MEETING OF THE LIBRARY COMMISSION
AGENDA

DATE: Thursday, March 21, 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.

ALTERNATE LOCATION: 352 Shoreline Drive, Pittsburg, CA 94565
LINK TO JOIN VIA ZOOM: https://us06web.zoom.us/j/82292423390?pwd=aZedToxVRfTEy9sVk6dvBElkkea.
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, March 20, 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  
(5 mins.)  
**COUNTY LIBRARIAN REPORT - attachment 2**  
County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

6. 6:25 p.m.  
Information  
(5 mins.)  
**AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**  
Commissioners will suggest items for future meetings.

**PRESENTATIONS**

7. 6:30 p.m.  
PRESENTATION  
(60 mins.)  
**LIBRARY COMMISSION ADVOCACY BEST PRACTICES -**  
Sonoma County Library Commission Chair Deborah Doyle will discuss best practices for library commission advocacy.

**CONTINUED BUSINESS**

8. 7:30 p.m.  
Information  
(15 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**)  
C. Ad Hoc Advocacy Group leader will report on the group’s first meeting. (**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 May 16, 2024 LIBRARY COMMISSION MEETING.

**ITEMS TO CALENDAR**

- 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, March 21, 2024

AGENDA ITEM #: 4.

ITEM: ACCEPTANCE OF THE MINUTES

RECOMMENDED ACTION:

Commissioners will vote to approve, with/without edits, the minutes of the January 18, 2024 meeting.
MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, January 18, 2024

1. CALL THE MEETING TO ORDER / ROLL CALL
Chair Nicole Gemmer called the meeting to order at 6:00 p.m.

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With nineteen commissioners present, a quorum was established.

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

2. **INTRODUCTIONS**
Chair Nicole Gemmer announced the commissioners excused from this evening’s meeting. Next the group went around the table and introduced themselves.

3. **PUBLIC COMMENT**
Two people from the city of El Cerrito introduced themselves and each proceeded to take their three minutes to discuss their dislike of the proposed location of the new El Cerrito library. They were informed that the City, not the Library Commission, is responsible for the decision of the location of the new library, not the Library Commission.

4. **ACCEPTANCE OF THE MINUTES**
No edits/corrections were proposed when asked. Chair Nicole Gemmer called for a motion to accept the minutes from November 2023 as submitted. Antonio Medrano (SPL) made the motion and Zelda LeFrak Seconded that motion.

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

5. **COUNTY LIBRARIAN REPORT –**
County Librarian Alison McKee shared the following highlights from her printed report:

   - Public Works Department has received a federal grant for $15 million to install electric vehicle charging stations at a number of library branches around the county. The finished project will take several years.
   - The Community Engagement meetings for the new Bay Point Library are progressing. So far they have been well attended with a significant amount of input from the community.

6. **AGENDA SETTING FOR THE NEXT MEETING AND FUTURE TOPICS –**
The following topics were either mentioned this evening or at prior meetings:

   - Commissioner Hoisington suggested more on the Sunday Hours Pilot program.
   - Commissioner Swernoff asked for more on book bans and FOIA rules.

7. **2023 FORUM DEBRIEF AND NEXT STEPS –**
Chair Gemmer and Vice-Chair Smith began this portion of the meeting with a brief recap of the events at the 2023 Forum event back in December. Some time was devoted to the specific function of the Commission (advocacy vs. advisory) with a number of suggestions being floated about as to the real roll of the library commission. It was ultimately decided that an advocacy working group be formed to look into
ways library funding might be increased. The Commissioners who volunteered were Gemmer, Smith, Hammill, Sangueolce, Louie, Hildreth and Rosekind. Walter will find a time for them to meet and the group will report out at commission meetings going forward.

8.A. WORKING COMMITTEE REPORT: Legislative Group –
2024-2025 State Budget Released by Governor Newsom

The January Budget was released by the governor, which includes addressing a deficit of $37.86 billion. And while the original deficit was almost twice that amount, any deficit of this size still presents a problem, and most economists do not believe that the state economy is going to get better. Notably contributing to the uncertainty is the postponement of collecting taxes (originally due April 2023).

