



MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, November 16, 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/82292423390?pwd=aZedToxVRfTEy9sVk6dvBLEuLkeaea>

.1

HOW TO
JOIN VIA
CALL-IN:

Meeting passcode is 656276 You may also dial in using this number: 1(669) 900-9128

Meeting I.D.: 822 9242 3390

- 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, November 15, 2023 to confirm your attendance 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 925-818-0049 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
(25 mins.) **CCC LIBRARY LITERACY OUTREACH VAN –**
Librarian II Bella Merrill will update the commissioners on the purpose of the new literacy van and discuss how and where it will be deployed.

CONTINUED BUSINESS

8. 8:00 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 present the 2023 Annual Report/work Plan. **(5 minutes).** - *attachment 3*

OTHER BUSINESS

9. 8:15 P.M.
ACTION
(15 mins.) **TRIENNIAL REVIEW 2023 - *attachment 4***
Commissioners will have the opportunity to review the final draft before voting to accept it (with or without further edits) and send it on to the BOS on or before the 12/1/2023 deadline.
10. 8:30 P.M.
ACTION
(10 mins.) **SET COMMISSION MEETING DATES FOR 2024 – *attachment 5***
Commissioners will vote to adopt meeting dates for 2024.
11. 8:40 P.M.
Action
(10 mins.) **NOMINATIONS AND ELECTION OF 2024 LIBRARY COMMISSION OFFICERS -**

Chair of the Nominating Working Committee Commissioner Feree will explain the groups process then present the slate of candidates to the Commission. Nominations will also be taken from the floor and the election of Library Commission Officers for 2024 will be held.

- 12. 8:50 P.M. Information (5 Mins.)** **CORRESPONDENCE -**
Commissioners will review commission correspondence
- 13. 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.
- 14. 9:00 P.M.** **ADJOURNMENT to the January 16, 2024 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

- 1. TBD This evening**

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

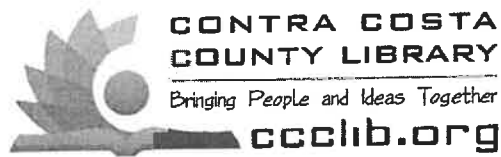
MEETING DATE: Thursday, November 16, 2023

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/September 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.

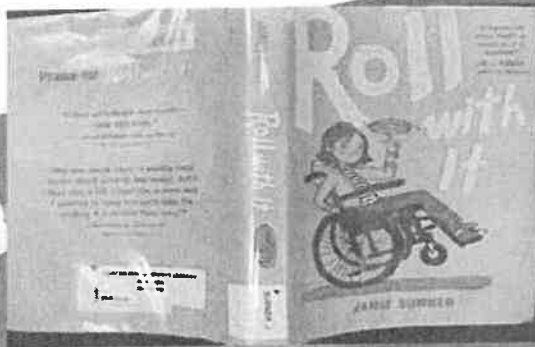
CONTRA COSTA
COUNTY LIBRARY'S
COLLECTION
DIVERSITY AUDIT
EXPERIENCE



234,095
Unique titles in the system

1,050
Target sample size

978
Responses



Jacket design by Sonia Chaghtabassian 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
1110 FPG

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 : Athabasca, [2019] ; summary. Twelve-year-old Ellie, who has cerebral palsy, finds her life transformed when she moves with her mother to a small town in Oklahoma to help care for her grandfather, who has Alzheimer's Disease.

Identifiers: LCCN 2018043155 ; ISBN 978153443559 (hardcover) ; ISBN 978153443575 (eBook)

Subjects: CYAC: Family life--Oklahoma--Fiction. / Cerebral palsy--Fiction. / People with disabilities--Fiction. / Alzheimer's disease--Fiction. / Moving, Household--Fiction. / Oklahoma--Fiction.

Classification: LCC PZ7 .S5445 Rol 2019 (print) ; 838 .P74--dc23

1st printed available at <https://www.loc.gov/2019043155>

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 Scrouffers 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 Well-being issues?

