

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

April 24, 2014

A Regular Meeting of the Board of Library Commissioners was held at the Central Library, 630 West 5th Street, Los Angeles, CA 90071, at approximately 11:05 a.m. on the above-written date.

PRESENT: VICE PRESIDENT BICH NGOC CAO
COMMISSIONER MAI LASSITER
COMMISSIONER RITA WALTERS

EXCUSED

ABSENT: PRESIDENT JOSEFA SALINAS
COMMISSIONER GREGORY BETTINELLI

ALSO PRESENT: John F. Szabo, City Librarian; Kris Morita, Assistant General Manager; Dov Lesel, Deputy City Attorney; Christine Jerian, City Services Manager, Mayor's Office; Roy Stone, President, Librarians' Guild; and staff.

CONTINUANCE OF MINUTES – 4/3/2014

The Board unanimously voted to carry approval of the Minutes from April 3, 2014 to the next Board Meeting.

PUBLIC COMMENTS ON MATTERS

WITHIN THE BOARD'S JURISDICTION: None.

CITY LIBRARIAN'S COMMENTS
AND ANNOUNCEMENTS

Investing In Working Families

Mr. Szabo reported that the Library, in partnership with the Mayor's Office, is presenting a series of financial literacy programs titled, "Investing in Working Families." He said the Library has been working with several non-profit partners and government agencies to provide services such as income tax preparation assistance, Medi-Cal and Cal Fresh, and credit counseling at events held at the Central Library, Pio Pico-Koreatown, Van Nuys Branch libraries and at Exposition Park-*Dr. Mary McLeod Bethune* Regional Branch Library. He said these programs are part of a broader array of financial literacy programs that have been ongoing for many months called "Money Matters." The programs have been very successful and the Mayor's office has been wonderful in helping to promote these events and encourage attendance.

Mar Vista Family Literacy Fair

On April 12, the Mar Vista Branch Library, in partnership with a number of community partners, hosted the Mar Vista Family Literacy Fair that was attended by over 300 people. They presented Storytime, provided information on library resources, promoted summer reading, and provided live music, gifts books, and food. This was a really great event that shows the library is at the center of the community.

Mr. Szabo also reported that many wonderful poetry programs for youth, teen and adults are being presented at several library locations in celebration of National Poetry Month in April and they also have very creative programs celebrating Earth Day this week.

Income Tax Preparation Assistance

Mr. Szabo reported that income tax preparation assistance was offered at many of the LAPL libraries, which was provided in partnership with AARP and VITA (Volunteer Income Tax Assistance). Over 2,700 people received assistance through the LAPL as a result of our libraries promoting that service and the wonderful volunteers with the IRS VITA program and AARP.

Citizenship Initiative Update

Mr. Szabo reported that since the inception of the Citizenship Initiative in September 2012, a total of 806 programs have been provided and over 10,400 people have attended or participated in them. He noted that the Library receives calls from other libraries around the country, from the philanthropic community, and from nonprofits in the area of immigration, citizenship and naturalization inquiring about this initiative. He said the success of the program continues and LAPL staff does a tremendous job in delivering this service to our community where over 10,400 people have taken their first step on the path to U.S. citizenship through the LAPL.

"Libraries Transforming Communities" Grant

Mr. Szabo announced that the Library received notification this month that it is a recipient of a grant from the American Library Association (ALA) called "Libraries Transforming Communities." He said this grant is to fund library activities for community engagement and helping them become the center of the community. He said that LAPL is one of 10 libraries and the largest of the 10 nationally to receive this grant. He said these funds came to ALA from the Bill and Melinda Gates Foundation.

National Volunteer Month

Mr. Szabo stated that April is National Volunteer Month and last week was National Library Week and LAPL every year recognizes its volunteers in April. He said the Library has a very robust volunteer program with over 5,000 people volunteering in a variety of capacities throughout our 73 libraries. In 2013, they volunteered 172,915 hours. He stated the value of the volunteers' time is priceless, but the 172,915 hours translates into \$4.2 million in monetary terms.

