

# **AGENDA**

## **Board of Library Commissioners City of Los Angeles**

**Thursday, August 23, 2018**

**CENTRAL LIBRARY**  
Board Room, 4th Floor  
630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071

**TIME: 11:00 A.M.**

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**Agenda:** In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related to the items at the Central Library's Information Desk or via the Internet [www.lapl.org/about-lapl/board-library-commissioners](http://www.lapl.org/about-lapl/board-library-commissioners). Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk and provided at the Board Meeting.

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**1. Roll Call**

**2. Approval of Minutes:** Minutes of the Regular Meeting – June 14, 2018

**3. Public Comments (Matters within the Board's Jurisdiction)**

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting may be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

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

**5. City Librarian's Reports**

**Consent Items**

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

- a. Recommendation to appoint staff to serve as Acting Commission Executive Assistant during any absence of the Commission Executive Assistant during Fiscal Year 2018-19 (EXHIBIT "A")
- b. Recommendation to accept gift from the Sherman Oaks Friends of the Library in the amount of \$1,000 for the "Hot Off The Press" Bestseller Program at the Sherman Oaks Branch Library (EXHIBIT "B")
- c. Recommendation to accept gift from the Friends of Chinatown Library, consisting of two tables and two chair dollies valued at \$2,401.66, to be utilized by the Chinatown Branch Library (EXHIBIT "C")

- d. Recommendation to accept gift from the Central Hollywood Neighborhood Council in the amount of \$2,500 for the benefit of the Frances Howard Goldwyn Hollywood Regional Branch Library (EXHIBIT "D")

### **Board Discussion**

- e. Recommendation to approve appropriation of \$4,416,396 from the Library's Unreserved and Undesignated Fund Balance (UUFB), Account 2539 into various accounts within Fund 300, Department 44 (EXHIBIT "E")
- f. Recommendation to approve appropriation of \$500,000 from the Library's Unreserved and Undesignated Fund Balance (UUFB), Account 2539 to the Library Budget Reserve Fund, Fund Number 58N (EXHIBIT "F")

**6. Presentation: LAPL Translation Team**

**7. Various Communications:**

Receive and file letter dated July 23, 2018, from the Mayor informing City Council of the reappointed Ms. Bich Ngoc Cao to the Board of Library Commissioners for the term ending June 30, 2023.

**8. Commissioners' Comments, Announcements and Review of Matters Pending**

**9. Election of Officers for Fiscal Year 2018-19**

**10. Adjournment**

### **NEXT BOARD MEETING NOTICE**

The next regular meeting of the Board is scheduled for Thursday, **September 13, 2018**, at the **Lake View Terrace Branch Library**, 1200 Osborne Avenue, Lake View Terrace, CA 91342, convening at **11:00 A.M.**

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**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. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For Sign Language Interpreters 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 at (213) 228-7530.

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**Rules of Decorum:** Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor 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. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

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**Parking:** Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at [lapl.org](http://lapl.org)

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

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**POSTED: 8/20/18**

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT A**

August 23, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **APPOINTMENT OF ACTING COMMISSION EXECUTIVE ASSISTANT**

**A. RECOMMENDATION:**

That the Board of Library Commissioners authorize Library employee Valerie Rosales to serve as Acting Commission Executive Assistant (Secretary Pro Tem) during any absence of the Commission Executive Assistant during Fiscal Year 2018-19.

**B. FINDINGS:**

1. A staff member from the Library has to be appointed by the Board as Acting Commission Executive Assistant (Secretary Pro Tem) authorizing her to sign resolutions, minutes, contracts, letters, and legal documents when the Commission Executive Assistant is absent due to illness, vacation, jury duty, etc.
2. Designating a staff member as Acting Commission Executive assistant ensures that the Board Office is properly staffed for Board Meetings and for processing documents prior and after the meetings.

Prepared by: Raquel M. Borden, Commission Executive Assistant II

Reviewed by: Susan Broman, Assistant City Librarian

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**DALE FRAZEN**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
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**RICHARD J. RIORDAN**  
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(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

August 23, 2018

**LIBRARY RESOLUTION NO. 2018-37 (C-28)**

WHEREAS, a staff member from the Library has to be appointed by the Board as Acting Commission Executive Assistant (Secretary Pro Tem) authorizing her to sign resolutions, minutes, contracts, letters, and legal documents when the Commission Executive Assistant is absent due to illness, vacation, jury duty, etc.; and

WHEREAS, designating a staff member as Acting Commission Executive Assistant ensures that the Board Office is properly staffed for Board Meetings and for processing documents prior and after the meetings:

RESOLVED, the Board of Library Commissioners (Board) authorizes Library employee Valerie Rosales to serve as Acting Executive Commission Assistant during any absence of the Commission Executive Assistant during Fiscal Year 2018-19.

