

MEETING OF THE LIBRARY COMMISSION

MINUTES

DATE: Thursday, November 21, 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 ZOOM WEBINAR: <https://zoom.us/j/95770626305?pwd=4B2K8DUXNjJYf4xdx2sVUbd3IPrKGk.1>
Webinar Passcode: 135402
Webinar ID: 957 7062 6305

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

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

Library Commissioners, please **call Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, 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.

- 1. 6:00 p.m. (5 mins.)** **CALL THE MEETING TO ORDER / ROLL CALL**
The Library Commission Chair will call the meeting to order. Nina will do a roll call to determine a quorum of attendees.

*The meeting was called to order at 6:03 p.m.
Roll call was taken by Nina Braithwaite and a quorum was met.*
- 2. 6:05 p.m. (5 mins.)** **WELCOME & INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

No visitors were introduced
- 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 email comments/questions to nina.braithwaite@library.cccounty.us on day prior to the meeting.

There were no public comments

4. **6:15 p.m. Action (5 mins.)** **ACCEPTANCE OF MINUTES – Attachment 1**
Commissioners will approve or amend the minutes from the September 19, 2024, meeting.

There was a change to the Minutes from September 16, 2024.

It was reported that the Friends of the Pleasant Hill Library opened their 2nd bookstore, but it was their 3rd bookstore.

Julie Dozier moved to accept the minutes as corrected. Michael Swernoff seconded. The minutes were approved as edited.

5. **6:20 p.m. Information (10 mins.)** **COUNTY LIBRARIAN REPORT – Attachments 2**
County Librarian Alison McKee will submit a written report on items of interest to Commissioners.

Alison McKee reported on the following items:

- Self Service Sunday at the Concord library begins December 1st. She and the Library Service Manager will be there to make sure everything goes well.
- Amy Brunson is the new Deputy County Librarian who replaces Lynne Noone who recently retired.
- The Board of Supervisors allocated additional Measure X funds for our deferred maintenance projects. \$110,000 came from funding we hadn't used, and \$400,000 was added to cover a gap we had for the maintenance projects.
- In order to vote or participate in the Library Commission meeting you must attend in person or have the address you are attending from published in the agenda or have just cause.

Comment: Rachel Rosekind: There is also an emergency. Just cause or emergency may have to be announced and the Commission has to vote on whether the person is approved to participate. This is in the County Counsel guidelines. You only get 1 or 2 per year.

What were the marketing channels for the Self-Service Sunday pilot? An email was sent to all Library patrons that live in Concord, there was a press release in the Board of Supervisors newsletters. There is a banner in front of the library.

What is the demand for it? All of the orientation slots were immediately filled. Space was initially limited due to staff capacity, and they wanted to go through a few orientations before they scheduled more. Part of the orientation is going through each patron's library account, enter their information into the access systems, then taking them outside and testing that their PIN works. They are considering increasing the number of orientations that will be offered per week.

What is the measure of success? Demand and interest will determine success. We will also be monitoring any problems that come up and whether we can mitigate the problems with different policies and procedures.

Is there a waitlist? There is a waitlist option, but we don't know if there is currently a waitlist. There are 42 people registered so demand is high.

How do we judge the success of the program? What metric do we use? The interest and number of people who sign up and how many people show up. Other metrics include how many items are check out? How many items are picked up off the hold shelf.

How long is the trial period? Six months.

Is the cost of the security officers more than the cost of regular library staff? No, it is significantly less. Library staff are hired as 20-hour, 32-hour or 40-hour benefited employees. The security guards are hourly and hired for 5 hours each Sunday.

Is there a possibility of getting feedback from people that use the service on Sunday? We will be looking at patron feedback and surveys, how many incidents, are we getting new patrons, how many items were checked out, if items have gone missing.

Does this pilot impact insurance cost, property insurance or any type of insurance? If yes, how much? It does not.

6. 6:30 p.m.
Information
(5 mins.)

AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings.

- Hear about the Library’s work with the Office of Racial Equity and Social Justice on the race equity action plan.

DISCUSSION ITEMS

7. 6:35 p.m.
Discussion
(15 mins.)

Debrief of FFC Forum – Alison McKee & Susan Hildreth – Attachment 3

- Alison McKee presented at the Forum how the library is funded, the relationships that we have with our cities, the lease agreements, and the four previous failed ballot measures.
- Susan Hildreth presented the findings of the Advocacy Ad Hoc Group findings
- Deborah Doyle talked about the various kinds of ballot measures and the roles people could play, depending on what organization they represent. This includes a ballot measure a government body puts on the ballot vs if citizens put something on the ballot. The difference is that government ballot measures require a super majority of 66 2/3 percent and a citizen led initiative only requires a simple majority.
- Speed networking was something new this year, connecting people from various groups.

