CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 2

MEETING DATE: Thursday, January 28, 2010

AGENDA ITEM #: 8

ITEM: ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioners or Library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.

RECOMMENDED ACTION:

- None
Friends Council Meeting
Library Advocacy in the Community

Your Friends group can make a long-lasting and significant difference for your library through advocacy. Your voice is especially important during these difficult economic times.

Alan Smith, Contra Costa County Library Commissioner and past president of the California Association of Library Trustees & Commissioners, will:

- Discuss the need for advocacy at the local level
- Provide you with advocacy guidelines
- Help develop an advocacy “plan of action” for Friends groups

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Pleasant Hill Library - March 6, 2010, from 9 - 11 a.m. in rm. C
Antioch Library - March 13, 2010 from 9 - 11 a.m.
Pinole Library - March 20, 2010 from 9 -11 a.m.

RSVP to rarends@ccclib.org or call 925-927-3211 by Wed., March 3rd.

Friends and Council members, please plan to attend this important meeting!
Welcome All FRIENDS and FOUNDATION Members to CALTAC Workshops

2010 CALTAC Workshop in Library Leadership
Telling Your Library's Compelling Stories

PANELS: Libraries Down the Road: Sharing Success!

DARRYL MOORE, Berkeley City Council
ANNE GRODIN, former Lafayette Mayor and community volunteer
JEWELLE GOMEZ, San Francisco PL Commission President

GREG ZEROVNIK, Marketing & PR Coordinator, San Bernardino Co. PL
CINDY CHAN, San Marino PL Foundation, Development Director
MONROVIA Public Library Board Member

And -- Greetings from the State Librarian

Saturday, February 27, 2010: Berkeley Public Library
Saturday, March 13, 2010: Crowell Public Library, City of San Marino

PROGRAM

9:00 Registration
9:15 Welcome: Richard K. Moore, CALTAC President
Berkeley Mayor / San Marino Mayor
Berkeley Librarian / San Marino Library Division Manager

9:30 Highlights from Sacramento and the California State Library — Stacey Aldrich

9:45 Panel Discussion of local success stories

11:00 Break

11:15-12:15 Break out groups — discuss how we can get more involved with supporting our libraries and how we plan for success

12:15-12:45 Groups report — conclusions and wrap up

12:45 Adjournment

Registration Form for NORTHERN WORKSHOP

Berkeley Public Library — Saturday, February 27, 2010
2090 Kittredge St., Berkeley, CA 94704 — (415) 557-4400

Name: ____________________________ Library System: ____________________________

Address: ____________________________ Position: ____________________________

City, State, Zip: ____________________________ Are you a CALTAC Member? ______ yes ______ no

Phone: __________________ Fax: __________________

Do you wish to share your email address with other workshop attendees? ______ yes ______ no

Registration Fee (due by 2/15/10) Make checks payable to CALTAC and mail to:

CALTAC Member $15
Non-member 20

TOTAL ______ NO REFUNDS

Early Bird registration fee $18 when post marked by February 13, 2010; otherwise $20.
2010 Application For CALTAC MEMBERSHIP

Date of Application: 
Name: 
Address: 
City, State, Zip: 
Email: 

CALTAC MEMBERSHIP is open to anyone who is or has been a trustee, commissioner, or advisory board member of any library or library system in California as well as library directors, librarians, library staff, Friends, and other library supporters. 

_____ Individual Membership ($25) 
_____ Group Membership ($23 each for 5 or more members
= Honor Board) Attach a separate Membership Application form for each member off the Group and identify library director, if he/she is joining. 

Please mail this Membership Application separately to CLA, 950 Glenn Drive Suite 150, Folsom, CA 95630

Home Phone: 
Work Phone: 
FAX Number: 

For each member, please indicate name of library or library system and position in the library community. 

