

REVISED

## Board of Library Commissioners Regular Meeting Agenda

Thursday, October 8, 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.

*Conforme a la Orden Ejecutiva N-29-20 del Gobernador (17 de Marzo, 2020) durante COVID-19, La Comisión de Comisionados de La Biblioteca estarán conduciendo las sesiones completamente por teleconferencia por medio de Zoom. Para participar en la junta por medio de Zoom en el Internet o por teléfono, use la siguiente información.*

**MEETING ID:** 941 0900 5636

**Passcode:** 663697

<https://lapl.zoom.us/j/94109005636>

Or dial: (877) 853-5257 U.S. Toll-free  
(833) 548-0282 U.S.

### 1. Roll Call

### 2. Opening Remarks

### 3. Approval of the Minutes: Minutes of the Regular Meeting – August 27, 2020

### 4. All Agenda Items Comment Period

An opportunity for the public to address the Commission on **all agenda items** will occur after the roll call and approval of minutes. Members of the public who wish to speak on agenda items shall be allowed to speak for up to one (1) minute per item, up to a total of three (3) minutes, and an additional one (1) minute for general public comment, per meeting. During general public comment, a speaker may comment on any matter within the subject matter jurisdiction of the Library Commission. The Commission has determined that a cumulative total of 30 minutes is a reasonable amount of time for the All Agenda Items Comment Period.

Public Comments can also be submitted in writing to the Board Office via email at [libcommission@lapl.org](mailto: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*

*Para las personas que desean dar un comentario público para asuntos incluidos o no incluidos en la agenda pero bajo la jurisdicción de la Comisión, puede hacerlo en esta sección de la sesión. Cada persona puede hablar un (1) minuto por asunto, tres (3) minutos máximo por sesión. La Comisión ha determinado que 30 minutos es un tiempo razonable para escuchar comentario público. Comentarios también pueden ser enviados por correo electrónico a [libcommission@lapl.org](mailto: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. Public Comment on Brown Act Review** (Continued from 9/24/20)

**6. City Librarian's Comments and Announcements**

**7. City Librarian's Reports**

**Consent Items**

None

**Discussion Item(s)**

a. Exhibit A

Recommendation to approve appropriation of \$209,780 from the Unreserved and Undesignated Fund Balance (UUFB) for the city's Human Resources Payroll Project (HRPP).

**8. Oral Update from the Ad Hoc Committee on Re-envisioning Security**

**9. Commissioners' Comments and Announcements**

**10. Adjournment**

**Next Board Meeting Notice**

The next Regular Meeting of the Board is scheduled for Thursday, **October 22 2020**, at **11:00 a.m.** via **Teleconference**.

**Aviso de la próxima junta de la comisión**

La próxima junta de la comisión está agendada para el Jueves, **22 de Octubre, 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](mailto:libcommission@lapl.org) or by phone at (213) 228-7530.

**Información en Español del Título II de la Acta Americana de Discapacidades:** La Ciudad de Los Ángeles 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.

## EXHIBIT A

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

October 8, 2020

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **APPROVAL TO APPROPRIATE \$209,780 FROM THE UNRESERVED  
AND UNDESIGNATED FUND BALANCE (UUFB) FOR THE HUMAN  
RESOURCES PAYROLL PROJECT (HRPP)**A. **RECOMMENDATION**

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

1. Approve the appropriation of \$209,780 from the Library's Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Account 2539, to Fund 300, Department 44, Special Account 9510 to a line item titled ITA/Human Resources Payroll Project:

<u>Account</u>	<u>Amount</u>
From: Fund 300, UUFB, Account 2539	\$ 209,780
To: Fund 300, Account 9510 – ITA/Human Resources Payroll Project	\$ 209,780

2. Authorize the City Librarian and City Attorney to make technical corrections as deemed necessary; and
3. Adopt the attached Resolution regarding the appropriation in the amount of \$209,780 from the UUFB.

B. **BACKGROUND**

1. The City's current payroll system, PaySR, is more than 20 years old and is difficult to maintain. After an extensive evaluation process, the City executed a contract with Workday in April 2020 to develop a new human resources and payroll system called the Human Resources Payroll Project (HRPP). HRPP will improve the City's ability to manage 50,000 employees and the complex system to pay those employees. The system is scheduled to go live in December 2021.

2. The majority of the funding for the HRPP is being paid by the City's General Fund. The balance of the funding is from departmental special funds based on the number of employees in those departments. The Library is included as one of the special fund departments. Our portion of the project is 2.58 percent of the total cost.
3. Funds in the amount of \$209,780 are requested to pay for the Library's cost of the development of the HRPP in the 2020-21 fiscal year. In 2019-20, the Library paid \$238,251 for our part of the project. We anticipate a similar amount to be placed in the budget for fiscal year 2021-22.

Prepared by: Madeleine M. Rackley, Business Office Manager

Reviewed by: Susan Broman, Assistant City Librarian

### EXHIBIT A RESOLUTION

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

WHEREAS, The City's current payroll system, PaySR, is more than 20 years old and is difficult to maintain, and the City executed a contract in April 2020 to develop a new human resources and payroll system called the Human Resources Payroll Project (HRPP) which is scheduled to go live in December 2021; and

WHEREAS, The majority of the funding for the HRPP is being paid by the City's General Fund. The balance of the funding is from departmental special funds based on the number of employees in those departments. The Library is included as one of the special fund departments; and

WHEREAS, Library staff requested an appropriation in the amount of \$209,780 from the Unreserved and Undesignated Fund Balance (UUFB) to pay for the Library's cost of the development of the HRPP in the 2020-21 fiscal year:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$209,780 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to Fund 300, Department 44, Account 9510 to a line item titled ITA/Human Resources Payroll Project:

<u>Account</u>	<u>Amount</u>
From: Fund 300, UUFB, Account 2539	\$ 209,780
To: Fund 300, Account 9510 – ITA/Human Resources Payroll Project	\$ 209,780

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