ACTION ITEMS

9. 7:00 p.m.
ACTION ITEM
(20 mins.)

Advocacy Ad Hoc Group Report – Susan Hildreth – Attachment 5

Commissioner Hildreth will present the final report and recommendations of the Advocacy Ad hoc Group.

Susan Hildreth reviewed the report of funding for Contra Costa Libraries compared to the four Bay area library systems that are most similar.

The Advocacy Ad Hoc Group requests:

1. The Library Commission endorse the recommendation that the Contra Costa County Library’s limited funding be explicitly acknowledged.
2. The Library Commission endorse the 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.
3. The Library Commissioners communicate this information to their appointing authority.

Michael Fischer made a motion to endorse the Advocacy Ad Hoc Group requests. Amenda Kung seconded the motion.

A Roll Call vote was done, and the Library Commission unanimously endorsed the Advocacy Ad Hoc Group recommendations.

10. 7:30
ACTION ITEM
(5 mins.) **Sunsetting the Advocacy Ad Hoc Group – Nicole Gemmer**
- Susan Hildreth made a motion to sunset the Advocacy Ad Hoc Group.
Kevin Armonio seconded the motion.
17 votes in favor, 1 vote opposed
8. 6:50 p.m.
Discussion
(10 mins.) **2024 ANNUAL REPORT/2025 Work Plan – Tommy Smith – Attachment 4**
Commissioner Smith will present the 2024 Annual Report and 2025 Work Plan.
- Tommy Smith presented the 2024 Annual Report and 2025 Work Plan. It was discussed for any possible changes.
- Heather Lurvey made a motion to accept the 2024 Annual Report and 2025 work Plan. Amenda Kung seconded the motion.
The Library Commission voted unanimously to accept the 2024 Annual Report and 2025 Work Plan.
11. 7:20
ACTION ITEM
(10 min) **NOMINATIONS AND ELECTION OF 2025 LIBRARY COMMISSION OFFICERS – Heather Lurvey**
- Heather Lurvey explained the Nominating Committee’s process for selecting the candidates for the Library Commission Chair & Vice-Chair.
The slate presented was Nicole Gemmer for Chair and Tommy Smith for Vice-Chair. The floor was opened for additional nominations. No additional nominations were made.
Heather Lurvey made a motion to accept Nicole Gemmer as Chair and Tommy Smith as Vice-Chair of the Library Commission for 2025.
Michael Swernof seconded the motion.
The Library Commission voted unanimously to accept Nicole Gemmer as Chair and Tommy Smith as Vice-Chair of the Library Commission for 2025.
12. 7:35
ACTION ITEM
(5 mins.) **Sunsetting the Nominating Committee – Nicole Gemmer**
- Michael Fischer made a motion to sunset the Nominating Committee.
Heather Lurvey seconded the motion.
The Library Commission voted unanimously to sunset the Nominating Committee.
13. 7:40
ACTION ITEM
(5 min) **SET COMMISSION MEETING DATES FOR 2025 – Nicole Gemmer**
- Nicole Gemmer reviewed the dates for the 2025 Library Commission meetings.
- January 16, 2025
March 20, 2025
May 15, 2025
July 17, 2025
September 18, 2025
November 20, 2025
- Kevin Armonio made a motion to accept the above dates as the official meeting dates for 2025. Donna Rennie seconded the motion.
The Library Commission voted unanimously to accept the 2025 Library Commission meeting dates.

CONTINUED BUSINESS

14. 7:45 p.m.
Information
(10 mins.)

WORKING COMMITTEE REPORTS

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

Governor Newsom signed Ab. 1825, into law. The bill prohibits public libraries from banning books or other materials, because of the topics, views, ideas, or opinions contained in them, or in a manner that discriminates based on race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or socioeconomic status.

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

- Received Leshar and Gemmer grants – a total of \$85k raised during Q4: Leshar: \$60k over 2 years with \$20k allocated to Programming Equity (PE) and \$40k to Collections Enhancement, specifically to build our Filipino and Vietnamese collections and sustain our Chinese collections. Gemmer: \$25k for Programming Equity
- Implementation of Little Green Light for donor relationship management reflects our progress on the operations front.
- Strategic planning underway with consultant to hone our goals, build our capacity, and catalyze our execution over next three years
- Board recruitment, especially in East and North counties
- LFCC Brochures have been created in English and Spanish. Plan to share them at branch libraries, supervisor offices, community centers, chambers of commerce and rotaries, town center bulletin boards. Commissioner suggestions for placement, please email me (Rachel)

OTHER BUSINESS

15. 7:55 P.M.
ACTION
(5 mins.)

CORRESPONDENCE

Commissioners will review commission correspondence.

No correspondence was received.

16. 8:00 P.M.
ACTION
(10 mins.)

