

**CONTRA COSTA COUNTY LIBRARY COMMISSION**

**AGENDA ATTACHMENT 3**

**MEETING DATE:**           **Thursday, November 17, 2022**

**AGENDA ITEM #:**       **6.**

**ITEM:**                   **CORRESPONDENCE**

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**RECOMMENDED ACTION:**

None required

## Walter Beveridge

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**From:** rachel <rosekindness@gmail.com>  
**Sent:** Tuesday, September 13, 2022 6:01 AM  
**To:** Walter Beveridge; Michael Fischer; John Gioia  
**Subject:** July 2022 Commission Meeting Follow-up  
**Attachments:** Commissioner Rosekind Follow-up re Services, Outreach, and Programming for Vulnerable Populations.pdf

Hi Walter,

I sent the following message on 9/2 with a request to forward to the other commissioners. Unless I missed something, I have not seen it come through the communications pipeline. I've pasted the original message below and attached the PDF in the hopes that you can disseminate to commissioners ahead of our meeting this week. Thanks for your consideration, Rachel

Hello,

I wanted to follow up on Jaime Jenett and Kimberli Buckley's excellent presentation and share a sampling of information and links about nationwide initiatives to amplify services, outreach, and programming for vulnerable populations, specifically unhoused and unsheltered community members, some of which I referred to in my remarks after their talk. This information is attached as a PDF document to this email with many clickable links. I hope that some of you will be interested to learn about it!

There is so much good work being done...and so much more left to do, especially in our county, where we are stretched to capacity and the numbers of unhoused and unsheltered community members continues to grow (a 35% increase from 2019 to 2022). This upward trend is being exacerbated by the lifting of eviction moratoriums, dissolution of ERAP funds, rising inflation and price-gouging, lack of robust renter protections, corporate investor takeover of private housing stock, a chronically underfunded affordable housing sector, and more. As I mentioned at our meeting, this is also a *\*huge\** racial equity issue, as Indigenous community members and African Americans are vastly disproportionately represented in the unhoused population due to structural racism and systemic oppression/discrimination.

Public libraries represent one of our most radical experiments in and evidence of egalitarian principles *and* practice. So radical, in fact, that in this age of increasing polarization, stratification, inequality, and insular community focus, it's conceivable that they wouldn't even get off the ground if they were not already institutionalized. The idea of a physical place - let alone 116,867\* of them (9,207 of which are public libraries) - that *sanctifies and preserves public knowledge, access, and inclusion and receives stable funding to do it* would likely be considered extremist, "socialist", and/or downright absurd. And that is why it is up to us to keep fighting for libraries and to keep pushing them to live up to the inclusive and egalitarian premises at their core. To me, this means focusing energy and effort on those for whom the library is not just life-changing, it is **life-saving**, i.e., our community's most vulnerable populations. To be clear: This does not mean that public libraries are tasked with "solving homelessness"; it is about seeing

what libraries *can* do that can make a difference in the lives of community members who are lesser-resourced and in need of help. I understand and respect that it does not necessarily mean the same thing for and to all people, nor to my fellow commissioners, which is why we, as individuals, come together to reflect, discuss, challenge, and inspire one another in the service of our communities and our county as a whole.

I am excited for the commission to keep discussing and addressing these issues. Please read the attached document if so inclined, and feel free to reach out to me directly at [rosekindness@gmail.com](mailto:rosekindness@gmail.com) if you want to learn more and discuss further.

Thank you for reading. Warmly, Rachel

(\* this figure represents all libraries, e.g., school libraries, special libraries, government libraries, etc.)

*"You have to act as if it were possible to radically transform the world. And you have to do it all the time." ~ Angela Davis*

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## A SAMPLING OF OUTREACH, SERVICES, PROGRAMMING, IDEAS, AND INITIATIVES TO SUPPORT UNHOUSED COMMUNITY MEMBERS

**Preface:** *Much of what libraries are already doing and could be doing to support and include unhoused community members involves developing partnerships, publicizing resources, and offering platforms. Libraries (and their staff) are **not** the ones doing all the work in many of these instances; it's about cultivating connections and webs of support, which public libraries do and are by virtue of their community embeddedness and reach. Starting with smaller steps that don't require heavy lifts, like beginning an honor shelf or free pantry or reserving a bank of computers where community members can fill out housing applications (perhaps with the support of county/CORE staff), can feel less intimidating, more actionable, show visible support, and spark engagement and conversations among other patrons.*

- **“Coffee and Conversations” meet-ups offer unhoused individuals an informal forum to access social services and housing support and to discuss shared interests, listen to guest speakers, and build community:** In CCC, the Concord branch held these pre-pandemic. Other systems that offer this opportunity include Dallas (pioneered in 2013), Broward County (FL), Multnomah County (OR), Washington DC, and Pima County (AZ).
- **Resource fairs that highlight services, community-based organizations, and service providers that support people experiencing homelessness or housing insecurity:** Examples include Danville (IL) PL “Project Uplift” annual event and San Diego PL’s 9-hour mental health resource fair.
- **Seen and Heard:** A series of drop-in workshops for homeless and transitionally-housed people led by the Sonoma County PL for several years. Housing insecurity and homelessness often deprives individuals of space and time for free creative expression; the program was created to counteract that and to provide a safe space purely for artistic exploration and community-building.
- **Community engagement forums:** Social services representatives, local experts, and People with Lived Experience come together to share information with one another and the public and to answer community questions. The advantage of starting with something like this is that it shows the library cares, it brings people together, and it can help collective identification of what is needed as a start. Berkeley Public Library held one in 2016 that drew a large audience. PR for the panel and follow-up report. Needless to say, the situation has only grown more dire since.
- **Film screenings and panel discussions:** There are some very powerful and timely films about homelessness, especially related to youth, e.g., *The Homestretch*. There are also shorter videos that could be shown in tandem. A panel of speakers with public Q&A could follow.
- **Voter drives and direct support:** Studies show that unhoused community members and other vulnerable population sectors face significant barriers to voting. There are local

organizations dedicated to helping overcome these barriers. Libraries can serve as a venue for organization representatives to offer direct assistance and voter registration.

- **Library collection showcase and information literacy efforts** that help educate patrons about the origins and realities of poverty/homelessness and rectify mythology and stereotypes of homelessness and people without homes.
- **Free community pantries/refrigerators/ kitchens and community gardens:** This is a quickening trend across the country, as food insecurity, low health literacy, inequitable health outcomes, and food deserts are on the rise. I have seen more and more of them in the libraries I have visited since the pandemic while traveling cross country. For community kitchens (and amazing programming and opportunities that enhance workforce development, culinary education, and health literacy), see [Philadelphia](#), [Roxbury \(MA\)](#), and [West Linn \(OR\)](#). Also, Coos Bay recently received a "Libraries Transforming Communities" grant from the ALA to increase food security, provide food literacy, and mitigate barriers that prevent individuals and families from being food secure. Lastly, this [article on community gardens](#) in libraries is wonderful.
- **Participation in safe parking lot programs:** Public library lots offered as safe spaces for those living out of their vehicles. CCC currently has *no designated safe parking sites* amidst a surge in evictions and displacement.
- **Participation in Homelessness Awareness Month programming:** Broad spectrum of opportunities and ways to partner directly and lend support.
- **Mini-libraries embedded in shelter, transitional housing sites, and/or other permanent supported housing communities:** Could be supported by friends of the library donations or library materials
- **Easy access cards** (i.e., library cards issues with no permanent address required): Many library systems offer cards to individuals who either do not have permanent addresses or can show proof of shelter. However, the former often restrict to non-physical items (i.e., access to online databases and other resources) and the latter require patrons to divulge shelter status, which is both an infringement of privacy and of particular concern to unhoused youth. Moreover, in Contra Costa, as increasingly elsewhere, we have a clear and substantive shortage of shelter beds to meet the scope of need, which has led to many more residents living out of their cars, on couches, on the streets, or in other spaces that do not have verified addresses. The sole provision of an "ecard," which offers online-only access, presents a clear barrier to unhoused community members, starting with access to electricity, devices, internet, the skills needed to locate and navigate online resources, etc. It also contradicts principles of inclusion—Why should they not have the same access as housed folks, including being able to check out print materials? Locally, the Berkeley Public Library took the lead on this in 2018, with their "[easy access card](#)," which "uses a universal design approach that removes any value judgment or need for some institutional authority to approve getting a library card and works for many people under quite varied conditions;

homelessness, lack of current documentation, people in transition, teens in foster care, and so on.” In addition to Berkeley, easy access cards are now available in **Nebraska, Palm Beach, Washington, Denver, Texas, Massachusetts, and Wisconsin** (this is as verified by individual librarians working within city or county systems in those states; I am quite sure there are many more). If there is presently a cap on the number of physical items that can be borrowed at one time, many of these systems are looking into expanding it.

