



AGENDA

CONTRA COSTA COUNTY Library Commission

Thursday, May 21, 2026

6:00 PM

1025 Escobar St., Room 110
Martinez, CA

2229 Ptarmigan Dr. #1
Walnut Creek, CA

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

Webinar ID: 990 1981 7954
Passcode: 228815

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- Hard copy agenda packets are available for viewing at each Contra Costa County Library
- The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 72 hours before the meeting, at (925) 608-7700. After 72 hours prior, accommodations will be on a best-efforts basis.

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

Library Commissioners, please call Library Administration at (925) 608-7700 by 5 p.m. Wednesday, May 20th if you will NOT be at the meeting. A quorum must be established in-person before a meeting can be held. A record is maintained of Commissioners' attendance.

1. CALL THE MEETING TO ORDER / ROLL CALL

The Library Commission Chair will call the meeting to order. Nadia Bagdasar will do a roll call to determine a quorum of attendees.

2. WELCOME & INTRODUCTIONS

New members and visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

3. PUBLIC COMMENT

Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comments can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker.

4. ACCEPTANCE OF MINUTES - attachment 1 [26-1651](#)

Attachments: [LC-Minutes 2026-3-19 DRAFT](#)

Commissioners will approve or amend the minutes from the March 19, 2026 meeting.

5. COUNTY LIBRARIAN REPORT – attachment 2 [26-2039](#)

Attachments: [County Librarian's Report to Commission May 2026](#)

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

6. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings.

7. EXTRA HOURS ADVOCACY UPDATE

Commissioners will provide updates about any extra hours advocacy performed on behalf of the Library with regard to the City Letters.

8. BUDGET UPDATE

County Librarian Alison McKee will present the proposed library budget for FY26/27 to the Commission.

9. BELONGING, ENGAGEMENT, ACCESS, COLLABORATION, OPPORTUNITY, and NAVIGATION (BEACON) PLAN PRESENTATION - attachment 3 [26-2040](#)

Attachments: [Library Commission BEACON Presentation](#)

Library Services Manager Mahasin Aleem will give an update about BEACON, the Library's Racial Equity Action Plan.

10. WORKING GROUP REPORTS

- Legislative Chair Sue Hamill will report on legislative matters.
- Bylaws Chair Robin Eckert will report on the group's progress.

11. COMMISSIONER ANNOUNCEMENTS

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

12. ADJOURNMENT to the Thursday, July 16, 2026 LIBRARY COMMISSION MEETING

ITEMS TO CALENDAR:

2026 Library Commission meeting schedule:

- Thursday, July 16, 2026, 6:00 p.m.
- Thursday, September 17, 2026, 6:00 p.m.
- Thursday, November 19, 2026, 6:00 p.m.

2026 Friends, Foundation and Commissioners Forum:

- NEW DATE: Saturday, October 17, 2026, 8:30 a.m. – 12:30 p.m.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1651

Agenda Date: 5/21/2026

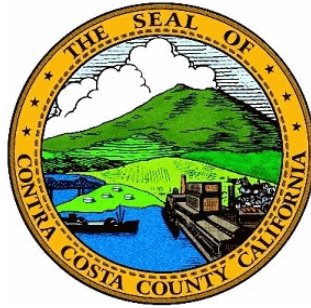
Agenda #: 4.

Advisory Board: Library Commission
Subject: Acceptance of March Meeting Minutes

Commissioners will approve or amend the minutes from the March 19, 2026 meeting.

CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553



Meeting Minutes - Draft

Thursday, March 19, 2026

6:00 PM

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

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

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

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Library Commission

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1. CALL THE MEETING TO ORDER / ROLL CALL

Chair Tommy Smith called the meeting to order at 6:03 p.m. Nadia Bagdasar Mills took roll and with 17 voting members present, a quorum was established.

