

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – February 23, 2009
Main Library West Auditorium**

CALL TO ORDER: Chairperson Citron called the Library Advisory Commission meeting to order at 5:15 p.m.

Roll Call:

Commissioners Present: Tom Manly, Genevieve Katz, Arthur Noble, Steven Tidrick, Carolyn Mixon, Muhammad Alabi, Billie Wooldridge, Marian Sylvestre, and Marilyn Citron.

Commissioners Excused: Susanna Gilden

Staff: Carmen Martínez, Gerry Garzón, Diane Satchwell, Gene Tom, and Rosalía Arteaga-Romo (recorder).

1. Approval of Minutes

Commissioner Manly made a motion to approve the minutes of July 28, 2008, as recorded.

Commissioner Katz seconded the motion.

Minutes were approved unanimously. Yes - 9; Noes – 0; abstentions - 0

Commissioner Manly made a motion to approve the minutes of September 22, 2008, as recorded.

Commissioner Katz seconded the motion.

Minutes were approved unanimously. Yes - 9; Noes – 0; abstentions - 0

Commissioner Manly made a motion to approve the minutes of November 24, 2008, as recorded.

Commissioner Tidrick seconded the motion.

Minutes were approved unanimously. Yes - 9; Noes – 0; abstentions - 0

2. Old Business

Due to lack of a quorum of the Measure Q Oversight Committee, the approval of the Measure Q reports was tabled for the next meeting.

3. Chairperson's Report

- CALTAC Workshop on February 28th at the San Francisco Public Library. Attendance highly recommended attending for those commissioners who have never been to one of these workshops.
- Legislative Day in Sacramento on April 15. An opportunity to meet and talk with state legislators and their staff.
- BALIS "Library Issues Breakfast" on April 25. Commissioners are welcome to attend.

Finally, Chairperson Citron thanked commissioners for attending this and future meetings, as it is important to have quorums. Also, staff is working to fill the vacancies.

4. Staff Activities Reports

A. Library Director

- National Library Week Celebration – The OPL is presenting Culture Clash on April 2 at the Oakland Museum. This year FOPL plans a reception at the Museum’s Café to honor some of the donors who have contributed to the Library for different programs such as Teen Zone, and Children’s. Commissioners are invited and staff will send out more information.
- Regarding the Library’s operations, it has been a difficult period with the financial situation as the City is facing a \$50 million deficit next FY2009-11, and an \$8 million deficit this year. Departments have been requested to submit a budget proposal with a reduction plan from 10 – 20%. Next step, the Mayor’s budget team will meet with staff to review the proposal. The budget proposal is confidential until released to Council for review. The Library’s budget review meeting is scheduled for March 19.
- **Model City Programs.** In concert with Mayor Dellums’ Model City vision, the Oakland Public Library is pleased to offer the following programs in response to the Mayor’s request:
 1. **January 28, 2009: New Teen Zone Opening**
Opening of a state of the art “Teen Zone” on the second floor of the Main Library. Dedicated to young people, this new service invites and entices our Teens to socialize, study, read, access computers, and in general, feel welcome and comfortable in a space designed by their peers.
 2. **March, 2009. “Self-Check” in the Children’s Room of the Main Library**
A modern, convenient feature that gives kids and parents the choice to “check out” materials on their own.
 3. **March 15, 2009: Laptops at the Dimond Branch**
Thanks to a grant from Councilmember Jean Quan, library users at the Dimond Branch can check out laptops for their personal use while in the library.
 4. **April 1, 2009: Completed Wi-Fi Access at Main and Branch Libraries**
Final implementation of Wi-Fi access at every branch, Main, & AAMLO. The Library makes connectivity possible for anyone using their own laptops.
 5. **AAMLO Black History Month Programs: February 2009**
 - February 7: “Let’s Talk”: The Quest for Black Citizenship in the Americas. The public is the panel.
 - February 14: “The Collaboration of the Year: The Oakland Community Chorus and Friends of Negro Spirituals”.
 - February 21: “Composers Workshop”: Presented by the Girls Scouts of Northern California, a workshop providing musical creative writing & teaching
 - February 28: Explore – Engage – Enlighten: 400 Years of History: Black Composers.

6. March 2009: “It’s in our Hands”: 2010 Census Partnership

The OPL is the only City of Oakland Department to partner with the Census Bureau’s goal to combine the strengths of local governments and community based organizations to ensure a complete and accurate 2010 Census. The Library Department will be a resource for materials, updates, and data assistance as well as a recruiting center for hiring census workers in Oakland.

7. February and March: “The Big Read”

In partnership with CSUEB, the public has been invited to read Ernest Gaines’ - - *A Lesson Before Dying*. The program kicks off on February 21, followed by roughly 25 programs all tied to the book, throughout the city. The program schedule is available but too lengthy for this document.

8. February 2-April 13: “Free Tax Help at the Oakland Public Library”

The tax help at the libraries began on February 2nd and has been extremely successful. At the Main Library 3-6 volunteer accountants (and 2-3 support volunteers) have been helping patrons 4 days a week. On Saturday Feb 7th, patrons started lining up for tax help at 7 a.m. (three hours before the tax help started!). The volunteers have helped 12-25 patrons per session. The facilitator says that this number will increase because he has more volunteers starting soon. On February 7 we turned away about 100 people.