☒ Yes

☐ No



CONTRA COSTA
COUNTY LIBRARY
Bringing People and Books Together
cccib.org

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

Write item prompt: Do the language other than English...

25

☐ No

26

Write item prompt: Do the language other than English...

27

☐ No

28

Do they indicate author/illustrator characters or content

☐ No

☐ No

42

Additional information about the item you would like to note

Cerebra cas. Alzheimer's disease cereb. ex suggests a character might be on the spectrum

Submit



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ccclib.org

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 ▼

Items

Titles

Percentages

Totals

DEI Trend

226,234 (22.1%)

Fiction

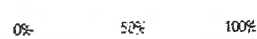


Non-Fiction



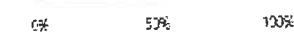
Audience

Adult
Juvenile
Teen



Fiction & Non-Fiction by Audience

AF
ANF
JF
JNF
TF
TNF



Items Analyzed ⓘ

1,024,060

Physical



Digital



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

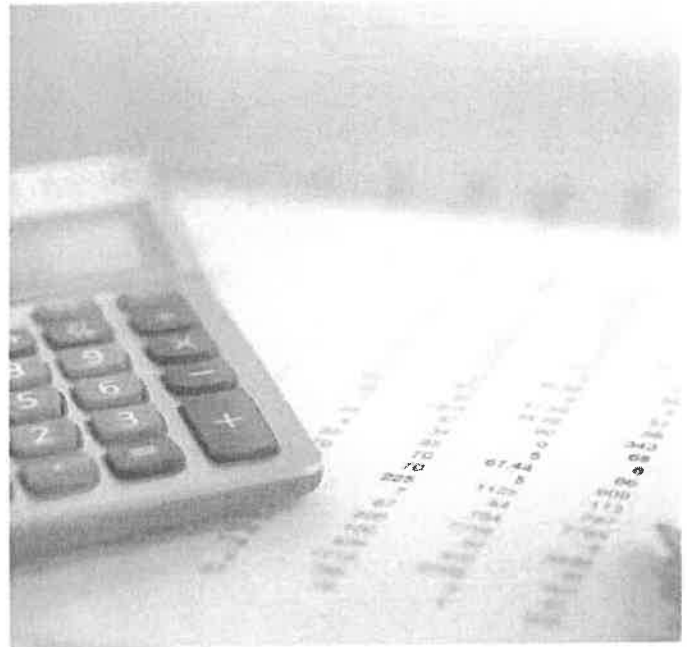
Orinda

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, November 16, 2023

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN'S REPORT

RECOMMENDED ACTION:

None Required

County Librarian's Report to the Library Commission

Thursday, November 16, 2023

SUNDAY HOURS UPDATE

Library staff are continuing to collaborate with the City of Concord to plan for Open+ Sundays open hours to be implemented during the 2024 calendar year, likely in the Fall of 2024.

MORAGA LIBRARY REOPENING

After being closed for 10 weeks for interior work that included new carpeting throughout, a new and relocated staff desk, new furniture in the old location of the service desk and a resetting of shelving to improve accessibility. Many thanks to the Town of Moraga and the Friends of the Moraga Library for contributing funds for this significant remodel.

DANVILLE LIBRARY CHILDREN'S ROOM RE-OPENING

The Danville Library held a ribbon cutting ceremony for its renovated Children's Room on Monday, October 23, 2023, from 4:00 pm to 5:00 pm. The refresh includes two new coats of paint, new flooring, new furniture, and an expanded mural. The event was a great success, and the renovated space looks fantastic. Congratulations to the Danville Library staff and many thanks to the Town of Danville for funding the upgrades.

HERCULES LIBRARY HOMESCHOOL RESOURCE CENTER

On Tuesday, October 17, the Hercules Library opened a Homeschool Resource Center in its former computer lab into. The center is designed to support homeschooling families with educational materials and opportunities to connect with others in the homeschool community. Library staff report that patrons travel from all over to access the center's materials and resources.