Present	Sarah Blumenfeld, Julia Dozier, Tim Fares, Michael Fischer, Robin Eckert, Arnold Fitzpatrick, Sue Hamill, Susan Hildreth, John Huh, Marina Hsieh, Anne Kingsley, Amenda Kung, Zelda LeFrak-Belleci, Heather Lurvey, Amit Prayag, Donna Rennie, Rachel Rosekind, Robert Sanguedolce, Tommy Smith, Michael Swernoff, Bryan Thomas, Lorie Tinfow, Bethany Woods, and Stuart Robinson
Excused	Matt DeFraga, Shrikant Garde, Nicole Gemmer, Stacie Hinton, Lynn Mackey, Dennisha Marsh, Robert Mason, Richard Means, and Kevin Armonio
Absent	Jim Dexter, Vivian Faye, Frederick Page, George Pursley, and Linda Sendig

2. WELCOME & INTRODUCTIONS

Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

There were no visitors and no self-introductions.

3. PUBLIC COMMENT

Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comments can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker

No members of the public were present at this meeting.

4.

Attachments: [LC-Minutes 2026-1-15 FINAL](#)

No corrections to the minutes were proposed.

With 15 "Aye" votes and two abstentions, the motion to accept the January 15, 2026 meeting minutes was passed.

Motion: Zelda LeFrak-Belleci

Second: Sue Hamill

5.

Attachments: [Co Librarian Report March 2026](#)

From her attached report, County Librarian Alison McKee highlighted the updates to Self-Service Sundays at Concord, specifically that the new orientation videos had just been posted to the website and that the Library added one extra hour of service. Self-Service Sundays is scheduled to launch at the Pittsburg and San Pablo Libraries on June 7th.

She also highlighted that in addition to the annual city letters, she will send letters to the County Administrator for Kensington and El Sobrante Libraries, which are the only full-service libraries in unincorporated areas. Alison then noted that the Kensington Library will be closed starting July 27th for upgrades instead of in the fall, and Clayton Library's upgrades will happen in the fall instead of the spring.

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

Chair Smith indicated that agenda topics have been loosely mapped out for the rest of the year, but that there was room for suggestions. A possible topic he suggested was updates from the commissioners about the advocacy they have been doing around the city letters.

Alison McKee then went through the mapped out future topics:

- May: update from commissioners regarding extra hours, a presentation on the Library's racial equity plan, the Library's budget, Self-Service Sundays expansion plans.
- July: update from the Library's Collection Development Manager, possible Library of Things "petting zoo."
- September: presentation from the Juvenile Hall Librarian, formation of the Nominating Committee, formation of the Triennial Review and Annual Report/Work Plan Task Teams.
- November: update on the Library's marketing plan, election of 2027 Chair and Vice-Chair of the Commission, and final approval of the annual report and triennial review.

Commissioner Prayag requested having a centralized page on the Library's website listing all of the locations of its specialized equipment like 3D printers, makerspaces, etc. Alison McKee stated that it was a great time for such a recommendation since the Library may soon switch to a different website provider. Commissioner Smith suggested that the website refresh was a good future topic and something the commissioners could actively poll their communities about to gather input about what they'd like to see.

7. BYLAWS DISCUSSION

Commissioners will review current Commission Bylaws and discuss possible updates

The Commission's bylaws were last updated in 2019 and are due for a refresh. After some conversation and requests for clarification about the current bylaws, Commissioner Eckert

announced that she ran the bylaws through AI for analysis and it generated a list of recommended changes. Commissioner Smith suggested creating a working group to work on the new bylaws. This group includes Commissioners Eckert (chair), LeFrak-Belleci, Hildreth, and Robinson.

8. QUORUM DISCUSSION

Commissioners will brainstorm ideas to make reaching quorum easier.

Because of the challenges the Commission faces to meet quorum, the group discussed some of the barriers they have to make the meetings (time of night, traffic, location, length of meeting), but ultimately discussion centered on Commission vacancies and appointments. They suggested clarity around a commissioner's roles before appointment, along with emphasis on filling vacant alternate positions, of which there are many. Commissioners without alternates agreed to encourage recruitment for those positions to their appointing bodies. Commissioners with alternates agreed to reach out to them if those alternates were not active. Recruitment strategies were discussed.

