

# MINUTES

## **BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES**

**MARCH 22, 2012**

A Regular meeting of the Board of Library Commissioners was held at the Chinatown Branch Library, 639 North Hill Street, Los Angeles, CA 90012, convening at 11:05 a.m. on the above-written date.

<b>PRESENT:</b>	PRESIDENT	TYREE WIEDER
	VICE PRESIDENT	MARSHA HIRANO-NAKANISHI
	COMMISSIONER	PAULA MADISON
	COMMISSIONER	EDUARDO TINOCO
	COMMISSIONER	RITA WALTERS

**EXCUSED**

**ABSENT:** NONE

**ALSO PRESENT:** Kris Morita, Acting City Librarian; Basia Jankowski, Deputy City Attorney; Kenneth S. Brecher, President, Library Foundation of Los Angeles; Roy Stone, President, Librarians' Guild; and staff.

MINUTES FOR APPROVAL – 1/26/2012

MOVED by Commissioner Hirano-Nakanishi, seconded by Commissioner Walters and unanimously carried that the Minutes of the regular meeting held January 26, 2012, be approved as submitted.

REMARKS BY THE NORTHEAST AREA MANAGER  
AND THE CHINATOWN SENIOR BRANCH LIBRARIAN

Northeast Area Manager

Sylvia Galan-Garcia, Northeast Area Manager, welcomed the Board to the Northeast Region, which is comprised of 13 branches including the Benjamin Franklin Branch, the first branch library in the City of Los Angeles, and the new Silver Lake Branch with a state-of-the-art automated handling system. She reported that the very busy region services 400,000 residents and provides an array of programs for all levels such as computer classes, job source workshops, homework centers, teen councils, storytelling and early learning for families toddler programs, to name a few.

Further, Ms. Galan-Garcia reported on the opening of a library at the Ramona Gardens Housing Project, noting that the Housing Authority of the City of Los Angeles reached out to the Library Department to help establish a library because young people in the housing project were afraid to cross gang territory to reach their neighborhood branch. President Wieder pointed out that the grand opening of the Ramona Gardens Library received press coverage in today's Los Angeles Times.

Lastly, the Area Manager provided updates on the activities in the Region:

- The Edendale Branch Library is partnering with the Neighborhood Council for landscape improvement.
- The Lincoln Heights Branch Library is currently closed due to replacement of elevators and is expected to open by early April 2012.
- The Northeast Area has been fortunate in attracting recent library interns from U.C.L.A.
- Several branches have joined the social media, establishing Facebook pages, Twitter accounts and blog sites; i.e. the music program at the Cypress Park Branch became successful because of Twitter. Library staff looks forward to social media technology becoming an integral part of their services by letting the public know what is going on and allowing them to interact and offer suggestions.

#### Branch Librarian

Shan Liang, Chinatown Branch Senior Librarian, stated this is one of the busiest libraries in the system with more than 22,000 patrons visiting monthly and an annual circulation of 262,400 items. She presented an overview of services and programs in 2011, pointing out that they conducted more than 400 programs last year with 6,000 patrons participating and more than 115 classes visiting the Chinatown Library. Currently, they offer year-round reading programs, bilingual and regular Storytime and a very active Teen Council. Ms. Liang underscored all the above is accomplished with a small group of dedicated staff. Some of them have been working at this Library for as long as 35 years, and all of them speak at least two languages, some three languages or three different Chinese dialects.

Lastly, Ms. Liang thanked the Friends group and Chinese community for their commitment and generosity. She said the majority of their members and donors do not live in Chinatown. The Senior Librarian pointed out that the Friends of the Chinatown Library were formed before the Branch existed. Through their support, among other things, library staff has been able to offer additional paid programs, buy Chinese materials, reupholster chairs, have a paid computer aide position, and last year at a scholarship dinner 16 students, who are library users of the Chinatown Library from low-income families, were awarded \$21,000.

\* \* \*

Commissioner Walters said this is a very special Branch for her because she was present at the meeting at Castelar Elementary School in 1977 when they formed the partnership between the very active Chinatown community and the Los Angeles Unified School District to open a Chinatown Branch Library at Castelar School, and she attended the grand opening of this beautiful building as a member of the Los Angeles City Council. The Commissioner indicated enthusiasm for the Chinatown Branch has not waned from the beginning when all the books were checked out the first day at Castelar to the present. She thanked the community and staff for their continued commitment to the Chinatown Library.

