



STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES COMMISSION (CLSC)

TO: Chair Yamamoto and Members of the CLSC Commission

SUBMITTED BY: Christopher Roke, Parks and Recreation Director

MEETING DATE: October 13, 2025

TOPIC: CC County Library Seat/Reminder Commission Applications are due

RECOMMENDATION:

Staff recommends that the Community and Library Services Commission receive an update from staff regarding the status of County Library Services Commission and take note that Commission Applications are due end of October.

BACKGROUND:

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 County Library Commission is comprised of 24 voting members and 4 non-voting (ex-officio) members:

- **Eighteen** members representing the cities/towns in Contra Costa County - these Commissioners are appointed by the city/town councils (Richmond does not participate)
- **Five** members represent Contra Costa County - each member of the Board of Supervisors appoints one Commissioner
- **One** member representing the Central Labor Council
- **Four** Ex-Officio members representing the College District, East Bay Leadership Council, Office of Education and the Friends Council

DISCUSSION:

Currently, Donna Rennie is serving the City of Hercules as the voting member. The alternate position has been vacated by Jo Ellen Marcotte. The City of Hercules is one of the 18 represented cities that can provide an appointed voting member of the Contra Costa County Library Commission. Both the Representative and the Alternate need to be appointed by Council.

The Hercules rep has traditionally been a current member of the CLSC. Staff is bringing this topic forward to generate awareness of the vacancy. Staff plans to revisit this topic in the new year. If no current Hercules Community and Library Services Commissioner is available for this post, staff will make a recommendation to open the position up to the public to find a suitable candidate to serve as the alternate.

The Contra Costa County Library Commission meetings are public meetings, so anybody can attend and report back to the commission. However, in order to vote, you must be appointed by the Council to represent the City of Hercules. A meeting attendee could also comment during the meeting, if they desired. As a public meeting, any member of the public has the opportunity to speak during public comment on each item on the agenda, plus one additional time on any item that is not on the agenda but is under the Commission's purview.

FISCAL IMPACT:

There is no fiscal impact. This report was meant to remind the current commission of the opportunity represent the City of Hercules on the County Commission. Again, this topic will be revisited in January, in hopes that a member of the Community and Library Services Commission will be interested in taking on this assignment.

ATTACHMENTS:

None