

AGENDA

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, JANUARY 12, 2012

CENTRAL LIBRARY
BOARD ROOM, 4th FLOOR
630 W. 5TH STREET
LOS ANGELES, CA 90071

TIME: 11:00 A.M.

AGENDA: In compliance with Government Code Section 54957.5, you may view the agenda and all available documents related to the items at the Central Library's Information Desk or via the Internet at: http://www.lapl.org/about/blc_docs.html.

RULES OF DECORUM: Persons addressing the Commission shall not make impertinent, slanderous or profane remarks to the Commission, any member of the Commission, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person who has been ordered removed from a meeting may be charged with a violation of Penal Code Section 403, or other appropriate Penal Code or Los Angeles Municipal Code sections.

1. **ROLL CALL**
2. **MINUTES FOR APPROVAL: 12/08/11**
3. **PUBLIC COMMENTS ON MATTERS
WITHIN THE BOARD'S JURISDICTION**

(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting shall be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)

4. **CITY LIBRARIAN'S REPORTS**

CONSENT CALENDAR

(Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.)

- a. **RECOMMENDED ACCEPTANCE OF GIFTS** (EXHIBIT "A")

\$5,663.32	From the Pacific Palisades Library Association to the Palisades Branch Library (Value of gift)
\$3,000.00	From the Friends of the Atwater Village Branch Library
\$3,000.00	From the Friends of the Kaufman-Brentwood Branch Library
\$3,000.00	From the Friends of the Studio City Branch Library for the "Hot Off The Press" Program at the Studio City Branch Library

- \$2,000.00 Mini-Grant from Target Corporation for the creation of an Early Learning Area at the Lakeview Terrace Branch Library
- \$2,000.00 Mini-Grant from Target Corporation for the creation of an Early Learning Area at the Pacoima Branch Library

- b. RECOMMENDED APPOINTMENT OF AN ACTING BOARD SECRETARY FOR THE PERIOD OF JANUARY 30 THROUGH JUNE 30, 2012. (EXHIBIT "B")
- c. RECOMMENDED RECEIVE AND FILE THE LOS ANGELES PUBLIC LIBRARY'S ORGANIZATION CHART FOR FISCAL YEAR 2011/12 (EXHIBIT "C")

BOARD DISCUSSION

- d. RECOMMENDED RECEIVE AND FILE THE MID-YEAR STATUS REPORT ON LIBRARY DEPARTMENT GOALS FOR FISCAL YEAR 2010-11 AND 2011-12 (EXHIBIT "D")
- e. RECOMMENDED BOARD ADOPTION OF LOCAL PREFERENCE ORDINANCE (EXHIBIT "E")

5. **VARIOUS COMMUNICATIONS FOR APPROVAL**
6. **COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING**
7. **ADJOURNMENT**

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **JANUARY 26, 2012**, AT THE CENTRAL LIBRARY, 630 WEST FIFTH STREET, LOS ANGELES, CA 90071, CONVENING AT **11:00 A.M.**

FINALIZATION OF BOARD ACTIONS - CHARTER SECTION 245: In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

PARKING: Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at www.lapl.org.


Title II of the American with Disabilities Act: the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities.

POSTED – 1/9/2011

FOR INFORMATION CONTACT: LIBRARY COMMISSION OFFICE (213) 228-7530

January 12, 2012

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín Gómez, City Librarian 
Subject: **ACCEPTANCE OF GIFT FROM THE PACIFIC PALISADES LIBRARY ASSOCIATION**

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of 4 patio tables, 14 patio chairs and cushions valued at \$5,663.32 received from Pacific Palisades Library Association for donation to the Palisades Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Pacific Palisades Library Association, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS

1. Gift of 4 patio tables, 14 patio chairs and cushions valued at \$5,663.32 for the Palisades Branch Library.
2. A letter of thanks should be sent to:


Alice Inglis, President
Pacific Palisades Library Association
861 Alma Real Drive
Pacific Palisades, CA 90272

