CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 1

MEETING DATE: Thursday, May 19, 2011

AGENDA ITEM #: 6

ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

- Commissioners will approve or amend the minutes for the meeting of March 23, 2011.
MEETING OF THE LIBRARY COMMISSION
MINUTES

DATE: Thursday, March 24, 2011

1. CALL THE MEETING TO ORDER
Commission Chair Carol Brown (Orinda) called the meeting to order at 7:00 p.m.

2. COMMISSION BOOK SHELF
Commissioners provided suggestions for current reading:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
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<tbody>
<tr>
<td>The Secret Man</td>
<td>Bob Woodward</td>
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<td>Serve the People - A Stir Fry Tour of China</td>
<td>Jen Lin Liu</td>
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<td>Kitty</td>
<td>Kitty Carlisle Hart</td>
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<td>Meet me at Jim and Andy's</td>
<td>Gene Lees</td>
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<td>My Lord, What a Morning</td>
<td>Marian Anderson</td>
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<td>Gift of the Gods, Exploring maize, culture and Indigenous art in the Americas</td>
<td>St. Mary's College (attachment to the minutes)</td>
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<td>The Price of Everything</td>
<td>Eduardo Porter</td>
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<td>Aftershock: The Next Economy and America's Future</td>
<td>Robert Reich</td>
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<tr>
<td>What I Eat, Around the World in 80 Diets</td>
<td>Peter Menzel and Faith d'Almisio</td>
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<td>Richard Feynman</td>
<td>Lawrence Krauss</td>
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<tr>
<td>Reflected Glory</td>
<td>Sally Bedelle Smith &amp; Pamela Churchill Harriman</td>
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<td>Deluxe: How Luxury Lost Its Luster</td>
<td>Dana Thomas</td>
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3. ROLL CALL

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3. ROLL CALL

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Total Commission positions: 27
Commission positions filled: 25
Commission positions vacant: 2
Commission quorum: 14

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 representative votes count with the County:
- Friends Council
- Contra Costa Council
- Youth Council  (Sunset May 25, 2010)

Two representative votes count with the cities:
- Central Labor Council
- Superintendent of Schools

4. INTRODUCTIONS
April Gibson, District Representative for Supervisor Karen Mitchoff, District IV.

5. ITEMS FROM THE PUBLIC
None.

6. ACCEPTANCE OF MINUTES
Two edits were requested:
- Commissioner Fuller (Martinez) was excused from the January 27, 2011 meeting.
- Commissioner Smith (District 4) requested that page 3 be changed to reflect that Assembly Member Skinner is a member of the Conference Committee not the Appropriations Committee.

The minutes for the meeting of January 27, 2011 were approved as corrected with the two edits.

7. APPROVAL OF AGENDA
Commissioners approved the agenda.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS
Commissioner McEwan (District IV) visited a Portland, Oregon library and expressed that their "Lucky Day" cart that contains popular material that cannot be reserved in advance, is a good idea. This library also had a Beverly Cleary children's section. A self-guided tour of locations mentioned in Beverly Cleary's books is available in Portland.

Commissioner Meisch (District IV) reported that recent Walnut Creek Library statistics show that the new
library receives 1,500 visitors a day and is the heaviest used Contra Costa County Library.

Commissioner Ruehlig (Antioch) shared an article about 1,600 gently used books that were donated to Antioch schools from the Friends of the Lafayette Library's overflow of donations. Other Friends groups might consider donating similar items to schools and other organizations.

Commissioner O'Rourke (Pineole) said that the Friends of the Pinole Library gave $10,000 for children's books. A Pinole artisans' member donated a bookworm sculpture to the Library. A bookworm will be the Friends new logo. The Friends' book sale is scheduled for May 14.