NORTH RICHMOND REMOTE LOCKERS

The North Richmond Lockers at the North Richmond Senior Center are now available as a pickup location for holds. Patrons can pick up items M-F between 9am-1pm. The hours for the lockers are limited to the hours that the senior center is open. Patrons can

have their items sent to the North Richmond Lockers by selecting "North Richmond Lockers" as the pickup location.

Library staff have been visiting the senior center for weekly to sign residents up for library cards, promote the new lockers and teach them how to use the lockers. Further promotion of the lockers is in the works now that they are operational.

NEW DIGITAL RESOURCE: THE PERFORMING ARTS COLLECTIONS FROM ALEXANDER STREET

This collection of Music, Dance, and Theatre resources covers hundreds of genres and a wide range of content types, from instruction to performance. Leading content providers include the

National Theatre, Royal Shakespeare Company, Qwest TV, Smithsonian, L.A. Theatre Works, Broadway On-Demand, and many more.

SPOTIFY AD PROMOTING LIBBY

The Bay Area Information Systems Libraries (BALIS, which consists of all the public libraries in Contra Costa, Alameda and SF) funded an ad on Spotify promoting e-audiobooks on Libby: adstudio-assets.scdn.co/ogg/b5f6f4b37c90111e4b2a0314fe7949ec8ae9b3c7.ogg

Libby is the only product all BALIS libraries subscribe to in common. BALIS chose to focus on downloadable audiobooks since it is the fastest growing segment of the publishing industry, and Spotify was chosen since it is geared towards listening. The ad launched on October 17th and will run for approximately two months. Based on how successful it is, BALIS may fund a longer run later this year.

ACA-1 ON THE BALLOT IN NOVEMBER 2024

This ballot measure will ask voters whether the threshold to pass special taxes and bonds that cities use to pay for local services and affordable housing should be lowered from two-thirds to 55%, the same bar required to pass bonds for school renovations. Public libraries are specifically included in the text of ACA-1.

SB-321 SIGNED BY GOVERNOR NEWSOM-LIBRARY CARDS FOR THIRD GRADERS

SB 321 tasks the State Library with the creation of a new program to: “facilitate partnerships between local public libraries and local educational agencies (LEAs) that would provide a library card to every pupil by the third grade.”

Respectfully submitted by Alison McKee, County Librarian

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 4

MEETING DATE: Thursday, November 16, 2023

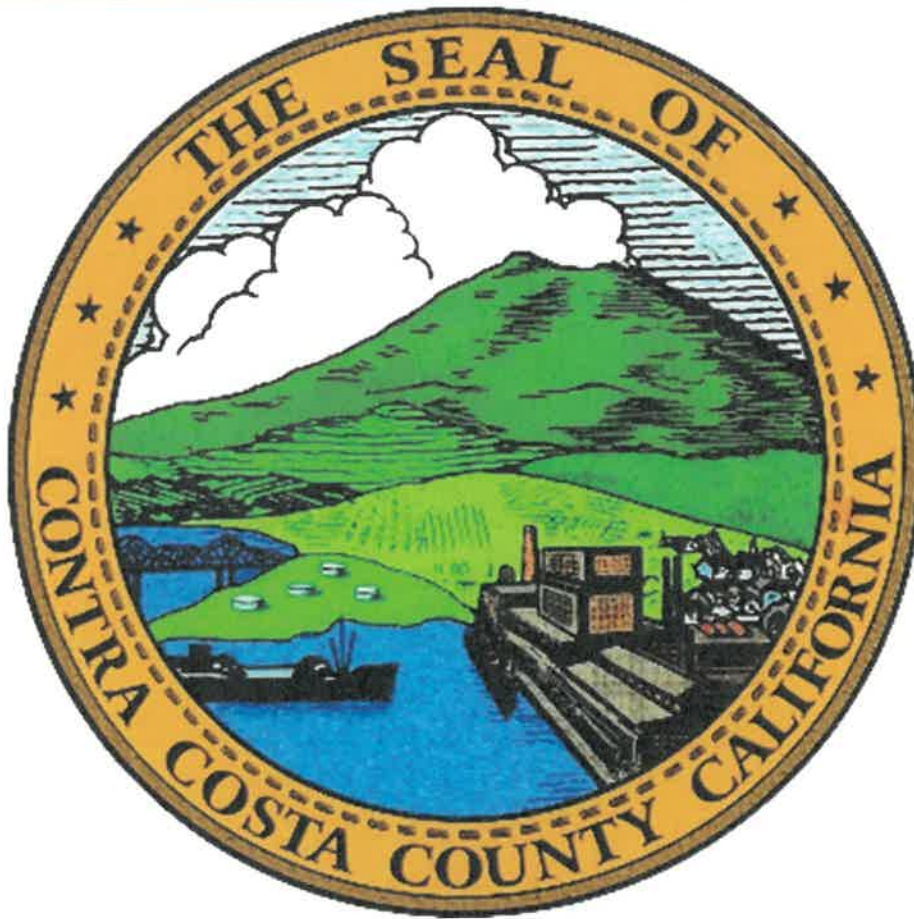
AGENDA ITEM #: 9.