- **Designated in-library space for unhoused/unsheltered community members to keep books (an “honor shelf”):** One library community resource specialist shared this initiative: *Lastly, we are looking into designating a shelf in my office for “in library check outs”. It was requested from some of our unhoused folks that they would like a safe place in the library to store their checked-out book that will also guarantee that the book is still there and not going to be checked out by other people. So I will be working on that option as well once we move back into our building next month.”* What a great idea!
- **Embedded library support staff for vulnerable populations:** Most of these are trained social worker positions, but not all. They also include peer navigators, community resource specialists, interns, and mental health counselors. People with Lived Experience of Homelessness are often actively recruited for these roles. SFPL launched the first position in 2009, followed by Washington DC in 2014, then Denver in 2015. There are now over 50 library systems (and counting) that have added helping professionals to staff. Cities as different as New Haven, Boise, New Brunswick, Orangeburg (South Carolina), and Rochester are among the latest to add these staff positions in 2022.
- **Enhancing mobile access and outreach:** Literacy and outreach van stops at homeless and domestic violence victim shelters, safe social support spaces, transitional/bridge/public housing sites, food banks, health centers, etc. In CCC, potential sites could include A Safe Place; Concord Shelter; Brookside Shelter; Delta Landing; Bay Area Rescue Mission, Bay Area Crisis Nursery, Calli House (West county daytime drop-in services for youth ages 18-24); Mary McGovern House (Central County 13-bed transitional living program for youth who are homeless or exiting the foster care system); Permanent Connections; GRIP (Richmond); Trinity Center (WC); food bank sites; Loaves and Fishes dining room locations (5); food pantries, soup kitchens, etc.—see Food resources directory July 2021. Could also coordinate w/CORE teams for street outreach.
- **Input from *all community members*, including People with Lived Experience, on major renovations and new constructions to ensure that their needs and visions are taken into account during the design and planning period:** Could involve partnering with County H3 Department to hold a focus group. Showers, lockers, community kitchen, free food pantry, “honor shelves”—all of these could be part of a more inclusive library environment.

## **ALA Provisions: B.8.10 Addressing Poverty, Economic Inequality, and the Responsibilities of Libraries**

The American Library Association promotes equal access to information for all persons and recognizes the need to respond to people experiencing poverty, which include people experiencing homelessness, in the United States. Therefore, it is crucial that libraries recognize their role in supporting these communities, so they may participate fully in a democratic society, by utilizing a wide variety of available resources and strategies. Concrete programs of training and development are needed to prepare library staff to identify needs and deliver relevant services to people experiencing poverty. In addition, the American Library Association (divisions, offices, and units) should be strengthened to support low-income neighborhoods and people experiencing poverty through programs, services, and resources.

### **B.8.10.1 Policy Objectives**

The American Library Association shall implement these objectives by:

1. Promoting the removal of barriers to library and information services, particularly fees, and overdue charges.
2. Promoting the publication, production, purchase, and ready accessibility of print and non-print materials that focus directly on the issues of poverty, that engage people respectfully, and are practical and responsive to low-income library users and their needs.
3. Promoting full, stable, and ongoing funding for existing legislative programs and services in support of people experiencing poverty and for pro-active library programs that reach beyond traditional service-sites.
4. Promoting training opportunities for librarians and library staff to learn effective funding techniques to improve accessibility for library users experiencing poverty.
5. Acknowledging economic equity in funding by promoting the incorporation of programs, services, and resources for people experiencing poverty into regular budgets in all types of libraries, regardless of the availability of "soft money" like private or federal grants to support these programs.
6. Promoting supplemental support for library resources for and about low-income populations by urging local, state, and federal governments, and the private sector to provide adequate funding.
7. Promoting increased public awareness through programs displays, bibliographies, and publicity related to libraries' responsibilities in addressing economic barriers to service.
8. Promoting the determination of service outcomes through the active support of community needs assessments that directly involve community members who are experiencing poverty.
9. Promoting direct representation and support of community members who are experiencing, have experienced, or advocate for people experiencing poverty on local boards and advisory committees.
10. Promoting library staff training that raises awareness; relates to issues affecting the daily realities of people experiencing poverty; recognized and addresses attitudinal and other barriers that hinder equal access to library services and resources.

11. Promoting networking and cooperation between libraries and other agencies, organizations, and advocacy groups to develop programs and services that are useful and relevant for people experiencing poverty.
12. Promoting the implementation of an expanded federal programs that acknowledge and address poverty.
13. Promoting, supporting and facilitating local community efforts to meet the needs of all community members, especially those experiencing poverty.
14. Acknowledging the disproportionate rate at which poverty affects underserved populations, including but not limited to women, people of color, LGBTQ+ people, non-Native English speakers, formerly incarcerated people, and people with disabilities.
15. Encouraging the use of respectful, inclusive and person-first language, such as "community members experiencing poverty".
16. Encouraging a parity of library services, hours resources, and facilities between affluent and low-income library neighborhoods.
17. Promoting an attractive and inviting environment in all libraries including low-income neighborhoods.
18. Promoting the development of collections, programs, and services to help bridge the literacy gap for non-English speakers and new readers in all libraries, including low-income neighborhoods.
19. Promoting publications, outreach, and marketing in the native language for Speakers of Other Languages in all libraries, including low-income neighborhoods.
20. Promoting the review of public conduct policies and administrative procedures to ensure they are not creating unintentional barriers to people experiencing poverty.



## Walter Beveridge

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**From:** rachel <rosekindness@gmail.com>  
**Sent:** Friday, September 16, 2022 8:51 AM  
**To:** Walter Beveridge; John Gioia  
**Subject:** Boiling Point: Jackson, Mississippi, libraries support their community during water crisis  
**Attachments:** Boiling Point American Libraries Magazine.pdf

In light of our recent conversations about public libraries' societal embeddedness and the critical supports they provide for vulnerable community members, the attached (PDF) and [linked article about Jackson, Mississippi's unfolding water crisis](#) (a tragic convergence of systemic racism, spatial segregation, infrastructure decay, and environmental crisis) may be of interest. I was there in late June and am returning for another visit later this week. Please forward to fellow commissioners - Thanks very much, Rachel

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## Walter Beveridge

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**From:** rachel <rosekindness@gmail.com>  
**Sent:** Friday, September 16, 2022 8:58 AM  
**To:** Walter Beveridge; John Gioia  
**Subject:** Censorship wars: Why have several communities voted to defund their public libraries?

An item of interest given Deanna's presentation and our discussion last night. WBUR's "On Point" had a radio segment on emergent censorship and challenge efforts. It is not just school libraries; there is increasing pressure on public libraries as well. The speakers also make the explicit connection between such efforts and the resistance to equity that is one of the central pivots driving them. Worth a listen if you're so inclined. Please pass along to fellow commissioners - Thanks, Rachel

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**CONTRA COSTA COUNTY LIBRARY COMMISSION**

