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# CONTRA COSTA COUNTY LIBRARY COMMISSION

## A G E N D A

DATE: Thursday, January 26, 2006  
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.

1. **7:00 p.m. CALL REGULAR MEETING TO ORDER**  
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](mailto: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 17, 2005.
7. **ACTION APPROVAL OF AGENDA**  
Approve or amend the agenda for the meeting of January 26, 2006.
8. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**  
*- Agenda Attachment 2*  
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 from the City of Concord to Senior Branch Librarian, Maureen Kilmurray, for participation in the City's Centennial events
  - Friends of the Antioch Library's gift of books to school district
  - State Library offers Spanish-language newspapers to visually impaired
9. **CORRESPONDENCE - *Agenda Attachment 3***  
Receipt and referral of Library Commission correspondence.

## Library Commission Agenda

January 26, 2006

Page 2

10. **REPORT FROM COUNTY LIBRARIAN - *Agenda Attachment 4***  
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**
  - A. **LIBRARY LITERACY UPDATE - *Agenda Attachment 5***  
Susan Lynn, Library Literacy Director, Project Second Chance (PSC), Contra Costa County Library will share information on the recent national adult literacy assessment report, show the State Library's DVD on literacy and introduce two PSC learners, Doug Humphrey and Kristi Klontz.
  - B. **STRATEGIC PLAN - *Agenda Attachment 6***  
County Librarian Anne Cain will update Commissioners on the library's strategic plan and the January 9, 2006 meeting with the city managers.
  
13. 8:00 p.m. **NEW BUSINESS**
  - A. **Ed1Stop PORTAL DEMONSTRATION & OVERVIEW - *Agenda Attachment 7***  
Sean Silas, Web Portal Specialist for the Contra Costa County Office of Education, will present Ed1Stop, the County's new Web portal service that acts as a personal gateway to students and teachers for accessing educational tools, such as Contra Costa County Library's electronic resources.
  - B. **FOCUS GROUP QUESTIONS ON USE OF GOVERNMENT INFORMATION ACTION**  
Library Documents Specialist Carol Yuke will ask Commissioners about their use of government information.
  
14. **ACTION AGENDA SETTING FOR NEXT MEETING**
  - 2006/07 Library Budget
  
15. 9:00 p.m. **ADJOURNMENT TO THE March 23, 2006 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 p.m. Wednesday, January 25, 2006 if you will NOT be at the meeting.



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# CONTRA COSTA COUNTY LIBRARY COMMISSION

## Minutes from Thursday, November 17, 2005

### 1. CALL REGULAR MEETING TO ORDER

Commission Chair, Walter Ruehlig, called the meeting to order at 7:10 p.m.

### 2. COMMISSION BOOKSHELF

Commissioners provided suggestions for current reading:

Title	Author
Oh My A Fly	Jan Pienkowski
Where The Wild Things Are	Maurice Sendak
Little Women	Louisa May Alcott
Shiloh	Phyllis Reynolds Naylor
Nancy Drew & Hardy Boys	Carolyn Keene
Treasure Island	Robert Louis Stevenson
Freaky Friday	Mary Rodgers
Once Upon a Mattress	Mary Rodgers
The Eagle and the Raven	James A. Michener
Sidewalk Strategies: Seven Winning Steps For Candidates, Causes And Communities	Larry Tramutola
A Man Without a Country	Kurt Vonnegut
Cats Cradle	Kurt Vonnegut
Slaughterhouse-Five	Kurt Vonnegut
Two Teenagers in Twenty: Writings by Gay & Lesbian Youth	Ann Heron

Braille talking book library offers 4 track tapes.

### 3. ROLL CALL

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	City of Richmond			
		VACANT	CCC District 1			
Atkinson	Joyce	Library Commissioner	City of Clayton	X		
Austin	N. Earl	Library Commissioner	City of Orinda (Alternate)			X
Bednarz	Ludwik M.	Library Commissioner	CCC District 2	X		
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)			X
Brown	Carol	Library Commissioner	City of Orinda			X
Brown	E. Joy	Library Commissioner	City of El Cerrito (Alternate)	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		
Fuller	Kathy	Library Commissioner	City of Martinez	X		
Fugazzi	Ron	Library Commissioner	City of Brentwood			X
Goglio	Joseph	Library Commissioner	Contra Costa Central Labor Council	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		
Leffmann	Robert	Library Commissioner	City of Lafayette (Alternate)			X
Loeza	Porfirio	Library Commissioner	City of Pinole			X
MacAulay	Bruce	Library Commissioner	City of Hercules (Alternate)			X
Madfes	Sherry	Library Commissioner	Friends Council			X
Marshburn	Peggy	Library Commissioner	Office of Education			X

# Library Commission Minutes

November 17, 2005

Page 2

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
McClellan	John	Library Commissioner	Town of Moraga		X	
McGrady	Lloyd	Library Commissioner	City of El Cerrito			X
Mengel	Christina	Library Commissioner	Friends Council (Alternate)	X		
Myrick	Dennis	Library Commissioner	Town of Moraga (Alternate)			X
Nolte	Pauline	Library Commissioner	City of San Ramon			X
Parker	Eleanor	Library Commissioner	Town of Danville	X		
Pearlstein	Helen	Library Commissioner	CCC District 3	X		
Pricco	Susan	Library Commissioner	CC Central Labor Council (Alternate)			X
Ruscitti	Deirdre	Library Commissioner	CC Youth Commission	X		
Ruehlig	Walter	Library Commissioner	City of Antioch	X		
Schmalenberger	Carol	Library Commissioner	City of Pittsburg (Alternate)	X		
Shaffer	Ed	Library Commissioner	CC Council (Alternate)	X		
Simutis	John D.	Library Commissioner	City of Concord			X
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Tao	Jennifer	Library Commissioner	CC Youth Commission (Alternate)			X
Thiele	Beverly	Library Commissioner	City of San Pablo			X
Vasa	Utkarsh	Library Commissioner	CC Youth Commission (Alternate)			X
Villegas	James	Library Commissioner	City of Oakley	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
Whitley	Robert	Library Commissioner	CC Council	X		

Total Commission positions: 29

Commission positions filled: 27

Commission positions vacant: 2

Commission quorum: 14

With seventeen 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

## 4. INTRODUCTIONS

Also present at the meeting: Library Patron, Chauncey Lindquist; RMG Consultants Inc. Vice President, Patrick McClintock; Central Library Manager, Janet Hildebrand; Library Administrative Services Officer, Susan Caldwell; Deputy County Librarian: Public Services, Laura O'Donoghue; Deputy County Librarian: Support Services, Cathy Sanford; Executive Secretary, Corinne Kelly; County Librarian, Anne Cain.

