

Contra Costa County Library Commission – 2020 Annual Report

The items listed below, under the appropriate headings and subheadings, show the various activities engaged in by Commissioners and Alternates during calendar year 2020 in furtherance of the Commission's 2020 Work Plan. The name in parentheses at the end of the activity is the Commissioner engaging in that activity. Due to the global Coronavirus Pandemic, the activities engaged in by Commissioners do not always easily align with the Commission's 2020 Goals as the Goals were adopted prior to the pandemic. In addition, the actions of the full Commission, as contrasted with actions of individual Commissioners and Alternates, are reduced because the only "normal" meeting of the Commission this fiscal year was the January, 2020 meeting. The pandemic caused the cancellation of the Commission's meetings for March and May and required virtual on-line meetings for the remainder of the year – July, September, and November. Nonetheless, the Commission and individual Commissioners managed to accomplish much during 2020 in regard to the goals and objectives set forth in the work plan under difficult circumstances. The bullet points that follow show what has been done based on reports from Commissioners and Alternates as well as actions from the Commission meetings. Following the list of activities is the attendance report for each Commission meeting.

Goal 1: Voice our County's desire for sustained Library funding and support

In pursuit of this Goal, Commission members:

- (Goal 1-A) Supported the creation of a centrally organized private, not for profit, fund raising approach for funding countywide and local community library needs, complimentary to locally organized friends and foundation efforts, for the purpose of meeting service standards and objectives of the Library's strategic plan.
- (Goal 1-B) Encouraged collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.
 - ◇ Kept the local Friend's board informed of commission actions. (Maher) (Ferree) (Fischer)
 - ◇ Participated in city anniversary celebration in support of building support for the library (DaoJensen).
 - ◇ Purchased twenty-two new tables for the Clayton Library. (Ferree)
- (Goal 1-C) Explored ways of ensuring stable and adequate public funding for the county library and its various branches.

- ◇ Worked with local Friends to organize a t-shirt sale to raise money for library and raise awareness of need for new library (Fitzpatrick)
- (Goal 1-D) Worked cooperatively with branch libraries to seek sustainable funding in service of their local communities.
 - ◇ Worked with local friends in effort to boost public membership and thus support for library (A. Chong)
 - ◇ Worked with local Friends through virtual meetings post pandemic. Friends are selling items on Amazon which generates some income. In addition, the annual fund raiser was held virtually and brought in over 2/3 the normal amount in the middle of the pandemic. (Hosington).
 - ◇ Assisted Friends with moving of materials from about-to-be-closed library into storage and setting them up in a temporary location while new library is built (Bracken). Activities included being part of the team that worked on:
 - Moving all Friends materials from the old Pleasant Hill Library property into storage
 - Fitting out a retail store in downtown Pleasant Hill
 - Scanning the majority of our inventory into BASIL, a POS/inventory system, which allowed us to have an online storefront at phlibraryfriends.org
 - Opening the store to the public at the end of July. The store is open 7 days a week, 11am to 5pm and accepts donations
 - ◇ Served on board of local Friends (Hosington) (Fischer)
 - ◇ Served on board of local Foundation (Fischer)
 - ◇ Volunteered in Friend's Book Shop (Hosington)
 - ◇ Participated in activities of the Library Foundation (Hosington)
 - ◇ Met with local foundation to keep informed about their activities. (Gilcrest)
 - ◇ Monitored activities of Friends and Foundation groups to assist in their accomplishments such as fund raising and grant proposals on behalf of the local libraries (LaLanne)
- (Goal 1-E) Reviewed and supported the annual budget proposal prepared by the County Library for submission to the Board of Supervisors.

Goal 2: Liaise with elected officials, community groups, and residents to engender broad support for the Library system.

In pursuit of this Goal, Commission members:

- (Goal 2-A) Increased Legislative outreach at the local, state and federal levels to advocate for libraries, the services they provide and the allocation of appropriate resources to them.
 - ◇ Attended luncheon as commissioner honoring local Supervisor and met with other local public officials (W. Chong).
 - ◇ Worked with local supervisors in an effort to fill vacancies in commission positions (Medrano / Fischer)
 - ◇ Worked with Oakley Friends and City Council in effort to replace county facility with new city facilities. (McCormick)
 - ◇ Worked with library community to continue the supplemental hours funded by the city even in face of budget issues resulting from pandemic and other factors. (Fischer)
 - ◇ Alerted city council and residents through Weekly Roundup Publication on important library issues (Hoisington).
 - ◇ Contacted Senators Feinstein and Harris about Library Stabilization Fund Act (Hoisington).
 - ◇ Contracted Congressman DeSaulnier about funding for library (Hoisington) (Fischer).
 - ◇ Worked with the Clayton City Council to clean-up and improve the library grounds in preparation for the 25th library anniversary celebration. (Ferree)
 - ◇ Worked with Clayton Library Foundation to include a city council member on board for ongoing communication and to ensure the 15,500 square foot library building and furnishings owned by the City are properly upgraded and maintained. (Ferree)
- (Goal 2-B) Had the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
 - ◇ Joined, supported, and followed ALA, CLA in their efforts to achieve state and national library related legislation and contact elected officials as appropriate (LaLanne)
- (Goal 2-C) Reported back to the appropriate appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to bring it abreast of Commission activities, initiatives, and identified library needs.

