

CONTRA COSTA COUNTY LIBRARY COMMISSION

MINUTES from Thursday, November 15, 2007

1. CALL REGULAR MEETING TO ORDER

Commission Chair, Kathy Fuller, called the meeting to order at 7p.m.

2. COMMISSION BOOKSHELF

Commissioners provided suggestions for current reading:

<u>Free for All: Oddballs, Geeks, and Gangsters in the Public Library</u>	Don Borchert
<u>Francis: A Biography</u>	Paul Preston
<u>The Life and Times of Mexico</u>	Earl Shorris
<u>IBM and the Holocaust</u>	Edwin Black
<u>Made to Stick: Why Some Ideas Survive and Others Die</u>	Chip Heath & Dan Heath
<u>World Without End</u>	Ken Follet
<u>The Pillars of the Earth</u>	Ken Follet
<u>The Bible: A Biography (Books That Changed the World)</u>	Karen Armstrong
<u>Blood Passion: The Ludlow Massacre and Class War in the American West</u>	Scott Martelle
<u>One Good Turn: A Novel</u>	Kate Atkinson

3. ROLL CALL

LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCLUDED
		VACANT	CCC District 2			
		VACANT	City of Richmond			
		VACANT	Contra Costa Central Labor Council			
Atkinson	Joyce	Library Commissioner	City of Clayton	X		
Austin	N. Earl	Library Commissioner	City of Orinda (Alternate)	X		
Boyd	Jeanne	Library Commissioner	City of Clayton (Alternate)			X
Brown	E. Joy	Library Commissioner	City of El Cerrito (Alternate)	X		
Brown	Carol	Library Commissioner	City of Orinda	X		
Burstyn	Deborah Prager	Library Commissioner	City of Walnut Creek	X		
DeLaVega	Rosalind	Library Commissioner	City of Hercules			X
Enholm	Greg	Library Commissioner	CCC District 5	X		
Fugazzi	Ron	Library Commissioner	City of Brentwood	X		
Fuller	Kathy	Library Commissioner	City of Martinez	X		
Heidari	Shahzad	Library Commissioner	CC Youth Commission		X	
Hoisington	Mary Ann	Library Commissioner	City of Lafayette			X
Hurtado	Jacqueline	Library Commissioner	City of Pittsburg	X		
Johnson	Wayne	Library Commissioner	City of Pleasant Hill	X		
Leffmann	Robert	Library Commissioner	City of Lafayette (Alternate)			X
Loeza	Porfirio	Library Commissioner	City of Pinole			X
Madfes	Sherry	Library Commissioner	Friends Council			X
Marshburn	Peggy	Library Commissioner	Office of Education	X		
McClellan	John	Library Commissioner	Town of Moraga	X		
McGrady	Lloyd	Library Commissioner	City of El Cerrito			X
Mengel	Christina	Library Commissioner	Friends Council (Alternate)			X
Manson	Dr. Carol Anne	Library Commissioner	CCC District 1	X		
Nolte	Pauline	Library Commissioner	City of San Ramon			X
Parker	Eleanor	Library Commissioner	Town of Danville	X		
Pearlstein	Helen	Library Commissioner	CCC District 3	X		
Ruehlig	Walter	Library Commissioner	City of Antioch	X		
Schmalenberger	Carol	Library Commissioner	City of Pittsburg (Alternate)	X		
Shaffer	Ed	Library Commissioner	CC Council (Alternate)			X

Library Commission MINUTES

November 15, 2007

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LASTNAME	FIRSTNAME	TITLE	REPRESENTING	PRESENT	ABSENT	EXCUSED
Smith	Alan B.	Library Commissioner	CCC District 4	X		
Tang	Chris	Library Commissioner	City of Concord			X
Thong	Phing	Library Commissioner	City of Concord (Alternate)			X
Trezek	Joan	Library Commissioner	CCC District 3 (Alternate)	X		
Valdez	Cecilia	Library Commissioner	City of San Pablo		X	
Vasa	Utkarsh	Library Commissioner	CC Youth Commission (Alternate)			X
Villegas	James	Library Commissioner	City of Oakley	X		
Weinberg	Robert	Library Commissioner	CCC District 2 (Alternate)			X
Whirley	Robert	Library Commissioner	CC Council	X		
Williams	A.R.	Library Commissioner	City of Hercules		X	

Total Commission positions: 29

Commission positions filled: 26

Commission positions vacant: 3

Commission quorum: 14

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 representatives votes count
with the cities

- Youth Council
- Friends Council
- Contra Costa Council

Two representatives votes count
with the County

- Superintendent of Schools
- Central Labor Council

4. INTRODUCTIONS

Also present at the meeting:

Joe Goglio, Former Library Commissioner; Chauncey Lindquist, Concord resident; Cathy Sanford, Deputy County Librarian; Support Services; Lorrie Ann Butler, Information Systems Program Manager; Laura McKeegan, Information Systems Programmer/Analyst III; Corinne Kelly, Executive Secretary; and Anne Cain, County Librarian.

5. ITEMS FROM THE PUBLIC

There were no items from the public.

6. ACCEPTANCE OF MINUTES

The following attendance changes have been made to the minutes of September 27, 2007:

- Commissioner McGrady, City of El Cerrito - present
- Commissioner Munson, District 1 (Alternate) - present

Commissioners approved the minutes for the meeting of September 27, 2007.

7. APPROVAL OF AGENDA

Commissioners approved the agenda for the meeting of November 15, 2007.

8. ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Commissioners viewed Comcast Local Edition featuring Seng Lovan, Danville Senior Branch Librarian, on One City One Book and Maureen Kilmurray, Concord Senior Branch Librarian, on the Big Read.

Commissioners commended former Library Commissioner, Joseph Goglio, for sixteen years representing the Contra Costa Central Labor Council on the Library Commission and for being a member of the Commission since its inception. Chair Fuller presented Goglio with a plaque and a gift and thanked him for his service to the Contra Costa County Library from April 1, 1991 to September 20, 2007. *(attachment to the minutes)*

Joseph Goglio expressed his pleasure in being on the Library Commission and appreciates the dedication of the people who serve on the Commission, Library staff, County Librarian Anne Cain and her predecessor. He added that quite a few public servants began as library commissioners then build on it. Goglio said that he appreciates what Contra Costa County Library has developed and sustained and he will continue to use the library. He appreciates the work the Library Commission does and he challenges everyone to continually diversify and find ways to engage community members that we serve to reassure them how important what we do is.

Commissioner Parker said that on October 11, 2007, novelist Doris Lessing, best known for her works in *The Golden Notebook*, won the 2007 Nobel Prize in Literature. Lessing has a fifty-year span of writing and authored at least forty books. The Contra Costa County Library has more than 50% of her books.

Commissioner Smith reported on his experience at the California Library Association's Conference in Long Beach. He mentioned a keynote speaker, Stanford Marketing Professor Chip Heath who shared his book, *Made to Stick: Why Some Ideas Survive and Others Die*, by Chip Heath & Dan Heath. Heath said to stop using statistics, because they don't stick. He addressed why some things are around for 20 years and continue to be around without PR and some legends and myths continue without promotion. He addressed how to tell a story and put a spin on impressive marketing. Smith also heard Craig Newmark, Craig's List founder, and learned that technology prices continue to decrease, for example RFID tags. Smith also mentioned book scanning that puts the pages into a computer. There are variations of book scanners, some have arms that turn pages, and books can be scanned in minutes. Smith added that at the Conference he was encouraged to think about the future, and use the NOAA (National Oceanic and Atmospheric Administration) principle: It is not enough to predict the rain, it is what you do with it.

