


**MEETING OF THE LIBRARY COMMISSION
A G E N D A**

DATE: Thursday, July 18, 2019
TIME: **7:00 p.m. LIBRARY COMMISSION MEETING**
LOCATION: **BRENTWOOD LIBRARY MEETING ROOM**
104 Oak Street, Brentwood, CA 94513

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Library Commissioners, please **call Library Administration**, at (925) 608-7700 by 5 p.m. **Wednesday, July 17, 2019 if you will NOT be at the meeting**. A quorum must be established before a meeting can be held. A record is maintained of Commissioner's attendance.

- 1. 7:00 p.m. (5 mins.)**
CALL THE MEETING TO ORDER / ROLL CALL
The Library Commission Chair will call the meeting to order. Commissioners will introduce themselves for the record.
- 2. 7:05 p.m. (5 mins.)**
WELCOME & INTRODUCTIONS
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
- 3. 7:10 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 comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may fill out a speaker card. Public comment on agenda items can also be e-mailed to the Library Commission at ccclibcommission@ccclib.org to be received one day prior to the Library Commission meeting.
- 4. 7:15 p.m. Discussion (20 mins.)**
ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS
Commissioners or library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members, including items that fulfill any part of the 2019 Work Plan.

PRESENTATIONS

- 5. 7:35 p.m. Discussion (15 mins.)**
BRENTWOOD LIBRARY PRESENTATION
Youth Services Librarian Lindsay DuPont will give a brief presentation on the Brentwood Library, the newest library branch of the CCC Library.
- 6. 7:50 p.m. Information (30 mins.)**
BRENTWOOD LIBRARY TOUR
Youth Services Librarian Lindsay DuPont will take the commission members on a tour of the Brentwood Library facility.

CONTINUED BUSINESS

7. 8:20 p.m.
ACTION
(30 mins.)
- WORKING COMMITTEE REPORTS –**
- A. Commissioner A. Smith will report on the activities of the Legislative Working Committee. **(10 minutes)**
 - B. Commissioner Wilson will report on the activities of the Work Plan & Annual Report Working Committee. **(20 minutes)**

OTHER BUSINESS

8. 8:50 p.m.
ACTION
(3 mins.)
- ACCEPTANCE OF MINUTES - *Agenda Attachment 1***
Commissioners will approve or amend the minutes for the May 16, 2019 meeting.
9. 8:53 p.m.
INFORMATION
(3 mins.)
- COUNTY LIBRARIAN REPORT - *Agenda Attachment 2***
County Librarian Melinda Cervantes submits a written report on items of interest to Commissioners.
10. 8:56 p.m.
ACTION
- AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**
Commissioners will suggest items for future meetings.
11. 9:00 p.m.
ACTION
- ADJOURNMENT to the September 19, 2019 LIBRARY COMMISSION MEETING.**

ITEMS TO CALENDAR

- 1. **The September 19 meeting will be held at Library Administration, 777 Arnold Drive in Martinez.**
- 2. **The Annual Library Friends, Foundation & Commission Forum event will be held at the San Ramon Library on October 26, 2019 from 8:30 am until 1pm.**

CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 1

MEETING DATE: **Thursday, July 18, 2019**

AGENDA ITEM #: **8.**

ITEM: **ACCEPTANCE OF MINUTES**

RECOMMENDED ACTION:

The Commission will approve or amend the minutes from 5-16-2019.

MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, May 16, 2019

1. CALL THE MEETING TO ORDER / ROLL CALL

Chair, Don McCormick, called the meeting to order at 7:00 p.m.

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of San Pablo			
		VACANT	City of Clayton			
		VACANT	CCC District 1			
		VACANT	City of Lafayette (Alternate)			
		VACANT	City of Martinez (Alternate)			
		VACANT	CCC District 4 (Alternate)			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill			x
Chong	Adriana	Library Commissioner	Town of Danville	x		
Chong	William	Library Commissioner	District II	x		
DaoJensen	Dr. Thuy	Library Commissioner	City of Brentwood	x		
Dozier	Julia	Library Commissioner	City of Martinez	x		
Faye	Vivian	Library Commissioner	City of Brentwood (Alternate)	x		
Fitzpatrick	Arnold	Library Commissioner	City of Oakley (Alternate)	x		
Fischer	Michael	Library Commissioner	City of El Cerrito	x		
Gilcrest	Kathy	Library Commissioner	City of San Ramon	x		
Herrick	Leanne	Library Commissioner	City of Pittsburg (Alternate)		x	
Holsington	Mary Ann	Library Commissioner	City of Lafayette			x
Huh	Dr. John M.	Library Commissioner	City of Antioch	x		
Kelly	Juan	Library Commissioner	City of Orinda	x		
Knoll	Carolyn	Library Commissioner	District II (Alternate)	x		
Koops	J. Barry	Library Commissioner	City of El Cerrito (Alternate)			x
LaLanne	Yvonne	Library Commissioner	City of Walnut Creek			x
Maher	Janette	Library Commissioner	Town of Moraga (Alternate)		x	
McCormick	Don	Library Commissioner	CCC District 3	x		
Merchant	Kathy	Library Commissioner	City of Orinda (Alternate)		x	
Molinelli	Jasun	Library Commissioner	City of Walnut Creek (Alt)	x		
Pena-Mendrek	Yolanda	Library Commissioner	City of Oakley	x		
Pursley	George	Library Commissioner	City of Pinole			x
Robinson	Rich	Library Commissioner	CCCCD		x	
Mackey	Lynn	Library Commissioner	Office of Education	x		
Smith	Alan B.	Library Commissioner	CCC District 4	x		
Smith	Tommy	Library Commissioner	City of Concord	x		
Valdez	Margie	Library Commissioner	Central Labor Council	x		
Ward-Jackson	Dr. Evangelia	Library Commissioner	City of Hercules		x	
Wernet	Patty	Library Commissioner	Town of Moraga	x		
Wilson	Peter	Library Commissioner	CCC District 5	x		

Total Commission positions: 24
 Commission positions filled: 21
 Commission positions vacant: 3
 Commission quorum: 13

With eighteen commissioners present, a quorum was established.

2. INTRODUCTIONS

The Chair requested everyone introduce themselves and explained to any members of the public that this was not required. No visiting audience members came forward.

3. PUBLIC COMMENT

No members of the public came forward to comment.

4. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Gilcrest: Attended the California Public Library Advocates (CPLA) workshop in Oakland last Saturday and heard a very interesting presentation by Kathryn Sterbenc, the president of the Oakland Public Library (OPL) Friends. A coalition was formed several years ago to save the OPL from budget cuts. They worked with Mayor Libby Schaaf to coordinate their efforts with the city and as a result ended up with an excellent relationship with the city. They distributed sheets of cardboard that had "I Love My Library Because..." printed on the top and people could comment on why they did. These were collected, strung together as a scroll and displayed around the city, making sure they would be visible to city council members. Another strategy was to ask people heading into the hearing room for city council meetings if they liked the library? If they said "yes" they were given a red heart sticker to put on their cheek or a lapel to identify themselves. This was done at every council meeting and eventually the council members were coming to them before the meetings asking for a sticker.

Commissioner A. Smith: Alan attended the same workshop. He also attended one back in 2012 with then Assemblymember (now Senator) Buffy Wicks. At the time the coalition had not fully come together but they showed photos and video of the group dressed as zombies and marching around city hall carrying a coffin labeled "The Oakland Library." THAT got attention! It's very interesting seven years later to see how the group has really come together. Kathy commented on what a powerful group of women they'd heard from at the workshop. Also, at last month's Mayor's Conference, Commissioner Smith sat next to Lafayette City Councilmember Teresa Gerringer (who commented how much she the other members of the council love it when Commissioner Mary Ann Hoisington attends their meetings to update them on the library.