This is a true copy:

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Bich Ngoc Cao, President  
Board of Library Commissioners

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Raquel M. Borden  
Commission Executive Assistant II

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

August 23, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE SHERMAN OAKS FRIENDS OF  
THE LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$1,000 received from the Sherman Oaks Friends of the Library, for the benefit of the Sherman Oaks Branch Library be accepted; and deposited in Trust Fund 831, Account 257; and

FURTHER RESOLVED, That a letter of thanks be sent to the Sherman Oaks Friends of the Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$1,000 is for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:

Donna Gallagher, President  
Sherman Oaks Friends of the Library  
14245 Moorpark Street  
Sherman Oaks, CA 91423-2722


Prepared by: Karen Pickard-Four, East Valley Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

August 23, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE CHINATOWN LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of two (2) tables and two (2) chair dollies valued at \$2,401.66 received from the Friends of the Chinatown Library to be utilized by the Chinatown Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Friends of the Chinatown Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. This gift of two (2) tables and two (2) chair dollies valued at \$2,401.66 will be used in the meeting room at the Chinatown Branch Library for branch programs and community meetings.
2. A letter of thanks should be sent to:

Susan Fong, President  
Friends of the Chinatown Library  
639 N. Hill Street  
Los Angeles, CA 90012

Prepared by: Kian Daizadeh, Northeast Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

August 23, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE CENTRAL HOLLYWOOD  
NEIGHBORHOOD COUNCIL**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$2,500 received from the Central Hollywood Neighborhood Council, for the benefit of the Frances Howard Goldwyn Hollywood Regional Branch Library be accepted and deposited in Trust Fund 831, Account 344; and

FURTHER RESOLVED, That a letter of thanks be sent to the Central Hollywood Neighborhood Council, expressing the grateful appreciation of the Board and staff for the generous gift.

**FINDINGS:**

1. The gift of \$2,500 will be used to purchase greenery and display racks for the Frances Howard Goldwyn Hollywood Regional Branch.
2. A letter of thanks should be sent to:

Elvina Beck, President  
Central Hollywood Neighborhood Council  
P.O. Box 93907  
Hollywood, CA 90093

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Chad Helton, Director of Branches



**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT E**

August 23, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **APPROVAL TO APPROPRIATE \$4,416,396 FROM THE UNRESERVED  
AND UNDESIGNATED FUND BALANCE (UUFB) FOR THE FISCAL  
YEAR 2018-19 BUDGET**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners:

1. Approve the appropriation of \$4,416,396 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	\$ 4,416,396
To: 1090 – Salaries Overtime	\$ 75,000
3040 – Contractual Services	1,680,000
7300 – Furniture, Office and Technical Equip	150,000
9510 – Various Special (Related Costs)	<u>2,511,396</u>
TOTAL:	<u>\$ 4,416,396</u>

2. Adopt the attached Resolution regarding the appropriation in the amount of \$4,416,396 from the UUFB.

**B. FACTUAL SUMMARY:**

1. The Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year (FY) 2017-18 is approximately \$5.1 million. The UUFB consists of prior year unappropriated and disencumbered funds. Funds in the UUFB are used for current year appropriations, unplanned events and for projects previously funded which could not be completed in the previous 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 \$75,000 are requested 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 for repairs and alterations to the Central Library Lower Level I due to damage caused by a burst pipe in July 2018.
5. Funds in the amount of \$1,050,000 were appropriated in FY 2017-18 for several projects for which funding could not be encumbered by the end of the fiscal year. The contract for the Library Facility Master Plan (\$500,000) is expected to be executed with the vendor selected through the recent RFP process by the end of December 2018. The final proposal for the Central Library Security Camera (\$400,000) project is expected from the City's contracted vendor by the end of August 2018. Also, the Espresso Book Machine procurement agreement (\$150,000) will be finalized by the end of the calendar year which will allow patrons to print, bind and self-publish books and print on demand non-copyright materials.
6. Funds are provided in the FY 2018-19 operating budget for drought resistant landscape at Ascot Branch Library, Los Feliz Branch Library, Mid-Valley Branch Library, and Cahuenga Branch Library. Additional funds in the amount of \$280,000 are requested from the UUFB to provide drought resistant landscape at Exposition Park Branch Library and Junipero Serra Branch Library.
7. Funds in the amount of \$2,511,396 are requested to reimburse two City Departments for increased services provided in FY 2017-18. The Los Angeles Police Department provided dedicated officers assigned at the Branch Libraries (\$2,371,396). Also, the Information Technology Agency provided communication services to implement the Voice over Internet Protocol (VoIP) conversion from Jive to GenBand (\$140,000).

