

AGENDA

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, FEBRUARY 26, 2015

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 at: http://www.lapl.org/about/blc_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:**

- Regular Meeting – January 8, 2015
- Special Meeting – January 22, 2015
- Regular Meeting – January 22, 2015

3. **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.)

4. **CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS**

5. **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 GIFTS:** (EXHIBIT "A")

\$10,000 From the Hollywood Hills West Neighborhood Council
to the Will and Ariel Durant Branch Library

- \$3,601.90 From the Atwater Village Neighborhood Council and Council District 13 to the Atwater Village Branch Library (Value of display cabinet)
- \$3,000 From the Friends of the Palms-Rancho Park Branch Library for the "Hot Off The Press" Bestseller Program at the Palms-Rancho Park Branch Library
- b. RECOMMENDATION TO APPROVE THE ACCEPTANCE OF \$10,000 (GLUCK ENDOWMENT) FROM THE LIBRARY FOUNDATION OF LOS ANGELES TO THE LIBRARY DEPARTMENT TRUST FUND 831, ACCOUNT 285 FOR YOUTH SERVICES (EXHIBIT "B")
- c. RECOMMENDATION TO APPROVE TRANSFER OF \$2,460,000 FROM ACCOUNT 2539, UNRESERVED AND UNDESIGNATED FUND BALANCE TO VARIOUS ACCOUNTS WITHIN 2014-15 LIBRARY BUDGET, FUND 300 (EXHIBIT "C")

BOARD DISCUSSION

- d. RECOMMENDATION TO APPROVE NAMING OF THE MEETING ROOM AT THE WOODLAND HILLS BRANCH LIBRARY IN HONOR OF MARIE BOUGETZ (EXHIBIT "D")
- e. PRESENTATION OF "IDEAS@LAPL - STAFF MINI-GRANT PROGRAM"

6. VARIOUS COMMUNICATIONS: NONE

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

8. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **MARCH 12, 2015** AT THE **ASCOT BRANCH LIBRARY**, 120 WEST FLORENCE AVENUE LOS ANGELES, CA 90003, 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 2/23/15

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

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

February 26, 2015

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **ACCEPTANCE OF GIFT FROM THE HOLLYWOOD HILLS WEST
NEIGHBORHOOD COUNCIL**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$10,000 received from the Hollywood Hills West Neighborhood Council, for the benefit of the Will and Ariel Durant Branch Library be accepted; and

FURTHER RESOLVED, That this gift of \$10,000 be deposited to Trust Fund 831, Account 311 for the Will and Ariel Durant Branch Library.

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

FINDINGS:

1. \$5,000 will be used to purchase children's library materials for the Will and Ariel Durant Branch Library.
2. \$5,000 will be used to establish a performing arts collection at the Will and Ariel Durant Branch Library.
3. A letter of thanks should be sent to:

Ms. Anastasia Mann, President
Hollywood Hills West Neighborhood Council
7095 Hollywood Blvd., Suite #1004
Hollywood, CA 90028

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 26, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian *JS*

SUBJECT: **ACCEPTANCE OF GIFT FROM THE ATWATER VILLAGE
NEIGHBORHOOD COUNCIL AND COUNCIL DISTRICT 13**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of a display cabinet valued \$3,601.90 received from the Atwater Neighborhood Council and Council District 13 to be utilized by the Atwater Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Atwater Neighborhood Council and Councilmember Mitch O'Farrell, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. The gift of the display cabinet valued at \$3,601.90 will be used for displaying and storing historical documents, photos and memorabilia chronicling the history of the Atwater Village community dating back to 1868 that the Friends of Atwater Village Library obtained.
2. A letter of thanks should be sent to:

Daren Knapp, President
Atwater Village Neighborhood Council
3371 Glendale Blvd. Unit 105
Los Angeles, CA 90039

The Honorable Mitch O'Farrell
Councilmember, Thirteenth District
Room 450, City Hall
200 North Spring Street
Los Angeles, CA 90012


Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 26, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE PALMS
RANCHO PARK BRANCH LIBRARY**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$3,000 received from the Friends of the Palms-Rancho Park Library, for the benefit of the Palms-Rancho Park Branch Library be accepted; and

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

FINDINGS:

1. The gift of \$3,000 is for the "Hot off the Press" Bestseller Program 2015/2016.
2. A letter of thanks should be sent to:

Mr. James Greenwood, President
Friends of the Palms-Rancho Park Library
2920 Overland Avenue
Los Angeles, CA 90064

Prepared by: Adam Mendelsohn, Western Area Manager

Reviewed by: Cheryl Collins, Director of Branches

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

February 26, 2015

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian *JFS*
SUBJECT: **ACCEPTANCE OF ENDOWMENT FUNDS FROM THE LIBRARY
FOUNDATION OF LOS ANGELES**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That the Board of Library Commissioners approve the receipt of \$10,000 from the Maxwell H. and Muriel S. Gluck Endowment and that the funds be deposited to the Library Trust fund, Number 831, Account Number 285 for Youth Services.

FINDINGS:

1. The contractual agreement regarding this endowment require the Library Foundation of Los Angeles (LFLA) to transfer earnings to the Los Angeles Public Library on an annual basis.
2. In 2010, Maxwell H. and Muriel S. Gluck Endowment was created to provide funds to purchase books and support children's programs for the Los Angeles Public Library. \$500,000 is permanently endowed. The 2014-15 earnings transferred to the Library for the purchase of books are \$10,000.

Prepared by: Kris Morita, Assistant General Manager

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

February 26, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian *JFS*

SUBJECT: TRANSFER OF FUNDS

RECOMMENDATIONS:

THAT the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners approve the transfer of \$2,640,000 from the Library's Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Account 2539 within the Library's FY 2014-2015 Budget, to the accounts listed below in Fund 300, Department 44:

<u>Account</u>	<u>Amount</u>
From: Fund 300; UUFB, Account 2539	\$ 2,640,000
To: 1010 – Salaries, General	52,000
1070 – Salaries, As-Needed	300,000
1090 – Salaries, Overtime	25,000
3040 – Contractual Services	790,000
9010 – Library Materials	320,000
9510 – Various Special Library	<u>1,153,000</u>
TOTAL:	<u>\$ 2,640,000</u>

FINDINGS:

- At the end of FY 2013-14, approximately \$2,640,000 in salary savings reverted to the Library's Unreserved and Undesignated Fund Balance. The salary savings are attributed to vacant positions which the Library was unable to fill during the 2013-14 fiscal year. Vacancies were created when employees retired, resigned, promoted or transferred to other departments. It is recommended the reverted salary savings be transferred to various accounts for the reasons listed below.

2. The amount of \$850,000 is required for the reimbursement for the replacement of three (3) public elevators at the Central Library. Additionally, the Library proposes to modernize three (3) more elevators at an approximate cost of \$400,000.
3. Approximately, \$300,000 is requested to supplement the Salaries As-Needed Account 1070 and \$25,000 to supplement the Salaries Overtime Account 1090. This would enable the library to employ more "substitutes" when employees are on sick or vacation leave, or jury duty. This would also enable the library to hire 80 part time intermittent messenger clerks to help shelve books and library materials and perform other tasks. Also, funds would be provided to pay staff overtime in emergency situations when there is insufficient staff to cover public desks.
4. To enhance the safety and security of patrons and employees, \$210,000 is proposed to be transferred to the Contractual Services Account No. 3040 to employ contract security staff at ten branches. Additionally, \$180,000 will be used to install ten (10) security camera systems to supplement LAPD security services at various branch libraries.
5. The Department of General Services (GSD) currently provides full service custodial activities at the 73 libraries. Activities include, cleaning of the restrooms, vacuuming and sweeping of carpets and floors, dusting, removal of trash and debris, responding to various spills and messes, etc. To provide for reimbursement to GSD for the full service custodial activities, the library is transferring \$275,000 to GSD.
6. The approximate amount of \$52,000 in salaries and \$28,000 in related costs is required to provide three months funding of two exempt Senior Project Coordinators. These positions would be responsible for outreach and the proactive promotion of library innovations, services and programs. Pursuing opportunities to collaborate with other City departments and partner organizations to more effectively serve city residents as well as representing the library in an intergovernmental affairs capacity will be a priority.
7. Funds in the amount of \$320,000 would be earmarked to purchase additional library materials. This would include the purchase of E-content as well as books.

