

# **AGENDA**

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

**Thursday, September 28, 2017**

### **CENTRAL LIBRARY**

Board Room, 4th Floor  
630 W. 5<sup>th</sup> 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](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.

---

- 1. Roll Call**
- 2. Approval of Minutes:** Regular Minutes – July 27, 2017
- 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 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 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 accept the following gifts: (EXHIBIT "A")

\$7,500.00 From the Friends of the Mid-Valley Regional  
Branch Library

\$3,000.00 From the Friends of the Encino-Tarzana Library  
for the "Hot Off The Press" Bestseller Program

\$3,000.00 From the Friends of Westwood Library for the  
"Hot Off The Press" Bestseller Program

## a. (Continued):

\$2,500.00 From the Westlake South Neighborhood Council to the  
Pico Union Branch Library

\$1,225.35 From the Friends of the Woodland Hills Branch Library  
(Value of Book Truck)

b. Recommendation to accept California Library Literacy Services (EXHIBIT "B")  
(CLLS) baseline grant of \$18,000 for the Los Angeles Public  
Library's Adult Literacy Services for Fiscal Year 2017/18c. Recommendation to approve appropriation of funds in the (EXHIBIT "C")  
amount of \$2,000,000 from the Unreserved and Undesignated  
Fund Balance (UUFB), Fund 300, Department 44, Account 2539  
to the Library Budget Reserve Fund, Fund Number 58Nd. Recommendation to approve re-appropriation of \$3,835,000 (EXHIBIT "D")  
from the Library's Unreserved and Undesignated Fund Balance  
(UUFB), Fund 300, Department 44, Account 2539 for Fiscal  
Year 2017-18: \$3,400,000 to Account 3040-Contractual Services,  
\$135,000 to Account 6010, and \$300,000 to Account 7340-  
Transportation Equipment**6. Various Communications:**

Receive and file letter dated August 7, 2017, from the Mayor informing City Council  
of the reappointment of Commissioner Rita Walters to the Board of Library  
Commissioners for the term ending June 30, 2022.

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

---

**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 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 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)


---

Posted 9/25/17

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

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

September 28, 2017

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

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$7,500 received from the Friends of the Mid-Valley Regional Branch Library, for the benefit of the Mid-Valley Regional Branch Library be accepted; and

FURTHER RESOLVED, That this gift of \$7,500 be deposited to Trust Fund 831, Account Code 338 for the Mid Valley Regional Branch Library.

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

**FINDINGS:**

1. The gift of \$7,500 will be used to purchase library materials for the Mid-Valley Regional Branch Library.
2. A letter of thanks should be sent to:

Christine Daush, President  
Friends of the Mid-Valley Regional Branch Library  
16244 Nordhoff Street  
North Hills, CA 91343

Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Emily Fate, Interim Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

September 28, 2017

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE ENCINO-TARZANA LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from the Friends of the Encino-Tarzana Library, for the benefit of the Encino-Tarzana Branch Library be accepted; and deposited in Trust Fund 831, Account 257; and

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

**FINDINGS:**

1. This gift of \$3,000 is for the "Hot Off the Press" Bestseller Program 2017/2018.
2. A letter of thanks should be sent to:

Adele Druck, President  
Friends of the Encino-Tarzana Library  
18231 Ventura Blvd.  
Tarzana, CA 91356-3630

Prepared by: Ruth E. Seid, West Valley Area Manager

Reviewed by: Emily Fate, Interim Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

September 28, 2017

TO: Board of Library Commissioners

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

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

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from The Friends of Westwood Library, for the benefit of the Westwood Branch Library be accepted; and deposited in Trust Fund 831, Account 257; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of Westwood 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 2017/2018.
2. A letter of thanks should be sent to:

Linda Blank, President  
Friends of Westwood Library  
1246 Glendon Avenue  
Los Angeles, CA 90024

Prepared by: Erika Thibault, Western Area Manager

Reviewed by: Emily Fate, Interim Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

September 28, 2017

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE WESTLAKE SOUTH  
NEIGHBORHOOD COUNCIL**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$2,500 received from the Westlake South Neighborhood Council, for the benefit of the Pico Union Branch Library be accepted; and

FURTHER RESOLVED, That this gift of \$2,500 be deposited to Trust Fund 831 Account Code 999 for the Pico Union Branch Library.

