



AGENDA
CONTRA COSTA COUNTY Library
Commission

Thursday, November 21, 2024

6:00 PM

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

**352 Shoreline Dr.
Pittsburg, CA**

**959 Hawthorn Dr.
Lafayette, CA**

**Zoom Webinar Link:
[https://zoom.us/j/95770626305?
pwd=4B2K8DUXNjJYf4xdx2sVUbd3lPr
KGk.1](https://zoom.us/j/95770626305?pwd=4B2K8DUXNjJYf4xdx2sVUbd3lPrKGk.1)
Webinar ID: 957 7062 6305
Passcode: 135402**

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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) 608-7730. 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, November 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 Commissioner's attendance.

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

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 on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

4. ACCEPTANCE OF MINUTES - Attachment 1 [24-3937](#)
Commissioners will approve or amend the minutes from the September 19, 2024, meeting.

Attachments: [1. 9-19-24 Library Commission Meeting Minutes.pdf](#)

5. COUNTY LIBRARIAN REPORT – Attachments 2 [24-3938](#)
County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

Attachments: [2. County Librarian Report.pdf](#)
[2. County Librarian Report - CCC Library Standards Report.pdf](#)
[2. County Librarian Report - BOS-MXCAB Joint Mtg 2024-11-12 Library Dept.pdf](#)

6. **AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.

7. DEBRIEF OF FFC FORUM – Alison McKee & Susan Hildreth – Attachment 3 [24-3939](#)

Attachments: [3 - 2024 FFC Forum.pdf](#)

8. 2024 ANNUAL REPORT/2025 Work Plan – Tommy Smith – Attachment 4 [24-3940](#)
Commissioner Smith will present the 2024 Annual Report and 2025 Work Plan.

Commissioners will vote to accept the Annual Report and Work Plan.

Attachments: [4. LCCCC Annual Report 2024 Draft v1.pdf](#)
[4. CCCLC 2025 Work Plan Draft 1.pdf](#)

9. ADVOCACY AD HOC GROUP REPORT – Susan Hildreth – Attachment 5 [24-3941](#)
Commissioner Hildreth will present the final report and recommendations of the Advocacy Ad Hoc Group.

Commissioners will vote to accept the report and its recommendations.

Attachments: [Final Report from Library Commission Advocacy Ad Hoc Group 11-21-2024.docx](#)
[Advocacy Ad Hoc - Regional Library Comparison.pdf](#)

10. SUNSETTING THE ADVOCACY AD HOC GROUP - Nicole Gemmer

Nina Braithwaite will poll the Commissioners.

11. NOMINATIONS AND ELECTION OF 2025 LIBRARY COMMISSION OFFICERS – Heather Lurvey

The Chair of the Nominating Working Committee 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 2025 will be held.

Nina Braithwaite will poll the Commissioners.

12. SUNSETTING THE NOMINATING COMMITTEE - Nicole Gemmer

Nina Braithwaite will poll the Commissioners.

13. SET COMMISSION MEETING DATES FOR 2025 – Nicole Gemmer

Commissioners will vote to adopt meeting dates for 2025.

14. WORKING COMMITTEE REPORTS

A. Commissioner Dozier will report to the Commission on legislative matters.
(3 minutes)

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

15. CORRESPONDENCE

Commissioners will review commission correspondence.

16. COMMISSIONER ANNOUNCEMENTS

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

17. ADJOURNMENT to the January 16, 2025, LIBRARY COMMISSION MEETING.

ITEMS TO CALENDAR

- January 16, 2025, 6:00 to 8:00 p.m.
- March 17, 2025, 6:00 to 8:00 p.m.
- May 19, 2025, 6:00 to 8:00 p.m.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3937

Agenda Date: 11/21/2024

Agenda #: 4.

Roll Call for Library Commission 9/19/24 Meeting

LAST NAME	FIRST NAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Rosekind	Rachel	Library Commissioner	CCC District 1	Z		
Page	Frederick	Library Commissioner	CCC District 1 (Alt)	X		
Hildreth	Susan	Library Commissioner	CCC District 2	Z		
Swernoff	Michael	Library Commissioner	CCC District 2 (Alt)	X		
Louie	Clifton	Library Commissioner	CCC District 3			ZOOM cause
VACANT		Library Commissioner	CCC District 3 (Alt)			
Hamill	Sue	Library Commissioner	CCC District 4	X		
VACANT		Library Commissioner	CCC District 4 (Alt)			
Marsh	Dennisha	Library Commissioner	CCC District 5	Z		
Eckert	Robin	Library Commissioner	CCC District 5 (Alt)	X		
Kingsley	Anne	Library Commissioner	CCCCD			X
VACANT		Library Commissioner	CCCCD (Alt)			
Thomas	Bryan	Library Commissioner	Central Labor	X		
Hinton	Stacie	Library Commissioner	Central Labor (Alt)			X
Huh	Dr. John M.	Library Commissioner	City of Antioch	X		
VACANT		Library Commissioner	City of Antioch (Alt)			
Sendig	Linda	Library Commissioner	City of Brentwood			
Faye	Vivian	Library Commissioner	City of Brentwood (Alt)			
Ferree	Jacalyn	Library Commissioner	City of Clayton	X		
VACANT		Library Commissioner	City of Clayton (Alt)			
Smith	Tommy	Library Commissioner	City of Concord	X		
VACANT		Library Commissioner	City of Concord (Alt)			
Fischer	Michael	Library Commissioner	City of El Cerrito			X
Koops	Barry	Library Commissioner	City of El Cerrito (Alt)		X	
Rennie	Donna	Library Commissioner	City of Hercules	X		
Marcotte	Jo Ellen	Library Commissioner	City of Hercules (Alt)	Z		
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Walker	Dorothy	Library Commissioner	City of Lafayette (Alt)		X	
DeFraga	Matthew	Library Commissioner	City of Martinez	X		
Dexter	Jim	Library Commissioner	City of Martinez (Alt)	X		
Armonio	Kevin	Library Commissioner	City of Oakley		X	
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alt)	X		
Garde	Shrikant	Library Commissioner	City of Orinda	X		
VACANT		Library Commissioner	City of Orinda (Alt)			
Pursley	George	Library Commissioner	City of Pinole	Z		
VACANT		Library Commissioner	City of Pinole (Alt)			
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg			X
VACANT		Library Commissioner	City of Pittsburg (Alt)			
Dozier	Julia	Library Commissioner	City of Pleasant Hill	X		
Means	Richard	Library Commissioner	City of Pleasant Hill (Alt)	X		
Medrano	Antonio	Library Commissioner	City of San Pablo	X		
VACANT		Library Commissioner	City of San Pablo (Alt)			
Hsieh	Marina	Library Commissioner	City of San Ramon	X		
VACANT		Library Commissioner	City of San Ramon (Alt)			
Molinelli	Jasun	Library Commissioner	City of Walnut Creek		X	
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	X		
Mackey	Lynn	Library Commissioner	Office of Education			X
VACANT		Library Commissioner	Office of Education (Alt)			
Gemmer	Nicole	Library Commissioner	Town of Danville	X		
Sanguedolce	Robert	Library Commissioner	Town of Danville (Alt)	X		
VACANT		Library Commissioner	Town of Moraga			
Kung	Amenda	Library Commissioner	Town of Moraga (Alt)	X		

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

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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
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.

Welcome was done. No introductions were made.

Emily Bergfeld (Moraga) and Barry Koops (El Cerrito) have stepped down from the Library Commission.

Marina Hsieh has taken the Library Commission position in 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 moved to accept the minutes as written. Sue Hamill seconded. Marina Hsieh abstained. The minutes 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** – Meeting is 9/24/24 at 6:00 p.m. at the currently Bay Point library. Architects will be there and 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.
- **Print Card Discontinuation**
- **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**
- **Clayton Closure**
- **San Ramon Library’s Successful Transition to New Hours** – The library did transition to new open hours on 8/1/24 due to budget shortfalls. San Ramon Library hours were reduced from 56 open hours a week 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

Monday	Closed
Tuesday	10:00AM - 8:00PM
Wednesday	10:00AM - 8:00PM
Thursday	10:00AM - 8:00PM
Friday	9:00AM - 5:00PM
Saturday	9:00AM - 5:00PM
Sunday	Closed

Alison was asked if she had any flyers to share about the Bay Point community meeting. Yes, Alison does have flyers and they will be sent 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.
November 21, 2024:

PRESENTATIONS

7. **6:35 p.m. Presentation (30 Minutes)** **Self-Service Sundays** – Kimberli Buckley, Gia Paolini, Yemila Alvarez

The Concord unstaffed Self-Service Sunday Pilot is scheduled to start December 1, 2024, from 12:00 to 4:00 p.m., with two trained security guards to on site to monitor the building.

The services available will include browsing the collection, picking up holds, use of the Self-Check machine, quiet reading or study space, and connection to Wi-Fi.

The Services not available will be access to computers, printing, scanning or photocopying. reference help, restrooms, community rooms, LINK+ pickups or returns and no book donations.

The requirements for access are that the patron must be 18 years or older, have a library card in good standing with no incident reports or suspensions within one year. They must attend the in-person orientation, which are currently being done on Saturday mornings and read and sign the user agreement and review the patron conduct policy.

The pilot will last six months during which assessments and adjustments may be necessary.

Questions:

What is the start date? Tentative start date is 12/1/24 and 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? This is correct. 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 because they need to be directed by library staff.

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 that is 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 the priority. The priority is expanding the Self-Service Sundays to other locations.

How come there has to be an orientation? The city owns the facilities so we need to make sure we do everything we can to honor that relationship and to 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 yet because the security guards are hourly, and staff are not hourly. They are salaried and benefited, they are 20-, 32- or 40-hours staff.

Is there a capacity limit? This has been discussed. We're curious to see what the response will be. With two security guards and Library managers we will see what the response is an 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? Our thinking is with the way our computers are currently structured, we have a print time management system, and everything is connected to our printers. The majority of the people who want access to the computers want to be able to print, but because staff won't be on-site to address any printing, or computer issues the service could quickly be shut down. Patrons would be let down because they were expecting services that we couldn't provide. We decided to start with the leanest module possible.

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. Primary difficulty is funding. Other counties don't rely on staff picking up an extra shift because they fell 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

- The Collection Development Plan was updated by the Collection Development Committee, Librarian Specialists, Project Second Chance and Accessibility Committee
- Revision Timeline – Revision began in 2021 and was completed in 2024.
- Goals – Accuracy, Accessibility & Inclusivity

- What we did – Removed outdated practices/information, revised language to be more relevant, clarified policy language to be less passive, reviewed terms to be more inclusive, determined where we could reinforce intellectual freedom safeguards, reduce bulk without sacrificing integrity.
- Goals supported each other. Actions taken to achieve one goal often satisfied another. For example, cutting outdated information achieved great accuracy and at the same time support accessibility by making the document less daunting in size.
- Once the dead wood was cleared we zeroed in on language. References were removed that were tied to a specific date, vendor or outside resource; simplified any statement to remove ambiguity, and reviewed terms to make sure they were inclusive, i.e., changed easy readers to early readers.
- Looked for more ways to include statements or expand on statements to make sure we're well equipped to protect of First Amendment rights of all community members to read freely. One of the ways was to add the ALA's Freedom to read statement, which compliments the Library Bill of Rights that is already in the plan. Plus provides additional ways to phrase our defense of the materials on our shelves.
- In order to make the Plan more accessible, the overall size was reduced, we moved away from technical terms and relocated the internal procedures.
- Conclusion: Reduced the size of the Plan by 60%. The overall goal was to make the Plan accessible to our Patrons.

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 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 are 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)**
 - 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 *** 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 – Committee was restructured due to member limitations. We fall under the same rules as the full commission 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 _____ that comes from Berkley is offering four (4) classes between October 17 and November 7 at the Lafayette Library from 10-12 or 1-3. Reservations are needed.
 - Julie Dozier – Pleasant Hill recently opened a second store 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
 - El Cerrito - Nature as Medicine October 12, at 10:00 a.m.
 - 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.
 - San Pablo – Every Wednesday from 10:00-4:00 Employment & Human Services Dept family navigators are at the library to help families sign up for needed services.
 - El Sobrante – Oaktown Jazz on September 28 at 11:00
 - El Sobrante – Any Book Club book on October 5 @ 3:00
 - Pinole – Friends of the Library book sale on October 5-6 and on Wed Oct 16 3:00
 - Pinole – 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.**

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**

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?



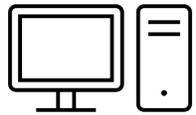
- 📖 A new pilot service that allows patrons to have access to the Concord Library on Sundays
- 📖 The library is unstaffed in this model.
- 📖 Two security guards will be present to monitor the building.
- 📖 Open 12 p.m. - 4 p.m.



What services are available?