Commissioner Fitzpatrick: The previous president of the Oakley Friends group recently moved to Ukiah and therefore had to resign. A new volunteer for the post, Brittany Matous, has been elected president. Arnold will continue to serve as the VP of the Friends group there.

Commissioner Knoll: Carolyn has made a point of traveling to all but one of the libraries in District II to speak with the staff and learn about the libraries.

Commissioner Dozier: Julia was appointed to the library commission at the city council meeting last night and is looking forward to working with everyone.

Commissioner Wernet: Moraga Friends raised \$5,000 at their most recent book sale. Moraga is a small organization but they have a great following for their sales. The unsold adult books were donated to the VA hospital in Martinez and the children's books were sent to a library up north where her grandchildren live since selections there are limited.

Commissioner A. Chong: Danville's April Friends book sale netted \$4,500. The next sale will be July 26 to 28. The Danville Friends also have a new president, Elaine Penning.

Commissioner W. Chong: William visited all of the District II libraries. He enjoyed meeting the staff members and speaking about the various issues they encounter. He was able to gather some financial

information during his travels. Between 7/1/2019 and the end of March, the District II libraries have raised a total of \$230,000 in book sales.

Commissioner Kelly: The Orinda Friends have a newsletter that comes out the first day of every month and Juan invites all to join the mailing list. The City of Orinda will be having their 4th of July parade once again, which goes right by the library, plus the Thursday Night Taco Truck event is ongoing, both of which will create some spillover into the library.

Commissioner Ford: James enjoyed a wonderful site visit in Pleasant Hill. He was able to chat with Patrick, then stayed for one of his storytimes. James was also able to meet with Lisa Chow and Supervisor Mitchoff to talk about the Pleasant Hill library. James and his wife have joined the Friends of the Pleasant Hill Library. The friends recently held a book sale. He also wanted to share about the Annual Friends membership meeting to be held at the Pleasant Hill Library this Saturday at 10am. The Friends will be electing officers that day, plus Supervisor Mitchoff and Council members Noack and Harris will be attending.

Commissioner DaoJensen: In April Thuy attended a legislative appointment with Congressman Jerry McNerney along with the county librarian and other commission members to emphasize that library funding is vital and explain why. The Brentwood Friends also have a new president: Diane Alexander.

Commissioner Molinelli: The Walnut Creek Library Foundation recently held their annual fundraiser gala and it was very successful. There were over a dozen authors at tables, meeting and greeting patrons and talking about books. A friend of Jasun's let him know it was very well attended and they managed to "hit all of their goals."

Chair McCormick: Attended two meetings with congress members McNerney and DeSaulnier; Cong. DeSaulnier is a big library supporter. Don mentioned trying to form a countywide foundation and that seed money would be needed to get things off the ground and DeSaulnier offered that he has a person on his staff that does nothing but work on grants. Don has since met with her and she pointed him towards a couple of places that could help with some seed money, at least enough to get the 501c3 going. Also at the non-profit event he attended with Arnold, he was introduced to the CEO of the Richmond Community Foundation and they will be meeting to see about getting things off the ground.

5. BIBLIOCOMMONS

Deputy County Librarian Alison gave a sneak peek show and tell of the 'discovery layer' portion of Bibliocommons. CCCL has purchased the entire suite of Bibliocommons products. The benefits of an out-of-the-box system like BiblioCommons are that library staff does not have to work to build everything from scratch and can focus on content, plus BiblioCommons provides lots of technical support: They handle all the enhancements, upgrades and security. The products are divided into two categories: the 'discovery layer', which is the web-based, public facing side of the catalog called BiblioCore; and the rest of our public website, which is called BiblioWeb. The two add-ons to Core that we purchased are BiblioFines and BiblioSuggest. The add-ons to BiblioWeb we purchased are BiblioApp and BiblioEvents. All these products are integrated with one another which means that the information we put on one product will be connected to the other product. For example, when someone uses BiblioSuggest to suggest that we purchase an item for the collection, it will automatically search our collection to see if we already have it. Since BC uses natural language, there is a good chance it will be found even if there is a misspelling or typo. Then, once the item is purchased and catalogued, the patron will get an automatic notice that the item is available for check out. Also, the BiblioEvents is connected to BiblioCore, so if you are having an author visit, your event can be promoted within the catalog.

Alison then mentioned that part of the funding for this project is being covered by a grant. Every year the CAOs office gives the various departments an opportunity to ask for extra funding for technology related projects so this year the library was awarded \$150,000 to offset some of the cost of this project. Next, Alison pulled up the Pima County Library website (which uses the same BiblioCommons platform) to show the commissioners a working version of the software.

Alison also noted that in addition to English, the catalog will be in Spanish, Chinese, Vietnamese and Russian.

The launch timeline is as follows:

September 19th: Staff preview/launch starts on, which is also the beginning of the majority of staff training

October 14th: All Staff Day session

November 4th: public preview (both sites will still be up)

December 2nd: Full public launch

6. LIBRARY BUDGET UPDATE

Melinda pointed the commissioners to attachment one in the meeting packet which is comprised of the eleven pages from the Recommended County Budget for FY2019/20 that pertain to the library. The report talks about library programs and services and employees and organizes the budget into different units (Administration, Support Services, Countywide Services). The budget hearings were just a few weeks ago and this budget will be adopted by June. The recommended library budget is stable and structurally balanced for the eighth year in a row. County an assumptions included a 5% increase in assessed valuation, property tax revenue is the primary source of funding for the library . The actual assessed valuation was 6.34%. The budget receives regular oversight, and this year the Library is one of five departments under review as part of the internal audit procedure to determine compliance, to look for improvements in processes and to ensure the proper checks and balances are in place.

Other operational changes affecting the budget, include future operations of a temporary and new Pleasant Hill Library that will reduce facility costs for CCC Library and the renovation of the El Sobrante Library to include more sustainable and efficient lighting and other systems. The special collections (reported on at the March commission meeting) are being systematically implemented and a response to the grand jury report on special collections is being prepared. Following approval by the Board of Supervisors responses will be shared with the commission (a copy of the report is included with Melinda's County Librarian Report/Item 10 on the agenda). The El Sobrante Library has a budget in place for the remaining construction and the re-opening. We are hoping for the building to be turned over to us by August/September, then it will take about six weeks to be ready to reopen. The adjacent "Friend's Bookhouse" is being renovated and Supervisor Gioia plans to celebrate both grand reopening by the end of October. The BOS approved renaming the Book House for former County Supervisor Nancy Fadden. The Nancy Fadden House will house the Friends of the El Sobrante Library, the El Sobrante Historical Society and the S.P.A.W.N.E.R'S group that takes care of the creek behind the library as well as some of the landscaping.

The Pinole Library will be opening for the full 35 base hours beginning in July after their city council voted to approve it in December. We are currently hiring in order to meet that deadline. At the same time we are seeking a quote for some work on the seventeen thousand square foot roof of the building, which will likely remain a county-owned building for the foreseeable future. We are also seeking quotes for both the roof and the parking lot at the Ygnacio Valley Library, so a number of deferred maintenance projects are being addressed. Another half dozen libraries are being looked at for some improvements, including this one (Concord) with the user in mind...the "user experience" to use her terminology. We are working with someone who is an expert in this area. Nancy and Alison have both spent the last three days attending these workshops which will probably result in some branch "refreshes."

