



# **OAKLAND PUBLIC LIBRARY**

**Chávez Branch Library, 3301 E12th St., Suite 271**

## **Meeting Agenda**

**REVISED**

### ***Business Meeting of the Oakland Public Library Advisory Commission***

**Monday, February 25, 2008**

**5:00 PM**

#### **Roll Call / Call to Order**

1. Nominations and Voting for New Chairperson and Vice-Chair
2. Approval of the Draft Minutes from the Business Meeting held on September 24, 2007
3. Commission Meeting Schedule

#### **4. Oakland Public Library Staff Activities Reports**

- A. Library Director
  - i. An informational Report from the Director on Library Activities
  - ii. Introduction of Administrative Librarian for Policy & Strategic Planning
  - iii. 81<sup>st</sup> Ave. Library Project Fundraising - Update
- B. Deputy Director
  - i. Golden Gate Library Area Fires Update
  - ii. Library CIP Projects Update - Attachment A
- C. Policy & Strategic Planning
  - i. Strategic Service Plan Update
- D. Chief Financial Officer
  - i. Measure Q End-Year Report – Attachments B, C

#### **5. Commissioner's Advocacy Reports**

- D. Informational reports and Announcements Commission related activities

#### **6. Determination of Schedule of New and/or Outstanding Commission Items**

#### **7. Open Forum (Public Comment)**

#### **8. Adjournment**

*To request a sign interpreter call 238-6713(v), 238-3281(v) or  
TTY 834-7446 at least 5 working days before the meeting*

*In consideration of people with chemical sensitivities, please refrain from wearing  
strongly scented products to this event*

Character Description		Approp.	Total Actual FY06-07 Expenditures	Actual FY06-07 Variance Over/(Under)	Encumb Obligations for FY07-08	Net FY06-07 Variance Over/ (Surplus)	Net Variance	
<b>OPL SYSTEMWIDE SERVICES</b>								
<b>OPL SYSTEMWIDE CHILDREN'S PROGRAMS</b>								
Program NB37	Employee Personnel Service Expenditures	653,992	733,362	79,370	0	79,370		
	Supply and Material Expenditures	1,400	971	(429)	68	(361)		
	Service Expenditures	5,793	5,348	(445)	625	180		
	Other Expenditures and Project Budget Accounts	12,327	12,327	0	0	0		
	<b>OPL Systemwide Children's Programs Sub-Total</b>	<b>673,513</b>	<b>752,009</b>	<b>78,496</b>	<b>693</b>	<b>79,189</b>	<b>12%</b>	
	<b>OPL SYSTEMWIDE TEEN PROGRAMS</b>							
	Employee Personnel Service Expenditures	345,960	364,630	18,670	0	18,670		
	Supply and Material Expenditures	51	51	0	0	0		
	<b>OPL Systemwide Teen Programs Sub-Total</b>	<b>346,011</b>	<b>364,681</b>	<b>18,670</b>	<b>0</b>	<b>18,670</b>	<b>5%</b>	
	<b>OPL SYSTEMWIDE SUPPORT</b>							
	Employee Personnel Service Expenditures	1,225,304	1,123,127	(102,177)	0	(102,177)		
	Supply and Material Expenditures	734,522	434,663	(299,859)	73,039	(226,820)		
	Service Expenditures	224,995	171,826	(53,169)	1,817	(51,352)		
	Contract Service Expenditures	153,830	52,524	(101,306)	90,044	(11,262)		
Travel and Education Expenditures	53,460	48,613	(4,847)	0	(4,847)			
Internal Service / Work Order Expenditures	10,828	5,793	(5,035)	0	(5,035)			
<b>OPL Systemwide Support Sub-Total</b>	<b>2,402,939</b>	<b>1,836,545</b>	<b>(566,394)</b>	<b>164,900</b>	<b>(401,494)</b>	<b>-17%</b>		
<b>OPL SYSTEMWIDE MATERIALS ACQUISITION</b>								
Supply and Material Expenditures	2,374,601	1,329,956	(1,044,645)	533,336	(511,309)			
Travel and Education Expenditures	511,497	419,190	(92,307)	25,887	(66,420)			
Internal Service / Work Order Expenditures	0	3,296	3,296	0	3,296			
Other Expenditures and Project Budget Accounts	(12,660)	(13,374)	(714)	0	(714)			
<b>OPL Systemwide Materials Acquisition Sub-Total</b>	<b>2,873,438</b>	<b>1,739,068</b>	<b>(1,134,370)</b>	<b>559,223</b>	<b>(575,147)</b>			
<b>OPL SYSTEMWIDE SERVICES SUB-TOTAL</b>	<b>6,295,901</b>	<b>4,692,302</b>	<b>878,783</b>	<b>724,816</b>	<b>1,603,599</b>	<b>25%</b>		
<b>OPL LITERACY PROGRAMS</b>								
Program NB19	Employee Personnel Service Expenditures	349,752	296,953	(52,799)	0	(52,799)		
	Supply and Material Expenditures	16,384	4,187	(12,197)	1,789	(10,408)		
	Service Expenditures	5,276	1,275	(4,001)	876	(3,125)		
	Travel and Education Expenditures	2,250	423	(1,827)	0	(1,827)		
	Internal Service / Work Order Expenditures	2,500	901	(1,599)	0	(1,599)		
	Other Expenditures and Project Budget Accounts	0	(721)	(721)	0	(721)		
<b>OPL Literacy Programs Sub-Total</b>	<b>376,162</b>	<b>303,019</b>	<b>(73,143)</b>	<b>2,665</b>	<b>(70,478)</b>	<b>-19%</b>		

