

AGENDA

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, SEPTEMBER 27, 2012

CENTRAL LIBRARY
BOARD ROOM, 4th FLOOR
630 W. 5TH STREET
LOS ANGELES, CA 90071

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/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.

1. ROLL CALL
2. MINUTES FOR APPROVAL: 8/9/12
3. 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.)

4. CITY LIBRARIAN'S COMMENTS AND ANNOUNCEMENTS
5. 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 GIFT IN THE AMOUNT OF \$5,000 FROM THE ESTATE OF GERALD POLEVOI FOR THE FRANCES HOWARD GOLDWYN HOLLYWOOD REGIONAL BRANCH LIBRARY (EXHIBIT "A")
- b. RECOMMENDATION TO APPROVE AUTHORITY FOR DOCUMENT SIGNING (EXHIBIT "B")

BOARD DISCUSSION

- c. RECOMMENDATION TO RECEIVE AND FILE STATUS (EXHIBIT "C")
REPORT ON THE RESTORATION OF ADDITIONAL PUBLIC
SERVICE HOURS AT ALL 73 LIBRARIES IN FISCAL YEAR 2012-13
 - d. RECOMMENDATION TO RECEIVE AND FILE INFORMATIONAL (EXHIBIT "D")
REPORT ON THE CYBERNAUTS/COMPUTER AIDES PROGRAM
6. VARIOUS COMMUNICATIONS FOR APPROVAL: NONE
7. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS
AND REVIEW OF MATTERS PENDING
8. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **OCTOBER 11, 2012**, AT THE **CENTRAL LIBRARY**, 630 WEST 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.

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.


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.

POSTED – 9/24/2012

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

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 27, 2012

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **ACCEPTANCE OF GIFT FROM THE ESTATE OF GERALD POLEVOI**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$5,000 received from the Estate of Gerald Polevoi for the Frances Howard Goldwyn Hollywood Regional Branch Library be deposited into Library Trust Fund 831, Account 287; and,

FURTHER RESOLVED, That a letter of thanks be sent to Estelle Markowitz, Mr. Polevoi's sister and executor of the estate, acknowledging this generous gift.

FINDINGS:

1. Gift of \$5,000 will be used to purchase books and other library materials for the Frances Howard Goldwyn Hollywood Regional Branch Library
2. A letter of appreciation, acknowledging this generous gift will be sent to the executor:

Ms. Estelle Markowitz
1887 Greenfield Avenue #310
Los Angeles, CA 90025

Prepared by: Ruth E. Seid, Hollywood Area Manager

Reviewed by: Cheryl Collins, Interim Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 27, 2012

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian *JS*
SUBJECT: **AUTHORITY FOR DOCUMENT SIGNING**

RECOMMENDATION

THAT, The Board of Library Commissioners adopts the following resolution:

RESOLVED, That the City Librarian be authorized to sign documents as the General Manager, Library Department.

FINDINGS

1. This authority is required due to the recent appointment of John F. Szabo as the new City Librarian, effective August 20, 2012.
2. His signature is necessary for payroll, accounts payable and other department documentation, as required by the City Controller's Office.


Prepared by: Kyle Millager, Business Manager

Reviewed by: Kris Morita, Assistant General Manager

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

September 27, 2012

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **MEASURE L, YEAR 2 - RESTORATION OF ADDITIONAL PUBLIC SERVICE HOURS**

RECOMMENDATION

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

FINDINGSBackground

1. In 2010, the Los Angeles Public Library (LAPL) sustained severe budget reductions. LAPL lost 328 positions which resulted in a dramatic reduction of service hours, from 7 or 6 day/week service to 5 day/week service at all 73 libraries.
2. On March 8, 2011, the Los Angeles voters approved Measure L, the Public Library Funding Charter Amendment in response to LAPL's budget cuts. The new charter amendment provides LAPL sufficient funds over a four-year period to gradually restore library services to 2009-10 levels.
3. On July 18, 2011, the first year of Measure L funding, LAPL restored Monday service at all 73 libraries. On October 15, 2012, in the second year of Measure L funding, LAPL will restore service on Monday and Wednesday nights and Friday mornings at all libraries. The third year of Measure L will fund collections and technology. The fourth year of Measure L will restore Sunday service at 9 libraries.