COMMISSIONER ANNOUNCEMENTS

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

- Oakley is fundraising for the new library and community center. Arnold Fitzgerald has information for anyone who wants it.
- El Sobrante is celebrating its 5th anniversary on Nov. 23rd from 1:00 to 3:30 p.m.
- El Sobrante & Kensington have ongoing Read to a Dog programs.
- El Cerrito has a crafting group that meets the 1st Tuesday of each month. It includes embroidery, felting, knitting, etc. projects and is open to all ages and skill levels.
- Kensington has an ongoing knitting club, online book club and a produce bag sewing circle and the bags will be given away at the Sunday Kensington Farmers Market on Dec. 18th from 2:00 to 5:00 p.m.
- Pinole has LoFi study hours for teens every Wednesday from 3:00 to 4:00 p.m.
- San Pablo has a 3-session series Paying for College beginning Nov 21st and an English Conversation group that meets every Tuesday from 5:00 to 6:00 p.m.

17. 8:00 P.M. ADJOURNMENT to the January 16, 2025, LIBRARY COMMISSION MEETING.

ITEMS TO CALENDAR

- January 16, 2025, 6:00 to 8:00 p.m.
- March 20, 2025, 6:00 to 8:00 p.m.
- May 15, 2025, 6:00 to 8:00 p.m.
- July 17, 2025, 6:00 to 8:00 p.m.
- September 18, 2025, 6:00 to 8:00 p.m.
- November 20, 2025, 6:00 to 8:00 p.m.

Roll Call for Library Commission Meeting - 11/21-24

LAST NAME	FIRST NAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Rosekind	Rachel	Library Commissioner	CCC District 1	X		
Page	Frederick	Library Commissioner	CCC District 1 (Alt)	X		
Hildreth	Susan	Library Commissioner	CCC District 2	X		
Swernoff	Michael	Library Commissioner	CCC District 2 (Alt)	X		
Louie	Clifton	Library Commissioner	CCC District 3	X		
Hamill	Sue	Library Commissioner	CCC District 4			X
Marsh	Dennisha	Library Commissioner	CCC District 5	X - Z		
Eckert	Robin	Library Commissioner	CCC District 5 (Alt)	X		
Kingsley	Anne	Library Commissioner	CCCCD		X	
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		
Sendig	Linda	Library Commissioner	City of Brentwood		X	
Faye	Vivian	Library Commissioner	City of Brentwood (Alt)		X	
Prayag	Amit	Library Commissioner	City of Clayton	X		
Smith	Tommy	Library Commissioner	City of Concord	X		
Fischer	Michael	Library Commissioner	City of El Cerrito	X		
Woods	Bethany	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)			X
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X - Z		
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	
Pursley	George	Library Commissioner	City of Pinole		X	
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg		X	
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	
Hsieh	Marina	Library Commissioner	City of San Ramon	X		
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	
Gemmer	Nicole	Library Commissioner	Town of Danville	X		
Sanguedolce	Robert	Library Commissioner	Town of Danville (Alt)	X		
Kung	Amenda	Library Commissioner	Town of Moraga	X		
VACANT		Library Commissioner	CCC District 3 (Alt)			
VACANT		Library Commissioner	CCC District 4 (Alt)			
VACANT		Library Commissioner	CCCCD (Alt)			
VACANT		Library Commissioner	City of Antioch (Alt)			
VACANT		Library Commissioner	City of Clayton (Alt)			
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VACANT		Library Commissioner	City of Pinole (Alt)			
VACANT		Library Commissioner	City of Pittsburg (Alt)			
VACANT		Library Commissioner	City of San Pablo (Alt)			
VACANT		Library Commissioner	City of San Ramon (Alt)			
VACANT		Library Commissioner	Office of Education (Alt)			
VACANT		Library Commissioner	Town of Moraga (Alt)			

Contra Costa County Library Commission Advocacy Ad Hoc Group

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

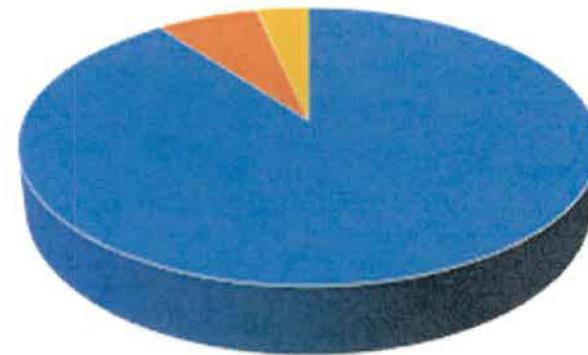
Contra Costa County Library Commission Advocacy Ad Hoc Group

- Overall, we have an excellent library system providing a variety of services across all of Contra Costa County.
- But the group's research showed that Contra Costa has the lowest library funding compared to Bay Area peer counties with similar financing and organization structures:
 - Alameda
 - Marin
 - Napa
 - Solano

Contra Costa County Library Commission Advocacy Ad Hoc Group

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

Contra Costa Library is primarily funded by 1.5% of the 1% county ad valorem property tax



■ 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%

Contra Costa County Library Commission Advocacy Ad Hoc Group

Local Income Per Capita (LIPC)

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

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

Contra Costa County Library Commission Advocacy Ad Hoc Group

Why are Comparable Library Systems Better Funded?

