



MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, January 18, 2024
TIME: **6:00 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, accommodation 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, January 17, 2024 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 the Commissioner's attendance.

1. **6:00 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. **6:05 p.m.**
(5 mins.) **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
3. **6:10 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. **6:15 p.m.**
Action
(5 mins.) **ACCEPTANCE OF MINUTES – *attachment 1***
Commissioners will approve or amend the minutes from the May 2023 meeting.
5. **6:20 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. **6:30 p.m.**
Information
(5 mins.) **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

PRESENTATIONS

7. **6:35 p.m.**
PRESENTATION
(60 mins.) **2023 FORUM DEBRIEF AND NEXT STEPS – *attachment 3***
Vice-Chair Tommy Smith, Chair Nicole Gemmer and County Librarian Alison McKee will present a brief summary of the recent Forum event and engage the commissioners in a discussion of library funding and develop some advocacy next steps as mentioned in the current work plan.

CONTINUED BUSINESS

8. **7:35 p.m.**
Information
(10 mins.) **WORKING COMMITTEE REPORTS –**
 - A. Commissioner Dozier will report to the Commission on legislative matters. (5 minutes)
 - B. will update the commissioners on the Library Foundation of Contra Costa. (5 minutes)

OTHER BUSINESS

9. **7:45 P.M.**
ACTION
(5 mins.) **CORRESPONDENCE -**
Commissioners will review commission correspondence.
10. **7:50 P.M.**
ACTION
(10 mins.) **COMMISSIONER ANNOUNCEMENTS –**
Commissioners can use this time to share upcoming events, book sales and any other library-related information.
11. **8:00 P.M.**
ADJOURNMENT to the March 21, 2024 LIBRARY COMMISSION MEETING.

ITEMS TO CALENDAR

- Commission Meeting, 6:00pm, Thursday, Mar 21, 2024
- Commission Meeting, 6:00pm, Thursday, May 16, 2024

- Commission Meeting, 6:00pm, Thursday, July 18, 2024
- Commission Meeting, 6:00pm, Thursday, Sep 19, 2024
- Commission Meeting, 6:00pm, Thursday, Nov 21, 2024

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: Thursday, January 18, 2024

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the November 16, 2023 meeting.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, November 16, 2023

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Michael Fischer called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Alaura	Claire	Library Commissioner	CCC District 3		X	
DeFraga	Matthew	Library Commissioner	City of Martinez			x
Dexter	Jim	Library Commissioner	City of Martinez (Alt)		x	
Dozier	Julia	Library Commissioner	City of Pleasant Hill	x		
Faye	Vivian	Library Commissioner	City of Brentwood (alternate)		x	
Ferree	Jacalyn	Library Commissioner	City of Clayton	x		
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	x		
Fischer	Michael	Library Commissioner	City of El Cerrito	x		
Garde	Shrikant	Library Commissioner	City of Orinda			x
Gemmer	Nicole	Library Commissioner	Town of Danville	x		
Hildreth	Susan	Library Commissioner	CCC District 2			x
Hinton	Stacie	Library Commissioner	Central Labor (alternate)			x
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	x		
Huh	Dr. John M.	Library Commissioner	City of Antioch	x		
Koops	Barry	Library Commissioner	City of El Cerrito (alternate)		X	
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg		x	
Louie	Clifton	Library Commissioner	CCC District 3 (Alt)	x		
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	x		
Masuda-Nash	Michel	Library Commissioner	City of San Ramon		x	
Kung	Amenda	Library Commissioner	Town of Moraga (Alternate)		X	
Marcotte	Jo Ellen	Library Commissioner	City of Hercules	x		
VACANT		Library Commissioner	City of San Ramon (Alt)			
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	
Bergfeld	Emily	Library Commissioner	Town of Moraga	x		
VACANT		Library Commissioner	City of Oakley			
Pursley	George	Library Commissioner	City of Pinole		x	
VACANT		Library Commissioner	CCCCD			
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		
Hamill	Sue	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		
Marsh	Dennisha	Library Commissioner	CCC District 5			x
Eckert	Robin	Library Commissioner	CCC District 5 (alternate)	x		

With fifteen commissioners present, a quorum was established.

