CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 1

MEETING DATE: Thursday, May 23, 2013

AGENDA ITEM #: 6

ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:
Commissioners will approve or amend the minutes for the meeting of March 28, 2013.
10. COUNTY LIBRARIAN REPORT
Barbara Flynn, County Librarian, reported that during the March 6-7 State Library meeting, Acting State Librarian Gerry McGinnity discussed LSTA funding. He said that in FY 2013-14 maintenance of effort needs to be shown, and the small amount of funding currently allocated to the State Library will not allow them to meet that requirement. The State Library is requesting a waiver of this requirement, and attempting to identify non-cash services that might be counted toward the required maintenance of effort. If the waiver is denied, the result would be a loss of 20% of current LSTA funding allocated to the State. In the following year, 80% of the funding would be lost. He also said that the State Library is expected to uphold the Governor's budget and is not able to comment on it in any way. The State Librarian is appointed by the Governor.

The Library's first film noir series has concluded, to rave reviews and the community is requesting that it continue. Moraga Senior Community Library Manager, Diane McDonnell, may conduct another series in the future.

The 100th Birthday Regional Event on March 16 at the El Sobrante Library had a full house. Representatives from various local historical societies gave presentations. The El Cerrito Historical Society shared the news that El Cerrito is celebrating its 100th Birthday this year, and presented commemorative plates to Supervisor Gioia, and members of the Library. Supervisor Gioia was one of the speakers; he stayed until the end of the event and helped cut and distribute birthday cake. It was a very successful event for the community.

The 100th Birthday celebration is on Sunday July 21 at the Pleasant Hill Park on Gregory Lane. The event will encompass the huge park and the teen center. There will be vendors, live music, and entertainment for the whole family.

Acting Pittsburg Librarian, Chris Brown, is working on a program for the Library and Veterans, which could go nationwide. The Library teamed up with the Library of Congress for this program and applied for the NACCO award. The Library is the only County Department that applied for this National award this year.

Barbara has been making presentations at city council meetings during this fiscal year and by the end of May will have presented an update on the Library to each city council in the County.

Last week's Bookies event, the annual fundraiser for Project Second Chance, the Library's literacy program, was a huge success.

11. OLD BUSINESS

LAFCO REPORT UPDATE
County Librarian Barbara Flynn said that the LAFCO (Local Agency Formation Commission) report was adopted and the review was declared complete. The consultant had recommended abolishing some Sphere of Influence areas, which was not done because there was not a cost to retaining them. Her recommendation to expand the Ygnacio Valley Sphere of Influence was approved and the City of Walnut Creek agreed. The update can be accessed online at: [http://www.contracostalafco.org/](http://www.contracostalafco.org/)

STATE LIBRARY FUNDING ISSUES
Commissioner Smith (District IV) said that the Governor submitted the budget, which appropriates $4.7 million to libraries. The California Library Association is lobbying to bring the appropriation up to $5 million.

Commissioners used to write letters of support to the Governor in support of the TBR and the PLF. These funds are no longer available; however they will remain a part of State law. However, letters should continue to be written to legislators to get their attention for the much needed library funding. Legislators maintain these letters in folders. Letters are more effective then emails. The Commission
authorized the Chair to continue to send letters to legislators for library funding on behalf of the Commission.

Smith shared that during the CPLA workshop on March 16, Joe Simitian, Santa Clara County Board of Supervisor and former California Senator, shared his personal experience of using the library as a child and his involvement in libraries. He told the group that when it comes to budget crunch time, the visits that library supporters make to the legislators and the letters written, make an impact on the decisions that legislators make.

Commissioner Smith requested that since there is not a planned Library Legislative Day in the District, he would like the Library to arrange visits so we could meet with our legislators in their district offices. They are Senators Hancock, DeSaulnier, and Wolk and Assemblymembers Bonilla, Buchanan, Skinner, and Frazier.

Barbara Flynn will work with her secretary to arrange visits. Legislators are in their district offices on Fridays. Commissioners will be notified of any scheduled meetings.

Smith distributed copies of a letter from Concord Mayor Daniel Helix to Senator Wolk (Senate District 3) supporting SCA7, constitutional amendment to reduce the threshold for passage of local public library measures from two thirds to 55%, and publically announced his support. (attachment to the minutes)

Commissioner Hoisington (Lafayette) said that the Friends sent a letter to Senator Wolk and the Governor supporting SCA7.

LIBRARY COMMISSION ROLE AS ADVISORY BODY
County Counsel requested that Commissioners provide a list of questions that they could respond to that would clarify Commissioner’s concerns as to their role as an advisory body to the Board of Supervisors.

Commissioners expressed concern as to what they can and cannot do to support libraries as a Commissioner, versus what must be done as a private citizen, or member of a Friends of the Library group, when addressing certain legislation.

