

MEETING OF THE LIBRARY COMMISSION
A G E N D A

DATE: Thursday, September 19, 2024
TIME: 6:00 p.m. LIBRARY COMMISSION MEETING
LOCATION: The Meeting will be held at the County Administration Building, 1025 Escobar Street, Room 110A in Martinez 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

Please enter your full name when you log in

- Electronic agenda packet viewing is available at: <https://ccclib.org/commission/>
- Hard copy agenda packets are available for viewing at each Contra Costa County Library
- The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 72 hours before the meeting, at (925) 608-7730. After 72 hours prior, accommodations will be on a best-efforts basis.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Contra Costa County Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553.

Library Commissioners, please call **Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, September 18, 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 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. Alison will do a roll call to determine a quorum of attendees.
The meeting was called to order at 6:00 p.m.
Roll call was taken by Nina Braithwaite and a quorum was met.
- 2. 6:05 p.m. (5 mins.)** **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
 - The welcome was done.
 - Emily Bergfeld (Moraga) and Barry Koops (El Cerrito) have stepped down from the Library Commission.
 - Marina Hsieh introduced herself as the new Library Commissioner representing the City of San Ramon.

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 comments 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 nina.braithwaite@library.cccounty.us to be received one day prior to the Library Commission meeting.

No public comments were made.

4. 6:15 p.m. Action (5 mins.) **ACCEPTANCE OF MINUTES – attachment 1**
Commissioners will approve or amend the minutes from the May 16, 2024, meeting. There were no changes to the Minutes from May 16, 2024. Antonio Medrano moved to accept the minutes as written. Sue Hamill seconded. Marina Hsieh abstained. The minutes were approved.

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.

- Ygnacio Valley Library Closure for HVAC Repairs
- Community Meeting for New Bay Point Library Plans – The meeting is 9/24/24 at 6:00 p.m. at the current Bay Point Library. Architects will present their designs for the new library and asking members of the community for their input and feedback. Library Commissioners are welcome and encouraged to attend.
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- Clayton Library Refresh
- Building Forward Grant Funds Preserved for New Bay Point Library
- LGBTQIA+ Community Resources Convening
- Summer Reading 2024
- Lunch at the Library Summer 2024
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- San Ramon Library's Successful Transition to New Hours – The library transitioned to new open hours on 8/1/24 due to budget shortfalls. San Ramon Library hours were reduced from 56 open hours to 46 open hours a week. Two positions were eliminated, but nobody got laid off and one person moved to a different location to fill a vacant position. While schedules changed there was minimal impact to staff jobs. Staff have done an excellent job pivoting to the new schedule.

A question was asked about the hours San Ramon is now open. The new hours are

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Alison was asked if she had any flyers to share about the Bay Point community meeting. She will send them to the Commissioners after the meeting.

6. 6:30 p.m. Information (5 mins.) **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

There were no suggestions made.

PRESENTATIONS

7. **6:35 p.m.
Presentation
(30 Minutes)**

Self-Service Sundays – Kimberli Buckley, Gia Paolini, Yemila Alvarez

A presentation was given explaining Self-Service Sunday. (See attached Presentation)

Follow-up Questions:

What is the start date? The tentative start date is 12/1/24, but that is contingent on the installation of the equipment being done on time.

If you are over 18 can you bring in as many minors as are in your family group? Yes. If another adult accompanies the family they will have to have their own access card.

Where did the idea come from? A lot of people used the library on Sunday prior to Covid. Sunday was a high usage time. We're the only library system in the Bay area that is not open on Sundays.

Can volunteers be at the library during this time? We can't have volunteers in the library without library staff to direct them.

When will sign-up for orientation begin? We will start taking sign-ups around the beginning of November.

Is there any budget allocated for this project? We have a small budget allocated for the software and hardware needed and for the security guards.

If this program is popular, is there the possibility of adding staffing? While this is a complicated issue, adding staff is not possible at this time. If the pilot is successful the priority will be to expand Self-Service Sundays to other locations.

How come there has to be an orientation? The city owns the facility so we need to make sure we do everything we can to honor that relationship and set expectations for the people who will be coming in. This was one of the best practices for other groups that use the self-service model.

What is the cost differential between having two security guards and staffing normally as we would for open hours? We haven't done the analysis for that because security guards are hourly, and staff are not. They are salaried and benefited, they are 20-, 32- or 40-hour staff.

