



MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, September 21, 2023

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

LOCATION: **The Meeting will be held at the County Administration Building, 1025 Escobar Street in Martinez (Room 110A) and virtually via Zoom.**

LINK TO JOIN VIA ZOOM: <https://us06web.zoom.us/j/86917981949?pwd=TWc5b3INVEVnWVgwbi1UUJIRHA2Zz09>

HOW TO JOIN VIA CALL-IN: **Meeting passcode is 969941 You may also dial in using this number: 1(669) 900-9128 Meeting I.D.: 869 1798 1949**

- 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 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.

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, September 20, 2023 if you will NOT be at the meeting.** A quorum must be established in-person before a meeting can be held. A record is maintained of Commissioner's attendance.

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

4. **7:15 p.m.**
Action
(5 mins.) **ACCEPTANCE OF MINUTES – *attachment 1***
Commissioners will approve or amend the minutes from the May 2023 meeting.
5. **7:20 p.m.**
Information
(10 mins.) **COUNTY LIBRARIAN REPORT - *attachment 2***
County Librarian Alison McKee will submit a written report on items of interest to Commissioners.
6. **7:30 p.m.**
Information
(5 mins.) **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

PRESENTATIONS

7. **7:35 p.m.**
PRESENTATION
(15 mins.) **FALL 2023 MEASURE X PROPOSAL FROM THE LIBRARY DEPARTMENT -**
County Librarian Alison McKee will reprise her proposal to the BOS from September 19th for Measure X funds here for the Commission.
8. **7:50 p.m.**
PRESENTATION
(35 mins.) **LIBRARY BRANCH FUNDING STRUCTURE -**
County Librarian Alison McKee will give an overview of the branch funding structure and how resource allocations are made amongst the branches.

CONTINUED BUSINESS

9. **8:25 p.m.**
Information
(15 mins.) **WORKING COMMITTEE REPORTS –**
 - A. Commissioner Dozier will report to the Commission on legislative matters. **(5 minutes)**
 - B. Vice Chair Gemmer will update the commissioners on the Library Foundation of Contra Costa. **(5 minutes)**
 - C. Commissioner Smith will update the commissioners on plans for the 2023 Annual Report/work Plan. **(5 minutes)**.

OTHER BUSINESS

10. **8:40 P.M.**
ACTION
(10 mins.) **TRIENNIAL REVIEW 2023 - *attachment 3***
Chair Michael Fischer will discuss the purpose and scope of the Triennial Review process and preview a preliminary version of the report. Commissioners are encouraged to review the report and propose changes to the draft. The final draft will be presented at the November commission meeting for adoption and transmittal to the Board of Supervisors and Mayors Conference.
11. **8:50 P.M.**
Information
(5 mins.) **CORRESPONDENCE -**
Commissioners will review commission correspondence

- 12. 8:55 P.M. Information (5 Mins.)** **COMMISSIONER ANNOUNCEMENTS –**
Commissioners can use this time to share upcoming events, book sales and any other library-related information.
- 13. 9:00 P.M. ADJOURNMENT to the November 16, 2023 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

- 1. LC Meeting, November 16, 2023**

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, September 21, 2023

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the May 18, 2023 meeting. (No minutes for July as no quorum present).

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, May 18, 2023

1. CALL THE MEETING TO ORDER / ROLL CALL

Vice-Chair Nicole Gemmer 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
Masuda-Nash	Michel	Library Commissioner	City of San Ramon	x		
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		X	
Marcotte	Jo Ellen	Library Commissioner	City of Hercules	x		
VACANT		Library Commissioner	City of San Ramon (Alt)		X	
Means	Richard	Library Commissioner	City of Pleasant Hill (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		
VACANT		Library Commissioner	City of Oakley		X	
Pursley	George	Library Commissioner	City of Pinole	x		
VACANT		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		

With eighteen commissioners present, a quorum was established.

Total Commission positions: 24
Commission positions filled: 22
Commission positions vacant: 2
Commission quorum: 13

2. INTRODUCTIONS

Vice-Chair Nicole Gemmer announced the commissioners excused from this evening's meeting. Sue Hamill was introduced as the new alternate commissioner for District 4.

3. PUBLIC COMMENT

No one from the public came forward to speak. One comment was emailed to the commission but as it had to do with operations, a response from library administration was more appropriate.

4. CELEBRATION OF ALAN SMITH'S RETIREMENT –

This will be Commissioner Smith's last meeting after 26 years as a library commissioner. A resolution in honor of his service to the County will be presented to him at the BOS meeting next Tuesday. At the meeting tonight a number of people wrote in or were online to speak on his behalf and offer their congratulations, including:

1. Magdalena Olveda from Cong. Mark DeSaulnier's office read an entry that will be made to the Congressional Record in honor of Alan's service;
2. Anne Cain;
3. Lisa Chow from former Sup. Mitchoff's office;
4. Kathryn Sterbec from Friends of the Oakland Public Library;
5. Yu-Lan Chou from Milpitas Library and CALTAC Board Member;
6. CCC Library Commissioners Mary Ann Hoisington, Peter Wilson and (via a note) Chair Michael Fischer

It was apparent from the comments how far-reaching Alan's help and influence were during his tenure with the commission and that he will be missed by many.

5. ACCEPTANCE OF THE MINUTES

No edits/corrections were proposed when asked. Vice-Chair Nicole Gemmer called for a vote to accept the minutes as submitted.

The motion was approved by commission vote, seventeen Aye votes, one abstention and zero No votes.

6. COUNTY LIBRARIAN REPORT –

County Librarian Alison McKee shared the following highlights from her printed report:

- A grant submission for \$9.922 million was made to the California State Library for funding for the new Bay Point Library.
- A clarification email about the revised Brown Act meeting rules was received from the Clerk of the Board's office. Alison included this as part of her report and asked Walt to email copies to all commission members the next day he is in the office.

7. **AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –**

The following topics were either mentioned this evening or at prior meetings:

- Alan Smith: Consider thanking legislators when funding for library projects is received.
- Rachel Rosekind: How agenda topics are chosen
- Mary Ann Hoisington: Drag Queen Story times
- Tommy Smith: Get the Annual Report and Work Plan started for this year.

8. **COLLECTION DEVELOPMENT AUDIT -**

Jenna Skinner's PowerPoint is attached to these minutes.

9. **SUNDAY HOURS: HISTORY AND MOVING FORWARD -**

County Librarian Alison McKee's PowerPoint presentation is attached to these minutes.

10. **LEGISLATIVE WORKING GROUP REPORT –**

Commissioner Dozier mentioned the following points of interest to the Commission:

1. AB 817 (Pacheco), which would allow remote access for advisory bodies, boards and commissions.
During the pandemic we were able to engage in remote meetings due to the Governor's emergency order, but that order contained a sunset date of January 1, 2023, (except for "just cause" (limited personal issues) and emergency circumstances), requiring in person attendance again, resulting in our in-person March meeting (specifics included in your packet "Brown Act Update") .

Since then, there have been numerous bills, but the current iteration is AB 817, which would provide a narrow exemption under the Brown Act specifically for non-decision-making legislative bodies that do not take final action on any legislation, regulations, contracts, licenses, permits, or other entitlements (such as the CoCoCo Library Commission).

There has been a groundswell of support for this bill from across the state from entities ranging from the League of California Cities, Urban Counties of CA, Rural County Representatives of CA, and CA Association of Recreation and Park Districts, as well as local entities, including our Contra Costa County Board of Supervisors. This is being considered as an inclusionary act, allowing for greater diversification of civic participation. The bill has been presented and amended, and is currently in committee.

