



AGENDA

CONTRA COSTA COUNTY Library Commission

Thursday, November 20, 2025

6:00 PM

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

**2229 Ptarmigan Dr. #1
Walnut Creek, CA**

**[https://us02web.zoom.us/j/99019817954?
pwd=Ig6i65bDmwMeoIR8SsAS9lAaG9I
1nH.1](https://us02web.zoom.us/j/99019817954?pwd=Ig6i65bDmwMeoIR8SsAS9lAaG9I1nH.1)**

**Webinar ID: 990 1981 7954
Passcode: 228815**

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- 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) 608-7700. 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, November 19th 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 Commissioners' attendance.

1. CALL THE MEETING TO ORDER / ROLL CALL

The Library Commission Chair will call the meeting to order. Nadia Bagdasar Mills 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.

4. ACCEPTANCE OF MINUTES - attachment 1 [25-3360](#)

Attachments: [July 2025 Minutes](#)

Commissioners will approve or amend the minutes from the July 17, 2025, meeting.

5. COUNTY LIBRARIAN REPORT – attachment 2 [25-4740](#)

Attachments: [Co Librarian Report Nov 2025](#)

County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

6. 2025 ANNUAL REPORT/2026 WORK PLAN - attachment 3 [25-4741](#)

Attachments: [LC-CCCLC Annual Report 2025](#)

Commissioner Tommy Smith will present the 2025 Annual Report and 2026 Work Plan.

7. NOMINATIONS AND ELECTION OF 2026 LIBRARY COMMISSION

Nominating Committee Chair Kevin Armonio will explain the group's process then present the slate of candidates to the Commissioners. Nominations will also be taken from the floor and the election of Library Commission Officers for 2026 will be held.

8. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings.

9. CURRENT LIBRARY FACILITY PROJECTS

County Librarian Alison McKee will present an overview of the current library facility projects.

10. WORKING COMMITTEE REPORTS

Legislative Committee Commissioners will report to the Commission on legislative matters.

11. SET COMMISSION MEETING DATES FOR 2026 - attachment 4 [25-4490](#)

Attachments: [Proposed Dates for 2026 Library Commission Meetings](#)

Commissioners will vote to adopt meeting dates for 2026.

12. CORRESPONDENCE

Commissioners will review commission correspondence.

13. COMMISSIONER ANNOUNCEMENTS

Commissioners can use this time to share upcoming events, book sales and any other library-related information.

- 14. ADJOURNMENT to the Thursday, January 15, 2026 LIBRARY COMMISSION MEETING.**



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3360

Agenda Date: 11/20/2025

Agenda #: 4.

Advisory Board: Library Commission

Subject: Acceptance of July Meeting Minutes

Commissioners will approve or amend the minutes from the July 17, 2025 meeting.

CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553



Committee Meeting Minutes - Final

Thursday, July 17, 2025

6:00 PM

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

<https://zoom.us/j/99019817954?pwd=Ig6i65bDmwMeoIR8SsAS9lAaG9I1nH.1>

Webinar ID: 990 1981 7954

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Library Commission

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1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Nicole Gemmer called the meeting to order at 6:05pm. Walt Beveridge took roll and with 13 voting members present, a quorum was established.

Present	Jim Dexter, Robin Eckert, Nicole Gemmer, Marina Hsieh, Heather Lurvey, Richard Means, Amit Prayag, Robert Sanguedolce, Linda Sendig, Tommy Smith, Bryan Thomas, and Bethany Woods
Excused	Julia Dozier, Sue Hamill, Zelda LeFrak-Belleci, Dennisha Marsh, Robert Mason, Frederick Page, and Rachel Rosekind
Absent	Matt DeFraga, Vivian Faye, Shrikant Garde, Stacie Hinton, Anne Kingsley, Amenda Kung, Lynn Mackey, Jo Ellen Marcotte, George Pursley, and Donna Rennie

2. WELCOME & INTRODUCTIONS

Chair Gemmer introduced several new commissioners who each took a moment to say a few words about themselves.

3. PUBLIC COMMENT

No members of the public were present at this meeting.

4. ACCEPTANCE OF MINUTES – attachment 1 [25-2833](#)
Commissioners will approve or amend the minutes from the May 15, 2025, meeting.

With 13 "Aye" votes and one abstention, the motion to accept the 5-15-2025 meeting minutes as they were presented was passed.

Motion: Hsieh
Second: Prayag

5. COUNTY LIBRARIAN'S REPORT - Attachment 2 [25-2834](#)

County Librarian Alison McKee highlighted several items in her written report to the commission then called for any questions. No one had any so the meeting continued.

6. COMMISSIONER WORK PLAN ACTION ITEMS (Report Out / Current Events)

Commissioner Fitzpatrick: In his previous role as a Oakley Commissioner, Arnold was involved in fundraising efforts for the Clayton Library. He also has been attending programs there to show support.

Commissioner Prayag: Amit had 3 items to report. 1. He attended a Clayton Foundation meeting to report on the May Commission meeting to the group; 2. Amit and his family participated in the Clayton 4th of July parade to show support; 3. Amit has joined the Clayton Foundation Communication Sub-Committee and they are now reviewing the Library Marketing Plan for both the Foundation and the Clayton Library.

7. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioner Swernoff suggested an update on efforts regarding a new library for El Cerrito. Alison stated that she thought that was more of a city function than an item for the full commission and suggest that Commissioner Swernoff might huddle with Commissioner Fischer from El Cerrito to speak about this topic.

8. SELF-SERVICE SUNDAYS -attachment 3

25-2835

County Librarian Alison McKee, Deputy County Librarian Yemila Alvarez and Library Service Manager Gia Paolini will present a review of the recently completed pilot of this new program.

Alison's PowerPoint slides are attached to these minutes.

Self Service Sundays Presentation

25-3196

9. WORKING COMMITTEE REPORTS

Commissioner Lurvey provided the report this meeting due to Commissioner Dozier being absent:

Legislative Update California

In June, Governor Newsom signed the 2025 State Budget Bill.

https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F_https%3A%2F%2Febudget.ca.gov%2FThe%3B!!OZEuhTV5Po1-xdhMVz0!G8ebJC2oL3yCRPKDtmNFXFwabRvesAKjh5hJaDG2GPnhYJlXijHhZsKa67tVpOAMM6jiem2p52lzJqhzHuswOOuKLKHI6Os%24&data=05%7C02%7Cwalt%7C4e06a2f4783d69dc4cdb%7C0%7C0%7C638882853949106605%7CUnknown%7CTWfphGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCI%7C%7C%7C&sdata=OpeES%2B%2FvdAUGspSGxJ045FIRHpZnnBvZQUY1hEvPyTg%3D&reserved=0

California State Library Parks Pass program was funded through 2026-it had been subject to end in 2025 due to an \$6.75 million budget cut proposed in the legislature's budget plan earlier this year. The California State Parks Foundation obtained over 8,000 signatures supporting the program. The funds are appropriated for the State Parks & Rec Fund, not directly to the libraries. \$3.6 million was allocated to the Altadena Library District. The libraries in Altadena were damaged by the fires earlier this year. The Library District expects to receive reduced funding from property taxes for the next few years due to the widespread loss of homes and property

damage. The governor stated the State of California would not be able to replace the funds IMLS had provided to California.

Federal

No library-related bills in Congress right now.

In *FCC v. Consumers' Research* and *SHLB v. Consumers' Research* decided in June, the Supreme Court held the Universal Service Fund, which encompasses the E-Rate program which subsidizes internet connectivity for libraries, is constitutional, overturning the Fifth Circuit. *ALA v. Sonderling* and *State of Rhode Island v. Trump*, two lawsuits challenging the administration's Executive Order 14238, are pending in federal courts.