Is there a capacity limit? This was discussed and at this time we have not set a capacity limit. We're curious to see what the response will be and reevaluate, if necessary.

Will not having computer access diminish the attractiveness of the open hours? Is that something that will be considered in the future? Most people who use our public computers also want to print and often need staff help. Since there will not be any staff on site to help, we will not be offering this service to start with.

With staffing being difficult, is that due to the inability to ask people to work on Sunday? And if so, how do other counties do that? Every county has a different model. The primary difficulty is funding. Other counties don't rely on staff picking up extra shifts when they feel like it. Their staff is assigned to those hours. If we were to assign people to Sunday that would mean we were taking the

existing number of staff we have and spreading them out thinner and we can't do that because we're already staffed very thinly.

Do we have a way to measure the theft of items on Sundays? Is there a baseline? Kara didn't know if there was a way to pinpoint theft because the way we track lost materials is as we discover it. She would have to see if there was a way to pinpoint a date, but she doesn't think so. If there is a spike in items missing from the shelves in Concord that would be a direct correlation.

Will the orientations be site specific or if you've done one at Concord does that count toward other locations? Each location will need their own orientation so that the patron understands where everything is and how it functions for each location. As the pilot goes along we will be able to determine if the differences between libraries make a difference.

What will define success for Concord in order to open other locations? We will be tracking usage, the frequency the library is being used, the hours it is being used to determine the highest use times and theft rate.

Is there a minimum number of people coming in order to keep it open? Not at this point.

8. 7:05 p.m.
Presentation
(20 Minutes)

Updated Collection Development – Kara Sheetz

Kara Sheetz provided the details on how and why the Collection Development Plan was updated. (See attached presentation)

Questions:

In terms of the intent of the Plan did you make any changes? No. The intent of the Plan is to support the values of the Library, which haven't changed. It just became more refined.

9. 7:20 p.m.
Discussion
(10 Minutes)

Annual Report for 2024 & 2025 Work Plan (Working Committee) – Tommy Smith Attachments – 2023 & 2024 Annual Reports

Fred Paige, Richard Means, and Marina Hsieh volunteered to help Tommy Smith assemble the 2024/25 Annual Report.

CONTINUED BUSINESS

10. 7:30 p.m.
Information
(10 mins.)

WORKING COMMITTEE REPORTS

- A. Commissioner Dozier will report to the Commission on legislative matters. (3 minutes)
- According to the ALA next week is Banned Books Week. Tagline is Freed Between the Lines.
 - AB1825, sponsored by Muratsuchi, Freedom to Read Act would prohibit libraries from banning books that deal with topics like race or sexuality, require libraries to create policies on book acquisitions and provide ways for the public to challenge library materials. This bill has passed both the assembly and senate and is on the governor's desk. While Newsom has stated he is a strong supporter of the Freedom to Read Act, he has also shown that bills that require funds outside the state budget, which this is, are being vetoed. The California Library Assn. will let their members know if there will be a letter writing campaign to the governor.
 - Fresno County created a citizen review committee for library books to decide whether to move material with "sexual preference" and "gender identity" content

to a restricted area where they can only be checked out with parental permission.

- Huntington Beach has created a citizen committee to review children's library books with opponents collecting signatures to repeal the review board.
- In 2023 there were 52 challenges to 98 different materials in the California public schools and libraries. Nationwide 4,240 titles were challenged in 2023 a 65% increase over 2022, with 2,571 titles being challenged. For reference, 10 years ago California public schools and libraries was number 2 in the country for challenging and had a total of 18 titles.

B. Commissioner Rosekind will update the commissioners on the Library Foundation of Contra Costa. (3 minutes)

- The Library Foundation continued to roll out programming supported under their programming equity priority across 11 branches.
 - Pittsburg – Story Walk
 - San Pablo – Bilingual Poetry Reading
 - Crocket – Lindsey Wildlife Experiences Animal Ambassadors
 - Antioch – Hosted the city's poet laureate & 1st youth poetry open mic
 - Antioch/Pinole/Hercules – Exploration of Afro Futurism
- Engaging with a consultant to develop a strategic plan that aligns with the county libraries and also enfold a development plan into it and then overall building deeper branch funder and community relationships around specific programs and organizational priorities.

