MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

July 25, 2013

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 11:03 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.

MINUTES FOR APPROVAL: Regular Meeting – 7/11/13

MOVED by Commissioner Nathanson, seconded by Commissioner Walters, and unanimously carried that the Minutes of the Regular Meeting held July 11, 2013 be approved as submitted

PUBLIC COMMENTS ON MATTERS WITHIN THE BOARD’S JURISDICTION:

Roy Stone, President, Librarians’ Guild, stated that in years past a Library Materials Budget had been submitted to the Board with a breakdown on the distribution of materials funds but a report has not been submitted this year. He said there is one million dollars designated for libraries materials, but staff has been told that they will have a very small increase in their branch materials budget. He expressed concern about allocating too much funding to e-books.

Mr. Stone stated that there is still a digital divide with lower income patrons who cannot afford the electronic devices needed to download and check out the electronic materials and other online resources. He said collection development for each branch was needed because printed books are checked out hundreds of times and get circulated through the entire city. On the other hand, e-books have limited use.

Commissioner Nathanson requested the City Librarian provide more information on the subject. The City Librarian agreed to do so.
CITY LIBRARIAN’S COMMENTS
AND ANNOUNCEMENTS

City Librarian John F. Szabo reported the following:

New Librarians

The Library has hired 21 half time new librarians who received orientation last week.

Sunday Hours Update

The Library has requested approval from the Managed Hiring Committee to fill 79 positions. These positions will be used to staff Sunday hours in January as well as fill vacancies. He said a timeline has been developed with the steps necessary to open the Central Library and the 8 regional libraries on Sundays to the public.

Library Presence at City Events

The LAPL had a booth at the inauguration festivities for Mayor, City Council, City Attorney and City Controller on June 30, where staff promoted LAPL’s services and programs and registered people for Library cards. Also, some of the newly elected councilmen have invited the Library to participate in their swearing-in ceremonies. One of them was Councilman-elect Curren D. Price, Jr. from the 9th Council District, who invited the Library to participate in the festivities held at the Trade Technical College on July 13. Several staff members attended and staffed a booth.

Summer Reading Program Update

Mr. Szabo stated that the summer programming continues with great success and highlighted the following:

- Atwater Village Branch had 36 teens attending a bookmaking workshop using special Japanese paper.
- Central Library had a weekly baby story and play time program with an average of 50-60 people attending each program.
- Little Tokyo presented “Opera-Kadabra!” attended by 107 children and adults.
- Chatsworth, John C. Freemont, and Felipe de Neve presented, “Summer is so Delicious” themed programs, such as the Teddy Bear’s Picnic, a Taco Party and The Very Hungry Caterpillar Goes Bananas, respectively.
100th Anniversary of Vermont Square Branch Library

On Saturday, August 24, starting at 11:30 a.m. the Library will be celebrating the 100th Anniversary of the Vermont Square Branch Library, which is one of three remaining Carnegie libraries. He invited everyone to attend.

Commissioner Walters stated that the Vermont Square Branch Library was one of the first branch libraries to be renovated with the 1989 Bond Program. She remarked about the unique artwork at the branch, which consists of chairs in shapes of letters spelling out the word Imagination, and a glass table with etched text, listing the titles of books that had been censored. She considers these art pieces to be teaching devices also.

CITY LIBRARIAN’S REPORTS:

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

Recommendation to Accept Gift

LIBRARY RESOLUTION NO. 2013-31

RESOLVED, That the gift from the Friends of the Sunland-Tujunga Branch Library, consisting of seven (7) task chairs valued at $2,514.64, for the circulation and reference desks at the Sunland-Tujunga Branch Library be accepted; and

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

RECOMMENDATION TO APPROVE INCREASE TO APPROPRIATION LIMIT TO THE FY 2013-14 BUDGET FOR AN INTEGRATED TELEPHONE SYSTEM – PHASE I PROJECT

City Librarian John F. Szabo reported that the proposed increase in funding would be used to replace the antiquated telephone system that affects the Library’s ability to communicate with the public and with one another. He noted that this funding was included in the proposed budget that was approved by the Mayor; however, it was not funded in the final adopted budget. He stated that the Chief Legislative Analyst recommended and approved the request to increase funding for this purpose. He pointed out that the transitioning to Voiceover Internet Protocol (VoIP) is a citywide strategy and the Library would be coordinating with the Information Technology Department on this project.
Board Discussion

The Board President asked which city departments had already converted to the new phone system. The City Librarian stated that Los Angeles Police Department and the Department of Public Works headquarters had already transitioned to the new VoIP telephone system.

