MEETING DATE: Thursday, November 19, 2009

AGENDA ITEM #: 11 D

ITEM: 2009 ANNUAL REPORT AND 2010 WORK PLAN

The Library Commission will consider the Draft 2009 Annual Report and review and determine the language for the Work Plan and Objectives for 2010. The Commission will be asked to authorize the Chair and Vice-Chair to review the final document and authorize that it be sent to the Board of Supervisors.

RECOMMENDED ACTION:

- Commissioners will consider the Draft 2009 Annual Report
- Commissioners will review and determine the language for the 2010 Work Plan and Objectives
- Commissioners will consider authorizing the Chair and Vice-Chair to review and finalize the document for the Board of Supervisors
Activities

- Commissioners:
  - informed Library Friends, foundations, and community library commissions about Library activities.
  - frequently served as board members and officers of Library Friends, foundations, endowments, and community library commissions and are involved in Friends membership recruitment, fundraising activities for community libraries, and assist with library programming.
  - attended two Library a-Go-Go grand openings: Sandy Cove Shopping Center in Byron/Discovery Bay (May 21) and El Cerrito del Norte BART station (June 16).
  - received regular updates on the Library’s services, policies and collections (including teen services, Juvenile Hall and Orin Allen libraries, library material selection).
  - received reports and updates, discussed and provided significant input on the Library’s major issues and initiatives: budget and responsibility for library facility/property management.
  - continued to support Library programs including: city read programs, second annual Countywide Reading Festival in May 2009, and youth activities.
  - sent a letter to Governor Schwarzenegger, (March), requesting that the PLF be preserved.
  - sent a letter to Susan Hildreth, upon her departure from the position of California State Librarian, thanking her for her enthusiasm and innovation for library services.
  - provided reports as liaisons to their appointing agencies, and Friends groups.
  - advocated for improved library services:
    - during CLA (California Library Association) Day in the District on January 30 and February 6, 2009 and Legislative Day in Sacramento on April 15, 2009 and met with Senators DeSaulnier and Hancock, and Assembly members Buchanan, Skinner and Torklakson.
    - worked with State and local representatives throughout the year to support funding for public libraries and other legislation of interest included in the Board of Supervisor’s Legislative platform.
    - wrote letters to the editors and articles to local newspapers about library budget issues, services and activities.
    - Commissioners Atkinson (Clayton), Bracken (Pleasant Hill), Reed (Friends Council), Ruehlig (Antioch), Smith (District IV), Poulos and Panas (El Cerrito) communicated Library concerns and activities to city staff, council members, and spoke on facility improvement and expanding library services at city council meetings.
  - encouraged attendance to the California Association of Library Trustees and Commissioners (CALTAC) workshops.
  - promoted the Contra Costa County Library by participating in community parades, informational booths at community festivals and events, attended library programs and fundraising events, and recruited volunteers from various citizen groups and organizations, exchanged community library information, and volunteered in Friends of the Library bookstores.
  - supported the Barnes & Noble book fair for the Juvenile Hall Library.
  - Commissioners Enholm (District V), Smith (District IV) and Tang (Concord) participated in meetings and continued support for a library on the Naval Weapons site in Concord.
  - Commissioner Hoisington (Lafayette), and Commissioner White (Brentwood) attended the June 22 Brentwood Library ribbon cutting ceremony for the new facility.
  - Commissioner Smith (District IV)
    - attended the swearing in of Senator DeSaulnier and Assembly member Torklakson.
    - secured an article for CALTACTICS by Assemblyman Deleon.
    - reported to the Library Commission on CALTAC and Pacific Library Partnership workshops.
    - attended the November CLA (California Library Association) Conference.
    - attended the January swearing in of the Board of Supervisors and secured agreement of Supervisor Bonilla to write a letter to the Governor supporting PLF.
    - attended the March 5 Mayors’ conference, discussed supporting the Public Library Foundation (PLF) with public officials.
    - coordinated the CALTAC workshop that included Stacey Aldrich and Joan Frye Williams as speakers. Presently developing next year’s workshop Telling Your Library’s Compelling Story.
1. Accomplishments

