

Contra
Costa
County



Human Resources Department

Administration Building
651 Pine Street
Martinez, CA 94553-1292

DATE: January 4, 2007

TO: Susan Lynn, Library Literacy Director
Contra Costa County Library
1750 Oak Park Blvd.
Pleasant Hill

SUBJECT: *Manager of the Year Award Program*

Congratulations! Contra Costa County is pleased to inform you that you have been nominated for the **2006 Manager of the Year Award**.

Throughout the County, there are many employees who exemplify the best in public service. Once again, the Board of Supervisors and County Administrator, John Cullen, announced the **Gina Martin Employee of the Year** and **Manager of the Year Award Programs**. These awards were established to recognize and honor those employees who demonstrate excellence in their work and for performance that is exceptional. Your outstanding job performance has inspired your Department Head to acknowledge you and to highlight your extraordinary achievements in exemplifying excellence in your work.

As a nominee for the 2006 Manager of the Year Award, you are invited to attend the January 23, 2007 Board of Supervisors meeting. The **Manager of the Year** presentation is scheduled to be held at 9:30 a.m. in the Board of Supervisors' Chambers in the County Administration Building, 651 Pine Street, Martinez. All nominated employees will receive a commemorative gift. The **Manager of the Year** will also receive special recognition from the Board of Supervisors and a commemorative gift. In addition, the name of the **Manager of the Year** will be engraved on a Perpetual Plaque located in the foyer of the Board of Supervisors' Chambers.

If you have any questions regarding your nomination or if you will be unavailable to attend the January 23, 2007 Board meeting, please contact the **Manager of the Year** Program Coordinator at 335-1751.

Again, congratulations on your nomination and for the excellent service you provide to Contra Costa County.

cc: Anne Cain, County Librarian

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Administration Building
651 Pine Street
Martinez, CA 94553-1292

DATE: January 4, 2007

TO: Marian Partridge, Branch Librarian,
Contra Costa County Library
Pittsburg Branch
80 Power Avenue
Pittsburg

SUBJECT: *Gina Martin Employee of the Year Award Program*

Congratulations! Contra Costa County is pleased to inform you that you have been nominated for the **2006 Gina Martin Employee of the Year Award**.

Throughout the County, there are many employees who exemplify the best in public service. Once again, the Board of Supervisors and County Administrator, John Cullen, announced the **Gina Martin Employee of the Year and Manager of the Year Award Programs**. These awards were established to recognize and honor those employees who demonstrate excellence in their work and for performance that is exceptional. Your outstanding job performance has inspired your Department Head to acknowledge you and to highlight your extraordinary achievements in exemplifying excellence in your work.

As a nominee for the 2006 Gina Martin Employee of the Year Award, you are invited to attend the January 23, 2007 Board of Supervisors meeting. The **Gina Martin Employee of the Year** presentation is scheduled to be held at 9:30 a.m. in the Board of Supervisors' Chambers in the County Administration Building, 651 Pine Street, Martinez. All nominated employees will receive a commemorative gift. The Gina Martin Employee of the Year will also receive special recognition from the Board of Supervisors and a commemorative gift. In addition, the name of the **Gina Martin Employee of the Year** will be engraved on a Perpetual Plaque located in the foyer of the Board of Supervisors' Chambers.

If you have any questions regarding your nomination or if you will be unavailable to attend the January 23, 2007 Board meeting, please contact the Gina Martin Employee of the Year Program Coordinator at 335-1751.

Again, congratulations on your nomination and for the excellent service you provide to Contra Costa County.

cc: Anne Cain, County Librarian



SMALL BUSINESS WORKSHOPS

January – April 2007



Thursday, January 11 from 7 p.m. to 9 p.m.

Getting the Banker to Yes

Location: Concord Library, 2900 Salvio St. Concord, 94517

Presenter: Ken Aslanian-Williams, Financial Consultant, Contra Costa SBDC

Topics to be covered include:

- The "Six C's of Credit" that lenders use to make loan decisions
- Unraveling the mysteries of the FICO score
- Mastering the human dimensions of the loan process

Thursday, January 25 from 7 p.m. to 9 p.m.

I Got My Business – Now How Do I Make It Work For Me

Location: Concord Library, 2900 Salvio St., Concord, 94517

Presenter: Thornton Prayer, Whole Life Coaching- Assisting People to Unleash Their Full Potential

Topics to be covered include:

- Creating effective mental guidelines to enhance your company and personal success
- Increasing clarity on how to generate more business with current and new customers
- Developing closer relationships with customers, partners, and suppliers
- Increasing satisfaction in how you are running your company
- Balancing your business and the rest of your life

Saturday, February 3 from 9 a.m. to 12 p.m.

Making the Most of Your Money

Location: Antioch Library, 501 W. 18th St., Antioch, CA 94509

Presenter: Ken Aslanian-Williams, Financial Consultant, Contra Costa SBDC

Topics to be covered include:

- "A-Z" game plan for growing personal wealth
- A practical framework for setting financial goals
- How to make your money work to achieve your financial goals
- Discover whether self-employment or entrepreneurship is likely to contribute to your money-making efforts?

Wednesday, February 7 from 7 p.m. to 9 p.m.

