MINUTES

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

October 10, 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 11:06 a.m. on the above-written date.

PRESENT:    PRESIDENT    MARSHA HIRANO-NAKANISHI
COMMISSIONER    BICH NGOC CAO
COMMISSIONER    RITA WALTERS

EXCUSED

ABSENT:    NONE

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

MINUTES FOR APPROVAL: Regular Meeting – 9/26/13

MOVED by Commissioner Walters, seconded by Commissioner Cao, and unanimously carried that the Minutes of the Regular Meeting held September 26, 2013 be approved as submitted

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

CITY LIBRARIAN’S COMMENTS
AND ANNOUNCEMENTS

Adult Literacy Classes at the Platt Branch Library

City Librarian John F. Szabo reported that he has visited 51 of the 72 branch libraries. One of the three libraries he visited yesterday was the Platt Branch where an English conversation class was taking place. The attendees introduced themselves and told him how much they appreciate the program. They were from Guatemala, South Korea, Vietnam, Mexico, and Iran. He stated that it was a wonderful reminder of the importance of the Adult Literacy Program.

"Es El Momento" Feria de Educacion/Education Fair

On Saturday, October 5, Library staff participated in the 5th Annual "Es El Momento" Feria de Educacion/Education Fair presented by Univision/KMEX at the campus of the California State University Dominguez Hills. He thanked Commission
President Marsha Hirano-Nakanishi for connecting the Library with the organizers. He reported that staff estimates that this year’s number exceeded last year’s attendance of 40,000 and they said it was a wonderful outreach opportunity to promote library services.

Central Library, 20 Years Later

The 20th anniversary of the reopening of the Central Library was commemorated on Saturday, October 5, with a panel discussion on the rebuilding of the Central Library following the arson fires and the renovation and expansion project. Staff reported that about 80 people attended, including Commissioner Walters. He thanked Kenneth Breisch, Professor at the USC School of Architecture, who moderated the discussion, the panelists as well as staff who shared their personal histories.

Big Draw L.A. Program

In conjunction with the 20th Anniversary of Central Library’s reopening, the Central Library’s Children’s Literature Department and Teen’Scape held a Big Draw L.A. arts and crafts event on Saturday, October 5. Children and teens were asked to express their love of books and libraries in drawings. The drawings were assembled in a collage banner that is on display in the Children’s Literature Department.

BARK Program at Studio City Branch Library

Mr. Szabo reported that the Studio City Branch Library recently presented its first BARK Program where 22 children read to 5 gentle service dogs. He said this program encourages children to increase their reading skills and self-confidence by reading aloud to certified therapy dogs. He stated that BARK is a very successful program offered at various branch libraries.

Baldwin Hills Branch – L.A. Youth at Work Program

Baldwin Hills Branch hosted a Youth Job Skills Workshop in partnership with L.A. Youth at Work to help young people with resume writing, interview preparation and job searching. Mr. Szabo said this is another program offered by the Library on workforce development.

“Full STEAM Ahead” Program Update

The City Librarian provided a list of programs offered on the “Full STEAM Ahead” project. The programs are for children ages 8-13 and are designed to increase interest in the sciences, technology, engineering, art and mathematics. He thanked Children’s Services Director Eva Mitnick and the librarians for doing a wonderful job developing an amazing list of programs.
**Teen Book Fest**

On Saturday, October 12, from 11:00 a.m. to 5:00 p.m. Teen’Scape will kick off Teen Read Week featuring appearances by over 20 young adult authors. Mr. Szabo stated that this is a fantastic event for young people to connect with the authors of books they have read.

**Financial Literacy Program**

Last week, the Library offered a financial literacy program titled, “Understanding Credit + Asset Building” presented by PACE, a non-profit financial organization. This program is part of the Money Matters Initiative, which is an array of financial literacy programs offered by LAPL.

**Financial Planning Day**

Saturday, October 19, the Library will be hosting a Financial Planning Day with a free financial workshop and free one-on-one consultations with financial planners from the Financial Planning Association. This event is being held in partnership with the Community Development Department and it is an initiative from the United States Conference of Mayors. The program will also be presented in Spanish.

