

## **Library Commission 2011 Annual Report and 2012 Work Plan**

Library Commission meets 4<sup>th</sup> Thursday of alternating months

Library Commission meets at Library Administration, 75 Santa Barbara Road, Pleasant Hill

Carol Brown, former Chair

Joyce Atkinson, former Vice-chair

Staff: Barbara L. Flynn, County Librarian

### **1. Activities**

- Commissioners:
  - o Provided information and reports to Library friends, foundations, and community library commissions and community library managers about library activities.
  - o Provided information and reports as liaisons to the appointing agencies.
  - o Received a presentation from the Library's Accessibility Committee.
  - o 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, book sale volunteers, and assist with library programming including: city read programs, the annual Countywide Summer Reading Festival, and youth activities.
  - o Received a presentation on the Library budget for fiscal year 2011-2012.
  - o Received a presentation on the Library's procedural changes to computer time management.
  - o Received a presentation on dissemination of community library information.
  - o Attended Board of Supervisor, city councils, Mayors' Conferences, and MAC meetings throughout the County and representing State Legislators' meetings.
  - o Attended the California Library Association's Legislative Day in Sacramento on May 18.
  - o Learned of the new district boundaries for the five supervisorial districts of Contra Costa County
  - o Sent letters of gratitude to Project Second Chance students for their compelling participation at the California Library Association's Legislative Day in Sacramento on May 18.
- Commissioner Atkinson (Vice-chair, Clayton)
  - o Served as President of the Clayton Community Library Foundation (CCLF).
  - o Served as co-chair of two used book sales.
  - o Spoke to various community groups to encourage participation in Library programs.
  - o Supported Clayton's 4th City Reads by distributing flyers.
  - o Represented CCLF on a panel discussing various volunteer opportunities in Clayton.
  - o Recruited grandchildren to participate in the Clayton Community Library in the Clayton 4th of July Parade.
  - o Presented the CCLF Annual Report to the City Council.
  - o Continued efforts to recruit in-library volunteers.
- Commissioner Bracken (Pleasant Hill)
  - o Volunteered at the first Kids' Bike Rodeo at the Pleasant Hill Library.
  - o Volunteered at puppet shows funded by the First5 of Contra Costa grant.
  - o Participated in the library projects on Community Service day (September 24).
  - o Widely publicized all library events.
  - o Spoke at Pleasant Hill City Council and attended during library staff presentations.
  - o Joined library staff at their booth at the Pleasant Hill Farmers' Market.
  - o Participated in the 4th of July parade with the Library.
- Commissioner Brown (Chair, Orinda)
  - o Chair of Library Commission and ran the meetings.
    - Wrote letters in support of library funding to all members of the State Budget Committee.
    - Wrote letter to the State Attorney General requesting investigation and barring of blue bins in California.
    - Attended Mayors' Conference to introduce Barbara Flynn as our new County Librarian.
    - Wrote letters of thanks to Project Second Chance participants who took the time to go to Sacramento.
    - Attended Assembly member Skinner's budget presentation in Lafayette.

- As Friends of the Orinda Library (FOL) board member:
  - Set up and co-hosted a special books table for the 10<sup>th</sup> anniversary celebration, including Sarah Douglas's daily photographs of the construction of the Library as well as Widgie Hastings DVDs of the fundraising events, groundbreaking and building of the Library.
  - Encouraged all FOL board members to write letters to each member of the State Budget Committee – several times during the budget process.
  - Attended Orinda City Council meetings and Amy Worth's presentation of the Board of Supervisors' commendation on the 10<sup>th</sup> anniversary.
  - As FOL volunteer – researched donated books that are then sold in the FOL bookshop, on Amazon, or elsewhere. Highlight this year was selling an original Charles Sumner manuscript to the Huntington Library.
  - Set up and sat at a FOL table during the Community Center Christmas Bazaar on November 5.
- As a member of the community
  - Acquired and sent cds that featured Ray Bradbury – longtime library supporter – describing his debt to libraries (he could not afford college, so found much of his education at the LPA public Library ), as well as reading from Fahrenheit 451 to a number of State Legislators on the Budget Committee.
- Commissioner Craig (District 2, Alternate)
  - Member of the City of Martinez Measure H budgetary Oversight Committee.
- Commissioner De'Shawn Woolridge (Pittsburg)
  - Interview members of public to find satisfaction of Library.
- Commissioner Enholm (District 5)
  - Attended Library-related activities as a photographer in Martinez (Aug.), Antioch(Sept.), Hercules (Oct), Orinda City Council and Rodeo MAC (Oct.).
  - Served on the By-laws Committee of the Library Commission.
  - Attended Community College Board meetings.
  - Gave a presentation to the Commission on dissemination of community library information.
  - Gave a presentation to the Library Commission about the new district boundaries for the five supervisorial districts of Contra Costa County.
- Commissioner Hoisington (Lafayette)
  - Served on the Board of Friends of Lafayette Library and Learning Center.
  - Volunteer at Friends of the Lafayette Library and Learning Center book shop.
  - Stay aware of and support Lafayette Library and Learning Center Foundation activities.
  - Helped coordinate donation of excess books from Friends of the Lafayette Library and Learning Center Book Shop to Antioch and Pleasant Hill.
  - Supported first year of programming at the new Friends of the Lafayette Library and Learning Center.
- Commissioner Meisch (Walnut Creek)
  - Writing letters to telephoning State legislators and Governor Brown advocating for continued library funding.
  - Serving as Walnut Creek's Library Commissioner and reporting local Library news at the Contra Costa County Library Commission Meetings.
- Commissioner Peck (Brentwood)
  - Worked with Library Friends to plan City Reads; helped distribute free books to community locations; attended program.