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

Contra Costa County Library Commission Advocacy Ad Hoc Group

- Library open hours are the “envelope” that enables our libraries to provide residents with a wide variety of services.
- The Advocacy Ad Hoc Group recognized that increasing library open hours is one of the most effective ways of increasing access, capacity, and utilization of library services
- But library open hours vary widely across the Contra Costa Library’s branches
- Why is that? Like many things, it comes down to funding...

Contra Costa County Library Commission Advocacy Ad Hoc Group

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

40 Base Open Hours Schedule

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

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

Contra Costa County Library Commission Advocacy Ad Hoc Group

Open Hours Summary by Library Branch

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

Library Outlet Hours: Bay Point 34.5; Crockett 24; Prewett 35; Rodeo 24

Contra Costa County Library Commission Advocacy Ad Hoc Group

Let's Talk About Sunday Open Hours at the Library

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

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

Contra Costa County Library Commission Advocacy Ad Hoc Group

A final report was presented by the Advocacy Ad Hoc Group to the full Contra Costa County Library Commission's November 21, 2024 meeting. In that report, the Advocacy Ad Hoc Group recommended and the full Library Commission voted and approved the following:

- Recognize Contra Costa County Library's limited funding compared to its peers.
- Endorse the aspirational goal of 56 fully-staffed service hours per week at all full-service branches.
- Provide for at least 6 equitably distributed branches to be fully staffed and open for at least 4 hours on Sundays.
- That this information be communicated by all commissioners to their respective appointing authorities.
- Finally, that the Advocacy Ad Hoc Group has completed its work and be sunset.

Vote on Advocacy Ad Hoc Group Recommendations - 11/21-24

LAST NAME	FIRST NAME	TITLE	REPRESENTING	Yay	Nay	Abstain
Rosekind	Rachel	Library Commissioner	CCC District 1	X		
Page	Frederick	Library Commissioner	CCC District 1 (Alt)			
Hildreth	Susan	Library Commissioner	CCC District 2	X		
Swernoff	Michael	Library Commissioner	CCC District 2 (Alt)			
Louie	Clifton	Library Commissioner	CCC District 3	X		
Hamill	Sue	Library Commissioner	CCC District 4			
Marsh	Dennisha	Library Commissioner	CCC District 5	X		
Eckert	Robin	Library Commissioner	CCC District 5 (Alt)			
Kingsley	Anne	Library Commissioner	CCCCD			
Thomas	Bryan	Library Commissioner	Central Labor	X		
Hinton	Stacie	Library Commissioner	Central Labor (Alt)			
Huh	Dr. John M.	Library Commissioner	City of Antioch	X		
Sendig	Linda	Library Commissioner	City of Brentwood			
Faye	Vivian	Library Commissioner	City of Brentwood (Alt)			
Prayag	Amit	Library Commissioner	City of Clayton	X		
Smith	Tommy	Library Commissioner	City of Concord	X		
Fischer	Michael	Library Commissioner	City of El Cerrito	X		
Woods	Bethany	Library Commissioner	City of El Cerrito (Alt)			
Rennie	Donna	Library Commissioner	City of Hercules	X		
Marcotte	Jo Ellen	Library Commissioner	City of Hercules (Alt)			
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Walker	Dorothy	Library Commissioner	City of Lafayette (Alt)			
DeFraga	Matthew	Library Commissioner	City of Martinez			
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)			
Garde	Shrikant	Library Commissioner	City of Orinda			
Pursley	George	Library Commissioner	City of Pinole			
LeFrak-Bellici	Zelda	Library Commissioner	City of Pittsburg			
Dozier	Julia	Library Commissioner	City of Pleasant Hill	X		
Means	Richard	Library Commissioner	City of Pleasant Hill (Alt)			
Medrano	Antonio	Library Commissioner	City of San Pablo			
Hsieh	Marina	Library Commissioner	City of San Ramon	X		
Molinelli	Jasun	Library Commissioner	City of Walnut Creek			
Lurvey	Heather	Library Commissioner	City of Walnut Creek (Alt)	X		
Mackey	Lynn	Library Commissioner	Office of Education			
Gemmer	Nicole	Library Commissioner	Town of Danville	X		
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