




CONTRA COSTA COUNTY LIBRARY COMMISSION

A G E N D A

DATE: Thursday, March 24, 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 January 27, 2004.
7. **ACTION APPROVAL OF AGENDA**
Approve or amend the agenda for the meeting of March 24, 2005.
8. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
Commissioners or library staff may make announcements regarding the Library Commission and library or Friends group activities of interest to other Library Commission members including:
 - Recognition of former Library Commissioners Carroll Beard, appointed by the City of Pinole and Hope Scott, appointed by Supervisorial District 1.
 - Recognition of former Library Commission Chair, Alan Smith
 - Commissioner McClellan will present a public relations item of possible interest to Friends groups.

-
9. **CORRESPONDENCE**
Receipt and referral of Library Commission correspondence.

 10. **REPORT FROM COUNTY LIBRARIAN - Agenda Attachment 2**
County Librarian will report on items of interest to Commissioners.

 11. **BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD REPORT**
Information from the BALIS Advisory Board will be given on items of interest to Commissioners.

 12. **7:20 p.m. OLD BUSINESS**

 13. **7:40 p.m. NEW BUSINESS**
 - A. **LIBRARY BUDGET - Agenda Attachment 3**
ACTION Administrative Services Officer Susan Caldwell will update Commissioners on the library's budget.

 - B. **LIBRARY GIFTS AND COLLECTION DEVELOPMENT - Agenda Attachment 4**
Collection Development/Technical Services Manager Julie Italiano will explain the process for accepting gifts for the library's collection.

 14. **ACTION AGENDA SETTING FOR NEXT MEETING**
Commissioners will offer items to consider at their May 26, 2005 meeting.

 15. **9:00 p.m. ADJOURNMENT TO THE May 26, 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, March 23, 2005 if you will **NOT** be at the meeting.



CONTRA COSTA COUNTY LIBRARY COMMISSION

Minutes

from Thursday, January 27, 2005

CALL REGULAR MEETING TO ORDER

1. Commission Chair, Alan Smith, called the meeting to order at 7pm.

2. COMMISSION BOOKSHELF

Commissioners provided suggestions for current reading:

Title	Author
Bobby Darin	Michael Seth Starr
Skywriting	Jane Pauley
Face the Nation	Bob Schieffer
The Burning of the Rice	Don Puckridge
The Lessons of History	Will Durant
John Marsh, Pioneer	George D. Lyman
Ralston's Ring	George D. Lyman
Friday Night Lights: a Town, a Team and a Dream	H. G. Bissinger
The Longest Winter: Battle of the Bulge and the Epic Story of WWII's Most Decorated Platoon	Alex Kershaw
Absolutely America	David Lipsky
Quiet American	Graham Greene
End of the Affair	Graham Greene
Anyplace I Hang My Hat	Susan Isaacs
The Hamilton Case: A Novel	Michelle de Kretser
The Wee Free Men	Terry Pratchett
The Hidden Messages in Water	Masaru Emoto

3. ROLL CALL

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of Richmond			
		VACANT	City of Pinole			
		VACANT	CCC District 1			
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		
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		
Calderwood	Julie	Library Commissioner	City of Martinez	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		
Fuller	Kathy	Library Commissioner	City of Martinez (Alternate)	X		
Fugazzi	Ron	Library Commissioner	City of Brentwood	X		
Goglio	Joseph	Library Commissioner	Contra Costa Central Labor Council			X
Harbert	Jacquelyn	Library Commissioner	City of Hercules (Alternate)			X

Library Commission Minutes

January 27, 2005

Page 2

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
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	X		
Marshburn	Peggy	Library Commissioner	Office of Education			X
Mc Grady	Lloyd	Library Commissioner	City of El Cerrito	X		
McClellen	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
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	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 22 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

Also present at the meeting: Concord resident Chauncey Lindquist; library patron Bob Leffman; Library Consultant Joan Frye Williams; Administrative Services Officer Susan Caldwell; Deputy County Librarian: Public Services Rose-Marie Westberg; Deputy County Librarian: Support Services Cathy Sanford; Executive Secretary Corinne Kelly; County Librarian Anne Cain.

ITEMS FROM THE PUBLIC

There were no items from the public.

6. ACCEPTANCE OF MINUTES - Agenda Attachment 1

The minutes from the November 18, 2004 meeting were approved as submitted.

7. APPROVAL OF AGENDA

The agenda for the meeting of January 27, 2005 was approved as submitted.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Brief announcements of interest to the Library Commission were made and included:

- Commissioner Hoisington mentioned the success of the monthly Lafayette Friends newsletter.
- Commissioner Atkinson announced Clayton Library's 10th anniversary celebrations beginning on Friday evening, March 4, 2005 with a murder mystery, and continuing Saturday with local artisans, crafts, music, a mining demonstration, and author M. Allen Cunningham will discuss his book The Green Age of Asher Witherow.
- Commissioner Ruehlig mentioned that the Antioch Library Friends have 295 memberships and logged 1455 volunteer hours. Ruehlig said that the Friends received a donation from the Hess estate of \$92,000 for the library. County Librarian Cain added that the County Library works closely with communities in spending donations made to the library and she gave examples.
- The Concord Library conducts evening financial planning workshops.
- The Martinez Library will have a fundraiser, dinner, and auction, 'of Books and Barbeques' on April 30, 2005.
- Commissioner McClellan reported that the Moraga Library Friends would soon have flash advertising for the Friend's bookroom at the Regal movie theatre, which offered a reduced non-profit rate of \$300.00.
- The architect for the Hercules Library building has completed the construction documents. Approval is still required from the City and the State. The principal designer of the Hercules Library is Will Bruder/HGA.
- Commissioner Burstyn mentioned the Walnut Creek Library ceiling leak and that some of the collection was destroyed. Burstyn is working with library staff and the City of Walnut Creek to pilot an education program with the local schools about the library's Website, www.ccclib.org. They are creating classroom posters highlighting the databases and the other online services that the library offers. Burstyn requested that Commissioners share other suggestions for school outreach.
- Commissioner Fugazzi works on computers in Brentwood's Summerset community and in lieu of payment, he leaves a calling card that says if his computer service was helpful to consider making a donation to the Friends of the Brentwood Library.
- Commission Chair Smith described his recent tour of the Seattle Public Library. He said that Modoc County Library has an endowment fund for enhancing library services. Smith also attended Senator Torlakson's holiday party on behalf of the Library Commission and mentioned that the Senator commented that he supports the Public Library Fund (PLF).
- California Association of Library Trustees and Commissioners' (CALTAC) workshop scheduled for March 5, 2005 has State Librarian Susan Hildreth as the Keynote Speaker and County Librarian Cain also speaking. Contra Costa County Library renewed the CALTAC memberships for the Library Commissioner.
- A Commissioner questioned how the additional open hours at the Antioch Library are funded. Cain explained that the County funds thirty-two hours for each library and the cities fund additional hours. In 2001 Mirant Corporation donated \$400,000 a year for five years to the East County Libraries. A plan was developed for improving library service with East County communities and the East Regional Library Board. When Mirant declared bankruptcy, and the library did not receive the full donation, a decision was made to change the focus of the funding and fund open hours, which will carry through fiscal year 05/06.

