




CONTRA COSTA COUNTY LIBRARY COMMISSION

A G E N D A

DATE: Thursday, January 27, 2005

TIME: 7:00 p.m.

LOCATION: Contra Costa County Library Headquarters
75 Santa Barbara Road, Pleasant Hill, Administration Conference Room C

 The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 24 hours before the meeting, at (925) 646-6423.

7:00 p.m. CALL REGULAR MEETING TO ORDER

1. The Library Commission Chairperson will call the meeting to order.
2. **COMMISSION BOOKSHELF**
Library Commissioners can provide suggestions for current reading.
3. **ROLL CALL**
4. **INTRODUCTIONS**
Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.
5. **ITEMS FROM THE PUBLIC**
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 all speakers must 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.
6. **ACTION ACCEPTANCE OF MINUTES - Agenda Attachment 1**
Approve or amend the minutes of the meeting November 18, 2004.
7. **ACTION APPROVAL OF AGENDA**
Approve or amend the agenda for the meeting of January 27, 2005.
8. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
Commissioners or library staff may make announcements regarding Library Commission, library or Friends group activities of interest to other Library Commission members.
9. **CORRESPONDENCE - Agenda Attachment 2**
Receipt and referral of Library Commission correspondence.

-
10. **REPORT FROM COUNTY LIBRARIAN - *Agenda Attachment 3***
County Librarian will report on items of interest to Commissioners.
11. **BAY AREA LIBRARY & INFORMATION SYSTEM LAY ADVISORY BOARD REPORT**
Commission Chair Smith, as Contra Costa County BALIS Advisory Board member will report on BALIS activities of interest to Commissioners.
12. **7:30 p.m. OLD BUSINESS**
- A. **STRATEGIC PLANNING UPDATE WITH LIBRARY CONSULTANT, JOAN FRYE WILLIAMS** *- Agenda Attachment 4*
Library Consultant Joan Frye Williams will update Commissioners on strategic planning for Contra Costa County Library
13. **8:30 p.m. NEW BUSINESS**
- A. **ELECTION OF NEW LIBRARY COMMISSION OFFICERS - *Agenda Attachment 5***
ACTION Commissioners will elect officers of the Library Commission.
14. **ACTION AGENDA SETTING FOR NEXT MEETING**
Commissioners will offer items to consider at their next meeting including:
- Library budget
15. **9:00 p.m. ADJOURNMENT TO THE MARCH 24, 2005 LIBRARY COMMISSION MEETING**

Contact telephone number during meeting: (925) 646-6434

- **Library Commissioners**, please call **Corinne Kelly, Executive Secretary**, at (925) 927-3206 by 5:00 p.m. Wednesday, January 26, 2005 if you will NOT be at the meeting.



CONTRA COSTA COUNTY LIBRARY COMMISSION

MINUTES

Thursday, November 18, 2004

CALL REGULAR MEETING TO ORDER

1. Commission Chair, Alan Smith, called the meeting to order at 7:00 p.m.

2. COMMISSION BOOKSHELF

Commissioners provided suggestions for current reading:

Title	Author
Vanity Fair	William Thackeray
How Proust Can Save Your Life : Not a Novel	Alain De Botton
The Unique Mind: A Memoir of Moods and Madness	Kay Redfield Jamison
The Confessions of Max Tivoli	Andrew Sean Greer
Sharpe's Waterloo	Bernard Cornwall
Crime And Punishment	Fyodor Dostoevsky
How To Be Happy, Dammit: A Cynic's Guide to Spiritual Happiness	Karen Salmansohn, Don Zinzell
The Daily Show With Jon Stewart Presents America	Jon Stewart
Traditional Recipes of Laos	Phia Sing
California	Kevin Starr
Bagdad Without a Map	Tony Horwitz
From Pendleton to Calgary	Doug and Cathy Jory
Wild Trails Wild Tales	Bernard McKay
Don't Shoot from the Saddle	D. A. Holly
Secret Histories – Finding George Orwell in a Burmese Teashop	Emma Larkin
Lost Over Laos	Richard Pyle and Horst Faas
Continental Dash – The Russian – American Telegraph	Rosemary Neering
American Salute – Morton Gould	Peter W. Goodman
Halfway Home	Roman Tynan
Travels With Barley	Ken Wells

3. ROLL CALL

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of Richmond			
		VACANT	City of Martinez			
Atkinson	Joyce	Library Commissioner	City of Clayton	X		
Austin	Earl	Library Commissioner	City of Orinda (Alternate)			X
Barnhart	Brenda	Library Commissioner	Contra Costa Youth Commission	X		
Beard	Carroll	Library Commissioner	City of Pinole			X
Bednarz	Ludwik M.	Library Commissioner	CCC District 2	X		
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)			X
Brinker	Regina	Library Commissioner	City of Oakley			X
Brown	Carol	Library Commissioner	City of Orinda	X		
Burstyn	Deborah Prager	Library Commissioner	City of Walnut Creek	X		
Butler	Yolanda	Library Commissioner	CCC District 5 (Alternate)	X		
Couzens	Beatrice	Library Commissioner	CCC District 3 (Alternate)			X
Dudiak	Ted	Library Commissioner	City of Pittsburg	X		
Enholm	Greg	Library Commissioner	CCC District 5	X		X
Fugazzi	Ron	Library Commissioner	City of Brentwood	X		