Our Board of Supervisors has taken an official "Support" position on this matter, and we are encouraging commissioners to write letters in support of AB 817. A template of a letter of support is included in your agenda packet for you to use if you so choose.

2. May Revision of the State Budget (briefly, from the California Library Association's report)
 - a. Despite the challenges facing the Governor and legislature this year in attempting to address the \$31 billion deficit, the Governor is proposing no cuts to public libraries in his May Revision.
 - b. Senate Democrats proposed a \$100M in Library Infrastructure Projects, which the Governor proposes to be delayed.

- c. Governor Newsom's "Love Letter to Librarians" in EdSource, including this excerpt: "The Governor has been very open about his struggle with dyslexia and notes in the article that: "Through support, advice, and mentorship from specialists, educators, and librarians too numerous to list, I didn't just fall in love with words...my life started revolving around them. Because people – people like you – took the time to care about me, to show me the power of words and the power of books, I was able to find my footing in business, service, and eventually, elected office. I am in your debt."

3. We invite other Commissioners to join the Legislative Committee. As a committee, we review legislation and other issues that affect our libraries, and decide which issues to bring back to the Commission for review and possible action.

11. LIBRARY FOUNDATION OF CONTRA COSTA UPDATE –

Vice-Chair Gemmer provided the following update on LFCC progress: LFCC filed the application for tax exempt status on March 20th and received approval from the IRS on April 19th. Tax exempt status with the California Franchise Tax Board has been filed and once that is received, all donations will be exempt from tax to the full extent of the law.

They have begun the effort of introducing the foundation to potential funders and will continue this effort on an ongoing basis. Upcoming milestones are the launch of the website this summer along with additional information about flagship programs.

12. 2022 ANNUAL REPORT WORKING GROUP UPDATE –

Mentioned briefly as a talking point for the July meeting when Chair Michael Fischer returns.

13. COMMISSIONER'S WORK PLAN REPORTING OUT –

No items to report this evening.

14. CORRESPONDENCE –

No items received since previous meeting.

15. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –

Comm. DeFraga: The City of Martinez is interested in increasing their open hours this year. More to come.

16. ADJOURNMENT TO THE July 19, 2023 LIBRARY COMMISSION MEETING.

The meeting was adjourned at 9:10 p.m.

A large, horizontal, teal-colored brushstroke with a white rectangular border in the center, serving as a background for the title text.

CONTRA COSTA COUNTY LIBRARY'S COLLECTION DIVERSITY AUDIT EXPERIENCE



234,095

Unique titles in the system

1,050

Target sample size

978

Responses



Jacket design by Sonia Chaghatzbanian and Karyn Lee; interior design by Karyn Lee
 (The text for this book was set in Adobe Garamond Pro.
 Manufactured in the United States of America)
 1119 FFG
 First Edition
 10 9 8 7 6 5 4
 Library of Congress Cataloging-in-Publication Data
 Name: Sumner, Jamie, author
 Title: Roll with it / Jamie Sumner
 Description: First edition. / New York : Atheneum, [2019] | Summary: Twelve-year-old Ellie, who has cerebral palsy, finds her life transformed when she moves with her mother to small-town Oklahoma to help care for her grandfather, who has Alzheimer's Disease.
 Identifiers: LCCN 2018043168 | ISBN 9781534442559 (hardcover) | ISBN 9781534442573 (eBook)
 Subject: CYAC: Family life—Oklahoma—Fiction. | Cerebral palsy—Fiction. | People with disabilities—Fiction. | Alzheimer's disease—Fiction. | Moving, Household—Fiction. | Oklahoma—Fiction.
 Classification: LCC PZ7.L5S955 Rol 2019 (print) | DDC [Fic]—dc22
 LC record available at <https://lccn.loc.gov/2018043168>

Ellie tells it like it is.

That surprises some people, who see a girl in a wheelchair and think she's going to be all sunshine and cuddles. The thing is, Ellie has big dreams to chase. She might be eating Stouffer's for dinner, but one day she's going to be a professional baker. When she's not writing fan letters to her favorite celebrity chefs, she's practicing recipes on her well-meaning, if overworked, mother.

But when Ellie and her mom move so they can help take care of Grandpa, who is struggling with dementia, Ellie has to start all over again in a new town at a new school. Except she's not just the new kid—she's the new kid in the wheelchair who lives in the trailer park on the wrong side of town. It all feels like one challenge too many, until Ellie begins to make her first-ever friends. Now she just has to convince her mom that this town might be the best thing that ever happened to them!



Photo courtesy of Bethany Rogers

Jamie Sumner's work has appeared in the *New York Times*, the *Washington Post*, and other publications. She loves stories that celebrate the grit and beauty in all kids. She is also the mother to a son with cerebral palsy and lives with her family in Nashville, Tennessee. Visit her at jamie-sumner.com.

3

13

Author

- ☐ Yes
☒ No

14

Illustrator

- ☐ Yes
☒ No

15

Character/s

- ☒ Yes
☐ No

16

Select from the following:

- ☒ Physical
☐ Mental
☒ Neurodiverse

4

17

Content

- ☒ Yes
☐ No

18

Select from the following:

- ☒ Physical
☐ Mental
☒ Neurodiverse

19

Does this item reference Economic Welfare issues?

- ☒ Yes
☐ No

20

Assessment Area 2: Summary/Reviews

Do the summary or reviews indicate diverse content/authorship? *

21

Do they indicate...?

☐ Race/Ethnicity of author/illustrator

☒ No

22

Does it indicate...?

☐ Race/Ethnicity of characters or content

☒ No

23

Do they indicate...?

☐ Religious Affiliation

☒ No

2

24

Is the item bilingual OR in a language other than English? *

☐ Yes

☒ No

25

LGBTQIA+ Identification (author, illustrator, or characters) *

☐ Yes

☒ No

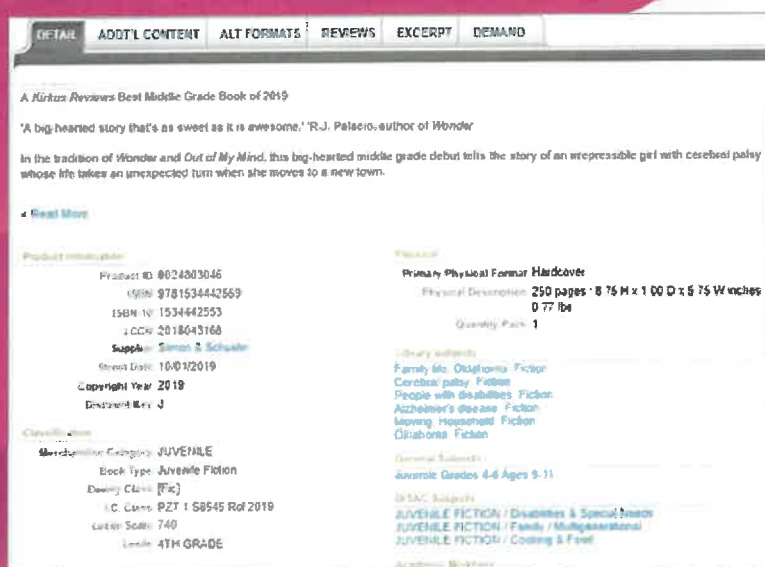
26

Disabilities (author, illustrator, characters, or content)