## 5. ITEMS FROM THE PUBLIC

There were no items from the public.

## 6. ACCEPTANCE OF MINUTES - Agenda Attachment 1

The Library Commission, with two abstentions, approved the minutes.

**7. APPROVAL OF AGENDA**

The Commission postponed viewing the State Library's DVD on literacy in order to include both Project Second Chance's (PSC) literacy students, Kristi Klontz, who is featured in the DVD and Doug Humphrey, who was selected as one of five Statewide everyday heroes at the November 2005 California Library Association's Conference.

The agenda for the meeting of November 17, 2005 was approved as submitted.

**8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**

Commissioner Smith commented on the technology handout in the packet from a recent CALTAC workshop in Santa Clara.

- San Jose Public Library recently put their online catalog in four languages.
- Library technology allows for large fines to be paid online from a secured website for a small fee.
- The wi-fi signal at the Portola Library reaches outside and people sit on the library's front lawn with laptops. The local police park in the parking lot and transmit reports using the library's wi-fi.

Smith added that at the November 2005 California Library Association Conference, the biggest audiences were for technology. He suggested having a presentation at a future Commission meeting on library technology. The Conference had a few RFID vendors and Smith said that it was interesting to see the amount of planning that goes into RFID.

Cain announced that Commissioner Smith was recently elected as president of CALTAC and shared a press release (*attachment #1 to the minutes*). Smith mentioned the spring CALTAC workshop in Cupertino on February 25, 2006 with State Librarian, Susan Hildreth. Smith added that CALTAC has a Trustee Tool Kit for Library Leadership that he will inquire for a supply for each Library Commissioner.

Commissioner Hoisington said that the Lafayette Library has book sales twice a month and the Friends raise about \$40,000 a year. She shared the Lafayette Library's newsletter, which is created by Anna Koch, Senior Branch Librarian. Hoisington added that the Commonwealth Club of California would present a program on December 5, 2005 at the Veterans Memorial Building with Richard Clark speaking.

Commissioner Goglio commented on the library's ability to continue to balance and embrace technology changes and noted the importance to recognize that the County has a diverse population, including those with access to technology and those who do not have the means.

Commissioner Enholm mentioned Bay Point Library's check-it-out event on October 15, 2005; 21 new library cards were issued.

Commissioner Enholm mentioned that Bay Point has significant need for a new library. Enholm received a positive response from the School Board of Mount Diablo School District, when inquiring for support of the June 2006 library bond measure. There is a joint use piece in the bond that requires the school district or the other partner to pay half of the local match, which is a third of the funding.

The City of Walnut Creek had a special election, Measure R, which would have helped fund the new downtown Walnut Creek Library. Measure R received 61% of the vote, but the measure required a 2/3 vote.

Chair Ruehlig's article from the Antioch Weekly, *the Library Goes High Tech*, is in the agenda packet. Ruehlig plans to write a regular column. Commission Chair Ruehlig mentioned that the Antioch Music Foundation will be holding an event with seven churches performing at the Antioch Campinal Theatre. The

proceeds go towards Antioch youth. The 29<sup>th</sup> Annual Holiday Run will be held in Antioch and some of the funds raised will go for libraries. Registration information is in the Commission packet.

**9. CORRESPONDENCE**

The Town of Danville's installation of the Mayor invitation for December 6, 2005, was shared with the group.

**10. REPORT FROM COUNTY LIBRARIAN**

County Librarian Anne Cain reported on issues of interest to Commissioners.

On October 25, 2005, the Board of Supervisors approved the new schedule of fines and charges for the library. She explained that during the budget reduction process a couple of years ago, the library recommended an increase in fines and audiovisual material fines were doubled. Unfortunately, Cain learned that parents were not allowing children to check out audiovisual material because the fines were too high. The library also began working with material recovery service, Unique Management Systems, and although this service was implemented to recover material, funds from unrecoverable material have been coming to the library. Cain said that the library has received positive feedback with patrons pleased that the library decided to reduce the fines on videos and DVDs.

Commissioner Pearlstein mentioned that she appreciates the automated telephone calls from the library reminding when books are due. Cain said that this service is also sent by e-mail.

The Dougherty Station Library opened on September 24, 2005 and over 10,000 people entered the library. 250 library cards were issued and 91% of them were for San Ramon residents. \$500,000 was used for the opening day collection. 77% of the items checked out the first weekend were checked out using the new self-check machine. Photographs of the event were shared with the group. Commissioners commented that the Dougherty Station Library grand opening event was well done and the library is impressive with the computer lab and the new self-check machines. Commissioner Pearlstein suggested that the self-check machines are very obvious, which may contribute to the high usage.

Cain shared recent photographs from the Hercules Library construction and she noted that the construction is on time and on budget. The Hercules Library is expected to open late in 2006.

The Library received \$100,000 from the Leshner Foundation to purchase materials and supplies for a library in the new juvenile hall. The press release is included in the Library Commission packet. The Leshner Foundation presented the check to the Board of Supervisors on November 1, 2005. Photographs of the presentation were shared with the group.

Contra Costa County Library is participating in the Countywide food drive and also accepting cash donations.

During the California Library Association's Conference, four PReXcellence awards were presented and Contra Costa County Library received two of the awards, one for the Teen Reading Road Trip program and one for advocacy for the 5K Fun Run Walk.

Cain mentioned that last spring the library heard from the Diablo Valley Macintosh Users Group because Mac computers are not compatible with Overdrive Digital Audio Books. The library was aware that Overdrive was not accessible to Mac users over two years ago when a decision to implement Overdrive's digital books was made in order to not deny these resources to the rest of the population. The library belongs to a Statewide consortium of libraries that purchase E-books. The library communicated that the library's intent was not to exclude anyone from the service but to think about the overall service to the population. The issue with the digital audio books involves digital rights management and copyright issues.

Library representatives Cain, Sanford, Electronic Resources Specialist Susan Kantor-Horning, Information Systems Programmer/Analyst II Laura McKeegan, and RMG consultant Patrick McClintock, met with the Diablo Valley Macintosh Users Group Board of Directors and again with the general membership to discuss Live Homework Help. Apple, creator of Macintosh, has been contacted and responded that they would not address the incompatibility issues. Diablo Valley Macintosh Users Group will write a joint letter with the library to Overdrive and to Apple.

Commissioner Smith added that digital rights management is a big issue and it is important for the library to deliver service to its patrons.