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

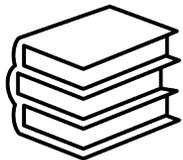
Services not available



Computers, printing,
scanning or photocopying



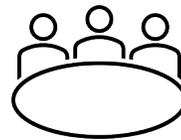
Restrooms



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

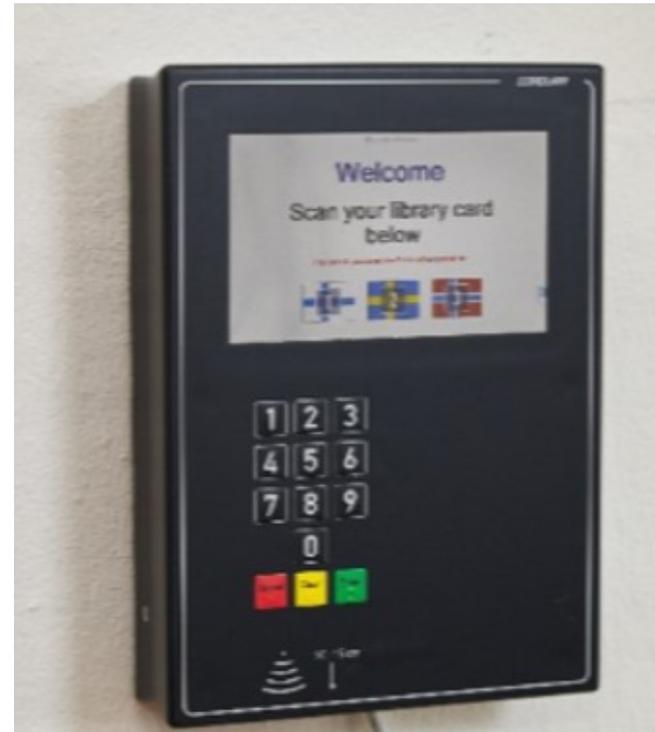
Attend in-person orientation

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





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

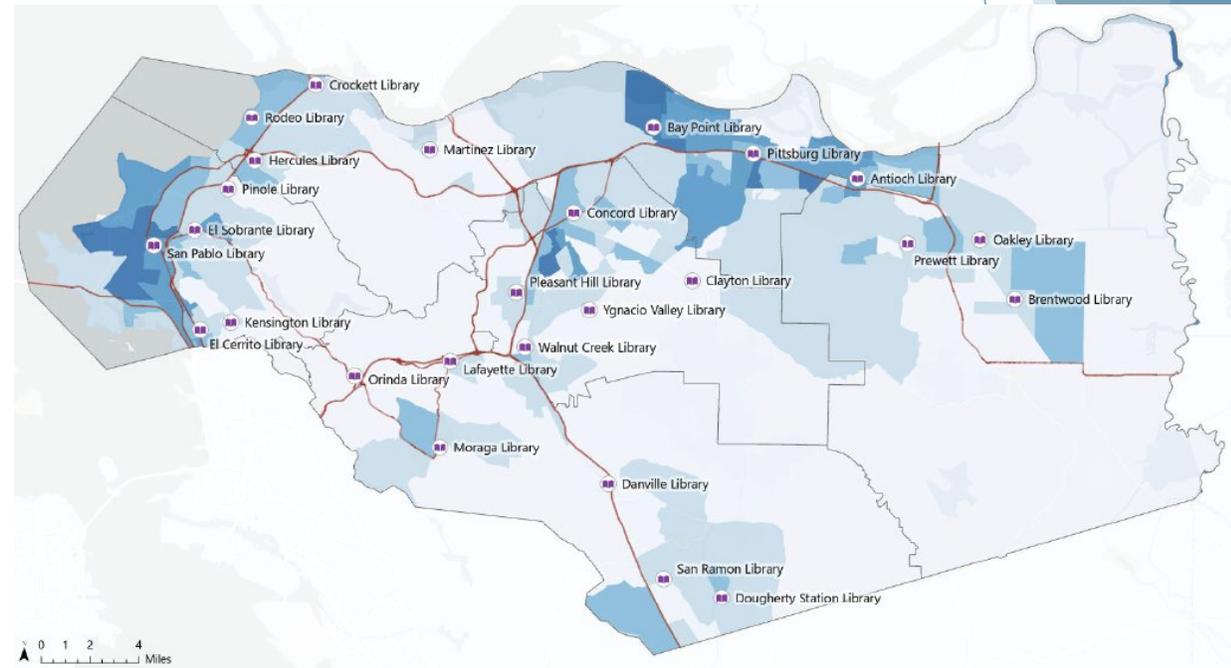
Policies



- 📖 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.

Follow-up Details

-  Pilot will last six months, during which assessments and adjustments may be necessary
-  If the pilot is successful, conversations will begin with supervisors and city partners about adding additional sites
-  Ultimately, the goal is to have five or six sites evenly distributed throughout the county



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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

3

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

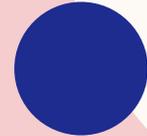
Removed outdated information

- 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 of a new commitment to countywide library service. By the 1920s, there were over forty community libraries and service to sixty-four public schools as well.

During the 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 librarian 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 serves as the governing board for the Contra Costa County Library. In 1997, the Library was divided into five regions based on geographical location (Central, East, Lamorinda, South, and West). As stated in the Appendix A: Board of Supervisors Resolution 99/595—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 holdings. Their primary role is to feature current, high-demand, and high-interest materials in a variety of formats for all ages, in addition to some retrospective titles, periodicals, 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 fiction and non-fiction materials which meet the recreational, educational, and 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 serve a population from middle school through high school.
- The Adult Collection is defined as resources that appeal to any reader beyond 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 consists of those materials and subjects that meet 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. Statistical analyses of circulation patterns, such as turnover rate, are considered during the annual review of what constitutes a core collection.

Centralized selection ensures that each community library meets its minimum core collection level. It is recognized that maintaining the balance of these collections is an on-going process.

Special Collections

Occasionally, a community library that serves a unique population will maintain a special collection. The determination to build and maintain new special collection areas is carefully considered. 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+

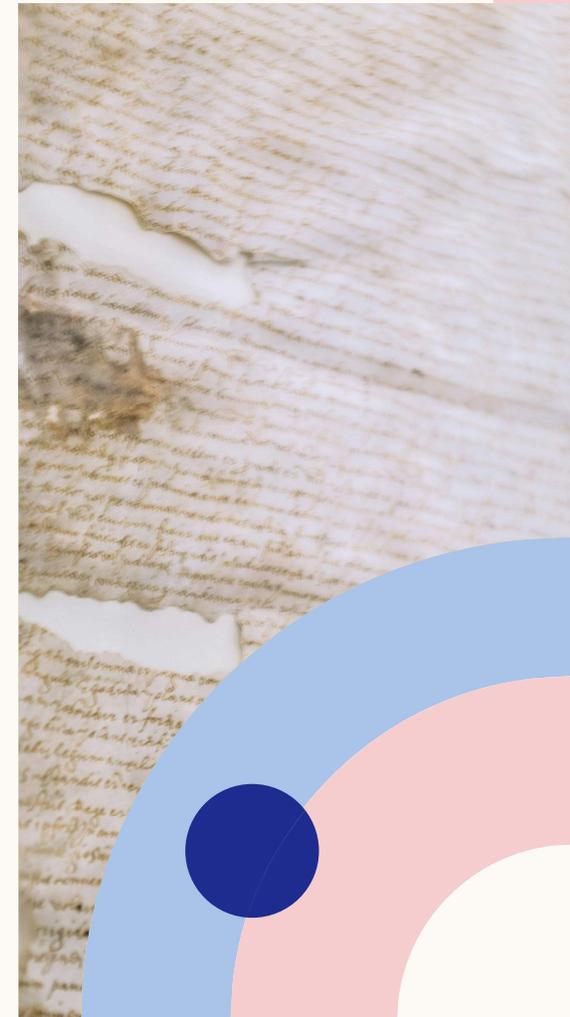
LINK+ (Link Plus) is a cooperative project among participating public and academic libraries in California and Nevada. LINK+ provides patrons of Contra Costa County Library with access to books and materials that may be outside of the scope of the Library's collection or otherwise unavailable for acquisition. 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 as determined by Library Administration. The expenditure of these funds is 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



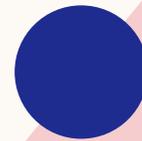
CONCLUSION

Accurate

Accessible

Inclusive

Functional



QUESTIONS



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3938

Agenda Date: 11/21/2024

Agenda #: 5.

County Librarian's Report to the Library Commission Thursday, November 21, 2024

Self-Service Sundays to Launch December 1st

Cardholders who sign up in advance will be able to enter the Concord Library between 12 p.m. and 4 p.m. on Sundays beginning December 1. There will not be any staff on site, but two security guards will be present to ensure that only those who have signed up for the service are entering the library. Patrons can browse the collection and check out books, return items, pick up holds, connect to Wi-Fi, and use the space for studying or reading. Services not available include computers, printing, scanning, photocopying, restrooms, LINK+ pickups, and returns, use of the community meeting room, and the Friends bookstore. To sign up for the service, you must have a library card in good standing, a valid ID, attend an in-person orientation, and sign the user agreement. Once approved, you can scan your library card at the door and use a unique PIN code to enter on Sundays.

New Deputy County Librarian

Lynne Noone retired from her position on October 4th and former Library Services Manager Amy Brunson was promoted into the Deputy County Library for public services. Congratulations Lynne and Amy!

Library Design Standards

The Library's first ever Design Standards document is now complete and attached to this report. These standards articulate the Library's 'ideal' design standards for new facility projects, facility refresh projects, as well as furniture and shelving refreshes. (Please note that these standards do NOT contain anything that is already covered by CA building code and laws, ie changing tables in bathrooms, accessibility requirements, etc.) The standards will be distributed to all our partner City Managers, and we will also use them internally for county-owned facilities projects. These were developed in collaboration with Noll and Tam Architects.

Reminder on Rules for Remote Participation in Library Commission Meetings

In order to meet quorum requirements, a minimum of 13 members must participate in person. Once the quorum is established, Commissioners may participate remotely but only pursuant to the following requirements and limitations:

- For “just cause,” which is defined as 1) a child care or caregiving need of a child parent, grandparent, grandchild, sibling, spouse or domestic partner, or 2) a contagious illness, or 3) a need related to a physical or mental disability, or 4) to travel for the board or another public agency.

- To participate remotely by “just cause,” the member must notify the board of the need to meet remotely and provide a general description of the reason. This notice can be given as late as the start of the meeting.
- Remote appearances for “just cause” can only occur twice a year per board member.
- If they meet these requirements, they can vote remotely, but they must participate via both audio and visual technology, and all votes still have to be done via roll call. A majority cannot participate remotely.
- If their address is published on the agenda and open to the public to attend and participate at that address.

Please note that if you notify staff that you will be attending a Commission meeting via Zoom and it is not for just cause or you do not publish your address, you are considered an excused absence.

2024 Friends, Foundation and Commission Forum

The 2024 FFC Forum was held at the Walnut Creek Library on Saturday, October 5th. It was attended by approximately 40 folks plus Library Leadership and SCLMs Ree Satti, Michael Beller and Seng Lovan. Guest speakers Susan Hildreth presented the findings of the advocacy ad hoc group of the Library Commission; and Deborah Doyle spoke on advocacy and ballot measures. I presented on how the Library is funded and the 4 previous failed library ballot measures for CCCL between 1992 and 2000. At the end of the event, 13 attendees volunteered to begin working on discussing the possibility of a citizen-led ballot measure.

NTIA Digital Equity Grant Application

A coalition of approximately 20 organizations across Alameda and Contra Costa Counties applied for an \$11.8 million NTIA Digital Equity grant. Contra Costa County would not receive any funds, but if granted, the non-profit organization Tech Exchange will provide digital equity classes and other activities to residents in Contra Costa primarily through the Richmond Public Library and the Contra Costa Public Library systems, as well as the Contra Costa Workforce Development Board. The results of the application will be announced by the end of this calendar year.

New Bay Point Library

Bay Point residents met in person on Tuesday, September 24th at Riverview Middle School to look at some preliminary mock-ups of the new Bay Point Library. Noll & Tam Architects showed storyboards of proposed architectural spaces, materials, furnishings, and room configurations. Refreshments and Spanish translation was provided to community members. The community was excited to see how the plans are progressing and offered positive feedback.

Pittsburg and Bay Point Marsh Landing Grant Award

The Pittsburg and Bay Point Libraries received \$15,000 from Federal Glover's office via a grant from Marsh Landing, LLC. The funds are designated for Pittsburg and Bay Point family programming. In the past this funding has been used to bring authors like Jason Reynolds, Kwame Alexander, Rafael Lopez and others to Pittsburg and Bay Point schools and libraries as well as the Bay Point Community Mural project. Congratulations to the Pittsburg and Bay Point Libraries!

California Freedom to Read Act

On September 29, 2024 Governor Newsom signed AB 1825 (Muratsuchi) into law. This measure requires public library jurisdictions directly receiving state funding, excluding school libraries, to adopt a written and publicly available collection development policy and prohibit the governing board or body of a public library from proscribing or banning the circulation of any materials because of the topic addressed by the materials or because of the views, ideas, or opinions contained in those materials.

Additional Measure X Funding Requested

At the November 12th joint meeting of the Measure X Community Advisory Body and the Board of Supervisors, Alison requested an additional \$517,241 to cover a projected shortfall for the deferred maintenance facility projects at the Antioch, Pinole and Ygnacio Valley Libraries. Her PPT presentation is attached to this report.

Respectfully submitted by Alison McKee, County Librarian

LIBRARY DESIGN STANDARDS

CONTRA COSTA COUNTY LIBRARY

28 OCTOBER 2024



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CONTRA COSTA LIBRARY DESIGN STANDARDS

EXECUTIVE SUMMARY

This document is designed to provide guidance and general standards to cities and towns whose libraries are a branch of the Contra Costa County Library (the “Library”). The aim is to provide clarity regarding minimum standards of quality and durability for library buildings as well as standards for consistency across the Library system. These standards will help library staff provide superior service and reduce the number of required replacements of furniture and finishes over time—a prudent, cost-effective strategy as well as a sustainable approach.