Library Commission Minutes

November 18, 2004

Page 2

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Goglio	Joseph	Library Commissioner	Contra Costa Central Labor Council			X
Harbert	Jacquelyn	Library Commissioner	City of Hercules			X
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Howlett	Patricia	Library Commissioner	City of Concord (Alternate)	X		
Johnson	Wayne	Library Commissioner	City of Pleasant Hill	X		
Madfes	Sherry	Library Commissioner	Friends Forum (Alternate)			X
Marshburn	Peggy	Library Commissioner	Office of Education			X
Mc Grady	Lloyd	Library Commissioner	City of El Cerrito			X
McClellan	John	Library Commissioner	Town of Moraga	X		
Myrick	Dennis	Library Commissioner	Town of Moraga (Alternate)			X
Nolte	Pauline	Library Commissioner	City of San Ramon			X
Pearlstein	Helen	Library Commissioner	CCC District 3			X
Pricco	Susan	Library Commissioner	CCCentral Labor Council (Alternate)	X		
Ruehlig	Walter	Library Commissioner	City of Antioch	X		
Schmalenberger	Carol	Library Commissioner	City of Pittsburg (Alternate)			X
Scott	Hope V.	Library Commissioner	CCC District 1			X
Simutis	John D.	Library Commissioner	City of Concord	X		
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Taylor	Stan	Library Commissioner	Contra Costa Council			X
Thiele	Beverly	Library Commissioner	City of San Pablo	X		
Walters	Andrew	Library Commissioner	City of Hercules (Alternate)			X
Weinberg	Robert	Library Commissioner	CCC District 2 (Alternate)			X
Wentz	Kelly	Library Commissioner	City of Brentwood (Alternate)			X
Zabrycki	Meg	Library Commissioner	Town of Danville			X

Total Commission positions: 29

Commission positions filled: 27

Commission positions vacant: 2

Commission quorum: 14

With sixteen Library Commissioners present, a quorum was established.

VOTING:

According to the By-laws of the Library Commission, in order for a vote to pass, a majority of the city representatives and a majority of the County representatives must approve it. Upon reauthorization of the Library Commission, the five special appointees to the Library Commission draw lots to determine whether their votes count with the cities or the County. Through June 2006 the special appointees will be counted as follows:

Three representatives votes count with the cities

- Central Labor Council
- Superintendent of Schools
- Contra Costa Council

Two representatives votes count with the County

- Youth Council
- Friends Council

INTRODUCTIONS

Commissioners introduced themselves.

Also present at the meeting: Oakland residents Amelia Marshall and Alan Imler; Administrative Services Officer Susan Caldwell; Deputy County Librarian: Public Services, Laura O'Donoghue; Deputy County Librarian: Support Services Cathy Sanford; Information Systems Manager Sharon Clapp; Executive Secretary Corinne Kelly.

5. ITEMS FROM THE PUBLIC

Oakland Public Library recently held a lecture series addressing technology for people with disabilities in the teen center in the Oakland Main Library. A suggestion was made that Commissioners may be interested in receiving a similar presentation by Dr. Nina Ghiselli. Information will be e-mailed to Secretary regarding the presentation.

6. ACCEPTANCE OF MINUTES

One addition was made to the September 23, 2004 Library Commission Meeting Minutes:

- Include Yolanda Butler, CCC District 3 (Alternate) to the Roll Call and list her as present.

The remaining September 23, 2004 Library Commission Meeting Minutes were approved.

7. APPROVAL OF AGENDA

The November 18, 2004 Library Commission Agenda was approved as submitted.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

County Librarian Anne Cain is in the hospital. Commission Chair Smith sent her flowers on behalf of the Library Commission.

Commissioner Atkinson said that the Clayton Library Friends raised \$8,100 at their recent book sale. The Clayton Library is planning for its 10th anniversary on May 4, 2005.

Commission Chair Smith asked for comments from Commissioners on what is done with the Friends unsold books. Commissioners responded in various ways including:

- certain unsold books are disposed of
- books get sent to the jails
- books are sold online, some through ebay
- books are sent to Indonesia
- books are given to teachers
- many Friends have year-end, or an end of the book sale event where a bag of books are sold for a nominal fee

Commissioner Hoisington shared a front-page article from the Contra Costa Sun about children's books and children's reading time.

Commissioner Hoisington said that Sweet Thursdays authors' programs have turned into well-attended events. Friends consistently advertise Sweet Thursdays throughout the community and sixty participants attended the most recent program. Tonight's Sweet Thursdays program will be held at the Lafayette Bookstore and is a wine and cheese event. Sweet Thursdays have become so popular that authors request to be featured at future programs.

Commissioner Ruehlig announced Antioch and Pittsburg's successful November 7, 2004 'Swim-for-the-Books' event at Antioch's Swim and Gym that raised over \$3,800. The swimmers ranged in age from 9 years old to 87 years old. Commissioner Ruehlig also mentioned a presentation to Antioch's Mayor, Donald Freitas, where a 900 ft. scroll of pictures and 5,400 signatures of Antioch residents were presented supporting the Prewett Library. Antioch's Prewett Library is one of the Proposition 14 third cycle applicants and funding for the Bond will be determined at a meeting in Sacramento, November 29-30, 2004.