Commissioner Gilcrest inquired if the proposed budget included anything for staff salaries. Melinda responded that nine of the labor contracts had been signed at the end of 2018 to be put in place on July 1. The cost of living allowance (COLA) for 2019 is 4%. Commissioner Valdez (Central Labor Council) concurred, adding that these were extensions (not negotiations) and yielded a total of 10% over 3 years effective July 1.. Contra Costa County had the highest health care costs of the nine bay area counties, so that has been adjusted and will continue to be over time. Commissioner Gilcrest asked then if this meant the county would be more competitive as far as salaries and benefits and was told it would narrow the gap some.

Commissioner Kelly noticed that workers comp is down these days and asked if we were safer now? Melinda said the library does conduct a lot of trainings and takes safety of staff and the public very seriously. Last season's fires and the resulting poor air quality events are one example.. This year the library is trying to get ahead of the same problem by surveying cities about the ventilation capabilities of their buildings, plus working with many other county departments so that when the next emergency event occurs we can identify libraries with air filtering capabilities can remain open to give people a place to go.

Commissioner Fischer noticed in the report where it says that library visits are down and wondered if there was any way to include increases in "virtual visits" in that number as a way to show the service to the county? Melinda responded that that is indeed an area where the significant growth exists. She also said that the numbers used when compiling that data were from the end of 2018, which preceded the elimination of fines, so we know this will be turning around. Year over year, February 2018 vs. February 2019, circulation has increased 10.75%, which should translate into an increase for the year of approximately 9%. There are a number of public awareness activities coming up, including the new library card voting that the commissioners participated in this evening. We are utilizing the goals and strategies of the strategic plan, all of which should result in increases in our various forms of measurement; Circulation, library visits, program attendance and of course impact on the community. Another question was raised regarding the \$3 million in salaries over-budgeted and under-spent, specifically, what happens to that money? Melinda replied that the library is separate from the general fund so unspent funds remain in the library fund balance to be re-budgeted in future years. Another important point to make is that the budget is a two-step process; the final step for the FY2019/2020 budget are requests to budget some of the fund balance which will be considered by the Board of Supervisors in August.. These are one-time expenditures and generally fund collections and training. Fund balance is generally comprised of salary savings and revenue exceeding projections.. Commissioner Ford asked if the library's budget accounted for the Pleasant Hill Library going away and Melinda responded that the library budgeted for a full year of operations at the current location because in January when the recommended library budget was submitted that was all we knew with certainty. Next

Commissioner Ford asked about the increase from \$5.9 million to \$11 million in the Services & Supplies budget and if they were one-time items or what? Melinda responded that the library was anticipating costs for El Sobrante, probably some costs associated with moving Pleasant Hill Library to a temporary location, and the library marketing and public awareness campaign also has some costs, specifically we are planning to offer five library card designs and therefore have to purchase thousands of each in order to fulfill demand.

7. NEW PLEASANT HILL LIBRARY

Alison and Patrick's PowerPoint presentation is attached to these minutes.

8. A. WORKING COMMITTEE REPORTS/Legislative Working Committee

Meetings with Representatives: Commissioner A. Smith had previously mentioned the meetings with Congressmen McNerney and DeSaulnier. Specific to the visit with DeSaulnier, when Melinda was speaking about the library's literacy programs, Alan mentioned that many of the participants were at 2nd, 3rd and 4th grade reading levels which wouldn't qualify them for many G.E.D. and adult-ed programs and DeSaulnier visibly jumped and gasped once he understood the demographic being helped by these programs at the library. Alan then mentioned next week's meeting with ASM Buffy Wicks. He also mentioned that it was unfortunate that there were five representatives we had been unable to schedule meetings with this year.

ACA-1: Alan attended a BOS Legislative Committee meeting on Monday and spoke in favor of ACA-1 as a private citizen from a library perspective. Supervisors Burgis and Mitchoff took a "support" position on the issue. They were also dealing with some of the other housing-related bills which they did not support. One of the ones they spoke about was SB-50, which had been seen before and they were even less in favor than they had been previously. It was nice of them to support ACA-1, however and at some point it will go before the entire BOS.

Governor's May Budget Revise: Alan referenced the budget announcement sent to the commissioners earlier in the week showing a \$10 million increase in the Governor's May revise to the budget. It was announced today that the Senate Education Committee has approved it to move to the next step. The assembly has put it on hold temporarily but should take some positive action next week. We still have not climbed back to where we were during the final years of the Schwarzenegger Administration, but it is nice to see that extra \$10 million. There has even been some talk about supporting bookmobiles.

8. B. WORKING COMMITTEE REPORTS/Work Plan and Annual Report Working Committee

Vice Chair Wilson: Finished up his work on the Blue Ribbon Committee re: the development of the Concord Naval Weapons Station site. The Committee was put together by the City of Concord to come up with a vision for the 120 acre site. The plan Peter has in hand is not the final version because of course there were changes suggested at the meeting today. He thought the commission would be happy to know that under Guiding Principle Eleven/ Culture and Community, Item B stated: "To insure the campus district contains key community amenities," and the first item on the list is a public library, followed by event center, performing art center, conference center, public museum and so forth. One thing he'd heard at the meeting (and was sure Melinda would be dealing with sooner or later) was that what was desired was not just a public library, but a "public library that would be a destination place." Whatever on earth that means.

Next Peter explained the spreadsheet being passed out was a tool for tracking progress on the elements of the work plan the commission was working under. It gives a snapshot of where the commission stands with regard to the items they are to accomplish as a group. Walter will record what is said and populate the spreadsheet with the specific information then send it to Peter who will summarize the data and send it out to the commissioners so everyone will know where they stand, both individually and as a group.

Peter offered to go first. One thing he has been working on for the last nine months was to position a new library in the plans for the Naval Weapons Station campus. He also attended the meeting with Cong. Mark DeSaulnier with other members of the commission.

Commissioner A. Smith: Attended the meeting with Cong. DeSaulnier as well as the one with Cong. McNerney. Attended the Advocacy workshop in Oakland with several others as well.

Commissioner Gilcrest: Was able to convince the San Ramon Library Advisory Committee to change the days of their meetings (which conflicted with Commission meetings) so she will now be able to sit on both bodies. She also attended the Advocacy workshop.

Commissioner Faye: Vivian also attended the Oakland Advocacy workshop.

Commissioner A. Chong: G402: Met with the Danville Friends to introduce herself and ask them to do the same for her and the public, so they mentioned her being the new commissioner in their newsletter and published some times when she would be at the library for a couple of hours to answer people's questions and talk to them about the library.

Commissioner W. Chong: Sent requested letters to congress members seeking support of ACA-1. Met with Sup. Andersen who encouraged him to hold a public forum so he approached the District II Friends groups to begin setting up opportunities, beginning with the one in Danville. More should follow.

Commissioner T. Smith: Worked with the Concord Friends in support of their most recent book sale which netted around \$1000.

Commissioner Kelly: Continues to keep Orinda City Council informed on commission activities. They appreciate being kept informed.

Commissioner Ford: Met with Supervisor Mitchoff and Lisa Chow to discuss the Pleasant Hill Library. Made a site visit to the library and met with Patrick to get his take on the new build and the issues around it. James also met with a few members of the Friends group to get their take on things as well. He's not sure if his outreach efforts had any influence in the decision, but the big Friends meeting this Saturday is the first time that Melinda, Sup. Mitchoff and two of the City Council members had been asked to attend, an invitation that was extended after all of the previously mentioned meetings.

Commissioner Knoll: Was part of the group that went to meet with Cong. McNerney.