Prepared by: Deirdre Gomez, Senior Management Analyst I

Reviewed by: Madeleine M. Rackley, Business Office Manager

**BOARD OF LIBRARY  
COMMISSIONERS**

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PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

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**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
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**JOHN F. SZABO**  
CITY LIBRARIAN

August 23, 2018

**LIBRARY RESOLUTION NO. 2018-XX (C-XX)**

WHEREAS, Funds in the amount of approximately \$5,100,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2017-18. The funds are a result of projects that were delayed and services which could not be completed and salary savings from vacant positions; and

WHEREAS, Staff requested the appropriation of \$4,416,396 from the UUFB to various accounts within the Library's Fiscal Year 2018-19 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$4,416,396 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	\$ 4,416,396
To: 1090 – Salaries Overtime	\$ 75,000
3040 – Contractual Services	1,680,000
7300 – Furniture, Office and Technical Equip	150,000
9510 – Various Special (Related Costs)	<u>2,511,396</u>
TOTAL:	<u>\$ 4,416,396</u>

This is a true copy:

Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT F**

August 23, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **RECOMMENDATION TO APPROVE AN APPROPRIATION IN THE  
AMOUNT OF \$500,000 FROM THE UNRESERVED AND  
UNDESIGNATED FUND BALANCE TO THE LIBRARY BUDGET  
RESERVE FUND**

**A. RECOMMENDATION:**

THAT the Board of Library Commissioners:

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

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

2. Adopt the attached Resolution regarding the appropriation in the amount of \$500,000 to the Library Budget Reserve Fund.

**B. FACTUAL SUMMARY:**

1. The Library Budget Reserve Fund (LBRF) was established by the Board of Library Commissioners (Board) on September 24, 2015 (Library Resolution No. 2015-49 [C-39]), to set aside savings during periods of economic growth which can be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances in a timely manner, and provide any necessary capital improvements.
2. The LBRF was initially funded through an appropriation approved by the Board on September 24, 2015, from the Unreserved and Undesignated Fund Balance (UUFB). As of June 30, 2018, the current balance in the LBRF is \$6,091,319.

3. Staff recommends an appropriation from the UUFB in the amount of \$500,000 from the Fiscal Year 2017-18 uncommitted balance to the LBRF.
4. Should this report be approved by the Board, the LBRF will have a balance of \$6,591,319 to use to stabilize revenue during economic downturns, address unforeseen circumstances in a timely manner, and provide any necessary capital improvements.
5. In accordance with policy established by the Board on September 24, 2015, upon approval of this recommendation, staff will forward the approved resolution to the Mayor and Council for necessary action.

Prepared by: Deirdre Gomez, Senior Management Analyst I

Reviewed by: Madeleine M. Rackley, Business Officer Manager

**BOARD OF LIBRARY  
COMMISSIONERS**

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PRESIDENT

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**MAI LASSITER**  
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**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
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**JOHN F. SZABO**  
CITY LIBRARIAN

August 23, 2018

**LIBRARY RESOLUTION NO. 2018-XX (C-XX)**

WHEREAS, on September 24, 2015, (Library Resolution No. 2015-49 [C-39]) the Board of Library Commissioners approved the establishment of the Library Budget Reserve Fund (LBRF) to set aside savings during period of economic growth which can be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances in a timely manner, and provide necessary capital improvements.

WHEREAS, on August 9, 2018, Library staff recommended an appropriation in the amount of \$500,000 from the Unreserved and Undesignated Fund Balance (UUFB) to the LBRF;

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$500,000 from the UUFB, Fund 300, Department 44, Account 2539, to the LBRF, Department 44, Fund 58N.

This is a true copy:

\_\_\_\_\_  
Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:



**ERIC GARCETTI**  
MAYOR

**RECEIVED**  
**JUL 27 2018**  
**LOS ANGELES PUBLIC LIBRARY**  
**BOARD OFFICE**

July 23, 2018

Honorable Members of the City Council  
c/o City Clerk  
City Hall, Room 395

Honorable Members:

Subject to your confirmation, I have reappointed Ms. Bich Ngoc Cao to the Board of Library Commissioners for the term ending June 30, 2023. Ms. Cao's current term expired on June 30, 2018.

I certify that in my opinion Ms. Cao is qualified for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Garcetti', followed by a horizontal line and a small flourish.

ERIC GARCETTI  
Mayor

EG:dlg

Attachment

## **BOARD OF LIBRARY COMMISSIONERS**

### **MATTERS PENDING**

**August 23, 2018**

<b><u>SUBJECT</u></b>	<b>DATE ITEM WILL BE ON THE AGENDA</b>
1. Discussion on the subject of Internet usage and security (Salinas – 1/25/18)	TBD
2 Board Report on teleconferencing Commission Meetings Requirements and Procedures (7/12/18)	TBD

### **COMMISSIONERS' OVERSIGHT RESPONSIBILITY**

#### **Library Foundation of Los Angeles Board**

Mai Lassiter, Board Member

Kathryn Eidmann, Board Member

#### **Media Marketing Ad Hoc Committee**

Bich Ngoc Cao, President

Mai Lassiter, Board Member

#### **Board Policies & Procedures Committee**

Chair: Vacant

Member: Vacant