1. Proposed budget impact on state library programs includes: Proposing pulling back $131.3M of one-time General Fund support for Local Library Infrastructure initiated in the 2021 Budget Act, and forgoing the General Fund investments for the next 3 fiscal years. From the Cal. Library Assoc.’s comments about this portion of the budget: “…thanks to the advocacy of CLA and the support and assistance of the Senate President pro-tem Toni Atkins, then-Assembly Speaker Anthony Rendon, Governor Newsom, and State Librarian Greg Lucas, the 2021-22 State Budget included an unprecedented $439 million in library construction grant funding for public library projects. The 2022-23 Budget also contained $50 million in additional funding for library construction grants. The grants were used for various library health and safety construction projects, renovations, or expansions at public libraries. Interest in the program has been substantial, with applications to the State Library program far exceeding the dollars appropriated by the state. In fact, several months ago, CLA sent a letter to Governor Newsom, encouraging him to include up to another $300 million for more infrastructure library grants in his new Budget if state revenues had stabilized. As CLA members are aware, the Governor and First Partner have been strong supporters of public libraries and library initiatives, so this proposed cut seems to speak to the severe budget challenges facing the Governor and Legislature.

Of special concern is whether the $10M that we received from the State for the new Bay Point Library is in jeopardy.

a. Reducing Statewide Library Broadband Services from $35M to expand broadband access to isolated and under-served communities to $1M.

b. Next steps are that the Senate and Assembly budget committees hear budget bills and make recommendations for changes, the Governor will issue a May revision of the Budget.

2. SB 321-Ashby (library cards for students) Update: (Establish the Local Public Library Partnership Program, under the administration of the State Librarian, for purposes of ensuring that all pupils have access to a local public library by 3rd grade.) Approved by Governor Newsom in October 2023. However, due to the budget deficit, this may be put on pause due to lack of funding.

3. SB 544 – Bagley-Keene Open Meeting Act (Teleconferencing) (Regarding holding public meetings remotely) Update: bill was approved by the Senate, but companion bill AB 817 just passed through the Assembly Committee on Local Government last week and is now in second reading.

8.B. WORKING COMMITTEE REPORTS: LFCC -

In November a search began for a consultant to help create an actionable fundraising plan, provide a donor landscape analysis, and share expertise in strategic and campaign planning. An RFP was distributed to numerous local and national firms and bids were received from several qualified providers. A contract is
now being negotiated with one of them. The group is excited about taking this next step to build capacity, refine the strategic plan, and develop fundraising goals.

· In addition to other fundraising activities, we a grant was secured from the Gemmer Family Fund for $25,000 to support programming and materials for the Juvenile Hall Library as well as to go toward the programming equity fund, which provides money to branches with less robust library support group infrastructure so they can present enriching programming opportunities to meet their patrons’ needs and interests.

· Last, the LFCC would like to extend gratitude for the invitation to present at the December Friends and Foundation Forum.

9. CORRESPONDENCE –
No items received since previous meeting.

10. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS –
    Commissioner Dexter: Martinez library friends booksale coming up on Feb. 10. The MTZ Library now donates all used books pulled from the shelves to the Martinez bookstore to resale.
    Commissioner Medrano: The San Pablo Library is now receiving one or two large book donations every week. Some of the donations are in Arabic, some are Chinese novellas and there are books in Hebrew.
    Commissioner Hoisington: WOW Program continues. The 2/14 program is about the Cantor Art Center at Stanford and the next is presented by a docent from the de Young Museum.
    Commissioner Rosekind: The Kensington Library is presenting on Black Urbanalism on Feb 10 and on 2/14 there is a cinema chat sponsored by the local book club.
    Commissioner Lurvey: The Concord Library is collecting prom dresses and suits so local children have access to appropriate clothing for their upcoming proms.

11. ADJOURNMENT TO THE March 21, 2024 LIBRARY COMMISSION MEETING.
The meeting was adjourned at 7:50 p.m.
CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, March 21, 2024

AGENDA ITEM #: 5.

ITEM: COUNTY LIBRARIAN'S REPORT

RECOMMENDED ACTION:

NO ACTION REQUIRED
FY24-25 BUDGET
The Library's draft budget was submitted on time and balanced in February. Kudos and many thanks to Linda Martinez for the incredible amount of work she put into this huge effort. Budget hearings are taking place on Monday April 23rd and Tuesday April 24th. Each department will present the highlights of their upcoming budget. The schedule of department presentations has yet to be determined.

ANNUAL CITY LETTERS
Each year by March 31st, the Library provides a cost estimate for extra hours, technology and facility costs (if applicable) for the next fiscal year to each of our city partners. Extra hour options are for 6, 12, or 16 hours per week. If a City is going to change the number of extra hours they are funding in the next fiscal year, they must inform the Library by May 31st. Current extra hours are:

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*outlets, not full-service libraries
**not eligible to fund more than 6 extra hours due to size limitations of facility
***not eligible to fund extra hours due to size limitations of facility

**ANNUAL REPORT**
The Library’s 2023 Annual Report is completed and posted on our website in the ‘newsroom’ all the way at the bottom of the page and attached to this report.

