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 11:07 a.m. on the above-written date.

PRESENT: PRESIDENT MARSHA HIRANO-NAKANISHI
COMMISSIONER ADAM NATHANSON
COMMISSIONER RITA WALTERS

EXCUSED

ABSENT: VICE PRESIDENT PAULA MADISON
COMMISSIONER EDUARDO TINOCO

ALSO PRESENT: John F. Szabo, City Librarian; Kris Morita, Assistant General Manager; Basia Jankowski, Deputy City Attorney; Roy Stone, President, Librarians’ Guild; and staff.

APPROVAL OF CONTINUANCE OF MINUTES

MOVED by Commissioner Walters, seconded by Commissioner Nathanson, and unanimously carried that the approval of the Minutes of the May 9, 2013 Regular Meeting be continued to June 27, 2013.

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

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

Volunteer Program

Mr. Szabo spoke about the growing volunteer program in the Los Angeles Public Library (LAPL). He said LAPL has thousands of individuals who contribute their time and energy in many ways. He applauded the dedication of the 67 Friends groups throughout the Library system who promote and advocate for the Library. Another example of a dynamic volunteer effort is groups that volunteer for a day. Most recently, he said, 44 Deloitte employees worked at the Central Library on a variety of projects, including processing new books, sorting donations to the map and menu collections, etc. He underscored this is a great model for working collaboratively with other organizations and thanked Deloitte employees for their assistance.
Grants

Mr. Szabo informed the Board that notification about a grant award relative to programming on the Emancipation Proclamation should be forthcoming soon.

The City Librarian reported that LAPL would be receiving a $77,000 grant from the California State Library for “Full STEAM Ahead.” The project will offer fun, interactive, educational science, technology, engineering, art and math (STEAM)-based programming for kids and teens ages 8-13 in the Central Library and 12 branch libraries. He thanked Eva Mitnick and her staff for their work on the grant and enthusiasm in the implementation thereof.

LAPL is Selected to Receive ULC’s 2013 Civic Engagement Award

Mr. Szabo announced that the Urban Libraries Council (ULC), which presents awards to top innovative libraries in a number of different categories, has selected the Los Angeles Public Library to receive the 2013 Award in Civic Engagement for the outstanding work on the Citizenship Initiative. He and other Library staff will receive the Award at the American Library Association Conference in Chicago later this month. He commented it is very exciting to receive the Award because ULC will promote and stimulate interest in LAPL’s Citizenship Initiative program to other libraries around the country.

LAPL Citizenship Initiative Panel Discussion at the ALA Conference

Mr. Szabo informed the Board that he would be participating in a panel discussion at the American Library Association (ALA) Conference in Chicago this month. The panel will discuss the Citizenship Initiative Program in Los Angeles and the important work LAPL is doing in immigrant integration. Also participating in the panel will be representatives from the U.S. Citizenship and Immigration Services and his counterpart, Commissioner Brian Bannon from the Chicago Public Library. The panel will be moderated by Susan Hildreth, Director of the Institute of Museum and Library Services. He said he The Chicago Public Library will be replicating this program and he is looking forward to sharing with the rest of the country on what LAPL is doing with the Citizenship Initiative in Los Angeles.

Photo Exhibit: King, the Kennedys & Los Angeles

The City Librarian encouraged the public to view the very moving photo exhibit, which is being presented until the end of November at the Central Library, “King, the Kennedys and Los Angeles.” This exhibit features the stories of Dr. King and Robert Kennedy during their time in Los Angeles. The exhibit, curated by Senior Librarian Christina Rice, has photos that have never been seen by the public.

Commissioner Walters commented that the original Emancipation Proclamation document was displayed at the Central Library a few years ago and the exhibit had some items related to the civil rights movement struggle.
Commissioner Nathanson said that he was glad to hear that employees from Deloitte took part in the volunteer effort, because Viacom, where he worked for eight years, also participated in an annual volunteer day. The Commissioner spoke about the Library taking a proactive approach in creating awareness of this program and inquired about planned strategies for greater outreach so other companies would be familiar with the Volunteer Program.

