

A G E N D A

Board of Library Commissioners City of Los Angeles

**Regular Meeting
Thursday, September 10, 2020 at 11:00 a.m.**

(Teleconference)

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) due to concerns over COVID-19, the Board of Library Commissioners will conduct this meeting entirely by teleconference via Zoom. Please use the link below or dial by phone to join the meeting.

Para participar en la junta por medio de Zoom en el Internet o por teléfono, use esta información:

<https://lapl.zoom.us/j/94109005636?pwd=a1RVU3haN0MvVzJjSm1iMmNSZ09yQT09>

MEETING ID: 941 0900 5636 Passcode: 663697

**or Dial: 877 853 5257 US Toll-free
833 548 0282 US Toll-free**

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- 1. Roll Call**
 - 2. Opening Remarks**
 - 3. Approval of the Minutes:** Minutes of the Regular Meeting - July 23, 2020
 - 4. Public Comments (Matters within the Board's Jurisdiction)**

(In accordance with Board Policy, a total of 15 minutes shall be allocated, not to exceed three (3) minutes per speaker, for public comments for matters not on the agenda. Due to concerns over COVID-19, all Los Angeles Public Library facilities and Board Room are not accessible for on-site public comments. Pursuant to the Governor's Executive Order N-29-20, Public Comments can be submitted in writing to the Board Office via email at libcommission@lapl.org or by phone (213) 228-7530 by 4 p.m. on the day before the meeting, or during the meeting by accessing the link provided above.)

Información en Español: COMENTARIOS PÚBLICOS

Las personas que desean hablar durante los comentarios públicos, tienen 3 minutos para su comentario. Un total de 15 minutos son dedicados a comentario público para asuntos no incluidos en la agenda. Comentarios también pueden ser enviados por correo electrónico a libcommission@lapl.org antes de las 4:00 p.m. del día antes de la junta o llamando a la oficina al (213) 228-7530.

5. City Librarian's Comments and Announcements

6. City Librarian's Reports

Consent Items

(Commissioners who wish to discuss items should ask that such items be called Special. The remaining items will be subject to a single vote.)

- a. Recommendation to accept Mitigation Fees for the 668 Alameda (EXHIBIT "A") Project at 668 Alameda, 1516-157 Industrial Street, and 675 Mill Street, Los Angeles, CA 90021

Discussion Items

- b. Recommendation to approve appropriation of \$2,570,000 from (EXHIBIT "B") the Unreserved and Undesignated Fund Balance (UUFB) to the Fiscal Year 2020-21 Library Operating Budget and the Library Budget Reserve Fund

7. Presentation: LA Libros Fest

8. Various Communications: None

9. Election of Officers for Fiscal Year 2020-21

10. Commissioners' Comments, Announcements and Review of Matters Pending

11. Adjournment

Next Board Meeting Notice

The next Regular Meeting of the Board is scheduled for Thursday, **September 24, 2020**, at **11:00 a.m.** via **Teleconference**.

Aviso de la proxima junta de la Commission

*(La próxima junta de la comisión está agendada para el Jueves, **Septiembre 24, 2020 at 11:00 a.m.** por medio de **teleconferencia**.)*

Finalization of Board Actions - Charter Section 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

Title II of the American with Disabilities Act: The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, communication access real-time transcription (CART). To ensure availability, you are advised to make your request at least 72 hours prior to the meeting. For Sign Language Interpreters it is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office by email at libcommission@lapl.org or by phone at (213) 228-7530.

Información en Español: *La Ciudad de Los Angeles no discrimina a personas con discapacidades y acomoda a la personas para asegurar igualdad de acceso a programas, servicios y actividades. Los servicios de interpretación en Español están disponibles pero deben ser solicitados con un mínimo de 72 horas de anticipación, en todas las juntas de la comisión, llamando al (213) 228-7530.*

Rules of Decorum: Persons addressing the Commission shall not utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. The Presiding Officer has the authority to issue a warning to a person violating the Rules. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removal of any person(s) from the Commission meeting who fails to observe the rules of decorum.

