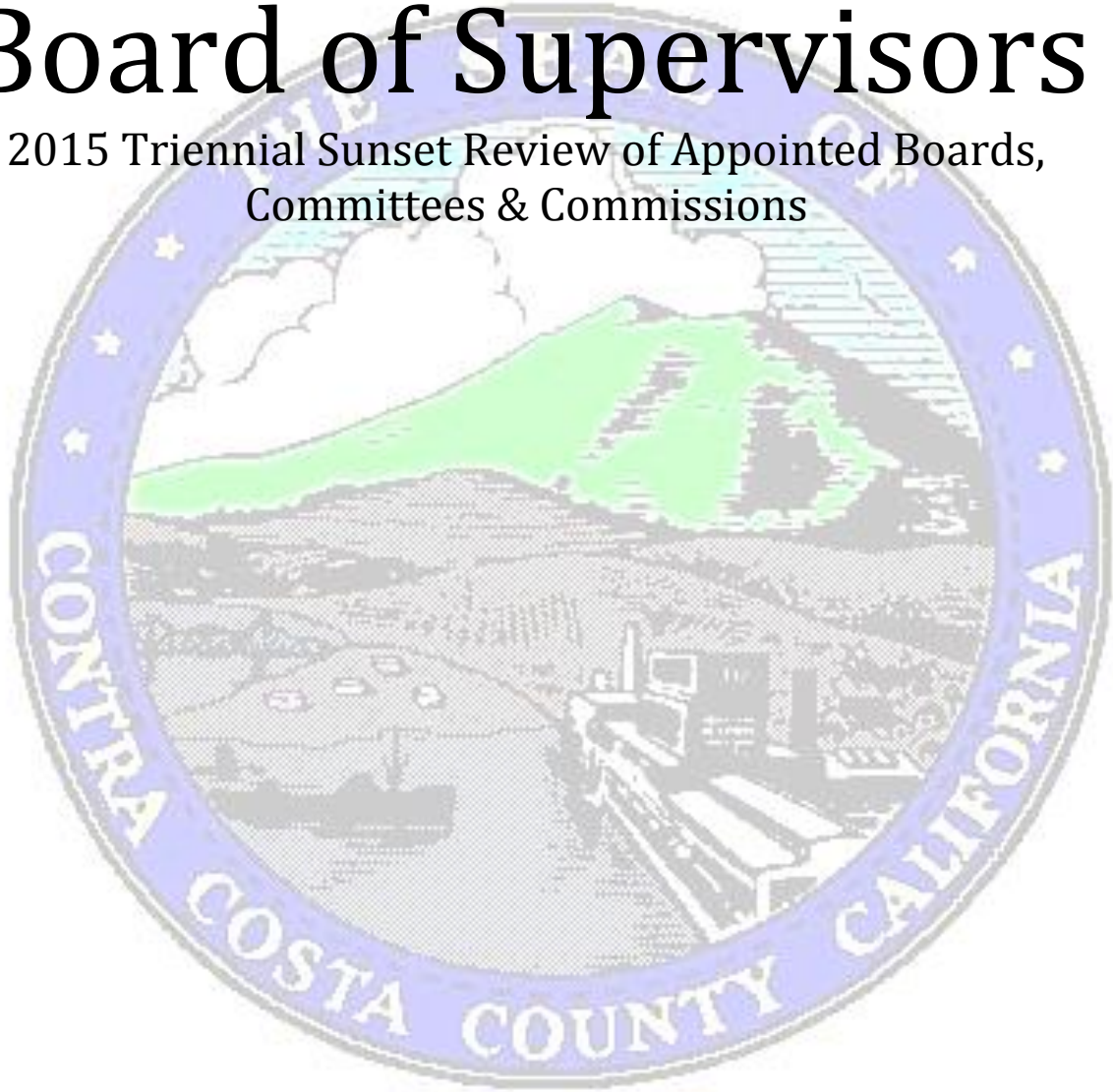


Contra Costa County Board of Supervisors

2015 Triennial Sunset Review of Appointed Boards,
Committees & Commissions



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 forums for 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 ongoing 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 OF THE TRIENNIAL SUNSET REVIEW REPORT

