



**LIBRARY ADVISORY COMMISSION (LAC) DRAFT MINUTES**

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**DATE:** October 24, 2016

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

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**CALL TO ORDER:** The meeting was convened by Chairperson Sterbenc at 5:28 p.m.

**ROLL CALL:**

**COMMISSION MEMBERS PRESENT: 10** Kathryn Sterbenc, Chairperson  
Rebekah Randle, Vice Chair  
April Harper  
Traci Griffin  
Susanne Perkins  
Victoria Barbero  
Ain Bailey  
Ken Lupoff  
Andrew Racle  
Sophia Rodríguez

**COMMISSION MEMBERS EXCUSED: 5** Charles Sanchez  
Aurea Lewis  
Rosa Montgomery  
Noelle Tu Duong  
Lesley Mandros Bell

**STAFF PRESENT:** Gerry Garzón, Library Director  
Gene Tom, Chief Financial Officer  
Rosalía A. Romo, Recorder

Others Present: Genevieve & Lou Katz, Maria Poppis.

## 1. Approval of Minutes

Chairperson Sterbenc called for a motion to approve the minutes of September 26, 2016. Commissioner Barbero made a motion to approve the minutes as recorded; Commissioner Lupoff seconded. All approved.

**Votes:** Yes – 10; Noes – 0; abstentions - 0

## 2. Measure Q Fiscal Year 2016 End of Year Report - Chief Financial Officer Gene Tom

For FY 2015-16, which began on July 1, 2015 and ended on June 30, 2016, the Citywide Measure Q Budget was:

### FY 2015-16 Citywide Measure Q Operating Budget:

Oakland Public Library	\$17.504 million	98.37%
Information Technology Department	0.244 million	1.37%
City Administrator	0.041 million	0.23%
Finance Department	<u>0.005 million</u>	0.03%
Total Measure Q Budget	<b>\$17.794 million</b>	

For FY 2015-16, Actual Unaudited Measure Q expenditures were:

### Actual FY 2015-16 Measure Q Expenditures:

Staff:	\$12.40 million	80.92%
Materials:	1.72 million	11.21%
Other O&M:	<u>1.21 million</u>	7.87%
Total Measure Q Expenditures	<b>\$15.32 million</b>	

For FY 2015-16, Actual New Available Measure Q revenues were:

### Actual FY 2015-16 Measure Q Revenue Received:

New Parcel Tax Revenue Available	\$14.84 million
City Council Prior-Year Set-aside	<u>0.50 million</u>
Total Measure Q Revenues	<b>\$15.34 million</b>

Although actual fiscal year Measure Q expenditures were \$2.48 million less than the \$17.80 million budgeted, actual new Measure Q Revenue received in FY 2015-16 was only \$14.84 million, \$475,000 less than actual Expenditures of \$15.32 million. However, this fiscal year operating deficit was anticipated during budget development, and as a result, the City Council had already set-aside an additional \$500,000 from the prior year's General Purpose Fund surplus. Anticipate expenditures to increase next year due to cost of living increase and staff hiring. There will be another \$500,000 infusion from the \$1M from City Council set-aside fund appropriated last year. Money not expended in one year is carried over as fund balance.

Chairperson Sterbenc called for a motion to approve the Measure Q Fiscal Year 2016 End of Year Report. Chairperson Randle made a motion to approve the report; Commissioner Barbero seconded. All approved.

**Votes:** Yes – 10; Noes – 0; abstentions - 0

**4. Chairperson's Commission Activities Report – Chairperson Sterbenc**

- LAC membership. We expect a couple of vacancies at the beginning of next year, reminder to spread the word for candidates, especially diverse people.
- Committee restructuring. Have not confirmed new chairs for the committees. Action item in November for committee chairs nominations/appointments.
- California Library Association in November.