☒ Yes

☐ No

1



42

Additional information about the item you would like to note

Cerebra.org: Alzheimers disease: one review suggests a character might be on the spectrum

Submit

DATA COMPARISON:

Economic Welfare & Language

Category	CCC Census Data 2021 % of Population	Audit Results % of Collection
Economic Welfare		
Total persons in poverty	7.2%	3.9%
Persons w/o health insurance, under 65 years	4.2%	
Language		
Language other than English spoken at home, 2016-2020	35.3%	
Chinese		3.3%
Farsi		0.1%
Hindi		0.17%
Russian		0.07%
Spanish		1.73%
Other		0.8%



DIVERSE CHILDREN'S & YA BOOKS PUBLISHED IN 2019

Category	Percent of Diverse Books Published in 2019 (CCBC, 2023) Children/YA Only
Black/African	11.9%
Indigenous	1%
Asian	8.7%
Pacific Islanders	0.05%
Latinx	5.3%
Arab	0.9%
With a Disability	5.8%

Cooperative Children's Book Center. (2023, January 11). Books by and/or about Black, Indigenous and People of Color 2018-. <https://ccbc.education.wisc.edu/literature-resources/ccbc-diversity-statistics/books-by-and-or-about-poc-2018/>

Diversity, Equity and Inclusion (DEI)

[Switch to DEI Trend View](#)

Filter by Library Branch ▼

Filter by Type ▼

Items ☒ Titles

Percentages ☒ Totals



DEI Items

226,234 (22.1%)

Fiction

21.3%

Non-Fiction

23.7%

Audience

Adult
Juvenile
Teen

0%

50%

100%

Fiction & Non-Fiction by Audience

AF
ANF
JF
JNF
TF
TNF

0%

50%

100%

Items Analyzed ⓘ

1,024,060

Physical

22.1%

Digital

22.1%

AUDIT NEXT STEPS

1 Present findings to Library Commission, library staff. Post document to Intranet

3 Conduct staff catalog training on searching for diverse materials

5 Create benchmarks for the collection

2 Rename International Languages Collection to Community Languages, proceed in changes to collection development strategy.

4 Revise Collection Development plan.

6 Develop a plan for future audits.

Sunday Branches as of FY 19-20

Clayton

Concord

Danville

El Cerrito

Lafayette

Moraga

Orinda

San Pablo

San Ramon

Funding for Sunday Hours

- City funded
- Cities not charged full cost



Predicament of the Old Sunday Model

- Difficult to staff
- Pay to Play
- Uneven geographic distribution



Open+

- Self Service
- Express
- Limited Service
- Security Guards



CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, September 21, 2023

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN'S REPORT

RECOMMENDED ACTION:

None required.

County Librarian's Report to the Library Commission

Thursday, September 21, 2023

MEASURE X FUNDING PROPOSAL

There is currently \$4.67 million of ongoing Measure X funding that is unallocated. All county departments were invited to submit proposals for the use of these funds for the Board of Supervisors to consider. On September 19th the Library Department will present its proposal to the Board of Supervisors for \$1.5 million of ongoing Measure X funds for 15 new positions. The detailed proposal and some additional information is attached to this report. Next steps: 10/18 MX Community Advisory Body meeting-group will decide on preliminary priority recommendations; 11/7 Annual Joint BOS/MXCAB meeting-departments will present status reports on initial MX funding received; 11/15 MXCAB meeting-final priority recommendations; 11/28 BOS meeting-final determinations of new MX allocations. Commissioners are encouraged to attend these meetings to speak in favor of the Library's proposal.

STRATEGIC PLAN INPUT

The Library will be revising its strategic plan this Fall so that it better reflects the community's needs in the post COVID-19 world. We will keep our existing four overarching goals but will revise our objectives and strategies. Commissioner's input will be a critical part of the revision process, so please plan on attending an online-only Zoom session to provide your insights and input. This session is by invitation only for all Friends and Foundation Board Members and Library Commissioners. Time: Sep 28, 2023 07:00 PM [https://us06web.zoom.us/meeting/register/tZYrf-GsrTkjGtaVtleff1i1A7azWAz0-s](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZYrf-GsrTkjGtaVtleff1i1A7azWAz0-s)

The goal is to have the updated strategic plan completed by the end of this year.

PATRON SURVEY

The 2023 Patron Survey concluded earlier this month. We received 15,832 responses, which is a 31 percent increase over the number of total responses we received in 2021. Orangeboy will present an overview of the results to the commission at the strategic planning session on September 28th.

COMCAST CAMPAIGN RESULTS

The 3-month Comcast ad campaign wrapped in June and the number of impressions exceeded our goals: The ads aired on cable or streaming platforms 166,256 times.

87% of the ad impressions were viewed in full (no skipping allowed). Our target audience viewed the ad an average of 5.4 times. Our target audience spent over 1,224 hours viewing and interacting with our ads. The ads were received well by patrons, staff, and other county departments and library systems. Several other departments and libraries have reached out with compliments and questions about who we worked with and how we created these ads.

NEW BAY POINT LIBRARY COMMUNITY ENGAGEMENT

Architects Noll and Tam are working with Library Leadership and Bay Point Library staff to create a community engagement plan in order to directly hear from residents and local stakeholders. It will include a survey, key informant interviews and two community meetings. Everything will be conducted in both English and Spanish and will be completed by Spring 2024.

MORAGA LIBRARY REFRESH

The Moraga Library has been closed since July 29th for an interior refresh and we are on schedule to reopen as planned on October 10, 2023. The new carpet has been installed and the next phase will include relocating, and replacing the service desk, a new lounge area and marketplace, and resetting the bookshelves to improve accessibility. The refresh will also include new furniture in several areas of the library.

CAREER ONLINE HIGH SCHOOL GRADUATION CEREMONY

The library hosted a graduation for three COHS graduates on Saturday, July 22nd at the San Pablo library. Each graduate had friends and family in attendance. The Library Foundation of Contra Costa funded the ceremony by purchasing caps & gowns, food, drinks, a cake, flowers, and decorations. Lynn Mackey, Contra Costa Superintendent of schools handed out the diplomas, and representatives from Supervisor Glover's and Gioia's offices handed out certificates to each student. The graduates and their friends and families were very thankful. The library plans on hosting a COHS graduation each year. There are currently 12 students in the high school diploma program and 13 students in the prerequisite course.

EMPLOYMENT AND HUMAN SERVICES PARTNERSHIP

The Library is partnering with EHSD to provide drop in assistance for patrons at the San Pablo Library through their 4 Our Families program. Each Wednesday from 10am-4pm, Family Navigators are available in the San Pablo Library's Conference Room to help with rent assistance, EBT healthcare, citizenship and more. Patrons will

also be able to sign up for Cash Aid, Medi-Cal or CalFresh (food stamps), Senior Services, Family Services, Immigration Aid, and help with Medical Coverage.

BEHAVIORAL HEALTH PARTNERSHIP

Contra Costa County Behavioral Health is hiring two full-time staff (one social worker and one community support worker) with Mental Health Services Act funds to work as a team at the San Pablo and Concord Libraries two days per week and at the Antioch Library one day per week. They will connect library patrons who are unhoused, experiencing mental health or substance abuse issues with services and support. We expect this service to start sometime this Fall after staff have been hired and trained.