10. CORRESPONDENCE

Walter reported that the only correspondence since the previous meeting had to do with information relating to how an interested person could apply for an open spot on the commission. Walter referred the inquiry to the appropriate city clerk and the person asking was sent an application and a description of the process involved.

11. COMMISSIONER ANNOUNCEMENTS

Commissioner Hsieh shared that the San Ramon Pedestrian Bridge over Highway 680 was opening on Saturday July 19th and there would be a pop-up book sale by the Friends along the path of the walk. She also mentioned that the Dougherty Station Library would shortly be celebrating its 20th anniversary and for a \$20 donation, yard signs celebrating the library were available to the public.

12. ADJOURNMENT to the Thursday, September 18, 2025, LIBRARY COMMISSION MEETING.

Chair Gemmer adjourned the meeting at 7:33 pm.

County Librarian's Report to the Library Commission
Thursday, July 17, 2025

MARKETING PLAN IS COMPLETE

The Library's first ever Marketing Plan is now complete and attached to this report. Thank you to the Library Commission for your valuable input.

MOBILE HEALTH CLINICS AT CON, OAK, PRW

This summer Contra Costa Health will provide reproductive health services for young adults (ages 12-21) at the Concord, Oakley and Prewett Libraries their mobile health unit. The mobile health unit is at various public school sites during the school year so needed additional sites during the summer. The health services staff promote the library and encourage their patients to sign up for library cards during appointments.

COHS GRADUATION

5 Career Online High School (COHS) students graduated with their High School diploma on Saturday May 10th at the Orinda Library auditorium. Many thanks to the LFCC for sponsoring this event. COHS is funded by the California State Library and offers adults the opportunity to earn an accredited high school diploma and career certificate through an entirely online asynchronous program. There are currently 27 students enrolled in the program through CCCL.

SUPREME COURT UPHOLDS CONSTITUTIONALITY OF E-RATE

On June 27th, the Supreme Court ruled that the funding mechanism behind the Universal Service Fund, which funds the E-rate program, does not violate the constitution, neither in the way it is funded nor in having a private non-profit organization (the Universal Service Administration Company) manage the Universal Service Fund programs. E-rate is a US federal initiative that provides discounts on telecommunications and internet services to eligible schools and libraries. CCCL receives approximately at 66% discount on internet connectivity via E-rate.

PATRON SURVEY

The patron survey closed on June 8th. We received 11,147 responses and are at the beginning stages of analyzing them. OrangeBoy (the contractor who manages our surveys) will be coming to the September Commission meeting to present the survey findings.

EXTRA HOURS UPDATE

No city has opted to change the number of extra hours it funds in FY25-26. Extra hours for FY25-26 by library and city are as follows:

City	Branch Name	FY24-25	
		County Base	City Extra
Antioch	Antioch	40	0
Antioch	Prewett*	35	n/a
Brentwood	Brentwood	40	12
Clayton	Clayton	40	0
Concord	Concord	40	12
Danville	Danville	40	16
El Cerrito	El Cerrito**	40	6
Hercules	Hercules	40	6
Lafayette	Lafayette	40	16
Martinez	Martinez	40	0
Moraga	Moraga	40	0
Oakley	Oakley***	40	n/a
Orinda	Orinda	40	16
Pinole	Pinole	40	0
Pittsburg	Pittsburg	40	12
Pleasant Hill	Pleasant Hill	40	12
San Pablo	San Pablo	40	12
San Ramon	Dougherty Station	40	6
San Ramon	San Ramon	40	16
Walnut Creek	Walnut Creek	40	12
Walnut Creek	Ygnacio Valley	40	12
n/a	Bay Point*	35.5	n/a
n/a	Crockett*	18	6
n/a	EL Sobrante	40	n/a
n/a	Kensington	40	n/a
n/a	Rodeo*	18	6
TOTAL		986.5	177
TOTAL OPEN HOURS		1153.5/1163.5	

*outlets, not full-service libraries

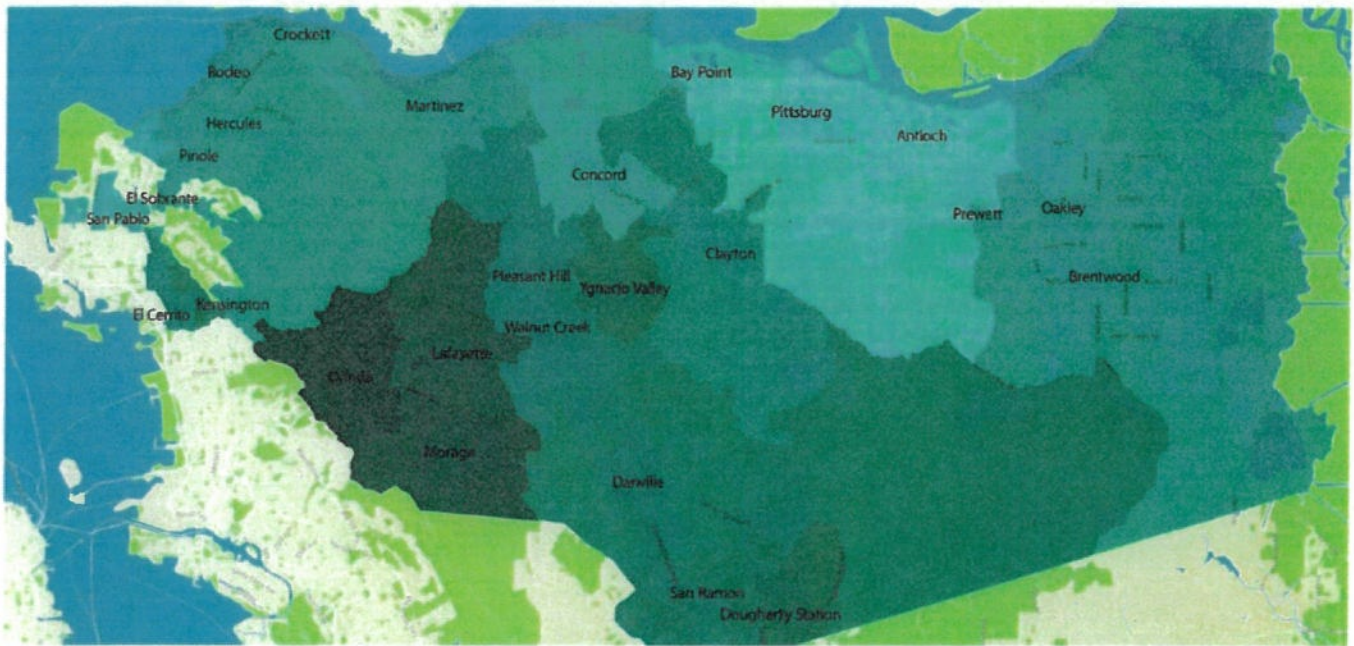
**not eligible to fund more than 6 extra hours due to size limitations of facility

***not eligible to fund extra hours due to size limitations of facility

Strategic Marketing Plan 2025



The Library serves 1.1 million individuals in a large and diverse County with a variety of needs. Guided by the Strategic Plan and to support its goals, this plan expands on proven marketing and communications efforts while adding a new layer of targeted efforts, all with the goal to bring library services to more members of the communities we serve.