9. CORRESPONDENCE - Agenda Attachment 2

Library Commission correspondence was included in the agenda packet. There was not any additional correspondence.

10. REPORT FROM COUNTY LIBRARIAN - Agenda Attachment 3

County Librarian Anne Cain shared a West County Reads calendar that lists library programs relating to reading. She shared a 2004 teen reading program publicity award entry that was sent to the American Library Association (ALA). Cain mentioned an article about teen advisory groups in the December 2004 *California Libraries* that was written by Augie Webb, San Pablo Library Assistant.

The California Library Association's Legislative Day in the District will be held on January 28 and February 4, 2005, with an additional meeting planned with Assemblyman Canciamilla on February 18, 2005. Interested Commissioners registered to attend the meetings.

Cain mentioned that the Governor's budget included a smaller cut in the Public Library Fund (PLF) than expected. The PLF was reduced in the State budget by \$2.3 million. This year's PLF for Contra Costa County Library is \$375,000, which is less than 2% of the library's 04/05 budget. There was a slight cut in both the State Library and the California Services Act budgets. These cuts will not have a direct impact on the Contra Costa County Library.

Cain said that a letter was sent to Friends Council members requesting nominations to fill the alternate seat vacancy representing the Friends groups on the Library Commission.

Patrons can now reserve a library computer in advance remotely online.

Cain mentioned a Board Order that was considered by the Board on January 11, 2005, which included recommendations from the Countywide Youth Commission including a request for a separate electronic mailbox to accept public comment for Board meetings. Commissioner Barnhart explained that the request came about because the Board meetings are held when students are in school and therefore are unable to attend Board meetings. She explained that the Board is considering the Youth Commission's request.

Cain said that she was impressed with the Youth Commission's presentation to the Board and has implemented an electronic mail capability on the library's Website, www.ccclib.org, for the public to comment on items on the Library Commission's agenda. The Library Commission agendas, minutes, and documents that the library produces for the Commission will be available to view from the library's Website. Electronic mail for the Commission will be handled in the same manner as public comment.

The County's Purchasing Manager issued a request for proposals to seek a consultant/firm to investigate the appropriateness and cost of Radio Frequency Identification (RFID) technology and automated materials handling for the library.

The library is contracting with Unique Management Services, Inc. (UMS) to assist in recovering library material and fines. A \$10 fee will be added to accounts that are submitted to UMS, which specialize in public libraries. There is not a cost to the library to use this service. Courtesy notices are being sent to library patrons who have registered for electronic mail two days before their material is due. Press releases have been issued. Cain asked to be informed of any comments heard about UMS.

Commissioner Pearlstein asked if the library would consider reducing the loan period for popular titles to one

week instead of three weeks. Cain said that a recent public survey about this indicated that library patrons overwhelmingly did not want to reduce the loan period. The library recognizes that items publicized on the library's Website receive many holds. The hold lists are monitored every Monday.

Senator Torlakson's 28th annual Holiday Run raised over \$5,000 for the library.

Chair Smith mentioned that Anne Cain recently completed her two years as Chair of the California Library Association's (CLA) Legislative Committee. On behalf of the Library Commission, Chair Smith presented Cain with a plaque and thanked her for her many accomplishments, including the efforts in getting the Governor to sign SB 1161-Alpert, the Library Construction and Renovation Bond bill. Cain said that she enjoyed her two years as Chair of the CLA Legislative Committee and that the lobbyists for CLA, Mike and Christina Dillon, are great to work with.

11. BAY AREA LIBRARY & INFORMATION SYSTEM LAY ADVISORY BOARD REPORT

Commission Chair Smith is the County Library's BALIS Advisory Board member. He announced a BALIS workshop on February 26, 2005 at the San Francisco Public Library with Deborah Doyle. Smith commented that County Librarian Cain is the Chair of the Administrative side of BALIS and in April the BALIS Advisory Board and the Administrative team are planning a dinner featuring State Librarian, Susan Hildreth.

12. OLD BUSINESS

STRATEGIC PLANNING UPDATE WITH LIBRARY CONSULTANT, JOAN FRYE WILLIAMS

Library Consultant Joan Frye Williams met with the Commission at their January 22, 2004 meeting and explained how the strategic planning process identified four main priorities for the library and that library staff from various levels of the organization formed four task teams: Branding, Collaborations, General Information, and Reading. Williams worked with the four Task Teams during their final meetings today and reviewed their objectives and recommendations for the library. Williams met with Library Managers, Branch Librarians, and the Task Team Co-chairs in the afternoon and discussed the Teams' recommendations. Williams shared the conclusions from these meetings with the Commission. Williams explained that a part of what the Task Teams looked at is how to expand library awareness and service in the communities.

Williams said that Branding Task Team focused on creating a clear public image of the advantages that the Contra Costa County Library offers.