Mr. Szabo stated that while Deloitte had contacted LAPL, Senior Librarian Candice Mack, who coordinates the Volunteer Program, has started on the path to encourage single day or regular volunteer relationships with companies. She develops these kinds of relationships, ensures that volunteer hours are captured and thanks them. Lastly, Mr. Szabo emphasized that any assistance others can contribute in helping to provide key contacts in the offices of external affairs of companies and connect them to the Library would be helpful.

CITY LIBRARIAN’S REPORTS

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

Recommendation to Accept Gifts

LIBRARY RESOLUTION NO. 2013-21

RESOLVED, That the following gifts from the Friends of the Encino-Tarzana Branch Library be accepted:

- (9) Nine lounge chairs, valued at $9,980.31, for the Reading Room
- (1) One digital projector, including installation, valued at $7,561.76

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 donation to the Encino-Tarzana Branch Library.

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LIBRARY RESOLUTION NO. 2013-22 (C-17)

RESOLVED, That the following donations to the “Hot Off The Press” Bestseller Program be accepted from the following Friends of the Library groups to their respective branch libraries:

- $6,000 From the Friends of the Mid-Valley Regional Branch Library
- $3,000 From the Friends of the Mar Vista Branch Library
- $3,000 From the Friends of the Pacific Palisades Library Association for the Palisades Branch Library

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.
LIBRARY RESOLUTION NO. 2013-23 (C-18)

RESOLVED, That the gift in the amount of $2,000 from Afterall, LLC for donation to the Chinatown Branch Library be accepted; and

FURTHER RESOLVED, That a letter of acknowledgment be sent to the donor expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous donation to the Chinatown Branch Library.

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Recommendation to Approve Agreement with Russell Pyle for Audiovisual Consultant Services

LIBRARY RESOLUTION NO. 2013-24 (C-19)

WHEREAS, on February 14, 2013, the Board of Library Commissioners approved issuance of a Request for Proposals (RFP) for the services of an Audiovisual Consultant; and

WHEREAS, The RFP was advertised on the City’s Los Angeles Business Assistance Virtual Network. Forty-two (42) prospective proposers viewed the RFP online and 2 downloaded the RFP documents. On March 28, 2013, one proposal was received from Russell Pyle; and

WHEREAS, Russell Pyle has worked as Audiovisual Consultant for the Los Angeles Public Library in the past and he has extensive technical experience with lighting, sound, equipment repair and maintenance; and

WHEREAS, Funds to cover the cost of these services are available in the Library’s Contractual Services Account:

BE IT RESOLVED

1. That the Board of Library Commissioners determines that Russell Pyle is the best proposer to provide audio-visual consultant services; and

2. That an independent contractor can perform the work set forth in this proposed Agreement for audiovisual services more feasibly than City staff; and

3. That the Agreement between the City and Russell Pyle be approved for two-years with one year renewal option, subject to any technical changes by the City Attorney and the City Librarian prior to execution:

FURTHER RESOLVED that the Board President is authorized to execute the Agreement upon receipt of the required approvals.
LIBRARY RESOLUTION NO. 2013-25 (C-20)

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, 2013 through June 30, 2014; and

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

RECOMMENDATION TO APPROVE THE LIBRARY’S OPERATING BUDGET FOR FISCAL YEAR 2013-14

City Librarian Szabo reported that this is the formal adoption of the Library’s FY 2013-2014 budget, which has been approved by the City Council and signed by the Mayor. It includes funds from Measure L and meets all of the Library’s obligations under this Charter Amendment. He indicated that funding for Phase 1 to replace the Library’s outdated telephone system was not approved.

Ms. Szabo pointed out that overall the Library Department is in a special place within City government in being able to have $16.6 million added to their budget as a result of Measure L so that is good news for the patrons of the Los Angeles Public Library and the residents of Los Angeles.

**Board Discussion**

Commissioner Walters inquired why the Measure L obligatory increase to the General Fund reimbursement last fiscal year was $9,162,794 and for 2013-14 it is $46,333,624. Ms. Szabo clarified that the $46.3 million figure refers to the total amount in the Library’s budget that is for reimbursing the City’s General Fund for related costs in FY 2013-14. The $9.1 million figure is the FY 2013-14 adjustment related to Measure L reimbursement for related costs.