Commission Chair Smith congratulated Commissioner Ruehlig on his successful election as Trustee to Antioch's School Board.

Commissioner Burstyn shared information that Walnut Creek and Ygnacio Valley Libraries' Senior Branch Librarian, Ann Shelton, retired and her interim replacement is Cindy Brittain, who came from the Clayton Library. Burstyn added that the Ygnacio Valley Library renovation has been completed and is very nice. The Walnut Creek Library held a quilt dedication on November 13, 2004.

Commission Chair Smith mentioned his attendance at various events including:

- California Library Associations' Conference in San Jose November 12-15, 2004. Chair Smith talked about Internet search engine Google's Vice President, who spoke at the Conference and added that Google receives over 7 million hits an hour.
- During the November CALTAC luncheon, that was held during the CLA Conference, Commission Chair Smith was elected Vice President of CALTAC.
- Bay Area Library Information System (BALIS) Advisory Board meeting in November. BALIS is planning a workshop in February 2005 at the San Francisco Public Library.
- Two Contra Costa County Mayors' Conferences. The basic message of the first meeting, which featured columnist Dan Walters, was that there is only so much tax money in California and many groups, including special interest groups, are vying for the same funds. He added that it is important that library supporters act when the County Librarian asks for Commissioners to contact legislators and the Governor. The second Mayor's Conference featured UC Berkeley's Political Science Professor Bruce Cain who gave his summation of the November 2004 election.
- Cerritos Library's 'Lets Get Real' Conference in September. Chair Smith shared Cerritos Library brochures and talked about the Cerritos Library and its 'outside of the box' image. Cerritos Auto Mall brings in a lot of tax money, which helped fund the Cerritos Library. Four of the City Council members are teachers. Cerritos is a 50% minority community, but there are no non-English language signs in the Library. A few features include a wall dedicated to America's First Ladies, Friday night Karaoke programs, over 200 public computers, and a 50 thousand gallon seawater fish tank. Library staff are easily recognizable in their uniforms. Cerritos Library uses Radio Frequency Identification (RFID) Technology. Smith added that it is a worthwhile visit to the Cerritos Library to see what can be done blending imagination and technology.

Commissioner Bednarz commented that \$200 million was spent on a new contemporary style library in the European City of Warsaw because people tend to think a library has old items in old buildings and that new buildings contain new and modern items.

9. CORRESPONDENCE

Commission Chair Smith mentioned that Greg Young has resigned from the Library Commission as the City of Martinez representative due to time constraints.

Commissioner Hoisington read a letter addressed to Chair Smith from Alice Barham, Library Commissioner representing the City of Lafayette, who regrettably resigned from the Commission due to health reasons.

10. REPORT FROM COUNTY LIBRARIAN

In the absence of County Librarian Anne Cain due to illness, three library staff members gave the County Librarian report: Administrative Services Officer Susan Caldwell, Deputy County Librarian: Support Services Cathy Sanford, and Deputy County Librarian: Public Services, Laura O'Donoghue.

Deputy O'Donoghue updated Commissioners on the \$75,000 Small Business Grant that the library received from the State, and mentioned the first community activity, a breakfast on October 14, 2004 where a Reference USA database demonstration was given to seventeen business community members. Commission Chair Smith attended the meeting. Several attendees joined the library's Small Business Advisory Board to assist in development of the library's business services. The Board met on Wednesday, November 17, 2004 and discussed small business needs, business web page development, publicizing to small business owners, and discussed convenient trainings times. Photographs from the October 14, 2004 breakfast were shared.

Administrative Services Officer Caldwell mentioned the November 1, 2004 event for El Sobrante Library's landscape renovation that includes a community memorial rose garden and community painted tiled benches. Photographs and the agenda for the event were shared.

Walnut Creek Foundation presented a check for \$108,192 for the Ygnacio Valley Library renovation during an event on November 16, 2004 and photographs of the presentation were shared.

The Board of Supervisors recognized major donors to the Contra Costa County Library at an event on September 28, 2004. Library donations totaled \$258,000 for the material's budget. A copy of the Board Order is included in the Library Commission Agenda packet and includes a list of the donors recognized. Photographs of the recognition were shared.

Deputy Sanford conveyed to Commissioners that Contra Costa County Library has implemented a print and time management computer reservation system that allows patrons to reserve computers either for same day or for a future date. In January 2005 the library will begin to allow patrons to reserve library computers remotely for all Contra Costa County Libraries. This reservation is done in the same manner as reserving a book from home through the library's website www.ccclib.org. The Central/Pleasant Hill Library Gates Computer Lab is now open Monday, Tuesday, and Thursday evenings and additional hours have been added on Saturdays. Gates Lab's computers are capable to burn CDs and have Microsoft Word software.

Deputy Sanford pointed out a letter in the Commission Agenda packet that is to the editor of the East Bay Monthly from Electronic Resources Specialist Susan Kantor-Horning. The letter states that Contra Costa County Library has not discontinued free tutoring as was incorrectly noted in their paper and the Oakland Public Library also noted a similar statement.

The City of Hercules received a grant during the first cycle of the Proposition 14 Library Bond Act awards and on October 13, 2004 a site dedication was held. Photos and the agenda from the event were shared with the group.