**AGENDA ATTACHMENT 4**

**MEETING DATE:**            **Thursday, November 17, 2022**

**AGENDA ITEM #:**         **7.**

**ITEM:**                      **LIBRARY BUDGET UPDATE 2022**

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**RECOMMENDED ACTION:**

None required

Alison McKee, County Librarian

# Library General Government

## Library Budget Summary

County Library Fund	2020-21 Actuals	2021-22 Budget	2022-23 Baseline	2022-23 Recommended	Change
<b>Expense</b>					
Salaries And Benefits	22,599,614	28,795,100	28,313,000	28,313,000	0
Services And Supplies	6,426,282	11,564,749	6,956,000	6,956,000	0
Other Charges	3,373,767	3,335,790	2,898,000	2,898,000	0
Fixed Assets	268,080	846,000	170,000	170,000	0
Expenditure Transfers	55,440	49,000	70,000	70,000	0
<b>Expense Total</b>	<b>32,723,183</b>	<b>44,590,639</b>	<b>38,407,000</b>	<b>38,407,000</b>	<b>0</b>
<b>Revenue</b>					
Other Local Revenue	39,157,410	35,932,876	38,122,000	38,122,000	0
Federal Assistance	81	0	0	0	0
State Assistance	301,419	275,124	285,000	285,000	0
<b>Revenue Total</b>	<b>39,458,909</b>	<b>36,208,000</b>	<b>38,407,000</b>	<b>38,407,000</b>	<b>0</b>
<b>Net Fund Cost (NFC):</b>	<b>(6,735,726)</b>	<b>8,382,639</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Allocated Positions (FTE)</b>	<b>195.5</b>	<b>195.5</b>	<b>203.6</b>	<b>203.6</b>	<b>0</b>
<b>Financial Indicators</b>					
Salaries as % of Total Exp	69%	65%	74%	74%	
% Change in Total Exp		36%	(14%)	0%	
% Change in Total Rev		(8%)	6%	0%	
% Change in NFC		(224%)	(100%)	0%	
<b>Compensation Information</b>					
Permanent Salaries	13,238,996	17,242,109	16,598,876	16,598,876	0
Temporary Salaries	935,881	2,111,997	2,111,997	2,111,997	0
Permanent Overtime	71,260	66,900	64,000	64,000	0
Deferred Comp	174,295	201,660	301,668	301,668	0
Comp & SDI Recoveries	(31,950)	0	0	0	0
FICA/Medicare	1,058,684	1,308,493	1,448,210	1,448,210	0
Ret Exp-Pre 97 Retirees	36,242	40,631	42,900	42,900	0
Retirement Expense	3,738,118	4,091,030	3,871,998	3,871,998	0
Employee Group Insurance	2,145,272	2,593,034	2,909,465	2,909,465	0
Retiree Health Insurance	754,338	716,803	780,609	780,609	0
OPEB Pre-Pay	331,978	302,616	0	0	0
Unemployment Insurance	15,536	28,194	31,599	31,599	0
Workers Comp Insurance	130,963	91,632	151,678	151,678	0

# Library

## General Government

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### Department Description

The preceding table represents information in aggregate summarizing expenditures and revenue for the following four budget units administered by the Library Department:

- Administration and Support Services
- Library Community Services
- Revenue - County Library Taxes
- Plant Acquisition – Library Fund

Most expenses of the County Library are funded with property taxes. The Net Fund Cost shown for Administration, Support Services, and Library Community Services are funded with the property taxes shown in "Revenue – County Library Taxes".

### Major Department Responsibilities

The Contra Costa County Library brings people and ideas together. The Library Department's primary goal is to provide collections that meet the variety of educational, recreational, and cultural information needs of the community and to provide access to high-quality services for children, teens, and adults.

Countywide Library Services Summary		
<b>Service:</b>		Discretionary
<b>Level of Service:</b>		Discretionary
<b>Expenditures:</b>		\$38,407,000
<b>Financing:</b>		38,407,000
<b>Net Fund Cost:</b>		0
<b>Funding Sources:</b>		
Property Taxes	90.7%	\$34,822,000
Intergovernmental	7.4%	2,853,000
Misc. Revenue	1.1%	409,000
Measure X-Transfer	0.5%	200,000
Fees	0.3%	123,000
<b>FTE: 203.6</b>		

# Library General Government

## Library Administration and Support Services Budget

County Library Fund	2020-21 Actuals	2021-22 Budget	2022-23 Baseline	2022-23 Recommended	Change
<b>Expense</b>					
Salaries And Benefits	8,276,254	9,639,604	9,385,000	9,385,000	0
Services And Supplies	5,276,258	6,665,178	3,849,000	3,849,000	0
Other Charges	1,781,883	2,196,000	1,797,000	1,797,000	0
Fixed Assets	241,928	778,000	170,000	170,000	0
Expenditure Transfers	55,440	49,000	70,000	70,000	0
<b>Expense Total</b>	<b>15,631,762</b>	<b>19,327,782</b>	<b>15,271,000</b>	<b>15,271,000</b>	<b>0</b>
<b>Revenue</b>					
Other Local Revenue	3,294,245	840,701	384,000	384,000	0
State Assistance	114,473	82,299	91,000	91,000	0
<b>Revenue Total</b>	<b>3,408,718</b>	<b>923,000</b>	<b>475,000</b>	<b>475,000</b>	<b>0</b>
<b>Net Fund Cost (NFC):</b>	<b>12,223,045</b>	<b>18,404,782</b>	<b>14,796,000</b>	<b>14,796,000</b>	<b>0</b>
<b>Allocated Positions (FTE)</b>	<b>60.4</b>	<b>60.4</b>	<b>60.5</b>	<b>60.5</b>	<b>0</b>
<b>Financial Indicators</b>					
Salaries as % of Total Exp	53%	50%	61%	61%	
% Change in Total Exp		24%	(.021%)	0%	
% Change in Total Rev		(.073%)	(.049%)	0%	
% Change in NFC		51%	(.020%)	0%	
<b>Compensation Information</b>					
Permanent Salaries	4,643,285	5,608,371	5,600,508	5,600,508	0
Temporary Salaries	45,602	157,326	157,326	157,326	0
Permanent Overtime	18,174	15,000	10,000	10,000	0
Deferred Comp	49,083	60,660	82,656	82,656	0
FICA/Medicare	344,094	400,980	435,863	435,863	0
Ret Exp-Pre 97 Retirees	13,439	14,101	16,400	16,400	0
Retirement Expense	1,372,190	1,516,102	1,380,482	1,380,482	0
Employee Group Insurance	655,763	804,806	858,841	858,841	0
Retiree Health Insurance	754,338	716,803	780,609	780,609	0
OPEB Pre-Pay	331,978	302,616	0	0	0
Unemployment Insurance	5,142	10,080	10,744	10,744	0
Workers Comp Insurance	43,167	32,759	51,572	51,572	0

# Library

## General Government

Library Administration & Support Services Summary			
<b>Service:</b>	Discretionary		
<b>Level of Service:</b>	Discretionary		
<b>Expenditures:</b>	\$15,271,000		
<b>Financing:</b>	475,000		
<b>Net Fund Cost:</b>	14,796,000		
<b>Funding Sources:</b>			
Property Taxes	96.9%	\$14,796,000	
Measure X-Transfer	1.3%	200,000	
Intergovernmental	0.8%	121,000	
Fees	0.7%	100,000	
Misc. Revenue	0.3%	54,000	
<b>FTE:</b>	60.5		

### 1. Library Administration

**Description:** Includes Library Administration, Shipping, and Volunteer Program coordination. Library Administration plans, organizes, and directs the operation of the County Library; provides leadership and management in budgetary, personnel, operational, and policy matters; plans for the future of the library with the Library Commission, City Councils, representatives of library communities, and staff; has responsibility for planning administration with communities for new buildings and facilities. Shipping receives all resources, furniture, and equipment delivered to the library and provides daily delivery of library resources to all library facilities. Volunteer services provide coordination for recruitment, training, and retention to meet community interest in public service.

Library Administration Summary			
<b>Service:</b>	Discretionary		
<b>Level of Service:</b>	Discretionary		
<b>Expenditures:</b>	\$6,951,223		
<b>Financing:</b>	43,800		
<b>Net Fund Cost:</b>	6,907,423		
<b>Funding Sources:</b>			
Property Taxes	99.4%	\$6,907,423	
Misc. Revenue	0.6%	43,800	
<b>FTE:</b>	27.1		

### 2. Support Services

**Description:** Includes Automation, Virtual Library Services, Circulation Services, Technical Services and Collection Management. Automation provides planning and operations for the Integrated Library System, all information technology, hardware, software, and desktop support, new technologies, internet services and the Wide Area Network linking all local library locations. The Virtual Library is responsible for the library's web presence and intranet; creates and maintains online services through the library website, and centralized reference services, including toll-free telephone and online reference service, *Live Chat* (live interactive chat reference help with librarians for government information), government documents, and periodicals; develops and implements new technologies in support of library strategic goals and initiatives. Circulation Services provides management support for the lending of library materials, patron accounts, and inter-library loan of library materials. Technical Services provides for catalog and database maintenance, and processing of materials. Collection Management provides for selection, acquisition, and accounting of library materials.

