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# CONTRA COSTA COUNTY LIBRARY COMMISSION

## Minutes from Thursday, March 22, 2007

### 1. CALL REGULAR MEETING TO ORDER

Commission Chair, Kathy Fuller, called the meeting to order at 7:05 p.m.

### 2. COMMISSION BOOKSHELF

Commissioners provided suggestions for current reading:

First 2 Seasons Of Slings and Arrows DVD

1906

The Russian Revolution

The Black Earth

Mao - The Unknown Story

City Room

Secrets

Out Front With Stephen Abram - A Guide For Information Leaders

Some Hope (trilogy)

James Dalessandro

Richard Pipes

Andrew Meier

Jung Chang and Jon Halliday

Arthur Gelb

Daniel Elsberg

Judith A. Siess and Jonathan Loring

Edward St. Aubin

### 3. ROLL CALL

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	CCC District 2			
		VACANT	City of Concord			
		VACANT	City of Richmond			
		VACANT	City of San Pablo			
Atkinson	Joyce	Library Commissioner	City of Clayton	X		
Austin	N. Earl	Library Commissioner	City of Orinda (Alternate)			X
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)			X
Brown	E. Joy	Library Commissioner	City of El Cerrito (Alternate)	X		
Brown	Carol	Library Commissioner	City of Orinda	X		
Burstyn	Deborah Prager	Library Commissioner	City of Walnut Creek	X		
Dudiak	Ted	Library Commissioner	City of Pittsburg	X		
Enholm	Greg	Library Commissioner	CCC District 5	X		
Fugazzi	Ron	Library Commissioner	City of Brentwood	X		
Fuller	Kathy	Library Commissioner	City of Martinez	X		
Goglio	Joseph	Library Commissioner	Contra Costa Central Labor Council	X		
Heidari	Shahrzad	Library Commissioner	CC Youth Commission		X	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette	X		
Johnson	Wayne	Library Commissioner	City of Pleasant Hill	X		
Kicenski	Pamela L.	Library Commissioner	CCC District 5 (Alternate)	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		X	
Madfes	Sherry	Library Commissioner	Friends Council	X		
Marshburn	Peggy	Library Commissioner	Office of Education	X		
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
Munson	Dr. Carol Anne	Library Commissioner	CCC District 1	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		

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LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Pearlstein	Helen	Library Commissioner	CCC District 3			X
Pricco	Susan	Library Commissioner	Contra Costa Central Labor Council (Alternate)			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
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Trezek	Joan	Library Commissioner	CCC District 3 (Alternate)	X		
Vasa	Utkarsh	Library Commissioner	CC Youth Commission (Alternate)			X
Villegas	James	Library Commissioner	City of Oakley		X	
Weinberg	Robert	Library Commissioner	CCC District 2 (Alternate)	X		
Whitley	Robert	Library Commissioner	CC Council			X
Williams	Adoria	Library Commissioner	City of Hercules (Alternate)			X

Total Commission positions: 29

Commission positions filled: 25

Commission positions vacant: 4

Commission quorum: 13

With 20 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 2011 the special appointees will be counted as follows:

Three representatives votes count  
with the cities

- Youth Council
- Friends Council
- Contra Costa Council

Two representatives votes count  
with the County

- Superintendent of Schools
- Central Labor Council

## 4. INTRODUCTIONS

Commission Chair, Kathy Fuller (Martinez) said that she is honored to chair the Library Commission. She introduced the new District 5 Alternate Commissioner, Pamela Kicenski.

Also present at the meeting:

Concord resident, Chauncey Lindquist; Deputy County Librarian: Support Services, Cathy Sanford; Deputy County Librarian: Public Services, Brian Gyoerkoe; Deputy County Librarian: Public Services, Laura O'Donoghue; Executive Secretary, Corinne Kelly; and County Librarian, Anne Cain.

## 5. ITEMS FROM THE PUBLIC

There were no items from the public.

## 6. ACCEPTANCE OF MINUTES

Commissioner Smith had minor change to the minutes:

- ◆ Bottom of page 5, include Natalie Rencher, Library Director of the Stockton-San Joaquin County Public Library to the presenters at the January 11, 2007 League of California Cities Community Services Policy Committee meeting.

Commissioners approved the January 25, 2007 minutes with the above change.

**7. APPROVAL OF AGENDA**

Commissioners approved the March 22, 2007 Library Commission Agenda.