President Wieder said it is wonderful to visit branch facilities and hear about the involvement of our students in the library, and it is astonishing that so many citizens participate in the Chinatown Branch who are not even local to the community. She thanked Mmes. Galan-Garcia and Liang for their informative reports.

#### PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD'S JURISDICTION:

Roy Stone, President of the Librarian's Guild, advised that the bulletin for the hiring of the next City Librarian mentioned that a Master's Degree in Library Science is "desired". The Guild believes it should be "required" and will be sending to the Board of Library Commissioners and the Mayor a letter indicating how important that is. They don't want the City Attorney's office to hire a department head without a law degree or the Planning Department without an architect degree so, he remarked, a Master's Degree in Library Science is critical to the functioning of the Library Department.

Mr. Stone added they are very pleased Kris Morita will be the Acting City Librarian and hope the Mayor's announcement will be to continue that because she has the background and knowledge to run the Library Department until there is a permanent person hired.

#### CITY LIBRARIAN'S REPORTS

MOVED by Vice President Hirano-Nakashi, seconded by Commissioner Walters, and unanimously carried that the following resolutions be adopted:

##### Recommended Acceptance of Gifts

Commissioner Walters asked whether the shelves at the Sherman Oaks Branch were new and installed when the building opened in 2003 or were old shelves moved into the new building.

Cheryl Collins, Interim Director, Branch Library Services, indicated she would look into this inquiry and report back to the Board. She advised the bookends

may or may not have come with the shelving; usually when branches are newly built they reuse surplus book supports. Ms. Collins stated at the Sherman Oaks Library many of them were missing, so the Friends group decided they wanted all new bookends. This gift will replace the older, flimsier version with a sturdier model.

Commissioner Walters emphasized the need to buy equipment that does not need regular replacement. She would like included in Ms. Collins' response whether there are other book supports that have a longer life and cannot be removed so easily. The Commissioner referenced concerns she expressed at the Silver Lake Branch Board meeting that when a replacement is needed, especially for newer branches, the Board Report should contain background information explaining the request.

President Wieder reiterated Commissioner Walters' concern about replacement or repairs with faulty construction, fixture or equipment, especially for relatively new construction projects. She pointed out, in addition to the request, information should be received as to why it's needed and what has been done to make sure the best, most cost-effective product has been chosen.

Thereafter, President Wieder requested that feedback to Commissioner Walters' questions be provided at the next Board meeting.

#### LIBRARY RESOLUTION NO. 2012-11

RESOLVED, that the gift consisting of 700 Montel Sliding Wire Book Supports, valued at \$5,210.80, received from the Sherman Oaks Friends of the Library for donation to the Sherman Oaks Branch Library be accepted; and

FURTHER RESOLVED, That a letter of appreciation be sent to the donor expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous donation.

\* \* \*

#### LIBRARY RESOLUTION NO. 2012-12

RESOLVED, that the gift of new graffiti film, including installation for six windows, valued at \$1,584, at the Chatsworth Branch Library be accepted from the Friends of the Chatsworth Branch Library; and

FURTHER RESOLVED, that a letter of appreciation be sent to the donor expressing the grateful appreciation of the Board of Library Commissioners and staff for their donation.

Recommended Approval of LSTA  
Grant For Youth Author Project

In response to a question from Vice President Hirano-Nakanishi whether only one of our libraries applied and received the LSTA grant, Cheryl Collins, responded this grant award was made possible by a project spearheaded by a Eureka Institute fellow, specifically for the Exposition Park – Dr. Mary McLeod Bethune Regional Branch Library.

LIBRARY RESOLUTION NO. 2012-13 (C-10)

WHEREAS Library Services and Technology Act (LSTA) grants are available from the Federal government for programs that provide targeted services to diverse populations; and

WHEREAS the Youth Author Project uses tools of technology, basic editing tools, and creative writing instruction to show teen students how to produce authentic writing; and

WHEREAS the project goal is for teens to understand their role as authentic content creators. Their work will be published online and in hardcover:

RESOLVED, That the Board of Library Commissioners hereby approve acceptance of the LSTA grant in the amount of \$5,000 for the creation of the Youth Author Project at the Exposition Park – Dr. Mary McLeod Bethune Regional Branch Library; and

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

Recommended Transfer of Salaries-General Account to  
Salaries As-Needed and Mileage/Transportation Accounts

LIBRARY RESOLUTION NO. 2012-14 (C-11)

