



LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES

Date: November 28, 2022

Recording: http://oakland.granicus.com/MediaPlayer.php?publish_id=dec4e9bd-70e6-11ed-9024-0050569183fa

Location: Zoom video conference

Pursuant to California Government Code section 54953(e), Library Advisory Commission Board Members/Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

CALL TO ORDER: Co-Chair Carolyn Moskowitz called the meeting to order at 5:32 p.m.

ROLL CALL:

COMMISSIONERS PRESENT: 7

Alternier Cook
Mary Forte, Vice-Chair
Carolyn Moskowitz, Co-Chair
Ayushi Roy, Co-Chair
Karen Roye
Caleb Smith
Cathy Smith

COMMISSIONERS ABSENT: 2

Angelica Valentine
Cristina Tostado

STAFF PRESENT: 3

Jamie Turbak, OPL Director
Kere Gonzales, Executive Assistant to the Director
Janelle Montu, Chief Financial Officer

1. Approval of Draft Minutes: October 24, 2022

Commissioner Mary Forte reported an error in a section of the minutes and asked that the minutes be amended to include the correction. Commissioner Mary Forte made a motion to approve the minutes as amended. Commissioner Caleb Smith seconded the motion. All in favor. Motion approved.

2. AB-361 Adoption of Teleconference Resolution

In 2020, due to Covid-19, the Governor issued emergency executive order N-29-20 which suspended the teleconferencing requirements of the Brown Act. That executive order expired on September 30, 2021.

In September 2021, Assembly Bill 361 was signed and authorized local agencies to use teleconference without complying with the teleconference requirements imposed by the Brown Act when the legislative body holds a meeting during a declared state of emergency. This resolution is being re-adopted so that the commission can meet via teleconference.

Commissioner Caleb Smith made a motion to adopt the resolution. Commissioner Alternier Cook seconded the motion. All in favor. Motion approved and resolution adopted.

3. Open Forum/Public Comment (2-minute limit)

Public comments can be heard by clicking the link to the recording at the top of these minutes.

4. Budget Presentation

OPL's Chief Financial Officer, Janelle Montu, gave an overview of the FY 2023 adopted mid-cycle budget.

Janelle explained that OPL's total adopted mid-cycled budget for FY 2023 is \$51.21M and is comprised of the following funds:

- Measure Q- \$20.44M (40%)
- Measure D- \$15.16M (30%)
- General Purpose Fund- \$14.43M (28%)
- Other Funding Sources such as grants and donations- \$673K (under 1%)

Next, Janelle explained the breakdown of how the total adopted budget of \$51.21M will be allocated:

- Personnel- \$36.1M- (71%)
- Programs and Operations & Maintenance- \$5.88M (11%)
- Internal Service Funds - \$5.49M (11%)
- Materials- \$3M (6%)
- Computers & Technology- \$670K (1%)

Finally, Janelle talked about the historical and current budget update from FY 2019 to current. She explained the budgeted versus actuals for each of the funds and projections for FY 2023.

- There was a question about the number of filled positions versus the number of budgeted positions. Director Turbak explained that there is a delay in the hiring process which accounts for approximately 25 vacant positions. Director Turbak will provide the vacancy rate.
- There was a question about the budgeted vacancy rate. Janelle explained the budgeted vacancy rate is 10%.
- There was a question about seeing the budget for the 18 individual branches: specifically, the budgeted positions for each branch. Janelle stated that this level of detail can be provided.
- There was a suggestion that the historical data contain longer term time series' so commissioners can look at the historical changes over a longer period of years.
- There was a question about the impact of the COLA increases on next year's budget. Janelle explained that the COLA increase will be factored into the baseline budget for FY 23-25.
- There was a question about the materials budget; it seemed small. Janelle explained that the materials budget is going up; in previous budgets it had been \$2M and \$2.5M.
- There was a suggestion for next presentation that the bars on the budget vs. actuals chart show the dollar amount to be more easily understood.

Commissioners were grateful for the presentation and detail provided and look forward to future presentations.

5. Director's Update

Director Jamie Turbak covered the following:

Piedmont Avenue Branch Library – Today, the Life Enrichment Committee unanimously adopted the staff recommendation for Piedmont Avenue Library Joint Occupancy and Lease Agreement with Oakland Unified School District (OUSD). The item next moves forward to the December 6 City Council consent calendar. The City Council second reading will, presumably, be on December 20. A similar item will go before the OUSD School Board this Wednesday, November 30. If both legislative bodies approve, the City will execute the 50-year lease by the deadline of December 31.

Measure U 2022 Affordable Housing Infrastructure Bond was passed by Oakland voters on November 8. The measure passed with 75% approval rating and will provide \$15 million for library capital projects. Capital projects are approved by City Council through the [Department of Public Work's Capital Improvement Program](#).

Newly elected officials -City Departments, including the Library, will prepare presentations for elected officials including two new City Council Members for District 4 and District 6. District 2 Council Member, Nikki Fortunato Bas was reelected for another term. Also, Mayor-elect, Sheng Thao will take office in January.

Covid-19 – Effective today, there is no longer a mask mandate in city facilities including libraries for either the public or staff. Libraries will continue to have masks available for those who want them and signs will encourage mask wearing.

Kudos / Media

Día de los Muertos tradition at 81st Ave

OUSD shared [this sweet article](#) about kids visiting 81st Ave for Día de los Muertos!



6. Co-Chairperson’s Update

Co-chair Carolyn Moskovitz shared that interviews for the commissioner vacancies will take place before the end of the year.

7. Standing Committees Updates

Commissioner Alternier Cook reported that that Community Engagement committee had met and mainly discussed the mixer. The mixer will be held virtually with plans to have an in-person event in the spring. She also reminded attendees to register.

Commissioner Karen Roye reported that Sustainability committee is working on developing a survey that can be spread around the system and posted on the LAC website. Sustainability will have a special meeting on December 8th during the recess of the full commission.

8. Commissioner Advocacy Update

Commissioner Caleb Smith reported that there were no particular developments around the maintenance of effort/inflation adjustment request for the general fund. Caleb also reported that he’d reached out to Councilmember Kalb’s office and was awaiting a response. The letter approved by commissioners will be transmitted once the new councilmembers are on board.

Commissioner Mary Forte reported on various programs, events, and updates from the Elmhurst Branch. She also reported that the encampment near the branch has gotten smaller due to a fire which burned some of the cars. The trash and human waste near the encampment has been reported to 311.

9. Agenda Building

- **January 2023-** Returning to In-person Meetings, Quarterly Maintenance Report, Get to Know Our Commissioners, Review Commissioner Assignments
- **February 2023-** Co-chair and Vice- Chair Elections, Budget Training, Impact of Infrastructure Bond,
- **March 2023-** Annual Audit by City Auditor
- **April 2023-**
- **May 2023-** Budget Update, Update on Teen Services, Budget Update

10. Adjournment - Meeting adjourned at 6:51 PM

Respectfully submitted,

/ s /

Kere Gonzales, Executive Assistant to the Director