

AGENDA

Board of Library Commissioners City of Los Angeles

Thursday, February 22, 2018

*****Revised*****

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. Welcome New Commissioner: Dale Franzen**
- 3. Approval of Minutes: Regular Meeting - January 25, 2018**
- 4. 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.)

- 5. City Librarian's Comments and Announcements**
- 6. 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")**

\$23,251.71 From the Friends of the Chinatown Library to the
Chinatown Branch Library
(Value of 8 tables and 60 chairs, including installation)

\$19,670.00 From The Honorable Dean Hansell to the Special
Collections of the Los Angeles Public Library
(Appraised value of donated items)

- \$9,006.52 From the Friends of the Platt Library to the Platt Branch Library
(Value of audio visual equipment: digital projector, sound system,
DVD/Blu-ray player and a drop-down screen)
- \$8,278.00 From the Sherman Oaks Friends of the Library for the benefit
of the Sherman Oaks Branch Library
(Value of new carpeting including design consultation and
installation)
- \$3,639.42 From the Friends of the Chinatown Library to the
Chinatown Branch Library
(Value of 3 iPad Pros, 3 keyboards, and 3 handheld scanners)
- \$1,500.00 Friends of the Studio City Branch to the Studio City Branch
Library for the "Hot Off The Press" Bestseller Program
- b. Recommendation to approve transfer of funds for Library promotion and marketing in the amount of \$215,000 from Account 2120-Printing & Binding to Account 3040-Contractual Services, within Fund 300, Department 44, Library's Fiscal Year 2017-18 Budget *** (EXHIBIT "B")

Discussion Items

- c. Program Updates: LA Made Cultural Series, Student Success Library Card Partnership

7. Various Communications: None

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

9. Adjournment

NEXT BOARD MEETING NOTICE

The next regular meeting of the Board is scheduled for Thursday, **March 8, 2018**, at the **Exposition Park-Dr. Mary McLeod Bethune Regional Library**, 3900 S. Western Avenue, Los Angeles, CA 90062, 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.

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


Posted 2/16/18

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

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 22, 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 eight (8) tables and sixty (60) chairs including installation valued at \$23,251.71 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 eight (8) tables and sixty (60) chairs including installation valued at \$23,251.71 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:

Danee Prasert, 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**

February 22, 2018

To: Board of Library Commissioners
From: John F. Szabo, City Librarian J.F.S.
Subject: **ACCEPTANCE OF GIFT BY THE HONORABLE DEAN HANSELL**

RECOMMENDATION:

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That a gift from The Honorable Dean Hansell to the Special Collections of the Los Angeles Public Library consisting of nineteen (19) photogravures and photos, four (4) books by photographer Edward S. Curtis, and three (3) vintage maps of New York and California, in its entirety appraised at a fair market value of \$19,670.00 by Nugent Appraisal, LLC, be accepted and;

FURTHER RESOLVED, That a letter of thanks be sent to The Honorable Dean Hansell, Superior Court Judge for the State of California, Member of the Library Foundation of Los Angeles Board of Directors, and staunch Library supporter, for his generous donation.

FINDINGS:

1. For over thirty years photographer Edward S. Curtis traveled the length and breadth of North America seeking to record with images the traditional life of its vanishing indigenous inhabitants. No other photographer has created a larger oeuvre on the theme of Native Americans, and it is Curtis, more than any other, who has crucially molded our conception of Native Americans.
2. The following photogravures, photographs, books and maps are included in this donation received on December 12, 2017:

1. Antonio Azul -- Pima [Portrait of Chief]. 1907.	\$950.00
2. The Dance -- Wichita.	\$950.00
3. The Clowns, Animal dane -- Cheyenne.	\$950.00
4. Fiesta of San Estevan -- Acoma.	\$950.00
5. Coast Pomo with feather head-dress.	\$950.00
6. Maricopa Group, Arizona.	\$950.00
7. Nerije-Walapa.	\$950.00
8. Children of Walter Winchell. (3)	\$300.00/3

9. Wedding party photograph. Signed.	\$750.00
10. Indian Canoe on the Sound.	\$950.00
11. Wedding Couple.	\$750.00
12. Gathering Mussels.	\$950.00
13. Judy Garland, wedding portrait. 1945.	\$5,000.00
14. Portrait of a child.	\$750.00
15. In the Forest -- Taos. Edition 52/228.	\$950.00
16. Nalin Lage -- Apache.	\$750.00
17. Los Angeles Cardinal Timothy Manning.	\$750.00
18. Book: The North American Indian.	\$150.00
19. Book: Coming to Light.	\$100.00
20. Book: Visions of a Vanishing Race.	\$70.00
21. Book: Portraits from North Am. Indian Life.	\$250.00
22. Vintage Map.	\$150.00
23. Map of Township 40, NY. 1900.	\$200.00
24. Road Map of Los Angeles. 1946.	\$200.00

3. These donations to the Library's Special Collections incredibly enhance our existing holdings of Edward S. Curtis materials. In addition, this donation diversifies our understanding of Edward S. Curtis' role as a photographer and includes work of a more urban nature done from a studio in the next-door Biltmore Hotel. This increases the Los Angeles Public Library's visibility as a research destination with regards to this important figure in American History and that of the Southwest.

