MINUTES

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

January 12, 2017

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 11:00 a.m. on the above-written date.

PRESENT: PRESIDENT BICH NGOC CAO
VICE-PRESIDENT KATHRYN EIDMANN
COMMISSIONER MAI LASSITER
COMMISSIONER JOSEFA SALINAS

EXCUSED

ABSENT: COMMISSIONER RITA WALTERS

ALSO PRESENT: John F. Szabo, City Librarian; Arletta Maria Brimsey, Deputy City Attorney, General Counsel; and staff.

MINUTES FOR APPROVAL: Regular Meeting – 12/8/16

MOVED by Commissioner Lassiter, seconded by Vice President Eidmann, and unanimously carried that the Minutes of the Regular Meeting held December 8, 2016 be approved as submitted.

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

CITY LIBRARIAN’S COMMENTS AND ANNOUNCEMENTS

1. E-media Circulation: In the first week of the New Year, e-media circulation exceeded 105,000, the highest ever for a single week. City Librarian John F. Szabo attributed the increase to larger collection of e-materials available and due to the holidays when many patrons acquired new e-media devices. He said staff is doing a terrific job of engaging and showing patrons how to download the e-content the Library has available.

2. Student Success Library Cards Update: Students are using their new library cards by coming to the libraries and using them online. The Library has issued 58,000 Student Success Library Cards during this calendar year, and anticipates issuing 400,000 cards as part of the partnership with the Los Angeles Unified School District (LAUSD).
3. **“America’s Shakespeare: The Bard Goes West” Exhibit**: This is a very popular exhibit that will be on display until February 26. It has received excellent media coverage from local television stations, with print and social media. The staff used this exhibit to be the venue for our mannequin challenge, which can be viewed on YouTube.

4. **L.A. Made Series for 2017**: This is the second year of a L.A. Made series featuring music, dance, theatre, conversations with local entertainers at libraries throughout the city. The line-up for this year include: Conversation with Reggie Watts; Jonathan Gold and Laura Gabbert for a screening and conversation of City of Gold film; Lula Washington Dance Theatre’s African American Dance Troupe performance; Lunasha Bollywood Dance Company; Ballet Folklorico; Mariachi and Mexican Dancers; Rupaul, who attended one of the L.A. Made programs last year was invited by Area Manager and Series Coordinator Karen Pickard-Four to participate this year.

5. **Children’s Citizenship Certificate Ceremony**: will be held on January 19th at the Central Library, in partnership with the United States Citizenship Immigration Service (USCIS). Last year, 83 children from 23 countries participated. The library is actively lobbying for both USCIS as well as the federal courts locally to host regular citizenship ceremonies at LAPL libraries. Mr. Szabo stated that since people take their first steps to the path of citizenship with the Los Angeles Public Library (LAPL), it would like them to take the oath to become citizens at LAPL as well.

6. **Career Online High School**: There are 72 graduates, and 175 students currently enrolled with many on the cusp of graduating. The Library is coordinating with the Mayor’s office on the scheduling of the next graduation ceremony. Mr. Szabo informed the Board that he would keep them informed.

7. **Budget Update**: The Fiscal Year 2017/18 Proposed Budget was submitted after the Board’s approval in October. There has been informal inquiries and clarification about the budget from the Mayor and CAO’s team. The Mayor’s budget will be released by April 20, 2017.

**CITY LIBRARIAN’S REPORTS:**

City Librarian John F. Szabo reviewed the Consent Calendar and pointed out that a revision had been made to one of the Board Report’s in Exhibit A which consisted of a revising the account for John C. Fremont Branch Library. He recommended approval of the Consent Calendar as revised.