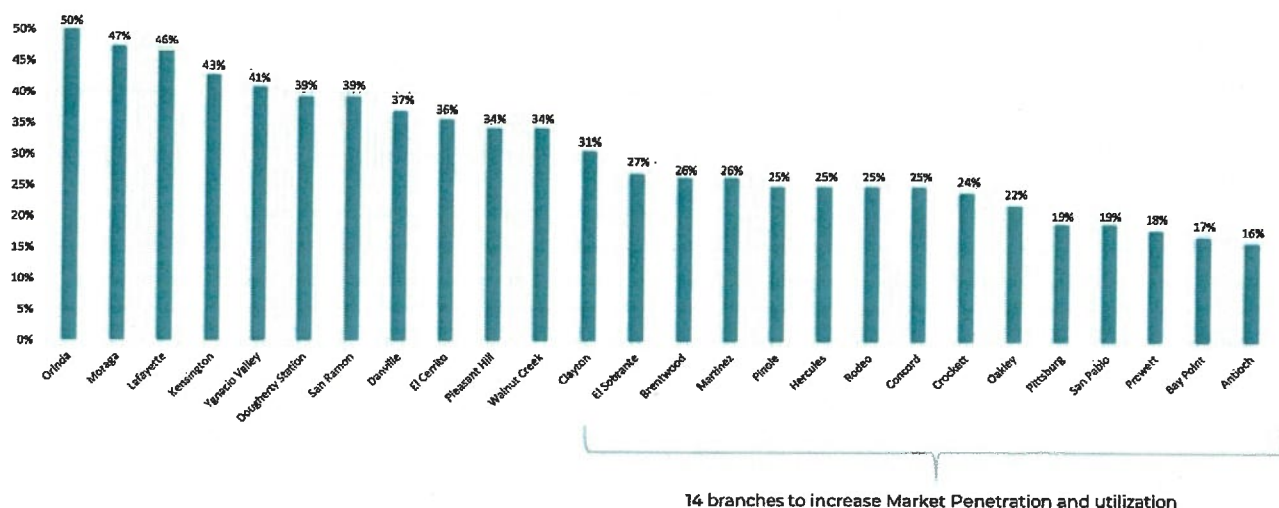
Market penetration by census tract; lighter colors indicate areas of less library use; darker colors indicate areas of higher library use.

1. The Library will refine and improve marketing and communication efforts that have proven successful in the past by increasing consistency, campaign duration, and introducing new approaches.

Marketing Strategies	Proven Methods	New Methods
Targeted emails	Spanish bilingual new cardholder and inactive cardholder email campaigns	- Email digital and occasional users - Send monthly regional emails
Social media	- Facebook, Instagram, X, content - YouTube videos	- Facebook and Instagram Reels and Stories - Paid boosts on Facebook, ads on Instagram
Advertising	- Series of bus tail ads - TV and streaming ads - DMV digital billboards	- Targeted mobile and Google ads - Explore additional digital billboards in kids' areas - Host targeted webinars to highlight specific services and products - Leverage advertising opportunities in existing technology
School engagement	- CCCOE monthly newsletter - Staff/class visits	- Produce videos for teachers to show in class - Explore local school district newsletter placement - Develop web landing pages to generate engagement with online content
Printed materials	- Bookmarks for specific resources and events - Branch newsletters using PPT template - Focused event signage in branches - Flyers for outreach	- Welcome guide w/QR code for card sign up - Print on demand flyers for specific resources and services

Branches with Low Market Penetration

While many areas of the county engage heavily with the library, some areas have low Market Penetration—the percentage of households that are actively using the library. These branches and their audiences need additional marketing engagement to grow.



2. The Library will add a layer of targeted efforts to those areas with Low Market Penetration.

Strategy	Implementation
Email Marketing	Send targeted emails by zip code focused on the most needed services and resources as identified in the patron survey
Social Media	- Increase recruitment of Social Media Ambassadors. - Paid boosts on Facebook, ads on Instagram
Local Promotion	Identify businesses and organizations willing to share flyers, air recorded programs, and share social media posts

Performance Metrics

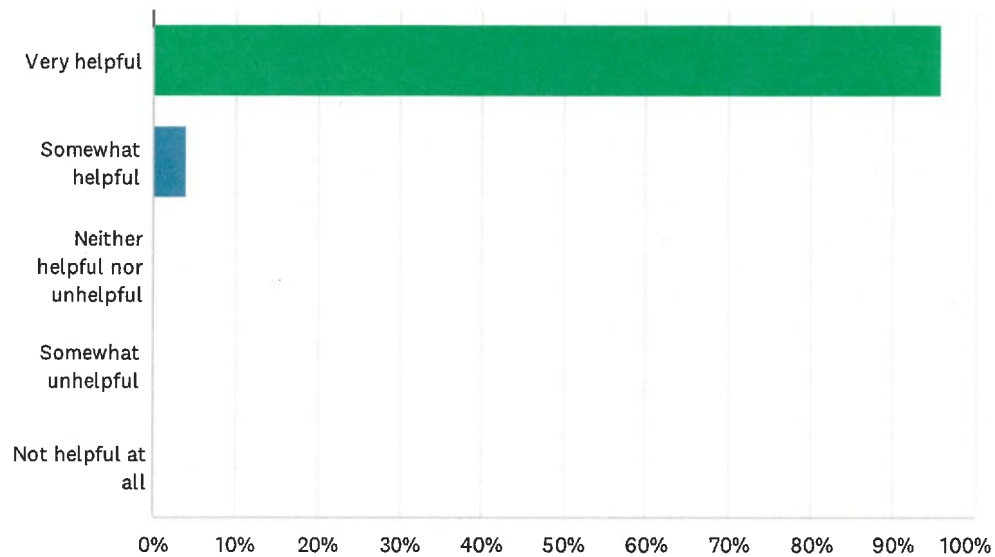
3. The Library will track several performance metrics and identify trends in third-party platforms to evaluate the success of the Marketing Plan. These metrics and trends will be reported annually in the Strategic Plan Progress Report.

- Active cardholders
- Library visits
- Checkouts
- Library card sign-ups
- Website visits
- Third graders with library cards
- Market penetration

This marketing plan aims to effectively communicate the Library's programs, materials, and resources to the diverse communities in Contra Costa County. By expanding advertising campaigns, introducing new strategies, and targeting areas with low market penetration, the Library seeks to engage individuals not currently connected to its offerings and build trust in this valuable community resource while continuing to serve and communicate with current patrons.

Q1 Was the orientation session helpful in preparing you to use Self-Service Sundays?

Answered: 25 Skipped: 0



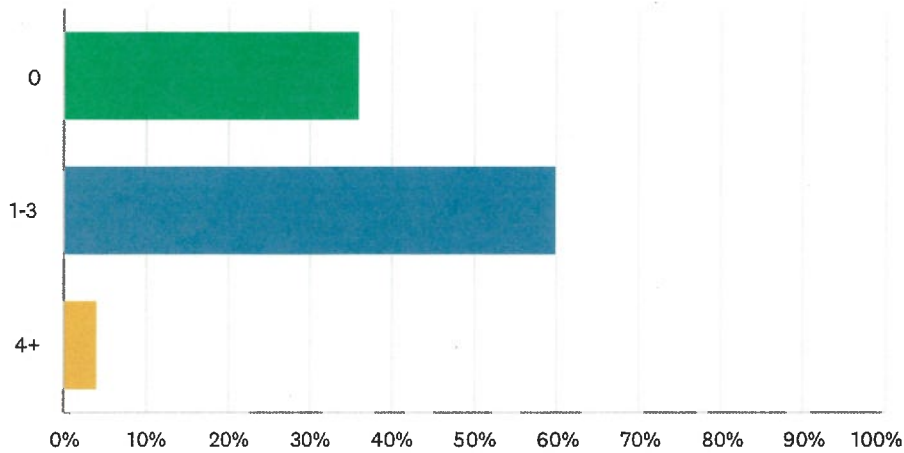
ANSWER CHOICES	RESPONSES	
Very helpful	96.00%	24
Somewhat helpful	4.00%	1
Neither helpful nor unhelpful	0.00%	0
Somewhat unhelpful	0.00%	0
Not helpful at all	0.00%	0
TOTAL		25

Q2 Your home zipcode: (optional)

Answered: 23 Skipped: 2

Q3 How many times have you accessed Self-Service Sundays?