Reglas de Comportamiento: *Personas que se dirigen a la Comisión no deben gritar, amenazar o usar lenguaje abusivo, ni causar desorden o actuar de manera que interrumpa la sesión. Se le dará un aviso y a la discreción de la Comisión será removida la personas que no siga las reglas de la sesión.*

For more information, please contact: Library Commission Office (213) 228-7530.

Para más información en Español acerca de esta junta puede llamar a la oficina de la Comisión de la Biblioteca de Los Angeles - (213) 228-7530.

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 10, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

**SUBJECT: ACCEPTANCE OF MITIGATION FEES FOR THE 668
ALAMEDA PROJECT AT 668 ALAMEDA STREET, 1516-157
INDUSTRIAL STREET, AND 675 MILL STREET, LOS ANGELES, CA
90021**

RECOMMENDATIONS:

That the Board of Library Commissioners:

1. Approve the acceptance of \$304,000 for payment of a Library Development Impact Mitigation Fee, a condition of approval imposed by the City of Los Angeles Department of City Planning (DCP) for the 668 Alameda Project; and,
2. Authorize the City Librarian, or designee, to deposit the amount of \$304,000 into Library Trust Fund 831, Account 360 to purchase books, other library materials, technology, programs and/or facilities improvements for the Central and the Little Tokyo Libraries; and,
3. Authorize the City Librarian, or designee, to send a letter to Vince Bertoni, Director of DCP, with a copy to Avalon Bay Communities, Inc. 2050 Main Street, Suite 1200, Irvine, CA 92614. The letter notifies DCP that the mitigation fee has been paid for this Project.

FINDINGS:

1. A developer called Avalon Bay Communities has applied to construct 475 live/work units at 668 Alameda Street, 1516-157 Industrial Street, and 675 Mill Street, Los Angeles, CA 90021. The project is called 668 Alameda Project.
2. This project is in close proximity to the Central and Little Tokyo Branch Libraries, which will provide services for the residents of the 668 Alameda Project development.
3. Therefore, as part of the conditions imposed by DCP, the developer is required to pay a Library Development Impact Mitigation fee of \$200 per capita based upon the projected number of 1,520 residents in the 475 live/work units, which totals \$304,000.

4. The Library Development Impact Mitigation Fees will be used to purchase books, other library materials, technology, programs and/or facilities improvements for the Central and the Little Tokyo Libraries.

Prepared by: Eloisa Sarao, Director Facilities & Event Management

Reviewed by: Susan Broman, Assistant City Librarian

RESOLUTION

September 10, 2020

LIBRARY RESOLUTION NO. 2020 - XX (C-XX)

WHEREAS, on September 10, 2020, the Board of Library Commissioners found that developer, Avalon Bay Communities applied for and received conditional approval from the Department of City Planning (DCP) to construct the 668 Alameda Project (the "Project") consisting of 475 live/work units to be located at 668 Alameda Street, 1516-157 Industrial Street, and 675 Mill Street, Los Angeles, CA 90021; and

WHEREAS, the DCP imposed a condition of approval requiring the developer pay a Library Development Impact Mitigation fee of \$200 per capita based upon the 1520 projected number of residents in the 475 live/work units, which fee totals \$304,000; and

BE IT RESOLVED, that the Board of Library Commissioners approved the acceptance of \$304,000 for payment of a Library Development Impact Mitigation Fee, from developer Avalon Bay Communities, Inc. 2050 Main Street, Suite 1200, Irvine, CA 92614; and

FURTHER RESOLVED, that the Board of Library Commissioners authorized the City Librarian, or designee, to deposit \$304,000 into the Library Trust Fund 831, Account 360, to purchase books, other library materials, technology, programs and/or facilities improvements for the Central and the Little Tokyo Libraries; and

FURTHER RESOLVED, that the City Librarian, or designee send a letter to Vince Bertoni Director of DCP, with a copy to Avalon Bay Communities, Inc. 2050 Main Street, Suite 1200, Irvine, CA 92614 notifying DCP that the Library Development Mitigation fee has been paid for this Project.