Commissioner Smith recently gave a board training in Redwood City. Ken Haycock, director of the San Jose State University, School of Library and Information Science, will be a speaker at the March 1, 2008 CALTAC Northern California Workshop in San Mateo. Haycock has been a library commissioner. Smith is also preparing the 2009 CALTAC workshops and Deputy State Librarian Stacey Aldrich and futurist Stephen Abrams have been invited.

The cities of Danville and San Ramon had a successful City Read event that concluded with many people attending the Village Theatre's, November 8, 2007, presentation with author Laurie R. King of *Locked Rooms*.

Commissioner Burstyn is writing an article on the Samap neighborhood in Walnut Creek and found the name Samap in a Google search, from an 1863 Yale Alumni book.

Commissioner Fugazzi mentioned the City of Brentwood's City Read event concluded on November 3, 2007, with 90 people attending the author program featuring Gail Tsukiyama, *The Samurai's Garden*. 650 paperback books were distributed in the City.

Anne Cain, County Librarian, added that all of the city read events throughout the County were very successful. Reading events were held in Concord; Walnut Creek; Danville and San Ramon; Brentwood; and Orinda, Lafayette, and Moraga.

Commissioner Ruchlig mentioned his experience on the Antioch Mello Roos Board. The Mello Roos Board asked the City Council to make a definitive request for funds for the new library. The Prewett Library project has been on and off and now there may not be enough funding for the proposed community center, police station and library. Antioch stakeholders recently visited the Almaden Library and Community Center in San Jose to see a joint use facility similar to what is being proposed in Antioch. The next step is for the selected architect to submit plans for both a \$ 28 and \$36 million project.

Commissioner Brown shared the PLF funding alert that was supplied by Commissioner Smith in this agenda packet, to an Orinda Friends Board meeting. MacAvoy Layne impersonated Mark Twain on November 14, 2007, at the Orinda Library auditorium.

Walnut Creek Libraries completed the City Read event featuring Wallace Stegner's *All the Little Live Things*.

Anne Cain, County Librarian, mentioned that Los Medanos College received a Big Read grant, similar to Concord's, and read *To Kill a Mockingbird*, by Harper Lee. Los Medanos College events included a writing contest for high school students, the winner of which was one of the teens that uses the Juvenile Hall Library who had been encouraged by Librarian Alison McKee to enter the contest.

9. CORRESPONDENCE

There were no Library Commission correspondences.

10. REPORT FROM COUNTY LIBRARIAN

County Librarian, Anne Cain, reported that early this month the Contra Costa County Library received a \$70,000 grant from the Dean and Margaret Leshner Foundation for a library in the Orin Allen Youth Rehabilitation Facility (OAYRF) in Byron. Together, the Leshner Foundation, the Contra Costa County Library, the Contra Costa County Probation Department and the Contra Costa Office of Education will establish a library that prepares teens for successful transitions back into local communities by promoting reading for personal growth.

Cain mentioned the memo from County Counsel, on the Supreme Court's decision not to hear the Faith Center Church's case. The Contra Costa County Library's policy is, and remains, that religious groups can use the library facility meeting rooms but not for religious services.

Cain referred to the Board of Supervisors Capital Facilities Committee meeting where the Board agreed to take the next step in transferring the responsibility for property and facility management to the cities. Appraisals will be obtained for the three libraries in cities that are owned by the County: Antioch, Pinole, and Ygnacio Valley. Commissioner Whitley asked

about standardizing facility agreements with the cities.

Cain said that for the most part, moving forward on transferring responsibility to the cities is going well. A more uniform agreement is part of what is being discussed.

Commissioner Whitley questioned how Contra Costa County Library plans to acknowledge the Leshar Foundation donation.

Cain said that the Board of Supervisors accepted the donation and a presentation will occur after the new year at a Board of Supervisor's meeting.

Commissioners unanimously agreed to authorize the Chair of the Library Commission to write a letter thanking the Dean and Margaret Leshar Foundation for their donations to help build the Walnut Creek, Orinda and Lafayette libraries, and for funding libraries at Juvenile Hall and the Orin Allen Youth Rehabilitation Facility (OAYRF) in Byron.

11. BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD REPORT

Commissioners and BALIS Advisory Council Member, Alan B. Smith, reported that he attended the BALIS Administrative Council meeting, which is made up of Library Directors from the BALIS libraries, Alameda (City) Free Library, Alameda County Library, Berkeley Public Library, Contra Costa County Library, Hayward Public Library, Livermore Public Library, Oakland Public Library, Pleasanton Public Library, Richmond Public Library and San Francisco Public Library. Consultants gave a presentation on a branding proposal for local libraries that appears to be an exciting concept.

12. OLD BUSINESS

GREEN BUILDING MEASURES

Commissioner Burstyn discussed community library "green" building measures that are incorporated into existing or new community libraries. She said that libraries should set an example for the community and reduce carbon footprint and join the fight against global warming. She recommends that Commissioners know the measures their community is taking to have green sustainable library buildings. She plans to collect Commissioners' information and compile a report.

There are four categories of LEED (Leadership in Energy and Environmental Design) certification: basic, silver, gold and platinum. It is expensive to get a building LEED certified. Some communities may choose to include the green measures but spend the money that it would cost for LEED certification on books and materials.

Walnut Creek had a green building symposium last month. The City's objective for the library is for Basic LEED Certification. The City determined that in less than sixteen years, the measures that are taking for a "green" building will pay for themselves. Burstyn shared Walnut Creek's sustainable design plan poster that includes significant green building features:

- | | |
|---|-------------------------------|
| Storm water management | Energy Star – rated roof |
| Daylight-harvesting controls | Under-floor HVAC distributing |
| Photovoltaic-installation-ready infrastructure | High-performance glazing |
| Energy-Efficient heating, cooling, & lighting | |
| Use of recycled and regionally manufactured materials | |

Commissioner Fugazzi said that the City of Brentwood's architect is recommending LEED certification in the new community center but is concerned about the cost.

Orinda Library has energy efficient windows and low VOC (volatile organic compounds) furniture. Lighting throughout the facility was the most energy efficient lighting available when the building was built in 2001. The Library has weekly paper recycling and reuses paper and plastic as appropriate.

Commissioner J. Brown distributed checklists for "Green Measures" that she received through the Contra Costa County Green Business program. 1) Solid Waste Reduction & Recycling, 2) Energy Conservation 3) Water Conservation 4) Pollution Prevention (*attachment to the minutes*). The County Administrator's Office is working on a Countywide list for County offices. This list is not for getting LEED Certification, but includes recommendations such as low flow toilets, low toxic cleaning chemicals, and reducing unwanted mailings. Brown said that the Green Business Program suggested that the Library Commission write a memo to the purchasing departments and urge them to buy low toxic products and high-recycled content. She said that she is happy to compile the data from the checklist, but she didn't know if it would be appropriate for the Commissioners to complete the checklist or to work with the librarians to do so.