Commissioner Smith (District IV) said that the CALTAC workshop in Milpitas had excellent speakers including the Mayor of Milpitas who mentioned Santa Clara Library's successful partnerships with organizations and the successful parcel tax for library funding election. Smith conducted board trainings in Mountain View, Santa Clara, and Sunnyvale. Smith mentioned Sunshine Day events in Sacramento, and said that there are discussions that the Brown Act may no longer be in effect because local government is unfunded. CLA Legislative Day in Sacramento will be on May 18.

Commissioner Smith and Commissioner Enhof (District V) attended the March Mayors’ conference. During the conference the County Administrator, city managers, and District IV Supervisor Mitchoff mentioned the efficiency of organizations working together, the Library's partnerships with the cities was cited as a successful example.

Commissioner Hoisington (Lafayette) mentioned "A Writers Place," a new program series at the Lafayette Library. She also shared a flyer about summer programming at the Lafayette Library. (attachment to the minutes)

Commissioner Atkinson (Clayton) said that the Friends' book sale will be April 15 – 17.

The Library's Summer Reading Festival poster, featuring travel author Rick Steves', was shared with the group. (attachment to the minutes)

9. CORRESPONDENCE
There was no additional correspondence.

10. COUNTY LIBRARIAN REPORT
Barbara Flynn, County Librarian, was introduced to the Library Commission. She has visited eleven libraries and staff, and two members of the Board of Supervisors during her nine days on the job. She plans to visit all Library staff and the cities as quickly as possible. She has heard over and over again from people, including library directors, that Contra Costa County Library is a great library with a great staff.

Flynn attended the State Library's Sustainable Public Libraries conference for directors on March 22. The conference's message is that libraries should know their core strengths and mission, and spread that message to everyone. This approach will help libraries thrive in this economy. It is important to articulate to everyone what libraries do, as one can never assume that it is understood. Libraries across the State have been charged with developing a Statewide message about the importance of libraries and spreading this message in their own words to their communities.

11. OLD BUSINESS

LIBRARY FUNDING ADVOCACY
Commissioner Smith (District IV) thanked everyone for sending emails, letters, and making telephone calls to the Conference Committee Legislators. Library funding is reduced, but remains in the State budget at $8.5 for the TBR, $3.7 for literacy and $3 million for the Public Library Fund (Contra Costa County received
Commissioners agreed to continue to allow the Commission Chair to send letters to legislators on behalf of the Commission.

Smith thanked Commissioners who attended the Legislative Day in the District meetings last month. A representative from Contra Costa County met with each legislator. He also thanked Supervisor Mitchoff’s office (District IV) for sending letters to the Governor on behalf of libraries. He shared a letter from Concord’s Mayor Hoffmeister (attachment to the minutes) and encouraged Commissioners to draft similar letters for their cities to consider sending in support of library funding.

12. NEW BUSINESS

BUDGET
Cathy Sanford, Deputy County Librarian; Support Services, presented the proposed 2011-12 fiscal year budget as submitted to the County Administrator’s Office. (attachment to the minutes) This budget is basically the same as last year’s budget.

The budget process was reviewed. Highlights include:
- Contra Costa County Library is not a special district, and instead has dedicated property tax funding. Property tax estimation comes from the County Auditor. Property tax revenue did not change this year from last year.
- Friends/Foundation donations are not included in the budget.
- Grants typically are not included in the budget.
- Estimated revenue for 2011 – 2012 is reduced due to proposed elimination of the Public Library Fund and the conclusion of a three year federal grant.
- Prewett Library opened and library services were not reduced.
- Increased use continues, including:
  - Circulation is up 41% over a four year period.
  - Increase in program attendance, online searches and queries, and library cards.
- Library expenditures include salaries and benefits, materials budget, facilities costs, and interdepartmental charges.

The Library is following the same budget reduction strategies as in the past: The 35 hour base level is retained at all locations, the materials budget and databases budget will be reduced, and reserves will be used for operations.

The Library’s focus continues to be on the Strategic Plan. The Library continues to expand services and continues to be recognized for it’s innovated services.

The Library will apply for Library Journal’s “Library of the Year”.