On November 19, 2004 the Office of Library Construction is expected to announce the findings of the Proposition 14 third cycle applicants. Seventy-two applications for State matching grants were submitted totaling over \$586 million and there is \$80 million remaining in the grant (*attachment 1 to the minutes*). Four Contra Costa County communities have submitted four applications for the third cycle; these include: Prewett (City of Antioch), Lafayette, San Ramon, and Walnut Creek. Deputy Sanford suggested that Commissioners access the Office of Library Construction's Website [www.http://olc.ca.gov/](http://olc.ca.gov/) for updates. The California Public Library Construction and Renovation Board is expected to deliberate, hear public testimony (which does not allow for presentations, and limited to 5-minutes for each project), and announce the grant awards on November 29, 2004.

If California voters approve ballot measure SB 1161 in June 2006, those unsuccessful Proposition 14 third cycle applicants will be considered in the first cycle of the new library construction bond.

Deputy Sanford mentioned that Congress is concluding negotiations of FY 2005 funding levels. The funding from the Library Services and Technology Act (LSTA) is what funded Contra Costa County Library's Small Business Grant from the State Library. Currently there is \$223.56 million marked for LSTA, and it is critical to contact members of Congress urging them to support funding for libraries.

11. OLD BUSINESS

There was no old business discussed.

12. NEW BUSINESS

RADIO FREQUENCY IDENTIFICATION

Sharon Clapp, Contra Costa County Library's Information Systems Manager, gave a presentation about Radio Frequency Identification (RFID) and discussed opportunities for the library's handling of material circulation. She explained that self-checkout, checking-in, and sorting material could be handled simultaneously with RFID. Books can be returned to the shelf efficiently faster. Material circulation is on the rise and the increase in circulation can be accommodated without adding library staff. Libraries using RFID can expect less repetitive stress injury among staff and an improvement in inventory control. RFID technology frees up library staff to work with patrons in a more personal, hands on approach.

RFID identifies material automatically via short-range radio waves. An RFID tag reader reads tiny tags that are strategically placed into a book or media. There are a variety of RFID tags and the tags under consideration by the library will only activate when a tag reader comes into contact with it. Privacy concerns are addressed by best practices, as example, only a barcode matches an item number instead of matching an item title. The item's title can only be accessed using the library's CARL system.

Contra Costa County Library has been considering the appropriateness of RFID technology since 2000 and has taken field trips to libraries that use RFID. The library has consulted with County Counsel about considering moving to RFID and the Board of Supervisors will consider the libraries recommendations. A request for proposal to investigate RFID has been made. There is no plan to remove the barcode system that is currently in use throughout Contra Costa County Library. Should the library move to RFID, it will be accomplished through a phased plan and the new libraries will be considered first for this new technology. Library staff, the Library Commission, and other library stakeholders will be engaged in the recommendations.

Websites with additional RFID information are listed in the Commission Agenda packet. Most library vendors support and process material with RFID. Vendors addressed difficult questions, such as tag compatibility with equipment and the cost and need to continuously update RFID technology, at the November 2004 California Library Association Conference.

COMMON INTERESTS - COMMUNITY ARTS COMMISSION AND LIBRARY

Commissioner Fugazzi mentioned that he submitted the article in the Commission Agenda packet because the City of Brentwood participates with the Library and the Arts Commission in the City Reads program and he thinks there could be more cooperative and collaboration with other arts organizations throughout the County. Teaming up with these organizations could lead to better service the public. The Internet article in the Commission Agenda packet relates to the United Kingdom's interest in Arts and libraries partnerships.

Commission Chair Smith injected that a small library outside of Denver Colorado sponsors a successful foreign film event and brings in Denver film critics.

Commissioner Fugazzi contemplated if a film festival would work in a city such as Brentwood and asked if others had information regarding movie licenses.

Commissioner Brown said that past Library Commissioner Joe Alice Canterbury was involved with the Arts Council and started the film festival in Orinda, which is a major success.

Commissioners discussed niches that communities identify with the arts, such as San Ramon Library's jazz collection and jazz concert series and the Orinda Library's film festival and art gallery. They commented that it would be interesting to gather current library programs that are done in cooperation with arts groups.

2004 ANNUAL REPORT AND 2005 WORK PLAN

Commissioners reviewed the 2004 Library Commission Annual Report draft. In addition to including this meeting's attendance and filling in the noted blanks, Commission Chair Smith said that the list is fairly complete. He added that he was elected Vice President of CALTAC in November and this item should be included as an activity. The trainings that he conducted were in Modoc County, Mendocino County, and the City of Lodi. Smith advised Commissioners to submit any Annual Report items to Corinne Kelly, Executive Secretary.

Commissioners reviewed the Library Commission 2005 Work Plan draft and agreed with the listed goals.