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

2. INTRODUCTIONS

Chair Michael Fischer announced the commissioners excused from this evening's meeting.

3. PUBLIC COMMENT

No one from the public came forward to speak.

4. ACCEPTANCE OF THE MINUTES

No edits/corrections were proposed when asked. Chair Michael Fischer called for a vote to accept the minutes from May 2023 as submitted.

The motion was approved by commission vote, eighteen Aye votes, no abstentions and zero No votes.

5. COUNTY LIBRARIAN REPORT –

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

- A reminder that the 2023 LFFC Forum will be held on December 2nd at the WC Library.
- A reminder that the combined BOS/Measure X funding meeting will take place on Nov. 28, so anyone still wishing to send in letters of support still has time to do so.
- Welcome to the library's newest Library Service Manager, Gia Paolini. Gia was previously the manager of the San Pablo branch and has been at the library for 15 years. Congrats!

6. AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –

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

- Alison suggested a strategic plan update.

7. CCC LIBRARY LITERACY OUTREACH VAN –

Librarian Bella Merrill's PowerPoint has been attached to these minutes.

8.A. LEGISLATIVE COMMITTEE REPORT –

No report this meeting.

8.B. LIBRARY FOUNDATION UPDATE –

The Library Foundation of Contra Costa is now a stand-alone 501(c)3 organization, no longer under the fiscal sponsorship of Ed Fund West. The Foundation has completed an RFP for a fundraising consultant.

8.C. ANNUAL REPORT / WORK PLAN UPDATE –

Commissioner Tommy Smith presented the final version of both the 2023 Annual Report and the 2024 Work Plan to the commission. He outlined several sections where changes had been made and explained them. There were a few questions from the group, then a motion was made by Commissioner Swernoff to accept the reports without changes and submit them to the BOS. The motion was seconded by Commissioner Feree.

The motion was approved by commission vote, eighteen Aye votes, no abstentions and zero No votes.

9. TRIENNIAL REVIEW 2023 –

Chair Michael Fischer walked the commissioners through the updated report. He also explained the purpose, that being an opportunity for the commission to report on its accomplishments and purpose over the previous three years. There was some discussion over the contents, most of which resulted in updating one of the sections to include more about the Contra Costa Library Foundation, one of the commission's most important accomplishments during that time frame. Some wording was suggested and Michael offered to make the changes and get them to Walter in time to meet the December 1st submission deadline. Commissioner Smith made a motion to submit the report with the suggested changes being made first. The motion was seconded by Commissioner Swernoff.

The motion was approved by commission vote, eighteen Aye votes, no abstentions and zero No votes.

10. 2024 COMMISSION MEETING DATES –

Chair Fischer pointed out the table of proposed dates in the meeting packet for commission meetings in 2024. He then opened up the floor for thoughts about changing the times/dates, as a number of commissioners had expressed interest in exploring this idea previously. After all of the suggestions and debate, Vice-Chair Gemmer made a motion to change the time of the meeting to 6pm if possible, leaving the meeting dates unchanged. Commissioner Feree seconded the motion. Walt will check with the Clerk of the Board to make sure this time slot is available.

*The motion was approved by commission vote, eight Aye votes, one abstention and five No votes.
(Note: The Clerk of the Board approved the new time at 6pm for all meetings)*

The meeting schedule for 2024 will be the following (all meetings 6pm to 8pm):

- Thursday, January 18, 2024
- Thursday, March 21, 2024
- Thursday, May 16, 2024
- Thursday, July 18, 2024
- Thursday, September 19, 2024
- Thursday, November 21, 2024

13. NOMINATIONS AND ELECTION OF COMMISSION OFFICERS IN 2024 –

Commissioner Feree explained how the election process worked this year. A group of commissioners agreed to speak together to put together a slate of candidates as in years past. The group (Chair Fischer, Commissioners Feree and Lurvey) elected Feree to be the group leader. She explained how the possible officers were chosen and vetted, resulting in a slate for both the Chair and Vice-Chair positions. The slate the group decided upon was:

- Nicole Gemmer for 2024 Commission Chair
- Tommy Smith for 2024 Commission Vice-Chair.

Commissioner Feree then asked if there were any nominations from the floor to be considered. There being none, Chair Fischer made a motion to accept the slate of candidates, seconded by Commissioner Swernoff.

