



## LIBRARY ADVISORY COMMISSION (LAC) FINAL MINUTES

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**DATE:** October 29, 2018

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

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**CALL TO ORDER:** The meeting was called to order at 5:40 p.m. by Chairperson Barbero.

**ROLL CALL:**

**COMMISSION MEMBERS PRESENT: 14**

- Victoria Barbero, Chairperson
- Lesley Mandros Bell
- Rebekah Randle
- Mary Forte
- Cathy Smith
- Alternier Cook
- Tyron Jordan
- Nathaniel Dumas
- Reginald Constant
- Aurea Lewis
- Carolyn Moskovitz
- Ada Chan
- Sarah McClung
- Amy Johnson

**COMMISSION MEMBERS EXCUSED: 0**

**STAFF PRESENT:**

- Jamie Turbak, Interim Director
- Gene Tom, Chief Financial Officer
- Rosalía A. Romo, Recorder

### 1. Approval of Minutes

Chairperson Barbero called for a motion to approve the minutes of September 24, 2018. Commissioner Chan made a motion to approve the minutes as recorded. Commissioner Forte seconded the motion. All approved.

Votes: Yes – 14; Noes – 0; Abstentions – 0

Chairperson Barbero welcomed new commissioner Carolyn Moskovitz.

## **2. Measure Q Year End Report FY 2017-18 – Presented by Gene Tom, Chief Fiscal Officer:**

This report details the City of Oakland's (the City) Year-End Financial Results for FY 2017-18 in the Measure Q Fund. The following points highlight key findings for the Measure Q fund in FY 2017-18:

- The FY 2017-18 Adjusted Citywide Measure Q Operating Budget of \$18.2 million includes the \$17.6 million FY 2018-19 Budget Adopted by Council and FY 2016-17 year-end encumbrances of \$0.6 million.
  - Actual FY 2017-18 Measure Q Fund expenditures of \$17.2 million exceeded actual revenues received of \$16.1 million, resulting in a FY 2016-17 structural operating deficit of \$1.1 million.
  - Adjusting the Actual FY 2017-18 Measure Q structural operating deficit of \$1.1 million for the non-permanent \$0.50 million General Purpose Fund (GPF) subsidy would increase the total FY 2017-18 Measure Q operating deficit to \$1.6 million.
  - With FY 2016-17 carryforward expenditures of \$0.23 million included, the Net Total Measure Q operating deficit increased to \$1.8 million.
- In FY 2017-18, \$15.6 million in Actual Measure Q parcel tax revenue was collected, \$0.2 million more than budgeted. Including the \$0.50 million GPF subsidy, FY 2017-18 Measure Q revenue received totaled \$16.1 million.
- In FY 2017-18, the available Measure Q Fund Balance from the prior fiscal year was \$0.8 million, which was drawn down in order to help offset the \$1.1 million Measure Q structural operating deficit noted above.
- The Measure Q Fund had a negative balance of \$386,057 at the end of FY 2017-18. This balance reflects the net difference between the revenue and expenditure results, including adjustments such as encumbrance carryforward, Adopted Budget, and year-end/beginning fund balance.

Mr. Tom added that the structural deficit on MQ is being offset through MD with anticipated revenue, absorbing what MQ can't cover. He also explained how the reserve fund works, and questions followed presentation.

Chairperson Barbero called for motion to approve and accept the Measure Q Year End Report FY 2017-18 as presented. Commissioner Forte made a motion to accept report. Vice-Chair Mandros Bell seconded. All approved. Motion carried.

Votes: Yes – 14; Noes – 0; Abstentions – 0

## **3. Chairperson's Commission Activities Report – Chairperson Barbero**

- Dec 3 social mixer at AAMLO. Commissioner Constant sent an email to commissioners to sign up for food and will confirm with the rest of Outreach Committee members.

- Commissioner Mandros Bell indicated that the youth poet will perform, and 3 staff members will make presentations. Also inviting the Mayor and Council Members to attend.
- Chairperson Barbero conducted orientations with new commissioners and attended the Branch Network meeting as well.

#### **4. Nomination and Election of Library Commission Officers**

Chairperson Barbero called for nominations for Chairperson. Commissioner Lewis nominated Vice-Chair Mandros Bell. Commissioner Constant nominated Commissioner Cook, but Ms. Cook declined nomination. There were no more nominations.

Chairperson Barbero called for a vote to elect Commissioner Mandros Bell new Chairperson. Unanimous vote. All approved.

Votes: Yes – 14; Noes – 0; Abstentions – 0

Chairperson Barbero called for nominations for Vice-Chairperson. Commissioner Constant nominated Commissioner Lewis. There were no more nominations.