## Library General Government

Support Services Summary		
<b>Service:</b>	Discretionary	
<b>Level of Service:</b>	Discretionary	
<b>Expenditures:</b>	\$6,017,251	
<b>Financing:</b>	31,000	
<b>Net Fund Cost:</b>	5,986,251	
<b>Funding Sources:</b>		
Property Taxes	99.5%	\$5,986,251
Intergovernmental	0.5%	31,000
<b>FTE: 22.0</b>		

Countywide Services Summary		
<b>Service:</b>	Discretionary	
<b>Level of Service:</b>	Discretionary	
<b>Expenditures:</b>	\$2,302,526	
<b>Financing:</b>	400,200	
<b>Net Fund Cost:</b>	1,902,326	
<b>Funding Sources:</b>		
Property Taxes	82.6%	\$1,902,326
Measure X-Transfer	8.7%	200,000
State Aid	4.0%	91,000
Fees	3.4%	77,200
Misc. Revenue	1.3%	32,000
<b>FTE: 11.4</b>		

### 3. Countywide Services

**Description:** Includes Public Services Administration, Centralized County Library Services, Literacy Services, the Wilruss Children's Library Fund, and services to children and teens currently in the custody of County Probation Department Juvenile Facilities. These services either provide direct customer services countywide or provide support to the community libraries, including program support in adult, young adult, and youth areas. Public Services Administration provides overall leadership, management, and support for the community library operations. Centralized County Library Services are those services that directly serve library customers countywide or that support community library services and operations. Literacy Services administers the library's literacy program Project Second Chance. The Wilruss Children's Library Trust Fund provides for the design and maintenance of programs that promote literacy and a lifelong love of books and reading in socially and economically disadvantaged areas of Contra Costa County. Library services are provided at the Betty Fransden Library at Juvenile Hall and the Leshar Library at Orin Allen Youth Rehabilitation Facility to provide access to reading materials and computers for the young people housed there.



# Library

## General Government

### Library Community Services

County Library Fund	2020-21 Actuals	2021-22 Budget	2022-23 Baseline	2022-23 Recommended	Change
<b>Expense</b>					
Salaries And Benefits	14,323,361	19,155,496	18,928,000	18,928,000	0
Services And Supplies	1,150,024	4,899,571	3,107,000	3,107,000	0
Other Charges	1,591,884	1,139,790	1,101,000	1,101,000	0
Fixed Assets	0	68,000	0	0	0
<b>Expense Total</b>	<b>17,065,269</b>	<b>25,262,857</b>	<b>23,136,000</b>	<b>23,136,000</b>	<b>0</b>
<b>Revenue</b>					
Other Local Revenue	2,290,243	1,777,000	2,456,000	2,456,000	0
<b>Revenue Total</b>	<b>2,290,243</b>	<b>1,777,000</b>	<b>2,456,000</b>	<b>2,456,000</b>	<b>0</b>
<b>Net Fund Cost (NFC):</b>	<b>14,775,026</b>	<b>23,485,857</b>	<b>20,680,000</b>	<b>20,680,000</b>	<b>(0)</b>
<b>Allocated Positions (FTE)</b>	<b>135.1</b>	<b>135.1</b>	<b>143.1</b>	<b>143.1</b>	<b>0</b>
<b>Financial Indicators</b>					
Salaries as % of Total Exp	84%	76%	82%	82%	
% Change in Total Exp		48%	(8%)	0%	
% Change in Total Rev		(22%)	38%	0%	
% Change in NFC		59%	(12%)	0%	
<b>Compensation Information</b>					
Permanent Salaries	8,595,711	11,633,738	10,998,368	10,998,368	0
Temporary Salaries	890,280	1,954,671	1,954,671	1,954,671	0
Permanent Overtime	53,086	51,900	54,000	54,000	0
Deferred Comp	125,212	141,000	219,012	219,012	0
Comp & SDI Recoveries	(31,950)	0	0	0	0
FICA/Medicare	714,590	907,514	1,012,347	1,012,347	0
Ret Exp-Pre 97 Retirees	22,803	26,530	26,500	26,500	0
Retirement Expense	2,365,929	2,574,928	2,491,517	2,491,517	0
Employee Group Insurance	1,489,509	1,788,229	2,050,624	2,050,624	0
Unemployment Insurance	10,394	18,115	20,855	20,855	0
Workers Comp Insurance	87,796	58,873	100,106	100,106	0

## Library General Government

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**Description:** Includes the provision of community library services through 26 County Library facilities in five regions. These community library services include public services, materials collections, and programs that are tailored specifically for each community.

<b>Library Community Services Summary</b>		
<b>Service:</b>		Discretionary
<b>Level of Service:</b>		Discretionary
<b>Expenditures:</b>		\$23,136,000
<b>Financing:</b>		2,456,000
<b>Net Fund Cost:</b>		20,680,000
<b>Funding Sources:</b>		
Property Taxes	89.4%	\$20,680,000
Intergovernmental	9.0%	2,077,749
Misc. Revenue	1.5%	355,451
Fees	0.1%	22,800
<b>FTE: 143.1</b>		

## Library General Government

### Revenue – County Library Taxes

County Library Fund	2020-21 Actuals	2021-22 Budget	2022-23 Baseline	2022-23 Recommended	Change
<b>Revenue</b>					
Other Local Revenue	33,572,922	33,315,175	35,282,000	35,282,000	0
Federal Assistance	81	0	0	0	0
State Assistance	186,946	192,825	194,000	194,000	0
<b>Revenue Total</b>	<b>33,759,948</b>	<b>33,508,000</b>	<b>35,476,000</b>	<b>35,476,000</b>	<b>0</b>
<b>Net Fund Cost (NFC):</b>	<b>(33,759,948)</b>	<b>(33,508,000)</b>	<b>(35,476,000)</b>	<b>(35,476,000)</b>	<b>0</b>
<b>Financial Indicators</b>					
Salaries as % of Total Exp					
% Change in Total Exp					
% Change in Total Rev					
% Change in NFC					

**Description:** The Library Fund receives an apportionment, in accordance with State law, of approximately 1.5% of the countywide 1% property tax revenue. Note that these revenues fund the “net Fund costs” in the preceding budget schedules.

#### Revenue – County Library Taxes Summary

<b>Service:</b>	Mandatory
<b>Level of Service:</b>	Mandatory
<b>Expenditures:</b>	\$0
<b>Financing:</b>	35,476,000
<b>Net Fund Cost:</b>	(35,476,000)
<b>Funding Sources:</b>	
Property Taxes	99.5% \$35,282,000
State Aid	0.5% 194,000

# Library General Government

## Plant Acquisition – Library Fund

County Library Fund	2020-21 Actuals	2021-22 Budget	2022-23 Baseline	2022-23 Recommended	Change
<b>Expense</b>					
Fixed Assets	26,151	0	0	0	0
<b>Expense Total</b>	<b>26,151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Fund Cost (NFC):</b>	<b>26,151</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Financial Indicators</b>					
Salaries as % of Total Exp					
% Change in Total Exp		(100%)	0%	0%	
% Change in Total Rev		0%	0%	0%	
% Change in NFC		(100%)	0%	0%	

**Description:** Funds the acquisition and maintenance of County-owned Library System capital assets. The County owns library facilities in the unincorporated areas of El Sobrante, Kensington and Rodeo, and in the cities of Antioch, Pinole, and Walnut Creek (Ygnacio Valley).

In February 2022, the Board approved a one-time allocation of \$4 million of Measure X Sales Tax funds to address much-needed and long-overdue facility repairs and upgrades at the County-owned facilities. Improvements may include installation of HVAC in some branches and replacement of aged, out-of-date plumbing, data and electrical systems to improve energy and water efficiency and result in long-term cost savings. HVAC improvements will enable libraries to act as cooling centers during extreme heat events and ensure the libraries can stay open during those extreme heat events. Upgraded data and electrical systems will increase the capacity for modern technology and allow patrons and staff the flexibility to use devices where they are needed for public events or personal computing. Addressing these deferred maintenance needs will create more uplifted and inviting spaces, put into place systems, fixtures and technology that will use the public's money more efficiently, ensure the long-term stability of the facilities, and support library patrons' current technology needs.

Plant Acquisition – Library Fund		
<b>Service:</b>		Mandatory
<b>Level of Service:</b>		Mandatory
<b>Expenditures:</b>		\$0
<b>Financing:</b>		0
<b>Net Fund Cost:</b>		0
<b>Funding Sources:</b>		
Fund Balance Avail.	0.0%	\$0

## Library

### General Government

#### Other Funds

##### Casey Library Gift

**Description:** The Casey Library Gift Trust was established from proceeds from the estate of Nellie Casey. Funds are restricted for use in the Ygnacio Valley Library, also known as the Thurman G. Casey Memorial Library.

Casey Library Gift Summary		
<b>Service:</b>		Discretionary
<b>Level of Service:</b>		Discretionary
<b>Expenditures:</b>		\$1,000
<b>Financing:</b>		1,000
<b>Net Fund Cost:</b>		\$0
<b>Funding Sources:</b>		
Misc. Revenue	100.0%	\$1,000

#### CAO's Recommendation

The Contra Costa County Library serves communities through 26 libraries located across the County. The County funds 40 base hours each week. Library services include rich collections to meet reading and research needs, knowledgeable and welcoming staff, vibrant programs such as children's storytimes, wireless access to high-speed internet for personal computing devices, public computers with a variety of personal computing programs, and quiet study space and meeting rooms.

