

## **A G E N D A**

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

**Thursday, December 13, 2018**

**\*\*Revised\*\***

**CENTRAL LIBRARY**  
Board Room, 4th Floor  
630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071

**TIME: 11:00 A.M.**

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**Agenda:** In compliance with Government Code Section 54957.5, you may view the agenda its attachments at the Information Desk of the Central Library and online at [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 of the Central Library and provided at the Board Meeting.

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**1. Roll Call**

**2. Approval of Minutes: Regular Meeting – July 12, 2018: Submitted for approval**

*(Only Board Members Cao, Franzen and Salinas are eligible to vote, unless any other Board Member(s) not in attendance has reviewed the audio recording and/or transcript of the 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 may 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 gift of three display racks (EXHIBIT "A")  
(\$2,379.97 value) from the Friends of the Chatsworth Library
- b. Recommendation to accept \$5,000 grant award from the (EXHIBIT "B")  
Institute of Museum and Library Services passing through  
the District of Columbia Public Library (DCPL) to establish  
a Memory Lab at the Los Angeles Public Library (LAPL)
- c. Approval of Appointment as Chief Accounting Employee (EXHIBIT "C")  
of the Library Department

**Board Discussion**

- d. Recommendation to approve transfer of funds in the amount of \$325,000 from Account 1010 Salaries General to Salaries As-Needed and Salaries Overtime accounts within Library's Fiscal Year 2018-19 Budget, Fund 300, Department 44 (EXHIBIT "D")
- e. Recommendation to approve transfer of funds within Library Fiscal Year 2018-19 Budget in the amount of \$669,966 to Account 3040 Contractual Services from accounts within the Library's Fiscal Year 2018-19 Budget, Fund 300, Department 44 (EXHIBIT "E")
- f. Informational Report on the Comprehensive Homeless Strategy Safe Parking Program Pilot

**6. Presentation: None****7. Various Communications:**

Receive and File Letter from Community Partners re: Termination of MOU for the Use of Facilities in the Pio Pico-Koreatown Branch for the Operation of a Public Makerspace

**8. Commissioners' Comments, Announcements and Review of Matters Pending****9. Adjournment**

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**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.

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**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. Sign language interpreters, communication access real-time transcription (CART), assistive listening devices or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For Sign Language Interpreters is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office at (213) 228-7530.

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**Rules of Decorum:** Persons addressing the Commission shall not 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. The Presiding Officer has the authority to issue a warning to a person violating the Rules. 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 failing to leave after being ordered to do so by the Presiding Officer and who willfully resists, delays or obstructs removal by the Sergeant-at-Arms, may be subject to arrest for violation of the Penal Code or Los Angeles Municipal Code. (rev.11/2018)

**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)

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

**POSTED: 12/10/18**

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

December 13, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

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

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of one (1) Mobile Hardcover Book Spinner and two (2) Mar-Line Rotor Screen Display Paperback Racks valued at \$2,379.97 received from the Friends of the Chatsworth Library to be utilized by the Chatsworth Branch Library be accepted; and

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

**FINDINGS:**

1. The gift of one (1) Mobile Hardcover Book Spinner and two (2) Mar-Line Rotor Screen Display Paperback Racks valued at \$2,379.97 will be used to display library materials at the Chatsworth Branch Library.
2. A letter of thanks should be sent to:

Ann Vincent, President  
Friends of the Chatsworth Library  
21052 Devonshire Street  
Chatsworth, CA 91311

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

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

December 13, 2018

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **ACCEPTANCE OF \$5,000 GRANT FOR THE MEMORY LAB AT LAPL**

**RECOMMENDATIONS**

That the Board of Library Commissioners:

1. Accept a grant award of \$5,000 from the Institute of Museum and Library Services passing through the District of Columbia Public Library (DCPL) to establish a Memory Lab at the Los Angeles Public Library (LAPL);
2. Authorize the grant funds to be deposited in Library Services Trust Fund 419, Account 347; and,
3. Authorize the City Librarian to make technical changes if needed.