WHEREAS a transfer of funds is necessary to ensure that sufficient resources are available for the remainder of this fiscal year to staff public service desks and posts when staff members are sick, on jury duty or on vacation; and

WHEREAS the Los Angeles Administrative Code and labor/management MOUs mandate mileage reimbursements when employees are required to use their personal vehicle to conduct City business. A transfer of funds is required to fully fund employee reimbursements for this fiscal year:

RESOLVED, that \$130,000 be transferred from Account 1010 Salaries-General to the following accounts within the Library's Fiscal Year 2011-12 Budget, Fund 300, Department 44 as indicated below:

<u>Amount</u>	<u>From</u>	<u>To</u>
\$125,000	Acct. 1010, Salaries General	Acct. 1070, Salaries As-Needed
\$5,000	Acct. 1010 Salaries General	Acct. 3310, Mileage/Transportation

**RECOMMENDED RECEIVE AND FILE BACKGROUND  
AND STATUS REPORT ON THE LIBRARY STORE**

*(The Library Store – Sales/Expenditure Activity Year 2002 to 2011 Chart was included in the 3/22/12 Exhibit D Board Report as Attachment A)*

*LIBRARY STORE – SALES/EXPENDITURES ACTIVITY YEAR 2002 TO 2011*

Fiscal Year	Gross Sales	Overhead Costs (Including Inventory and Salary)	5% Commission Paid to the Library	Net to Foundation
2011	\$407,841.37	\$385,258.26	\$20,392.07	\$2,191.04
2010	402,800.71	381,787.60	20,140.04	873.07
2009	412,441.92	390,679.06	20,622.10	1,140.76
2008	501,782.89	473,282.68	25,089.14	3,411.07
2007	523,019.73	471,751.42	26,150.98	25,117.33
2006	443,333.30	406,629.20	22,166.66	14,537.44
2005	439,622.58	414,463.63	21,981.13	3,177.82
2004	477,553.29	448,946.96	23,877.66	4,728.67
2003	515,408.12	477,980.45	25,770.40	11,657.27
2002	481,771.04	468,751.28	24,088.55	(11,068.79)
TOTAL	\$4,605,574.95	\$4,319,530.54	\$230,278.73	\$55,765.68

Commissioner Walters stated the *Library Store Sales/Expenditures Activity 2002 to 2011* Chart (shown above) revealed a wide variance in numbers; specifically, she expressed concern that the numbers jumped around across the board in the *Overhead Costs (Including Inventory and Salary)* column. Additionally, the amounts vary for the *Net to Foundation*. She asked for a written analysis of the figures on what the numbers were based on and whether the *5% Commission Paid to the Library* amounts were accurate.

Theresa Morrison, Chief Financial Officer, Library Foundation of Los Angeles, said she thinks some of the numbers vary because there is a direct correlation in terms that the overhead cost includes inventory; the more inventory that they purchase the higher the gross sales. She indicated in the earlier years about 97% of the gross figure represented overhead, and the overhead has actually gone down. Further, if you compare the amount in *Gross Sales* with the *Overhead Costs* in 2011 the overhead is actually 94%; so the overhead in terms of staff and inventory combined has actually gone down but the profit has been maintained. She indicated she can provide further analysis at a future Commission meeting.

Commissioner Madison indicated she is not questioning the authenticity of the data, but when the salary and inventory are combined in *Overhead Costs*, it is difficult to determine efficient use not only of personnel but of inventory. She asked, and Commissioner Walters concurred, that the inventory and salary be separated when the written report is prepared because they are two separate issues.

After further deliberations, Ms. Morrison indicated she would work with the Library Store Manager to provide the information requested.

President Wieder noted that the 2009 Fiscal Year figures were most likely impacted by the decreased hours of operation in the Library Department. The Acting City Librarian agreed, indicating being opened just five days a week definitely had an impact on the sales of the Library Store.

**BOARD ACTION:**

As requested by President Wieder, this item was continued to a future meeting to allow the information requested to be retained.

**RECOMMENDED APPROVAL OF  
THE LIBRARY DEPARTMENT'S 2012-2013  
FUNDING PRIORITIES FOR THE  
LIBRARY FOUNDATION OF LOS ANGELES**

Kris Morita, Acting City Librarian, advised that ten years ago the Library Commission established a procedure for submission of future request for funds from the City Librarian to the Library Foundation of Los Angeles. Ms. Morita said there are a variety of options for the Foundation to fundraise from this wish list including but not limited to current successful programs such as We Read Together, Children and Teens Reading Club, Adult Literacy, Live Homework Help, Student Smart and new initiatives such as Homework Centers, Digital Media Lab. and Wi-Fi lounge. All programs are related to the Los Angeles Public Library's four main strategic goals: Investing in New Readers, Helping Students Succeed, Building the Virtual Library and Strengthening Community Partnerships.