(Name of Library or Library System)

Present/Former Library or System Trustee 
Commissioner, or Advisory Board Member. 
_____ Library Director 
_____ Librarian/Library Staff 
_____ Other (please specify)

Berkeley Public Library --- Directions:
Map: http://tinyurl.com/59oluy

From I-80: Take University Ave. Exit / East on University Ave. for ~ 2 miles / Right on Berkeley Square/Shattuck Avenue / Shattuck Avenue for .3 mile / Right at Bancroft Way / 2031 Bancroft Way is on the right. Please note: Street parking can be difficult and parking is enforced. There are several parking garages nearby: 2020 Kittredge Street; 2161 Kittredge Street; 2061 Allston Way; 2025 Center Street.

From Downtown Berkeley BART: Exit BART Station / South on Berkeley Square/Shattuck Ave. toward Allston Way / Continue to follow Shattuck Ave / Take the 3rd right onto Bancroft Way on the right.

Before 10AM, use the staff entrance at 2031 Bancroft Way. After 10AM, go to the 2090 Kittredge St entrance. On the right side of the Bancroft door is a Call Box. Press the number listed for Administration and identify yourself as a CALTAC attendee. Across the hall from the entrance is an elevator, which will take you to the 3rd Floor. Exit the elevator and follow signs to the Community Meeting Room. Call 510-981-6195 for extra help. It will be answered until people arrive and are at the door to let them in.

Crowell Public Library --- Directions:
http://crowellpubliclibrary.org/
1890 Huntington Drive San Marino, CA 91108
Map: http://tinyurl.com/vcez3a

From Burbank Airport / I-5: Take Golden State Fwy/I-5 S 11.8 mi / Exit onto CA-110 N/Pasadena Fwy toward Pasadena 5.5 mi / Fair Oaks Ave exit 0.1 mi / Merge onto Grevelia St 0.3 mi / Slight right at Garfield Ave 1.1 mi / Left at Huntington Dr 1.6 mi

From Long Beach Airport: right onto Lakewood Blvd 0.8 mi / Take the ramp onto I-405 N 3.5 mi / Take the exit onto I-710 N toward Pasadena 17.5 mi

From Los Angeles Airport: I-105 B 12.3 mi / Take the exit onto I-710 N toward Pasadena 11.0 mi

Then:
Exit onto I-10 E Fwy toward San Bernardino 2.0 mi / Take exit 23A for Atlantic Blvd 322 ft / Keep left at the fork to continue toward S Atlantic Blvd 344 ft / Keep right at the fork, follow signs for Atlantic Blvd/Alhambra and merge onto S Atlantic Blvd 2.6 mi / Turn right at Huntington Dr 
Both the 10 and 210 lead to Rosemead, then west to 1890 Huntington Drive.

Registration Form for SOUTHERN WORKSHOP
Crowell Public Library --- Saturday, March 13, 2010
1890 Huntington Drive San Marino, CA 91108 -- (626) 300-0777

Name: 
Address: 
City, State, Zip: 
Phone: 
Fax: 
Email: 

Library System: 
Position: 
Are you a CALTAC Member? yes no 
Do you wish to share your email address with other workshop attendees? yes no

Registration Fee (due by 3/1/08) 
CALTAC Member $18
Non-member 20

Make checks payable to CALTAC and mail to: Doris Lau (626) 991-7822 c/o P.O. Box 609 Long Beach, CA 90801

TOTAL NO REFUNDS

Early Bird registration fee $18 when post marked by February 27, 2010; otherwise $20.
To: Board of Supervisors

From: Anne Cain, Librarian

Date: December 14, 2009

Subject: Library Commission 2009 Annual Report and 2010 Work Plan

RECOMMENDATION(S):


FISCAL IMPACT:

None.