The motion was approved by commission vote, eighteen Aye votes, no abstentions and zero No votes.

14. CORRESPONDENCE –

No items received since previous meeting.

15. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –

Comm. Swernoff: The refresh of the Moraga Library is complete.

Comm. Marcotte: Home School help has been rolled out at the Hercules Library.

Comm. Feree: Thank You's to the MOR and YVL friends for their help with book sales in Clayton.

Comm. Bergfeld: The MOR refresh has been completed and the library looks terrific!

Comm. Lurvey: WCL is having "Read to a Dog" events once again.

Comm. Sendig: A big birthday event for the Brentwood Library was a huge success!


Comm. Gemmer: The Danville Children's Reading Room has also been renovated and the grand re-opening was held on Oct. 23rd.

Comm. Fischer: The bond measure for a new library in El Cerrito, originally planned for March of 2024, now is more likely to happen in November of 2025. Michael explained that this is a good thing, as ACA-1, another chance to lower the threshold for passage of such a measure to 55% from 67%, also lowers the hurdle for a successful outcome.

16. ADJOURNMENT TO THE January 18, 2024 LIBRARY COMMISSION MEETING.

The meeting was adjourned at 8:50 p.m.

Submitted by Walter Beveridge, Executive Secretary, Contra Costa Library



The Rolling Reader

Lynne Noone, Deputy County Librarian
Amy Mockoski, Librarian III, Youth Services
Bella Merrill, Librarian II, Early Literacy Outreach

Project Goals

This van will help the Library meet the goals and objectives of the Strategic Plan:

- ☐ To champion personal and community engagement in literacy and reading to enrich lives.
- ☐ To ensure easy, equitable access to library services for all Contra Costa residents.
- ☐ To expand services to identified underserved populations.



Funding Sources

Bella Vista Foundation- \$150K grant for the van and supplies
MCE- \$5K for the exterior wrap
Measure X- ongoing funding for two staff positions (Early Literacy Outreach Librarian and Driver/Clerk)

Outreach Services and Service Areas

What?

- + Book giveaways, not a circulating collection
- + Bilingual storytimes, STEM, and craft programs
- + Informational resource tables and new account sign ups at community fairs and events

Where?

- + Underserved and low-income areas across Contra Costa County
- + 3 major service areas: East, West, Central (Concord)

Ongoing Partnerships include:

- + Head Start Centers
- + First 5 Centers
- + Contra Costa and Solano Food Bank
- + Monument Crisis Center
- + La Clinica Monument
- + Shields Reid Center
- + EB Parks



Lavonia Allen Head Start

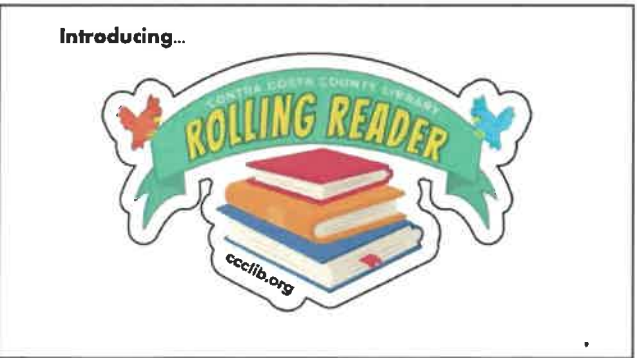


Los Nogales Head Start



Outreach Work Statistics

	Outreach Events	Free Books	People Served	Community Partners
FY 22/23 (June 2022- May 2023)	128	2,457	5,267	30
Goal for FY 23/24 (November 2023- May 2024)	105	2,100	4,200	35





Ford eTransit Cargo Van, equipped for carrying books and supplies





Book cart and STEM/Craft supply cart



Roxy the Fox





Van Reveal Party

- Hosted at the Monument Crisis Center
- Invited other community organizations to attend and bring their families
- Giveaway books, craft stations, snacks

What's Next?

Growing our services

- + Larger events and more book giveaways
- + New community partnerships, especially in far East county
- + Bringing Summer Reading outside the library
- + Integrating new Driver Clerk into service team
- + Have an event in your community? Getting questions about the Rolling Reader? Email us!

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Questions?