Commissioner Molinelli: Prior to the WC Foundation Gala, spent time rallying support for the effort to meet Foundation funding goals. He and Commissioner LaLanne meet with the Mayor and City Manager at the Mayor's quarterly breakfast to update them on commission issues. He is also working with a non-profit after school program at his son's school (Val Verde) to see if they might make the Ygnacio Valley Library one of their neighborhood field trips. Jasun frequently see the kids being walked around the neighborhood to various parks, pools and such and since the library is right there, why not encourage a stop there?

Commissioner Fischer: Was also part of the group that met with Cong. DeSaulnier. Michael is also in regular contact with one or more of his city council members to update them on commission topics. The number one issue everywhere in El Cerrito is a new library: The city council, Friends, city staff and the Foundation board, all meetings he has attended.

Before moving on to the next item on the agenda, Chair McCormick wanted to address the topic of outreach, which is an element of the work plan. Between a third and half of the commissioners in the room had done some sort of outreach as part of their participation in the work plan. Don, along with Peter and Melinda, wanted to share some thoughts about some best practices to keep in mind when you are reaching out to the community; A government agency, a library, possibly a consultant doing some land development (like Pleasant Hill). They highly recommend working with library staff the way Commissioner A. Chong did when she spoke with Danville staff to arrange a time/place to do her outreach. The staff can also be used to offer insight about the audience, as they deal with them daily, so that's one more way they can be helpful. Don mentioned that he lives very close to the Danville Library and that if he went there during the day everyone is smiling, there are events happening, so if you ask people then, of course the answer you'd get is "We love our Library!" However, take yourself to one of the underserved libraries in the group, where people aren't as familiar with what all the library can offer, or they're not as fluent with technology, and you would most likely get a different set of answers. The number of different demographics served across the system is significant, so partnering with staff can be helpful in getting your message across. They can also help you with the "when" part also. If you decide to get a bigger room and seek input that way, if you do this on a Thursday afternoon you'd probably get some stay-at-home moms, a few homeless folks and some senior citizens. Staff can help with these timing decisions to maximize the benefit.

Two-way communication is another important item. You will usually be asking some open-ended questions to solicit feedback, you will be giving information as well, and somewhere along the line you will be asked a question that you don't know the answer to. A lot of times you will be working in teams so that one person can be taking down information and there may be a question neither of you knows the answer to. Best to have a plan for this (email, phone number, etc.) because if you tell someone you don't know the answer but you'll get it for them, by following up you build your own credibility as well as that of the library.

Finally, please bring your success stories back to the group here, as well as sharing them with staff if they are not at your event. We all want to hear about the good work being done out there. Walter will add this list of bullet points to consider to the minutes of this meeting so you'll all have a copy of it in the next meeting packet. A final word of advice: Plan ahead, don't just walk out there and wing it. Have a plan, follow through on it and make it a point to follow up with others. You will make a stellar first impression! Melinda wanted to add, for the benefit of the many new commissioners, that our survey firm OrangeBoy can provide quite a bit of information, both system-wide and branch specific, and every library manager should be able to help them get the data they might need. If not, contact Walter and he can work with management to get it for you.

OTHER BUSINESS

9. ACCEPTANCE OF MINUTES

Commissioners were asked to review the minutes from the March meeting for accuracy. Commissioner Faye asked that a portion of her reference to City Lights be expanded slightly. No other corrections were suggested.

Commissioner Kelly made a motion to approve the minutes from March 2019 with the correction previously noted. Commissioner A. Smith seconded the motion.

M-S-C to approve the minutes with corrections. Approved by unanimous vote of the commission.

10. COUNTY LIBRARIAN REPORT

Melinda began with a question she'd been asked during the meeting, which is why the amount donated by the various Friends groups in her report looked so low? Melinda stated that the dollar amount showing is comprised of donations made directly to the library for the various items listed. Anything paid for directly by the Friends (performer fees, programs, refreshments for events, etc.) and not washed through the county system is not shown here. There were some significant items in March and April. The library is fortunate to have so many dynamic Friends organizations.

Vice –Chair Wilson asked about the library's response to the Grand Jury Report contained in Melinda's report. She responded that the response would actually come from the BOS inclusive of comments from the library. We have a deadline of July 10 to respond; a response will be ready by the end of the month. The CAOs office is coordinating the response, at which point the item will be on the agenda for a BOS meeting.

Commissioner A. Smith mentioned that Melinda's report did not include the next item because of print deadlines, but the BOS on Tuesday approved the Library Strategic Plan. The item was on the consent calendar but someone showed up to have the item pulled for discussion and the speaker did not want it approved because of Pleasant Hill Library concerns. Supervisor Mitchoff did such a fine job of explaining the reasons behind the future closure of the library that the item was approved unanimously.

11. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

No items were proposed for the next meeting. Commissioners were invited to send any suggestions to Walter at Library Administration.

12. ADJOURNMENT TO THE JULY 17, 2019 LIBRARY COMMISSION MEETING AT THE BRENTWOOD LIBRARY

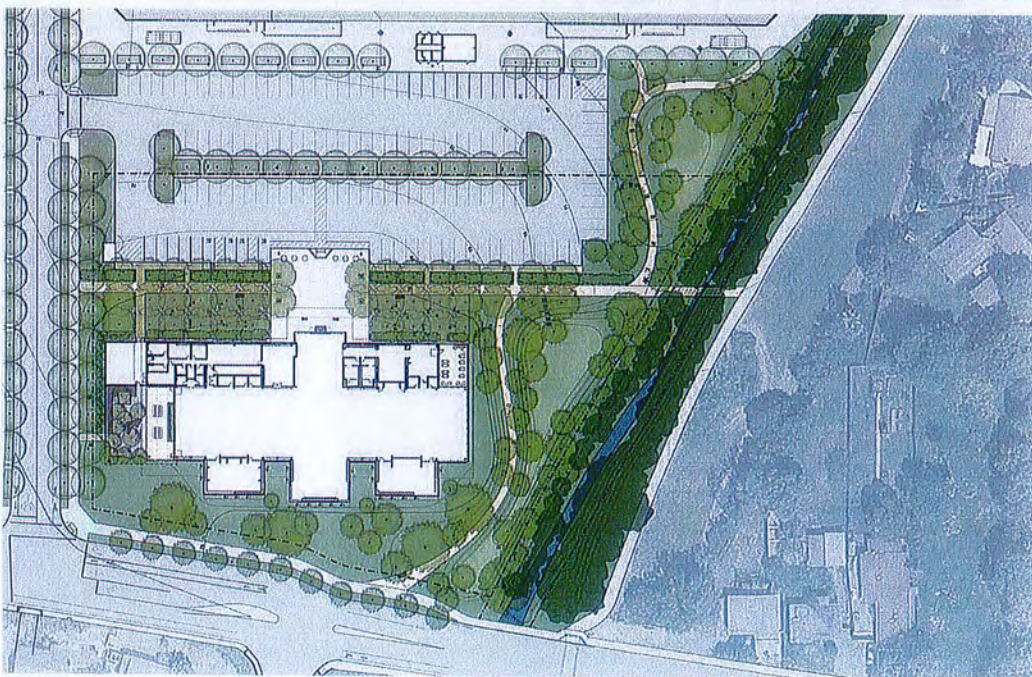
The meeting was adjourned at 8:55p.m.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