BACKGROUND:

Library Commission meets on the 4th Thursday of alternating months. Library Administration, 75 Santa Barbara Road, Pleasant Hill CA 94523

Action of Board On: 01/19/2010

VOTE OF SUPERVISORS

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Contact: 925-646-6423

Clerks Notes:
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: January 19, 2010

David J. Twa,

BY: _____________, Deputy
BACKGROUND: (CONT'D)

- Chris Tang, Chair
- Carol Brown, Vice-chair
- Staff: Anne Cain, County Librarian

The attached report was developed by the Library Commission and highlights the Commissions activities, accomplishments, training and certification and attendance for 2009. In addition, the Commission's 2010 work plan, goals and objectives are also included.

CONSEQUENCE OF NEGATIVE ACTION:

CHILDREN'S IMPACT STATEMENT:
Library Commission 2009 Annual Report and 2010 Work Plan

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 recruitments, 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 15)
  - 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 Torlakson.
    - 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), Ruhlig (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), Commissioner Leffman (Lafayette Alternate), Commissioner Smith (District IV), 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 Torlakson.
    - secured an article for CALTACTICS by Senator Hancock, Assembly members de León, Eng and Hayashi.
    - 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
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
  - 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 Pearlstein (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

Proposed Work Plan / Objectives for 2010:

Goal 1: 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 2: Continued promotion, education, and expansion of Library services within all of the communities
- 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 the Library, such as volunteering, being on hand for events, and encouraging others to participate in Friends and Library activities

Goal 3: Look for more opportunities for training for Commissioners and Friends
- Objectives:
  - Increase advocacy training
  - Continue education in library technology
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TO: CLA MEMBERS/ SYSTEMS/ NETWORK CONTACTS
FROM: Mike Dillon, CLA Lobbyist
       Christina DiCaro, CLA Lobbyist

Shortly before noon today, Governor Arnold Schwarzenegger presented what will be his last
January Budget, during his final year in office. CLA had been bracing itself for potential cuts to
vulnerable library programs such as the Public Library Foundation, Transaction Based
Reimbursement and the California Library Literacy and English Acquisition Program, given the
state’s massive $19.9 billion projected deficit for 2010. However, we are pleased to note, that
thanks to Governor Schwarzenegger and his Administration, no cuts are currently being proposed
for any of these valuable services in his 2010-11 State Budget. (*)

During his noon address, the Governor noted that while the legislature had closed a significant
Budget gap last year, “tough times are still ahead.” The Governor acknowledges that the State is
facing a $19.9 billion deficit ($5.6 billion in the current year, and $13.3 billion in the 2010-11 year),
which he states is due to $3.4 billion in lower revenues, $4.9 billion in court decisions, $1.4 billion
in program growth and case load adjustments, etc. He proposes the following solutions to address
the gap:

1) $8.5 billion in spending cuts. These will fall primarily upon prisons, Health and
   Human Services ($2.9 billion in cuts to Medi-Cal, child care reimbursements, In Home
   Support Services), and in state employee compensation adjustments, specifically a 5%
   increase in monthly contributions to CalPERS, a 5% salary reduction, and a 5% reduction in
   the cost of each state department’s workforce payroll. Presumably, this latter requirement
   would also include the State Library. (The Governor would halt the currently imposed
   furloughs in June 2010.)
2) $4.5 billion in fund shifts and creative financing, such as a $986 million transportation
   funding swap, and fund transfers in areas such as Human Services and CalFire.
3) $6.9 billion in federal funds. The Governor notes that California currently receives 78
   cents on the dollar, while Texas receives 94 cents, and New Mexico more than $2 from the
   federal government. He argues that California is victim to “discriminatory formulas that
   force us to supplement other states.” (Mostly, he says, in the areas of Medi-Cal, federal
   education mandates, and immigration.) The Governor announced that he will be traveling
to Washington D.C. along with California legislative leaders in order to argue for their fair
share of the federal dollars. **Note:** The Governor has cautioned that if federal
assumptions don’t materialize, his Administration “has a trigger list of additional cuts” that
they will submit to the legislature, in order to close the gap.