The triennial sunset review report (to be completed using this questionnaire) must be signed by the advisory body chairperson and by the County staff person currently serving as liaison to the committee. The completed and signed questionnaire should be submitted, along with the additional materials listed below, to:

**Clerk of the Board of Supervisors
Attn: Advisory Body Sunset Review
651 Pine Street, Rm. 106
Martinez, CA 94553**

List of materials to include with Triennial Sunset Review report:

1. Copies of the advisory body meeting agendas and minutes from the last 12 meetings.
2. A copy of the advisory body bylaws that are currently in effect.
3. A copy of the most recent Annual Report that was submitted to the Board of Supervisors.
4. A brief, informal statement of the advisory committee's overall priorities, recent efforts, and current focus; and,
5. A recommendation, *from the Department Head that oversees the committee*, whether to continue or discontinue the committee, as well as recommendations, *from the County staff or Department Head*, concerning any changes to the committee that might increase its effectiveness or impact.

**Contra Costa County Board of Supervisors
Advisory Body
Triennial Sunset Review**

I. Advisory Body Contact Information

Contra Costa County Library Commission

a. Name of Advisory Body (i.e. Committee, Commission or Board)

Rodger Lum

b. Name of Advisory Body Chairperson

Jessica Hudson

c. Name of Advisory Body Staff

1750 Oak Park Blvd, Pleasant Hill, CA 94523

d. Staff Business Address

925-646-6423

e. Staff Telephone Number

JHudson@ccclib.org

f. Staff E-mail Address

<http://guides.ccclib.org/Commission>

g. Advisory Body Website Address, if applicable, if not, write "N/A".

II. Advisory Body History and Meeting Events

Please provide the following information:

a. Number of advisory body members appointed in the last 36 months.

30

b. Number of advisory body members who resigned in the last 36 months.

30

c. Number of advisory body meetings scheduled in the last 36 months.

18

- d. **Number of advisory body meetings cancelled for lack of quorum in the last 36 months.**
0
- e. **Number of advisory body meetings cancelled for reason other than lack of quorum in the last 36 months.**
0
- f. **Number of advisory body meetings held in the last 36 months.**
18

III. Advisory Body Mission, Objectives, and Major Events

- a. **State the original purpose and responsibility of the advisory body.**
The Contra Costa County Library Commission was original established in March 1991 for a two year period and has been reauthorized by both the Board of Supervisors and the Mayor’s 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 a 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 County Librarian to provide library services based on assessed public need; and 5) To develop and recommend proposals to the Board of Supervisors and 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.
- b. **Please describe any major changes to advisory body responsibility which have occurred over time, e.g. change in legal mandates or in the major activities that it has undertaken.**
There have been no major changes to the responsibilities of the Library Commission over time. The Library Commission is not legally mandated.
- c. **Identify the target population or communities served by the advisory body.**
The Library Commission serves as an advisory body to the County Board of Supervisors and the County Librarian. In that capacity, their target population is all current and regular library users, which encompasses the whole of the County excepting the City of Richmond which has its own municipal library.

- d. List regular and ongoing activities, services, and/or programs the advisory body provides to achieve its current mission. If applicable, also list one-time or special projects offered to achieve the 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. In the past 36 months, the Library Commission has also hosted/participated in various Town Hall meetings to encourage community feedback on the Library's strategic planning process.

IV. Advisory Body Organization and Structure

- a. Please describe any staffing issues/challenges, i.e., vacancy rates, efforts to fill seats, member turnover, recruitment and retention efforts.