Mr. Szabo announced that this Friday, April 25th, the City Council would be recognizing LAPL volunteers in appreciation for their contribution to our libraries. He emphasized that volunteers are ambassadors for our libraries who advocate and promote library services in their communities and many of them are leaders and members of the 68 Friends of the Library groups; therefore, LAPL created a symbolic check written on the Bank of Good Deeds that will be presented by LAPL volunteers to the City of Los Angeles at the City Council Meeting.

Vice President Cao asked how many volunteers would be recognized at the City Council Meeting tomorrow. Mr. Szabo stated that while 5,500 volunteers would be recognized, there would 15-20 volunteers representing all geographic areas of the City.

In response to Vice President Cao's question about the survey, Mr. Szabo said that currently it is being made available through a prominent banner on the LAPL website.

Commissioner Lassiter inquired if there was a way to get information from first time library cardholders on how they want to use their library card. Mr. Szabo replied that is a great idea that can be done through a survey tool and also use that opportunity to let them know about all library services.

Vice President Cao asked if Library staff was working with the City's Chief Innovation and Technology Officer Peter Marx on the Mayor's COMPSTAT initiative. Mr. Szabo replied that LAPL staff is working on the data with Mr. Marx and also closely with the Performance Management Unit of the Mayor's on matrix, data and trends; how COMPSTAT would look like in each department, and what kind of data our department will be reporting out as part of an overall citywide dashboard that the Mayor has set.

CITY LIBRARIAN'S REPORTS:

Recommendation to Accept Gifts

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

LIBRARY RESOLUTION NO. 2014-11 (C-10)

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

- \$6,000 From the Friends of Encino-Tarzana Branch Library to the Encino-Tarzana Branch Library
- \$6,000 From the Friends of the Platt Library to the Platt Branch Library

Library Resolution
No. 2014-11 (C-10)

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

Recommended Approval of Revised
Agreement with Antioch University

City Librarian John F. Szabo stated that this agreement would allow five students from Antioch University Los Angeles who are in a Masters in Education Program to participate as volunteers in the Library's Adult Literacy Program.

LIBRARY RESOLUTION NO. 2014-12 (C-11)

WHEREAS, On August 22, 2013, the Board of Library Commissioners approved a Federal Work Study Off-Campus Agreement between the Los Angeles Public Library (LAPL) and Antioch University Los Angeles whereby Antioch students enrolled in the work-study program would gain tutoring experience by working in the Adult Literacy Program at LAPL; and

WHEREAS, The mutual indemnification clause required by the City's Risk Manager was inadvertently omitted in the original agreement approved by the Board; therefore, approval of a revised agreement is necessary:

RESOLVED, That action taken by the Board of Library Commissioners on August 22, 2013 by Resolution No. 2013-38 (C-30) approving the Federal Work Study Off-Campus Agreement with Antioch University to provide work study students at the Los Angeles Public Library (LAPL) be rescinded; and

FURTHER RESOLVED, The Board of Library Commissioners approve the revised Federal Work Study Off-Campus Agreement with Antioch University to provide work study students at the Los Angeles Public Library (LAPL); 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 Board President be authorized to execute the agreement upon receipt of the required approvals.

Recommended Approval of Amendment
to Union Station Exhibition Agreement

City Librarian John Szabo recommended approval of the amendment to the Union Station Exhibition Agreement, which was originally approved by the Board on July 2012. He said that at that time the exhibit agreement essentially stated that the artifacts would be coming from the Getty Research Institute (GRI) and LAPL's own collection. Since then, the Huntington Library, the Automobile Club, and the Los

Angeles County Metropolitan Transportation Authority have been brought in to contribute with items from their collections, so this agreement simply specifies where the items are coming and their value; therefore an amendment to the original agreement is necessary.