Thank you

Bella Merrill
bella.merrill@library.cccounty.us

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CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, January 18, 2024

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN REPORT

RECOMMENDED ACTION:

No action required.

County Librarian's Report to the Library Commission
Thursday, January 18, 2024

2023 MEASURE X PROPOSAL OUTCOME

On December 12, 2023, the Board of Supervisors determined the final allocations for the additional \$4.67 million of ongoing Measure X funds. Allocations were given to:

Ongoing:

- \$1 million for parks
- \$1.1 million for a fire and emergency services training center in South County
- \$400,000 for the Clerk-Recorders Office for DEI staff
- \$1.4 million for mental health services
- \$800,000 to address food insecurity

One-time funding allocated from an anticipated \$32 million Measure X surplus:

- \$1.6 million for capital for youth centers in East County
- \$50,000 for the Clerk-Recorder's Office to remove racist covenants in property deeds
- \$1 million for an African American Wellness Hub
- \$750,000 over three years for animal services to increase spay neuter and chipping services
- \$1 million over three years for East County capacity building

Although the Library did not receive any funding, the projects and areas that did are incredibly deserving and will make a big impact on improving our County and the lives of County residents. Thank you to those of you who wrote letters of support, spoke during public comment, and encouraged others to do so.

NEW BAY POINT LIBRARY COMMUNITY ENGAGEMENT SESSIONS

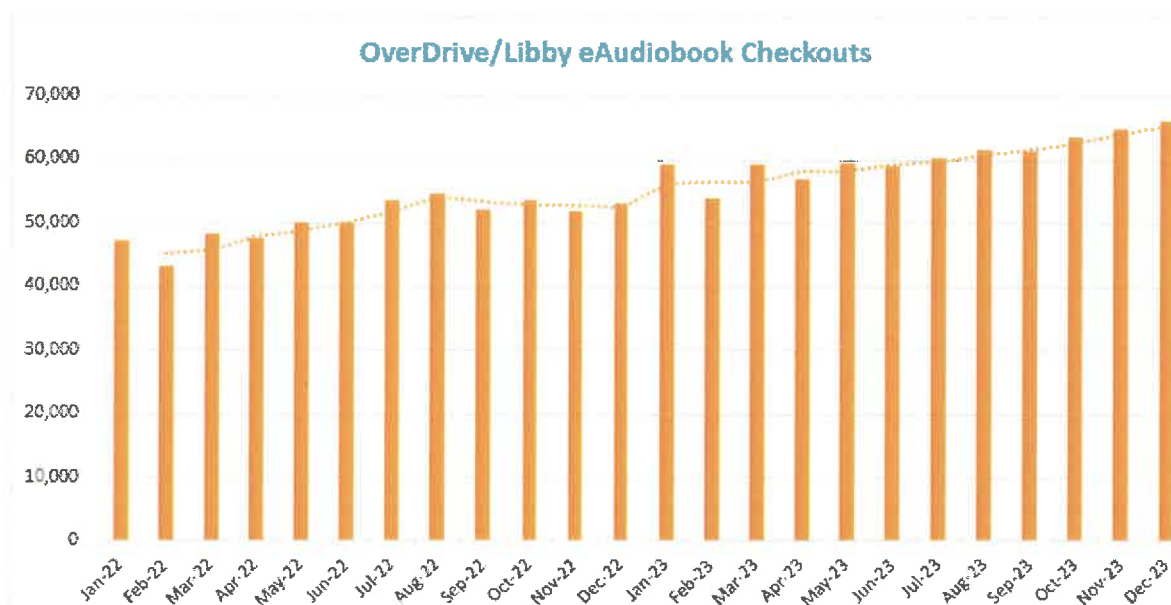
The community engagement sessions to receive input and feedback from the Bay Point Community about the new library is progressing: Two focus groups were held on January 10th, one in English and one in Spanish. Participants received a \$25 gift card to Target and a meal. A community meeting was held on Tuesday, Jan 16th at 5:30 p.m. at the Ambrose Community Center. The input received will inform the design of the facility and its services. There is also a website for the new Bay Point Library project that has information about future meetings and will track construction progress as that information becomes available. baypointlibrary.com

DAVEY AWARD FOR LIBRARY COMCAST AD

The Library's Comcast commercial won a Silver Davey Award in the Commercial Video Campaign Category for excellence in Diversity, Equity & Inclusion from the Academy of Interactive and Visual Arts.

