MINUTES

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

January 25, 2018

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 11:03 a.m. on the above-written date.

PRESENT: PRESIDENT BICH NGOC CAO
VICE-PRESIDENT KATHRYN EIDMANN
COMMISSIONER JOSEFA SALINAS

EXCUSED

ABSENT: COMMISSIONER MAI LASSITER

ALSO PRESENT: Susan Broman, Acting Asst. City Librarian; Arletta Maria Brimsey, Deputy City Attorney; Henry Gambill, President, and Lisa Palombi, Vice President, Librarian’s Guild; and staff.

APPROVAL OF MINUTES:

• Regular Meeting – November 9, 2017:

  MOVED by Commissioner Salinas, seconded by Board President Cao, and unanimously carried that the Minutes of the Regular Meeting held November 9, 2017 be approved as submitted.

• Regular Meeting – December 7, 2017:

  MOVED by Commissioner Salinas, seconded by Board President Cao, and unanimously carried that the Minutes of the Regular Meeting held December 7, 2017 be approved as submitted.

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION: None.

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

Acting Assistant City Librarian Susan Broman reported the following:
Library Launches New Americans Initiative and Opens New Americans Centers
On January 18, Mayor Garcetti joined City Librarian John Szabo and Commission President Cao for the launch of the New Americans Initiative press conference. The launch of the New Americans Initiative expands the work the Library has been doing in the arena of citizenship for the past several years. There will be New Americans Centers at six library locations staffed with Immigration trained and Department of Justice certified library staff, and staff from three partner organizations, CARECEN, Asian Americans Advancing Justice, International Rescue Committee. The centers are currently open at Central Library and Junipero Serra, Pacoima and Wilmington branch libraries. By the summer, centers would be open at Benjamin Franklin and Pio Pico-Koreatown. She pointed out that all 73 libraries have New American Welcome Stations with citizenship information and resources.

LA Made Launches 3rd Season
The Library will launch the 3rd season of LA Made series starting in February with 166 programs scheduled throughout Central Library and branches. This represents a 55% increase over the number of programs scheduled in 2017. Activities and performances range from comedians, chefs, dancing, etc. Central Library will have 22 programs in the Taper Auditorium.

Google Expeditions
From December 18, 2017 - January 8, 2018, the Library partnered with Google to allow patrons at 41 branches to experience Augmented Reality software at the Library. People of all ages were able to explore things like seeing Da Vinci’s inventions and were able to borrow a smartphone and headset that was preloaded with multiple Google Expedition AR experiences. Over 1,303 people participated.

Marvel Comics Brings 250 Graphic Novels to Hoopla
Hoopla has teamed with Marvel Entertainment to add more than 250 Marvel comic books and graphic novels to its catalog. Patrons can now download titles from series like “Thor: God of Thunder,” “Black Panther” and “Civil War and X-Men.” For comic books, Hoopla has developed a feature the company calls “action view,” which allows users to either read titles page-by-page or panel-by-panel.

Winter Reading Challenge
On December 15, the Library launched its first Winter Reading Challenge that ran through January 15. It was designed to encourage patrons to discover library programs, resources, and services during the holidays. Participants registered online and logged the number of minutes they read and participated in libraries events, submitted book reviews, and earned winter reading challenge points. Over 3,200 people registered, 22% completion rate; 1,100 book reviews were written, 648 attended library events; and over 370,000 minutes of reading were logged. As part of the Winter Reading Challenge, the Robert Louis Stevenson Branch Library held a STEAM based program, “Unicorn Poop Slime,” a silly name for a science-heavy program. Entire families learned the science behind polymerization while creating fluffy slime, using household items and glue. The program was so popular, librarians conducted it three times in a row.
CITY LIBRARIAN’S REPORTS:

Assistant City Librarian Susan Broman reviewed the Consent Calendar and recommended its approval.

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

Approved Acceptance of Gifts

LIBRARY RESOLUTION NO. 2018-1

RESOLVED, that the gift to the Silver Lake Branch Library, consisting of an Epson PowerLite Projector and ADA compliant listening assistive equipment valued at $2,539.74, purchased by the Friends of Silver Lake Library with funds received from the Silver Lake Neighborhood Council, be accepted; and

FURTHER RESOLVED, that letters of thanks be sent to the Friends of Silver Lake Library and Silver Lake Neighborhood Council expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous support.

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LIBRARY RESOLUTION NO. 2018-2 (C-1)

RESOLVED, that the following gifts be accepted and deposited as indicated below:

$2,500.00 From the Nicholas Patrick Beck Trust, Marcia Melkonian Trustee for the benefit of the Pacoima Branch Library, Trust Fund 831, Code 282

$2,000.00 From the Friends of the Atwater Library for the benefit of the Atwater Village Branch Library, Trust Fund 831, Account 340

FURTHER RESOLVED, that letters of thanks be sent to the donors expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous support.
Approved acceptance of CLLS Grant for the Adult Literacy Program for FY 2017-18

LIBRARY RESOLUTION NO. 2018-3 (C-2)

WHEREAS, on January 3, 2018, the California State Library announced that the Los Angeles Public Library Adult Literacy Services (CLLS) Program's final payment of the total grant allocation for Fiscal Year 2017/18 is $153,176; and

WHEREAS, the Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to become eligible for the grant; and

WHEREAS, the funds must be accepted by the Board of Library Commissioners to activate this award:

RESOLVED, that the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) grant of $153,176 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 No. 341.