Chairperson Barbero called for a vote to elect Commissioner Lewis new Vice-Chairperson. Unanimous vote. All approved.

Votes: Yes – 14; Noes – 0; Abstentions – 0

#### **5. LAC 2018 Strategic Plan Final Review / Adoption**

Chairperson Barbero called for a motion to approve and adopt the 2018 Strategic Plan as presented at the July and September meetings. Commissioner Randle put forth the motion to adopt Plan. Commissioner Mandros Bell seconded motion. Motion carried.

Votes: Yes – 14; Noes – 0; Abstentions – 0

#### **OPL Staff Activities Reports**

##### **Director's Report Highlights – Jamie Turbak:**

- Attended a container tour to learn about containers to be used as facilities.
- Attended two east Oakland branch meetings, and Oaktobefest at Dimond.
- AAMLO hosted a career day event.
- Golden Gate Branch celebrated its Centennial program, fantastic event!
- Participated in FOPL mailing party.
- Biggest open recruitment for library aides closes Nov 1<sup>st</sup>.
- No word on library director appointment yet.
- Plans to open extended hours still work in progress. New hours will take effect as soon as recruitment for new staff is done.
- Libraries will close Dec 24 and 25, and Jan 1<sup>st</sup>.

## 5. Commissioner's Advocacy Reports

- Commissioner McClung: no report
- Commissioner Dumas. Golden Gate hosted couple of events movie / pizza night, Day of the Dead.
- Commissioner Jordan: MLK no report
- Commissioner Cook: visited Asian library. Wonderful to see the children's story hour, talked to the manager who mentioned they need facilities plan upgrading. Still pressing on the Hoover-Durant issue with a pop up at St Andrews Park, also collaborating with SPARK by giving away books for kids. Another big pop-up Nov 10<sup>th</sup> at market in San Pablo and 3<sup>rd</sup> Street to get community involved to start fundraising. Obtained a small donation for pop-up and applied for a SPARK grant. Also taking book donations.
- Commissioner Smith: no report – Lakeview.
- Commissioner Forte: Elmhurst – working with east Oakland branch libraries to hold community meetings. Invited Public Works director Jason Mitchell to discuss custodial, security guards, and maintenance at the branches. Elmhurst grounds improved after this meeting. Also met with OPD Captain Tony Jones regarding homelessness issues around libraries and 911 responses. Both meetings were good. Completed a capital improvement project (CIP) request for air conditioning for Elmhurst.
- Commissioner Randle: submitted CIP form for a new main library.
- Vice-Chair Mandros Bell: Tool Lending Library is excited for extended hours. Working on retrofitting tool equipment. Temescal Centennial; tool petting. Biggest challenge is another space for another storage container. Temescal Friends trying to complete & file for 501(c) (3) non-profit status.
- Chairperson Barbero: Lakeview getting increase demand for STEM programs for kids and adults. African American quilt on exhibit. Also submitted a CIP request for Main Library and to improve the public bathroom. Finally, when she became commissioner, she was not aware that FOPL covers all libraries in Oakland. They do wonderful things for the libraries and provide grants for all branches. She urges commissioners to become members of FOPL and help support the work they do.
- Commissioner Chan: emailed the branch manager at 81<sup>st</sup> Ave. Branch offers a ukulele class program
- Commissioner Moskovitz: adopted Rockridge Branch and will meet the branch manager soon. Excited to be here.
- Commissioner Lewis: AAMLO had a wonderful career alternative program. Susan Anderson ended her acting period as Interim Chief Curator and Veda Silva will be acting in her place. Black Dolls Festival on Nov 4, also planning Kwanzaa program.
- Commissioner Constant: Assisted West Oakland branch manager and Jenera Burton tabled the Second Annual Book Comicon. There is graffiti on building, staff requested to remove it. Naturalist tours at Lake Temescal. The Friends of WO raised \$400 on book sales. The doll festival is Nov 10.

## 6. Agenda Building

- Discuss change of LAC meetings starting time to 5:30PM – Nov
- Brown Act/Sunshine Ordinance – Nov
- CIP presentation on requests and general information.

- Budget 101 – next year.
- Itemized branch expenditures, etc. How does the budget affect libraries?
- Facilities plan.

**7. Open Forum/Announcements**

- Jessica Jung – submitted her application for LAC membership. Living in Oakland over 10 years. Teacher at Bridges Academy and now coaching teachers.

**8. Adjournment** - Meeting adjourned at 7:20 PM.

Respectfully submitted,

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Jamie Turbak, Interim Library Director