

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

March 28, 2013

A Regular meeting of the Board of Library Commissioners was held at the San Pedro Regional Branch Library, 931 S. Gaffey Street, San Pedro, CA 90731, convening at 11:00 a.m. on the above-written date.

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

EXCUSED

ABSENT: NONE

ALSO PRESENT: John F. Szabo, City Librarian; Kris Morita, Asst. General Manager; Roy Stone, President, Librarians' Guild; Henry Gambill, Executive Vice President, Librarians' Guild; Basia Jankowski, Deputy City Attorney; Pat Colby, Member, Friends of the San Pedro Regional Branch Library; and staff.

REMARKS BY THE CENTRAL/SOUTHERN AREA MANAGER AND THE SAN PEDRO REGIONAL BRANCH SENIOR LIBRARIAN

City Librarian John F. Szabo introduced Area Manager Kren Malone and Senior Librarian David Ellis, both recently promoted from their acting capacity and formally assigned to their respective positions.

Central/Southern Area Manager

Kren Malone, Central/Southern Area Manager, welcomed the Board and announced that six new Senior Librarians had been appointed to the Southern/Central Area at the following branch libraries: Angeles Mesa, Jefferson Branch, Mark Twain Branch, San Pedro Regional Branch, Vermont Square Branch, and Vernon Branch. She provided an overview of the programs offered throughout the Area and highlighted the following programs and partnerships:

- Exposition Park Branch Library in partnership with the Natural History Museum presented a "Sea Life" program, in which the museum provided a Seamobile that attracted over 100 patrons of all ages to the library to get on the bus to explore San Pedro's distinctive sea life using online learning stations. She said that as a result of that successful collaboration, the

museum's Earthmobile will also be visiting and patrons will be able to study archaeological sites from Southern California.

- San Pedro Regional and Wilmington branch libraries are participating in the "Preschool Without Walls" program. This free bi-lingual program brings the classroom to children and their parents/caregivers to parks, recreation centers, and libraries. The branch libraries provide space for this weekly program and collaborate with the teachers assisting them with early literacy resources. The weekly program brings an average of 30 children/parents to the library.
- Harbor City/Harbor Gateway Branch, in collaboration with Cheryl Eckford, a local Harbor patron and niece of Elizabeth Eckford who was a part of the Little Rock nine, held a "Civil Rights Achievements" program at the Branch. Ms. Eckford led a discussion on the importance of this historical event and teens created a timeline highlighting Civil Rights achievements.
- Citizenship Initiative programming in the Central Southern area continues to grow. Ascot and Vernon branch libraries in partnership with CARECEN offer 12-week Citizenship classes that average over 20 students per session. The Watts Branch Library will start offering these 12-week classes in April.

Ms. Malone stated that in addition to special and ongoing collaborations, branch libraries continue to offer programs. Since January, over 100 computer tutorials and classes were offered and services will be extended beyond basic computer comfort. She said the Adult Librarians are in the process of creating and offering specialized computer classes that expose patrons to citizenship, financial, and health resources.

Ms. Malone informed the Board that the Mark Twain Branch Library celebrated its 10th year building anniversary and local community artist Michael Massenburg, who painted the mural in the new building, participated in the event. He discussed what inspired his work as well as other art projects. Other upcoming anniversaries are the San Pedro Regional Branch's 125th and Vermont Square's 100th year celebrations.

Ms. Malone reported that the friends groups continue to stay committed to offering programs and opportunities, and their support has extended beyond the region. For example, the Friends of the Library Jefferson Branch have hosted for two years an annual essay contest themed, "What African American has influenced you?" The essay offers cash prizes and has garnered over 50 applicants. She said this year, the Palisades Library Association donated \$500 and a ceremony is being planned for April to present winners their prizes and notable actors will give readings of their work.

In closing, Ms. Malone stated that all the programs and services have been possible because of the staff dedication to outreach and programming efforts; and community partnerships as well as the support of the Friends groups.

Senior Branch Librarian

David Ellis, Senior Librarian, welcomed the Board, City Librarian, and staff to the San Pedro Regional Branch Library. He spoke of the diversity and unity in the community and about the programs provided at the branch. Mr. Ellis reported that over 13,000 patrons visit the branch each month and it circulates an average of 11,500 items per month. The collection at the branch includes over 79,000 physical items along with the vast digital resources provided by LAPL. He introduced the staff: John Carroll, Adult Librarian III; Ednita Kelly, Children's Librarian; Emma Roublow and Jennifer Stapleton, Young Adult Librarians; Vince Jones, Clerk Typist; and Mildred Torres, Messenger Clerk. He briefed the Board on some of the programs they offer:

John Carroll, Adult Librarian III, provides computer classes, manages the book club, a stamp club, and shows movies every other Thursday night. Mr. Carroll also leads the job club that was formed in July 2011 as a pilot program. The program introduces patrons to resume building sources, online job postings, interviewing skills, and works in conjunction with the Work Source Center here in San Pedro. He said that staff had received feedback from many patrons letting them know that they job club was helpful and in many cases led to people finding a job.