Numbers Don't Lie: Effective Accounting System Key to Successful Businesses

Location: Clayton Library, 6125 Clayton Rd., Clayton, CA 94517

Presenter: Zachary Sahar, C.P.A., Capital Tax & Accounting, Walnut Creek, CA

Topics to be covered include:

- How does accounting glue various parts of your business into a coherent whole
- Build a professional accounting system with a small budget
- Review a sample company's accounting reports and how it helps the owners better manage their business

Monday, February 12 from 7 p.m. to 9 p.m.

The Psychology of Small Business Success

Location: Antioch Library, 501 W. 18th St., Antioch, CA 94509

Presenter: Randall Shores, Management Consultant, Contra Costa SBDC

Topics to be covered include:

- Characteristics of the successful small business owner
- Developing a success oriented "mind set"
- Problem solving business skills of successful entrepreneurs

Saturday, February 24 from 9 a.m. to 11 a.m.

Using "Business Decision" to Start or Grow a Business

Location: Dougherty Station Library, 17017 Bollinger Canyon Road, San Ramon, CA 94526
Presenter: Cindy Turner, Marketing Consultant Contra Costa SBDC & Valerie Zito, Business Librarian

Topics to be covered include:

- ☛ How to use the Library's new database "Business Decision"
- ☛ How to interpret the statistics produced by "Business Decision"
- ☛ How to understand and use reports to improve your business

Pre-registration required with the Contra Costa SBDC. Space limited.

Thursday, March 1 from 7 p.m. to 9 p.m.

Buying and Selling A Business in California

Location: San Ramon Library, 100 Montgomery St., San Ramon, CA 94583
Presenter: Peter Siegel, M.B.A., USABizMart.com, San Ramon, CA

Topics to be covered include:

- ☛ How to buy a small business and work with business brokers and business owners
- ☛ How to value and sell a small business, and what it takes to get ready for sales
- ☛ How to finance a small business purchase - how lenders look at deals

Saturday, March 17 from 9 a.m. to 11 a.m.

Using "Business Decision" to Start or Grow a Business

Location: Hercules Library, 109 Civic Dr., Hercules, CA 94547
Presenter: Cindy Turner, Marketing Consultant Contra Costa SBDC & Valerie Zito, Business Librarian

Topics to be covered include:

- ☛ How to use the Library's new database "Business Decision"
- ☛ How to interpret the statistics produced by "Business Decision"
- ☛ How to understand and use reports to improve your business

Pre-registration required with the Contra Costa SBDC. Space limited.

Saturday, April 14 from 9 a.m. to 11 a.m.

Using "Business Decision" to Start or Grow a Business

Location: Pleasant Hill Library, 1750 Oak Park Blvd., Pleasant Hill, CA 94523
Presenter: Cindy Turner, Marketing Consultant Contra Costa SBDC & Valerie Zito, Business Librarian

Topics to be covered include:

- ☛ How to use the Library's new database "Business Decision"
- ☛ How to interpret the statistics produced by "Business Decision"
- ☛ How to understand and use reports to improve your business

Pre-registration required with the Contra Costa SBDC. Space limited.

Wednesday, April 25 from 7 p.m. to 9 p.m.

Web Basics For New Businesses

Presenter: Mark Westwind, Technology Consultant, Contra Costa SBDC
Location: Pleasant Hill Library, 1750 Oak Park Blvd., Pleasant Hill, CA 94523

Topics to be covered include:

- ☛ Technical things you need to know before you do anything
- ☛ Designing your website for maximum effectiveness
- ☛ Building and launching your site
- ☛ Brief overview of e-commerce strategies

Pre-registration required with the Contra Costa SBDC. Space limited.

Please reserve for workshops by contacting the Contra Costa SBDC: (925) 646-5377 or e-mail cjensen@contracostasbdc.com, subject line: name of workshop. Send yourself a reminder from the Business Calendar Web page, <http://ccclib.org/business>. You will be notified if space is not available.

These workshops are presented by the Contra Costa County Library, 1750 Oak Park Blvd., Pleasant Hill, CA www.ccclib.org and the Contra Costa Small Business Development Center (SBDC), 2425 Bisso Lane, Concord, CA. www.contracostasbdc.com The Contra Costa SBDC is a U.S.SBA Partnership Program.



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FROM: Cathy Sanford/staff/cccl

11/21/2006 08:30 AM

SUBJECT: statistics from electronic database usage

Susan Kantor-Horning has done an excellent job in promoting the Library databases and working with the Ed1Stop program. Also to Valerie for the promotion of the business resources. These are for items examined (we equate this statistic to circulation).

FY 05/06 year end statistics for Student Resource Center	16, 186
RefUSA	90,032
FY 06/07 year to date (October 2006)	48,449
RefUSA	30,370 (looks like EOY statistic of 91,110)
FY 05/06 year end statistics for Opposing Viewpoints	12,133
FY 06/07 year to date (October 2006)	46,853

These are awesome statistics. Total items examined at the end of 05/06	309,646
On target for 06/07	556,035

Good, good job! Marketing, outreach, and selecting resources that the community needs.

cathy sanford
deputy county librarian/support services
contra costa county library
bringing people and ideas together 24/7 at ccclib.org
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