**NEW RESOLUTION RELATED TO SURPLUS LIBRARY MATERIALS**
On March 5th, the Board of Supervisors approved a new resolution that updates and supersedes previous Board resolutions related to surplus library materials. It now is allowable for public schools, public school libraries, other County departments, and any third-party vendor whose contract has been approved by the Board of Supervisors to be recipients of the Library’s surplus materials as well as Library Friends and Foundation groups. The new Resolution is attached to this report.

**SUNDAY HOURS**
We are continuing to make good progress working with the City of Concord to implement self-service Sunday open hours. We expect the service to begin this Fall.
STAFFING CHANGES
The Library’s Administrative Services Officer (ASO) for Budget and Finance, Linda Martinez, has retired after 32 years of service with the County. Samantha Fithian has been hired as our new ASO for Budget and Finance. Cheryl Lee, former Library Services Manager, has left our organization and is now working for the Santa Clara County Library. Amy Brunson was recently hired as a Library Services Manager.

UPDATED STRATEGIC PLAN
The final version of the updated strategic plan has been submitted to Orange Boy for its final design. We expect to have it published and ready for distribution in April.

ANTIOCH LIBRARY CLOSURE FOR ROOFWORK
The Antioch Library will be closed from Tuesday April 30-Monday June 11th to get a new roof. The work is being funded by a combination of Measure X dollars and grant funds from the State Library.

FEDERAL "EARMARK" FUNDING
The Library is applying for $2.5 million in federal ‘earmark’ funds (now called Community Project Funding) from Senators Padilla and Butler, and Representative Garamendi for the buildout of the new Bay Point Library.

COUNTY PUBLIC WORKS RECEIVED $15 MILLION FOR EV CHARGERS AT LIBRARIES
The County received $15 million in funding from the US Department of Transportation to install EV Chargers at 15 county library locations. The county libraries were chosen for this grant because they are active centers of their communities often near many services including retail, recreation, and city and county government offices. News Flash • Contra Costa County receives $15 million for EV (ca.gov)

Respectfully submitted by Alison McKee, County Librarian
Two thousand twenty-three gave us much to celebrate with lots of exciting new initiatives and projects.

Planning started for the construction of the new Bay Point Library, which will be situated in a new mixed use, high-density, transit-oriented development. We launched our very first cable TV and streaming advertising campaign focused on the Library’s free digital resources, and it won an award for excellence in diversity, equity, & inclusion! The first ever countywide library foundation for Contra Costa was established as the Library Foundation of Contra Costa (LFCC). Their goal is to enhance library services for the entire county and to help decrease equity gaps in funding amongst the branches. We introduced a new all-electric early literacy van, called the Rolling Reader. The van provides new books and take-home literacy activities for young children in underserved communities.

We are very proud of these accomplishments as well as the everyday excellent service and programs Library staff and volunteers continue to deliver in all our communities.

Alison McKee
County Librarian

**MOST POPULAR BOOKS**

- **EARLY READER**
  - The Thank You Book by Mo Willems
  - Dog Man - Mothering Heights by Dav Pilkey

- **MIDDLE READER**
  - A Good Girl’s Guide to Murder by Holly Jackson

- **TEEN READER**
  - Spare by Prince Harry

- **ADULT READER**
  - A Good Girl’s Guide to Murder by Holly Jackson

**BY THE NUMBERS**

- Digital Magazine checkouts: 406,215 (908%)
- East Bay Times views: 983,429 (62%)
- Kanopy Streams: 156,000 (12.6%)
- Linkedin Learning: 1,293,255 (126%)

*Percentages are based on increases from 2022 to 2023

**PROGRAMS**

<table>
<thead>
<tr>
<th>Programs Type</th>
<th>Virtual Programs</th>
<th>In-Person Programs</th>
<th>Total Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>42</td>
<td>4,318</td>
<td>230.6K</td>
</tr>
<tr>
<td>Teens</td>
<td>33</td>
<td>892</td>
<td>20.2K</td>
</tr>
<tr>
<td>Adults</td>
<td>230</td>
<td>1,860</td>
<td>47.8K</td>
</tr>
<tr>
<td>Total</td>
<td>305</td>
<td>6,070</td>
<td>298.6K</td>
</tr>
</tbody>
</table>

**VISITS**

- Virtual visits: 4,987,988
- In-Person Visits: 2,304,075
The Contra Costa County Library is the pulse of the community. Working together, we spark imagination, fuel potential, and connect people with ideas and each other.

