

MEETING OF THE LIBRARY COMMISSION

Minutes

DATE: Thursday, January 17, 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	City of Hercules			
		VACANT	City of Lafayette (Alternate)			
		VACANT	City of Martinez			
		VACANT	City of Pittsburg			
Bracken	Katherine	Library Commissioner	City of Pleasant Hill			x
Chong	Adriana	Library Commissioner	Town of Danville			x
Chong	William	Library Commissioner	District II	x		
Conescu	Jeremy	Library Commissioner	City of Orinda (Alternate)		x	
Faye	Vivian	Library Commissioner	City of Brentwood	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	
Hoisington	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		
McCormick	Don	Library Commissioner	CCC District 3	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		x
Smith	Alan B.	Library Commissioner	CCC District 4	x		
Smith	Tommy	Library Commissioner	City of Concord	x		
St. Pierre	Deborah	Library Commissioner	CCC District 4 (Alternate)		x	
Valdez	Margie	Library Commissioner	Central Labor Council			x
Wernet	Patty	Library Commissioner	Town of Moraga			x
Wilson	Peter	Library Commissioner	CCC District 5			x
Woodrow	Don	Library Commissioner	CCC District 1			x

Total Commission positions: 24
 Commission positions filled: 21
 Commission positions vacant: 5
 Commission quorum: 13

With thirteen 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 audience members came forward.

3. PUBLIC COMMENT

No members of the public came forward to comment.

4. PROJECT EQUITABLE ACCESS

Deputy County Librarian Nancy Kreiser presented an overview of Project Equitable Access, the Library's elimination of fines. On January 1, 2019 with the County Board of Supervisors' approval, the Library discharged all assessed fines and fees on library accounts as of January 1, 2019, as well as eliminated fines. The Library's Marketing and Media Coordinator, Brooke Converse showed a video that she produced for the Library showcasing the "Goodbye to Fines" public message. The Library received a good amount of media coverage for the Goodbye to Fines press release. Media coverage included the East Bay Times, Bay City News Service, SF-Gate, CBS-5 in San Francisco, a news source in Detroit, Michigan ran the story through their news wire service. Other local media covered the story in the Richmond Standard, KCBS Radio, Brooke did an interview with KQED – NPR this week, East County Today, Patch, Brentwood Press and San Francisco Chronicle. San Mateo Library also eliminated fines later in January, so since Contra Costa County Library eliminated fines first, we were mentioned in all subsequent news stories. Several stories went out again mentioning Contra Costa County Library when San Francisco Public Library announced that they are presenting eliminating fines to their library commission on January 17, 2019. Last week Nancy Kreiser did a television interview with KPIX-5 at the Martinez Library. Brooke showed the television interview from the KPIX-5 website. The Library is also marketing the news through email to 210,549 email addresses to Library cardholders. 160,350 people opened the email, 6,510 people clicked on active links in the email. 900 people signed up for new cards this week, the usual amount is 200. There is additional filmed footage that the Library will produce for release on social media. Brooke passed out flyers for the "Goodbye to Fines" campaign for commissioners to take to pass out at their outreach meetings.

Deputy County Librarian Nancy Kreiser shared the following:

The Library has received between 15-20 phone calls, emails, or written letters – mostly from people who interpreted no late fines as no responsibility. Patrons are really satisfied when they hear why we've done this and patrons are going to be accountable if materials aren't returned. Library staff have heard from people that are concerned about hold queues or Lucky Day items not being returned. We've provided staff with talking points and FAQs are posted on our public website. This is something that other library systems tell us isn't a problem. Avid, high volume users continue to visit frequently and return materials in a timely fashion. Part of our response is an acknowledgement that a change like this needs assessment and monitoring as we go forward.

More than 1000 materials have come back to the Library as of today's date. Approximately ¼ of those items are being added back into the collection. We are adding the items that are still relevant, in demand, and in good condition. The earliest book that came back so far was from 2014.