- Commissioners:
  - received information about a museum pass program from Lafayette Mayor Tatzin and polled Library Friends groups for Countywide implementation of this program. The Commission decided not to recommend the museum pass program at this time.
  - sent a letter to Susan Bonilla, Chair of the Board of Supervisors, thanking the Board for its support of the Library and supporting the proposal to transfer facility and property management functions to the cities.
  - received a presentation by District IV Supervisor Bonilla (July)
  - reviewed findings provided by the County’s Internal Operations Committee in June and the Committee’s recommend changes to the County advisory bodies. Considered the recommendation to have the meeting minutes reflect only action items. Commissioners agreed to continue with minutes in a detailed summary format.
  - Commissioner Smith (District IV)
    - suggested creating a visually disabled Library information page. This was implemented and encompassed the number of ways that the Library provides access for people with physical limitations.
    - served as Past President of CALTAC
    - conducted board effectiveness training for other libraries (Saratoga, San Mateo, San Jose)
    - developed and presented advocacy workshop for Friends groups
    - gave three presentations to the Hercules Library Commission
  - Commissioner White (Brentwood)
    - held a meeting with PSC (Project Second Chance - the Library’s literacy program) and a Friends of the Brentwood Library member to bring PSC to the Brentwood community.
    - retained one individual to train with PSC and work with a student in the Brentwood area.
  - Commissioner Ruehlig (Antioch)
    - worked with the Antioch City Council on $50,000 for after school library hours at the Deer Valley High School Library.
    - joined the CALTAC Board.
  - Commissioner Pearlstine (District III)
    - initiated grant proposals to support honoraria for Danville Library programs.
  - Commissioner Atkinson (Clayton)
    - was interviewed for an article for the Concord Transcript promoting Clayton Reads program
  - Commissioner Mellon (Walnut Creek)
    - worked with the Walnut Creek Library Foundation and presented the City of Walnut Creek with a second check for the new library in the amount of $750,000
  - Commissioners Reed (Friends Council):
    - assisted in planning a grant application to Wayne and Gladys Valley Foundation for the Friends of the Antioch Library part of a proposed grant for the Antioch Library.
    - arranged meetings among East County Library Friends groups with Commissioner Smith (District IV) to help Friends develop positive relationships with elected officials at the local level.
    - provided written book reviews for the Commission

2. Facilities

- Commissioner Hoisington (Lafayette) participated in numerous committees to make final plans for the new Lafayette Library including participating in fundraising and planning for the Lafayette Library and Learning Center opening on November 14, 2009.
- Commissioner Ruehlig (Antioch) worked with the community of Antioch to create the “gateway center” at the Antioch Library and at Prewett Park Community Center in Antioch.
- Commissioner Mellon (Walnut Creek), Hoisington (Lafayette), White (Brentwood), Fuller (Martinez), and Ruehlig (Antioch) worked with their communities to plan new libraries.
- Commissioners discussed the Library’s facility report and offered input.
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 represented on the Library Commission.

All six meetings in 2009 achieved a quorum (attachment - individual Commissioner attendance report.)

4. Training/Certification

- Commissioners
  - viewed tapes on the Brown Act and Conflict of Interest as required by the Board of Supervisors
  - attended Library Advocacy in the Community workshop at the April Friends Council meeting. The workshop was presented by Commissioner Smith (District IV).
  - received amendments to the Brown Act, attended the County’s December 7, 2009 training for advisory bodies.
  - renewed individual membership in CALTAC (California Association of Library Trustees and Commissioners.)
  - attended two CALTAC workshops; one on the libraries in the future and one on library leadership and advocacy.
  - Commissioner Smith (District IV)
    - attended a Baynet workshop about digitizing efforts.
    - attended a Pacific Library Partnership workshop titled "Libraries as Part of the Solution - or Recovery."
  - Commissioner Reed (Friends Council)
    - attended a workshop on establishing good relationships between local leaders and library volunteers
Commissioners proposed the following suggested Goals and Objectives for the 2010 Work Plan:

**Commissioner Atkinson (Clayton):**

**Goal:** Support increased funding for the Library
- **Objectives:**
  - Promote service provided by the Library during current recession
  - Stress the increased usage by patrons seeking services relating to a job search
  - Educate the community as to the cuts in Library funding, encourage participation in fundraising activities

**Goal:** Continued promotion and expansion of Library services within the community
- **Objectives:**
  - Support Library programming, such as City Reads
  - Speak at council meetings and other community organizations to promote service and recruit volunteers
  - Encourage community members to take an active part in Friends activities

**Commissioner Bracken (Pleasant Hill):**

**Goal:** Support Library
- **Objectives:**
  - Speak at city council when appropriate
  - Publicize Library events through personal network
  - Volunteer for hands on events when possible and encourage others to participate