APPROVED TRANSFER OF FUNDS FROM ACCOUNT 1010 TO ACCOUNT 3040 WITHIN THE LIBRARY’S FISCAL YEAR 2017-18 BUDGET

Susan Broman, Acting Assistant City Librarian, stated that funds originally designated for implementation of the Library Facilities Master Plan in FY 2016-17 had reverted to the Unreserved and Undesignated Fund Balance (UUFB) as the Request for Proposals (RFP) process extended into Fiscal Year 2017-18. She reported that seven (7) proposals were received on August 28, 2017. Staff has reviewed the proposals, interviewed the firms and are in the process of selecting a consultant or consultants for Phase I of the project.

Ms. Broman reported that funds in the amount of $500,000 have been identified in FY 2017-18 to conduct Phase I of the Facility Master Plan, which will consist of identifying the deliverables, selecting an assessment tools, developing a schedule and costs to perform Phase II. She said Phase II will be the assessment of all 72 branch libraries facilities and Central Library. She recommended the Board approve this transfer.

Discussion

Vice President Eidmann asked about the timeline of Phase I. Ms. Broman responded that once the consultants are selected, it would take from three to six months to accomplish Phase I.
Vice President Eidmann asked for more detail of what would be happening in Phase I and the overall purpose of the Facilities Master Plan.

Madeleine Rackley, Business Manager, stated that the request for proposals was divided into two phases. Phase I includes all the activities will be on what we need to know about library buildings from infrastructure, furniture, demographics, traffic patterns, and so forth. We want to make sure we collect the correct data and determine what kind of community engagement we want. We will sort all of that out in Phase I. It will be information that can be used interactively and be proactive in maintaining our facility and how we use our facility. How are we going to collect this data and how are we going to use it. There will be community engagement and stakeholders. There will be many importunities for input on recommendations on how to prioritize and how we fund the next steps. Phase I will take a couple of months and Phase II will take longer.

Commissioner Salinas asked when it had been the last time this information had been collected and how long does staff anticipate this information to be useful.

Ms. Rackley replied that the last facilities master plan had been done about 15-20 ago; however, the plan was more about new branches, not about the state of our current facilities. The new master plan will allow to maintain data so we to stay current and the document will have a 10-20 year outlook.

Deputy City attorney Arletta Maria Brimsey advised that this discussion be placed as a future agenda item because it was beyond the scope of what was on the current agenda.

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

LIBRARY RESOLUTION NO. 2018-4 (C-3)

WHEREAS, the Board of Library Commissioners approved a Request for Proposals for a consultant or consultants to lead the development of a Library Facilities Master Plan on April 13, 2017; and

WHEREAS, Staff requested the transfer of $500,000 from Library Account 1010 Salaries General to Library Account 3040 Contractual Services for Phase I of the Facilities Master Plan project;

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:
Library Resolution
2018-4 (C-3) Cont.

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<td>From: 1010 – Salaries General</td>
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TOTAL: $ 500,000

APPROVED TRANSFER OF FUNDS FROM
ACCOUNT 6010 TO ACCOUNT 3040 WITHIN
THE LIBRARY’S FISCAL YEAR 2017-18 BUDGET

Susan Broman, Acting Assistant City Librarian, stated that in the Adopted Library Budget for Fiscal Year 2017-18 are included 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.

Ms. Broman said that the Library has the pre-qualified list of sixteen (16) consultants to provide marketing and public relations services that was approved by the Board on June 8, 2017. She said staff recommends a transfer of a portion of the budget for Marketing and Promotion in the amount of $646,000 from Account 6010-Office and Administrative to Account 3040-Contractual Services to pay consultants assisting Library staff with the implementation of the marketing plan.

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

LIBRARY RESOLUTION NO. 2018-5 (C-4)

WHEREAS, The FY 2017-18 Adopted Library Budget includes funding to implement the Library Marketing Plan in Library Account 6010 Office and Administrative; and

WHEREAS, Staff requested the transfer of $646,000 to Library Account 3040 Contractual Services to allow staff to use the Marketing and Public Relations contractors to perform portions of the implementation:

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:
Library Resolution
2018-5 (C-4) Cont.