Prepared by:
Jené Brown, Western Area Manager

Reviewed by:
Cheryl Collins, Interim Director of Branches 

January 12, 2012

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín Gómez, City Librarian 
Subject: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE
ATWATER VILLAGE BRANCH LIBRARY**

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from The Friends of the Atwater Village Branch Library, for donation to the Atwater Village Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of the Atwater Village Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS

1. \$3,000.00 for Adult recorded books, popular fiction, and mysteries.
2. A letter of thanks should be sent to:


Patricia L. Desmarais, President
Friends of the Atwater Village Branch Library
3379 Glendale Blvd.
Los Angeles, CA 90039

Prepared by:
Ruth E. Seid, Hollywood Area Manager

Reviewed by:
Cheryl Collins, Interim Director of Branches 

January 12, 2011

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín Gómez, City Librarian 
Subject: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE
KAUFMAN-BRENTWOOD BRANCH LIBRARY**

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000, received from The Friends of the Kaufman-Brentwood Branch Library, for donation to the Donald Bruce Kaufman Brentwood Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of the Kaufman-Brentwood Branch Library expressing the grateful appreciation of the Board and the staff for the generous gift.

FINDINGS

1. Gift of \$3,000 to be used for the adult library materials fund for the Donald Bruce Kaufman Brentwood Branch Library.
2. Letter of appreciation should be sent to


Dick Thompson - President
The Friends of the Kaufman-Brentwood Branch Library
11820 San Vicente Blvd.
Los Angeles, CA 90049

Prepared by:
Jené Brown, Interim Western Area Manager

Reviewed by:
Cheryl Collins, Interim Director of Branches 

January 12, 2012

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín Gómez, City Librarian 
Subject: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF STUDIO CITY
BRANCH LIBRARY**

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$3,000 received from The Friends of Studio City Branch Library, for donation to the Studio City Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of Studio City Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS

1. \$3,000.00 for the "Hot Off The Press" Program
2. A letter of thanks should be sent to:

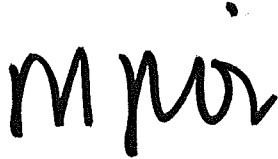
Ms. April Howard, President
Friends of Studio City Branch Library
4115 Goodland Avenue
Studio City, California 91604

Prepared by:
Paul Montgomerie, Interim East Valley Area Manager

Reviewed by:
Cheryl Collins, Interim Director of Branches 

January 12, 2012

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín Gómez, City Librarian 
Subject: **ACCEPTANCE OF TARGET CORPORATION GRANT FOR LAKE VIEW TERRACE BRANCH LIBRARY EARLY LEARNING AREA**

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolutions:


RESOLVED, That the Board of Library Commissioners approve acceptance of a mini-grant in the amount of \$2,000 received from the Target Corporation for the creation of an Early Learning Area at the Lake View Terrace Branch Library; and

FURTHER RESOLVED, That the funds be deposited to Fund 831, Account Code 281

FINDINGS


1. The Library Foundation of Los Angeles applied for this mini-grant from the Target Corporation for Youth Services to create an Early Learning Area in the children's area of the Lake View Terrace Branch Library. This may include an area rug, seating, a cart, storytime equipment, wall hangings, literature holders for parent information, and educational toys and books.
2. The Lake View Terrace Branch Library Early Learning Area will foster early literacy by providing a comfortable environment, books, toys, information on parenting and community organizations, and encouragement for families with young children. As of November 30, 38 branches have received Early Learning Areas as part of the strategy to Invest in New Readers; more branches will be outfitted with these Areas as funding becomes available.
3. The Library Foundation is responsible for thanking and reporting to Target Corporation.

