



## LIBRARY ADVISORY COMMISSION (LAC) FINAL MINUTES

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**DATE:** March 25, 2019

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

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**CALL TO ORDER:** Chairperson Mandros Bell called the meeting to order at 5:35p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 8**

- Lesley Mandros Bell, Chairperson
- Aurea Lewis, Vice-Chair
- Viola Gonzales
- Nathaniel Dumas
- Amy Johnson
- Ada Chan
- Cathy Smith
- Mary Forte

**COMMISSIONERS ABSENT: 7**

- Alternier Cook
- Joseph Karwat
- Carolyn Moskovitz
- Jessica Jung
- Sara McClung
- Tyron Jordan
- Reginald Constant

**STAFF PRESENT:**

- Jamie Turbak, Director
- Gene Tom, Chief Financial Officer
- Mathew Berson, Public Information Officer
- Rosalía Arteaga Romo, Recorder

Members of the public: Caleb Smith.

## **1. Budget 101 Presentation: Overview of the City of Oakland's Biennial Budget Development Process**

In response to request from the Sustainability Committee, Gene Tom prepared an overview of Measure Q and library budget to clarify the budget process and the responsibilities of the Commission as the oversight committee for the measure.

Mr. Tom went over the power point presentation, which highlighted:

- Important Budget Terminology
- Key Library Funding Sources
- Adjusted FY2018-19 Midcycle Budget
- FY2018-19 Midcycle Adopted Budget by Fund
- FY2018-19 midcycle adjusted budget by fund
- Measure Q vs General Fund
- Measure Q Structural Deficit
- Measure Q Objectives
- Measure Q Constraints
- Measure D Adopted Midcycle FY2018-19 Budget

Mr. Tom went over each category. For full power point presentation see Attachment 1.

Questions followed:

How are capital improvements projected into the budget?

- There is no specific assigned capital budget for individual departments. All city facilities improvements requests are managed by Public Works and funds are allocated for this, there is also an emergency fund for unexpected major repairs. This is a common procedure used by most city entities. Measure KK set aside funding for OPL capital improvements / repair projects. Chavez and Eastmont branch libraries are leased spaces and the owners are responsible for CIP expenses. Piedmont Ave. Library is housed in a portable unit located on OUSD property. The library is hiring a project manager that will handle library improvement projects. Measure Q fund cannot be used for capital improvements. Also, the Friends of the Oakland Public Library, have funded small CIP's.

Can a Mello-Roos tax be used to fund a new main library?

- Yes. In 2006, the Library went for a construction bond measure for a new main and branches, but measure failed.

Staffing needs, how do you staff branches?

- Use metric staffing method – a variety of considerations according to the size of branch, circulation, programming, service points.

How does the way Public Works charge the Library (by square footage) for services combined with the way they perform those services (whenever they get to them) affect the Library's (or the city's) ability to determine how much it actually cost to maintain the libraries? (It seems like we get charged the same amount, since the square footage doesn't change, but the actual services

performed are not, in fact, maintaining the libraries the way they ought to be -- not because PW is trying to undermine the Library but because it, too, is understaffed.)

- The Library does not manage or control the amount its charged, nor the services received. Staff attempts to communicate needs and advocate for Library and PW staffing.

What happens if Measure Q is not renewed?

- The library budget will have to be adjusted accordingly to meet budget limitations. Measure Q expires in 2024, and staff will start planning for MQ reauthorization sometime around March 2020.

Is there an adjustment to fund positions?

- There have been instances that money has been put on a set-aside fund to cover expenses, and sometimes expenses can be absorbed by other funds if needed.

How can we fund a new library – say Hoover / Durant branches?

- People would have to work on a capital bond measure for funding. The City does not have money to construct new facilities. Once a new branch is built, the Library would need additional budget money to operate facility.

Is the Library allowed to recommend a new library in the downtown plan?

- The Library was not part of the development of this plan. The Library did have a bond measure plan in 2006, which failed.

The City budget won't be released to the public until May, and staff cannot elaborate on the proposed Library budget at this point.

## **2. Approval of Minutes**

Chairperson Mandros Bell called for a motion to approve the minutes of February 25, 2019. Commissioner Smith made a motion to approve the minutes as amended by Commissioner Forte. Commissioner Chan seconded. Motion approved by all.

Votes: Yes – 8; Noes – 0; Abstentions – 0

## **3. Director's Report – Jamie Turbak:**

- Set to start new expanded hours on April 1<sup>st</sup>. 100 employees were hired and trained in 3 months.
- In the next couple of weeks there will be an announcement about the new Associate Director, Project Manager, and AAMLO Chief Curator positions.

## **4. Chairperson's Activities Report – Chairperson Mandros Bell**

- The California Public Library Advocates is offering workshop for Oakland Libraries Coalition on May 11, 10am – 1pm, at the 81<sup>st</sup> Avenue Branch Library. Fee is \$40. branch library. Contact Chairperson Mandros Bell if interested.

- Members of FOPL and Library Advocacy group – Victoria Barbero, Kathryn Sterbenc, Helen Bloch, and Ronile Lahti – have offered help in coaching commissioners on advocacy issues.
- Outreach Committee prepared the talking points for meetings with the council members. Chairperson Mandros Bell will send list to commissioners.

**4. Sustainability Standing Committee Update – Commissioner Smith**

- Committee met and focused on preparing the Budget 101 questions.
- Developed speaking points for meetings with council members.
- Staff should follow-up on the request for annual audits for Measure Q. Director Turbak added that the City Auditor does conduct annual audits and seeing that the Library is fiscally in good shape, the City Auditor’s office does not deem necessary to prepare yearly annual reports. LAC would like to recommend that annual report should be made every two years.
- Would like to appoint new Committee members as several commissioners have not attended meetings. Will discuss at further meeting.

**6. Commissioner’s Advocacy Reports - none**

**9. Agenda Building:**

- Budget priorities – April meeting.

**10. Open Forum/Announcements**

**11. Adjournment - Meeting adjourned at 7:35PM.**

Respectfully submitted,

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Jamie Turbak, Interim Library Director