Commissioner Nathanson voiced questions about the financial information contained in the 2013-14 Adopted Budget report. The City Librarian provided the following responses, indicating that specific data and supportive documentation is contained in the May 9, 2013 Proposed Budget report that had been presented to the Board: 1) $16.6 million (Appropriations – B) is the Measure L increase. Of that amount, 55% is available for related costs provided by other City Departments, 45% is for library programs and services; 2) $2.6 million (Expenditures/As Needed - C) is used for part time staff who are on call; 3) the $2.9 million (Contractual Services – C) has been reconciled and is used mainly for items related to contracted services; 4) $623,952 (Office and Administrative – B) is funding for the technology and improvements in next year’s budget which includes all replacement hardware and software for staff printers and computers in all our libraries.
In addition, President Hirano-Nakanishi and Commissioner Nathanson had additional questions on Other Revenue Category: Kyle Millager, Business Manager, indicated to the President that $1,150,000 under the Unspent Prior Year Funds from the Unfunded Undesignated Fund Balance (UUFFB) has been accumulated from salary savings, vendors savings, etc. Ms. Millager responded to Commissioner Nathanson’s question that leasing income from Panda Express in the Central Library is deposited into the Library’s trust fund. The $400,000 under Other Receipts are miscellaneous receipts other than Fines and Fees.

Referencing the Special Category, President Hirano-Nakanishi asked the Business Manager to explain the Various Special/Undesignated Salaries. Ms. Millager explained that when the Mayor released his 2013-2014 FY Budget he recommended that employees, who were entitled to their cost of living raises as part of the Coalition agreements, forgo those pay raises. This reserve fund is for those pay raises that were negotiated through an MOU bargaining unit.

Lastly, President Hirano-Nakanishi remarked that even though money received by the Library Foundation of Los Angeles does not go into the general operating budget of the Library, the Board at some point might want to have a better idea of what the Foundation is providing in order to help better understand their outreach and what donors are interested in.

Public Comments

Roy Stone, President, Librarians’ Guild, stated that employees have taken cutbacks, furlough days, have not received pay raises for a long period of time, and contribute more toward retirement. There has been a lot of effort by employees to save the City. He said these upcoming raises would be the first in quite some time, and they hope they will be continuing.

Mr. Stone underscored that the Guild is concerned again about staffing. LAPL opened four nights in October of 2012. Hiring has almost been completed—but not yet. The Librarians’ Guild has had some good discussions with management and appreciate that they are doing everything they can, but in October 2013 they will be into the next fiscal year and the hiring will not be completed. His concern on this budget is that preparing for Sunday hours needs to start early. The Guild does not think there is enough staff but, he pointed out, it is what the budget allows. Mr. Stone indicated the City’s Personnel Department had some problems last time that slowed things down in hiring. The Guild doesn’t want to see that again and wants to be sure that the Board and the Library Department are on top of it so they don’t end up in the same situation.

Mr. Stone mentioned they have had a meet and confer with management and appreciate that the City Librarian was present. He indicated they have a better sense of how they are functioning in the Department.
It was MOVED by Commissioner Walters, seconded by Commissioner Nathanson, and unanimously carried that the following resolution be adopted:

**LIBRARY RESOLUTION NO. 2013-26 (C-21)**

RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the attached Library Department Budget for Fiscal Year 2013/2014 in the amount of $123,316,839, as approved by the Mayor and City Council.

**ORAL PRESENTATION: INTERNSHIP PROGRAM AT THE LOS ANGELES PUBLIC LIBRARY**

City Librarian John F. Szabo introduced Cheryl Collins, Director of Branch Library Services, and Emily Fate, Area Manager of the East Valley Region, who would make a presentation of the Internship Program at the Los Angeles Public Library that he hopes to expand. He acknowledged Senior Librarian Jené Brown, who was previously responsible for the program.

**Presentation**

Cheryl Collins, Director of Branch Library Services, stated that LAPL’s Internship Program has been in place for about 15 years, and it has been a great source of new librarians for the system and a wonderful training opportunity for supervisory staff. She said every year for the past three years, the Library has been hosting approximately 15–20 interns and it is hoping to increase those numbers now that the new senior librarians are in place and hiring has opened up.