Commissioners will be sent a link to the County’s 2010-11 budget and the 2011-12 proposed budget when available.

DISCOVER & GO
The Library’s museum pass initiative was launched on January 29, 2011. Discover & Go provides online searching and browsing of available passes from participating local/regional museums and venues. Customers can remotely download and print their own passes.

Paula McKinnon, Information Systems Project Manager, demonstrated Discover & Go. The customers must be in good standing to obtain passes. Library card zip codes are used to determine the customer’s accessible venues. Passes can be searched by either date or venue. The Library has acquired 35 venues...
since the launch of service and the number is expected to increase. Customers can check out up to two
passes at a time. Passes cannot be canceled once they are printed. Passes expire in the same way that
downloadable e-books expire. QR codes are incorporated in the Discover & Go service. Booklists
associated with each venue are also provided.

A Discover & Go mobile service will be launched. This will allow for paperless virtual passes on smart
phones.

Bay Area Library Information Systems (BALIS) libraries will be added as the second phase of the Discover &
Go service. Policies and procedures are being developed for this phase.

The Library received a $43,000 BALIS Technology Grant to create and expand Discover & Go. The grant
pays for the software and consortium development. All passes are free to Library customers at this time.
(Only two venues charged the Library for passes.)

Discover & Go is a direct response to the Library's Strategic Plan goal of providing a tie-in with the arts.

THE BROWN ACT & BETTER GOVERNANCE ORDINANCE
The County conducted the 2011 Annual Training for Advisory Bodies on February 28. Many Library
Commissioners attended including, Commissioners Enholm, Marshburn, Ovick, Peck, and Reed.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
The following items are topics for future meetings:
- Library Lease Agreement
- District III Supervisor, John Gioia; District III Supervisor, Mary Piepho; District IV Supervisor Karen
  Mitchcuff; and District V Supervisor, Federal Glover have been invited to attend a future meeting
- Library A-Go-Go review and update
- Information on special library collections (such as Walnut Creek's Russian collection and San Ramon's
  jazz collection)
- Accessibility Committee Update
- Invite County Law Librarian to share information about the Law Library
- Explore how the Library responds to Countywide demographic changes in supporting materials and
  resources for customers

14. ADJOURNMENT TO THE MAY 19, 2011 LIBRARY COMMISSION MEETING
The March 24, 2011 Library Commission Meeting concluded at 8:25 p.m.

Commissioners adjourned to the May 19, 2011 Library Commission Meeting, which will be held at Library
Administration, 75 Santa Barbara, Pleasant Hill, CA 94523.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library
Program Overview

Program Goals
- Develop a community of writers
- Become a source for writing information and resources
- Help writers of all ages develop their skills

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<th>A Writer's Place</th>
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Programs

2010: Program Introduction

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2011: Year One

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<td>Writer's Open House</td>
<td>Laurie McLean, <em>Literary agent, industry insider</em></td>
<td>Kathi Kamen-Goldmark &amp; Sam Barry, <em>Author Enablers, &quot;Write that Book Already&quot;</em></td>
<td>Author Enablers Workshop</td>
<td>Brooke Warner, Editor and writing coach</td>
<td>Series: A Writer's Place on Film</td>
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[www.awriter'splace.com](http://www.awriter'splace.com)

A Writer's Place is a program of the Friends of the Lafayette Library and Learning Center.

[friends@lafayetlibrary.org](mailto:friends@lafayetlibrary.org)
Exploring Maize, Culture and Indigenous Art in the Americas
Opens at Saint Mary's College Museum April 10

Moraga, CA (March 1, 2011) The Hearst Art Gallery, the museum of Saint Mary’s College of California, is pleased to present Gift of the Gods: Exploring Maize, Culture and Indigenous Art in the Americas, on view from April 10 through June 19, 2011. The exhibition has been organized by Saint Mary’s College professor Lynn Meisch, Ph.D., working with students from her museum studies class, Anthropology 124.

