MEETING DATE: Thursday, September 22, 2011

AGENDA ITEM #: 6

ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:
Commissioners will approve or amend the minutes for the meeting of July 28, 2011.
MEETING OF THE LIBRARY COMMISSION

MINUTES

Thursday, July 28, 2011

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

2. COMMISSION BOOKSHELF
Commissioners provided suggestions for current reading:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
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<tr>
<td>Honolulu</td>
<td>Alan Brenner</td>
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<td>Black Night, White Snow</td>
<td>Harrison Salisbury</td>
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<td>A Journey For Our Times</td>
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<td>A Time of Change</td>
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<td>Robert G. Emmons</td>
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<td>Why Garbovsky Happened</td>
<td>Robert G Kaiser</td>
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<td>Breaking with Moscow</td>
<td>Arkady Slovchenko</td>
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<td>Shadows and Whispers</td>
<td>Dusko Doder</td>
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<td>Autopsy of an Empire</td>
<td>Jack Mallock</td>
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<td>Democracy Now—Amy Goodman interview</td>
<td>television show</td>
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<td>Cleopatra, A Life</td>
<td>Stacy Schiff</td>
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<td>Cleopatra’s daughter</td>
<td>Michelle Moran</td>
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<td>Room</td>
<td>Emma Donohoe</td>
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<td>Ken Follett</td>
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<td>Heart of a Soldier</td>
<td>James B. Stewart</td>
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<td>State of Wonder</td>
<td>Ann Patchett</td>
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<td>Y’ * Dying For</td>
<td>Lee Child</td>
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<td>* When I’m Gone</td>
<td>Tom DeFrank's</td>
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<td>A Vanity of Hope</td>
<td>Barack Obama</td>
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<td>Land of Lincoln</td>
<td>Andrew Ferguson</td>
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<td>Darwin Among the Machines</td>
<td>George B. Dyson</td>
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3. ROLL CALL

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<td>T.</td>
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<td>Meisch</td>
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<td>Woodrow</td>
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<td>Woolridge</td>
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<td>City of Pittsburg</td>
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Total Commission positions: 28
Commission positions filled: 24
Commission positions vacant: 4
Commission quorum: 15

With 17 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; Judy Waterson, Concord Friends; David Kruegel, President of the Friends of the Moraga Library.

5. ITEMS FROM THE PUBLIC
None.

6. ACCEPTANCE OF MINUTES
The minutes for the meeting of May 19, 2011 were approved.

7. APPROVAL OF AGENDA
Commissioners approved the agenda.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS
Commissioners Smith (District IV) and Enholm (District V) and County Librarian Flynn, attended the Mayors’ Conference on June 2. The Mayors’ authorized the Commission for another five years.

Commission Fuller (Martinez) said that the Martinez Library will have a reopening event on August 20, with speeches beginning at 10am. The Library is beautiful and the community is excited about it.
Commissioner Smith (District IV) visited the Seattle Public Library and commented on the excellent signage and the unique presentation of call numbers. The Library has visual assessable equipment including enclosed room, headsets for spoken word, and staff ready to train the 300-400 people that use the assisted computer assisted equipment. The February 25, 2012 CALTAC workshop will be held in Walnut Creek and the theme will be California Libraries. Smith conducted a CALTAC Board meeting in Sacramento. He attended Tom Tolokson's birthday party and spoke with Assemblywoman Nancy Skinner, who is very supportive of libraries. He thanked her on behalf of the Library Commission. Smith suggested, and Commissioners agreed, to have the Chair send letters of gratitude to all five of the Library's state legislators thanking them for voting in support of libraries and for their help in maintaining funding in the PLF.

Commissioner Holsington (Lafayette) said that the Lafayette Library Foundation will host a gala to raise money to keep the Library open. The Foundation raised $110,000 in its first year and all of that money goes directly back to the Library.