Ednita Kelly, Children's Librarian, manages the popular Star program, where adults and children come together and read. Mr. Ellis said Ms. Kelly was one of the first librarians in region to bring the BARK (Beach Animals Reading with Kids). For last year, 809 kids sign up for her Summer Reading program. Her programs were so successful that they reached maximum capacity in the community room. Currently she has a "Reading Is My Thing" program, a Dr. Seuss themed program designed to encourage kids to read. Mr. Ellis pointed out that Ms. Kelly is a rock star and she is absolutely adored by the community.

Emma Roublow and Jennifer Stapleton, Young Adult Librarians, manage a very active and engaged Teen Council. They offer game night every Tuesday featuring an X-box 360. Mr. Ellis said Ms. Stapleton has been working with the students of the art department at the San Pedro High School who have been working on a mural of San Pedro landmarks that is nearing completion. He said he had seen some preliminary photographs of their work and it is simply stunning and they are hoping to have a dedication later this spring.

Mr. Ellis praised the Friends of the San Pedro Regional Branch Library as the best friends group a library could hope for. He said the Friends are very dedicated and care about the welfare and needs of the branch and the community. They put on programs that are top notch and they are some of the best outreach for the library.

He concluded by stating that the San Pedro Regional Branch Library will be celebrating 125 years of library service to the community and they are looking forward to commemorating this milestone in August with programs that highlight our history. He said this would also be a great opportunity to promote the library and to thank our community for allowing them to serve them.

City Librarian John F. Szabo thanked Ms. Malone and Mr. Ellis for their presentation and also thanked the Friends for all the work they do.

Commissioner Walters took the opportunity to congratulate everyone who worked in acting positions and that now have promoted and thanked them for all the work they did during the budget crisis.

PUBLIC COMMENTS ON MATTERS
WITHIN THE BOARD'S JURISDICTION: None.

CITY LIBRARIAN'S COMMENTS
AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

March 16 Citizenship Event Update

Mr. Szabo reported that 185 people attended the Citizenship Workshop and 110 submitted their application for naturalization. He noted that this event, a collaboration with the Asian Pacific American Legal Committee, focused on people who speak Asian languages. He stated that since the program began, over 8,900 people have interacted with the Library to start their path to citizenship. He commented that he presented the program to the Mayor and City's Managers, who were very excited about the success of this program that will also be replicated in Chicago.

Financial Fitness Fair

On March 16th, the Library joined the Community Development Department (CDD) at the Convention Center to participate in the Financial Planning Fair sponsored by Univision. The Library took this opportunity to promote the financial resources available at the Library and to advertise the upcoming "Financial Fitness" fair that will be held at the Central Library on April 6, which is "Financial Literacy Month" and it will be promoted at all branch libraries.

Science Day - "Last Days of the Dinosaurs"

On March 30, the Children's Literature Department will be celebrating Science Day with a program titled, "Last Day of Dinosaurs." This program will be presented in collaboration with the California Science Center who would be providing interactive exhibits at the Central Library.

Poetic Voices of the Muslim World Exhibitions & Performances

This program is being presented at the Westwood Branch and Central Library. It consists of dialogue, music, and poetry performances, and includes a traveling exhibit depicting Muslim poetry and traditions. The Exhibit is currently on displayed at the Central Library. The program is funded by the National Endowment for the

Humanities' Bridging Cultures program, and endorsed by the American Library Association. Five other cities participating in the program are New York, Washington, Detroit, Milwaukee and Jacksonville.

Hoopla-New Online Service

The Library is currently testing *Hoopla*, a service that provides video, music, and movie streaming that will be made available to the public for free. He said Principal Librarian Peggy Murphy has been the leader in this project.

Commissioner Walters thanked the City Librarian for his interesting report and his consistency in providing updates to the Board.