Prepared by: Paul Montgomerie, Interim East Valley Area Manager

Reviewed by: Cheryl Collins, Interim Director of Branches 

January 12, 2012

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín Gómez, City Librarian 
Subject: **ACCEPTANCE OF TARGET CORPORATION GRANT FOR
PACOIMA BRANCH LIBRARY EARLY LEARNING AREA**

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolutions:


RESOLVED, That the Board of Library Commissioners approve acceptance of a mini-grant in the amount of \$2,000 received from the Target Corporation for the creation of an Early Learning Area at the Pacoima Branch Library; and

FURTHER RESOLVED, That the funds be deposited to Fund 831, Account Code 282

FINDINGS

1. The Library Foundation of Los Angeles applied for this mini-grant from the Target Corporation for Youth Services to create an Early Learning Area in the children's area of the Pacoima Branch Library. This may include an area rug, seating, a cart, storytime equipment, wall hangings, literature holders for parent information, and educational toys and books.
2. The Pacoima Branch Library Early Learning Area will foster early literacy by providing a comfortable environment, books, toys, information on parenting and community organizations, and encouragement for families with young children. As of November 30, 38 branches have received Early Learning Areas as part of the strategy to Invest in New Readers; more branches will be outfitted with these Areas as funding becomes available.
3. The Library Foundation is responsible for thanking and reporting to Target Corporation.

Prepared by: Paul Montgomerie, Interim East Valley Area Manager

Reviewed by: Cheryl Collins, Interim Director of Branches 

LIBRARY DEPARTMENT

BOARD REPORT

January 12, 2012

TO: Board of Library Commissioners

FROM: Martín J. Gómez, General Manager & City Librarian



SUBJECT: **TEMPORARY APPOINTMENT – ACTING BOARD SECRETARY**

RECOMMENDATION:


THAT The Board of Library Commissioners adopt the following resolution:

RESOLVED, That GLADYS SENAC, retired Commission Executive Assistant II, be appointed to serve as ACTING SECRETARY for the period of January 30 through June 30, 2012, during the absence of the Board Secretary, Raquel M. Borden, who will be on family leave.

Prepared by: Kris Morita
Assistant General Manager

January 12, 2012

LIBRARY DEPARTMENT
BOARD REPORT

To: Board of Library Commissioners
From: Martín J. Gómez, City Librarian 
Subject: ORGANIZATION CHART FOR FISCAL YEAR 2011/2012

RECOMMENDATION

That the Board of Library Commissioners receive and file the Los Angeles Public Library's Organizational Chart for Fiscal Year 2011/2012.