ITEM: 2023 TRIENNIAL REPORT

RECOMMENDED ACTION:

Commissioners will vote to accept, with or without changes, the 2023 Triennial Report to the Board of Supervisors.

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?** Commissioners are encouraged to, and often do, report out to their respective city councils, MACs or school districts (Bay Point/Oakley) on activities of the Library Commission and Library news. Many Commissioners also serve on Library Friends or Foundation Boards in their respective communities.
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. These comments may inform the Commissions work plan. Comments and suggestions from participants at forums hosted by the Library Department for Friends and Foundation board members and Library Commissioners may also inform the Commission's annual work plan.
3. **What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?** The County Librarian meets regularly with many of the Friends and Foundation organizations and encourages them to attend the Library Commission's meetings as do staff at the Library branches. The Library Commission has its own page on the Library's website that is easily found in the footer of the site. 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
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?** Commissioners develop a work plan each year and report out on their activities related to their work plan at each Commission meeting.

MISSION & PURPOSE

- **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.](#)

- **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.

- **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.](#)

- **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.](#)

- **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.](#)

- **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.

List activities, services, programs, and/or special projects the body delivers to achieve its current mission. In January of 2021, the Chair of the Library Commission served on the hiring panel for County Librarian interviews. Commissioners participate in

advocacy meetings with both State and Federal legislators each Spring in support of BOS-approved legislation. At the January 2022 meeting, Commissioners heard a presentation from Department of Conservation and Development staff on the County's draft general plan and provided input on the Library related items. At times, the Commission provides input on potential changes to library policy, such as recommending that the Board of Supervisors make permanent the waiver of printing fees for the first 10 black and white pages for the public. This change was approved by the Board in February of 2022. Throughout 2022, many members of the Commission advocated to the Board of Supervisors for Measure X Funding for the Library Department by making public comment or submitting written letters of support. A portion of the MX funding the library received is to be used as seed funding to establish a countywide library foundation. The foundation (Library Foundation of Contra Costa) is now established and its board consists entirely of either current or former library commissioners. In 2022, Commissioners (along with Friends and Foundation Board members) were invited to participate in three different 2-hour racial equity trainings. In the Fall of 2023 Commissioners participated in a strategic planning session with the Library's strategic planning consultant in order to provide input for the revised plan.

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.

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!

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, November 16, 2023

AGENDA ITEM #: 8C.

ITEM: 2023 ANNUAL REPORT / 2024 WORK PLAN

RECOMMENDED ACTION:

Commissioners will vote to accept, with or without edits, the 2023 Annual Report and 2024 Work Plan to the Board of Supervisors.

Annual Report, Contra Costa County Library Commission (November 2022 through October 2023)

Introduction

This report captures the activity of the Contra Costa County Library Commission over the past 12 months. The Library Commission, a citizen advisory body to the Board of Supervisors and the County Librarian, provides a community perspective to library policy and administration.