Commissioner Ruehlig (Antioch) said that the City had $2 million in Mello Roos funds left after the construction of the Prewett Park, Library Annex, gymnasium, and walking trails. An online newspaper poll was taken to determine how the community would like to spend the funds, and 79 votes were for turf fields and 35 votes were to extend the library annex. Due to sloping, the turf would be much more expensive. Ruehlig will gather information from the Library to move forward with the idea of a library extension.

Commissioner Peck (Brentwood) mentioned that Mayor Taylor is offering funding to assist a pilot program using a Kindle type reader for the City's senior community. Library staff is moving forward with the idea.

Commissioner Brown (Orinda) mentioned a textbook reserve program where professors get textbooks and may be able to make them available in the Library for circulation. Publishers have limited copies of these books, but there is a Dow grant to pursue and other funding is being sought.

9. CORRESPONDENCE
There were no comments made on the correspondence and there were no additional correspondence.

10. COUNTY LIBRARIAN REPORT
Barbara Flynn, County Librarian, announced that the Library's circulation reached 7.5 million last fiscal year. Circulation is rising at a time when the budget is shrinking. Flynn thanked Library staff, Friends of the Library groups and the Library Commission for making this possible.

The Summer Reading program kicked off on June 16 with a sold out event (785) at the Lesher Center for the Arts with travel author, Rick Steves. Steves provided DVDs to attendees in return for a donation that would go to Project Second Chance (PSC), the Library's literacy program. The donation of $371 will be used to help PSC students with transportation to their lessons.

Flynn pointed out the press release and library studies that are in the Commission agenda packet. These show that there are more demands on libraries, when libraries are facing budget cuts and limited access to materials and services are due to these cuts. Contra Costa County Library is positively referenced both these articles and the press release.

Flynn has been out in the Contra Costa County communities attending library programs, Friends of the Library meetings, city council meetings and more. On July 19, she attended a benchmark Gates initiative workshop on technology with Cathy Sanford, Deputy County Librarian: Support Services.

The Library is pursuing various grants and awards. An application was submitted for the CSAC challenge awards 1) Snap&Go, which is a QR initiative mobile library service, where customers can access library material and services from buses and 2) Juvenile Hall Library and Artists in residence programs. Applications are being submitted for LSTA grants 1) e-Books for the elderly; 2) designing library programs
and services by predicting successes using marketing analysis.

The Commission’s By-laws Committee held a public meeting on June 21 and County Counsel is reviewing the recommended changes. The revised By-laws will be brought to the Library Commission at the September 22 meeting and will go before the Board of Supervisors for consideration for final approval.

The Library was able to purchase EBSCO Databases to respond to students’ needs, kindergarten through high school and some items for adults. These databases are listed on the Library’s website: http://ccclib.org/researchcenter/index.html

Flynn mentioned Assembly Bill 438, the privatization of libraries, and the standards that it sets for county, cities, towns and villages. It is important to keep communities involved in the process.

She mentioned that she was elected to the American Library Association Council, which is a governing body of the ALA. It is a three year term. It is good for the Library representation and to maintain Contra Costa County Library’s nation-wide.

The Martinez Library will reopen on Saturday, August 20.

11. OLD BUSINESS

None

12. NEW BUSINESS

A LIBRARY TEEN SERVICES, JUVENILE HALL AND ORIN ALLEN YOUTH REHABILITATION FACILITY LIBRARIES

Librarian, Nadia Bagdasar, updated Commissioners on the Juvenile Hall and Orin Allen Youth Rehabilitation Facility libraries. Much has happened since the 2009 Commission presentation. She presented a slide show during her talk about the libraries.

Residents at the facilities age in range from 13 to 18. A few residents are up to the age of 21. Most residents are there for non violent crime. They come from Contra Costa County, mostly from Antioch, Pittsburg, San Pablo, and Richmond (in that order)

The bedtime reading program still exists and is in its 20th year at Juvenile Hall. The Library is named after the bedtime reading program founder, Betty Franzen. Commissioners indicated they would like information if readers are needed to read for this program.