Examples include:

- Library material can be returned at any Contra Costa County Library
- A wide range of library material is available to reserve from all libraries of the Contra Costa County Library
- Patrons can place holds on material at any library to be picked up at their specified library

Ways to promote these advantages include:

- Printing the material return option on receipts
- Do more with the graphic of the map of the library locations. One example would be to post it at each library.
- Promote the library's Website, www.ccclib.org.

Commissioner Hoisington expressed that a possible reason library patrons are not aware of all of the library services outside of their own community is that Cities and Friends supply much of their own money for their community so they tend to think of the libraries as separate and not as a part of the complete picture.

Williams responded by saying that communities that support their own community would not conflict library wide branding, but would actually get the benefit of both (community and library wide).

Commissioner Burstyn expressed that she does not like the receipts and would prefer the option to not receive one, such as offered by gas stations. Burstyn expressed that the self-check machines display information on the screen about the return options.

Williams said that the motivation for the Branding Task Team was that there is a gap in the patron's awareness of the options of returning items to any Contra Costa County Library and that holds can be placed on items from any library and picked up at a specified branch.

Commissioners discussed that it is effective to receive the same information in many ways from different sources.

Joan Frye Williams said that the Collaboration Task Team focused on making the library an important partner among the community. Their goal was to develop the skills and tools needed to collaborate successfully with other community groups that offer similar quality of life issues as the library. The Team focused on empowering library staff with the tools by training and learning from other's success and to take advantage of the talent possessed by library staff.

Williams mentioned ways of sharing information that the Collaboration Task Team discussed such as developing a knowledge database consisting of who has the skills and knowledge of doing various work and be able to draw on the resources and talent that already exist in the library. A database such as this would be an efficient way to collaborate within the library. The goal would be to have a transfer of information in the library for staff so that the library is a professional and desirable partner to collaborate with.

Community surveys support reading as at the top of the priority list for what libraries provide. The Reading Task Team worked to leverage what the library is already doing and develop it further. The successful summer reading program for children and the teen reading program led to consideration of a summer reading program for adults. Commissioners liked the idea of an adult reading program and shared ideas such as collaborating with the Contra Costa Times book club and senior groups in order to reach out to many readers.

Williams said that the Reading Task Team had an idea of a *summer reading camp* where children would spend time reading and doing crafts and other things relating to reading.

The Reading Task Team also recommended that Contra Costa County Library become a reading organization and support reading by incorporating it into all of the library activities. Ways to accomplish this include training all staff to make book recommendations, decisions made on behalf of the library should give reading activities a priority, and the library should be regarded as a place for reading and for promoting reading. The Team pointed out that comfortable seating is one way to promote the library as a place for reading.

Commissioner Johnson expressed that the reading priority is good, but he believes that the first priority for the library should be information. Others added that reading as being on par for information.

Commissioners expressed that reading versus information would depend on the age of the people under consideration. Commissioner Barnhart said that she visits the library for reading, books and music and that finding information has been taken over by the Internet. Commissioner Pearlstein expressed that information from the Internet is not always as reliable as information that is obtained from books. It was pointed out that in order to be successful, literacy, a basic life skill is important.

Joan Frye Williams said that the comments shared by Commissioners are a good representation of the County and to remember that the importance of reading as an objective was developed from the work done in the community.

The fourth area in the strategic planning process focused on General Information. The General Information Task Team considered who seeks information and recognized that the trend is for information seekers to first look online for answers. The Team determined that the library needs to have a better online presence and that the library's Website, www.ccclib.org, compliments the library and is easy to use. The Website should be service oriented and offer the advantage and expertise that the library offers. Williams shared with Commissioners the 80/20 % rule with 80% of the people using self-service online research. Timesavers and short cuts will be created for library patrons using the library Website. The library wants to be able to be expert in tooling cyberspace and gather, process and simplify information gathering for patrons.

The library needs to raise awareness about its Website. The Information Task Team wants to make sure that people know what the library has to offer, such as the many databases and other resources. Williams said that many people in the community did not know that the library had an online presence.

Commissioners thanked Joan Frye Williams for her presentation and suggested that she return to a future Commission meeting to update Commissioners.

13. NEW BUSINESS

ELECTION OF NEW LIBRARY COMMISSION OFFICERS - Agenda Attachment 5

Commissioners elected new officers of the Library Commission.

Commissioner Smith nominated Commissioner Walter Ruehlig, appointed to the Commission by the City of Antioch, and Commissioner Dudiak seconded the nomination. Commissioner Ruehlig was approved and appointed Chair of the Library Commission by the Library Commission.

Commissioners elected Wayne Johnson, appointed to the Commission by the City of Pleasant Hill, as the Vice-Chair to the Library Commission.

Commissioner Smith said that he has been Chair for five out of his six years on the Commission and is currently the Vice-chair of the California Association of Library Trustees and Commissions (CALTAC) and the County's Bay Area Library & Information Systems (BALIS) Lay Advisory Board representative.

Regina Brinker was the Vice-chair of the Commission for the past year and instrumental in the library's first 5K Fun Run which raised \$15,000 for children's' books and will co-chair the second annual 5K Fun Run scheduled for July 24, 2005.

14. AGENDA SETTING FOR NEXT MEETING

Commissioners suggested items to consider at the March 24, 2005 meeting including:

-
- Library budget
 - Gift books received by the library.

15. ADJOURNMENT TO THE MARCH 24, 2005 LIBRARY COMMISSION MEETING

The Library Commission meeting adjourned at 9pm.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library

Writing Contest: California Stories Uncovered

Deadline to submit entries: Saturday, April 23

Winners will be announced on Saturday, April 30

Clayton Library

Write your California story! Tell about your own experiences, dreams and ideas about living in California. Winners will be announced Saturday, April 30th at the author program featuring *Francisco Jimenez*. Prizes will be awarded and winning entries will be displayed in the Clayton Community Library and featured on the Clayton Community Library Foundation web site. Need help with writing? Attend the What's Your Story? Workshop on Monday, April 4th at 7 p.m. with author *Elizabeth Koehler-Pentacoff*. The Writing Contest is open to all ages. Contact branch for contest guidelines.

