

AGENDA

Board of Library Commissioners City of Los Angeles

Thursday, March 22, 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:** Request to move approval of Minutes of the Regular Meeting held on March 8, 2018, to the next meeting.

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 approve a re-appropriation of \$226,000 (EXHIBIT "A") from the Library's Fiscal Year Budget 2017-18, Unreserved and Undesignated Fund Balance (UUFB), Account 2539 to Account 7300, Furniture, Office and Technical Equipment to complete the Library's Desktop Virtualization Project.

Discussion Item

- b. Oral Presentation: Genealogy Resources at Los Angeles Public Library

6. **Various Communications:** None
7. **Commissioners' Comments, Announcements and Review of Matters Pending**
8. **Adjournment**

NEXT BOARD MEETING NOTICE

The next regular meeting of the Board is scheduled for Thursday, **April 12, 2018**, at the **Wilmington Branch Library**, 1300 N. Avalon Boulevard, Wilmington, CA 90744, 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 3/19/18

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

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

EXHIBIT A

March 22, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **RE-APPROPRIATE \$226,000 FROM THE UNRESERVED AND
UNDESIGNATED FUND BALANCE (UUFb) FOR IT EQUIPMENT –
VIRTUALIZATION PROJECT**

A. RECOMMENDATIONS:

THAT the Board of Library Commissioners:

1. Approve a re-appropriation in the amount of \$226,000 from the Library's Unreserved and Undesignated Fund Balance (UUFb), Fund 300, Department 44, Account 2539, to the account listed below in Fund 300, Department 44:

<u>Account</u>	<u>Amount</u>
From: Fund 300; UUFb, Account 2539	\$ 226,000
To: Fund 300; 7300 – Furniture, Office and Technical Equipment	<u>226,000</u>
TOTAL:	<u>\$ 226,000</u>

2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the re-appropriation in the amount of \$226,000 from the UUFb.

B. FINDINGS:

1. 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. The Library's Adopted FY 2016-17 Budget included funds for the desktop virtualization project to upgrade over 2,300 public facing and staff computers. Desktop virtualization allows for mobile access to applications for IT staff to work on public facing and staff desktop computers from remote locations, provide greater security and reduces systems maintenance costs.

3. The requested funds are a re-appropriation of unused FY 2016-17 funds. It was necessary for staff to delay the project until the bandwidth upgrade was completed. Technology for desktop virtualization changed during the initial phase of the project and staff was unable to encumber all of the funds in FY 2016-17 as the specifications were not completed by the vendor. Therefore, the unused funds reverted to the UUFB.
4. The vendor has submitted the specifications and staff recommends re-appropriating funds from the UUFB in order to procure additional servers and ancillary equipment to complete the Library's desktop virtualization project.
5. Sufficient funds are available in the UUFB for this transfer.

Prepared by: Robert Morales, Senior Management Analyst II

Reviewed by: Madeleine Rackley, Business Manager

**BOARD OF LIBRARY
COMMISSIONERS**

BICH NGOC CAO
PRESIDENT

KATHRYN EIDMANN
VICE-PRESIDENT

DALE FRANZEN
MAI LASSITER
JOSEFA SALINAS

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

March 22, 2018

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

WHEREAS, sufficient funds in the amount of \$226,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, staff requests the re-appropriation of \$226,000 from the UUFB to the Furniture, Office and Technical Equipment Account 7300 in the Library's Fiscal Year 2017-18 Budget to complete the Library's desktop virtualization project, which began in FY 2016-17:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves a re-appropriation of \$226,000 from the Unreserved and Undesignated Fund Balance, within Fund 300, Department 44, Account 2539 as follows:

<u>Account</u>	<u>Amount</u>
From: Fund 300; Account 2539, UUFB	\$ 226,000
To: Fund 300; Account 7300 – Furniture, Office and Technical Equipment	226,000
TOTAL:	<u>\$ 226,000</u>

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

March 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