DEPARTMENT OF CHILD SUPPORT SERVICES PARTNERSHIP

DCSS will place a staff member at the Antioch Library once per week starting later this Fall. The DCSS staff member will provide full case management so their Antioch clients will not need to travel to Martinez for services. With support and training from Library staff, DCSS staff will help identify adults with low literacy and refer them to Project Second Chance, the Library's Adult Literacy program and will also connect clients to library programs and services.

SUNDAY OPEN HOURS

There are no significant updates since the Open+ model was presented to the Commission in May. Now that summer vacations are over, Library and City of Concord staff will start working on the next steps with a goal of implementation sometime in 2024.



CONTRA COSTA
COUNTY LIBRARY

Bringing People and Ideas Together

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2023 Measure X Project Proposal

Library Department



Introduction

The Library is an essential County service that provides collections, digital resources, programs, facilities, high-speed internet, technology, and staff expertise to meet the lifelong needs of all residents. It provides a link to critical support for early childhood education, safety-net programs, and overall wellness in the community. However, due to the Library's modest funding, staffing is not sufficient for the Library to meet its fullest potential to benefit county residents.

The Library is requesting \$1.5 million of ongoing Measure X funding for 15 staff positions so the Library can better support and benefit the most vulnerable populations in the county. These added positions will allow the library to develop new services and increase already existing critical services geared specifically to identified low-income communities that are underserved by the Library Department.



Background

Contra Costa County Library consists of 26 libraries in 18 cities and five unincorporated areas throughout the county:

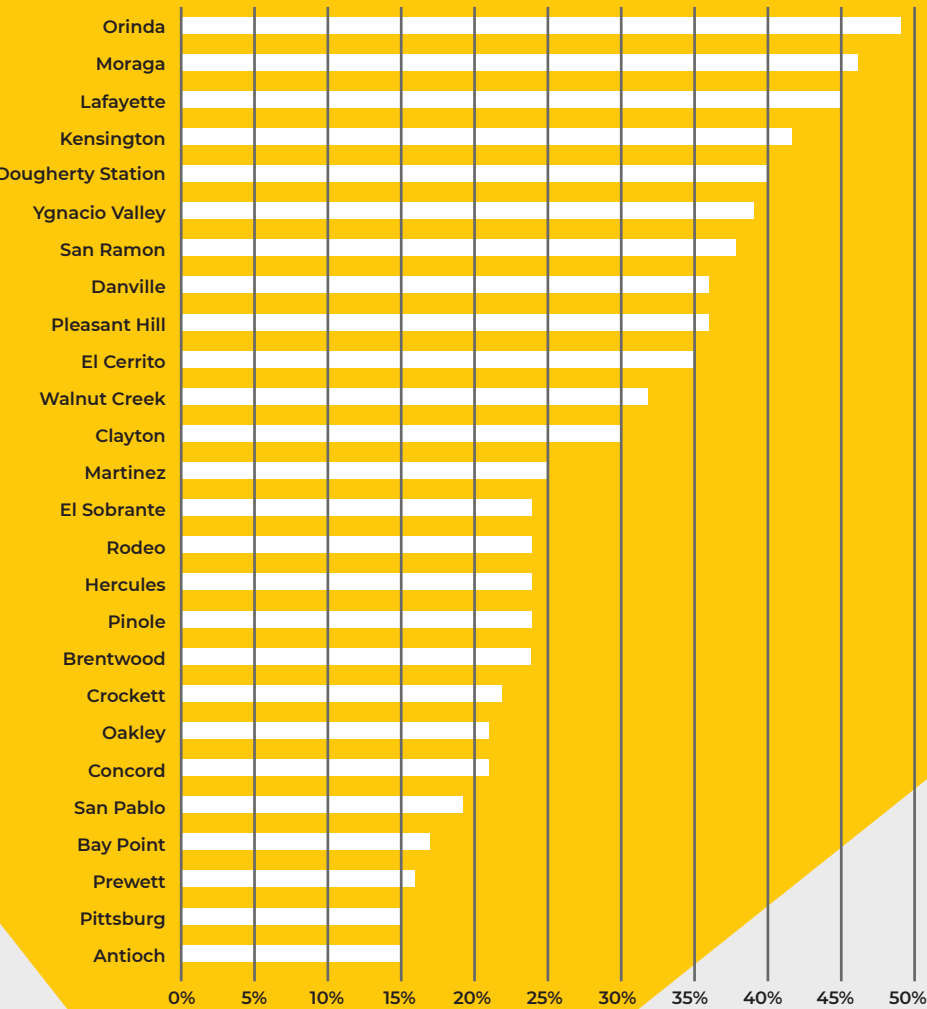
- Antioch
- Bay Point
- Brentwood
- Clayton
- Concord
- Crockett
- Danville
- Dougherty Station (San Ramon)
- El Cerrito
- El Sobrante
- Hercules
- Kensington
- Lafayette
- Martinez
- Moraga
- Oakley
- Orinda
- Pinole
- Pittsburg
- Pleasant Hill
- Prewett (Antioch)
- Rodeo
- San Pablo
- San Ramon
- Walnut Creek
- Ygnacio Valley (Walnut Creek)

Other locations and services include a library inside Juvenile Hall, a robust adult literacy program (Project Second Chance) located in San Pablo, Hercules, Concord, Antioch and Brentwood, and an early literacy outreach program.

Cardholders

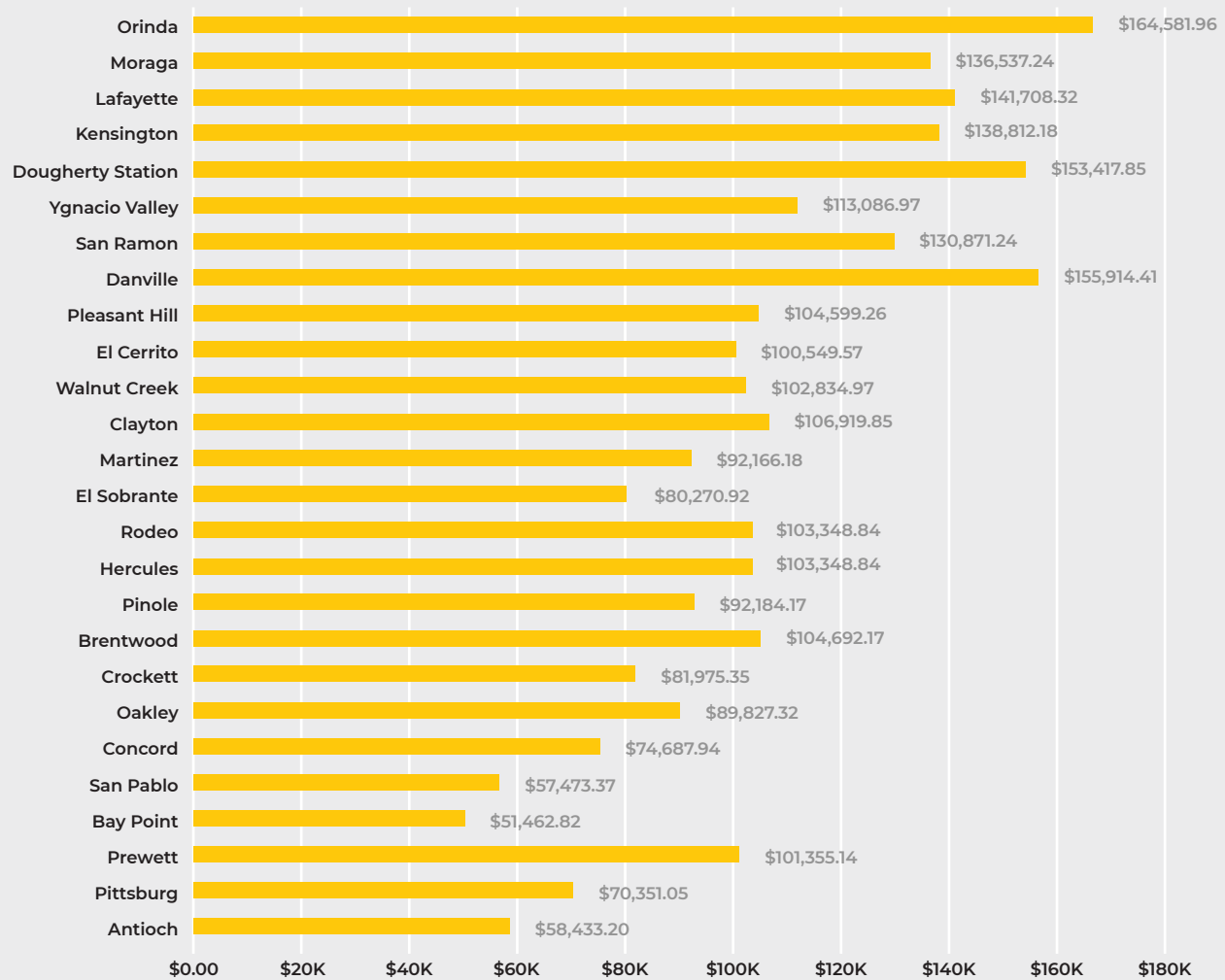
More than 337,000 people have Contra Costa County Library cards, however, there is a significant disparity when looking at who has library cards compared to the average income in each community. Areas with a higher Market Penetration (number of households with at least one active library cardholder) are roughly correlated to areas of higher income.

