

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – September 22, 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: Steven Tidrick, Arthur Noble, Genevieve Katz, Marilyn Citron, Susanna Gilden, Carolyn Mixon, and Marion Wilson-Sylvestre.

Commissioners Excused: Tom Manley, Billie Wooldridge.

Commissioners Absent: Susan Yascolt, Muhammad Alabi.

Staff: Carmen Martínez, Gerry Garzón, Diane Satchwell, 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, was tabled for the next meeting.

2. Chairperson's Report

- **Retreat.** Confirmed LAC Retreat for Saturday, October 18, starting at 12 with a working lunch and proceeding until 4. Chairperson asked for a brief bio of commissioners to share at the retreat.
- **OPL e-newsletter.** A great informational tool (e-mail format) generated from the Community Relations Office. Director Martínez added that this is the latest attempt to provide information about the library on-line.

3. Staff Activities Reports

A. Library Director

- **City Department Directors met with the City Administrator and Mayor's staff today to discuss the budget progress.** The City is going through a difficult time as we face a large budget deficit. The City Council proposed special budget becomes public on Friday. There will be a large number of lay-offs citywide; we don't expect Library lay-off s, but we might have to transfer a couple of people. There are no plans to close any branches, no reductions in technology, and no reduction in materials. For the most part we will see an impact on the vacancy factor due to the hiring freeze. There is also a freeze on travel. The following dates have been set for budget meetings:

- Sep 30th , Council Budget meeting
 - Oct 9, Budget Workshop and discussion
 - Oct 16, second budget workshop and discussion
 - Oct 21, Council meeting for final budget approval
- Staff received good reviews regarding the Library’s e-newsletter; The Globe newspaper also published some positive articles about the Library.
 - The City Auditor’s Office is conducting an audit on Measure Q expenses, which will become public record in the next 2-3 weeks.
 - There was a newspaper article releasing information about City employees’ travel expenses. Library staff gets a standard \$500 stipend for travel, with employees paying remaining expenses out of their pocket. There are exceptions in the amount for employees who are presenters, speakers, or committee members.

B. Financial Services Report

Measure Q FY 07-08 Year-End Report. Gene Tom presented a power point review of Measure Q expenditures thus far:

- Ended the year with a \$124,000.00 surplus
- Over spent in various areas due to staffing shortages
- Children’s programs has a balance of \$300,000 due to a vacancies
- Teen Zone also has a slight surplus due to vacancy
- Travel & education is slightly high because it includes other expenses such as registration, airfare, etc. Mr. Tom will correct for clarification
- Systemwide support over expended due to how positions are funded
- Materials/acquisition is about \$52,000 year end balance, with a large encumbrance carried forward; pretty much on target
- Literacy Program on target - \$9,000 balance
- AAMLO over expended by about \$100,000 on personnel due to staffing shortage, which will be corrected during mid-cycle budget review
- Branch Library services under spent due to vacancies
- Main Library shows a large negative due to the vacancy bank

Question/answer period followed Mr. Tom’s presentation. Mr. Tom added in response to a question that there is a budget analyst who oversees the Measure Q expenditures, but it is Library’s staff responsibility to monitor the on-going expenses. Given the current economic crisis, we are experiencing a shortage in revenues which clearly affects Measure Q funding. Commissioner Gilden requested more detail on the travel and education expenses.

C. Public Service - - Main/Branches Report

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

- Martin Luther King, Jr. Library
 - Expansion from 3,660 sq ft to 6, 862 sq ft
 - ADA accessible Improvements, Landscaping
 - \$1.497 Estimate Costs; \$500K shortfall
 - Request of Council Member Brooks for direction

- Elmhurst Library
 - ADA accessible Improvements; Drinking Fountain
 - Makeover; Window Improvements
 - Current Budget: \$294K
 - Architect selected: Komorous-Towey Architects
 - Site survey conducted; awaiting proposal

- Brookfield Library
 - Skylight Re-Design; Reconfiguration; Makeover
 - Current Budget: \$211K
 - Initial Planning

- Asian Library
 - Public Restroom Addition
 - Current Budget: \$109K
 - Plaza Water Leakage; Mold Remediation

- Rockridge Library
 - Teen Zone: Planning, Development, Construction
 - Initial Meeting with Teens
 - Survey of Teens, Adults Ongoing
 - Current Budget: \$500K
 - Architect selected: Noll & Tam
 - Community Meetings: 1st-November 2008?