- ◇ Successfully delivered the Clayton Community Library Foundation annual report to the city council and residents in March 2020. (Ferree)
- ◇ Met with Supervisor Federal Glover to apprise him on the local pilot program to bring seniors to the library. He found other programs offered by the Pittsburg branch to be of personal interest to meet with the attendees to gather information in serving the citizens in his district. (LeFrak)
- ◇ Reported periodically to the city council on commission activities and local and national library issues (Fischer) (LaLanne)
- (Goal 2-D) Brought information back to the Commission at its regular meetings on local needs and issues.
 - ◇ Announced a local project to bring seniors from two low income housing projects to the library via shuttle. The librarians offered special assistance with getting library cards and finding appropriate materials of interest to 2nd language guests. The program faded with the onset of special events hosted by the housing personnel and then the covid pandemic. (LeFrak)
 - ◇ Informed the commission of the activities undertaken by the local Friend's group. (Maher)
 - ◇ Informed the commission of the activities undertaken by the local Foundation group including the 25th library anniversary celebration in March 2020. (Ferree)
- (Goal 2-E) Made every effort to solicit feedback on our respective libraries, became familiar with their operations, successes and challenges, and advocated for them in their communities and at the county level.
 - ◇ Successfully executed the Clayton library full day 25th anniversary celebration on March 7, 2020 including community interaction such as a scavenger hunt with prizes, book basket drawings, story time, guest speaker lectures, and a membership drive. (Ferree)
 - ◇ Advocated for County Libraries and library services during interactions with the community (LaLanne)
 - ◇ Devoted a day to volunteer at the library on the Walnut Creek Community Service Day (LaLanne)

- ◇ Met with and received reports from two local libraries to keep informed about their needs and activities (LaLanne)

- (Goal 2-F) Continued to conduct Commission meetings at the branches and seek to involve the local communities in these meetings. (Note that due to the coronavirus pandemic this goal has to be postponed for this year.

- (Goal 2-G) Reached out to organizations in the County (e.g. First 5, schools, PTAs, etc.) with common interests for the purpose of building supporting networks and programs.
 - Helped the local Friends group create a program having residents from the local assisted living facility come to the library. Program was nearly ready for starting when the coronavirus pandemic postponed it. (Maher)

Goal 3: Serve as an advisory committee to the County Librarian and her staff

In pursuit of this Goal, Commission members provided thoughtful, consistent, sound and prompt advice and counsel to the County Librarian in regard to the annual budget, the strategic plan, changes in policy impacting service and programs, and any other matters which she raised at Commission meetings during the year.

Goal 4: Work on issues involving the effect of the coronavirus pandemic on the library system:

- ◇ Obtained masks and hand sanitizer for use of Antioch library staff prior to the initiation of the shelter in place (Huh)

- ◇ Kept the community informed about availability of services during the coronavirus pandemic (LaLanne) (Fischer)

Contra Costa County Library Commission 2021 Work Plan

The goals and Objectives listed below comprise the work plan for Contra Costa County Library Commission for calendar year 2021. They contain what the commission and its members will work to accomplish during that year.

Goal 1: Help establish sustainable funding and support for previously existing library programs and services and new needs raised by the economic downturn associated with the coronavirus pandemic.

In order to accomplish this goal, we will:

- Support the creation of a centrally organized private, not for profit, fund raising approach for funding countywide and local community library needs, complimentary to locally organized friends and foundation efforts, for the purpose of meeting service standards and objectives of the Library's strategic plan.
- Encourage collaboration between community library friends and foundation groups and interchange with commissioners through the Friends Council and the annual forum.
- Explore ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Work cooperatively with branch libraries to seek sustainable funding in service of their local communities.
- Review and if in agreement with it, support the annual budget proposal prepared by the County Library for submission to the Board of Supervisors.

Goal 2: Liaise with elected officials, community groups, and residents to engender broad support for the Library system.

In order to accomplish this goal, we will:

- Increase Legislative outreach at the local, state and federal levels to

advocate for libraries, the services they provide and the allocation of appropriate resources to them.

- Have the Commission take an increasingly active role in the ALA and CLA lobbying efforts.
- Report back to the appropriate appointing authority (city/town council, Supervisor, board or agency) on a periodic basis to bring it abreast of Commission activities, initiatives, and identified library needs.
- Develop a system of sharing appropriate stories about our library with public officials at the federal, state, and local level.
- Seek support from the appropriate appointing authority when appropriate to meeting needs of the library system.
- Bring information back to the Commission at its regular meetings on local needs, issues and support.
- Make every effort to solicit feedback on our respective libraries, become familiar with their operations, successes and challenges, and advocate for them in their communities and at the county level.
- Continue, consistent with public health requirements engendered by the coronavirus pandemic, to conduct Commission meetings at the branches, and seek to involve the local communities in these meetings.
- Reach out to organizations in the County (e.g. First 5, schools, PTAs, etc.) with common interests for the purpose of building supporting networks and programs.