Ms. Collins stated that the Internship Program is for students enrolled in Library School to provide them with familiarity with public librarianship and the library profession. It also allows them to make connections with working librarians who can assist them with career planning. She said it is also wonderful opportunity for supervisors to get experience in mentoring and training entry-level librarians, and find out about new trends and ideas in the library profession. She introduced some former and current interns who are now employed by LAPL and are here today: Sal Topete, As-Needed Clerk Typist, Shawn Stamm, As-Needed Librarian; Candice Mack, Senior Librarian, Adult Literacy & Volunteer Services; and Christina Rice, Sr. Librarian, Photo Collection.

Ms. Collins introduced Emily Fate, East Valley Area Manager, who is the current coordinator of the program and who will provide the specifics of the program and the type of work that interns do.

Emily Fate, East Valley Area Manager, reported that the majority of the interns come from UCLA and provided the following breakdown: 60% from UCLA, 30% from San Jose State University, which has an online program, and 10% from other online programs such as the University of North Texas, California State University, Northridge (CSUN), Clarion University, University of Kentucky, and Drexel.
Ms. Fate said the Library recruits interns at career fairs at universities and schools with Library programs, through online listings, and word of mouth. She said the internship process begins by reviewing resumes. Then, she interviews students that would be assigned as interns to branch libraries; and for Central Library interns, the senior librarian from the department where the intern would be assigned to work conducts the interview. Areas of interest and their geographic preferences are discussed, and in consultation with the Director of Branch Library Services and the Area Manager, a suitable assignment is found for the interns.

Ms. Fate reported that internship activities include: 50% of time spent at the Reference Desk with a librarian and 50% is spent in the area of interest for the student or special projects; for example: focus on children’s services, outreach, programming, and developing a storytime. The internship has an evaluation component that includes a monthly evaluation of the student’s reference, technical, and customer service skills, general knowledge of library issues, attendance, and interpersonal skills. The senior librarian, also completes an evaluation for the school, and asks the students to give feedback and suggestions to the branch managers.

Branch Director Cheryl Collins emphasized that all internship candidates must be enrolled in a Master’s Degree program at an American Library Association (ALA) accredited Library Science Program and must also be enrolled in a library internship class at the time of their assignment. She said most of the internships are for 120 hours and are generally over a period of 10 weeks.

Ms. Collins stated that the Library is planning to expand the program. They have worked with Long Beach Community College and plan to work with Pasadena City College because they have a program for paraprofessionals.

**Board Discussion**

In response to Board President Hirano-Nakanishi’s question about paraprofessionals, Director Cheryl Collins responded that paraprofessionals are people who don’t have a library degree but perform a variety of public services such as helping librarians with programming and other tasks in the Library.

Commissioner Nathanson stated that 15-20 interns per year across all the LAPL libraries doesn’t seem enough. He commented that of the 900 people working at UCLA at the campus libraries, 700 are students, who are probably getting paid. He stated that there is a great opportunity to expand the internship program at LAPL by advertising on the website, getting the word out and doing more outreach.

Ms. Collins replied that currently LAPL interns are people who are in library school.
The City Librarian stated that the Library has spoken to UCLA about possible archives internship and related projects. He pointed out the program gives interns an opportunity to see all the multitude of components of a large library and the services provided to the diverse communities of the Los Angeles, hence students might become interested in working for LAPL.

Commissioner Nathanson asked if the University of Southern California (USC) also participates in the internship program.

Mr. Szabo responded that beginning this fall USC would be starting a new Master of Library and Information Science program as part of USC’s Marshall School of Business. He indicated that he had recently spoken to Dr. Ken Haycock, Director of that program, and he stated he was very interested in the LAPL’s Internship Program.

In response to inquiries from Commissioner Nathanson, Mr. Szabo responded that there are about 55 library programs across the US and Canada. He said the biggest program has approximately 500-600 students, but there are opportunities for internships, not just for librarians, but also support staff from other majors, who work at a library on a part time basis that could develop an interest in librarianship by virtue of doing some undergraduate internship at a public library.

