MINUTES
BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES
December 11, 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    JOSEFA SALINAS
VICE PRESIDENT  BICH NGOC CAO
COMMISSIONER  GREGORY BETTINELLI
COMMISSIONER  MAI LASSITER
COMMISSIONER  RITA WALTERS

EXCUSED
ABSENT:  NONE

ALSO PRESENT:  John F. Szabo, City Librarian; Kris Morita, Assistant General Manager; Basia Jankowski, Deputy City Attorney; Elaine Owens-Sanchez, Analyst, City Administrative Office (CAO); Christine Jerian, City Services Manager, Mayor’s Office; Roy Stone, President, Librarians’ Guild; Henry Gambill, Executive Vice President, Librarians’ Guild; and staff.

MINUTES FOR APPROVAL: Regular Meeting – 11/21/13

MOVED by Commissioner Bettinelli, seconded by Commissioner Walters and unanimously carried that the Minutes of the Regular Meeting held November 21, 2013 be approved as submitted

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

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

The Library and the Mayor Recognized at Breakfast of Champions

City Librarian John F. Szabo reported that recently the Los Angeles Opportunities and Industrialization Center (OIC), a non-profit organization, recognized the Library in addition to recognizing Mayor Garcetti for his dedication to education and equitable access to technology at a Breakfast for Champions event held under the Space Shuttle Endeavor. He stated that OIC refurbishes donated used PCs and distributes them in communities where people don’t have access to them. The OIC requires computer recipients to receive training on how to use the computers and has partnered with Los Angeles Public Library (LAPL), where training is now provided at 16 LAPL branch libraries and participants also receive a
library card and information about all the resources and services offered by LAPL with a focus on the digital resources they can access with their new PC.

AmeriCorps Update

Mr. Szabo announced that LAPL, in partnership with AmeriCorps and the Weingart Center Association, has started the CalVets initiative early at five libraries (Central, Baldwin Hills, Echo Park, Exposition Park, and Harbor-Gateway). He said this initiative would place 20 Americorps members, who are veterans themselves, at 10 libraries for 35 hours a week to assist in reintegration, job assistance and placement, and accessing social/human services.

Health Matters Initiative

Mr. Szabo reported that the Los Angeles Public Library (LAPL) is doing a great deal of work making its health resources, services and programs available to the public including a new “Health Matters” portal on its website. LAPL is working with Covered California, California Endowment, and several community organizations to provide more health information to the public.

Univision Health Care Town Hall at Central Library

On December 5, the Central Library hosted Spanish-language-network Univision’s national televised town hall forum on Health Care and the Affordable Care Act in the Mark Taper Auditorium. The program featured a live audience of 180 people, a panel of experts and live television feeds from Washington, D.C. and Miami. The program included a video segment that was filmed at Central Library and featured a librarian to promote the Los Angeles Public Library’s extensive resources related to well being, health care and the healthcare reform benefits available through Covered California.

The program, which can also be viewed on the Univision website, provides extraordinary exposure for the Library’s health resources. Univision is the fifth largest TV network in the U.S. and reaches 93 million households.

“Full STEAM Ahead” Program Update

Mr. Szabo reported that the Library recently received a federal grant to provide after-school youth programming titled “Full STEAM Ahead” to encourage youths ages 8 to 13 to develop interest, skills, and knowledge in the subjects of science, technology, engineering, art, and math. He said this new program was launched in November and highlighted the following: “Stop, Motion, Animation” program at the Malabar Branch gave youngsters an opportunity to create their own short animated films. Junipero Serra Branch held a collaborative Lego mural where children worked together designing and building a “Reading Is Amazing” Lego mural to celebrate their love of reading and the library. Panorama City Branch presented a “3D Printing” program where children and teens learned about the process for designing and printing 3D objects. Pacoima Branch hosted “Open Lab” offered by D.Y.I. Girls, a nonprofit group that teaches electronics to kids. During the program, kids learned scientific concepts and used the information to create their own gaming consoles. He said that staff is doing a terrific job with these programs.
Central and Branch Libraries Program Highlights

Mr. Szabo reported that the Tujunga Branch held a terrific “Day of the Dead” celebration event with artwork, traditional foods, and a band. The Library also held various children’s programs on “Native American Heritage Month” in November. The Colbert School of Music String Quartet presented a program at the Central Library. On December 4, the Central Library presented a “Micro-Loan: Loan Application ABC’s” program, as part of a series of monthly programs offered by PACE; 35 people attended this program.