Libraries are some of the hardest-working buildings in our communities, open to all ages, abilities, and backgrounds. The Library’s goal is to provide equitable, high-quality service to all patrons, and these design standards will help to make library buildings safer, cleaner, and ultimately more welcoming for all. Once built, library facilities often remain in service for many years before updates are made, so making effective design choices that will last long-term is key.

These guidelines are divided into a number of categories, highlighting furniture and shelving as particular topics but also addressing staff work areas, lighting, acoustics, and access.

Each community and building has unique challenges that will require our partner cities and towns, designers, and architects to continue the dialogue with the Library as project work progresses. Our shared goal is to create an inspiring building for the public that will operate effectively and efficiently as a facility and last for decades to come.

1. GENERAL DESIGN STANDARDS

Building Size & Configuration

- Single-story building layouts are strongly preferred by the Library, allowing for better staff efficiency, visibility and ease of operation.

Parking

- Provide bike and scooter parking in compliance with local ordinance. Consult City officials and library staff on location and number of bike racks.
- Provide car parking in compliance with local ordinance. Parking areas should include dedicated, free parking for library patrons and staff within one block of the library. If paid metered parking is necessary, include some free, short-term spots for quick library visits, and free spots for library staff adjacent to the library facility.

Safety & Security

- One public entrance is recommended to control access to the building.
- Visibility for patrons and staff should be prioritized. This can be achieved by maximizing sightlines throughout (using open, connected spaces and glass), and by minimizing hidden corners.
- A clear path of travel is required to meet all ADA guidelines.
- Provide a security alarm system for the building.
- Provide security cameras (indoor and outdoor), and discuss their locations with library staff.
- Refer to 2. Public Spaces—Staff Service Points for additional information.

Acoustics

- **Meeting rooms.** It is important to create acoustic separation between meeting rooms and larger library spaces. Attention should be paid to creating walls that extend beyond the ceiling to the underside of the structure and to sound gasketing at doors. In addition, sound attenuation can be achieved through a combination of acoustic ceilings and wall finishes. For example, an acoustic ceiling tile used in combination with fabric-wrapped wall panels is an effective way to create better meeting room acoustics.

- **Open library reading rooms.** Each library reading room should be designed with acoustics in mind and considered on a case-by-case basis, depending on the design of the building. Acoustically sound library reading rooms can be achieved through a combination of acoustic ceiling treatments, acoustic wall paneling, and the use of carpeting. It is also important to create acoustic separation between loud library spaces and quiet ones. An example of a loud space might be the service/checkout area, whereas a quiet space might be the quiet reading room or periodicals area.
- **Children's/teen spaces.** Because it is not expected or desired that children's and teen spaces remain quiet, it is recommended that these spaces be acoustically separated from the quieter spaces in the library (such as the adult spaces or quiet reading rooms). Separation can be achieved through a building layout with no direct adjacency to quiet spaces, by using a wall as a space divider (with glass for visibility), and through the use of acoustic ceiling and wall treatments, carpeting, and soft furnishings.



Image of Danville Library reading area

Electrical Power & Lighting

- **Electrical and data access.** It is important that electrical and data access is abundant, through the use of in-floor raceway systems and/or floor outlets, as well as wall outlets. Electrical arrangements should allow for flexibility and rearrangement of layout. Data should be accessible at all desktop computers and staff workstations.
 1. Libraries should include exterior wifi access points. Access points should, at a minimum, cover any outdoor seating areas.
- **Power requirements.** It is recommended that each reader table in the adult and teen spaces have an in-surface power module. It is also recommended that at least 50% of the lounge seating in these areas have direct access to power (via a wall or floor outlet or mobile power module). Providing power access mounted in tables or lounge areas in children's areas is not recommended except at computer stations.
- **Backup power.** Back up power needs should be discussed with the project team along with the City on a case-by-case basis. For example, if the library is to act as a cooling or resiliency center, a generator may be required.
- **Lighting at shelving.** Lighting at shelving should be glare-free and uniform. Lighting should run across rather than parallel to the stacks, so that book faces (rather than the tops of the stacks) are illuminated. It is recommended that lighting not be attached to the shelving so that flexibility can be maintained should shelving configurations change in the future.
- For general lighting in main library areas, provide linear pendant indirect/direct lighting. In back-of-house areas, provide recessed can fixtures. All lights should be LED.

Views

- Views out on to green space should be prioritized as much as possible. However, certain areas such as the staff and children's areas should be taken into special consideration as views into the library from outside passerby may be unwanted. Explore options for operable windows in coordination with security needs and mechanical systems.

Finish Materials

- Interior materials should be selected for longevity.
 1. Tiled carpet should be used instead of broadloom/rolled goods. Carpet should be of high quality and patterned in darker tones for high durability. Carpet should be nylon fiber and solution dyed. All carpet tile should be approved for commercial use.
 2. Avoid using small tiles in restrooms, in order to minimize grout. Choose dark grout colors, especially for floors. Use porcelain tile on floors, and ceramic or porcelain tile on walls. Full-height wall tile is preferred, but at minimum, tile walls up to 4 feet.
 3. Materials in areas that are within the reach-range of patrons and that can be touched (the "touch zone") should be durable and/or easy to repair. For example, fabric-wrapped wall panels below 8 feet in height might need to be bleach cleanable for maintenance, whereas panels above this height may not need to be.
- Exterior building materials
 1. Architects should design a library building as a long-term civic investment, using high-quality, durable, low-maintenance materials. When selecting materials, consider maintenance and graffiti removal.
 2. Building materials should be thoughtfully selected to enhance the civic nature of the building and to fit within the community.

Sustainability Goals

- Sustainability is an important value that the Library wants to promote. Architects should work within sustainability requirements provided by the municipality and look to exceed those requirements wherever possible. Look for opportunities to incorporate public education into the use of sustainable features.

Accessibility Goals

- The Library should strive to go above and beyond building code and meet Universal design and accessibility standards. Universal design is defined as “a concept in which products and environments are designed to be usable by all people, to the greatest extent possible, without the need for adaption or specialized design.” In the design and selection of every element, patrons of all ages, shapes, sizes, and abilities should be considered.

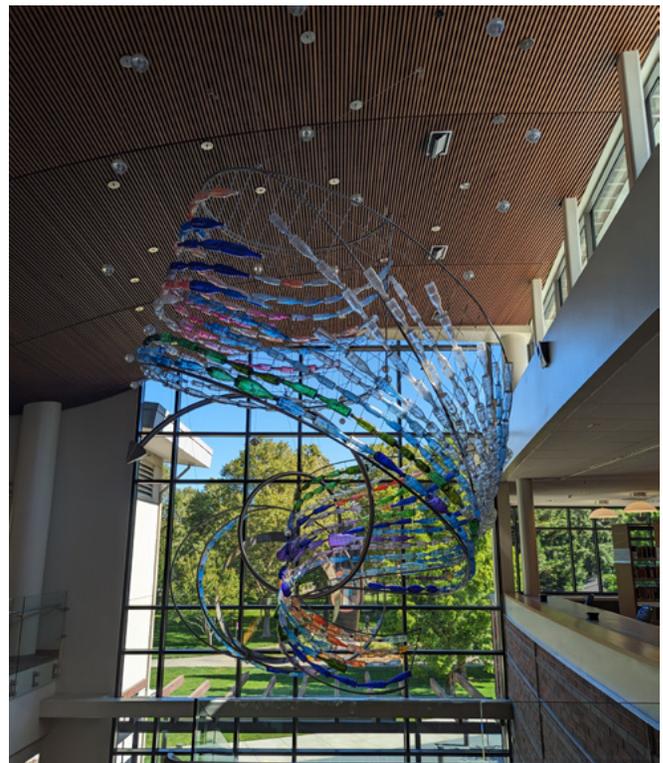
Signage

- Exterior signage
 1. Contra Costa County should be acknowledged on building signage. At a minimum, the county logo or county seal should be incorporated in any monument sign, or on the building.
 2. Changeable vinyl signage indicating library hours should be provided on glass at the building entry.
 3. A distinct sign mounted on the building should clearly mark the location of the book return.
 4. Provide clearly marked information for delivery people to contact staff when the building is closed.
- Interior building signage
 1. **Directional signage.** Provide wayfinding signage throughout larger branch libraries to demarcate self-service checkout, restrooms, etc. Signage indicating large program areas or rooms such as children’s or teen areas should be determined on a case-by-case basis. Such signage would be in addition to signage required by ADA.
 2. **Code-required signage.** Provide all signs required to meet ADA standards, exiting, fire codes, etc.
 3. **Collection signage.** Signage at stacks should be flexible and easily changeable by library staff, using standard (not specialty) fonts. Mount collection signage on shelves rather than walls. For example, large fixed wall signage calling out “Fiction” will limit the library’s ability to reconfigure shelving in the future.

4. Community information boards should be included in library projects to facilitate community collaboration and communication.
5. Placement of donor signs and installations must be reviewed with library staff to ensure they are located appropriately. These interventions are long-term and permanent and may impact future flexibility.

Public Art

- Public art displayed in both permanent and temporary exhibitions is a natural fit and welcome in libraries but should be thoughtfully selected.
- Art should be carefully selected to last over time. Large murals and installations must be vetted with library staff to ensure they are suitable for their spaces and are placed in zones where they will be safe from damage.
- Temporary changing art galleries and tackable areas for children’s art must be coordinated with library staff. Often these are left unmaintained if such coordination does not occur.



Public art installation at Walnut Creek Library

2. PUBLIC SPACES

Adult Reading Areas

- Where square footage allows, create a “quiet reading” area for adults who want to retreat from noise/activity. These areas should be acoustically separated and should not contain library supplied PCs.

Stacks

- Provide clearances between runs of shelving that at minimum meet ADA requirements. Provide more generous spacing where square footage allows.
- Refer to **Shelving and Electrical Power & Lighting** for additional guidance.

Children’s Spaces

- It is recommended that shelving heights in children’s spaces remain at 60 inches or under. Picture-book shelving especially should not exceed 48 inches.

- Table and chair heights should best serve the patrons who use them the most. It is recommended that two to three different seat and chair heights be provided to accommodate children of all ages and sizes. Refer to the chart below for age-based average table and chair heights.
- All upholstery in children’s spaces should be bleach cleanable and/or wipeable.
- Where space allows, include seating wide enough to accommodate a child and a caregiver, such as a small loveseat or sofa.
- Avoid:
 1. Sharp corners
 2. Climbing structures
 3. Toylike seating that can be thrown
 4. Stainless steel surfaces

Age Category	Age (Approx.)	Table Height	Chair Seat Height
Toddler	1-4 Years	13"–17" 33 cm–43 cm	6"–9" 15 cm–23 cm
Preschool	3-6 Years	18"–19" 46 cm–48 cm	10"–11" 25 cm–28 cm
School Age	6-13+ Years	20"–30" 50 cm–76 cm	12"–18" 30 cm–46 cm

Age-based average table and chair heights.



Image of San Pablo Library children’s area



- **Manipulatives.** Where space allows in the children’s area, it is recommended to include manipulatives. Manipulative play refers to learning with movement and problem solving through interaction with physical objects. Manipulatives can be as small and simple as panels on the ends of book stacks or as large and involved as custom-built structures that children can occupy. Library staff can recommend preferred and vetted vendors.
- **Computers.** Check with library staff to determine computer needs specific to the children’s area.

Teen Spaces

- The teen space should be easily identifiable as its own space so that other patrons do not occupy the area. This can be achieved through physical separation (wall and door), clear signage, and/or different finishes and furniture. It must be easily visible from the staff service desk.
- The teen space should be physically and stylistically separate from the children’s space. The style of the space may be playful and fresh, but it should not appear childlike and ideally is not immediately adjacent to the children’s area.
- Furniture in the teen space should be easily reconfigurable and movable by the teens themselves. Offer a wider variety of seating arrangements for various sizes of groups and activities.
- It is recommended to provide a mix of lounge seating and tables with chairs.
- When selecting furniture and finishes, assume that teens will put their feet up on tables and chairs.

Staff Service Points

- Ensure there is adequate space at public service desks so two staff can navigate around each other. It is recommended that the desk have at least 3 feet, 6 inches of clear space behind it. In instances where the service point serves as a full-time workstation, each station should be a minimum of 4 feet wide. In instances where the service point is only a touchdown station, the width can be less. It is recommended that service points be 2 feet, 6 inches deep to create a comfortable distance between staff and patrons. Anything wider than that will create ergonomic issues for staff.
- The public service desk should be positioned so that staff will have a wall behind them, with two ways to exit from behind the desk. Exits can be swinging gates or open aisles.
 1. If a full-height wall behind the service desk is not feasible, provide a minimum 3-foot-high barrier such as a bookcase behind the desk. The goal is to create a barrier for staff so they are not approached from behind by the public.
- All workstations at service desks should have sit/stand capabilities for ergonomics.

Group Study Rooms

- Provide glass at the front of group study rooms so that staff can see inside. Provide a system for exterior locking of the rooms.
- In instances where group study rooms cannot be built-in or future flexibility is desired, consider pre-fabricated study pods.

Large Meeting/Multipurpose Rooms

- Meetings spaces available after library open hours must also have bathrooms that the public can use.
- Provide adequate storage for tables and chairs in a storeroom adjacent to the meeting room.
- Chairs must be lightweight, easily movable and stackable by staff. Include dollies for ease in moving chairs.
- Provide tables with wheels that fold and nest for storage.