The Immigrant Experience: The Discovery of Self, Purpose, and Place through Writing

Saturday, April 30 at 2 p.m.

Clayton Library

Author *Francisco Jimenez*, a contributor to California Stories Uncovered, will describe his experiences growing up in a family of migrant farm workers and explain how this experience is part of the American experience; one that is common to many families from the past and present. As part of his presentation, the author will do a reading and share photographs.

Concord Residents – Tell Us Your Story! Volunteer for the Oral History Project

The Concord Library is seeking adult volunteers who are willing to share their experiences growing up or settling in California. Teen interviewers will conduct these interviews for the library's California Stories Uncovered project. Once these oral histories are transcribed, they will be put on display at the library. Persons who would like to volunteer should call Maureen Kilmurray or Chris Takata at the Concord Library, (925) 646-5455.

Funded by a California Council for the Humanities Grant

All library programs are free.

Visit us on the web at www.ccclib.org



Contra Costa County Library

California Stories Uncovered

Program Guide

APRIL 2005

Join Californians across the state as we uncover personal and community stories that tell the history of today's California. California Stories Uncovered aims to strengthen communities and connect Californians by exploring the dreams that brought families to California and the realities they encountered. For more information, visit www.californiastories.org



California Stories Uncovered is a program of the California Council for the Humanities in partnership with the Califa Group, the California Writing Project, Heyday Books and New California Media.

This program is supported by funds from the National Endowment for the Humanities and the James Irvine Foundation. It is also supported in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

California Stories Uncovered

The California Council for the Humanities

Uncover the Stories of California Beneath the Headlines, Statistics and Stereotypes

These Contra Costa County libraries are participating in California Stories Uncovered programs throughout the month of April 2005.

Clayton Library
6125 Clayton Rd.
(925) 673-0659

Central/Pleasant Hill Library
1750 Oak Park Blvd.
(925) 646-6433

Concord Library
2900 Salvio St.
(925) 646-5455

Walnut Creek Library
1644 N. Broadway
(925)646-6773

California Stories Uncovered Book Discussion Groups

Discuss readings from *California Uncovered: Stories for the 21st Century* by California authors such as Maxine Hong Kingston, Khaled Hosseini, Richard Rodriguez, Gary Soto and Chitra Banerjee Divakaruni. Check with the library of your choice for details on joining a book discussion series and reserving a copy of the book.

Clayton Library: Sundays, April 3, 10 & 17 at 2 p.m. Adults and students ages 14 and up may attend. Group is limited to 20 participants. Registration is required. Sandi Watson, retired teacher, will lead the discussions.

Concord Library: Saturdays, April 16, 23 & 30 at 2 p.m. William E. Justice, co-editor of the book, will lead the discussions.

Central/Pleasant Hill Library: Wednesdays, April 13, 20 & 27 at 7 p.m. Isabella diBari, English professor at Diablo Valley College, will lead the discussions.

Walnut Creek Library: Thursdays, April 7, 14 & 28 at 7 p.m. Thomas Cooney, Creative Writing instructor at St. Mary's College of California, will lead the discussions.

California Stories Uncovered Programs

What's Your Story?

Monday, April 4 from 7 – 9 p.m.

Clayton Library

Have you ever thought about writing the story of your life? Think you don't have anything to tell? Worry no longer! Through this personal story workshop led by author *Elizabeth Koehler-Pentacoff*, you'll discover techniques to write your own page-turner. You'll learn tips on how to create a beginning, a middle and end, use sensory details, humor and develop action and suspense. Can't remember specific details from your past? Liz will involve you in activities to step back in time and help you recreate your life. Handouts and publishing markets will be provided. For adults and students ages 14 and up.

When I Was Your Age

Wednesday, April 6 at 7 p.m.

Central/Pleasant Hill Library

"When I Was Your Age" involves students from Pleasant Hill Middle School interviewing older members of their community to discover what their lives were like when they were young. The library will host students and their interviewees in presenting their oral histories to the public. Come hear and enjoy their stories!

An Evening with Gary Soto

Tuesday, April 19 at 7 p.m.

Walnut Creek Library

Gary Soto, born and raised in Fresno, California, is the award-winning author of ten poetry collections for adults, including *The Elements of San Joaquin*, and many well-loved books of fiction and non-fiction for children, adults and teens, including *Baseball in April and Other Stories* and *Petty Crimes*. Gary Soto lives in Berkeley, California.

Walnut Creek Stories Uncovered

Wednesday, April 20 at 4 p.m.

Walnut Creek Library

Longtime Walnut Creek residents and newcomers alike will tell their stories of life in Walnut Creek. *Brad Rovenpera*, author *150 Years in Pictures: An Illustrated History of Walnut Creek*, will host the discussion. Come to the library starting in March to fill out the Walnut Creek Stories Uncovered survey so you can share your own Walnut Creek stories, or download a copy from www.ccclib.org.

PROPOSED BUDGET CHANGES IN FISCAL YEAR 2005-06

Revenue

Property Tax Increases

Because both assessed valuation and population growth continue to be strong in portions of Contra Costa County, an estimated increase of 7% is included in the Library's 1.6% of the County's property tax revenues.

Public Library Fund

Although the amount of funding available for next year from the Public Library Fund (PLF) is not known, there is an anticipated 3% decrease in the State budget overall. Therefore, an estimated decrease of the amount of PLF funding received in FY 2004-05 is included in the FY 2005-06 budget.

Expenditures

Increased Costs for Health Benefits and Retirement

The costs of retiree health and employee health benefits have increased again for next year by 12.6%. This represents a total 21.9% increase over the last two years.

