

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

November 8, 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 11:01 a.m. on the above-written date.

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

EXCUSED

ABSENT:	VICE PRESIDENT	PAULA MADISON
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ALSO PRESENT: John F. Szabo, City Librarian; Kris Morita, Asst. General Manager; Roy Stone, President, Librarians' Guild; Basia Jankowski, Deputy City Attorney; Ken Brecher, President, Library Foundation of Los Angeles; and staff.

MINUTES FOR APPROVAL – 10/11/12 Regular Meeting

MOVED by Commissioner Walters, seconded by Commissioner Tinoco, and unanimously carried that the Minutes of the Regular Meeting held October 11, 2012, be approved as submitted.

PUBLIC COMMENTS ON MATTERS

WITHIN THE BOARD'S JURISDICTION: None.

CITY LIBRARIAN'S COMMENTS

AND ANNOUNCEMENTS

The City Librarian reported the following:

National Friends of the Libraries Week

The LAPL hosted a special appreciation breakfast on October 27 for the Friends groups in celebration of National Friends of the Libraries Week. He said 44 Friends Group representatives attended the event, which included a session on "On-line Book Selling" presented by Melissa Potter. He stated this was a valuable presentation because it would help the Friends to maximize book sale fundraising.

Granada Hills Branch Library celebrated its 50th Anniversary.

This event was sponsored by the Friends of the Granada Hills Branch Library. He said he and Commissioner Ed Tinoco presented the Library and Friends Group with a Resolution from the Board of Library Commissioners in honor of the event.

Friends of the San Pedro Branch Library Annual Fundraising Dinner

Mr. Szabo reported that on October 27 he attended the annual fundraising dinner held by the Friends of the San Pedro Regional Branch Library. Councilmember Joe Buscaino was in attendance.

City Services Card Update

The City Council has approved the issuance of an RFP for the City Services Card. He attended the Council meeting to answer questions and to speak about the Library's financial literacy involvement and highlighted the work the Library is doing with financial literacy programs. The Arts, Parks, Health & Aging Committee requested a report on the financial literacy activities and programs offered by the Library.

Citizenship Application Workshop at the Mid-Valley Branch Library

On November 17, the Mid-Valley Branch Library will be hosting citizenship application preparation workshop. This is an initiative in partnership with the U.S. Immigration Services to offer information at all 73 libraries.

Miriam Matthews initiated into the California Library Hall of Fame

The California Library Association announced that Miriam Matthews was initiated into the California Library Hall of Fame. Matthews was the first African American credentialed librarian in the State of California in 1927. She was Regional Librarian for the Central/Southern Area for the Los Angeles Public Library from 1949-1960. The Hyde Park Branch was named in her honor.

Financial Planning Day

The event held on October 13 was very successful with over 200 families attending. This event was held in partnership with the Community Development Department.

Website Update

The LAPL website is currently being transitioned into a new website that is being developed through a public and staff engagement process, which included a survey. The new website will allow the branch libraries to update their own information and the homepage gives priorities to features and functions requested by the public such as events, downloadable media, social media links, etc. The new site is expected to debut early December. He thanked the Library Foundation for providing significant funding for the development of this new site.

CITY LIBRARIAN'S REPORTSRecommendation to Accept Gifts

It was MOVED by Commissioner Walters, seconded by Commissioner Wieder, and unanimously carried that the following resolutions be adopted:

LIBRARY RESOLUTION NO. 2012-46

RESOLVED, That the gift of 80 new Korean language classic books, valued at \$1,600, donated by Ms. Sun Ok Yoon to the Pio Pico Koreatown Branch Library be accepted; and

FURTHER RESOLVED, That a letter of appreciation be sent to Ms. Yoon, former bookstore owner, expressing the grateful appreciation of the Board of Library Commissioners and staff for her generous donation.

LIBRARY RESOLUTION NO. 2012-47 (C-35)

RESOLVED, That the gift of \$114,000 received from the Leota Ann Lightfoot Trust to the Los Angeles Public Library be accepted and deposited into Library Trust Fund 831, Account 289; and

FURTHER RESOLVED, That a letter of appreciation be sent to Ms. Amy L. Neiman, successor trustee, expressing the grateful appreciation of the Board of Library Commissioners and staff for the generous gift.