Public Computers

- Public computer stations should be located near the public service desk in open areas within full view of staff rather than enclosed in a computer lab. Laptops can be used by patrons in enclosed rooms.
- It is recommended that each public computer station have a minimum width of 3 feet, 6 inches. Dividers between stations can be used to create a sense of privacy. Dividers should be lower than full height so that staff can easily see patrons. All surfaces including dividers should be wipeable
- Desktop computers are needed in each branch even if laptop checkout is available. Desktop computers are easier for older adults to use.
- ADA-accessible computer station(s) should be provided, typically at a motorized sit/stand table directly adjacent to the other computer stations.

Restrooms

- Provide a separate restroom for staff-only use in the staff area.
- Consider a single stall public restroom for all genders.
- Provide waste bins that are separate from the paper towel dispenser unit. Wall-mounted waste

receptacles are not of adequate size and will overflow.

- Locate paper towel dispensers adjacent to the sink rather than on an opposite wall to minimize water dripping onto the floor.
- Specify a folding stepstool at one lavatory to allow for children's handwashing. Provide family restrooms in the children's areas of all mid-size and larger branches.
- Provide a vending machine of free menstrual products at all public restrooms.

Outdoor Spaces

- Where space allows, it is recommended to provide outdoor space for patrons that is controlled, i.e., easily monitored and/or fully secured (fenced).
- Provide shade in outdoor areas.
- Outdoor furniture
 1. Furniture must be attached or heavily weighted if not in a controlled/lockable space.
 2. Provide a mix of seating most suitable for the space and its programming. For example, picnic tables are great for outdoor art classes whereas lounge seating is good for adult and senior reading.
 3. Provide furniture for children where appropriate.
 4. Provide for ADA accessibility.
 5. Consider operations: Will chairs need to be brought into the library by staff at night?
 6. Cushions are not advised on outdoor furniture.



Image of El Sobrante Library public computers

3. STAFF SPACES & LIBRARY OPERATIONS

Staff Entry & Shipping/Receiving Area

- All shipping and receiving areas should be easily accessible by trucks and have an accessible path for hand trucks. Additionally, a doorbell or other system should be provided to alert library staff when deliveries are made.
- The staff entry and shipping/receiving area should be separate from the public entry.
- Provide dedicated space for receiving deliveries and preparing outgoing shipments.
- Receiving area must be easily accessible to trucks.
- Areas should be well lit and placed to provide safe entry and exit after hours.
- Areas should be able to accommodate a large number of book bins and carts. Library staff should provide space needs for this.

Book Return

- Locate the book return to allow books to drop into the building.
- Provide in-wall exterior returns that are adjacent or easily accessible to parking.
- Do not use free-standing exterior book returns.
- The Contra Costa County Library does not use AMH (automatic materials handling) systems.
- Ensure that in-wall returns have adequate space on the staff side for a large, standard-sized bin to be placed below the book chute (an ergonomic issue). Consult with library staff to ensure that enough space is provided for the book return area. Ensure that bookdrops are lockable.



An example of adequate clearance not being provided for a bin below the book drop. A cushion was placed on the floor to receive the dropped books, which must be collected up by staff (an ergonomic issue).

Book Processing

- Provide adequate space and equipment for book processing in staff areas. This may entail space for book carts, a large worktable, chairs, and shelving.

Staff Workroom

- Provide sit/stand workstations
- Provide bulletin board space for staff at office areas.
- **Storage.** Work with library staff to determine staff storage needs.
- **Private Offices.** The Library Manager should have a private office. At minimum, provide sit/stand workstations, storage, and guest seating. Consult with library staff about specific needs.
- **Private Meeting Spaces.** Staff will need a private, enclosed space to take online meetings. This space should seat 1-4 people, depending on space available, and should be equipped with power, data and adequate ventilation.

Staff Support Spaces

- Staff Lounge
 1. Staff kitchenette should include countertops, cabinetry, refrigerator, microwave, sink, general storage, bulletin board space, and adequate space for recycling center.

2. Staff break room should include a table and chairs as well as comfortable lounge seating where space allows.

- Provide a private locker for each staff member.
- **Staff restroom.** See 2. Public Spaces—Restrooms.
- Provide a wellness/lactation room for staff. This room should include a lounge chair and ottoman or a recliner chair, a mini fridge, a side table, and electrical outlet access.

Friends of the Library

- The Friends of the Library bookstore should not exceed 3% of the total square footage of the Library. This percentage includes any associated storage and work areas.

Janitorial

- Provide designated storage space for janitorial supplies (supplies cannot be stored in mechanical/electrical rooms). Janitorial spaces should include a mop sink and shelving, and walls should be finished in FRP (fiberglass-reinforced paneling).
- Public programs that require food service need to comply with current Health Department requirements for preparing and cleaning up food.



Image of Lafayette Library staff breakroom

4. FURNITURE

Furniture Types

- Provide a mix of furniture types throughout the library.
- Lounge furniture
 1. Avoid furniture that allows patrons to lie down, such as sofas and long benches.
 2. Avoid throw pillows or loose cushions.
 3. Provide a mix of styles for a variety of ages, abilities, and sizes. Provide some lounge furniture with arms to support an upright seated position for older patrons. Chairs should have a minimum weight limit of 300 lbs.
- Tables
 1. Reader tables should be mainly 2- and 4-person tables.
 2. It is recommended that at least 30 inches of width be provided for each seat at the table to maintain comfortable personal space distances between patrons.
 3. Provide sit to stand tables as needed for ADA access.
- Chairs
 1. A mix of armchairs (30%) and armless chairs (70%) is recommended to support varying sizes and abilities of patrons. Chairs should be ergonomically comfortable to accommodate long periods of work or study. Chairs should be lightweight and easy for patrons to move.
 2. Reader chairs refer to non-lounge chairs that are generally paired with tables. They are fixed in height and do not have casters. Generally, they are wood.
 3. Computer chairs refer to non-lounge chairs that sit at tables with computers. They may have height adjustability and be on casters.

Minimum Standards for Warranties

- All furniture specified should come with a minimum 10-year warranty.

Replacement Schedule

- Furniture should be replaced on an as-needed basis depending on how heavily it is used, how

and where it is used, and cleaning protocol.

- In general, upholstered pieces that have a resilient textile with a backing, that are cleaned properly, and that are not exposed to food or drink regularly should be replaced or assessed for replacement after 10 years.
- Tables and chairs, especially wooden ones, can last a lifetime if cared for properly and serviced when broken. It is important to be diligent about warranties and non-obsolescence clauses when selecting furniture pieces, especially those that will be used for a lifetime.

Furniture Location

- Furniture should be movable by staff where possible.

Power Access

- It is recommended that every reader table in the adult and teen areas have an in-surface power module. It is also recommended that at least 50% of the lounge seating in these areas have direct access to power (via wall or floor outlet or mobile power module).

Fabrics & Finishes

- Cleaning guidelines
 1. Specify bleach-cleanable fabrics whenever possible, even if staff does not clean furniture with bleach, because patrons may bring and use bleach wipes. Light colored fabrics should not be used.
 2. Specify a moisture-barrier backing for woven fabrics whenever possible.
- Non-woven fabrics (e.g., silicone, polyurethane, vinyl) are recommended for surfaces that patrons will sit on or touch frequently. Woven fabrics may be incorporated in less touched areas, such as on chair backs, or as accents.
- Durability
 1. Fabrics that meet a minimum of 100,000 double rubs in the Wyzenbeek abrasion test are recommended.
 2. Non-woven fabrics should meet all current requirements for hydraulic testing according to ISO 1419 or ASTM D3690, to avoid delamination.

5. SHELVING

Heights

- Shelving heights should coordinate with accessible reach ranges and eye levels for the age group they serve.
- Shelving should not interfere with staff visibility and sightlines.
- Shelving height guidelines:
 1. Adult and YA Collections: 5 shelves, 66" high
 2. Juvenile Collections: 5 shelves, 54" high
 3. Early Literacy Collections: 3 shelves, 42" high

Manufacturers

- Library staff can recommend preferred and vetted vendors.

Fixed Wall Shelving

- Fixed wall shelving should not exceed 6 shelves high and should be anchored to the wall to meet seismic standards.
- The lowest shelf should not be used for books except in children's and teen areas. If it is necessary to place books on lower shelves in adult areas, use sloped base shelving that is higher off the floor and angled outward for easier access.



Mobile Shelving

- Limit the width of each mobile shelving unit to 2 ranges where possible, otherwise shelving may be too heavy for staff to move.
- Mobile shelving heights must not exceed 59 inches, per code requirements.
- Lower-shelf guidelines for mobile shelving are the same as for fixed shelving (see **Fixed Wall Shelving** in this section).
- **Finish guidelines.** For metal shelving, choose from manufacturers' standard colors (no custom colors).

Children's Shelving

- See 2. Public Spaces—Children's Spaces.

Magazine & Display

- Display shelving should be mobile and allow for books to face outward. Locate some display shelving near the library entrance.
- Magazines should be stored and displayed in clear acrylic boxes that sit on the shelves. Flip-up periodical storage should be avoided.



Examples of mobile display shelving.

MEASURE X FUNDING CONTRA COSTA COUNTY LIBRARY

Joint BOS MXCAB Meeting
November 12, 2024



Measure X Allocations

Allocations	One-Time	FYs 22-24 with COLA	Total Actual Expenditures Through June 30, 2024
Library Building Improvements	\$4,000,000	n/a	\$563,536
Library Literacy Program		\$410,000	\$304,238
Startup Costs for the Library Foundation	\$50,000	n/a	\$34,600

COUNTY-OWNED LIBRARY FACILITIES DEFERRED MAINTENANCE PROJECTS

\$4 million one-time MX funds

Antioch, Kensington, Pinole, Rodeo, Ygnacio Valley



*additional \$1.9 allocated during FY24-25 budget hearings

Total Deferred Maintenance Expenditures through June 30, 2024



Totals	MX	State Library
Antioch	\$250,371	\$498,620
\$748,991		
Kensington	\$190,064	
\$190,064		
Pinole	\$180,684	\$184,363
\$365,047		
Ygnacio Valley	\$41,212	
\$41,212		
\$1,416,800	\$563,536	\$682,983.06

Antioch Library Status as of June 30, 2024



- HVAC work completed – May 2023
- Roof replaced – May 2024
- Electrical and lighting upgrade study completed, permits submitted – Aug. 2024

Kensington Library Status



- Roof replaced – September 2022
- HVAC, electrical and lighting
 - Feasibility study and cost estimate completed – August 2023
 - Design and construction documents completed-April 2024
 - Permit approval-September 2024

Pinole Library Status



- Lighting and electrical upgrade
 - Design and construction docs completed, permits submitted-July 2024
- HVAC and Roof
 - Designs and construction docs completed, permits submitted-Feb 2024
- ADA Parking Lot Upgrades
 - Design and construction docs completed, permits submitted-July 2024

Ygnacio Valley Library Status

Feasibility and cost estimates completed for:

- New roof
- New HVAC
- Lighting & electrical upgrades



Facility Projects Next Steps

Antioch	Kensington	Pinole	Ygnacio Valley
Electrical, lighting, ADA upgrades Spring/Summer 2025	Construction contract awarded Jan/Feb 2025	Permit Approval-Fall 2024	Roof, HVAC, Electrical/Lighting Designs approved Oct. 2024
	Equipment order and project start – Spring 2025	Project out to bid-Jan/Feb 2025	Permit approval Spring 2025
	Project complete– Spring 2026	Bid award, equipment order Spring 2025	Bid award Summer/Fall 2025
		Construction Summer 2025 to Summer 2026	Construction-Fall 2025-Summer 2026

Library Facilities

Deferred Maintenance Funding and Costs

Summary of available funding	Amount
Measure X	\$4,000,000
State (Antioch)	\$1,057,533
State (Pinole)	\$1,519,267
BAAQMD (Pinole HVAC)	\$511,360
MX allocated 24-25 budget hearings	\$1,900,000
Totals	\$8,988,160

Branch	Estimate to Date
Antioch	\$2,526,708
Kensington	\$1,750,000
Pinole	\$3,777,223
Ygnacio Valley	\$5,728,178
Totals	\$9,505,401

Request: \$517,241 Additional Measure X Funds to Cover Shortfall

Library Foundation of Contra Costa (LFCC)

\$50,000 one-time funds

Status

- No longer under fiscal sponsorship
- Fully tax-exempt 501(c)3 non-profit organization
- 9 seats on board, 8 are filled
- Website completed



LFCC Board Members



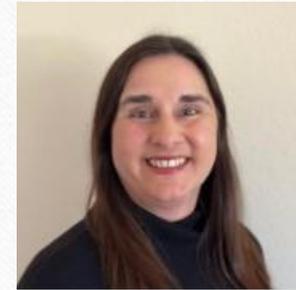
Michael Fischer



Susan Hildreth



Tommy Smith



Nicole Gemmer



Rachel Rosekind



Nancy Benevides



Bob Sanguedolce



Katherine Bracken



Vacant



LFCC MX Expenditures

Total Spent through June 30, 2024	\$34,600
Total spent to date	\$41,504
Remaining Funds	\$8,496

Plans for Remaining Funds:

- Marketing Materials
- Accounting Expenses



Early Literacy Outreach

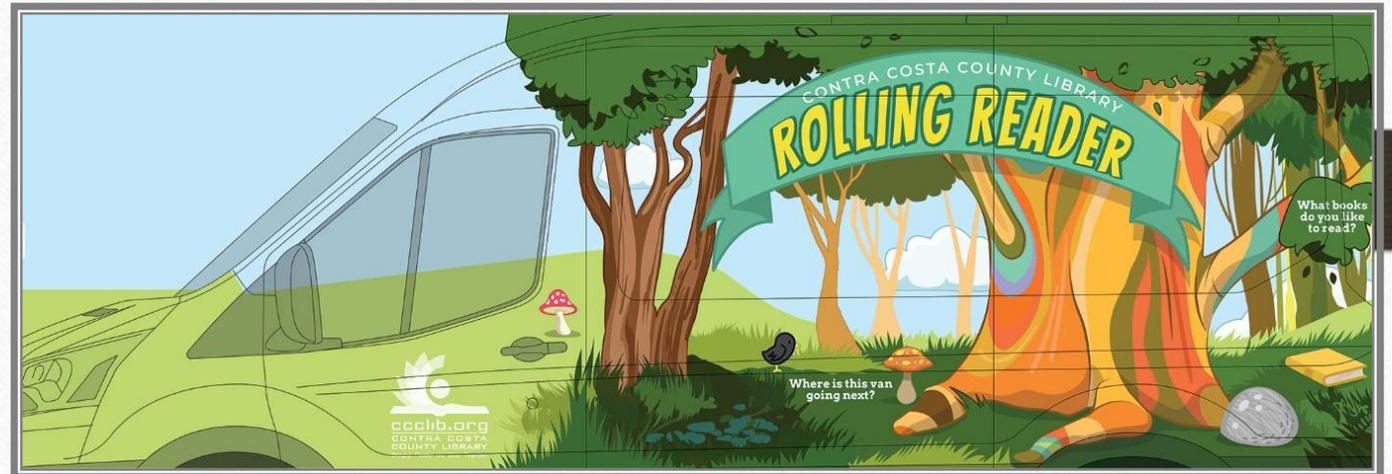
\$210,000 ongoing funding for staffing



The Rolling Reader

All-electric van for mobile, early literacy services in:

- Antioch
- Bay Point
- Bethel Island
- Byron
- Concord
- El Sobrante
- Knightsen
- Monument Corridor (Concord)
- North Richmond
- Oakley
- Pinole
- Pittsburg
- Rodeo
- San Pablo



Request to add Martinez

EARLY LITERACY OUTREACH STAFFING STATUS

- July 2022 – 1.0 Spanish/English bilingual Librarian II hired
- November 2023– .8 Driver Clerk hired



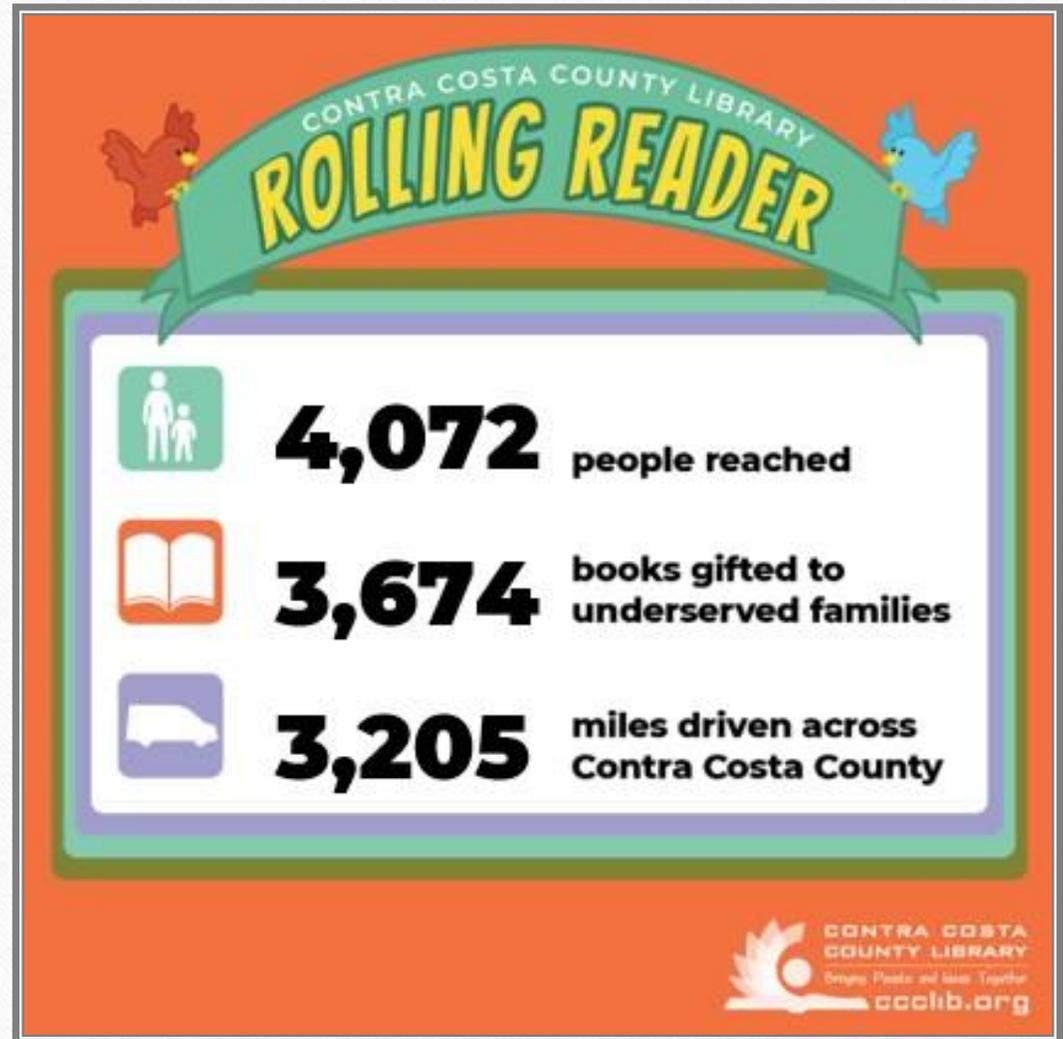
Early Literacy Outreach Staffing Expenditures Through June 30, 2024

	Allocation	Actuals
FY22-23	\$200,000	\$125,892
FY23-24	\$210,000	\$178,346
TOTALS	\$410,000	\$304,238

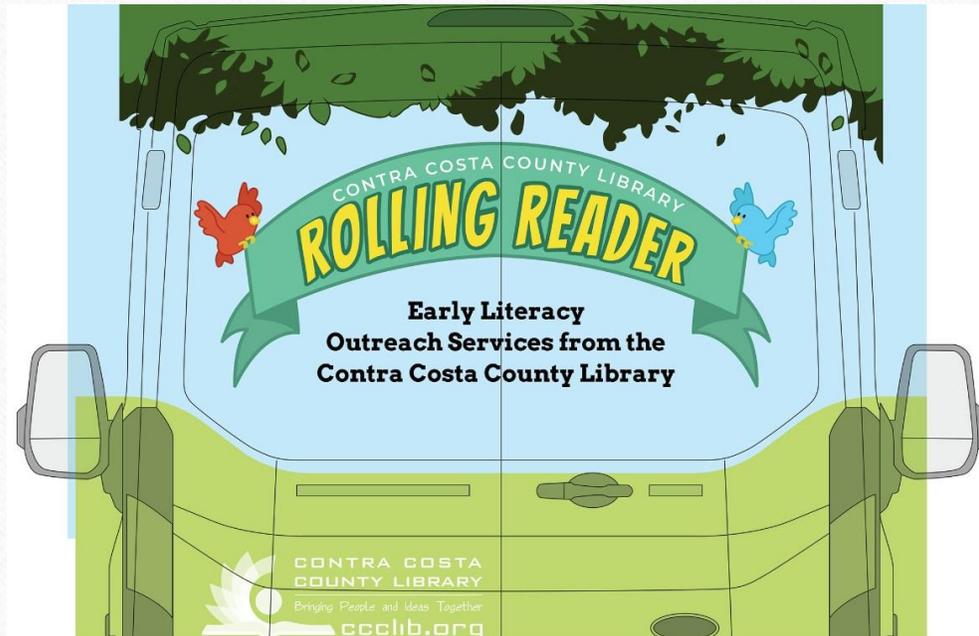


Rolling Reader Impact FY23-24

- Plus:
 - 53 community partners
 - 186 new cardholders
 - 64% report more books at home or at school
 - 58% report that kids are more excited about reading and books



Early Literacy Outreach FY24-25 Goals



- 200 events reaching 9,000 kids in collaboration with 55 partner agencies
- 5,000 books added to home libraries
- 125 new library cards issued
- 60% of kids are more excited about reading and books
- 65% of adults have more books at home or in their school collections

Unspent Balances Library Dept.



Early Literacy Staffing	Allocation	Actuals	Balance
FYs 22-24	\$410,000	\$304,238	\$105,762*

Deferred Maintenance	Allocation	Actuals	Balance
	\$4,000,000	\$563,536	\$3,436,464

Library Foundation	Allocation	Actuals	Balance
	\$50,000	\$34,600	\$15,400

*\$105,762 available for reallocation



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3939

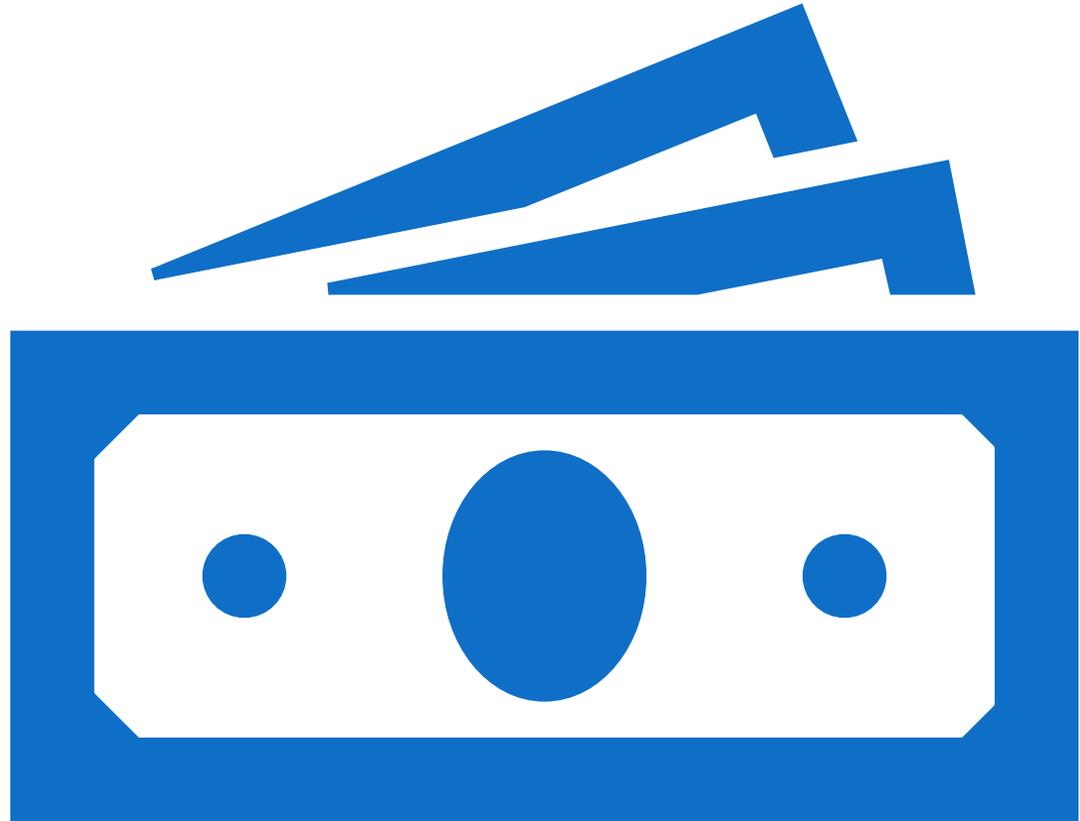
Agenda Date: 11/21/2024

Agenda #: 7.

Friends, Foundation and Commission Forum **2024**

Welcome!