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

Commissioners watched two DVD's:

§ "Your Public Library – Keeping Your Community Connected", supported by the Bill & Melinda Gates Foundation. This DVD demonstrated the value of libraries in communities.

County Librarian, Anne Cain, explained that Comcast is doing several library segments on Contra Costa County Library services that will be shown on Comcast, which airs on different television stations throughout the County. Community Outreach Librarian, Patty Chan, made the contact with Comcast Local Edition. The first segment featured Susan Lynn, Director of the library's adult literacy program, Project Second Chance.

§ Lynn discussed the growth that students and tutors receive from working with PSC and she said what keeps her doing this is seeing people's confidence grow; she added, "it is a gift to do this work."

County Librarian, Anne Cain, mentioned that last week's retirement party for PSC's tutor, Kathy McDonald, was incredible and about 150 student/tutor pairs from throughout the County attended. Cain said that it was inspiring meeting the pairs.

Announcements included:

Commissioner Burstyn (Walnut Creek) announced that the Walnut Creek Library Foundation is fundraising for the new library. They will soon have a model of the new library on display at the Walnut Creek Library. "The Changing Face of Bay Area Media" program will be a panel discussion featuring media celebrities Jessica Aguirre, evening anchor for KGO news, John Armstrong, publisher of the Contra Costa Times, and Al Hart, former KCBS radio anchor on April 18, 2007, which will be filmed by CCTV. The Friends from both Walnut Creek libraries are planning their 5<sup>th</sup> annual Walk the Library Walk fundraiser for the Summer Reading Program on May 5, 2007.

Commissioner Parker (Danville) announced that Seng Lovan, who was the Danville Acting Librarian, has been appointed as Senior Branch Librarian for the Danville Library. Parker shared Danville Friend's spring newsletter that has an article about Lovan. Parker said that she attended the March 10, 2007 California Association of Library Trustees and Commissioners (CALTAC) workshop. She suggested that more Commissioners attend this workshop in the future. It was an excellent discussion with an excellent trainer. Susan Hildreth, State Librarian, also spoke at the workshop. Parker shared handouts with the group.

Commissioner Smith (District IV) added that the materials from the March 10, 2007 CALTAC workshop "Building Your Tool Kit as a Library Supporter", will be available from the CALTAC Web site <http://www.caltac.org/> Smith said that he conducted a training on February 24, 2007 for the Fremont Library Advisory Board.

Commissioner Hoisington (Lafayette) said that the City of Lafayette will soon break ground for the Lafayette Library and Learning Center, with a groundbreaking ceremony on April 20, 2007. Hoisington said she recently asked the City Council, in public session, to contact the Governor and ask for his support of the PLF (Public Library Foundation), she also provided the Council with a handout about the PLF.

Commissioner Brown (El Cerrito) mentioned that El Cerrito Library location is still undetermined and

the community is planning to move forward with a library needs assessment for a much larger library facility. She added that Brian Gyoerkoe, Deputy County Librarian: Public Services, gave a really good presentation speaking on behalf of the County Library.

Commissioner Johnson (Pleasant Hill) mentioned the recent tragedy of Jackson County Oregon losing their public library funding.

Commissioner Goglio (Contra Costa Central Labor Council) mentioned that a recent obituary for Ernest Gallo, noted that the brothers learned about wine making by reading old coalition acts that they found in the basement of the Modesto Public Library. Goglio added that while he was giving blood in Pleasant Hill he met a Project Second Chance volunteer and commented on the expanding sense of interconnecting. Goglio announced the upcoming joint activity with United Way and Chevron, "Bridging Communities," with intent to expand an available pool of discretionary funding that is dispersed throughout the County for activities that support community needs. These funds were recently used for activities in Concord's Monument Corridor, where Contra Costa County Library services are available.

Commissioner Atkinson (Clayton) said that the Clayton Community Library celebrated its twelfth birthday on the first weekend of March 2007 and has taken on sponsorship of the Creekside Artists and had three wonderful days of activities with art displays from schools. The Foundation's book sale will be held the last weekend in April and the last couple of years they raised \$24,000 to \$30,000 a year from these book sales.

**9. CORRESPONDENCE**

There was no correspondence to the Library Commission.

**10. REPORT FROM COUNTY LIBRARIAN**

Anne Cain, County Librarian, reviewed items in the Commission packet.