**11. BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD REPORT**

No report was presented.

**12. OLD BUSINESS**

**UPDATE ON THE RADIO FREQUENCY IDENTIFICATION (RFID) FEASIBILITY STUDY**

At the November 18, 2004 Library Commission meeting, Commissioners learned about Radio Frequency Identification (RFID). Contra Costa County Library has been studying RFID technology for four years and selected RMG Consultants, Inc. to investigate RFID technology for the library.

Patrick McClintock, Vice President of RMG Consultants, Inc. and Cathy Sanford, Deputy County Librarian: Support Services, reviewed highlights of the study in this meeting's packet that included recommendations for RFID and materials handling/automated sorters implementation.

RFID technology assists with tracking and managing material, helps with shipping, and inventory control. RFID technology transmits signals over a technology that is used now in many ways, for example in the Fast Pass, clothing and various other goods regularly used in stores. RFID technology uses a small microchip (tag) connected to a small antenna that responds to a signal from a reader that sends a signal when it senses the transmitter and then the reader, which then responds back.

With the library's strategic planning, a team has been assessing and learning the issues involved with RFID technology. The team looked at the market to find out what is available as services for RFID and worked to get a sense of what is important to the library.

RFID enhances self-check by being less labor intensive. Radio frequency allows items to be scanned from a certain distance to a reader without placing the item directly on the reader.

Many libraries use RFID technology and currently about ten library vendors offer RFID implementation as a part of their services. RFID tags cost approximately \$.50 a piece in bulk to produce with prices expected to decrease. The biggest investment in RFID technology is the equipment that supports the tag.

RMG Consultants, Inc. recommends that Contra Costa County Library pursue and implement RFID technology as fast as possible, two to five years. Should Contra Costa County Library implement RFID, as a part of the implementation plan, new and renovated libraries with space to accommodate the equipment needed for RFID, would be the first to acquire the technology. The preference is to not have dual systems to manage and maintain. It would be cost effective for the new buildings to come online with the RFID technology.

Commissioner Whitley gave positive comments about the automation of RFID technology, which frees up staff to better serve patrons. He questioned the \$3-\$4 million investment and would like to see a further financial

analysis of the costs and benefits and return on investing.

Commissioner Goglio would like more information about staff retraining when moving from one function to another.

Cain commented that RFID technology does not necessarily allow for staff reduction, but helps the library avoid the need for additional staff with the continuation of growth in the foreseeable future. Commissioner Mengel commented on the current understaffing at the Bay Point Library and that this technology would free up staff's time that is now used for inventory of books, and allow them to better service library patrons.

McClintock commented that there are no metrics for putting a dollar on patron satisfaction and that library staff time is a valuable commodity.

Cain agreed with the need for a more in depth financial analysis request, and added that the library is also looking to RFID as a way to handle growth. Library service is increase, and RFID may allow growth without commensurate increases of staff. Currently the goal is to have 80% circulation done by self-check machines and to be able to achieve the same increase in inventory control without increasing staff. The \$3-\$4 million is not all new costs. The library will analyze how much of the implementation of RFID would be additional costs compared to costs that would occur anyway.

Commissioner Parker commented on the decrease in the physical demands on staff and liked the idea that staff could be redeployed to better serve library patrons.

Commissioners commented on privacy and health issues and questioned ways to educate the public about their perception of RFID technology. Berkeley Public Library began RFID implementation and the community expressed privacy concerns. Commissioner Smith said that Santa Clara County Library did not have adverse comments on privacy with the RFID implementation because they educated their community.

Commissioner Villegas shared a book with an RFID tag placed on the inside back cover.

RFID assigns a unique number associated with the material. The number alone does not mean anything without access to the check-in system. Libraries are staunch guardians of privacy and there are layers of security that prevent releasing private information.

Commissioner Hoisington questioned what happens to the RFID tags when the books are discarded since tags can be reused. The tags will probably become a commodity and Wal-Mart and pharmaceuticals using exclusively RFID, the costs will be pushed down, especially if they find different materials to make the microchip and the antenna.

Commissioner Parker questioned other barriers in the older libraries with implementing RFID, in addition to space and was told that it is the sorting space issue that restricts the smaller older libraries from using automated sorting and return systems.

Commissioner Burstyn commented on the benefit of material tags being read simultaneously to allow patrons the advantage of check out speed and that there is privacy in what items are being checked out, where no one knows what is being checked out when it is done electronically.

Sanford expressed that the library is not at a point to recommend a vendor for RFID technology. Formal proposals will be requested if the library chooses to proceed with RFID implementation.

Commissioner Burstyn questioned the longevity of RFID technology. It is hard to know if RFID will be superseded and the longevity of the equipment, but RFID standards have been developed.

Commissioner Shaffer questioned the funding plan and the budget for RFID implementation.

Cain said that this is not listed as an action item on the Commission agenda, and therefore the Commission is not being asked to make any recommendations on RFID technology. She added that this study is not complete because options in terms of phasing and specific costs of implementation need to be developed along with the annual maintenance, replacement and repair costs.

### **13. NEW BUSINESS**

#### **2005 ANNUAL REPORT & 2006 WORK PLAN - *Agenda Attachment 5***

Library Commissioners reviewed the Library Commission draft 2005 Annual Report and 2006 Work Plan. Commissioners were instructed to submit suggestions for changes/additions by the end of this meeting. The Library Commission, with two abstentions, approved the Library Commission draft 2005 Annual Report and 2006 Work Plan contingent on any changes given. The 2005 Annual Report and 2006 Work Plan will be submitted to the Board of Supervisors for their consideration at their December 13, 2005 meeting.

#### **DEWEY SUBJECT PICTOGRAMS**

Oakland Public Library implemented Dewey subject pictograms to assist patrons with learning disabilities to navigate the library shelves. The pictograms were produced with a grant that the Oakland Library received from the State Library. Patrons sometimes have difficulty finding items by number and so they use pictures to find material and this gives them confidence to help themselves in the library. With the increase in self-service, the Pleasant Hill Library plans to test the pictograms to determine if this is something to be considered for Contra Costa County Library.

Central Library Manager, Janet Hildebrand, shared a PowerPoint presentation, which is included in the agenda packet, with photos of the various pictograms and shared the plastic boxes that are placed on library shelves with the pictogram inserted. Oakland Public Library is willing to provide Contra Costa County Library with a disk of the pictures. One factor holding up the process of implementing the pictograms is that OCLC purchased the Dewey Decimal system and creating these signs may require copyright approval.