CONSIDER 2005 LIBRARY COMMISSION DATES

Commissioners approved the 2005 Library Commission meeting dates, which are standard every other month, on the fourth Thursday, with the exception of the November meeting being moved to accommodate the Thanksgiving Day holiday. The meetings for 2005 are:

- January 27, 2005
- March 24, 2005
- May 26, 2005
- July 28, 2005
- September 22, 2005
- November 17, 2005 (*Holiday November 24, 2005*)

13. AGENDA SETTING FOR NEXT MEETING

- Election of Library Commission Officers
- Strategic Planning Update with Library Consultant, Joan Frye Williams

14. ADJOURNMENT TO THE NEXT LIBRARY COMMISSION MEETING

The Library Commission meeting adjourned at 8:45pm.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library

Memo to Constituents

CONTRA COSTA COUNTY LIBRARY

Phone: (925) 646-6423

MEMO

Fax: (925) 646-6461

To: Library Commissioners
Library Friends and Foundation Presidents
Previous Legislative Day Attendees

Date: January 28, 2005

From: Anne Cain, County Librarian

SUBJECT: **2005 Day in the District – Friday, January 28 & Friday, February 4 *(Feb. 18)**
****REVISED MEETING TIME**

The California Library Association has planned the 2005 Day in the District, which provides an opportunity to meet locally with our legislators. These meetings are in addition to the annual Legislative Day in Sacramento that will be held on Wednesday, April 20, 2005.

February 4, 2005 **Senator Don Perata:** District Office: 1515 Clay Street #2202, Oakland,
11am – 11:30am - meeting with staff member Brian Weinberger. (925) 286-1333
9th District includes: Richmond (part) and San Pablo.

February 4, 2005 **Assemblymember Guy Houston:** District Office: 1635 Chestnut Street, Livermore
1:00pm – 1:30pm (925) 606-4990
5th District includes: Walnut Creek, San Ramon, Bethel Island, Byron, Diablo, Discovery Bay, Knightsen, Danville, Alamo, Oakley, and Brentwood.

February 4, 2005 **Senator Tom Torlakson:** District Office: 2801 Concord Blvd. Concord
**4:30pm - 5:00pm (925) 602-6593
7th District includes: Antioch, Alamo, Byron, Brentwood, Clayton, Concord, Crockett, Danville, Diablo, Discovery Bay, Bethel Island, El Cerrito, El Sobrante, Kensington, Knightsen, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pacheco, Pinole, Pittsburg, Pleasant Hill, Port Costa, Rodeo, San Ramon, and Walnut Creek.

February 4, 2005 **Assemblymember Loni Hancock:** District Office: 712 El Cerrito Plaza, El Cerrito
4:30pm – 5pm CA 94530 (510) 559-1406
14th District includes: El Cerrito, El Sobrante (part), Kensington, Lafayette, Moraga, Orinda, Pleasant Hill, Richmond, and San Pablo

This Meeting is at Tully's Coffee Shop at 2150 Shattuck at the corner of Center Street, Upstairs from the BART station. Phone: 843-1988

*** February 18, 2005** **Assemblymember Joe Canciamilla:** District Office: 815 Estudillo Street, Martinez
3:30pm – 4pm (925) 372-7990
11th District includes: Antioch, El Sobrante, Pinole, Hercules, Crockett, Rodeo, Pleasant Hill, Martinez, Pacheco, Concord, Clayton, Bay Point, Pittsburg, and Port Costa.

This is an opportunity to thank our legislators for their past support for libraries and to hear about the State budget and its impact on libraries. It is also an opportunity for anyone who has been unable to spend the whole day in Sacramento to meet with their legislator to discuss libraries. **If you can attend one of these meetings**, please **contact** Corinne Kelly, Executive Secretary at ckelly@ccclib.org or (925) 927-3206.

Thank you very much. If you have any questions or need additional information, please feel free to contact me at acain@ccclib.org or (925) 646-6423.

cc: Library Managers and Branch Librarians

Commission Nomination Letter

December 13, 2004

«FIRSTNAME» «LASTNAME»
«REPRESENTING»
«ADDRESS»
«CITY»

Dear Presidents of Friends of the Library organizations:

The Friends representative to the Contra Costa County Library Commission, Dennis Lawrence, has resigned from the Commission as he has moved out of State. Sherry Madfes, who has served as the alternate Friends representative, will fill this vacancy.

We are asking each Friends group to recommend people to fill the alternate Commission position. We will then send a list of nominations out to all Friends groups in order to select an alternate.

Attached to this letter is a copy of the current Library Commission By-Laws, a copy of the Board Order and correspondence to the Mayors' Conference. Currently the Commission meets every other month, on the fourth Thursday at 7:00 p.m. The schedule for the year 2005 is as follows:

January 27	March 24	
May 26	July 28	
September 22		November 17 (change due to holiday, November 24)

As the Contra Costa County Library looks to better serve the needs of its increasingly ethnically and culturally diverse constituency, the ability of the Library Commission to reflect this diversity will be extremely important.

Please use the nomination form on the last page of this packet and send your nomination to Susan LaPat, Volunteer Coordinator, Library Administration, 1750 Oak Park Blvd., Pleasant Hill, CA 94523 or email Susan at slapat@ccclib.org by January 13, 2005.

If you have any questions, please call Susan LaPat at (925) 927-3211 or me at (925) 646-6423.

Sincerely,

Anne Cain
Contra Costa County Librarian

cc: Susan LaPat, Volunteer Coordinator
Alan Smith, Chair, Library Commission
Regina Brinker, Vice-Chair, Library Commission
Sherry Madfes, Friends Representative, Library Commission

Commission Annual Report



**Contra
Costa
County**

TO: BOARD OF SUPERVISORS
FROM: Anne Cain, County Librarian
DATE: January 4, 2005
SUBJECT: Contra Costa County Library Commission 2004 Annual Report

C.99

SPECIFIC REQUEST (S) OR RECOMMENDATION (S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION:

Consider the Contra Costa County Library Commission 2004 Annual Report to satisfy the Advisory Body Annual Report requirement issued by the Contra Costa County Board of Supervisors on June 18, 2002, Resolution No. 2002/377.