Contra Costa County Library Funding and Budget Structure

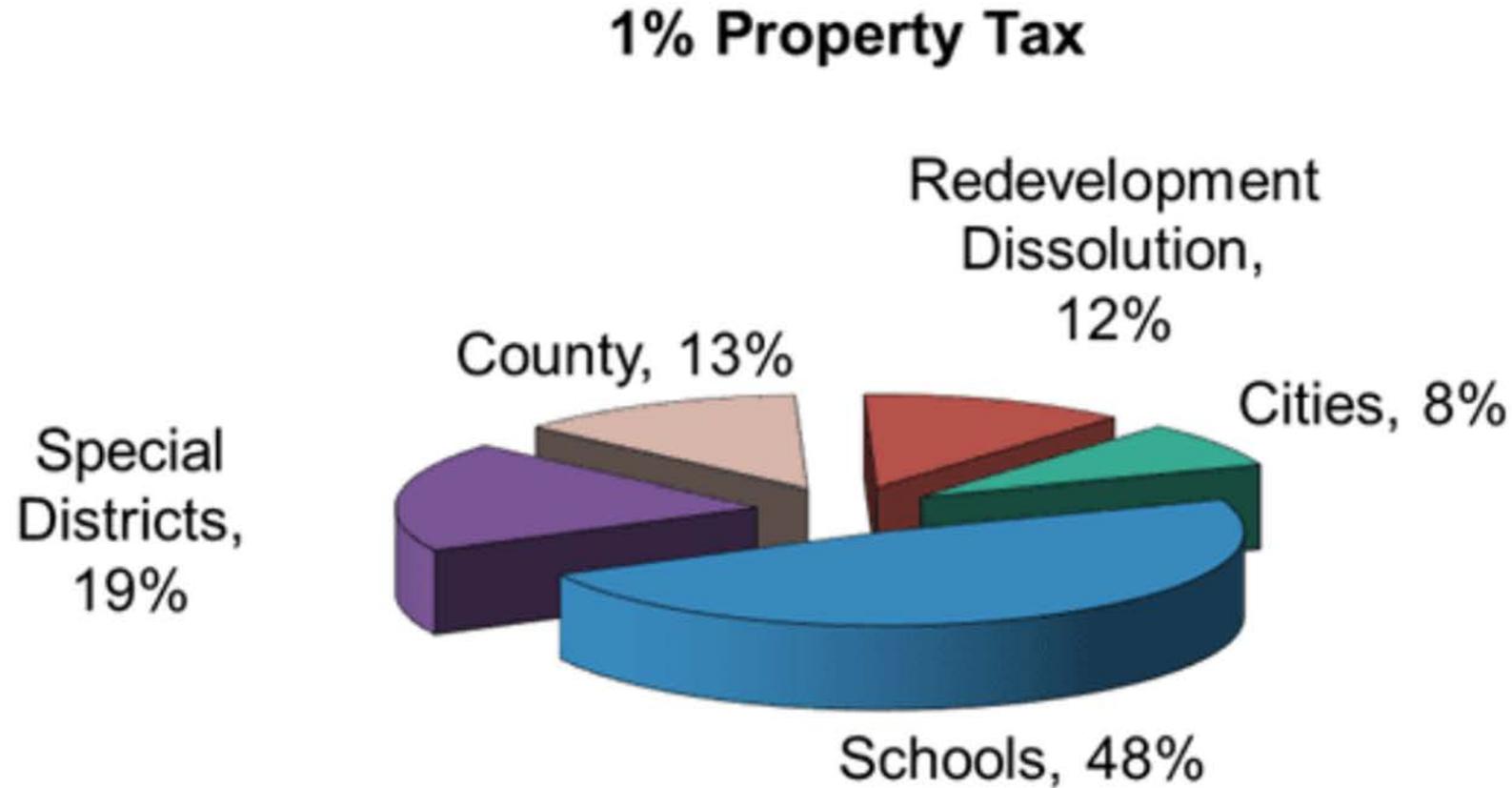


How is the Contra Costa County Library Funded?

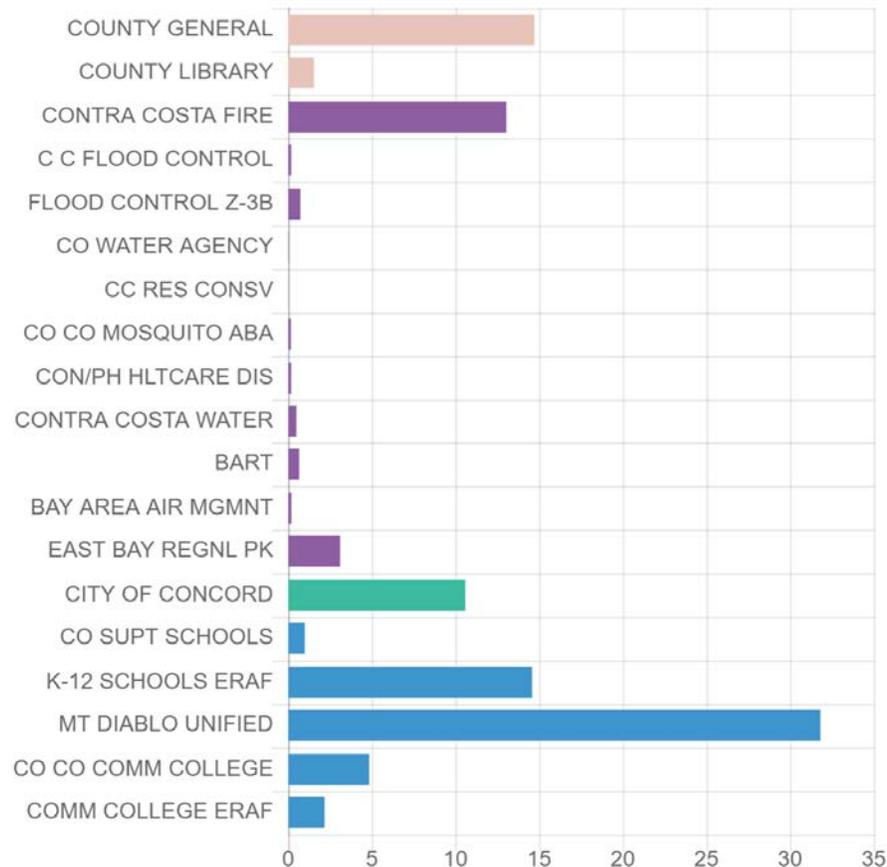
1.5% of the 1% county ad
valorem property tax



Contra Costa ad valorem tax allocations

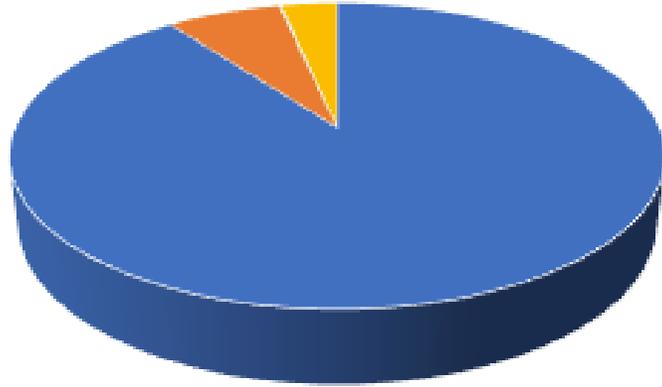


1% Ad Valorem example



COUNTY GENERAL	14.71059 %
COUNTY LIBRARY	1.54235 %
CONTRA COSTA FIRE	13.03631 %
C C FLOOD CONTROL	0.18097 %
FLOOD CONTROL Z-3B	0.73017 %
CO WATER AGENCY	0.03685 %
CC RES CONSV	0.01673 %
CO CO MOSQUITO ABA	0.16112 %
CON/PH HLT CARE DIS	0.17689 %
CONTRA COSTA WATER	0.48972 %
BART	0.65264 %
BAY AREA AIR MGMNT	0.19024 %
EAST BAY REGNL PK	3.10291 %
CITY OF CONCORD	10.58409 %
CO SUPT SCHOOLS	0.99090 %
K-12 SCHOOLS ERAF	14.57743 %
MT DIABLO UNIFIED	31.81231 %
CO CO COMM COLLEGE	4.83727 %
COMM COLLEGE ERAF	2.17051 %
TOTAL	100.00000 %

FY 24-25 Library Recommended Budget
Revenue \$43,978,087

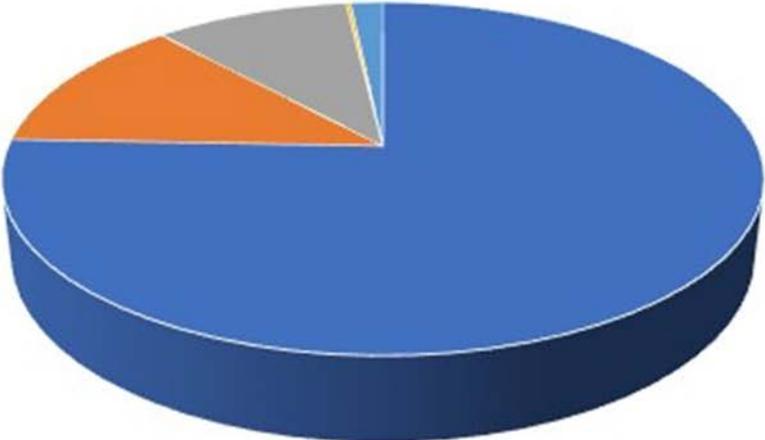


■ Property Tax	\$39,506,021	89.8%
■ Towns & Cities	\$2,966,130	6.7%
■ Fines & Fees	\$48,000	.1%
■ Other	\$1,457,936	3.3%

Current Fiscal Year Budget Revenue

Current Fiscal Year Budget Expenditures

FY 24-25 Library Recommended Budget Expenditures \$43,978,087



■ Salaries And Benefits	\$33,256,980	75.6%
■ Services And Supplies	\$5,557,882	12.6%
■ Other Charges	\$4,344,447	9.9%
■ Expenditure Transfers	\$98,779	.2%
■ Fixed Assets	\$720,000	1.6%



County-City Partnership



Partnership Roles

Cities

- Facility ownership and upkeep
- Utilities and landscaping
- Furniture and shelving
- Certain technology costs
- Extra open hours

County

- Operations
- Staffing
- Collections
- 40 base open hours
- Most technology

County Funds 40 Weekly Open Hours

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**

Open Hours Summary

40 Open Hours

Antioch
Clayton
El Sobrante
Kensington
Martinez
Moraga
Oakley
Pinole

46 Open Hours

Dougherty Station
(San Ramon)
El Cerrito
Hercules
San Ramon

52 Open Hours

Brentwood
Concord
Pittsburg
Pleasant Hill
San Pablo
Walnut Creek
• Downtown
• Ygnacio Valley

56 Open Hours

Danville
Lafayette
Orinda

Outlets: Bay Point 34.5; Crockett 24; Prewett 35; Rodeo 24

Findings of the
Library
Commission Ad
Hoc Advocacy
Committee

*Susan Hildreth, Co-Chair Ad Hoc
Advocacy Committee*



Bay Area Library Comparisons

County Departments

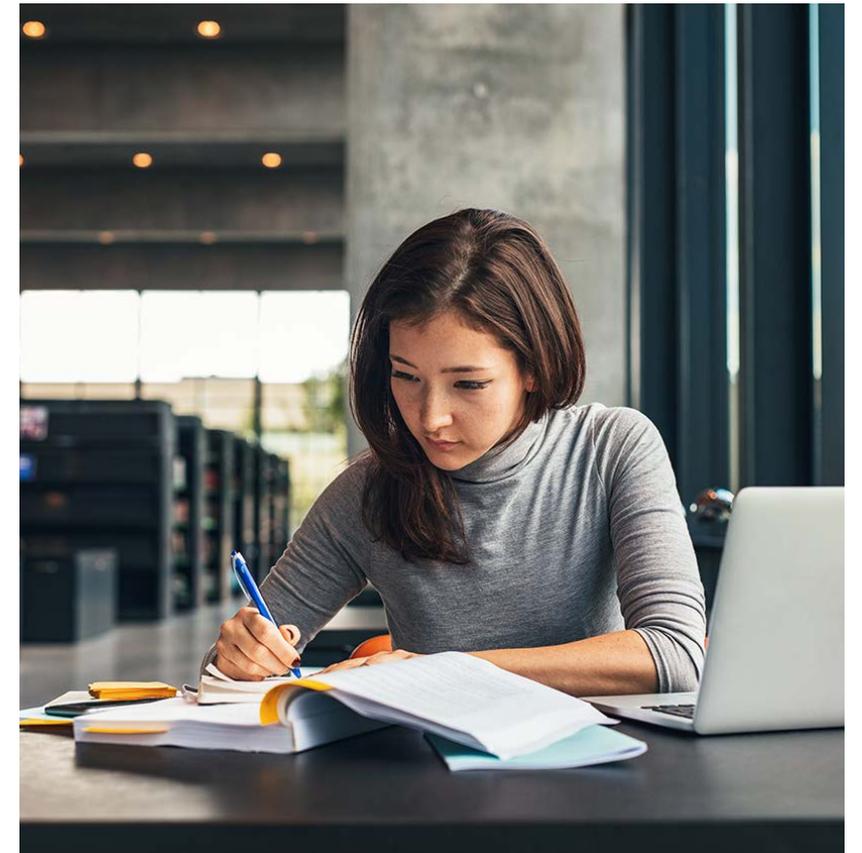
- Alameda
- Contra Costa
- Marin
- Napa
- Solano

City Funding Structure

San Francisco

JPAs

San Mateo
Santa Clara
Sonoma



Let's Talk about Sundays

- Average number of open hours each Sunday = 4.5
- Average percent of branches open on Sundays = 32%

Library	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%
Alameda	12	6	4	50%
Marin	10	2	5	20%
Napa	4	1	4	25%
Solano	9	3	5	33%

Local Income Per Capita (LIPC)



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

Why Comparable Systems are Better Funded

Library	Additional Funding
Alameda	User Utility Tax
Contra Costa	\$0
Napa	High Ad Valorem - \$2.07%
Marin	Measure B \$98 Parcel Tax
Solano	Measure L 1/8 cent sales tax



Key Takeaways

- Lowest LIPC (\$36.61) of five similar systems
- 47% lower LIPC than next lowest (Solano)
- CCCL is the only Bay Area County Library:
 - NOT receiving additional funding
 - NOT offering Sunday service



History of CCC Library Ballot Measures

-Alison McKee-County Librarian



Previous Failed Ballot Measures for the Library

Year	Type	Amount	Sunset	% Yes	Notes
1992	Parcel	\$20	3.5 years	64.5%	Included other services (law enforcement, DA, etc)
1994	Parcel	\$15	10 years	61%	
1998	Sales	1/8 cent	no	64.3%	Included Richmond and Richmond Library
2000	Sales	1/8 cent	8 years	66.09%	

Information About Ballot Measures

*Deborah Doyle-President
United for Libraries*



Types of Ballot Measures

Board of Supervisors Sponsored

- County could fund polling
- BOS resolves to put it on ballot
- Passes with 66 2/3% of votes

Citizen Led

- No county involvement or funding in polling or otherwise
- Signature gathering
- Passes with simple majority of votes

Next Steps for a Possible Ballot Measure

- Organize informal working group
- Identify funding goal
- Polling for:
 - Level of support
 - Type of tax
 - Duration
- Determine feasibility of moving forward



Roles and Rules

Library/County

- Educate and inform
- Cannot advocate or lobby

Friends/Foundations

- Can lobby and advocate
- Endorse
- May contribute some funds

Commissioner:

- Represents the BOS

Private Citizen:

- Educate, inform, lobby, advocate
- Contribute funds

Breakout Discussions

- Did anything surprise you in the presentation? If so, what?
- What is your aspiration for library services for your community?
- What do you think members of your community wish for that they don't have as it relates to their local library?
- Do you think the community would be supportive of a ballot measure for the Library?