#### **TIPS FOR FRIENDS MEMBERSHIP RECRUITMENT- *Agenda Attachment 7***

Since this topic was tabled twice from Library Commission meeting agendas, it was recommended that it not be put on another agenda, and instead Commissioners agreed to read the agenda attachment in the packet on Friends membership tips and share the information with the members of the Friends groups.

#### **CONTRA COSTA COUNTY LIBRARY FACILITY TOURS - *Agenda Attachment 8***

Commissioners signed up to tour Contra Costa County Library facilities on three Saturdays, January 28, February 25, and March 11, 2006. Commissioners should contact Executive Secretary, Corinne Kelly [ckelly@ccclib.org](mailto:ckelly@ccclib.org) (925) 927-3206, if they decide to be added to the tour group.

#### **NAME BADGES FOR COMMISSIONERS- *Agenda Attachment 9***

Commissioners considered name badges to identify them as Library Commissioners when attending various functions and as another way to promote the library. Not all Commissioners wanted name badges for various reasons. The Library will order name badges for those Commissioners that would like one and a sign up sheet was routed for those interested.

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**CONSIDER 2006 LIBRARY COMMISSION DATES**

Commissioners approved the following 2006 Library Commission Meeting dates:

- January 26
- March 23
- May 25
- July 27
- September 28
- November 16

**14. AGENDA SETTING FOR NEXT MEETING**

Commissioners offered suggested discussion topics for their 2006 meetings that include:

- State Library's DVD on literacy with Project Second Chance's (PSC) literacy students, Kristi Klontz and Doug Humphrey
- Budget with consideration to RFID proposal
- Volunteer's activities on behalf of library
- Web portal presentation by Sean Silas, Web Portal Specialist, Contra Costa County Office of Education.
- Live Homework Help demonstration.
- Invite County Counsel, Mary Ann Mason, for a discussion as to what Commissioners can do during a library bond act campaign. Consider extending the invitation to Supervisor DeSaulnier or other members of the Board of Supervisors

**15. ADJOURNMENT TO THE January 26, 2006 LIBRARY COMMISSION MEETING**

The Library Commission meeting adjourned at 9 p.m.

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Submitted by Corinne Kelly  
Executive Secretary  
Contra Costa County Library

TO: BOARD OF SUPERVISORS  
FROM: Anne Cain, County Librarian  
DATE: December 13, 2005



# Contra Costa County

SUBJECT: **Library Commission 2005 Annual Report and 2006 Work Plan**

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

RECOMMENDATION

Consider the Contra Costa County Library Commission 2005 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

**2005 Contra Costa County Library Commission Annual Report**

Library Commission meets on the 4<sup>th</sup> Thursday of alternating months  
Library Administration, 75 Santa Barbara Road, Pleasant Hill

Walter Ruehlig, Chair

Wayne Johnson, Vice Chair

Staff: Anne Cain, County Librarian

**1. Activities and accomplishments**

**Legislation**

- Commissioners participated in California Library Association's Day in the District January 28 and February 4, 2005 and Legislative Day in Sacramento April 20, 2005 and Commissioners worked with State and local representatives throughout the year to support funding for public libraries, the California Reading and Literacy Improvement Act, the Public Library Construction and Renovation Bond Act, and other legislation of interest to local libraries. The Commission unanimously agreed to support the Bond Act of 2006 at their July 28, 2005 meeting.
- Commissioners supported sending the November 20, 2003 adopted resolution about section 215 of the USA PATRIOT Act to the Senate Judiciary Committee.
- Commission Chair Ruehlig (City of Antioch) spoke on the USA PATRIOT Act at a public forum on September 29, 2005.

**Budget and Fundraising**

- Commissioners Enholm (District 5), Goglio (Central Labor Council), Smith (District 4 & BALIS Advisory Board Representative), Brinker (City of Oakley), Vice-Chair Johnson (City of Pleasant Hill) and Chair Ruehlig (City of Antioch) volunteered for the second annual Library 5K Fun Run Walk fundraising event on July 24, 2005, which raised \$25,000 for children's books.
- Commissioner Marshburn (Office of Education) participated in the Walnut Creek Walk the Library Walk fundraiser.
- Commissioners wrote the County's Board of Supervisors, on September 13, 2005, expressing appreciation for their ongoing budget support.
- Commissioners participated in Senator Torlakson's Holiday Run, which raised \$6,000 for the library.
- Commissioners worked with local businesses, organizations, individuals, Friends of the Library groups, and library staff to raise funds for library materials.

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: \_\_\_\_\_

Contact: Anne Cain, 925.646-6423

cc: County Library Administration  
County Administrator  
County Auditor-Controller

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

**Planning**

- Commissioners participated in two strategic planning discussion sessions with Library Consultant, Joan Frye Williams on January 27 and September 22, 2005.

**Library services and programs**

- Commissioners receive reports and updates, discuss and provide significant input to all of the library's major issues, initiatives, and new programs. Some of the topics covered this year included: a new Strategic Plan for Contra Costa County Library, Radio Frequency Identification (RFID) feasibility, implementation of wireless technology, the Business Connection Website, opportunities to improve access to materials through the use of "floating collections", the library's State Fair exhibit, and Hurricane Katrina relief efforts.
- 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.
- Commissioner Nolte (City of San Ramon) worked with San Ramon Library staff on the annual jazz program.
- Commissioners continue to support city read programs throughout Contra Costa County.
- Commissioner Marshburn helped library staff implement the One Stop portal, an electronic communications connection between the County's school districts and the Contra Costa County Library.
- Commissioners Smith and Ruehlig participated in the library's Small Business Advisory Groups' meetings which launched the Business Connection Website with the help of a State Library grant.

**Public relations and community involvement**

- Commissioners served as liaisons to their appointing authorities relating to library service and shared library services information with their communities.
- Commissioners attend many library programs and events in their communities and exchanged information about community libraries at the Commission meetings.
- Commissioners developed a public comment e-mail correspondence and agenda postings to the Contra Costa County Library's Website.
- Commissioner Smith toured the Seattle Public Library and attended Senator Torlakson's holiday party on behalf of the Library Commission. Smith also conducted training sessions for the Solano County and the City of Benicia library boards in January as a board member of the California Association of Library Trustees and Commissioners (CALTAC).
- Commission Chair Ruehlig and Commissioner Enholm attended the September 2005 Mayor's Conference.
- Commissioner McClellan (Town of Moraga) reported on the Friends of Moraga Library's flash advertising at local movie theatres and showed a slide of the promotion.
- Commissioner Atkinson (City of Clayton) helped with the Clayton Library's 10th anniversary celebration.
- Commissioner Parker (Town of Danville) toured the Santa Clara City Library and attended the CALTAC Workshop October 9, 2005 on Technology and provided Danville's Town Council with technology update materials.
- Commission Chair Ruehlig's "Library Goes Hi-tech" article appeared in the October 14, 2005 education section of the *Antioch Weekly*.