On July 1, 2021, the County-funded base level of open hours increased from 35 to 40 for all full-service libraries. City partners were provided options to increase their funding to support 46, 52, or 56 total open hours for their locations. City contributions increased total library hours from 985.5 to 1,138.5 weekly, as illustrated in the following table.

County Branch	Base Weekly Hours	Extra Hours Funded by Cities	Weekly Open hours
Antioch	40	0	40
Bay Point	34.5	0	34.5
Brentwood	40	12	52
Clayton	40	0	40
Concord	40	12	52
Crockett*	18	6	24
Danville	40	16	56
Dougherty Station	40	6	46
El Cerrito	40	6	46
El Sobrante	40	0	40
Hercules	40	6	46
Kensington	40	0	40
Lafayette	40	16	56
Martinez	40	0	40
Moraga	40	0	40
Oakley	40	0	40
Orinda	40	16	56
Pinole	40	0	40
Pittsburg	40	0	40
Pleasant Hill	40	0	40
Prewett	35	0	35
Rodeo*	18	5	23
San Pablo	40	12	52
San Ramon	40	16	56
Walnut Creek	40	12	52
Ygnacio Valley	40	12	52
<b>Total Weekly Open Hours</b>	<b>985.5</b>	<b>153</b>	<b>1,138.5</b>

\*Crockett and Rodeo received local source grant funding for extra hours above 18.

The COVID-19 pandemic continued to limit library services throughout FY 2020-21 as the Library primarily provided materials to patrons through front-door service. In April 2021, the Library welcomed in-library visits for the first time since March 16, 2020,

## Library General Government

with an emphasis on materials lending, computer use, and study space.

The Library began migration to CENIC, a cost-effective, high-speed broadband network provided through a partnership of education and governmental institutions throughout the state. The Library migration, completed in early 2022, is a unique partnership of the Library, County Department of Information Technology, and commercial contractors. The project also helped achieve considerable rebuilding and enhancing of the public and administrative networks severely compromised in the January 3, 2020, ransomware attack.

The City of Pleasant Hill continues work on the new 23,500 square foot facility anticipated to open in Spring 2022. The Town of Moraga will be replacing carpet in 2022. The Library is working with the Town and a library design consultant to modernize patron service points.

Recognizing increases in vacant positions, the library began assessing barriers to recruitment and retention across the department. As a result of this work, all clerk positions were realigned with clerk positions in other county departments and the librarian classification was restructured to make the library more competitive with surrounding libraries.

The Library's Baseline budget is reduced by \$6,183,639 as compared to the current year adjusted budget, due primarily to the removal of one-time fund balance in the following areas: temporary salaries in the amount of \$482,100; purchases of equipment, computers, and materials in the amount of \$4,608,749; building maintenance and the costs associated with the closure of the Pleasant Hill Library in the amount of \$437,790; and expenses to restore and strengthen the library information network in the amount of \$676,000. Expenditure transfers are increased by \$21,000.

The Baseline budget reflects the net addition of 8.1 FTE positions during the current fiscal year: one Librarian, one Library Assistant, three Experienced Level Clerks, and the equivalent of 3.1 FTE increase from miscellaneous changes in hours and position additions and cancelations.

The Library relies primarily on property tax revenue to fund services. The Baseline budget assumes an increase of 6.0% or \$2,189,124 in property tax revenue, which, along with city contributions and grant funding, will enable the Library to fully fund salaries and benefits costs and maintain a structurally balanced budget. The Baseline budget also includes the Board's February 2022 allocation of Measure X Sales Tax funds of \$200,000 annually to the Library to establish dedicated staffing to operate the early literacy outreach program.

The Board additionally allocated one-time appropriations of Measure X funds to the Library of \$4 million to address deferred maintenance items at County-owned library facilities and \$50,000 seed money to facilitate the establishment of a Library Foundation, an independent non-profit organization that works with the community to raise funds for critically needed programs and services delivered by the library system.

The Recommended Budget is equivalent to the Baseline Budget and will permit the Library to continue current operations, enhance the early literacy program, and innovate new programs to promote public service.

### **Performance Measurements**

- Library Visits*  
Visits to libraries declined significantly in FY 2019-20 as COVID-19 closed or limited access to public places. The trend continued in FY 2020-21.

Fiscal Year	Visits	% Change
FY 2018-19	3,540,968	
FY 2019-20	2,709,288	-23.5%
FY 2020-21	2,405,208	-11.2%

- Items Circulated*  
Items circulated includes physical items and digital checkouts. In FY 2020-21, e-book and e-audiobooks use accounted for over 1.4 million circulations, which was 32.5% of all circulation.

Fiscal Year	Circulation	% Change
FY 2018-19	6,511,239	
FY 2019-20	4,603,662	-29.3%
FY 2020-21	4,468,315	-2.9%

## Library

### General Government

- **Annual Hours Open**  
After a decrease in open hours in FY 2019-20, hours increased due to county funding of 40 hours weekly and city funding of additional hours.

Fiscal Year	Hours	% Change
FY 2018-19	56,875	
FY 2019-20	42,042	-26.1%
FY 2020-21	52,202	24.2%

- **Facilities**
  - Pinole Library opened as a State COVID-19 testing center on May 11, 2020. Pinole Library reopened for library services on July 1, 2021.
  - Ygnacio Valley Library opened as a State COVID-19 testing center on August 23, 2020. The testing center closed in March 2021; however, the library remained closed as of March 23, 2021, while the parking lot was replaced for ADA improvements.
  - Concord Library closed for asbestos removal and new flooring installation from November 9, 2020, through November 29, 2020.
  - Antioch Library closed for asbestos removal from June 29, 2020, through July 15, 2020. Antioch Library closed again April 21, 2020, through June 7, 2021, to allow new paint and carpeting.
- **Enhanced Library Services During COVID-19**
  - All patron library cards were automatically renewed through January 1, 2022.
  - The Library shifted from purchasing predominantly print resources to electronic resources to increase availability of electronic materials during the pandemic. The increased shift to electronic resources yielded over 1.4 million uses of Overdrive e-books and audiobooks, over 579,000 views of the *East Bay Times*, and over 758,000 views of the *New York Times*.
  - The Library added programming on social media platforms to best reach children and others, reaching approximately 33,000 participants

through its video and streaming programs.

- **Social Equity**
  - To meet the need of those without connectivity, the Library began circulating WiFi hotspots, which library patrons can check out at their convenience.
  - In FY 2020-21, libraries piloted free scanning and limited free printing for those in the community needing these services including Antioch, Bay Point, Concord, Hercules, Pittsburg, and San Pablo. After a successful pilot, the program was extended to all libraries and will be made permanent in FY 2021-22.
  - The Library received a grant from the California State Library to provide remote lockers at the North Richmond Senior Center.
  - The Library was awarded a grant from the Bella Vista Foundation to purchase an Early Literacy Outreach van that will bring services to children aged 0-5 in areas that are not easily able to use the library.
  - In partnership with the City of Richmond, the Library created an Early Literacy Reading Room at the North Richmond Shields-Reid Community Center aimed at serving children and families with books for children, toys that support early learning, and an early literacy computer.
  - The Library will be conducting a diversity audit of the library's physical collection. Findings will be used to reassess collection practices across all libraries.
- Library Lease and Services Agreements were completed with the City of Orinda and the City of San Ramon for the Dougherty Station Library. A Joint Use Agreement was completed with Mount Diablo Unified School District for the Bay Point Library. A Library Maintenance and Services Agreement was completed with the City of Antioch.
- In keeping with the Library Strategic Plan 2019, marketing and communication efforts continue. The Library has a monthly column in the *East Bay Times*. The Library web site continues as the principal source for library news in each community. Library social media accounts promote library activities across the county.

## **Library General Government**

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- The 2021 Summer Reading Program featured a wide variety of virtual events, “grab and go” projects, and an exciting new online tracking software for all ages. Countywide, more than 5,000 readers and pre-readers finished their reading and received prizes.
- In response to library user needs, the Library continues to update its online and downloadable resources. The Library added Lynda.com for online learning. The department extended its subscription to Ancestry.com to allow remote use by the public. The Foundation Directory Online was also made available to remote users. The Library continued to offer Overdrive Instant Digital Card for instant remote access to downloadable e-books and e-audiobooks for Contra Costa residents who do not yet have a library card.
- The 2021 Lunch at the Library program provided critically needed meals to children. Over 12,000 meals were served at seven library locations.
- Continue the popular Lunch at the Library Program, providing lunch and snacks to children during the summer. In collaboration with State and local school districts, this community asset allows children to have food security during non-school sessions while also incorporating library programming and reading activities.
- Review programs and services reimagined during the COVID-19 pandemic to keep or expand when in-person visits are resumed.
- Continue implementation of a marketing and communications plan.
- Work collaboratively with the Public Works Department to make infrastructure improvements to County-owned library facilities.

