MEETING DATE: Thursday, May 24, 2018
AGENDA ITEM #: 4.A.
ITEM: REPORT OF THE WORK PLAN & ANNUAL REPORT WORKING COMMITTEE

RECOMMENDED ACTION:

Commissioners will be asked to submit their contributions to the 2018 Work Plan for the first half of the year.
Commissioners: 
Please complete page 1 with your activities, accomplishments, and training information up to this point in 2018. 
On page 2, please offer suggestions for the Work Plan and Objectives for 2019. 

Please return this form by June 1, 2018 as a mid-point report for this year. A subsequent request will be sent to cover the remainder of the year. 

The results of Commissioners two reports will be incorporated into the draft Annual Report and Work Plan provided at the November 15, 2018 Commission meeting. The final Report and Work Plan will be submitted to the Board of Supervisors to satisfy advisory board annual reporting requirements. 

Interim report prepared by: 

NAME: _____________________________________________, Library Commissioner 

1. Activities (either as a group or as an individual Library Commissioner): 

2. Accomplishments (either as a group or as an individual Library Commissioner): 

CONTRA COSTA COUNTY LIBRARY 
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2018 ANNUAL WORK PLAN PLANNING WORKSHEET

Goal 1: Monitor outcomes of existing plan and advise on new plan development
   Objective 1:
   Objective 2:

Goal 2: Advocate for public library funding required to meet assessed county needs.
   Objective 1:
   Objective 2:
   Objective 3:

Goal 3: Identify ways to ensure stable and adequate funding for county libraries
   Objective 1:
   Objective 2:

Goal 4: Provide link between the community and Contra Costa Library
   Objective 1:
   Objective 2:
   Objective 3:

Goal 5: Provide a forum for the public to express views regarding Contra Costa Library
   Objective 1:
   Objective 2:

Goal 6: Ensure the continued effectiveness of the Contra Costa Library Commission
   Objective 1:
   Objective 2:
   Objective 3:
2018 Contra Costa County Library Commission
Library Commission meets 4th Thursday of alternating months
Library Commission meets at Library Administration, 777 Arnold Drive, Martinez
Brian Campbell-Miller, Chair Peter A. Wilson, Vice Chair Staff: Melinda Cervantes,
County Librarian

Submit worksheet, by June 1, 2018, by fax (925) 608-7761, e-mail Wbeverid@ccclib.org or mail to:

Walter Beveridge, Administrative Aide
Contra Costa County Library
777 Arnold Drive, Suite 210
Martinez, CA 94553
2018 Work Plan

Goal 1: Monitor outcomes of existing strategic plan and advise on new plan development

Obj. 1: Review final report on outcomes of 2014-17 strategic plan and identify areas of success and continuing need (Mar)

Obj. 2: Identify areas of success and need for further work in subsequent efforts (May)

Goal 2: Advocate for public library funding required to meet assessed county needs

Obj. 1: With the approval of the County Board of Supervisors, provide letters of support for public funding initiatives to city/town mayors and county supervisors for submission to state and federal representatives (Mar—May)

Obj. 2: Continue to advocate for reduction in majority requirement for library-only bond measures, from two-thirds to 55% at the state level (Mar—May)

Obj. 3: Advise the County Librarian on priorities for spending based on the mission statement, strategic plan and operational necessities (Mar)

Goal 3: Identify ways to ensure stable and adequate funding for county libraries

Obj. 1: Seek collaboration with Friends of the Library, Library Foundation and Friends Council organizations of Contra Costa County Library to study methods, structures, source types, and results of private fundraising for county libraries (Jan – May)

Obj. 2: Increase the Commission’s understanding of the basis for current county funding for Contra Costa Library (Jan), and explore opportunities for increased funding from public sources (Mar)

Goal 4: Provide a link between the community and Contra Costa County Library

Obj. 1: Represent commission with “friends of the library,” library foundations, community advisory groups, other civic/community groups (Ongoing)

Obj. 2: Brief City Councils, County Supervisors, and other appointing bodies on library matters and work of Commission (Ongoing).

Obj. 3: Participate in “Annual Friends, Foundations and Commission Forum” organized by County Librarian (May)

Goal 5: Provide a forum for the public to express views regarding Contra Costa County Library

Obj. 1: Review and respond to communications received by the Commission through the Library website or other means, and during public comment at meetings (Ongoing)

Obj. 2: Present feedback to the County Librarian and the Board of Supervisors regarding concerns expressed by members of the community concerning CCCL, as appropriate (Ongoing)

Goal 6: Ensure the continued effectiveness of the Contra Costa County Library Commission

Obj. 1: Commissioners (a) attend meetings; (b) maintain certification of Brown Act/Better Governance Ordinance training; (c) pursue activities adhering to purposes and duties of the Commission (see Bylaws); (d) continue to develop knowledge of county library
services and communities it serves; (e) submit an annual report and work plan to the board of supervisors

Obj. 2. Form committees for nomination of officers (Jul—Sep) and special projects, as needed.

Obj. 3 Obtain final approval of revisions to Commission bylaws as proposed in the 2016 revitalization effort.