From its origins in Mexico to the farthest reaches of our planet, maize-or corn, has a myriad of uses. This exhibition illustrates the sacredness and life-sustaining force of maize for indigenous peoples of Mesoamerica, the U.S. Southwest and the Northern Andes, with ceremonial and utilitarian objects, maps, photographs, drawings, recipes, and video. Selected objects and artifacts include maize belts from Northern Peru that trace back to an ancient Inca tradition, harvest festival masks from Ecuador, Navajo rugs, Hopi katsina figures and a pollen pouch, Pueblo pottery, a Tarahumara grinding stone, tortilla cloths from Mexico and Guatemala, and harvest and storage baskets. A 24-page color catalog accompanies the exhibition.

Opening day will include a presentation by professor Meisch, entitled The Mystery of the Inca Maize Belts, or the Da Vinci Code without the Murders, on Sunday, April 10, at 2 p.m., in the Soda Activity Center, followed by a reception in the Art Center patio. A tamale-making workshop and tasting is planned for Monday, May 23, from 4 - 5:30 p.m., in the Soda Activity Center. Please call (925) 631-4379 for details.

Nature in Harmony: the Western Landscape and the Native American, paintings from the permanent collection, is on view in the William Keith Room.

The Gallery is open to the public Wednesdays through Sundays, 11 a.m. to 4:30 p.m., and will close for Easter vacation April 22, 23 and 24. Adult admission is $4, students and Gallery members are free. For membership or group tour information, call 925/631-4379. The Gallery is accredited by the American Association of Museums.

-end-

Media contact for images: Heidi Donner, 925/631-4069, hdonner@stmarys-ca.edu
www.hearstartgallery.org
Gift of the Gods:
Exploring Maize, Culture and Indigenous Art in the Americas

April 10 - June 19, 2011
The sacredness and life-sustaining force of maize to indigenous peoples of Mesoamerica, the U.S. Southwest and the Northern Andes is illustrated with ceremonial and utilitarian objects, maps, photographs, drawings, recipes, and video. Exhibition includes Navajo rugs, a Hopi pollen bag and katsinas, tortilla cloths, Pueblo pottery, baskets, women’s belts and harvest festival masks from Ecuador, and maize belts traced to an Inca tradition from Peru. A 24-page color catalog accompanies the exhibition. Objects are on loan from public and private collections.

Sunday, April 10, 2011 -- 2 PM, Soda Center
Opening Day Talk: The Mystery of the Inca Maize Belts (the Da Vinci Code without the Murders) Lynn Meisch, Ph.D., free of charge

Monday, May 23, 2011 -- 4 - 5:30 PM, Soda Center
Tamale-Making Workshop, members and guests -- Call (925) 631-4379 for fee, RSVP

Curated by Anthropology 124: Museum Studies students working with SMC Anthropology professor Lynn Meisch.

In the William Keith Room
Selections from the late 19th century Western landscape painting collection

Gallery Closed for Easter April 22, 23 and 24
To Library Commissioners: Link to County Website - as requested during 3/24/11 Library Commission meeting

This is the information that the County has posted on their website at this time. I expect that it will be updated when the budget is released to employees and the public.

January 3, 2011

Governor Jerry Brown
State Capitol, Suite 1173
Sacramento CA 95814

Subject: Public Library Foundation (PLF)

Dear Governor Brown:

On behalf of the citizens of Concord and Contra Costa County, please preserve and maintain the Public Library Foundation (PLF) current funding as you prepare your 2010-11 Budget.

I recognized California is facing perhaps its toughest fiscal challenge ever. However, this line item in the budget, which has been slashed by over 75% since 2000, provides critically needed operating funds for the State’s cash strapped public libraries.

Public libraries throughout California are being used more than ever. In Contra Costa County, hundreds of people use the public library every day to perform job searches on the library’s free internet computers, seek help with their resumes, as well as file for their unemployment benefits. Each year, hundreds of adults learn to read at the library, thereby helping to prepare them for better jobs.

