CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 7

MEETING DATE: Thursday, November 17, 2016
AGENDA ITEM #: 11B
ITEM: 2016 ANNUAL REPORT AND WORK PLAN FOR 2017

RECOMMENDED ACTION:

No recommended action.
2016 Workplan Goals and Objectives

Commissioner 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

E.g. Request and review 2015, 2016, 2017 progress reports and/or final report by September 2017 and identify areas of success and continuing need

Objective: Advocate for county funding that responds to assessed county needs

E.g. Advise on service priorities and increased in funding required for expanded levels of service

Objective: Advocate for state and federal funding for libraries

E.g. Provide letters of support for library funding measures to local and county office holders for submission to state and federal representatives

E.g. Advocate for reduction in majority requirement for library-only ballot measures (from two-thirds to 55% at the state level)

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

Objective: Identify ways of increasing public and private support

E.g. Explore methods, organizational models, sources and results of private fundraising by CCCL and other libraries

E.g. Explore factors affecting CCCL’s public funding including history of relevant state and local laws affecting county property tax allocation, county economic profile, etc.

E.g. Explore potential augmentation of library’s income from county government

**Goal 3:** Provide a link between community and CCCL

Objective: Participate in community activities supporting community libraries

E.g. Represent commission with “friends of the library,” library foundations, community advisory groups, other civic/community groups

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

E.g. Review and respond to letters received by the commission through the Library website or through other means, and to public comment at meetings

E.g. Present feedback to CL and Board regarding concerns expressed by members of the community concerning CCCL as appropriate

**Goal 4:** Revitalize functions and operation of CCCL Commission

Objective: Implement changes to By-Laws and operating procedures, as approved by the Board

E.g. Establish a productive working relationship with new County Librarian

E.g. Advocate for filling of commission vacancies

E.g. Train/refresh new and continuing commissioners on revised purpose, duties, and operations, and Brown Act/Better Governance Ordinance requirements

E.g. Write 2016 annual report and draft 2017 work plan

E.g. Elect officers in November 2017
Library Commission meets 4th Thursday of alternating months
At Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553
Alan B. Smith, Chair; (Vacant) Vice Chair
Staff: Melinda Cervantes, County Librarian

I. Activities and Accomplishments
Commission members continued to (1) advocate for and support increased funding. At the local level, a number of members participated in “Friends of the Library” and foundation fundraising activities, and supported community libraries. Members also tracked state and federal library funding, and significant effort was undertaken to raise awareness of funding needs among elected officials. To this end, contacts were made with Assemblymember Jim Frazier’s staff, Senator Loni Hancock, Senator Steve Glazer, Assemblymember Susan Bonilla, Senator Jerry Hill, Assemblyperson Bill Dodd’s staff, and Congresswoman Barbara Lee. Contacts were also made with local city councils, city staffs, and county supervisors.

Notable efforts were made to: (a) advise the Board of Supervisors on the Library’s progress in implementing its 2014-17 strategic plan, and on funding levels required to meet needs identified in the Library’s 2013 “Community Assessment.” Members also began exploration of alternative methods for establishing stable and adequate funding, which might lead to establishment of a countywide foundation or other fundraising mechanism. This effort resulted in a 42-page report, Promoting Excellence in Library Services, approved by the full commission in July and submitted to the Interim County Librarian and Board of Supervisors with a number of recommendations for the Board and County Librarian. The commission’s additional 2016 goal to further study options for a strong centralized fundraising operation had to be put off for the year, due to members’ need to focus instead on (b) reauthorization issues raised by then County Librarian Jessica Hudson in her triennial review report. Commissioners’ work on this issue resulted in a report submitted to the Interim County Librarian and the Board, and subsequent reauthorization for a three-year term.

Both of the above major efforts (“a” and “b”) were accomplished through the work of two ad hoc committees authorized by the full commission to study and report back with recommendations. These smaller, focused committees proved to be an efficient and successful way for the commission to conduct its work.

Commissioners continued to (2) promote, expand, educate, and support library services and programs for all communities through participation in City Reads programs. Many members also worked with library staff on local projects and library services, however, high staff turnover reportedly made working with librarians challenging. Members have participated in the development of policies and provided community input. A number of commissioners worked to promote collection development in other languages as well as through Braille and Talking Books (one commissioner serves as president of the statewide Braille and Talking Book Council). Some activity has been undertaken to increase use of libraries by members of underserved communities.

The commission continued its efforts to (3) support/assist Friends of the Library groups by participating as members and attending board meetings. Some effort was reported to document methods by which local communities have raised funds for facilities, an area of interest to a number of commissioners.

Members continued to (4) develop skills as library commissioner and be actively involved through participation in commission meetings, by participating in California Public Library Association activities, attending other workshops and trainings, and regular meetings with community library managers.

II. Attendance/Representation
The Commission had 29 regular members representing 19 cities and towns, five supervisorial districts, and five countywide organizations. Please see attached attendance report.

III. Training/certification
All current commissioners have received Brown Act and Better Governance Ordinance training and certification. Two commissioners completed such training in 2016.