Answered: 25 Skipped: 0



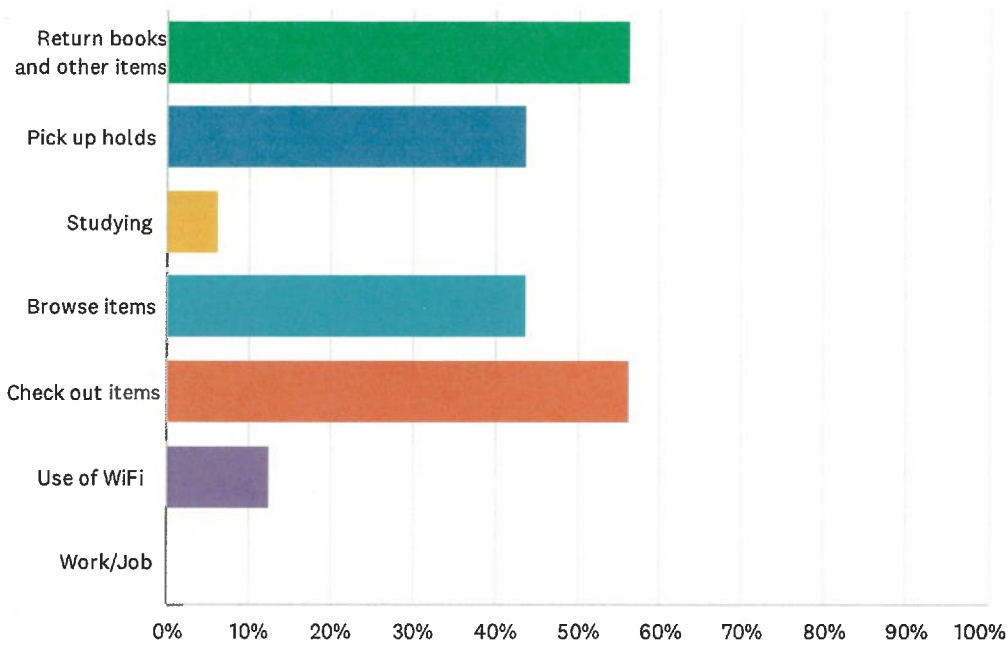
ANSWER CHOICES	RESPONSES	
0	36.00%	9
1-3	60.00%	15
4+	4.00%	1
TOTAL		25

Q4 Did you encounter any issues when accessing the building with your Library Card? If so, please describe the issue.

Answered: 12 Skipped: 13

Q5 What was your primary purpose for using Self-Service Sundays? (Check all that apply) (Select up to three choices)

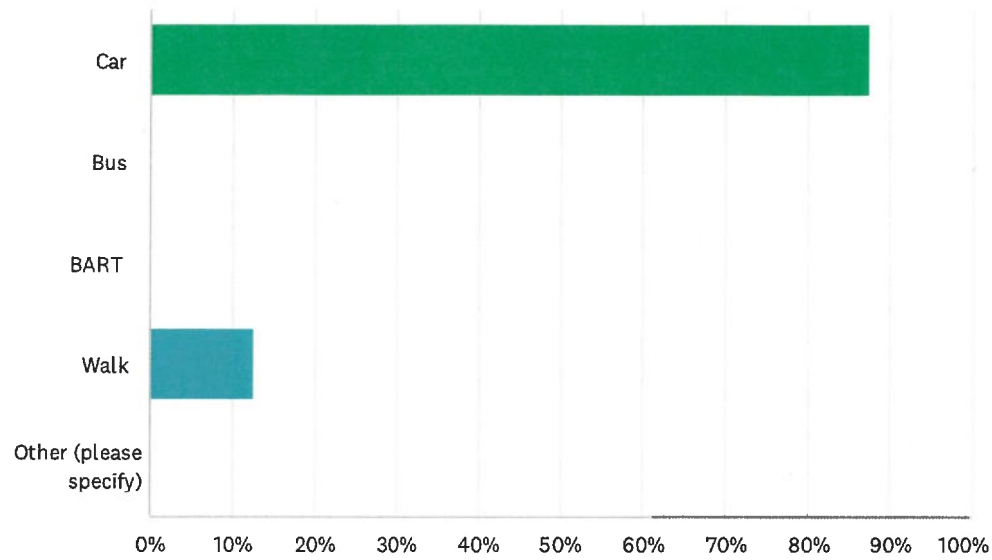
Answered: 16 Skipped: 9



ANSWER CHOICES	RESPONSES	
Return books and other items	56.25%	9
Pick up holds	43.75%	7
Studying	6.25%	1
Browse items	43.75%	7
Check out items	56.25%	9
Use of WiFi	12.50%	2
Work/Job	0.00%	0
Total Respondents: 16		

Q6 How did you get to the library for Self Service Sundays?

Answered: 16 Skipped: 9



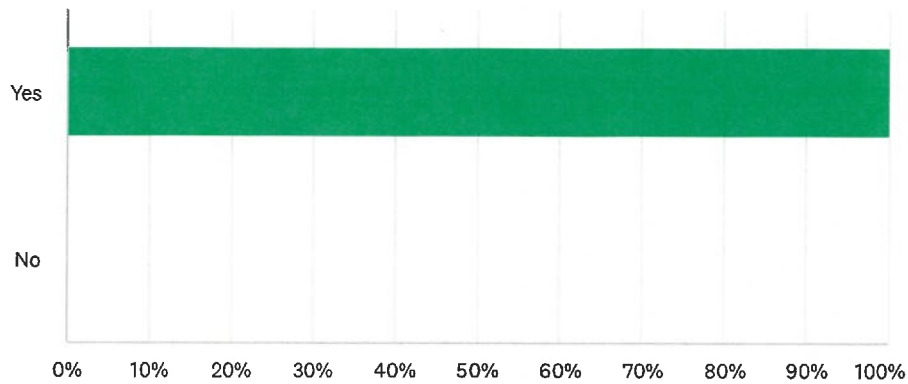
ANSWER CHOICES	RESPONSES	
Car	87.50%	14
Bus	0.00%	0
BART	0.00%	0
Walk	12.50%	2
Other (please specify)	0.00%	0
TOTAL		16

Q7 Is there anything else you would like to share with us about Self Service Sundays?

Answered: 13 Skipped: 12

Q8 Would you recommend Self-Service Sundays to other patrons?

