

# 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 the period from November 1, 2022 through October 31, 2023.

## Activity Report

The activities 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 (LFCC) 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 LFCC elected a board of trustees, established an on-line presence, and received Federal tax-exempt status. The LFCC will be key to supporting library programs and services funding countywide. All members of the LFCC Board are current or former library commissioners.

### **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 features a \$5 per bag of books 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 staff and the County Librarian to promote programming 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 2023 through October 2024)

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 by 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 unanimously by the Commission November 16, 2023

## Commissioner Attendance / 2023

<i>Commissioner</i>	<i>c</i>	<i>Jan</i>	<i>Mar</i>	<i>May</i>	<i>Jul</i>	<i>Sep</i>	<i>Nov</i>	1 = Attended 2 = Excused 3 = Absent 0 = Not on Comm X= Canceled	<i># Mtgs</i>	<i>A</i>	<i>P</i>	<i>E</i>
John Huh		1	1	1	Cxld	Cxld	1			4		
Vivian Faye		3	3	3	Cxld	Cxld	3		4			
Linda Sendig		1	1	1	Cxld	Cxld	1		4			
Jacalyn Feree		1	1	1	Cxld	Cxld	1		4			
Tommy Smith		1	1	1	Cxld	Cxld	1		4			
Nicole Gemmer		1	1	1	Cxld	Cxld	1		4			
Robert Sanguedolce		1	1	2	Cxld	Cxld	1		4			
Barry Koops		1	3	3	Cxld	Cxld	2		4			
Michael Fischer		1	1	2	Cxld	Cxld	1		4			
Jo Ellen Marcotte		1	1	1	Cxld	Cxld	1		4			
Mary Ann Hoisington		1	1	1	Cxld	Cxld	1		4			
Dorothy Walker		1	1	1	Cxld	Cxld	1		4			
Matthew DeFraga		1	1	1	Cxld	Cxld	2		4			
Jim Dexter		1	1	3	Cxld	Cxld	3		4			
Emily Bergfeld		0	0	0	Cxld	Cxld	1		1			
Amenda Kung		0	0	0	Cxld	Cxld	3		1			
Arnold Fitzpatrick		3	3	1	Cxld	Cxld	3		4			
Shrikant Garde		1	2	2	Cxld	Cxld	2		4			
Zelda LeFrak-Belleci		3	2	1	Cxld	Cxld	3		4			
George Pursley		1	3	1	Cxld	Cxld	2		4			
Julia Dozier		1	1	1	Cxld	Cxld	2		4			
Richard Means		1	2	1	Cxld	Cxld	1		4			
Antonio Medrano		1	1	3	Cxld	Cxld	2		4			
Michel Masuda-Nash		2	1	1	Cxld	Cxld	2		4			
Jasun Molinelli		3	3	1	Cxld	Cxld	3		4			
Heather Lurvey		1	1	2	Cxld	Cxld	1		4			
Bryan Thomas		3	3	3	Cxld	Cxld	3		4			
Stacie Hinton		3	3	3	Cxld	Cxld	2		4			
Rachel Rosekind		1	1	1	Cxld	Cxld	2		4			
Susan Hildreth		2	2	2	Cxld	Cxld	2		4			
Michael Swernoff		2	1	1	Cxld	Cxld	1		4			
Claire Alaura		3	3	3	Cxld	Cxld	3		4			
Clifton Louie		1	1	1	Cxld	Cxld	1		4			
Sue Hamill		0	0	0	Cxld	Cxld	1		1			
Dennisha Marsh		0	0	0	Cxld	Cxld	2		1			
Robin Eckert		0	0	0	Cxld	Cxld	1		1			
Lynn Mackey		2	2	1	Cxld	Cxld	2		4			

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