

**OAKLAND PUBLIC LIBRARY
LIBRARY ADVISORY COMMISSION (LAC)
MINUTES – September 25, 2006
Main Library West Auditorium**

- I. **CALL TO ORDER:** Chairperson Scott called the LAC meeting to order at 5:15 p.m.

Roll Call

Commissioners Present: Tracey Scott, Bridget Berrigan, Marian Sylvestre, Genevieve Katz, Muhammad Alabi, Arthur Noble, Sharon Crandall, and Marilyn Citron.

Commissioners Excused: Beatrice Wong.

Commissioners Absent: Evelyn Wesley

Staff Present: Director Martínez, Gene Tom, Julie Odofoin and Rosalía Arteaga-Romo (recorder).

Disposition of Minutes

Commissioner Sylvestre made a motion to approve the minutes of July 31, 2006 as amended. Commissioner Katz seconded the motion. All commissioners present approved the minutes.

II. REPORTS

a. Chairperson's Report

- Commissioner Scott introduced and welcomed Marilyn Citron newly appointed to the Library Commission. Ms. Citron addressed the Commission and briefly talked about her background and volunteer experience.
- Staff reviewed the Commission's agenda format to reflect the City's agenda standards.

b. Director's Report

- The Rockridge Library celebrated its 10th Anniversary with a community celebration featuring 3 authors. The event was a success and the library was packed with enthusiastic library patrons.
- The Summer Reading Club was a huge success with 9,400 participants this year. They held a closing party at the Oakland Museum.
- The Teen Division also held a summer reading club with 400 teens enrolled. We hope to improve involvement next year.
- AAMLO will host an event on October 7th featuring Milton Bowers to spread the word about bone marrow donor's awareness.
- Director Martínez attended a Public Library Directors' Forum in Los Angeles to exchange and address issues on research topics.
- Staff has been working on a Library briefing report which will be part of a citywide report for incoming Mayor Elect Dellums. All City Departments submitted their input for this effort. There was also a call from the Mayor elect to form 48 task forces, covering various issues/topics addressing Oakland's needs. Several library staff members are participating in these task forces.

- Staff is archiving Mr. Dellums' long political history materials to be housed at AAMLO. There are several celebrations being planned for the incoming Mayor Elect.

c. Administrators' Report

Informational Report on the Library's FY 2005-06 Expenditures.

Gene Tom, Chief Financial Officer, presented the report and explained:

- Overall, the Library exceeded its Measure Q expenditures by \$188,000 primarily due to the transfer of the Jail and Head Start staff to the Library. These personnel expenses put the Library in a deficit. The PASS Program was continued without a proper budget this year, because we did not have these positions funded by the Foundation anymore. These are the two main reasons that the Library exceeded its budget in FY 2005-06 cycle.
- Both Children and Teen Services had vacancies, however, the Main Library could still operate because we have enough staff at Main to stay open.. The branches, however, are affected by vacancies because they are smaller and need staff to stay open.
- Materials – expenditures for this area are not complete for this fiscal year. The materials money is rolled over into the next fiscal year when not spent or books are ordered and not received by the end of the fiscal year.
- AAMLO exceeded its budget. They lost some positions.

Staff is doing everything possible to make sure that in the coming budget cycle the Library will remain under budget. Staff should be receiving the schedule and instructions from the City Administrator's Office to start preparing the FY 2007-09 budget.

Public Services Update –

Director Martínez presented Gerry Garzón's report:

- **Master Plan** – Group 4 has contracted with a signage company to work on branding/signage for all the branches and OPL.
- **81st Ave. Construction Plan** – Soon moving into submittal of construction documents to the State.
- **Teen Zone Project** – Coming along and ready to start construction at the beginning of the calendar year.
- **M.L. King Branch** – The Library has received a conceptual design of an overall plan. Further discussion needed in order to determine how we will proceed.

Policy & Strategic Report –

Julie Odofin gave a brief background history on this. About a year ago the Library Director restructured the OPL and Ms. Odofin was appointed to review the Library's Policy & Procedures Manual. Hence, a committee was put together to review all policies and procedures, make recommendations to streamline these policies, and create a comprehensive and updated set of policies. We hope to have a first draft manual by the end of the year.

d. Commissioners Advocacy Report

- Commissioner Berrigan attended the American Library Association conference in New Orleans, and participated in an Advocacy Workshop.
- Chairperson Scott reported that a Committee for Measure N has been formed and is working quite actively; she also attended a fundraiser for Measure N. She added that as advocates for libraries she encourages commissioners to participate on the campaign.

III. OLD BUSINESS - None

IV. NEW BUSINESS – None

V. AGENDA BUILDING

- New Materials Budget Review
- Budget Detail/Fund Balance Review
- AAMLO's Update

VI. OPEN FORUM - None

VII. ANNOUNCEMENTS

Meeting adjourned at 6:40 p.m.

Submitted by,

Carmen Martínez
Library Director