Hiring of staff

1. Of the 328 cut in 2010, 24 full time civil service employees (15 librarians and 9 clerk typists) were laid off. Additionally, the Library ended the employment of 12 civil service exempt clerk typists and 116 civil service exempt messenger clerks.

2. With Measure L funds, over a period of several months starting in the Fall of 2011, the Library was able to offer civil service re-employment to the 24 laid-off civil service employees. Of those 24, seven librarians and six clerk typists accepted the Library's offer of re-employment to their former civil service classification. The remaining 11 individuals either declined or failed to respond.
3. The Library also conducted targeted outreach and recruitment to the exempt laid-off employees. Of the 12 laid-off exempt clerk typists, 5 have been hired. Of the 116 laid-off exempt messenger clerks, 9 have been hired. Most of the laid off exempt employees did not reapply for the exempt positions. However, many applied for the civil service clerk typist exam conducted on September 15, 2012.
4. The FY 2012-13 budget includes the approval of 49 new FTE civil service librarian and clerk typist positions to assist with the restoration of service hours. The budget also includes full funding for senior librarian, principal librarian and division librarian positions.
5. For several months, Library staff has worked with the city Personnel Department to help facilitate the civil service exam process for clerk typist, librarian, senior librarian, principal librarian and division librarian exams. There have been some delays in the administration of some of the exams. Those exams should be completed before the end of calendar year 2012.
6. Nearly 200 exempt, as-needed part time messenger clerks have been hired during the last month and will be assigned to various libraries during the next two weeks.

Other Preparations

1. Bookmarks, flyers, signs, and news releases promoting the new service hours have been distributed. Additionally, the new schedule will be posted and promoted on the website and our social media sites. A press conference on October 15th is also being planned to announce the new hours.
2. Library, General Services and Police Department staffs are working together on the upgraded staffing levels for custodial and security services. Additionally, the reprogramming of lights, air conditioning and heating, elevators, escalators and other equipment is being performed.
3. The library's website, web pages and computer reservation system will be updated to reflect the new service hours.

4. Effective October 15, 2012, the new service hours for the Los Angeles Public Library will be:

Central Library					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 – 8	10 – 8	10 – 8	10 – 8	10 – 5:30	10 – 5:30


8 Regional Libraries					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 – 8	12:30 – 8	10 – 8	12:30 – 8	10 – 5:30	10 – 5:30

64 Branch Libraries					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 – 8	12:30 – 8	10 – 8	12:30 – 8	10 – 5:30	10 – 5:30

Prepared by: Michael Bolokowicz, Director of Human Resources
 Kris Morita, Assistant General Manager

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

September 27, 2012

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **CYBERNAUTS/COMPUTER AIDES PROGRAM**

RECOMMENDATION:

THAT The Board of Library Commissioners receive and file this informational report regarding the Cybernauts/Computer Aides Program.

FINDINGS:**BACKGROUND**

1. A few months ago, the Library Commission reviewed the various library programs funded by the Library Foundation of Los Angeles (LFLA). The Commission requested a more detailed report on the Cybernauts/Computer Aides program, particularly the placement of new cybernaut/computer aide employees in various branch library locations.
2. The use of "computer aides" was initially begun as a pilot program to assist patrons using the newly installed public Internet computers. In recent years, the term computer aides was changed to "cybernauts." The cybernauts instruct patrons on computer basics, how to use various software programs and how to access the library's e-resources. Cybernauts direct patrons to library staff when patrons need more assistance. Cybernauts also do basic computer troubleshooting and maintain statistics.
3. Currently there is only funding, through private sources, to employ twenty-three (23) cybernauts at 23 branch libraries. Cybernaut employees are recruited from the local community, have basic computer knowledge and excellent interpersonal skills.
4. Cybernauts have proved to be a valuable resource at all branches and have provided much needed assistance to a wide range of users. Cybernauts teach the public to use computers and to download information. In hiring and assigning cybernauts, Branch Library Services has compiled a priority list of branches. Branches are divided into "Highest Priority", "High Priority" and "Priority"