COUNTYWIDE READING PROGRAMS

SUMMER READING
6,470 participants

COMMUNITY READS FOR KIDS
Guts
by Raina Telgemeier

READ CONTRA COSTA
The Bandit Queens
by Parini Shroff

VOLUNTEERS

621 volunteers
19,448 hours served

MEALS SERVED

13,571
*Free healthy lunch and afterschool meals for children and teens 18 and under.

BUDGET

Revenue - $41.3M
Expenditures - $41.3M

Volunteer Tutors 231
Adult Learners 292
Tutoring Hours 14,021
Met/ Made Progress toward literacy goals 65%

PROJECT SECOND CHANCE
Adult Literacy Program

26 Locations

District I
Supervisor John Gioia
El Cerrito
El Sobrante
Kensington
Pinole*
San Pablo

District II
Supervisor Candace Andersen
Danville
Douglasville Station
Lafayette
Moraga
Orinda
San Ramon
Walnut Creek*

District III
Supervisor Diane Burgis
Brentwood
Oakley
Prowett

District IV
Supervisor Ken Carlson
Clayton
Concord
Pleasant Hill
Walnut Creek*
Ygnacio Valley

District V
Supervisor Federal Glover
Antioch
Bay Point
Crockett
Hercules
Martinez
Pinole*
Pittsburg
Rodeo

*Shared Library

The Contra Costa County Library is the pulse of the community. Working together, we spark imagination, fuel potential, and connect people with ideas and each other.
To: Board of Supervisors
From: Alison McKee, County Librarian
Report Title: Disposal of Surplus Library Materials

☑ Recommendation of the County Administrator  □ Recommendation of Board Committee

RECOMMENDATIONS:
ADOPT Resolution approving and authorizing the County Librarian to dispose of library books and materials that the County Librarian has determined to be surplus to the Library’s needs by (1) donating the material to “Friends” groups and foundations that support Library activities, public schools and public school libraries, and other County departments, and (2) working with a third-party vendor pursuant to a contract approved by the Board of Supervisors.

FISCAL IMPACT:
None.

BACKGROUND:
By virtue of Board Resolution Nos. 78/107, 83/140 and 98/460, the County Librarian is authorized to dispose of library books and materials that the County Librarian has determined to be surplus to the Library’s needs by donating the material to “Friends” groups and foundations that support Library activities. In April 2020, this Board authorized the County Librarian to execute a contract with a third-party vendor to dispose of surplus Library materials and pay a share of any proceeds to the Library.

The Resolution recommended today will update and supersede the previous Board resolutions to add public schools, public school libraries, other County departments, and a third-party vendor whose contract has been approved by the Board of Supervisors to the list of potential recipients of the Library’s surplus materials.

CONSEQUENCE OF NEGATIVE ACTION:
The Library’s current policies related to the disposition of surplus materials will remain unchanged.
IN THE MATTER OF DIRECTING THE COUNTY LIBRARIAN TO ARRANGE FOR THE DISPOSAL OR REDISTRIBUTION OF SURPLUS LIBRARY MATERIALS

RESOLUTION NO. 2024-___

WHEREAS Contra Costa County (“County”) operates a public library system that is comprised of 26 community libraries serving the County’s diverse population (the “Library”).

WHEREAS, consistent with the Library’s mission of bringing people and ideas together, the Library strives to offer the public a collection of materials that is current and engaging.

WHEREAS maintaining a collection of materials that is current and engaging requires culling materials that the County Librarian determines have become outdated, damaged, superseded, or no longer relevant to the collection (“Surplus Materials”).

WHEREAS other groups or organizations may be able to repurpose the Surplus Materials through sales that benefit the Library or through the use of the Surplus Materials for a public benefit.

WHEREAS the Library desires to dispose of Surplus Materials in a manner that simultaneously is efficient, serves the public and promotes environmental sustainability.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Contra Costa (the “Board”) that the County Librarian is authorized to do all of the following:

1. Declare as surplus library materials, including books, magazines, and other items from the collection, that are determined to be outdated, damaged, superseded, or no longer relevant to the collection.

2. Dispose of Surplus Materials by donating them to one or more of the following: (i) groups and foundations known as “Friends” of the Library, (ii) public schools, (iii) public school libraries, (iv) other County departments, and (v) local non-profit organizations approved by the County Librarian.

3. Dispose of Surplus Materials by working with one or more third-party vendors, in accordance with a contract that has been approved by the Board.

4. Make space available in Library facilities for groups and foundations known as “Friends” of the Library, to enable such groups to sell Surplus Materials or to otherwise dispose of Surplus Materials in a manner that benefits the public.
BE IT FURTHER RESOLVED that this Resolution supersedes and replaces Resolution Nos. 78/107, 83/140, and 98/460.