AGENDA

Board of Library Commissioners
City of Los Angeles

Regular Meeting
Thursday, February 14, 2019
11:00 a.m.

Main Location
Los Angeles Public Library
Central Library Board Room, 4th Floor
630 West 5th Street
Los Angeles, CA 90071

Teleconference Location
Commissioner Salinas will participate from:
Westchester-Loyola Village Branch Library
Community Room
7114 W. Manchester Avenue
Los Angeles, CA 90045

Agenda: In compliance with Government Code Section 54957.5, you may view the agenda its attachments at the Information Desk of the Central Library and online at www.lapl.org/about-lapl/board-library-commissioners. Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk of the Central Library and provided at the Board Meeting.

1. Roll Call

2. Approval of Minutes: Regular Meeting – January 24, 2019

(Only Board Members who were in attendance are eligible to vote, unless any other Commissioners not in attendance have reviewed the audio recording and/or transcript of the meeting.)

3. Public Comments (Matters within the Board’s Jurisdiction)

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker, including teleconference locations for items not the agenda. Items arising during the public comment portion of the meeting may be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

4. City Librarian’s Comments and Announcements

5. City Librarian’s Reports

Consent Items

Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.
a. Recommendation to accept the following gift: (EXHIBIT "A")

$1,000.00 From Carolyn Misumi for the benefit of the Benjamin Franklin Branch Library in Memory of Saburo Misumi

b. Recommendation to approve acceptance of California Library Literacy Services (CLLS) grant of $149,752 and additional $80,000 designated for family literacy for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2018/19 (EXHIBIT "B")

c. Recommendation to approve acceptance of Institute of Museum and Library Services (IMLS) Propagating Promising Practices grant of $42,000 for the Los Angeles Public Library’s Adult Literacy Services (EXHIBIT "C")

Discussion Item(s)

d. Marketing Plan Updates

6. Presentation: None

7. Various Communications: None

8. Commissioners’ Comments, Announcements and Review of Matters Pending

9. Adjournment

NEXT BOARD MEETING NOTICE

The next regular meeting of the Board is scheduled for Thursday, February 28, 2019, at the CENTRAL LIBRARY, 630 W. Fifth Street, Los Angeles, CA 90071, convening at 11:00 A.M.

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Finalization of Board Actions - Charter Section 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

Title II of the American with Disabilities Act: The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For additional information, please contact the Board Office at (213) 228-7530.

Parking: Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at lapl.org

Rules of Decorum: Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor utter loud,
threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

Posted 2/11/19

For more information, contact: Library Commission Office (213) 228-7530.
TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ACCEPTANCE OF GIFT FROM CAROLYN MISUMI IN MEMORY OF HER FATHER, SABURO MISUMI

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of $1,000 received from Carolyn Misumi in memory of her father, Saburo Misumi for donation to the Benjamin Franklin Branch Library be accepted; and deposited in Trust Fund 831, Account 340; and

FURTHER RESOLVED, That a letter of thanks be sent to Carolyn Misumi, daughter of Saburo Misumi expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. This gift of $1,000 will be used to purchase library materials for the Benjamin Franklin Branch Library.

2. A letter of thanks should be sent to:

   Carolyn Misumi
   (address on file)

Prepared by: Kian Daizadeh, Northeast Area Manager
Reviewed by: Chad Helton, Director of Branches
TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF CALIFORNIA LIBRARY LITERACY SERVICES GRANT OF $149,752 AND ADDITIONAL $80,000 DESIGNATED SUPPORT FOR FAMILY LITERACY FOR THE LOS ANGELES PUBLIC LIBRARY’S ADULT LITERACY SERVICES FOR FISCAL YEAR 2018/19

RECOMMENDATION:

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) grant of $149,752 and additional $80,000 designated for family literacy for the Los Angeles Public Library’s Adult Literacy Services for Fiscal Year 2018/19; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 345.

FINDINGS:

1. On January 10, 2019, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy Services program final payment of the total grant allocation for the 2018/19 fiscal year is $149,752. On November 8, 2018, the Board accepted the initial baseline CLLS grant amount of $18,000. Thus, the total grant amount for the general grant is $167,752. An additional $80,000 designated for family literacy brings the grand total to $247,752. LAPL and the Library Foundation of Los Angeles provide matching funds to make us eligible for this grant.

2. These funds must be accepted by the Board of Library Commissioners to activate this award.

3. In fiscal year 2017/18, the total spent on the library’s adult literacy program was $1,502,721, which came from the 2017/18 California Library Literacy Services grant in the amount of $171,176 and $1,175,699 in matching funds inclusive of in-kind services provided by LAPL and the Library Foundation.