Commissioner Parker provided Danville Library's Building "green" measures, (*attachment to the minutes*). In addition to staff using "green" practices, such as recycling paper, battery and operating a used bookstore, the Town built the Danville Library in 1996 and designed it to meet Title 24 Building Code requirements that include: timed lighting systems, low-E window glass and less water-consuming irrigation system.

Commissioner Whitley considers this a complicated topic for the Library Commission to take into consideration. To have a paper stating that the facility is LEED Certified costs a lot of money. Whitley added that with the County Librarian's efforts to have all library facilities owned and maintained by the cities, not all communities have the money to move towards "green" facilities, or they may prefer to spend the money they have on other library needs. The Library Commission should look at the operational side of the Library rather than take a position on a complex and locally determined topic.

Commissioner Burstyn requested that Commissioners e-mail or bring information to her for her report on community library "green" measures. After the information is collected she will prepare a report for the Commission.

2007 ANNUAL REPORT AND 2008 WORK PLAN PLANNING WORKSHEET

The Library Commission reviewed the draft annual report. The below edits will be included in the final report:

- Add Commissioner Nolte to the meeting with Mayor Wilson of San Ramon requesting PLF funding support.
- Replace Parker with Trezek as the Commissioner who secured endorsement form County Arts & Culture commission for the Library's May 2008 reading festival.
- Change Goal 4, Objective 1 to say "Support and participate..."

The final report will be submitted to the Board of Board of Supervisors to satisfy the County's advisory body annual reporting requirements.

PUBLIC LIBRARY FOUNDATION (PLF) DRAFT RESOLUTION

Commissioner Smith updated the Commission on the PLF and mentioned the request by the California Library Association to encourage legislators to restore funding to the PLF and the TBR (Transaction Based Reimbursement). Smith asked each Commissioner to contact the Governor and request support in the PLF and to share the alert memo in the Commission Packet with library friends groups.

Smith drafted a resolution (*attachment to the minutes*). Commissioners submitted corrections. This resolution is intended for the Library Commission to ask to the Mayors' Conference to pass a resolution supporting the PLF.

Commissioner Trezec moved that the Library Commission Chair write a letter to the Mayors' Conference and the Governor in support of PLF funding. All Commissioners agreed and the draft PLF resolution will be sent to the Mayors' Conference for their consideration.

Commissioner Smith will contact the Mayors' Conference to get the PLF on their January or February agenda.

13. NEW BUSINESS

LIBRARY MEASURES TAKEN FOR IDENTITY PROTECTION

Commissioner Smith requested that the Commission receive information about library technology security and how the Library handles customer's privacy. Anne Cain introduced Laura McKeegan, Information Systems Programmer/Analyst III.

McKeegan addressed the Library's public access computers security (*attachment to the minutes*). When customers leave the computers, their personal information does not remain. Software is installed on every computer which restores the computer back to its original state when the customer logs off. This protects privacy and makes the system very hard to hack into. Utilities are put into the public computers so that Internet history and cookies are removed when a customer logs off. Password storage is also turned off.

Customers can reserve public access computers and their personal barcode is required. These barcodes are purged nightly. Logging into the Library's system requires input of the customer's card number and the complete last name.

Virus files are updated every 24 hours - the County uses MacAfee.

The Library's vendor gives the Library system updates and the Library rolls it into the system. There is not a way for staff to make copies of customer information; they could only view it one at a time.

Print and time management is installed on the public access computers where customers print their work. Print job are removed from the system and could not be accessed even minutes after printed. Unprinted jobs remain in the system for two hours, and then are deleted.

All community libraries have wireless hot spots. No information is required to use the wireless hotspots. Customers using wireless hot spots log into the browser, agree to follow library rules, and they have wireless access. The Library does not have anyway to check what the customer is doing or who is actually using it.

Library customer's information is protected by data security. The library circulation system has information about every customer. When a customer checks out an item, a transaction is recorded. When the item is returned, the transaction with that item goes away. The circulation system does not have a means to download customer data.

The Library's information data system is on a tandem system that has a lot of built-in security. All Library staff that have access to the circulation system have individual passwords and library volunteers have read-only access.

The recent addition of the Library e-Card registration uses a server that is secure. Customer's addresses are sent to the County General Services Department to print and mail the cards to the applicant, but only the customer's name and address are on the mailing. The library card number is not on these cards.

The Library uses Unique Management collection service. This agency only works with libraries. They are familiar with and adhere to customer confidentiality. Unique Management receives the name, address, and phone number of customers who owe \$50 or more in fines. Unique Management does not receive title information.

The Library recently created a Geographical Information System (GIS) database, which is a database that maps customer information with library use information. Customer's names and addresses are submitted to this database; information containing what the customer checks out is not included.

The Library does not currently accept credit cards from customers.

The Library does not download customer's information to PCs or laptops.

Some staff can access data outside of the library, using virtual private network tokens. These tokens are protected by a fixed firewall.

Public and staff computers run on different subnets.

The County Auditor is currently doing an Information Technology Audit of all departments, including the library. The recommendations will be provided to the Commission.

DIRECT LOAN CONSORTIAL BORROWING

Lorrie Ann Butler, Information Systems Project Manager, explained that LINK+ is a direct consortia library borrowing system that is an automated resource sharing interlibrary loan system. IT finds a regional library with an available copy of the requested item, which speeds up delivery process. LINK+ members include 37 public and 10 academic libraries in California and Nevada.

LINK+ provides fast discovery and delivery of over 25 million items to their customers. There are close to ten million titles in the LINK+ catalog. Customers can request and borrow materials from other LINK+ libraries at no charge. The material is delivered the customer's Contra Costa County Library of choice. Customers can request material from the convenience of home, school, office, or community library through the Library's Web site, ccclib.org.

Butler demonstrated using LINK+ accessing Alameda County Library that is LINK+ member. She demonstrated that it is easy to use. The search is done in the same manner as searching Contra Costa County Library's catalog. The average fill rate is 96%. Once an item is ordered, it takes 4-5 days to arrive and is placed into Contra Costa County Library's circulation system. Then the same process of notifying customers about holds is performed (calls made, paper notices, e-mail notices). Customers can also access their record to check the status of the request. Fines and fees for these items are the same as all Contra Costa County Library's fines and fees.

As compared with the current interlibrary loan process:

- LINK+ allows customers the capability to place their own request electronically. Interlibrary loans require a manual input of the request.
- LINK+ service would be provided to customers at no costs. The LINK+ by-laws do not allow the costs of its service to be transferred to the customer. Traditional interlibrary loans cost the library an average of \$26 - \$35 per item to process. LINK+ will be a quarter of the cost.
- LINK+ turn around time for delivery is 4-5 business days with a contracted courier verses the much longer wait using the U.S. Postal Service.

Contra Costa County Library is expecting to have LINK+ online in the first half of 2008. The cost for LINK+ is included in the library's 2007/08 budget.

Commissioner Whitley questioned if LINK+ would be more efficient than the current way libraries handle circulation and if storefronts and a warehouses alone will be needed in the future.