The Juvenile Hall Library (700 square feet) was established in November 2006, and it was made possible by collaboration of a grant from the Lesher Foundation, the County Probation Department and Mt. McKinley High School. The Juvenile Hall Library is one of a kind. There are 7,400 library books electronically cataloged. This Library was so popular, that another was established at the Orin Allen Youth Rehabilitation Facility in Byron (currently 161 square feet with expansion plans). Bagdasar went over statistics and shared information about the facilities.

Library statistics show that six books per week are check out by Juvenile Hall residents. Residents are being encouraged to read. The residents reading levels vary widely. Many residents report finishing a book for the first time. It is awesome seeing residents recommending books to each other. Popular books include fantasy readers, urban fiction, and biographies. There are book clubs.

Programs at these facilities include the Artists in Residents program which was funded by a three year grant. Seven artists visited each of the nine classrooms in the facility and taught visual arts and the writing to all of the residents. The residents work is displayed. Virtual displays of the work by residents are shown at the Walnut Creek Library and soon will be shown at the Clayton Library. The Lesher Foundation is
sponsoring an event featuring Laura Bush at the end of November. Profits will go to the Juvenile Hall and Orin Allen Youth Rehabilitation Facility Libraries.

Books containing works by the residents were created (attachment to the minutes). Several copies are available to the public. A poetry book that is created annual during national poetry month and the other is published work that was created out of a contest.

Friends of the libraries use these books as fundraisers to raise money for the facilities’ collection.

There is still a wish list on Amazon and donations can be made out to the facilities for those people wishing to make donations.

B FRIENDS OF THE LIBRARY BLUE BOOK BINS
Linda Landau, Treasure of the Orinda Friends since 1989, shared information about the blue book bins that collect books from the communities. Book bins have been placed at Safeway stores with an agreement that the books will not be sold for profit. (this clause was not in the initial agreement with Safeway). The bins have signage stating that the books are donated to charity. In actuality, the bins are owned by a for-profit organization. They are placing books on Amazon, which is one of the largest online book sellers in the United States. This organization did not research California permit requirements and have since had to remove the bins in Lafayette and in Berkeley. The Mayor of Concord said that the bins are illegal in California and that cities have contracts with recycling companies to dispose of this material. The cities receive funds for recycled material based on weight. There have been many meetings about these bins and groups are pulling together to get this organization out of California.

The friends believe that people donating books should be encouraged to donate them to the friends groups of the community libraries so that the profits return to the community.

Commissioners were asked to be very responsive to local charities. They were asked to consider contacting cities and requesting that the bins be removed.

Commissioners agreed to have the Chair send a letter to the State Attorney General, who regulates charities in the State, asking about the limited transparency of the organization responsible for the book bins. They wanted more information in the number of books given away, and the amount that the organization receives for pulping. Commissioners expressed no confidence in the organization that supplies the bins.

C LETTER ON THE LIBRARY BUDGET FROM SUPERINTENDENT OF SCHOOLS
Commissioners expressed that they were confused as to why they received letters directly from Joseph A. Ovick, Ed.D. Superintendent of Schools, and determined that it was his way of expressing concern over the loss the GALE Databases and the negative effect that it would have on students.

Commissioner Reed said that there are a number of adequate databases that the Library still has.

Commissioner Wetter (Contra Costa Council) requested addressing how databases are used by the school district in more detail in order to understand better on how the funds are used. This discussion will happen during budget discussion and presentation in the early part of 2012.

Commissioners expressed that they would like to be involved earlier in the budget process.

The County Administrator asked that the budgets be submitted much earlier than in previous years. Every year the request has moved up earlier in the year. Last year the Commission met in February in order to receive the budget presentation prior to the budget going before the Board of Supervisors. This year the Library was in transition to a new County Librarian at the time the budget was due to the County Administrator. The Library Commission may consider moving their regular scheduled March meeting to February when setting the meeting dates for 2012.
After careful analysis of database usage, the Library determined that it was not cost effective to maintain GALE databases in exchange for collection materials. GALE Database usage decreased by 50% each year, for the past two years. This was one of the reasons that the Library decided not to fund $126,000 for the GALE Databases. The Library is a trustee of the public’s money and is committed to wisely spending available funds. The Library moved to EBSCO Databases at a cost $35,000 per year, guarantee for the next three years. The databases cover K-12 and include items also of interest to adults.