No questions submitted for County Counsel. There will be a County Advisory Board training in the next few months. This will provide Commissioners an opportunity to ask questions. Commissioners will be notified by email when the training is scheduled.

The Library Commission is an advisory body to the Board of Supervisors, and one of the ways that the Commission advises the Board, is on the many letters that the chair sends on behalf of the Commission.

REVISIT THE IDEA OF AN OUTREACH SUBCOMMITTEE OF THE COMMISSION
There are legal boundaries to consider in creating a subcommittee outreach committee of Library Commission, as proposed by Commissioner Enholm (District V) for the January Commission meeting.

County Counsel said that these meetings would follow the same posting and other requirements as laid out in the Brown Act and Better Government Ordinance as the Library Commission, should there be interest in meeting.

Commissioners did not express interest in moving forward with an outreach subcommittee.

BOARD EFFECTIVENESS TRAINING
Commissioner Smith (District IV) offered to secure a representative from CPLA (California Public Library Advocates: http://www.cpladvocates.org/) to provide board effectiveness training to the Library Commission. By a show of hands, nine Commissioners are available on September 7 and nine Commissioners are available on September 21, and nine Commissioners are available on October 5. Each of these dates offered are Saturdays. Commissioner Smith will contact the CPLA Trainer, possibly
Deborah Doyle, and determine the best date to conduct the meeting. This meeting will help the Commission develop a work plan for the next few years.

12. NEW BUSINESS

LIBRARY BUDGET

County Librarian, Barbara Flynn, provided the Commission with a budget presentation. She explained that the budget remains as it has been for the past four years — flat.

The Library's budget is a proposed budget until it is approved by the Board of Supervisors.

There are four different types of libraries: county, city, independent special district, and joint powers of authority (JPA). The formation of the different types of libraries was reviewed, as was the difference in how they are governed. Financing is also different for each type of library. (attachment to the minutes). All four types of libraries receive federal/state funding, have library generated funds, and are funded by grants and fundraising. Contra Costa County Library is not a special district. The auditor has set a separate property "tax allocation factor" for the Library. The separate property tax rate provides 1.49% of 1% of property tax (none from Richmond). The biggest part of the Library's revenue, 84%, comes from property tax, 10% from intergovernmental funds, 3.4% from fines and fees, .2% from the State and .7% from other sources.

The biggest expense is salaries and benefits, at 82%. Contra Costa County Library is one of the lower paying libraries in the area. Facilities and maintenance expense is 4.9% of the budget, adult and youth materials and databases expense is at 4.1%, other services and supplies is at 3.9%, interdepartmental expenses is at 2.3%, office expense is at 1.0%, professional services is at 0.9% and communications is 0.8%. The Library spends its money frugally, and makes every dollar go as far as it can.

There was a big drop in revenue in 2011, and the Library was forced to identify where to reduce expenses, without cutting hours. The Library identified a steady drop in database usage over a two year period, and so began using a reduced selection of databases that is both suitable for kids and adults, at a guaranteed reduced price of $35,000 for three years.

Beginning last year, any increases in health insurance costs is borne by employees, not by the County. This is true in many places, not just in Contra Costa County.

This year the materials budget has been cut slightly. Last year we were able to increase this portion of the budget slightly, unfortunately for the next fiscal year there will be a slight decrease.

In answer to a question by Commissioner Holsington (Lafayette), all facilities and utilities costs are paid by the cities/towns. In return the County Library is able to guarantee 35 hours of library service to the community.

Gail McPartland provided further information that the City of Pleasant Hill contributes facilities cost to the library, County pays for administrative end. They are charged back for that as is Walnut Creek for the Ygnacio Valley Library. The County pays facilities and utilities costs in unincorporated areas and in the City of Pinole. Pinole has only 25 hours of service since they do not reimburse the County for facilities costs.

The County also pursues grant funding, but this is not added to the budget as revenue. When a grant is applied for the budget is spelled out and these funds are spent for the project. Any unused portion of the grant budget is returned, it is not put into County funds. We make sure when we apply for grants that we are realistic when crafting the budget. In some cases the County will receive an administrative fee, if they administer the grant.

The Board of Supervisors approves both the application for and accepting of the grant award.
The Library's balanced budget was submitted to the County Administrator on February 15 and there will be a budget hearing on April 23. The budget will then be considered for adoption on May 14 by the Board of Supervisors.

Commissioners agreed to support the Library's budget as presented and authorized the Chair of Commission to send a letter to the Board of Supervisors to advise them of Commissioners' support.

SCR 14-WOLK CELEBRATES “CALIFORNIA LIBRARY WEEK”
Commissioners agreed to authorize the Chair of the Commission to send a letter to Senator Wolk in support of Senator Wolk's resolution to recognize California Library Week from April 14 - 20. The Board of Supervisor will be copied on the letter.