Anne Cain, County Librarian, commented that this provides the opportunity for customers to locate a specific item that they want to check out but does not allow the opportunity to "browse the shelves" and that future libraries need space not only for circulating collections but also for doing homework, group study rooms, teen areas, computers, preschooler after school activities, etc.

Commissioner Burstyn added that there is a real benefit to serendipitous browsing. It would be sad if a customer would just be handed one item and not able to see others and check out other material.

LINK+ members select the items that will be offered through LINK+. Libraries are encouraged to lend the same material that would be lent to the library's own customers.

CONSIDER 2008 LIBRARY COMMISSION MEETING DATES

Commissioners approved the following 2008 Library Commission Meeting dates:

- January 24
- March 27
- May 22
- July 24
- September 27
- November 20 (*November 27, 2008 is a holiday*)

14. AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

- District III Supervisor, Mary Piepho, will attend the January 2008 meeting,
- Invite District IV Board Supervisor, Susan Bonilla, to a future meeting,
- Commissioner Smith requested to extend an invitation to Supervisors Glover (District VI) and Uilkema (District II),
- Commissioner Burstyn requested that a yearly update be given on the continued collaboration with schools in library technology and electronic resources, as a follow up to a presentation last year on the collaboration.

15. ADJOURNMENT TO THE JANUARY 2008 LIBRARY COMMISSION MEETING

The November 15, 2007 Library Commission Meeting adjourned at 8:55 p.m.

Submitted by Corinne Kelly
Executive Secretary
Contra Costa County Library.

Former Library Commissioner,
Joseph Goglio,
accepts plaque from Commission Chair, Kathy Fuller, for his sixteen years representing the
Contra Costa Central Labor Council on the Library Commission and for being a member of the
Contra Costa County Library Commission since its inception, from
April 1, 1991 to September 20, 2007.



Joseph R. Goglio
AFL-CIO Community Services Director
Central Labor Council of Contra Costa County



September 20, 2007

Kathy Fuller, Chair
Contra Costa County Library Commission
1750 Oak Park Boulevard
Pleasant Hill, CA 94523-4497

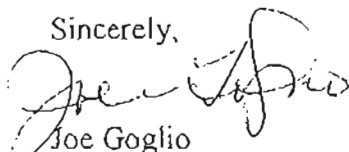
Dear Commissioner Fuller:

As I resign as a member of the Contra Costa County Library Commission, I want to thank the current and former members of the commission and the current and former members of library management and staff with whom I have worked. They have shown a true commitment to the development and maintenance of a first class system for our county and its diverse communities.

Since 1991 I have had the opportunity to watch the Commission help the library system grow in its services and visibility, no longer regarded as an appreciated but expendable civic adornment. It is much more the county's "Information Public Utility", an element of public infrastructure.

I wish the commission all the best in its continuing work and its challenge to engage and serve all in our community. Keep striving through constant change to recognize, represent, and respect that diverse community.

Sincerely,


Joe Goglio
Library Commissioner
Central Labor Council

JG
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cc Anne Cain



Joseph R. Goglio
AFL-CIO Community Services Director
Central Labor Council of Contra Costa County



September 20, 2007

Pamela Aguilar
Executive Director
Central Labor Council of Contra Costa County, AFL-CIO
1333 Pine Street , Suite E
Martinez, CA 94553

Dear Sister Aguilar:

In view of my retirement in the beginning of October, I wish to submit my resignation as representative for the Central Labor Council on the Contra Costa County Library Commission. I hope the Council will be able to find a candidate to succeed me in this position soon. I have genuinely appreciated the opportunity to serve on this body since its establishment, watching the library system grow in size and scope of its offerings to our neighbors and in the regard in which it is held by the broader community.

It has been a pleasure to serve with many distinguished and dedicated fellow commissioners and library staff during this time. In deliberations of the commission I have attempted to represent the perspectives and concerns of our members in the community who are patrons and our members who serve the public as employees of the library. But it has most often been easy to join these with the concerns of my fellow commissioners in a common commitment to quality and service to our community.

I hope my successor will enjoy the same good fortune (and good will), and satisfaction that I have had in my years as a commissioner.

In Unity,

Joseph Goglio
Community Services Director

jg
opeiu-3-afl-cio

cc Anne Cain, County Librarian
Kathy Fuller, Chair, Contra Costa County Library Commission



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LEED provides a roadmap for measuring and documenting success for every building type and phase of a building lifecycle. Specific LEED programs include:

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- [Commercial Interiors projects](#)
- [Core and Shell Development projects](#)
- [Homes](#)
- [Neighborhood Development](#)
- [Guidelines for Multiple Buildings and On-Campus Building Projects](#)
- [LEED for Schools](#)
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USGBC is also developing LEED for Healthcare, and LEED for Labs.

We also have the [LEED Resources](#) page which has informative PowerPoint presentations, brochures, and case studies, as well as [LEED News](#) and LEED-Online sample credit templates.

How is LEED Developed?

The LEED Rating System was created to transform the built environment to sustainability by providing the building industry with consistent, credible standards for what constitutes a green building. The rating system is developed and continuously refined via an open, consensus-based process that has made LEED the green building standard of choice for [Federal agencies and state and local governments](#) nationwide. [Click here](#) for more information on the LEED Development Process.

What is LEED Certification?

The first step to LEED certification is to [Register](#) your project. A project is a viable candidate for LEED certification if it can meet all prerequisites and achieve the minimum number of points to earn the Certified level of LEED project certification. To earn [certification](#), a building project must meet certain prerequisites and performance benchmarks ("credits") within each category. Projects are awarded

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LEED Certification

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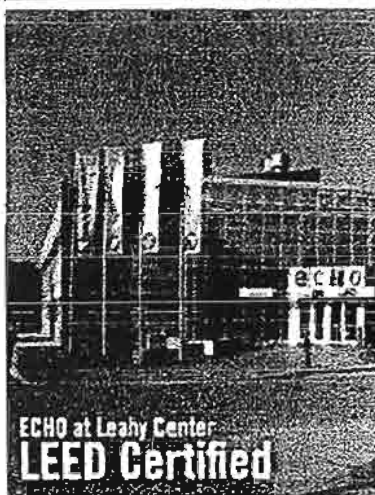
LEED Project Lists

TSAC

LSC

CIR

Help



Certified, Silver, Gold, or Platinum certification depending on the number of credits they achieve. This comprehensive approach is the reason LEED-certified buildings have reduced operating costs, healthier and more productive occupants, and conserve our natural resources.

Note for Product Manufacturers and Service Providers:

Although USGBC does not certify, promote, or endorse products and services of individual companies, products and services do play a role and can help projects with credit achievement. (Note that products and services do not earn projects points.) [Learn more here](#) about how you and your company can help advance green building, while also achieving your own environmental and economic goals.

Who Can Use LEED?

Everyone: Architects, real estate professionals, facility managers, engineers, interior designers, landscape architects, construction managers, lenders, government officials...

The LEED program also includes a full suite of [training workshops](#) and a [Professional Accreditation](#) program to develop and encourage green building expertise across the entire building industry.

Questions?