Map Librarian Glen Creason Receives Award

Glen Creason, Adult Librarian III and Map Librarian in the History and Genealogy Department, has won the David G. Cameron Preservation Award from the L.A. City Historical Society for his work on preservation and for celebrating L.A.’s history.

Mara Alpert, Children’s Librarian

Mara Alpert, Children’s Librarian III, was recently featured in KPCC Radio’s Tape Two segment and was interviewed in NPR’s Morning Edition where she gave recommendations on children’s books. He said Ms. Alpert is a regular guest at NPR, which provides a wonderful opportunity to promote the Los Angeles Public Library.

Sunday Hours Update

Mr. Szabo announced that Sunday service hours are going to be restored at the Central Library and eight Regional Branch Libraries starting January 12. Events will take place at the Central Library and all eight Regional Library locations (Central, Arroyo Seco, Goldwyn-Hollywood, Exposition Park, Mid-Valley, North Hollywood, San Pedro, West Los Angeles, and West Valley Regional Branch). Library staff are working closely with the Mayor’s Office, Council members, Commissioners, Neighborhood Councils and the Mayor to hold simultaneous events at 12:30 p.m. on January 12. He encouraged everyone to attend.

Holiday Message

The City Librarian took the opportunity of the Holiday Season to thank staff of the Los Angeles Public Library for their passion and dedication to the Library service.

In reference to the Mr. Szabo’s announcements, President Salinas asked about the outreach efforts to inform the general public about the resources available at the Library. Mr. Szabo replied that programs are promoted through various means such as social media, printed publications, flyers, and outreach. The Board President offered her assistance with radio PSA’s (Public Service Announcements) to reach a wider audience and making LAPL programs known to more people.
CITY LIBRARIAN’S REPORTS:

Recommendation to Accept Gifts

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

LIBRARY RESOLUTION NO. 2013-50 (C-40)

RESOLVED, that the gift in the amount of $3,000 from the Friends of the Chatsworth Library, Inc. to the Chatsworth Branch Library for library materials 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.

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LIBRARY RESOLUTION NO. 2013-51 (C-40)

RESOLVED, that the following gifts from the Friends of the Panorama City Branch Library be accepted:

Four (4) lounge chairs, valued at $4,192.14 for the Early Literacy Center at the Panorama City Branch Library; and

Two (2) paperback racks valued at $2,548.60 for the Children’s and Teen areas at the Panorama City Branch Library

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 PROPOSED LIBRARY DEPARTMENT BUDGET FOR FISCAL YEAR 2014-15

(Continued from November 21, 2013)

City Librarian John Szabo recommended that the Proposed Budget for Fiscal Year 2014/2015, totaling $143,751,339, be approved. He stated that there was no additional information contained in the budget submittal and responses to inquiries from the Board relative to the budget had been answered in communications via e-mail. He reviewed information contained therein as follows:

Branch Libraries without Friends Groups: Seven branch libraries do not have a Friends group. They are Ascot, El Sereno, Felipe de Neve, Goldwyn Hollywood, Lincoln Heights, Pacoima, and Pico Union. Also, there are five branch libraries that are in the process of re-establishing their Friends group (Malabar, Robert Louis Stevenson, Vermont...
Square, Vernon, and Watts). Mr. Szabo informed the Board that staff including Senior Librarian Jené Brown, Liaison to the Friends groups, and the branch managers are working toward having a Friends group at those branch libraries with the goal to have a Friends group at all LAPL libraries.

Rules of Conduct: Mr. Szabo reported that copies of the Rules of Conduct, which is part of the Board Policies, had been provided and it is also available at lapl.org website and posted at all library locations.

Hiring update: The Library’s 2014-15 Budget submittal includes the request of 53 Full Time Equivalent (FTE) positions, which represent full-time and part-time jobs for 80 individuals. Recruitment would be done both internally and externally.

Public relations and marketing staff and resources: Currently, the Library’s Public Relations and Marketing Office has five staff members (One Public Relations and Marketing Director, two Public Relations Specialists, one Social Media Coordinator/Librarian, and one Clerk Typist). Additionally, there is one vacant position for Public Information Director. Funds in the amount of $82,000 are available for printing and graphic design.

Mr. Szabo recommended approval of the proposed budget and stated that he would keep the Board informed as it goes through the approval process with the Mayor and City Council up to its final adoption.

**Board Discussion**

Commissioner Bettinelli requested that a report be provided to the Board quarterly or bi-annually with updates on the new initiatives to determine whether the criteria and goals are being met.