FINANCIAL IMPACT:

None

BACKGROUND:

2004 Contra Costa County Library Commission Annual Report

Library Commission meets 4th Thursday of alternating months
Library Administration, 75 Santa Barbara Road, Pleasant Hill
Alan Smith, Chair
Regina Brinker, Vice-Chair
Staff: Anne Cain, County Librarian

2004 ANNUAL REPORT

1. Activities

- Commissioners participated in California Library Association’s Day in the District, January 23, 30, and February 6, 2004 and Legislative Day in Sacramento April 21, 2004 to support funding for public libraries, the library bond measure, and other legislation of interest to local libraries.
- The Commission supported legislative efforts and authorized Chair Smith (Supervisorial District 4) to write a letter to the Governor supporting Senate Bill 1161, (Alpert) the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2004, which was signed by the Governor September 22, 2004 and will be placed on the June 2006 ballot.
- Commission Chair Smith spoke at the library’s Small Business Breakfast Advisory meeting on October 14, 2004 held to discuss the \$75,000 Small Business Grant received from the State Library.
- Commissioners participated in a strategic planning discussion with Library Consultant, Joan Frye Williams on January 22, 2004.
- Commissioners served as liaisons to their appointing authorities relating to library service.
- Commission Chair Smith conducted training sessions in Modoc County, Mendocino County, and the City of Lodi to boards and commissions as a board member of the California Association of Library Trustees and Commissioners (CALTAC) and was elected CALTAC’s 2005 Vice President.
- Commissioners worked with State and local representatives to maintain the Public Library Fund (PLF) in conjunction with other organizations such as the California Library Association and the California Association of Library Trustees and Commissioners.
- Commission Vice-Chair Brinker (City of Oakley) participated with the City of Oakley and the Liberty Union School District in interviews for the selection of the Oakley Library’s Branch Librarian.
- Commissioners exchanged information about community libraries.

CONTINUED ON ATTACHMENT: X YES

SIGNATURE:

RECOMMENDATION OF COUNTY ADMINISTRATOR **RECOMMENDATION OF BOARD COMMITTEE**

APPROVE **OTHER**

SIGNATURE (S):

ACTION OF BOARD ON _____ **APPROVED AS RECOMMENDED** **OTHER**

VOTE OF SUPERVISORS:

___ UNANIMOUS (ABSENT _____)

AYES: _____ NOES: _____

ABSENT: _____ ABSTAIN: _____

Contact: Anne Cain, (925) 646-6423

cc: County Library
County Administrator
County Auditor
County Counsel

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED _____

JOHN SWEETEN, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

By _____, Deputy

Contra Costa County Library Commission
2004 ANNUAL REPORT
Attachment page 2

2. Accomplishments

- Commission Vice-Chair Brinker (City of Oakley) Co-Chaired (with Senator Torlakson) the 2004 National Library Week Fun Run fundraising event on April 25, 2004, which raised \$15,500 for children’s books.
- The Commission selected a sub-committee of Commission Vice-Chair Brinker and Commissioners Myric (Town of Moraga Alternate) and Austin (City of Orinda Alternate) to conduct interviews and recommend to the Board of Supervisors a representative to the Bay Area Library & Information System (BALIS) Lay System Advisory Board (SAB) to represent the Contra Costa County Library. The Board of Supervisors appointed Commission Chair Smith to fill the vacancy. A BALIS report has been added as a regular agenda item to update Commissioners on activities coordinated by BALIS.
- Commissioner Enholm (Supervisor District 5) helped organize a Bay Point Friends of the Library group and held a kick off community meeting on October 7, 2004.
- Commissioner Burstyn (City of Walnut Creek) worked with the City of Walnut Creek and library staff to improve awareness of the library resources and services with the schools in Walnut Creek.
- Commissioners wrote a letter to the County Administrator in response to his request for budget input.
- Commissioners agreed to support city read programs throughout Contra Costa County.
- Commissioner Marshburn (Office of Education) is helping library staff to develop a communications plan.
- Commissioners were recognized during a Board of Supervisors meeting for various contributions of gifts and donations to the library.
- Commissioner Pricco (CCC Central Labor Council Alternate) presented a check for \$2,500 from AFSCME for the Fun Run.
- Commissioners Goglio (CCC Central Labor Council), Taylor (CC Council) and Myric (Town of Moraga Alternate) made follow-up calls of contacts for donations for the Fun Run.
- Commissioners worked with local businesses, organizations, individuals, Friends of the Library groups, and library staff to raise over \$258,000 for library materials.

Facilities

- Commissioners Ruehlig (City of Antioch), Nolte (City of San Ramon), and Hoisington and Barham (City of Lafayette and Lafayette Alternate) participated the Proposition 14 third round applications submitted for the cities of Antioch, San Ramon, and Lafayette.
- Commissioner Howlett and Simutis (City of Concord & Concord Alternate) participated in a major clean up of the Concord Library and reorganization of the Friends of the Concord Library group.
- Commissioner Hoisington (City of Lafayette) participated in the development and fundraising for the City of Lafayette’s Library and Learning Center.
- Commissioner Nolte (City of San Ramon) participated in the City of San Ramon’s development of the new City Center and Dougherty Valley libraries.
- Commissioner Fugazzi (City of Brentwood) attended several meetings with the City of Brentwood to discuss a new library and is serving on the City’s Capital Facilities Task Force.
- Commissioners Madfes (Friends Forum), Harbert (City of Hercules) and Andrew Walters (City of Hercules Alternate) participated in all aspects of the development new Hercules Library.

