

CONTRA COSTA COUNTY LIBRARY COMMISSION SPECIAL MEETING – NEW COMMISSIONER ORIENTATION Thursday, September 25, 2008

1. CALL SPECIAL ORIENTATION MEETING TO ORDER

Commissioners received an orientation about the Library Commission and the Library.

Commissioners attending the orientation included:

Alan B.	Smith	CCC District 4
Singh	Sukhdev	CCC District 5 (Alternate)
Chris	Tang	City of Concord
Sid	Shapiro	City of Hercules (Alternate)
Robert	Leffmann	City of Lafayette (Alternate)
Cindy	Tumin	City of Oakley
Kathy	Magann	City of Pinole
Jacqueline	Hurtado	City of Pittsburg
Katherine	Bracken	City of Pleasant Hill
Michelle	Mellon	City of Walnut Creek
Charles	Reed	Friends Council
Jeanne	McEwan	Town of Moraga

2. The orientation concluded at 6:45pm.

MINUTES

Thursday, September 25, 2008

1. CALL REGULAR MEETING TO ORDER

Commission Chair, Kathy Fuller, called the meeting to order at 7:00 p.m.

COMMISSION BOOKSHELF

2. Commissioners provided suggestions for current reading:

<i>New World Coming</i> <i>The Lees of Virginia</i> <i>Dove</i> <i>The White Nile</i> <i>David Brinkley</i> <i>My Several Worlds</i> <i>The Translator: A Tribesman's Memoir of Darfur</i>	Nathan Miller Qaul Nagel Robin Lee Graham Alan Moorehead David Brinkley Pearl S. Buck Daoud Hari
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3. ROLL CALL

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
		VACANT	CCC District 2			
		VACANT	City of Brentwood			
		VACANT	City of Richmond			
		VACANT	Contra Costa Central Labor Council			
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
Bracken	Katherine	Library Commissioner	City of Pleasant Hill	X		
Brown	E. Joy	Library Commissioner	City of El Cerrito	X		
Brown	Carol	Library Commissioner	City of Orinda	X		
Enholm	Greg	Library Commissioner	CCC District 5	X		

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LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Fuller	Kathy	Library Commissioner	City of Martinez	X		
Heidari	Shahrzad	Library Commissioner	CC Youth Commission		X	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette			X
Hurtado	Jacqueline	Library Commissioner	City of Pittsburg	X		
Jordan	Catherine	Library Commissioner	City of Pleasant Hill (Alternate)			X
Leffmann	Robert	Library Commissioner	City of Lafayette (Alternate)	X		
Loeza	Porfirio	Library Commissioner	City of Pinole (Alternate)			X
Madfes	Sherry	Library Commissioner	City of Hercules			X
Magann	Kathy	Library Commissioner	City of Pinole	X		
Marshburn	Peggy	Library Commissioner	Office of Education			X
McEwan	Jeanne	Library Commissioner	Town of Moraga	X		
McGrady	Lloyd	Library Commissioner	City of El Cerrito (Alternate)	X		
Meisch	Lynn A.	Library Commissioner	City of Walnut Creek (Alternate)			X
Mellon	Michelle	Library Commissioner	City of Walnut Creek	X		
Munson	Dr. Carol Anne	Library Commissioner	CCC District 1		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
Poulos	Steve	Library Commissioner	Friends Council (Alternate)			X
Prindle	Bob	Library Commissioner	Town of Moraga (Alternate)			X
Reed	Charles	Library Commissioner	Friends Council	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	
Shapiro	Sid	Library Commissioner	City of Hercules (Alternate)	X		
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Sukhdev	Singh	Library Commission	CCC District 5 (Alternate)	X		
Tang	Chris	Library Commissioner	City of Concord	X		
Thong	Phing	Library Commissioner	City of Concord (Alternate)			X
Tumin	Cindy	Library Commissioner	City of Oakley	X		
Valdez	Cecilia	Library Commissioner	City of San Pablo	X		
Vasa	Utkarsh	Library Commissioner	CC Youth Commission (Alternate)		X	
Whitley	Robert	Library Commissioner	CC Council		X	
Wittenbrock	Sandra	Library Commissioner	City of San Pablo (Alternate)	X		

Total Commission positions: 29

Commission positions filled: 24

Commission positions vacant: 5

Commission quorum: 15

With 19 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

Recent appointees to the Library Commission introduced themselves: Charles Reed, Friends Council, and Sukhdev Singh, alternate District V.