RECOMMENDATION TO APPROVE
THE REPLACEMENT OF TREE AT
THE MAR VISTA BRANCH LIBRARY

(Continued from September 13, 2012 Board Meeting)

The City Librarian reported that following the discussion held by the Board on September 13 regarding the replacement of the fallen coral tree, staff learned that coral trees had been planted at the Fire Station and at the business across the street to replicate the coral tree at the Mar Vista Branch Library. It was also confirmed that the stump had been completely removed. He stated that the previous recommendation was based on the arborist's comments regarding structural issues with coral trees. However, based upon the new information, the planting of new a coral tree is being recommended.

The City Librarian also addressed the signage visibility issue at the branch. He informed the Board that staff is working with the original architect on this project and the new sign will be placed where it will be more visible.

Commissioner Walters thanked the City Librarian for following through on the issue of the coral tree. She said she was glad that the problem with the signage is also being addressed.

Commissioner Wieder asked about the maintenance plan for the tree because there are issues with the Department of Recreation and Parks Department not being able to provide landscape maintenance regularly.

The City Librarian replied that because maintenance responsibility is under other city departments, the Library bears the responsibility for alerting those departments when issues arise. Also, he said that with the passing of Measure L, the Library is assuming responsibility for the cost of all the services that other city departments provide to the Library; therefore, the Library needs to make certain that it is receiving all the services being paid for. He pointed out that all the related costs that the Library incurs are auditable.

Public Hearing

(1)

Christopher McKinnon, Stakeholder, thanked the Board and the City Librarian for listening to the stakeholders from Mar Vista Community and spoke in support of the recommendation.

(2)

Patricia Richmond, President, Friends of the Mar Vista Library, spoke in support of the new recommendation. She said that originally the friends were against having another coral tree because the previous coral tree was so huge that it was not only a landscaping issue but also a public safety issue. She indicated that the landscaping maintenance is very important and the planting of a small tree takes care of the safety issue.

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

LIBRARY RESOLUTION NO. 2012-49

WHEREAS, On September 13, 2012, the Board of Library Commissioners discussed the replacement of the coral tree at the Mar Vista Branch Library that was damaged by winds on July 9, 2011; and

WHEREAS, The Board heard comments from the Friends of the Mar Vista Library, Members of the Mar Vista Community Council, and other community stakeholders who requested that the tree be replaced by another coral tree or a similar kind:

RESOLVED, That Board of Library Commissioners approve the planting a coral tree to replace the fallen coral tree at the Mar Vista Branch Library.

**RECOMMENDATION TO AWARD CONTRACT
TO STRATEGIC PLAN CONSULTANT MIG, INC.**

The City Librarian John Szabo provided background information on the process that led to his recommendation. He said four (4) proposals for strategic plan consultant were received and evaluated. Upon completion of the evaluations, it was determined that two (2) of the proposers did not perform the outreach as required by the Mayor's inclusion program and the City's Bureau of Contract Administration declared both of those proposers as non-responsive.

The City Librarian stated that as a result of the evaluation of the proposals, experience background checks, interviews, as well as fees to be charged, staff recommends MIG, Inc. be awarded the contract to work with the Library in developing the next strategic plan for the Los Angeles Public Library.

Mr. Szabo pointed out that MIG, Inc. is partnering with a number of consultants that have a great deal of experience in library strategic planning and working with large complex library systems. He noted that that MIG, Inc. also brings to the table a great deal of wisdom in the arena of where library technology is heading and were able to speak very intelligently to that and how it fits into a strategic planning process. He said he and staff are excited to begin this process and look forward to working with MIG, Inc. immediately upon approval and expects that this process would conclude by May or early June of next year.

Board Discussion

Commissioner Wieder had the following comments/questions:

- There was concern with the last strategic plan because it was not very strong in measurable objectives and she would like to make sure that it is a very strong part of what that the new strategic plan will include.
- The last strategic plan was tied with what was happening at City Hall and had very specific citywide goals tied to the Mayor's Office. She would like to know how it is going to work for the new strategic plan, since there will be a transition in the Mayor's Office.
- She asked if an orientation would be provided so the participants understand what the strategic plan is supposed to accomplish, have an understanding of the whole process, and what its goals are; and that it would not be something that is written and placed on a shelf.
- She recommended that members of the Foundation Council be included in the stakeholder interviews when interviewing the Library Foundation.