9.

Attachments: [Tech Exchange Library Commission presentation](#)

Claudia Garcia, Director of Programs at Tech Exchange, gave the attached presentation about Tech Exchange's role in the Libraries.

10.

Attachments: [LCCC Legislative Committee report 3-19-26](#)

Chair of the Legislative Committee Sue Hamill gave the attached report.

11. COMMISSIONER ANNOUNCEMENTS

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

- Commissioner Lurvey announced that she is in the process of visiting all library locations by the end of the year.
- Commissioner Kung went to the screening of the movie The Librarians at Walnut Creek and talked about how impactful it was. Commissioner Blumenfeld mentioned that it was also screened at the Lafayette Library.
- Commissioner Hsieh initiated discussion about when to mobilize to travel to Sacramento for advocacy.
- Commissioner Rosekind shared information about ALA's upcoming Social Responsibilities Roundtable Summit.
- Commissioner Fischer reported on the El Cerrito Library Ballot Measure C.
- Commissioner Kingsley talked about DVC's current exhibit for Women's History Month, as well as an art exhibit that the Richmond Arts Center helped with.
- Commissioner Smith announced that some Library Friends members started a Friends Google Group to compare notes, share information, and stay connected outside of the annual meeting.

13. ADJOURNMENT to the Thursday, May 21, 2026 LIBRARY COMMISSION

The meeting was adjourned at 7:51 p.m.

ITEMS TO CALENDAR:

2026 Library Commission meeting schedule:

- Thursday, May 21, 2026, 6:00 p.m.
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- Thursday, September 17, 2026, 6:00 p.m.
- Thursday, November 19, 2026, 6:00 p.m.

2026 Friends, Foundation and Commissioners Forum:

- **NEW DATE:** Saturday, October 17, 2026, 8:30 a.m. - 12:30 p.m.

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2039

Agenda Date: 5/21/2026

Agenda #: 5.

Advisory Board: Library Commission

Subject: County Librarian Report

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

County Librarian's Report to the Library Commission

Thursday, May 21, 2026

NEW LIBRARY SERVICES MANAGER JEN BURTON

Please welcome new Library Services Manager Jen Burton. Jen will be overseeing both the Virtual Library and Circulation Services teams. She has previously worked as a teen librarian and branch manager at the Queens Library (NYC) and most recently at Oakland Public Library, where she supervised eight branches.

STRATEGIC PLAN PROGRESS REPORT AND ANNUAL REPORT

The Library's strategic plan progress report and annual report are [now available](#) on our website and are also attached to this report. Please take a look to read about a number of accomplishments since the publication of the updated strategic plan in August of 2024.

SELF SERVICE SUNDAYS UPDATE

Online orientation for new sign-ups for Self Service Sundays launched on March 23rd. Since then, there have been 29 new sign-ups for a current total of 191 people registered. Self-Service Sundays will launch at the San Pablo and Pittsburg Libraries on Sunday June 7, 2026. Brentwood, Danville, and Orinda are confirmed for the final three county-funded sites. They will launch sometime during the first three months of 2027.

UPDATED TIMELINE FOR LIBRARY RENOVATIONS AND CLOSURES (changes are highlighted)

Pinole Library

Closure length: March 1, 2026, for approximately 11 months

Scope of work: New roof, new all-electric HVAC, modernized electrical system, energy-efficient interior lighting and cleaner air technology, and a repaved parking lot with ADA improvements

Closure details: <https://ccclib.org/news/pinole-library-to-undergo-major-renovation-to-modernize-50-year-old-facility/>

Kensington Library

Closure length: **July 24, 2026** for at least one year

Scope of work: HVAC, electrical and lighting upgrades, ADA improvements, and interior renovations and remodel

Ygnacio Valley Library

Closure length: **July 30, 2026** for approximately 8 – 10 months

Scope of work: New roof, new HVAC, lighting & electrical upgrades

Antioch Library

Closure length: **September 1, 2026** for approximately 4 months

Scope of work: Electrical and lighting upgrades, ADA improvements to parking lot

We will also be closing the **Clayton Library** for two months for an interior refresh, most likely in the Fall. Details will follow as they are available.