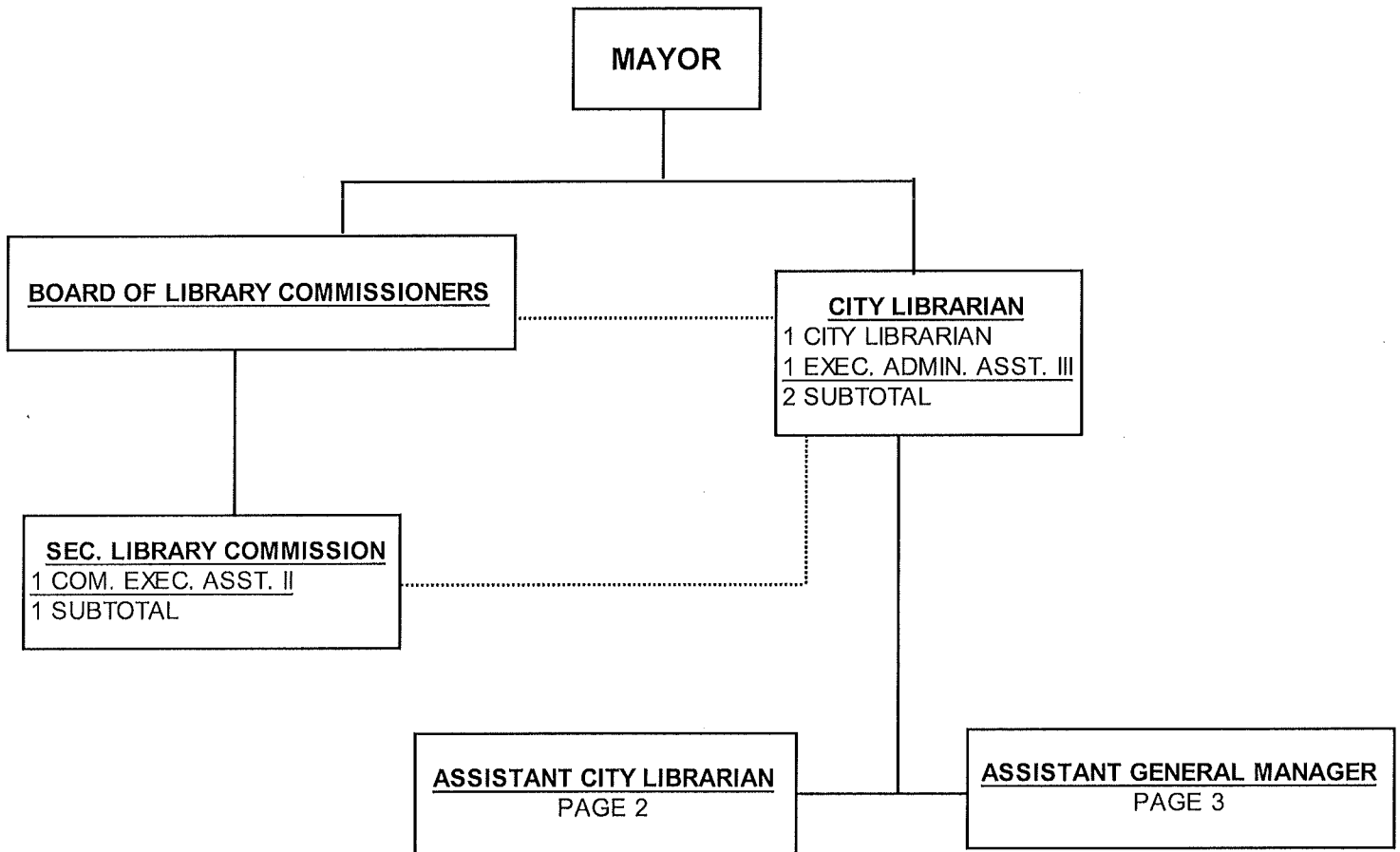
FINDINGS

1. Pursuant to Los Angeles City Charter Section 511, the Board of Library Commissioners authorizes the necessary positions for the Department.
2. The FY 2011/2012 Organization Chart correlates with the positions listed in the FY 2011/2012 Personnel Resolution.
3. The FY 2011/12 Organization Chart reflects the 888 positions authorized in the FY 2011/12 Personnel Resolution and aligns these positions with the Department's goals.