The City Librarian stated that he will formally make it very clear from the beginning of the process to talk about what the expectations are in terms of the document. He also stated that it was emphasized in the RFP and in the oral interviews the importance of citizen participation in this process and involvement of the people we serve as well as library staff.

Commissioner Wieder asked about the purpose of the renewal option mentioned on Section 6.0, Term of Agreement, since according to the timeline is expected to be completed by June.

Kris Morita, Assistant General Manager, replied that it is anticipated that the plan would be completed by June. However, the term of the agreement gives the flexibility to continue to use the consultants in case additional work is needed, but it cannot exceed the total amount budgeted for the strategic planning process.

In response to Commissioner Wieder's inquiry on the approval time frame, Ms. Morita answered that the City Attorney has almost completed her review and she is now working with the CAO analyst to help her with her review analysis to expedite the approval process. She is anticipating the date of execution to happen prior to the end of the year.

Commissioner Wieder stated that she hopes for a strategic plan that is very innovative, creative, and futuristic; and that not only will the consultant get comments from all the stakeholders but also provide a lot of their own information about what is happening toward the future, because theoretically they have expertise in this area where they will come up with ideas that collectively stakeholders wouldn't come up with.

Mr. Szabo said that part of the conversation with the consultants was about the wisdom and expertise that they can bring to the table in this area and that it is important to spark the imagination of those giving input as well.

Commissioner Tinoco noted that June Garcia, who developed the previous strategic plan and is part of the MIG Team, is coming in with knowledge of the system. Then, he requested a correction on Page 7, Section 13.0, title "Ambiguity" was misspelled.

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

LIBRARY RESOLUTION NO. 2012-50 (C-37)

RESOLVED, That the Board of Library Commissioners award a contract to MIG, Inc. to develop a strategic plan for the Los Angeles Public Library (LAPL); and

Board Resolution
No. 2012-50 (C-37)

FURTHER RESOLVED, That an independent contractor can perform the work set forth in this agreement to develop a strategic plan for LAPL more feasibly and economically than City staff; and

FURTHER RESOLVED, That the City Librarian and the City Attorney be authorized to make technical changes to the agreement prior to execution and;

FURTHER RESOLVED, That the President of the Board of Library Commissioners is authorized to execute the contract.

RECEIVE & FILE RESTORATION OF SERVICE HOURS - HIRING STATUS REPORT

City Librarian John Szabo provided an update on the hiring status of the various job classifications. He informed the Board that 172 as-needed part time messenger clerks have been hired. The department is still working with the Managed Hiring Committee on securing approval to hire 42 half-time clerk typists. The Committee initially approved the request by allowing the Library to interview only transfer candidates from other departments; however, only four individuals interviewed and one candidate was selected but declined the job offer. He said Library management is now working on securing approval to hire from the new clerk typist eligible list.

On librarian classifications, Mr. Szabo reported that the department has started the process to hire 12 half-time librarians and interviews will take place within the next couple of weeks; the list for senior librarian has been certified by the Personnel Department and he anticipates new appointments will be made by January; and interviews for principal librarian are beginning in November. Lastly, he announced that two appointments had been made for division librarian: Giovanna Mannino was appointed Director of Central Library Services and Cheryl Collins as Director of the Branch Library Services.

Mr. Szabo stated that the department would continue working with the Managed Hiring Committee in securing various support positions requests that the committee has on "hold pending further review".

Board Discussion

In response to Commissioner Walters' question on the status of rehired employees, Michael Bolokowicz, Human Resources Director, answered that all of the nine clerk typists that were laid off were offered an opportunity to return, and six of the nine have returned. Also, all 15 Librarians that were laid off were given an opportunity to return, but only seven accepted offer for employment.

Mr. Bolokowicz stated that as part of the previous reduction that was enforced, the messenger clerks were civil service exempt staff and the Department began rehiring them back in 2011, at which time 28 messenger clerks reapplied and went through the interview process with 11 being hired back. In 2012, seven reapplied and one was hired back. He said the rest of them were not hired back due to various reasons, such as not showing up for the interview, not passing the interview, or not passing the background check, or previous past performance.

