CONTRA COSTA COUNTY LIBRARY COMMISSION

AGENDA ATTACHMENT 6

MEETING DATE: Thursday, November 16, 2017
AGENDA ITEM #: 11.B.
ITEM: TRIENNIAL REVIEW

RECOMMENDED ACTION:

Commissioners will discuss and approve the Triennial Review for 2017.
INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our County. The work of the Board of Supervisors is augmented by various advisory boards, committees, or commissions, comprised of citizens who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues (such as service delivery problems or community needs). County committees are created as a result of State and Federal legislation, contractual agreements with other public agencies, or in response to specific community needs. These citizens' advisory bodies serve as direct links between the Board of Supervisors and our community, expand communication between the public and County government, and enhance the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a "triennial sunset review process" for most County boards, committees and commissions whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board will schedule one-third of these committees for review by the County Administrator’s Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance and effectiveness of the advisory committees. For additional information about the review procedure, please refer to Resolution 2012/261 of June 26, 2012, and to the Advisory Body Handbook.

SUBMISSION INSTRUCTIONS

Completed surveys are due to the Clerk of the Board by Friday, December 1, 2017. You can submit your completed questionnaire by any one of the following three methods:

- **Electronic survey (note: any attachments will need to be submitted by email)**
  - Visit: [https://goo.gl/bQcYU5](https://goo.gl/bQcYU5)

- **Email**
  - Please direct questions and completed surveys to:
    - Emlyn Struthers, Management Analyst for the Clerk of the Board
    - [Emlyn.Struthers@cob.cccounty.us](mailto:Emlyn.Struthers@cob.cccounty.us)

- **Mail**
  - Clerk of the Board of Supervisors
  - Attn: Advisory Body Sunset Review
  - 651 Pine Street, Rm. 106
  - Martinez, CA 94553
Contra Costa County Board of Supervisors
Advisory Body
Triennial Review

Contact Information

Name of Advisory Body (i.e. Committee, Commission, Council, or Board)
Contra Costa County Library Commission

Name of Person Completing the Triennial Review Survey
Melinda Cervantes

Chairperson Name
Alan B. Smith

Staff Name
Melinda Cervantes

Staff Agency/Department
Library Administration

Staff Telephone Number
925-608-7701

Staff Email
mcervant@ccclib.org

Advisory Body Website Address (write “n/a” if the advisory body does not have a website)
http://guides.ccclib.org/Commission

Membership

How many advisory body members were appointed during the last 36 months?
17

How many advisory body members resigned during the last 36 months?
26 (Some for health reasons, some who refused reappointments)

Has the advisory body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty with recruitment and retention)?
Yes

If “Yes”, please describe the membership challenges experienced.
For a period of 18 months, the Library Commission was under review for reauthorization by the Board of Supervisors as was recommended in the 2014-2017 Triennial Review. During that time as Commission terms ended or as Commissioners resigned, cities and other appointing authorities were reluctant to
appoint until it was known that the Library Commission would continue to function. The Library Commission was reauthorized on Dec. 13, 2016.

Are there special qualifications, requirements or prerequisites for members to serve on the advisory body?
No

If “Yes”, explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.
Click here to enter text.

Does the advisory body have a sufficient number of members to achieve its mission?
Yes

If “No”, Do you recommend an adjustment to the number of advisory body seats (an increase, decrease, or other restructuring)?
Yes

If “Yes”, please indicate which seats you would modify, and why.
A slight reduction in the number and representation of Library Commission seats is recommended. The Library Commission conducted a Revitalization study and submitted their report to the Board of Supervisors in December 2016 with the following recommendations: Eliminate the City of Richmond appointment(s) as the city council has elected to discontinue representation and will not be making any appointments. Update the list of Special Representatives with currently named organizations: East Bay Leadership Council, Contra Costa Community College District, Central Labor Council, Friends Council and the Contra Costa County Office of Education.

Meetings

How many advisory body meetings were scheduled during the last 36 months?
18

During the last 36 months, how many advisory body meetings were held?
17

How many advisory body meetings were cancelled during the last 36 months?
2, one of which was rescheduled for a month later.

How many advisory body meetings were cancelled during the last 36 months specifically due to lack of quorum?
1

Community Information, Outreach, and Meeting Notices
How does the advisory body engage stakeholders and the general public on issues and programs within the body’s area of responsibility?
During every meeting of the Library Commission, members are encouraged to share newsworthy items as they relate to services, programs and collections. For example, there were two libraries under construction/remodel that opened in 2017; two additional libraries are either in design or will open in 2018. Other facilities have received refreshes or received extensive improvements such as the El Sobrante Library/Mini Park improvements. Commissioners are encouraged to report out to their respective city councils, MACs or school districts (Bay Point/Oakley). Many Commissioners also serve on Library Friends or Foundation Boards in their respective communities. The Chair of the Library Commission has addressed the Mayors Conference and joined the County Librarian and staff in meetings with legislators regarding issues upon which the Board of Supervisors has taken a position. In September 2017, the first Annual Library Friends, Foundation and Commissioner Forum was held to allow for all CCCL stakeholders to come together to discuss best practices, learn more about the Library strategic plan, marketing and communications plan and legislative issues that will impact CCCL.