**FINDINGS**

1. The Library was awarded one (1) of seven (7) grants given to libraries across the country to build Memory Lab digitization stations and establish public programs based on the DCPL model.
2. The award of \$5,000 is for the purchase of equipment as part of the Memory Lab program at LAPL, which will enable the public to digitize personal and family keepsakes in analog formats for purposes of preservation and access. Formats include home movies, compact cassette recordings and other audio/visual materials, as well as photographs and slides. The Library will also build an online reference site and provide free workshops on personal archiving and digital preservation for the public.
3. Grant expenditures will be facilitated by the Library's Digitization and Special Collections department.

Prepared by: Ani Boyadjian, Research and Special Collections Manager

Reviewed by: Kren Malone, Director of Central Library

**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  
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**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

December 13, 2018

**LIBRARY RESOLUTION NO. 2018-19 (C-xx)**

WHEREAS, The Los Angeles Public Library (LAPL) was awarded one (1) of seven (7) grants given to libraries across the country to build Memory Lab digitization stations and establish public programs based on the District of Columbia Public Library (DCPL) model; and,

WHEREAS, The award of the \$5,000 grant is for the purchase of equipment as part of the Memory Lab program at LAPL, which will enable the public to digitize personal and family keepsakes in analog formats for purposes of preservation and access. Formats include home movies, compact cassette recordings and other audio/visual materials, as well as photographs and slides. The Library will also build an online reference site and provide free workshops on personal archiving and digital preservation for the public; and,

WHEREAS, Grant expenditures will be facilitated by the Library's Digitization and Special Collections department;

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners accept a grant award of \$5,000 from the Institute of Museum and Library Services passing through District of Columbia Public Library (DCPL) to establish a Memory Lab at LAPL; and,

FURTHER RESOLVED, That the Board of Library Commissioners authorize the grant funds to be deposited in Library Services Trust Fund 419, Account 347; and,

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian to make technical changes if needed.

This is a true copy:

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Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT C**

December 13, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **APPOINTMENT AS CHIEF ACCOUNTING EMPLOYEE OF THE  
LIBRARY DEPARTMENT**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners ("Board"):

1. Approve appointment of Madeleine M. Rackley, Library Business Manager, as the Chief Accounting Employee of the Library Department, effective immediately.
2. Authorize Eloisa R. Sarao, Assistant Library Business Manager, to act as Chief Accounting Employee of the Library Department in the absence of the Library Business Manager.
3. Authorize Peter Fong, Departmental Chief Accountant, to act as Chief Accounting Employee of the Library Department in the absence of the Library Business Manager and the Library Assistant Business Manager.
4. Adopt the attached Resolution regarding the appointment of the Chief Accounting Employee of the Library Department.

**B. FACTUAL SUMMARY:**

1. The Chief Accounting Employee for the Library is the authorized agent responsible for all aspects of accounting, auditing, budgeting, payroll, financial analysis and financial reporting for the Library. This authority has routinely been assigned to the Library Business Manager.
2. In the absence of the Library Business Manager, the responsibility for day-to-day functions will be delegated to the Assistant Library Business Manager.
3. In the absence of the Library Business Manager and Assistant Library Business Manager, the responsibility for day-to-day functions will be delegated to the Departmental Chief Accountant.

Prepared by: Deirdre Gomez, Senior Management Analyst I

Reviewed by: Susan Broman, Assistant City Librarian



**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

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(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

December 13, 2018

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

WHEREAS, The Chief Accounting Employee for the Library is the authorized person responsible for all aspects of accounting, auditing, budgeting, payroll, financial analysis and financial reporting for the Library:

THEREFORE, RESOLVED, That the Board of Library Commissioners ("Board") approve the appointment of Madeleine M. Rackley, Library Business Manager, as the Chief Accounting Employee of the Library Department, effective immediately;

FURTHER RESOLVED, That the Board authorize Eloisa R. Sarao, the Assistant Library Business Manager, to act as Chief Accounting Employee of the Library Department in the absence of the Library Business Manager;

FURTHER RESOLVED, That the Board authorize Peter Fong, Departmental Chief Accountant, to act as Chief Accounting Employee of the Library Department in the absence of the Library Business Manager and the Library Assistant Business Manager.