Commissioner Marshburn (Office of Education) explained that the letter was distributed by Dr. Ovick prior to his understanding of the Library’s acquiring EBSCO databases. The Office of Education is happy that the Library provides databases for the students, understanding that some have been reduced. Dr. Ovick was concerned that the Library would not purchase a replacement for the GALE databases. The Office of Education appreciates the new databases.

Commissioner Craig (District IV) expressed interest in learning how students use the Library’s databases. The decline of database use over the past two years could be reflective of many factors. He requested additional information on students’ use of the EBSCO databases after these have been in place for a while.

D  
SENATE BILL 455
Commissioner Smith (District 4) explained that SB 455 addresses privacy for requested information in the form of tweeting, database searching, texting, etc. There are already privacy requirements of borrowing records for customers. Bill 455 addresses privacy rights further, as these records are not considered confidential and in fact are considered public record. SB 455 will provide an extra layer of privacy to ensure that written and electronic use by customers is confidential and restricted. SB 455 is needed to meet the use of modern technology in libraries.

Libraries already protect customer’s privacy. In order for the police to obtain information on library customers, a court order, acquired through the judicial system, is required.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
Commissioners will suggest items for future meetings, including:
- Members of the Board of Supervisors are invited to attend a future meeting.
- Collection Survey
- Employment or career enhancement library assistance
- Patriot Act Update
- Library Lease Operating Agreement
- Library A-Go-Go review and update
- Information on special library collections (i.e.: Walnut Creek’s Russian collection; Historical collection (climate controlled) and San Ramon’s jazz collection)
- Electronic books (e-books) and addressing concerns about e-books expiring
- By-laws (including partnerships with community college)
- Nominations of 2012 Library Commission Officers (September 22, 2011)
- Annual Report and Work Plan worksheet hand out (September 22, 2011)
- Update on accessibility (September 22, 2011)
- State Library funding as an issue under old business.

14. ADJOURNMENT TO THE September 22, 2011 LIBRARY COMMISSION MEETING
The meeting adjourned at 9:00 p.m.

[Signature]

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library
Introduction

Every April, the Betty Frandsen and Lesher Libraries (in Contra Costa County Juvenile Hall and Orin Allen Youth Rehabilitation Facility, respectively) host a month-long poetry contest in celebration of National Poetry Month. The residents who participate at both locations, teens between the ages of 13 and 19, are not only looking to win the wonderful first place prize (usually some type of small electronic), but more importantly, they are hoping to make their voices heard. The stories they have to tell are too often heartbreaking but always heartfelt.

This book compiles the amazing 2011 contest submissions and also showcases the rich, amazing talent these teens possess. I hope you enjoy their words as I do.

If you'd like more information on this program, the Betty Frandsen and Lesher Libraries, or if you would like to make a donation, please call 925-957-2704 or visit: http://ccclib.org/locations/ juvenile.html.

-Nadia, Librarian
A COLLECTION OF WRITING BY RESIDENTS OF CONTRA COSTA COUNTY JUVENILE HALL

Juvenile Hall
202 Cliquot Drive
Martinez, California 94553

Orin Allen Youth Rehabilitation Facility
4191 Bixler Road
Pleasant Hill, California 94523

BRING TO YOU BY THE BETTY FRANDEEN
LIBRARY ARTISTS IN RESIDENCE PROGRAM
Friends Council Representative to the County Library Commission