**Panorama City Branch Library Reopening Event**

On Monday, October 21 at 2:00 p.m. an event would be held to celebrate the reopening of the Panorama City Branch that has been closed for repairs due to significant plumbing problems. Mr. Szabo noted that repairs and improvements to the branch included the replacement of the carpets, entry tiles, and repair of the bathrooms as well as the installation of new lighting in the Children’s area, repainting of exterior walls and installation of new landscaping. He said the community is very enthusiastic about the reopening and new Councilmember Nury Martinez, 6th District, is scheduled to attend the conference. He invited everyone to attend.

**LAPL wins 2013 Quality and Productivity Improvement Award**

Mr. Szabo announced that the Los Angeles Public Library (LAPL) has been awarded the 2013 Quality and Productivity Improvement Award from the City of Los Angeles for the LAPL’s new online educational classes offered on over 850 subjects. He is very pleased that the City is recognizing the LAPL with the award.

**Hiring Update**

Mr. Szabo reported that the Managed Hiring Committee approved 18 more positions last Friday. He said that is a total of 79 out of 80 positions requested. He stated that it was critical to have several of those positions on board before the Sunday hours begin in January and that many of those positions are full time positions that have been vacant for a long time.
In response to Board President Hirano-Nakanishi’s question about the outreach efforts for the Financial Literacy Fair, Mr. Szabo replied that the event is being promoted through the Library’s website, printed materials at all library locations, with a banner on the exterior of the Central Library, by the Community Development Department and the Mayor’s Office, etc.

Commissioner Cao asked how many people take the online classes. Mr. Szabo said he would provide her with information on how many classes have been taken and a list of all the topics offered.

CITY LIBRARIAN’S REPORTS:

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

Recommendation to Accept Gifts

LIBRARY RESOLUTION NO. 2013-45

RESOLVED, that a gift of books for the culinary collection, totaling $1,897.35, purchased by the Culinary Historians of Southern California be accepted and added to the collection of the Science, Technology & Patents Department of the Central Library; and

FURTHER RESOLVED, that a letter of thanks be sent to the Culinary Historians of Southern California expressing the grateful appreciation of the Board and staff for their donation.

RECOMMENDATION TO APPROVE TRANSFER OF FUNDS WITHIN THE LIBRARY’S FISCAL YEAR 2013-14 BUDGET

The City Librarian recommended approval of the transfer of funds within Library accounts that will be used to compensate substitute employees called upon to temporarily fill positions throughout the Library and to reimburse employees for mileage when using their own vehicles while conducting city business. He said it was important to point out that the Library’s budget would not increase or decrease with this internal transfer.

Board Discussion

Commissioner Cao asked if the transfer of the funds to compensate substitute staff was in relation to the difficulties and delays getting positions approved by the Managed Hiring Committee.

The City Librarian replied that because the Library has had difficulty getting approval to hire part time and full time employees, it has had to rely heavily on substitute employees; however, the Library would have to rely less on as-needed and substitute employees as it moves forward with the hiring.
Commissioner Walters wanted to reaffirm that all of the employees that had been previously been laid off but wished to come back had been rehired. Mr. Szabo replied that everyone was given the opportunity to return, some did and others declined.

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

**LIBRARY RESOLUTION NO. 2013-46 (C-37)**

WHEREAS, a transfer of funds is necessary to ensure that sufficient resources are available to staff public service desks and posts to fill-in for vacancies or when staff members are sick, on jury duty or on vacation; and

WHEREAS, due to delays in hiring permanent staff, the Library has had to rely on substitute staffing; and

WHEREAS, the Los Angeles Administrative Code and labor/management MOU’s mandate mileage reimbursements when employees are required to use their personal vehicle to conduct City business. A transfer of funds to the Transportation Expense Account is necessary to reimburse employees for this fiscal year:

RESOLVED, that $1,540,000 be transferred from Account 1010 Salaries-General to the following accounts within the Library’s Fiscal Year 2013-14 Budget, Fund 300, Department 44 as indicated below:

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<tr>
<td>$1,530,000</td>
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<td>Acct. 1070, Salaries As-Needed</td>
</tr>
<tr>
<td>$10,000</td>
<td>Acct. 1010, Salaries General</td>
<td>Acct. 3310, Mileage/Transportation</td>
</tr>
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RECOMMENDATION TO APPROVE CONTRACT WITH ATTENTION TO DETAIL FOR SPECIAL EVENTS COORDINATOR SERVICES

The City Librarian recommended approval of a three-year contract for special events services coordinator with Debbie Dendrinos, owner of Attention to Detail. He stated that the contract is for the managing of special events held at the Central Library and it requires great flexibility since many events are held during the evening and weekends. He noted that some of the events are private, which generate some revenue for the Library.

