

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

September 24, 2015

A Regular Meeting of the Board of Library Commissioners was held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071, convening at 11:05 a.m. on the above-written date.

PRESENT:	PRESIDENT	JOSEFA SALINAS
	VICE PRESIDENT	BICH NGOC CAO
	COMMISSIONER	GREGORY BETTINELLI
	COMMISSIONER	MAI LASSITER
	COMMISSIONER	RITA WALTERS

EXCUSED

ABSENT: NONE

ALSO PRESENT: John F. Szabo, City Librarian; Kris Morita, Assistant General Manager; Arletta Maria Brimsey, Deputy City Attorney, General Counsel; Elaine Owens-Sanchez, Management Analyst, CAO's Office; Roy Stone, President, Librarians' Guild; and staff.

ELECTION OF OFFICERS FOR FY 2015-16

Board President Salinas stated that as required by the City Charter, annual elections were being held for President and Vice President. She stated it had been a pleasure to serve as President of the Board and she was happy about the many things that had been accomplished during her term, especially, the upcoming Amnesty Week. She proceeded to ask for nominations for President.

President

MOVED by Commissioner Bettinelli, seconded by Commissioner Lassiter, and unanimously carried that Vice President Bich Ngoc Cao be elected President of the Board for Fiscal Year 2015-16.

Vice President

MOVED by President Cao, seconded by Commissioner Lassiter, and unanimously carried that Commissioner Bettinelli be elected Vice President for Fiscal Year 2015-16.

MINUTES FOR APPROVAL: Regular Meeting – 9/10/15

MOVED by Commissioner Salinas, seconded by Vice President Bettinelli and unanimously carried that the Minutes of the Regular Meeting held September 10, 2015 be approved as submitted.

PUBLIC COMMENTS ON MATTERS

WITHIN THE BOARD'S JURISDICTION: None.

CITY LIBRARIAN'S COMMENTS
AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

- A ribbon-cutting ceremony was held today of a water-wise demonstration garden at the West Valley Municipal Building and the West Valley Regional Branch Library. Mr. Szabo stated that Eloisa Sarao, Assistant Business Manager, played an important role on this project. He said the demonstration garden will be used for educational programming. During the current fiscal year, the Library will replace current landscape with drought resistant plants at ten libraries.
- A Citizenship Ceremony where 80 children received Citizenship Certificates was held at the Central Library on September 17. Board President Cao was in attendance.
- The U.S. – China Climate Leaders Summit 2015 was held in Los Angeles last week. A reception was hosted at the Central Library for Chinese leaders, Governor Jerry Brown, Mayor Garcetti and mayors from across the country. Approximately 300 people attended. The “To Live and Dine in L.A.” exhibit was opened for the reception.
- The “To Live and Dine in L.A” exhibit has been seen by over 19,000 visitors. Upcoming exhibits planned for the Getty Gallery include “Changing America: The Emancipation Proclamation” from December 2015 - January 2016; and an artifact-based traveling exhibition by the United States Holocaust Memorial Museum, “State of Deception: The Power of Nazi Propaganda” from March - May 2016.
- The City has entered into partnership with FUSE Corps, a non-profit organization that places mid-career professionals into government bringing their skills to tackle specific efforts/initiatives. Alex Castillo, a FUSE Corps volunteer with an excellent background in marketing, will be assigned to the Library to work on immigration integration and to promote and brand the Library as a resource. He will be assigned full time for one year, beginning October 1.
- The Friends of the Library Annual Appreciation Breakfast will be held on Saturday, October 3, starting at 9 a.m. in the Central Library's Courtyard. Mr. Szabo invited the Board members to attend.

- The Vernon - Leon H. Washington Jr. Memorial Branch Library will celebrate its 100th Birthday on Wednesday, September 30. A photographic history of the branch and a magic show will be part of the celebration.
- The Coder Time program was featured on KPCC radio, who visited the Central Library to observe the program and to interview Children's Librarian Joanna Fabicon. KPCC has also given the Library's STEAM program fantastic publicity.

CITY LIBRARIAN'S REPORTS:

Acceptance of Gift

It was MOVED by Commissioner Walters, seconded by Commissioner Salinas, and unanimously carried that the following resolutions be adopted:

LIBRARY RESOLUTION NO. 2015-48 (C-38)

RESOLVED, That the gift of \$15,000 received from the Friends of the Platt Library to purchase library materials for the Platt Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the donor expressing the grateful appreciation of the Board of Library Commissioners and staff for this generous donation.