The Governor has also called a “Special Session” of the legislature to address immediate Budget
“solutions.” According to the Governor’s Director of Finance, Ana Matosantos, the legislature
would have 45 days to act under the “Special Session,” in order to find $8.9 billion of “full year
solutions.” If they do not act quickly and wait until July when the new Budget is due, $2.4 billion
in “solutions” would be lost.

(*) – The baseline for the Public Library Foundation currently stands at $12.9 million. The
Governor is recommending no cut to this program.
The baseline for the Transaction Based Reimbursement currently stands at $12.9 million. The Governor is recommending no cut to this program.

The baseline for the California Library Literacy and English Acquisition Program currently stands at $4.5 million. The Governor is recommending no cut to this program.

The Governor is also recommending no cut to the California Newspaper Project nor the California Civil Liberties Public Education Act.

CALIFORNIA STATE ASSEMBLY CHOOSES NEW SPEAKER-ELECT

Yesterday, current Assembly Speaker Karen Bass, who will be termed out at the end of this year’s session, thanked the body for the privilege of serving as Speaker, and then she entertained a motion to elect a new Speaker. Over the December holiday, rumors had circulated that Assemblyman John A. Perez had amassed enough votes to succeed Speaker Bass as she phases out her duties this year. Assemblyman Perez, an affable, intelligent legislator from Los Angeles, was perceived to be a solid choice by many, as he is a Freshman member of the Assembly and could assume the role of Speaker for 5 more years, thus ensuring some continuity of leadership. Many have praised his ability to work with divergent interests during his first year in office.

Assemblyman Chuck Calderon, who placed Assemblyman Perez’s name in nomination said, “Having served under 7 speakers, I have seen what it takes to become a good Speaker. His character, intellect, and skill are intact. He is fair, witty, and keenly analytical.” Assemblyman Perez received 48 Democrat votes, while Assembly Republican Leader Sam Blakeslee only received 26 votes.

After the roll was officially announced, Speaker-Elect Perez was escorted to the rostrum to make a few remarks. Most notably, he pledged to get the legislature fully involved in the Budget process. In past years, the so-called “Big 5” – the Governor and the four legislative leaders – have taken over a large part of the negotiations and the deliberations have remained mostly confidential. Assemblyman Perez notes that under his leadership, “The Big 5 is the ending point, not the starting point. I will present your Budget to the Big 5, not the Big 5’s Budget to you.” He then said to the Assembly body, “Thank you for your confidence and trust.” Speaker Bass and Speaker-Elect Perez will issue a statement in the coming weeks regarding the official transition date for leadership.

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Membership, Marketing & Communications Director
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916.233.3298 p
916.932.2209 f

Follow CLA on Facebook and Twitter! List archives and other configuration options are available at https://lists.gseis.ucla.edu/sympa/info/calix
for records that it does not possess, it will notify you that it has no responsive records and, if it can do so, will forward the request to departments that may possess the requested records.

**When You Can Expect a Response**

Upon a request for records that reasonably describes an identifiable record or records, County staff will make every reasonable effort to make the records promptly available to you upon the payment of any applicable fees. If County staff cannot respond immediately, they will tell you when you reasonably can expect a response.

**When Requested Records Are Ready**

After you receive a response from the County department concerning the availability of the requested records, you can arrange to inspect or have the records copied:

- **Inspection.** If you wish to inspect the records and have provided contact information, a department representative will contact you to make an appointment to inspect the records. If you have not provided the department with contact information, you will need to call or return to the department to arrange for inspection of the records.

- **Copies.** If you wish to obtain copies of records and have provided contact information, a department representative will contact you with a time and cost estimate for producing the requested records. You may make pick up the records when they become available or have them mailed to you. If you have not provided the department with contact information, you will need to call or return to the department to arrange for copying and pick up of the records.