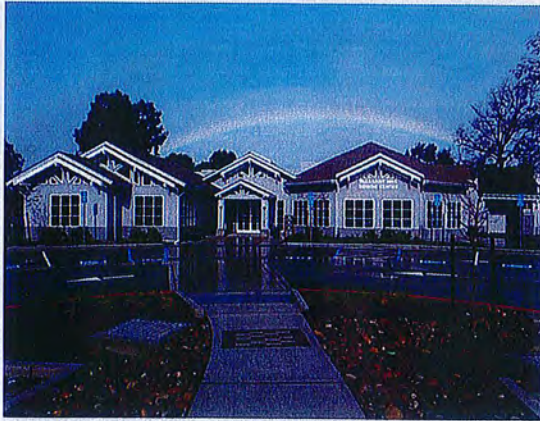
Community Outreach for Feedback – Best Practices

1. Plan with Library staff
2. Target audience
3. Meeting location, scheduling and format
4. Meeting's two-way communication; content and flow
5. Capture the feedback and follow-up
6. Share results with Librarian Leadership and Commission

The New Neighborhood



A Temporary Library

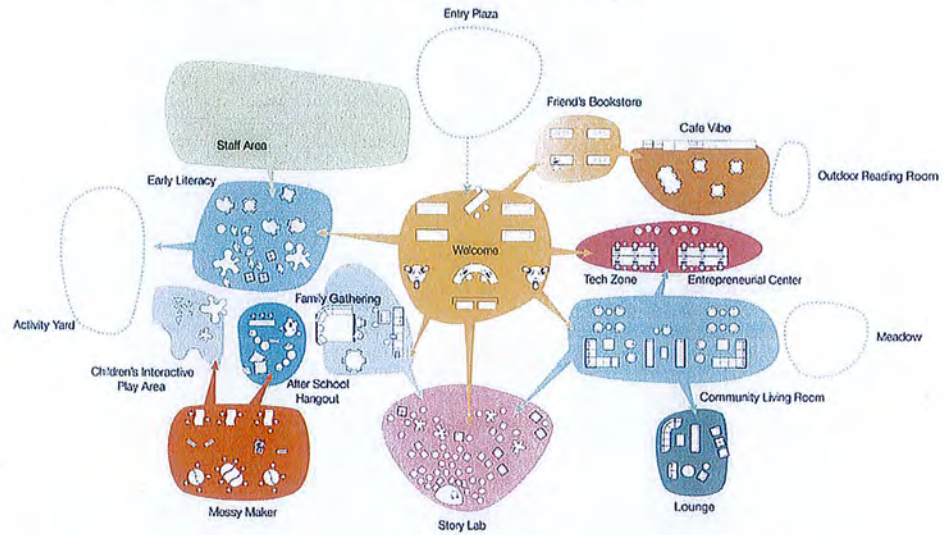


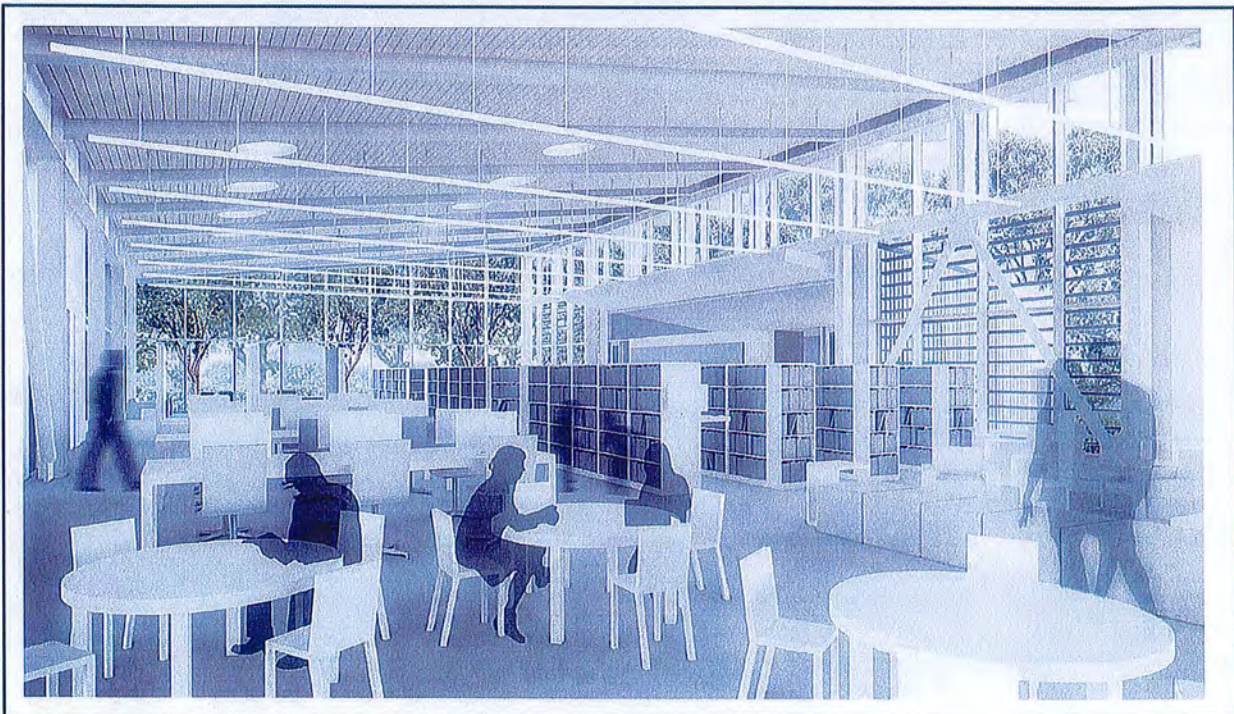
Pleasant Hill Senior Center

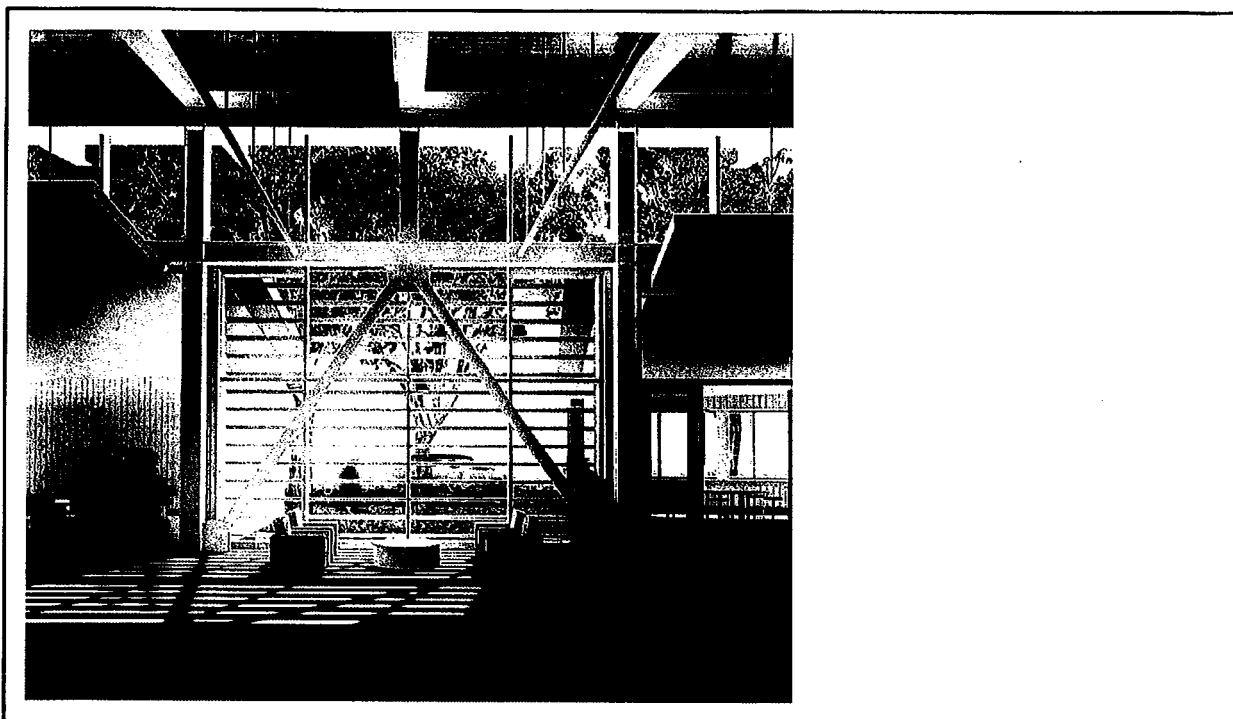
- New books
- Holds shelf
- Catalogs & laptops kiosk
- A few cozy chairs
- Friendly librarians
- Core programs: storytime, etc.



