

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

JUNE 7, 2012

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 11:17 a.m. on the above-written date.

PRESENT:	PRESIDENT	TYREE WIEDER
	VICE PRESIDENT	MARSHA HIRANO-NAKANISHI
	COMMISSIONER	EDUARDO TINOCO
	COMMISSIONER	RITA WALTERS

EXCUSED

ABSENT:	COMMISSIONER	PAULA MADISON
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ALSO PRESENT: Susan Kent, Interim City Librarian, Kris Morita, Assistant General Manager; Basia Jankowski, Deputy City Attorney; Roy Stone, President, Librarians' Guild; and staff.

MINUTES FOR APPROVAL – 5/24/2012

MOVED by Commissioner Tinoco, seconded by Commissioner Walters and unanimously carried that the Minutes of the regular meeting held May 24, 2012, be approved as submitted.

PUBLIC COMMENTS ON MATTERS

WITHIN THE BOARD'S JURISDICTION: None

CITY LIBRARIAN'S REPORTS

MOVED by Commissioner Walters, seconded by Commissioner Tinoco, and unanimously carried that the following resolution be adopted:

Recommended Acceptance of Gift

LIBRARY RESOLUTION NO. 2012-25 (C-20)

RESOLVED, that the gift in the amount of \$3,000 for the "Hot Off The Press" Program for the Studio City Branch Library from the Friends of Studio City Branch Library for Fiscal Year 2012/2013 be accepted; and

Library Resolution
No. 2012-25 (C-20)

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.

Recommended Approval of Personnel
Resolution for Fiscal Year 2012-2013

Board Discussion

In response to Commissioner Walters's question about the difference between the proposed and the current Personnel Resolution, Michael Bolokowicz, Personnel Director, responded that the Personnel Resolution for Fiscal Year 2012/13 reflects an increase over the current Personnel Resolution by 75 additional positions; 888 authorized to 963 regular authorities.

Commissioner Walters inquired if any of the positions would be filled with previously laid off employees, and how many have already returned to positions after they were laid off.

Mr. Bolokowicz stated that in the current fiscal year, six (6) clerk typists and six (6) librarians have returned. He said that in the new fiscal year, the intent is to hire back the remaining clerk typists and librarians who were laid off, if they choose to come back. Above that, two years ago the Department ended the employment of several exempt clerk typists and exempt messenger clerks; the personnel resolution would allow the department to recruit and hire them back, but they would go through the City's civil service testing process. He clarified that the difference between the 883 authorized positions in the budget and the 963 positions authorized in the Personnel Resolution is that they are unfunded vacant positions; however, if approved, the Personnel Resolution would give the department administrative authority to fill positions above and beyond the 883 budgeted positions based on operational needs when additional funds become available.

MOVED by Commissioner Walters, seconded by President Wieder, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2012-26 (C-21)

A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2012-2013.

WHEREAS, this Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for Fiscal Year 2012-2013; and

Library Resolution
No. 2012-26 (C-21)

WHEREAS, in accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for Fiscal Year 2012-2013 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Effective July 1, 2012, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached schedule "A" are hereby fixed for such classes of positions and shall be known as the 2012-2013 Library Personnel Resolution.
2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.
3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

(Permanent Records will include the complete Personnel Resolution)

Recommended Approval of the
General Manager's Expense Account

MOVED by Vice President Hirano-Nakanishi, seconded by Commissioner Tinoco, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2012-27 (C-22)

RESOLVED that the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business luncheons, taxi fares, parking fees, etc., in an amount not to exceed \$3,500 for the period of July 1, 2012 through June 30, 2013; and

FURTHER RESOLVED that said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

RECOMMENDED ADOPTION OF
THE LIBRARY DEPARTMENT
BUGET FOR FISCAL YEAR 2012-13

Susan Kent, Interim City Librarian, reported that the Library Department Adopted Budget for Fiscal Year 2012-13 totals \$107,307,213, which includes \$14.7 million provided by Measure L. She said this amount is a 12% increase from last year's budget.