9. February-April: “California of the Past Digital Storytelling Project”

In partnership with ACORN Woodland and EnCompass Academy elementary schools, the Library is inviting East Oakland community members to post their memories of East Oakland. A 3-5 minute video will be posted on the *California of the Past* website and storytellers will receive a free DVD Copy.

- **Main Library Organization Chart** – The Library continues to reorganize as a result of the budget reductions by looking at alternatives to enhance library customer services, as we streamline and make staff more accountable. Gerry Garzón explained that the alternatives include the reorganization of the Main 1st floor and merging service counters into one reference desk, with one manager over the first floor and a second manager responsible for 2nd floor public units. Mr. Garzón went over the charts and explained further how this new reorganization works; he also mentioned that there are currently two major vacancies: Supervisors for Children’s and Teen Services.

Discussion followed regarding staff vacancies and cuts. The Library had approximately 10 or 11 vacancies in the general fund after Council approved the mid-cycle budget last June; the city then discovered an additional deficit of \$40 million and further reductions were requested as part of the October rescission. Staff recommended further vacant positions as part of the reduction plan. Gene Tom also explained how the hiring freeze works. The Library is cautious about filling vacant positions that may have to be cut down the road. Mr. Garzón also mentioned we continue to hire to fill some priority vacant positions (funded both by Measure Q and the General Fund) through internal promotions. We also keep vacancies open.

B. Public Service - - Main/Branches Report

Associate Director Garzón gave an update on the capital improvement projects:

- East Oakland at 81st Avenue Library – website cameras were installed to follow progress of the construction.
- Asian – does not have public restrooms, received a grant for \$120,000 for restrooms. We've had site visits and meetings to come up with a plan to provide public access to a restroom.
- Elmhurst – plan for public restrooms and working with the architects to locate a place.
- Rockridge – going to hold a community meeting on April 2 regarding the creation of a teen space. Staff reminded commissioners that there were a lot of difficulties months ago regarding rowdy teen disruptions at this branch, with the kids causing problems with patrons and staff. We had to respond to this issue and Council Member Brunner asked that staff explore the creation of a teen zone at this venue. She ensured a \$500,000 budget item for this project. Council Member Brunner met with library and school staff to discuss the problem, and full-time security guard service was implemented which has alleviated the situation, but we still recognized the need to have a space for the teens. Historically there has never been a space for teens, though the library has plenty of space for kids and adults. This branch critically needs a teen zone at this point, and unfortunately the community is not very supportive of this project.
- The Library put forward a number of projects for federal stimulus funding consideration to the American Library Association: 81st Avenue Library, Elmhurst, MLK, Melrose, RR teen area, Main (seismic retrofitting at the Main Library), and also a Main Library at the Kaiser Convention Center.

C. Financial Services Report - None

D. Policy & Strategic Planning

California State Library Statistical Report. Diane Satchwell provided an overview of the State's report. Each year the State Library sends annual report forms to California's academic, public, special, state agency, and county law libraries. Statistical data from those reports are tabulated in the California Library Statistics publication, with directory listings published in the companion volume, *California Library Directory*. Although the statistics program and these publications are promoted and encouraged as widely as possible, participation for most is voluntary (public libraries are required by the Education Code to report annually to the State Librarian) and some choose not to do so. This makes the state summary less than complete.

The results compare libraries with similar population numbers, but not necessarily similar demographics, budgets, urban or single versus multi-branch systems. Ms. Satchwell added that the Library's numbers increased greatly due to how OPL captured the data; there was a 185% increase on computer data searches. The system also allows schools to go online and access OPL databases. Online use also increased, and the statistics are also a tool to evaluate library services. We are teaching reliable online resources for the public, which is a huge return of investment for OPL. We hope that this report tells our story, how we are using the millennium catalog system, we manage our data much better. Questions followed. To view the complete report visit the State Library website - - <http://www.library.ca.gov/lids/docs/StatsPub08.pdf>.

5. Commissioner's Advocacy Report:

- Chairperson Citron went to SFPL and was able to get her library card by simply showing her driver's license as she was able to fill out an application online. It is fast and convenient for the customer. Diane responded OPL hopes to add this feature for our customers. Chairperson Citron also praised staff for the Email newsletter and encouraged commissioners to sign-up for this service.
- Commissioner Manley attended the TeenZone opening and thinks this is a very exciting and great place for the teens. Also attended the Legislative Day in the District and got to meet Assembly Member Sandre Swanson.
 - Commissioner Katz also attended the meeting with Assembly member Sandre Swanson, who is a firm library supporter.
- Commissioner Noble stated that the Literacy Program is ready to move to the Main Library. Director Martínez added that due to budget cuts we are moving 2nd Start to the Main Library in July 2009.
- Commissioner Tidrick visited Rockridge Library, and wanted to say that he is impressed with the new TeenZone at the Main Library.
- Commissioner Mixon enjoyed the TeenZone opening as well; she also goes to SFPL to recruit authors. Participated in the Mayor's Model City Forum for Women with an attendance of over 500 women and 20 workshops. She recruited authors for this event and sold books. On February 28 AAMLO opens a new exhibit, "400 Years of History: Black Composers.
- Commissioner Sylvestre is proud of AAMLO and the great programs and events it hosts, which always bring a big turn out. She praised staff for the excellent job they do.

6. Agenda Building – Determination of Schedule of New/Outstanding Items

- Measure Q Reports

7. Open Forum (Public Comment) - none**8. Announcements**

Meeting adjourned at 6:40 p.m.

Submitted by:

Carmen Martínez
Library Director

