



**LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES**

---

---

**DATE:** July 31, 2017

**LOCATION:** Main Library Brad Walters Community Room

---

**CALL TO ORDER:** The meeting was convened by Chairperson Barbero at 5:25 p.m.

**ROLL CALL:**

**COMMISSION MEMBERS PRESENT: 12**

Victoria Barbero  
Andrew Racle, Vice Chair  
Lesley Mandros Bell  
Ain Bailey  
Susanne Perkins  
Reginald Constant  
Aurea Lewis  
Laura Liang  
Rosa Montgomery  
Kerrick Goodman-Lucker  
Sarah McClung  
Ken Lupoff

**COMMISSION MEMBERS EXCUSED: 3**

Charles Sanchez  
Nidhi Khosla  
Rebekah Randle

**STAFF PRESENT:**

Gerry Garzón, Director  
Jamie Turbak, Associate Director  
Winifred Walters, Grants Development Mgr.  
Gene Tom, Chief Financial Officer  
Rosalía A. Romo, Recorder

Members of the public: Tyrone Jordan and Nathan Dumas.

## 1. Approval of Minutes

Chairperson Barbero called for a motion to approve the minutes of June 26, 2017.

Commissioner Mandros Bell moved to approve the minutes as recorded; Commissioner Goodman Lucker seconded. All approved.

**Votes:** Yes – 12; Noes – 0; abstentions - 0

## 2. Measure Q Midyear FY 2016-17 Report

Chief Financial Officer Gene Tom gave brief history of Measure Q:

- The LAC is the official oversight body for Measure Q.
- We came into last year with a budget balance, with an infusion of funds from the City.
- Same budget material since 2009 - - this needs to be look at in the future.
- Structural deficit, Fiscal Years 2016 and beyond: the long-term outlook for the Measure Q fund is that it will sunset in 2024. Therefore, it will have to be reauthorized by the electorate prior to that date, if it is to continue as a dedicated revenue stream supplementing the City’s General Purpose Fund support for library services in Oakland.

## MID-YEAR FY2016-17 MEASURE Q BUDGET, EXPENDITURES & REVENUES

For FY2016-17, which began on July 1, 2016, the Citywide Measure Q Budget is:

### **FY2016-17 Citywide Measure Q Operating Budget:**

Oakland Public Library	\$18.39 million	98.5%
Information Technology Department	0.26 million	1.4%
City Administrator	<u>0.02 million</u>	0.1%
Total Measure Q Budget	<b>\$18.67 million</b>	

During the first six months of FY2016-17, from July 1, 2016 through December 31, 2016, Total Measure Q Expenditures (Actuals + Encumbrances) were on-target:

### **Mid-Year FY2016-17 Measure Q Expenditures (6-Month):**

	<u>Target</u>	<u>Actual</u> <sup>1</sup>	<u>Expenditures</u> <sup>2</sup>	
Staff:	\$6.96 million	\$6.18 million	<i>\$6.18 million</i>	88.8%
Materials:	1.10 million	0.77 million	<i>1.40 million</i>	127.3%
Other O&M:	<u>1.28 million</u>	<u>1.27 million</u>	<u><i>1.73 million</i></u>	135.2%
Total Meas. Q Expenditures:	<b>\$9.34 million</b>	<b>\$9.34 million</b>	<b><i>\$9.31 million</i></b>	<b>99.7%</b>

During the first six months of FY2016-17, from July 1, 2016 through December 31, 2016, the total amount of new Measure Q revenue received was:

### **Actual FY2016-17 Measure Q Revenue Received:**

New Parcel Tax Revenue Available	\$7.60 million
City Council Prior-Year Set-aside	<u>0.50 million</u>
Total Measure Q Revenues	<b>\$8.10 million</b>

Based on the 6-month Actuals, total annual FY2016-17 Measure Expenditures are projected to be on target.

Commissioner Lewis made a motion to accept MQ report; Commissioner Lupoff seconded. Motion approved. **Votes:** Yes – 12; Noes – 0; abstentions - 0

<sup>1</sup> Does not include encumbrances: \$960,000 of Materials ordered and \$130,000 of O&M ordered but not delivered.

<sup>2</sup> Mid-Year Total= Actual Expenditures + Encumbrances.

