CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 7

MEETING DATE: Thursday, September 22, 2016
AGENDA ITEM #: 11B
ITEM: 2016 ANNUAL REPORT AND WORK PLAN FOR

RECOMMENDED ACTION:

No recommended action.
2016 Workplan Goals and Objectives
Commissioner Activity Activity Checklist

Goal: Continue to advocate for and support increased funding
- Support library friends and fundraising activities
- Advocate with elected officials for financial support of libraries
- Recommend levels of funding necessary to provide each level of service proposed
- Explore alternative methods of establishing stable and adequate funding
- Continue support and participation at branch/city level
- Advise BOS and CL on establishment of a countywide foundation, feasibility of increased private fundraising countywide

Goal: Continue to promote, expand, educate, and support library services and programs for all of the communities
- Support City Reads programs
- Work with library staff on local projects – support library services
- Assist in development of policies
- Provide community input to county library
- Promote collection development in languages other than English
- Increase use of county libraries by community members who have not typically utilized these resources (e.g., low-income, culturally and ethnically-diverse community members)

Goal: Continue supporting/assisting Friends of the Library groups
- Participate as members of Friends/Fdn groups for community libraries
- Document methods by which county communities have raised funds for facilities
- Work with Friends and Foundations to attend their board meetings

Goal: Continue to development skills as a library commissioner and be actively involved
- Participate in Commission meetings
- Provide reports about the library Commission to city councils, Friends, etc.
- Join/renew Commissioners’ CPLA (California Public Library Advocates) memberships
- Attend library workshops, seminars, trainings, and report on these to the Commission
- Commissioner Smith will conduct board effectiveness trainings to Commission
- Participate in further trainings to understand what Commission activities are allowable by law or county ordinance
- Schedule/hold regular meetings with individual library managers to increase communications and continue to learn about the library
- 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
- Advise the BOS and CL on progress toward implementation of the 2014-17 strategic plan, and of emerging needs to additional library services and recommend additional funding if required to fulfill strategic plan goals and objectives and meet emerging needs.

Other: ____________________________________________

Commissioner: ______________________________ Date: ______________________________
Email: ______________________________ Phone: ______________________________
Contra Costa County Library Commission
2017 Workplan

**Goal 1:** Assist in the provision of library services based on assessed public need

**Objective:** Monitor progress in achieving goals of 2014-17 strategic plan

**Action:** Review 2015, 2016, 2017 progress reports and/or final report by September 2017 and identify areas of success and continuing need

**Objective:** Advocate and recommend funding needed to increase library services in response to assessed county needs, to levels that at a minimum will meet or exceed California libraries’ current median income and expenditures per capita

**Action:** Identify targets and required funding for increasing service levels

**Goal 2:** Recommend ways to ensure stable and adequate funding

**Objective:** Advocate for state and federal funding for libraries

**Action:** Provide letters of support for library funding measures to local and county office holders for submission to state and federal representatives

**Action:** Advocate reduction in majority requirement for library-only ballot measures (from two-thirds to 55%) at the state level

**Objective:** Identify ways of increasing private support of the CC County library

**Action:** Explore methods, organizational models, gift sources and success of private fundraising by other libraries

**Action:** Study Contra Costa County’s private philanthropy profile

**Objective:** Understand reasons why CC County Library funding falls below state median per capita, and potential remedies (“Why are we where we are, and what can be done?”)

**Action:** Explore history of CC County Library funding, relevant state and local laws affecting county’s allocation to Library, county economic profile, etc.

**Action:** Explore potential for county property tax reallocation or for augmentation of library’s income from county government

**Goal 3:** Provide a link between community and CC County Library

**Objective:** Participate in community activities supporting local libraries

**Action:** Represent the commission with local “friends of the library,” library foundations, community library advisory groups, and other civic and community groups

**Objective:** Provide a forum for the public to express views regarding Library goals and operation

**Action:** Invite local public to attend five of the Commission’s six yearly meetings to be held at a community library or outlet library within each of the county’s five supervisorial districts

**Action:** Review and respond to letters received by the commission through the Library website or through other means

**Objective:** Provide feedback to County Librarian and/or Board of Supervisors regarding issues or concerns expressed by members of the community concerning Library services
Action: Report feedback received at commission meetings and through special report, as appropriate

**Goal 4: Revitalize functions and operation of CC County Library Commission**

**Objective:** Implement changes to commission by-laws and operating procedures approved by the Board of Supervisors and Mayors’ Conference

Action: Establish a productive working relationship with new County Librarian to put in place the Commission’s revised operating procedures

Action: Advocate for filling of commission vacancies

Action: Train new and refresh continuing commissioners on revised commission purpose, duties, and operations, including Brown Act and Better Governance Ordinance requirements

Action: Write 2016 annual report and draft 2017 work plan

Action: Hold annual election of officers in November 2017