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3940

Agenda Date: 11/21/2024

Agenda #: 8.

2024 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 2024 annual work plan, with goals to support library services and funding, community engagement and system collaboration. The workplan goals are to;

1. Help support sustainable funding and support library programs and services to better serve all segments of our patrons,
2. Collaborate with elected officials, community groups and residents to engender broad support for the library,
3. 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,
4. 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 a citizen advisory body to the Board of Supervisors and the County Librarian, 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 March 2024, the Commission formed an Ad Hoc Advocacy Sub-Committee. The focus of this committee is to research and compare service schedules and funding methods for other library systems in the Bay Area. The committee's findings were presented at the Friends, Foundation and Commissioners Annual Meeting on October 5th. The Sub-Committee found that to

provide equitable and impactful service for all communities served by the Contra Costa Library, additional funding is necessary. This critical issue has been addressed in the past. Between 1990 and 2000 four ballot measures for the Contra Costa Library, two for parcel taxes and two for sales taxes, failed to pass at the required 66 2/3 approval threshold but achieved over 60% approval in each case. Further investigation needs to be undertaken to determine the pros and cons of developing different types of ballot measures.

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

The Commission's Legislative Working Group reviews legislation and other issues that affect our libraries for awareness, and advocacy, consistent with and aligned to the Board of Supervisor's policy and positions.

This year, the Legislative Working Group tracked state and federal legislation impacting library funding, including the proposed budget impact of pulling back state General Fund support for Local Library Infrastructure and of special concern was whether the \$10M that the Librar received from the State for the new Bay Point Library was in jeopardy. This led to petitioning Assemblymember Grayson (District 15) and State Senator Glazier (District 07), to ask them for support for state earmarks for the Bay Point library; as well as State Senator Skinner (District 09), who is chair of the Budget Committee.

A growing concern of the commission is the trend of censorship in public libraries and schools. The Commission has monitored the progress of AB 1825, the Freedom to Read Act and other local activities restricting access to books.

Individual Commissioners inform their appointing authority of library related legislative issues, usually through the public meeting process. Commissioners ensure that issues involving libraries get the appropriate input of the local community and government. Commissioners also reach out to the candidates for city and town councils offering information about library needs.

Commissioners engage with local library staff and community groups to support and promote library programs. Engagement and advocacy by individual commissions include:

- Commissioner Ferree, the Clayton Community Library Foundation (CCLF) and branch library personnel in March, presented and distributed an annual report to any interested community members and the Clayton City Council. The CCLF also participated in the city 4th of July parade and two citywide cleanups which included the library building and landscape. They continue to work with city personnel to address some needed cleaning and maintenance within and directly outside the library. Additionally, CCLF is working with the Clayton City Manager, City Council and County Librarian to partner on a library refresh utilizing some of the livable trust funds awarded from former Supervisor Karen Mitchoff, in 2022, CCLF funds, and community fundraising.
- Commissioner Hoisington spoke to Lafayette City Council requesting their support of 56 hrs./week. She attended the City Council Meeting to support Lafayette Librarian Rob Tygett in his presentation for Library Week and to welcome new Lafayette Library Foundation Director Carol Varney.
- Commissioner DeFraga Acted as a liaison between a local business and the Library to ensure the donation of prizes for the Library's Summer Reading program. He also met with City councilmembers to advocate for the Library and explore the possibility of funding for increased open hours. He helped organize and staff the Friends of the Martinez Library

booth at the Martinez Farmer's Market on several occasions to perform outreach for the Library.

- Commissioner Dozier met a few times with the Pleasant Hill Library Manager, Patrick Remer, to get a report on the library's concerns, goals and accomplishments. She attended quarterly Friends of the Pleasant Hill Library board meetings to give an update to that group on what was discussed at the library commission meetings and attended the opening of the new Book Friends bookstore in Walnut Creek.

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 to the community.

The Commission continues to support local branch librarians and the County Librarian to promote programming and resources available to the community. As a part of this effort, Commissioners, Library Friends, and Foundation members held their annual forum. The agenda featured welcoming remarks from Supervisor Ken Carlson, information on Library funding and previous failed library funding ballot measures, and an advocacy workshop led by Deborah Doyle of the Sonoma County Library Commission and Susan Hildreth, former California State Librarian and current Contra Costa Library Commissioner.

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

At each meeting, the Commission receives reports from the County Librarian and staff on policy, plans and operations. In these presentations, Commissioners pose questions and provide input. An ongoing concern is library access, specifically service hours. Since the COVID 19 pandemic, no county library has been open on Sundays. The County Librarian briefed the Commission

on the plans for the Self -Service Sunday pilot including location (Concord Library), hours (12-4PM), patron eligibility (library card holders over 18 years old in good standing) and services available (browsing collections, self-service book check out, using wi-fi). The pilot will launch in November 2024.

Summary

Over the past 12 months, the Contra Costa County Library Commission has supported library funding through the establishment of the Library Foundation, advocated with State and local policy makers for legislative and financial support, liaised with branch libraries and community groups to develop and promote services and programming, and provided input on Library strategic planning and operations. The Commission continues to serve as a bridge between branch libraries, citizen groups, policy makers and patrons to secure funding, increase access and uphold the community value of the Contra Costa County Library System.

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;
- "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 the Commission 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 for the 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, 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.

Adopted by the Commission November ##, 2023



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3941

Agenda Date: 11/21/2024

Agenda #: 9.

Contra Costa County Library Commission Advocacy Ad Hoc Group

Final Report – November 21, 2024

This group was formed in February 2024 to explore alternative funding models and mechanisms in relation to the Contra Costa County Library. Its scope was based on interest expressed by Library Commissioners and representatives of Library Friends and Foundations at the December 2023 forum. Sue Hamill, District 4 Commissioner, and Susan Hildreth, District 2 Commissioner, are the Co-Chairs. Other members include Clifton Louie, District 3 Commissioner, Rachel Rosekind, District 1 Commissioner and Bob Sanguedolce, City of Danville, Alternate Commissioner. Alison McKee, County Librarian, attends all the group's meetings.

Since February, the group has met monthly to review financial and operational information from peer county libraries. Although Contra Costa County refers to the nine Bay Area counties in the Association of Bay Area Governments (ABAG) as peers, in reviewing the finances and governance of ABAG member libraries, the most similar to Contra Costa in financing and organization are the county libraries in Alameda, Marin, Napa and Solano. Accordingly, these libraries have been the focal points for analysis and the group's recommendations. These library systems have multiple branches, ranging from 4 in the Napa County Library system to 12 in the Alameda County Library system. Note that Contra Costa County Library system is by far the largest with 26 branches.

Funding

The group's review of Alameda, Marin, Napa, and Solano County libraries' financial information documented that **Contra Costa County Library is the lowest-funded library among them**. Like Contra Costa, all of the aforementioned libraries receive a dedicated share of the county property tax. The California State Library publishes a useful statistic for tracking and comparatively assessing library funding: the Public Library Local Income Per Capita (LIPC). This figure is derived from the local library income divided by residents served. Below is the most recent information published by the State Library (from Fiscal Year 2022–23):

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

Library financing is complicated, and property tax is often augmented by other sources. A primary reason that funding for Contra Costa County Library is so low is because it represents the largest library among its peers that does not receive some form of

additional funding. The information below identifies additional sources of income for Contra Costa’s peer libraries.

Library	Additional Funding beyond property tax
Contra Costa	None
Alameda	Portion of utility users’ tax
Marin	Measure B \$98 parcel tax
Napa	High property tax rate – 2.07%
Solano	Measure L 1/8 cent sales tax

Since 1992, Contra Costa County Library has placed four measures on the ballot, two parcel tax and two sales tax measures, in an effort to secure additional funding. Although all of these measures received approval levels over 61%, none prevailed to attain the required 66 2/3 % approval level.

Services

Library funding is the foundation for all services. Currently, the Contra Costa County Library funds a base service schedule of 40 open hours per week for 22 facilities funded by property tax revenues. Cities may fund 6, 12, or 16 additional hours above this baseline through their own funding stream. As of this fiscal year, 8 facilities are open 40 hours per week, 4 are open 46 hours per week, 7 are open 52 hours per week, and 3 are open 56 hours per week. Bay Point, Crockett, Prewett, and Rodeo are considered outlets rather than full-service libraries, and thus are open from 24 to 35 hours per week. Although this variability in service hours may be beneficial for the local community served by a given branch, it leads to inequitable services county-wide and exacerbates resource and opportunity disparities across the county. Plainly, whereas some cities can afford to fund additional hours, those with less resources cannot, and branches in unincorporated areas do not have any mechanism to provide additional funding.

Library hours are the “envelope” that enables our libraries to provide residents with a wide variety of services. In 2021 the County Librarian requested Measure X funding to achieve the goal of 56 open hours per week and six days of operation of Mondays through Saturdays across all full-service branches. Notably, this schedule did not include Sundays, which is critical from an equity standpoint and based on resident input to include in basic service hours. In the most recent Contra Costa Library customer survey, additional service hours as well as enhanced collections and programming were the top requests. Although peer libraries’ service schedules vary widely based on facility size, geographic location, and other factors, all of them offer Sunday service hours at some facilities. The average number of Sunday open hours is 4.5 hours per week. The average percent of facilities open on Sunday is 32 percent, as reflected in the chart below.

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

Contra Costa County Library is launching a pilot of unstaffed Sunday hours at the Concord Library on December 1. This marks the beginning of an effort to respond to multiple communities’ requests for Sunday service. However, given the extensive services provided by peer libraries and resident requests, we recommend fully-staffed Sunday service of at least 4 hours per week for at least 6 equitably geographically-distributed facilities.

Much of the information in this report was shared with the attendees of the 2024 Friends and Foundation Forum on October 5. There was engaged discussion, and numerous participants proposed investigating options for additional funding for the Library to achieve increased open hours, including Sundays.

Recommended Action

We respectfully request that the Library Commission endorse our recommendation that Contra Costa County Library’s limited funding be explicitly acknowledged. We also request that the Library Commission endorse the aspirational goal of 56 fully-staffed service hours per week for all full-service branches, services provided Monday through Saturday. 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. Last, we ask that all Library Commissioners communicate this information to their Appointing Authority.

The Advocacy Ad Hoc Group has completed its work and requests that the group be sunset by the Library Commission.

Library	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%
Alameda	12	6	4	50%
Marin	10	2	5	20%
Napa	4	1	4	25%
Solano	9	3	5	33%

avg=4.5 avg=32%
 median=29%

County	No. of branches	Open Hours	Sq. miles	LIPC (22-23)	Dedicated property tax rate	Dedicated property tax % of budget	Gen Fund Sources	Gen Fund % of budget	Addtl funds source	Addtl funds % of budget
Contra Costa	26	59,202	681	\$ 36.31	1.50%	90%	No	N/A	Cities-extra hours	10%
Alameda	12	17,908	572	\$ 64.36	0.90%	70%	No	N/A	UUT (7% of budget), Cities	30%
Marin	12	21,550	520	\$ 121.29	?		No	N/A	Measure B-\$98 parcel tax,	
Napa	4	7,600	787	\$ 91.83	2.07%	80%	No	N/A	Friends, Foundation, State Grants (literacy)	20%
Solano	9	26,724	631	\$ 63.73	1.60%	48%	No	N/A	Measure L-1/8 cent sales tax	23%

San Francisco**	29			\$ 201.90	n/a	n/a	2 ½ cents per \$100 in assessed property tax value + 2% of the General Fund.		Friends,\$1,000,000	
San Mateo*	13			\$ 159.21						
Santa Clara*				\$ 160.68						
Sonoma*				\$ 87.32		60%			1/8 cent sales tax, Meausre Y	40%