Nancy shared several stories of patrons returning to the library. One of which was a regular patron who came to the desk that had 4 lost children's books. She was very hesitant and embarrassed that she had not returned them. Her mother had passed away around Thanksgiving and as imagined, library books

were not a top priority. The patron was prepared to pay the \$80, and when she was told she didn't have to pay because of the new campaign she broke into tears of happiness and relief.

80 Library systems in the country have gone "fine free" and it is trending in public libraries. As we look at Library policies, Lost Materials policies can get complicated, so the variations on timing of when items go lost and what is refundable is very detailed. When more detailed questions arise, we are directing patrons to the Goodbye to Fines FAQs or one-on-one staff answers, as the information is too lengthy to fit into marketing emails and dialogs that should be kept concise.

75% of blocked cards were due to lost materials. All of those charges were wiped clean as of January 1, 2019, as approved by the County Board of Supervisors.

Melinda Cervantes shared the campaign with Richmond Public Library director, Katy Curl and learned that RPL is conducting research to evaluate the elimination of fines. Melinda also shared this with the Urban Libraries Council and Bay Area Library Information Systems directors.

Commissioner Kelly asked what number of items were lost as of the end of last year. Nancy Kreiser had a percentage of the total amount, but not a number. Melinda mentioned that there is a certain amount of attrition that has to be built into business operations and the number of lost items is a number than we can get. We are very happy to see so many items coming back.

5.A. WORKING COMMITTEE REPORTS

Chair McCormick reviewed the handout of the 2019 Library Commission Work Plan. The Work Plan contains objectives and initiatives tied to promoting the library. One on the funding front, whether it be public or private funding and the other is community outreach unification. The Commission is trying to evolve the work plan to be a guide to actionable items that commissioners can accomplish. Advocacy to the public, either with your town, district, city or other organization may be something in which each commissioner can participate. Commissioners were encouraged to look at where they can contribute and which goals they can help with, the local or legislative side. By the end of the year every commissioner should have a robust list of accomplishments towards these goals. The Commission will revisit these goals at each meeting to share ideas and focus on the 2019 Work Plan goals instead of waiting until the end of the year to revisit.

Commissioner Gilcrest shared several items where she actively assisted related to the work plan. She is in touch with the San Ramon Library Advisory Committee to see if she can meet with a member from their group.

Commissioner Kelly shared that commissioners can also help the Friends groups. Melinda mentioned that Commissioner Kelly is active in other local community network groups, and for all commissioners, Library staff is available to deliver presentations about library services.

Chair McCormick is looking for commissioners that are interested in helping with the legislative subcommittee, and foundation exploratory committee.

Commissioner Gilcrest shared that it would be good for all commissioners to meet with the Assembly person assigned to their District, especially newly-electeds to inform them about the Library.

Commissioner T. Smith suggested a list or spreadsheet that's included with or extracted from the minutes to measure the activities to document what was done.

Commissioner Hoisington suggested reaching out to schools and school districts. We haven't had anyone with the community colleges for ages, and should look into that again. [Commissioner Robison was appointed to the Library Commission in 2018 by the Contra Costa County Community College District] Commissioner Kelly suggested one or two commissioners "in charge" of one or two goals.

Commissioner Faye suggested reaching out to school librarians, and school staff.

Melinda suggested a SharePoint file online where everyone could access the information and ideas being shared. We will need to check if that fits into the framework of the Bylaws to give all commissioners access.

Commissioner Pursley shared his experience over the last year of campaigning the Pinole City Council for more hours than the current 24 per week at the Pinole Library. Commissioner Pursley worked with the PTA, local high school principal, and attended many city council meetings over the year. The City Council found that the money is available. Three new Pinole City Council members were at the December 18, 2018 meeting, with many questions answered by Commissioner Pursley, Deputy County Librarian Gail McPartland, and County Librarian Melinda Cervantes.