CITY OF OAKLAND - OAKLAND PUBLIC LIBRARY FY 2006-07  
MEASURE Q APPROPRIATIONS AND EXPENDITURES (FUND 2240)

Character Description		Approp.	Total Actual FY06-07 Expenditures	Actual FY06-07 Variance Over/(Under)	Encumb Obligations for FY07-08	Net FY06-07 Variance Over/ (Surplus)	Net Variance
<b>AFRICAN AMERICAN MUSEUM &amp; LIBRARY AT OAKLAND</b>							
Program NB18	Employee Personnel Service Expenditures	415,536	475,900	60,364	0	60,364	
	Supply and Material Expenditures	10,145	5,501	(4,644)	0	(4,644)	
	Service Expenditures	46,375	12,145	(34,230)	3,265	(30,965)	
	Contract Service Expenditures	500	354	(146)	0	(146)	
	Travel and Education Expenditures	2,299	1,905	(394)	0	(394)	
	<b>AAMLO Sub-Totals</b>		<b>474,855</b>	<b>495,804</b>	<b>20,949</b>	<b>3,265</b>	<b>24,214</b>
<b>BRANCH LIBRARY SERVICES</b>							
Program NB17	Employee Personnel Service Expenditures	3,803,340	3,847,390	44,050	0	44,050	
	Service Expenditures	111,393	111,389	(4)	0	(4)	
	Contract Service Expenditures	133,687	125,478	(8,209)	8,587	378	
	Internal Service / Work Order Expenditures	420,311	420,485	174	0	174	
	Other Expenditures and Project Budget Accounts	5,176	5,106	(70)	0	(70)	
	<b>Branch Library Services Sub-Total</b>		<b>4,473,907</b>	<b>4,509,848</b>	<b>35,941</b>	<b>8,587</b>	<b>44,528</b>
<b>MAIN LIBRARY SERVICES</b>							
Program NB16	Employee Personnel Service Expenditures	1,499,112	1,869,872	370,760	0	370,760	
	Supply and Material Expenditures	3,772	3,259	(513)	513	0	
	Other Expenditures and Project Budget Accounts	262	262	0	0	0	
	<b>Main Library Services Sub-Total</b>		<b>1,503,146</b>	<b>1,873,393</b>	<b>370,247</b>	<b>513</b>	<b>370,760</b>
FY2006-2007 FUND 2240 OPL EXPENDITURES							
<b>GRAND TOTAL</b>		<b>13,123,971</b>	<b>11,874,366</b>	<b>(1,249,605)</b>	<b>739,845</b>	<b>(509,760)</b>	<b>-4%</b>

