CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 1

MEETING DATE: Thursday, May 28, 2015
AGENDA ITEM #: 6
ITEM: ACCEPTANCE OF MINUTES

RECOMMENDED ACTION:

Commissioners will approve or amend the minutes of the meeting of March 26, 2015.
MEETING OF THE LIBRARY COMMISSION
Minutes

DATE: Thursday, March 25, 2015

1. CALL THE MEETING TO ORDER
Commission Chair alternate, Kathy Fuller (City of Martinez), called the meeting to order at 7:08 p.m. At approximately 7:15, Commission Vice Chair Janice Woo arrived and conducted roll call.

2. COMMISSION BOOKSHELF

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
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<tr>
<td>All's Fair: Love, War and Running for President</td>
<td>Mary Matalin and James Carville</td>
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<td>Anatomy of Greed: the Unshredded Truth from an Enron Insider</td>
<td>Brian Crucer</td>
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<td>Busted: A Tale of Corruption in the City of Brotherly Love</td>
<td>Wendy Ruderman and Barbara Laker</td>
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<td>Michael Palin</td>
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<td>Around the World in 80 Days</td>
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<td>Conspiracy of Fools: A True Story</td>
<td>Kurt Eichenwald</td>
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<td>The Everything Store: Jeff Bezos and the Age of Amazon</td>
<td>Brad Stone</td>
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<td>The Last Train to Zona Verde: My Ultimate African Safari</td>
<td>Paul Theroux</td>
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<td>Lady Blue Eyes: My Life with Frank</td>
<td>Barbara Sinatra</td>
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<td>For God, Country and Coca-Cola</td>
<td>Mark Pendergrast</td>
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<td>Once Upon a Time in New York: Jimmy Walker, Franklin Roosevelt and the Last Great Battle of the Jazz Age</td>
<td>Herbert Mitgang</td>
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ROLL CALL

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Library Commission Minutes
January 22, 2015

Ruehlig Walter
Sakata Karen
Scott Bryan
Sison Ruth
Smith Alan B.
Taherian Suzy
Vaid Dr. Pramod
Valdez Margie
Waterson Judi
Woo Janice
Woodrow Don

Library Commissioner
Library Commissioner
Library Commissioner
Library Commissioner
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Library Commissioner
Library Commissioner

City of Antioch
Office of Education
CCC District 3 (Alternate)
Contra Costa Community College District
CCC District 4
Town of Danville
CCC District 3
Central Labor Council
City of Concord
City of El Cerrito
CCC District 1

x
x
x
x

Total Commission positions: 29
Commission positions filled: 24
Commission positions vacant: 5
Commission quorum: 15

With 19 Library Commissioners present, a quorum was established.

VOTING

According to the By-Laws of the Library Commission, in order for a vote to pass, a majority of the city representatives and a majority of the County representatives must approve it. Upon reauthorization of the Library Commission, the five special appointees to the Library Commission draw lots to determine whether their votes count with the cities or the County. Through June 2016 the special appointees will be counted as follows:

Three representative votes count with the County:
- Friends Council
- Contra Costa Council
- Contra Costa Community College District

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

4. INTRODUCTIONS

None.

5. ITEMS FROM THE PUBLIC

Lisa Chow, District IV Representative for Supervisor Mitchoff, introduced herself.

6. ACCEPTANCE OF MINUTES

Commissioners accepted the Minutes from the January 22, 2015 meeting.

*Recorded votes –

AYES: Cip Ayalin, City of Hercules; Katherine Bracken, City of Pleasant Hill, Vivian Faye, City of Brentwood (Alternate); Kathy Fuller, City of Martinez; Leanne Herrick, City of Pittsburg (Alternate); Mary Ann Holsington, City of Lafayette; Lisa Kennedy, CCC District 5; Yvonne LaLanne, City of Walnut Creek (Alternate); Jessica Lawler, Friends Council; Kathy Magann, City of Pinole (Alternate); Lynn A. Meisch, City of Walnut Creek; Julia Miner, CCC District 2 (Alternate); Charlene O’Rourke, City of Pinole; Laurie Phillips, City of Lafayette (Alternate); Bryan Scott, District 3 (Alternate); Ruth Sison, Contra Costa Community College District; Alan B. Smith, CCC District 4; Dr. Pramod Vaid, CCC District 3; Margie Valdez, Central Labor Council; Judi Waterson, City of Concord; Janice Woo, City of El Cerrito; Karen Sakata, Office of Education; Walter Ruehlig, City of Antioch.