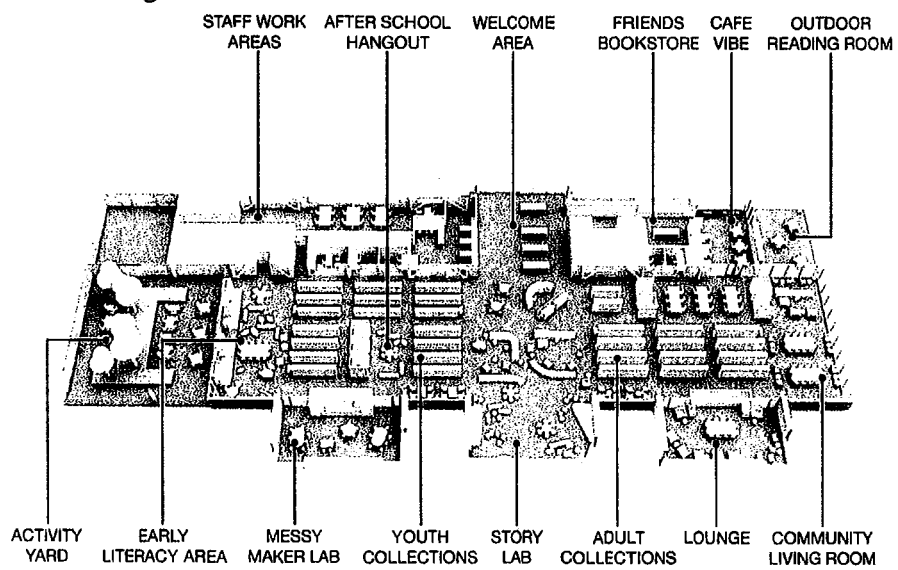
Planning Principles for the Building Layout

