

June 9, 2021

LAC Sustainability Committee Minutes

Present: Ada Chan Mary Forte Mary Going Jessica Jung

Guests: Jamie Turbak Janell Veresa

1. Approval of Draft Minutes from April

Jessica - move to approve, Ada – seconded.

Minutes approved.

2. Budget/Finance/Audit

Janell went through Supplemental presentation and answered questions.

OPL budget is:

- 29% from the General Purpose Fund (1010)
- 40% from Measure Q
- 30% from Measure D
- 1% from other sources

Questions/Discussion:

What happens to money that is not spent? A surplus in the General Purpose Fund, goes back to the general fund balance, it does not carry forward. A surplus in Measure Q and D is carried over. The strategy is to spend General Purpose funds and roll over any Measure Q & D surplus funds because only the library can use Q & D funds.

Substantial savings are usually in terms of vacancies because of revenues that come in higher than expected. It is common to underspend; it goes into the fund balance. The fund balance should be spent down.

Vacancies: the City requires a vacancy bank. The library's current vacancy rate is 4% for FY 20-21. The vacancy rate is 8% for FY 21-22, this rate is set by the City and given to each department.

- **Action Item:** Add two slides like the General Purpose Fund pie chart (slide 3) for Measures Q and D. This will be helpful in knowing where the money is spent for each Measure.
- **Action Item:** Create one pie chart for the entire library budget.
- **Action Item:** Bring budget presentation to Sustainability committee first before going to the LAC.

3. Staff Presentations to LAC

Ada opened the discussion. Some LAC commissioners have expressed concerns about:

- Our role/the need to get clarity about our roles and the value we bring
- How we are spending our time
- It is one thing to have a meeting, it is another to have a strategy and add value.
- How staff is supporting LAC, the LAC does not want to make extra work for the staff
- As volunteers, we want to be sure that we respect commissioners time as we are all busy
- Are we working on the right things
- How do we structure what we are asking for

Jamie responded:

- The LAC is one of the most active commissions.
- One issue is around communications – with the Brown Act, only a subset of commissioners can meet or communicate together, making it hard to share information between all commissioners until the full LAC meeting.
- In terms of being useful, the work we have done with city council is tremendous. Council members trust the feedback LAC members are giving them. Council members feel assured when hearing from commissioners, they really respect commissioners.
- Commissioners are seen as ambassadors for the community. As a result of City Council being well informed, Jamie has seen that library requests easily pass at City Council meetings.
- The LAC role is to ask questions, look at things, advocate (Council work) and be a stakeholder group for community feedback.
- Maintenance and facilities are an old problem, it is definitely better now because of the LAC's focus/questioning in recent years.
- Library staff feel better knowing that the commissioners are checking with them and raising branch concerns and issues.
- LAC two primary roles currently are:
 - getting measure Q pass, ensure that it passes.
 - maintaining good relationship with council members.

Question regarding OPL's vision and mission – has this been updated so that we can align the LAC workplan? The next planning document to be produced will be the race and equity plan – it is operationally specific. The master facility feasibility study should also provide updates for the LAC workplan.

Decision: All agreed that we do not need to meet every month.

Action Item: Change our meeting frequency, meet even months.

Action Item: Kere will update calendar invites and zoom invites.

4. Open Forum/Public Comment – No public in attendance.

5. Agenda Building – August meeting, August 11, 2021

Feasibility Study update – **Action Item:** Ada will contact Calvin Hao

Revisit workplan –

Future agenda item: Race and equity action plan (3-to-5-year plan) – Kere provided a high level overview of the team's work in coming up with objectives, goals, vision and the implementation/roll out. There will be a need to align the plan with LAC goals and objectives **Action Item:** Kere will let us know when the plan is ready to share with our committee.

6. Adjournment