BOARD ACTION

It was MOVED by Commissioner Walters, seconded by Commissioner Wieder, and unanimously carried that the Restoration of Hours - Hiring Status Report be received and filed.

(OUT OR ORDER)

RECOMMENDED APPROVAL OF THE LIBRARY DEPARTMENT PROPOSED BUDGET FOR FISCAL YEAR 2013-14

City Librarian John F. Szabo presented the Proposed Library Department Budget for Fiscal Year 2013/14, totaling \$123,316,839. He said this is an incredibly exciting time for the Los Angeles Public Library because of the resources that are being provided. He pointed out that the Fiscal Year 2013/14 Budget keeps all the promises made to the residents of Los Angeles through Measure L. During year one (1), Monday service was restored; on year two (2), Monday and Wednesday evenings and Friday morning services were restored; and year three (3), funding would be restored for collections and provide for technology updates.

Mr. Szabo stated this budget also goes a step beyond by restoring Sunday hours at the Central Library and the 8 Regional Libraries that offered Sunday hours previously. This is nine months earlier than planned and its implementation is planned for January 2014.

Mr. Szabo explained the financial data in the proposed budget report and asked Kyle Millager, Business Manager, to provide more detailed information and to respond to questions from the Board.

Board Discussion

Commissioner Walters said she appreciated the budget being explained step-by-step, but she had questions about the years beyond Measure L.

The City Librarian replied that the good news is that the increase provided by Measure L would be maintained at the top level of the Charter appropriation of .03%, which is an increase from where it started prior to Measure L. He said the only caution is that these funds are tied to the economic health of the community. If there is economic growth within the City of Los Angeles, the increase in property values benefits the Library.

In response to a question from Commissioner Walters regarding the current status of property values, Ms. Millager explained that the property tax values that this proposed budget is based on went up 1.5% according to the assessor's report.

Commissioner Walters asked why a reduction on the fines and fees was being anticipated for the upcoming fiscal year. The City Librarian responded that the projection is very conservative because of the trend in the increased use of e-books, for which there are no overdue fines, since they automatically disappear from the user's account. Also the bigger trend impacting that revenue amount is the significant decrease in the library's collections budget. It is those dollars that are spent in the more popular materials that generate a great deal of circulation and impact revenue stream.

Walters asked Mr. Szabo if he anticipates more revenue reductions. He responded that he is hopeful that he will be able to reduce that trend by infusing a million dollars for materials in year three. He asked Ms. Millager to explain the trend.

Ms. Millager reported that with the reduction in hours, there was a corresponding reduction on the checking out of materials, which reduced revenue. She said this was the trend for the last and current fiscal year; and for this reason, staff determined that a \$650,000 dollar reduction would keep it even with the last fiscal year.

Commissioner Walters asked whether the second paragraph of the resolution in the Board Report, which states, "That the Board authorize the City Librarian to make minor technical revisions to the budget, if necessary," was too restrictive and asked who will determine that he has the authority to make other than minor technical changes.

The City Librarian stated that he also had asked that question and found out that the language is included in the Board Report each year, but there is no definition of what falls into that category.

Deputy City Attorney Basia Jankowski stated that the Board could make the decision to give the City Librarian more authority over the budget. She said that there is nothing codified or legal to define it specifically.

The Board President asked Commissioner Walters if she was recommending that the resolution be revised.

Commissioner Walters replied that since there was no legal requirement for the wording and no definition of what falls into the category of "minor technical revisions"; then, there was no need for it.

The Board President stated that the City Librarian doesn't have the authority over the budget and the Board needs to give him some authority to make changes that are necessary.

Ms. Millager explained that the statement on the resolution allows staff to make minor corrections without changing the total budget amount.

Commissioner Walter asked that the Board consider revising the resolution at the conclusion of the discussion on the budget.

Commissioner Wieder asked if the Contractual Services information in the Variance Page could be separated into two categories; those that relate to library services directly (shared data base and cataloging services, book binding, etc.), and those that support library services (grounds maintenance, parking garage, etc).

President Hirano-Nakanishi agreed with Commissioner Wieder that it would be better to present the contractual services into two categories. She also asked if the appropriation for the Various Special would increase for next year by the same amount.