**4. OPL Staff Activities Reports****a. Director Report Highlights – Director Garzón**

- OPL celebrated three major anniversaries: Melrose Branch 100<sup>th</sup>, Chavez 50<sup>th</sup>, and Rockridge 20<sup>th</sup>. Great event at RR with a jazz trio. The community taxed themselves to build this branch and they are big supporters of Rockridge branch.
- Began the 2-year budget process this month, which will continue until Jan and Feb. The Capital Improvement Projects (CIP) will be the big focus this year in case the Mayor's bond passes. This will impact the budget tremendously.
- Pew Research Center published a survey regarding reading patterns. Results show a lot of e-books reading on tablets, e-book reading stabilized; only 6% of Americans are digital readers.

**b. Facilities Update – No report****5. Advocacy Standing Committee Update – Commissioner Racle**

- Discussed Committee changes, commissioners joining committees; recruiting efforts for LAC and filling leadership spots.
- Advocacy plans events, the goal is to have new committees working on this and targeting which events to attend, and have commissioners attending. Plan details on this effort and procedures at next meeting.
- Working on speaking workshops ahead of these events: develop specific talking points, update and build up talking points.
- Get update reports from Teen Services and Children's Services 2-3 times per year.
- Chairperson Sterbenc added that outreach supplies (t-shirts, buttons, bookmarks) table drape and vinyl sign banner are available for OPL advocates. Contact Ronile Lahti for supplies. Once t-shirt inventory is down will do a different design. Also working on transition from LAC to FOPL member.

**6. Networking Standing Committee – Commissioner Harper**

- Planning social mixer, preparing food list, asked commissioners to contribute money and a dish. Will get clarification from FOPL regarding proper use of funding. Commissioner Bailey is handling invitations and program. Commissioner should invite their council members and follow-up with their assistants. Commissioners Mandros Bell in charge of decorations, Harper in charge of music, Randle contributing paper goods. There will be staff presentations, and a photo booth.
- Preparing the transition to new Outreach Committee.
- Once Chairperson Sterbenc's term ends this November, she will continue volunteering with the LAC, plans to do a technical presentation at the January meeting.

**Commissioner's Advocacy Reports:**

- Commissioner Racle: held his third annual meeting with the Youth Leadership Council (YLC) and talked about the budget and library related issues, the role of the LAC, and they shared why they became members of YLC. He also visited the Teen Zone at Rockridge and participated in a game tournament.
- Commissioner Harper: Halloween parade on October 29 and Piedmont Ave. branch is putting on a cartoon show, and doing kids story time.
- Commissioner Randle: attended the Branch Friends Network meeting and the West Oakland Friends meeting.
- Chairperson Sterbenc: the Library Advocacy Friends groups and the LAC support Measure KK. Looking for volunteers for phone banking.
- Commissioner Bailey: Montclair branch hosted a program featuring Mary Roach. A capital improvement proposal was submitted for budget consideration for a new phone system for the branches.
- Commissioner Lupoff: met with MLK branch manager Brian Guenther; great little library packed for a summer program, no serious issues since last summer when someone broke in the shed. Trying to maintain the Friends group and attract more people.
- Commissioner Rodriguez: has been in touch with Temescal staff. Have friends meeting next Tuesday.
- Commissioner Barbero: Lakeview branch is doing well, selling the most t-shirts; busy with programs, looking to have more adult programs. Attended the Branch Friends Network meeting. The Friends group is going down to 5 people and is looking for more members.
- Commissioner Perkins mentioned she checked out a hotspot device and it worked pretty well. Director Garzón mentioned that some devices are not being returned, and staff is following up with patrons. When not returned, devices are turned off and are useless.

**8. Agenda Building**

- Budget Update. The City Administrator is committed to OPL regarding funding for next budget cycle, and the Library should not be concerned about budget problems this year.

**9. Open Forum/Announcements**

- Library Holiday breakfast is Friday, December 2 at 9am.
- Brookfield branch is going to do a pop up candle activated boat race on November 18.
- Board games tournament Nov 19<sup>th</sup> at Rockridge Branch.

**10. Adjournment** - Meeting adjourned at 6:50 pm.

Submitted by: Gerry Garzón, Library Director