

Contra Costa County Board of Supervisors



**Triennial Sunset Review of Appointed
Boards, Committees, & Commissions**

Phase 1

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 boards, committees, and commissions that are comprised of residents 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 in response to specific community needs or as a result of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing 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 schedules 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 boards, committees, and commissions. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

INSTRUCTIONS

Phase 1 of the Triennial Review will cover the years 2017, 2018, and 2019. Please complete all three parts of the attached survey, including [Part I: Questions](#), [Part II: Materials](#), and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Tuesday, December 1, 2020**. You can submit your completed materials to Lauren Hull, Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

E-mail: Lauren.Hull@cob.cccounty.us

Mail: Contra Costa County Clerk of the Board
Attn: Lauren Hull
1025 Escobar Street, 1st Floor
Martinez, CA 94553

Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.

**Contra Costa County Board of Supervisors
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

Part I: Questions

CONTACT INFORMATION

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

Name of Person Completing the Triennial Review Survey:
Alison McKee, Interim County Librarian and Library Commission Secretary

Chairperson Name:
Don McCormick

Staff Person Name:
Walter Beveridge

Staff Agency/Department:
County Library

Staff Telephone Number:
925-608-7730

Staff Email:
walter.beveridge@library.cccounty.us

Website Address (write "N/A" if the body does not have a website):
<https://ccclib.org/commission/>

MEMBERSHIP

1. **How many authorized, voting seats are on the body?**
24
2. **How many authorized, voting seats are currently filled?**
17
3. **Does the body have a sufficient number of members to achieve its mission?**
 Yes
 No

If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?

Click or tap here to enter text.

4. Does the body have a sufficient composition of members/types of seats to achieve its mission?

Yes

No

If "No", please indicate which seats you would modify and why.

Click or tap here to enter text.

5. Has the body experienced any membership challenges (i.e. high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?

Yes

No

If "Yes", please describe the membership challenges experienced.

Click or tap here to enter text.

6. Are there special qualifications, requirements, or prerequisites for members to serve on the body?

Yes

No

If "Yes", please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.

Click or tap here to enter text.

MEETINGS

1. How many meetings were scheduled during the last 36 months?

18

2. During the last 36 months, how many meetings were held?

17

3. How many meetings were cancelled during the last 36 months?

2, although one was rescheduled for a month later.

4. How many meetings were cancelled during the last 36 months *specifically due to a lack of quorum*?

One

COMMUNITY INFORMATION, OUTREACH, & MEETING NOTICES

1. How does the 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

and two additional libraries in 2018. Other facilities have received refreshes or received extensive improvements such as the El Sobrante Library after a fire that started outside of the building, causing extensive damage. 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 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 (of three) Library Friends, Foundation and Commissioner Forums 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.

2. How are stakeholder and public input incorporated into the 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 placed on the agenda and read into the minutes. 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. The feedback also guided the work of the commission into 2017 and beyond. 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 March of 2018, the commissioners and over 18,000 library patrons responded to a survey asking about their use of the library and their thoughts about it. This survey was conducted by a firm called Orangeboy, a library analytics firm based in Columbus, Ohio. The 2018 Forum highlighted the results of this survey and its potential applications to library management. In October of 2019, Commission Chair Don McCormick attended the Urban Libraries Council 2019 Forum, "Preparing To Lead On AI + Digital Citizenship", a 3-day conference in Salt Lake City and was able to share his experience with the rest of the commission at the following meeting. 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.

3. What outreach efforts are undertaken to encourage public participation in 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.

4. How far in advance of the meeting date does the body post its meeting notice?
The requirement is that notices will be posted at least 96 hours before a meeting. Usually the notices are posted a week in advance. The meeting agenda and packet are also posted a week in advance on the Commission page of the Library's website.
5. 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.
6. What information is regularly presented to the body's 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 such as replacing Library website with a new graphic website, wrap Library delivery vehicles with brand images and messages, the elimination of overdue fines, etc.).

MISSION & PURPOSE

1. What is the original purpose and responsibility of the body, as prescribed in its establishing documents?
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.
2. Have there been major changes to the body's responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?
 Yes
 No

If "Yes", please describe these changes.