**Awards and recognition**

- Commissioner Smith was recognized at the Board of Supervisors May 24, 2005 meeting for his exemplary service to the Contra Costa County Library as Chair and Vice-chair of the Commission, his training to various library board and commissions, and his enthusiasm, dedication, and commitment to the Contra Costa County Library.
- Commissioners presented County Librarian Cain with a plaque thanking her for serving two years as Chair of the California Library Association's (CLA) Legislative Committee.
- Commissioner Smith was elected CALTAC's President for 2006.
- Contra Costa County Library received California Library Association PRExcellence Awards for (Programming) for "Teen Reading Road Trip" and (Advocacy) for "5K Fun Run Walk" at the November 2005 California Library Association Conference in Pasadena.
- Commissioners Scott (District 1), Beard (Pinole), Fugazzi (City of Brentwood), and Nolte were recognized for their volunteer service at the April 12, 2005 Board of Supervisors meeting.

**Facilities**

- Commissioner Hoisington (City of Lafayette) participated in fundraising for the Lafayette Library and Learning Center.
- Commissioners Nolte had a major role in the opening of the Dougherty Station Library. Commissioners Villegas (City of Oakley), Parker, Enholm, and Chair Ruehlig attended the September 24, 2005 opening of the Dougherty Station Library.
- Commissioner Burstyn, Hoisington, Fugazzi, Fuller (City of Martinez), Enholm, Madfes (Friends Council), McGrady (City of El Cerrito), Walters (City of Hercules), and Chair Ruehlig worked with the communities to plan new libraries.
- Commissioner Fugazzi attended several meetings with the City of Brentwood and served on the City's Capital Facilities Task Force.
- Commissioners Madfes and Walters have had a major role in the development new Hercules Library which is scheduled to open in late 2006.
- Commission Chair Ruehlig organized an Eagle Scout Troop to work with the Antioch Library staff to enhance the Library's patio.

**2. Training/Certification**

- Commissioners have viewed the videotapes on the Brown Act and Conflict of Interest.
- Commissioners were updated on the County's May 3, 2005 training for all advisory bodies to the Board of Supervisors.
- Commissioners renewed their membership in the California Association of Library Trustees and Commissioners (CALTAC).
- Commissioners attended the March 5 Library Leadership and October 29, 2005 Technology update CALTAC workshops.
- 15 Commissioners and alternate Commissioners attended a Library Commission orientation on November 17, 2005.
- Commissioner Smith attended California Library Association's 107th Annual Conference, November 4-7, 2005. Proposed Work Plan/Objectives for 2006.

**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 2005 achieved a quorum (*page 3 for individual Commissioner attendance*).

**Library Commission Attendance  
January 2005 - December 1, 2005**

<b>COMMISSIONERS</b>	<b>REPRESENTING</b>	<b>Total Meetings</b>	<b>Total Absent</b>	<b>Total Present</b>	<b>Total Excused</b>	<b>signed BROWN ACT &amp; Ethics Orientation videoc viewing certification Received</b>
Ruehlig, Walter (Chair)	City of Antioch	6		6		X
Fugazzi, Ron	City of Brentwood	6		2	4	X
Wentz, Kelly (term began 4/04)	City of Brentwood Alternate	6	4		2	
Atkinson, Joyce	City of Clayton	6		4	2	X
Boyd, Jeanne	City of Clayton Alternate	6			6	X
Howlett, Patricia	City of Concord Alternate	6		3	3	X
Simutis, John	City of Concord	6		4	2	X
Zabrycki, Meg (term ended 6/05)	Town of Danville	3		2	1	X
Parker, Eleanor (term began 6/21/05)	Town of Danville Alternate	3		3		
McGrady, Lloyd	City of El Cerrito	6		4	2	X
Brown, E. Joy (term began 7/1/05)	City of El Cerrito Alternate	3		3		
Walters, Andrew	City of Hercules	6	1	3	2	X
Harbert, Jacquelyn (term ended 4/05)	City of Hercules Alternate	2		1	1	
MacAulay, Bruce (term began 5/05)	City of Hercules Alternate	4		1	3	X
Hoisington, Mary Ann	City of Lafayette	6		5	1	X
Leffman, Robert (term began 7/1/05)	City of Lafayette Alternate	3		2	1	X
Calderwood, Julie (term ended 6/1/05)	City of Martinez	4		3		X
Fuller, Kathy	City of Martinez, Alternate	6		5	1	X
McClellan, John	Town of Moraga	6	1	4	1	X
Myrick, Dennis	Town of Moraga Alternate	6		1	5	X
Brinker, Regina (term ended 6/1/05)	City of Oakley	3			3	X
Villegas, James (term began 8/8/05)	City of Oakley	2		2		
Brown, Carol	City of Orinda	6		2	4	
Austin, N. Earl	City of Orinda Alternate	6		5	1	X
Loeza, Porfirio (term began 2/1/05)	City of Pinole	5	2	3		
Dudiak, Ted	City of Pittsburg	6		5	1	X
Schmalenberger, Carol A.	City of Pittsburg Alternate	6		4	2	X
Johnson, Wayne	City of Pleasant Hill	6		5	1	X
Thiele, Beverly	City of San Pablo	6	2	1	3	X
Nolte, Pauline	City of San Ramon	6		4	2	X
Prager Burstyn, Debra	City of Walnut Creek	6	1	4	1	X
VACANT	District 1					X
Bednarz, Ludwick M.	District 2	6		5	1	X
Weinberg, Robert	District 2 Alternate	6		5	1	X
Pearlstein, Helen	District 3	6		4	2	X
Couzens, Beatrice	District 3 Alternate	6		2	4	X
Smith, Alan B.	District 4	6		4	2	X
VACANT	District 4 Alternate					X
Enholm, Greg	District 5	6		6		X
Butler, Yolanda	District 5 Alternate	6		2	4	X
Marshburn, Peggy	Office of Education	6		2	4	
Goglio, Joseph	Contra Costa Central Labor Council	6		3	3	X
Pricco, Susan	Contra Costa Central Labor Council	6		3	3	X
Robert Whitley (term began 11/05)	Contra Costa Council	1		1		
Ed Shaffer (term began 11/05)	Contra Costa Council Alternate	1		1		
Taylor, Stan (term ended 10/31/05)	Contra Costa Council Alternate	5	1		4	X
Anne Cleary (term began 2/15/05) (term ended 6/1/05)	(term Contra Costa Council	2	1	1		
Madfes, Sherry	Contra Costa Friends Council	6		4	2	X
Mengel, Christina (term began 7/05)	Contra Costa Friends Council Alternate	3		1	2	
Barnhart, Brenda (term ended 6/05)	Contra Costa Youth Commission	3		1	2	X
Deirdre Ruscitti (term began 11/17/05)	Contra Costa Youth Commission	1		1		
Utkarsh Vasa (term began 11/17/05)	Contra Costa Youth Commission	1		1		
Jennifer Tao (term began 11/17/05)	Contra Costa Youth Commission	1			1	

**Proposed Work Plan/Objectives for 2006**

## 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 alert communities to the services provided by the Contra Cost County Library.