4. Grant funds will be used to purchase print and web-based curriculum, print and audiovisual material for 21 literacy centers, hardware to enable small-group and one-on-one instruction for adult learners, and operational costs including design and production of newsletters and promotional collateral, professional development for contract and library employees, and organizational dues and memberships.
5. Additional $80,000 funding to support family literacy is provided for the first time this fiscal year. Funds will be used to address two focus areas identified by the California State Library: strengthen libraries' capacity to deliver high-quality family literacy services and create opportunities for families to develop a culture of positive learning experiences together on a more sustained basis. Funding will support cross-departmental staff capacity building including but not limited to an inaugural Family Literacy Summit for Literacy Coordinators and Librarians and augmenting existing tutor/learner relationships with age-appropriate children's materials and activities to help adults develop confidence to be their child's first and best teacher and create a culture of positive learning in their home environment.

Prepared by:  Kelly Tyler, Senior Librarian, Office of Education & Literacy

Reviewed by:  Alicia Moguel, Principal Librarian, Department of Lifelong Learning
Eva Mitnick, Director, Engagement & Learning Division
February 14, 2019

LIBRARY RESOLUTION NO. 2019-XX (C-XX)

WHEREAS, On January 10, 2019, the California State Library announced that the Los Angeles Public Library Adult Literacy Services (CLLS) Program's final payment of the total grant allocation for Fiscal Year 2018/19 is $149,752 with an additional amount of $80,000 designated for family literacy; and

WHEREAS, The Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to become eligible for the grant; and

WHEREAS, The funds must be accepted by the Board of Library Commissioners to activate this award:

RESOLVED, That the Board of Library Commissioners accepts the California Library Literacy Services (CLLS) grant of $149,752 for the Los Angeles Public Library's Adult Literacy Services and additional amount of $80,000 designated for family literacy services for Fiscal Year 2018/19; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account No. 345.

This is a true copy:

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Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT:
TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ACCEPTANCE OF INSTITUTE OF MUSEUM AND LIBRARY SERVICES GRANT PROPAGATING PROMISING PRACTICES OF $42,000 FOR THE LOS ANGELES PUBLIC LIBRARY’S ADULT LITERACY SERVICES

RECOMMENDATION:

That the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners accepts the Institute of Museum and Library Services grant of $42,000 for the Los Angeles Public Library’s Adult Literacy Services; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account No. 349.

FINDINGS:

1. The Los Angeles Public Library is participating in a three-year grant Propagating Promising Practices for Adult Literacy with partners Chicago Public Library and Providence Public Library.

2. Funding in the amount of $3,750 will be deposited quarterly during the first two years and $3,000 will be deposited quarterly during the third and final year.

3. Funding will be used to support expansion of LAPL’s existing mobile learning solutions in year one. In year two LAPL will select and implement one new intervention for the adult literacy audience already implemented by one of the other partners, either learning circles or learning lounges. In year three the three partners will mentor six pilot libraries in their adoption of one new promising practice.

Prepared by: Kelly Tyler, Senior Librarian, Office of Education & Literacy
Reviewed by: Alicia Moguel, Principal Librarian, Department of Lifelong Learning
Eva Mitnick, Director, Engagement & Learning Division
February 14, 2019

LIBRARY RESOLUTION NO. 2019-XX (C-XX)

WHEREAS, In April 2019, the Institute of Museum and Library Services (IMLS) announced a three-year grant Propagating Promising Practices to partners Los Angeles Public Library, Providence Public Library, Chicago Public Library, and World Education, Inc. to test and disseminate innovative adult education and workforce development library practices. The project will build upon and expand programs and practices already in place at the three partner libraries (Learning Lounges, mobile learning, and Learning Circles); and

WHEREAS, The Los Angeles Public Library will receive $42,000 deposited quarterly over three years with quarterly payments of $3,750 in Fiscal Years 2018/19 and 2019/20 and quarterly payments of $3,000 in Fiscal Year 2020/21; and

WHEREAS, The funds must be accepted by the Board of Library Commissioners to activate this award:

RESOLVED, That the Board of Library Commissioners accepts the Institute of Museum and Library Services (IMLS) grant of $42,000 for the Los Angeles Public Library's Adult Literacy Services for Fiscal Years 2018/19 to 2020/21; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account No. 349.

This is a true copy:

__________________________
Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT:
BOARD OF LIBRARY COMMISSIONERS

MATTERS PENDING

February 14, 2019

SUBJECT

1. MARKETING PLAN UPDATE ON CAMPAIGNS
   (Lassiter – 12/13/18)

DATE ITEM WILL BE
ON THE AGENDA

EVERY MTG

COMMISSIONERS’ OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles Board
Mai Lassiter, Board Member
Kathryn Eidmann, Board Member

Media Marketing Ad Hoc Committee
Bich Ngoc Cao, President
Mai Lassiter, Board Member

Board Policies & Procedures Committee
Chair: Vacant
Member: Vacant