Others present at the meeting included: Chauncey Lindquist, Concord resident; Maureen Kilmurray, Concord Senior Community Library Manager; Susan LaPat, Library Volunteer Coordinator; Cathy Sanford, Deputy County Librarian: Support Services; Gail McPartland, Deputy County Librarian: Public Services; Laura O'Donoghue, Deputy County Librarian: Public Services; Corinne Kelly, Executive Secretary; Anne Cain, County Librarian.

5. ITEMS FROM THE PUBLIC

There were no items from the public.

6. ACCEPTANCE OF MINUTES

Commissioner Smith requested that the BALIS report, on page 4, be changed to reflect that the Pleasanton Library Commission will use the next two years to pursue an advocacy program, rather than working on details for a new library, which has been delayed due to the city's budget constraints. In the same report, to change "BALIS" to "CALTAC". CALTAC supported a resolution for SB 1516.

Commissioners approved the remaining July 24, 2008 Minutes with the two corrections.

7. APPROVAL OF AGENDA

Item 12 C, Free2Vote, was moved to 8A, Items of Interest.

Commissioners approved the Agenda with the one change.

8A FREE2VOTE

Maureen Kilmurray, Concord Senior Community Librarian, shared information about the Free2Vote campaign, which has activities throughout the community libraries during the month of October. These activities include programs on voting. Sixteen libraries borrowed voting booths from the County's Election Department so that library customers of all ages can experience voting. Mock election cards have been created that feature children's book characters. The Library created a Webpage about voting that includes links to the League of Women Voters' Website, recommended books about voting, and information about the candidates. Bookmarks and coloring pages about voting are available as well as "I have voted" stickers. (*attachment to the minutes*)

The Free2 library public relations campaign, is a collaborative effort of BALIS libraries: ([Alameda \(City\) Free Library](#), [Alameda County Library](#), [Berkeley Public Library](#), [Contra Costa County Library](#), [Hayward Public Library](#), [Livermore Public Library](#), [Oakland Public Library](#), [Pleasanton Public Library](#), [Richmond Public Library](#) and [San Francisco Public Library](#)), to raise awareness of the value of libraries in the communities.

The next Free2 public campaign will be Free2give, which will highlight ways that libraries give to the community and ways that the community gives to libraries.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioner Enholm reminded Commissioners about the report from Michael Wright, Director of Reuse Planning for the Concord Naval Weapons Station that the Commission received in 2007. Commission Enholm serves on the Naval Weapons Station Review Committee and said that there is strong support for a library at the site. 30,000 feet of land is dedicated to civic purposes and many groups are asking to be included, including firefighters requesting a training facility. The Concord City Council will make a decision on the distribution of civic land this December or January. The Library Commission is on record with their 2007 Concord Naval Weapons Station Reuse Resolution asking that

specific attention be given to a library when considering the site. There appears to be sufficient support for a library at the Concord Naval Weapons station site and Enholm will keep the Commission updated.

Commissioner Atkinson said that the Clayton Library's Friends book sale will be on October 17-19, 2008. The AAUW and the Clayton Library Foundation will sponsor a Clayton City Council Candidates' Night on September 29, 2008. The first [Clayton City Reads](#) program runs October 20 - November 19, 2008 and features *When the Emperor Was Devine*, by Julie Otsuka. Many activities are planned around the theme of the book including a docent from the Asian Art Museum offering a program on October 29, 2008 called "Geisha: Beyond the Painted Smile," featuring prints, kimonos and more. On November 5, 2008 Eizo Kobayashi, Concord Transcript columnist, will share his experiences during World War II when his family lived in an internment camp in Utah.

Commissioner Smith, announced that Dr. Ken Haycock, Director, School of Library and Information Science at San Jose State University was recently elected as CLA Vice-president and will become CLA's President in 2010. On September 6, 2008 Smith conducted a commission board effectiveness training at the same time that a reading rodeo was happening at the Hayward Library. Smith shared suggestions from a recent workshop that he attended: non-library users be referred to as potential customers; and to consider placing some children's books in the adult sections for adults to read as they learn the English language. Another suggestion is to have local history books scanned and available online for library customers. He added that it was fascinating when he read a 100-year-old book that was scanned and available on the computer.

Commissioner Brown said that the Orinda Friends' book sale is October 4, 2008.

Commissioner Tumin said that the Oakley Friends will be on the Oakley City Council's October 14, 2008 agenda to promote Friends of the Library Week.

Commissioners viewed the recent [Comcast Newsmaker taping](#) featuring Project Second Chance (PSC). They questioned the availability of literacy tutors. Anne Cain, County Librarian, said that there tends to be waiting lists for tutors in East County. PSC offers group activates to accommodate students that are waiting for a personal tutor. Tutor trainings are always filled to capacity. PSC gets many volunteers to tutor, but there are never enough for all of the students.