## Library Commission 2011 Annual Report and 2012 Work Plan

~ PAGE 3 ~

- Met with Friends group regularly; contributed to Newsletter.
- Worked with Brentwood Mayor Robert Taylor, Friends group, and both Brentwood and other library staff on e-Reader loan program.
- Assisted in planning fundraiser: Festival of Trees.
- Commissioner Poulos (El Cerrito)
  - Meetings with community to address their concerns around the future of the El Cerrito Library and the possibility of building a new branch facility.
- Commissioner Prater (San Ramon)
  - Regular attendance of meetings of San Ramon and Contra Costa County Library Commissions.
- Commissioner Reed (Friends Council)
  - Visited seven libraries and ten Friends' book sales.
  - Assisted several Friends' groups with problems in organization, such as by-laws and Blue Bins at Safeway's, either by phone, e-mail or in person.
- Commissioner Smith (District IV)
  - Served at CALTAC Northern Regional Representative
  - Lead a Funding Advocacy discussion (March) and a Public Library Foundation (PLF) Advocacy discussion (January) Commission meetings.
  - Conducted Board Effectiveness Training for Santa Clara, Sunnyvale, and Mountain View libraries.
  - Attended and reported to the Commission on the Pacific Library Partnership workshop: Future of Libraries 7.0 – Navigating in an Era of Scarcity.
  - Attended and reported on the CLA Conference to the Commission.
  - Along with other BayNet members, toured Google and reported to the Commission.
  - Participated in AccessABILITY fair by demonstrating the CCTV.
  - Chair By-laws Committee of the Library Commission.
- Commissioner Tumin (Oakley)
  - Provide Commission meeting minutes to City Council following each meeting.
  - Promoted Library card applications to Oakley school students.
  - Raise awareness of library programs and activities.
  - Serves on the By-laws Committee of the Library Commission.

## 2. Accomplishments

- Commissioners:
  - Received a reauthorization of the Commission for another five years (through June 30, 2016) from the Mayors' Conference and the Board of Supervisors.
  - By- Laws Committee of the Commission (Enholm, District V; Fuller, Martinez; Smith, District IV and Tumin, Oakley) edited Commission By-Laws, which were approved by the Commission. Commissioner Smith will present the revised By-laws to the Board of Supervisors.
  - Elected 2012 Library Commission Officers.
  - Completed the 2010 Annual Report and Work Plan for 2011, which was approved by the Board of Supervisors.
- By-laws Committee of the Library Commissioner (Enholm, Fuller, Smith, Tumin)
  - Revised the 1999 By-laws during public meetings and the revision was approved by the Commission for presentation to the Board of Supervisors.
- Commissioner Craig (District 2 Alternate)