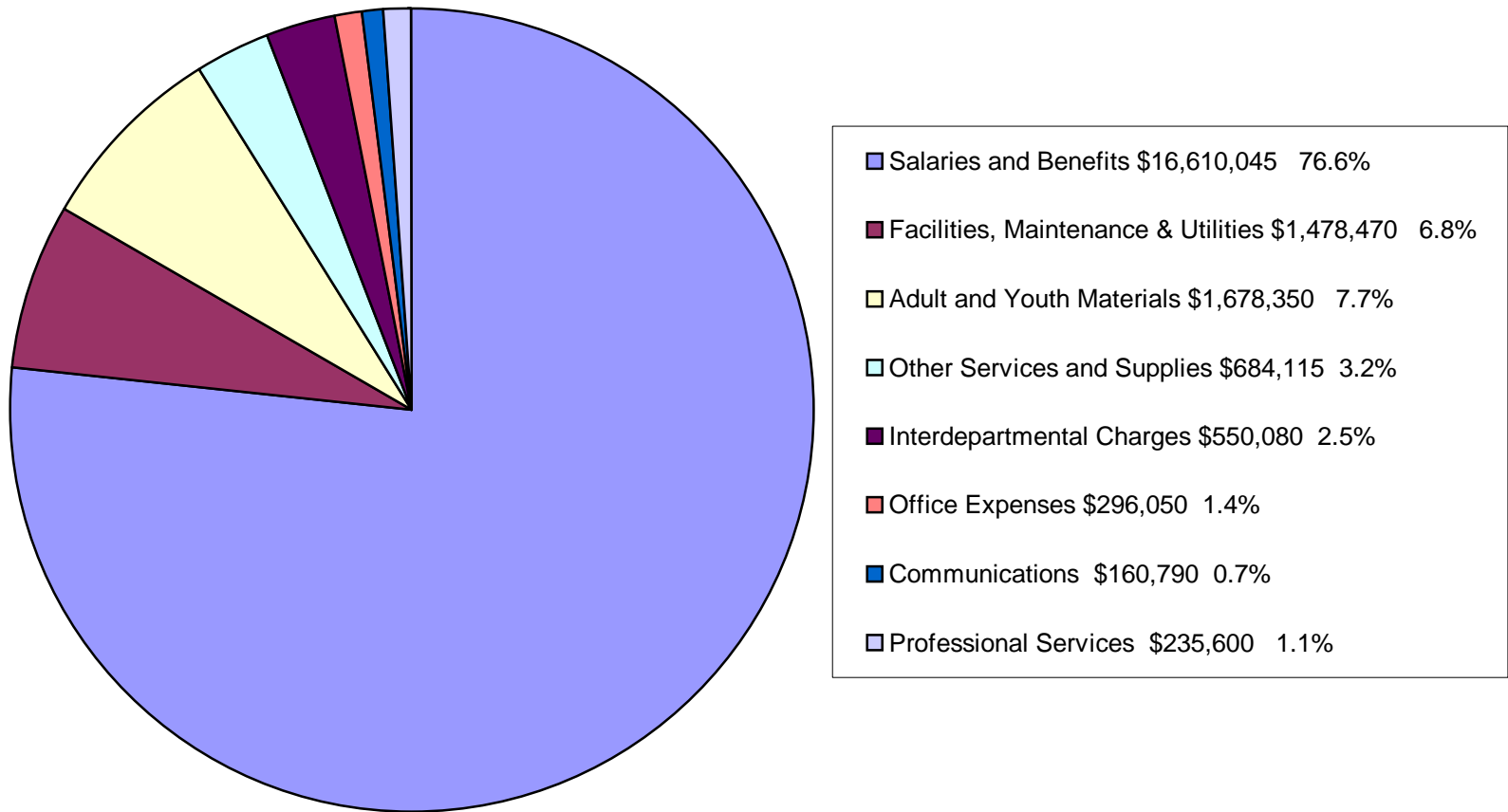
Full funding of the Materials Budget

The budget for library materials was reduced by 25% in FY 2004-05. For 2005-06, the amount in the materials budget for FY 2003-04 was increased by the consumer price index for 2004 and projected for 2005.

Funding for Literacy Positions

The State has reduced funding for the Library Literacy Program (Project Second Chance) by 17% in the last two years. For FY 2005-06, the Library will fund two Literacy positions, an additional \$72,000, which will make up for this decrease.

Contra Costa County Library Budgeted Expenses FY 2005-06



Library Expenditures
Budget FY 04-05

		<u>2005-06</u>	
Salaries and Benefits	\$16,610,045 76.6%	\$	16,610,045 76.6%
Facilities, Maintenance & Utilities	\$1,478,470 6.8%	\$	1,478,470 6.8%
Adult and Youth Materials	\$1,678,350 7.7%	\$	1,678,350 7.7%
Other Services and Supplies	\$684,115 3.2%	\$	684,115 3.2%
Interdepartmental Charges	\$550,080 2.5%	\$	550,080 2.5%
Office Expenses	\$296,050 1.4%	\$	296,050 1.4%
Communications	\$160,790 0.7%	\$	160,790 0.7%
Professional Services	\$235,600 1.1%	\$	235,600 1.1%
Total		\$	21,693,500 100.00%