**How Much Does It Cost to Obtain Public Records**

There is no charge to review records; however, County policy permits the County to charge a fee to cover any duplication, electronic media, and/or data system programming costs. Generally, copies are:

- $ 0.10 for a single-sided page
- $ 0.20 for a double-sided page
- $ 3.00 for a data compact disc

Data system programming costs related to extracting, compiling, and displaying data are dependent on the request and the system on which data is stored, and will vary on a case-by-case basis.

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**Contra Costa County Board of Supervisors**

651 Pine Street, Room 106
Martinez, CA 94553

Phone: (925) 335-1900
Fax: (925) 335-1913
www.co.contra-cost.a.ca.us

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David Twa
County Administrator

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*Updated June 2009*
Policy Regarding Access to Public Records

The California Public Records Act declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the State because it gives the public an opportunity to monitor the functioning of their government. It is the County's goal to provide the public with timely access to its public records.

What Is a Public Record

The California Government Code defines public records as, "...any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics." For example, public records can include, but are not limited to, papers, books, maps, charts, photographs, audiotapes, videotapes, and information stored on a computer.

What are the County's Public Records

The Public Records Act applies to the records of the County and all agencies, boards, and commissions created by the County's Board of Supervisors.

Who Can Request Public Records

Anyone may make a request to inspect or obtain a copy of a public record. A requester is not required to provide any personal identification or reason for the request.

What Can Be Requested

Generally, all County records are available to the public unless there is a statute that exempts them from disclosure. California Government Code section 62.54 provides a partial list of records that may be exempt from disclosure. Some of the types of records that are potentially exempt include:

- personnel records, medical records and similar files which would constitute an unwarranted invasion of personal privacy if publicly disclosed;
- records pertaining to pending litigation to which a public agency is a party;
- preliminary drafts, notes and memoranda;
- records of complaints to or investigations conducted by a police agency;
- records covered by the attorney-client privilege;
- examination data used to administer a licensing, employment or academic examination; and
- criminal history information.

Where to Find or Request County Records

You can find frequently requested County records at the County's website at www.co.contra-costca.ca.us.

You also may request records directly from the County department that has the records you are seeking. If you are not sure which department has the records you are seeking, you can use the following resources to help identify the correct department:

- County Website: The County's website at www.co.contra-costca.ca.us contains an alphabetical listing of departments with links to their website.

- Office of the Clerk of the Board of Supervisors: The staff of the Office of the Board of Supervisors is familiar with the County’s departments and may be able to help you identify the department that has the records you are seeking. The Office of the Clerk of the Board of Supervisors can be reached at (925) 335-1900 or you can visit the office during regular business hours at 651 Pine Street, Room 106 in Martinez.

Once you have identified the County department that you believe has the records you are seeking, you may request the records from it in the following ways:

- By Telephone: Each County department has a telephone number that the public can call during regular business hours to make requests or to be referred to a County employee who can help with the request.

- By visiting the front counter of a department: Each County department will have a staff person to assist the public with walk-in requests during regular business hours.

- By submitting a request in writing via E-mail, U.S. Mail or Fax: Most County department can accept requests by email, mail or fax. When submitting a request by one of these methods, provide contact information to permit staff to respond to your request.

Department telephone numbers, fax numbers and addresses are published in the Business Listings of the local telephone book and on the County's website at www.co.contra-costca.ca.us. Email addresses may be obtained by calling the appropriate department.

How to Make a Request

1. You may make an oral or written request to the appropriate County department.

2. To speed up your request, make your request as specific as possible about the records you are seeking. For example, you may want to provide a date range for your request, the department or staff that created the requested records, and/or any helpful keywords.

3. Provide contact information or arrange to call or meet with a department representative at a later time to discuss the availability of the requested records.

4. Let the County department know whether you would like to inspect the records or have copies made (which may involve a cost- see below).

How Your Request is Processed

Each County department will respond directly to requests it receives. If a department receives a request
Opening set for new Walnut Creek Library

By Elisabeth Nardi
Contra Costa Times
Posted: 01/20/2010 07:09:49 AM PST
Updated: 01/20/2010 07:09:51 AM PST

After years of planning and nearly two years under construction, Walnut Creek's new library is set to open downtown July 17.

