MEETING DATE: Thursday, July 23, 2015
AGENDA ITEM #: 11B
ITEM: ANNUAL REPORT STRUCTURE

RECOMMENDED ACTION:

Commissioners will continue the discussion on the format and information collected for their annual report.
Input from Library Commissioners for Accomplishing 2015 Work Plan Objectives

Action Item:

Individual commissioners are NOT being asked to carry out particular objectives. We just want your perspective on the four questions as they relate to your assigned objective. Feel free to chime in about any other objectives too.

a) What has the commission done thus far in 2015 to carry out the objective?
   • Learned that present funding available supports 35 hours of service at branch libraries. Some outlets are open fewer hours. Individual contracts for additional hours are negotiated between the CCC Library and the cities that pay for additional hours. At this time no specific increase in the cost of this funding is available.

b) What activities should the commission pursue to address the objective between now and the end of the year
   • The commission must continue lobbying efforts at the state-level for additional funding. Make BOS aware of programs and the need for funding. Make cities aware of the need for city financing of additional hours.

c) Recommend specifics about who should be doing what, when.
   • Letters to state legislators pointing out specific needs and opportunities need to be sent when appropriate. The commission should maintain contacts with county supervisors, stressing the advantage of a strong library system. Individual commissioners must maintain a working relationship with city staff and elected officials, and report to city councils to keep them aware of Commission activities and library programs, services and needs.

  d) How does the objective fulfill the duties and/or purposes stated in the commission’s bylaws.
   • This activity supports bylaws duties IV.F: "advocate and recommend the levels of funding..."

O.3. Recommend the levels of funding necessary to provide each level of service proposed

a) What has the commission done thus far in 2015 to carry out the objective?

b) What activities should the commission pursue to address the objective between now and the end of the year

O.6. Support City Reads programs

a) What has the commission done thus far in 2015 to carry out the objective?
   • Commissioners have shared information about One City, One Book programs that have or will take place in 2015.

b) What activities should the commission pursue to address the objective between now and the end of the year?
   • Obtain reports on the outcomes for each program.
   • Ascertaining the factors that determine why some libraries participate and some do not.
   • Articulate ways to support the programs in 2016.
c) Recommend specifics about who should be doing what, when.
   • Reports by library staff to be disseminated with the agenda packet when programming for a particular title is completed.
   • A presentation to the commission by library staff about how the decision to sponsor a city read is made, along with suggestions about what the commission can do to promote the program.
   • Commissioners submit ways to support city reads for inclusion in the annual work plan.

d) How does the objective fulfill the duties and/or purposes stated in the commission's bylaws.
   • This activity supports bylaws purpose III.D: "assist ... in providing library services."

O.8: Assist in the development of policies

a) What has the commission done thus far in 2015 to carry out the objective?

b) What activities should the commission pursue to address the objective between now and the end of the year?
   • Continue providing input.

c) Recommend specifics about who should be doing what, when.
   • Provide input earlier and in greater detail.

d) How does the objective fulfill the duties and/or purposes stated in the commission's bylaws.
   • This activity supports bylaws duties IV.E: "assist in the development of policies..."

O.17: Attend library workshops, seminars, trainings, and report on these to the Commission

a) What has the commission done thus far in 2015 to carry out the objective?
   • Members of the commission have attended the ALA conference in SF to stay informed on current library trends, and information to help support our library system."

b) What activities should the commission pursue to address the objective between now and the end of the year?
   • Attend CLA in November.

c) Recommend specifics about who should be doing what, when.
   • Members in ALA attendance report back on findings to the commission in meeting.

d) How does the objective fulfill the duties and/or purposes stated in the commission's bylaws.

O.21: Develop goals and objectives that may be undertaken by the Commission as an official body that directly address the Commission's purpose and duties as stated in its bylaws

a) What has the commission done thus far in 2015 to carry out the objective?

b) What activities should the commission pursue to address the objective between now and the end of the year?
   • Decide as a group which goals to keep for the next year, and which to remove or replace.

c) Recommend specifics about who should be doing what, when.

d) How does the objective fulfill the duties and/or purposes stated in the commission's bylaws.
   • This objective supports the entirety of the commission's bylaws.
Library Commission Proposed Work Plan / Objectives for 2015
Submitted to the Contra Costa County Board of Supervisors

Which objectives should we work on for 2015 report?
What exactly should we do to achieve the objective?
Which ones should we postpone?

Goal: Continue to advocate for and support increased funding
O.1: Support Library Friends fundraising activities
O.2: Continue to advocate with elected officials for financial support of libraries
O.3: Recommend the levels of funding necessary to provide each level of service proposed
O.4: Explore alternative methods of establishing stable and adequate funding
O.5: Continued support and participation at the branch/City level

Goal: Continue to promote, expand, educate, and support library services and programs for all of the communities
O.6: Support City Reads programs
O.7: Work with Library staff on local projects - supporting library services
O.8: Assist in the development of policies
O.9: Provide community input to the County Library
O.10: Promote collection development in languages other than English

Goal: Continue supporting/assisting Friends of the Library groups
O.11: Participate as members of Friends groups for community libraries
O.12: Document methods by which County communities have raised funds for facilities
O.13: Work with Friends and Foundations to attend their Board meetings

Goal: Continue to develop skills as a Library Commissioner and be actively involved
O.14: Participate in Library Commission meetings
O.15: Join/Renew Commissioner's CPLA (California Public Library Advocates) memberships
O.16: Provide reports about the Library Commission to City Councils, Friends, etc
O.17: Attend library workshops, seminars, trainings, and report on these to the Commission
O.18: Commissioner Smith (District IV) will continue to conduct Board Effectiveness Trainings
O.19: Participate in further trainings to understand what activities are allowable by law or County ordinance for the Library Commission
O.20: Schedule/hold regular meetings with individual Library Managers to increase communications and continue to learn about the Library
O.21: Develop goals and objectives that may be undertaken by the Commission as an official body that directly address the Commission's purpose and duties as stated in its bylaws