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

**FINDINGS:**

1. This gift of \$2,500 to will be used for children's programs at the Pico Union Branch Library.
2. A letter of thanks should be sent to:

Manny Flores, President  
Westlake South Neighborhood Council  
20 North Spring Street, Suite 2005  
Los Angeles, CA 90012


Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Emily Fate, Interim Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

September 28, 2017

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE WOODLAND  
HILLS BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of a Contemporary 6-shelf Wood Book Truck valued at \$1,225.35 received from the Friends of the Woodland Hills Branch Library, for the benefit of the Woodland Hills Branch Library be accepted; and

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

**FINDINGS:**

1. The gift of a Contemporary 6-shelf Wood Book Truck valued at \$1,225.35 will be used to display new library materials in the Young Adult area at the Woodland Hills Branch Library
2. A letter of thanks should be sent to:

Bette Caraway, President  
Friends of the Woodland Hills Branch Library  
22200 Ventura Blvd  
Woodland Hills, CA 91364

Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Emily Fate, Interim Director of Branches



**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT B**

September 28, 2017

TO: Board of Library Commissioners

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

SUBJECT: **ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES  
(CLLS) BASELINE GRANT OF \$18,000 FOR FISCAL YEAR 2017/18**

**RECOMMENDATION:**

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) baseline grant of \$18,000 for the Los Angeles Public Library's Adult Literacy Services for Fiscal Year 2017/18; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 330.

**FINDINGS:**

1. On August 8, 2017, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy Service program grant application was accepted and was eligible for a baseline \$18,000 grant. LAPL and the Library Foundation of Los Angeles provide matching funds to make us eligible for this grant.
2. The remainder of our 2017/18 CLLS award will be determined by applying a CLLS formula. The formula will include the amount of local dollars expended by the LAPL and the LFLA on Adult Literacy Services in 2016/17 added to a per capita amount based on the 1,247 adult learners enrolled in the Adult Literacy Services program by the Los Angeles Public Library in 2016/17. The amount of the remaining award will be revealed over the next two months.
3. These funds must be accepted by the Board of Library Commissioners to activate this award.
4. These funds will be used for purchasing adult literacy textbooks, workbooks, fiction and nonfiction reading material (general interest and parenting, education and workforce development titles), and nonfiction audio visual materials. Funding will also support professional development training for 21 contract staff employees.

Prepared by: Kelly Tyler, Senior Librarian, Office of Education and Literacy

Reviewed by: Alicia Moguel, Principal Librarian, Department of Lifelong Learning  
Susan Broman, Acting Assistant City Librarian

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**MAI LASSITER**  
**JOSEFA SALINAS**  
**RITA WALTERS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

September 28, 2017

**LIBRARY RESOLUTION NO. 2017-XXX**

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) baseline grant of \$18,000 for the Los Angeles Public Library's Adult Literacy Services for Fiscal Year 2017/18; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 330.

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

September 28, 2017

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **RECOMMENDATION TO APPROVE AN APPROPRIATION IN THE  
AMOUNT OF \$2,000,000 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 funds in the amount of \$2,000,000 from the Unreserved and Undesignated Fund Balance (UUFB), Fund 300, Department 44, Account 2539, to the Library Budget Reserve Fund, Department 44, Fund Number 58N.

	<u>Account</u>	<u>Amount</u>
From:	Fund 300; UUFB, Account 2539	\$ 2,000,000
To:	Fund 58N; LBRF	\$ 2,000,000

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

**B. FINDINGS:**

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 from the Unreserved and Undesignated Fund Balance (UUFB) in the amount \$2,000,000 from the Fiscal Year 2014-15 uncommitted balance. The Board approved an additional appropriation in the amount of \$2,000,000 from the Fiscal Year 2015-16 uncommitted balance on August 11, 2016. The current balance is \$4,000,000.

3. Staff recommends an appropriation from the UUFB in the amount of \$2,000,000 from the Fiscal Year 2016-17 uncommitted balance.
4. Should this report be approved by the Board, the LBRF will have a balance of \$6,000,000 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 approval and action.