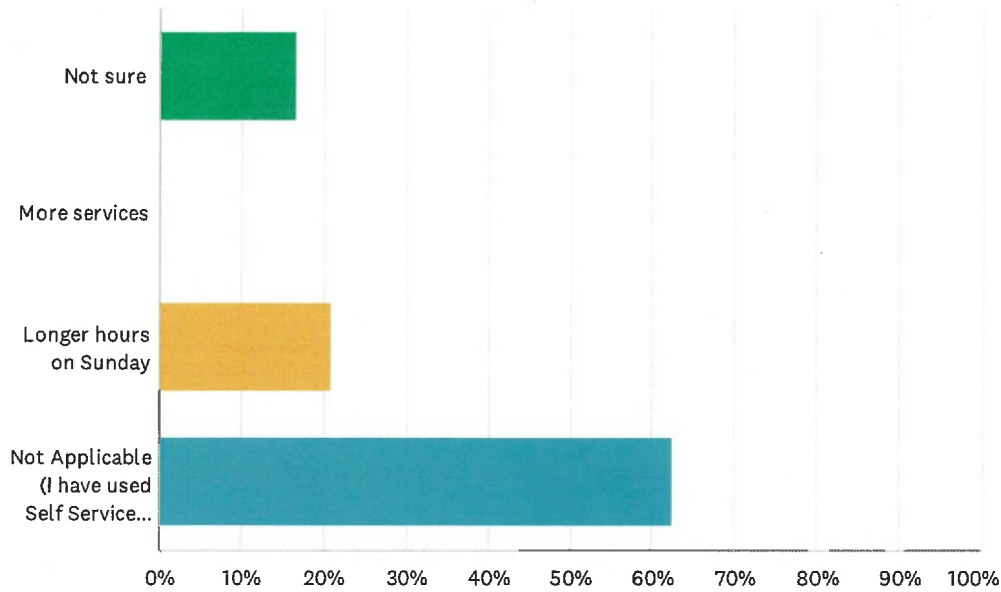
Answered: 16 Skipped: 9



ANSWER CHOICES	RESPONSES	
Yes	100.00%	16
No	0.00%	0
TOTAL		16

Q9 If you have not used the service yet why not, and what would make you more likely to use it?

Answered: 24 Skipped: 1



ANSWER CHOICES	RESPONSES	
Not sure	16.67%	4
More services	0.00%	0
Longer hours on Sunday	20.83%	5
Not Applicable (I have used Self Service Sundays)	62.50%	15
TOTAL		24

SELF-SERVICE SUNDAYS

6-Month Pilot Program Results & Future Plans



CONCORD LIBRARY PILOT

December 1, 2024 - May 31, 2025



SELF-SERVICE SUNDAYS PILOT PROGRAM OVERVIEW

Not full library service:

- Checkouts and returns
- Browsing
- Quiet reading and study
- Wi-Fi access

Security: Two guards present during pilot hours	Eligible patrons: Cardholders 18 and older; no recent incidents
Access: Card swipe entry after orientation and agreement	Adult Supervision: Adults may bring minors
Hours: Sundays 12:00 PM - 4:00 PM	Funding: County funded software, security, and facility modifications



COST OF PILOT

Software	\$15,000
Facility Modifications	\$4,500
Security Guards	\$12,348
TOTAL	\$31,848

PILOT RESULTS



100 patrons registered



7-10 visitors each Sunday



0 incidents

Key Points

- Usage tracked by badge-in software and door counters
- No incidents or facility damage during entire pilot
- Relatively low usage
- Almost all patrons from Concord, Martinez, Pleasant Hill



PILOT SURVEY

Implementation

- May 1 – 31
- Emailed to all users (94)
- 25 responses

- User Satisfaction
- Primary Use Patterns
- Transportation
- Improvements
- Technical Performance
- Usage Levels

PILOT SURVEY RESULTS

USER SATISFACTION

96% found the orientation "very helpful"

100% of respondents would recommend Self-Service Sundays

Primary Use Patterns

- Checking out items (56.25%)
- Browsing items (56.25%)
- Returning books and other items (56.25%)
- Picking up holds (43.75%)
- Studying (43.75%)

PILOT SURVEY RESULTS



Transportation



87.5% drove to the library



12.5% walked



No public transit usage reported

Areas for Improvement

- 62.5% of respondents wanted longer Sunday hours
- Only 20.8% said they hadn't used the service yet but would with longer hours



PILOT SURVEY RESULTS

Technical Performance

- Only one person reported an issue with accessing the Library on one instance

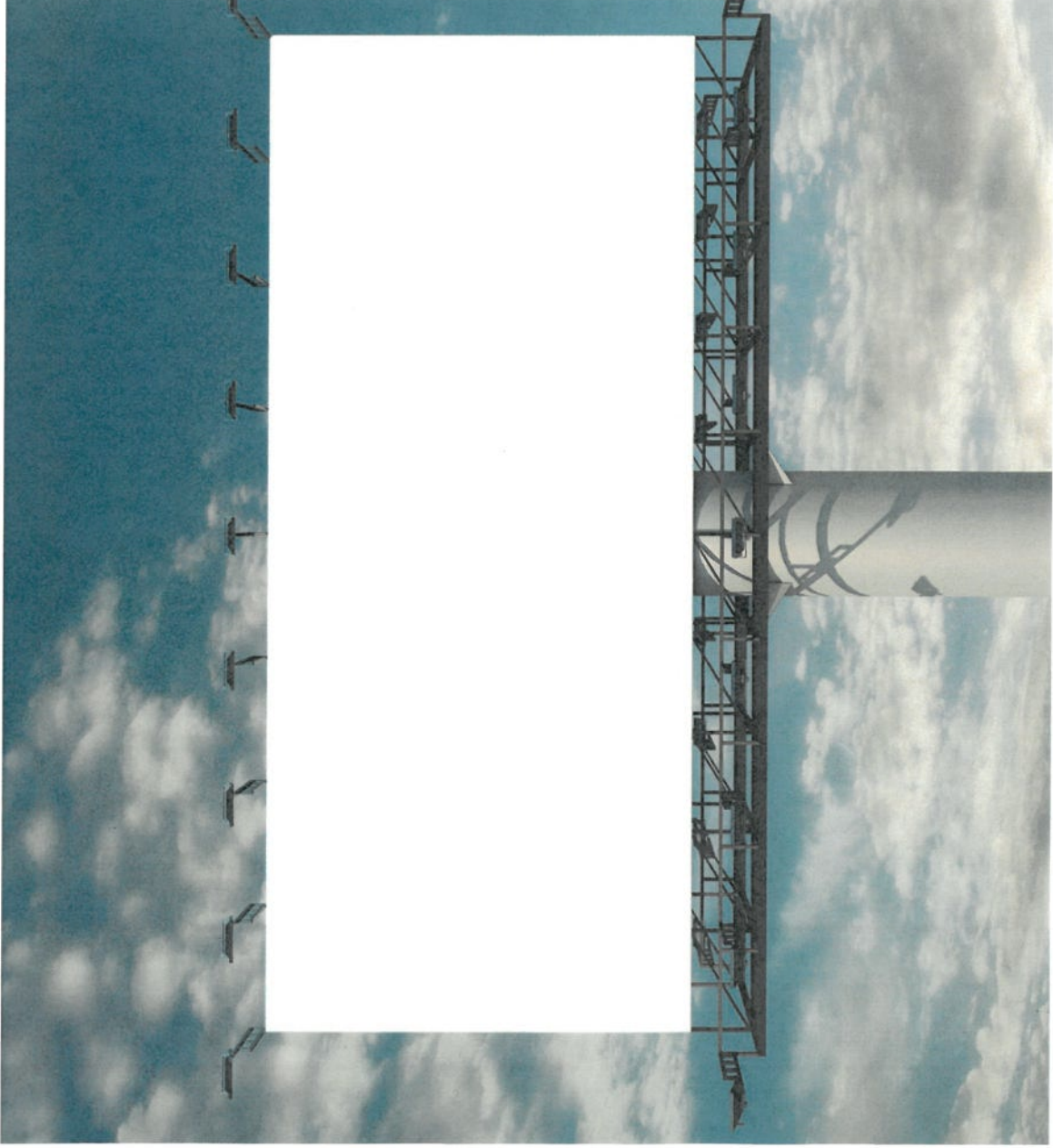
Usage Level

- 64% had used it at least once
- 9 people had never used it

STRATEGIES TO ADDRESS LOW USAGE

- Increased marketing efforts and channels
- Lower age eligibility
- Online orientations
- Increase open hours