CITY LIBRARIAN'S REPORTS

Recommended Acceptance of Gift

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

LIBRARY RESOLUTION NO. 2013-13 (C-11)

RESOLVED, That the following donations to the "Hot Off The Press" Bestseller Program be accepted from the following Friends of the Library groups:

- \$3,000 From the Friends of the Los Feliz Branch Library for the Los Feliz Branch Library
- \$3,000 From the Friends of the Panorama City Branch Library for the Panorama City Branch Library
- \$3,000 From the Friends of the Will and Ariel Durant Branch Library for the Will and Ariel Durant Branch Library

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

RECOMMENDATION TO RECEIVE AND FILE RESTORATION OF SERVICE HOURS- HIRING STATUS REPORT

City Librarian John F. Szabo provided an update on the hiring of staff to support the restoration of Library service hours. He stated that the department had received approval from the Managed Hiring Committee to hire 21 full time equivalent clerk typists from the civil service list. He said 42 half time clerk typist positions would be filled from that authority. Also, the Department has hired 20 civil service half-time librarians and it is in the process of hiring 34 more librarians to half-time positions.

Mr. Szabo also reported that promotion appointments had been made and they included 36 Senior Librarian positions, 10 Principal Librarians, and two Division Librarians. Further, the Library has received approval from the Managed Hiring Committee to fill various support positions for delivery driver, accountant, systems programmer, and others. He anticipates that additional support positions will be submitted to the Committee for hiring approval. Mr. Szabo stated the Librarian's Guild had been very helpful in advocating for the Library and promoting the positions available.

Public Comments

(1)

Roy Stone, President, Librarians' Guild, reported that the Guild is very pleased that the hiring has been done because the Guild had worked very hard to make sure clerk typist positions were unfrozen by the Managed Hiring Committee; however, the Guild feels that it is not enough.

(2)

Henry Gambill, Executive Vice President, Librarians' Guild, announced he is the new Senior Librarian at the Brentwood Branch Library; then spoke about the importance of hiring full time workers and not just to half-time positions. He addressed the issue of providing specialized training to the new half-time librarians because they would be looking for full time positions once they gain that experience. He believes that a dedicated full time librarian is more likely to build a career with LAPL and to have more influence in the community. He expressed concern about the LAPL becoming a half-time library. He said he brings this issue to the Board's attention because he knows this is a Board that is determined to see a better Library.

Board Discussion

The City Librarian stated that Administration and the Union had discussed this issue extensively and he understands the point made by Mr. Gambill that full time positions would be preferable for retention of employees and dedication to the organization, but it comes down to the resources available and the decision had to be made to hire either 10 full time librarians or 20 half time librarians. He indicated that 20 half time librarians would allow them to meet the operational needs of the Library.

Commissioner Tinoco stated that as an organization the Library would spend the same amount of time training half-time personnel than full-time personnel; however, the drawback is that those employees would have less dedication to the organization and would look for full time jobs somewhere else.

Commissioner Wieder and Vice President Madison asked if half-time employees had benefits and if it was more cost effective to hire for part time rather than full time employees.

Michael Bolokowicz, Director, Human Resources, replied that half-time employees have to pay more for their benefits than full time employees and they accrue vacation and sick time at half the rate of what full time employees do. He offered to provide information at a future meeting on the cost to the city to hire half time employees versus full time employees.

Commissioner Tinoco requested information on the ratio of full time to part-time employees and the differences among half-time, part-time, and as needed substitutes.

Vice President Madison asked if a schedule had been developed for when half-time positions become full time.

Mr. Szabo indicated that there was no plan to convert them to full time positions. However, as the Library moves beyond Measure L, he certainly wouldn't want an organization with a tremendous number of half-time employees.

Vice President Madison stated that given that the Library is so focused on long range planning and it already knows when the incremental funding will occur, a schedule should be developed to determine when it would be an appropriate time to change part-time positions to full time positions.

President Hirano-Nakanishi pointed out that the schedule would probably interface with the strategic plan, hiring, and coverage.

The City Librarian replied that the discussion could be about what services are associated with those positions.

Vice President Madison mentioned that a few months ago she had asked about the electronic renewal of library cards, and thanked everyone who made it happen in no time; in relation to that, she asked if there was a team of librarians analyzing various the processes that would allow librarians to expend more time assisting patrons.

Mr. Szabo said there was no defined group doing that but senior administrators are actively empowered to look for those opportunities.

Commissioner Madison said that in her previous job as an administrator, employees were asked to look for tasks that could be done differently and she believes that the librarians could be asked what processes could be digitized or taken out of their plate so they can dedicate more time to the amazing programs they offer.

In reply to a question from Commissioner Walters in relation in Measure L, Mr. Szabo stated that unless property values decline, he is not worried about making cuts given the financial projections. He pointed out that in Fiscal Year 2013/14, the Library will meet all but a very small piece of the Measure L obligations. Thus, there may be additional funds in Fiscal Year 2014/15, which would necessitate an important discussion on how those dollars would be spent and what services would be associated with those dollars, such as restoration of Sunday hours, and transitioning librarians from half to full time.