## Library Commission 2011 Annual Report and 2012 Work Plan

~ PAGE 4 ~

- Involved in fundraising, book collection, and implementation of the successful Measure H (the bond issue that funded the rehabilitation of the Martinez Library).
- Commissioner Enholm (District 5)
  - As member of By-laws Committee of the Library Commission, revised Commission By-laws.
  - Joined Friends groups in Bay Point, Crockett, Hercules and Martinez.
  - Accomplished the invitation from the Library Commission and acceptance of the Contra Costa Community College Board of a newly created Library Commission seat caused by the end of the County Youth Council.
- Commissioner Hoisington (Lafayette)
  - Introduced Barbara Flynn, County Librarian, to Lafayette City Council and Friends of the Lafayette Library and Learning Center
- Commissioner Meisch (Walnut Creek)
  - Library funding was preserved.
- Commissioner Panas (El Cerrito, Alternate)
  - Continued discussions with the City of El Cerrito regarding painting the library. This may qualify as a City-Community joint project. It appears that the Arts and Culture Commission will not be involved.
  - I worked at the Friends of the El Cerrito Library book sale.
  - I worked with the City regarding replacing the roof on the library as well as other maintenance issues.
- Commissioner Peck (Brentwood)
  - Based on the work of Mayor Robert Taylor, the Library Friends group, and library staff: the e-Reader loan program will soon be in place, using volunteers from the Meals on Wheels Friendly Visitors program and serving homebound individuals. The library staff requested funding from the state library grant program, and the library was awarded \$3500 to support the project.
  - Working with Friends group, the Festival of Trees program set for December 1-4, 2011 will provide funding for library needs.
  - A successful City Reads program is expected for October 30, 2011, as author Abraham Verghese will speak about his best-seller, *Cutting for Stone*.
- Commissioner Poulos (El Cerrito)
  - Bi-monthly written report to the El Cerrito City Council of County Library activities including notes on each Library Commission meeting. Copies distributed to members of the City Council, El Cerrito City Assistant Manager, El Cerrito Community Library Manager, and President of the Friends of the El Cerrito Library.
- Commissioner Prater (San Ramon)
  - Joined group of commissioners meeting in Joan Buchanan's office (Assembly woman for San Ramon) to request support of continuous State funding of libraries systems throughout.
- Commissioners Reed (Friends Council)
  - Started up the Friends' Council again. Led a successful meeting in August with about 20 people in attendance.
  - Started planning for next Friends' Council Meeting to be held on February 16, 2012.
  - Prepared three "Letters to the President" and sent them to the Presidents of the various Friends of the Libraries in this County.
  - Plan to send out four to six such Letters to the President each year.
- Commissioner Smith (District IV)

## Library Commission 2011 Annual Report and 2012 Work Plan

~ PAGE 5 ~

- Organized the CALTAC workshop in Milpitas – Strong California Libraries: Make it Work in Your Community.
- Arranged for elected leaders to write article for CALTACTICS about why they support libraries; wrote the Cool Website articles, and arranged for the articles about new libraries.

### 3. Facilities

- Commissioner Atkinson (Vice-chair, Clayton)
  - Attended Planning Commission Meetings to present the Library's concerns about the proposed use of library parking to accommodate parking for a proposed church.
- Commissioner Bracken (Pleasant Hill)
  - Participating in a group whose mission is to build a new library in Pleasant Hill.
- Commissioner Brown (Chair, Orinda) and Commissioner Enholm (District 5); Commissioner Reed (Friends Council)
  - Attended opening of refurbished Martinez Library.
- Commissioner Brown (Chair, Orinda)
  - As Friends of the Orinda Library (FOL) board member, met with City of Orinda lease committee to discuss concerns regarding unique relationship (FOL owns the Library building).
  - Opened up the Friends' sorting room to the public on October 1 for a book giveaway as a thank you to the community and the start of our 10<sup>th</sup> anniversary celebration.
- Commissioner Reed (Friends Council)
  - Attended the official opening of the Prewett Library and Community Center in Antioch.
- Commissioner Panas (El Cerrito, Alternate)
  - Actively participated in a group that is investigating replacement of the Library facility in El Cerrito.
- Commissioner Tumin (Oakley)
  - Generate interest in a free standing library.

### 4. 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 2011 achieved a quorum and many alternate Commissioners attend meetings in addition to the appointed Commissioner. (*Attachment - attendance report*)

### 5. Training/Certification

- Commissioners
  - Viewed and reviewed recordings on the Brown Act and Conflict of Interest as required by the Board of Supervisors.
  - Renewed membership in CALTAC (California Association of Library Trustees and Commissioners.)
  - Attended CALTAC workshops.
  - Attended the February 28, 2011 Annual Training for County advisory board members, held in Martinez; focus was on compliance with the Brown Act

**Proposed Work Plan / Objectives for 2012:**

Commissioners:

▪ **Goal: Continue to advocate and support for increased funding**

Objective: Support Library Friends fundraising activities

Objective: Educate the community about the continued cuts in library funding, measures to continue excellent service and the need for financial support from the community for Friends fundraising (Atkinson)

Objective: Come up with innovative fundraising ideas that could be used by all Contra Costa County Libraries (Meisch)

Objective: Continue to advocate with elected officials for financial support of libraries (Meisch)

Objective: Helping Contra Costa County Library work with a limited budget (Pratter)