Objective 3: Bring feedback and ideas from library communities to the attention of Library Administration.

Objective 4: 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 5: Participate in the 2006 California Library Association's Day in the District and Legislative Day in Sacramento.

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

Objective 1: Work with communities planning new library facilities.

Objective 2: Alert community regarding valuable support of new library technology on improved patron services.

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

Objective 1: Work with Library Consultant, Joan Frye Williams, and library staff to complete the library's strategic plan and determine opportunities for the Commission to participate.

Objective 2: Receive updates on library technology, including the Radio Frequency Identification (RFID) Feasibility Study for Contra Costa County Library.

Objective 3: Schedule library staff or library docents and other volunteer to discuss

- Capturing teens as reading advocates and recognition of their efforts.
- Docent volunteers and technology.
- Various library programs and initiatives.



**TO:** BOARD OF SUPERVISORS  
**FROM:** County Administrator  
**DATE:** December 20, 2005

**SUBJECT: 2005 AWARD FOR EXCELLENCE PRESENTED TO THE COUNTY LIBRARY**

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

**RECOMMENDATION:**

PRESENT the 2005 Departmental Award for Excellence to the County Library, Anne Cain, County Librarian.

**BACKGROUND:**

In 1985 the Board of Supervisors established a program for recognizing outstanding performance by County departments. Each year the Board acknowledges a department with the Award of Excellence. This year, the award recognizes the accomplishments of the County Library.

In serving almost 1 million residents, the Contra Costa County Library is often referred to by others as "The Library That Does A Lot With A Little." This is accomplished through the efforts of a dedicated, hard-working staff of 168 full-time equivalent employees, including many part-time staff, over 25 library support organizations such as Friends and Foundations, a 29-member Library Commission, partnerships with every city served by the County Library, and partnerships with businesses, agencies, community groups and organizations.

- During fiscal year 2004/2005, the Library circulated 4.7 million items, the highest number of items circulated in one year in the history of the County Library.
- Over the past several years, the Library has increased the number of programs for all age groups from virtually none to literally hundreds of programs, all of which are heavily utilized by people of all ages.

The library has been recognized many times for its leadership in the area of using innovative technology to improve and enhance library services and to cut costs. Recent examples include:

- Digital audio books that can be downloaded to a computer or personal digital assistant.
- WiFi hot spots installed in most libraries that allow Internet access to patrons using wireless laptops in the library.
- Partnership with the Contra Costa County Office of Education through the Ed4Stop Portal that provide direct access to the Library's database resources.

CONTINUED ON ATTACHMENT: \_\_\_\_\_ YES

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
 RECOMMENDATION OF COUNTY ADMINISTRATOR  
 APPROVE

\_\_\_\_\_  
 RECOMMENDATION OF BOARD COMMITTEE  
 OTHER

SIGNATURE(S): \_\_\_\_\_

ACTION OF BOARD ON: 12/20/05 APPROVE AS RECOMMENDED  OTHER

VOTE OF SUPERVISORS

UNANIMOUS (ABSENT) none  
 AYES: \_\_\_\_\_ NO'S: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

LIBRARY 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: 12/20/05  
 JOHN SWARTZ, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

Contact Person:  
 CC: Library  
 CAO

BY:   
 J. SWARTZ

**SUBJECT: 2006 AWARD FOR EXCELLENCE PRESENTED TO THE COUNTY LIBRARY**

- LiveHomeworkHelp program, which offers free, online tutorial services remotely to students in middle school through early college.
- Courtesy email notices that provide borrowers with reminders for approaching due dates for materials.
- Portable classroom, which is available in the library or for use by local schools to train teachers and students about the Library databases and online services.

The Contra Costa County Library has been extremely successful in obtaining corporate sponsorship for many of its major programs:

- The Teen Reading Program, an incentive program that encourages teens to read for pleasure and to develop the habit of life-long library use.
- Project Second Chance, the Contra Costa County Library Adult Literacy Program founded in 1964 and offering free, confidential, one-on-one basic literacy instruction to adults.
- Preschool literacy programs, including Reach Out and Read, which promotes family literacy through a partnership with Contra Costa County Health Services at five clinics; Stories to Go, which brings regular story times to low-income populations of children; and Books to Grow-On, which serves children at in-home daycare facilities.

The Library aggressively seeks grant funds for library programs and services. In fiscal year 2004/2005 Library staff applied for and received grants in the amount of \$349,347, including the following:

- \$100,000 grant from the Lasher Foundation to provide a library at the new Juvenile Hall. This was a joint partnership with the Probation Department and the County Office of Education.
- \$71,424 federal grant to provide library cards to all second graders.
- \$75,000 grant from the California State Library to launch a new service to small businesses. Over 25 Chambers of Commerce and other business groups such as the Contra Costa Council, participated in the grant by serving on an advisory group and creating a new small business website.
- \$20,000 grant for the Building Information Literacy for Academic Success: A Collaborative Approach program to increase students' knowledge of curriculum-based electronic resources. The program trains teachers to instruct and encourage students to use the library databases.

In addition to grants, the library has succeeded in obtaining corporate and other community support for its programs, services and collections. This success is the direct result of generous donations of time, expertise and talent of many Library Commissioners, Friends and Foundations and other library supporters:

- \$250,000 was raised through donations from dozens of corporations, Friends groups, community organizations and individuals to make up for 25% cuts in the book budget for the last two years.
- \$25,000 was raised at the 2<sup>nd</sup> Annual Fun Run/Walk in July 2005, in which participants paid \$25 to participate, all costs were picked-up by local businesses, and all proceeds were used to buy children's library materials.
- \$70,000 in materials and \$35,000 in funds were recovered during the first nine months of the newly implemented material recovery services program.