VACANT: Contra Costa Council; City of Orinda; City of Richmond; City of Pittsburg; City of San Pablo; City of San Ramon;

NOT PRESENT: Joyce Atkinson, City of Clayton; Jeanne Boyd, City of Clayton (Alternate); Sonia Bustamante, City of San Pablo (Alternate); Andrew Gabriel, City of Hercules (Alternate); Karen Giulian, City of Oakley (Alternate); Mary Joseph, City of Oakland; Laurie Phillips, City of Lafayette; Gayle Kindall, City of Martinez (Alternate); Andy Kivel, Contra Costa Community College District (Alternate); Rodger Lux, Town of Moraga Charlene O’Rourke, City of Pinole; Tom Panas, City of El Cerrito (Alternate); Diane Riise, CCC District 2; Suzy Taherian, Town of Danville; Don Woodrow, CCC District 1.

7. APPROVAL OF AGENDA

Commissioners* approved the agenda for the meeting of January 22, 2015.

*Recorded votes –

AYES: Cip Ayalin, City of Hercules; Katherine Bracken, City of Pleasant Hill, Vivian Faye, City of Brentwood (Alternate); Kathy Fuller, City of Martinez; Leanne Herrick, City of Pittsburg (Alternate); Mary Ann Holsington, City of Lafayette; Lisa Kennedy, CCC District 5; Yvonne LaLanne, City of Walnut Creek (Alternate); Jessica Lawler, Friends Council; Kathy Magann, City of Pinole (Alternate); Lynn A. Meisch, City of Walnut Creek; Julia Miner, CCC District 2 (Alternate); Charlene O’Rourke, City of Pinole; Laurie Phillips, City of Lafayette (Alternate); Bryan Scott, District 3 (Alternate); Ruth Sison, Contra Costa Community College District; Alan B. Smith, CCC District 4; Dr. Pramod Vaid, CCC District 3; Margie Valdez, Central Labor Council; Judi Waterson, City of Concord; Janice Woo, City of El Cerrito; Karen Sakata, Office of
ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS

Bryan Scott (CCC District 3, Alternate) discussed a fundraising campaign for the Brentwood library. Their goal was to get 100 people to write checks for $100.00 each. Over 130 donations were generated during the campaign. This was a rather easy way to raise some “seed money” for the Foundation. Commissioner Scott would be happy to talk to any others about how to conduct a similar campaign.

Mary Ann Hoisington (City of Lafayette) shared upcoming programs at the Lafayette Library such as “Let your Library card be your passport.” They are having a promotion with Fodor’s Travel in May 28 and May 29, 2015. The Editor of Fodor’s Travel will be speaking on May 28th.

Walter Ruehlig (City of Antioch) shared that Travis Credit Union is conducting a presentations at the Library with recent and upcoming programs such as “Solving the Mystery of Credit Reports” and “Who’s Got Your Number?” regarding identity theft. The library is also featuring programming for the “Kids Read” event for the 3rd year in a row, thanks to the Friends and a grant from Target Stores.

Commissioner Herrick (City of Pittsburg, Alternate) talked about the Pittsburg Library’s Citywide Read featuring one book for younger children and one for older children.

Commissioner Smith (District 4) talked about an upcoming California Public Library Association (CPLA) workshop in Saratoga where Susan Hildreth will be the principal speaker. Susan Hildreth is the Executive Director of Califa, and formerly the Director of the Institute of Museum and Library Sciences. The California State Library is inviting 37 new assembly members and Senators to come over to the State Library to see what libraries do on April 29, 2015.

Commissioner Waterson (City of Concord) shared that workshops for free tax preparation help are being held at Concord through April 14, 2015.