1) The Library Commission has one Library staff person that acts as liaison, secretary, etc for the Commission. The responsibilities for that position currently lie with a vacant position, and the Department Head has been the main staff person for the Commission for the past thirteen months.

2) With 29 seats and 24 appointing agencies (5 seats are through the Board of Supervisors and the remaining 24 are dividing between the 19 cities and the 5 special districts), there are often gaps in filled seats for different jurisdictions. Over the last 36 months, 30 Commissioners have either resigned during their term or have elected not to ask for another term. Over the last 36 months, 30 new Commissioners have been appointed, with 8 leaving during that same period of time. It can be difficult to keep up with vacancies and member turn over. For perspective, 16 Commissioners were Commissioners at the start of the period 36 months ago and still sit on the Commission.

- b. Please describe any changes or potential changes you could suggest in the committee's organization, structure, number of seats, qualifications, meeting schedule, or any other area that you believe might improve the Committee's performance.

The Library Commission is a large organization, with 29 Library Commissioner seats and 29 Alternate Commissioner seats. Although the Commission is not usually full, there are regularly 35-40 members present at meetings. The structure of the organization was set up to be provide 1:1 representation from the different Cities, Board jurisdictions and special organizations in the County but that may also give more seats to the "cities" than to the "county". The Library Commission meets every other month; some months there are multiple presentations to the Commission and some months less depending on topics of interest to the Commission. A concern for the Commission is its purpose; although the Commissioners complete their task well and with passion for libraries, there is not always much accomplished through the process that would not have already been accomplished at the local (Friends, Foundation) level. It would be Library staff's recommendation to look at either a sunset for the Commission or a reduction in the number of meetings held per year plus a reduction in the amount of seats on the Commission.

- c. What information is regularly presented to the advisory body members to keep them informed of the body's performance?

The Library Commission has several regular agenda items; approval of minutes, sharing of books, State Library Funding as well as "Items of Interest to the Commission". This last item allows the various Commissioners to speak about what is going on in their jurisdiction and to share successes that might be replicated in other locations. Yearly, the Commission also includes agenda items regarding their

annual report to the Board of Supervisors and their work plan for the coming calendar year.

- d. Are the advisory body current bylaws reflective of the body's current mission and purpose?
Yes but meeting topics/agenda could be matched up more concisely with the mission.**
- e. Do you recommend changes to the advisory body bylaws (e.g., adjustment to term length, required qualifications, number of meetings, or primary focus)? If yes, please state why?
No, Library staff does not recommend changes to the bylaws. The bylaws are an accurate representations of what the Board Order requires the Commission to complete.**
- f. Does the advisory body have a sufficient number of members to achieve its mission? Do you recommend an adjustment to the number of advisory body seats (an increase or decrease)?
The Advisory Board has a sufficient membership. Library staff would recommend a decrease in the advisory board seats to create a more flexible Commission.**
- g. If you recommend making an adjustment to the number of advisory body seats, please indicate which seats and why?
Library staff's first recommendation would be to sunset the Commission as their parts of their objective are being completed at the local level and other parts can be completed via the library sites themselves (ie, public input through the Library Administration email, the chat service, the 1-800 line, or the Ask email instead of just through the Library Commission email). Library staff's second recommendation would be to reduce seats assigned to the special districts, moving total seat count from 29 to 24. Staff see difficulty in reducing seats assigned to either the cities or the County, as each currently has one representative per jurisdiction (5 seats for the County, one per Board seat). Library staff would recommend removing the seat for the City of Richmond, as the County Library does not serve the City of Richmond. Another option is to look at removing alternate seats, as many meeting see both the Library Commissioner and the Alternate Library Commissioner attending.**
- h. If special requirements or prerequisites exist for members to serve on the advisory body, do you believe the requirements are important and necessary, or do they limit the recruitment of potential candidates?
There are no special requirements to serve on the Library Commission.**

Advisory Body Public Information Policies

- a. **How does the advisory body engage stakeholders and the general public about issues and programs within the body’s area of responsibility?**

The Library Commission posts its agenda and supplemental materials on the Commission’s website, at all library locations and copies of the agenda are sent to all city partners, the Clerk of the Board’s Office and various other locations for public consumption. Library Commission meetings are open the public, with a public comment period at the beginning of the meeting. Library Commissioners tend to also be Friends of the Library or Library Foundation members, outside of their Commission responsibilities.