How are stakeholder and public input incorporated into the advisory body’s mission and objectives?
There are opportunities for the public to attend and address the Library Commission meetings during the public comment section of each of the six meetings or submit written communications, also agendized and read into the minutes. The 2017 Annual Forum captured comments and suggestions throughout the half-day event to inform the Commission and staff. Library Commissioners frequently serve as members of community-specific Friends of the Library or Library Foundation organizations, which helps strengthen the linkage between the communities and the County Library. In 2016, the Library Commission formed a Revitalization Committee, surveyed Commission members, stakeholders and appointing authorities of special representatives, and submitted their report to the IOC and Mayors Conference. Feedback was incorporated into a final report that was submitted to the Board of Supervisors who approved reauthorization. Library Commission agendas and supplemental materials are posted on the Commissions’ web page, at all library locations, the Clerk of the Board’s Office and various other locations for public consumption.

What outreach efforts are undertaken to encourage public participation in advisory body meetings and sponsored activities?
The County Librarian meets regularly with each member of the Library Commission, city library committees (San Ramon), other city, county and school staffs and community members and organizations (Library Friends and Foundations), Mayors Conference and the PMA to talk about County Library operations, mission, vision and goals and how this benefits residents of CCC. Library Commissioners are encouraged to regularly report out to their appointing authorities about the activities of the Commission and the Library. When a topic is of particular interest, local forums may be held with select Commissioners present (Antioch Family Care Center), security in libraries, new library facilities, etc.

How far in advance of the meeting date does the advisory body post its meeting notice?
Notices are required to be posted a minimum of 96 hours in advance but more often are posted one week in advance of the meeting. Full packet information is also posted on the Library Commission web page one week in advance of the meeting.

Where are meeting notices posted (please note all locations, both physical and electronic)? Official posting locations are Library Administration, Pleasant Hill Library, Walnut Creek Library and the Clerk of the Board’s Office. Agendas are also sent to each Supervisor’s Office, the County Administrator’s Office, all Community Libraries, the City of Richmond Library and City offices. The meeting notice and agenda packet are also uploaded onto the County Library website.

What information is regularly presented to the advisory body members to keep them informed of the body’s performance?
Regular reporting on the library, state and federal budgets, strategic plan, staffing challenges, new library construction, marketing and communications plan, outreach and initiatives activities such as STEAM and the library card challenge and reading initiatives, legislative items that will impact library services, library use data and significant projects and expenditures to improve the user experience (replace Library website, relocation of Library Administration, wrap Library delivery vehicles with brand images and messages, etc.).

Mission and Purpose

What is the original purpose and responsibility of the advisory body?
The Contra Costa County Library Commission was originally established in March 1991 for a two year period and has been reauthorized by both the Board of Supervisors and the Mayors Conference for continuance. The original purpose and responsibility of the Commission is five part: 1) To serve in an advisory capacity to the Board of Supervisors and the County Librarian; 2) To provide community linkage to the County Library; 3) To establish a forum for the community to express its views regarding the goals and operations of the County Library; 4) To assist the Board of Supervisors and the County Librarian to provide library services based on assessed public need; and 5) To develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

Have there been major changes to the advisory body’s responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
No

If “Yes”, please describe these changes.

What target population or priority communities are served by the advisory body?
The Library Commission serves as an advisory body to the Board of Supervisors and the County Librarian. In that capacity, their target population is all current and regular
library users and residents, which encompasses the whole of the County excepting the City of Richmond which has its own municipal library.

List activities, services, programs, and/or special projects the advisory body delivers to achieve its current mission.
The Library Commission achieves its mission through having six meetings per year, all of which are open to the public. The Library Commission receives presentations from Library Staff on various projects and operations, so that Commissioners are aware of and able to ask questions regarding those projects and operations. The Library Commission meetings offer a public comment section to allow for open feedback and communication. Library Commissioners also frequently serve on community-specific Friends of the Library or Library Foundation groups, which helps strengthen the linkage between the communities and the County Library.

Are the advisory body bylaws reflective of the body’s current mission, purpose, and focus?
No

If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.
Current bylaws do not represent well the Library Commission’s interest in advocacy, especially with regard to state and federal legislation. They also do not reflect the current representation of Special Representatives and their appointing authorities, what constitutes a quorum, consistent starting date and length of terms of appointment and clear voting parameters.

Do you recommend changes to the advisory body’s mission, purpose, or focus?
Yes

If “Yes”, explain the changes you would suggest.
On December 13, 2016 decision by the Board of Supervisors to reauthorize the Library Commission through December 2019. Immediately following this action, Library staff began a process to revise and amend the March 7, 1991 Library Commission formation document to address composition and powers of the Commission. In a draft restated and amended proposal now under review, the Commission’s voting membership would be reduced to 24 and total membership to 28; specify 4 years as the term of appointment, staggered and beginning July 1 in each year; modify voting processes to include voting by consensus, simple majority if requested by any commissioner and achieving 60% “aye” votes to revise bylaws in the future. When the restated and amended composition and powers are reviewed and approved by the Board of Supervisors, Library Commission bylaws will be revised to reflect the changes.
Budget (if applicable)

Does the advisory body have an annual operating budget or partner directly with a County department or private organization that provides, holds, and/or disburses funds on behalf of the advisory body?