Library Expenditures
Budget FY 04-05

Cell: A4

Comment: Includes Database

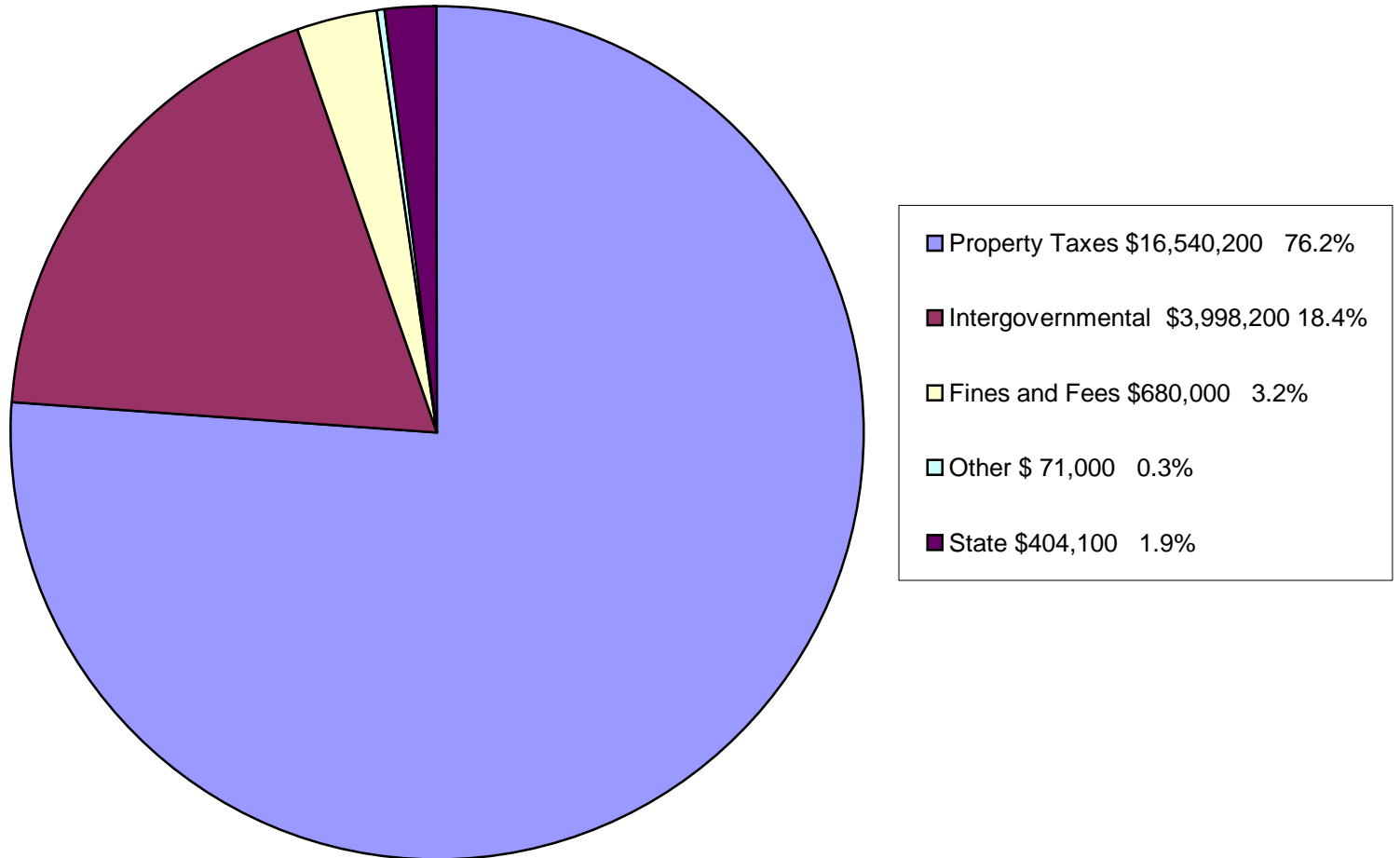
Cell: A6

Comment: 3615 DoIT and 3611 Interfund

Cell: A7

Comment: Less Casey \$2500
Include Postage

Contra Costa County Library Budgeted Revenues FY 2005-06



Library Revenue
Recommended Budget 04-05

<u>2005-06</u>				
Property Taxes	\$16,540,200	7	\$16,540,200	76.2%
Intergovernmental	\$3,998,200		\$3,998,200	18.4%
Fines and Fees	\$680,000	3.2%	\$680,000	3.1%
Other	\$71,000	0.3%	\$71,000	0.3%
State	\$404,100	1.9%	\$404,100	1.9%
			\$21,693,500	100%

Library Revenue
Recommended Budget 04-05

Cell: D2

Comment: 0008 Revenue less \$2500 interest income for CASEY

Cell: D3

Comment: Misc Gov Agencies, Contrib from other funds, Library Service Area, T3, Wilruss, Casey

Cell: D4

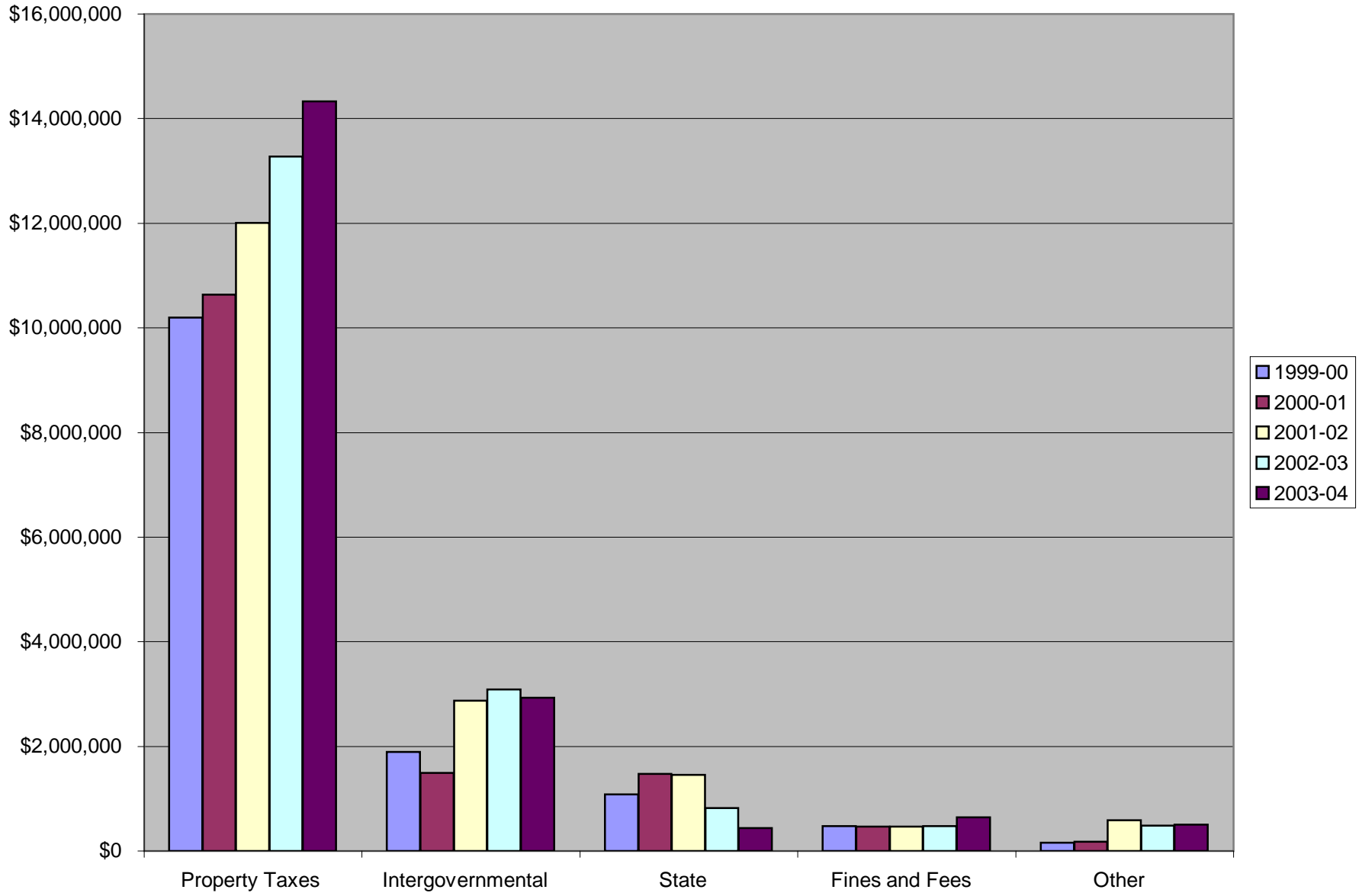
Comment: Fines and Fees and Sale of Maps and Docs