- b. **How is stakeholder and public input incorporated into the advisory body’s mission and objectives? Please also describe any outreach efforts to encourage public participation in advisory body meetings and sponsored activities**

The Library Commission’s mission and objectives are set out in their bylaws. Bylaws have been reviewed and amended in 1992, 1999, and 2012. The Commission’s mission and purpose is based on the Board Order that created the Commission.

- c. **How far in advance of the meeting date does the advisory body post its meeting notice?**

Notices are required to be posted 96 hours in advance but tend to be posted one week in advance of the meeting. Full packet information is also posted on the Library Commission website one week in advance of the meeting.

- d. **Where are meeting notices posted (please note all locations)?**

Official posting locations are at the Pleasant Hill Library, Library Administration, the Walnut Creek Library and the Clerk of the Board’s Office. Agenda are also sent to each Board of 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 Commission website.

V. Advisory Body Budget (if applicable)

- a. **Please provide the advisory body’s source of revenue (if any) for the past 36 months. Rounded figures can be used. (Add additional sheets or documents if needed.)**

Sources of Revenue	
Source	Amount

Total	\$0

b. Provide a summary of the committee's actual or estimated expenditures for the past 36 months.

Types of Expenditures	
Category	Amount
Total	\$0

***The Library Commission does not have a revenue source or expenditures. The Library Department, on behalf of the Commission, pays for staff time and printing/ mailing costs for agendas and agenda packets.**

VI. Advisory Body Current Issues (if applicable)

Are there any additional issues or problems that the Committee wishes to bring to the attention of CAO and/or the Board of Supervisors, or that the Committee has been unable to resolve?

Provide a brief description of the issue:

Include enough information to give context for the issue. Helpful information includes:

i. What is the specific problem or concern?

The only concerns are those noted above; the size of the Commission and what can be accomplished by the Commission that is not already accomplished through other means.

ii. Whom does this issue affect?

iii. What is the advisory body's current role related to the issue?

iv. What policy or program changes, or other recommendations, has the committee considered in response?

VII. Advisory Body Comments and Suggestions
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- a. Describe the effect the advisory body has made on the target population.**
The Library Commission has been able to assist the County Librarian through its comments and feedback on presentations provided throughout the 36 month review period. It assisted with Town Hall meetings in support of the Library's Strategic Plan and provides community-level support and advocacy for library services.
- b. Describe the specific impact the work of the advisory body has made in achieving its mission.**
The Library Commission has made specific impact in advocacy. A regular agenda item is State Library Funding. The Library Commission regularly reviews upcoming concerns regarding State and Federal Library funding, creates letters to be approved/signed by the Board of Supervisor Chair, and advocates with their local politicians to support stable or increased State and Federal funding.
- c. Additional Comments**
Please use the following space to share additional comments about the work of the advisory body, its effectiveness, the services it provides, or any other related subject. The Library Commission will be meeting on November 19th, 2015 and will include this as a topic for discussion. It is planned for an ad hoc group to be formed at that meeting to discuss the Commission's continuance, purpose, structure, etc. Preliminary recommendations from that ad hoc committee are expected back to the Commission at the January meeting, with final review and approval at the March 2016 meeting. This information will be shared back with the County Administrator's Office at that time for inclusion in this final review.

Required signatures:

(1) Chairperson of your advisory committee or commission:

x _____

(please print name): _____

(2) County Staff or Liaison who coordinated survey:

x _____

(please print name): _____

Thank you for your cooperation.