

A G E N D A

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, OCTOBER 30, 2014

WASHINGTON IRVING BRANCH LIBRARY
4117 W. WASHINGTON BOULEVARD
LOS ANGELES, CA 90018

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 at: http://www.lapl.org/about/bic_docs.html.

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.

-
1. ROLL CALL
 2. APPROVAL OF MINUTES - OCTOBER 9, 2014
 4. REMARKS BY THE HOLLYWOOD AREA MANAGER
AND THE WASHINGTON IRVING BRANCH SENIOR LIBRARIAN
 5. PUBLIC COMMENTS ON 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 shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

6. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS
7. CITY LIBRARIAN'S REPORTS

CONSENT CALENDAR

(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 ACCEPT THE FOLLOWING GIFT: (EXHIBIT "A")

\$8,500 From the Friends of Encino-Tarzana Branch Library
to the Encino-Tarzana Branch Library for materials

- b. RECOMMENDATION TO ACCEPT \$5,000 GRANT AWARD FROM THE CALIFORNIA STATE LIBRARY SERVICES AND TECHNOLOGY (LSTA) FOR THE "HOLLYWOOD MEETS THE LIBRARY: DIGITAL MEDIA SKILLS FOR YOUNG ADULTS" PROJECT (EXHIBIT "B")
- c. RECOMMENDATION TO ACCEPT \$4,953 GRANT AWARD FROM THE CALIFORNIA STATE LIBRARY SERVICES AND TECHNOLOGY (LSTA) FOR THE "CODER TIME" PROJECT (EXHIBIT "C")

BOARD DISCUSSION

- d. RECOMMENDATION TO APPROVE ADJUSTMENTS TO THE FISCAL YEAR 2014-15 ADOPTED BUDGET (EXHIBIT "D")
- e. RECOMMENDATION TO APPROVE AMENDMENT TO PERSONNEL RESOLUTION FOR FISCAL YEAR 2014-15 (EXHIBIT "E")
- f. ORAL PRESENTATION ON RESOURCES FOR STUDENTS

8. VARIOUS COMMUNICATIONS: NONE

9. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING

10. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **NOVEMBER 13, 2014** AT THE **CENTRAL LIBRARY**, 630 WEST FIFTH STREET, LOS ANGELES, CA 90071, CONVENING AT **11:00 A.M.**

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.

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 www.lapl.org.


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 additional information, please contact the Board Office at (213) 228-7530.

POSTED 10/27/14

FOR INFORMATION CONTACT: LIBRARY COMMISSION OFFICE (213) 228-7530

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

October 30, 2014

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF ENCINO-TARZANA
BRANCH LIBRARY**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$8,500 received from The Friends of Encino-Tarzana Branch Library, for the benefit of the Encino -Tarzana Branch Library be accepted; and

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

FINDINGS:

1. The gift of \$8,500 will be used to purchase library materials for the Encino-Tarzana Branch Library.
2. A letter of thanks should be sent to:

Ms Adele Druck, President
Friends of Encino-Tarzana Branch Library
18231 Ventura Blvd.
Tarzana, CA 91356


Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

October 30, 2014

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FOR "HOLLYWOOD MEETS THE LIBRARY" PROJECT**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That the Board of Library Commissioners approve acceptance of the Library Services and Technology (LSTA) grant award of \$5,000 for the "Hollywood Meets the Library: Digital Media Skills for Young Adults" Project; and

FURTHER RESOLVED, That the funds be deposited in Fund 419, Account Number 308.

FINDINGS:

1. The Library received notification of the Library Services and Technology Act (LSTA) grant award of \$5,000 for the "Hollywood Meets the Library: Digital Media Skills for Young Adults" project. The LSTA grant is a Federal grant given through the California State Library as part of the Eureka! Leadership program. These grants are for programs that provide targeted services to diverse populations.
2. The goal of the "Hollywood Meets the Library: Digital Media Skills for Young Adults" is to encourage young adults aged 15-25 to explore media production as a way to develop visual literacy skills and challenge self-limiting beliefs. The library will partner with RocketJump Film School and other film professionals in Los Angeles to host a series of workshops culminating in a film festival. The anticipated project outputs will include over 16 hours of programming with professional mentors, and over 50 individual participants. It is anticipated that over 150 people will attend the film festival. The project's success will be determined by the participants building relationships with mentors and viewing the library as a learning environment where they can be creative and acquire skills directly related to a profession.
3. The project term is from July 1, 2014 to June 30, 2015 for expenditures that include: materials and supplies, honorariums/stipends for workshop facilitators, and other related activities pertaining to the project.

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

Reviewed by: Cheryl Collins, Director of Branches

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

EXHIBIT "C"

October 30, 2014

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian ↙ ↘

SUBJECT: **ACCEPTANCE OF LIBRARY SERVICES AND TECHNOLOGY ACT
(LSTA) GRANT FOR THE "CODER TIME" PROJECT**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That the Board of Library Commissioners approve acceptance of the Library Services and Technology (LSTA) grant award of \$4,953 for the "Coder Time" Project; and

FURTHER RESOLVED, That the funds be deposited to Fund 419, Account Number 307.

FINDINGS:

1. The Library received recent notification of the Library Services and Technology Act (LSTA) grant award of \$4,953 for the "Coder Time" project. The LSTA grant is a Federal grant given through the California State Library as part of the Eureka! Leadership program. These grants are for programs that provide targeted services to diverse populations.
2. The "Coder Time" project is a series of programs that not only teaches children in grades 4-6 basic computer programming skills, but supports the use of those skills to create projects that will be featured at a culmination event called "Central Coder Time" on Saturday, April 25, 2015 in the Central Library. In partnership with LA's BEST (one of LAUSD's after-school providers), the program will be conducted in several sites throughout the city as well as the Children's Literature Department. The anticipated project outputs include approximately 200 "Coder Time" participants, at least 30 projects featured during "Central Coder Time," and 150,000 lines of code generated. The project's success will be determined by the participants' interest and knowledge in coding and computer science.
3. The project term is from July 1, 2014 to June 30, 2015, for expenditures that include: developing a manual for the Coder Time program, staff training expenses and event support, speaker fees for a workshop that will present "Central Coder Time," and supplies for the Coder Time program.

