



**LIBRARY COMMISSION DRAFT MINUTES**

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**Date:** July 29, 2024

**Recording:** [https://oakland.granicus.com/MediaPlayer.php?publish\\_id=5cd4820d-5423-11ef-bafe-005056a89546](https://oakland.granicus.com/MediaPlayer.php?publish_id=5cd4820d-5423-11ef-bafe-005056a89546)

**Location:** African America Museum and Library at Oakland (AAMLO)- 659 14<sup>th</sup> St., Oakland, CA 94612

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**CALL TO ORDER:** Co-Chair Mary Forte called the meeting to order at 5:46 p.m.

**ROLL CALL:**

**COMMISSIONERS PRESENT: 10**

Chiye Azuma, Vice-Chair  
Brad Boyd  
Alternier Cook  
Mary Forte, Co-Chair  
Carolyn Jones  
Karen Roye  
Gabrielle Sloane Law, Co-Chair  
Cristina Tostado  
Alex Weinberg  
Karen Zukor

**COMMISSIONERS ABSENT: 4**

Brittany Buckmire  
Elias Lawler  
Carolyn Moskovitz  
Anand Patel

**STAFF PRESENT: 2**

Jamie Turbak, OPL Director  
Kere Gonzales, Executive Assistant to the Director

**1. Roll Call**

**2. What Are Commissioners Reading?**

Co-Chair Mary Forte opened the floor for sharing during the icebreaker. Various commissioners shared what they are reading and details about the materials and the authors.

**3. Open Forum/Public Comment**

There were no members of the public present.

**4. Approval of Draft Minutes: May 20, 2024**

Commissioner Mary Forte noted a correction in the minutes. Commissioner Chiye Azuma made a motion to approve the minutes as amended. Commissioner Brad Boyd seconded the motion. Commissioners Karen Roye, Cristina Tostada, and Alex Weinberg abstained. Commissioner Alternier Cook was not present for this portion of the meeting and did not cast a vote. All others in favor. Motion approved.

**5. Audit Report and Findings**

City Auditor Michael Houston presented the Audit of the Library’s parcel taxes. The report and findings were as follows:

- The scope of the audit included Measure Q proceeds from FY 2019-20 through FY 2021-22, Measure C proceeds for FY 2022-23, and Measure D proceeds from FY 2019-20 through FY 2022-23.
- The objectives of the audit were to determine whether 1) the Library spent tax proceeds as intended by the respective measures, 2) the City met the minimum General Fund appropriation requirement, 3) the Library met the reserve fund requirement for Measure Q, and 4) the Library implemented the previous audit recommendation.
- The Library spent Measure Q, D, and C proceeds in accordance with their respective requirements.
- There are no significant issues with the Measure Q reserve fund requirement.
- The City implemented the previous audit recommendation intended to provide the Library Commission with additional financial reports to strengthen their oversight abilities.
- The City fell short of meeting the required General Fund appropriation amount of \$14,500,000 by \$62,406 in FY 2022-23.
- The City mistakenly collected approximately \$112,000 in Measure C taxes from exempt property owners. This issue has been corrected as of March 2024.

Due to the findings, these are recommendations:

- The City Administrator should validate the General fund appropriation shortfall with the Finance Department and consult with the City Attorney’s Office to determine the appropriate course of remediation.
- To ensure timely and accurate processing of new parcel taxes, the City Administrator should create an administrative instruction to notify affected departments of approved ballot measures so staff can review and update procedures to reflect additional parcel tax exemptions, changes to the general fund appropriation, and other requirements before processing the new measures.

Commissioners expressed concern at the frequency of receiving audit reports and requested that Janelle come and speak to the appropriations for each fiscal year after the budget has passed.

**6. Commissioner Introductions**

This item was put over to the September meeting.

**7. Life Enrichment Committee Report Draft -41:11**

Co-chair Mary Forte presented the draft of the annual Life Enrichment Committee report. She explained each section of the report as follows:

- **Executive Summary-** contains a summary of each of the sections in the body of the report. If the Council members only read this section, they will get a basic understanding of what the full report contains. Each section goes into specifics and Council members can dive deeper and find further detail.
- **Library Parcel Taxes Audit-** a description of the Audit report and findings.
- **Library Funding in the Oakland Budget-** a description the commission’s advocacy and the impact of the budget on Library operations. (See paragraph below)
- **Structure of the Library Commission-** a description of the commission’s composition, including the vacancies, the districts which are represented, and the standing committees.
- **Commission Activities-** a description of the actions of the commission such as the survey, maintenance reports which has occurred through current fiscal year.
- **OPL Developments of Interest to the Commission-** a description of updates around CIP projects, feasibility studies, and other areas of interest and concern to commissioners.
- **Library Usage-** a presentation of the statistics around patron visits, branch usage, and materials circulation.