Commission Chair Fuller said that many years ago she was a tutor with PSC and found it a rewarding experience. Fuller represents Martinez and said that members of the community are campaigning for a library bond measure for the November 2008 ballot that requires a 2/3rd vote to pass. The last time that Martinez had a library bond on the ballot, it was combined with the Parks and Recreation department and failed by 750 votes.

9. CORRESPONDENCE

There were no Library Commission correspondences.

10. REPORT FROM COUNTY LIBRARIAN

Anne Cain, County Librarian, distributed a flyer about the 2008 Annual Training for County Advisory Bodies to the Board of Supervisors, which will be on November 13, 2008. All Library Commissioners are invited to attend. The Brown Act will be reviewed along with training on important legal requirements and obligations for Commissioners and staff. (*attachment to the minutes*)

The Orin Allen Youth Rehabilitation Facility's Leshner Library opened on September 24, 2008.

Commissioner Reed said that approximately 100 students live at the facility. Many of them participated in building the beautifully designed shelving for their library. The grand opening event was nice with great food prepared by the teens at the facility. Practically all of the teens that he saw during the event

were reading a book. All teens are issued a library card when they leave Juvenile Hall.

The Commission received a Link+ presentation on November 15, 2007. Link+ will be available to library customers on October 6, 2008. Link+ makes it possible for library customers to automatically obtain material that is not available in the Contra Costa County Library's catalog, by searching through other libraries that participate in Link+. The selected material is delivered to the local community library as soon as it is available.

11. OLD BUSINESS

BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD

Commissioner Smith, as former BALIS Advisory Board member, suggested that the quarterly meeting minutes from the BALIS Advisory Board meetings be included in the Library Commission agenda packets and to invite Deborah Burstyn, the Contra Costa County Library representative to the BALIS Advisory Board, to give an annual recap.

Commissioners agreed by consensus that this would be a good way to remain informed on the activities of the BALIS Advisory Board and would invite Deborah Burstyn to give an annual presentation.

BUDGET

Anne Cain, County Librarian, discussed the Library's proposed changes to the Library's 08/09 budget. The Library's balanced budget was submitted on time to the Board of Supervisors in February 2008. The budget included a 5% increase in property tax revenue. For many years property tax revenue increase has been 8% with very little fluctuation. When the actual numbers were available in June, the increase was only .21%, which means a reduction of \$804,000 for the Library.

The Library rebalanced the budget in response to the reduction in predicted property tax revenue by reducing permanent salaries in anticipation of Administration staffing changes, including adding a second Administrative Services Officer and removing the Assistant County Librarian position, which is a savings of \$47,000. The Library has been using a formula to estimate temporary salary budgets by figuring that all sick leave, vacations and absences will be covered by substitute staff. In actuality, these vacancies do not always get filled. This area of the budget was reduced by \$463,000. The Library was able to reduce the electronic database budget by \$49,052 by replacing Tutor.com with a similar service, Brainfuse. Cathy Sanford, Deputy County Librarian: Support Services did an excellent job negotiating a 3-year contract at reduced cost. The purchase of the automated handling equipment for the Pleasant Hill Library will be delayed, which reduced the budget by \$125,000.

With these adjustments, the budget was reduced by \$804,000 without the need to reduce hours and maintaining the same library service. Cain added that next year's budget planning will begin soon, and will be much more difficult.

Cain distributed three handouts 1) reviewing the balancing actions in response to the \$804,000 reduction in predicted property tax revenues; 2) Impact of the 2008-2009 California State Budget (which does not impact the Library's budget – but is a decrease from previous years); and 3) an update from CLA Lobbyists on the State budget that includes a reduction in the PLF. (*attachment to the minutes*)

12. NEW BUSINESS

LIBRARY ANNUAL WORKPLAN AND HIGHLIGHTS

Anne Cain, County Librarian, asked that Commissioners review the Library's highlights and annual work plan. The Board of Supervisors has a series of goals and objectives for the County departments.

Key Issues and Actions are listed on the Annual Work Plan and include balance the budget and to

conduct multi-year budget forecasts; institute fiscal policies; demonstrate improvements in public services delivery and focus on the public needs and services; to involve community organizations as partners with collaboration; and to leverage information technology to improve public service. The Library matches the goals from the Strategic Plan with the Board of Supervisor's goals.