Objective: Publicize library needs and solicit contributions or donations of equipment, supplies-durable "goods" (Lum)

Objective: Fully staff library by raising awareness to City Council (Tumin)

Objective: Improve funding and sustainability of the Moraga Library (Lum)

Objective: Identify and help write grant proposal to support Moraga Library operations and/or services (Lum)

Objective: Advocate for continued County and State funding of the Moraga Library (Lum)

Objective: Collaborate with the Friends of the Moraga Library to increase charitable donations to Friends, including bequests (Lum)

▪ **Goal: Continue to promote, expand, educate, and support library services and programs for the all of the communities.**

Objective: See Libraries as continuing to serve all Contra Costa County residents (Craig)

Objective: Use of libraries as college-admission-counseling centers. Set aside several weekend afternoons, and ask for volunteers - make a special effort to teach minority students (Meisch)

Objective: Support the 2012 City Reads (Peck)

Objective: Contribute to the e-Reader loan project as it evolves (Peck)

Objective: Promote services available at the library to aid in job search (Atkinson)

Objective: Whenever & wherever possible (Bracken)

Objective: Educate the community at to the increased usage of library services as a result of the current recession (Atkinson)

Objective: Enhance local community knowledge of Contra Costa County Library (Tumin)

Objective: Increase publicity for all library activities by using print and electronic media (Atkinson)

Objective: Speak at council meeting and community organizations to promote programs and services (Atkinson)

Objective: Actively promote increased accessibility for all patrons of the library (Atkinson)

Objective: Encourage volunteer participation at the library (Atkinson)

Objective: Help communicate Library and Commission activities to local communities (Hoisington)

Objective: Education of the El Cerrito City Council and city staff (Poulos)

- Organize one or more City Council members with the two Library Commissioners and a few others into a core library planning group (Poulos)

- Work on rethinking plans for a new branch with or without a senior center (Poulos)

Objective: Enhanced visibility of Community Library Manager

Objective: Increase public awareness, support and utilization of the Moraga Library (Lum)

Objective: Refine and strengthen the public messaging to increase support for and utilization of the community library (Lum)

Objective: Increase social media presence of the Moraga Library and utilization of those media, esp., among those who underuse these resources, e.g., seniors (Lum)

Objective: Continuing to check periodically on the needs of special interest libraries such as those located at the juvenile detention facility in Martinez (Prater)

Objective: Help local staff feel "at home" in the community they serve (Hoisington)

Objective: Foster communication and cooperation among all Contra Costa County libraries (Hoisington)

▪ **Goal: Continue supporting/assisting Friends of the Library groups.**

Objective: Work with Brentwood Friends and library staff on local projects in support of library services (Peck)

Objective: Work with Brentwood staff on planning the layout for the expected library expansion (Peck)

Objective: Make presentation to the Friends Council on February 16 on how to become more involved and strongly advocate for improved library services (Smith)

Objective: Coordinate efforts with Friends of the Oakley Library (FOOLs) and paid staff (Tumin)

Objective: Achieve greater cooperation of Friends Council with Library and City government (Poulos)

Objective: Encourage the Friends Council to be a more visible and active support group for a new community library (Poulos)

Objective: Continue to work on the library maintenance issues and the painting initiative (Panas)

Objective: Participate in the group that is investigating replacement of the current El Cerrito Library facility (Panas)

Objective: Attend every meeting and comment as appropriate (Panas)

Objective: Write up meeting descriptions for those meetings Steven Poulos is unable to attend (Panas)

▪ **Goal: Continue to develop skills as a Library Commissioner and be actively involved**

Objective: Attend CALTAC Workshop in Walnut Creek on February 25.

Objective: Participate in Library Commission meetings

Objective: Regularly report back to city councils, Friends, and Library Managers on Library Commission information

Objective: Contra Costa County Library should participate in local, regional, state, national and international aspects of the major issue. Commissioners should be an active leader in this battle – not a passive follower. (Craig)

Objective: Figure out how to become a leader, act in such a way that by the end of 2012 we are in fact a leader. (Craig)

Objective: Solicit opinions / suggestions from people for literary concepts (Woolridge)

Objective: Join/Renew CALTAC memberships for all Commissioners.

Objective: Attend library workshops/seminars etc. and report to the Commission (Smith)

Objective: Share knowledge, strengths, and ideas (Hoisington)

Objective: Studying recent laws enacted pertaining to libraries (Prater)

Commissioner Craig (District 2, Alternate)

- Goal: Contra Costa County Library should participate actively in activities to hold the price of media down and to make electronic media available at modest prices. [Within the science community there are major efforts to cut the ever-rising costs of published journals.