RESULTS OF SPOTIFY eAUDIOBOOK CAMPAIGN

The Bay Area Information Systems Libraries (BALIS, which consists of all the public libraries in Contra Costa, Alameda and San Francisco) funded an ad on Spotify promoting e-audiobooks available on Libby. The ad ran from October 17-December 17, 2023. All BALIS libraries reported and significant increase in eAudiobook usage compared to the same time period the previous year and Contra Costa County Library saw a 34% increase . As a result of the success of this campaign, BALIS has agreed to launch additional ads on Spotify through June 2024. For Contra Costa County, eAudiobooks are now being checked out and their highest rates ever.



PARTNERSHIP WITH DEPARTMENT OF CHILD SUPPORT SERVICES

DCSS staff are now at the Antioch Library every Tuesday from 1:00-5:00 p.m. providing case support to their clients. Library staff give away children's books and DCSS staff encourage their clients to sign up for library cards and inform them about library services and resources.

The Library partnered with both the Bay Area Bike Project and DCSS to give away 26 bikes, helmets, and locks along with a custom fitting session and some basic bike riding lessons at the Antioch Library on December 20th, 2023. DCSS case workers identified the 26 recipients from their clients in Antioch with children ages 4-6 years old. The Rolling Reader was at the event and provided free books and signed up families for library cards. Watch: <https://www.youtube.com/watch?v=So2ZvpYvCoU>

PARTNERSHIP WITH THE BEHAVIORAL HEALTH DEPARTMENT

The Mental Health Clinical Specialist and the Community Support Worker positions that will be assigned to work at the Antioch, Concord and San Pablo Libraries received final approval from the Board of Supervisors and interviews to fill both positions will be conducted during the week of January 29, 2024. The two staff will work as a team and will spend time at each of the three libraries every week providing support and referrals to members of the public who are experiencing mental health and/or substance abuse issues.

Respectfully submitted by Alison McKee, County Librarian

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 3

MEETING DATE: Thursday, January 18, 2024

AGENDA ITEM #: 7.

ITEM: 2023 FFC FORUM DEBRIEF

RECOMMENDED ACTION:

No action required.

LFFC Forum 2023 Summary

Strategic Plan Update / Lynne Noone, Yemila Alvarez

Deputy County Librarians Yemila Alvarez and Lynne Noone shared forthcoming updates to the Library's Strategic Plan with those in attendance. After the presentation, many forum participants expressed surprise that the operational budget for the library was so low and that funding was limited to a fund created from 1.5% of 1% of the ad valorem property tax. Almost all in attendance expressed interest in helping to obtain additional funding for the library and asked what they could do to help.

Meet the Library Foundation of Contra Costa / LFCC Board

What should the Library Foundation of Contra Costa look like in the next 10 years?

Funding and Structure:

- Funding comes from county revenue but overlaps with other foundations.
- Establishing a vision and structure for a countywide foundation is crucial.
- Collaboration with existing foundations needs careful planning.
- An emphasis on clear procedures and infrastructure.
- The foundation's role and interaction with other foundations require definition.

Community Support and Equity:

- Every community should have access to resources and support.
- Establishing Friends and Foundations in underserved areas is important.
- Countywide foundation can attract larger donations and be more equitable.
- Smaller libraries can benefit from shared resources and expertise.

Publicity and Communication:

- Advertise programs across the county and leverage existing channels.
- Friends' groups play a vital role in advertising and communication.
- Consider combined membership lists for email communication.
- Promote programs across county lines and leverage existing social media platforms.

Collaboration and Resources:

- Encourage shared resources and expertise among libraries.
- Someone wants Hoopla as a resource at Contra Costa County Library as other surrounding libraries have this valuable resource.
- Every foundation/friends should support eBooks for the entire system.
- Activate the Friends Council (a meeting for all friends groups) for communication and collaboration. Have the meetings at least once a quarter.

Challenges and Solutions:

- Lack of clear operating guidelines and relationships with other foundations.
- Prioritizing infrastructure development before program support.
- Defining the foundation's role in equipment and furnishing funding.