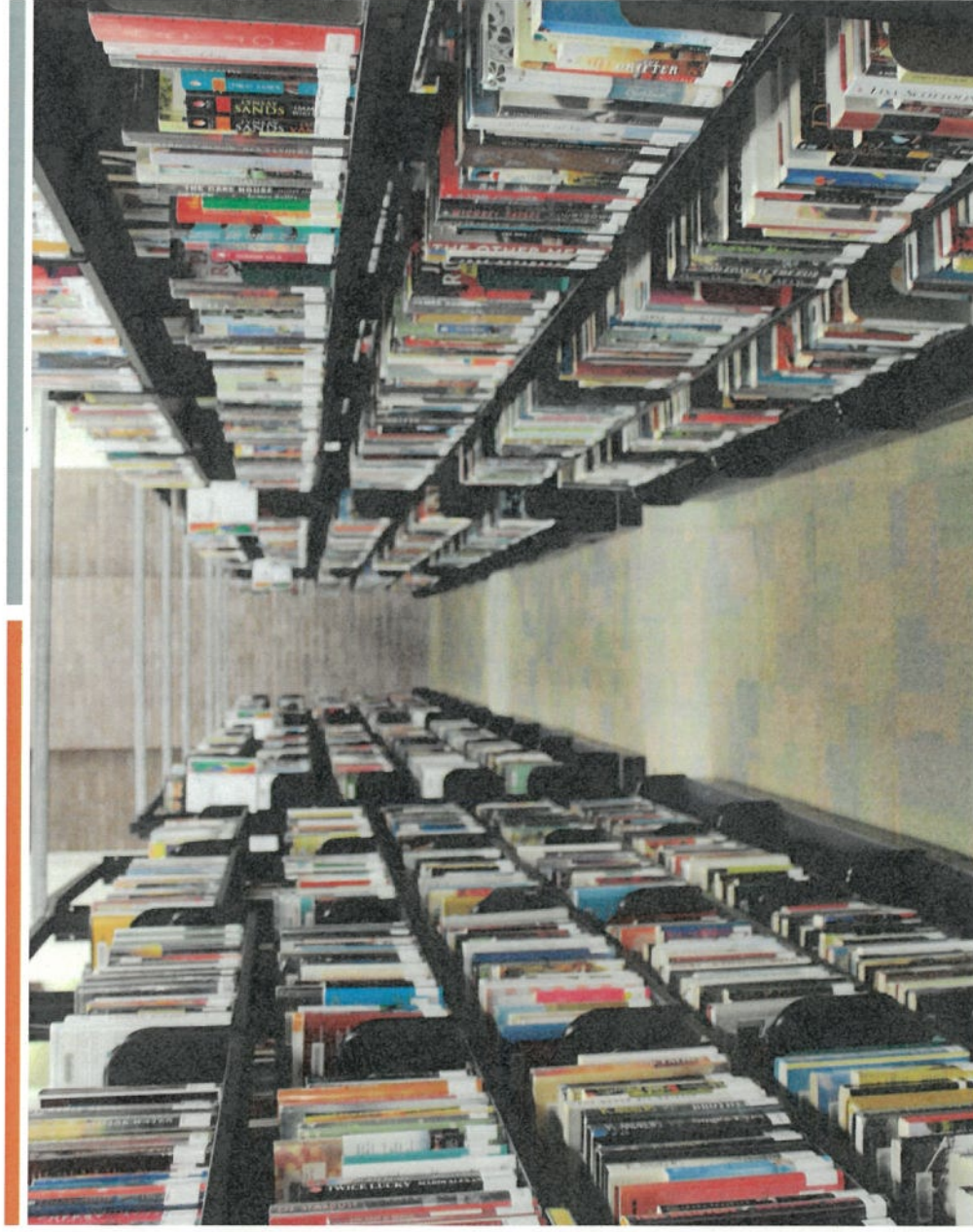
IDEAS FOR INCREASED MARKETING EFFORTS AND CHANNELS

- Promotional video
- Paid social media
'boosts'
- Partner channels:
 - Cities
 - School Districts
 - CCCOE

NEXT STEPS – EFFECTIVE JULY 1, 2025

Security Adjustment

- Reduce to one security guard due to absence of issues during pilot
- Estimated Annual Cost for one site: \$12,000 for FY25-26



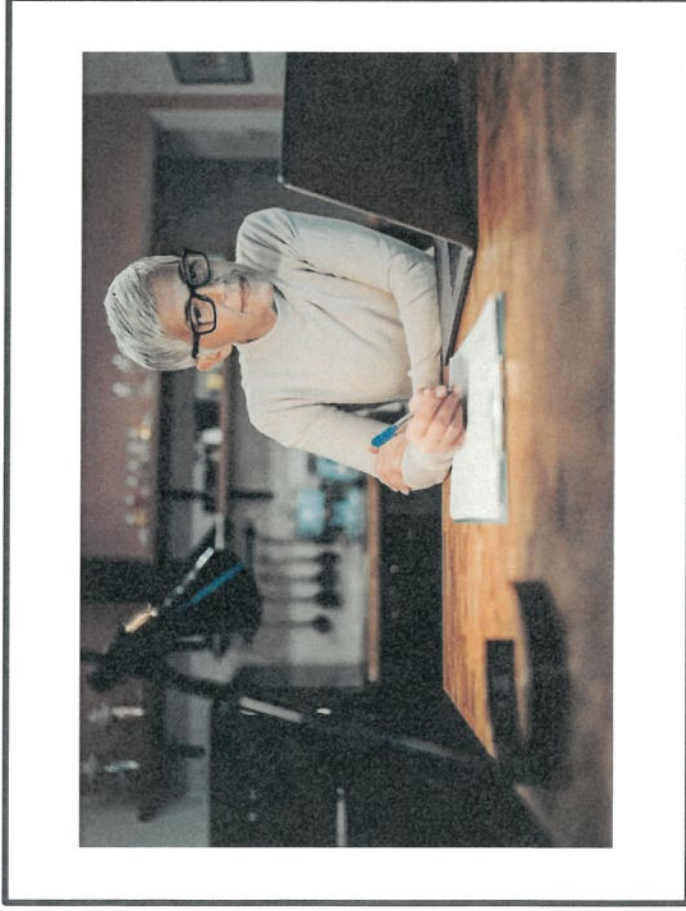


NEXT STEPS – EFFECTIVE AUGUST 2025

Expanded Eligibility

- Age requirement lowered to 13 and older
- Adults may continue bringing unregistered minors
- Minors under 18 cannot bring other minors
- All adults must register