The Library is pleased with the increased use of the databases. There are many factors that made this possible including the database training in the three school districts (Antioch, San Ramon, Hercules) that was made possible with a State Library grant of \$20,000 - the Commission received a presentation about the database training at their September 28, 2006 meeting by Elliott Warren, Senior Branch Librarian. Also contributing to the increased database usage is the partnership with the Office of Education with the Ed1Stop portal. Cain added that during the January/February 2007 CLA Legislative Day in the District meeting with Senator Torlakson, three school librarians attending the meeting were familiar with the Contra Costa County Library databases and Live Homework Help.

A March 10, 2007 *Contra Costa Times* article about the Antioch Library's meeting room use said that the 9<sup>th</sup> Circuit Court of Appeals ruled in favor of the County, that the Faith Ministries attorneys plan to challenge the ruling, and it will go to the Supreme Court. Cain clarified that the Supreme Court makes the decision about what cases they will hear.

A copy of the 2006 Library Commission Annual Report, signed by the Board of Supervisors, is included in the agenda packet.

Cain acknowledged recent recognition of a request to Lorrie Ann Butler, Information Systems Program Manager and Susan Kantor-Horning, Library Specialist: Electronic Resources, who have been asked by a major journal, *Computers in Libraries*, to write an article about the Contra Costa County Library's e-Card, the online electronic library card. The Library has received numerous questions about the e-Card because there are few libraries that allow people to obtain a library card

electronically in order to access the databases. Cain added that this service is directly tied into the Ed1Stop school project in order to allow the kids access to the databases by obtaining a library card instantly.

The Library's Business Specialist, Valerie Zito, was asked by Urban Libraries Council (a membership organization encompassing some of the largest libraries in the Country) to participate in an audio conference on services to small business in June 2007 that will broadcast to libraries nationwide.

The Library is considering book-dispensing machines that would be used to check out books. The particular machine being considered, which is similar to a vending machine, costs about \$100,000, and is called a Bokomoten. These are used extensively in Sweden and hold 800 books. Similar models are used throughout Europe, but are of a retail nature where money (or credit card) is inserted to purchase books. The Library submitted a grant proposal for a quarter of a million dollars and the State Library responded by requesting that we proceed with the grant application and submit a complete proposal. There are other libraries statewide that are looking to participate with us in this process and submit a similar grant to extend their library services to rural areas. This type of service is not in any public library in the Country.

Contra Costa County Library contacted BART (Bay Area Rapid Transit) about being a potential site to locate the Bokomoten and they are very enthusiastic. There is an enormous amount of work to be done before these machines could be implemented. A Library Commissioner questioned if BART would be interested in placing a Friends bookstore at the BART stations and Cain said that she would mention this to them at a future BART meeting.

Cain knows that the Library's Automation staff, lead by Cathy Sanford, Deputy County Librarian: Support Services, can work with the Swedish company and our ILS vendor in Denver. Rose-Marie Westberg, Library Consultant and former Deputy County Librarian, saw the Bokomoten machine while she was in Sweden on vacation. An appointment has been set to have the vendor give a presentation on the Bokomoten to a group in Pleasant Hill, which will include people from the State Library and Contra Costa County Library staff on April 12, 2007.

A Commissioner questioned the status on RFID (Radio Frequency Identification) implementation and if there are public concerns or objections to its implementation.

Cain explained that the price tag of implementing RFID is daunting. The Library is still considering RFID, in particular with the automated sorting planned for the upcoming Lafayette and Walnut Creek Libraries. The library has not received any objections from the public to implementing RFID. The Library brought RFID to the Board of Supervisors three times and presented it at the Library Commission, providing several opportunities for public comment.

**11. BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD REPORT - Agenda Attachment 5**

Alan Smith, Library Commissioner and BALIS Advisory Board Representative, reported that BALIS passed a resolution in favor of the Public Library Foundation (PLF). BALIS established a sub-committee to consider BALIS' plan of service for next year and Smith is on the committee. BALIS had a workshop on March 21, 2007, "Future of Libraries" with Stephen Abrams and he donated a copy of the book *Out Front With Stephen Abram* to the library collection. Smith said that the next BALIS Breakfast is May 12, 2007 featuring Dr. Robert Martin. Commissioners planning to attend should contact him. Invitations to this event were included in the packet and also mailed to all County mayors, the Board of Supervisors, Assemblyman DeSaulnier and Senator Torlakson.

