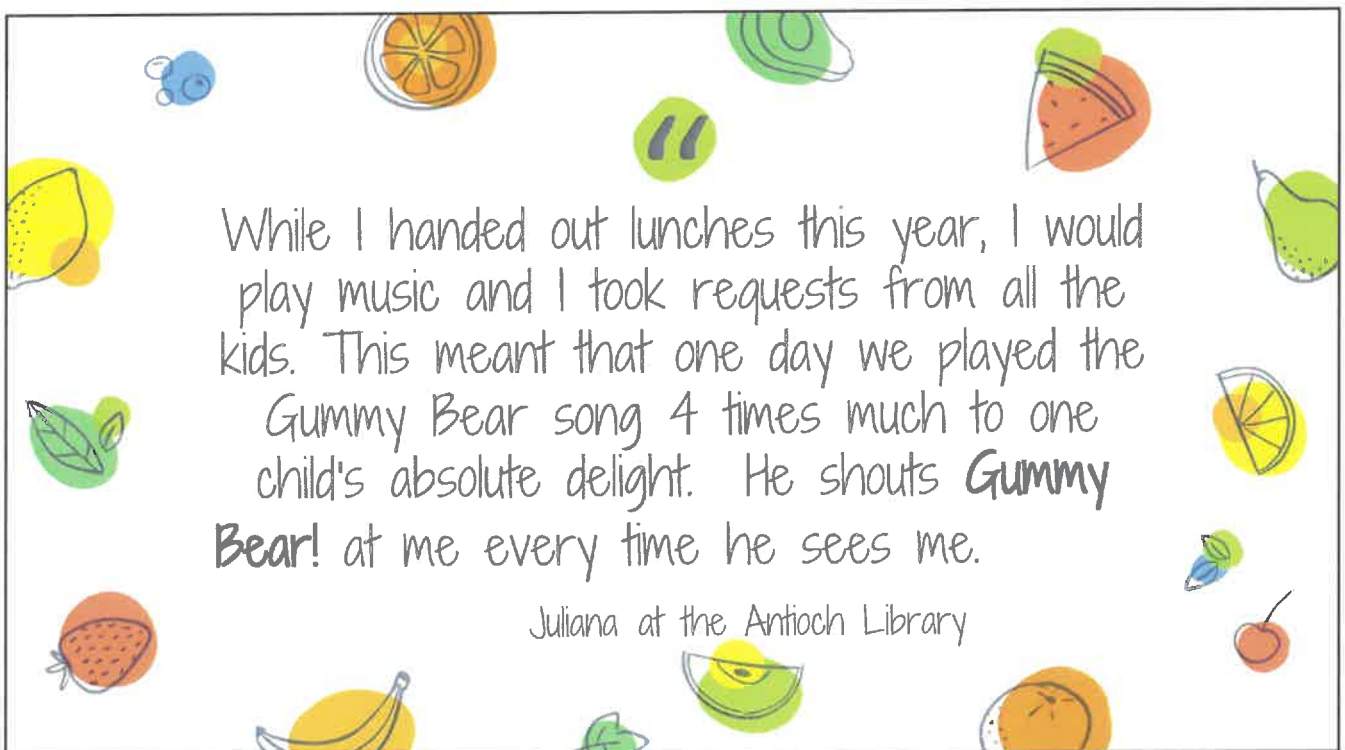
In Person Events with Grant Funding



16



17



18

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.

DATE RCVD	FY 22-23 Grants Awarded	Granting Agency	AWARD INTENT	Awarded	AWARD AMNT
10/31/2022	ROD GOOD NEIGHBOR HOURS	RMAC	EXTRA HOURS	YES	\$5,000
10/25/2022	CLLS 22-23 ADULT LIT SVCS	CA ST LIB	PSC SALARIES	YES	\$74,231
10/13/2022	CLSS 22-23 PSC- ENGLISH AS A SECOND LANGUAGE	CA ST LIB	ESL SALARIES & MATERIALS	YES	\$130,000
10/25/2022	CLLS 22-23 FAMILY LIT	CA ST LIB	FAMILY LITERACY SALARIES & MATERIALS	YES	\$14,000
				Total	\$223,231

Donations Received from Friends and Foundations, Sept and Oct 2022				
Date	Library	Donor	Description	Amount
9/21/2022	PSC	PSC, Inc.	materials	\$3,000
			Total	\$3,000

Respectfully submitted by Alison McKee, County Librarian