Prepared by:
Michael Bolokowicz, Personnel Director II

Reviewed by:
Kris Morita, Assistant General Manager

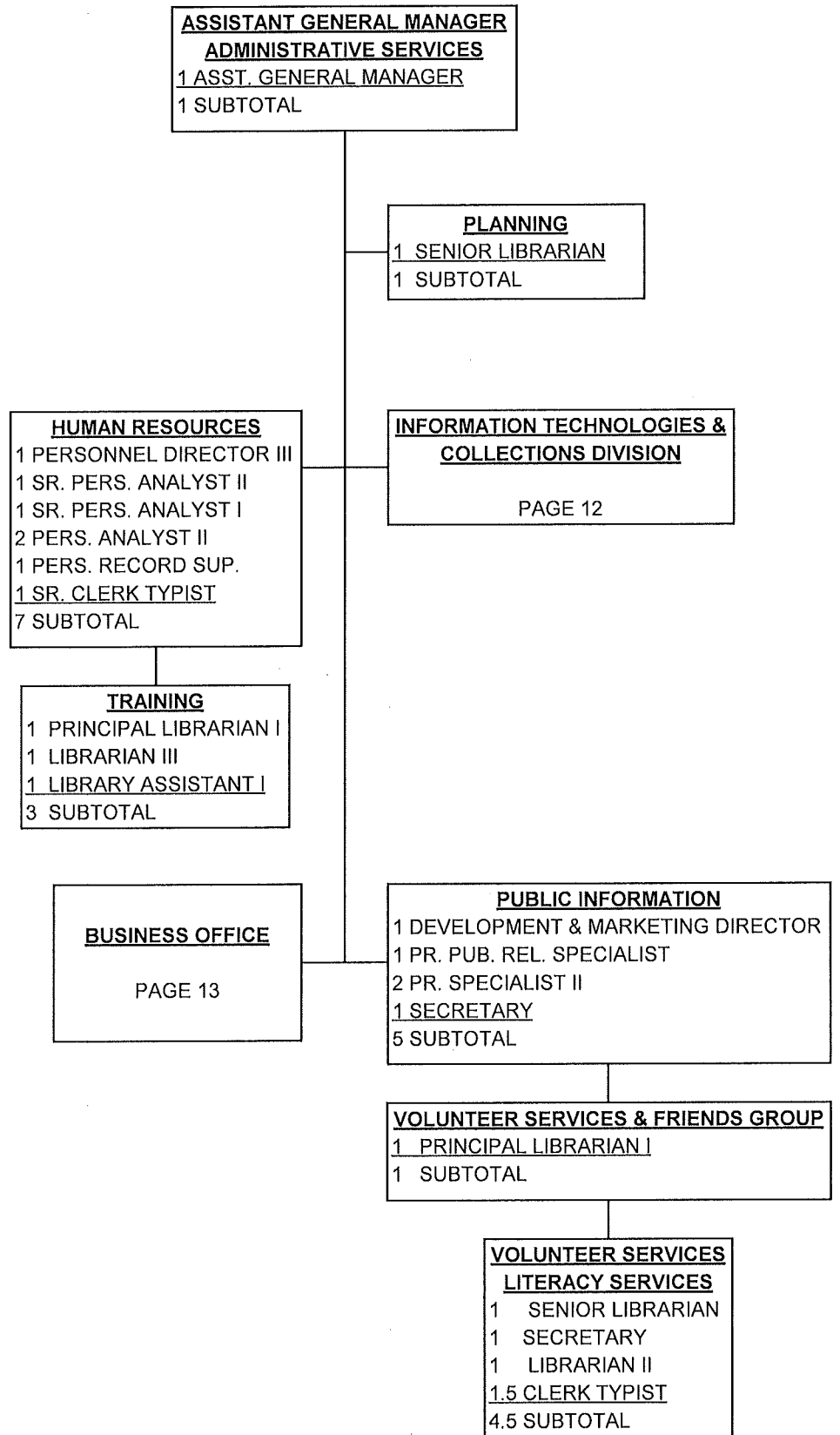
LOS ANGELES PUBLIC LIBRARY