Coliseum Redevelopment	1,250,000
Central City East	540,000
Coliseum School Set-Aside	500,000
	<u>2,290,000</u>

Priority & Status	Project	Redevelopment Area and Council District	FUNDING					"Other Sources" note:	TOTAL FUNDING	SCOPE OF WORK	
			Redevelopment		Other Sources					Timeline	
			FY 2007-08	FY 2008-09	FY 2007-08	FY 2008-09	Prior years				
5	Asian Library	Central; 2			116,620			Workforce Housing Grant	116,620	Reconfigure space for new public restrooms	FY 2007-09
4	Brookfield Library	Coliseum; 7	150,000		61,000			Council Office	211,000	Overheating from skylight; relocate Children's; other possible ADA upgrades	FY 2007-09
In progress. Bidding Phase with open bids on 10/30/07; Open to Public 12/11/09	East Oakland Library at 81st Avenue	Coliseum; 7		500,000			13,845,410	Stopwaste, Prop14, 04/05 Coliseum Set Aside, Long Fdn, OUSD, other pending & anticipated	14,345,410	New 22K community library	FY 2005-10
2	Eastmont Library	Central City East; 6	60,000						60,000	Relocation Feasibility Study	FY 2007-09
1	Elmhurst Library	Central City East; 7	100,000		194,000			Council Office	294,000	New restrooms; Drinking Fountain, potential makeover	FY 2007-09
In progress. Contract Re-negotiation; back to Council for approval	Main Library TeenZone	Central; 2			93,496		494,600	PLF, Turner Torrance Trust, FOPL, Measure D Environmental	588,096	Renovation	FY 2007-09
In progress. Pre design stage for major renovation	Martin Luther King Library	Coliseum; 6	350,000		191,172		366,000	CIP; ADA; Workforce Housing Grant	907,172	ADA upgrade for restrooms, etc.; potential expansion; makeover	FY 2007-09
In progress due to recent storm damage and leakage through windows	Melrose Library	Central City East; 4	380,000						380,000	Electrical, data improvements; reconfiguration of space; window frame replacement	FY 2007-09
3	Rockridge Library	1			500,000			Rockridge Mell-Roos	500,000	Reconfigure for Teen Zone, HVAC upgrades	FY 2007-09
	Coliseum Library Improvements Reserve	Coliseum; 5,6,7	250,000	500,000					750,000	Renovation/upgrades may include site expansion, electrical, fire & data upgrades, restrooms, entry access upgrades	TBD whether this funding is approved in future
	<b>TOTAL</b>		<b>1,290,000</b>	<b>1,000,000</b>	<b>1,156,288</b>		<b>0</b>		<b>18,152,298</b>		

CITY OF OAKLAND - OAKLAND PUBLIC LIBRARY  
 APPROPRIATIONS AND EXPENDITURES  
 Thru 2nd Quarter FY07-08  
 Data from Oracle (FM300): 08/03/07; Includes Labor Thru: 06/29/07

