

Library Advisory Commission Sustainability Subcommittee – Draft Minutes

Date: December 8, 2022

Call to Order: The meeting was called to order at 6:00 PM

Commissioners in attendance: Cathy Smith, Karen Roye, Mary Forte

1. Review and Approval of Draft Minutes from October 2022

- Commissioner Cathy Smith moved to approve the October 2022 meeting minutes as amended; Commissioner Karen Roye seconded the motion. Commissioners unanimously approved the minutes.

2. Library Survey Discussion

We discussed the following:

- Commissioner Roye created four survey samples 1. Community survey, 2. Library User survey, 3. Adult Program survey, 4. Survey for a new library being built. These surveys have various audiences and uses. These samples were helpful to the discussion of our survey with respect to needing to define the survey audience and issues to survey.
- The original idea of the LAC sustainability survey was to do a survey focused on library maintenance similar to the Love Your Parks and Trails annual survey where volunteers visit parks on a Saturday, take a survey, the data is analyzed and a report of the state of library maintenance is created.
- Commissioner Smith stated that the Parks survey was funded by a grant. See 2018 report at https://oaklandlibrary.org/wp-content/uploads/sites/100/2021/08/2018-Report-on-the-State-of-Maintenance-of-Oakland-Parks_0.pdf
- Would the LAC need funding for a survey?
- Who is the audience for the LAC survey. Potential audiences are:
 - City Officials/Councilmembers
 - Jaime Turbak, OPL Director
 - Library branch manager
 - Library branch staff
 - Friend's groups
 - Library patrons
- Who will benefit from the survey data? Is it the same list above?
- What is it that we want to learn from the survey? Commissioner Smith stated that initially the goal of the survey was to gather maintenance data before a bond measure as we know maintenance issues exists throughout the library system.
- How can the data we collect be useful to Jaime?
- What issues will the survey address?
 - Library maintenance – the quarterly maintenance report gives categories that could be surveyed. Commissioner Forte will send a spreadsheet of categories.
 - Library patron demographics – Commissioner Roye asked Jaime about what demographics are currently being collected, Jamie responded it is not being captured.
- Need a survey that fits diverse branches as a one-size fits all survey may not address characteristics unique to a branch. For example, AAMLO has tall ceilings so to change lighting requires tall ladders and/or scaffolding while other branches do not require this.
- Survey deployment

- We do not want the survey to be burdensome to branch managers or staff
- How do we build a survey that is consistent?
- The need to line up the survey with the quarterly maintenance report in order to see trends
- Online survey using Survey Monkey, Commissioner Roye, has experience with Survey Monkey, have a link to it, survey monkey could guide us in building a survey and could generate reports
- Survey could be available on the library website
- We still have more work to do and decisions to make regarding audience, benefits of the survey and issues to survey. All agreed to think about this and come to our next meeting in February ready to discuss.

3. Open Forum/Public Comment

- none

4. Agenda Building

- Continue Library Survey Discussion

5. Adjournment

- Meeting adjourned at 7 pm.

Respectfully Submitted,

Commissioner Mary Forte