

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

September 28, 2017

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 11:06 a.m. on the above-written date.

PRESENT: VICE-PRESIDENT KATHRYN EIDMANN
COMMISSIONER MAI LASSITER
COMMISSIONER JOSEFA SALINAS

EXCUSED

ABSENT: PRESIDENT BICH NGOC CAO
COMMISSIONER RITA WALTERS

ALSO PRESENT: John F. Szabo, City Librarian; Susan Broman, Acting Asst. City Librarian; Arletta Maria Brimsey, Deputy City Attorney; and staff.

APPROVAL OF MINUTES: Regular Meeting – 7/27/17:

Vice President Eidmann was the only member that was present at the 7/27 meeting; therefore, the approval of Minutes was continued to the next meeting by a unanimous 3/3 vote (Salinas/Lassiter).

PUBLIC COMMENTS ON MATTERS

WITHIN THE BOARD’S JURISDICTION: There were no requests for public comments.

**CITY LIBRARIAN’S COMMENTS
AND ANNOUNCEMENTS**

City Librarian John F. Szabo reported the following:

1. Solar Eclipse: The Library distributed 20,000 eclipse glasses obtained from NASA, held 62 programs leading to the August 21st solar eclipse, as well as spontaneous programs with a total of 9,807 attendees throughout the City. Staff spoke about the eclipse on 100.3 The Sound’s “5900 Wilshire” public affairs show. Mr. Szabo said he was proud of staff for how they engaged the community.
2. Latino Heritage Month: September 15 - October 15, cultural programs celebrating the diverse Latino culture are being held at various libraries, “We are Latina Authors ” at Central Library; dance and music programs with Ballet Folklorico & Incan music performance; storytelling in English and Spanish, arts and crafts, and Blog posts.

3. Visualizing Language: Oaxaca in LA: This exhibit opened in the Rotunda on September 16th and will run through January, 2018. It is part of the Pacific Standard Time: LA/LA (Latin American/Los Angeles) exhibit. The artists collective Tlacolulokos, from Oaxaca, Mexico, were commissioned to do grand scale murals that hang below the Dean Cornwell murals. This major exhibit is being sponsored by a substantial grant from the Getty Foundation to the Library Foundation, additional funds were received from the California Humanities and the Andy Warhol Foundation. Over 50 programs will be held throughout the Library system about Oaxaca and Oaxacan culture. The LAPL is the only library participating in PST:LA/LA, which being presented at museums and libraries throughout Southern California. Mr. Szabo thanked Library staff and the Library Foundation staff for their work on this very impressive project.
4. Banned Book Week: Mr. Szabo stated that this is a very important week for libraries and librarians because it is a celebration of intellectual freedom. He said librarians have done an incredible job with displays and photographs on Instagram and Facebook to bring awareness of the freedom to read.
5. September is National Library Card Sign-Up Month: Patrons throughout the city are taking photos with LAPL's oversized library card and posting them on social media with #BestCardinLA and outreach librarians are doing library card sign-ups out in the communities. Board President Cao had her photo taken and Jan Perry, General Manager for the Los Angeles Economic and Workforce Development Department (EWDD) used this as an opportunity to promote the library as well as the Job and Career Center located here at Central Library in partnership with them. Mr. Szabo noted that the number of library card holders is growing, particularly with the Student Success Library Card.
6. Girls Who Code: This is an organization dedicated to closing the gender gap in technology by teaching computer skills to young teen girls. The Library is offering a "Girls Who Code" Club at the Silver Lake Branch Library, and Harbor City/Harbor Gateway is about to start one also. The program will be added to other branches throughout the coming year and a "Girls Who Code Summer Immersion" program will be offered next year with field trips and guest speakers. Mr. Szabo stated that this program really fits well with the STEAM activities and the Library's work around gender equity.
7. Budget Season: Mr. Szabo reported that the staff has received instructions from the Mayor's Office and CAO for Fiscal Year 2018-19 budget. He said the proposed budget will be presented to the Board in early November. The budget is due to the Mayor's office on November 17th. The Mayor will hold budget workshops with the departments; April 20th is the deadline for the Mayor to submit the budget to City Council. In May, the City Council's Budget Finance Committee hold hearings before sending it to full City Council hearings. The budget is signed and adopted in early June and presented to the Board for approval in June, since the budget begins on July 1, 2018. Mr. Szabo stated that funds for related costs transferred to other departments are very substantial amount and it is our responsibility to be aware of that.

Commissioner Lassiter asked if the Mayor had goals specifically for the Library. Mr. Szabo replied that he has received from the Mayor communication on the goals and performance for the Library based on recent discussions they had and based on previous fiscal years.

Commissioner Lassiter asked about the debt that is being paid off with Measure L funds. Mr. Szabo stated something notable is that debt service ends in FY 2019-20, after that year, those funds would be appropriated for other uses.

Vice President Eidmann asked about the related costs he was referring to. Mr. Szabo replied that; for example, those are costs for benefits employees receive and also costs paid through General Services for repair and maintenance for library facilities, and to other city departments for services to the library. They represent 40 percent of the budget, which is significant. At the end of the day, the people of Los Angeles voted for the Measure L because they want Library services enhanced and hours restored.

Commissioner Lassiter requested a print out of the budget timeline and Commissioner Salinas requested a copy of the document sent by the Mayor to the Library regarding the goals and performance.

CITY LIBRARIAN'S REPORTS:

City Librarian John F. Szabo reviewed the Consent Calendar (Exhibits A - D) and recommended approval.