NEXT STEPS BY JANUARY 2026



Orientation Modernization

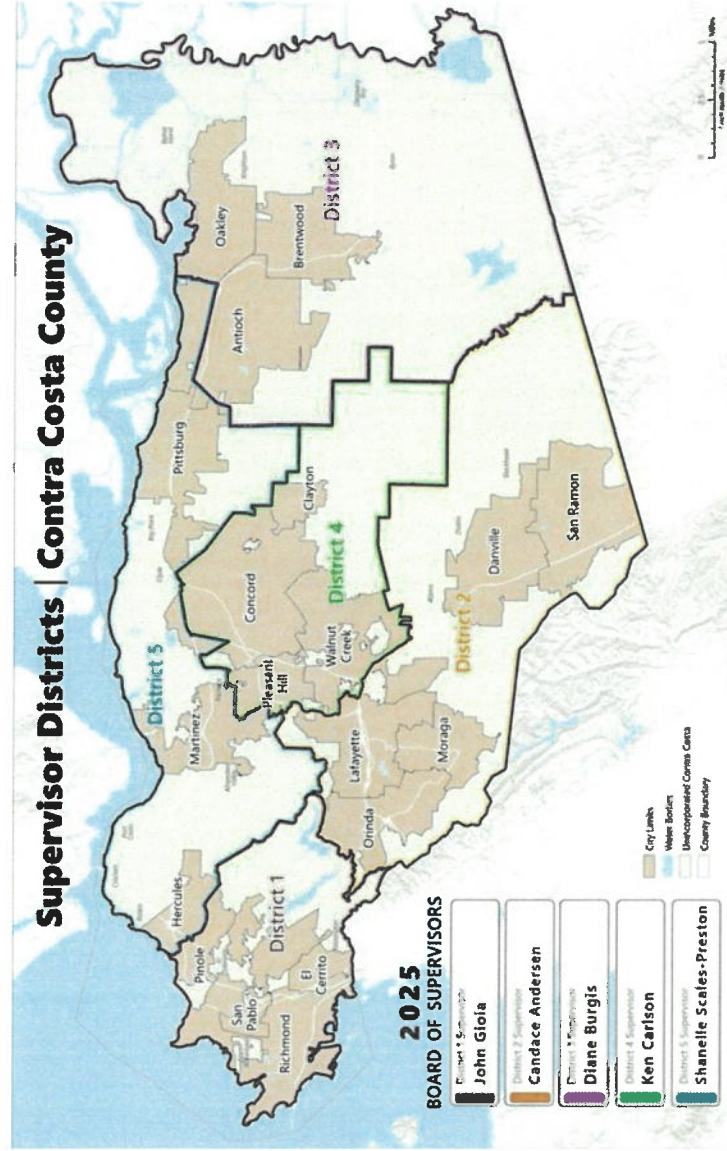
- Shift from in-person to online recorded orientation
- Patrons visit library to sign agreement after online completion
- Staff update accounts to enable access
- Minors must be accompanied by parent/guardian for signing

One additional open hour

- 12:00-5:00 p.m.

NEXT STEPS: FY 2025-26 EXPANSION

- Two new locations
- Districts 1 and 5
- One-story building
- No study rooms, or lockable study rooms
- Close to public transit
- Free on-site public parking



NEXT STEPS – THE YEARS AHEAD



COST ANALYSIS

FY25-26	FY26-27	FY27-28
\$66,900	\$131,550	\$90,000
Security 3 sites	Security 6 sites	Security 6 sites
One time start up costs for 2 sites	One time start up costs for 3 sites	

One fully-staffed Sunday branch costs approximately \$43,000 per year in FY25-26 dollars

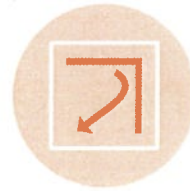
SUMMARY



SUCCESSFUL 6-MONTH PILOT WITH NO INCIDENTS



POSITIVE COMMUNITY FEEDBACK AND SURVEY RESULTS



COUNTY TO MAKE ADJUSTMENTS TO ENCOURAGE GREATER USE



COUNTY FUNDS ALL COSTS ASSOCIATED WITH FIRST 6 SITES



CITIES MAY FUND ADDITIONAL SITES STARTING IN FY27-28



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4740

Agenda Date: 11/20/2025

Agenda #: 5.

Advisory Board: Library Commission

Subject: County Librarian Report

County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

County Librarian's Report to the Library Commission

Thursday, November 20, 2025

2025 Read Contra Costa Culminating Event

The 2025 Read Contra Costa program concluded with author Percival Everett appearing at Los Medanos College on Saturday November 8. Everett discussed his novel *James* with LMC English Professor Chair Tess Caldwell. The in-person event was attended by more than 400 people with an equal number of folks attending the online webinar. The event was also livestreamed and broadcast on CCTV. The event was made possible, in part, by generous contributions from the Library Foundation of Contra Costa, Los Medanos College and the Richmond Public Library Foundation. The author event was the culminating celebration of the 2025 annual Read Contra Costa program which encourages all county residents to read and discuss the same book and share their experiences.

2025 Friends, Foundations, and Commission Forum

This year's Forum took place on Saturday October 4th at the Walnut Creek Library. The event was attended by almost 40 Friends and Foundation Board members and Library Commissioners. Alison shared some of the initial insights Library Leadership has had regarding the 2025 patron survey along with some preliminary action items. Ashley Stewart from Every Library Institute presented advocacy strategies and success stories from library supporters from around the country. The ask at the end of the day was for attendees to engage in advocating for additional extra hours at the library branches.

Baker & Taylor Shutdown

Baker & Taylor, one of the nation's largest and longest-serving book and media wholesalers for libraries, has announced it will shut down operations by January 2026 following a failed acquisition by ReaderLink. B&T has served the library community for nearly 200 years, and we are just one of many libraries nationwide that have relied on them for decades. The abruptness of this closure presents a significant challenge across the industry. Fortunately, we began diversifying our wholesale vendors over the past year and are well-positioned to resume receiving materials more quickly than many other library systems impacted by this change.

Impact on New Materials: We anticipate a temporary slowdown in the delivery of some newly ordered physical books. As we ramp up orders with new vendors, new materials should become more available in the next few months.

Holds and Waiting Lists: You may see slightly longer wait times for popular new releases that were scheduled to be fulfilled by B&T. We are actively reviewing these titles and re-ordering them through our other vendors as quickly as possible.

Digital Content: Our eBook, eAudiobook, and other digital resources are not impacted by the B&T closure and remain fully operational.

Oakley Library update

Architects Siegel and Strain have been selected for the new Oakley Library project. Library staff are working with the City through the early stages of planning and design. The City is planning on breaking ground one year from now and then construction is expected to take about 18 months, which would mean the new library would open in mid 2028.

Art Classes Funded by Measure X at Library Branches

[ARTSCCC](#) was awarded a contract by the Workforce Development Board of Contra Costa County to deliver music, art, and cultural programs to youth ages 12-18 in Supervisorial Districts 3 and 5 with Measure X Youth Center funding. The classes began at the Antioch, Prewett, Pittsburg and Brentwood Libraries on August 1, 2025 and will go for one year with an option to continue for a second year.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4741

Agenda Date: 11/20/2025

Agenda #: 6.

Advisory Board: Library Commission

Subject: 2025 ANNUAL REPORT / 2026 WORK PLAN

Commissioner Tommy Smith will present the 2025 Annual Report and 2026 Work Plan.

2025 Annual Report, Contra Costa County Library Commission

Introduction

This report captures the activity of the Contra Costa County Library Commission over the past 12 months. The Library Commission, a citizen advisory body to the Board of Supervisors and the County Librarian, provides a community perspective to library policy and administration.

The Library Commission drafted a 2025 annual work plan with goals to support library services and funding, community engagement, and system collaboration. The workplan goals are to:

- Help support sustainable funding and support library programs and services to better serve all segments of our patrons,
- Collaborate with elected officials, community groups and residents to engender broad support for the library,
- Work on important issues that affect the library system or that can be assisted by the resources that the library system can provide to the community,
- Serve as an advisory committee to the County on library issues.

The detailed description of the work toward these four goals are discussed herein.

About the Commission

The Contra Costa Library Commission is appointed by local public officials:

- Eighteen members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils (excluding Richmond)
- Five members representing Contra Costa County - each Supervisor appoints one Commissioner
- One member representing the Central Labor Council
- Four Ex-Officio members representing the College District, East Bay Leadership Council, Office of Education, and the Friends Council.