C. Commissioners Hamill & Hildreth will report to the Commission on Advocacy Ad Hoc business. (3 minutes)

Sue Hamill – This Committee was restructured due to member limitations. We fall under the same rules as the full commission and have to have published meetings that take place in a public place and allow the public to attend. We have been working through that and we will have a meeting on 9/20/24, at the Walnut Creek Library.

OTHER BUSINESS

11. 7:40 p.m.
Action Item
(5 Minutes)

Formation of a Nominating Committee for Library Commission Officers – Nicole Gemmer

If the Commission cares to proceed in the same manner as last year, a motion will be required to form an ad hoc Nominating Committee of three commissioners to meet twice for the purpose of identifying and contacting Commissioners to determine their interest in serving as the Chair and Vice-Chair of the Commission for 2025. A slate of candidates will be presented at the November commission meeting as well as accepting nominations from the floor. As a point or order, anyone serving on the ad hoc Nominating Committee should not be one of the nominees. Keeping this in mind, volunteers for the committee will be accepted.

Matt DeFraga, Jacalyn Ferree and Heather Lurvey agreed to be on the Nominating Committee. The first meeting will be scheduled by Nina Braithwaite.

12. 7:45 P.M.
ACTION
(5 mins.)

CORRESPONDENCE

Commissioners will review commission correspondence.

No correspondence was received.

13. 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.

- Amenda Kung – The Moraga Library celebrated its 50th anniversary and had a successful book sale
- Mary Ann Hoisington - The Osher Lifelong Learning Institute that comes from Berkley is offering four (4) classes between October 17 and November 7 at the Lafayette Library from 10:00-12:00 or 1:00-3:00. Reservations are needed.
- Julie Dozier – Pleasant Hill recently opened a second bookstore that benefits the Pleasant Hill Library. With those funds they also purchase eBooks. The shop is across from Heather Farms.
- Rachel Rosekind –
 - Kensington – Paying for College with Scholarships on October 8, 15 & 22 at 6:00 p.m.
 - Kensington – Fratello Marionettes is doing a Halloween spooktacular October 29 6:30
 - El Cerrito – Tibetan storytime October 5 @ 10:00 a.m.
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 - San Pablo – Eugene Rodriguez, founder of Los Cenzontles Cultural Arts Academy, will share his new book, Bird of Four Hundred Voices on October 14, at 1:00 p.m.
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 - Pinole – Friends of the Library book sale on October 5-6 and on Wed Oct 16 at 3:00
 - Pinole – Teen Screen Printing Workshop on October 16 at 3:00
 - Non-Profit Board Training – November 9, from 9:00-4:00 @ Los Medonos College

14. 8:00 P.M.

ADJOURNMENT to the November 21, 2024, LIBRARY COMMISSION MEETING.

The meeting was adjourned at 7:32 p.m.

ITEMS TO CALENDAR

- **2024 FF&LC Forum, October 5, 2024, 8:30 - Noon**
- **Commission Meeting, Thursday, November 21, 2024, 6:00 pm**
- **Commission Meeting, Thursday, January 16, 2024, 6:00 pm**
- **Commission Meeting, Thursday, March 20, 2024, 6:00 pm**