4. A letter of thanks should be sent to:

(Address on file)

Prepared by: Ani Boyadjian, Research & Special Collections Manager

Reviewed by: Kren Malone, Central Library Director

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 22, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

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

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of audio visual equipment including a digital projector, sound system, DVD/Blu-ray player and a drop-down screen valued at \$9,006.52 received from the Friends of the Platt Library to be utilized by the Platt Branch Library be accepted; and

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

FINDINGS:

1. This gift of audio visual equipment including a digital projector, sound system, DVD/Blu-ray player and a drop down screen valued at \$9,006.52 will be used for programming and presentations at the Platt Branch Library.
2. A letter of thanks should be sent to:

Linda Giacomuzzi, President
Friends of the Platt Library
23600 Victory Blvd
Woodland Hills, CA 91367


Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 22, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

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

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of new carpeting including design consultation and installation valued at \$8,278.00 received from Sherman Oaks Friends of the Library, for the benefit of the Sherman Oaks Branch Library be accepted; and;

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

FINDINGS:

1. The gift of new carpeting including design consultation and installation valued at \$8,278.00 will be used in the meeting room at the Sherman Oaks Branch Library.
2. A letter of thanks should be sent to:

Donna Gallagher, President
Sherman Oaks Friends of the Library
14245 Moorpark St.
Sherman Oaks, Ca. 91423


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

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 22, 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 three (3) 10.5-inch iPad Pros, three (3) keyboards and three (3) handheld scanners valued at \$3,639.42 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 three (3) 10.5-inch iPad Pros, three (3) keyboards and three (3) handheld scanners valued at \$3,639.42 will be used for branch programs, presentations at the Chinatown Branch Library and outreach programs at the local schools in the community served by the Chinatown Branch Library.
2. A letter of thanks should be sent to:

Danee Prasert, 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**

February 22, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF STUDIO CITY
BRANCH LIBRARY**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$1,500 received from the Friends of the Studio City Branch Library, for the benefit of the Studio City 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 Studio City Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. The gift of \$1,500 is for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:

Ms. Maria Schneider, President
Friends of the Studio City Branch Library
12511 Moorpark Street
Studio City, CA 91604

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

Reviewed by: Chad Helton, Director of Branches

EXHIBIT B

TO: Board of Library Commissioners

**SUBJECT: TRANSFER OF FUNDS WITHIN LIBRARY DEPARTMENT FY 2017-18
BUDGET FOR LIBRARY PROMOTION AND MARKETING**

THAT the Board of Library Commissioners:

- | | | | |
|-------|-------------------------------------|----|---------|
| From: | Account 2120 – Printing and Binding | \$ | 215,000 |
|-------|-------------------------------------|----|---------|

To:	Account 3040 – Contractual Services	\$	215.000
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- ### B. FINDINGS:

- Prepared by: Robert Morales, Senior Management Analyst II
Reviewed by: Madeleine M. Rackley, Business Manager

**BOARD OF LIBRARY
COMMISSIONERS**

BICH NGOC CAO
PRESIDENT

KATHRYN EIDMANN
VICE-PRESIDENT

DALE FRANZEN
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JOSEFA SALINAS

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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

February 22, 2018

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

WHEREAS, The Fiscal Year 2017-18 Adopted Library Budget includes funding to implement the Library Marketing Plan in various accounts. Funds are required to be in the appropriate account to pay for consultant services; and

WHEREAS, Staff requests the transfer of \$215,000 from Library Account 2120-Printing and Binding to Library Account 3040-Contractual Services to allow staff to use the Marketing and Public Relations contractors to perform portions of the implementation of the Library Marketing Plan:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves the following transfer of funds within the Library's Fiscal Year 2017-18 Budget, Fund 300, Department 44:

	<u>Account</u>	<u>Amount</u>
From:	2120 – Office and Administrative	\$215,000
To:	3040 – Contractual Services	<u>215,000</u>
	TOTAL:	<u>\$215,000</u>

FURTHER RESOLVED, That the City Librarian is authorized to make technical changes as needed.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT:

BOARD OF LIBRARY COMMISSIONERS

MATTERS PENDING

February 22, 2018

<u>SUBJECT</u>	<u>DATE ITEM WILL BE ON THE MEETING AGENDA</u>
1. Discussion on the subject of Internet usage and security (Salinas – 1/25/18)	TBD
2. Report on security issues in general (Eidmann – 1/25/18)	TBD
3. Presentation on the status of the marketing plan. (Cao-1/25/18)	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