 ORGANIZATION CHART
 2011/2012



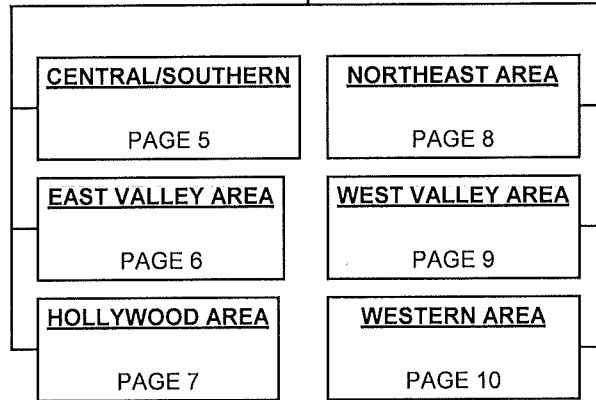
ASSISTANT CITY LIBRARIAN
PUBLIC SERVICES
1 ASST. CITY LIBRARIAN
1 SUBTOTAL

BRANCH LIBRARY SERVICES
PAGE 4

CENTRAL LIBRARY SERVICES
PAGE 11

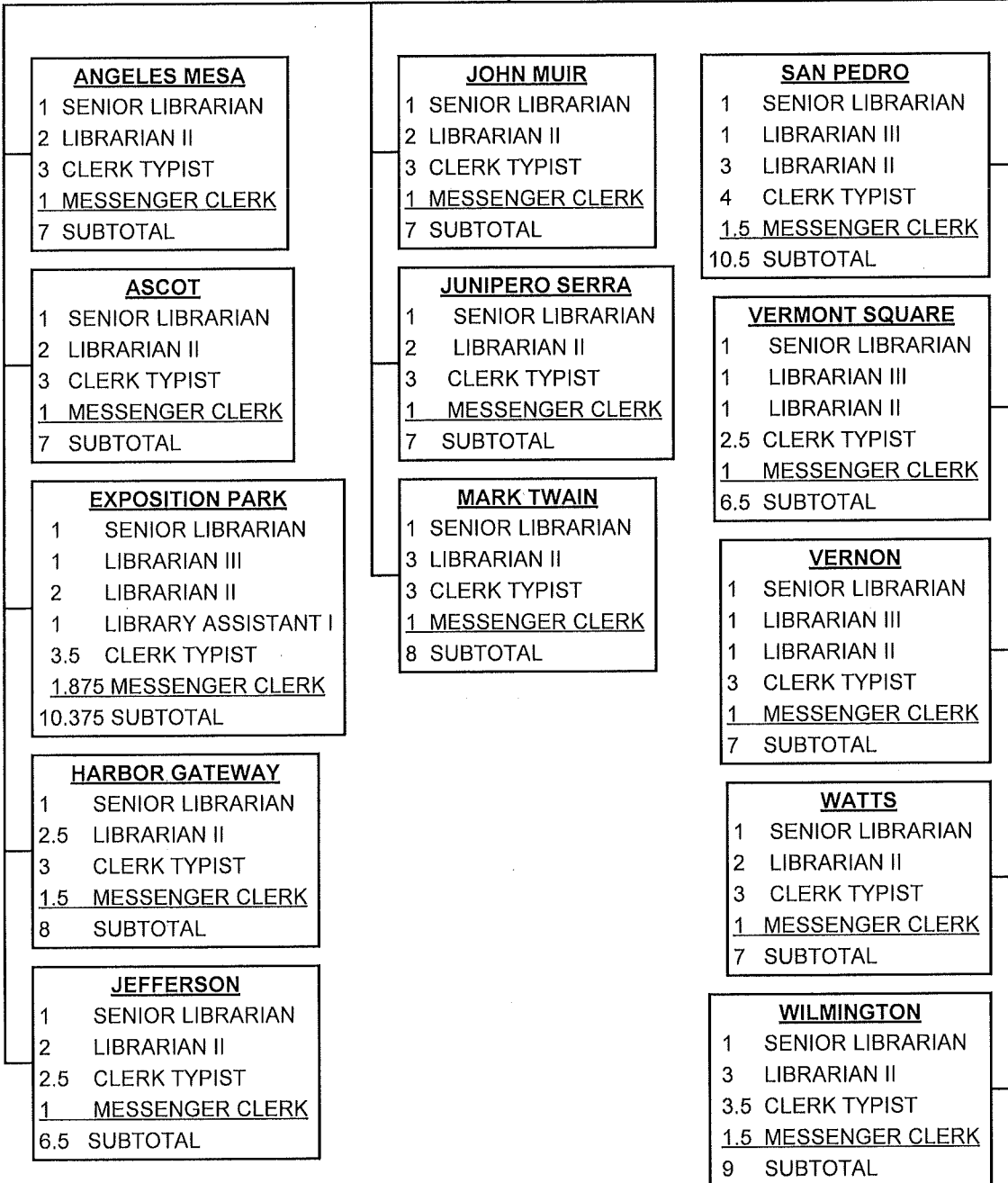


BRANCH LIBRARY SERVICES
1 DIVISION LIBRARIAN
1 PRINCIPAL LIBRARIAN II
1 SECRETARY
2 CLERK TYPIST