No

If “No”, please proceed to the next section, “Challenges.”

If “Yes”, please complete the questions below.

Is the advisory body affiliated with a non-profit agency or organization?
Choose an item

If “Yes”, what is the name of the affiliated non-profit agency or organization (examples may include a Friends Committee, Booster Club, or other similar organization)?
Click here to enter text.

Are there written documents that outline the relationship between the advisory board and the fundraising entity?
Choose an item

If “Yes”, please link or attach any governing documents that describe the relationship between the entities and how they are governed.
Click here to enter text.

Please provide the advisory body’s sources of revenue (if any) for the past 36 months. Rounded figures can be used. Please use additional sheets or documents if necessary.

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Provide a summary of the committee's actual or estimated expenditures for the past 36 months. Please use additional sheets or documents if necessary.

<table>
<thead>
<tr>
<th>Expenditures by Category</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
Challenges

Are there any additional challenges or problems that the advisory body wishes to bring to the attention of CAO and/or the Board of Supervisors, or that the advisory body has been unable to resolve?
Choose an item.

Provide a description of the challenge or concern.
1. Other critical county funding priorities has precluded the county from being able to increase funding for the library as detailed in the Library Commission’s July 2016 report, “Promoting Excellence in Library Service for Contra Costa County.”
2. Reducing the voter threshold to pass library construction bond measures has been negatively impacted by politics, thus depriving Californians from being able to decide if local communities wants to decide on such measures.
3. While the county’s seven legislators are all library supporters, their support has not been able to carry over to the state budget receiving an augmentation for literacy and other programs.
4. While most branch libraries have a Friends organization which raise funds to improve library services; there is a lack of a coordinating Friends organization, nor a county wide library foundation.

Who is affected by this challenge or problem?
All library patrons in Contra Costa County.

What changes or other recommendations has the committee considered in response?
The Library Commission included a number of recommendations in its “Promoting Excellence in Library Service for Contra Costa County” report, including increased applications for grants, reactivation of the Friends Council county-wide and the hiring of a professional consulting service to secure private gifts and bequests to support Library programs and services.

Accomplishments and Impact

Describe the specific impact the work of the advisory body has made in achieving its mission.
1. The Commission developed in in-depth study of the library’s funding in a report titled "Promoting Excellence in Library Service for Contra Costa County ". The report showed that the Contra Costa County Library receives significant less funding per capita than any other Bay Area public libraries. The report which was discussed with each supervisor individually, also provided suggestions of how funding might be increased.
2. The Commission developed a Revitalization report in response to the prior Triennial Review. It streamlined the purposes and duties of the Commission, recommended reducing the number of voting members etc. The report was adopted by the Board of Supervisors in December 2016.
3. The Commission drafted letters for the Board of Supervisors to support increased literacy funding, support of SCA3 (55% voter threshold for library construction bonds) and preserving IMLS (Institute of Museum and Library Services) which is a source of some library grants funding. Some Commissioners drafted similar support letters from their cities and local organizations.
Many met with (along with library staff) the local legislators to educate and advocate for improved funding. One commissioner testified at two senate hearings in Sacramento for SCA3. Many are also active in their local libraries and Friends groups and report on Commission activities to their city councils.4. The Commission participated in September 2017 in the first annual Friends, Foundations and Library Commission Forum which included members from the Friends groups and foundation board members. This may be the start of forming a county-wide Friends coordinating council.

Describe any effects the advisory body has had on the target population or community. Much of what the Commission does is advocate for increased funding for library services and programs which benefits all patrons of the library system in Contra Costa County.

Additional comments on the accomplishments and impact of the advisory body (optional)
You may use this space to share additional comments about the work of the advisory body, its effectiveness, the services it provides, or any other related achievements.
Required Materials (Attach or Provide Links)

- **Agendas** from the last 12 meetings
  - □ Attached; or
  - □ Link to Agendas from last 12 meetings: [Click here to enter text]

- **Minutes** (or records of action) from the last 12 meetings
  - □ Attached; or
  - □ Link to Minutes from last 12 meetings: [Click here to enter text]

- **Bylaws** currently in effect
  - □ Attached; or
  - ☑ Link to current bylaws:

- **Annual Report** (submitted to the Board of Supervisors)
  - □ Attached; or
  - ☑ Link to most recent Annual Report:

**Required signatures**

1. **Chairperson of your advisory body:**
   - x______________________________
   - (please print name):______________________________

2. **County Staff or Liaison who coordinated survey:**
   - x______________________________
   - (please print name):______________________________

**Please direct completed forms and any questions to:**

Emlyn Struthers  
Management Analyst for the Clerk of the Board  
[Emlyn.Struthers@cob.cccounty.us](mailto:Emlyn.Struthers@cob.cccounty.us)  
Phone: (925) 335-1919

**Thank you for your cooperation!**