Market Penetration by Branch



OrangeBoy, Inc. All rights reserved

Median Income by Market Penetration



OrangeBoy, Inc. All rights reserved

This disparity indicates that many low-income or vulnerable residents who could most benefit from the Library's services face certain barriers to using the library regularly such as transportation issues, less free time and most importantly, fewer available library open hours since low-income communities are less likely to have city-funded additional open hours. The following requested positions will help to address these disparities.



Request

\$1.5 million of ongoing Measure X funding for staff will support the implementation or expansion of the following services that will directly benefit underserved residents primarily in low-income areas of the county.

Public Service Branch Positions

The COVID-19 pandemic greatly disrupted education and had a markedly negative impact on reading scores. In Contra Costa County overall reading scores are, on average, down half a grade level. However, low-income students are now behind two grade levels compared to the average student, while students who are not low-income are up by almost one grade. With literacy and reading levels so negatively and unevenly affected by the pandemic, it is critical that the Library increases its efforts to connect families with library resources and services that will improve their children's reading skills. Library staff are currently working with the County Office of Education to create an action plan to help get students' reading back on track. These five positions will enable library staff to go to local schools and other community organizations to support the Library's goal to increase the number of children in the county who are reading at grade-level by third grade.

1.0 Clerk-Senior, 1.0 Library-Assistant, 1.0 Librarian II, 2.0 Librarian I

Student Success Cards

Many students experience barriers when trying to sign up for a library card since they often do not have an ID with their current address or do not have a parent who is available to accompany them to the library to sign them up for a card. The Library's Student Success Card Initiative allows students to use their school ID as their library card if their school is enrolled in this program. This program was successfully piloted with the Antioch Unified School District and now the Library Department is working with the County Superintendent of Schools to create pathways to implement the program in all nineteen school districts in Contra Costa County. This will require additional IT support since school ID numbers from all school districts will need to be imported and managed in a database that will require regular and ongoing updates and maintenance.

1.0 Network Administrator II

Wi-Fi Hot Spots

Close to 26,000 households in Contra Costa County do not have a broadband internet subscription. The Library currently has 300 lendable Wi-Fi hotspots for at-home use that can be borrowed for three weeks at a time. One hundred of these are “Lucky Day” hotspots dedicated to libraries in low-income communities throughout the county. “Lucky Day” hotspots are not available for online reservations and can only be checked out by walk-in patrons. This keeps these devices available in the communities where there are the lowest rates of at-home internet access. All 300 hotspots are checked out at this writing and 236 people are on the waitlist. Since the Library began lending hotspots in 2021, they have been checked out 6,144 times. This program is very labor intensive and an additional staff person will allow the Library to increase the number of lendable hotspots from 300 to 500.

1.0 Library Assistant-Advanced

Virtual Library

The Virtual Library workgroup is responsible for the web presence of the Library, its online resources and other innovative technologies for the public. Since the COVID-19 pandemic the work of the Virtual Library team has grown exponentially as a result of the public’s expectations for increased online services. The Library now offers extensive online programs, events and classes and will be expanding those resources and creating the option for online library card renewals. With the increased demand for online services and resources, the Virtual Library work group is in need of a dedicated manager who can lead and support these important innovative initiatives.

1.0 Information Systems Program Manager



Racial Equity and Diversity

Since 2013, one of the Library's strategic goals is to ensure easy, equitable access to library services for all Contra Costa County residents. As such, the consideration of equity is central to all library operations and services. The Library Department significantly increased its focus on equity and diversity starting in 2018 with the creation of an Equity, Diversity and Inclusion (EDI) staff committee. Starting in 2020, the Library Department began providing ongoing racial equity training to all staff and created an additional committee to systematically review and update all departmental policies, procedures and practices using a racial equity lens. The Library's goal is to become an anti-racist institution so everyone in the county feels welcome, respected, included, and represented at the Library. To further move the organization forward in a systematic and sustained way will require someone who is professionally trained and experienced in this work. This position will help ensure that EDI continues to be at the core of the Library's values. It will be responsible for EDI continuing education for library staff and promoting collaboration across the library's units and other county departments. It will serve as a liaison between the County's Office of Racial Equity and Social Justice and the Library, leading the development and execution of the library's Racial Equity Action Plan. Along with these tasks, this position will serve as a resource for library leadership, employees, and members of the community.

1.0 Racial Equity and Diversity Officer





Project Second Chance

Project Second Chance (PSC) is the Library's adult literacy program that provides free and confidential basic literacy tutoring to both native and non-native English-speaking adults in Contra Costa County. Tutoring is done by trained volunteers with the support of professional staff. Low literacy is associated with several adverse health outcomes, as well as poorer employment and income outcomes. With over 150,000 residents in Contra Costa County speaking English less than "very well" and a limited number of seats available in adult school and community college ESL programs, there is a demonstrated need for more opportunities for adult community members to learn English. This additional position will allow PSC to double the number of English learners it is currently able to serve annually from 50 to 100 people and will focus on providing services in communities with large Spanish-speaking populations, including San Pablo, Pittsburg, Bay Point, and Concord.

1.0 Library Literacy Assistant-Bilingual Spanish

Human Resources

The Library Department is very sparsely staffed and on average 14 percent of its positions are vacant at any given time. Additionally, on a typical day, there are approximately 15 absences due to illness, vacation, jury duty, or training. This creates an urgent need for vacant positions to be filled as soon as possible so Library services can continue without interruption. The addition of an administrative aide will help to ensure that there are no delays in scheduling and preparing interviews and will ensure vacant positions stay unfilled for the shortest duration possible. Additionally, this position will enable the Library to participate in recruitment events the department doesn't typically attend to encourage a more diverse applicant pool that better reflects the communities of Contra Costa County.