**Board Discussion**

President Wieder stressed the importance of clearly communicating to the Foundation that this is a list of all the activities for which they can fundraise, pointing out the list provides a menu of options. The President said she understands the Foundation can't guarantee they are going to raise funds for all these programs, but it's important to know where they feel they are going to have the strongest ability to do so.

In addition, President Wieder requested that information be provided to the Commissioners on what is involved in the Library's Funding Priorities' process, including what actions are taken after the Board of Library Commissioners' approval.

Rebecca Shehee, Vice President, Library Foundation of Los Angeles, stated that they are confident in presenting this wish list to the Board of Directors knowing that many of these programs are extremely attractive to donors. She indicated Foundation Board of Directors Jeffrey Brown, President, and Carla Christofferson, have stated they want to see multi-year funding strategies. As they move forward, they will probably look at narrowing these priorities to what the donors are most interested in funding for the biggest impact. She stated, that being said, donors are very engaged with these projects already, and the Foundation has many multi-year funders who care deeply about these programs.

Ms. Shehee added she believes she and the Acting City Librarian could formally document the funding priority process and report back to this Board.

During the discussion, President Wieder shared her concerns about the timing of fundraising and library staff planning on how much money they have coming in to be able to successfully strategize the timeline for their projects and programs. She also spoke of the skill and passion librarians have for certain programs and how that equates to the high quality of the programs.

Ms. Shehee stated funds are coming in now, and they are transitioning at the present time from being heavily funded by grants that have long request periods to more of a focus on individual donors where decisions can be made very quickly.

Ms. Morita added that the complete dollar amount is not needed at one time. Moreover, many of the programs are continuing, so there is on-going fundraising. She emphasized the Foundation staff is in communication with Library Administration as money becomes available.

During the ensuing discussion, Commissioner Walters requested the following information in written form:

- List of established programs, locations being served and the dollar figure that is taking to serve that amount.
- Projected number of students, libraries, schools etc. to be served for the funding requested.
- Which programs are going to be deleted when the list is finalized.

Furthermore, Commissioner Madison also requested the following data in written form, stating that regardless of where citizens live, they should have reasonable and good access to programs:

- A chart that demonstrates resource deployment, i.e. list of libraries, list of programs and a dot for each time that program is at that branch.

The President asserted the information requested will point to results and the impact thereon. In addition, it will be very beneficial when communicating with the Mayor's Office about the progress achieved toward our goals, with the strategic planning process, and discussions with Foundation donors.

**BOARD ACTION:**

The President asked that the information requested in the bullet points be included as part of the Quarterly Statistics Report, which is due the end of April 2012. This data should be updated on a quarterly basis.

**Public Comments**

(1)

Roy Stone, President, Librarian's Guild, introduced Henry Gambill, Executive Vice President of the Librarian's Guild. Mr. Stone said the Commissioner's points are well taken. He stated homework centers do not work in every area, for instance where there is not an influx of teenagers after school or if there are no schools in proximity to the branch facility. He indicated in talking with management they are hoping they will be able to work out a way that details like that get reviewed. Mr. Stone underscored the importance of donor money being utilized most effectively.

(2)

Henry Gambill, Executive Vice President, Librarians' Guild, said in reviewing the wish list they noted it includes a homework center at every branch and a laptop or iPad at every branch. They are recommending proceeding more gingerly and continue pilot testing. He stated a laptop for every branch could possibly amount to \$70,000 total, so they would like more pilot testing on this; find out where it works and why it does or doesn't work and then gradually spread things out in the interest of using the money more effectively. He indicated if all the funding is not used, the money could be spent more effectively elsewhere. Mr. Gambill said they know it's a wish list, but they want to proceed prudently because things aren't built to make the homework centers a success immediately in every branch.

Thereafter it was MOVED by Commissioner Hirano-Nakanishi, seconded by Commissioner Madison, and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2012-15 (C-12)**

WHEREAS, on an annual basis and in accordance with the Memorandum of Understanding (MOU) between the Library Department and the Library Foundation of Los Angeles, the City Librarian provides a list of funding priorities to the Board of Directors of the Library Foundation of Los Angeles for its consideration:

RESOLVED That the Board of Library Commissioners approve the Los Angeles Public Library Funding Priorities for 2012-13 for submission to the Library Foundation of Los Angeles.

