

**OAKLAND PUBLIC LIBRARY  
LIBRARY ADVISORY COMMISSION (LAC)  
MINUTES –November 24, 2008  
Rockridge Branch Library**

**1. CALL TO ORDER:** Chairperson Citron called the Library Advisory Commission meeting to order at 5:10 p.m.

**Roll Call:**

Commissioners Present: Carolyn Mixon, Steven Tidrick, Susanna Gilden, Marilyn Citron, and Muhammad Alabi.

Commissioners Excused: Sue Yascolt, Tom Manley, Billie Wooldridge.

Commissioners Absent: Genevieve Katz, Marian Sylvestre, and Arthur Noble

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

**Approval of Minutes**

Due to lack of a quorum the approval of the minutes of July 28, 2008, and September 22, 2008, was tabled for the next meeting.

**2. Chairperson's Report**

- LAC Retreat - Invited comments on the retreat roles and duties document.
- Legislative Day in the District announcement – January 29 and February 6, 2009.

**3. Staff Activities Reports**

**A. Library Director**

With today's low attendance by commissioners, Director Martínez stressed the commitment from commissioners to call in to confirm their attendance.

**Budget Update:**

1. Mayor's Office still finalizing the proposed budget. No lay-offs from the library; that won't be true in June however, when we expect changes in the 2<sup>nd</sup> Start program.
2. Staff was successful in getting all positions unfrozen, and about 40 vacancies were approved to be filled. Recruitment will continue, but we have no idea how fast we will be able to fill these vacancies.
3. The first shutdown day has been confirmed for November 26<sup>th</sup>. Still waiting to get the final word from City Administration regarding the additional days. We will have staff checking the book drops to collect the books during the holidays.
4. Eliminate bottled water, food, and flowers. Food allowed to be provided only for meetings/trainings during which the employee is required to work through the meal.

- Reminder about the Holiday Breakfast on December 12<sup>th</sup>, everyone is invited
- Temescal Branch will celebrate its 90<sup>th</sup> Birthday on Dec 10<sup>th</sup>.
- A coat drive will start in December and the Main Library is one of the locations collecting coats.

### **81<sup>st</sup> Avenue Library Fundraising Campaign.**

Winifred Walters, Grants Development & Programs Manager, thanked the commissioners for their time as volunteers and advocates for the Library, and gave a brief update report.

- The project cost is the same: \$14.3 M for the building and \$0.5 M for the opening collection book fund for a total budget of \$14.8 M.
- Refer to Attachment B for summary.
- Public funding sources are listed; the private fundraising goal is \$3.7 million.
- A local foundation has made a \$1 million challenge grant.
- As of 11/1/08, \$983,000 has been raised in private funds, about half of the \$2 million required to qualify for the matching grant.
- FOPL formed a volunteer committee last summer to raise awareness of the project among library supporters.
- The focus for the next 2-6 months is moving the pending inquiries and proposals for large grants/donations forward.

Ms. Walters encourages Commissioners to participate in whatever way they can.

### **B. Public Service - - Main/Branches Report**

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

- Elmhurst Library
  - ADA accessible Improvements; Drinking Fountain
  - Makeover; Window Improvements
  - Current Budget: \$294K
  - Architect selected: Komorous-Towey Architects
  - Site survey conducted; proposal received and accepted
  - Project begins November 24, 2008
  - Schematic Layouts completed January 2009
  - Bid Period begins June 2009
  - Construction Phase July – October 2009
- Asian Library
  - Public Restroom Addition
  - Current Budget: \$109K
  - Plaza Water Leakage; Mold Remediation completed week of Nov 10, 2008
  - Re-carpet to be completed week of December 1
- Dimond Library
  - Exterior Lighting; Security Camera Improvements
  - Estimated Costs: \$15K

- Funded through Council Member Quan & O&M
- Trenching begun last week for electrical and data
- Project completion scheduled for December 2008
  
- Main Library Reorganization
  - Consolidation of Reference desks
  - AMHL consolidated over to SBSS
  - Computer Lab will be moved from 2nd Floor to 1st Floor
  - Express Computers to consolidated with Lab
  - Circulation area to be rehabbed
  - Lobby area to be refreshed and reorganized
  - Self Checks to be installed
  - Plan to be developed for move of Literacy Program to Main by June 30, 2009
  
- Main Library TeenZone
  - Architect Selected: YHLA Architects
  - Contractor Selected: Rockridge Builders
  - Current Budget: \$584K
  - Construction Began July 2008; Completion Expected: December 2008
  - On Schedule
  - Loop Bars/Crescent Work Areas: Imaginative & Fun
  - Study Rooms completed
  
- East Oakland Community Library @ 81st Avenue
  - Architect: Group 4 Architecture Research + Planning
  - Contractor: NBC General Contractors
  - Total Project Budget: \$14.3 M
  - One-month Delay due to underground work incomplection
  - Trenches Dug; Rebar installation; Footings to be pored
  - Once footings pored, building pad rolled
  - Web video cameras to be installed
  - Construction completion: Late 2009