Prepared by: Robert Morales, Senior Management Analyst II
Reviewed by: Kris Morita, Assistant General Manager

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

February 12, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **NAMING OF THE MEETING ROOM AT THE WOODLAND HILLS
BRANCH LIBRARY AFTER MARIE BOUGETZ**

RECOMMENDATION:

That the Board of Library Commissioners decide upon the following resolution:

RESOLVED, That the Board of Library Commissioners, name the meeting room at the Woodland Hills Branch Library after Marie Bougetz.

FINDINGS:

BACKGROUND

1. On July 31, 2014 the Board of Library Commissioners received a letter from Los Angeles City Councilmember Bob Blumenfield requesting that the meeting room at the Woodland Hills Branch Library be named after Marie Bougetz.
2. On September 11, 2014 the Board of Library Commissioners approved the recommendation to initiate the process to consider naming of the meeting room at the Woodland Hills Branch Library after Marie Bougetz.
3. Marie Bougetz, who died January 5, 2014, served as a reference librarian at the Woodland Hills Branch Library for 30 years. Ms. Bougetz was a great favorite of the patrons of the Woodland Hills branch, especially the children who appreciated her courtesy and helpfulness. She was a great influence on a generation of LAPL librarians for her excellent customer service and her professionalism. She was always regarded as the "best dressed librarian at LAPL".
4. The criteria and procedure for recognition in branch facilities is stated in Board Policy 1:312.

To acknowledge citizen involvement and contributions to branch libraries, the Board of Library Commissioners may recognize individuals or organizations that

have made substantial efforts or donations to enhance and improve library services in the Los Angeles Public Library:

A. The Board of Library Commissioners may dedicate a branch library in memory of an individual and approve the design and placement of a plaque within the library with the individual's name. Recommendations for the dedication of a branch library may be accepted and processed in accordance with the following requirements:

- 1. A written recommendation must be submitted to the Board of Library Commissioners to include a justification for the proposed dedication.*
- 2. The justification shall include the person's prominent contributions to humanity, to the city, to the library, or to the community, and should demonstrate that the character and achievements of the individual set standards of excellence, served as a role model, and reflected the principles and ideals of American democracy, its diversity and plurality.*
- 3. The recommendation shall be posted in the libraries and on the library Website for three months for review and the opportunity for comments by the public.*
- 4. Library staff will evaluate the recommendation and community input in a report to the Board of Library Commissioners for its consideration of the request.*

B. The Board of Library Commissioners may name a community meeting room or area of the branch in honor or in memory of an individual, and approve the design and the placement of a plaque with the individual's name. Recommendations for naming a community meeting room or area of the library may be accepted and processed in accordance with the procedures in 1:312 A above.

5. In accordance with Board policy, the Library solicited responses from the public for three months and received a total of 67 responses all of which supported the naming of the meeting room at the Woodland Hills Branch Library after Marie Bougetz. Respondents consistently wrote of Ms. Bougetz dedication to the Woodland Hills community, her work with the homebound and her welcoming demeanor.

Prepared by: Cheryl Collins, Director of Branch Library Services

Reviewed by: Kris Morita, Assistant General Manager

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
FEBRUARY 26, 2015**

SUBJECT

**SCHEDULED FOR
BOARD MEETING**

1. LIBRARY FOUNDATION PRESENTATION

Pending

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles Board

Gregory Bettinelli, Member

Mai Lassiter, Member

Board Policies & Procedures Committee

Chair: Vacant

Member: Vacant

Media Marketing Ad Hoc Committee

Chair: Bich Ngoc Cao

Member: Mail Lassiter