**12. OLD BUSINESS**

none

**13. NEW BUSINESS**

**LIBRARY BUDGET**

Library Commissioners received a presentation on the Library budget for fiscal year 2007-2008. Anne Cain, County Librarian, distributed information about the budget presentation (***attachment to the minutes.***)

Cain reviewed various types of California libraries and explained how they are funded. There are city/municipal libraries (Contra Costa County has one city library- the Richmond Public Library). Often the municipal libraries were established before the county library was established. The County Library Law went into affect in 1911 and the Contra Costa County Library was formed in 1913

In terms of funding, the city libraries can be funded from any source of revenue that the city has. They compete for city general funds with the other city departments.

There are county general fund libraries that tend to be in rural counties. Often cities may own the library buildings. They can be funded by any discretionary revenue sources available to the county, meaning money that doesn't come with a mandated program. They compete with other county services such as health and social services.

There are county special district libraries. These are often less then countywide and serve some cities in addition to unincorporated areas. They are often large urban counties. They are funded primarily by a dedication portion of the property tax that is based on their pre Proposition 13 tax rate as established by the Board of Supervisors. Most of the County Libraries in the Bay Area are special districts, including Santa Clara County and Alameda County.

There are independent special district libraries, mostly located in Southern California. They have a governing board and they are not part of a larger jurisdiction like a county or a city.

There are other library options such as joint power authorities, as in both Sonoma and Sacramento Counties. There are combined city and county libraries, such as San Francisco and Stockton San Joaquin County Public Libraries, and then there are libraries where a city library will serve an entire county such as in Santa Barbara.

Contra Costa County Library is an anomaly and does not fit any of these libraries types. Contra Costa County Library is not technically deemed a special district. For tax allocation purposes, the Contra Costa County Library has been considered a separate agency and receives a separate property tax allocation. The Contra Costa County Library has a special revenue account with the Auditor.

The first thing to do In preparing a budget is revenue projection. Cain said that she has spent half of her career working in city libraries and the other half working in this County library. With city library budgets the budget is put together, then asked for and defended and justified. In Contra Costa County budget planning, the Library estimates its revenues. The Library's budget person works with staff from the County Administrator's Office, the Assessor, and the Auditor to estimate the property tax, which is about 80% of the Library's revenue. Intergovernmental revenue is also projected based on estimates provided to the cities for the additional open hours that they purchase. The Library anticipates funds that will be received from the State, such as the PLF funds and literacy funding. Included as revenue is the Dougherty Station agreement that the Library has with the City of San Ramon, the developer and the County, where the Library receives \$1.3 million over

five years to operate the Dougherty Station Library. Fines and fees, including money from photocopy machines are considered. The Library has approximately 50 different discrete revenue line items.

Some of the Library's operating budget carries over if it is not spent from the previous year. Money from the previous year is allocated to the next year. There is also a facility reserve and an automation reserve that is saved for when major upgrades are needed.

Friends and Foundation donations are not included in the budget. These figures are included as they are received throughout the year but they are not anticipated in the budget when it is produced.

The Wilruss Trust (early literacy) interest is estimated in the budget. Grants typically are not included although there are exceptions such as the literacy grant that has been received every year for the past twenty years.

Contra Costa County Library's revenue projection for next year was discussed. The Library is projecting a total of \$26 Million. \$21 Million from property taxes, \$3.8 from governmental, \$725,000 from fines and fees, and \$532,000 from the State PLF and literacy and some miscellaneous revenue.

The Library then works the expenditures side and works with branch librarians and program managers for input. The Library conducted a half-day workshop for all managers and branch librarians in late January 2007 and reviewed many budget details; there are many reports that these staff are responsible to monitor. The Auditor has a Web site that allows Library staff to monitor their supplies and those kinds of costs. Salary and benefits projections are received from the Human Resources Department. The Library works with them on anticipated changes for the next year. The County and the unions settled a four year agreement that has no raises for two years and then a 2% COLA that will go into effect for next year and 2% the following year.

The Library increases the materials budget by the consumer price index and then allocates the material to the community libraries based on a formula that takes in consideration population and circulation. An estimate is given on charges to us by other County departments for services they provide to the Library including General Services, Human Resources (based on the number of Library staff), the Auditor Controller and Tax Collector (based on property tax revenue received).