Goal 3: Work on those important global and national issues that affect the library system or that can be assisted by the resources that the library system can provide to the community.

In order to accomplish this goal, we will:

- Work with the Equity, Diversity and Inclusivity Committee of the Library Administration to address those issues.
- Seek, with appropriate private, county and state partners, methods

to help overcome the digital divide including providing space to students needing undisturbed access to distance learning or reserved space for homework.

- Work to foster civic discussion in our body politic.
- Work to highlight the role of libraries in disseminating factual information.

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

In order to accomplish this goal, we will:

- Serve, as appropriate, in the selection process for a new County Librarian.
- Work with library staff, to the extent needed, in orienting the new County Librarian when that person is selected.
- Provide thoughtful, consistent, sound and prompt advice and counsel to the County Librarian in regard to the annual budget, the strategic plan, changes in policy impacting service and programs, and any other matters raised.

Library Commission Attendance: January 2020– December 2020

Library Commission Attendance January 2020 – December 2020		Total	Total	Total	Total	signed BROWN ACT & Ethics Orientation video viewing certification Received
COMMISSIONERS	REPRESENTING	Meetings	Absent	Present	Excused	
Huh, John M., Ph.D.	City of Antioch	4	0	4	0	x
Vacant	City of Antioch (Alternate)					
DaoJensen, Thuy	City of Brentwood	3	0	3	0	x
Faye, Vivian	City of Brentwood (Alternate)	4	0	4	0	x
Feree, Jacalyn	City of Clayton	4	0	4	0	x
Vacant	City of Clayton (Alternate)					
Smith, Tommy	City of Concord	4	1	3	0	x
Vacant	City of Concord (Alternate)					
Adriana Chong	Town of Danville	3	0	3	0	x
Vacant	Town of Danville (Alternate)					
Fischer, Michael	City of El Cerrito	4	0	4	0	x
J. Barry Koops	City of El Cerrito (Alternate)	4	2	1	1	x
Ward-Jackson, Evangelia	City of Hercules	4	4	0	0	x
	City of Hercules (Alternate)					
Hoisington, Mary Ann	City of Lafayette	4	0	4	0	x
Vacant	City of Lafayette (Alternate)					
Dozier, Julia	City of Martinez	1	0	1	0	x
Vacant	City of Martinez (Alternate)					
Wernet, Patty	Town of Moraga	2	0	2	0	x
Janette Maher	Town of Moraga (Alternate)	4	2	1	1	x
Peña-Mendrek, Yolanda	City of Oakley	4	0	3	1	x
Fitzpatrick, Arnold	City of Oakley (Alternate)	4	1	2	1	x
Kelly, Juan	City of Orinda	4	0	3	1	x
Merchant, Kathy	City of Orinda (Alternate)	4	1	3	0	x
Pursley, George	City of Pinole	4	1	3	0	x
Vacant	City of Pinole (Alternate)					
LeFrak-Bellici, Zeld	City of Pittsburg	4	1	2	1	Pending
Vacant	City of Pittsburg (Alternate)					
Bracken, Katherine	City of Pleasant Hill	4	0	4	0	x
Julia Dozier	City of Pleasant Hill (Alternate)	1	0	1	0	x
Medrano, Antonio	City of San Pablo	4	1	2	1	x
Harlan-Ogbeidi, Charlene	City of San Pablo (Alternate)	4	4	0	0	x
Kathy Gilcrest	City of San Ramon	3	0	3	0	x
Ma, Shudong	City of San Ramon (Alternate)	3	1	2	0	x
LaLanne, Yvonne	City of Walnut Creek	4	0	3	1	x
Molinelli, Jasun	City of Walnut Creek (Alternate)	4	3	1	0	x
Vacant	District 1					
Vacant	District 1 (Alternate)					
Chong, William	District 2	3	0	3	0	x
Knoll, Carolyn	District 2 (Alternate)	3	1	4	1	x
McCormick, Don	District 3	4	0	4	0	x
Vacant	District 3 (Alternate)					
Smith, Alan B.	District 4	4	0	3	1	x
Vacant	District 4 (Alternate)					
Wilson, Peter	District 5	4	0	4	1	x
Vacant	District 5 (Alternate)					
Mackey, Lynn	Office of Education	4	1	2	1	x
Valdez, Margie	Contra Costa Central Labor Council	2	0	2	0	x
Vacant	Contra Costa Council					
Vacant	Friends Council					
Robison, Rich	Contra Costa Community College District	4	4	0	0	x