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**

December 13, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **TRANSFER OF FUNDS WITHIN LIBRARY DEPARTMENT FY 2018-19  
BUDGET FOR AS-NEEDED AND OVERTIME**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$325,000 from Account 1010 Salaries General to the following accounts within the Library's Fiscal Year 2018-19 Budget, Fund 300, Department 44:

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
1070	Salaries As-Needed	\$ 300,000
1090	Salaries Overtime	<u>25,000</u>
TOTAL:		<u>\$ 325,000</u>

2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the transfer of funds in the amount of \$325,000.

**B. FACTUAL SUMMARY:**

1. The Library uses full-time, part-time and on-call librarians, clerks and other employees to staff public and support service desks, to fill-in for vacancies or when there are staff shortages due to employee illness, vacation or jury duty. When necessary, the Library transfers funds between its salary accounts to ensure there are sufficient funds in the appropriate accounts.
2. In addition, the Library is participating in the Mayor's "HIRE LA's Youth" program by providing jobs for young people ages 14-24 who live in the City of Los Angeles. Some youths have continued working on a part-time, as-needed basis. Funding for these salaries comes from Account 1070 Salaries As-Needed.
3. Sufficient funds are available in Account 1010 Salaries General for this transfer.

Prepared by: Deirdre Gomez, Senior Management Analyst I

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

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**JOHN F. SZABO**  
CITY LIBRARIAN

December 13, 2018

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

WHEREAS, The Library transfers funds between salaries accounts each year to ensure that Libraries are properly staffed; and

WHEREAS, Staff requests the transfer of \$325,000 to various salary accounts within the Library's Fiscal Year 2018-19 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners ("Board") hereby approves the following transfer of funds within the Library's Fiscal Year 2018-19 Budget, Fund 300, Department 44:

<u>Account</u>	<u>Amount</u>
From: 1010 – Salaries General	\$ 325,000
To: 1070 – Salaries As-Needed	300,000
1090 – Salaries Overtime	<u>25,000</u>
TOTAL:	<u>\$ 325,000</u>

FURTHER RESOLVED, That the Board authorizes the City Librarian to make any necessary technical corrections.

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 E**

December 13, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **TRANSFER OF FUNDS WITHIN LIBRARY DEPARTMENT FY 2018-19  
BUDGET FOR LIBRARY MARKETING PLAN**

**A. RECOMMENDATIONS:**

THAT the Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$669,966 to Account 3040 Contractual Services from the following accounts within the Library's Fiscal Year 2018-19 Budget, Fund 300, Department 44:

<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
2120	Printing and Binding	\$ 153,663
6010	Office and Administrative	516,303
TOTAL:		<u>\$ 669,966</u>

2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the transfer of funds in the amount of \$669,966.

**B. FINDINGS:**

1. The FY 2018-19 Adopted Library Budget includes approximately \$2 million to implement the Library Marketing Plan. Funds were budgeted in various accounts based on the needs of the Library at the time the proposed budget was developed and submitted.
2. On November 8, 2018, the Board of Library Commissioners approved contracts for sixteen (16) consultants to provide marketing and public relations services to the Library. Funds are required to be in the appropriate account to pay consultants for their services.
3. Staff recommends the transfer of funds from Account 2120 Printing and Binding and Account 6010 Office and Administrative to allow the consultants to assist staff with the implementation of the Library Marketing Plan.
4. Sufficient funds are available in Account 2120 Printing and Binding and Account 6010 Office and Administrative for this transfer.