The continued relevance of libraries was demonstrated on October 23, 2010, as over 1,000,000 people went to all California libraries to further their education and to obtain the information they need to survive this great recession.

Public libraries are part of the economic solution and are as essential to our state’s infrastructure as good schools and roads.

Again, I urge you to preserve and maintain the Public Library Foundation’s current funding in your 2010-11 Budget.

Sincerely,

Laura M. Hoffmeister
Mayor

cc: Senator Mark DeSaulnier
    Assemblywoman Susan Bonilla
Contra Costa County Library
Fiscal Year 2011 - 12 Proposed Budget

Update
March 24, 2011

Library Commission presentation

- Background – funding options
- CCCL budget development process
- Review of 2010 – 11 budget
- FY 2011 – 12 highlights
- Budget adoption timeline

Types of Public Libraries in California
City Libraries

- Often were established before their county library
- Generally, the larger the city, the more likely it is to serve by a city library, exceptions such as Fresno
- May be funded from any source of revenue in the city
- Compete for city general funds with other city departments
- Cities have greater flexibility in revenue generation than do counties or special districts
- City does not have access to property taxes from surrounding unincorporated areas
- Local examples (FY-10 budget)
  - Richmond $5.83 million serves 106,620
  - Pinole $4.18 million serves 76,711
  - Livermore $5.48 million serves 65,312
Types of Public Libraries in California
County General Fund Libraries
- Often are countywide and serve the entire county
- Often are small rural counties
- Cities may own or contract for enhanced services
- May be funded by any discretionary revenue source available to the county
- Compete for county general funds with other county services, such as health and social services
- Libraries in member cities benefit from property taxes from surrounding unincorporated areas

County Special District Libraries
- Often are less than countywide and serve some cities and all of the unincorporated areas
- Often are large, urban counties
- Funded primarily from dedicated portion of property tax based on pre-Prop. 13 tax rate system established by local Board of Supervisors
- General funds can be used for general funds are often used to fund countywide services

Independent Special District Libraries
- Mostly include one city and surrounding unincorporated area
- Most are located in LA, Orange, and Riverside counties
- Funded primarily from dedicated portion of property tax based on pre-Prop. 13 tax rates established by local library board or approved by voters
- No parent organization to assist with funding

Types of Public Libraries in California
Other options
Joint Powers Authority (JPA) - Sanoma, Sacramento
- Property tax of former county special district library providers to JPA

City and County Libraries (San Francisco, Stockton-San Joaquin)
- City tax uses financing mechanisms as other cities
- County levy a special district for special purposes, same revenue

City Libraries serving unincorporated counties (Santa Barbara)
- These counties cater established a legal county library
- Use general fund revenues for contracts for service
Contra Costa County Library

- Although not technically deemed a special district separate from the County for most purposes...
- For some purposes, the Library has been considered "de facto" a separate agency
- Revenue and Taxation Code intend that the County Library obtain a separate property tax allocation...
- Auditor has long had a "tax allocation factor" that provides the Library a share of property taxes as if it were a special district
- After Prop. 13, the Library was deemed (and remains) a "special district" for property tax allocation purposes

Library Budget Process

Revenue Projection:
- property tax is estimated based on information from County Assessor, Auditor, and CAO
- Intergovernmental revenue is projected
- Extra hour funding from cities
- State funds anticipated - PLF and Library
- analysis of yearly trends and forecasts
- fines and fees are estimated
- Friends/Foundation donations not included
- grants typically not included
- needs from reserve set aside for this purpose

Contra Costa County Library Budgeted Revenues FY 2011-12
Proposed as of 3/2/11

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Proposed Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Tax</td>
<td>$14,365,665.00</td>
<td>51.4%</td>
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<tr>
<td>Intergovernmental</td>
<td>$6,413,311.00</td>
<td>20.9%</td>
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<tr>
<td>Friends and Founds</td>
<td>$7,069,121.00</td>
<td>25.2%</td>
</tr>
<tr>
<td>Other</td>
<td>$6,000,000.00</td>
<td>2.0%</td>
</tr>
</tbody>
</table>