### **Administrative and Program Goals**

- Continue to evaluate and enhance library services to best address patrons’ in-person and virtual needs after the COVID-19 pandemic.
- Continue to implement the Library Strategic Plan adopted by the Board of Supervisors in 2019.
- Continue to coordinate with cities regarding the approval of Library Lease Agreements to transfer ownership and fiscal responsibility for facilities to the cities. This will contribute to the County’s goal of fiscal health.
- Finalize and plan the implementation of facility and technology assessment documents for all Contra Costa County Libraries in alignment with goals in the Strategic Plan.
- Implement measures to strengthen and improve the department’s network safety and security.
- Continue to work with the City of Pleasant Hill to construct a new library facility.
- Continue to review library staffing and open hours to maximize services for the public, predicated on analysis of measurable and quantifiable data to justify hours of operation, staffing levels and security enhancements.



**CONTRA COSTA COUNTY LIBRARY COMMISSION**

**AGENDA ATTACHMENT 5**

**MEETING DATE:** Thursday, November 17, 2022

**AGENDA ITEM #:** 8.C.

**ITEM:** 2022 ANNUA REPORT & 2023 WORK PLAN

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**RECOMMENDED ACTION:**

Commissioner will vote to approve the 2022 Annual Report & Work Plan with or without edits.

## **Annual Report, Contra Costa County Library Commission (September 2021 through October 2022)**

The Contra Costa Library Commission is a diverse group of people who are appointed by and report to a variety of sources (County Supervisors, city and town councils, as well as the Contra Costa County Community College District, the Central Labor Council, and the Office of Education.

The Commission exists as an advisory board to the Board of Supervisors and the County Library. The purposes of the Commission, according to its bylaws, are to:

- “Serve in an advisory capacity to the Board and County Librarian;
- “Provide community linkage to the County Library including, but not limited to, providing regular reports of the activities of the Commission to appointing authorities;
- “Serve as a forum for the community to express its views regarding the goals and operations of the County Library;
- “Assist the Board and the County Librarian in providing library services based on assessed public need; and
- “Develop and recommend proposals to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries of the County.”

The bylaws also set forth specific advisory functions, denominated as duties:

- “Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan;
- “Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public;
- “Perform such other tasks and undertake such other assignments as may from time to time be referred to the Commission by the Board or the County Librarian;
- “Provide reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate.”

The list of duties emphasizes the advisory nature of the Commission in the following language:

“The Library Commission is an advisory body and as such is specifically prohibited from (i) undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library, and, (ii) from taking any action that would imply the County's support or opposition to legislation, in the absence of, or that is inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*”

Each position can have two people — a commissioner and an alternate commissioner. Both the commissioner and alternate can participate in local community activities and attend and participate in meetings of the Commission. The sole difference between the two positions is that if the commissioner is present at a meeting of the Commission, they possess the vote and the alternate is not permitted to vote.

Each year the Commission submits an annual report to the Board of Supervisors, city and town councils, and other appointing authorities of its activities for that year. The report last year had a cut-off date for activities of August 30 with the remainder of the year's items put forward to the next annual report. Upon reflection it was decided that a cut-off date for activities of October 31 was workable and would make the annual report more timely. Thus, beginning with this annual report, the cut-off for activities is October 31. Because the activities for last year were cut off as of August 31, this year's report will cover the period from September 1, 2021 through October 31, 2022.

The Commission functions both as a group that meets together six times a year and through the activities of the individual commissioners. The activities are listed in this annual report under that portion of the Commission's work plan that was submitted as part of last year's annual report. Some of the activities are part of the Commission's overall purview of library issues generally. Those matters are listed under Goal 4-C.

Consistent with the policy established by last year's annual report, activities of individual commissioners are listed by how they are in furtherance of the work plan of the Commission and not with regard to the specific commissioner performing the action.

Much of the activity of the Commission consists of hearing reports on matters involving the library system or libraries general that are presented or organized by the library administration staff. The Commission will then discuss the matter. County staff receive valuable feedback on these issues from the Commission's questions and comments.

**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, 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.**

Under the guidance of the Library Foundation of Contra Costa Organizing Committee, composed principally of specific commissioners, efforts have been undertaken to obtain seeding funding from the Board of Supervisors using Measure X funds to help in the establishment of the 501(c)(3) non-profit foundation. The Organizing Committee has entered into an agreement with EdFund West to permit solicitation of funding prior to the establishment of the Foundation. Through the efforts of a member of the Board of Supervisors, pro bono legal counsel was provided to aid in the legal steps for creation of the Foundation. It is anticipated that filing of the papers necessary for the creation of the Foundation will be completed shortly.

As part of this activity, the Commission recommended that the Board of Supervisors allocate Measure X funds of \$300,000 one time to help establish the Library Foundation of Contra Costa based on the request from the Library Foundation of Contra Costa Organizing Committee. The Board of Supervisors, pursuant to this request, allocated \$50,000 for this purpose. (January 2022 meeting)

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

While the continuation of the pandemic has prevented much of this effort, on a regional basis commissioners appointed by members of the Board of Supervisors have coordinated activities of the city and town commissioners, librarians, and Friends and Foundations within each district.

Various members of the boards of the local Friends and Foundations groups attended the racial equity training offered by the Library to them and to Commissioners.

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

Commissioners serve their local Friends and Foundations in their role of providing private funding for the branch library through such means as helping in the solicitation of grants and participating in fund-raising activities such as book sales.

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

Commissioners take a significant role serving on the boards of local Friends and Foundations.

**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.**

A budget overview report was heard by the Commission. This report discussed the budget sources and expenditures for the county library system and the process for its adoption. It noted that the library is deemed a “special district” for property tax allocation and this means that a specific percentage of county property tax revenue is allocated for library purposes each year. This amount constitutes over 91.5% of the total library budget and is based on one percent of the county’s share of property tax revenue. (November 2021 meeting)

The information about the budget proved invaluable for this year in that the issue arose several times involving allocation of Measure X funds. Several Supervisors have expressed interest in looking at the advisability of solely relying on this allocation going forward.

**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 recommended, based on a report from the Legislative Working Group, that the Board of Supervisors:

Support the Governor’s proposed 2022/2023 budget items involving libraries including a \$5 million ongoing increase for the Lunch at the Library program, an \$8.8 million increase for online job training and workforce development (one time);

Allocate Measure X funds as requested by the County Librarian of \$200,000 ongoing for staffing the library's new early literacy outreach van and \$8.1 million one time for deferred maintenance on county-owned library facilities. (January 2022 meeting)

Support of \$750 million for library construction grants in the California State budget (June 2022);

Commissioners keep their appointing authority informed of library related legislative issues, usually through the public meeting process, Commissioners help ensure that issues involving libraries get the appropriate input of the local community and government. In an election year, commissioners also reach out to the candidates for city and town councils offering information about library needs.

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

The recommendations reported under Goal 2-A were also in furtherance of this goal.

Commissioners reported on these matters to their appointing authority and those city and town councils, and individuals members thereof, could, on their own initiative, support the ALA and CLA lobbying efforts

**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.**

Commissioners generally report that, on a regular basis, they make reports to their appointing authority about library issues that should be of concern to the appointing authority. The commissioners view at least a part of their ongoing role as serving as the eyes and ears of their appointing authority within the greater library community. In the case of city and town councils this reporting can take place during a meeting of the council, which results in further dissemination of the information, or via communication with the city or town manager.

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

The Legislative Working Group of the Commission continues to work on developing this system which should increase the visibility and importance of library related issues

with our public officials. This year this activity also included the testimony at the county level of various commissioners involving seeking of Measure X funds for library equity, diversity, and inclusion matters.

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

Commissioners in various cities and towns worked on increasing local funding for libraries involving the issues of increased hours for the local library beyond the 40 hours provided by the county and repair, renovation, or replacement of local facilities that are the responsibility of the city or town

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

A portion of each Commission meeting is devoted to reports from individual commissioners. Information provided by these informal reports can result in either library administration action or suggestions, suggestions by other commissioners, or a future agenda item for the Commission.