Board President Hirano-Nakanishi stated some faculties have service learning tutorial programs that might be useful in some of LAPL literacy programs; and others faculties might be able to assist with projects like digitizing.

Ms. Collins mentioned that a lot of people in library school don’t go there to be librarians but to become archivists, webmasters, digitizing specialists, etc. She said there are opportunities; especially with online classes that do not provide experience with a real live library.

Commissioner Nathanson questioned whether there other areas the Library could focus to expand the program, not just the library component but bringing people in to support other programs such as literacy, financial literacy, and other Library programs, as mentioned by the Board President. For example, the Anderson School of Business could support the financial literacy component.

The City Librarian stated there are a lot of areas where interns can be very helpful to the Library and if there is a business student out there who is interested in doing a consumer business information class and earn credit it would be great.

Commissioner Nathanson said he had started as a paid intern in 1992 for MTV in London and ended working there for many years building their brand through Europe and Latin America. He asked how would the program at LAPL be taken to the next level.
City Librarian John F. Szabo replied that bringing the program to the next level can be done by defining some specific target areas where the internship program could be expanded into. In addition, he emphasized the need to expand the existing program to include financial literacy, adult literacy, and connecting with local institutions to bring interns into those specific areas.

Commissioner Nathanson suggested that the schools might help as well in defining those programs and curriculum. He asked the City Librarian to take the steps to broaden the Internship Program and come back to the Board to see where they can help put relationships in place. He expressed that he was excited about this program and it could be a real catalyst to help with the Library’s mission.

Commissioner Walters stated that there is not enough diversity among library staff in a City as diverse as Los Angeles. She recalled having this discussion several years ago with then city librarian and other staff concerning the increase of diversity when recruiting librarians. She said the plan included recruiting African American students from some historically Black colleges. Unfortunately, the City budget problems began but the need is still there. She said she would like all kinds of diversities included in the discussion, including the gay community as well as the racially minority communities. She stated that the Library is a wonderful place for people to learn about other groups of people and their struggle. She would like the Library as it reaches out to keep in mind at a very high level that diversity at the Library needs to be addressed and this is a good way to get started on that.

Mr. Szabo stated that diversity and representation in librarianship is an issue nationally. He mentioned that it was a big negative nationally when one of two of the historically black colleges with library programs closed in Atlanta a few years ago, and now only one remains. He reported that LAPL had a recruiting presence at the Joint Librarians of Color Conference recently. There are other opportunities to recruit at the Black Caucus Library Association, as well as other venues.

Mr. Szabo also reported that recently the University of Arizona’s Knowledge River Program, which is a program that seeks to increase representation from Latino and Native Americans populations in the library profession, came to the Library to talk about their program and to encourage people to participate in it. He said they do not have an online, remote component, or remote internships yet for that program; and all of their internships are currently in Pima County. He said LAPL is trying to encourage them to think about internships here when they expand their program.

Commissioner Nathanson said he was interested in finding out what the goals are for the year. He said it wouldn’t be inconceivable to have 150 interns and have three at each branch library. He emphasized that there are a lot of schools to tap into, like English majors, not just librarians, who could help with the Library’s mission.

**VARIOUS COMMUNICATIONS:** None.
COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING

Review of Matters Pending

Board President Hirano-Nakanishi requested that the Strategic Plan scheduled for today be placed in the Matters Pending for July.

Next Board Meeting

City Librarian John F. Szabo announced that the next meeting scheduled for June 27, 2013 would be held at the Fairfax Branch Library, noting that the main reason was to consider the dedication of the branch in honor of Ms. Grace Friedman.

Commissioner Walters commented that the current Fairfax Branch Library is very harmonious and in order with the architectural design of the community. She said the current branch replaced a large building, which the community was not happy with. Unfortunately, Recreation and Parks has built a large structure next the Fairfax Branch that is not in agreement with the architecture of the area.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:48 a.m.

ATTEST: ________________

Marsha Hirano-Nakanishi
President

Raquel M. Borden
Board Executive Assistant

APPROVED: July 11, 2103