Prepared by: Joanna Fabicon, Project Coordinator

Reviewed by: Giovanna Mannino, Central Library Director

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

October 30, 2014

TO: Board of Library Commissioners
 FROM: John F. Szabo, City Librarian JS
 SUBJECT: **ADJUSTMENTS TO THE FISCAL YEAR 2014-15 ADOPTED BUDGET**

RECOMMENDATIONS:

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners approve the adjustment of \$948,863 from the Library's Fiscal Year (FY) 2014-15 Budget, Fund 300, Department 44, Account 9510-Various Special Library to other Library accounts within Fund 300, Department 44, as follows:

<u>Account</u>	<u>Amount</u>
From: 9510 – Various Special Library / MICLA	\$ 984,863
To: 1010 – Salaries, General	328,191
2120 – Printing and Binding	100,000
3040 – Contractual Services	348,720
6010 – Office and Administrative	90,000
9510 – Various Special Library / Public Safety Services	<u>117,952</u>
TOTAL:	<u>\$ 984,863</u>

FINDINGS:

1. The FY 2014-15 Library Budget included a reimbursement to the General Fund in the amount of \$6,623,985 for debt service of Leasehold Refunding Revenue Bonds issued by the Municipal Improvement Corporation of Los Angeles (MICLA).
2. On August 28, 2014, the Board of Library Commissioners approved the refinancing of the MICLA debt service in order to realize substantial savings. The refinancing was completed through the new issuance of bonds entitled *MICLA Lease Revenue Bonds Refunding Series 2014-B* (the "Series 2014-B Bonds").

3. The Office of the City Administrative Officer completed the debt refinancing in September 2014. The Library's reimbursement to the General Fund for debt service for FY 2014-15 has been revised to \$5,639,122. This has resulted in a savings to the Library of \$984,863.
4. The Library recommends that this savings be reallocated for the purposes outlined in Attachment A.

Prepared by: Robert Morales, Senior Management Analyst II

Reviewed by: Kyle Millager, Business Manager

ATTACHMENT A

1. Branch Library Security

In order to enhance security at the branch libraries, funding is provided for five (5) security camera systems and contract security services for roving patrols.

(\$125,000/3040; \$117,952/9510)

TOTAL: \$242,952

2. Network security

Funding to replace the existing eight year (8) old firewall is required to comply with the Payment Card Industry (PCI) data security standards.

(\$148,720/3040)

TOTAL: \$148,720

3. Promotion and Awareness of Library Services and Programs

A. Funds will be used to enhance the library's digital and print communications. Additionally, consultant services will be used to help promote services, programs and resources to increase the library's visibility as a thriving community resource.

(\$75,000/3040; \$100,000/2120)

TOTAL: \$175,000

B. Funds are provided for banners, signs and promotional items that can be distributed at schools and throughout the community to promote and create awareness of library services and programs at the libraries. (\$90,000/6010)

TOTAL: \$ 90,000

4. Support Staff

A. Director of Systems

Six (6) months funding for a position of Director of Systems to provide direction and leadership of all IT resources and to expand delivery of innovative technology.

(\$70,971/1010)

TOTAL: \$70,971

B. Clerk Typists and Messenger Clerks

Six (6) months funding for additional staff support for the Central Library and branch libraries in order to maintain services to patrons.

(\$257,220/1010)

TOTAL: \$257,220


TOTAL FUNDING ADJUSTMENT AMOUNT:

\$984,863

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

October 30, 2014

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **AMENDMENT TO THE FISCAL YEAR 2014-15 PERSONNEL RESOLUTION**

RECOMMENDATION:

RESOLVED, that the Board of Library Commissioners amend the Fiscal Year 2014-15 Personnel Resolution Schedule A, as follows:

Regular Positions:

Add:	<u>No.</u>	<u>Code</u>	<u>Title</u>
	10	1111(a)	Messenger Clerk
	5	1358	Clerk Typist
	1	9375	Director of Systems

FURTHER RESOLVED, that the Fiscal Year 2014-15 Personnel Resolution list of As-Needed Positions be amended as follows:

As-Needed Positions:

Add: 1535-1 Administrative Intern I
 1535-2 Administrative Intern II

FINDINGS:

1. In accordance with City Charter Section 511(a), at the beginning of each fiscal year, the Library Department is required to prepare for the Board of Library Commissioners' approval, a Personnel Resolution establishing the Personnel Authority for that year for the Department. This resolution is necessary to enable the Department to have administrative authority to hire all required staff for the fiscal year.

2. On June 19, 2014, the Board of Library Commissioners approved the Fiscal Year 2014-15 Personnel Resolution.
3. This amendment will provide additional position authorities for 10 Messenger Clerks; 5 Clerk Typists; and, 1 new Director of Systems.
4. Similar to other City departments, the inclusion of Administrative Intern I & II will allow the Department to hire current college or university students on an as-needed basis so they can assist with administrative and budgetary analysis.

Prepared by: Michael Bolokowicz, Personnel Director

Reviewed by: Kris Morita, Assistant City Librarian

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
OCTOBER 30, 2014**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. MARKETING PLAN DISCUSSION	Pending
2. LIBRARY FOUNDATION PRESENTATION	Pending

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- Gregory Bettinelli
- Mai Lassiter

Board Policies

- VACANT
- VACANT