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(5 mins.) **PUBLIC COMMENT**
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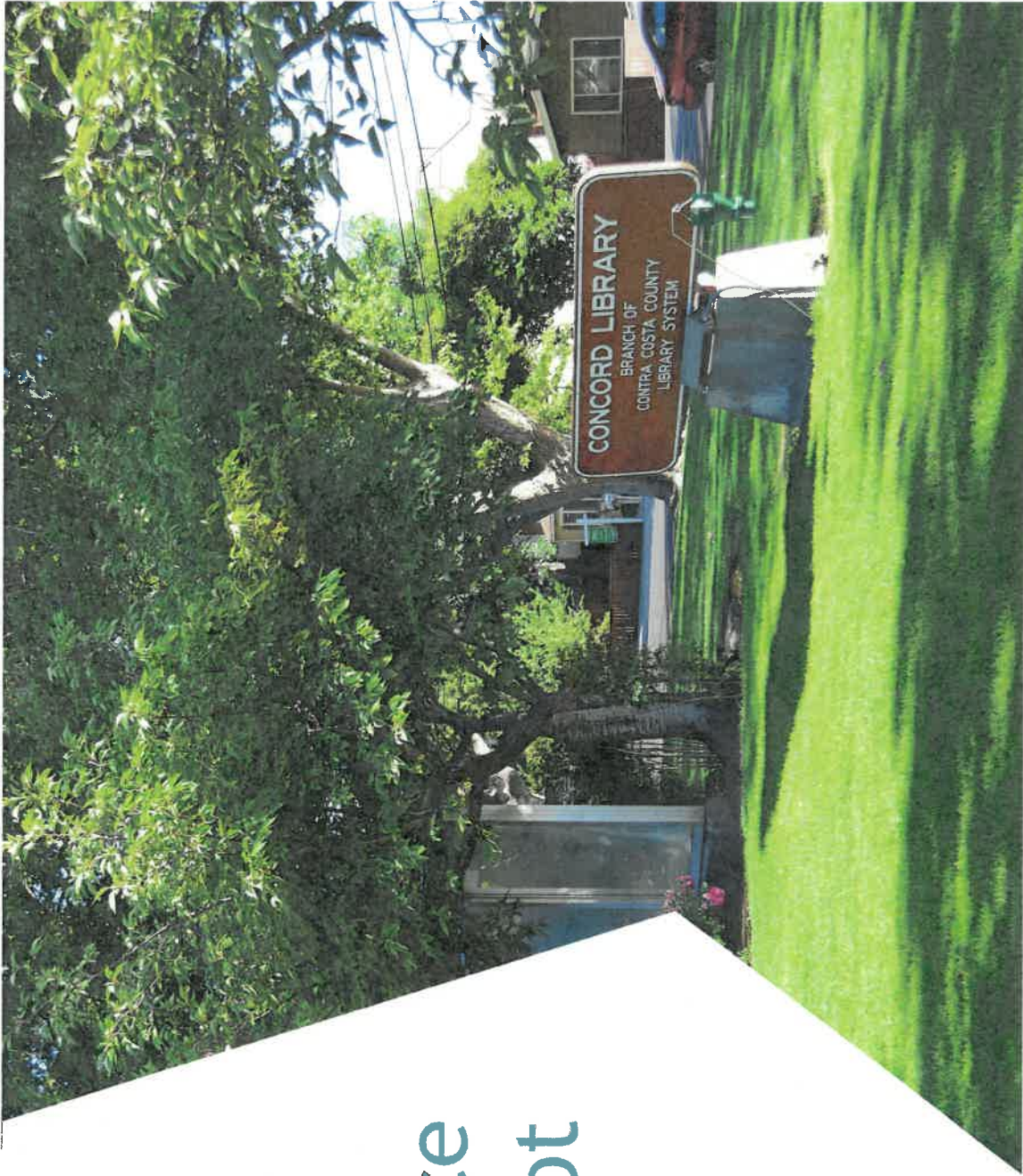
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Self-Service Sunday Pilot





The History of Sundays

- ▶ 9 libraries had Sunday hours prior to the pandemic
- ▶ Paid for by cities
- ▶ Uneven geographic distribution
- ▶ Challenging for staff

What is Self-Service Sunday?



- ▶ A new pilot service that allows patrons to have access to the Concord Library on Sundays
- ▶ The library is unstaffed in this model.
- ▶ Two security guards will be present to monitor the building.
- ▶ Open 12 p.m. - 4 p.m.



What services are available?

- ▶ Browse the collection
- ▶ Pick up holds
- ▶ Use the self-check machines
- ▶ Quiet reading or studying space
- ▶ Connect to Wi-Fi



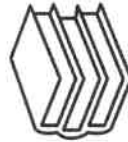
Services not available



Computers, printing,
scanning or photocopying



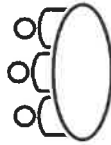
Restrooms



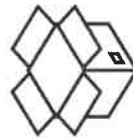
LINK+ pickups or
returns



Reference help



Community Room



No book donations

How to sign-up

Must be 18 years or older

Library card in good standing

No incident reports or suspensions within one year

Attend in-person orientation

Read and sign the user agreement



How does it work?

- ▶ Request a self-service access card
- ▶ Complete sign-up process
- ▶ Visit during self-service hours
- ▶ Scan card and enter PIN number at the entrance



7



Orientation details

- ▶ Receive an overview of the program and review the available services
- ▶ Learn how to access the building
- ▶ Read and sign the user agreement
- ▶ Tour the library

Policies



- ▶ Self-Service Sunday cardholders are asked to follow the library's policies to keep the space safe and enjoyable for everyone.
- ▶ Violating library policy could impact the cardholder's access or other library privileges.
- ▶ Minors must be accompanied by an adult, over the age of 18, who is already registered for the service and remain under adult supervision at all times.