**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 Commission heard a report on the Orange Boy Survey of library patrons. This is a periodic survey of patrons of our library system and provides valuable information, both to the library administration and the Commission about what issues our patrons consider important and what awareness they have of various library services. This information helps drive decisions as to what programs and services will be offered by the library and how patrons will be informed of this information. In addition, the survey provides information about the satisfaction level of patrons with various services and programs and thus lets the library system know what things are working and what things need further work. (March 2022 meeting)

Commissioners meet on a periodic basis with the local community librarians under their purview and keep abreast of developments.

Commissioners provide community outreach through social media postings and other methods of communicating with the local library community. This year the activity

included providing information to the community of a library that was being reopened after having served as a Covid test site.

Commissioners participate in various community events bringing greater visibility to the libraries.

**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.**

During the entire time for this report, the emergency orders for public meetings during the pandemic were in effect. Thus, all meetings of the Commission were conducted online via Zoom. The desire to hold meetings at branches and involve the local communities in these meetings remains an important goal of the Commission.

**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.**

The commission heard a report on the Contra Costa County General Plan and the role of the county library in that process. In doing so, the Commission became more aware of the common interests among various parts of the county government and groups that interact with them. The commission provided input into suggested changes to the plan related to libraries as part of the Envision Contra Costa 2040 general plan update. (January 2022 meeting)

**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 Inclusivity Committee of the Library Administration to address those issues.**

The Commission heard a report on the racial equity training that library staff has engaged in and the opportunity for commissioners and officers of various library friends and foundation groups to participate in that training for the coming year. During the year a number of commissioners participated in this training, and the issue was discussed at several commission meetings. (January 2022 meeting)



The Commission heard a report on Sunday hours. For the last 2 years the nine libraries within the system that had been open on Sundays have not been open on that day. The County Librarian presented a report on this issue which noted the difficulty of providing staffing for those hours, the incomplete reimbursement by the cities and towns that had libraries open on Sundays, and the additional problem caused by the Covid-19 pandemic. Further, the existing model for Sunday hours resulted in an uneven distribution of locations open on Sunday, both on the basis of community income and geography. A lively discussion ensued and it was understood that the County Librarian would discuss this issue in the future with the Commission together with input on a plan that would bring back library hours but on a more stable and equitable basis than what had been in effect. (May 2022 meeting)

The Commission had a report and discussion on partnering to support people experiencing homelessness. Our libraries serve as one of the points where services can be provided to the unhoused in our county. The report was provided by the county's Community Engagement Specialist in Health Housing and Homeless Services and the Senior Community Library Manager of the Concord Library. Among the information received was general information about the unhoused, the services available for this community, and the role of our libraries in providing these services. Information was also provided as to what is being done in other systems in our country. The commission will be exploring more about this issue in the future and providing recommendations after further study. (July 2022 meeting)

**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.**

A report was also presented concerning the printing fees charged by the library for patrons printing material on the library printers. Since near the beginning of the pandemic, the library stopped charging patrons for the first 10 pages of black and white printing. The library administration proposed making this change permanent, once approved by the Board of Supervisors, and requested a Commission vote on the proposal. The Commission unanimously voted to support the recommendation. (November 2021 meeting)

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

The Commission heard a report on and discussed the collection maintenance and reconsideration policy and process. From time to time one or more of our library patrons objects to one or more items in the library collection. The policy of what items

belong in our collection is based on a 1999 resolution of the Board of Supervisors that the library provide “a variety of library resources” “to meet the informational, education, recreational, and cultural needs of the community.” The criteria to be used “include community interest and input, use of the collection, critical merit, relevance to diverse populations, usefulness, currency of information, and appropriateness for intended audience.” In addition the policy notes, “An item will not be excluded simply because it is frank or controversial.”

The report also noted that the American Library Association Library Bill of Rights provides that all libraries are “forums for information and ideas.” Materials should not be excluded because of the origin, background, or views of those contributing to them. A variety of material that presents all points of view should be made available irrespective of doctrine or partisan disapproval. In addition libraries should challenge censorship, permit usage by all people, and protect the privacy and confidentiality of their patrons.

The information presented detailed the various parts of the process to be followed when a library patron objects to an item. It was indicated that few objections are made to materials. (September 2022 meeting)

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

Commissioners take an active role in communicating with their general communities though postings on social media and support local library postings as well highlight the activities and role of libraries.

Commissioners keep informed on issues involving library censorship.

**Goal 4: Serve as an advisory committee to the County on library issues. In order to accomplish this goal, we will:**

**Goal 4-A: 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.**

The Commission joined with library administration in presenting awards to volunteers and staff in regard to their work in Project Second Chance. This is a program run by the library which tutors adults who need assistance in attaining literacy. The program is found in every library in our system. One story from the program involves a man in his

60s who when asked why he participated in the program replied that he wanted to be able to read to his grandchildren. Literacy is also needed for both researching and applying for most jobs in our economy. (September 2011 meeting)

The Commission heard a progress report on the library's strategic plan noting especially what has been done in this regard in the face of the pandemic. It was noted that some library sites became COVID testing sites, library staff served as Disaster Service Workers, and lunch in the library expanded to a broader food distribution program. Greater use of the digital collection of the library occurred and online tutoring was expanded. It was also noted that the Equity, Diversity and Inclusion Program was established to help ensure our services reflected the needs of our diverse population. Library fines were also eliminated and base library hours rose from 35 hours a week to 40 hour a week. (September 2011 meeting)

The Commission heard a report on library department priorities. These items resulted from the strategic planning process. The priorities included:

- Bringing in the new library service managers;
- Filing vacancies (especially librarians);
- Streamlining the budget process;
- Working on the Pleasant Hill and Bay Point library facilities;
- Applying for a State Library Infrastructure Grant;
- Improving the library system's information technology;
- Restarting in-person programs;
- Providing librarian training for those without MLIS degrees;
- Providing a career pathway for library aides; and
- Work on racial equity issues including a collection diversity audit, staff training, and offering training to friends and foundation groups. (May 2022 meeting)

The library Public Information Officer reported on the email campaigns that the library systems use to inform the community and library patrons about library services and offerings. The information provided is based on the status of the patrons and there are divided into five classes:

- New cardholders;
- Inactive cardholders;
- "Digitarians" or people who primarily borrow digital files;
- "Occasionals" or people who haven't used there cards at least 12 weeks for a year; and
- Cardholder anniversary or birthday emails. (July 2022 meeting)

The Commission heard a report on the library's Summer Reading and Lunch at the Library programs. (September 2022 meeting)

## Work Plan, Contra Costa County Library Commission (November 2022 through October 2023)

The Contra Costa Library Commission is a diverse group of people who are appointed by and report to a variety of sources (County Supervisors, city and town councils, as well as the Contra Costa County Community College District, the Central Labor Council, and the Office of Education.

The Commission exists as an advisory board to the Board of Supervisors and the County Library. The purposes of the Commission, according to its bylaws, are to:

- "Serve in an advisory capacity to the Board and County Librarian;
- "Provide community linkage to the County Library including, but not limited to, providing regular reports of the activities of the Commission to appointing authorities;
- "Serve as a forum for the community to express its views regarding the goals and operations of the County Library;
- "Assist the Board and the County Librarian in providing library services based on assessed public need; and
- "Develop and recommend proposals to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County."

The bylaws also set forth specific advisory functions, denominated as duties:

- "Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan;
- "Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public;
- "Perform such other tasks and undertake such other assignments as may from time to time be referred to the Commission by the Board or the County Librarian;
- "Provide reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate."

The list of duties emphasizes the advisory nature of the Commission in the following language:

"The Library Commission is an advisory body and as such is specifically prohibited from (i) undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library, and, (ii) from taking any action that would imply the County's support or opposition to legislation, in the absence of, or that is inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*"

Each year the Commission submits a work plan for the upcoming year to the Board of Supervisors, city and town councils, and other appointing authorities of its planned activities for the upcoming year.

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~~ to better serve all segments of our patrons.

In order to accomplish this goal, we will:

- ~~Continue Support~~ the creation and initial operation of a centrally organized private, not-for-profit Library Foundation of Contra Costa, a non-profit foundation to raise funds for, 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 foundations groups and interchange with commissioners through the Friends Council and the annual forum.~~
- Explore and support ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Advocate for additional funding for branch libraries for Increased resources to better serve their local communities.
- ~~Work cooperatively with branch libraries to seek sustainable funding in service of their local communities.~~
- Provide Input to the county and county librarian on budgetary issues and items.