Commissioner Nathanson asked if the Library would be using the same vendor used by those departments; and the Board President asked if the Library would be working the project with the Information Technology Agency (ITA).

The City Librarian replied that the vendor hasn’t been determined yet and that ITA would be involved but the Library will be selecting the vendor.

Thereafter, it was MOVED by Commissioner Walters, and seconded by Commissioner Nathanson, and unanimously carried that the following resolution be adopted:

LIBRARY RESOLUTION NO. 2013-32 (C-25)

WHEREAS, An increase of $500,000 in appropriation is needed to fund phase one of a three phase project to replace the Central Library’s antiquated telephone system infrastructure with an integrated Voiceover Internet Protocol (VoIP) telephone system; and

WHEREAS, The new VoIP telephone system will allow the Library to implement efficient and cost-saving technologies, including unified communications (telephone, voicemail, e-mail, and computer integration, smart phone access and app support, and conference calling):

RESOLVED, that the Board of Library Commissioners approve an increase of $500,000 to the appropriation limit of the Library Department’s Fiscal Year 2013-14 Budget, Fund 300, Department 44, Account 3040 Contractual Services, from the Library’s cash balance, as indicated below:

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<th>Amount</th>
<th>From</th>
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<tr>
<td>$500,000</td>
<td>Fund 300, Cash Balance</td>
<td>Fund 300, Acct. 3040, Contractual Services</td>
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RECOMMENDATION TO APPPROVE
MOU WITH THE LOS ANGELES HOUSING AUTHORITY TO ESTABLISH A “COMMUNITY LIBRARY” PILOT PROJECT

City Librarian John F. Szabo stated that the purpose of the agreement with Los Angeles Housing Authority was to provide access to people who have difficulty visiting the Library due to transportation or gang lines in housing communities by establishing pilot community libraries. He stated the initial pilot project would be at Estrada Courts where the
community library will be located next to the community center. It will have a trained librarian available to help students with homework help and to provide access to technology and books.

**Board Discussion**

Board President Hirano-Nakanishi commented that she knows the neighborhood where Estrada Courts is located and the Stevenson Branch Library is close to the middle school, but the elementary school kids live several large and busy blocks from that branch library and they can’t get there, so the community library will be close to home – a few blocks-- for them.

In response to a question from the Board President, Mr. Szabo stated that the agreement includes two other sites and after Estrada Courts is implemented, staff will review and determine its success and then establish those other community libraries.

The Board President asked Commissioner Walters whether she knew where Pueblo del Rio was located.

Commissioner Walters replied that she was very familiar with that housing community. She stated that Pueblo del Rio is a unique housing community because the railroad tracks and the Blue Line run through the middle of it. She commented that there had been several accidents because the freight trains would sit on the tracks for hours and people had difficulty crossing over, so kids would crawl through the carts of the trains. She noted that the last death was of a 12 year-old boy. She said that at that time, she was a Councilperson and worked with the Department of Transportation to build a bridge that now connects the community and it was named in honor of that little boy.

Commissioner Walters also pointed out that there is no branch library in close proximity to Pueblo del Rio, so it will be great to have a community library there. She said the opening of the community libraries is an exciting endeavor and thanked the City Librarian for this forward-thinking move.

Commissioner Nathanson stated that it is a very exciting program and if successful, he would like to assist in getting some sponsors for more community libraries in other public housing communities, once the cost is determined on the materials, equipment, and so forth.

The Board President stated that the partnership would benefit the people of Los Angeles.

It was MOVED by Commissioner Walters, and seconded by Commissioner Nathanson, and unanimously carried that the following resolution be adopted:
LIBRARY RESOLUTION NO. 2013-33 (C-26)

WHEREAS, The Los Angeles Public Library (LAPL) and the Housing Authority of the City of Los Angeles (HACLA) propose a Memorandum of Understanding (MOU) to establish a “Community Library” pilot project at Estrada Courts Public Housing Community and up to two other sites to assist their residents overcome barriers and facilitate their access to library services and resources; and

WHEREAS, The Housing Authority identified Estrada Courts, located in Boyle Heights, as a priority for the second pilot location. This community has 1,259 residents, with an average family income of $1,727.23 per month, and only 14% of the residents have a high school diploma; and

WHEREAS, The proposed community libraries will be open after-school Monday through Thursday; and it will provide students with computers dedicated for homework assignments and an LAPL trained librarian to assist students with homework and others patrons with Library needs. The space, WI-FI, all utilities, and salary for a librarian to work up to 20 hours a week will be provided by HACLA; and

WHEREAS, The term of the MOU is for one year, with two one-year renewal options:

RESOLVED, That the Board of Library Commissioners approve the MOU between the Los Angeles Public Library (LAPL) and the Housing Authority of the City of Los Angeles (HACLA) to establish a “Community Library” pilot project at Estrada Courts and up to two other sites; 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 City Librarian be authorized to execute the agreement on behalf of the Los Angeles Public Library.

