AGENDA
Board of Library Commissioners
City of Los Angeles
Thursday, March 8, 2018

EXPOSITION PARK - DR. MARY MCLEOD
BETHUNE REGIONAL BRANCH LIBRARY
3900 S. Western Avenue
Los Angeles, CA 90062
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-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 Meeting – February 22, 2018

3. Remarks by the Central Southern Area Manager and Exposition Park - Dr. Mary McLeod Bethune Regional Branch Senior Librarian

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 may 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 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 gift: (EXHIBIT “A”)

   $1,000.00 From Bob’s Discount Furniture Charitable Foundation for the benefit of the Platt Branch Library. Funds will be deposited in Trust Fund 831 – Account 340
b. Recommendation to approve transfer of funds in the amount of $325,000 from Salaries General, Account 1010, to Salaries As-Needed, Account 1070 ($300,000), and Salaries Overtime, Account 1090 ($25,000) within Library's Fiscal Year 2017-18 Budget, Fund 300, Department 44  

(EXHIBIT "B")

Discussion Items

c. Oral Presentation: Full STEAM Ahead Program

7. Various Communications: None

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

10. Adjournment

NEXT BOARD MEETING NOTICE

The next regular meeting of the Board is scheduled for Thursday, March 22, 2018, at the CENTRAL LIBRARY, 630 W. Fifth Street, Los Angeles, CA 90071, 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.

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

Posted 3/5/17
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

March 8, 2018

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF GIFT FROM BOB’S DISCOUNT FURNITURE, LLC.

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of $1,000 received from Bob’s Discount Furniture Charitable Foundation, Inc. for the benefit of the Platt Branch Library be accepted; and deposited in Trust Fund 831, Account 340; and

FURTHER RESOLVED, That a letter of thanks be sent to Bob’s Discount Furniture Charitable Foundation, Inc. expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. This gift of $1,000 will be used to purchase library materials for the Platt Branch Library.

2. A letter of thanks should be sent to:

   Sharon Valley, Outreach Coordinator
   Bob's Discount Furniture Charitable Foundation, Inc.
   428 Tolland Turnpike
   Manchester, CT 06042

   Cathy Poulin, Public Relations/Outreach Director
   Bob's Discount Furniture Charitable Foundation, Inc.
   428 Tolland Turnpike
   Manchester, CT 06041

   Steve Hurdle, Store Manager
   Bob's Discount Furniture
   6701 Fallbrook Avenue
   West Hills, CA 91307

Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Chad Helton, Director of Branches
TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: TRANSFER OF FUNDS WITHIN LIBRARY DEPARTMENT FY 2017-18 BUDGET FOR OVERTIME AND AS-NEEDED

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 2017-18 Budget, Fund 300, Department 44:

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1070</td>
<td>Salaries As-Needed</td>
<td>$300,000</td>
</tr>
<tr>
<td>1090</td>
<td>Salaries Overtime</td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td>TOTAL:</td>
<td>$325,000</td>
</tr>
</tbody>
</table>

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. FINDINGS:

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 continue 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

AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER
March 8, 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 requested the transfer of $325,000 to various salary accounts within the Library’s Fiscal Year 2017-18 Budget:

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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 1010 – Salaries General</td>
<td>$325,000</td>
</tr>
<tr>
<td>To: 1070 – Salaries As-Needed</td>
<td>300,000</td>
</tr>
<tr>
<td>1090 – Salaries Overtime</td>
<td>25,000</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>$325,000</td>
</tr>
</tbody>
</table>

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 8, 2018

SUBJECT

1. Discussion on the subject of Internet usage and security
   (Salinas – 1/25/18)  
   DATE ITEM WILL BE ON THE MEETING AGENDA  
   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