The Library Commission drafted an annual work plan, with goals to support library services and funding, community engagement and system collaboration. The workplan goals are to;

1. Help support sustainable funding and support library programs and services to better serve all segments of our patrons;
2. Collaborate with elected officials, community groups and residents to engender broad support for the library;
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;
4. Serve as an advisory committee to the County on library issues.

The detailed description of the work toward these four goals are discussed herein.

About the Commission

The Contra Costa Library Commission is a citizen advisory body to the Board of Supervisors and the County Librarian, appointed by local public officials:

- Eighteen members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils (excluding Richmond)
- Five members representing Contra Costa County - each Supervisor appoints one Commissioner
- One member representing the Central Labor Council
- Four Ex-Officio members representing the College District, East Bay Leadership Council, Office of Education, and the Friends Council.

The Commission meets six times a year and receives reports on library policy, administration and operations prepared under the supervision of the County Librarian. The Commission asks questions, offers comments, and provides feedback. Additionally, individual commissioners engage with local policy makers, community groups and patrons to support and promote their local libraries. Annually, the Commission submits a report to the Board of Supervisors and other appointing authorities of its activities. This report covers from November 1, 2022 through October 31, 2023.

Activity Report

The activities are listed in this annual report follow the goals of Commission's work plan, submitted with last year's annual report.

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

On November 7, 2022, the Library Foundation of Contra Costa (Foundation) was incorporated as a California Public Benefit Corporation. Using \$50,000 of Measure X seed funds granted by the Board of Supervisors in January 2023, the Foundation elected a board of trustees, established an on-line presence, and received Federal tax-exempt status. The Foundation will be key to supporting library program and services funding countywide.

Goal 2: Collaborate with elected officials, community groups and residents to engender broad support for the library.:

The Commission's Legislative Working Group reviews legislation and other issues that affect our libraries for awareness, and advocacy, consistent with and aligned to the Board of Supervisor's policies and positions.

This year, the Legislative Working Group tracked state and federal legislation impacting library funding, including Governor Gavin Newsome's proposed budget. The Legislative Working Group also met with Assemblymember Grayson (District 15),

State Senator Glazier (District 07) and State Senator Skinner (District 09 and chair of the Budget Committee), to solicit their support for state earmarks for the Bay Point library.

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

Commissioners engage with local library staff and community groups to support and promote library programs. Engagement and advocacy by individual commissions include:

- Commissioner Ferree, the Clayton Community Library Foundation CCLF and branch library personnel successfully collaborated to promote a new senior Memory Café program, a Lindsay Wildlife Museum presentation, a Lawrence Hall of Science event, several arts/crafts project days, story time, and many more events.
- Commissioner Hoisington advocated for addition services hours with the Lafayette City Council and supported branch Librarian Rob Tygett's presentation for Library Week to the Council.
- Commissioners DeFraga and Dexter shared how the Martinez Friends book sale feature a \$5per bag of book as a means of moving merchandise for other Friends Groups to consider.

- Commissioner Dozier established a quarterly coordination meeting with Pleasant Hill Branch Librarian Patrick Remer to discuss goals, library programs, and funding.

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.

The Commission continues to support local branch librarians and the County Librarian to promote programing and resources available to the community. As a part of this effort, Commissioners, Library Friends, and Foundation members participated in a strategic planning session led by the consulting firm Orange Boy Inc to provide feedback on the following:

1. The critical community issues over the next five years.
2. The library's greatest growth opportunity.
3. What are the skill gaps in the community.
4. How can the library help fill those skill gaps.

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

At each meeting, the Commission receives reports from the County Librarian and staff on policy, plans and operations. In these presentations, Commissioners pose questions and provide input. An ongoing concern is library access, specifically service hours. Since the COVID 19 pandemic, no county library has been open on Sundays. The Commission heard an updated report on branch hours from the County Librarian. The County Librarian

presented a framework that would bring back library hours but on a more stable and equitable basis for input and comment.

Summary

Over the past 12 months, the Contra Costa County Library Commission has supported library funding through the establishment of the Library Foundation, advocated with State and local policy makers for legislative and financial support, liaised with branch libraries and community groups to develop and promote services and programming, and provided input on Library strategic planning and operations. The Commission continues to serve as a bridge between branch libraries, citizen groups, policy makers and patrons to secure funding, increase access and uphold the community value of the Contra Costa County Library System.