In reply to an inquiry from Commissioner Cao, the City Librarian stated that over $40,000 in revenue was generated last year from private events.

It was MOVED by Commissioner Walters, and seconded by Commissioner Cao and unanimously carried that the following resolution be adopted:
LIBRARY RESOLUTION NO. 2013-47 (C-38)

WHEREAS, On March 14, 2013, the Board of Library Commissioners approved issuance of a Request for Proposals (RFP) for the services of an Special Events Coordinator to be advertised on the City’s Los Angeles Business Assistance Virtual Network; and

WHEREAS, Attention to Detail, a certified Small Business Enterprise, was found to be the most responsive, responsible, and lowest bid proposer. Debra Dendrinos, owner of Attention to Detail, has worked as the Special Events Coordinator for the Los Angeles Public Library in the past and she has extensive experience with small and large-scale events; and

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

RESOLVED, That the Board of Library Commissioners approve the agreement between the City and Attention to Detail for a term of three years, subject to technical changes by the City Attorney and the City Librarian prior to execution; and

FURTHER RESOLVED, That the Board President is authorized to execute the agreement upon receipt of the required approvals.

RECOMMENDATION TO APPROVE PROPOSED LIBRARY DEPARTMENT 2013 FINES AND FEES SCHEDULE: Withdrawn.

RECOMMENDATION TO RECEIVE AND FILE REPORT ON THE LIBRARY DEPARTMENT BUDGET RELATED COSTS INFORMATION

City Librarian John F. Szabo thanked the Board President for requesting the report noting that this is a very critical time for determining the related costs for the upcoming fiscal year. He stated that related costs are all of those costs and expenses that other departments expend on behalf of the Library, which include: Employee fringe benefits (dental, health, retirement, workers’ compensation, etc.); Central Services (Controller, City Attorney, Treasurer, Personnel, etc.); utilities (water, electricity, gas); public safety, custodial services, parking lot operations, facilities maintenance, landscaping, etc.

Mr. Szabo presented a report with background information on the costs of related services, including a chart on how those costs have increased every fiscal year. He explained that as a result of Measure L, the appropriation has increased gradually for all related costs and by Fiscal Year 2014-15, the Library will be responsible for all overhead and related costs.
Mr. Szabo stated that the City Charter stipulates that for the first three years of Measure L, the maximum the Library should expend on related costs is 55% of the increase to the Library’s budget. He pointed out that in year four, there is no cap on related costs and the Library becomes entirely responsible for all related costs. He said that a significant part of the related costs are for personnel, including other departments such as Department of General Services, Recreation and Parks, and Information Technology Agency for services their employees provide to the Library; however, all those costs are auditable.

**Board Discussion**

The Board President asked about the deadline for submitting the budget to the Mayor’s office. The City Librarian stated that December 13 is the deadline for the proposed budget for Fiscal Year 2014-15.

Board President Hirano-Nakanishi stated that as new personnel is hired, the cost of employee fringe benefits would go up and asked how they are being projected. Kyle Millager, Business Manager, responded that on average the salaries account goes up approximately $3 to $4 million dollars every year. Currently, the salaries account is about $60 million and the fringe benefits are calculated by a percentage against that number. She said the City Administrative Office sets a Cost Allocation Plan (CAP) rate, which currently is 46% for fringe benefits.

The City Librarian added that two factors that will vary are the increase in wages for the existing workforce and the salaries for new employees that will be hired. Also, the areas on the related costs that cause great concern are the ones that are based on CAP rates.

Commissioner Walters raised questions regarding the landscaping services received from the Department of Recreation and Parks, which have gone up substantially in the last three years. She noted that she has expressed concern about these services and asked if Library staff had any estimates on what the anticipated costs for landscaping would be for the next three years.

Mr. Szabo stated that he understands the commissioner’s concerns because from his visits to the branch libraries he has been able to see that landscaping issues are very serious. He asked Ms. Millager to speak about the costs.