Friends of the Library information on blue book donation bins

Friends representatives from three Bay Area cities (Lafayette, Orinda, San Rafael) met on June 27th with a representative of Assemblymember Nancy Skinner’s office, an Orinda city councilmember, a Contra Costa County librarian, and library patrons from Concord, CA and Concord, MA. A Safeway representative declined to attend. The purpose of the meeting was to share information and discuss our reactions to the blue book bins that arrived in the Bay Area and Sacramento in late April or early May. The bins are placed by Thrift Recycling Management (TRM), a for-profit corporation based in Lakewood, Washington, and Reading Tree, a nonprofit originally created by TRM. TRM is the largest online used-book seller in the United States. Its gross sales last year were $27 million (information taken from TRM’s website before they removed it on the weekend of June 18th-19th). The bins are located both at Safeway stores and at other locations. Books donated at Safeway are treated differently than those from other sites.

Friends groups discussed the following issues raised by the blue book bins:

- Friends have been collecting, sorting, and selling books for decades to support our libraries. In many cities, Friends are the major provider of funds for library materials. Library materials purchased by the Friends are available to all libraries within any library system, and also between systems through the Inter-Library Loan program. Therefore all funds raised by Friends groups benefit a wide geographic area, not just their own city.
- Donations from community members to Friends groups bring people closer to their local library and create both a closer bond to the library and a cycle of donation, volunteering, and book recycling that benefits everyone involved.
- Books donated to Friends groups go not only to libraries but also support other community nonprofits such as Goodwill, Salvation Army, Juvenile Hall, Oakland Museum White Elephant Sale, St. Vincent de Paul, Books for the Barrios, Rotary, nonprofit thrift shops (American Cancer Society and others), as well as local schools that receive donated books. This means that very few of the books are pulped.
- Books that go into the blue bins are handled in a number of ways, described below, but Reading Tree personnel say that half of all the books in the bins are pulped. This seems excessive to Friends groups. In addition, blue bin books are primarily sorted by bar code, which means older books that may be valuable (both monetarily and culturally) are very likely being pulped.
- Books are dropped into bins, then dumped from there into a box to be transported to the sorting warehouse in Benicia, where they may be dumped a third time onto sorting tables. This no doubt damages many books that would otherwise be salable, and may contribute to the high pulping rate.
- Friends and other community nonprofits, using volunteer labor, maximize the value of books received, and 100% of the value goes to libraries and the other nonprofit literacy and social services groups.
- Thrift stores which sell used books, and which benefit local non-profit organizations, might also see a decline in book donations.

How blue bin books are processed

Edi Birsan, as President of the Concord Friends of the Library, visited the Thrift Recycling Management/Reading Tree warehouse in Benicia on June 24th, at their invitation. He provided the following summary of how the books are handled.

There are two book streams coming into the warehouse: those from Safeway bins and those from
other locations. Each bin is emptied into a box at the store site and trucked to the warehouse. Boxes are assigned numbers so they can be tracked. The sorting process uses a proprietary algorithm developed by TRM. Safeway boxes are sorted by Reading Tree personnel into basically three groups: to be pulped (50%), "library quality" (roughly 25%) and children's books (25%). The children's books are further sorted into younger, middle and older age categories. Some of the children’s books are then sent to Reading Partners of Oakland for their projects, with the rest directed by Reading Tree. The "library quality" books are available to be donated to other groups, such as Friends or other nonprofits. Safeway intends that these books will not be sold by Reading Tree or TRM for profit or for cost recovery.

The second stream of books coming into the warehouse is from bins placed in locations such as Walgreen's, 7-11, gas stations and so on. The books from these locations are sorted in TRM/Reading Tree's normal mode of operation: 50% are pulped, 25% by volume (not value) are donated to schools by Reading Tree, and 25% are sold online by TRM, mostly through Amazon. The sorting method here is enhanced by barcode scanning with TRM's proprietary software evaluator. These book bins are not differentiated in color or design from Safeway's bins (those exclusively for nonprofits) and may be labeled in a number of ways, for example, "Charity," "Donate," "Books," etc.