The official opening date was announced at Tuesday's City Council meeting where the Walnut Creek Library Foundation presented the city with a $1.5 million check. The foundation has pledged to give the city $5 million for the $41.5 million library project. Tuesday's payment brings the foundation's total given so far to $3.5 million.

"Despite the economic downturn the library foundation continues to see a broad level of support from the community for the new library," said Ed Del Beccaro, foundation president.

The 42,000-square-foot library and 121-space underground parking garage that fronts Broadway, will open this summer complete with a children's wing and garden, a store and conference center.

The library will be completed on time and on budget, perhaps even under budget, according to city officials.

The library foundation and the Friends of the Library group took on raising in additional $500,000 after the city cut its library budget last year. That money is slated for opening day collection, computers and furnishings. The foundation received an anonymous grant to pay for the computers and furnishings in the technology center, said Del Beccaro. Mechanics Bank donated $25,000 to purchase the furnishings in the business center, he said.

For more information on the new library go to


Reach Elisabeth Nardi at 952-2617.
Practical Business Management
February 2010

hurs., Feb. 11,  7:30 p.m. - 9:00 p.m.  Ygnacio Valley Library, 2661 Oak Grove Rd., Walnut Creek, CA  94598
resting the Best Business Image – Getting the Most Out of Print and Web Advertising $$$

douglass Silva with Midnite Graphics has seen both the bad and the beautiful of design. From examples, you will learn what
you should and should not do when developing your company’s identity for flyers, brochures and business cards, and what
you need to know about graphics before having print and web advertising custom-made. Find out how to make cost effective
decisions with a limited advertising budget.

res., Feb. 16,  7:30 p.m. - 9:00 p.m.  Brentwood Senior Center, 193 Griffith Lane, Brentwood, CA  94513
marketing & Advertising – What Can Small Businesses Do To Be More Effective?

do Ghiozzi, of Impressions Advertising & Marketing with more than 15 years in the industry, will share his experiences and
to provide answers to help you gain the most from your advertising and marketing budget. He will cover:
  • The basic definition of marketing...What does it really mean?
  • Ways to market your business with very little money
  • How to plan and budget your marketing dollars that best fits your business
  • Questions that you have from your daily business life

ven if you are not already a business owner, we encourage to come and see how you can get a business off the ground!

hurs., Feb. 25,  7:30 p.m. - 9:00 p.m.  Ygnacio Valley Library, 2661 Oak Grove Rd., Walnut Creek, CA  94598
ave You Thought About Insurance?

our first or revised business plan needs to address the necessity and cost of insurance. If you are starting or have an
existing business, or simply interested in the topic, learn some of the ins and outs of all types of insurance AND what you
need to know about this industry to thrive in today’s market. Our panel of experts:

Kristy Rodrigues (Paychex)  How Payroll Works for the New Business Owner
Bill K’Burg (Farmers)  Worker’s Compensation
Ashok (Ash) (Aneja)  Individual and Group Health Insurance including COBRA
Sally A. King (Alliance Consulting Solutions)  Cost Recovery
Darrell McKinney (Aflac)  Accident Insurance
John Wang (Waddell and Reed)  Uses of Life Insurance for the New Business Owner
Betty Lou Moglen, CLTC (New York Life) Host & Moderator  Long Term Care Insurance

you may send your questions in advance to ask@ccclib.org, so that the panel can tailor the presentation to meet your needs.

Self-register for each free session at:
ccclib.org/programs/
For event type enter: business
or call your local library

or questions regarding the workshops, call (925) 602-6840 or email: BizTraining@ContraCostaSBDC.com

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Small Business
Development Centers
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Start, Grow, Succeed!