Cell: D5

Comment: Donations, Rent Office Space, other rent

Cell: D6

Comment: Literacy PLF



	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
Property Taxes	\$10,194,100	\$10,636,300	\$12,002,985	\$13,279,220	\$14,329,100
Intergovernmental	\$1,895,400	\$1,497,200	\$2,876,415	\$3,091,800	\$2,930,350
State	\$1,081,800	\$1,469,900	\$1,459,900	\$820,000	\$440,550
Fines and Fees	\$472,800	\$467,600	\$470,000	\$480,000	\$645,000
Other	\$155,300	\$173,700	\$586,600	\$484,500	\$501,000
	\$13,799,400	\$14,244,700	\$17,395,900	\$18,155,520	\$18,846,000



CONTRA COSTA COUNTY LIBRARY

GIFTS PROCESSED in TECHNICAL SERVICES 04/05

	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
ANT	18	43	23					84
BAY	15	15	11					41
BRE	16	11	39					66
CEN	40	66	108					214
CLA	10	6	26					42
CON	15	21	36					72
CRO	6	1	0					7
DAN	11	14	19					44
DVL			48					48
ECL	40	24	18					82
ESL	13	9	7					29
HER	41	22	100					163
KEN	11	8	10					29
LAF	19	25	29					73
MOR	9	17	11					37
MTZ	12	12	15					39
OAK	11	7	9					27
ORI	69	28	18					115
PIT	15	22	25					62
PNL	20	19	8					47
ROD	4		3					7
SPL	12	9	7					28
SRL	28	45	21					94
WCL	76	71	61					208
YVL	50	29	45					124
TOTAL	561	524	697	-	-	-	-	1,782



CONTRA COSTA COUNTY LIBRARY

GIFTS CATALOGED in TECHNICAL SERVICES 04/05

	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
ANT	18	40	32					90
BAY	15	18	17					50
BRE	16	15	12					43
CEN	40	61	100					201
CLA	10	8	27					45
CON	15	35	42					92
CRO	6	2	3					11
DAN	11	43	20					74
DVL		1	12					13
ECL	40	35	34					109
ESL	13	8	15					36
HER	41	36	100					177
KEN	11	9	17					37
LAF	19	31	62					112
MOR	9	20	15					44
MTZ	12	19	25					56
OAK	11	7	11					29
ORI	69	20	19					108
PIT	15	31	27					73
PNL	20	20	19					59
ROD	4		5					9
SPL	12	19	17					48
SRL	28	36	26					90
WCL	76	73	36					185
YVL	50	31	29					110
TOTAL	561	618	722	-	-	-	-	1,901



CONTRA COSTA COUNTY LIBRARY

Selection Criteria for the Gift Policy

The library welcomes gifts to its collections. Gifts can be made in the form of resources or money. Gifts of resources must meet the same selection criteria used in the normal acquisitions process and are accepted with the understanding that they may not be added to the collection.

Unless otherwise designated all gifts become part of the general collection and are usually housed in the branch where the donation is made. All gift resources that are added to the library collection are made available to users throughout the library system.

Gifts of resources that are not added to the collection may be given to the *Friends of the Library* for their book sales or to other appropriate organizations for use as the organization chooses.

Branch Librarians may accept gifts of resources within the limitations of the selection criteria and the guidelines of this policy. The *Collection Development Manager* may accept gifts of resources on behalf of the library and assign such gifts to an appropriate branch collection. The library will not accept a gift that includes a stipulation that is not consistent with this policy or the collection goals of the designated branch.

The library provides a written acknowledgment of a gift of resources but does not offer any appraisal.

Gifts of money are accepted for the purpose of purchasing resources for the general collection or for a specific branch library designated by the donor. Gifts may be given as memorials in the name of a designated person or organization. Specific subject areas, titles, formats, or age-level resources may be identified by the donor and are acquired under the guidance and supervision of the *Branch Librarian* and the *Collection Development Manager* operating within the guidelines of the *Materials Selection Policy*. Gifts of money that stipulate only that they be spent on resources in general are expended at the discretion of the *Branch Librarian* in keeping with the branch collection development plan. When appropriate, the donor should be provided with options that will satisfy both the donor and local collection needs.



CONTRA COSTA COUNTY LIBRARY

Gift Acceptance Guidelines

Branch Librarians have primary responsibility for the evaluation and acceptance of gift materials. The Collection Development Manager and the Deputy for Support Services have the final responsibility for the addition of gifts; and the County Librarian ultimately has total responsibility for the library collections. All gift materials have costs associated, including the time for evaluation, cataloging, and processing. The following is a guideline to assist staff in determining if the gift is appropriate for the library or if it should be donated to the Friends' book sales that support library collections.