Ms. Kent stated that the Budget provides funding for 49 positions for the restoration of library service hours, 6 positions for critical support related to the increase of service hours, and 2 positions and funding to organize the digitization of historical materials. She pointed out that this funding would cover nine months for restoration of service hours; therefore, the restoration of two evenings and Friday morning service will start mid-October 2012. She said the civil service testing process is currently being done, interviews would be conducted over the summer and hiring would begin shortly thereafter.

Ms. Kent said the budget also includes funding of \$200,000 for a new strategic plan; \$303,080 for alterations and improvements of several branch libraries; \$150,000 for the Central Library Parking Validation Program; \$37,170,830 for reimbursement to the City's General Fund for direct and indirect costs attributable to Library operations, and \$7,374,068 for Library materials, which is an 8% increase over the previous fiscal year but still less than \$2 per capita.

Ms. Kent concluded her presentation by stating that in relation to the budget, the City Council approved the consolidation of the Office of Public Safety into the Los Angeles Police Department, which they expect to fully implement within 18 months.

Board Discussion

Commissioner Walters inquired about the restoration of Sunday hours. Kris Morita, Assistant General Manager, responded that Sunday hours will be restored in the fourth year of Measure L funding, which would be Fiscal Year 2014/15.

President Wieder thanked everyone involved in Measure L because it has resulted in an increase to the Library's budget.

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

LIBRARY RESOLUTION NO. 2012-28 (C-23)

RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the attached Library Department Budget for Fiscal Year 2012/2013 in the amount of \$107,307,213, as approved by the Mayor and City Council.

ORAL PRESENTATION: “WHY A STRATEGIC PLAN FOR THE LOS ANGELES PUBLIC LIBRARY?”

Susan Kent, Interim City Librarian, presented an overview of the process for a new strategic plan and shared her experience as a library consultant for strategic planning. She stated that in regards to strategic plans for libraries, there is not one specific format approved officially and that there are a variety of techniques and processes that are used in strategic planning. She said the strategic plan should basically be a document that helps the department move forward and serve as a planning tool for budgeting and determining allocation of resources, staff, materials, facilities, training, etc.), and it should be reviewed on an annual basis to evaluate accomplishments and for updates connected therewith.

Ms. Kent informed the Board that she is currently working as a consultant on a very comprehensive strategic plan for the Los Angeles County Public Library that includes a strategic plan committee; staff committee; community engagement; and interviews of stakeholders (approximately 15 people) including County supervisors, Superintendent of schools, businesses, non-profits, and teachers who would be interviewed by the consultants regarding their expectations about library services. Also, there will be a public survey on the LA County Public Library’s website, as well as a staff survey that staff would be encouraged to fill out, and focus groups.

She pointed out that the L.A. County Public Library has a very large geographic service area but it doesn’t have a Central Library as an identifiable center; therefore, benchmarking was being done against county libraries that don’t have a central library surrounding a city, such as King County in Washington and Cuyahoga County in Ohio, because they have a comparable service area.

Ms. Kent also spoke about the Public Library Association’s “Strategic Planning for Results” as a really good template for smaller and medium size libraries, but difficult to use for larger libraries like LAPL, because of the number of facilities and the scope of services; however, the plan could be adapted for that purpose. She indicated that she has used this plan for the Toledo County Library in Ohio and Buffalo Public Library in New York. The plan includes a strategic planning advisory committee, survey, and roles that are most appropriate for libraries.

Ms. Kent stated that when she works with clients as a library consultant she usually advises them the following:

- Conduct the process of selecting a consultant or consulting firm through a Request For Proposal (RFP) to be able to have the broadest possible selection to choose from.
- Write an RFP that is not so specific that it discourages out the potential of doing a strategic plan from a different perspective or a different way.

- Develop a plan for three or five years. She advises the shorter term because it is almost impossible to predict new technologies and the way they might be implemented to work in libraries.
- Develop a strategic plan that is focused, clearly understood by everyone, and achievable.
- Form a strategic plan advisory committee of 8 to 12 members appointed by the Board. The committee usually consists of members of the public who are key stakeholders and are representative of the various geographic areas with cultural and ethnic backgrounds of the communities. She said a more simplified planning process could also be done with a smaller group that is more concentrated with key staff members and members of commission being part of the planning committee, and bench marking with other libraries on key issues and service data.
- Give a visioning presentation to community stakeholders with pictures and information on what is going on with public libraries all over the world, so they may be informed of options they may not have known as being possible.
- Review of documents, including mission statement, by the advisory committee who would make recommendations to the Board of Library Commissioners.
- Set goals and objectives to firmly put in place what activities will be done in year one, year two and three, and how it would be done. She said that for example, if focusing on childhood literacy was one of the strategic goals, then realign the resources to achieve results and decide what to give up or what to do less of in order to focus resources. Determine how staff time is best invested in, since staff is the best asset a library has.