- ~~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: ~~Liase~~ Collaborate with elected officials, community groups, and residents to engender broad support for the Library library system. In order to accomplish this goal, we will:

- 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. When possible, meet with legislative leaders in conjunction with other appropriate library districts.
- ~~Have the Commission take~~ Take an increasingly a more active role in the ALA and CLA lobbying efforts.
- Report back to the appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to ~~bring keep~~ keep it abreast of Commission activities, initiatives, and identified library needs and, when appropriate, seek the advocacy of the appointing authority on such issues and needs.
- ~~Develop a system of sharing~~ Collaborate with library staff to collect appropriate stories about ~~our~~ the library to share with public officials at the federal, state, and local level.
- ~~Bring~~ Provide information back to the Commission at its ~~regular meetings~~ on local, regional, or national library needs, issues and support.
- ~~Make every effort to solicit feedback on our respective libraries,~~ Become familiar with ~~their~~ the Library's operations, successes and challenges ~~and advocate for them in their communities and at the county level~~ in order to educate organizations and individuals at the local, county, state and national level about the value and services offered by the library.
- ~~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~~ Library Commission meetings.
- *(Moved and edited from Goal 1)* Encourage collaboration between the Library Foundation of Contra Costa, community library friends and foundation

groups and ~~interchange with~~ commissioners by convening through the Friends and Foundation Council, holding the annual Friends and Foundations Forum, and other appropriate events.

Goal 3: Work on ~~these 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~~ understand and address these issues of Equity, Diversity and Inclusion.
- ~~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.~~
- Recommend methods to overcome barriers to library services for various patrons.
- Work to foster civic discussion in our body politic.
- Work to highlight the role of libraries in disseminating factual information and identifying misinformation and disinformation.

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.~~
- Assist new local library staff in becoming familiar with the needs, resources and organizations of the local community.



- Provide thoughtful, consistent, sound and prompt advice and counsel to the County Librarian ~~in regard to~~ regarding the ~~annual~~ Library's budget, the strategic plan, changes in policy impacting service and programs, and any other matters raised.

(Changes from the previous work plan indicated by underlining for additions and ~~strikethroughs~~ for deletions. The indication of changes will be removed from the final version when adopted by the Commission.)

Adopted by the Commission November ##, 2022

## Work Plan, Contra Costa County Library Commission (November 2022 through October 2023)

The Contra Costa Library Commission is a diverse group of people who are appointed by and report to a variety of sources (County Supervisors, city and town councils, as well as the Contra Costa County Community College District, the Central Labor Council, and the Office of Education).

The Commission exists as an advisory board to the Board of Supervisors and the County Library. The purposes of the Commission, according to its bylaws, are to:

- "Serve in an advisory capacity to the Board and County Librarian;
- "Provide community linkage to the County Library including, but not limited to, providing regular reports of the activities of the Commission to appointing authorities;
- "Serve as a forum for the community to express its views regarding the goals and operations of the County Library;
- "Assist the Board and the County Librarian in providing library services based on assessed public need; and
- "Develop and recommend proposals to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County."

The bylaws also set forth specific advisory functions, denominated as duties:

- "Participate in the planning process, including the Library element of the County General Plan and the Library Strategic Plan;
- "Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public;
- "Perform such other tasks and undertake such other assignments as may from time to time be referred to the Commission by the Board or the County Librarian;
- "Provide reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate."

The list of duties emphasizes the advisory nature of the Commission in the following language:

"The Library Commission is an advisory body and as such is specifically prohibited from (i) undertaking any inquiry or investigation into the personnel policies and practices of the County Library or the day-to-day administrative operations of the County Library, and, (ii) from taking any action that would imply the County's support or opposition to legislation, in the absence of, or that is inconsistent with, adopted Board positions. *Only the Board of Supervisors can send letters on a particular piece of legislation.*"

Each year the Commission submits a work plan for the upcoming year to the Board of Supervisors, city and town councils, and other appointing authorities of its planned activities for the upcoming year.

Goal 1: Help establish sustainable funding and support for library programs and services to better serve all segments of our patrons.

In order to accomplish this goal, we will:

- Continue the creation and initial operation of the Library Foundation of Contra Costa, a non-profit foundation to raise funds for countywide and local community library needs for the purpose of meeting service standards and objectives of the Library's strategic plan.
- Explore and support ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Advocate for additional funding for branch libraries for increased resources to better serve their local communities.
- Provide input to the county and county librarian on budgetary issues and items.

Goal 2: Collaborate with elected officials, community groups, and residents to engender broad support for the Library. In order to accomplish this goal, we will:

- 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. When possible, meet with legislative leaders in conjunction with other appropriate library districts.
- Take a more active role in the ALA and CLA lobbying efforts.

- Report back to the appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to bring keep it abreast of Commission activities, initiatives, and identified library needs and, when appropriate, seek the advocacy of the appointing authority on such issues and needs.
- Collaborate with library staff to collect appropriate stories about the library to share with public officials at the federal, state, and local level.
- Provide information to the Commission on local, regional, or national library needs, issues and support.
- Become familiar with the Library's operations, successes and challenges in order to educate organizations and individuals at the local, county, state and national level about the value and services offered by the library.
- Seek to involve the local communities in these Library Commission meetings.
- Encourage collaboration between the Library Foundation of Contra Costa, community library friends and foundation groups and commissioners by convening the Friends and Foundation Council, holding the annual Friends and Foundations Forum, and other appropriate events.

Goal 3: Work on important 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 Library to understand and address issues of Equity, Diversity and Inclusion.
- Recommend methods to overcome barriers to library services for various patrons.
- Work to foster civic discussion in our body politic.
- Work to highlight the role of libraries in disseminating factual information and identifying misinformation and disinformation.

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

In order to accomplish this goal, we will:

- Assist new local library staff in becoming familiar with the needs, resources and organizations of the local community.
- Provide thoughtful, consistent, sound and prompt advice and counsel to the County Librarian regarding the Library's budget, the strategic plan, changes in policy impacting service and programs, and any other matters raised.

Adopted by the Commission November ##, 2022

## Commissioner Attendance / 2022

<b>Commissioner</b>	<b>c</b>	<b>Jan</b>	<b>Mar</b>	<b>May</b>	<b>Jul</b>	<b>Sep</b>	<b>Nov</b>	<b>1 = Attended</b> <b>2 = Excused</b> <b>3 = Absent</b> <b>0 = Not on Comm</b> <b>X= Canceled</b>	<b># Mtgs</b>	<b>A</b>	<b>P</b>	<b>E</b>	
John Huh		1	1	1	1	1			6				
Vivian Faye		3	1	3	1	1			6				
Linda Sendig		1	1	1	1	1			6				
Ly Mac		1	1	1	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	2	1	1			6				
Janette Maher		3	3	3	2	3			6				
Mary Ann Hoisington		1	1	1	1	1			6				
Bob Sanguedolce		0	0	0	1	1			6				
Yolanda Peña-Mendrek		3	1	1	1	1			6				
Arnold Fitzpatrick		1	1	1	3	1			6				
Claire Alura		0	0	0	1	1			6				
Clifton Louie		0	0	0	0	1			6				
Shrikant Garde		1	1	3	3	3			6				
George Pursley		1	3	1	1	1			6				
Nicole Gemmer		1	1	1	1	1			6				
Zelda LeFrak-Belleci		1	1	3	1	1			6				
Matt DeFraga		1	1	2	1	1			6				
Jasun Molinelli		3	3	3	1	1			6				
Dorothy Walker		1	1	1	1	3			6				
Antonio Medrano		1	3	3	3	3			6				
Michel Masuda-Nash		1	1	2	1	1			6				
Alan Smith		1	1	1	2	2			6				
Peter Wilson		1	1	1	1	1			6				
Bryan Thomas		3	3	1	3	3			6				
Stacie Hinton		3	3	3	3	3			6				
Sarah Morgan		1	1	1	2	1			6				
Julia Dozier		1	2	1	1	1			6				
Heather Lurvey		0	1	1	1	1			6				
Carolyn Wysinger		0	0	0	1	3			6				
Lynn Mackey		2	2		1	1			6				
Rich Robinson		3	3	3	3	3			6				
Jim Dexter		1	1	1	1	3			6				
Rachel Rosekind		1	1	1	1	1			6				
Susan Hildreth		2	2	2	2	2			6				
Michael Swernoff		1	1	1	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 6**

**MEETING DATE:**            **Thursday, November 17, 2022**

**AGENDA ITEM #:**         **11.**

**ITEM:**                        **2023 COMMISSION MEETING SCHEDULE**

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**RECOMMENDED ACTION:**

Commissioner will vote to approve the 2023 commission meeting schedule.

## **Proposed Dates for 2023 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 19, 2023

Thursday, March 16, 2023

Thursday, May 18, 2023

Thursday, July 20, 2023

Thursday, September 21, 2023

Thursday, November 16, 2023

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.