

CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553



Meeting Minutes

Thursday, January 16, 2025

6:00 PM

**1025 Escobar St., Room 110
Martinez, CA**

**352 Shoreline Drive
Pittsburg, CA**

**Zoom Webinar Link: [https://zoom.us/j/92440499509?
pwd=MLUCLCJIFTt5cOb50QDbQLvytKEmqA.1](https://zoom.us/j/92440499509?pwd=MLUCLCJIFTt5cOb50QDbQLvytKEmqA.1)**

Webinar ID: 924 4049 9509

Passcode: 135402

Library Commission

- 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, January 15, 2025, 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.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.

This was approved.

1. **CALL THE MEETING TO ORDER / ROLL CALL**
The Library Commission Chair will call the meeting to order. Nina Braithwaite will do a roll call to determine a quorum of attendees.
2. **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
3. **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. 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.
4.

<u>Attachments:</u>	Amended 11-21-24 Commission Meeting Minutes.pdf
Motion:	Ann Hoisington
Second:	Fischer
5. **COUNTY LIBRARIAN REPORT**
County Librarian Alison McKee will report on items of interest to Commissioners.
6. **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

7.

Attachments:

[2025 Work Plan.pdf](#)

[Implementing the Library Commission 2025 Work Plan.pptx.pdf](#)

8. **REPORT OUTS & PLANS FOR MEETING WITH APPOINTING BODY**
9. **WORKING COMMITTEE REPORTS**
 - A. Commissioner Dozier will report to the Commission on legislative matters.
 - B. Commissioner Rosekind will update the commissioners on the Library Foundation of Contra Costa.
10. **CORRESPONDENCE**

Commissioners will review commission correspondence.
11. **COMMISSIONER ANNOUNCEMENTS**

Commissioners can use this time to share upcoming events, book sales and any other library-related information.
12. **ADJOURNMENT TO THE MARCH 20, 2025, LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

- **Library Commission Meeting, Thursday, March 20, 2025, 6:00 p.m.**
- **Library Commission Meeting, Thursday, May 15, 2025, 6:00 p.m.**
- **Library Commission Meeting, Thursday, July 17, 2025, 6:00 p.m.**
- **Library Commission Meeting, Thursday, September 18, 2025, 6:00 p.m.**
- **Library Commission Meeting, Thursday, November 20, 2025, 6:00 p.m.**
- **FFLC Forum, Saturday, October 4, 2025, 8:30 a.m. to 12:00 p.m. at the Walnut Creek Library Oak Room**

Work Plan, Contra Costa County Library Commission (November 2024 through October 2025)

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;
- "A s s i s t 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;
- "P e r f o r m 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;
- "P r o v i d e reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate."

Annually, the Commission sends a work plan 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 resources to them. When possible, meet with legislative leaders in conjunction with other library districts.
- Taking an active role in the American Library Association and California Library Association lobbying efforts.
- Briefing appointing authorities (city/town council, Supervisor, board, or agency) periodically on Commission activities, initiatives, and library needs and 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 and holding the annual Friends and Foundations Forum.

Goal 3: Advise the County on library issues, including:

- 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.

Contra Costa County Library Commission Implementing the 2025 Work Plan

2025 Work Plan Goals

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Brief Appointing Authorities on Commission Activities and Library Needs

Contra Costa County Library Commissioners
Report to Danville Town Council

November 2024

Nicole Gemmer, Library Commissioner

Bob Sanguedolce, Alternate Library Commissioner

Contra Costa County Library Commission Report

- Danville has **27,244 active patrons** with circulation of 199,312 in fiscal year 2023-24
- Danville had 181,566 checkouts of e-books and e-audio books in the Overdrive application
- There are over 65,800 items in the collection at the Danville Library
- The most popular resources include newspapers such as the East Bay Times, the New York Times, the Washington Post, and Consumer Reports
 - Views of the East Bay Times were up 62% in the previous year

Contra Costa County Library Commission Report

BrainFuse

- Popular resource:
- A service that provides live real-time homework assistance in multiple languages
- And, a redesigned **Saturday Story Time** has returned

Contra Costa County Library Commission Report

Recently completed additional building upgrades:

- Two new coats of paint throughout the library's interior
- New carpeting in key areas of the library including Periodical Room, Friends' Book Store, Mt. Diablo Room, and staff area
- Refinished all original study tables throughout the library to remove deep scratches and graffiti and expand seating in children's study area
- Deep cleaned tile and grout in all the public and family restrooms plus the library lobby
- Deep steam cleaned all upholstered furniture in the library

Contra Costa County Library Commission Report

Launch of Updated Library Strategic Plan

- Commissioners provided input along with other stakeholders and public surveys
- Goals and objectives modified to more fully address:
 - Rapid digitalization
 - The epidemic of loneliness
 - Low literacy levels
 - The need to address racial and other inequities in services
 - An increase in attacks on intellectual freedom
- Annual progress reports will be published
- In 2025, Danville staff will focus on increasing the number of library cards held through increased visits to schools

Contra Costa County Library Commission Advocacy Ad Hoc Group

- Formed in February 2024
- Goal is to explore alternative additional funding models for the Contra Costa County Library
- Members:
 - Sue Hamill (Co-Chair) – District 4
 - Susan Hildreth (Co-Chair) – District 2
 - Clifton Louie – District 3
 - Rachel Rosekind – District 1
 - Bob Sanguedolce – Town of Danville (Alternate)
 - Alison McKee – County Librarian

Contra Costa County Library Commission Advocacy Ad Hoc Group

Local Income Per Capita (LIPC)

- Metric developed by California State Library
- Compares different funding levels across varying populations
- Calculated by: Library Income divided by residents served
- Data is for Fiscal Year 2022-2023

County Library System	LIPC-Funding per Person
Alameda	\$64.36
Contra Costa	\$36.31
Napa	\$91.83
Marin	\$121.29
Solano	\$ 63.73

CCCL is primarily funded by 1.5% of the 1% county ad valorem property tax

Contra Costa County Library Commission Advocacy Ad Hoc Group

Why are Comparable Library Systems Better Funded?

Library System	Additional County Funding
Alameda	User utility tax
Contra Costa	\$0
Napa	Higher ad valorem of 2.07%
Marin	Measure B \$98 parcel tax
Solano	Measure L 1/8 cent sales tax

Contra Costa County Library Commission Advocacy Ad Hoc Group

Contra Costa County
funds a base of 40
weekly open hours
across its 22 full-service
library branches

40 Base Open Hours Schedule

Monday:	Closed
Tuesday:	12 - 8
Wednesday:	10 - 6
Thursday:	10 - 6
Friday:	9 - 5
Saturday:	9 - 5

Cities may fund 6, 12, or 16 extra
weekly hours

Contra Costa County Library Commission Advocacy Ad Hoc Group

Let's Talk About Sunday Open Hours at the Library

- Surveys show Sunday open hours one of the most requested features by residents
- All peer libraries offer Sunday hours.
- Contra Costa Library did have some branches open on Sunday prior to Covid but was difficult to staff and cut to save costs.
- A trial of limited Sunday hour services will begin in Concord in December 2024.

Library System	Total number of branches	Number of branches open on Sundays	Number of Sunday open hours	Percent of Branches open on Sundays
Contra Costa	26	0	0	0%
Alameda	12	6	4	50%
Marin	10	2	5	20%
Napa	4	1	4	25%
Solano	9	3	5	33%

Contra Costa County Library Commission Advocacy Ad Hoc Group

A final report was presented by the Advocacy Ad Hoc Group on November 21, 2024. The commission voted and approved the following action:

- Recognize the Contra Costa County Library's limited funding.
- Endorse the goal of 56 fully-staffed service hours per week at all full-service branches - this would result in Danville no longer having to fund additional library hours
- Provide for at least 6 equitably distributed branches to be fully staffed for at least 4 hours on Sunday.
- To thank and close the Advocacy Ad Hoc Group

Other Implementation Methods for Outreach

- Write a letter to your state senate rep, state assemblymember, federal representative, or senator
- Call the board chair for a legislative committee to indicate you are in favor or against specific legislation
- Make public comment at a public hearing or meeting
- Inform community groups you are involved in about library services, value, and need – and encourage them to stay involved!