Additional Notes:

- Printed guidelines are helpful for reference.
- Collaboration is key to success.
- NY Times subscription is great.

Actionable Takeaways:

- Develop a clear vision and structure for the countywide foundation.
 - Define the relationship and interaction with existing foundations.
 - Establish operating guidelines and procedures.
 - Prioritize infrastructure development for long-term sustainability.
 - Explore shared resources and expertise among libraries.
 - Promote programs and events across the county.
 - Activate the Friends Council for communication and collaboration.
-
- The LFCC could support communities that don't have active foundations or friend groups. Support could include financial assistance but could also include guidance in setting up a friends group or a foundation.
 - The LFCC could form partnerships with the city foundations and friends groups to avoid stepping on each other's toes when it comes to fundraising and identifying funding sources. Furthermore, the LFCC should engage in general advocacy to support the County Library System as a whole.
 - The LFCC could coordinate fundraising opportunities and provide a central clearing house of best practices and to the local friends and foundation groups. They could also be a central clearinghouse for best practices on fundraising, recruitment, book sales, etc.
 - The LFCC could also serve as a cheerleader, recognizing the work that each group is doing and acknowledging the importance of that work.

Small Table Topical Breakout sessions

Book Sale Discussion

Inventory and Pricing:

- Each Brentwood booksale has around 5,000 books.
- Books are priced before being placed for sale.
- Value is checked, prioritizing higher-value items.
- Amazon and bookstore are the primary sales channels.
- Amazon fees are significant, impacting profits.
- 50% discount on Booksales if you have a Friends Membership.

- Unsold items are often donated to charities. One friend reported that non-selling items go to a women's shelter.
- Bag prices vary from \$2-7 a bag. Some say you need to BYOB, offer paper bags, or sell bags.

Challenges and Operations:

- Brentwood faced difficulties with their social media account due to a deceased team member. They were unable to get into their Facebook account, therefore, delaying advertising and posting.
- Brentwood Inventory is stored in multiple locations like Public Storage units outside of the Friends' space.
- Staffing and logistics can present challenges.
- Walnut Creek bookstore has specific rules regarding pricing and dealers.
- Clayton gives out fiber bags for \$5. Clayton book dealers focus on books locals don't buy.
- Brentwood utilizes pop-up sales and themed events to promote sales. For example, they will do an educational sale, teacher/homeschool pop up, New Years resolution sale which focuses on cleaning and clutter books.

Sales and Events:

- Walnut Creek and Hercules utilize different types of boxes for storage.
- Pleasant Hill has separate indoor and outdoor book sales.
- Ygnacio Valley reports declining lobby sales
- Square is a popular payment processing platform.
- Napa County Friends bookstore employs a salaried salesperson. They are the "model" of what a bookstore should look like according to the HER Friends.
- Clayton faces administrative hurdles with meeting room bookings for their book sales. They must work around City Council meetings.
- Some Friends must book the meeting room in the beginning of the year with the City or County to get prime dates.
- Events typically require one day for setup and one day for sales.

Additional Notes:

- Donations are accepted and evaluated for resale.
- Merchandising and promotions are crucial for success.
- Dealers play a significant income source in some bookstores.
- Gift-wrapping services are offered at some events. They used to staff with a volunteer who would wrap the books, however, they opted to forgo the person and have it as a station. They provide wrapping paper, ribbon, and tape.
- Collaboration with local organizations can be beneficial.
- Brentwood won the Best of Brentwood "silver award" for best resale shop.

Actionable Takeaways:

- Improve inventory management and organization.
- Implement strategies to increase profits and reduce fees.
- Address staffing and logistics challenges.
- Consider implementing unique pricing and dealer policies.
- Organize themed events and promotions to boost sales.

- Collaborate with other organizations for mutual benefit.