Board Discussion

In response to Commissioner Tinoco's question whether there was a plan currently in place, President Wieder responded that there was a strategic plan in place that covered 2007-2010. A copy would be provided for his review.

President Wieder asked Ms. Kent to explain the RFP process because for the last strategic plan, the consultant had already been selected by time the current Board came in.

Ms. Kent said that the RFP would be advertised through City's advertising methods (Newspapers and online), and there is also a library consultants list service website where it could be advertised. Once the proposals are received, staff would review them to make sure they meet the City's requirements and select the most qualified for Board approval. She indicated that since the planning process would take at the minimum five to six months, she and Assistant General Manager Kris Morita could draft the language for an RFP that can be reviewed and finalized by the new city librarian. She

believes a strategic plan could not be put together in time for the next budget planning that starts in December.

Commissioner Tinoco asked if it would be prudent to start or advertise the RFP before the new city librarian starts. Ms. Kent answered that the basic work could be done in consultation with the new city librarian once he/she gets appointed and to have it ready for review prior to advertising.

President Wieder stated that she was looking forward to getting the planning process started because it would be used to frame the picture of the Library and its interaction with the public for the next three to five years. She said that the process would require evaluating what is being done, how is being done and why it is being done. This would help determine if there is a need to do something else in its place. She also mentioned that having recently worked in facility construction projects and having to decide what a building needed and what would be placed on an add-on list of alternatives if additional funding come along, is a concept that could also be part of the plan for programs/services that could be added or enhanced as funding becomes available.

Ms. Kent said that President Wieder's concept of the add-on possibilities could be included in the list of potential funding opportunities.

President Wieder indicated that one of the issues/concepts she is interested in is how to utilize partnerships with schools, and be clear what other partnerships already exist, including with the Los Angeles County Public Library, because some of our branches are relatively close with theirs.

Vice President Hirano-Nakanishi asked if there has been strategic planning to look for synergies with community college and university libraries, like it was done in San Jose, since there are a large number of public and private higher education institutions within the City of Los Angeles.

Ms. Kent replied that if developing partnerships in this area becomes one of the priorities or goals then that could be part of the planning.

In reply to President Wieder's question on the evaluation of goals and objectives, Ms. Kent said that for each goal set there would be activities and objectives that are time limited and measurable.

President Wieder said that it would be good for those who participate in this planning, including the Board and staff, to receive an orientation to understand the process.

The President thanked Ms. Kent for her presentation and asked that the information she provided be placed on the regular agenda to discuss what it is being done in relation to the new strategic plan because it could help with the budget discussions in November.

BOARD DIRECTIVE

President Wieder asked Ms. Kent to draft a Request For Proposal (RFP) for a new strategic plan, and to draft it with a concept and criteria that would allow for a wide range of proposals to be submitted and selected from.

VARIOUS COMMUNICATIONS: None.

**COMMISSIONERS' COMMENTS &
REVIEW OF MATTERS PENDING****Passing of Ray Bradbury**

Ms. Susan Kent announced the passing of author Ray Bradbury, a wonderful friend and advocate of the Library. She noted that in 2002, his book, *Fahrenheit 451*, was selected as the first book for the One Book, One City campaign; and in 2007, the Palms-Rancho Park Branch Library community room and terrace were named in his honor.

President Wieder commented that there was an excellent article in today's L.A. Times about him.

Next Board Meeting

The next meeting of the Board is scheduled for July 12, 2012 at the Central Library.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:03 p.m.

ATTEST: _____

Tyree Wieder
President

Raquel M. Borden
Board Executive Assistant

Date to be approved:

July 12, 2012