*JPA

**City funding structure

Summary of

library

funding in

CA:

https://www.library.ca.gov/wp-content/uploads/2021/08/CAPubLibOrg_2013.pdf

Solano County			Napa County			Marin			Alameda			Contra Costa		
Libray Branch	open hours	Sunday	Libray Branch	open hours	Sunday	Libray Branch	open hours	Sunday	Libray Branch	open hours	Sunday	Libray Branch	open hours	Sunday
Dixon Library (open 6 days)	48	No	Napa Library (open 7 days)	64	Yes	Anne T. Kent California Room (open 5 days)	45	No	Albany (open 6 days)	47	Yes	Antioch (open 5 days)	40	No
Fairfield Civic Center (open 7 days)	65	Yes	American Canyon (open 6 days)	40	No	Bolinas Library (open 4 days)	31	No	Castro Valley (open 6 days)	43	Yes	Bay Point (open 6 days)	34.5	No
Fairfield Cordelia (open 6 days)	48	No	Calistoga Library (open 6 days)	40	No	Civic Center Library (open 5 days)	45	No	Centerville (open 4 days)	28	No	Brentwood (open 6 days)	52	No
Rio Vista Library (open 6 days)	48	No	Yountville Library (open 5 days)	40	No	Corte Madera Library (open 6 days)	56	Yes	Cherryland (open 6 days)	60	No	Clayton (open 5 days)	40	No
Suisun City Library (open 6 days)	48	No	Average	48		Fairfax Library (open 6 days)	58	No	Dublin (open 6 days)	47	Yes	Concord (open 6 days)	52	No
Vacaville Cultural Center (open 7 days)	65	Yes				Inverness Library (open 5 days)	28	No	Fremont (open 7 days)	48	Yes	Crockett (open 4 days)	24	No
Vacaville Town Square (open 6 days)	48	No				Marin City Library (open 7 days)	53	Yes	Irvington (open 4 days)	20	No	Danville (open 6 days)	56	No
Vallejo John F. Kennedy (open 7 days)	65	Yes				Novato Library (open 6 days)	56	No	Newark (open 6 days)	35	Yes	Dougherty Station (open 5 days)	46	No
Vallejo Springstowne (open 6 days)	48	No				Point Reyes Library (open 5 days)	30	No	Niles (open 1 day)	7	No	El Cerrito (open 5 days)	46	No
Average	54					South Novato Library (open 5 days)	35	No	San Lorenzo (open 6 days)	43	Yes	El Sobrante (open 5 days)	40	No
						Stinson Beach Library (open 4 days)	31	No	Union City (open 5 days)	39	No	Hercules (open 5 days)	46	No
						Bookmobile Average	45		Mobile Library Average	38		Kensington (open 5 days)	40	No
												Lafayette (open 6 days)	56	No
												Martinez (open 5 days)	40	No
												Moraga	40	No

Solano County				Napa County				Marin				Alameda				Contra Costa			
Library Branch	Daily Hours	Weekly Hours		Library Branch	Daily Hours	Weekly Hours		Library Branch	Daily Hours	Weekly Hours		Library Branch	Daily Hours	Weekly Hours		Library Branch	Daily Hours	Weekly Hours	
Dixon Library				Napa Library				Anne T. Kent California Room				Albany				Antioch			
Monday	9:00 AM - 6:00 PM	9		MON	9:00 AM	8:00 PM	11	Monday	9:00AM - 6:00PM	9		Monday	12:00PM - 6:00PM	8		Monday	Closed		
Tuesday	9:00 AM - 8:00 PM	11		TUE	9:00 AM	8:00 PM	11	Tuesday	9:00AM - 6:00PM	9		Tuesday	12:00PM - 8:00PM	10		Tuesday	12:00PM - 8:00PM	8	
Wednesday	9:00 AM - 6:00 PM	9		WED	9:00 AM	8:00 PM	11	Wednesday	9:00AM - 6:00PM	9		Wednesday	12:00PM - 8:00PM	10		Wednesday	10:00AM - 6:00PM	8	
Thursday	9:00 AM - 8:00 PM	11		THU	9:00 AM	8:00 PM	11	Thursday	9:00AM - 6:00PM	9		Thursday	10:00AM - 6:00PM	8		Thursday	10:00AM - 6:00PM	8	
Friday - Saturday	9:00 AM - 5:00 PM	8		FRI	10:00 AM	6:00 PM	8	Friday	9:00AM - 6:00PM	9		Friday	Closed			Friday	9:00AM - 5:00PM	8	
Sunday	Closed			SAT	10:00 AM	6:00 PM	8	Saturday	Closed			Saturday	10:00AM - 5:00PM	7		Saturday	9:00AM - 5:00PM	8	
				SUN	1:00 PM	5:00 PM	4	Sunday	Closed			Sunday	1:00PM - 5:00PM	4		Sunday	Closed		
		48	48							45	45			47	47			40	40
Fairfield Civic Center Library				American Canyon Library				Bolinas Library				Castro Valley				Bay Point			
Mon - Thursday	9:00 AM - 8:00 PM	44		Monday, Tuesday, and Thursday - Saturday				Monday	10:00AM - 6:00PM	8		Monday	12:00PM - 8:00PM	8		Monday	2:30PM - 8:00PM	5.5	
Friday - Saturday	9:00 AM - 5:00 PM	16		10 a.m. - 6 p.m.		32		Tuesday	Closed			Tuesday	12:00PM - 8:00PM	8		Tuesday	2:30PM - 8:00PM	5.5	
Sunday	12:00 PM - 5:00 PM	5		Wednesday		8		Wednesday	10:00AM - 6:00PM	8		Wednesday	10:00AM - 6:00PM	8		Wednesday	1:30PM - 8:00PM	6.5	
		65	65	12 p.m. - 8 p.m.		8		Thursday	12:00PM - 8:00PM	8		Thursday	10:00AM - 6:00PM	8		Thursday	2:30PM - 8:00PM	5.5	
Fairfield Cordelia Library								Friday	Closed			Friday	Closed			Friday	2:30PM - 6:00PM	3.5	
Monday	9:00 AM - 6:00 PM	9				40	40	Saturday	10:00AM - 5:00PM	7		Saturday	10:00AM - 5:00PM	7		Saturday	10:00AM - 6:00PM	8	
Tuesday	9:00 AM - 8:00 PM	11						Sunday	Closed			Sunday	1:00PM - 5:00PM	4		Sunday	Closed		
Wednesday	9:00 AM - 6:00 PM	9								31	31			43	43			34.5	34.5
Thursday	9:00 AM - 8:00 PM	11		Calistoga Library															
Friday - Saturday	9:00 AM - 5:00 PM	8		Monday, Tuesday, and Thursday - Saturday				Civic Center Library				Centerville				Brentwood			
Sunday	Closed			10 a.m. - 6 p.m.		32	32	Monday	9:00AM - 6:00PM	9		Monday	Closed			Monday	10:00AM - 8:00PM	10	
		48	48	Wednesday		8		Tuesday	9:00AM - 6:00PM	9		Tuesday	10:00AM - 5:00PM	7		Tuesday	10:00AM - 8:00PM	10	
				12 p.m. - 8 p.m.		8		Wednesday	9:00AM - 6:00PM	9		Wednesday	1:00PM - 8:00PM	7		Wednesday	10:00AM - 6:00PM	8	
Rio Vista Library								Thursday	9:00AM - 6:00PM	9		Thursday	11:00AM - 6:00PM	7		Thursday	10:00AM - 6:00PM	8	
Monday	9:00 AM - 6:00 PM	9				40	40	Friday	9:00AM - 6:00PM	9		Friday	Closed			Friday	9:00AM - 5:00PM	8	
Tuesday	9:00 AM - 8:00 PM	11		Yountville Library				Saturday	Closed			Saturday	10:00AM - 5:00PM	7		Saturday	9:00AM - 5:00PM	8	
Wednesday	9:00 AM - 6:00 PM	9		Tuesday - Saturday				Sunday	Closed			Sunday	Closed			Sunday	Closed		
Thursday	9:00 AM - 8:00 PM	11		9 a.m. - 5 p.m.		40	40			45	45			28	28			52	52
Friday - Saturday	9:00 AM - 5:00 PM	8																	
Sunday	Closed					Average	43	Corte Madera Library				Cherryland				Clayton			
		48	48					Monday	9:00AM - 8:00PM	11		Monday	9:00AM - 8:00PM	11		Monday	Closed		
								Tuesday	9:00AM - 8:00PM	11		Tuesday	9:00AM - 8:00PM	11		Tuesday	12:00PM - 8:00PM	8	
Suisun City Library								Wednesday	9:00AM - 8:00PM	11		Wednesday	9:00AM - 8:00PM	11		Wednesday	10:00AM - 6:00PM	8	
Monday	9:00 AM - 6:00 PM	9						Thursday	9:00AM - 8:00PM	11		Thursday	9:00AM - 8:00PM	11		Thursday	10:00AM - 6:00PM	8	
Tuesday	9:00 AM - 8:00 PM	11						Friday	Closed			Friday	9:00AM - 8:00PM	11		Friday	10:00AM - 6:00PM	8	
Wednesday	9:00 AM - 6:00 PM	9						Saturday	10:00AM - 5:00PM	7		Saturday	9:00AM - 2:00PM	5		Saturday	10:00AM - 6:00PM	8	
Thursday	9:00 AM - 8:00 PM	11						Sunday	12:00PM - 5:00PM	5		Sunday	Closed			Sunday	Closed		
Friday - Saturday	9:00 AM - 5:00 PM	8								56	56			60	60			40	40
Sunday	Closed																		
		48	48					Fairfax Library				Dublin				Concord			
								Monday	9:00AM - 8:00PM	11		Monday	10:00AM - 8:00PM	10		Monday	10:00AM - 8:00PM	10	
Vacaville Cultural Center Library								Tuesday	9:00AM - 8:00PM	11		Tuesday	10:00AM - 8:00PM	10		Tuesday	10:00AM - 8:00PM	10	
Monday - Thursday	9:00 AM - 8:00 PM	44						Wednesday	9:00AM - 8:00PM	11		Wednesday	10:00AM - 8:00PM	10		Wednesday	10:00AM - 6:00PM	8	
Friday - Saturday	9:00 AM - 5:00 PM	16						Thursday	9:00AM - 8:00PM	11		Thursday	10:00AM - 8:00PM	10		Thursday	10:00AM - 6:00PM	8	
Sunday	12:00 PM - 5:00 PM	5						Friday	10:00AM - 5:00PM	7		Friday	Closed			Friday	9:00AM - 5:00PM	8	
		65	65					Saturday	10:00AM - 5:00PM	7		Saturday	10:00AM - 5:00PM	7		Saturday	9:00AM - 5:00PM	8	
								Sunday	Closed			Sunday	1:00PM - 5:00PM	4		Sunday	Closed		
										58	58			47	47			52	52
Vacaville Town Square Library								Inverness Library				Fremont				Crockett			
Monday	9:00 AM - 6:00 PM	9						Monday	3:00PM - 7:00PM	4		Monday	12:00PM - 8:00PM	8		Monday	2:00PM - 8:00PM	6	
Tuesday	9:00 AM - 8:00 PM	11						Tuesday	10:00AM - 6:00PM	8		Tuesday	12:00PM - 8:00PM	8		Tuesday	Closed		
Wednesday	9:00 AM - 6:00 PM	9						Wednesday	10:00AM - 6:00PM	8		Wednesday	11:00AM - 6:00PM	7		Wednesday	11:00AM - 5:00PM	6	
Thursday	9:00 AM - 8:00 PM	11						Thursday	Closed			Thursday	11:00AM - 6:00PM	7		Thursday	Closed		
Friday - Saturday	9:00 AM - 5:00 PM	8						Friday	2:00PM - 6:00PM	4		Friday	10:00AM - 5:00PM	7		Friday	11:00AM - 5:00PM	6	
Sunday	Closed							Saturday	10:00AM - 2:00PM	4		Saturday	10:00AM - 5:00PM	7		Saturday	10:00AM - 4:00PM	6	
		48	48					Sunday	Closed			Sunday	1:00PM - 5:00PM	4		Sunday	Closed		
Vallejo John F. Kennedy Library																			
Monday - Thursday	9:00 AM - 8:00 PM	44								28	28			48	48			24	24
Friday - Saturday	9:00 AM - 5:00 PM	16																	
Sunday	12:00 PM - 5:00 PM	5						Marin City Library				Irvington				Danville			
		65	65					Monday	12:00PM - 8:00PM	8		Monday	Closed			Monday	10:00AM - 8:00PM	10	
								Tuesday	12:00PM - 8:00PM	8		Tuesday	1:00PM - 6:00PM	5		Tuesday	10:00AM - 8:00PM	10	
Vallejo Springstowne Library								Wednesday	10:00AM - 8:00PM	10		Wednesday	1:00PM - 6:00PM	5		Wednesday	10:00AM - 8:00PM	10	
Monday	9:00 AM - 6:00 PM	9						Thursday	10:00AM - 8:00PM	10		Thursday	1:00PM - 6:00PM	5		Thursday	10:00AM - 8:00PM	10	
Tuesday	9:00 AM - 8:00 PM	11						Friday	12:00PM - 5:00PM	5		Friday	1:00PM - 6:00PM	5		Friday	10:00AM - 6:00PM	8	
Wednesday	9:00 AM - 6:00 PM	9						Saturday	10:00AM - 5:00PM	7		Saturday	Closed			Saturday	10:00AM - 6:00PM	8	

City	Branch Name	FY24-25			
		County Base Hours	County Base Funding	City Extra Hours	City Extra Funding**
Antioch	Antioch	40	871,389	0	
Antioch	Prewett	35		n/a	
Brentwood	Brentwood	40	1,135,718	12	127,222
Clayton	Clayton	40	708,718	0	
Concord	Concord	40	1,147,282	12	139,756
Danville	Danville	40	970,864	16	202,191
El Cerrito	El Cerrito	40	799,854	6	69,463
Hercules	Hercules	40	838,696	6	97,431
Lafayette	Lafayette	40	942,540	16	215,717
Martinez	Martinez	40	803,071	0	
Moraga	Moraga	40	748,604	0	
Oakley	Oakley	40	813,776	0	
Orinda	Orinda	40	957,917	16	161,421
Pinole	Pinole	40	690,806	0	
Pittsburg	Pittsburg	40	751,788	12	111,362
Pleasant Hill	Pleasant Hill	40	1,263,244	12	248,704
San Pablo	San Pablo	40	922,420	12	122,250
San Ramon	Dougherty Station	40	868,586	6	62,994
San Ramon	San Ramon	40	1,193,530	6	107,799
Walnut Creek	Walnut Creek	40	1,059,076	12	396,873
Walnut Creek	Ygnacio Valley	40	\$899,769	12	173,604
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*	19		5	
TOTAL		968.5	18,387,648	161	2,236,787

*outlet

** 24-25 estimate