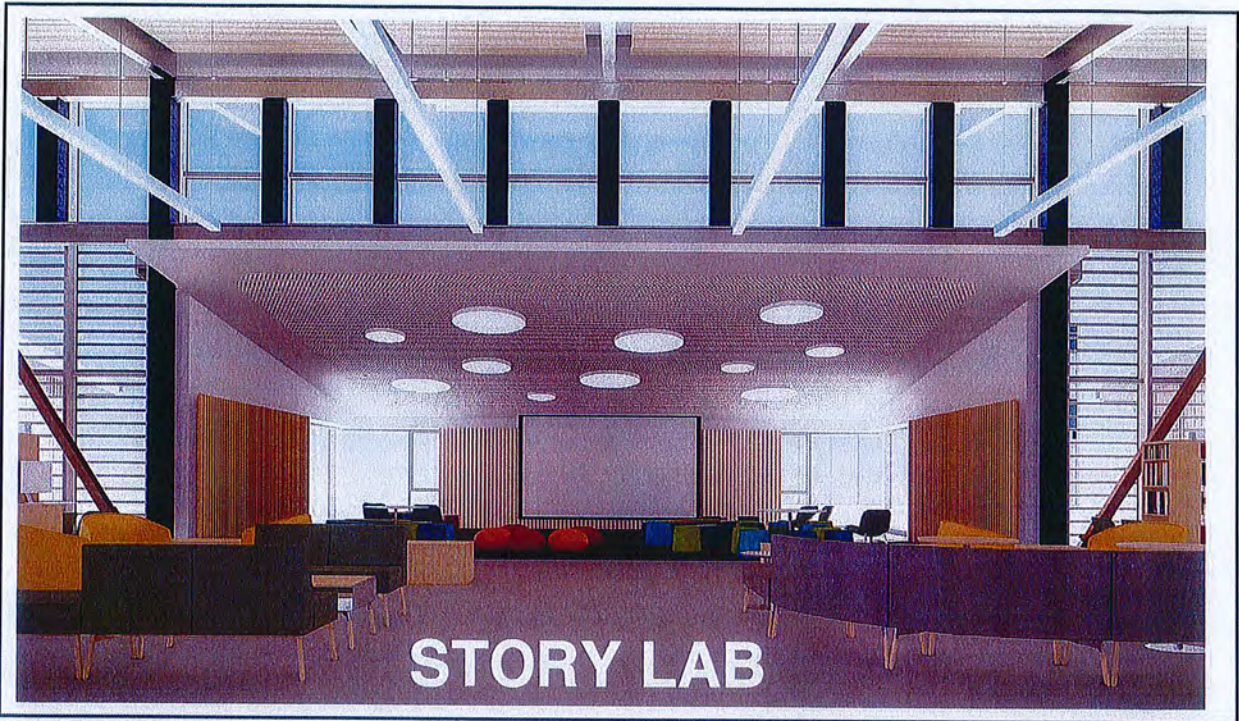


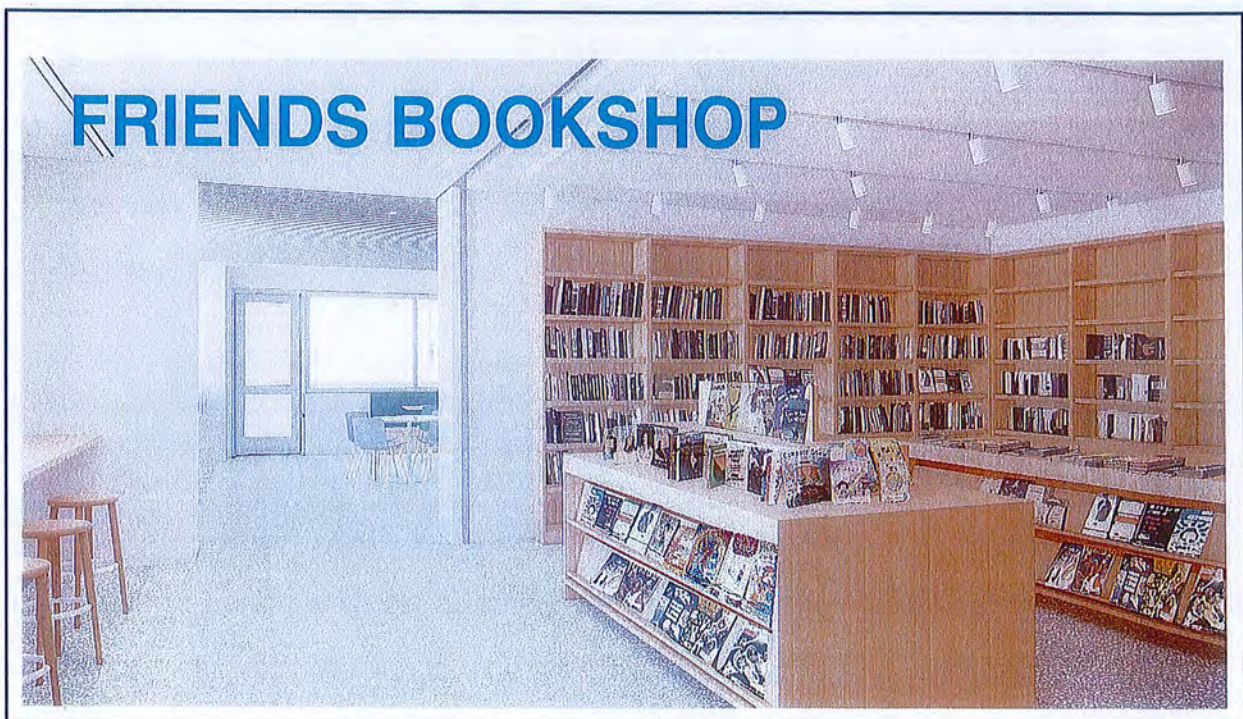
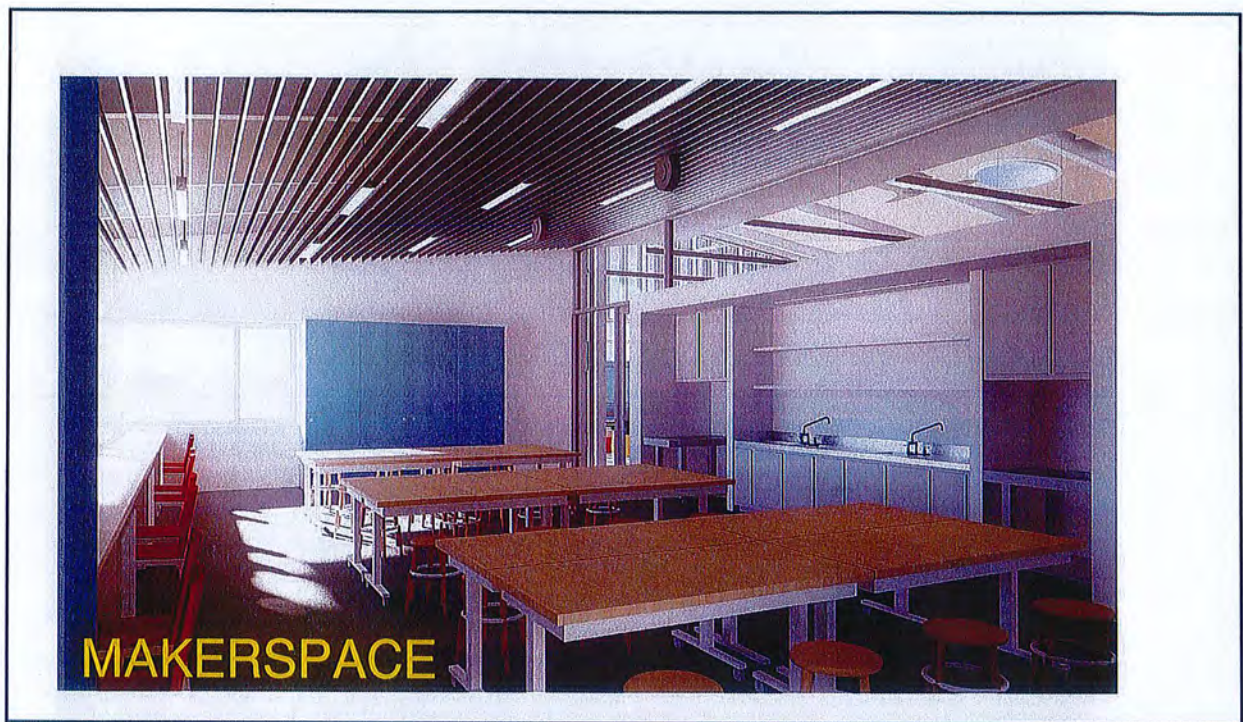


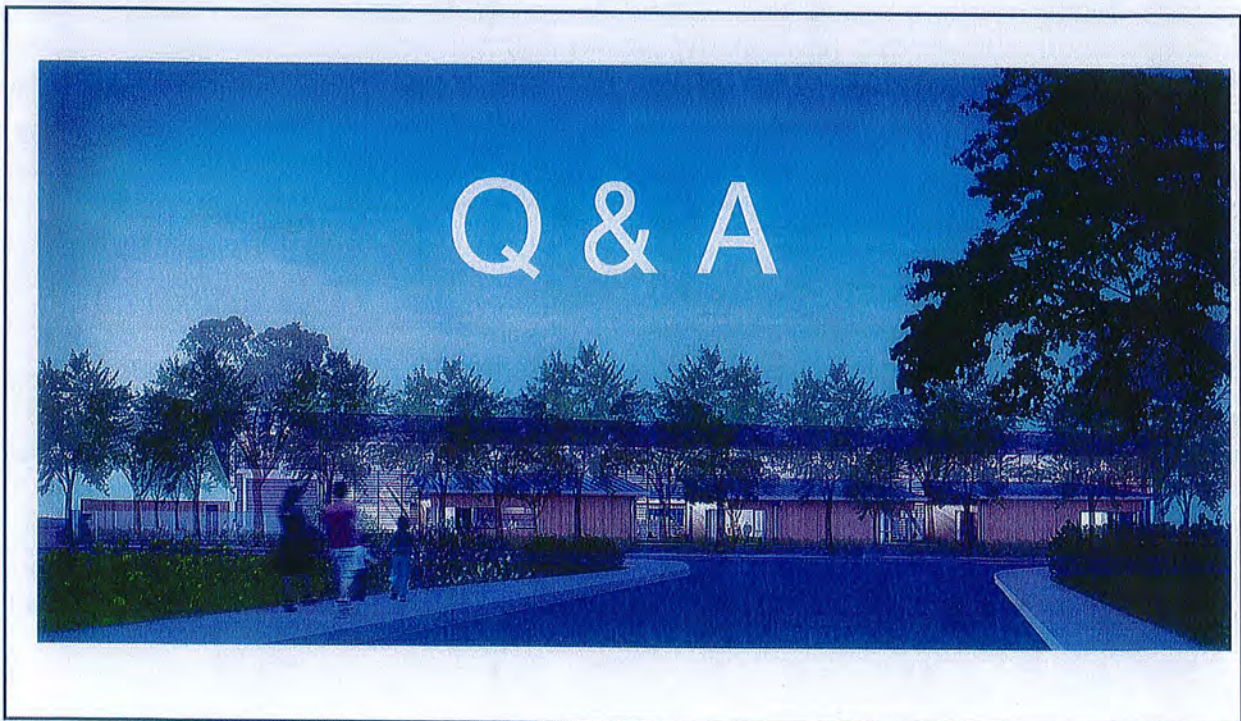
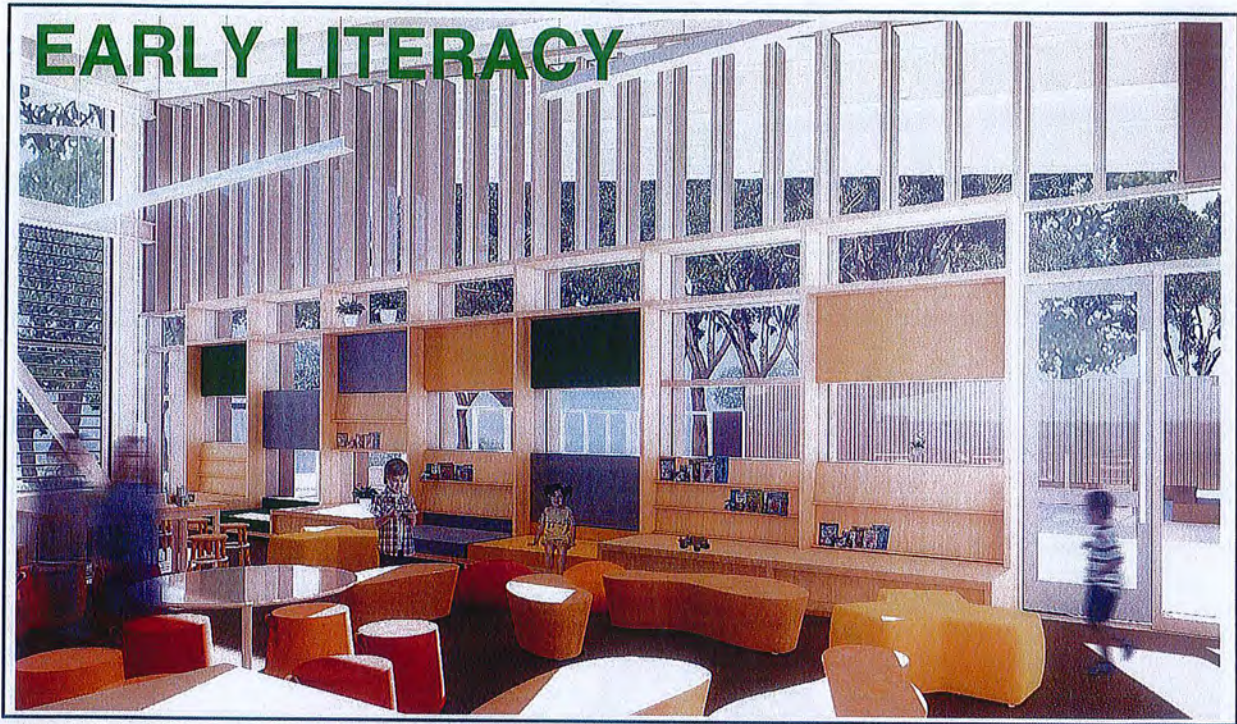