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

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created to serve in an advisory capacity to the Board of Supervisors and the County Librarian. 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."

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

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

- Exploring ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Advocating for additional funding for branch libraries for Increased resources to better serve their local communities.

- Providing 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, including;

- Conducting 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.
- Taking a more active role in the American Library Association and California Library Association lobbying efforts.briefing appointing authorities (city/town council, Supervisor, board or agency) periodically on Commission activities, initiatives, and identified library needs and, when appropriate, seeking their advocacy or endorsement.
- Collaborating with library staff to promote library activities and services with public officials at the federal, state, and local level.
- Educating organizations and individuals at the local, county, state and national level about the value and services offered by the library.
- Involving the local communities in Library Commission meetings.
- Encouraging 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 .

- Partnering with the Library to understand and address issues of Equity, Diversity and Inclusion.
- Recommending methods to overcome barriers to library services for various patrons.
- Fostering civic discussion on library issues.
- Highlighting the role of libraries in disseminating factual information and to identify misinformation and disinformation.

Goal 4: Advise the County on library issues, including;

- **Assisting new local library staff in understanding the needs, resources and organizations of the local community.**
- **Providing 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 ##, 2023

Commissioner Attendance / 2023

Commissioner	Jan	Mar	May	Jul	Sep	Nov	1 = Attended 2 = Excused 3 = Absent 0 = Not on Comm X = Canceled	# Mtgs	A	P	E
John Huh	1	1	1					6			
Vivian Faye	3	3	3					6			
Linda Sendig	1	1	1					6			
Jacalyn Feree	1	1	1					6			
Tommy Smith	1	1	1					6			
Nicole Gemmer	1	1	1					6			
Robert Sanguedolce	1	1	2					6			
Barry Koops	1	3	3					6			
Michael Fischer	1	1	2					6			
Jo Ellen Marcotte	1	1	1					6			
Mary Ann Hoisington	1	1	1					6			
Dorothy Walker	1	1	1					6			
Matthew DeFraga	1	1	1					6			
Jim Dexter	1	1	3					6			
Emily Bergfeld	0	0	0					6			
Amenda Kung	0	0	0					6			
Arnold Fitzpatrick	3	3	1					6			
Shrikant Garde	1	2	2					6			
Zelda LeFrak-Belleci	3	2	1					6			
George Pursley	1	3	1					6			
Julia Dozier	1	1	1					6			
Richard Means	1	2	1					6			
Antonio Medrano	1	1	3					6			
Michel Masuda-Nash	2	1	1					6			
Jasun Molinelli	3	3	1					6			
Heather Lurvey	1	1	2					6			
Bryan Thomas	3	3	3					6			
Stacie Hinton	3	3	3					6			
Rachel Rosekind	1	1	1					6			
Susan Hildreth	2	2	2					6			
Michael Swernoff	2	1	1					6			
Claire Alaura	3	3	3					6			
Clifton Louie	1	1	1					6			
Sue Hamill	0	0	0					6			
Dennisha Marsh	0	0	0					6			
Robin Eckert	0	0	0					6			
Lynn Mackey	2	2	1					6		0	0

Names highlighted in yellow above still need to certify they've (re)viewed the B Implicit Bias Videos

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 5

MEETING DATE: Thursday, November 16, 2023

AGENDA ITEM #: 10.

ITEM: 2024 COMMISSION MEETING SCHEDULE

RECOMMENDED ACTION:

Commissioners will vote to accept the proposed meeting schedule for 2024.

Proposed Dates for 2024 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 2024 are as follows:

Thursday, January 18, 2024

Thursday, March 21, 2024

Thursday, May 16, 2024

Thursday, July 18, 2024

Thursday, September 19, 2024

Thursday, November 21, 2024

Meeting times will remain 7pm to 9pm. The location for Library Commission meetings will continue to be the new County Admin Building at 1025 Escobar Street in Martinez.