AGENDA

Board of Library Commissioners
City of Los Angeles
Thursday, August 23, 2018

CENTRAL LIBRARY
Board Room, 4th Floor
630 W. 5th Street
Los Angeles, CA 90071

TIME: 11:00 A.M.

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. 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.

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.

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.

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 Westlaw 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

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

POSTED: 8/20/18
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
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:

Bich Ngoc Cao, President
Board of Library Commissioners

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
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
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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 4,416,396</td>
</tr>
<tr>
<td>To: 1090 – Salaries Overtime</td>
<td>$ 75,000</td>
</tr>
<tr>
<td>3040 – Contractual Services</td>
<td>1,680,000</td>
</tr>
<tr>
<td>7300 – Furniture, Office and Technical Equip</td>
<td>150,000</td>
</tr>
<tr>
<td>9510 – Various Special (Related Costs)</td>
<td>2,511,396</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$ 4,416,396</td>
</tr>
</tbody>
</table>

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
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:

<table>
<thead>
<tr>
<th>Account</th>
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</tr>
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<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 4,416,396</td>
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<td>$ 75,000</td>
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<td>1,680,000</td>
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<tr>
<td>7300 – Furniture, Office and Technical Equip</td>
<td>150,000</td>
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<tr>
<td>9510 – Various Special (Related Costs)</td>
<td></td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$ 4,416,396</td>
</tr>
</tbody>
</table>

This is a true copy:

__________
Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:
LOSA NGAELES PUBLIC LIBRARY
BOARD REPORT

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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Fund 300; UUFB, Account 2539</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>To: Fund 58N; LBRF</td>
<td>$ 500,000</td>
</tr>
</tbody>
</table>

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 LBFRF 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
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:
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,

ERIC GARCETTI
Mayor

EG:dlg

Attachment
BOARD OF LIBRARY COMMISSIONERS

MATTERS PENDING

August 23, 2018

SUBJECT

1. Discussion on the subject of Internet usage and security (Salinas – 1/25/18)

2. Board Report on teleconferencing Commission Meetings Requirements and Procedures (7/12/18)

DATE ITEM WILL BE ON THE AGENDA

TBD

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