ANNUAL CITY LETTERS

The Library provided cost estimates for extra hours, technology and facility costs (if applicable) for the next fiscal year to each of our city partners on March 25th. Extra hour options are for 6, 12, or 16 hours per week. If a City is going to change the number of extra hours they are funding in the next fiscal year, they must inform the Library by May 31st. At this point, no cities have indicated any changes in extra hours funding.

CAREER ONLINE HIGH SCHOOL GRADUATION

All Library Commissioners are invited to the 2026 Career Online High School (COHS) graduation ceremony at the Orinda Library Auditorium on May 23rd at 11:00 a.m. Library Commissioner Lynn Mackey, County Superintendent of Schools, will present the diplomas to the graduates. The graduation ceremony is generously sponsored by the LFCC.

Career Online High School (COHS) is an accredited online high school diploma and career certification program available through the Contra Costa County Library in partnership with California State Library and Smart Horizons Career Online Education. The library offers free enrollment to qualified, motivated students. There are currently 31 students enrolled in the COHS program.

COMMISSIONER MENTOR/MENTEE PAIRS

Thank you for filling out the mentor/mentee interest form. The County Librarian, Chair and Vice Chair will create the pairs at their June agenda setting meeting. Nadia will email the pairs and introduce them to each other shortly thereafter.

SUMMER READING 2026

Summer Reading will take place from June 1 - August 1 and is called "Plant A Seed, Read!". Participants can sign up to participate online via Beanstack, print out their reading passport from our website, or come into a library to pick one up. Everyone who completes summer reading wins prizes, including a free book, and is entered into a drawing for a chance to win more amazing prizes.

LUNCH AT THE LIBRARY

The following libraries will host lunch at their locations in partnership with their local school districts: Antioch, Concord, Crockett, El Cerrito, El Sobrante, Rodeo, San Pablo. The Bay Point, Pittsburg and Prewett (Antioch) Libraries will provide library services and programming outside of the libraries at school-sponsored meal sites. Anyone under the age of 18 may participate. Dates and times will vary depending on each school district partner and library open hours.

COMMISSIONERS WITH EXPIRING TERMS

The following commissioners' terms will expire on June 30, 2026. If you are interested in continuing to serve on the Library Commission (and we hope you are!), please work with your appointing body to reapply.

1. Linda Sendig (Brentwood)
2. Vivian Faye (Brentwood)
3. Nicole Gemmer (Danville)
4. Bob Sanguedolce (Danville)
5. Donna Rennie (Hercules)
6. Wylendia Eastman (Hercules)
7. Julia Dozier (Pleasant Hill)
8. Richard Means (Pleasant Hill)
9. Heather Lurvey (Walnut Creek)
10. Lorie Tinfow (Walnut Creek)
11. Arnold Fitzpatrick (District III)
12. Time Fares (District III)



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2040

Agenda Date: 5/21/2026

Agenda #: 9.

Advisory Board: Library Commission

Subject: BELONGING, ENGAGEMENT, ACCESS, COLLABORATION, OPPORTUNITY, and NAVIGATION (BEACON) PLAN PRESENTATION

Library Services Manager Mahasin Aleem will give an update about BEACON, the Library's Racial Equity Action Plan.

