

## Contents

I.	Instructions .....	1
II.	Commission Name/Title.....	2
III.	Commission Purpose/Mandate .....	2
IV.	Update on Goals and Key Initiatives for FY 2012-13.....	2
V.	Accomplishments for FY 2012-13 .....	3
VI.	Goals and Key Initiatives for FY 2013-14.....	4
VII.	Key Challenges and Issues.....	4
VIII.	Additional Board/Commission Comments .....	5
IX.	Department Comments .....	5

## I. Instructions

These instructions are intended to assist you with the development of the FY 2013-14 annual report to the Board of Supervisors.

### Changes to the Annual Report Template

**No Text Boxes:** We have eliminated the locked text boxes in the FY 2013-14 annual report template.

**Track Changes:** In lieu of text boxes, updates to the annual report template should be tracked via the Track Changes option in Microsoft Word. The template is locked with Track Changes activated for your convenience. It is important that all changes and updates be entered via track changes on the final document submitted to the County Administrator's Office. We may require additional assistance from you if changes are not tracked. Most importantly, changes that are not tracked may be overlooked and therefore not included in the FY 2013-14 Proposed Budget book. Please contact Michael Aycock at (415) 473-3253 if you need assistance with Track Changes or unlocking the template for other reasons.

**Story Behind Performance:** We have provided a section titled "Story Behind Performance" instead of a comments box when providing an update on current year goals and initiatives. The Story Behind Performance provides a valuable prospective to the performance of goals and initiatives where you can provide context on the progress of achieving said goals and initiatives. If you choose to provide this information, you only need to complete one Story Behind Performance for each goal and its related initiatives.

**II. Commission Name/Title**

Library Commission

**III. Commission Purpose/Mandate**

The Library Commission serves as a resource body and liaison to the Board of Supervisors, the County Librarian and the community. The commission helps to find ways to enlist public interest and support in using and improving library services.

The Library Commission has been appointed to serve as the Measure A Advisory Committee to provide independent citizen oversight for Measure A, a special tax for the Marin County Free Library.

**IV. Update on Goals and Key Initiatives for FY 2012-13**

**Goal #1:**

Assist the Marin County Free Library in reaching out to community members and organizations to increase awareness of library materials and services

<b>FY 2012-13 Initiatives</b>	<b>On Track (Yes/No)</b>
Actively support One Book One Marin and related events	YES
Continue to assist in opening doors to community agencies and organizations to enable Library staff to increase community visits to patrons in their own environment	YES
Work with library staff on "Get a library card" drive	YES
Continue to help promote new website and social media outlets	YES

***Story Behind Performance***

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Please use this section for any notes or comments regarding the update on initiatives for this goal.

**Goal #2:**

Develop an Advocacy Action Plan for libraries and literacy

<b>FY 2012-13 Initiatives</b>	<b>On Track (Yes/No)</b>
Continue to develop and nurture relationships with legislators and community leaders	YES

***Story Behind Performance***

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Please use this section for any notes or comments regarding the update on initiatives for this goal.

**Goal #3:**

Serve as the “Measure A” Advisory Committee

<b>FY 2012-13 Initiatives</b>	<b>On Track (Yes/No)</b>
Advise on 2012/13 Managing for Results (Performance) Plan	YES
Advise on 2012 “Report to the Voters” for “Measure A”	YES

***Story Behind Performance***

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Please use this section for any notes or comments regarding the update on initiatives for this goal.

**V. Accomplishments for FY 2012-13**

List the most significant accomplishments that the Board/Commission has achieved or expects to achieve during the current FY 2012-13 (July 1, 2012 – June 30, 2013).

- Support helped library surpass goals of September Library Card Drive
- Reached out to County Supervisors to support the library, resulting in funds from the District Five Supervisor towards the restoration of two heavily used public benches in front of the Novato Branch
- Participated in Legislative Day in the District, helping to educate Marin’s Assembly Person and Senator on Library issues
- Most vacancies on the Commission now filled
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## **VI. Goals and Key Initiatives for FY 2013-14**

List the Board/Commission's most important goals (up to 5) for Fiscal Year 2013-14 (July 1, 2013, through June 30, 2014). These goals should be statements that reflect the Board/Commission's highest priorities, which may or may not change from year-to-year.

Below each goal, list 1-5 key initiatives (activities) that the Board/Commission will be working on in FY 2013-14 that will help it make progress toward that particular goal. Typically, initiatives are discrete activities that can be achieved over the course of one or two years.

### **Goal #1:**

Please enter Goal #1 here.

#### **FY 2013-14 Key Initiatives for Goal #1**

- 1. Actively support and participate in Library Director recruitment process**

### **Goal #2:**

Please enter Goal #2 here.

#### **FY 2013-14 Key Initiatives for Goal #2**

- 1. Support the renewal of the Library Parcel Tax Measure in 2014**

### **Goal #3:**

Please enter Goal #3 here.

#### **FY 2013-14 Key Initiatives for Goal #3**

- 1. Revisit the Services and Facilities Vision Plan with an eye to planning for future library needs**

**Goal #4:**

Please enter Goal #4 here.

FY 2013-14 Key Initiatives for Goal #4
1.

**Goal #5:**

Please enter Goal #5 here.

FY 2013-14 Key Initiatives for Goal #5
1.

## **VII. Key Challenges and Issues**

Please list any challenges or obstacles to achieving your FY 2013-14 goals.

- Continued economic uncertainty
- Unknown effect of digital media changes
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## **VIII. Additional Board/Commission Comments**

Please provide any additional comments in the text box below.

## **IX. Department Comments**

If applicable, please use the text box below for comments from the County department that this board/commission works with.

The Library Commission continues to play an invaluable advisory role for the Director of County Library Services and her staff. The members are MCFL's eyes and ears in the community and do educational outreach to the Board of Supervisors and members of the public.