Mr. Szabo stated that this wonderful exhibit would be presented in the Central Library's Getty Gallery from May 1-August 10, 2014. He stated that this exhibit will attract many people, who would also see all the great resources the Library has.

Board Discussion

Commissioner Lassiter asked how the exhibit was being promoted. Mr. Szabo replied that both the Library and the Getty are promoting it. He noted that the Getty has produced some wonderful collateral material for advertisements. The Library is promoting it through all of its media channels and certainly through Union Station and their celebration. Also, it is expected that a lot of visitors would be directed from Union Station to the Central Library and from here to Union Station as well.

Commissioner Lassiter asked what is the estimate in terms of attendance. Ms. Marlyn Musicant, Exhibitions Coordinator for The Getty Research Institute, replied that that this is the third exhibition the Getty is presenting at the Central Library and the attendance at the last two was about 40,000 per exhibit. She believes the attendance would be higher for this exhibition because of all the excitement that is building up to the 75th Anniversary of Union Station and the way many organizations in the city are going to be observing it. She pointed out that Westways Magazine just came out with a feature story on Union Station, which does include information about the exhibition at the Central Library, information how to contact the Library, and website information. She said the Westways Magazine is distributed to 4 million households and they consider their readership to actually be 10 million, so that is very good outreach.

Vice President Cao stated that she attended the Julius Schulman Exhibit and it was great and the room was full the whole time she was there.

Commissioner Lassiter stated that if there are going to be close to 40,000 people visiting the Library, what is the Library doing to showcase the Library and the programs while those people are here. Mr. Szabo replied that as people come for the exhibit they will see many of the internal promotion of services but also the Library Foundation has worked with model train organizations from around Southern California to bring in and set up model trains in the Getty Gallery so it will be appealing to young people.

In response to Commissioner Lassiter's question on what has been done to spread the information to families, Ms. Musicant stated that staff from the Getty and the Library are working together on a marketing plan and they generally broadcast on all the mom blogs to reach out to families.

Commissioner Walters commented that in today's L.A. Times' Calendar Section is an article about the Union Station exhibit and she also received the Westways Magazine featuring Union Station on the cover.

LIBRARY RESOLUTION NO. 2014-13 (C-12)

WHEREAS, On July 12, 2012, the Board of Library Commissioners approved the agreement between the Library and the Getty Research Institute (GRI) regarding the Union Station exhibition; and

WHEREAS, Approval of an amended agreement is necessary as the GRI wishes to amend the title of the exhibition to "No Further West: The Story of the Los Angeles Union Station", and the items in the exhibition have been expanded to include materials loaned from the GRI's collection:

RESOLVED, That the Board of Library Commissioners authorize the City Librarian to amend the agreement with the Getty Research Institute regarding the Union Station exhibition; and

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

RECOMMENDED APPROVAL OF LIBRARY FOUNDATION
OF LOS ANGELES LIBRARY STORE LEASE AGREEMENT

City Librarian John F. Szabo reported that the Library Store Lease is a three-year agreement between the Los Angeles Public Library and the Library Foundation of Los Angeles. The agreement stipulates that the Library should receive 5% of annual gross sales by the Library Store, payable annually for the use of the 1,100 sq. ft. space used for the Library Store, which includes storage, office, exhibit space in the front as well as the main store itself.

Mr. Szabo said that it was important to point out that aside from the payment, the Library benefits greatly from the Library Store being in the Central Library. He said the store is a wonderful amenity and an award-winning store and it is another traffic draw to the Library.

Mr. Szabo noted that in addition to the Library Store Lease Agreement, the Library also has a License Agreement, which allows the Library Foundation to produce a number of items with the Library logo that are sold at the Library Store. He said the License Agreement requires the Library Foundation to get the Library's approval prior to producing those items and that approval is vested with the City Librarian or his designee. He stated that those items are great promotion for the Library.

Board Discussion

Commissioner Walters asked if the Library Foundation had any information on whether income to the Library Store had increased or decreased over the years and what that 5% represents.