Prepared by: Robert Morales, Senior Management Analyst II

Reviewed by: Madeleine M. Rackley, Business Officer Manager

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**MAI LASSITER**  
**JOSEFA SALINAS**  
**RITA WALTERS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

September 28, 2017

**LIBRARY RESOLUTION NO. 2017-XX (C-XX)**

WHEREAS, on September 24, 2016, the Board of Library Commissioners approved the establishment of the Library Budget Reserve Fund 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, the Library Budget Reserve Fund is to be funded by a portion of the previous fiscal year's uncommitted balance; and,

WHEREAS, Library staff recommends an appropriation in the amount of \$2,000,000 from the Unreserved and Undesignated Fund Balance to the Library Budget Reserve Fund:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$2,000,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 239, to the Library Budget Reserve Fund, Department 44, Fund 58N.

This is a true copy:

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

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT D**

September 28, 2017

**TO:** Board of Library Commissioners

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

**SUBJECT: APPROVAL TO RE-APPROPRIATE \$3,835,000 FROM THE  
UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFB) FOR  
THE FISCAL YEAR 2017-18 BUDGET**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners:

1. Approve to re-appropriate \$3,835,000 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	\$ 3,835,000
To: 3040 – Contractual Services	3,400,000
6010 – Office and Administrative	135,000
7340 – Transportation Equipment	<u>300,000</u>
<b>TOTAL:</b>	<b><u>\$ 3,835,000</u></b>

2. Adopt the attached Resolution regarding the appropriation in the amount of \$3,835,000 from the UUFB.

**B. FINDINGS:**

1. The Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year (FY) 2016-17 is approximately \$5.8 million. The UUFB consists of prior year unappropriated and disencumbered funds. Funds in the UUFB are used for current year appropriations, the Budget Reserve Fund, and to re-appropriate for projects previously funded which could not be completed.
2. Funds were budgeted in FY 2016-17 for the design and construction to upgrade the Van Nuys Library. The project is anticipated to be completed in FY 2017-18. Funds in the amount of \$1,400,000 are requested to be re-appropriated in the FY 2017-18 Budget.

3. Funds were budgeted in FY 2016-17 for the design and installation of the Digital Media Labs. A contract with Gensler and Associates for design consultant services was approved by the Commission on March 10, 2016, and was subsequently approved by the Mayor on June 23, 2016. The project is anticipated to be completed in FY 2017-18. Funds in the amount of \$1,600,000 are requested to be re-appropriated in the FY 2017-18 Budget.
4. Funds were budgeted in FY 2016-17 for a new security camera system for Central Library. The contractor is completing the design for placement of cameras and monitors. The project is expected to be completed in FY 2017-18. Fund in the amount of \$400,000 are requested to be re-appropriated in the FY 2017-18 Budget.
5. Funds were budged in FY 2016-17 for vehicles to provide outreach to underserved communities. The vehicles have been ordered and are anticipated to be delivered to the Library in FY 2017-18. Funds in the amount of \$300,000 are requested to be re-appropriated in the FY 2017-18 Budget.
6. Additional funds are requested for increased public relations and marketing for Library initiatives. Funds in the amount of \$135,000 are requested to be re-appropriated in the FY 2017-18 Budget.

Prepared by: Robert Morales, Senior Management Analyst II

Reviewed by: Madeleine M. Rackley, Business Office Manager

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**MAI LASSITER**  
**JOSEFA SALINAS**  
**RITA WALTERS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

September 28, 2017

**LIBRARY RESOLUTION NO. 2017-XX (C-XX)**

WHEREAS, Funds in the amount of approximately \$5,800,000 reverted to the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2016-17. The surplus resulted from projects that were delayed and services which could not be completed and salary savings from vacation positions throughout the fiscal year; and

WHEREAS, Staff requested the re-appropriation of \$3,835,000 from the UUFB to various accounts within the Library's Fiscal Year 2017-18 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves a re-appropriation of \$3,900,000 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	\$ 3,835,000
 To: 3040 – Contractual Services	 \$ 3,400,000
6010 – Office and Administrative	135,000
7340 – Transportation Equipment	<u>300,000</u>
 TOTAL:	 <u>\$ 3,835,000</u>

This is a true copy:

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

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:



**MATTERS PENDING  
BOARD OF LIBRARY COMMISSIONERS**

**September 28, 2017**

**SUBJECT**

**SCHEDULED FOR  
BOARD MEETING**

There are no items pending.

**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