1.0 Administrative Aide



Since the Library Department has a fairly high turnover rate, there is a constant need to train new hires. Each new employee is required to complete between 250 and 300 hours of training, depending on the job classification. Ideally, all training should be completed within the first three months of employment to ensure consistent, high-quality customer service, however, because the Library doesn't have a dedicated training specialist, they often take much longer to complete. There is also a strong need for ongoing continuing education so staff are ready for new services, technologies and initiatives that are introduced on an ongoing basis in order to respond to the ever-shifting needs of the county's residents. All training is currently coordinated by a staff committee with support from library leadership. This model works on a limited basis but does not allow for the development of a long-term, strategic, and thoughtful continuing education curriculum that anticipates the needs of staff and the community. This position will also allow the Library Department to develop a robust career pathway program that will include training new managers, mentoring new librarians and preparing interested temporary staff for a career in libraries.

1.0 Training and Staff Development Specialist

Marketing and Promotions

The Library has an enormous amount of high value resources free to use for all community members. However, the public cannot take advantage of these if they don't know about them. The Library's very first Departmental Community and Media Relations Coordinator (DCMRC) was hired in 2015 in response to overwhelming feedback from the public that the Library needed to market itself better. Since then, the Library's DCMRC has initiated several successful marketing initiatives including elevating the Library's social media presence, writing a monthly library column for the East Bay Times, launching the Library's first television and streaming ad campaign and much more. With 26 branches to cover and hundreds of programs, resources and services to promote, the DCMRC has only scratched the surface of possibilities. Having another marketing and communications position will allow the library to connect and reconnect more residents to the Library's resources and services so no one is left behind. With this additional position the library will be able to promote its resources and events in local recreation guides, municipal newsletters, school newsletters, community newspapers, and will be able to do so in languages other than English. Additionally, the Library will be able to increase its email and social media campaigns, and further cultivate its relationships with local media for a bigger and more consistent presence with local news outlets and channels.

1.0 Community and Media Relations Specialist

The Library collects a tremendous amount of data but does not currently have the capacity to fully analyze and utilize it in order to understand the constantly changing community and library user trends and needs. There are also vast amounts of publicly accessible data that can be harnessed to help the Library Department be more informed about its user base. Data is a powerful tool that, given the right expertise, can help determine what library resources are most needed and help ensure that the Library directs its limited resources where there is the greatest need and on what the community most wants and requires.

1.0 Administrative Services Assistant II

World Languages Collection

The Library's World Languages Collection offers material for adults, young adults, and children in formats that include books, periodicals, and audio-visual materials in Spanish, Chinese, Farsi, Russian and Tagalog. In 2022, the library conducted a diversity audit from which it learned there is a need to significantly increase its Spanish, Chinese and Tagalog language collections and introduce Vietnamese and Korean collections at the San Pablo and San Ramon libraries respectively. Because these materials cannot be ordered pre-processed and catalogued, an additional staff member is needed to support that work. With this additional position, the Library will be able to increase the number of items in its existing World Languages Collections by up to 20 percent as well as introduce a Vietnamese and Korean collection.

1.0 Library Assistant-Advanced



Recommendation

If adequately funded, the Library is uniquely positioned to have a deep and far-reaching effect on addressing disparities in our communities that lead to poorer life outcomes for residents in primarily low-income communities. With additional staffing, the Library will be able to further connect residents to resources that will improve their lives and help them reach their fullest potential. Contra Costa County Libraries are trusted and much-loved institutions uniquely positioned to improve and enhance the lives of the county's most vulnerable residents. With libraries in almost every city and community in the county, combined with the vast number of partnerships that have been fostered over the years, Measure X funding allocated to the Library for additional staff will have an exponentially beneficial and long-term impact for the sustained well-being of Contra Costa County residents.





Funding

The Library has a dedicated fund of 1.5 percent of the 1 percent ad valorem property tax. The library does not receive any general fund monies from the County, however in February of 2021 the Board of Supervisors allocated \$200,000 in ongoing Measure X funds to staff the Library's early literacy outreach program for low-income areas and \$4.2 million of one-time Measure X funds to address deferred maintenance issues in county-owned library facilities.

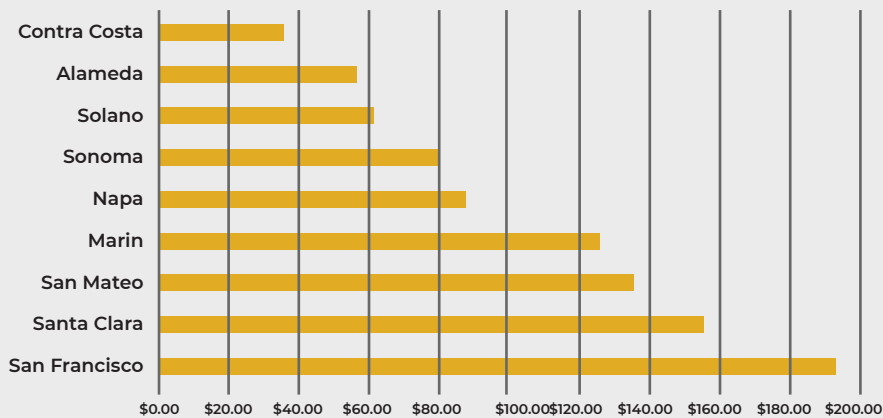
The Library's budget for FY23-24 is \$41.3 million, less than 1 percent of the County's entire budget. The Contra Costa County Library is funded at a significantly lower level than any of the other eight Bay Area counties. This results in far fewer services for county residents and the lowest ratio of staffing per open hours of any of the nine Bay Area County libraries.

Bay Area Library Funding

Library	LIPC*	Population of Service Area	Number of Libraries	FY21-22 Budget
San Francisco	\$196.72	875,010	28	\$146,606,933
Santa Clara	\$ 8.55	438,509	8	\$64,293,810
San Mateo	\$138.39	280,386	13	\$36,475,242
Marin	\$128.38	140,448	10	\$20,095,599
Napa	\$89.04	134,646	4	\$10,759,082
Sonoma	\$80.96	484,207	15	\$37,536,089
Solano	\$62.72	121,205	8	\$22,293,927
Alameda	\$57.17	589,666	10	\$33,856,574
Contra Costa	\$35.98	1,405,443	26	\$36,577,080

*Local Operating Income per Capita (Source: CA State Library)

FY 21-22 Library Operating Income per Capita



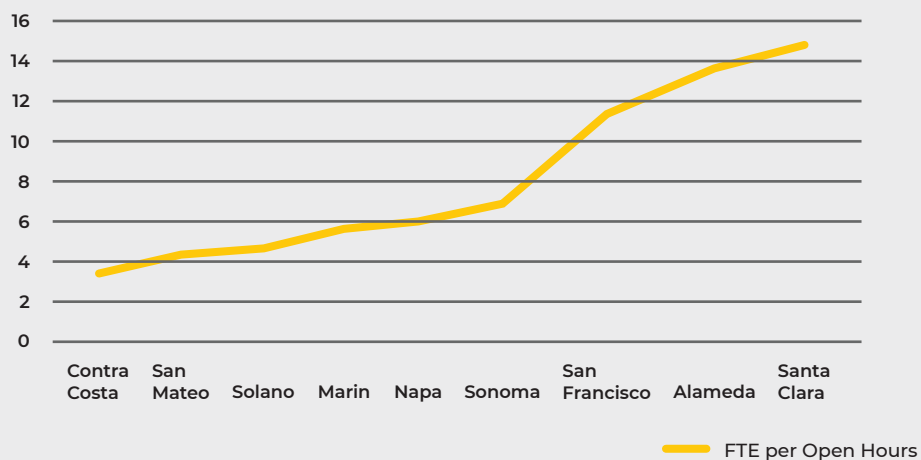
Source: California State Library, FY 21/22

