

Library Commission 2017 Annual Report and 2018 Work Plan

Library Commission meets 4th Thursday of alternating months

At Library Administration, 777 Arnold Drive, Suite 210, Martinez, CA 94553

Alan B. Smith, Chair; Kathleen Gilcrest, Vice Chair

Staff: Melinda Cervantes, County Librarian

2017 Annual Report

- I. **2017 Activities and Accomplishments:** Over the course of the year, commissioners pursued several objectives to meet annual goals set in alignment with purposes and duties proscribed by Commission bylaws. Toward the goal to ***(1) assist in the provision of library services based on assessed public need***, many commissioners drafted letters of support for mayors' and supervisors' submission to state and federal representatives, advocating for literacy funding augmentation, IMLS preservation, and for the reduction in the majority requirement for library-only ballot measures (SCA-3 Dodd).

Commissioner Alan Smith (District 4) continued to spearhead these activities by meeting with numerous legislators on library funding matters, keeping commissioners informed, and testifying at two Senate hearings on SCA-3.

Many commissioners participated in "Day in the District" meetings with six out of seven local county legislators.

Many commissioners regularly reported to their appointing body.

Commissioners Smith and Peter Wilson (District 5) closely tracked the Concord Naval Weapons station and advocated for inclusion of a new library campus.

Commissioners expressed a desire to contribute at an appropriate time to budget development, in advance of approval.

Commissioners also voiced concern for staff retention issues due to non-competitive wages, and the resulting impact of recurrent high costs of recruitment and training, as well the drain that staff turn-over imposes on management and service delivery. Commissioner Margie Valdez (Contra Costa Central Labor Council) noted that increasing numbers of library users are aware of the empty positions and difficulty retaining staff, and pressure is developing to find a solution.

Commissioners met the goal to ***(2) provide a link between the community and Contra Costa County Library*** by participating broadly in friends of the library and foundation groups, as well as on city library advisory committees and other civic and community groups.

Commissioners identified need for revitalization of the Friends Council, an independent leadership consortium representing all friends and foundation support groups of the county's community libraries, to bolster private fundraising at the community level. Commissioner Katherine Bracken (Pleasant Hill) recruited the president of the Friends of the Pleasant Hill Library to reestablish the Friends Council.

New commissioner Don McCormick (District 3) has proposed and received support for the formation of a new library foundation to raise support for all east county community libraries. Commissioner Smith was re-elected as vice chair of the Braille and Talking Book Library User Advisory Council, and spent a day in Sacramento demonstrating Braille Talking Books Library equipment to state legislators and staff to raise

Contra Costa County Library Commission

awareness of the Library. He also conducted a "Library Friends Efficacy Training" in Hollister for the San Benito County Library.

Together commissioners participated in the successful "Annual Library Friends, Foundations and Commission Forum" convened by County Librarian Melinda Cervantes.

Finally, commissioners were successful in the goal to ***(3) revitalize functions and operation of the Commission*** with development of a productive and cordial relationship with County Librarian Cervantes, who has pursued the Commission's objectives for the filling of vacant commission positions, and new member training.

The Commission was unable to fulfill its 2017 goals ***(4) to monitoring the 2014-17 strategic plan***, and ***(5) to recommend ways to ensure stable and adequate funding***, except for participation in library friends and foundation activities as noted above. These two goals and related activities, as well as securing final approval of proposed bylaws revisions stemming from the 2016 reauthorization effort, will carry over into the 2018 work plan.

II. **Attendance/Representation (Attachment 1)**

III. **Training/certification (Attachment 1)**

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 Library 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.

Attachment 1: Attendance/Representation, Training/Certification

Library Commission Attendance: January 2017 – December 2017

Library Commission Attendance January 2017 – December 2017		Total	Total	Total	Total	signed BROWN ACT & Ethics Orientation video viewing certification
COMMISSIONERS	REPRESENTING	Meetings	Absent	Present	Excused	Received
Huh, John M., Ph.D.	City of Antioch	6	1	5	0	x
Vacant	City of Antioch (Alternate)					
Faye, Vivian	City of Brentwood	6	1	4	1	x
Vacant	City of Brentwood (Alternate)					
Atkinson, Joyce	City of Clayton	6	0	3	3	x
Boyd, Jeanne	City of Clayton (Alternate)	6	6	0	0	x
Smith, Tommy	City of Concord	3	0	3	0	x
Vacant	City of Concord (Alternate)					
Menichelli, Sandra	Town of Danville	5	0	2	3	x
Vacant	Town of Danville (Alternate)					
Fischer, Michael	City of El Cerrito	5	0	5	0	x
Vacant	City of El Cerrito (Alternate)					
Miller, Brian	City of Hercules	6	1	5	0	x
Gabriel, Andrew	City of Hercules (Alternate)	6	6	0	0	x
Hoisington, Mary Ann	City of Lafayette	6	0	5	1	x
Phillips, Laurie	City of Lafayette (Alternate)	6	3	2	1	x
Rennie, Donna	City of Martinez	3	0	3	0	x
Vacant	City of Martinez (Alternate)					
Wernet, Patty	Town of Moraga	6	2	1	3	x
Vacant	Town of Moraga (Alternate)					
Pena-Mendrek, Yolanda	City of Oakley	3	0	3	0	x
Fitzpatrick, Arnold	City of Oakley (Alternate)	6	0	6	0	x
Kelly, Juan	City of Orinda	6	0	5	1	x
Conescu, Jeremy	City of Orinda (Alternate)	5	4	1	0	
Pursley, George	City of Pinole	3	0	3	0	
Vacant	City of Pinole (Alternate)					
Canciamilla, Laura	City of Pittsburg	6	1	3	2	x
Herrick, Leanne	City of Pittsburg (Alternate)	6	5	0	1	x
Bracken, Katherine	City of Pleasant Hill	6	0	5	1	x
Vacant	City of Pleasant Hill (Alternate)					
Vacant	City of San Pablo					
Vacant	City of San Pablo (Alternate)					
Kathy Gilcrest	City of San Ramon	6	0	4	2	x
Vacant	City of San Ramon (Alternate)					
Meisch, Lynn A. (Ret'd Oct '17)	City of Walnut Creek	5	1	2	2	x
LaLanne, Yvonne	City of Walnut Creek (Alternate)	6	1	5	0	x
Woodrow, Don	District 1	6	3	2	1	x
Vacant	District 1 (Alternate)					
Riise, Diane	District 2	6	1	5	0	x
Wright, Cindy A.	District 2 (Alternate)	5	2	1	2	x
McCormick, Don	District 3	3	0	3	0	x
Crowder, John	District 3 (Alternate)	2	1	1	0	x
Smith, Alan B.	District 4	6	0	6	0	x
Vacant	District 4 (Alternate)					
Wilson, Peter	District 5	5	0	5	0	x
Vacant	District 5 (Alternate)					
Sakata, Karen	Office of Education	6	5	0	1	x
Valdez, Margie	Contra Costa Central Labor Council	6	0	6	0	x
Vacant	Contra Costa Council					
Vacant	Friends Council					
Vacant	Contra Costa Community College District					