Co-chair Gabrielle Sloane Law discussed the language in the ‘Library Funding in the Oakland Budget’ section in detail. She explained that in this section, there are statements made on behalf of the commission and invited feedback for the section. Points there were shared were:

- Electeds should be made aware that community members are not pleased with the Library budget being reduced.
- Electeds should be made aware that the City will lose residents’ trust when future measures are on the ballot.
- Electeds are listening to their entire constituent base. If presented with a choice between funding for the Library and public safety, constituents will choose public safety. So, although commissioners may advocate, there may be a linear choice for electeds regarding the budget.
- How do we use this situation to change the Library’s future?
- This is a long-term financial situation, let’s look ahead at how we can plan for future budgets to ensure this doesn’t happen in the future. The commission should ensure the electeds know that the commission is acting with intention.
- Commissioner Alternier Cook volunteered to assist with finalizing the drafting of this section.

**8. Quarterly Maintenance Report**

Commissioner Alex Weinstein covered the Quarterly Maintenance Report. As part of the summary, he noted that he had added a new column of data. Commissioners can now find “Days Open” data on the summary which counts the average and median number of days the service requests for each location have been open.

**9. Director’s Update**

Director Jamie Turbak covered the following:

**Golden Eagle Exercise**

On June 26, I participated in a Bay Area - Urban Area Security Initiative (BAUASI) Golden Eagle Exercise 2024 coordinated by the Oakland Fire Department’s Emergency Management Services Division (EMSD) and hosted at the City of Oakland’s Emergency Operations Center. This exercise allowed all city departments and supporting regional agencies practice our response to a significant earthquake on the Hayward fault.

**Budget**

The final mid-cycle budget was passed by City Council on July 2<sup>nd</sup>.

Currently, the adopted budgets for FY23-24 and FY24-25 indicate the use of fund balance for Measure C and Measure D as follows:

**Measure C:**

FY 23-24 - \$1,536,130

FY 24-25 - \$2,261,262

**Measure D:**

FY 23-24 - \$1,931,753

FY 24-25 - \$2,156,181

One position, 1.0 FTE Office Manager, was frozen. This was an unfilled vacancy that Library Administration did not plan to fill in the next year. No positions were eliminated.

**Summer Party**

Summer Programs for all ages ends this Saturday, August 3. Lunch at the Library ends this Friday on August 2.

Please consider attending the OPL Summer Party at the West Oakland Library on Saturday, August 3. There will be free BBQ, crafts, storytime, and fun for all ages. This is always an inspiring community event and a great opportunity to see exactly how so

many OPL programs (storytimes, arts and crafts, musical performances, science activities, and book giveaways) reach our community.

More information can be found at:

<https://oaklandlibrary.bibliocommons.com/events/6629797a65c40592cbfde850>

### **National Night Out**

Elmhurst, Piedmont, Melrose and 81<sup>st</sup> Ave Branch Library will be hosting National Night Out parties on Tuesday, August 6<sup>th</sup>. Details can be found at [oaklandlibrary.org](http://oaklandlibrary.org) under “Events” on 8/6/24.

### **OPL Staff wins Bike Champion**

Anthony Propernick, Community Engagement Coordinator, East Oakland Engagement/81st Avenue Branch, was named the [2024 Bike Champion](#) of Alameda County for his longtime advocacy and community outreach work in East Oakland and [Bike Fix-It workshops](#) at the library.