The Library has been working to identify and attract new users and returning users who may not have visited a library in recent years. New services and outreach activities include:

- Spanish language version of Library home page and Library automated catalog.
- New lecture series to encourage civic engagement.
- 14 book clubs and several City Reads programs in response to Library customers' indication that they want the Library to take a strong readership role promoting reading and literacy.
- Hundreds of programs provide enrichment for preschoolers, improve reading skills for children, provide homework assistance for teens and enhance lifelong learning for adults.

Library staff also spend considerable time working with the many communities in Contra Costa County planning new Library facilities and renovating existing facilities. The Library's goal with

**SUBJECT: 2005 AWARD FOR EXCELLENCE PRESENTED TO THE COUNTY LIBRARY**

respect to State bond for library construction is to do everything possible to make applications from communities in Contra Costa County as competitive as possible. Recent projects include:

- The Dougherty Station Library in San Ramon opened in September 2005.
- Partnership with the City of Concord provided funding for renovations to the interior of the Concord Library.
- Partnership with the Friends/Foundation provided funding for renovations to the interior of the Ygnacio Valley Library.
- El Sobrante Municipal Advisory Council, Friends of the Library and other civic groups collaborated on planning for renovations to the exterior of the El Sobrante, including a reading garden.
- The new Hercules Library funded in part by a grant from the State, is presently under construction.
- Staff provided expertise and considerable grant writing, space planning and focus group participation involved with submission of Library construction grants from Hercules and Lafayette, both of which were funded; Walnut Creek and Antioch, which received outstanding rankings from the State Library; and San Ramon, which received a very good ranking.
- Staff are working with the following communities to plan new library facilities in Brentwood, Pittsburg, Concord, San Ramon, El Cerrito, Kensington, Martinez, and Bay Point.

The Library's Literacy Program-Project Second Chance is one of the most successful in the State, and Contra Costa learners have been publicly recognized:

- Doug Humphrey, an adult learner in the Library's literacy program, was honored at California Library Association State Librarian's Breakfast as "An Everyday Hero."
- Kristi Clantz, a student in Project Second Chance, was featured in a video as one of four adult literacy students in the State who were significantly and positively impacted by the Library's literacy program.

Planning for the future:

- Developed a new Strategic Plan that will carry the Library into the next decade. The plan looks at opportunities for new capacity as County Library use increases in the age of the Internet.
- Developed a plan for staff succession by actively encouraging staff to attend Library School. Currently, over 30 library employees are enrolled in a Masters of Library Science program.

Other accomplishments:

- Received California Library Association Public Relations Excellence Awards for the Teen Reading Road Trip and the 5K Fun Run/Walk in November 2005.
- The Library's volunteer program continues to lead all Bay Area libraries in the number of volunteers and number of volunteers hours provided to the Library. Many programs and services provided by the Library could not be offered without the efforts of these hard-working volunteers.
- The 2005 State Fair exhibit for Contra Costa County was created around the theme of Library services. The display won a silver medal!
- Anne Cain, the County Librarian, served as the chair of California Library Association Legislative Committee for two years, during the time the 2006 Library Construction Bond was approved by the Legislature and placed on the June 2006 ballot.
- A Deputy County Librarian from Contra Costa County served on the National Public Library Association Board for the 2005 term.



1750 Oak Park Blvd.  
Pleasant Hill, CA 94523

Anne Henley Cain  
County Librarian

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## PRESS RELEASE

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### **For Immediate Release**

Tuesday, December 20, 2005

**Contact:**

Susan LaPat  
Volunteer Coordinator  
925-927-3211

**Fax:**

925-646-6461

**E-mail:**

[slapat@ccclib.org](mailto:slapat@ccclib.org)

## LIBRARY RECEIVES CONTRA COSTA COUNTY 2005 DEPARTMENTAL AWARD FOR EXCELLENCE

The Contra Costa County Board of Supervisors presented Anne Cain, Contra Costa County Librarian, with the 2005 Departmental Award for Excellence at the December 20, 2005 Board meeting. The Award of Excellence program was created in 1985 by the Board of Supervisors to recognize outstanding performance by County departments. Gayle B. Uilkema, Chair of the Board of Supervisors, mentioned a long list of the accomplishments of the library staff and volunteers, Library Commissioners, Library Friends and Foundations, and the library's corporate partners to provide high quality library service throughout the library's twenty-four community libraries.

The library has been recognized for its leadership in offering library users innovative technology to improve and enhance library services. Recent examples include the installation of WiFi hot spots installed in most libraries that allow Internet access to patrons using wireless laptops in the library; a partnership with the Contra Costa County Office of Education through the Ed1Stop Portal that provides direct access to the library's database resources; and, digital audio books that can be downloaded to a computer or personal digital assistant.

The Contra Costa County Library has been extremely successful in obtaining corporate sponsorships and grants to fund many of its programs and services. In fiscal year 2004/2005, library staff applied for and received grants in the amount of \$349,347, including a \$100,000 grant from the Leshner Foundation to provide a library at the new Juvenile Hall (in a joint partnership with the Probation Department and County Office of Education); a federal grant of \$72,000 to provide library cards to all second graders in the county; a \$75,000 grant from the California State Library to launch new services to small businesses; and a \$20,000 grant for the "Building Information Literacy" collaborative program to increase students' knowledge of electronic resources by training teachers to instruct students to use library databases.

Other accomplishments during the past year include statewide recognition of two Project Second Chance adult literacy learners for significantly furthering literacy outreach. Board Chair, Gayle B. Uilkema, thanked the library staff and volunteers for providing this life-changing service. In addition, the library received two California Library Association Public Relations Excellence Awards for the Teen Reading Road Trip and the 5k Fun Run/Walk materials at the California State Library conference in November.

In accepting the award, County Librarian Anne Cain thanked the fine work of the library staff, the Friends and Foundations that provide support for the libraries, the 29-member Library Commission, the partnerships with every city served by the County Library and the partnerships with businesses, agencies, community groups and organizations.

###

TO: BOARD OF SUPERVISORS

FROM: Anne Cain, County Librarian

DATE: December 20, 2005

SUBJECT: Authorize the County Librarian to Apply for and Accept \$8,000 in funds from the American Library Association for tuition reimbursement for library staff obtaining a master's degree in library science.



# Contra Costa County

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

RECOMMENDATION

Authorize the County Librarian to Apply for and Accept \$8,000 in funds from the American Library Association for tuition reimbursement for library staff obtaining a master's degree in library science.