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Business Information
SBDCs are supported by the U.S. Small Business Administration and are open to the public on a non-discriminatory basis. SBA cannot endorse any products, opinions, or services of the SBDCs or its affiliated entities.
Project Second Chance, Inc. and Lafayette Book Store

Present

The Bookies

Our 10th Annual Celebration of Books and the People Who Love Them

Special Guest

Cara Black

Author of

The Aimée Leduc Investigation mystery series

There will also be a special presentation of
The Bookies Book Club Book of the Year

Thursday, March 18th, 2010

No Host Reception 6 p.m. ~ Dinner ~ 6:45 p.m.

The Lafayette Park Hotel
3287 Mount Diablo Boulevard

Dinner, Dessert and Wine from Jacuzzi Family Vineyards — $50 per person
(vegetarian or special dietary requests to 925-927-3250 by March 12th please)

Tickets available Monday, February 8th through Friday, March 12th
By telephone, with a credit or debit card call Fremont Bank at 510-723-5811 (M-F, 10-5)
(Tickets will then be mailed to your home address)
Cash or check purchases may be made at Project Second Chance
75 Santa Barbara Road, Pleasant Hill (M-F, 9-5) (no credit/debit sales here) 925-927-3250

This event benefits Project Second Chance & The Contra Costa County Library Adult Literacy Program.

For more information call 925-927-3250
The Bookies

This fun-filled evening features our special guest author

Cara Black

The New York Times Book Review had this to say about Cara Black's Aimée Leduc Investigation mystery series..."If the cobblestones of the old Marais district of Paris could only talk, they might tell a tale as haunting as the one Cara Black spins..." Cara Black frequents a Paris little known outside the beaten tourist track; a Paris she discovers on research trips and interviews with French police and private detectives.

Cara lives in San Francisco with her husband, a bookseller, and their teenage son. She is a San Francisco Library Laureate and a member of the Paris Société Historique in the Marais. Her nationally bestselling and award nominated Aimée Leduc Investigation series has been translated into five languages. She’s included in the GREAT WOMEN MYSTERY WRITERS selected by Elizabeth Lindsay. Several of Cara’s books have been chosen as BookSense Picks by the American Association of Independent Bookstores.

TO VOTE FOR YOUR FAVORITE TITLE FOR
Bookies Book Club Book of the Year
Be sure to return the enclosed ballot to the Lafayette Book Store by March 4th

Again this year
a silent auction with items for bidding which include:
An evening with Ron Shoop of Random House,
Tasting and Tour at Nicholson Ranch Winery,
AND lodging for a weekend at a 3-bedroom condo with an ocean view in Aptos

Book Club lists
will be on display at the Bookies.
To insure that your club’s list is included,
send the title and author for each book you read and the name of your group to:
Darra Williamson at Darraw944@astound.net

To be included in the display at the Bookies please be sure your book club list reaches Darra by March 9th
The 10th Annual Bookies Award
BALLOT

It's time to select the 2010 Bookies Award for the Book Club Book of the Year!

Make your selections and return your ballot to Lafayette Book Store by March 4th

Book Club Name

Contact

Phone

The Bookies Book Club Book of the Year Nominees (Select One)

☐ The Help by Kathryn Stockett
☐ The Elegance of the Hedgehog by Muriel Barbery
☐ Olive Kitteridge by Elizabeth Strout
☐ Sarah's Key by Tatiana de Rosnay
☐ Someone Knows My Name by Lawrence Hill

Ballots may be delivered in person or sent by mail, email, or fax to:

LAFAYETTE BOOK STORE
3569 E Mt. Diablo Blvd.
Lafayette 94549
925-284-1233
fax: 925-284-2233
e-mail: mail@lafayettebookstore.com

Send your book club lists to <darraw944@astound.net> by March 9th, and they will be displayed at the Bookies!

Presented by Project Second Chance, The Contra Costa County Library Adult Literacy Program

For information call 925-927-3250

Please circle your choices and return to: Lafayette Book Store, 3569 E. Mt. Diablo Blvd., Lafayette, CA 94549 by March 4, 2010.