Interior Organization









CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 2

MEETING DATE: Thursday, July 18, 2019

AGENDA ITEM #: 9.

ITEM: COUNTY LIBRARIAN'S REPORT

RECOMMENDED ACTION:

No action required.

County Librarian's Report to the Library Commission
Thursday, July 18, 2019

MAJOR PROJECTS AND INITIATIVES

A report by the 2018-2019 Contra Costa County Grand Jury, *Safeguarding the Library's Local History Collection* was issued April 18, 2019. The county's responses to the Report will be considered at the July 9, 2019 Board of Supervisors meeting and submitted to the Grand Jury by July 26, 2019.

FACILITIES

The Pinole Library is now open 35 hours per week, effective July 1, 2019 thanks to the city's contribution to annual maintenance of the library and the county's funding for staff, collections and programs. A celebration was held on Saturday, July 6th with District I Supervisor, John Gioia and City Councilmember, Norma Martinez-Rubin speaking followed by fun activities throughout the day. Thank you to the Friends of the Pinole Library for their sponsorship of this event.

The El Sobrante Library restoration project has made significant progress this summer with plans to reopen the library in late fall. The redesigned El Sobrante Library Floor Plans are available for public viewing and comment in the Lobby of the San Pablo Library.

In June, the house formerly known as the "Friends Book House" was been renamed the Nancy Fahden House, honoring the first woman elected to the CCC Board of Supervisors. When renovations are complete, the Nancy Fahden House will be home to the Friends of the El Sobrante Library and the El Sobrante Historical Society. The SPAWNERS, a volunteer organization that helps keep the creek and natural landscaping clear of debris will continue to use a storage space for their gardening tools. Both the Nancy Fahden House and the El Sobrante Library will celebrate their grand re-openings in late fall.

Plans to relocate the Pleasant Hill Library to a temporary facility are tentatively scheduled for June 2020.

STATE LEGISLATION AND FUNDING

Legislative appointments with the following state and federal legislators were attended by various commissioners: State Assemblymember Buffy Wicks; an appointment to meet with Assemblymember Timothy Grayson is yet to be confirmed.

PERSONNEL UPDATE

NEW APPOINTMENTS:

- Madeline Lacques-Aranda, Library Assistant-Journey Level (20/40), Dougherty Station Library, effective June 3, 2019

TRANSFERS:

- Guadalupe (Ximena) Castro. Clerk-Senior Level (40/40), Employment and Human Services Department, to Clerk-Senior Level (40/40), San Pablo Library, effective June 24, 2019

REASSIGNMENTS:

- Joan Aitemon, Clerk-Experienced Level (20/40), Pinole Library to Clerk-Experienced Level (40/40), Pinole Library, effective July 2, 2019
- Michelle Krasowski, Librarian Specialist (40/40), Dougherty Station Library/Countywide Adult Services, to Librarian (40/40), Pinole Library, effective June 25, 2019

- Kathryn Marshall, Library Literacy Assistant (20/40), Project Second Chance to Library Literacy Assistant (32/40), Project Second Chance, effective July 1, 2019

RETIREMENTS:

- Cynthia Kostolny, Clerk-Experienced Level (20/40), Walnut Creek Library has announced her retirement effective June 4, 2019

SEPARATIONS:

- Sierra Campagna, Senior Community Library Manager (40/40), Orinda Library, effective July 19, 2019. Sierra has accepted the position of Assistant Director for the Alameda City Library

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

We thank the many Friends, Foundations and other donors for their generous gifts to the Library.

FY 18-19				
Donations from Foundations and Friends:				
Month	Library	F & F	Description	Total
May	Danville	Friends	FRDS DAN -DAFRIEND	\$40,000
			FRD DAN - DAENDOW	\$500
		Friends Total		\$40,500
	Danville Total			\$40,500
May Total				\$40,500
June	Danville	Friends	FRDS DAN - DAFRIEND	\$13,000
		Friends Total		\$13,000
	Danville Total			\$13,000
	Lafayette	Friends	FRDS LAF 4TH QTR LAFRIEND	\$7,500
		Friends Total		\$7,500
	Lafayette Total			\$7,500
	Pleasant Hill	Friends	FRDS PHL PHFRIEND	\$10,000
		Friends Total		\$10,000
	Pleasant Hill Total			\$10,000
June Total				\$30,500
Grand Total				\$71,000

COMMUNITY OUTREACH / TRAINING

- Attended the May 21 Pinole City Council Meeting where *Library Maintenance and Services Agreement* was approved.
- Reported to the El Sobrante MAC progress on reconstruction of the El Sobrante Library, May 8
- Attended the Bay Area Library Information System (BALIS) Meeting on May 29

- Attended staff meetings at the San Ramon, Dougherty Station and San Pablo Libraries in May and June
- Met with Supervisors Diane Burgis and Karen Mitchoff

EVENTS TO CALENDAR

- *State of the East Bay*, Dublin City Council Chambers, Dublin, CA: August 14, 2019
- Urban Libraries Council Annual Forum, Salt Lake City, UT: *Preparing to Lead on AI + Digital Citizenship*
October 16-18, 2019
- California Library Association Annual Conference, Pasadena, CA: October 24-26

2019 LIBRARY COMMISSION MEETING SCHEDULE AND LOCATIONS

Thursday, July 18, 7-9pm at the **Brentwood Library, 35 Oak St., Brentwood**

Thursday, September 19, 7-9pm at Library Administration, 777 Arnold Dr., Ste. 210, Martinez

Thursday, November 21, 7-9pm at Library Administration, 777 Arnold Dr., Ste. 210, Martinez

Respectfully submitted by Melinda Cervantes, County Librarian