The Commission meets six times a year and receives reports on library policy, administration, and operations prepared under the supervision of the County Librarian. The Commission asks questions, offers comments, and provides feedback. Additionally, individual commissioners engage with local policy makers, community groups, and patrons to support and promote their local libraries. Annually, the Commission submits a report of its activities to the Board of Supervisors and other appointing authorities.

Activity Report

The activities listed in this annual report follow the goals of the Commission's work plan, submitted with last year's annual report.

Goal 1: Help support sustainable funding and support library programs and services to better serve all segments of our patrons.

In 2024 the Library Commission convened an Ad Hoc Committee to research the state of Contra Costa County Library funding, relative to other Bay Area library systems. The Ad Hoc Committee presented their findings in January 2025. The Commission accepted the findings and fully endorsed the recommendations of the Ad-Hoc Committee to:

1. Explicitly acknowledge Contra Costa County Library as the lowest funded library system per capita in the Bay Area
2. Endorse the goal of 56 fully staffed service hours per week, Monday through Saturday for all full-service branches. This goal also includes fully staffed services on Sundays for at least 4 hours per week at a minimum of 6 branches equitably distributed across the county. If this goal is realized, this model will provide more impactful, equitable, and inclusive services to all Contra Costa County residents.
3. Communicate this information to Commissioner's appointing authority.
 - a. Commissioners Gemmer and Sanguedolce gave a presentation of the Ad Hoc Committee findings to the Town Council of Danville
 - b. Commissioner Smith shared the findings and discussed funding issues regarding the Concord Branch with the Mayor and members of the City Council.
 - c. District 3 Commissioner Fitzpatrick shared his experience with fundraising efforts from his previous role as the Oakley Commissioner with the Clayton Library Foundation.

Goal 2: Collaborate with elected officials, community groups and residents to engender broad support for the library.

In 2025, the Legislative Working Committee tracked important developments at the state and federal levels impacting libraries. Despite concerns around proposed state budget cuts to public libraries and to California Library Services Act programs, California's May budget revision maintained current funding levels, with the Library Commission noting that credit should be given to the California Library Association and its many supporters for advocating against proposed cuts to the programs.

At the federal level, the President of the United States issued an executive order in March reducing the functions of the Institute of Museum and Library Services (IMLS) and eliminating many of its non-statuary programs. In response to the order, attorneys general from 21 states sued to prevent the dismantling of the IMLS. A judge eventually issued an injunction, stating that it violated the Administrative Procedure Act.

Additionally, the President fired the Librarian of Congress in May and designated the Deputy Attorney General as acting head of the library. In a rare bipartisan effort, Congress pushed back on this action which they stated, "threatens the separation of powers and the integrity of the legislative branch's premier research body." In addition to serving as a law library for Congress, the Library of Congress is considered a materials repository for the entire country and is visited by 1.5 million tourists every year.

In addition to monitoring legislative developments, commissioners engage local library staff and community groups to support and promote library programs. Engagement and advocacy by individual commissioners include:

1. Vice Chair Smith reported that he had attended a "Meet the Mayor" event at the Concord Library and his conversation with the Mayor was overheard by some of the other attendees which resulted in numerous opportunities to spread the library gospel in one event.
2. Commissioner Hoisington sent a letter to her representatives in the Assembly and Congress. She also wrote a letter to the editor of the East Bay Times newspaper.
3. Commissioner Fitzpatrick lobbied for new library funding and let the other commissioners know that if the Oakley Friends could generate \$1 million for their effort, then many larger library friends groups should be able to do the same.
4. Commissioner Rosekind had a meeting with Sup. Gioia about the budget. She also attended various programs at multiple libraries.

5. Commissioner DeFraga mentioned that the city of Martinez was interested in extra hours after receiving their annual letter.
6. Commissioner Lurvey met with the new WC City Council member to introduce herself and speak about the libraries.
7. Vice Chair Smith met with the Concord City Manager and Mayor to advocate for the library.
8. Commissioner Prayag and his family participated in the Clayton July 4th Parade representing the library

Goal 3: Work on important issues that affect the library system or that can be assisted by the resources that the library system can provide for the community.

1. Commissioner Prayag attended Clayton Library Foundation meetings to share information from the Commission. He joined the Foundation Communication Subcommittee to help review the marketing plan for both the foundation and the library.
2. Commissioner Hsieh supported the San Ramon Friends of the Library pop-up book sale upon the opening of the San Ramon pedestrian bridge over I-680. She also solicited donations for the Dougherty Station Library.

Goal 4: Serve as an advisory committee to the County on library issues.

In March, the County Librarian gave an update on the Self-Service Sundays Pilot at the Concord Library, a program designed to address lack of library availability on Sundays since the COVID pandemic. Usage was modest, but service was smooth and without incident. The County Librarian expressed the intent to continue the service indefinitely and identify locations for future expansion of the program. In May, the Commission requested a more detailed report on the status of the program and in July, the County Librarian presented a review of the recently completed pilot program including a survey of program participants.

Summary

Over the past 12 months, the Contra Costa County Library Commission's work included endorsing recommendations to address the County's comparatively low per-capita library funding, actively engaging elected officials and community groups to champion public library services, and monitoring state and federal policy developments affecting libraries across the country. Commissioners worked closely with local Friends groups, library staff, and policymakers to promote programs, encourage broader support for expanded service hours, and share community perspectives with County leadership. Through these efforts,

the Commission worked to deliver on its goals of supporting sustainable funding, strengthening community advocacy, and advising on issues critical to the success of the library system.

Work Plan, Contra Costa County Library Commission

November 2025 through October 2026

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The purposes of the Commission, according to its bylaws, are to:

- "Serve in an advisory capacity to the Board and County Librarian;
- "Provide community linkage to the County Library including, but not limited to, providing regular reports of the activities of the Commission to appointing authorities;
- "Serve as a forum for the community to express its views regarding the goals and operations of the County Library;
- "Assist the Board and the County Librarian in providing library services based on assessed public need; and
- "Develop and recommend proposals to the Board and the County Librarian for the betterment of the County Library, including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County."

The bylaws also set forth specific advisory functions, denominated as duties:

- " Participate in the planning process, including the library element of the County General Plan and the Library Strategic Plan;
- "Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public;
- "Perform such other tasks and undertake such other assignments as may from time to time be referred to by the Board or the County Librarian;
- "Provide reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate."

Annually, the Commission 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 advocacy 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.
- 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 attending the annual Friends and Foundations Forum.

Goal 3: Inform the community of Library resources and to connect the Library to community resources.:

- Understanding the needs, resources, and organizations of the local community.
- Involving the local communities in Library Commission meetings.

Goal 4: Serve as an advisory committee to the County on library issues by providing thoughtful, consistent, sound and prompt advice and counsel to the County Librarian regarding the Library's budget, the strategic plan, changes in policy impacting service and programs, and any other matters raised.

Adopted by the Commission November 20, 2025



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4490

Agenda Date: 11/20/2025

Agenda #: 11.

Advisory Board: Library Commission

Subject: **Set Commission Meeting Dates for 2026**

Commissioners will vote to adopt meeting dates for 2026.

Proposed Dates for 2026 Library Commission Meetings

If the Library Commission members wish to retain the same schedule for meetings that was put in place in 2020 (the 3rd Thursday of every other month), then the proposed meeting dates for the Commission in 2026 are as follows:

Thursday, January 15, 2026

Thursday, March 19, 2026

Thursday, May 21, 2026

Thursday, July 16, 2026

Thursday, September 17, 2026

Thursday, November 19, 2026

Meeting times will remain 6pm to 8pm. The location for Library Commission meetings will continue to be the new County Admin Building at 1025 Escobar Street in Martinez.