5.B. REPORT OF THE LEGISLATIVE WORKING COMMITTEE

Commissioner A. Smith reported that the Library Commission's advocacy must mirror the County Board of Supervisors Legislative Priorities. If there was something in Sacramento that the County Board of Supervisors is not advocating for, the Library Commission cannot advocate for it. The Commission cannot write letters directly to legislators as was done in the past. We do draft letters of support for the Board of Supervisors to send to legislators. Next Tuesday the Board will be approving the list of their legislative priorities, and they are the same as they were last year. Melinda will email the list out to Commissioners. They are divided between state and federal issues. The federal issue is IMLS (Institute of Museum and Library Services) and the state issue is LSTA (Library Services Technology Act). These are the only grant funding sources for museums and libraries. In the past these were not an issue, until the programs were slated to be reduced or eliminated. The Library Commission usually waits to find out from ALA (American Library Association) if there will be a push to support various legislative programs. We are good for this fiscal year, but will find out in a few months how these issues need to be addressed. Given that Nancy Pelosi's political career started on the San Francisco Library Commission, we may have a favorable opinion there. The issue that is not on here that they did support last year is Innovative Programs for Literacy, which is from the Dept. of Education. There was an uprising from libraries across the country, and it did not get eliminated last year. That may become an issue again this year. On the state level there is also the Public Library Fund (PLF). PLF was passed in 1980 for the state to backfill library budgets that were cut by Prop 13; Governor Brown canceled that funding. The law remains on the books and libraries are hopeful that it could come back.

The second item is Literacy Support for Public Libraries. Last year it was \$5-6 million, and may be the same amount this year.

Library Construction and Library Construction bonds. Commissioner A. Smith talked to Governor Newsom in the past and Governor Newsom is a supporter of public libraries.

ACA-1 amendment information was passed out to all commissioners about funding for infrastructure.

Chair McCormick asked that the Library consider putting together a one-page "cheat sheet" of the legislative terminology of library bills, players, history, etc. He volunteered to work on the format.

Melinda mentioned that the California Library Association (CLA) and the American Library Association (ALA) each has legislative committees. These committees generally draft one-page pieces that are easy

to print and take with you when you meet to share information with local legislators. The Library will begin scheduling meetings with local legislators very soon. Anyone who wants to be on a listserv for CLA can join and will receive all the updates directly. [provide the link to calix HERE]

Commissioner Smith talked about various data that the commission has included in draft letters for support and examples of political contacts with which to share the information.

6. A. COMMISSION BYLAWS REVISION

The commissioners voted on the bylaws revision to give flexibility of meeting times.

It was agreed by consensus that the new bylaws be adopted.

6. B. STRATEGIC PLAN DRAFT

Deputy County Librarian Gail McPartland presented the history of the current Strategic Plan; the results of the patron survey sent out last year; and the Strategic Plan update draft of the Library's vision, goals and objectives as provided in the Library Commission Packet attachment #8.

Commissioners wanted more time to review the draft attachment and want to move it to the March 2019 meeting as the first item. Commissioners are expected to bring their suggestions to the next meeting. The action for this item will be recommending approval of the draft by the Board of Supervisors.

The Strategic Plan data presentation will be appended to the January 17, 2019 minutes.

After a brief discussion the Commission voted unanimously to move this item to the March agenda so they have more time to review the attachment.

6.C. COMMISSION MEETING SCHEDULE 2019

Chair McCormick reminded all that the meeting schedule was included with the agenda packet and is posted on the library's public website. Please note the dates and locations.

OTHER BUSINESS

7. ACCEPTANCE OF MINUTES

The minutes for the meeting of September 27, 2018 will be provided at the next meeting on Thursday, March 21, 2019. In addition the November 2019 minutes will be provided with the March 21, 2019 agenda.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

The Friends and Foundation Forum will be held at the San Ramon Library in the spring. [the Forum has been rescheduled for fall 2019]

Commissioner Huh (Antioch) passed around a flyer of upcoming events at the Antioch Library.