ESTABLISHMENT OF A NEW FUND AND ACCOUNT TO BE KNOWN AS THE LIBRARY BUDGET RESERVE FUND

City Librarian John F. Szabo recommended that a Library Budget Reserve Fund be established. This was discussed at a previous Commission meeting and at the City Council's Budget and Finance Committee hearings for the Library Department. The Library Budget Reserve Fund would offset budget shortfalls, provide emergency funding, and provide for capital improvements for Central and branch libraries.

Discussion

Vice President Bettinelli stated that the idea for this fund is to protect library services but wanted to make sure that setting aside funds would not affect budget approval by City Council. Mr. Szabo replied that it would not affect budget approval. He said that a cap was being recommended for that reason and that it was a prudent decision to have budget stabilization reserve fund to be able to provide effective library services in a consistent manner.

Vice President Bettinelli asked if other city agencies have a reserve fund account. Madeleine Rackley, Business Manager, stated that the City Council appropriates annually to a reserve fund for the City of Los Angeles; also, the Airport and Department of Water and Power have reserve funds.

Commissioner Salinas asked in what manner the use of those funds would be requested and Commissioner Walters asked if the funds would be carried over from year to year. Mr. Szabo replied that use of the reserve funds would require Board approval and those funds would remain in the reserve fund from fiscal year to fiscal year, until the board approves use of funds based on the criteria set for expenditure.

It was MOVED by Commissioner Walters, seconded by Commissioner Salinas, and unanimously carried that the following resolutions be adopted:

LIBRARY RESOLUTION NO. 2015-49 (C-39)

WHEREAS, the Los Angeles City Charter provides that the Board shall control, appropriate, and expend all Library Funds for the purposes of the department; and

WHEREAS, a budget reserve fund is necessary to ensure sufficient funds are available for economic downturns, to address unforeseen circumstances in a timely manner, and to provide for any necessary capital improvements; and

WHEREAS, a transfer of funds to provide for the initial funding and future funding for the budget reserve fund is necessary:

RESOLVED, That the Board of Library Commissioners hereby establishes a Library Budget Reserve Fund (LBRF) to set aside savings during periods of economic growth, which upon approval from the Board, can be used to stabilize revenue during economic downturns, to address unforeseen circumstances in a timely manner, and to provide for any necessary capital improvements; and

FURTHER RESOLVED, That the Library Budget Reserve Fund (LBRF) be funded through an annual approval process whereby a portion of the previous fiscal year uncommitted balance from Fund 300 be appropriated to the LBRF from the Unreserved and Undesignated Fund Balance (UUFB), and that the maximum amount of the LBRF be set at ten percent (10%) of the current year Mayor-Council Appropriation to the Library Department. The Board of Library Commissioners may increase or decrease the maximum amount; and

FURTHER RESOLVED, That the Board of Library Commissioners hereby approves 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, Account Number to be assigned by the Office of the City Controller.

APPROVAL OF TRANSFER OF FUNDS WITHIN
FUND 300, FISCAL YEAR 2015-16 LIBRARY BUDGET

City Librarian John F. Szabo recommended approval of a transfer of funds from the Library's Unreserved and Undesignated Fund Balance (UUFB) for allocation into various accounts for expenditure during the current Fiscal Year 2015-16 Budget. He noted that annually staff requests transfer of funds from the UUFB account and the amount is based on the total of unspent funds reverted from the previous fiscal year.

Public Comment

Roy Stone, President, Librarians' Guild, spoke about staffing needs. He said the Department is working hard in hiring staff, but it is still very difficult to get substitutes because there is a shortage of substitutes for covering vacancies throughout the system. He said the Guild would to see easing off of the rules so staff can work extra time or overtime to facilitate coverage.

Discussion

Vice President Bettinelli asked about the causes of the staffing shortage.

Mr. Szabo stated that the substitute list is currently very short because many of the people hired by the Department were from the substitute list. He pointed out that the main issue was with the customer service employees because they are hired from the Clerk Typist list and that list has expired. The Library is waiting for the City's Personnel Department to issue the exam and certify a new list from which the Library will hire from.

Vice President Bettinelli asked about the causes of the delay and whether other city departments were pushing for the new test to get a fresh list of candidates.

Michael Bolokowicz, Director, Human Resources, stated that the classification of Clerk Typist has been changed to Administrative Clerk because the City Personnel Department did a job analysis and concluded that the duties of the clerk typist had evolved. He said typically, the test is given every two years, but the current list has been extended to three years because of the changes they wanted to do with the Clerk Typist classification. The examination is scheduled to open for filing on October 2. Historically, when the city offers this exam, they get thousands of applicants.

Commissioner Salinas asked how people could sign up for the exam. Mr. Bolokowicz replied that people could apply online by going to the lacity.org website, which links to the City's employment site.