LIBRARY LOGO

Susan LaPat, Volunteer Coordinator, shared the new Contra Costa County Library logo that will be phased into use beginning January 1, 2009. The new logo was created by Vien Tran, County's Graphic Designer for Print and Mail. Tran also created the Reading Festival poster and the Library wanted some of the same elements in the new logo design. The new logo has a 'head' to give a human element as well as an energy element.

LaPat said that the decision to develop a new logo was made when a Library staff committee, formed to develop a press release process, included training staff on developing relationships with local press. The committee found that there are many elements that fit into press releases, including the branding initiative in the Library's Strategic Plan.

Library staff will be able to use the new logo on new flyers and information handouts and forms as the existing ones run out of stock. As new material is created and needed, the new logo will be used. The new logo will also be placed on the Library's Website. The new logo will not replace the County Seal, which will continue to be used on letterhead and business cards.

Commissioners liked the new logo design. There was some confusion on the circle in the center of the logo representing a 'head', as some Commissioners said that it appears to represent a "world" or a "circle".

Commissioner Parker suggested connecting the head to a body, to clarify the human element.

Commissioner Enholm suggested that the idea of a world also fits in with library services.

LIBRARY GUIDES

Michele Hampshire, Virtual Library's Emerging Technologies Specialist, introduced the Library's Subject Guides, which were made available on September 8, 2008. Subject Guides make research easier by providing quality Internet sites, databases, and the Library's collection that have been handpicked by reference librarians.

An easy way to maintain a group of important resource links is by using the libguides. Libguides content updates automatically. Libguides allow links that are posted to the Library's Website to hone in to the Library's paid subscription databases. Library staff can also interact with customers through libguides. Customers can rate resources and share resources through various Internet social networks.

Key elements of the library guides include the library catalog, reference, databases, government documents, Web sources, news and other useful information like library programming.

Hampshire demonstrated libguides including: The government guides, the Election 2008 guide, and one city one book guides. She demonstrated how the latest news articles relating to the guide searched appears on the Webpage as well as podcasts. Database information is posted to entice the customer to explore the database further. Library books and e-books, specific to the libguide, that are in the Library's collection are also on the Webpage. A hold can be placed directly from the libguide.

2008 ANNUAL REPORT AND 2009 WORK PLAN PLANNING WORKSHEET

The Library Commission is required to submit an annual report and work plan to the Board of Supervisors to satisfy the County's advisory body annual report requirements. Commissioners were asked to complete a form and bring it to the next meeting or fax it to Corinne Kelly at (925) 646-6461, before October 26, 2008. The form that is in the Agenda packet will also be e-mailed to the Commissioners, so that they can complete it online and e-mail it back.

The draft 2008 Annual Report and 2009 Work Plan will be discussed at the November 20, 2008 Library Commission Meeting.

NOMINATIONS FOR NEW LIBRARY COMMISSION OFFICERS

Commission Chair Fuller explained that her term as the Chair of the Commission is coming to an end. She receives guidance from Library staff for leading the meetings and sometimes is called upon to sign letters approved by the Commission.

Commissioners made two nominations for the Library Commission Officers for 2009 that were accepted by the candidates:

- Chirs Tang (Concord) – nominated for Chair
- Carol Brown (Orinda) – nominated for Vice-chair

Other nominations can be submitted to Corinne Kelly, Executive Secretary, at Library Administration, 1750 Oak Park Blvd. Pleasant Hill, CA 94523 or by e-mail to ckelly@ccclib.org

Commissioners will vote for the 2009 Library Commission Officers at the November 20, 2008 Library Commission Meeting.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Anne Cain, County Librarian, said that Supervisor Bonilla is out of town and sends her apologies that she was not able to attend this meeting. She will be rescheduled for a future meeting.

Commissioner Smith would like to discuss the PLF (Public Library Foundation.)

Commissioner Enholm suggested an update on the Concord Naval Weapons Station and library facilities possibilities on the January 2009 Commission Agenda.

- District V Supervisor, Federal Glover, Chair, will attend the November 20, 2008 meeting.
- District I Supervisor, John Gioia, District III Supervisor, Mary Piepho, and District IV Supervisor Susan Bonilla have been invited to attend a future meeting.
- Update on the continued collaboration with schools in library technology and electronic resources.
- Elections for Officers of the Library Commission (November meeting)
- Services For Seniors (November meeting)
- Commission Annual Report and 2009 Work Plan (November meeting).

14. ADJOURNMENT TO THE November 20, 2008 LIBRARY COMMISSION MEETING

The Library Commission meeting adjourned at 8:30 p.m.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library