9. COUNTY LIBRARIAN REPORT

County Librarian Cervantes invited commissioners to review her written report for an update on what is happening in the Library *(appended to these minutes)*. Melinda wanted to draw

commissioners' attention to a few pieces. Wherever you are, please share the information about *Goodbye To Fines*, especially on social media. Melinda also distributed the flyer for the Library's "Read To 2020" reading initiative. This is another item commissioners should talk about with city councils and local community groups. Another item of interest are the facility updates for the El Sobrante and the Pleasant Hill libraries. Multiple Oak Park construction projects, will require closing and demolishing the current Pleasant Hill Library and relocating to a temporary site for 18-24 mos. The temporary library will be located at the Pleasant Hill Senior Center and is expected to open in early fall 2019.

10. AGENDA SETTING FOR NEXT MEETING AND FUTURE TOPICS

The following topics were suggested for inclusion at the next meeting of the Commission:

- Revisit the draft of the 2019 Strategic Plan
- Discuss how the Commission can get more involved with school boards and local colleges
- Launching new website, background work begins in February.

Submitted by Walter Beveridge
Administrative Aide, Contra Costa County Library

Contra Costa County Library Strategic Plan

Mission

Bringing people and ideas together

Vision

Contra Costa County Library is the pulse of our community. Working together, we spark imagination, fuel potential, and connect people with ideas and each other

Goal 1

The library ensures easy, equitable access to library services for all Contra Costa County residents.

Objective A – The library will expand its services to additional identified underserved populations a minimum of 10 percent.

Strategy 1 – Conduct a community needs assessment.

Strategy 2 - Identify 2-3 populations within the county to serve as a focus to pilot service development.

Strategy 3 – Develop new funding and partnership approaches.

Objective B – Optimize hours at the community level and other service points to increase usage by 10 percent.

Strategy 1 – Review usage patterns to maximize library hours.

Strategy 2 - Implement and promote online resources to directly engage remote library users.

Strategy 3 – Establish countywide programming with associated promotion to educate residents on all library services.

Objective C – Enact programs to increase direct use of library services by non-active users by 10 percent.

Strategy 1 – Implement Project Equitable Access Initiative to remove fines on library accounts and to encourage lapsed users to return.

Strategy 2 – Expand and promote the Student Success Initiative to other school districts.

Strategy 3 – Implement the Readers Initiative to encourage library use across the county, especially for new and non-active users.

Contra Costa County Library Strategic Plan

Goal 2

The library champions personal and community engagement in literacy and reading to enrich lives.

Objective A – Increase opportunities for literacy, education, and lifelong learning by a minimum of 10 percent.

Strategy 1 – Maximize participation in Project Second Chance.

Strategy 2 – Position and market each library as the community's early literacy center.

Strategy 3 – Prioritize and develop programming to attract and retain new and continuing users.

Strategy 4 – Pilot library programs and services to support learning and educational achievement.

Objective B – Increase library visits by 10 percent.

Strategy 1 – Increase merchandising of services and collections through creation of customer experience standards across facilities.

Strategy 2 – Coordinate program offerings across the library to provide the community with consistent choices for adult, teen, and children's services.

Objective C – Increase website visits by 10 percent.

Strategy 1 – Implement Bibliocommons to improve customer experience and use of website.

Strategy 2 – Aggressively market the library's digital collection including ebooks.

Objective D – Increase active users by 10 percent annually.

Strategy 1 – Reengage non-active users through email and other promotion focused on identified interests.

Strategy 2 – Increase new users through card drives, community outreach, promotions, programs, attention to facilities, and improved collections.

Objective E – Increase circulation by a minimum of 3 percent annually.

Strategy 1 – Develop and execute marketing plan to educate residents and staff on current collections and services.

Strategy 2 – Aggressively market the library's digital collection and ebooks.

Strategy 3 – Conduct comprehensive assessment to align collections with community interests and needs.

Contra Costa County Library Strategic Plan

Goal 3

The library delivers a consistent, high-quality, and inviting experience at all points of contact.