3. Attendance/Representation

The 29-member Library Commission is diverse and meets the Board of Supervisors' goal to maintain an ethnic, economic, and geographic balance. A wide range of ages is also represented including a member from the Countywide Youth Commission.

All 5 meetings in 2004 achieved a quorum (*Attachment page 4 for individual Commissioner attendance*).

4. Training/Certification

- Commissioners have viewed the video tapes on the Brown Act and Conflict of Interest (*Attachment page 4*).
- Commissioners Ruehlig (City of Antioch), Myrick (Town of Moraga Alternate), McClellan (Town of Moraga), Dudiack (City of Pittsburg), Wentz (City of Brentwood Alternate), attended a Library Commission orientation on May 27, 2004.
- Commission Chair Smith attended California Library Association's 106th Annual Conference, November 12-15, 2004.
- Commissioners received a presentation on the library's current and future plans for technology on May 27, 2004.
- Commissioners received a presentation on searching the Internet on September 23, 2004.
- Commissioner Howlett (City of Concord) participated in the County's refresher training for all advisory bodies to the Board of Supervisors on February 5, 2004.
- Commissioners received a Radio Frequency Identification Technology (RFID) presentation on November 18, 2004.

5. Proposed Work Plan/Objectives for 2005

Goal 1: Support funding for the library

Objective 1: Continue to work with the Friends of the Library groups, local businesses, cities, and the County to maintain partnerships for funding of increased library hours, services, and collections.

Objective 2: Continue to work with State and local representatives to maintain PLF funding in conjunction with other organizations such as the California Library Association and the California Association of Library Trustees and Commissioners.

Objective 3: Participate in the 2005 Day in the District and Legislative Day.

Goal 2: Work with local communities on the various efforts to plan new library facilities

Objective 1: Work with communities planning new library facilities.

Goal 3: Continue to be involved in the library's major initiatives

Objective 1: Invite Library Consultant, Joan Frye Williams, to update the Library Commission on the library's strategic plan progress and determine opportunities for the Commission to participate.

Objective 2: Continue to advise library staff working on the Small Business Grant.

RFID Request for Proposal

TO: BOARD OF SUPERVISORS
FROM: Anne Cain, County Librarian
DATE: January 11, 2005



**Contra
Costa
County**

SUBJECT: Authorize the Purchasing Manager to Issue a Request for Proposals to Study Radio Frequency Identification (RFID) Technology and Automated Materials Handling for the Library

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION

Authorize the Purchasing Manager to issue a Request for Proposals seeking a consultant or firm to investigate the appropriateness and cost of Radio Frequency Identification (RFID) technology and automated materials handling for the library.

FINANCIAL IMPACT

The library has budgeted funds in its 2004/05 budget to conduct this study. The actual funding amount will be determined after bids are received.

BACKGROUND

In the late 1990s, libraries began replacing their electro-magnetic and bar code systems, currently used by the Contra Costa County Library, with Radio Frequency Identification (RFID) systems. In the last year or so an increasing number of public libraries are looking at RFID technology as a way to save staff time, reduce personnel costs, reduce staff injuries and improve security and inventory control.

In addition to these benefits of RFID technology, it is important for the Contra Costa County Library to study this technology now because of the many libraries currently being planned, designed and constructed to be branches of the Contra Costa County Library. RFID technology and automated materials handling systems have significant design and space requirements. Most of the new libraries in the Bay area that have opened in the last year or so (i.e. Livermore, Santa Clara City, etc.) are utilizing some combination of RFID technology and automated materials handling. It is critical that the library be able to advise the cities and their architects as to our long-term plans for library technology.

CONTINUED ON ATTACHMENT: **YES** **SIGNATURE:** _____

RECOMMENDATION OF COUNTY ADMINISTRATOR **RECOMMENDATION OF BOARD COMMITTEE**
 APPROVE **OTHER**

SIGNATURE(S): _____

ACTION OF BOARD ON _____ **APPROVED AS RECOMMENDED** **OTHER**

VOTE OF SUPERVISORS:

___ **UNANIMOUS (ABSENT** _____)
AYES: _____ **NOES:** _____
ABSENT: _____ **ABSTAIN:** _____

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

Contact:

cc: County Library
County Administrator
County Auditor
Tom Whittington, Dept. of Information Technology, 313-1305
Ed Woo, Department of Information Technology, 313-1227
Kevin Dickey, Department of Information Technology, 313-1226
Danielle R. Merida, County Counsel, 313-1800
Kevin Berenson, County Purchasing Manager, 313-7300

ATTESTED

JOHN SWEETEN, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

By _____, Deputy

At the same time, self-check systems have become very popular with both patrons and library staff. The Contra Costa County Library currently has self-check systems at 18 of its 23 libraries. Self-check systems have allowed the library to handle its increasing circulation without additional staff. Moving to RFID self-check out would allow patrons to check in or check out several, rather than just one, item at a time.

