



ANTONIO R. VILLARAIGOSA
MAYOR

November 3, 2011

Mr. Eduardo Tinoco



Dear Mr. Tinoco:

I am pleased to inform you that I hereby appoint you to the Board of Library Commissioners for the term ending June 30, 2014. In order to complete the process as quickly as possible, there are several steps that must be taken, many of which require a trip downtown. If you require parking during these procedures, please call Cary Gross in my Office at (213) 978-0724 and she will arrange it for you.

To begin the appointment process, please review, sign and return the enclosed City Commissioner Ethics Pledge, Commission Remuneration Form, Undated Separation Form and Background Release **within one week** of receiving this letter. These documents are necessary to help us ensure the most efficient, open and accountable City government possible. Further, Mayor's Office policy requires you to be fingerprinted as part of the background check that is done on all potential Commissioners. To do so, please bring this letter to the Background Unit of Employment Services Division, Personnel Department Building, 700 East Temple Street, Room 235, Los Angeles, (213) 473-9343. Fingerprints must be taken **within three working days** from the **receipt** of this letter.

Under separate cover you will be receiving a packet from the City Ethics Commission containing information about the City's conflict of interest laws and a copy of the State Form 700/Statement of Economic Interests. City law requires that you complete and return this form **within 21 days** of your nomination to the City Ethics Commission, 200 North Spring Street, City Hall, 24th Floor, Los Angeles, California 90012. Any inquiries regarding this form should be directed to Shannon Prior at the Ethics Commission at (213) 978-1960.

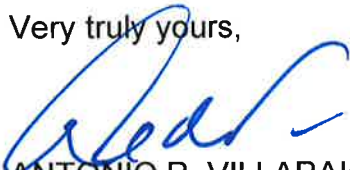
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Page 2

As part of City Council confirmation process, you will need to meet with Paul Krekorian, who is both your Councilmember and the Chair of the Arts, Parks and Neighborhoods Committee, to answer any questions he may have. You will be hearing from a City Council committee clerk who will let you know when your appointment will be considered by the Arts, Parks and Neighborhoods Committee. Some time thereafter, you will also be notified by the committee clerk when your appointment will be presented to the full City Council for confirmation. Once you are confirmed, you will be required to take the oath of office in the City Clerk's Office, Room 395, City Hall. Deputy Mayor Aileen Adams's staff will be responsible to assist you during the confirmation process if you have questions.

Commissioners must be residents of the City of Los Angeles. If you move at any point during your term, have any changes in your telephone numbers, or in the future plan to resign (resignation must be put in writing), please contact my office immediately.

Warmest congratulations and thank you for agreeing to continue helping in my efforts to serve the people of the City of Los Angeles.

Very truly yours,



ANTONIO R. VILLARAIGOSA
Mayor

ARV:cg

**LIBRARY COMMISSION
CITY OF LOS ANGELES**



**EDUARDO M. TINOCO
COMMISSIONER**

**BOARD OF LIBRARY
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**LOS ANGELES
PUBLIC LIBRARY**
ADMINISTRATIVE OFFICES

RICHARD J. RIORDAN
CENTRAL LIBRARY
630 WEST FIFTH STREET
LOS ANGELES, CA 90071

(213) 228-7515 Phone
(213) 228-7096 TDD
(877) 488-4327 TDD
(TOLL FREE NO.)

JOHN F. SZABO
CITY LIBRARIAN

**Board of Library Commissioners
2013**



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Paula Madison
Vice President



Adam Nathanson
Commissioner



Rita Walters
Commissioner



Eduardo Tinoco
Commissioner