Full Time Employees

Library	FTE 21-22	Open Hours 21-22	FTE per Open Hours
Contra Costa	205.8	59,202	.35%
San Mateo	122.35	28,556	.42%
Solano	129.23	26,724	.49%
Marin	120	21,550	.56%
Napa	45.8	7,600	.60%
Sonoma	215.35	31,113	.69%
San Francisco	670	58,720	1.14%
Alameda	242.86	17,908	1.36%
Santa Clara	331.26	22,358	1.48%

*FTE - Full Time Employees

FTE per Open Hours



CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, September 21, 2023

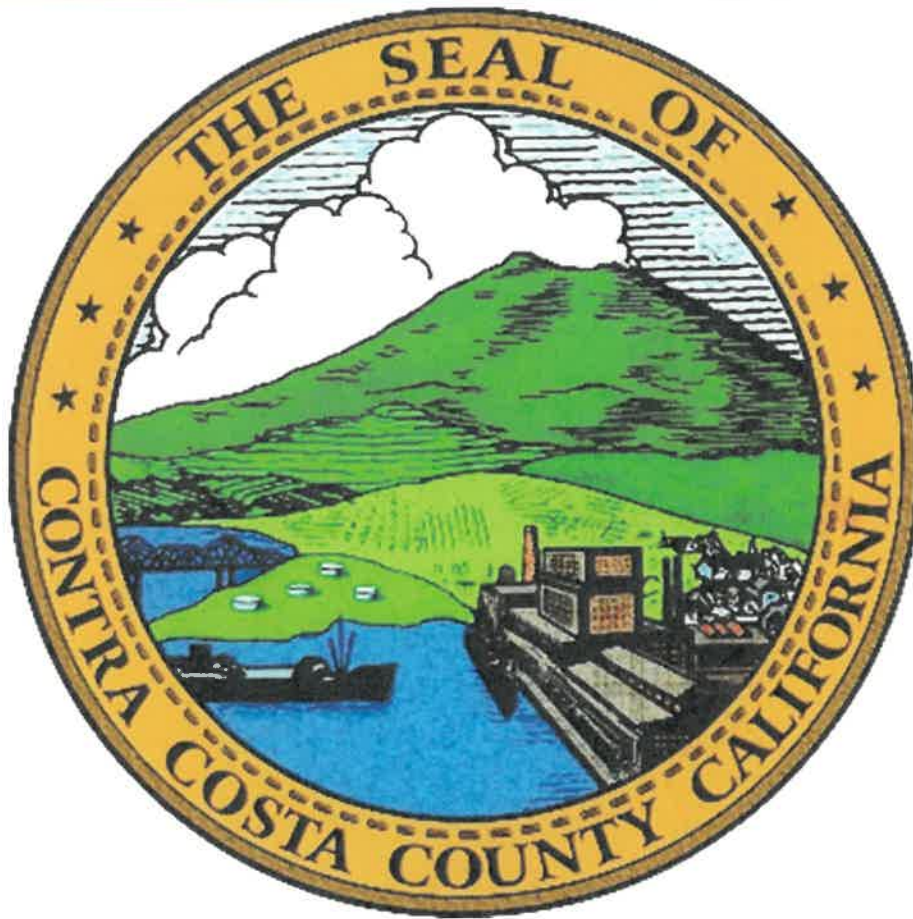
AGENDA ITEM #: 10.

ITEM: TRIENNIAL REVIEW 2023

RECOMMENDED ACTION:

Commissioners will vote to approve, with or without edits, the preliminary version of the Triennial Review. The final version for submission to the Board of Supervisors will be presented in November.

Contra Costa County Board of Supervisors



Triennial Sunset Review of Appointed Boards, Committees, & Commissions

Phase I

INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed, in whole or in part, by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase I of the Triennial Review will cover the years 2020, 2021, and 2022. Please complete all three parts of the attached survey, including [Part I: Questions](#),

[Part II: Materials](#), and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Friday, December 1, 2023**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
Attn: Lauren Hull, Senior Management Analyst
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

STAFFING & CONTACT INFORMATION

Name of Advisory or Independent Body: Contra Costa County Library Commission

Name of Person Completing the Triennial Review Survey: Walter Beveridge

Chairperson Name: Michael Fischer / El Cerrito Commissioner

Main Staff Person Name: Walter Beveridge

Staff Agency/Department: County Library

Main Staff Telephone Number: 925-608-7730

Main Staff Email: walter.beveridge@library,ccccounty.us

Website (enter "N/A" if the body does not have a website): CCCLib.org/Commission
(webpage only)

How many staff members provide support for this body? 2

On average, how many total hours per week of staff support does this body utilize? 25

MEMBERSHIP

1. How many authorized, voting seats are on the body? 24
2. How many authorized, voting seats are currently filled? 23
3. Does the body have a sufficient number of members to achieve its mission?

☒ Yes

☐ No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

Click or tap here to enter text.

4. Does the body have a sufficient composition of members/types of seats to achieve its mission?

☒ Yes

☐ No

If "No", please indicate which seats you would modify and why.

Click or tap here to enter text.

5. **Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

☐ Yes

☒ No

If “Yes”, please describe the membership challenges experienced.

Click or tap here to enter text.

6. **Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

☐ Yes

☒ No

If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

Click or tap here to enter text.

MEETINGS

1. **How many “full body” meetings were scheduled during the last 36 months?** 18
2. **How many “full body” meetings were cancelled during the last 36 months?** 2
3. **How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** None – Canceled due to covid
4. **How many subcommittees does the body have and how frequently do they meet?**
2: A legislative committee that meets monthly and an annual report committee that convenes and meets 2 or 3 times in the Fall to compose the annual report to the supervisors.
5. **How many times did members attend meetings remotely for “just cause” in the past year?** 10
6. **How many times did members attend meetings remotely for “emergency circumstances” in the past year?** 2
7. **Aside from being in person, how can members of the public view meetings and provide public comment?**
☐ N/A (i.e. attending in person is the only option)
☐ Via both phone and an online platform
☐ Via phone only
☒ Via an online platform only