Commissioner O’Rourke (City of Pinole) The Pinole recently pledged their annual giving to the library with a portion to go towards a LEGO program that will be scheduled for Saturday mornings.

Commissioner Sison (CCC College District) shared that the Diablo Valley College Art Exhibit “Spring into Art” will be held at the DVC Library March 16 – May 1, 2015. An artist’s reception will be for 20 artists will be held April 11, 2015, 1pm-3pm.

CORRESPONDENCE

Commission Vice Chair Woo directed the commission to the correspondence. Commissioners had no comments.

COUNTY LIBRARIAN REPORT

County Librarian Hudson shared updates on various recruitments and staff changes in process. Paula MacKinnon, Information Systems Project Manager, has accepted the position of Deputy Director of Califa, and will be working for Susan Hildreth, former California State Librarian. Kathy Middleton, Acting Deputy County Librarian: Public Services, has accepted the position of Assistant Director of Public Services at Sacramento
Public Library. The library currently has 35-37 vacancies with interviews scheduled for the Community Library Manager positions at the Martinez, Moraga, Kensington, Oakley, and San Pablo libraries in the next few weeks. The recruitment has closed for Collection Development and Technical Services Manager with hopes to fill in by summer. New Librarians have been hired for Juvenile Hall and Moraga.

The three Library-A-Go-Go machines are now working, located at the Pittsburg and El Cerrito BART stations and the Discovery Bay Shopping Center in Brentwood. They were challenging to get working again, and keep working, but all three are now operational after Library Automation staff has worked on them for several months. Commissioner Hoisington (City of Lafayette) asked if the machines have a warranty. County Librarian Hudson replied that the machines are not under warranty and the company that manufactured them has gone out of business. The company that now can service the machines is in Italy, and it can be challenging to get them serviced through translations and video conference. All machines are very useful when operational.

Many commissioners expressed interest in attending the American Library Association conference in San Francisco, June 25-30, 2015. The Library is intending on sending full registration, all four days, for those Commissioners who asked to attend. Approximately 90 library staff members are attending at least one day of the conference. We will stagger the days of staff attendance so that libraries are adequately staffed. The preview program is listed on the ALA website.

San Ramon is still working on plans for their renovation and remodel, planning to close in August or September 2015 to start the remodel which will coincide with the start of the school year. The San Ramon Library is expected to be closed for 12-15 months and Dougherty Station Library’s hours will be extended during that time. A small outlet space, most likely in the San Ramon Community Center, will be opened for patrons to pick up holds, use a computer, or other quick service items.

San Pablo Library has pre-issued their bond to build new facility. This work should start in October 2015. The San Pablo Library will not be closed for any length of time though, as the new facility can be worked on while the current one is open.

There are some timing challenges for the new facility for the Pleasant Hill Library. The City, County, and Task Force continue to review options for a new building location, funding mechanisms for a new facility, and ongoing operational costs for a larger building. We are still many years out from a new Pleasant Hill Library.

County Librarian Hudson has met with Assembly member Tony Thurman’s staff in Oakland. The Library’s Literacy Program Manager attended as well to talk about putting money back in the budget for libraries.

Commissioner Hoisington (City of Lafayette) asked if the County Librarian reports to the County Board of Supervisors about all libraries activities. County Librarian Hudson shared that Board members are kept apprised of large issues happening in their districts.

11. OLD BUSINESS

Commissioner Smith (CCC District 4) remarked that SB 1455, Senator Mark DeSaulnier’s Library Facilities bill, did not go forward and Senator Lois Wolk is taking off from what Senator DeSaulnier did and introduced SB683, which is still being worked on by her staff.

Budget news in Sacramento has been quiet. Commissioner Smith drafted a letter to Governor Brown after gathered information from Laura Seaholm, the Literacy Manager in Project Second Chance as well as the CLA Legislature Commission Chair, and Commissioner Chair Lum (Town of Moraga). California Library Association will soon be coming out with a major letter writing campaign about literacy. The letter was distributed to other commissioners as a template for their use. Commissioner Smith recommends that other commissioners mail their letters to Sacramento by May to increase their awareness of the needed investment in literacy.
Commissioner Smith reported at the last meeting that Greg Lucas, State Librarian said that the waiting list is 4000 for literacy tutors around the state. There is now a waiting list of 4600.