CONTRA COSTA COUNTY LIBRARY'S
BEACON

(BELONGING, ENGAGEMENT, ACCESS,
COLLABORATION, OPPORTUNITY,
AND NAVIGATION)

- "A GUIDING LIGHT FOR INCLUSIVE
SYSTEMS*"

CONTRA COSTA COUNTY LIBRARY'S RACIAL EQUITY ACTION PLAN
2026 - 2030

*The term BEACON was developed by Iliana Choate, Program and Projects Coordinator, EHSD

BEACON OVERVIEW

- Aligned to our Strategic Plan
- Modeled on ORESJ template + other system examples
- Five-year plan (2026 - 2030)
- Developed with Staff Input
- Five Strategic Areas and Goals
 - Goals are the intended long-term outcomes the action seeks to achieve
 - Actions (15) are specific actions the Library will take to achieve the desired outcomes
- Establishes the Foundation for Deeper Work
- Acknowledges needs for more/future resources



BEACON DEVELOPMENT



- Ongoing work since 2018 w/launch of C4LC committee
- CA's Cultivating Racial Equity Initiative (CREI) - (2020 - 2022)
- Training with Dr. Watson - (2021 to present)
- Office of Racial Equity and Social Justice (ORESJ) Launched - (2023)
- Audit of Equity Efforts for ORESJ - (October 2024)
- Racial Equity Action Staff Survey - (March 2025)
- Analysis of Data (Internal & External) - (2025 - 2026)
- Centering Equity Questions: Who benefits? Who is harmed? How do we know?
- Rename -> from REAP to BEACON

SOME BEACON COMPONENTS EXPLAINED

Resources Committed

Lists staff, funding, or resources already allocated to support the action

Necessary Resources Uncommitted

Lists additional resources that may be needed but are not yet secured

Performance Measures

Quantifiable measures of how well an action is working



AREA 1 - NORMALIZING RACIAL EQUITY

GOAL: STAFF UNDERSTAND AND ARE COMMITTED TO ACHIEVING RACIAL EQUITY



Strategic Plan Goal Alignment: #2

All library users feel welcome, included, and have a sense of belonging when using library services, resources, and facilities



Action Items: (4)

- *Develop professional development strategy for racial equity for staff
- *Develop and institutionalize the use of an equity-centered decision-making matrix
- *Update employee training
- *Develop Library Values

AREA 2 - COMMUNITY ENGAGEMENT

GOAL: DEVELOPMENT OF A COMMUNITY ENGAGEMENT PLAN



Strategic Goal Alignment: #2 - All library users feel welcome, included, and have a sense of belonging when using library services, resources, and facilities



Action:

Develop a plan that centers historically marginalized, racialized, and low-literate communities, identifies priority populations, and establishes branch-level and countywide asset maps.

AREA 3 - LANGUAGE EQUITY

GOAL: INCREASE THE ENGAGEMENT OF COMMUNITY MEMBERS WHO PREFER A LANGUAGE OTHER THAN ENGLISH



Strategic Goal Alignment: #2

All library users feel welcome, included, and have a sense of belonging when using library services, resources, and facilities



Action Items: (5)

- *Establish a Language Access Committee
- *Audit branch signage & develop a multilingual signage standard
- *Conduct a language access audit of programs, collection development practices, & services
- *Establish standards for language-designated positions per branch
- *Implement Spanish Bilingual Workgroup recommendations

AREA 4 - HUMAN RESOURCES PRACTICES: HIRING, RECRUITMENT, RETENTION

GOAL: DEVELOP INCLUSIVE PRACTICES TO IDENTIFY,
ATTRACT, INVEST IN, AND RETAIN A DIVERSE
WORKFORCE



Strategic Goal Alignment: #2

All library users feel welcome, included, and have a sense of belonging when using library services, resources, and facilities.- *"Identify and implement industry-wide best practices to cultivate a diverse and inclusive workforce."*



Action Items: (4)

- *Develop and provide training for interview panelists
- *Update hiring processes to reduce bias, increase transparency, and strengthen diverse candidate pools
- *Develop a management training module on supporting diverse teams
- *Pilot the Spanish Bilingual Workgroup into a pilot Equity-in-Action staff engagement committee