- Eastmont Library
 - Council approval for purchase of 1.22 acre parcel
 - Meetings with CEDA staff
 - Awaiting further direction

- Melrose Library
 - Window Repair/Replacement; Electrical Upgrades
 - Electrical Upgrades in Basement Completed
 - Current Budget: \$380K
 - Architect Selected: YHLA Architects
 - Site inspection on Windows completed
 - Awaiting Proposal from YHLA

- Dimond Library
 - Exterior Lighting; Security Camera Improvements
 - Estimated Costs: \$15K
 - Funded through Council Member Quan

- West Oakland Library Center
 - ADA Accessibility Improvements
 - Center Front & Parking Lot Doors

- Restrooms & Parking Lot Entrance
 - Current Budget: \$25K
 - Pro-Bono: Noll & Tam
- Main Library Teen Zone
 - 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
 - Cabling, Data & Electrical installed
- 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 incompleteness
 - Trenches Dug; Rebar installation; Footings to be pored
 - Once footings pored, building pad rolled
 - Web video cameras to be installed
 - Construction completion: Late 2009

In response to a question regarding library closures during heat waves, Mr. Garzón informed that when temperatures reach 87 degrees we've closed some branches following OSHA's safety recommendations. In the case of the Main Library, given its size, we have set-up cooling stations for staff to take longer breaks, thus avoiding closure.

D. Policy & Strategic Planning

Diane Satchwell added that people can actually see the progress of the Teen Zone remodeling project by visiting the Library's web page. She continued by giving a report on two items:

- **OPL Strategic Plan.** We are currently in the process of securing a facilitator to introduce our strategic plan. The LAC and staff will be invited to participate and encouraged to provide input. At the same time, the facilitator will engage various public groups for input.
- **Technology Update.** We're in the queue now with Innovative to do a clean up of the Library's catalog and other records, a first step OPAC refresh and Scopes, making the system more user-friendly, and to give patrons a clear path. This update would tell us about our circulation online, break it down into different categories, keeping up statistical data. We started this process in May and hope to have our State Report ready at the end of this month. Our goal by next year is to have more details on our circulation, and be able to pull statistics faster. Carmen elaborated more on the State Report and would like to present it for more information at the next LAC meeting, if ready. Ms. Satchwell continued with her report and indicated another thing that was asked is whether the user % goes up due to the economic situation. We've noticed at Eastmont that every hour they're open, the computers are always used. The community relies on the library for their computer use. We also received a \$137,000 Gates

Grant for new computers (the old computers are donated to non-profit organizations.)
Dimond, Chávez, RR have wireless.

- Director Martínez added that the Library has 3 technology goals: get the libraries better connectivity for email and internet; improve connectivity on-line for time and attendance; and wireless connection. Commissioner Tidrick requested information on the number of computers at the branches that provide internet access and the amount of usage, to help commissioners in their advocacy efforts.

4. Commissioner's Advocacy Report:

- Commissioner Katz – worked with staff to prepare a survey to find out what kind of games the library should add to its collection. The Youth Leadership Council members will be reviewing the survey and trying the games.
- Commissioner Noble – spent the last three weeks visiting the juvenile courts to recruit more students for the Second Start Literacy Program.
- Commissioner Tidrick – aside from participating on the committee preparing for the LAC retreat, he had no additional report.
- Commission Sylvestre – reported that she and Commissioner Mixon have been meeting w/AAMLO staff to support and explore the possibilities of a Friends Group for AAMLO.
- Commissioner Mixon – read in the paper that the Berkeley Public Library is holding a public hearing on a bond measure, which she finds interesting and plans to attend.
- Commissioner Gilden – no report.

5. Determination of Schedule of New/Outstanding Items

- Budget Update
- State Report

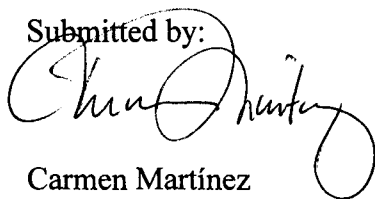
6. Open Forum (Public Comment) - None

7. Announcements

- LAC Retreat – October 18th, from 12 noon – 4, Chavez Branch Library. Staff will mail agenda and other pertinent information.
- Next meeting – November 24, 2008.
- AAMLO's current event: The Banned Books Traveling exhibit.

Meeting adjourned at 6:39 p.m.

Submitted by:



Carmen Martínez
Library Director