It was MOVED by Commissioner Salinas, seconded by Commissioner Lassiter, and unanimously carried that the following resolutions be adopted:
Acceptance of Gifts

LIBRARY RESOLUTION NO. 2017-1 (C-1)

RESOLVED, that the following gifts be accepted and deposited as indicated below:

$2,540.63 From the Marjorie Brock Living Trust to the John C. Fremont Branch Library, Trust Fund 831, Account 274

$2,540.63 From the Marjorie Brock Living Trust to the Fairfax Branch Library, Trust Fund 831, Account 159

$1,500.00 From the Friends of the Atwater Village Branch Library to the Atwater Village Branch Library

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

Agreement with “Attention to Detail” for Special Events Coordinator Consultant Services

LIBRARY RESOLUTION NO. 2017–2 (C-2)

RESOLVED, That the Board of Library Commissioners award a contract to Attention to Detail as the Special Event Coordinator to provide professional and technical consulting services needed to coordinate large-scale special events at the Central Library and branch library facilities; and

FURTHER RESOLVED, That the Board of Library Commissioners determines, in accordance with Charter Section 1022, that it is more economical that these service be performed by an independent contractor than by city employees; and

FURTHER RESOLVED, That the City Librarian and the City Attorney are authorized to make technical changes as needed to the Agreement prior to execution; and

FURTHER RESOLVED, That the President of the Board of Library Commissioners is authorized to execute the contract.
Request for Qualifications (RFQ)
For Marketing Services

LIBRARY RESOLUTION NO. 2017-3 (C-3)

RESOLVED, That the Board of Library Commissioners authorize the City Librarian, or designee, to release the Request for Qualifications (RFQ) for Marketing and Public Relations Consultants and advertise the RFQ to potential proposers; and

FURTHER RESOLVED, To determine, in accordance with Charter Section 1022, that it is more economical that these services be performed by independent contractors than by City employees; and

FURTHER RESOLVED, To agree that proposals must be submitted no later than 1:00 PM on Thursday, March 30, 2017, to the office of the Board of Library Commissioners, 630 West Fifth Street, Los Angeles, CA 90071.

Agreement with Anaibiv, LLC to develop Space at the Little Tokyo Branch Library

City Librarian John F. Szabo stated that Anaibiv, LLC will do a capital investment to improve a currently unused portion on the property of the Little Tokyo Branch Library so that it can be used by both parties. The project does not require funds from the Library to develop it or to maintain it. He recommended approval of the proposed agreement because it will improve the space, add access to the Little Tokyo Branch, it will provide income to the Library from rental fees for the use of the space, the vegetable garden will be used for programs on sustainability and urban gardening.

Board Members had questions on the use and oversight of the space, and whether it will remain Library property. Mr. Szabo replied that currently the space is unused and not accessible. After the improvements, it will provide patrons with access to the library. In regard to special events by private parties, there will be fees and application requirements from the Library.

LIBRARY RESOLUTION NO. 2017-4 (C-4)

RESOLVED, That the Board of Library Commissioners authorize the City Librarian, or designee, to negotiate an Agreement with Anaibiv, LLC for the joint use of a portion of the Little Tokyo Branch Library property for Anaibiv, LLC to improve, use and maintain for an urban garden, Library program space, community space, educational space and for special events during the term of the Agreement; and
Library Resolution
No. 2017-4 (C-4) Cont.

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Librarian, or designee, to deposit funds received from rental of the joint use portion of the Little Tokyo Branch Library into Fund 831 Library Service Fund, Account Code 334 Little Tokyo Garden Rental; and

FURTHER RESOLVED, That the Board of Library Commissioners authorize the City Attorney and the City Librarian, or designee, to make technical changes to the Agreement.

VARIOUS COMMUNICATIONS: None.

COMMISSIONERS’ COMMENTS & REVIEW OF MATTERS PENDING:

Career Online High School

Commissioner Lassiter asked if the graduates from the Career Online High School were interviewed to get their success stories, or if they had follow up stories of where they are now, so that the Library can use those success stories to promote the program and highlight what the Library is doing. Mr. Szabo stated that personal stories were highlighted from the graduates at the last graduation and are used in promoting the program as graduates allows.

Adopt-A-Book Fundraising

Commissioner Salinas mentioned that the Smithsonian Museum has a fundraising program where you can adopt a book on someone’s name to save or create collections and the person receives a certificate with their name, letting them know that a donation was made on their behalf. She asked if the Library offers a similar fundraising program. Mr. Szabo replied that the Library Foundation of Los Angeles offers a similar fundraising program as well.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:30 a.m.

ATTEST:

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Bich Ngoc Cao                   Raquel M. Borden
President                       Board Executive Assistant

Approved: February 9, 2017