

# AGENDA

## BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, MARCH 28, 2013

**SAN PEDRO REGIONAL  
BRANCH LIBRARY  
931 S. GAFFEY STREET  
SAN PEDRO, CA 90731**

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

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**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/blc\\_docs.html](http://www.lapl.org/about/blc_docs.html).

**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.

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1. **ROLL CALL**
2. **CONTINUANCE OF MINUTES:** Regular Meeting – 3/14/13
3. **REMARKS BY THE CENTRAL/SOUTHERN AREA  
MANAGER AND THE BRANCH SENIOR LIBRARIAN**
4. **PUBLIC COMMENTS ON 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 shall 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 GIFTS:** (EXHIBIT "A")  
  
\$3,000 FROM THE FRIENDS OF THE LOS FELIZ BRANCH  
LIBRARY FOR THE "HOT OFF THE PRESS" PROGRAM  
AT THE LOS FELIZ BRANCH LIBRARY

\$3,000 FROM THE PANORAMA CITY FRIENDS OF THE LIBRARY FOR THE "HOT OFF THE PRESS" PROGRAM AT THE PANORAMA CITY BRANCH LIBRARY

\$3,000 FROM THE FRIENDS OF THE WILL AND ARIEL DURANT BRANCH LIBRARY FOR THE "HOT OFF THE PRESS" PROGRAM AT THE WILL AND ARIEL DURANT BRANCH LIBRARY

**BOARD DISCUSSION**

- b. RECOMMENDATION TO RECEIVE AND FILE RESTORATION OF SERVICE HOURS - HIRING STATUS REPORT (EXHIBIT "B")
- c. PRESENTATION: ONLINE LEARNING

- 7. **VARIOUS COMMUNICATIONS: NONE**
- 8. **COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING**
- 9. **ADJOURNMENT**

**NEXT BOARD MEETING NOTICE**

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **APRIL 11, 2013**, AT THE **CENTRAL LIBRARY**, 630 WEST FIFTH STREET, LOS ANGELES, CA 90071, CONVENING AT **11:00 A.M.**

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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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**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 [www.lapl.org](http://www.lapl.org).

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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.

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POSTED – 3/22/2013

**FOR INFORMATION CONTACT:** LIBRARY COMMISSION OFFICE (213) 228-7530

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

March 28, 2013

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian *JS*  
SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE LOS FELIZ  
BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$3,000 received from The Friends of the Los Feliz Library, for the benefit of the Los Feliz Branch Library be accepted; and

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

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:


Mr. Mark Stong, President  
Friends of the Los Feliz Library  
3820 Griffith View Drive  
Los Angeles, CA 91604

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

March 28, 2013

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **ACCEPTANCE OF GIFT FROM THE PANORAMA CITY FRIENDS OF  
THE LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$3,000 received from the Panorama City Friends of the Library, for the benefit of the Panorama City Branch Library be accepted; and

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

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:

Ms. Jan Brown, President  
Panorama City Friends of the Library  
14345 Roscoe Blvd.  
Panorama City, CA 91402

Prepared by: Emily Fate, East Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

March 28, 2013

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian *JS*  
SUBJECT: **ACCEPTANCE OF GIFT FROM THE WILL AND ARIEL DURANT  
BRANCH LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of \$3,000 received from the Friends of Will and Ariel Durant Branch Library, for the benefit of the Will and Ariel Durant Branch Library be accepted; and

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

**FINDINGS:**

1. The gift of \$3,000 is for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:

Ms. Margaret Rodriguez, President  
Friends of Will and Ariel Durant Branch Library  
7140 W. Sunset Blvd.  
Los Angeles, CA 90046

Prepared by: Paul Montgomerie, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

March 28, 2013

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

To: Board of Library Commissioners  
From: John F. Szabo, City Librarian *JF*  
Subject: **RESTORATION OF SERVICE HOURS – HIRING STATUS REPORT**

**RECOMMENDATION**

THAT, The Board of Library Commissioners receive and file this status report regarding the hiring of staff to support the restoration of additional public service hours at all 73 libraries in FY 2012-13.

**FINDINGS**

**Background**

With the restoration of additional public service hours effective October 15, 2012, and recognizing the need for additional staff to support these hours, the Department initiated various hiring processes. The following is an update on our efforts.

1. Clerk Typist: On January 31, 2013, the Department received approval from the Managed Hiring Committee to hire 21 FTE civil service Clerk Typists from the new eligible list. Interviews will take place in April 2013, with an anticipated start date in early May 2013. It should be noted that one of the three remaining clerk typists laid-off in June 2010, responded to the hiring notice and was re-employed in a full-time position effective March 11, 2013. Of the nine civil service clerk typists laid-off in June 2010, all have been offered re-employment and seven have accepted re-employment with the Department. Additionally, the Department hired an individual referred to us by the Personnel Department's Citywide Placement Officer. The goal of the Citywide Placement Program is to find employment for individuals with permanent work restrictions that preclude them from performing the essential functions of their current job. In this instance, the Library interviewed and hired a former Animal Control Officer as a half-time Clerk Typist, effective March 11, 2013. The remaining Clerk Typist positions will be filled as half-time.

2. Librarian: In January 2013, the Department hired 20 civil service half-time librarians. These newly hired librarians were assigned to various branch libraries. In April 2013, the Department will begin the process to fill an additional 34 civil service half-time librarians.
3. Senior Librarian: During the month of February 2013, the Department held interviews to fill 36 Senior Librarian positions. This was an internal promotional opportunity for our current Librarians. Selections were made and the new assignments were effective March 24, 2013.
4. Principal Librarian: In January 2013, the Department filled 10 Principal Librarian positions. This was an internal promotional opportunity for our current Senior Librarians.
5. Managed Hiring: The Department has received approval from the Managed Hiring Committee for various support positions such as delivery driver, accountant, systems programmer, etc. It is anticipated that over the next few months unfreeze requests for additional public service and support positions will be submitted to the Committee for approval. The Department will continue to work with our CAO budget analyst to secure approval to hire staff.

Prepared by: Michael Bolokowicz, Director of Human Resources

Reviewed by: Kris Morita, Assistant General Manager

**MATTERS PENDING  
BOARD OF LIBRARY COMMISSIONERS  
MARCH 28, 2013**

<u><b>SUBJECT</b></u>	<u><b>SCHEDULED FOR BOARD MEETING</b></u>
1. STRATEGIC PLAN DEVELOPMENT DISCUSSIONS	MONTHLY
2. COPY OF REPORT ON THE IN-KIND FINANCIAL SUPPORT THE LIBRARY DEPARTMENT PROVIDES TO THE LIBRARY FOUNDATION OF LOS ANGELES (Ref: MOU, Sect. 3) (WIEDER-8/9/12)	TO BE DETERMINED

**COMMISSIONERS' OVERSIGHT RESPONSIBILITY**

Library Foundation of Los Angeles

- PRESIDENT MARSHA HIRANO-NAKANISHI
- COMMISSIONER TYREE WIEDER

Board Policies

- PRESIDENT MARSHA HIRANO-NAKANISHI