

Work Plan, Contra Costa County Library Commission (November 2024 through October 2025)

The Contra Costa County Library Commission was established by the Contra Costa County Board of Supervisors in March 1991. The Commission was created to serve in an advisory capacity to the Board of Supervisors and the County Librarian. The purposes of the Commission, according to its bylaws, are to:

- "Serve in an advisory capacity to the Board and County Librarian;
- "Provide community linkage to the County Library including, but not limited to, providing regular reports of the activities of the Commission to appointing authorities;
- "Serve as a forum for the community to express its views regarding the goals and operations of the County Library;
- "Assist the Board and the County Librarian in providing library services based on assessed public need; and
- "Develop and recommend proposals to the Board 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."

The bylaws also set forth specific advisory functions, denominated as duties:

- "Participate in the planning process, including the library element of the County General Plan and the Library Strategic Plan;
- "Assist in the review of County Library policies that the Commission and the County Librarian determine will improve the operations of the County Library and service to the public;
- "Perform such other tasks and undertake such other assignments as may from time to time be referred to the Commission by the Board or the County Librarian;
- "Provide reports to the Board and the County Librarian when the Commission deems such reports to be timely and appropriate."

Annually, the Commission sends a work plan for the to the Board of Supervisors, city and town councils, and other appointing authorities of its planned activities.

Goal 1: Help establish sustainable funding and support for library programs and services to better serve all segments of our patrons, including;

- Exploring ways of ensuring stable, equitable and adequate public and private funding for the county library and its various branches.
- Advocating for additional funding for branch libraries for increased resources to better serve their local communities.

- Providing input to the county and county librarian on budgetary issues and items.

Goal 2: Collaborate with elected officials, community groups, and residents to engender broad support for the Library, including;

- Conducting legislative outreach at the local, state, and federal levels to advocate for libraries, the services they provide and the allocation of resources to them. When possible, meet with legislative leaders in conjunction with other library districts.
- Taking an active role in the American Library Association and California Library Association lobbying efforts.

- Briefing appointing authorities (city/town council, Supervisor, board, or agency) periodically on Commission activities, initiatives, and library needs and seeking their advocacy or endorsement.
- Collaborating with library staff to promote library activities and services with public officials at the federal, state, and local level.
- Educating organizations and individuals at the local, county, state and national level about the value and services offered by the library.
- Involving the local communities in Library Commission meetings.
- Encouraging collaboration between the Library Foundation of Contra Costa, community library friends and foundation groups and commissioners by convening the Friends and Foundation Council, holding the annual Friends and Foundations Forum.

Goal 3: Advise the County on library issues, including;

- Understanding the needs, resources, and organizations of the local community.
- Providing thoughtful, consistent, sound and prompt advice and counsel to the County Librarian regarding the Library's budget, the strategic plan, changes in policy impacting service and programs, and any other matters raised.

Adopted by the Commission November ##, 2023