Gifts being considered for inclusion should comply with the Gifts Policy and the material selection criteria detailed in the Collection Development Policy

Gift of title already in the system should meet at least one of the following criteria:

- q Is in new or like new condition
- q Can replace a branch copy in poor condition
- q Is the newest edition of a nonfiction title

Gift that needs to be cataloged must, in addition to above:

- q Meet a compelling branch or system need, or
- q Be written by a local author

Gifts intended for a special collection may be exempt from the above criteria

Gifts should not be added if the item:

- q Is marked, damaged, or shows excessive wear
- q Is previously used by a rental store
- q Withdrawn from another library
- q Is abridged or condensed fiction
- q Requires special equipment for use
- q Is in a format or subject that does not fit the criteria of the *Collection Development Plan*



CONTRA COSTA COUNTY LIBRARY

Gifts

Gifts of material to the library are welcome, but they have a cost attached to them, as most materials arrive pre-processed. Staff should work with donors to ensure that donations bring as much potential use to the collection as possible. **Gifts should meet the goals of the library rather than the donor.**

Staff decisions to add gift material to Library shelves should be based upon the general standards described in the *Gift Policy* and the *Gift Acceptance Guidelines* (see **Appendix**).

The *Collection Development Manager* and the *Deputy for Support Services* will have the ultimate responsibility for the addition of individual gifts. Formats that are not currently in the collection and fiction *abridged* books-on-cassette will not be added to the collection.

Gifts are processed according to a priority list developed by the *Support Services Department*. This list is based on demand, need, timeliness of material, and special branch circumstances.

Gift items sent in for cataloging may be designated as priority. Branches may want to do this if the gift supports a timely program, grant or memorial donation.

A/V gifts create supply and demand situations that must be addressed separately. Adding one copy of a popular A/V item will create long hold lists. If an A/V gift is not in the catalog and is not available for purchase, the gift must meet a *specific* compelling branch need for addition to the collection. If the A/V gift is not in the catalog, but is available from one of our main vendors, Acquisitions will add the title to the Planner carts or create a special order for Selectors to purchase copies. If a spoken word title is not available from one of our main vendors, Acquisitions will investigate the possibility of using Audible.Com and Overdrive for additional copies.

Allocation of gift funds for materials from the *Friends* should be done following the same timeline as for County funds. *Branch Librarians* will incorporate *Friends* money in their materials budget planning by indicating into which funds they would like this money to be allocated.

Gift funds are also received in the form of *grants*. These vary in amounts, but generally have conditions attached which require that specific spending and reporting requirements be met. The *Branch Librarian* of the awarded library generally administers grants, with support provided by *Administration* and *Acquisitions* staff. Grants should be sought whenever their benefits will meet an appropriate need of library patrons.

Gifts of significant collections should be accepted in accordance with parameters outlined in the special collections and reference sections of this plan and library gift policies and procedures.

Gifts of periodical subscriptions need to follow a unique set of guidelines:

Gift periodicals that are already in the *Contra Costa County Library* collection may be accepted if the subscription is for at least one year and the periodicals will be mailed directly to the branch. It is preferable, but not mandatory, that the subscription begins in January. Branch staff must monitor the renewal of gift subscriptions. Format, balanced collection needs, and local interest should be considered before accepting gifts.

Patron offers of gift subscriptions for periodicals that are not in the library collection may be accepted at the discretion of the *Branch Librarian*. The gift titles will be considered for addition using the same criteria that is used for new periodical titles, including potential use, indexing, and availability in electronic format. Sharing of a patron's personal subscription with the library is not an acceptable substitute for a gift subscription.



CONTRA COSTA COUNTY LIBRARY

GIFT GUIDELINE PRIORITIES FISCAL YEAR 04/05

All gifts have a cost, as most materials arrive pre-processed, so acceptance must be carefully considered. Branch Librarians have primary responsibility for the evaluation and acceptance of gift materials and branch staff may refuse a gift or give it to the Friends for sale. The Collection Development Manager and the Deputy for Support Services have the final responsibility for the addition of gifts and the County Librarian ultimately has total responsibility for the library collections.

- Hot Pick/Holds/New Release
- Local Programs
- Local Author—Contra Costa County (born, lived, worked, died)
- Local History—Contra Costa County
- California History/Related to California
- Local Government Documents
- Annuals/Directories
- Computer Program/Web Design
- Religious/Spiritual
- Foreign Relations/Politics
- Small Business grant materials (entrepreneur, computer training, marketing/sales, finance, human resources)
- Test/Career Books
- International Languages
- Health/Diet/Exercise
- Movie-Tie/Ins
- September 11th
- Friends/Foundations
- Grants/Gift Plates



CONTRA COSTA COUNTY LIBRARY

Gift Materials - Procedures

FY 04/05

Gifts should be added at the branch if possible. All A/V materials may be sent in for cataloging and/or complete processing. Please review the Gift Policy *Gift Acceptance Guidelines*. Technical Services will not be able to process items that are partially processed at the branch. All *items added* at the branch using the new cataloging online form should be counted on branch quarterly statistics.

For any item *not* found in the catalog choose follow either option A or B:

- A. Fill out a *Request for New Catalog Record Form*, which is available on Staffnet

For all materials listed below:

- Fiction (regardless of copyright date)
- Non-Fiction (last three years of copyright date)
- Local Authors—Contra Costa County (either born, lived, worked, or died in county)
- Local History—Contra Costa County
- California History/Related to California

Note: The local information should be included in the “notes” area.

Note: In some instances technical staff will require a branch to send in an item. In this case, please send in a **completed gift slip** with each item to Technical Services.

Or

- B. Send material into Technical Services with a separate gift slip for each item.

For the items listed below:

- International Language materials
- Annuals/Directories
- All government documents
- Nonfiction, whose copyright date is older than three years

Note: Each item sent in must be accompanied by a completed gift slip.

Instructions for completing Gift Slip

Julie Italiano
Collection Development/Technical Services Manager
jitalian@ccclib.org
(925) 927-3220