2024

**COLLECTION
DEVELOPMENT PLAN**

GROUP EFFORT

- Collection Development Committee
- Librarian Specialists
 - Juvenile Hall
 - Adult and Youth Services
- Project Second Chance
- Adult Literacy Program
- Accessibility Committee



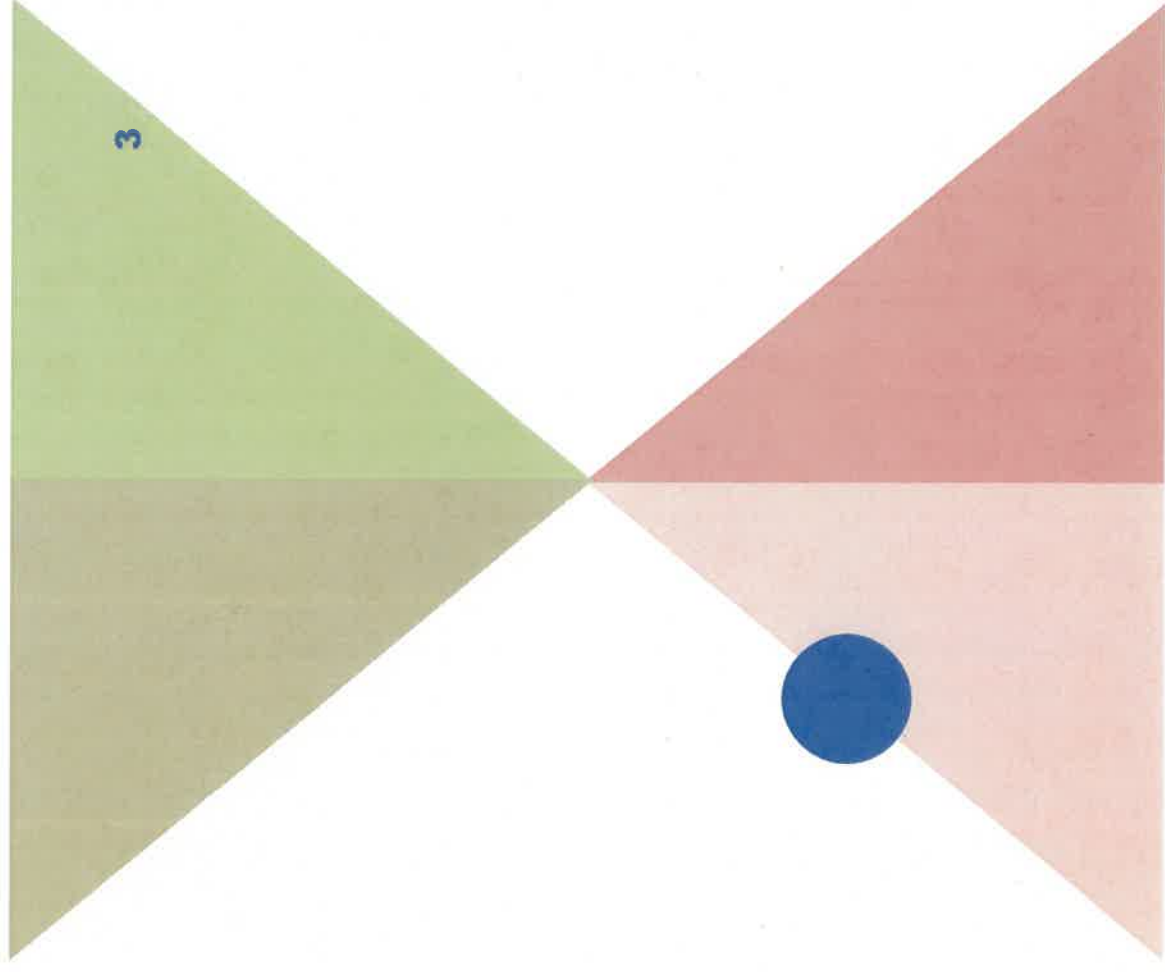
REVISION TIMELINE 2011-2024

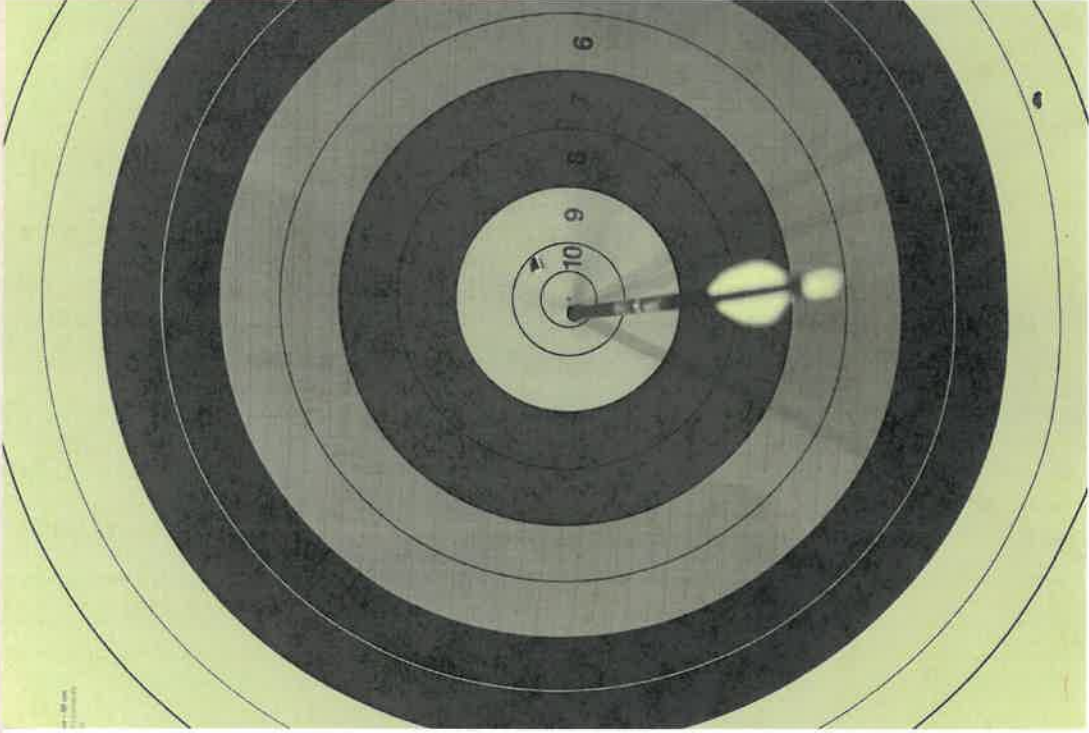
Began 2021

Resumed 2023

Completed 2024

Published June, 2024





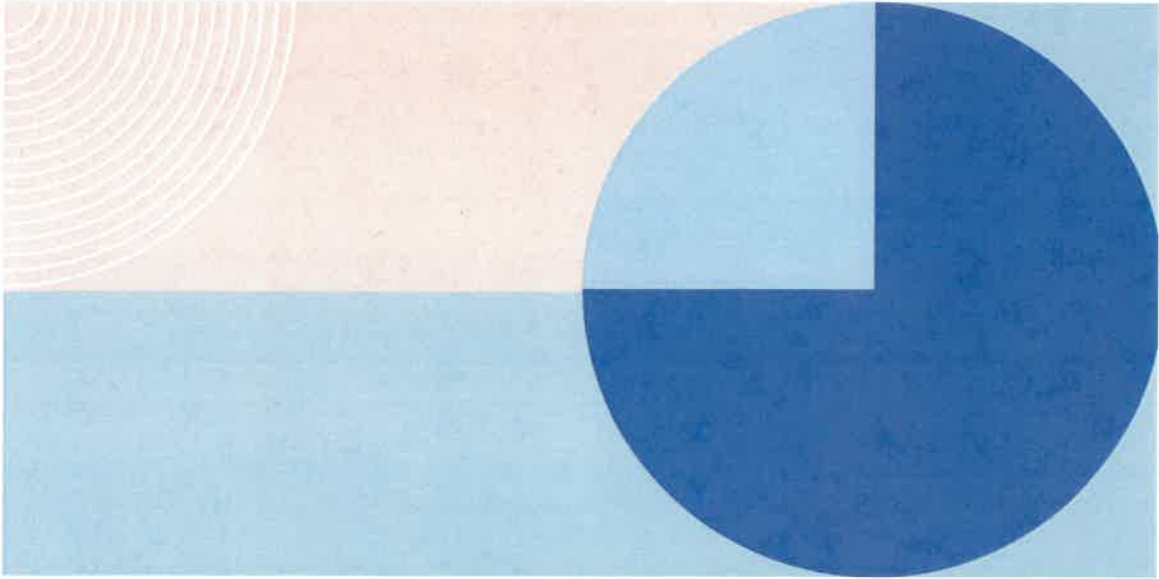
GOALS

Accuracy
Accessibility
Inclusivity



WHAT WE DID

- Removed outdated practices/information
- Revised language to be more evergreen
- Clarified policy language to be less passive
- Reviewed terms to be more inclusive
- Eye on Intellectual Freedom
- Chose brevity
- Maintained transparency



EXAMPLES

How we did it

ACCURACY

Removed outdated information

- Orin Allen
- Appendices
- Dated References

Revised old practices

- Gov Docs
- Local Author
- Retention Schedule
- Reconsiderations

CIRCA '24

Chapter 1: Library and Collection Overview

The Contra Costa County Library—Past and Present

The Contra Costa County Library has a rich tradition of library service. It was founded in 1913, the first year a county-wide library system was established in the state. There were over forty community libraries and service to sixty-four public schools, as well.

During the war years following World War II, the library began to change to reflect the newly developing suburban nature of the county it served. The very first branch library was started working in the El Cerrito Library in 1949. Service to school libraries stopped in 1953.

The suburban profile of the county led to an ambitious building program that began in the 1950s, which resulted in the construction of most of the library buildings in use today. The passage of Proposition 13 in 1978 put an end to this rapid expansion.