NEW BUSINESS

County Librarian Hudson said that at the last Commission Meeting, Linda Martinez, Administrative Services Officer-Budget and Finance, shared the budget that the library will be submitting for approval to the Board of Supervisors. April 21, 2015 is the scheduled date for the budget hearing by the Board of Supervisors. The library anticipates an approximately $1.5 million increase from an approximately 6% increase in property tax. A portion of the money will go towards increased staffing costs. The library is also changing some staff positions, deleting some and adding some, such as adding a manager for the Martinez library, and added a new Library Specialist that will oversee Children's Services. Some manager positions that were formerly 32 hours per week have been increased to 40 hours per week so we have a better chance of recruiting and retaining those staff members. Another portion of the money goes to facilities services, such as janitorial services and getting light fixtures repaired. The library will increase funding to collections with an additional $400,000 towards popular materials, audio/visual and increasing language other than English collections.

The Library will be looking at piloting new collections, such as the “Lucky Day” collection, which will be popular titles that is designated not to trigger holds, so that it is on the shelf for someone to happen upon, and check out. “Lucky Day” collections can oftentimes be leased instead of purchased by libraries.

Some funding will be put towards additional electronic resources such as downloadable magazines or language learning software. Additional funding will go towards some refurbishment of facilities, such as new public services desks that are ADA accessible.

The total proposed budget is under 28 million, ($27,878,964) with 174.7 Full Time Equivalent (FTE) to provide services for 26 public libraries and two juvenile hall facilities. This budget still has to be approved by the Board of Supervisors.

Commissioner Smith (CCC District 4) asked if there’s a way that the commissioners can see the presentation that County Librarian Hudson gave to the Board of Supervisors regarding the budget or is there a chart of revenues and expenditures that can be reviewed. County Librarian Hudson replied that she is not making a presentation to the Board for the budget this year but can create this chart for the Commission.

County Librarian Hudson said that the totals are not that far off from previous years. There’s a big sum of money coming in is from property tax, a small portion from the state, some from city partners for extra hours, and then most of the rest goes to collection development and facilities. The Library tries to balance that money as best it can between 35 hours for the branches, attracting and retaining staff, and keeping facility spaces safe and secure and updating information technology.

Commissioner Smith (CCC District 4) stated that last year it was challenging to get enough money for the Walnut Creek Library hours to be covered. The city of Walnut Creek has two libraries with 21 hours paid for by the city. Measure Q covered in the past, but now that money has run out. There is not yet a conclusion to hours for these libraries yet. Commissioner Melsch (City of Walnut Creek) asked if city sales tax may be the best solution.

County Librarian Hudson shared that the City of Walnut Creek operates on a 2 year budget. During last year’s budget cycle, the city allocated enough money to cover all of the extra hours for two years. The city of Walnut Creek has pulled together a Working Group that is composed of our commissioners, County Librarian Hudson, Friends members from Walnut Creek and Ygnacio Valley Libraries, city staff, and a consultant to come up with additional ideas on how to raise the money to maintain the extra hours for both libraries that are open 56
hours per week. Thirty five of those hours are paid for by the County like all other facilities, 21 hours at both locations are paid for by the City. The previous sales tax measure, Measure Q, accumulated enough money every year for the City to pay for the extra hours and facility costs. Some of the money was stockpiled while the library was closed for the remodel. That money has now run out, and the city working on a conclusion for how to fund those 21 hours. The Working Group has put together a document that is going before the City Council of Walnut Creek in late Spring of this year. Suggestions include using money from the “library parking” specifically for library hours; working with the Friend and Foundation to allocate money that would have gone to collection development to pay for open hours instead; and working with the Foundation to ask them to cover some capital costs such as the replacement of technology so that the City can use those funds to cover hours.

