CONTRA COSTA COUNTY LIBRARY COMMISSION
AGENDA ATTACHMENT 4

MEETING DATE: Thursday, January 22, 2015
AGENDA ITEM #: 12C
ITEM: REVIEW OF ANNUAL REPORTING REQUIREMENTS

RECOMMENDED ACTION:

Commissioners will discuss the annual reporting requirements for the Board of Supervisors commissioners and ideas for future reports and work plans.
IV. ANNUAL REPORT

Each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, on the second Tuesday in December.

Annual reports shall follow the following format and shall not exceed two typewritten pages:

Advisory Body Name:
Advisory Body Meeting Time/Location:
Chair (during the reporting period):
Staffperson (during the reporting period):
Reporting Period:

I. Activities
Describe your activities for the past year, including areas of study/work, special events or collaborations, etc.

II. Accomplishments
Describe your accomplishments for the past year, particularly in reference to your work plan and objectives

III. Attendance/Representation
Describe your membership in terms of seat vacancies; diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification
Describe any training that was provided/conducted and/or any certifications received either as a requirement or on an elective basis by committee members.

V. Proposed Work Plan/Objectives for Next Year
Describe your work plan, including specific objectives to be achieved for the following year.