### C. Financial Services Report

**Measure Q FY08-09 First Quarterly Report.** Gene Tom proceeded to give an overview and referred to the attachment in the agenda packet. Overall for the first quarter in Measure Q expenditures we are a little under where we should be, we actually spent a little less that we should we have with about 75% remaining. However, there are some areas of concern given the number of vacancies that we have, and staff is looking into this. We are carefully monitoring operations, salary savings, and all spending, especially general purpose fund (GPF) spending. This is a complex task because of the various positions that get shifted from branch to branch, part-time staff, etc. Generally on a semi-annual basis we do major clean up of this process. Mr. Tom also adjusted the report format regarding the travel expenditures column, giving more detail on expenditures. The materials budget is 33% spent; this number does have effect on our bottom line total because it is flexible as it varies depending on material spending. Overall we are on target.

Also, in conjunction with the Auditor's report, one of the requirements in the language of Measure Q Ordinance is that a reserve of 5% be maintained of what was collected in the previous fiscal year (July 1 through June 30) of whatever revenue was collected during that period. This year we have set aside \$580,000. There have been issues regarding the fund balance and appropriation of that said amount, but it's never been set aside into its own separate fund. In certain ways from a fiscal perspective it may or may not make sense because all of our funding is based on appropriations based on anticipated tax revenue. So putting money aside in many ways the Council can still either appropriate it or not, or appropriate more than we are getting. Thus, this creates complications as we sometimes operate on a deficit. Mr. Tom explained further how this works and its effect on the Library's budget planning. He also added that the total amount of reductions the Library took in general fund as a result of the October 21, 2008 cuts was \$1.5 million total. Questions followed.

**Measure Q Audit.** Gene Tom provided an overview of the City Auditor's October 27, 2008 *Measure Q Performance Audit*. The audit utilized the twelve objectives enumerated in the Measure Q ballot language for which Measure Q funds were to be used. Because the Auditor was unable to measure each of the twelve objectives in a quantifiable way, the audit found that the City and the Library met most of the MQ requirements. The Auditor did state, however that "we believe that the requirement was met, however, we can not verify it". They found that the Library spent most these monies in accordance with the measure, but were concerned that some funds used for General facilities support and common area maintenance fees for the Chavez library may not have been appropriate. Again, the City Auditor is not certain and is looking into these expenses for more detail. The last point is the MQ reserve requirement, and Library staff is in talks with the Budget Office to determine what the best procedure is, and establish a process to set a separate fund. Most of the recommendations were fairly minor and we've agreed to them. The last recommendation was to work with the Mayor's Office to fill in all the LAC vacancies and maintain the 15-seat membership. This report went to the Finance Committee on November 12th and was accepted with very few questions from council. There was a comment from Council President De la Fuente regarding an additional \$2 million to the Library's General Fund. Director Martínez sent a letter explaining and assuring the Council President that is not the case. While it is true that since the Measure passed in 2004, the Library's General Fund appropriation has increased, it has only done so as a result of increased personnel costs, not the addition of new programs. In actuality, the Library has sustained major General Fund reductions since 2004, and as a result of these reductions a majority of the positions are being funded by MQ. As a final comment, Gerry Garzón added the Library actually came out very well, and staff was please with this report.

#### **D. Policy & Strategic Planning**

**Internet Use by Branches.** Diane Satchwell reported that staff has been looking at all of the possibilities for capturing data for the branches and Main, and this is our first draft. She spoke to a couple of commissioners prior to this meeting to get some ideas on how this project could be modified. The goal is to report on the previous year's statistics and compare the current year's statistics. We are hoping this will show an increase in use and give us an idea of how many hours are booked at each computer. We are looking for trends as to how our libraries are used. Collecting data is a great tool in planning the needs at the branches. We can also present these reports to Council so

they see the activities at all the branches. OPL will incorporate these reports into the branch profiles to assist staff in reflecting the community needs for collections and services. Ms. Satchwell elaborated on the handout and further explained what type of information/statistics we expect to collect. She welcomes comments from the commissioners.

#### **4. Commissioner's Advocacy Report:**

- Commissioner Gilden wrote letters to each council person re the budget cuts.
- Commissioners Mixon and Sylvestre have been working to establish an AAMLO Friends Group. There are about 6 members so far and they hope to recruit more; Berkeley Public Library bond was approved.
- Commissioner Tidrick – visited Montclair and Rockridge branches, and noted the internet usage at these sites.
- Commissioner Alabi – visited Golden Gate Branch, attended a Library Friends meeting.
- Commissioner Citron – Rockridge Branch staff is pleased to keep their security guard.

#### **5. Agenda building:**

- Future commissioner meeting locations; times and dates
- OPL Org Chart & Contacts in the Libraries

#### **6. Determination of Schedule of New/Outstanding Items**

- Budget Update (to be scheduled at another meeting)
- State Report (to be scheduled at another meeting)

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

Staff should consider moving back the meetings to the Main, or branches that are close to public transportation.

#### **8. Announcements**

Meeting adjourned at 6:45 p.m.

Submitted by:



Carmen Martínez  
Library Director