Total: $24,233,105
Property Tax Revenue % Change

- 2000  6.31%
- 2001  8.02%
- 2002 10.47%
- 2003  7.95%
- 2004  8.07%
- 2005  8.90%
- 2006 10.40%
- 2007 11.74%
- 2008  8.82%
- 2009  0.23%
- 2010  -7.2%
- 2011  -5.0%
- 2012  0%

Revenue Change in 2011-12

Estimated revenue reduced primarily due to:

- Elimination of California State Public Library Fund
- Conclusion of three year federal grant

What happened to the money in the good years?

- Basic level service at new libraries funded without reducing services at other libraries
  - Dougherty Station (2003)
  - Folsom (2008)
- Juvenile Hall and Colin Allen Youth Rehabilitation Facility
- Funded increased costs of benefits and retiree health (OPEB)
- Reserves for IT and facilities
  - Facility repairs on County-owned libraries
  - Equipment - self-service, print and time management
  - System upgrades and service improvements - CARLX, e-commerce
- General reserves
Increased use

In the past 4 years:
- Items checked out – up 41%
- Program attendance – up 8%
- Online searches & queries – up 74%
- Library cards – up 10%

Library Expenditures

Expense Projection:
- salaries and benefits projections from Human Resources Department
- materials budget allocated to branches by population and circulation
- facilities, maintenance and utilities costs from General Services Department
- interdepartmental charges from Department of Information Technology, Tax Collector, Auditor-Controller, Human Resources

Contra Costa County Library Budgeted Expenses FY 2011-12
Proposed as of 5/2011

- Salaries and Benefits $519,745,239 81.9%
- Adult and Youth Materials $187,381 4.1%
- Facilities, Maintenance & Utilities $23,309,914 5.1%
- Other Services and Supplies $12,316 0.0%
- Telecommunications Charges $108,902 0.2%
- Office Equipment $253,124 0.4%
- Professional Services $180,337 0.3%
- Computer Hardware $108,737 0.2%

Totals $24,333,995
Budget reduction strategies

- Open hours consistently identified by individuals and communities as the highest priority
- Focus on key initiatives and core services identified in strategic plan
- Look for opportunities to restructure the organization, realign services and introduce new service models
- Keep moving forward despite reduced funding
- Continue to innovate and introduce new technology to reduce costs and enhance services
- Implement staff suggestions for cutting costs (centralized selection of materials, reducing the number of meetings, streamlining processes, reducing printing, etc.)

Review of FY 2010 - 11 Library Budget

- Retained 35 hour base level at all locations
- Eliminated 3 positions
- Reduced materials budget an additional 14%
- Reduced databases an additional 46%
- Eliminated all but essential training, conferences
- Continued reductions in supplies, substitute coverage, etc.
- 6 furlough days, employees paying higher share of health care premiums
- Approximately $871,000 from reserves

FY 2011 - 12 Proposed Library Budget

- Retain 35 hour base level at all locations
- Reduce materials budget an additional 20% (58% over 3 years)
- Reduce databases an additional 49% (66% over 3 years)
- Approximately $1,500,000 from reserves
FY 2011-12 Proposed Library Budget

Budget Development Timeline

- Budget Submitted: February 16
- Provide estimates to citizens: March 31
- Budget Hearing: April 12
- Budget Adoption: May 3
CONTRA COSTA COUNTY LIBRARY
SUMMER READING FESTIVAL
EVENTS COUNTYWIDE
JUNE 11TH - AUGUST 20TH, 2011

Rick Steves presents
Europe Through the Back Door
Lesher Center for the Arts
Thursday, June 16th at 7:00 p.m.
Tickets, $10.00