Click or tap here to enter text.

3. **Are the body's bylaws reflective of the body's current mission, purpose, and focus? (Alternatively, use this space to indicate if the body does not have bylaws.)**

Yes

No

N/A - body does not currently have bylaws

If "No", please describe how the body's current mission, purpose, or focus differ from the existing bylaws.

Click or tap here to enter text.

4. **Do you recommend changes to the body's mission, purpose, or focus?**

Yes

No

If "Yes", please explain the changes you would suggest and why.

Click or tap here to enter text.

5. **What target population or priority communities are served by the 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.

6. **List activities, services, programs, and/or special projects the 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. Every year in early Spring, members of the Commission, along with the County Librarian, schedule and attend advocacy meetings with local, state and federal elected officials to advance library-related issues that are part of the Board of Supervisor's legislative agenda.

BUDGET

1. **Does the body have an annual operating budget?**

Yes

No

2. **Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a "Friends" committee or other organization?**

Yes

No

If "Yes", please list the organization.

Most of the individual libraries have Friends groups or foundations (some have both) that provide funding for library programs, facilities upgrades and extra open hours. Many commissioners are members of these groups as well.

CHALLENGES

1. Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?

Yes

No

If "Yes", please 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 want 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.

If "Yes", please also list who is affected by this challenge or problem.

All library patrons in Contra Costa County.

If "Yes", please also list what changes or other recommendations the committee has 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 & IMPACT

1. Describe the specific impact of the work of the body and its work in achieving its mission.

1. The Commission developed an 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 2015 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 2017), ACA-1 (55% voter threshold for housing and library construction bonds 2019) 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 Library Friends, Foundations and Commission Forum which included members from the Friends groups and foundation board members. This may be the start of forming a county-wide Friends Council. Commission members have been meeting to establish a county-wide Foundation.

2. Describe any effects the 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.
3. **Optional: Describe any additional comments on the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements.
[Click or tap here to enter text.](#)

Part II: Materials

Please attach or provide links to the following materials.

- Agendas from the last 12 meetings
 - Attached; *or*
 - Link to Agendas from last 12 meetings: *Click or tap here to enter text.*

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

- Bylaws currently in effect
 - This body does not have bylaws; *or*
 - Attached; *or*
 - Link to current bylaws:

- Annual Reports for years 2017, 2018, and 2019 if available, as submitted to the Board of Supervisors
 - There are no annual reports for the years 2017-2019; *or*
 - Attached; *or*
 - Link to most recent Annual Report: *Click or tap here to enter text.*

Part II: Materials

Submitted with the 2020 Triennial Review are the following hard copy documents:

Agendas & Minutes from the last 12 meetings:

May 2018

September 2018

November 2018

January 2019

March 2019

May 2019

July 2019

September 2019

November 2019

January 2020

July 2020

September 2020

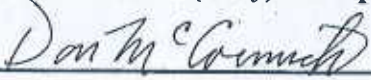
Current Bylaws (dated March 12, 2019)

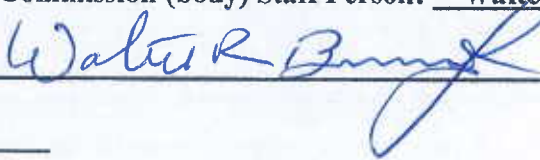
Annual Reports for 2017, 2018 & 2019 as submitted to the Board of Supervisors

Part III: Signatures & Certification

Please print, handwritten, and sign this section after reading the certification below:

I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the 2019 - 2021 Triennial Review survey are complete and accurate.

Name of Board, Committee, or Commission (body) Chairperson: Don McCormick
Signature of Chairperson: 
Date: 11/17/20

Name of Board, Committee, or Commission (body) Staff Person: Walter Beveridge
Signature of Staff Person: 
Date: 11-20-2020

Please direct completed surveys and any questions to:

Lauren Hull, Management Analyst for the Clerk of the Board
Lauren.Hull@cob.cccounty.us
(925) 655-2007

Thank you for your time and cooperation!