Ms. Millager answered that the Various Special would increase about \$7 million for next year. She said the Library would meet the maximum amount for related costs on Fiscal Year 2014-15. After the fourth year of Measure L, all of the money that comes from the charter appropriation will go toward the operating costs, which would include related costs. It is anticipated that related costs would not be more than the \$46 million, except for the costs associated with cost of living increases.

Commissioner Walters asked about digitization, what the annual cost would be, and how many years it would take before it can be said that LAPL is a digitized library.

The City Librarian said that to move forward, difficult decisions must be made in how to divide the collections budget on virtual and print resources, because it is increasingly challenging to meet all of the expectations and needs of the community who expect different formats. He stated that digitization can take many forms and one area that many public libraries are moving into is preserving local history, family histories, organizational records, and telling the stories of the people of the communities and neighborhoods in their cities. He stated that the proposed budget would establish the digitization activity of neighborhoods, as well as continue with the digitization of the 3.4 million photographs in the Central Library's collection. He said he doesn't know yet the long-term cost of that effort but he believes the landscape would change from year to year. He reported that a Librarian III has been hired to oversee the digitization work.

The Board President asked if there were any policies on library collections because it is an area with a lot of change and asked if there would be any updating.

Mr. Szabo stated that staff is looking into reviewing thoroughly the collection development policy because the publishing landscape is changing in such a way that policies that applied six years ago may have changed by now.

Commissioner Tinoco thanked the City Librarian for his presentation.

Public Comments

Roy Stone, President of the Librarians' Guild, stated that the Guild is concerned about the proposal of the earlier than previously scheduled expansion of Sunday service hours. He said that while Measure L provides the funding for the necessary hires, the City's Managed Hiring Committee, who controls hiring staffing levels, is approving only the most minimal numbers, if any at all. Also, the City Personnel Department have delayed the hiring process.

Mr. Stone asked the Board to participate in the hiring effort by speaking to their City Hall contacts. He said this situation is not the fault of Library management but urged the Board not to approve the nine months early Sunday service because there might not be sufficient staff hired by January 2014. He said the Guild had discussed this issue with management.

Discussion continued on the rewording of the Budget resolution. Board President Hirano-Nakanishi asked whether the resolution could be revised by taking the word "*minor*" out and adding: "*that do not affect major revenue and expenditure categories*". The Board concurred that the paragraph will read as follows:

"FURTHER RESOLVED, That the City Librarian be authorized to make technical revisions that do not affect major revenue and expenditure categories to the Budget, if necessary.

The City Librarian stated that the proposed language would give him more flexibility to make necessary changes to the budget. He reassured the Board he would not do any major adjustment to the budget or budget category without the Board's approval.

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

LIBRARY RESOLUTION NO. 2012-48 (C-36)

RESOLVED That the attached Proposed Library Department Budget for Fiscal Year 2013/2014 in the amount of \$123,316,839, for funding library services and programs, be transmitted to the Mayor; and

FURTHER RESOLVED That the City Librarian be authorized to make technical revisions that do not affect major revenue and expenditure categories to the Budget, if necessary.

VARIOUS COMMUNICATIONS:

Board President Marsha Hirano-Nakanishi acknowledged a letter, dated October 30, 2012, from Congresswoman Janice Hahn, 36th District, expressing her support for an effort that is underway to request that the Board of Library Commissioner dedicate the Fairfax Branch Library in memory of Grace Friedman. She referred the letter to the City Librarian for follow up.

COMMISSIONERS' COMMENTS &
REVIEW OF MATTERS PENDING

Commissioner Ed Tinoco commented that on October 24, he had the pleasure of representing the Board of Library Commissioners at the 50th Anniversary of the Granada Hills Branch. He said it was an opportunity to interact and visit the branch. He thanked May Slotnick, President of the Granada Hills Branch, Pamela Rhodes, Senior Librarian, and the staff who do a wonderful job at the branch. He was given a cupcake because it was his 50th birthday also.

Commissioner Ed Tinoco congratulated Giovanna Mannino and Cheryl Collins on their respective appointments.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:10 p.m.

ATTEST: _____

Marsha Hirano-Nakanishi
President

Raquel M. Borden
Board Executive Assistant

Date to be approved:
December 13, 2012