Objective A – Enact barrier-free customer service to improve user satisfaction levels by 10 percent.

Strategy 1 – Review all institutional practices and local workflows to remove barriers to library service.

Strategy 2 – Establish and promote key principles of barrier-free customer service.

Strategy 3 – Develop consistent and meaningful staff trainings on barrier-free customer service.

Strategy 4 – Establish formal cycle of policy and procedure review. Remove those not essential to county or library standards for customer service and revise those in need of updating.

Objective B – Assess all facilities and develop methods to increase user satisfaction levels by 10 percent.

Strategy 1 – Increase merchandising of services and collections through creation of customer experience standards across facilities.

Strategy 2 – Annually assess facility satisfaction levels.

Objective C – Create a long-term vision for library facilities to serve evolving community needs and address equity of resources.

Strategy 1 – Establish a master space plan to determine current and future library spaces based on community need.

Strategy 2 – Establish a county-wide process for space allocation, staffing, and funding that takes into account equity/access as well as needs of funding partners.

Strategy 3 – Define service levels for full-service branches and outlets that takes into account community need, funding, and resources.

Objective D – Explore and implement technology to enhance the customer experience.

Strategy 1 – Implement Bibliocommons to improve customer experience and use of website.

Strategy 2 – Develop and offer programs and training for all staff and users to complement usage of new library technology.

Strategy 3 – Develop a technology plan to align technological resources with community priorities.

Objective E – Establish standards of preparedness to respond to and recover from emergencies.

Strategy 1 – Review and update emergency procedures.

Strategy 2 – Establish core libraries to function in emergency situations.

Strategy 3 – Establish and implement safe facility standards.

Contra Costa County Library Strategic Plan

Goal 4

The library successfully promotes its value, programs, and opportunities to the community.

Objective A – Update the library-wide marketing communications plan.

Strategy 1 – Conduct an inventory of library resources available for promotion.

Strategy 2 – Collect and review other organizations' strategic marketing communication plans.

Strategy 3 – Identify potential partners/funders to support the library's communications and marketing efforts.

Objective B – Implement countywide marketing of library services.

Strategy 1 – Create branding campaign to clearly identify the library within the community.

Strategy 2 – Engage community stakeholders to actively support and advocate for libraries.

Objective C – Implement the staff-wide strategic marketing and communications plan.

Strategy 1 – Establish comprehensive communications plan to be used by all staff promoting programs and services.

Strategy 2 – Train all staff on communication principles and empower staff to serve as library ambassadors.

County Librarian's Report to the Library Commission
Thursday, January 17, 2019

INITIATIVES

The *Project Equitable Access* initiative to eliminate overdue fines and revisions to the Fines and Charges Schedule Policy was approved by the Board of Supervisors on December 11, 2018. On December 18, 2018, the Board of Supervisors approved discharging uncollectible debt for outstanding fines and charges for all accounts. We launched a public awareness campaign on January 2, 2019 that will continue for the next 6-12 mos. Already, in the first few weeks, over 500 overdue items have been returned and new and replacement library cards have been issued. Staff reports that the public is overjoyed, even tearful, that they and their families can now fully utilize the library once again.

Read2020 launched November 30, 2018 and challenges all to sign up and read through January 1, 2020. Pick a challenge and read a book, eBook or listen to an audiobook. <https://guides.ccclib.org/read2020>

- [Track your monthly reading progress.](#)
- Click the link [Reading Challenges](#) to see the list of monthly challenges.

Happy Reading!