Mr. Szabo introduced Theresa Morrison from the Library Foundation of Los Angeles and asked her to respond to Commissioner Walters' inquiry.

Theresa Morrison, Chief Financial Officer, Library Foundation of Los Angeles, provided a spreadsheet with a historical analysis of the Library Store sales over the last 12 years. She stated that the 5% represents the rent paid to LAPL and it is 5% from gross sales from the store including online sales and from the Library Store on wheels, which is the most recent addition.

Commissioner Walters pointed out that the two referenced columns for 2002, the dollar amount of gross sales was \$481,771.64 and the paid rent amount was \$24,088.44; but for 2013, both of those numbers decreased by several thousand dollars. For 2013, the gross sales were \$431,957.70 and rent paid to the Library was \$21,597.89. She asked if the Library Store staff had any idea whether the gross sales for 2014 would increase or decrease.

Ms. Morrison replied that it is expected that the sales would increase for 2014. She stated that in 2013, the Library Store increased its point of sale systems, which tells by the minute how well the sales are doing. She said that they noticed that in 2012 there weren't too many customers coming into the store and they attributed that to the downward economy.

Commissioner Walters referred to 2007, the year that most income was generated and it was also the highest payment year to the Library. She said she would like to have an opportunity to review the data and requested that both agreements relating to the Library Store be continued to the next meeting, if there was no urgency for their approval. She also requested information not included in this report as well as any data not included in the second report that should be part of it as well.

In response to Commissioner Walters' request, Vice President Cao asked for a motion to continue Exhibits D and E to the next Board meeting.

BOARD ACTION:

It was MOVED by Commissioner Walters and seconded by Commissioner Lassiter, and unanimously carried that the Recommended Approval of the Library Foundation of Los Angeles Library Store Lease Agreement and the Library Store License Agreement be continued to the next Board Meeting.

**RECOMMENDED APPROVAL OF LIBRARY FOUNDATION
OF LOS ANGELES LIBRARY STORE LICENSE AGREEMENT:** Continued to May 8th.

**ORAL REPORT ON MAYOR'S PROPOSED
BUDGET FOR FISCAL YEAR 2014-15**

City Librarian John F. Szabo presented the Board with information on the Mayor's Proposed Budget for the Library Department for Fiscal Year 2014-15. He provided a comparison table of the Library's Budget Request submitted on December 20, 2013 to the Mayor's Proposed Budget released on April 14, 2014.

Mr. Szabo reviewed information on Measure L stating that the Charter mandated appropriation for Fiscal Year 2014-15 would increase the Library's General Fund by \$20,434,500, due to the Measure L incremental percentage from .0269% to .03%. He said that in addition to meeting the promises made under Measure L, the Library Department would continue to meet those promises by restoring service hours at all library locations.

Mr. Szabo pointed out that on this budget, the Library's obligation to reimburse other city departments for services provided to the Library would be 100%. For the \$20.4 million increase from the current fiscal year to next fiscal year, 59% in the Mayor's Proposed Budget would be spent on related costs. In previous Measure L years, there was a cap on the amount of the increase that could be spent on related costs, which was 55% of Measure L funds. He noted that since Fiscal Year 2014-15 is the fourth and final year of Measure L appropriation increments, there is no cap on what can be spent on related costs from thereon. He said that in Fiscal Year 2008-09, the City began requiring the Library Department to pay some of the related costs. The Library paid \$3.1 million then. For this fiscal year, the amount of related costs is \$58.3 million. He said those costs are for services such as sanitation, building maintenance, landscaping, benefits, etc.