[Visit the LEED Help section of our website.](#)

Solid Waste Reduction & Recycling

Measures

1. Conduct a waste assessment of garbage and recyclables. Review it annually for new measures to implement.
 - Lease, rather than purchase computers and printers.
 - Other: _____

2. Reduce waste in 5 ways:
 - Buy products shipped with less packaging and/or which have easily recyclable packaging.
 - Buy products in returnable, reusable or recyclable containers.
 - Work with vendors to minimize packaging: ask vendors to take back packaging and used or damaged products for reuse and recycling (choose vendors that offer these services).
 - Centralize purchasing to eliminate unnecessary purchases and ensure all waste reduction purchasing policies are followed.
 - Use optical scanners, which give more details about inventory, for more precise ordering.
 - Track material usage to optimize ordering and use of time-sensitive materials.
 - Arrange for cooperative buying through government, association, co-located business group, etc.
 - Maintain proper storage conditions (e.g. temperature, humidity, etc.) to reduce material degradation.
 - Arrange storage area/access to reduce potential for damaging stock.
 - In the lunch/break room, replace disposables with permanent items (e.g., mugs, dishes, utensils, towels/rags, coffee filters, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.
 - Purchase reusable rather than disposable office items, such as refillable pens, erasable white boards, and wall calendars.
 - Replace several similar products with one or two that do the same job.
 - If you use catering services, negotiate a discount for using your own dishes (encourage caterers to serve "family-style" in reusable serving dishes).
 - Retailers can offer a small incentive to customers who bring their own shopping bags, coffee mugs, etc.

3. Recycle or reuse materials in 5 ways:

Implement an office-wide recovery and recycling program: (Each category of material listed here is considered one measure.)

 - Cardboard.
 - Newspapers, office paper, mixed paper, junk mail.
 - Glass and metal containers.
 - Plastics (beverage bottles, condiment containers, packaging materials and non-deposit containers).
 - Collect food waste for offsite composting. Set up collection with your garbage company.
 - Donate or exchange unwanted but usable items (furniture, supplies, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc. Use a waste exchange program where your unwanted items can become another company's resource. Check out CIWMB's Waste Exchange Program at <http://www.ciwmb.ca.gov/CalMAX/>.
 - Carpeting.
 - Wood (pallets, wood from remodeling).
 - Scrap metal (from remodeling and replacing equipment).
 - Landscape trimmings. (Can be part of the contract with your landscape service or can be collected with food waste).
 - Leave grass clipping on mowed turf ("grass-cycling") or compost rather than disposing.

REUSE:

 - Garbage bag liners.
 - Paper for packaging instead of Styrofoam pellets, bubble wrap or other packing materials (if you receive these, reuse them in your own packaging).
 - Have your customers return packaging to you for reuse.
 - Other: _____

4. Reduce office paper waste in 5 ways:

- Keep previously used paper near printers; use it for drafts or internal memos, or designate a draft tray on printers with multiple trays.
- Use computer fax modems that allow faxing directly from computers without printing.
- Eliminate fax cover sheets by using "sticky" fax directory notes.
- Set copier and printer defaults to double sided.
- Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility.
- Practice efficient copying by using the size reduction feature—two pages of a periodical or book can often be printed on one page.
- Reuse office paper as scratch paper.
- Use a bulletin board or routing lists for bulletins, memos, and journals to minimize the number of people receiving individual copies.
- Replace memos with e-mail messages and discourage the printing of messages.
- Use electronic files OR identify and eliminate unnecessary paper forms, print on both sides, or redesign forms to use less paper.
- Reuse envelopes: Cover up old addresses and postage, affix new.
- Design marketing materials that require no envelope – simply fold and mail.
- Reduce all unwanted mailings:
 - For duplicate mailings and magazine subscriptions, return labels requesting all but one be removed.
 - Remove your name/company from junk mail lists. Visit <http://stopjunkmail.org> for guidance and downloadable PDF kit.
 - Purge your own mailing lists to eliminate duplication.
- Use "central" or "master" hard copy files, not multiple personal files.
- For new software, order only the number of manuals needed. Do the same with phone books. Encourage employees to share.
- Other: _____

GREEN NOTE:
 The average office worker discards more than 175 lbs. of high-grade paper per year. Businesses use 2 million tons of paper in copiers each year!

5. Purchase 3 recycled-content or used products:

Purchasing products made from recycled materials conserves resources and is essential to support the recycling market. Buy these products with recycled content (or reuse them from someone else!):

- Dumpster lids, utility bins, drums or recycling bins and containers.
- Refuse pails and bags.
- Boxes or bags for retail use or shipping.
- Toilet seat covers.
- Toilet paper, tissues, or towels.
- Copy, computer or fax paper (30-100% post-consumer waste).
- Folders or other paper products.
- Pencils, rulers and other desk accessories.
- Recycled or remanufactured laser and copier toner cartridges.
- Letterhead, envelopes or cards (30-100% post-consumer waste).
- Mulch, soil amendments and compost made of plant trimmings or green waste.
- Carpet, carpet undercushion, or floor mats
- Construction materials when building/remodeling (building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.).
- Benches, playground or picnic equipment.
- Retailers – stock/sell products made with recycled content.

List items purchased used rather than new:

- _____
- _____
- _____
- _____

Other: _____

GREEN NOTE:
 Manufacturing "recycled" paper uses 64% less energy and 58% less water and generates 74% less air pollution.

Look for recycled paper with a high post-consumer content (previously used; not manufacturing scraps). Copy paper with 30% post-consumer content is readily available and proven effective.

Energy Conservation

Measures

1. Have a professional energy assessment of your office done. Your Green Business coordinator can arrange this assessment. Review it annually for new measures to implement.
2. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.
 - ◆ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
 - ◆ Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
 - ◆ Keep condenser coils free of dust and lint.
 - ◆ Keep evaporator coils free of excessive frost.
3. Save energy in 7 ways. At least 3 must come from "Energy Efficient Equipment & Facility Features."

ENERGY EFFICIENT EQUIPMENT & FACILITY FEATURES:

General

- Use electrical equipment with energy saving features (e.g. Energy Star®) and ensure Energy Star settings are enabled.
- Use computer hardware programs that save energy by automatically turning off idle monitors and printers.
- Use a time switch to automatically turn off office equipment after working hours.
- Use sensors on vending and ice machines and place machines in shaded areas.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Insulate all hot water pipes, hot water heaters and storage tanks.
- Use a booster heater for hot water use.
- Use a solar water heater or preheater.
- Replace electric hot water heaters with natural gas ones.

- Replace refrigerators older than 10 years with new Energy Star® ones.
- Other: _____

Lighting

- Reduce number of fixtures.
- Replace incandescent bulbs with more efficient compact fluorescents.
- Replace older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- Increase lighting efficiency by installing optical reflectors and/or diffusers.
- Improve exit sign efficiency by using compact fluorescent bulbs, LED signs or electroluminescent signs.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts to dim lights to take advantage of daylight.
- Use daylight dimmers that turn off automatically when light is sufficient.
- Other: _____

GREEN NOTE:

Outdoor lighting offers an excellent opportunity to conserve energy as it often remains on for long hours. Using efficient lights (e.g., compact fluorescents) and timer controls or photo sensors, can reduce wasted energy and your monthly bill. This measure alone may reduce energy use by 15%.

Energy Star®-compliant monitors have power management features and consume up to 90% less energy. Screen savers don't save energy!

