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CONTRA COSTA COUNTY LIBRARY COMMISSION

A G E N D A

DATE: Thursday, November 17, 2005
TIME: 7:00 p.m.
LOCATION: Contra Costa County Library Headquarters
75 Santa Barbara Road, Pleasant Hill, Administration Conference Room C

 The Library Commission will provide reasonable accommodations for persons with disabilities planning to attend Library Commission meetings who contact Library Administration at least 24 hours before the meeting, at (925) 646-6423.

1. **7:00 p.m. CALL REGULAR MEETING TO ORDER**
The Library Commission Chairperson will call the meeting to order.
2. **COMMISSION BOOKSHELF**
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 all speakers must 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***
Approve or amend the minutes of the meeting September 22, 2005.
7. **ACTION APPROVAL OF AGENDA**
Approve or amend the agenda for the meeting of November 17, 2005.
8. **ITEMS OF INTEREST TO THE COMMISSION AND ANNOUNCEMENTS**
Commissioners or library staff may make announcements regarding the Library Commission and library or Friends group activities of interest to other Library Commission members including:
 - Viewing the State Library's DVD on literacy that features Project Second Chance's (PSC) literacy student, Kristi Klontz.
9. **CORRESPONDENCE - *Agenda Attachment 2***
Receipt and referral of Library Commission correspondence.
10. **REPORT FROM COUNTY LIBRARIAN - *Agenda Attachment 3***
County Librarian will report on items of interest to Commissioners.
11. **BAY AREA LIBRARY & INFORMATION SYSTEM (BALIS) LAY ADVISORY BOARD REPORT**
Information from the BALIS Advisory Board will be given on items of interest to Commissioners.
12. **7:20 p.m. OLD BUSINESS**

A. UPDATE ON THE RADIO FREQUENCY IDENTIFICATION (RFID) FEASIBILITY STUDY

- Agenda Attachment 4

At the November 18, 2004 Library Commission meeting, Commissioners learned about Radio Frequency Identification (RFID) and opportunities for the library's handling of material circulation. Patrick McClintock, Vice President of RMG Consultants, Inc. and Cathy Sanford, Deputy County Librarian: Support Services, will report on the Consultant's recommendations for RFID and materials handling/automated sorters implementation and will present highlights from the study.

13. 8:00 p.m. NEW BUSINESS

A. 2005 ANNUAL REPORT & 2006 WORK PLAN - Agenda Attachment 5

ACTION The Library Commission is required to submit an annual report and work plan to the Board of Supervisors to satisfy the County's advisory body annual report requirements. The Commission will consider the draft 2005 Annual Report and 2006 Work Plan.

B. DEWEY SUBJECT PICTOGRAMS- Agenda Attachment 6

Dewey subject pictograms were implemented at the Oakland Public Library to assist patrons with learning disabilities to navigate the shelves. At the suggestion of Commissioner Parker, the Commission will learn of the pictograms, which the Oakland Public Library produced with a grant from the State Library.

C. TIPS FOR FRIENDS MEMBERSHIP RECRUITMENT- Agenda Attachment 7

ACTION At the July 28, 2005 Library Commission meeting, Commissioners requested that recruitment methods for attracting new members to friends of the library groups and library foundations be shared.

D. CONTRA COSTA COUNTY LIBRARY FACILITY TOURS - Agenda Attachment 8

ACTION Commissioners will consider dates to tour Contra Costa County Library facilities.

E. NAME BADGES FOR COMMISSIONERS- Agenda Attachment 9

ACTION Commissioners will consider Library Commission identification badges.

F. CONSIDER 2006 LIBRARY COMMISSION DATES - Agenda Attachment 10

ACTION Commissioners will consider the proposed meeting dates.

14. ACTION AGENDA SETTING FOR NEXT MEETING

Commissioners will offer items to consider at their January 2006 meeting including:

- A presentation of the web portal by Sean Silas, Web Portal Specialist, Contra Costa County Office of Education.
- Live Homework Help demonstration. Contra Costa County Library is participating in the California State Library's 2005/06 "remote only" Live Homework Help pilot program with funding provided by a Library Services and Technology Act (LSTA) grant through a partnership with the Metropolitan Cooperative Library System.

15. 9:00 p.m. ADJOURNMENT TO THE NEXT LIBRARY COMMISSION MEETING

- Contact telephone number during meeting: (925) 646-6434
- **Library Commissioners**, please call **Corinne Kelly, Executive Secretary**, at (925) 927-3206 by 5 p.m. Wednesday, November 16, 2005 if you will NOT be at the meeting.