FACILITIES

The Pleasant Hill Library building program and schematic design phases of the project will continue through summer 2019. Pleasant Hill City Council, Contra Costa County Board of Supervisors and Pleasant Hill Recreation and Parks are moving forward with plans for site development including the design for a grand boulevard on Monticello Street. The Pleasant Hill Library will relocate to a temporary library in August 2019 in preparation for the demolition of the former Library Administration/Pleasant Hill Library building. Site preparation and construction for the New Pleasant Hill Library will begin in September 2019. More information on the New Pleasant Hill Library Project may be found online at <https://www.ci.pleasant-hill.ca.us/1226/Library-Project>

The El Sobrante Library restoration project is under construction. In addition to Principal Architects ROBERT WEST and DENNIS HUMPHRIES in partnership with BRW ARCHITECTS and Project Manager David Ruiz, MS Commercial, Incorporated, are working closely with CCC Public Works Department to design and construct the new El Sobrante Library for a projected opening in summer 2019. Floor Plans are available for public viewing and comment in the Lobby of the San Pablo Library.

STATE LEGISLATION AND FUNDING

Governor Newsom Releases First State Budget that includes funding for library programs and prison literacy. Governor Newsom introduced a \$209 billion proposed Budget, of which \$144 billion is General Fund (e.g. versus "special funds," etc.). The Governor has focused a great deal of new funding in health and human services and K-12 and higher education, including early childhood education, special education, and providing the first two years free for community college enrollees.

The Governor is proposing the following:

- "Online Service Systems - \$1 million General Fund one-time for online systems for use by public libraries to support efficient access to resources."

- "Lunch at the Library - \$1 million General Fund one-time for library districts to develop summer meal programs for students in low-income communities."

Additionally, libraries and literacy were woven into the Governor's remarks in various ways today. For example, Governor Newsom announced he was "...committed to literacy in the prisons. You will hear me talk about this [issue] this year, next year, and in the 3rd year....There is no greater return on an investment than teaching a person to read." Governor Newsom is providing \$5.5 million for a package of programs "specifically aimed at improving literacy rates among the offender population..." There are six components of the Governor's plan: Diagnostic remedial reading program through "Reading Horizons," Computer-based learning through "Aztec," English as a Second Language program, Teacher Mentor Program, Literacy Coaches, and Literacy Mentor Program.

The Legislature will commence hearings on Governor's Newsom's Budget in late February or early March. Governor Newsom will also produce a "May Revision" of the State Budget in May, which will feature a more accurate revenue projection, taking into account April tax receipts. The Budget must be passed and sent to the Governor by June 15. We will keep you updated as these issues progress through the legislative process.

Website: <https://www.cla-net.org/page/1094>

PERSONNEL UPDATE

NEW APPOINTMENTS:

Adam McKinney, Clerk-Experienced Level (20/40), Library Administration/Public Services
Chamanie Davis, Clerk-Experienced Level (20/40) Oakley Library
Taylor Rose, Library Assistant-Journey Level, (P.I.), Public Services
Jared Escobar, Library Assistant-Journey level (40/40), Walnut Creek Library
Madhavi Gupte, Clerk-Experienced Level (20/40), Dougherty Station Library
Ayelet Firstenberg, Library Assistant-Journey Level (PI), Public Service
Kevin Mills, Library Assistant Journey Level – Teen Services (40/40), San Ramon Library to Library Assistant Journey Level – Adult Services (40/40), San Ramon Library
Holley Arvesen, Library Assistant-Journey Level, (P.I.), Public Services
Jennifer Winograd, Library Assistant-Journey Level, (P.I.), Public Services
Nina Mohan, Library Assistant-Journey Level, (40/40), Walnut Creek Library
Desiree Castro-Manner, Library Assistant-Journey Level, (32/40), Antioch Library
Gabriella (Bella) Merrill, Library Assistant-Journey Level (20/40), Moraga Library
Xenia Lal, Library Assistant-Journey Level -Bi-Lingual (40/40), Concord Library effective
Lauren Boag, Library Assistant-Journey Level, (40/40), San Ramon Library, to Library Assistant-Journey Level, (20/40), Dougherty Station Library
Sandra Stewart, Librarian, (40/40), Danville Library
Anasa Tatum, Clerk-Experienced Level (20/40), Pinole Library to Clerk-Experienced Level (20/40), Kensington Library
Shane Denbow, Driver Clerk, (20/40, Temporary), Shipping Department
Kelli Nero, Library Assistant-Journey Level, (20/40), Pittsburg Library