ORAL PRESENTATION:
CENTRAL LIBRARY MUSIC COLLECTION

City Librarian John F. Szabo introduced Senior Librarian Sheila Nash and Adult Librarian III Emma Roberts from the Art, Music & Recreation Department at the Central Library. They would make a presentation focusing on the score and sheet music collection, noting that this is an incredibly popular collection and a great asset for Los Angeles. He also mentioned that with the book, “Songs in the Key of the Los Angeles” by USC Professor Josh Kun, the Music Department has received even more attention from the public and the media.
**Presentation**

Sheila Nash, Senior Librarian, reported that the Central Library’s Art, Music & Recreation Department houses a vast collection of printed sheet music ranging from classical, popular and folk songs to musical theater and jazz. However, the largest part consists of work in the classical repertoire, including full orchestral scores used for performances throughout Southern California. She pointed out that some of the music scores in the collection are only available at LAPL and cannot be obtained anywhere else.

Mrs. Nash provided some background history on how the collection was built and highlighted the following: Beginning in 1889, the Library started purchasing music scores for circulation; in 1934, William Andrews Clark, Jr. Founder of the Los Angeles Philharmonic Orchestra bequeathed the orchestral collection to the Library; in 1951, the Library purchased the Earl Wilson Rental Library, which consisted of 650 orchestral scores; and in 1980, Chevron USA, Inc. gave $75,000 to refurbish and revitalize the collection of orchestral scores and parts.

Mrs. Nash and Ms. Roberts, using a Power Point presentation, discussed the services they provide in the Music Department and the circulation of the orchestral music collection. They said the LAPL houses some of the most unique music collections, with 50,800 songbooks, over 50,000 song sheets from the 1800’s to the present; 67,000 songs in the Song Index; 75,000 songs in the Song File; and at least 5,000 new titles are added each year to the Song Index.

The presenters reported that sheet music is frequently requested by students, teachers, musicians, singers, performers, composers, and are used for auditioning for orchestras, musicals and opera, and so forth. There are 370 members that use the Orchestration Service; they include symphony and philharmonic orchestras, community and youth orchestras, colleges, universities, music schools, opera and theater companies, churches and independent groups. They said that at least 18,500 orchestral parts are circulated each year at the service desk from which it received $12,000 in revenue last year. The Music Department also receives requests through the branch libraries, with the most requests coming from Baldwin Hills, Fairfax, Frances Goldwyn-Hollywood, John C. Freemont, North Hollywood, Palms-Rancho Park, Studio City, Sylmar, Venice, and Will and Ariel Durant.

**Board Discussion**

In response to a question from Commissioner Nathanson, Mrs. Nash stated that the department purchases from distributors twice a year to maintain the music collection up to date.

The Board President remarked that the orchestration service brings in a very small amount of revenue and Commissioner Nathanson asked if the $12,000 in revenue included all branch libraries or only the Central Library.
Mrs. Nash replied that the total revenue included fines and fees for requests from all sources and because they are affordable it allows schools, students, and small bands to be able to get the music that otherwise would not be able to afford.

**VARIOUS COMMUNICATIONS:** None.

**COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:**

**Strategic Plan Update**
Commissioner Nathanson inquired about the scheduling of the Strategic Plan presentation. Mr. Szabo stated that staff is still working on the narrative for the overall documents and it will be scheduled when all the board members are present.

The Board President asked the Board Secretary to contact all commissioners before any agenda is sent out to confirm attendance, as well as any other changes in their availability for scheduled meeting of the board.

**Sunday Hours Update**
Commissioner Nathanson requested an update on the implementation of Sunday service hours, including marketing and promotion.

**August Board Meeting Schedule**
Board President Hirano-Nakanishi announced that the Board meeting scheduled for August 8, 2013 would be cancelled.

The next Board Meeting will be held on August 22, 2013 at the Central Library.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 11:50 a.m.

**ATTEST:**

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Marsha Hirano-Nakanishi  
President

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Raquel M. Borden  
Board Executive Assistant

Date to be approved: August 22, 2013