Foundations

- The group was concerned that they are aging out, and who will replace them? This is a major issue and recruiting is vital.
- By offering term limits on officers it will encourage people to apply to be officers, as most folks are aware from experience if there are no term limits are they are in for life in that position and it makes it unappealing to new board members who feel guilty for needing to leave at some point. Term limits will help keep the groups in recruitment mode as well which is healthy.
- There should be education about the library, how it's funded, and where Foundations / Friends appeal for additional funding. There appears to be confusion with folks regarding this and what staff are allowed to do and not do. Gia offered clarification that we can appeal to businesses for programs, but we may not advocate for staff salaries, for example.
- Some places to approach for funds are Chambers, and Rotary
- Once members have joined there should be a good mentoring program.
- A suggestion was made to reach out to community colleges for members, esp. college students looking for volunteer experience, for teachers.
- Public education on what the Foundations, Friends, and LFCC does could help recruit. The public isn't sure what the roles are, what they can do, and how they effect change.
- Committees should be formed internally to recruit and advocate.
- Consultants and lobbyists should be explored to help advocate for libraries and library support
- Marketing plans should also be in place for these items.

Marketing

(The group chose to focus on marketing for the LFCC)

- There was discussion around how to increase funding for all foundations.
- Moraga mentioned they charge a membership fee for their Friends members and that is how the bulk of their funding is raised, along with book sales.
- Tabling at community events was discussed as an option to increase foundation visibility.
- There was a question about having the Public Information Officer send out activity highlights to all friends and foundation members so they can use this information in their asks. A response was provided that the County librarian already meets regularly with the Chair of the LFCC to provide these updates.
- There was discussion around developing training for all foundation and Friends members on how to make big corporate asks for money.
- An idea was presented to start a national news campaign around the need to fund our libraries better that could raise visibility for potential corporate donors.

- An idea was presented for the LFCC to develop a social media presence.
- There was discussion of project Second Chance and a mention that the name points to a failed first chance which may not be what they are trying to highlight.
- A question was presented about how the County foundation can connect with the other foundations for a more unified ask.

Volunteers

Clayton started the conversation by stating that they're having real challenges finding volunteers to serve on their board. They are also concerned about finding volunteers for their book sales and recruiting younger volunteers. Clayton's concerns were echoed by everyone at the table.

Hercules added that they need a way to share books, especially duplicates, with other library branches and that they were looking towards the local high school for volunteer muscle.

Antioch also uses local schools for volunteers and takes on people looking for "service hours."

San Ramon picks up volunteers by offering "Book Bucks." For every hour worked, volunteers get BookBucks that they can spend in the bookstore. They recruit volunteers from service clubs, including high school key clubs, and they note that there is a particular social aspect to volunteering. People volunteer to have opportunities to be around other people.

Other things discussed:

Volunteer recognition and thank you's, including rewards for hours or years spent as a volunteer. Also how important it is to tie the work volunteers have done to the success of the friends/foundation and especially to the success of the library and library system.

For recruitment: San Ramon uses the City Guide, where City funded classes and events are listed. The City allows them to recruit through their guide; and the American Association of University Women. Service clubs like Rotary and Lion's Clubs were also mentioned and Eagle Scouts.

Forum Attendance and Evaluation

36 attendees signed in (overall count including library staff was 46). Of these:

- 19 were Library Commissioners;
- 9 were members of various foundations;
- 8 were members of various Friends groups;
- And a number of these people were members of more than one group.

14 attendees filled out the feedback sheet and turned them in at the end. They were asked to rank 5 statements as either (SA)strongly agree, (A)agree, (N)neutral, (D)disagree and (SD)strongly disagree. Here is the breakdown by statement:

1. I feel satisfied with today's event. SA=10, A=4
2. I found the presentation to be informative. SA=11, A=3
3. I found the choice of topic relevant. SA=8, A=4
4. The time of day for the event was good for me. (SA=6, A=5, N=1, SD=1
5. I would attend this event again. SA=10, A=3

Next there were 3 open ended sections with a prompt for comments. I will list the most relevant in each category and those with multiple alike answers will show a number after signifying how many of that response were received.

1. My favorite part of the event was:

Hearing other's concerns & ideas (4)
Small group breakout (3)
LFCC information
Camaraderie
Networking w/like-minded individuals

2. Suggestions for the future:

Bay Point Library Project
Avoid December if possible
Zoom might increase attendance. Shorter meeting
Difficult to hear in one large room w/everyone talking
Annual event (2)

3. Additional comments:

Many people make assumptions about Bay Point but there is quite a bit of support for the library
Thanks for doing this!
So glad this event has been started again. Missed you today, Alison!
Work full time...had to give up a Saturday.