PROMOTIONS:

Albert Garcia, Library Assistant-Advanced (20/40), San Pablo Library to Librarian-Adult/Teen Services (40/40), San Pablo Library, effective November 19, 2018

Noelle Burch, Librarian (40/40), Juvenile Hall and Orin Allen Libraries, to Community Library Manager, (40/40) Martinez Library, effective December 3, 2018
Nirit Schnitzer, Librarian Trainee (32/40), Moraga Library to Librarian (32/40), Moraga Library
Kim Baillie, Information Systems Specialist III, (40/40), Automation Department, to Network Administrator I, (40/40), Automation Department

COMMUNITY OUTREACH / TRAINING

- Attended various meetings with the City of Pinole to discuss increasing open hours to 35 hours per week beginning July 1, 2019
- Attended various meetings with the City of Pleasant Hill to discuss the design and timeline for construction of the new Pleasant Hill Library. Construction begins in September following the relocation to a temporary library in August.

EVENTS TO CALENDAR

- American Library Association Midwinter Meeting, Seattle, WA: January 25-29, 2019
- Corporation for Education Network Initiatives in California (CENIC) Annual Conference, San Diego, CA: March 18-20, 2019
- American Library Association Annual Conference and National Library Legislative Day, Washington, DC: June 20-25, 2019
- Urban Libraries Council Annual Forum, September 2019
- California Library Association Annual Conference, Sacramento, CA: November 3-5.

GRANTS / DONATIONS / SCHOLARSHIPS / AWARDS

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

GRANTS

Pacific Library Partnership CLSA allocation 18/19	10/15/2018	\$11,661.00
CALIFA -bilingual books	10/15/2018	\$9,385.52
1819 California State Library - Literacy Services	9/26/2018	\$18,000.00
Grants		\$39,046.52

FRIENDS AND FOUNDATIONS

Clayton Community Library Foundation - materials	9/26/2018	\$10,000.00
BRE Library Foundation Laptops and Kiosk	12/12/2018	\$45,440.65
Friends of Lafayette Materials	1/10/2019	\$7,500.00
Friends of Lafayette Extra Hours	11/30/2018	\$6,860.76
Friends of Lafayette Materials	10/8/2018	\$7,500.00
	Lafayette	<u>\$21,860.76</u>
Friends of Moraga Q1 Sunday Hours	12/18/2018	\$7,066.49
Friends of Moraga 17-18 materials	11/30/2018	\$1,749.37
	Moraga	<u>\$8,815.86</u>

Friends of Orinda Programs	1/10/2019	\$8,000.00
Friends of Orinda -materials	1/10/2019	\$7,000.00
Friends of Orinda materials	11/19/2018	\$15,000.00
	Orinda	<u>\$30,000.00</u>
San Ramon Library Foundation-book trucks	11/30/2018	\$1,165.76
Walnut Creek Library Foundation Periodicals	1/8/2019	\$4,167.50
WCLF FOR YVL Periodicals	1/8/2019	\$2,960.00
		<u>\$7,127.50</u>
Friends of Hercules for materials	9/26/2018	\$5,000.00
Friends and Foundations		\$129,410.53
GIFTS		
Gundtz Fund PHL Programs	9/24/2018	\$10,020.33
San Francisco Foundation ECL Programs	1/8/2019	\$9,500.00
Gifts		\$19,520.33

2019 LIBRARY COMMISSION MEETING SCHEDULE AND LOCATIONS (Pending approval of the Revised Library Commission Bylaws by the Board of Supervisors, the Library Commission will meet on the 3rd Thursday every other month beginning January 2019)

Thursday, January 17, 7-9pm at Library Administration, 777 Arnold Dr., Ste. 210 Martinez

Thursday, March 21, 7-9pm at the **Concord Library, 2900 Salvio Street, Concord**

Thursday, May 16, 7-9pm at the **Concord Library, 2900 Salvio Street, Concord**

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