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

- 1. How does the body engage stakeholders and the general public on issues and programs within the body's area of responsibility? During every meeting of the Library Commission, members are encouraged to share newsworthy items as they relate to services, programs and collections. For example, there was one library under construction/remodel that opened in August of 2022 (Pleasant Hill). Other facilities have received refreshes or received extensive improvements (Antioch/June of 2020/asbestos abatement, ANT/Apr 2021/Paint, carpet, shelving, Ant Apr 2022/HVAC, Kensington/Aug 2022/Roof Replacement, Concord/Aug 2022/Children's area). Commissioners are encouraged to report out to their respective city councils, MACs or school districts (Bay Point/Oakley). Many Commissioners also serve on Library Friends or Foundation Boards in their respective communities. The Chair of the Library Commission has joined the County Librarian and staff in meetings with legislators regarding issues upon which the Board of Supervisors has taken a position. Previously Library Friends, Foundation and Commissioner Forums were held to allow for all CCCL stakeholders to come together to discuss best practices, learn more about the Library strategic plan, marketing and communications plan and legislative issues that will impact CCCL. While these forums were not held during the triennial period under review due to the covid pandemic, plans are underway to begin to hold these forums again in the near future.**
- 2. How are stakeholder and public input incorporated into the body's mission and objectives? There are opportunities for the public to attend and address the Library Commission meetings during the public comment section of each of the meetings or submit written communications, also agendized and read into the minutes. As noted in item 1 above, in the past, Annual Forums captured comments and suggestions throughout the event to inform the Commission and staff. Library Commissioners frequently serve as members of community-specific Friends of the Library or Library Foundation organizations, which helps strengthen the linkage between the communities and the County Library. Library Commission agendas and supplemental materials are posted on the Commissions' web page, at all library locations, the Clerk of the Board's Office and various other locations for public consumption.**
- 3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities? The County Librarian meets regularly with each member of the Library Commission and is a dues paying member of most Friends organizations. City library committees (San Ramon), other city, county and school staffs and community members and organizations (Library Friends and Foundations), Mayors Conference and the PMA to talk about County Library operations, mission, vision and goals and how this benefits residents of CCC. Library Commissioners are encouraged to regularly report out to their appointing authorities about the activities of the Commission and the Library.**

4. **How far in advance of the meeting date does the body post its meeting notice? The requirement is that notices will be posted at least 96 hours before a meeting. Usually the notices are posted a week in advance. The meeting agenda and packet are also posted a week in advance on the Commission page of the Library's website.**
5. **Where are meeting notices posted? Please note all locations, both physical and electronic. Official posting locations are Library Administration, Pleasant Hill Library, Walnut Creek Library and the Clerk of the Board's Office. Agendas are also sent to each Supervisor's Office, the County Administrator's Office, all Community Libraries, the City of Richmond Library and City offices. The meeting notice and agenda packet are also uploaded onto the County Library website.**
6. **What information is regularly presented to the body's members to keep them informed of the body's performance? Library staff and other commissioners regularly report to the full commission on city, library, state and federal budgets, strategic planning, staffing challenges, new library construction, marketing and communications plans, outreach and initiatives and new developments in library administration and operation. One such example in the currently triennial review period involved a change in the pricing for printing material at the library – a significant equity issue. Library staff had proposed a change in the fee providing that the first 10 pages involving printing a document in black and white would be free. This proposal was presented to and discussed at a commission meeting and the commission voted to recommend that fee change to the Board of Supervisors in conjunction with library administration. The change in fees was approved by the Board.**

The increasing role of libraries as “second responders” is also presented including providing services to the community in areas such as diversity, equity and inclusion, public health (including the covid pandemic), and people experiencing homelessness.

MISSION & PURPOSE

1. **Is this body or its activities mandated by state or federal law or regulations?**
☐ Yes
☒ No
If “Yes”, please provide the citation to the applicable law. [Click or tap here to enter text.](#)
2. **What is the original purpose and responsibility of the body, as prescribed in its establishing documents? The Contra Costa County Library Commission was originally established in March 1991 for a two year period and has been reauthorized by both the Board of Supervisors and the Mayors Conference for continuance. The original purpose and responsibility of the Commission is five part: 1) To serve in an advisory capacity to the Board of Supervisors and the County Librarian; 2) To provide community linkage to the County Library; 3) To establish a forum for the community to express its views regarding the goals and operations of the County Library; 4) To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need; and 5) To develop and recommend proposals to the Board of Supervisors 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.

3. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?

☐ Yes

☒ No

If "Yes", please describe these changes.

[Click or tap here to enter text.](#)

4. Are the body's bylaws reflective of the body's current mission, purpose, and focus?

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ

from the existing bylaws.

[Click or tap here to enter text.](#)

5. Do you recommend changes to the body's mission, purpose, or focus?

☐ Yes

☒ No

If "Yes", please explain the changes you would suggest and why.

[Click or tap here to enter text.](#)

6. What target population or priority communities are served by the body? The Library Commission serves as an advisory body to the Board of Supervisors and the County Librarian. In that capacity, their target population is all current and regular library users and residents, which encompasses the whole of the County excepting the City of Richmond which has its own municipal library. In addition, the commissioners who are appointed by their cities or towns report back to their appointing authority keeping the cities and towns informed and active in library issues. As libraries play an increasing role in providing access to information and informing their patrons of the importance of factual information, this cross-communication is increasingly important to the continued health and vitality of our democracy.

7. List activities, services, programs, and/or special projects the body delivers to achieve its current mission. The Library Commission serves as an advisory body to the Board of Supervisors and the County Librarian. In that capacity, their target population is all current, regular and potential library users and residents, which encompasses the whole of the County excepting the City of Richmond which has its own municipal library. Commissioners also participate in advocacy meetings with legislators during the spring in support of BOS-approved legislation. Four such visits in 2023 and four in 2022.

BUDGET

1. Does the body have an annual operating budget?

☐ Yes

☒ No

2. Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?

☒ Yes

☐ No

If “Yes”, please list the organization.

Library Foundation of Contra Costa. Individual members of the commission, the County Librarian, and other members of the library community have been concerned about the financial inequity among various parts of the county as to the availability and amount of private funding for enhanced library programs, facilities, and activities. In an effort to help increase the private funding for underfunded areas, there was been created the Library Foundation of Contra Costa, a IRC 501(c)(3) group that works to get donations without reducing funding available to other library friends and foundation groups and providing grants to help achieve greater equity. While the actual creation of the foundation took place in 2023, which included both a generous allocation of Measure X funds and pro bono attorney assistance arranged by Supervisor Gioia, much of the preparation work for this foundation took place in the 2020-2022 period covered by this triennial review report.

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

☐ Yes

☐ No

If “Yes”, please provide a description of the challenge or concern.

Click or tap here to enter text.

If “Yes”, please also list who is affected by this challenge or problem.

Click or tap here to enter text.

If “Yes”, please also list what changes or other recommendations the committee has considered in response.

Click or tap here to enter text.

ACCOMPLISHMENTS & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission. *Click or tap here to enter text.*

2. Describe any effects the body has had on the target population or community. *Click or tap here to enter text.*

3. Optional: Describe any additional comments on the effectiveness of the

accomplishments and impact of the body. You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. [*Click or tap here to enter text.*](#)

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the last 5 meetings
 - ☐ Attached; *or*
 - ☒ Link: [*Click or tap here to enter text.*](#)

- Minutes (or records of action) from the last 5 meetings
 - ☐ Attached; *or*
 - ☒ Link : [*Click or tap here to enter text.*](#)

- Bylaws currently in effect
 - ☐ This body does not have bylaws; *or*
 - ☐ Attached; *or*
 - ☒ Link: [*Click or tap here to enter text.*](#)

- Annual Reports for years 2020, 2021, and 2022 if available, as submitted to the Board of Supervisors
 - ☐ There are no annual reports for the years 2020-2022; *or*
 - ☐ Attached; *or*
 - ☐ Link: [*Click or tap here to enter text.*](#)

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase III survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Michael Fischer

Signature of Chairperson: _____

Date: _____

**Name of Board, Committee, or Commission (body) Staff Person: Walter
Beveridge** _____

Signature of Staff Person: _____

Date: _____

Please direct completed surveys and any questions to:

Lauren Hull, Senior Management Analyst for the Clerk of the Board

Lauren.Hull@cob.cccounty.us

(925) 655-2007

Thank you for your time and cooperation!