AREA 5 - DEVELOP DATA INFORMED CULTURE

GOAL: INCREASE CONTRA COSTA COUNTY LIBRARY STAFF WHO CAN EFFECTIVELY USE KEY METRICS TO DEVELOP AND IMPROVE LIBRARY SERVICES



Strategic Goal Alignment: #3 The Library delivers a consistent, high-quality, and inviting experience at all points of contact.- *"Ensure staff expertise in technology and digital literacy."*

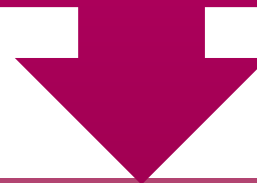


Action Items (2):

- *Develop StaffNet-based tools
- *Train staff to use data tools

STAFF INVOLVEMENT- WHAT IS YOUR ROLE?

Full staff engagement is crucial to BEACON success and ALL staff is expected to participate in implementation. We all have skill sets or expertise that can contribute to BEACON progress.



Examples include:

Integrating equity-centered decision-making matrix into program planning & evaluation in branches and across committee work plans (Area 1)

Expanding community partnerships, providing feedback and bringing expertise to task teams/work groups leading community engagement survey and language equity development (Areas 2 & 3)

NEXT STEPS:

BEACON presentation to Commission May 21, 2026

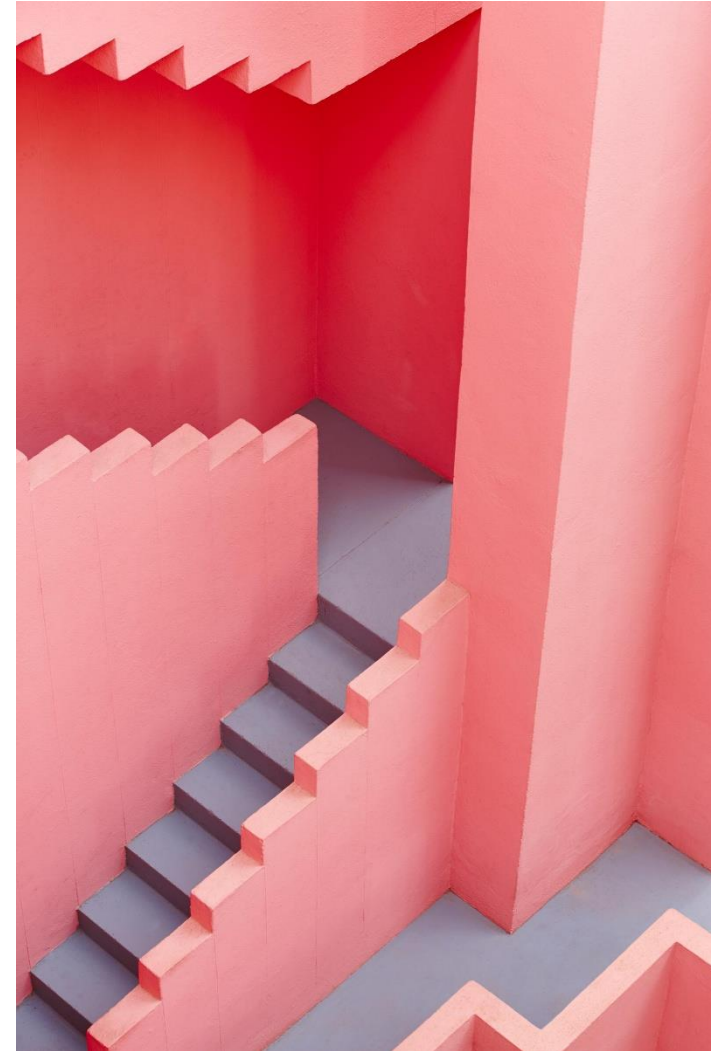
Staff Survey for final input

BEACON finalized Summer 2026

Annual Reporting

Included with Strategic Plan Annual Report

Based on specific performance measures for each BEACON Area



YOUR FEEDBACK & COMMENTS