Commissioner Woo (City of El Cerrito, Alternate) asked about collection development costs. County Librarian Hudson replied that print materials costs are stable and include processing for the most part to relieve staff time. Electronic resources are different, depending on each provider, some may charge significantly more than a hardcover book for an electronic book. Most eBooks cost as much or more than a hard copy. An example is that a new title maybe as high as $82.00 for the eBook version, and $130.00 for an audio book on CD.

Commissioner Fuller (City of Martinez) stated that these prices are outrageous for eBooks. Colleges are being charged more than the price of a physical book. County Librarian Hudson said that eBooks still have one use per person, and the Library doesn’t own the book, but has the right to loan it out. Some expire after being checked out for a set number of times.

12. PREDICTING SUCCESS TOOL KIT

Gail McPartland, Deputy County Librarian: Public Services, provided an overview of the Predicting Success Toolkit. A copy of the toolkit was provided to each commissioner. The background on this is that in 2012 there was a Predicting Success presentation to the Library Commission from Brown-Miller and Associates, who worked with the Library to create the toolkit. The toolkit can be used for working with your city groups or Friends groups. What led to the need for the Predicting Success toolkit was assessing the best programming for the libraries. The Library found that it needs to understand its communities better. The first part was research, census data, demographics, and taking that information to find the community’s key informants and begin key informant interviews. Predicting Success helped to indentify programs that will be a successful match to the data. Success was measured by impact to the community, not just numbers.

2015 Infographics

County Librarian Hudson distributed copies of the 2015 Infographic that was mailed to all of the city managers along with the annual report and city letters. County Librarian Hudson reviewed Countywide data on the Infographic. The Countywide annual report and individual library reports and Infographics will be emailed to all commissioners by County Librarian Hudson. The goal is to have the Countywide info graphic on one side and the individual library information on the other side of the printed version.

Commissioner Smith questioned that there are 10,000 volunteer hours noted. In the past 80,000 volunteer hours were usually the standard. County Librarian Hudson replied that she believed this amount does not include the Friends volunteers, just the library volunteer hours. Some further discussion followed around print copies being made available at branch locations, costs for the printed versions, and if a smaller version could be created for use as a bookmark.

San Ramon Jazz Collection

County Librarian Hudson said that at the last meeting one of the commissioners asked what will happen to the San Ramon Jazz Collection while the library is closed for remodeling in fall 2015.
Commissioner Herrick (City of Pittsburg, Alternate) asked if the collection can travel to other libraries like an art display, staying at other libraries for 2 or 3 weeks. Commissioner Faye (City of Brentwood) said that Brentwood is interested, as they have a jazz festival. Commissioner LaLanne (City of Walnut Creek, Alternate) asked what happens to the San Ramon regular collection while that location is closed. Deputy McPartland answered that the materials are changed in the catalog so that they cannot be placed on hold and they are stored offsite. Usually the storage units are similar to the Pods brand of storage, big enough to wheel entire shelving units into the storage unit. The containers go to a storage facility.

County Librarian Hudson described the jazz collection as containing books, CDs and a few other formats. The shelving area takes up perhaps a 12 foot section of shelving. Commissioner LaLanne (City of Walnut Creek, Alternate) asked if the collection could be changed to floating. Commissioner Fuller (City of Martinez) said one would assume that the collections needs quite a bit of space and monitoring. Commissioner Fuller (City of Martinez) suggested that the Library advertize that the collection is traveling. Commissioner Hoisington (City of Lafayette) asked how patrons find the jazz collection now. County Librarian Hudson replied that searching the catalog for “jazz” and use the San Ramon location code would bring up the collection. When items are in storage, they cannot be placed on hold in the catalog.

AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

May 28, 2015 meeting:
- Countywide Friends Meeting Report
- Sample of annual report from this year and several years back and discussion around updating our annual report template
- Potential ALA Programs that may be of interest for Commissioners that have not previously attended.
- Social networking for advocacy

13. ADJOURNMENT TO THE July 23, 2015 LIBRARY COMMISSION MEETING
Commissioners adjourned the meeting at 8:55 p.m.

 Submitted by Jessica Hudson
County Librarian, Contra Costa County Library