The Contra Costa County Board of Supervisors served as the governing board for the Contra Costa County Library. In 1977, the library was divided into five areas based on geographical location (Central, East, Lamorinda, South, and West). As stated in the Appendix A: Board of Supervisors Resolution 994595—Collection Development Policy, the legal responsibility for the selection of library resources rests with the County Librarian.

The Collection

Individual community library collections contribute to the total scope of the county library's collection. The county library's collection includes a variety of formats, including books, e-books, and reference support.

The scope of the collection changes over time as the needs and makeup of its users change. Financial limitations must be acknowledged with as little deprivation to community needs as possible. A materials budget must respond to the addition of new formats and the evolving needs of underserved populations.

General Collections

The Contra Costa County Library collection is composed predominantly of circulating titles for use by the general public. In addition to the instructional needs of the community, for purposes of selecting library resources for its patrons, the library recognizes three distinct age levels:

- The Children's collection is defined as resources that serve a population from birth through middle school and their adult caregivers
- The Young Adult Collection is defined as resources that appeal to any reader beyond middle school through high school
- The Adult Collection is defined as resources that appeal to the Children's and Young Adult collections.

Every community library has adult, young adult, and children's materials that comprise a core collection. The core collection is defined as the fundamental information needs of the community. Core collections include circulating and non-circulating materials in all formats, including access to electronic resources. Core collections are designed to appeal to browsers as well as to patrons that enter the library looking for specific material.

This core collection can also be described as demand-based and actively used. Core collections are maintained and reinforced as part of the ongoing collection development process. The core collection is reviewed annually. However, core titles are considered during the annual review of what constitutes a core collection.

Centralized selection ensuring that each community library meets its minimum core collection needs is recognized that maintaining the balance of these collections is an ongoing process.

Special Collections

Occasionally, a community library that serves a unique population will maintain a special collection. These collections are not necessarily subject to the same selection criteria as the general collection. Factors include community interest, available and sustainable local funding, physical space available, the existence of accessible specialized resources in other area libraries, and the realities of budget limitations.

Interlibrary Loan through LINK

LINK (Link Plus) is a cooperative project among participating public and academic libraries. LINK Plus provides access to the Contra Costa County Library with access to books and materials that may be unavailable in the local collection or otherwise unavailable for acquisition. The service is free and allows patrons to directly search for and request items with their Contra Costa County Library card.

Budget Allocation

County funds for purchase of library resources are allocated to each community library based upon circulation, service area population, and any other appropriate measurements. The Contra Costa County Library is responsible for the selection and purchase of library resources. The responsibility of the Collection Development Department, Expenditure of non-county funds, including those from Friends, grants, community groups, and library foundations, is the responsibility of the recipient community library.