FINANCIAL IMPACT

No financial impact.

BACKGROUND

The American Library Association will be awarding five grants of \$8,000 to libraries as part of the Association's "Grow Your Own" program. The program encourages libraries to identify and recruit local staff and encourage them to consider careers in the field of librarianship.

The Contra Costa County Library is proud of its proven track record of success in creating an organizational culture that actively and enthusiastically promotes librarianship as an exciting career choice. The library's Grow Your Own @ Your Library® Plan consists of the following elements:

- Recruitment within our local communities for library staff that reflect the diversity of the almost 1million people served by the Contra Costa County Library
- Identification of potential stars from among the staff
- Strong mentoring and training programs to ensure work and academic success
- A supportive learning environment for all staff
- Aggressive pursuit of financial assistance for staff education
- Advancement opportunities for all staff
- Recognition and appreciation of in-house talent

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: \_\_\_\_\_

Contact:

cc: County Library  
County Administrator  
County Auditor

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

**Walnut Creek Downtown Library**  
1644 N. Broadway  
Walnut Creek, CA 94596-4297

**Anne Henley Cain**  
County Librarian

## **P R E S S   R E L E A S E**

### **For Immediate Release**

**Contact:**

Cindy Brittain  
Senior Branch Librarian  
Walnut Creek Libraries

**Fax:**

(925) 646-6048

**E-mail:**

[cbrittain@ccclib.org](mailto:cbrittain@ccclib.org)

### **Akhil Amar to Speak on "The American Constitution as seen from Walnut Creek" for the Contra Costa County Library "Civic Engagement" Lecture Series**

The political and intellectual history of the U.S. Constitution -- from the perspective of a former Walnut Creek resident -- will be the topic when Akhil Reed Amar, the popular and inspiring Yale Law School constitutional scholar, speaks at the Walnut Creek Downtown Library on Thursday evening, March 16. Professor Amar, who grew up in Walnut Creek and also consults for the television series, *The West Wing*, will appear as part of "Civic Engagement," the Contra Costa County Library Lecture Series for 2005-2006. The lecture begins at 7:30 p.m.

As a student, Akhil Amar was editor of the *Yale Law Journal*, and he clerked for US Supreme Court Justice Stephen Breyer when Breyer was on the First Circuit Court of Appeals. In 1985, Amar joined the Yale Law School faculty and has been Southmayd Professor since 1993. Amar has written many engaging articles and books on constitutional law and history for the general reader and is a frequent television guest on news shows. His most recent book, *America's Constitution: A Biography*, has received stellar reviews.

Sponsors of the program include the Contra Costa County Board of Supervisors, Supervisor Mark DeSaulnier, the Contra Costa County Library, the Friends of the Walnut Creek Library and the Walnut Creek Library Foundation. This free program will be open to the public. Copies of *America's Constitution: A Biography* will be for sale at the program; a portion of the sales will benefit the Walnut Creek Library Foundation.

**Draft**

**Akhil Reed Amar to Speak on the American Constitution for the Contra Costa County Library  
"Civic Engagement" Lecture Series**

Page 2

The series is a program of the Contra Costa Citizenship Initiative introduced by District 4 Supervisor Mark DeSaulnier which features prominent speakers on critical issues and is designed to promote civic engagement and political participation, and to engage public debate. For additional information, contact the Walnut Creek Library at 925-646-6773.

## Summary of the 2003 National Assessment of Adult Literacy (NAAL) Report

The U.S. Department of Education's National Center for Education Statistics (NCES) recently released the results of the 2003 National Assessment of Adult Literacy (NAAL) Report. It describes the status of adult literacy in the United States and reports on national trends. To view the entire report go to, <<http://nces.ed.gov/naal>>.

The study defines adult literacy as "a person's ability to use printed and written information to function in society, to achieve goals, and to develop knowledge and potential."

It employed a nationally representative sample of English speaking adults (based on 2003 US census bureau statistics) who were asked to perform three types of literacy tasks, using materials that are part of their daily life.

Prose reading materials were arranged in sentences and paragraphs. Examples included newspaper articles.

Documents (not organized in sentences) included bills, maps, bus schedules and prescription labels.

Quantitative activities required simple calculations using numbers found in written materials such as tax forms or bank statements.

It is important to note that 2% of the population or 4 million adults were found not to speak English well enough to participate in the survey at all and are not included in the results that follow:

14% or 30 million adult Americans are functioning at the **Below Basic** literacy skill level.

They can perform only the most simple and concrete literacy tasks, such as signing a form.

They are likely to be living in poverty, unable to participate in their children's education.

29% or 63 million are functioning at the **Basic** level.

They have some literacy skills and can perform simple everyday tasks like finding a program in a TV Guide or comparing the prices of two tickets to a sporting event.

They are unlikely to have the skills required to be gainfully employed or economically self-sufficient.

They will struggle in an increasingly complex and information driven society, and will be unprepared to perform the jobs of the future.

For more information on this subject visit the National Association of Manufacturer's website [www.nam.org](http://www.nam.org) and read their 2005 Skills Gap report.

44% or 95 million adults are functioning at the **Intermediate** level.

They can do moderately challenging tasks such as calculate the cost of an order from an office supply catalog, identify a specific location on a map and consult a reference book to determine which foods contain a certain vitamin.

This is the average reading level of American adults and includes many college graduates.

13% or 28 million are functioning at the **Proficient** level.

They can perform more complex and challenging literacy activities like interpreting a table about blood pressure, age and physical activity or comparing two editorial viewpoints.

Although adults at all levels have improved their quantitative skills in the 10 years since the study was last done, there is not a lot of variance between the reading skills of the adult population in 1992 and in 2003.

Black adults made some gains on each type of task tested.

White adults made no significant change in literacy but some when computing numbers.

Hispanics showed a sharp decline in their ability to handle prose and documents, perhaps because there were more people who did not speak English before starting school in 2003 than in 1992

It is estimated that 10.5 million of the 93 million Americans who are functioning at the **Basic and Below Basic** literacy levels live in California.

They are the target of library based adult literacy programs.

Collectively these programs serve approximately 20,000 adult learners each year.

Project Second Chance (PSC), the Contra Costa County Library adult literacy program has been serving this population since January 1984. In that time we have trained 2,778 volunteers who have helped 4,048 adults to read, write and spell better. For information about becoming a PSC student, tutor or supporter call 927-3250 or email ([psc@ccclib.org](mailto:psc@ccclib.org)>).

*Prepared by: Susan Lynn, Library Literacy Director, Project Second Chance, Contra Costa County Library  
January 2006*