- a) The branches in the "Highest Priority" category are located in communities where a high percentage of residents do not have high-speed broadband access (high-speed being defined as above 3 mbps). According to a 2011 report by the Joint Center for Political and Economic Studies "Having residential or public access to a broadband network at a library or school can affect one's ability to find and apply for a job, research a homework assignment, and even gain access to medical records". Branches in this category also have heavy public computer use, with at least 20 computers available to the public.
 - b) The branches in the "High Priority" category are located in communities with greater high-speed broadband penetration. Some of these branches also have fewer than 20 internet available computers and existing staff can service most of the computer related questions and problems that come up.
 - c) The branches in the "Priority" list are located in communities with the greatest high-speed broadband penetration.
5. The Library Foundation has recently been awarded a new grant from the Weingart Foundation. With those funds, six (6) more Cybernauts will be added to branches over an eight-month period starting in November 2012. LFLA staff continues to approach donors to funds this worthwhile program.

Attachments

Prepared by: Cheryl Collins, Acting Director of Branch Library Services

Reviewed by: Kris Morita, Assistant General Manager

PRIORITY FOR COMPUTER AIDES/CYBERNAUTS

Highest Priority

Angeles Mesa*	Junipero Serra♦
Ascot♦	Lincoln Heights*
Baldwin Hills♦	Mark Twain*
Benjamin Franklin*	Pacoima*
Cypress Park*	Panorama City*
Eagle Rock♦	Pico Union*
Echo Park*	R. L. Stevenson*
El Sereno*	Sun Valley♦
Exposition Park*	Vernon*
Harbor City/Harbor Gateway*	Washington Irving*
Hyde Park*	Watts*
Jefferson♦	Wilmington*

High Priority

Arroyo Seco♦	Northridge
Cahuenga	Pio Pico Koreatown*
Canoga Park	Robertson
Chinatown* (Funding Friends of Library)	San Pedro
Felipe de Neve♦	Sunland-Tujunga
Goldwyn Hollywood	Sylmar
John Muir	Valley Plaza
Malabar	Van Nuys
Mar Vista	Venice* (Google Grant)
Memorial	Vermont Square
Mid Valley	West Los Angeles
North Hollywood	West Valley

Priority

Atwater Village	Palms Rancho Park
Brentwood	Platt
Chatsworth	Playa Vista
Edendale	Porter Ranch
Encino-Tarzana	Sherman Oaks
Fairfax	Silver Lake
Granada Hills	Studio City
J. C. Fremont	Westchester - Loyola
Lake View Terrace	Westwood* (Funding Friends of Library)
Little Tokyo	Will and Ariel Durant
Los Feliz* (DiCaprio Funding)	Wilshire
Palisades* (Funding Friends of Library)	Woodland Hills

* Existing computer aide funded by LFLA

♦ Will get computer aide FY 12/13- Student Zone Grant/Weingart Foundation

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
SEPTEMBER 27, 2012**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STRATEGIC PLAN DEVELOPMENT DISCUSSIONS	MONTHLY
2. QUARTERLY COMPARATIVE STATISTICS REPORT ON SERVICES & GOALS (HIRANO-NAKANISHI/WIEDER-9/22/11)	OCTOBER 2012
3. REPORT ON ELECTRONIC PROCESSING OF LIBRARY CARD RENEWAL (MADISON-7/26/12)	OCTOBER 25, 2012
4. REPORT ON THE LIBRARY FOUNDATION OF LOS ANGELES BYLAWS RE: BOARD DIVERSITY (WALTERS-8/9/12)	OCTOBER 2012
5. REPORT ON THE IN-KIND FINANCIAL SUPPORT THE LIBRARY DEPARTMENT PROVIDES TO THE LIBRARY FOUNDATION OF LOS ANGELES (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