Vice President Cao stated that in regards to the Mayor’s goals and metrics for the Library, she would like to know how the Library would achieve its goals and asked if the Library has been tracking some of those goals so the Board can get a report and evaluate it.

Mr. Szabo replied that in January, staff would provide a report from the last fiscal year. He noted that the Library tracks its goals and has been providing the Board with quarterly reports that include data with metrics and comparisons of where LAPL is now compared to last year in terms of usage, programming, etc.

Commissioner Bettinelli stated that with technology shifting and with the increased use of tablet devices, he would guess that 70% of the usage of library computers is for video or gaming content and less for data processing. He stated that cost-savings could be achieved by shifting according to the usage needs of the patrons.

In reference to tablet devices, Commissioner Walters commented that tablets without keyboards might not meet the needs of all the users, so as the Library looks into acquiring them, it should be determined whether they should also include keyboards.
Mr. Szabo replied that the Library’s proposed budget includes the purchase of 80 e-readers for staff to demonstrate how to use them to access our e-book collection. Also, he said that very soon the Library would be testing a vending kiosk for tablets and laptops. He noted that is part of the Library’s transition from the traditional wired technology to more mobile devices.

Board President Salinas suggested the use of instructional guides on how to use technology devices or programs so that patrons can follow those directions. Mr. Szabo replied that those guides are available and noted that the process for accessing e-books can be cumbersome.

Vice President Cao commented that it is very hard to return e-books and asked whether it was a Library or vendor issue. Board President Salinas stated that it would be helpful to have a virtual drop box on main webpage for users to return their e-books.

Mr. Szabo stated that the use of new downloadable content is not seamless because some of the issues are with the publishers having different rules and licensing agreements. He said it is important to allow patrons to return e-books before the due date to allow other users to check it out, since e-books check out system works in the same manner printed content does.

In response to an inquiry from Board President Salinas regarding internships, Mr. Szabo replied that the Library has interns that support he Library in a variety of areas and is looking into expanding the program.

Commissioner Bettinelli stated that as new commissioner, he would like to get a better understanding on the spending for Central Library versus branch libraries for everything from materials, technology, etc. fund allocation and distribution.

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

LIBRARY RESOLUTION NO. 2013-52 (C-41)

RESOLVED That the attached Proposed Library Department Budget for Fiscal Year 2014/2015 in the amount of $143,751,339, for funding library services and programs, be transmitted to the Mayor; and

FURTHER RESOLVED That the City Librarian be authorized to make technical revisions that do not affect major revenue and expenditure categories to the Budget, if necessary.

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

“Freedom to Read” – Board Policies

Vice President Cao stated that she had read the “Freedom to Read” document in the Board Policy manual and said that it was an amazing document. City Librarian John F. Szabo stated that the document is from the American Library Association and adopted by the Board of Library Commissioners.

Vehicles for Graffiti Abatement

In reference to the Proposed Budget for Fiscal Year 2014-15, Commissioner Walters asked if General Services Department (GSD) would rent the vans that they would be using for graffiti abatement and whether that decision was more cost-effective. Kyle Millager, Business Manager, replied that GSD had determined that it is more cost-effective to lease than to purchase the vehicles because the lease also includes maintenance.

January 12 - Reopening of the Library on Sundays

Commissioner Bettinelli asked that the Board be kept informed via e-mail of the plans for the marketing of the Sunday service hours, such as media tour, TV, print, etc. as well as the participants such as Council members, etc.

Mr. Szabo stated that staff has been communicating with the Mayor’s staff and Council members. He indicated that the Mayor’s office is taking the lead and Mayor Garcetti will have a press conference prior to the re-opening. Library staff is working on banners, flyers, and other promotional materials.

Vice President Cao asked if there would be programming on January 12 in celebration of the restoration of Sunday hours. Szabo stated that each regional branch library and Central would have programs planned for the event.

Board President Salinas offered to help promote the upcoming restoration of Library services on Sundays with PSA’s (Public Service Announcements). She asked for a list of what would be happening at each location. Vice President Cao suggested that Hollywood celebrities could be included to help promote the Library.

Programming for 2014

Board President Salinas asked if the Library has programming plans for Black History Month (February) and Women’s History Month (March). Mr. Szabo stated that the Library would be offering several programs celebrating both.
ADJOURNMENT

There being no further business, the meeting was adjourned at 11:49 a.m.

ATTEST: ______________________

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Josefa Salinas                                                 Raquel M. Borden
President                                                             Board Executive Assistant

Date to be approved: January 9, 2014