Objective: The best approach I know of is through the PLoS journals]. Authors should receive payment for their work. However, publication costs using electronic media are negligible.

Commissioner Smith (District IV)

- Goal: Continue to serve as a CALTAC northern regional representative.
- Goal: Continue to arrange for CALTATICTICS articles as above.
- Goal: Continue to conduct Board Effectiveness Trainings.
- Goal: Organize 2012 CALTAC workshop in Walnut Creek – “Strong California Libraries: A Necessity or “nice to have”
- Goal: Make presentation to Board of Supervisors about recommended changes to the Library Commission By-laws at a meeting in January 2012

Commissioner Tumin (Oakley)

- Goal: Ground work for free standing Oakley Library
  - Objective: community awareness
  - Objective: city support

# Library Commission 2011 Annual Report and 2012 Work Plan

~ PAGE 8 ~

## \* Library Commission Attendance: January 2011 – December 2011

Library Commission Attendance January 2011 – December 2011		Total	Total	Total	Total	signed BROWN ACT & Ethics Orientation video viewing certification
COMMISSIONERS	REPRESENTING	Meetings	Absent	Present	Excused	Received
Ruehlgl, Walter	City of Antioch	6		6		X
Peck, Shirley Dr.	City of Brentwood	6		6		X
Atkinson, Joyce (Vice-chair)	City of Clayton	6		5	1	X
Boyd, Jeanne	City of Clayton Alternate	6			6	X
Thong, Phing (term ended 6/30/11)	City of Concord Alternate	3			3	X
Tang, Chris (term ended 6/30/11)	City of Concord	3			3	X
Gomez, Barbara (term began 10/10/11)	City of Concord	1		1		X
Waterson, Judi (term began 10/10/11)	City of Concord Alternate	1		1		X
Stephenson, Frances (term ended 5/18/11)	Town of Danville	2		1	1	X
Patel, Manish (term began 8/9/11)	Town of Danville	2		2		
Poulos, Steve	City of El Cerrito	6		5	1	X
Panas, Tom	City of El Cerrito Alternate	6		6		X
Marcotte, Jo Ellen (term began 4/11/11)	City of Hercules Alternate	4		4		X
Kirby, Steven	City of Hercules	6		3	3	X
Madfes, Sherry (term ended 4/11/11)	City of Hercules Alternate	2			2	X
Hoisington, Mary Ann	City of Lafayette	6		6		X
Bailey, Ruth	City of Lafayette Alternate	6		5	1	X
Fuller, Kathy	City of Martinez	6		3	3	X
McEwan, Jeanne (term ended 6/30/11)	Town of Moraga	3		2	1	X
Prindle, Bob (term ended 5/18/11)	Town of Moraga Alternate	2		1	1	X
Rodger Lum (term began 8/31/11)	Town of Moraga	2		2		X
Tumin, Cindy A.	City of Oakley	6		5	1	X
Brown, Carol (Chair)	City of Orinda	6		6		X
Bonham, Ben	City of Orinda Alternate	6		3	3	X
Magann, Kathy	City of Pinole	6		5	1	X
O'Rourke, Charlene	City of Pinole Alternate	6		6		X
Woolridge, De'Shawn (term began 7/1/11)	City of Pittsburg	3	1	2		
Bracken, Katherine	City of Pleasant Hill	6		5	1	X
Shoop, Ron	City of Richmond	6		4	2	X
Wittenbrock, Sandra (term ended 3/1/11)	City of San Pablo	1		1		X
Ybarra, Frank (term began 9/19/11)	City of San Pablo	2	1	1		
Prater, Penny	City of San Ramon	6		6		X
Meisch, Lynn A.	City of Walnut Creek	6		5	1	X
Woodrow, Don (term began 3/19/11)	District 1	5		3	2	
Lake, Bud	District 2	6		2	4	X
Craig, Paul (term began 2/25/11)	District 2 Alternate	5		3	2	X
Riise, Diane	District 3	6	1	4	1	X
Mar, Margaret Ann	District 3 Alternate	6		2	4	
Smith, Alan B.	District 4	6		5	1	X
Christ, Lynn R. (term began 6/28/11, ended 10/27/11)	District 4 Alternate	2		2		
Enholm, Greg	District 5	6		5	1	X
Singh, Sukhdev	District 5 Alternate	6		0	6	X
Marshburn, Peggy	Office of Education Alternate	6		5	1	X
Ovick, Dr. Joe	Office of Education	6		2	4	X
	Vacant Contra Costa Labor Council					
Wetter, Ron	Contra Costa Council	6		2	4	
Reed, Charles	Friends Council	6		6		X