### 3. Facilities Maintenance & iBond Update – Director Garzón

- a. **Facilities Maintenance:** Library staff has been having difficulties working with Public Works to ensure sufficient custodial maintenance at the branches. A new Public Works director was recently appointed Jason, and he is committed in resolving this matter. There is a number of issues that contribute to lack of maintenance: staffing shortages, budget, lack of communication. Staff will continue meeting with OPR on a regular basis to bring them to speed and work in keeping branches appropriately maintained.
- b. **iBonds:** Bonds will be sold at the end of August and funds will be used for many of the City's facilities. Library renovations and improvements for: West Oakland, Asian, Brookfield, and Main Library. Funds have been broken into two fiscal years, 2017-18, 2018-19. Branch renovations: electrical and data infrastructure update to meet current needs and code requirements, including safety and access enhancements. Main Library improvements include install exterior lighting and security system, electrical and data infrastructure update to meet current needs and code requirements, replace elevators, roof drainage issue, paint interior and exterior among others. There is a limit on the renovations that can be done with these funds. Additional branches will be renovated upon future iBond sales.

### 4. Chairperson's Commission Activities Report – Chairperson Barbero

- Welcomed two new commissioners Sarah McClung and Laura Liang.
- Thanked Winifred Walters for all her work in being instrumental in achieving the Commission's goals.
- Met with new commissioners for orientation; attended a Coalition meeting regarding downtown planning project, which is going to cover housing affordability, jobs training, culture, streets connectivity, sustainability groups. All these topics touch on the library and we want to ensure the commissioner's voices are heard. Encourages commissioners attend these sessions.
- The Library Advocacy Coalition is working to create spread sheets of contacts for next year's bond measure outreach.
- Aug 12 - Laurel Street Fair. Need volunteers to help at the Advocacy Coalition booth.
- The Advocacy Coalition won't participate at the Art & Soul Festival, but Library staff will have a booth. Commissioner Lewis volunteered to help.
- National Night Out (NNO) is coming up and some commissioners are participating.

### 5. OPL Staff Activities Reports

- a. Director's report highlights:
  - Presented a Council Resolution to Life Enrichment Committee for a 5-year lease with OUSD for the Piedmont Avenue branch library and it was approved. Need OUSD approval to complete lease approval.
  - Soft opening for Dimond library was July 15. The grand reopening is Aug 19.
  - The Pop-Up Mobile library has a new timeline for coming out - March or April 2018.

**6. Outreach Standing Committee Update – Commissioner Mandros Bell**

- Reworked the short talking points.
- Decided to cancel the LAC informational panel scheduled in Oct.
- Commissioners Constant and Sanchez agreed to be the social media contacts.
- Started to talk about talking points in preparation for the ballot measure.

**7. Commissioner’s Advocacy Reports:**

- Commissioner Lewis: AAMLO hosted the Festival of Knowledge this past weekend; talked to branch manager at Brookfield about plans/activities at branch.
- Commissioner Perkins: Melrose Branch will have the petting zoo during National Night Out celebration. FOPL might have a booth at the Laurel Street Fair on Aug 12<sup>th</sup>. Day at the Park in Maxwell Park on Sep 9<sup>th</sup>, Melrose Friends will participate. Parking problems around the branch, as neighbors block street parking with cones that prevent patrons from parking. Staff will look into this; it was also suggested to bring this to the attention of the NCPC group at its next meeting.
- Commissioner Bailey: Montclair staff is excited that Dimond is reopening soon; service request pending: remove wasps at Montclair, the northwest sewage going into neighbor’s driveway, remove debris in the back patio.
- Commissioner Mandros Bell: Tool Lending Friends are interested in forming their own 301c organization. Tool Lending was voted best in the Bay Area.
- Chairperson Barbero: Lakeview is going well. staff preparing for chess tournament in September.
- Commissioner Goodman-Lucker: Dimond branch reopened and is doing well, looks great. Plans to participate in NNO and Laurel Street Fair.
- Commissioner Montgomery: Elmhurst Branch litter walk continues; serving snow cones during NNO. Friends meeting every other month.
- Commissioner Lupoff: will meet with Chavez Branch manager soon.
- Commissioner McClung: will adopt Temescal Branch.
- Liang: no report.

**10. Agenda Building****11. Open Forum/Announcements**

- OPL is having a booth on Sunday at the Arts and Soul Festival. Everyone is invited to participate. Commissioner Lewis will help.

**12. Adjournment** - Meeting adjourned at 7:04 pm.

Submitted by: Gerry Garzón, Library Director