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<td>TOTAL: $646,000</td>
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APPROVED SUPPLEMENTAL
PROPOSED BUDGET PACKAGE
AND REVISED PROPOSED BUDGET
FISCAL YEAR 2018-19

Susan Broman, Acting Assistant City Librarian, reported that the FY 2018-19 Proposed Library Budget in the amount of $182,433,355 approved by the Board of Library Commissioners approved on November 9, 2017 (Library Resolution No. 2017-45 [C-39]) included a $500,000 reduction in the Unspent Prior Year Funds from the Unreserved and Undesignated Fund Balance (UUFB) from $2.5 million to $2 million. She said staff has reviewed expected expenditures for the remainder of Fiscal Year 2017-18 and finds that the reduction will not be necessary; therefore, staff recommends approval of an additional $500,000 in Account 9510-Various Special for LAPD security services to increase LAPD patrols and contract security guards.

Ms. Broman stated that the additional funds for LAPD security services in this proposed package will result in the total amount budgeted for security from $5,420,337 in FY 2017-18 to $6,847,832 in FY 2018-19. She said that upon approval of this increase, the Proposed Library Budget for Fiscal Year 2018-19 will total $182,933,355.

Public Comments

(1) Henry Gambill, President, Librarians’ Guild, introduced the Guild’s new Vice President, Lisa Palombi. They spoke about the Guilds’ endorsement of more funding for security and about the Guild’s position on Internet filtering.

Mr. Gambill said security is a work in progress and so far some progress has been made since the KNBC reports aired. He stated that calls from the Library to the Police Department are supposed to be Code 2 when assistance is needed, which means within 10 to 12 minute response, but there is a lot of inconsistency and obstacles in the way of that, including the myth of 10,000 police officers on the street, since it isn’t really the case, because the civilian workforce in LAPD has never really been restored, a lot of those officers are doing work of clerical staff and that’s why the Library has contract security. He said staff would like Code 2 calls to really be a Code 2.
Public Comments (Cont.)

Lisa Palombi, Vice President, Librarians’ Guild, reported that that Council members Martinez and Ryu have brought a motion regarding Internet filtering at libraries. She said the Guild wants to be at the discussion table as professionals. She said stated the money that will go into filtering software and the manpower to install it and frontline staff to monitor it and manage it, is not worth the time and investment that will go into it. She stated the Guild has an interest in this because it will really effect the work environment to change resource availability to patrons and to staff.

Mr. Gambill pointed out that there could have a whole discussion about the first amendment on the filtering issue. He said that in his opinion better privacy screens are needed because the current ones may be outdated. He urged the Board to come up with an opinion on this issue and make it clear like the Guild has done. He stated that the American Library Association’s stance on this is that they are against it and they have done research that shows that filtering software doesn’t work and is one that has made almost no progress since the beginning. He said there is no real way for an algorithm to figure out an image by skin color between a breast cancer site and a pornography site.

Discussion

Commissioner Salinas asked the issue about Internet security be added to the agenda for discussion at a future meeting.

It was MOV ED by Commissioner Salinas, seconded by Vice President Eidmann and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2018-6 (C-5)

WHEREAS, on January 11, 2018, the Board of Library Commissioners (Board) approved the Fiscal Year 2018-19 Supplemental Proposed Library Budget in the amount of $182,933,355 to fund Los Angeles Public Library (LAPL) services and programs; and,

WHEREAS, the Fiscal Year 2018-19 Supplemental Proposed Library Budget continues support of the six LAPL Strategic Plan goals, including outreach and promotion to enhance public awareness of the Library’s services and programs;

RESOLVED, that the Board of Library Commissioners approve for transmittal to the Mayor’s Office the Proposed Supplemental Library Budget for Fiscal Year 2018-19 in the amount of $182,933,355; and,

FURTHER RESOLVED, that the Board authorize the City Librarian to make revisions to the Fiscal Year 2018-19 Proposed Library Budget, if necessary.
VARIOUS COMMUNICATIONS:

Received and filed letter from the Mayor, dated January 3, 2018, to City Council regarding the appointment of Ms. Dale Franzen to the Board of Library Commissioners for the term ending June 30, 2022, to fill the vacancy created by Rita Walters.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

- Election of Officers for Fiscal Year 2017-18

  **President**

  It was MOVED by Commissioner Eidmann, seconded by Commissioner Salinas, and unanimously carried that President Bich Ngoc Cao be re-elected President of the Board for Fiscal Year 2017-18.

  **Vice President**

  It was MOVED by President Cao, seconded by Commissioner Salinas, and unanimously carried that Commissioner Kathryn Eidmann be re-elected Vice President for Fiscal Year 2017-18.

- **Matters Pending:** The following items were requested by the Board to be scheduled on the agenda.

  1. Commissioner Salinas requested a discussion on the subject of Internet usage and security.
  2. Vice President Eidmann requested a report on security issues in general.
  3. Board President Cao requested a presentation on the status of the marketing plan.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:42 a.m.

ATTEST:

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Bich Ngoc Cao                                                   Raquel M. Borden
President                                                   Board Executive Assistant

Approved: February 8, 2018