MEETING DATE: Thursday, September 5, 2013

AGENDA ITEM #: 12 C

ITEM: 2013 ANNUAL REPORT AND WORK PLAN FOR 2014

RECOMMENDED ACTION:

Commissioners will consider the Draft 2013 Annual Report and Work Plan Objectives for 2014.

Commissioners will suggest additional items to be added to the Draft 2013 Annual Report and Work Plan for 2014; Commissioners can submit items to ckelley@ccclib.org, or fax items to (925) 646-6461, before November 8, 2013.

The Draft 2013 Annual Report and Work Plan for 2014 will be available for Commissioners’ consideration at the November 21, 2013 meeting.
Library Commission 2013 Annual Report and 2014 Work Plan
Library Commission meets 4th Thursday of alternating months
Library Commission meets at Library Administration, 75 Santa Barbara Road, Pleasant Hill
Dr. Shirley Peck, Chair
Kathy Fuller, Vice-chair
Staff: Barbara L. Flynn, County Librarian

COMMISSIONERS COULD PROVIDE ADDITIONAL INFORMATION TO BE INCLUDED FOR THE FINAL ANNUAL REPORT AND WORK PLAN.

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1. Activities
   - Commissioners:
     o Provided information and reports to Library friends, foundations, and community library commissions and community library managers about library activities.
     o Provided information and reports as liaisons to the appointing agencies.
     o Participated in a Strategic Planning Town Hall Meeting.
     o Received a presentation on erki Library – the Library’s open source ebook platform.
     o Frequently served as board members and officers of Library friends, foundations, endowments, and community library commissions and are involved in friends’ membership recruitments, fundraising activities for community libraries, book sale volunteers, and assist with library programming including: city read programs, the annual Countywide Summer Reading Festival, and youth activities.
     o Decided not to have an outreach subcommittee of the Commission.
     o Received an update on the LAFCC (Local Agency Formation Commission) report.
     o Received a presentation on the Library budget for fiscal year 2013-2014.
     o Received a presentation on The Russian Collection at the Walnut Creek Library.
     o Attended Board of Supervisor, city councils, Mayors’ Conferences, and MAC meetings throughout the County and representing State Legislators’ meetings.
     o Attended Library 100th Birthday regional events.
     o Participated in the 100th Birthday Celebration on July 21, 2013.

2. Accomplishments
   - Commissioners:
     o Elected 2013 Library Commission Officers.
     o Sent letters to legislators supporting SCA7.
     o Commissioner Smith (District IV) spoke on behalf of the Commission during the Senate Governance and Finance Committee on SCA7.

3. Facilities
   o Commissioner Poulos (El Cerrito) worked with El Cerrito Rotary with landscaping issues and more for the El Cerrito Library
   o Commission Chair Peck (Brentwood) worked with Brentwood City Council on the Brentwood Library expansion project.
4. Attendance/Representation

The 29-member Library Commission is diverse and meets the Board of Supervisors' goal to maintain an ethnic, economic, and geographic balance. A wide range of ages is represented on the Library Commission.

All six meetings in 2013 achieved a quorum and many alternate Commissioners attend meetings in addition to the appointed Commissioner. (Attachment - attendance report)

5. Training/Certification

- Commissioners
  - Viewed and reviewed recordings on the Brown Act and Conflict of Interest as required by the Board of Supervisors.
  - Renewed membership in CALTAC (California Association of Library Trustees and Commissioners.)
  - Attended the April 30, 2013 Annual Training for County advisory board members, held in Martinez; focus was on compliance with the Brown Act
  - Commissioner Smith (District IV) attended BayNet annual meeting and the CBLA (California Public Library Advocates) workshop

Proposed Work Plan / Objectives for 2014:

Commissioners:

- **Goal: Continue to advocate and support for increased funding**
  - Objective: Support Library Friends fundraising activities
  - Objective: Continue to advocate with elected officials for financial support of libraries

- **Goal: Continue to promote, expand, educate, and support library services and programs for the all of the communities.**
  - Objective: receive an update on the Strategic Plan
  - Objective: receive a presentation on the Library's Remember & Go

- **Goal: Continue supporting/assisting Friends of the Library groups.**
  - Objective: Support Library Friends fundraising activities, increasing book donations, and sales
  - Objective: Participate as Friends members of community library

- **Goal: Continue to develop skills as a Library Commissioner and be actively involved**
  - Objective: Participate in Library Commission meetings
  - Objective: Regularly report back to city councils, Friends, and Library Managers on Library Commission information
  - Objective: Join/Renew CALTAC memberships for all Commissioners.
  - Objective: Attend library workshops, seminars, trainings, and report to the Commission

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