

# AGENDA

## BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, OCTOBER 11, 2012

ALMA REAVES WOODS –  
WATTS BRANCH LIBRARY  
10205 COMPTON AVENUE  
LOS ANGELES, CA 90002

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](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:** Regular Meeting – 9/13/12  
Regular Meeting – 9/27/12

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 GIFT VALUED AT (EXHIBIT "A")  
\$1,414.06 FROM THE FRIENDS OF THE MEMORIAL  
BRANCH LIBRARY TO THE MEMORIAL BRANCH  
LIBRARY**

- b. RECOMMENDATION TO APPROVE TRANSFER OF \$6,500 FROM THE LIBRARY FOUNDATION OF LOS ANGELES TO THE LIBRARY DEPARTMENT, FUND 300, LIBRARY MATERIALS FOR FY 2012/13 (EXHIBIT "B")
- c. RECOMMENDATION TO ACCEPT GRANT OF \$133,887 FROM THE CALIFORNIA LIBRARY LITERACY SERVICES FOR THE LOS ANGELES PUBLIC LIBRARY LITERACY PROGRAM FOR FISCAL YEAR 2012/2013 (EXHIBIT "C")

**BOARD DISCUSSION**

- d. RECOMMENDATION TO RECEIVE AND FILE INFORMATIONAL REPORT ON THE RENEWAL PROCESS FOR LIBRARY CARDS (EXHIBIT "D")
- e. RECOMMENDATION TO RECEIVE AND FILE INFORMATIONAL REPORT ON THE RARE BOOKS COLLECTION (EXHIBIT "E")

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

**NEXT BOARD MEETING NOTICE**

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **OCTOBER 25, 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](http://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 – 10/6/2012

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

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

October 11, 2012

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

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of two new lounge chairs at the Memorial Branch Library valued at \$1,414.06, received from The Friends of the Memorial Branch Library, be accepted; and

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

**FINDINGS:**

1. Gift of two new lounge chairs valued at \$1,414.06 will be used in the reading room at the Memorial Branch Library.
2. A letter of thanks should be sent to:

Samantha Anderson, President  
Friends of the Memorial Branch Library  
4625 West Olympic Blvd.  
Los Angeles, CA 90019

Prepared by: Ruth E. Seid, Hollywood Area Manager

Reviewed by: Cheryl Collins, Interim Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

October 11, 2012

To: Board of Library Commissioners  
From: John F. Szabo, City Librarian *JS*  
Subject: **TRANSFER OF FUNDS FROM LIBRARY FOUNDATION**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That \$6,500 be transferred from the Library Foundation and deposited in the FY 2012-13 Library Budget, Fund 300 Account 9010, Library Materials.

**FINDINGS:**

1. The Library Foundation will transfer \$3,000 from the Muriel Pollia Foundation Fund. The Muriel Pollia Foundation donated \$75,000 to maintain and develop the Asian Religion and Philosophy Collection of the Central Library. Dr. Muriel Pollia was personally and professionally very involved in Asian religion and philosophy.
2. The Library Foundation will transfer \$3,500 from the Righteous Persons Foundation fund. Steven Spielberg gave a grant of \$100,000 through his Righteous Persons Foundation to maintain and develop the Judaism Collection of the Social Science/Philosophy/Religion Department of the Central Library. The emphasis is placed on the faith as expressed in its sacred works and works about them, the Jewish experience in America, and Judaism's interrelationships with other faiths.
3. These funds will be used in accordance with the guidelines specified by the Muriel Pollia and Righteous Persons Foundations to enhance the collections of the Social Science/Philosophy/Religion Department of the Central Library, which has one of the most significant collections of philosophy and religion titles of any public library in the United States.
4. The amounts requested for transfer are based on availability of newly published appropriate titles and past expenditures in these subject areas.

5. Bookplates are placed in each book acquired with these funds.  
Recognition plaques have been placed on the end panels of each section where the collections are shelved.

Prepared by:

Giovanna Mannino, Interim Central Library Director


Reviewed by:

Kris Morita, Assistant General Manager

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

October 11, 2012

To: Board of Library Commissioners

From: John F. Szabo, City Librarian 

Subject: **ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES (CLLS) GRANT FOR FY 2012/2013**

**RECOMMENDATION:**

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) grant of \$133,887 for the Los Angeles Public Library's Adult Literacy Program for the Fiscal Year 2012/2013.

**FINDINGS:**


1. On August 27, 2012, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy Program was eligible for a \$133,887 grant. The Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to make LAPL eligible for this grant.
2. The amount of \$133,887 was determined by applying a formula based on the amount of local dollars expended by the Los Angeles Public Library on Adult Literacy Services in FY 2011/2012 added to a per capita amount based on the number of adult learners served by the Los Angeles Public Library in FY 2011/2012.
3. These funds must be accepted by the Board of Library Commissioners to activate this award.

Prepared by: Melissa Potter, Acting Principal Librarian, Volunteer Services

Reviewed by: Kris Morita, Assistant General Manager

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

October 11, 2012

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **RENEWAL PROCESS FOR LIBRARY CARDS**

**RECOMMENDATION:**

THAT The Board of Library Commissioners receive and file this informational report regarding the renewal process for library cards.

**FINDINGS:**

1. At the July 26, 2012 meeting of the Board of Library Commissioners, Library staff was asked by the Commission to explore ways of expediting the process for renewing library cards.
2. Library staff determined an efficient solution for expediting the library card renewal process would be to notify patrons 30 days prior to their cards expiring. Imbedded in the notification email will be a link to a secure Web form for patrons to confirm their address or to send any change of address to the Library. Upon submittal of the information, the patron's library card will be extended for another 3 year term. Library IT personnel have begun developing the appropriate computer software. Testing of the program is scheduled to begin by year's end.

Prepared by: Stephen Newcomer, Director, Information Technologies & Collections  
Division

Reviewed by: Kris Morita, Assistant General Manager

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

October 11, 2012

To: Board of Library Commissioners  
From: John F. Szabo, City Librarian *JS*  
Subject: **RARE BOOKS COLLECTION IN CENTRAL LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners receive and file this report regarding the Rare Books Collection of the Central Library.

**FINDINGS:**

1. At the Library Commission meeting of September 27, 2012, the Commission asked about the Rare Books Collection budget and the criteria for placing items in that collection.
2. There is no current acquisitions budget for the Rare Books Collection. Due to reduced library materials budgets over the past several years, Library staff has made a conscious decision to spend funds on other materials and resources.
3. Books and items that have been added to the Rare Books Collection have been gifts from generous donors or acquired by other Central Library subject departments which receive annual materials budgets. Items to be included in the Rare Books Collection follow the guidelines recommended by the American Library Association which include age, physical and intrinsic characteristics, condition, market value, and bibliographic and research value.

Prepared by: Giovanna Mannino, Interim Central Library Director

Reviewed by: Kris Morita, Assistant General Manager

**MATTERS PENDING  
BOARD OF LIBRARY COMMISSIONERS  
OCTOBER 11, 2012**

<b><u>SUBJECT</u></b>	<b><u>SCHEDULED FOR BOARD MEETING</u></b>
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 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