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**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**  
CALIFORNIA



**ERIC GARCETTI**  
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**JOHN F. SZABO**  
CITY LIBRARIAN

December 13, 2018

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

WHEREAS, The FY 2018-19 Adopted Library Budget includes funding to implement the Library Marketing Plan in Library Account 2120 Printing and Binding and Account 6010 Office and Administrative; and

WHEREAS, Staff requests the transfer of \$669,966 to Library Account 3040 Contractual Services to allow staff to use the Marketing and Public Relations contractors to perform portions of the Marketing Plan implementation:

THEREFORE, RESOLVED, That the Board of Library Commissioners ("Board") hereby approves the following transfer of funds within the Library's Fiscal Year 2018-19 Budget, Fund 300, Department 44:

	<u>Account</u>	<u>Amount</u>
To:	3040 – Contractual Services	\$ 669,966
From:	2120 – Printing and Binding	\$ 153,663
	6010 – Office and Administrative	<u>516,303</u>
	<b>TOTAL:</b>	<b><u>\$ 669,966</u></b>

FURTHER RESOLVED, That the Board authorizes the City Librarian to make any necessary technical corrections.

This is a true copy:

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

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:



Various Communications  
**RECEIVED**

OCT 23 2018

LOS ANGELES PUBLIC LIBRARY  
BOARD OFFICE

**Paul Vandeventer**  
President & CEO

October 19, 2018

Board of Directors

Board of Library Commissioners  
630 W. Fifth Street  
Los Angeles, California 90071

Executive Committee

Chair  
**Ange-Marie**  
**Hancock Alfaro, PhD**  
University of  
Southern California

**Re: Termination of MOU between the City of Los Angeles and Community Partners for the use of facilities in the Pio-Pico-Koreatown Branch for the operation of a Public Makerspace**

Treasurer  
**Christopher P. Kearley**  
Ernst & Young LLP

Dear Board of Library Commissioners,

Secretary  
**Helen B. Kim**  
Thompson Coburn LLP

On October 16, 2017, Community Partners entered into a Memorandum of Understanding with the City of Los Angeles for the use of facilities in the Pio-Pico-Koreatown Branch for the operation of a Public Makerspace (MOU).

Immediate Past Chair  
**Steven J. Cobb**  
California Community  
Foundation

Per the language in Article 3.B of the MOU, Community Partners requests a termination of the MOU without cause as of October 19, 2018. The effective date will be December 19, 2018. Community Partners has no outstanding obligations regarding this MOU.

Directors  
**Kate Anderson**  
Center for Strategic  
Public-Private Partnerships  
Los Angeles County Office of  
Child Protection

Please contact Gayle Byrne at (213) 346-3295 or [gbyrne@communitypartners.org](mailto:gbyrne@communitypartners.org) with any questions or concerns.

**Bonnie Boswell**  
PBS SoCal

Thank you,

**Andrea Capachietti, PhD**  
International Humanitarian  
Aid Consultant

**Eladio Correa**  
Ameriprise Financial, Inc.

**Victor De la Cruz**  
Manatt, Phelps & Phillips, LLP

**Irwin J. Jaeger**  
New Phoenix  
Management Company

**Steve Meier**  
Pfaffinger Foundation

**Steven A. Nissen**  
NBCUniversal

**Perry C. Parks III**  
Strategy Consultant

**Joy Picus**  
Los Angeles  
City Councilmember  
(Served 1977 - 1993)

**Albert R. Rodriguez** (1951 - 2009)  
Founding Board Chair

**Mamie Funahashi**  
Chief Financial Officer  
Community Partners

cc: Eva Mitnick

**Madeleine M. Rackley**  
**Mya (Stark) Akerling**

## **BOARD OF LIBRARY COMMISSIONERS**

### **MATTERS PENDING**

December 13, 2018

#### **SUBJECT**

#### **DATE ITEM WILL BE ON THE AGENDA**

1. Discussion on the subject of Internet usage and security  
(Salinas – 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