**Safeway offers to Friends groups**

As a result of the concerns of Friends groups and the publicity in the Palo Alto Daily News and Contra Costa Times, Safeway has offered several models of cooperation with Friends groups. Contact Susan.Houghton@Safeway.com to respond to these offers. They include:

- Removing the bins entirely.
- Delivering all (unsorted) books in the bins to the local Friends group.
- Giving a key to the box to the local Friends group and letting them have first choice of the books.
- Letting Friends representatives go to the Benicia warehouse and help with the sorting process, choosing books to take back for their book sales.
- Having Reading Tree sort the books and bring remaining "library quality" books back to the Friends at their location.

**Friends' choices to make**

After some discussion among our Friends groups and others at the meeting, it became clear that different Friends groups would have differing responses to the choices presented by Safeway. All Friends groups should decide for themselves which option makes the most sense for their situation.

However, we felt there are some factors that should be considered by Friends boards before deciding. These include:

- A long-term consideration of how the relationship with Safeway/TRM/Reading Tree will continue over time—how long will the bins be in place under the Safeway umbrella?
- A need for Friends to have a written agreement with both Safeway and TRM/Reading Tree...
regarding the disposition of books, to ensure mutual understanding.

- Because TRM/Reading Tree’s only revenue source from the Safeway books is the money they get from pulping books, there is an incentive to pulp even more than they would otherwise.
- The possibility that community members may confuse the bins at non-Safeway locations—which contribute to TRM’s profits—with Safeway’s bins that support schools, our libraries and other nonprofits, and so drop books in THOSE bins if more convenient than Safeway.
- A general concern that TRM’s alignment with Safeway’s charitable intent at Safeway locations tends to mask the for-profit intent of TRM’s other bins.
- Lack of control over how books are sorted, and which ones are pulped instead of being sold. “Old-looking” or non-barcoded books, whose value may not be recognized by the less-attuned sorters, go to pulp rather than being identified by Friends’ knowledgeable sorters as valuable for online or local sales.
- Mass-market paperbacks such as romance novels are pulped when there is a viable market of readers who embrace a low-cost opportunity to purchase them, then recycle them back to Friends book sales for other readers at minimal cost.
- Concern about where the books from non-Safeway bins go—to local beneficiaries, or elsewhere, since TRM sends books to Britain and India, among other places.
- Consideration of all the issues listed above from the June 27th meeting.

Non-Safeway bins

Friends groups may also want to address the issue of the bins that are not at Safeway stores. TRM has stated it plans to place 450 bins in California, and the majority of them will not be at Safeway. There are several ways in which Friends groups can influence the placement of these bins:

- Cities have legal authority to regulate collection bins that are placed in store parking lots. Past issues with clothing collection bins has created a precedent for these regulations, and city control is specifically allowed by state law due to those problems.
- Books that are sent to the Benicia warehouse and recycled do not contribute to the donor city’s recycling credits, and make it more difficult for cities to meet their recycling goals mandated by the Association of Bay Area Governments. City councils may be sensitive to this issue.
- Local publicity about where the books in the non-Safeway bins go and what happens to them can be helpful. Several Friends groups in Oregon and Washington (where TRM/Reading Tree operate in their normal mode) have reported that publicity helped them get bins removed, and then their donations increased substantially because of increased public awareness that TRM is a for-profit company, and that only a minority of the books go to charity, and the public also became more aware of the need for book donations to the Friends.
- Friends groups may monitor where these bins are being placed by using the www.readingtree.org website, which lists bin locations.
- Friends groups should keep in mind that the TRM/Reading Tree relationship has been the object of Department of Justice investigation in Oregon, since a for-profit company makes money from what is frequently publicly described as charitable donations. The relationship
between Reading Tree and TRM is unclear in many aspects.

Further information, including links to press reports about TRM, Reading Tree, and related issues, see visit www.cafof.org/forums/index.php which was set up by the Palo Alto Friends of the Library (ask you to Jerry Stone) to help California Friends of the Library groups become more connected and information and ideas. If you have questions regarding this report, please contact Linda Landau e Friends of the Orinda Library at LLandauCPA@aol.com or 925-254-1156.