LIBRARY CARD VALIDATION
Contra Costa County Library cards are valid for three years from the date of issue and then expire automatically (e-cards are valid for one year). Accounts must be updated in person at any community library with valid identification and proof of current address.

Commissioners expressed concern about the manner in which customers were informed about the expiration of their library card, that the requirement to come into a community library to renew their library card was “heavy handed.” There was concern about the awkwardness of walking to the check out circulation desk and be informed at that point that you must have proper identification to renew your card and check out materials.

One Commissioner commented that she receives a notice from Berkeley Public Library every four years, letting her know it is time to renew her library card.

It is a standard practice to renew library cards to safeguard material.

Commissioners expressed concern that not all community libraries are following this practice of renewal.

THE LIBRARY’S STRATEGIC PLAN AND THE COMMISSION’S ROLE
Geill McPartland, Deputy County Librarian: Public Services, gave a presentation to the Commission on the process that the Library is undergoing in updating the Library’s Strategic Plan (attachment to the minutes)

The current Strategic Plan is a working draft dated January 2006. This Strategic Plan is the roadmap that the Library follows daily.

The Library assigned a task team to review the Strategic Plan, and the team provided their report in October 2011.

The 2006 Strategic Plan was incredibly ambitious as it took the Library's organization and rebuilt it from the ground up. The Library was restructured by removing the concept of a “central” library, to each library being peers of community libraries and supporting each other.

Through needs assessments and community stake holder meetings, the data gathered identified what each community needs from their library.

The four key initiatives developed, and still remain in updating the Strategic Plan.
• Reading -- community expects the Library to maintain readership leadership in the community.
• Lifelong Learning -- author events, forums, performances
• Collaboration -- Lafayette Library and Learning Center, Friends and Foundations, museums (Discover & Go)
• Branding – brand identity, consistency across services.

The Library worked towards providing equity of service across all libraries and overhauled our customer services model to an 80/20 self-service model. Self check-out and check-in are available and customers can apply for library cards online. They can also place hold requests, renew items, and pay fines online. Services have been streamlined, and customers are given more choices on how to interact with the Library and library staff.

The Reference Collection has been downsized, and out of date materials were removed from the collection. Database usage has been monitored and the number of databases decreased and lists of other databases have been provided, as have service guides and other sources of information.

There has been a big change in collection development and acquisitions including the use of centralized selection, Link+ and iFloat to create a more streamlined approach to bring customers and materials together.

In the area of Staff Development there is an emphasis on task teams. To expand library services using current staffing, new service models were put in place.

Contra Costa County is the envy of libraries in California, especially because it is a leader in innovation.

The update on the 2006 Strategic Plan demonstrated that we met or surpassed the mark, and the Library has done a good job. The 2006 Strategic Plan and its structure and principles are still relevant. There is still work to do to accomplish what is laid out in that plan and it will not be discarded. It still forms the basis for Library goals and way we work. However, the plan, if it lacks for anything, lacks for direct input from the community.

In an effort to be sure of proceeding in the right direction and getting the community input we need and want, Brown Miller Communications, the consultant who worked with the Library on the Predicting Success project was hired to facilitate our Strategic Plan process. Mike Miller is the facilitator. The process began in February: the first meeting resulted in the draft of a Vision Statement, and moved to an operating Vision Statement in the second meeting.

The vision: Contra Costa County leads California in easy, equitable, access to library services; advancing literacy and reading, and developing technological innovation.

The Library has been limited to three goals: Technology, Reading and Literacy, and Access. The next steps include finalizing the goals, and beginning the process for community input.

We will be back to the Library Commission seeking input as we continue this process. The goal is to have the Strategic Plan completed by the Fall. It will be an 18 month plan.

One of the Commissioners asked about the Pleasant Hill Library and what happened to the materials on the history of the library/county — Historical Societies might be interested in having that material. In answer it was stressed that special materials unique to us are still here or in the libraries where they reside. The collections were not downsized. Many of the materials are listed in the Library Catalog. (Please see handout for additional information on the Strategic Plan process.)

Commissioners approved the Strategic Plan update as presented. There will not be any action taken by the Commission.

13. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS
Commissioners will suggest items for future meetings, including:
• County historical society and the Library’s Remember & Go
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- Employment or career enhancement library assistance for job seekers
- Ways the Library can meet the needs outlined in the State’s Demographic Report
- Information on special library collections, reference directories, newspapers, and periodical sets (i.e: Walnut Creek’s Russian collection; Historical collection (climate controlled) and San Ramon’s jazz collection)
- Ways to increase book donations and sales for Friends of the Library

14. ADJOURNMENT TO THE MAY 23, 2013 LIBRARY COMMISSION MEETING
The meeting adjourned at 9:15pm

Submitted by Corinne Kelly
Executive Secretary, Contra Costa County Library