Energy Star® copiers and fax machines can reduce their annual electricity costs by about 60% and 50% respectively.

Heating, Ventilation & Cooling

- Use a programmable thermostat to control heating and air conditioning.
- Use bypass timers and/or time clocks.
- Use ceiling fans for air circulation.
- Replace or supplement an A/C system with an evaporative cooler.
- Use economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Seasonal Energy Efficient Rating (SEER) > 13 for most common size equipment.
- Use occupancy sensors to control air conditioning and heat.
- Provide shade for HVAC condenser, especially roof-top fixtures
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Apply window film to reduce solar heat gain, if applicable.
- Use energy-efficient double paned windows on at least 90% of windows.
- Replace an electric heating system with a natural gas system.
- Other: _____

ENERGY CONSERVING PRACTICES:

General

- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Other: _____

Lighting

- Disconnect unused ballasts in delamped fixtures AND replace burned out lamps quickly to avoid ballast damage.
- Clean lighting fixtures, diffusers and lamps so they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Check and adjust lighting control devices such as time clocks and photocells.
- Use task lighting instead of lighting the entire area.
- Use light switch reminders to remind staff to turn off lights when not in use.
- Other: _____

Heating, Ventilation & Cooling

- Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Use small fans OR space heater during off hours instead of conditioning entire office.
- Adjust controls for temperature, speed or other settings to reduce energy use.
- Other: _____

GREEN NOTE:

A simple tune-up can increase the energy efficiency of your furnace by 5% and you can save up to 10% by insulating and tightening up ventilation ducts.

Ceiling fans use 98% less energy than central A/C units. And heating with natural gas instead of electricity can be 40-56% more efficient.

Water Conservation

Measures

1. Have a professional indoor and outdoor water assessment conducted. Contact your water provider or Green Business coordinator to arrange this assessment. Review the water assessment annually for new measures to implement.
2. Complete all of the following water conservation measures applicable to your business:
 - ◆ Learn how to read your water meter.
 - ◆ Assign a person to monitor each water bill for early indicators of problems. Call your local water provider if you notice unusual increases in use or for suggestions on how to use water more efficiently.
 - ◆ Use signs in restrooms to encourage water conservation and to report leaks.
 - ◆ Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which may be available from your local water provider.
 - ◆ Replace high flow toilets with water efficient 1.6 gallon or less per flush models.
 - ◆ Install low-flow aerators and showerheads (your water provider may offer these free of charge):
 - As low as 0.5 gpm and no greater than 2.5 gpm for lavatory sinks
 - 2.0 gpm or less for kitchen sinks
 - 2.0 gpm or less for showerheads
 - ◆ If you have landscaping/irrigation:
 - Install matched precipitation rate sprinkler heads in turf areas.
 - Test irrigation sprinklers 4 times per year to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
 - Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
 - Water during early morning, pre-dawn hours to reduce water loss from evaporation.
 - Use repeat cycles when watering turf or shrubs to encourage percolation and deep root growth.
 - Adjust the irrigation schedule monthly during irrigation season, or as needed.
3. Implement 2 of the water conservation measures listed below. Consider areas of greatest water use (facility or landscaping) in choosing new measures. Also, be sure to ask your water provider about rebate programs in your area.
 - ◆ Use only dry methods to clean sidewalks, driveways, walkways or parking lots. Consult with local water agency to learn when and how water may be used to clean outdoor surfaces, and post instructions for maintenance staff.

Facility:

- Go beyond 1.6 gallon per flush toilets! When replacing 3.5 gallon per flush or higher toilets, install High Efficiency Toilets that use 1.3 gallons or less per flush.
- Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gallon per flush) or install new waterless varieties.
- Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).
- Set up an annual program to educate staff about the benefits of efficient water use.
- Schedule your water provider to make a presentation to staff to encourage water conservation at home. (Some water providers offer training and "take home" conservation kits.)
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window cleaning schedule from "periodic" to "as required."
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures' specifications.

- Replace water-cooled equipment, such as air conditioning units, with air-cooled.
- Other: _____

Landscaping:

- Mulch all non-turf areas.
- Modify your existing irrigation system to include drip irrigation, where feasible.
- Install water efficient shrubs, ground cover, cobblestones, brick, or mulch in place of turf.
- If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- Install rain shut-off devices so that the irrigation controllers do not water plants when it is raining.
- Renovate existing landscape to include drought tolerant plants (water efficient landscape guidelines are available from your local water provider).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line and separate plants with different water requirements on separate irrigation lines.
- Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a minimum of 3 separate programs; and 3 cycle start time features.

- Reduce irrigation system water pressure to no higher than 50 psi by installing pressure-reducing valves.
- Use reclaimed water for irrigation and other approved uses.
- Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- Work with your water provider to develop a site-specific water budget. Track your monthly water use to ensure you are watering efficiently.
- Other: _____

GREEN NOTE:

A faucet with a slow leak can waste 10 gallons of water a day, or more!

A single leaky toilet can waste as much as 1000 gallons of water per day.

Pollution Prevention

Measures

1. Assess your office to identify ways to prevent pollution. Review the plan annually for new measures to implement:
 - ♦ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, and fertilizers you use. Identify safer alternatives.
 - ♦ Evaluate each area of your facility to identify actual and potential sources of pollution, and ways to prevent it.
 - ♦ Call your local Household Hazardous Waste Program for disposal of hazardous substances not in use.

2. Practice good housekeeping in 7 ways:

All Areas:

- Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.
- Provide containment for large amounts of liquid supplies.
- Implement a "just in time" purchasing policy and a "first in/first out" chemical usage policy.
- Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.
- Store deliveries and supplies under a roof.

Outdoors:

- Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.
- Keep dumpsters covered when not in use.
- Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the storm drain; this wash water should be directed to a sewer drain.

GREEN NOTE: Only Rain Down The Drain!
 The storm drain system is separate from the sanitary sewer system, and pollutants that enter these drains flow directly into creeks and the bay without treatment. Educate personnel about this difference and the importance of not letting contaminants enter storm drains.

All businesses are required to prevent anything except rainwater from entering storm drains from any of the following activities or sources:

- ♦ Loading docks
- ♦ Dumpster areas
- ♦ Outdoor working areas
- ♦ Storage areas
- ♦ Landscaping
- ♦ Construction
- ♦ Cleaning equipment/tools
- ♦ Pre-painting
- ♦ Power-wash water
- ♦ Washing vehicles
- ♦ Cleaning parking lots

Monitor subcontractors to ensure their activities are not polluting storm drains. Prevent erosion during all landscape, construction or other activities. Ask your county coordinator for a list of mobile cleaners.

- Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).
- Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- Label all storm water drains with "No dumping, Drains to Bay" message.
- Regularly check and maintain storm drain openings and basins that are located on your property. Keep litter, debris and soil away from storm drains.
- Clean private catch basins annually, before the first rain and as needed thereafter.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.

- Use secondary containment or berms in liquid storage and transfer areas to capture spills.
- Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- Use landscaping to prevent erosion problems, *especially* during construction or remodeling.
- Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- Have an outdoor ashtray or cigarette "butt" can for smokers.
- Other: _____

3. Reduce chemical use in 3 ways:

- Restrict use of hazardous products by:
 - Buying them in small quantities.
 - Limiting access to authorized staff.
- Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.