The San Francisco, Berkeley and Santa Clara City libraries all report that reduction of repetitive stress injuries is one of the reasons they have implemented, or are considering implementing, RFID systems. In addition, with RFID, inventory-related tasks can be done in a fraction of the time as with bar code readers. A whole shelf of books can be read by the RFID reader with one sweep of the portable reader that then reports which books are missing or miss-shelved. Security is another aspect of library operations that may be greatly improved with RFID-based security systems. As patrons leave the library, the RFID tags are read to ensure that all items have been checked out.

Automated sorting systems are also available and sorting can be accomplished automatically with RFID. As books are dropped into the book drop, the reader reads the tag and uses the automated sorting system to return the book back to the shelves or elsewhere.

Libraries have traditionally acted to protect the privacy of their patrons and it is important, if the Contra Costa County Library moves towards using RFID technology, that the technology be developed in concert with established privacy principles and that the library identify and follow best practices guidelines.

The library is seeking a consultant to study this issue and to develop options and costs to move to RFID technology, if appropriate. The library will return to the Board of Supervisors with the results of the study once it is completed.

The library is grateful to the following people for reviewing the Request for Proposals and providing helpful suggestions and guidance:

Tom Whittington, Department of Information Technology
Ed Woo, Department of Information Technology
Kevin Dickey, Department of Information Technology
Danielle R. Merida, Deputy County Counsel
Kevin Berenson, County Purchasing Manager

Materials Recovery Services

TO: BOARD OF SUPERVISORS

FROM: Anne Cain, County Librarian

DATE: January 25, 2005



Contra
Costa
County

SUBJECT: Library Materials Recovery Services Contract NOT TO EXCEED \$50,000

SPECIFIC REQUEST (S) OR RECOMMENDATION (S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION

Authorize the County Librarian to enter into a contract with Unique Management Services, Inc. (UMS) in an amount not to exceed \$50,000 to provide library materials recovery services for the County Library.

FINANCIAL IMPACT

The contract specifies that the library will pay UMS a \$10.00 fee for each account submitted, not to exceed \$50,000 for the term of the contract. The fines paid on returned items and the reduction of cost for replacing items will offset this amount, resulting in a cost-neutral impact for this contract.

BACKGROUND

The Library collects fines and fees in the amount of approximately \$500,000 annually. The number of delinquent accounts varies, but averages 400 monthly. Currently, if a library customer does not return overdue items and pay the fines and fees, the customer's library card is blocked from further activity. Materials recovery services are needed to increase the return of library materials so that they are available for other borrowers.

The Library currently sends two notices to patrons. The first notice is sent via e-mail, telephone notification, or U.S. Mail when item is 10 days late. The second notice, sent via U.S. Mail is sent when item is 30 days late.

On September 9, 2003 the Board of Supervisors authorized the County Librarian or the County's Purchasing Manager to issue a Request for Proposals to secure a firm or agency for library materials recovery services.

A Request for Proposals (RFP) was released by the Purchasing Department in October 2003. RFPs were sent to several organizations including: the County Office of Revenue Collection (Services), Unique Management Services and Trans World Collection Services. There was one timely respondent, Unique Management Services, Inc. Their proposal was reviewed by the Purchasing Department and the County Library and was determined to be responsive to the RFP. Unique Management Services provides materials recovery services to several libraries in California, including: the City and County of Los Angeles, Orange County, San Diego County and Solano County, and has an excellent reputation for providing high quality service.

In January 2004 the Board of Supervisors authorized the County Librarian to negotiate a contract with Unique Management Services. The County Librarian has negotiated a contract for the period of February 1, 2005 through January 31, 2006.

CONTINUED ON ATTACHMENT: **p** YES

SIGNATURE: _____

RECOMMENDATION OF COUNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

APPROVE OTHER

SIGNATURE (S): _____

ACTION OF BOARD ON _____ APPROVED AS RECOMMENDED OTHER

VOTE OF SUPERVISORS:

___ UNANIMOUS (ABSENT _____)

AYES: _____ NOES: _____

ABSENT: _____ ABSTAIN: _____

Contact: Susan Caldwell, (925) 646-6423

cc: County Library
County Administrator
County Counsel
County Auditor
Purchasing Manager

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD SUPERVISORS ON THE DATE SHOWN.

ATTESTED _____

JOHN SWEETEN, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

By _____, Deput

Under this agreement, accounts more than 60 days overdue with fees over \$50 will be sent to Unique Management Services for recovery.

The chart below indicates the additional steps Unique Management will take to recover overdue library material:

Proposed Notification to Library Customers Sent by Unique Management

What	How	When Item Is
Third Notice	Overdue notice letter via U.S. Mail	64 days late
Fourth Notice	Overdue notice letter via U.S. Mail	85 days late
Fifth Notice	Telephone call to patron	120 days late
Sixth Notice	Final notice letter via U.S. Mail	128 days late

Seventh Notice	Telephone call to patron	138 – 141 days late
At this point if some of the funds owed are paid but there is a remaining balance, additional telephone calls will be made.		
Final Step	UMS files credit reports to the largest credit reporting agencies in the United States; Trans Union, CBI/Equifax and Experian (formerly TRW)	184 days late

A publicity campaign will be undertaken to advise library customers of this new recovery service prior to implementation.