Commissioner Lassiter asked if applicants were representative of the city's diversity. Mr. Bolokowicz stated that his office doesn't have the data of all of those who apply, but based on his experience, the Library gets a diverse group of candidates. He said the Personnel Department does a good job on outreach.

It was MOVED by Commissioner Salinas, seconded by Vice President Bettinelli, and unanimously carried that the following resolutions be adopted:

LIBRARY RESOLUTION NO. 2015-50 (C-40)

WHEREAS, Funds in the amount of \$6,697,461 reverted to the Library's Unreserved and Undesignated Fund Balance (UUFb) at the end of Fiscal Year 2014-15. The savings resulted from unfilled vacant positions and the delay in obtaining contracts for the design and the construction of the digital learning labs; and

WHEREAS, Staff requested the appropriation of \$3,069,367 from the UUFb account to various accounts within the Library's Fiscal Year 2015-2016 Budget:

RESOLVED, That the Board of Library Commissioners approve the appropriation of \$3,069,367 from the Library's Unreserved and Undesignated Fund Balance (UUFb), Account 2539, within Fund 300, Department 44, to the accounts listed below:

<u>Account</u>	<u>Amount</u>
1070 – Salaries, As-Needed	1,000,000
3040 – Contractual Services	1,460,507
6010 – Office and Administrative	264,460
7300 – Furniture, Office & Technical Equipment	5,200
9510 – Various Special (Related Costs)	<u>339,200</u>
Total:	\$3,069,367

APPROVAL OF REQUEST FOR PROPOSALS (RFP)
FOR A MARKETING CONSULTANT TO DEVELOP
A MARKETING PLAN FOR THE LOS ANGELES
PUBLIC LIBRARY

John F. Szabo, City Librarian, recommended the Board approve the release of a Request for Proposals for a Marketing Consultant to develop a marketing plan for the Los Angeles Public Library. He said the specifics of the scope of the RFP have been provided to the Board's Ad Hoc Committee and their comments had been included in the RFP. He stated that upon receipt and review of the proposals, staff will come to the Board with a recommendation to award a contract to one of those firms.

Discussion

Vice President Bettinelli asked that they be made aware of which entities have inquired about participation but are deterred by the process because of the amount of paperwork required, so they can encourage them to go through the process.

The commissioners asked that premarketing materials containing contact information be shared with them so they can assist in promoting the RFP.

Mr. Szabo stated that a mandatory pre-proposal conference will be held where questions will be answered about the RFP process.

President Cao and Commissioner Lassiter expressed concern about the small window of time between the release date and the mandatory pre-proposal conference date.

Eloisa Sarao, Assistant Business Manager, replied that the Library has to hold a mandatory pre-proposal conference because of the outreach program required by the City. She said the pre-proposal conference could be extended to a later date, but the due date would have to be moved to a later date as well.

Mr. Szabo said that the issue was to have the pre-proposal conference early enough to allow firms enough time to conduct outreach and the firms could send representatives to the conference. He asked Ms. Sarao what would happen if they were to delay the release date of the RFP. Ms. Sarao said that doing so it would also push the due date because proposers need a minimum of six weeks to do the outreach program.

Commissioner Lassiter stated that if the October 20th date was the concern but since interested proposers could have a representative attend the mandatory pre-proposal conference, then the dates should be kept as recommended in the Board Report.

Mr. Szabo noted that once the pre-proposal conference is done, no more firms could apply after that.

Vice President Bettinelli noted that December 18 was probably the last working date for firms and after that, the bids would have to be due by January.

Commissioner Lassiter recommended the Board approve the release of the RFP today and staff could determine the dates.

It was MOVED by Commissioner Salinas, seconded by Vice President Bettinelli, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2015-51 (C-41)

RESOLVED, That the Board of Library Commissioners approve the issuance of a Request for Proposals (RFP) for a marketing plan consultant to develop a marketing plan for the Los Angeles Public Library to be advertised and distributed to potential proposers; and

FURTHER RESOLVED, That the Board of Library Commissioners determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by an independent contractor; and

Library Resolution
2015-51 (C-41) Cont.

FURTHER RESOLED, That proposals be submitted to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071, at a date and time advertised on the RFP.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS' COMMENTS &
REVIEW OF MATTERS PENDING:

President Cao acknowledged the receipt of an e-mail from the City Librarian with information requested by Commissioner Bettinelli regarding the status of Central Library Facility Projects that were funded and completed last fiscal year and those to be completed this fiscal year.

Review of Matters Pending

President Cao asked Commissioner Lassiter to provide an update on the Library Foundation at the next Board meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:06 p.m.

ATTEST: _____

Bich Ngoc Cao
President

Raquel M. Borden
Board Executive Assistant

To be approved: October 22, 2015