Replace harmful products with safer alternatives. List specific replacements below.

- Cleaners: _____
- Disinfectants: _____
- Sanitizers: _____
- Other: _____
- Replace aerosols with pump dispensers.
- Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).
- Buy cleaners, paints, batteries, and other supplies in optimally sized containers for your office to avoid unnecessary packaging, as well as left-over and expired materials!
- Replace standard fluorescent lights with low or no mercury fluorescent lights.
- Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.
- Use recycled oil for vehicles/equipment.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Replace toxic permanent ink markers/pens with water-based ones.
- Print promotional materials with soy or other low-VOC inks.

- Use natural or low emissions building materials, carpets or furniture.
- Use electric (not gas) powered tools.
- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- Use high-efficiency paint spray equipment.
- Do business with other "green" vendors or services, such as certified Bay Area Green Businesses (see full listings at www.greenbiz.abag.ca.gov).
- Use or invest in renewable energy (ask your local utility or the Center for Resource Solutions at 415/561-2100 or www.resourcesolutions.org).

Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program:

- Specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.
- Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to minimize pest attractants and harborage.
- Other: _____

4. Recycle/reuse 3 of the following potential pollutants (please see measures required by law in "Green Notes" box on next page):

- Excess paint/solvents (keep only what's needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- Used copier toner cartridges (take back to supplier or send back to manufacturer for recycling or refilling).
- Ink jet cartridges (send or take back for recycling or refilling).
- Car fluids from company vehicles.
- Other: _____

GREEN NOTE:

The following materials are considered to be hazardous universal wastes, and must be recycled:

- ◆ Spent fluorescent light tubes.
- ◆ Electronic equipment (computers, cell phones, pagers, etc.).
- ◆ Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: www.rbrcc.org)

For more information, contact your county's household hazardous waste program.

5. Reduce vehicle emissions in 3 ways:

- Make transit schedules, commuter ride sign-ups, etc. available to staff. Get help from www.511.org using their "Ridematch Tool."
- Join the Air District's "Spare the Air" program (see box below) to notify staff of "Spare the Air" days.
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Link trips to run all errands in one outing.
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Other: _____

GREEN NOTE:

An improperly tuned car produces 10-15 times more pollution than a tuned one.

Each person driving alone to work creates more than 2 tons of auto exhaust each year. If every commuter car in the U.S. carried just one more passenger, we would save 600,000 gallons of gasoline and reduce air emissions by 12 million pounds of carbon dioxide every day!

Additional Measures for Company-owned Vehicles

- Convert vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).
- Keep vehicles well maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- Routinely check for leaks and establish a "ground staining" inspection routine.
- Carefully plan delivery routes to eliminate unnecessary trips.

Additional Measures for Larger Employers

- Offer lockers and showers for staff who walk, jog or bicycled to work.
- Offer secure bicycle storage for staff and customers.
- Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- Set aside car/van pool parking spaces.
- Provide commuter van.
- Encourage bicycling to work by offering rebates on bicycles bought for commuting.
- Offer a shuttle service to and from bus, train and/or light rail stops.

SPARE THE AIR PROGRAM

Spare the Air Days are called in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District's website at www.SparetheAir.org.



LAFAYETTE LIBRARY AND LEARNING CENTER GREEN BUILDING FEATURES

Based on LEED (Leadership in Energy Environmental Design) and Build It Green checklists

The Site

- Access to public transportation (bus and BART)
- Access to pedestrian walkways linking LLC to schools and downtown
- Bicycle storage on-site
- Parking on-site
- Landscape and exterior design to reduce site heat islands
- On-site stormwater management and treatment

Landscaping

- Water-efficient landscaping to reduce water use by 50%
- Shade trees and additional street trees
- Plantings grouped by water needs
- High-efficiency irrigation system with low-flow drip, bubblers, and sprinklers

The Building

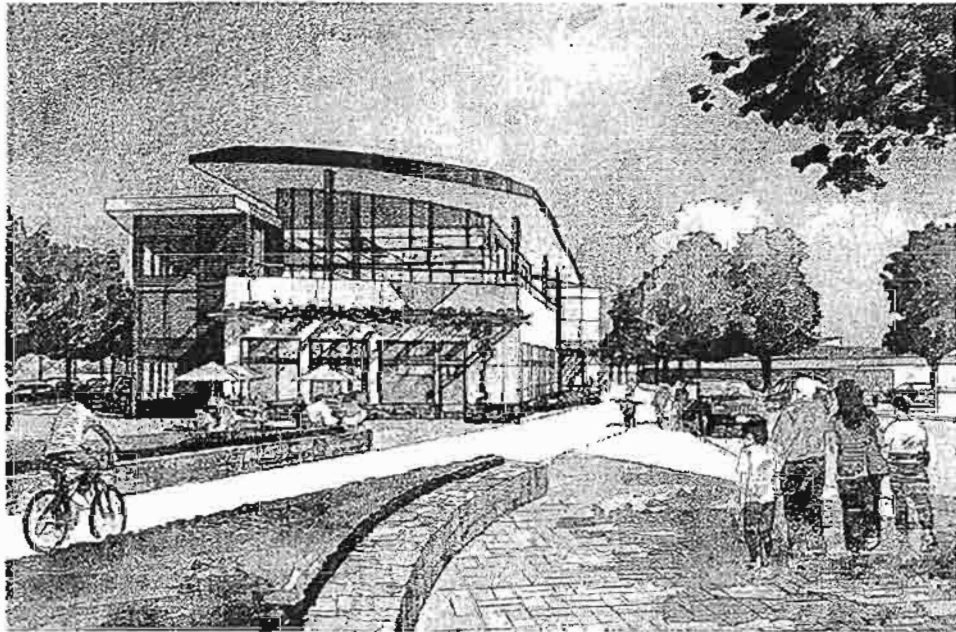
- Renewable Energy
 - 42kW photovoltaic (solar) panel system to reduce building's energy demand
 - Very-low ozone depletion refrigerants
- Exterior
 - Recycled leak siding
 - Durable granite walls
 - Vertical fin walls to reduce interior solar heat gain and air conditioning load
 - Aluminum sunshades to reduce interior glare, air conditioning load, and artificial lighting
 - Trellis on West Reading Deck to reduce interior solar heat gain and air conditioning load
- Interior
 - Clerestory windows and skylights for natural light to reduce use of artificial lighting
 - Thermally-broken insulated glass windows to reduce heating and cooling load
 - Clear glass windows with low-e coating to optimize natural light while reducing heat gain
 - Large window areas with interior and exterior sun control devices
 - Occupancy sensors to turn off lighting in unoccupied rooms
- Materials
 - Recycled content materials
 - Low-odor / zero-VOC (volatile organic compounds) paint
 - Green label (low emissions) carpeting
 - Low-emission adhesives, sealants, and composite wood
- Building Systems
 - Floor HVAC (heating and air conditioning)
 - Lower air pressure to reduce energy use for fans
 - Less demand on temperature control because air is closer to patrons than to ceiling

During Construction

- Construction waste and debris (50-75%) reused or recycled and diverted from landfill
- Erosion and sedimentation diversion measures

Our New Library: A Model of Sustainable Design

- Significant green-building features
 - Storm water management
 - Energy Star-rated roof
 - High-performance glazing
 - Daylight-harvesting controls
 - Photovoltaic-installation-ready infrastructure
 - Recycled and regionally manufactured materials
 - Energy-efficient heating, cooling, lighting and under-floor HVAC distribution
- Objective: Leadership in Energy and Environmental Design (LEED) Certification
- Operational cost payback: Less than 16 years



Green Measures at the Orinda Library

- Low-emittance (Low-E) / energy efficient windows throughout the library - prevent heat and ultra-violet (UV) rays from passing through glass to keep heat in during the winter and out during the summer.
- Low VOC (volatile organic compounds) furniture finishes let off minimal VOC pollutants.
- Lighting throughout the library was the most energy efficient at the time of build (2001).
- Regular (weekly) recycling of paper materials through the county.
- Library staff reuses paper and other items as much as possible to reduce level of paper and plastic being used throughout the library.