Mr. Szabo reviewed each of budget packets requested by the Library, most of which were approved, some were reduced and others did not make it into the Mayor's Proposed Budget:

Approved:

- Establish a Job and Career Center at the Central Library
- Digital Learning Labs at Central Library and one at a branch (*decreased*)
- Enhancing Collections Programming, Exhibitions and Security (*decreased*)
- Strengthen Capacity of Community Engagement (*decreased*)
- Expand Delivery of Innovative Technology
- Enhancing Service Through Technological Investment and Innovation (*decreased*)
- Support Staff and Equipment (*decreased*)
- General Fund Reimbursement/Adjustment to Library Direct Cost (*decreased*)
- Central Library Building Facility Improvements (*decreased*)

Not approved:

- Marketing, Promotion, Awareness
- Paygrade upgrades
- Painting and Graffiti Abatement Crew
- Automate Branch Parking Operations

Adjustments:

- Salary Savings Rate Adjustment (*Requirement increased from 2% to 4%*)
- MICLA (Municipal Improvement Corporation of Los Angeles (*Added \$6,623,985 to Related Costs*))

Mr. Szabo stated that each year city departments are required to save in salaries from attrition. The Library originally included 2% Salary Savings Rate but the Mayor's Budget is requiring 4%.

Mr. Szabo pointed out that the most notable change is the inclusion of \$6.6 million in debt services to MICLA. Those funds would come from several of the Library's requests that were reduced or not approved and were reallocated in the Mayor's Proposed Budget for the payment of debt service for the Central Library for MICLA reimbursement in the amount of \$6,623,985. He stated that the MICLA debt has been paid out of the General Fund for many years and it is associated with the Central Library construction project in 1993. In this budget, the Library is being asked to pay this debt service that will continue through FY 2019-2020; whether the Library will be asked to continue paying for this debt is unknown at this time.

Mr. Szabo indicated that it is typical for the budgets submitted by the departments to be changed in the Mayor's Proposed Budget. He informed the Board that the final Budget would be presented to the Board in June for final adoption.

Board Discussion

In response to Commissioner Lassiter's question on what would the Library do regarding marketing and promotion since the funding request for that packet was not approved. Mr. Szabo replied that staff will do what it can with the resources we have because the budget for printing is very minimal and staff will have to be very strategic and work with our partners to assist us in promoting events and programs.

Commissioner Walters inquired about the MICLA project fund and asked what was the financial reimbursement for the restoration of the Library. Mr. Szabo replied that staff doesn't have all the information yet, but it is their understanding that the debt was refinanced and each fiscal year it has been paid from the General Fund.

Commissioner Walters said that it seems that the price for passing Measure L is that now the Library is being asked to pay for the MICLA debt. Mr. Szabo said that for the first three years of Measure L, the Library was not asked to pay this debt, but if the Library is going to be paying \$6.6 million this fiscal year, it could be asked to pay in the subsequent years through Fiscal Year 2019-2020.

Vice President Cao asked Mr. Szabo to talk about the letter he sent to the Budget and Finance Committee regarding the modifications to the budget. Mr. Szabo replied that the letter highlighted the \$6.6 million dollar MICLA debt that has been added and asks the committee to consider adding back those funds to the budget packages, except for the automated parking and telephone system, which were not included in the letter.

Vice President Cao asked when would the Library be scheduled for the Budget and Finance Committee Hearing. Assistant General Manager Kris Morita replied that the Library Department is scheduled for April 30 at 1:00 p.m.

Public Comment

Roy Stone, President, Librarians' Guild, stated that the Guild was happy that the Library's budget wasn't decimated too much and it is planning to support the Library during the budget hearings. He said he would like to remind everyone that the promises of Measure L haven't been met yet and the Guild is working with management on that. He said the Guild is thankful that the messenger clerks and the security officers were added, but librarians are needed also. He stated staff does need help at the branch libraries and at the Central Library in Human Resources, Commission Office, Branch Library Services, etc.

Mr. Stone requested a copy of the letter submitted to the Council Budget and Finance Committee.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS' COMMENTS &
REVIEW OF MATTERS PENDING: None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 p.m.

ATTEST: _____

Bich Ngoc Cao
Vice President

Raquel M. Borden
Board Executive Assistant