- § 80% of the Library revenue is from property tax.
- § 14-15% is from intergovernmental.
- § 2.7 % from fines and fees.
- § 2.5 % from the State

The presentation included a year-to year comparison of the budget. Looking at other services and supplies in the fiscal year 2006-2007 budget, there are many costs that will not exist in 2007-2008. The Library purchased the equipment and the opening day collection for the Hercules Library last year. Even though the city is paying the Library back for those, they needed to be purchased last year and an authorization was needed in our budget. When this year's revenue is done, there will be a jump up in the revenue this year because those bills will be paid.

The Library is working with a cost development/allocation plan and is also working with a sub-committee of the city managers' PMA (Public Manager's Association), on long-term strategies for the County Library. The sub-committee received a first draft of the cost allocation plan. It is an effort to take all library costs and determine how much it costs to operate any one of the community libraries. Looking at budget examples for the Clayton Library, all that shows is the direct costs to operate that

library. It does not show the cost of the provided support services, such as the information technology, the collection support – ordering and cataloging books, the interbranch delivery and that kind of thing.

Some of the challenges and opportunities for next year were discussed. The library was able to retain open hours in all of the community libraries, even with funding for the Dougherty Station and Hercules Libraries.

The current gradual transition of the Pleasant Hill Library as a central library to a community peer library will reduce costs to operate at the same time that service is improved as the focus is on the needs of the Pleasant Hill community. The staff has been providing new programs and a lot more children, adult, author talks and programs. Resources will not be discarded. Rather than having someone check in print documents here, staff are making the government information available to everyone through the Library's Web site.

Major areas that the Library is focusing was discussed. The Library is working with the cities to change the facility related responsibilities. The Library will do what it does well, provide library service, and the communities will do what they do well, operate the library facilities and provide for all of the facility related cost such as the utilities. This is the direction that Contra Costa County Library has been moving towards over the last decade. The Hercules Library agreement reflects this new direction, as will the ones for Lafayette and Walnut Creek. The Library is also discussing with the PMA Sub-committee the handling of future technology and technology replacement. In the past, when libraries had small amounts of computers, it was easy to handle, but large libraries are coming on with from 50 to 100 computers and a way to share the costs of replacing those computers in the future and planning for the future shared support services cost need to be worked out.

Cain shared the budget timeline/schedule that was submitted to the County Administrator, which will be discussed in early April 2007. The Board of Supervisors scheduled budget hearings with adoptions planned for May 1, 2007, which is really early compared to years past. Some may remember when the Board would be discussing the budget late into the summer and it would be August before a budget was adopted. Cain added that she likes to have the budget adopted early. It was a major effort to complete the budget by the new timeline, but it really does help to go into a new budget year knowing that our budget has been approved and how much the Library will have.

## **LEGISLATION**

Library Commissioners reported on the February 2007 California Legislative Day (CLA) in the District visits with local legislators.

Commissioner Goglio mentioned that he met with Assembly member Hancock and Senator Perata and described both representatives as very attentive and interested in libraries.

Commissioner Smith mentioned a positive reception by Assembly member DeSaulnier and Senator Torlakson.

County Librarian, Anne Cain, encouraged Library Commissioners to sign up for upcoming Legislative Day activities in Sacramento on April 18, 2007 where the following will be discussed:

**LIBRARY CONSTRUCTION BOND – Senate Bill 156**

A \$4 billion Library Construction Bond Bill introduced by Senator Joe Simitian on January 30, 2007 that is sponsored by the California Library Association. The Library Commission supports the bill. The earliest that SB 156 could be on the ballot would be in 2008.

**PUBLIC LIBRARY FOUNDATION (PLF)**

Commissioner Smith (District IV) discussed that Library Commission consider empowering the Chair of the Library Commission to write letters supporting the PLF. Requests were sent out to the cities asking for endorsement of the PLF. Smith will present the PLF to the Mayors' Conference on April 5, 2007 in Martinez. Commission approved motion to empower Chair to write letters supporting PLF.

**14. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS**

Commissioners agreed to invite District III Board of Supervisor, Mary Piepho, to a future meeting to discuss East County library service

**15. ADJOURNMENT TO THE MAY 24, 2007 LIBRARY COMMISSION MEETING**

The March 22, 2007 Library Commission Meeting adjourned at 8:38 p.m.

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Submitted by Corinne Kelly  
Executive Secretary  
Contra Costa County Library