**RECOMMENDED RECEIVE AND FILE  
REPORT ON "LIVE HOMEWORK HELP"**

Eva Mitnick, Acting Manager of Youth Services, reported Live Homework Help, has been steadily increasing in usage, particularly last year it jumped to over 8,600 sessions from 2010. She underscored one of their primary goals is to increase awareness and usage of this amazing service. Ms. Mitnick said while librarians have promoted this homework service in schools and in communities since its inception in 2007, they want to ramp it up with increased distribution of promotional materials such

as posters, business cards, and tent cards which are in English and Spanish and will be sent to high schools, boys and girls clubs, community organizations, etc. She advised they also have an outreach coordinator, Adam Mendelsohn, Sr. Librarian, and Homework Help Outreach Specialist Yago Cura, a position funded by the Library Foundation, whose duty is to visit communities and raise more awareness of Homework Help, especially in at-risk areas of the City.

Key Components:

- \* Access from all the internet computers at LAPL locations or remotely with a library card
- \* Students can connect to a live tutor from the LAPL home page, Kids Path, Teen and Spanish web pages
- \* For grades K-12 as well as adults
- \* Available seven days a week from 3:00 p.m. - 10:00 p.m.
- \* Accessible in English & Spanish
- \* Offered by Tutor.com, a professional online tutoring service that offers one-to-one help with homework, via live chat and whiteboard

Subjects/Areas Covered:

- \* Math
- \* Science
- \* Social Studies
- \* English - including Essay Writing
- \* Access to a skills center with many different resources; students can take sample tests for different subjects, find pathfinders, locate videos on different topics, etc.

**Board Discussion**

Commissioner Madison suggested an online link to an LAUSD page to facilitate a path for students who may not know this service exists at LAPL.

President Wieder stated it would be helpful to have a list of the location and number of visits for the Outreach Specialist. She indicated this kind of information saves a lot of questions and gives an overview of the kind of work being done. It would also be useful in future reports similar to this one.

Ms. Mitnick stated she would make that available.

**BOARD ACTION:**

MOVED BY Commissioner Hirano-Nakanishi, seconded by Commissioner Tinoco and unanimously carried that the informational report on "Live Homework Help" be received and filed.

**ORAL PRESENTATION ON LIBRARIAN SEARCH**

Mr. Leonard Torres, Human Resources, Personnel Department, provided an update on the search for the City Librarian position. He said the application period started Friday, February 17, 2012 and will close the end of the day on Friday, March 23,

2012. A total of 19 resumes have been received to date, 18 are from external applicants, one from an internal applicant. The Personnel Department provided City Librarian Martin Gomez with recruitment brochures to distribute at the Public Library Conference in Philadelphia. The Selection Committee is comprised of representatives from the Personnel Department and the Mayor's office. In conclusion, Mr. Torres indicated that by the week of April 2, 2012, the Selection Committee will meet to review the applicant pool to determine who will move forward in the process.

VARIOUS COMMUNICATIONS: None

COMMISSIONERS' COMMENTS &  
REVIEW OF MATTERS PENDING

Central Library Roof Project

Acting City Librarian Morita stated they are very excited that work has begun to replace the 20-year old roof at the Central Library, which was sorely needed. The General Services Department was successful in obtaining Federal funding to install new a sustainable roof. The installation will take about three months, and traffic will be impacted.

Scheduling Conflict

President Wieder will not be able to attend the May 10, 2012, Board of Library Commissioners' meeting due to a conflict in her schedule.

Recognition

Commissioner Rita Walters was recognized for being honored as the first African-American woman to be elected to the Los Angeles City Council (1991-2001), as part of a City Hall Bridge Gallery Exhibit during African-American Heritage Month sponsored by Council President Herb Wesson and Mayor Antonio Villaraigosa. This exhibit displayed famous and worthy people who in that "Legacy of Firsts" were trailblazers and distinguished themselves in the service of Los Angeles and California.

Commissioner Walters thanked Council President Wesson and Mayor Villaraigosa for this honor.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:32 p.m.

ATTEST: \_\_\_\_\_

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Tyree Wieder  
President

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Gladys L. Senac  
Acting Board Executive Assistant

Date to be approved: April 26, 2012