Danville's Library Building "Green" Measures

1. Building Measures: (per Chris McCann, Senior Planner, 11/1/07)

While the town does not have a formal "Green Building" program in place that is certified for the LEEDS program, the staff is becoming trained and knowledgeable in many "green" building practices and incentive programs. The Town does have many "green" practices in daily business operations as well as recycling and construction activities.

The town built Danville's Library in 1996 and it was designed to meet Title 24 Building Code requirements. Here is a sampling of what the building has:

- **Timed Lighting Systems** that gradually lower the light levels during closure. All public buildings in Danville have light switches that turn off when the room is empty and computers go dormant when not in use after a certain period of time as screens are high energy-users and this close-off is a real energy saver.
- **Low-E Glass in Windows** that saves energy, however, the windows are very large for capturing maximum daylight for reading.
- **Irrigation System** and landscaping were designed well to be especially efficient and less water-consuming.

Regarding building upgrades, no capital projects are slated for the immediate future for the Library.

2. Library Operations: (per Seng Lovan Norem, Danville Sr. Branch Librarian, 11/5/07)

- Staff members recycle paper, cardboard or aluminum cans whenever possible. These recycling options are available on site with many paper recycling containers in the public and staff areas. If paper is partially used, we encourage staff to reuse sheets for scratch paper.
- The Contra Costa County Library system has also developed a battery recycling program for all community libraries to dispose of used batteries.
- Friends of the Danville Library operates a used book store where residents can donate gently-used books that are available for resale, thereby reducing the number of discarded books.

Question from Eleanor for the Commission:

Are we trying to achieve LEED (Leadership in Energy and Environmental Design) Certified Libraries that feature recycled materials, water-efficient landscaping and plumbing, low-energy lighting and heating that will use "green" electrical power?

Resolution in support of full funding of the Public Library Foundation (PLF)

WHEREAS the Governor and State Legislature established the Public Library Foundation (PLF) in 1982 to support public library baseline services with an annual revenue allocation from the general fund starting in fiscal year 1983/84; and

WHEREAS, the Legislature found and declared that it is in the interest of the people and of the State that there be a general diffusion of information and knowledge through the continued operation of free public libraries. Such diffusion is a matter of general concern inasmuch as it is the duty of the State to provide encouragement to the voluntary lifelong learning of the people of the State; and

WHEREAS, the Legislature further found that the public library is a supplement to the formal system of free public education and a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses, and a resource for continuing education and reeducation beyond the years of formal education, and as such deserves adequate financial support from government at all levels; and

WHEREAS, library usage throughout California and Contra Costa County continues to increase as customers obtain the information they need from credible sources, and

WHEREAS, these funds can be used to meet local priorities for library services, programs, services and collections; and

WHEREAS, PLF received a \$7,000,000 augmentation in FY 2006-07 which was eliminated in the FY 2007-08 budget along with an additional \$1,000,000 augmentation as approved by the Legislature which resulted in a revenue reduction of approximately \$175,000 for the Contra Costa Library and \$20,000 for the Richmond Public Library; and

WHEREAS full funding of \$101,159,000 would have provided an additional \$2,163,000 for Contra Costa Library and \$239,000 for Richmond Public Library; and

WHEREAS, PLF allocates revenue to the 181 public libraries based on a formula that includes population, but has never been fully funded and in the current fiscal year per capita funding of PLF is less than it was over 20 years ago; and

WHEREAS, between fiscal years 2000-01 and 2004-05 funding was slashed by 75%; and

NOW, THEREFORE BE IT RESOLVED, that the Contra Costa County Mayors' Conference urges the Governor to make libraries a priority by at least restoring the previous augmentation, and to consider fully funding the Public Library Foundation in the 2008-09 budget; and

THE CONFERENCE FURTHER REQUESTS, that the Senators and Assemblymembers who represent Contra Costa County, support full funding for the Public Library Foundation.

Passed and adopted by a unanimous vote this day of , 2008.

Chair
Contra Costa County Mayor's Conference

Information Security at Contra Costa County Library

Laura McKeegan
Information Systems
Programmer Analyst III

Information Security

- ♦ Patron Privacy
- ♦ Data Security

Information Security

- ♦ Patron Privacy

Public Computers

- ♦ Software restores the hard drive to original state on every reboot.
- ♦ Utilities delete Internet history and cookies on logout.
- ♦ Password storage is turned off.
- ♦ Virus prevention software is installed
- ♦ Virus detection files are updated daily.

Print and Time Management

- ♦ Patron information regarding computers used and time used is purged every night.
- ♦ Information about what pages or programs are accessed is not logged.
- ♦ Patron print jobs are deleted after printing (unless patron elects otherwise). Forgotten and saved jobs are deleted after 2 hours.

Wireless Hotspots

- ♦ Patrons are not required to enter any personal information to use the Internet hotspots.
- ♦ Information about what pages or programs are accessed is not logged.

Information Security

- ◆ Data Security

CARL Circulation system

- ◆ All patron and transaction data is kept on a Tandem server. The Tandem hardware is used by most banks and is very secure.
- ◆ All regular staff that need access to the system have individual passwords. Volunteer / student staff have read only access.
- ◆ We do not keep a history of patron transactions (titles borrowed).
- ◆ Patron data is not downloadable by staff.

Electronic Card Registration

- ◆ Information submitted via online registration is secured using an SSL certificate from GeoTrust.
- ◆ Registration data is sent via email to the County's General Services department for card printing and mailing.

Unique Management Service

- ◆ Collection agency that ONLY works with libraries, and is very aware of customer confidentiality concerns.
- ◆ We send customer's personal contact information and amounts owed weekly for patrons that owe more than \$50 in lost fees or fines.
- ◆ We do not send title information and customers are always referred back to the library with questions.

Civic Technologies

- ◆ GIS database that works with libraries to provide statistical and planning information.
- ◆ We have given Civic Technologies(GIS) patron card numbers and addresses, but no names.

Security in general

- ◆ We do not currently collect or save any credit card information.
- ◆ We do not download patron data to laptops or PCs for use outside the library.
- ◆ Access to all library data from outside the library is only available with a County Virtual Private Network token.
- ◆ Entire network is protected by a Cisco PIX firewall.
- ◆ Public and Staff computers are located on different subnets.
- ◆ Currently in the process of an IT audit with the County. The audit will look at all aspects of the library's information security and make recommendations if needed.