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 10, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

**SUBJECT: APPROVAL TO APPROPRIATE \$2,570,000 FROM THE
UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFB) FOR
THE FISCAL YEAR 2020-21 LIBRARY OPERATING BUDGET AND THE
LIBRARY BUDGET RESERVE FUND**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners ("Board"):

1. Approve the appropriation of \$1,070,000 from the Library's Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Account 2539, to the accounts listed below in Fund 300, Department 44:

<u>Account</u>	<u>Amount</u>
From: Fund 300; UUFB, Account 2539	\$ 1,070,000
To: 1090 – Salaries Overtime	\$ 50,000
6010 – Office and Administrative	520,000
9010 – Library Materials	<u>500,000</u>
TOTAL:	<u>\$ 1,070,000</u>

2. Approve the appropriation of \$1,500,000 from the Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Account 2539, to the Library Budget Reserve Fund, Department 44, Fund Number 58N.

<u>Account</u>	<u>Amount</u>
From: Fund 300; UUFB, Account 2539	\$ 1,500,000
To: Fund 58N; LBRF	\$ 1,500,000

3. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary.
4. Adopt the attached Resolution regarding the appropriation in the amount of \$2,570,000 from the UUFB.

B. FACTUAL SUMMARY:

1. The Unreserved and Undesignated Fund Balance (UUFB) consists of prior year funds that were unappropriated and disencumbered at the end of the fiscal year. Funds in the UUFB are used for current year appropriations, unplanned events and for projects previously funded which could not be completed in the prior fiscal year.
2. The funds are a result of projects that were delayed and services which could not be completed and salary savings from vacant positions.
3. Funds in the amount of \$50,000 are requested for overtime to use for staff to fill vacancies when there are staff shortages due to employee illness, vacation or jury duty.
4. Funds in the amount of \$500,000 are requested to procure items for the public and staff due to the on-going pandemic. Items such as masks, sanitizers, plexi-glass will be procured to ensure the safety of staff and patrons.
5. Funds in the amount of \$20,000 are requested to procure Wi-Fi technology equipment for the Library's Outreach vehicles.
6. Funds in the amount of \$500,000 are requested to procure digital library materials to address the increased demand by the public.
7. Funds in the amount of \$1,500,000 are requested to be appropriated for the Library Budget Reserve Fund (LBRF). The LBRF was established by the Board on September 24, 2015, to set aside funds to be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances, and provide for any necessary capital improvements.

Prepared by: Madeleine M. Rackley, Business Office Manager
Robert Morales, Senior Management Analyst (Retired)

Reviewed by: Susan Broman, Assistant City Librarian

RESOLUTION
September 10, 2020

LIBRARY RESOLUTION NO. 2020-XX (C-XX)

WHEREAS, Funds are available in the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2019-2020. The funds are a result of projects that were delayed, services which could not be completed and salary savings from vacant positions; and

WHEREAS, Library staff requested an appropriation in the amount of \$1,070,000 from the UUFB to various accounts within the Library's Fiscal Year 2020-21 Budget; and

WHEREAS, Library staff requested an appropriation in the amount of \$1,500,000 from the UUFB to the Library Budget Reserve Fund:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$1,070,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to the accounts listed below in Fund 300, Department 44:

	<u>Account</u>	<u>Amount</u>
From:	Fund 300; UUFB, Account 2539	\$ 1,070,000
To:	1090 – Salaries Overtime	\$ 50,000
	6010 – Office and Administrative	520,000
	9010 – Library Materials	<u>500,000</u>
	TOTAL:	<u>\$ 1,070,000</u>

FURTHER RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$1,500,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to the Library Budget Reserve Fund, Department 44, Fund 58N:

	<u>Account</u>	<u>Amount</u>
From:	Fund 300; UUFB, Account 2539	\$ 1,500,000
To:	Fund 58N; LBRF	\$ 1,500,000

FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.