*Bike East Bay is thrilled to spotlight the efforts of librarian and community activist Anthony Propernick. Originally from East Los Angeles, Propernick has been a fixture in Oakland for more than two decades, where he is known for his advocacy work at the 81st Ave Branch of the Oakland Public Library.*

*Nominated for the Bike Champion of the Year (BCOY) award by his colleagues Isaiah Hurtado and Jason Wilkinson, Anthony has been collaborating with Jason at the 81st Ave Library since 2012. They started fixing bike flats together in May of 2013 when they hosted a bike repair workshop during Bike Month. They share a passion and a skill for working with youth. With support from Jason, Manny, Chris and RB, Anthony spearheads the Bike Fix and Father Circle at the library, which connects cyclists and fathers to library resources.*

*With a biking journey spanning five decades, Anthony's connection to bikes began in the mid-1970s with a blue Mongoose boasting yellow Motomag wheels. His favorite part of riding a bike*

*is the mental and physical health benefits it gives him, while also being one less car on the road. He loves being part of the biking community and how biking can exist throughout one's life as a common thread connecting childhood and adulthood. He reflects, "I remember being a kid when I ride my bike as an adult."*

*Anthony's passion lies in helping people fix their bikes or getting them a bike and encouraging them to ride, exemplified by initiatives like the Bike Fix, the Bike Library Lounge, and the East Oakland Engagement Team, which brings library resources directly to the community via bicycle. Anthony has helped forge relationships and build a supportive biking community in East Oakland. His dream is to see more accessible and safe biking routes in the area. He notes "I've ridden all over the East Bay and the lack of biking infrastructure and safe and pleasant routes in East Oakland needs to be addressed."*

*On being named as the Alameda County Bike Champion of the Year, Anthony says "I'm excited because it means the work is valued" and "I'm happy to lift the work and raise awareness on the disparities in bike infrastructure and bike repair that East Oakland residents endure. Changing that for the better is what I'm excited about."*

*Anthony and Bike East Bay invite everyone to join the Bike Fix sessions—still held every Friday at the 81st Ave Library—a testament to a shared commitment to fostering a biking culture in East Oakland.*

#### **10. Update on West Oakland Branch**

Director Turbak reported that there were no facility updates. However, she did report on a safety incident that happened earlier in the day at the branch.

#### **11. Co-Chairperson's Update**

Co-Chair Mary Forte questioned whether the commission could have a repository or a Google drive where talking points or other documents could be held so that commissioners can retrieve them whenever needed. Staff Kere Gonzales clarified that due to The Brown Act, there should not be any place that documents are held where they are not also and simultaneously viewable by the public. Our website meets the requirements and all documents, once publicly noticed, discussed and finalized, are held there.

#### **12. Standing Committee Updates**

##### **Community Engagement Committee**

Commissioner Gabrielle Sloane Law shared that the committee met and discussed updating talking points, developing a "tips & tricks" document for engaging with electeds, and scheduling meetings twice yearly (during off-budget season) with elected officials.

##### **Sustainability Committee**

The committee did not meet in July.

### **13. Ad Hoc Committee Updates**

**Survey-** Commissioner Brad Boyd shared that the survey will be updated to reflect demographic suggestions made by the Department of Race and Equity.

**Action Plan-** Commissioner Chiye Azuma reported on the Action Plan for 2025. She reported the following:

- There is a change to the wording in the mission statement which provides a clearer description of the work of the commission. The statement will be taken from the language in the annual LEC report.
- There is a newly added objective. The previous plan had four objectives; this one has five. Objective 5 is to “Support the goals and objectives of the OPL Racial Equity Action Plan.”
- Under each of the objectives, the “When” column is intentionally left blank pending additional feedback and discussion.
- The committee will bring it back in September for additional feedback and would like to finalize it by the end of the year for adoption and action in 2025.
- There was a question about whether this is a strategic plan or an action plan. It was decided that this will be called and referred to as the 2025 Action Plan following discussion and input.
- It was suggested that the Action Plan be brought to the committees for discussion and input prior to the full commission meeting.

### **14. Commissioner Advocacy Updates**

- Commissioner Mary Forte reported that Elmhurst continues to have concerns with homeless people creating safety issues in the branch.
- Commissioner Karen Zukor reported that the façade on Temescal has been repaired after damage from being struck by a car. She also reported that Melrose is participating in National Night Out.
- Commissioner Karen Roye reported that AAMLO provides tours on the exhibits throughout August. She also reported that Lakeview has a great collection of books, classes on knitting and crocheting and is overall a wonderful and sweet branch.

### **15. Agenda Building**

**August 2024-** Recess

**September 2024-** Mentoring Plan, Safety Manager, Commissioner Assignments

**October 2024-** Feasibility Study Update

**Late Fall 2024-**

### **16. Adjournment - Meeting adjourned at 7:55 PM**

Respectfully submitted,

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Kere Gonzales, Executive Assistant