LANGUAGE

1. Evergreen
Removed specific references
2. Clear and Direct
Simplified mission statement
3. Inclusive
Easy Reader / Early Reader



INTELLECTUAL FREEDOM

- Strengthened supporting statements
- Added Freedom to Read Statement



ACCESSIBILITY

- Reduced overall size
- Moved away from technical terms
- Relocated internal procedures



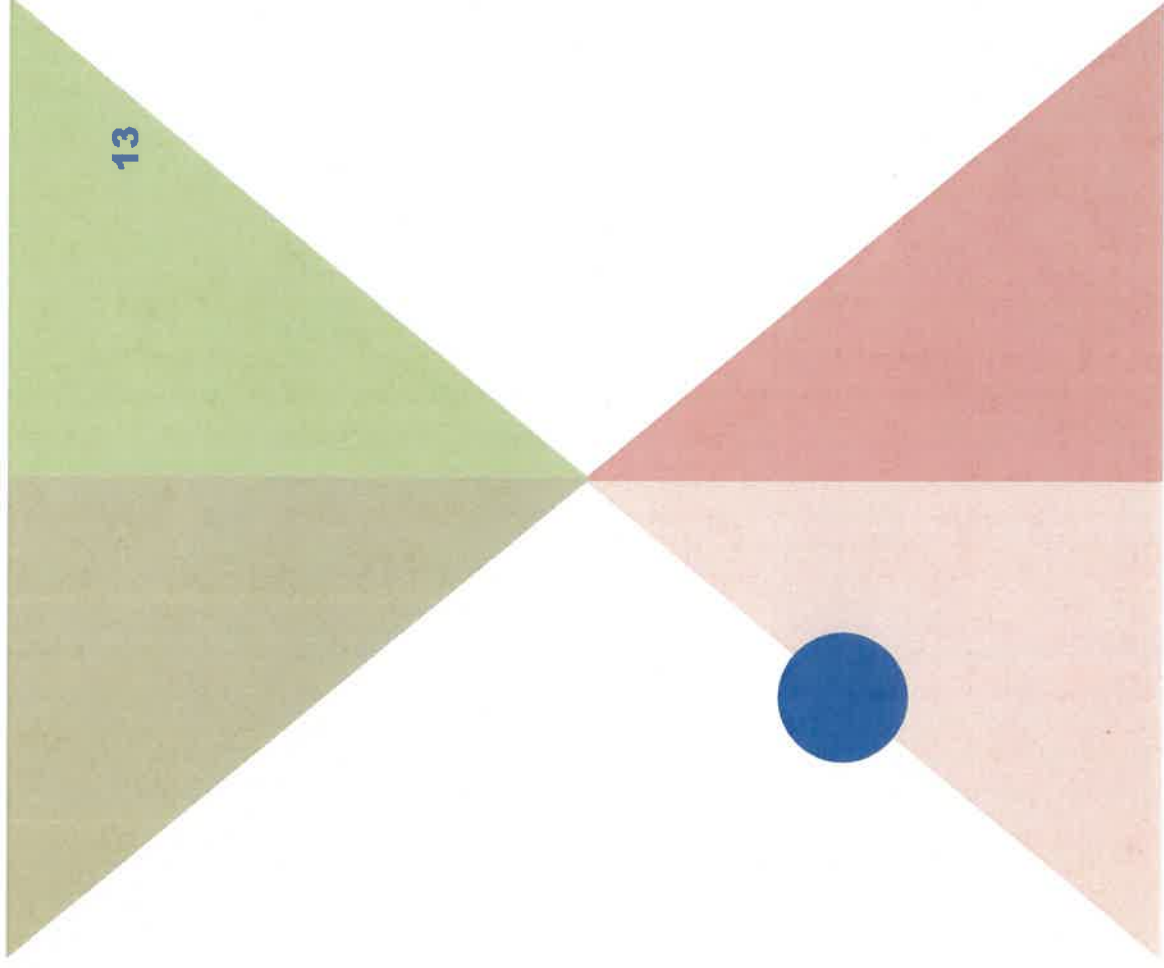
CONCLUSION

Accurate

Accessible

Inclusive

Functional



QUESTIONS