Character Description	Appropriation	1st Quarter FY07-08 Expenditures (thru 09/30/07)	Exp & Encumb Thru 2nd Quarter FY07-08	Available	% Available
<b>OPL SYSTEMWIDE SERVICES</b>					
<b>OPL SYSTEMWIDE CHILDREN'S PROGRAMS</b>					
Employee Personnel Service Expenditures	639,261	100,518	177,473	461,788	72.24%
Supply and Material Expenditures	68	0	0	68	100.00%
Service Expenditures	625	0	400	225	36.00%
Other Expenditures and Project Budget Accounts	348	0	0	348	100.00%
<b>OPL Systemwide Children's Programs Sub-Total</b>	<b>640,302</b>	<b>100,518</b>	<b>177,873</b>	<b>462,429</b>	<b>308.24%</b>
<b>OPL SYSTEMWIDE TEEN PROGRAMS</b>					
Employee Personnel Service Expenditures	576,948	89,188	262,965	313,983	54.42%
Supply and Material Expenditures	42,000	0	42,000	0	0.00%
<b>OPL Systemwide Teen Programs Sub-Total</b>	<b>618,948</b>	<b>89,188</b>	<b>304,965</b>	<b>313,983</b>	<b>50.73%</b>
<b>OPL SYSTEMWIDE SUPPORT</b>					
Employee Personnel Service Expenditures	1,209,709	326,262	621,878	587,831	48.59%
Supply and Material Expenditures	309,216	434,663	213,406	95,810	30.98%
Service Expenditures	157,680	171,826	116,828	40,852	25.91%
Contract Service Expenditures	231,233	52,524	106,898	124,335	53.77%
Travel and Education Expenditures	16,950	48,613	12,850	4,100	24.19%
Internal Service / Work Order Expenditures	4,563	5,793	1,825	2,738	60.00%
<b>OPL Systemwide Support Sub-Total</b>	<b>1,929,351</b>	<b>1,039,681</b>	<b>1,073,685</b>	<b>855,666</b>	<b>44.35%</b>
<b>OPL SYSTEMWIDE MATERIALS ACQUISITION</b>					
Supply and Material Expenditures	2,100,278	1,329,956	1,016,923	1,083,355	51.58%
Travel and Education Expenditures	433,887	419,190	215,611	218,276	50.31%
<b>OPL Systemwide Materials Acquisition Sub-Total</b>	<b>2,534,165</b>	<b>1,749,146</b>	<b>1,232,534</b>	<b>1,301,630</b>	<b>51.36%</b>
				0	-
<b>OPL SYSTEMWIDE SERVICES SUB-TOTAL</b>	<b>6,295,901</b>	<b>4,692,302</b>	<b>878,783</b>	<b>5,417,118</b>	<b>86.04%</b>
<b>OPL LITERACY PROGRAMS</b>					
Employee Personnel Service Expenditures	242,976	296,953	107,854	135,122	55.61%
Supply and Material Expenditures	14,788	4,187	6,083	8,705	58.87%
Service Expenditures	5,876	1,275	958	4,918	83.69%
<b>OPL Literacy Programs Sub-Total</b>	<b>263,640</b>	<b>302,415</b>	<b>114,894</b>	<b>148,745</b>	<b>56.42%</b>
<b>AFRICAN AMERICAN MUSEUM &amp; LIBRARY AT OAKLAND</b>					
Employee Personnel Service Expenditures	397,608	475,900	252,208	145,400	36.57%
Supply and Material Expenditures	10,000	5,501	312	9,688	96.88%
Service Expenditures	62,265	12,145	32,173	30,092	48.33%
Travel and Education Expenditures	0		259	(259)	--
Other Expenditures and Project Budget Accounts	0	354	5,818	(5,818)	--
		1,905		0	--
<b>AAMLO Sub-Totals</b>	<b>469,873</b>	<b>493,900</b>	<b>290,770</b>	<b>179,103</b>	<b>--</b>
<b>BRANCH LIBRARY SERVICES</b>					
Employee Personnel Service Expenditures	3,803,340	3,847,390	2,061,382	1,741,958	45.80%
Service Expenditures	111,393	111,389	66,075	45,318	40.68%
Contract Service Expenditures	133,687	125,478	44,120	89,567	67.00%
Internal Service / Work Order Expenditures	420,311	420,485	216,461	203,850	48.50%
<b>Branch Library Services Sub-Total</b>	<b>4,468,731</b>	<b>4,504,742</b>	<b>2,388,038</b>	<b>2,080,693</b>	<b>46.56%</b>
<b>MAIN LIBRARY SERVICES</b>					
Employee Personnel Service Expenditures	1,499,112	1,869,872	1,145,763	353,349	23.57%
Supply and Material Expenditures	3,772	3,259	513	3,259	86.40%
<b>Main Library Services Sub-Total</b>	<b>1,502,884</b>	<b>1,873,131</b>	<b>1,146,276</b>	<b>356,608</b>	<b>23.73%</b>
<b>FY2007-2008 FUND 2240 OPL EXPENDITURES</b>					