**Commissioner Hoisington (Lafayette):**

**Goal:** To be of help to Library staff in evaluating programs and making suggestions
- **Objectives:**
  - Plan ways to use materials prudently in order to conserve limited resources

**Commissioner Panas (El Cerrito Alternate):**

**Goal:** Advance the cause for a new library in El Cerrito
- **Objectives:**
  - Meet with one or more City Council members to better understand the Council’s priorities and direction
  - Meet with members of groups in Contra Cost County who have successfully lobbied for a new library within the last five years

**Goal:** Support the Library program at Juvenile Hall and the Orin Allen Youth Ranch
- **Objectives:**
  - Generate better understanding or and enthusiasm for these library programs within the Friends of the El Cerrito Library by arranging to have Alison McKee be the speaker for the annual meeting
  - Work with the Friends of the El Cerrito Library to find the best way to identify those books that would be appropriate for these youth programs amongst the stream of books that flow into the Friends

**Commissioner Poulos (El Cerrito):**

**Goal:** Education of the El Cerrito City Council and City staff
- **Objectives:**
  - Organize one or more City Council members with the two Library Commissioner and a few others into a core Library planning group.
  - Work on rethinking plans for a new branch with or without a senior center

**Goal:** Achieve greater cooperation of Friends Council with Library and City government
- **Objectives:**
  - Try to work with the Friends and their current support for the branch in light of the needs expressed by Elliot Warren re: collections.
  - Encourage the Friends Council to be a more visible and active support group for a new branch library.

**Goal:** Enhanced visibility of Branch Librarian
- **Objective:**
  - Try to integrate the Branch Librarian into both of the above goal activities.

**Commissioner Pearlstein (District III):**

**Goal:** Continue with current activities
- **Objectives:**
  - Obtain grant money for programs
  - Continue to raise money for Danville Library Endowment which now totals $485,000
  - Continue to sell books on amazon.com
Commissioner Prater  
(San Ramon):  

- **Objective:**  
- Involve checking the Library content of detention facilities for teens run by County to determine if it is appropriate, and to determine where deficiencies may lie.

- **Objective:**  
- Working with County to improve libraries of County detention facilities for teenagers

Commissioner Reed  
(Friends Council)  

**Goal:** Work with communities to improve Library facilities and offerings  
- **Objectives:**  
- Help get more facilities and improve old ones  
- Expand variety and amount of projects in libraries  
- Use all possible techniques to enhance Library utilization

**Goal:** Help in securing funding for libraries and Library programs  
- **Objectives:**  
- Build positive linkages with local politicians and Library Friends groups  
- Push State to return funds “borrowed” from County  
- Seek funds to improve programs and projects

Commissioner Smith  
(District IV)

**Goal:** Conduct board trainings  
- **Objective:**  
- scheduled Cupertino on January 9, 2010

Commissioner Tang  
(Concord)

**Goal:** Ensure Library funding is stable during this harsh economic time  
- **Objectives:**  
- Continue to promote importance of Library and its contributions to the community to ensure support from the community  
- Continue to work with the Friends of the library groups, cities, private organizations, foundations to ensure continual support as well as funding  
- Continue to lobby for increased funding for Library services form the State as well as private groups

**Goal:** Increase the awareness of the community to the contributions made by libraries during this harsh economic time  
- **Objectives:**  
- Ensure the public is aware of the benefits offered by the libraries, especially the job search aids to the unemployed individuals.  
- Seek input from community for possible future expansion of new library programs and services. Make sure the public is aware of the importance of stable and continual funding to the libraries and the resulted benefits to the community as a whole.  
- Work with Library staff, city representatives, and communities on the future plans of the libraries to ensure buy-in from all levels.

Commissioner White  
(Brentwood):  

**Goal:** Work with local Library staff and Friends groups to expand awareness of the new Brentwood Library’s services and benefits  
- **Objectives:**  
- Promote new programs for youth in the community  
- Work with local schools and businesses to promote library programs and benefits  
- Use social networking sites to reach more users and bring further awareness for the Library’s services and activities

**Goal:** Support funding for the Library  
- **Objectives:**  
- Work with Friends group, local businesses, and organizations to promote fundraising events to support youth programs.  
- Continue to lobby and bring attention to the increased usage of the Library and the communities need for its services
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