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

Approved Acceptance of Gifts

LIBRARY RESOLUTION NO. 2017-31 (C-28)

RESOLVED, That the gift of \$7,500.00 received from the Friends of the Mid-Valley Regional Branch Library be accepted; and

FURTHER RESOLVED, that the funds be deposited in Trust Fund 831, Account 338 – Mid-Valley Regional Branch Library; and

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

LIBRARY RESOLUTION NO. 2017-32 (C-29)

RESOLVED, that the gift of \$3,000 from the Friends of the Encino-Tarzana Library for the "Hot Off The Press" Bestseller Program at the Encino-Tarzana Branch Library be accepted and deposited in Trust Fund 831, Account No. 257; and

FURTHER RESOLVED, that a letter of thanks be sent to the Friends of the Encino-Tarzana Branch Library expressing the grateful appreciation of the Board of Library Commissioners and staff for the generous gift.

LIBRARY RESOLUTION NO. 2017-33 (C-30)

RESOLVED, that the gift of \$3,000 from the Friends of Westwood Library for the "Hot Off The Press" Bestseller Program at the Westwood Branch Library be accepted and deposited in Trust Fund 831, Account No. 257; and

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

LIBRARY RESOLUTION NO. 2017-34 (C-31)

RESOLVED, That a gift of \$2,500 received from the Westlake South Neighborhood Council for the benefit of the Pico Union Branch Library be accepted; and

FURTHER RESOLVED, That this gift of \$2,500 be deposited to Trust Fund 831 Account Code 999 for the Pico Union Branch Library;

FURTHER RESOLVED, That a letter of thanks be sent to the Westlake South Neighborhood Council expressing the grateful appreciation of the Board and staff for the generous gift.

LIBRARY RESOLUTION NO. 2017-35

RESOLVED, That a gift of a Contemporary 6-shelf Wood Book Truck, valued at \$1,225.35, received from the Friends of the Woodland Hills Branch Library to the Woodland Hills Branch Library be accepted; and

Library Resolution
No. 2017-35

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

Approved Acceptance of Baseline Grant
From the California Library Services for
Adult Literacy Services for Fiscal Year 2017-18

LIBRARY RESOLUTION NO. 2017-36 (C-32)

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) baseline grant of \$18,000 for the Los Angeles Public Library's Adult Literacy Services for Fiscal Year 2017/18; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 330.

Approved Transfer of UUFB Funds to the
Library Budget Reserved Fund within Fund 300

Vice President Eidmann asked if the amount to be deposited into the Library Budget Reserve Fund had been set at 2 million by resolution. Mr. Szabo stated that the amount had not been specified when the account was created, but the Library is making an effort to be consistent.

LIBRARY RESOLUTION NO. 2017-37 (C-33)

WHEREAS, on September 24, 2016, the Board of Library Commissioners approved the establishment of the Library Budget Reserve Fund to set aside savings during period of economic growth which can be drawn upon to stabilize revenue during economic downturns, address unforeseen circumstances in a timely manner, and provide necessary capital improvements; and

WHEREAS, the Library Budget Reserve Fund is to be funded by a portion of the previous fiscal year's uncommitted balance; and

WHEREAS, Library staff recommends an appropriation in the amount of \$2,000,000 from the Unreserved and Undesignated Fund Balance to the Library Budget Reserve Fund:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$2,000,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 239, to the Library Budget Reserve Fund, Department 44, Fund 58N.

Approved Re-appropriation of UUFB Funds
into various accounts within Fund 300

Commissioner Lassiter asked if the vehicles that will be purchased would be wrapped. Mr. Szabo replied that all the vehicles will be wrapped; three courier trucks have already been wrapped. The commissioner asked if they could see what the new vehicles will look like.

LIBRARY RESOLUTION NO. 2017-38 (C-34)

WHEREAS, Funds in the amount of approximately \$5,800,000 reverted to the Library’s Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2016-17. The surplus resulted from projects that were delayed and services which could not be completed and salary savings from vacation positions throughout the fiscal year; and

WHEREAS, Staff requests the re-appropriation of \$3,835,000 from the UUFB to various accounts within the Library’s Fiscal Year 2017-18 Budget:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves a re-appropriation of \$3,835,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Account 2539, to the accounts listed below in Fund 300, Department 44:

| <u>Account</u> | | <u>Amount</u> |
|----------------|----------------------------------|---------------------|
| From: | Fund 300; UUFB, Account 2539 | \$ 3,835,000 |
| To: | 3040 – Contractual Services | \$ 3,400,000 |
| | 6010 – Office and Administrative | 135,000 |
| | 7340 – Transportation Equipment | <u>300,000</u> |
| | TOTAL: | <u>\$ 3,835,000</u> |

VARIOUS COMMUNICATIONS:

Received and filed letter dated August 7, 2017, from the Mayor informing City Council of the reappointment of Commissioner Rita Walters to the Board of Library Commissioners for the term ending June 30, 2022.

COMMISSIONERS’ COMMENTS &
REVIEW OF MATTERS PENDING:

Marketing Plan Update

Commissioners Lassiter requested regular updates on the Marketing Plan be presented to the Board for review.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:38 a.m. in memory of Susie D. Frierson, who passed away September 21. She was Commission Executive Assistant for the Library from 1969 – 2004 (35 years).

ATTEST:

Kathryn Eidmann
President

Raquel M. Borden
Board Executive Assistant

Approved: October 12, 2017