BOARD ACTION

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

PRESENTATION ON ONLINE LEARNING

City Librarian John F. Szabo stated that Los Angeles Public Library's (LAPL) Lifelong Learning programs are also offered through the LAPL's website. Currently, the Library offers 850 online classes for personal development and personal enrichment. He introduced Catherine Royalty, Senior Librarian, Acquisitions, who would provide an overview of two new online learning services being offered.

Catherine Royalty, Senior Librarian, presented Universal Class and ed2go instructor-led online courses that complement existing LAPL's online learning programs. She stated that the online courses are free both services are available 24/7 at lapl.org and are accessible at all LAPL locations and remotely, but a valid Library card is required to enroll. She said that at the completion of a course, students receive a letter grade and a certificate of completion.

Ms. Royalty stated that among the online courses offered are ELS, adult literacy, writing improvement, computer courses, personal finance, career and job hunting courses such as resume writing and interview skills, as well as introductory courses on fields such as healthcare, criminology, and hotel management, etc.

Ms. Royalty highlighted that Universal Class offers over 500 courses, and users can enroll in five courses at a time. She said Ed2go allows users to enroll in up to six courses per month on and offers Test Prep courses such as SAT/ACT, GED, GRE, GMAT and certification courses that many learning institutions or employers grant credits for.

Board Discussion

Board President Hirano-Nakanishi asked how students get credit for online instruction, because typically in academic institutions proctored exams are required for online courses.

Ms. Royalty replied that for the Ed2Go courses, such as the health care classes, completing the course and getting the certificate counts as education credit if your employer requires you to attend then the Ed2 Go might count as an education credit. For Project Management and Computer Network Technology classes require taking an exam at a designated location.

Commissioner Wieder asked how long have these two programs have been offered by the Library.

Ms. Royalty relied that LAPL started offering the programs in January and the statistics are preliminary but they are already rising each month, 450 students for Universal Class and over 350 for ed2go.

Commissioner Wieder commented that she visits the LAPL website frequently but she had not noticed the online course before.

Mr. Szabo stated that there is only so much space on the opening page of the website, but new programs and services are promoted through the rotating website banner.

Board President Hirano-Nakanishi said that marketing was needed to let people know about the services.

Vice President Madison suggested the Library could send e-blasts to patrons to let them know of new services and programs. She said that in the commercial world, people receive e-mail notices and have the choice to unsubscribe. She believes the Library could get more proactive in getting the message out through e-blast. She also suggested marketing new programs on buses and advertising that these services lead to a better education and a better world, or asking billboard companies to do a pro bono advertising programs such as announcing that SAT practice tests are free at LAPL.

The City Librarian stated that the Library is the best friend of the schools and it provides them with information for dissemination to their students.

Commissioner Tinoco commended the outreach efforts librarians do with the schools especially at the teen level for preparation courses such as the SAT, because this course is of great value and it is very expensive through private tutoring.

Board President Hirano-Nakanishi thanked Ms. Royalty for her presentation

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS' COMMENTS & REVIEW OF MATTERS PENDING

Review of Matters Pending

- Schedule Strategic Plan presentation for June 13
- Remove item on the in-kind services to the Library Foundation from Matters Pending.

Aloud Program: Writers Cut

President Hirano-Nakanishi mentioned that she attended the ALOUD Program on the "Inaugural Writers' Cut" a screenwriters discussion on why people laugh. She said it was a nice launch and it was intended to remind patrons about giving to the Library.

Commission Tyree Wieder Farewell

Commissioner Tyree Wieder announced that today would be her last Board Meeting. She said that although her appointment ends on June 30, 2013 and it coincides with the end of the Mayor's term, she submitted a resignation letter effective March 29, 2013, so appointment of a new commissioner could be made soon.

Commissioner Wieder thanked her fellow Commissioners and commended President Hirano-Nakanishi for doing a wonderful job heading the Commission. She also thanked the City Librarian John Szabo for all the great work he is doing and Assistant General Manager Kris Morita for all her hard work, especially Measure L. She also expressed her appreciation to Commission Executive Assistant Raquel Borden; Deputy City Attorney Basia Jankowski; Business Manager Kyle Millager; and to the Librarians' Guild.

Board President Hirano-Nakanishi presented Commissioner Wieder with a book on "Shades of L.A." and tote bag as memento of her service to the Commission.

Commissioner Walters thanked Commissioner Wieder for the time she dedicated to the Board.

City Librarian John Szabo remarked that Commissioner Wieder's departure would be a great loss for the Department and extended his appreciation for contributing to making the Library a better place.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 12:20 p.m.

ATTEST: _____

Marsha Hirano-Nakanishi
President

Raquel M. Borden
Board Executive Assistant

Date to be approved: April 11, 2013