MEETING OF THE LIBRARY COMMISSION  
AGENDA

DATE: Thursday, November 15, 2012
TIME: 7:00 p.m.
LOCATION: Library Administration, Room C
75 Santa Barbara, Pleasant Hill, CA 94523
- Electronic agenda packet viewing is available at: http://guides.ccclib.org/commission
- Hard copy agenda packets are available for viewing at each Contra Costa County Library

The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 48 hours before the meeting, at (925) 646-6423.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Library Commission to a majority of members of the Library Commission less than 96 hours prior to that meeting are available for public inspection at Library Administration, 75 Santa Barbara Road, Pleasant Hill, CA 94523.

Library Commissioners, please call Corinne Kelly, Executive Secretary, at (925) 927-3206 by 5 p.m. Wednesday, November 14, 2012 if you will NOT be at the meeting. A quorum must be established before a meeting can be held. A record is maintained of Commissioner’s attendance.

1. 7:00 p.m. CALL THE MEETING TO ORDER
   The Library Commission Chairperson will call the meeting to order.

2. COMMISSION BOOK SHELF
   Library Commissioners can provide suggestions for current reading.

3. ROLL CALL

4. INTRODUCTIONS
   Visitors will have an opportunity to introduce themselves; self-introductions are voluntary.

5. ITEMS FROM THE PUBLIC
   Speakers from the audience may address the Library Commission on any relevant issue that is not scheduled for the agenda. Public comment can be made on agenda items when the item is discussed. Public comment is limited to three (3) minutes per speaker and speakers may fill out a speaker card. Public comment on agenda items can also be e-mailed to the Library Commission at ccclibcommission@ccclib.org to be received one day prior to the Library Commission meeting.

6. ACTION ACCEPTANCE OF MINUTES – Agenda Attachment 1
   Commissioners will approve or amend the minutes for the meeting of September 27, 2012.

7. ACTION APPROVAL OF AGENDA
   Commissioners will approve or amend the agenda for the meeting of November 15, 2012 and confirm time allocation for each agenda item.

8. ACTION ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS – Agenda Attachment 2
   Commissioners or Library staff may make announcements regarding the Library Commission and Library or Friends group activities of interest to other Library Commission members.

9. CORRESPONDENCE – Agenda Attachment 3
   Receipt and referral of Library Commission correspondence.

10. COUNTY LIBRARIAN REPORT – Agenda Attachment 4
    Barbara Flynn, County Librarian, will report on items of interest to Commissioners
11. 8:00 p.m.  NEW BUSINESS

A. HONORABLE CANDACE ANDERSEN, BOARD OF SUPERVISORS, DISTRICT 2

District 2 serves the communities of San Ramon, Danville, Alamo, Lafayette, Moraga, Orinda, Canyon, Rossmoor, Parkmead, Saranap and a portion of Walnut Creek.

B. PREDICTING SUCCESS GRANT – Agenda Attachment 6

Commissioners will learn the outcomes of the LSTA grant to apply market analysis principles to library programming. Highlights include innovative library programs, new partnerships and future opportunities to use market analysis in strategic planning and other library services.

C. LIBRARY COMMISSION MEETING DATES – Agenda Attachment 7

ACTION
Commissioners will confirm the meeting dates for 2013.

12. 7:35 p.m.  OLD BUSINESS

A. STATE LIBRARY FUNDING ISSUES – Agenda Attachment 8

ACTION
The Commission will address the current State Library funding.

B. ELECTION OF 2013 LIBRARY COMMISSION OFFICERS – Agenda Attachment 9

ACTION
Commissioners will have the opportunity to nominate additional candidates.
Commissioners will elect officers of the Library Commission.
- Commission Chair Melsch (Walnut Creek) nominated Commission Vice-chair Peck (Brentwood) for Chair
- Commissioner Smith (District IV) nominated Commissioner Fuller (Martinez) for Vice-chair

C. 2012 ANNUAL REPORT AND 2013 WORK PLAN– Agenda Attachment 10

ACTION
The Library Commissioner will review and edit the Draft 2012 Annual Report and 2013 Work Plan. The Commission will be asked to authorize the Chair and Vice-chair to review the final document and authorize that it be sent to the Board of Supervisors to satisfy advisory body requirements.

13. ACTION
AGENDA SETTING FOR NEXT MEETING and FUTURE TOPICS

Commissioners will suggest items for future meetings, including:
- Employment or career enhancement library assistance for job seekers
- Report from the State Library
- Look at ways the Library can meet the needs outlined in the State's Demographic report
- Patriot Act Update
- Purpose and duties as a Commission and compare it to the Strategic Plan
- Strategic Plan update and clarification of current draft
- Information on special library collections, reference directories, newspapers, and periodical sets (i.e., Walnut Creek’s Russian collection; Historical collection [climate controlled] and San Ramon’s jazz collection)
- Historical societies and the community library connections
- LAFCO report
- A County Counsel presentation to clarify the Commission’s role and what exactly they can do to help the Library as a Commission or what cannot be done as a private citizen
- Ways to increase book donations and sales for Friends of the Library
- Demographic Report from the State Library. Look at ways the Library can meet the needs outlined in the State’s report

14. 9:00 p.m.  ADJOURNMENT TO THE NEXT LIBRARY COMMISSION MEETING