Ms. Millager stated that the Library doesn’t have the cost projections because Recreation and Parks provides their estimates directly to the City Administrative Office during the course of the preparation of their budget.

Commissioner Walters asked if Library staff had ever had a discussion with the CAO’s office about the services or lack thereof or about the quality of the services that the Library receives from Recreation and Parks.
Mr. Szabo replied that no discussion had been had with the CAO regarding the quality. However, looking forward, staff needs to ask if the Library is getting a good value and the level of services because the current service is unacceptable and it is an area that needs to be looked at in the preparation of the budget. He said the situation of other departments affect the Library if they are having difficulty hiring personnel due to positions not being approved to provide custodial, maintenance or security services. He hopes that if the Managed Hiring Committee transitions to something different, the challenges the departments are having getting positions unfrozen will lessen, especially if the positions are paid by the departments using the services. He stated he is willing to advocate and make the argument for those services as a customer.

The Board President said she was glad that essential services are auditable and that it will make sense to estimate fringe benefits for new employees and increased wages for current employees, as distinguished from other related costs. Additional information about the methodologies that set CAP rates for some categories of “other related” service to the library would be useful, as well as the rationale underlying the use of CAPs versus direct costs for services rendered to the library. She thanked Ms. Millager for putting together a very useful and informative report.

**Public Comments**

(1) Roy Stone, President, Librarians’ Guild, informed the new commissioner that he represents about 330 librarians and that the Guild works with management to resolve issues and to find solutions. He said that it was important to remind the Board that there is not enough personnel yet. He said that it was great to open for Sunday hours, but everywhere else there is not enough staff to get the work done.

(2) Henry Gambill, Executive Vice President, Librarians’ Guild and Branch Manager at the Kaufman-Brentwood Branch, stated that when he first came on board in 2006, substitute staff was used to temporarily cover for staff being off on vacation, sick, etc. Currently, substitutes are now quasi-permanent people who never get the training that permanent staff get and don’t have the depth of knowledge of the community to really fulfill the services necessary. He said this is of great concern to him because children don’t get to know their librarians like he did when he was child going to the Palisades Branch Library where he knew the librarians.

Mr. Gambill stated that since Measure L, the Library Department has become practically independent from the General Fund; therefore, the City Librarian should not be required to get approval from the Managed Hiring Committee to hire staff. He indicated that at one of the public gatherings during the Mayoral campaign, he and other Guild members brought up this issue of the Managed Hiring Committee being a rather mysterious committee and unclear who is in it that affects more than it helps departments. He said that Mayoral contender Eric Garcetti indicated that if elected he would look into abolishing that committee because it hinders progress and affects the communities who need the services.
Mr. Gambill said the Librarians’ Guild believes that the members of the Board could assist the Library by advocating on behalf of the City Librarian to exempt the Library from the Managed Hiring Committee because it will result in benefiting the Library users.

**BOARD ACTION**

Moved by Commissioner Walters, seconded by Commissioner Cao, and unanimously carried that the Report on the Library Department Budget Related Costs Information be received and filed.

**VARIOUS COMMUNICATIONS:**

(1) Received and filed letter from the Mayor, dated September 19, 2013, to City Council RE: the appointment of Ms. Josefa Salinas to the Board of Library Commissioners for the term ending June 30, 2014.

(2) Received and filed letter from the Mayor, dated September 19, 2013, to City Council RE: the appointment of Ms. Mai Lassiter to the Board of Library Commissioners for the term ending June 30, 2015.

(3) Received and filed letter from the Mayor, dated September 19, 2013, to City Council RE: the appointment of Mr. Gregory Bettinelli to the Board of Library Commissioners for the term ending June 30, 2016.

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

**Matters Pending**

Mr. Szabo reported that the Fiscal Year 2014-15 Budget will be planned with the strategic plan in mind so that as goals and initiatives are added it can be brought back to the Board for amendments.

**October 24th Board Meeting Cancellation**

Board President Hirano-Nakanishi stated that she would not be able to attend the Board Meeting for October 24th. The meeting was cancelled due a lack of quorum for that date.
ADJOURNMENT

There being no further business, the meeting was adjourned at 12:04 p.m.

ATTEST: ______________________

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Marsha Hirano-Nakanishi       Raquel M. Borden
President                      Board Executive Assistant

Date to be approved: November 21, 2013