5 SUBTOTAL

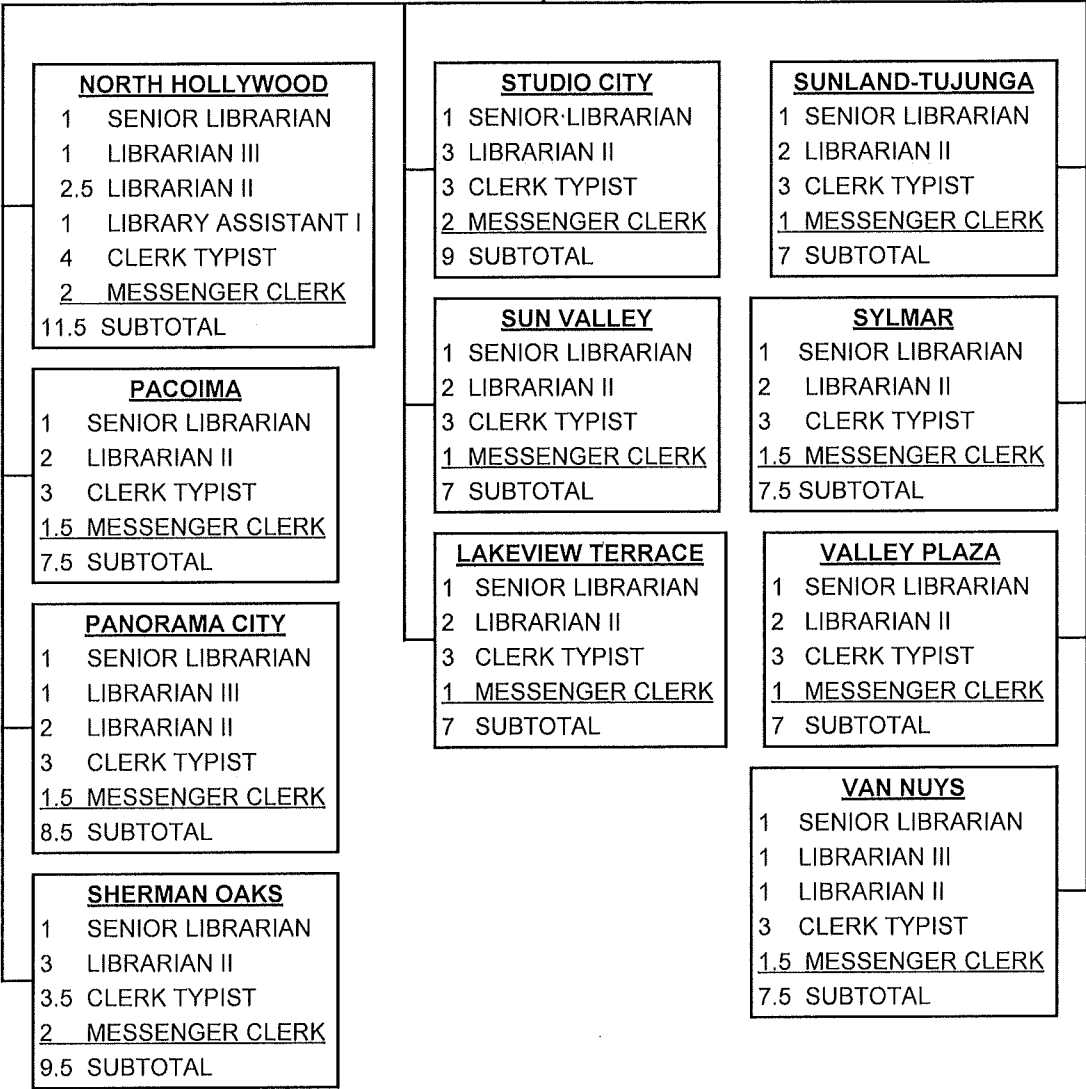


CENTRAL/SOUTHERN AREA

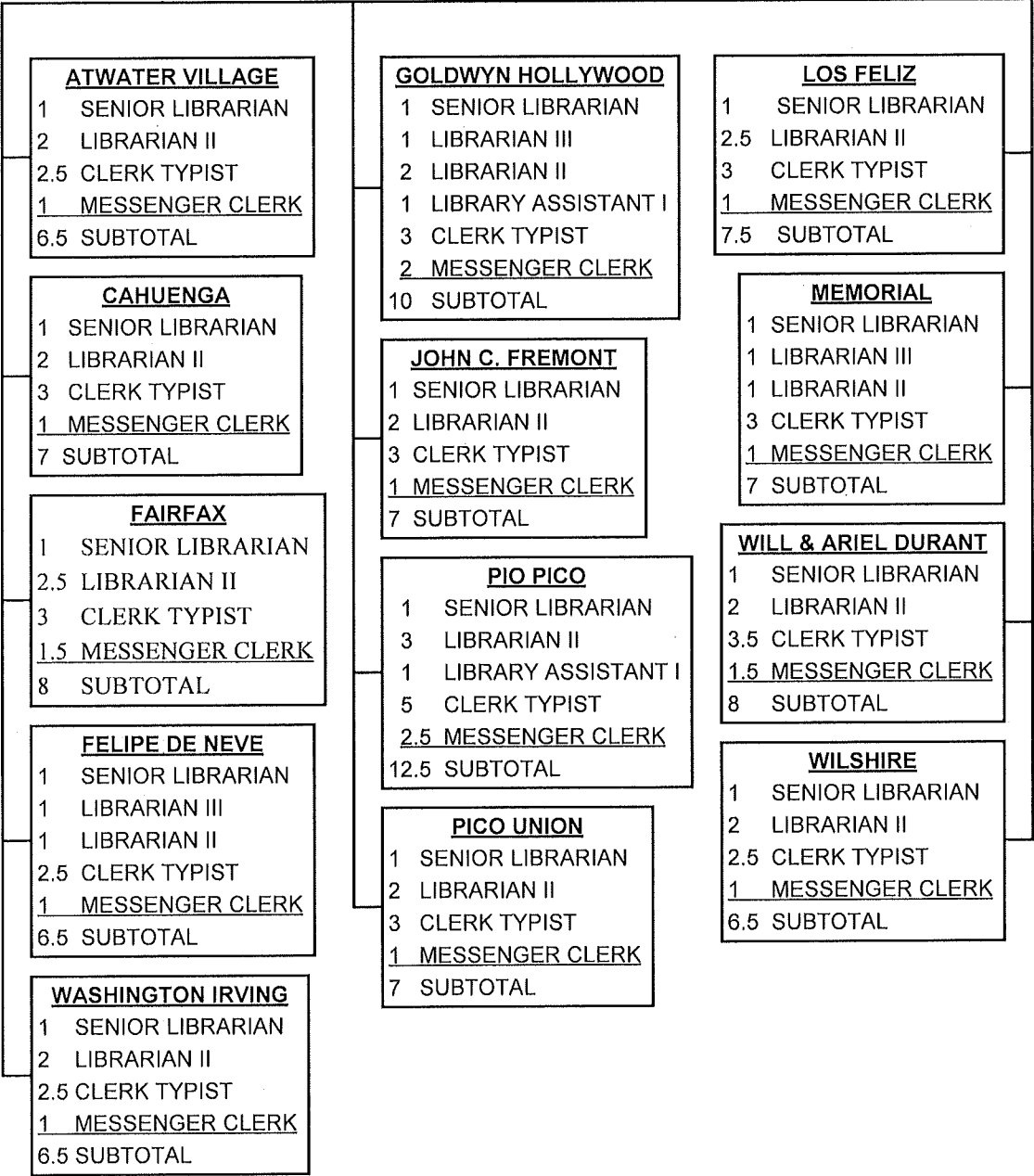
1 PRINCIPAL LIBRARIAN
1 LIBRARY ASSISTANT I
2 SUBTOTAL



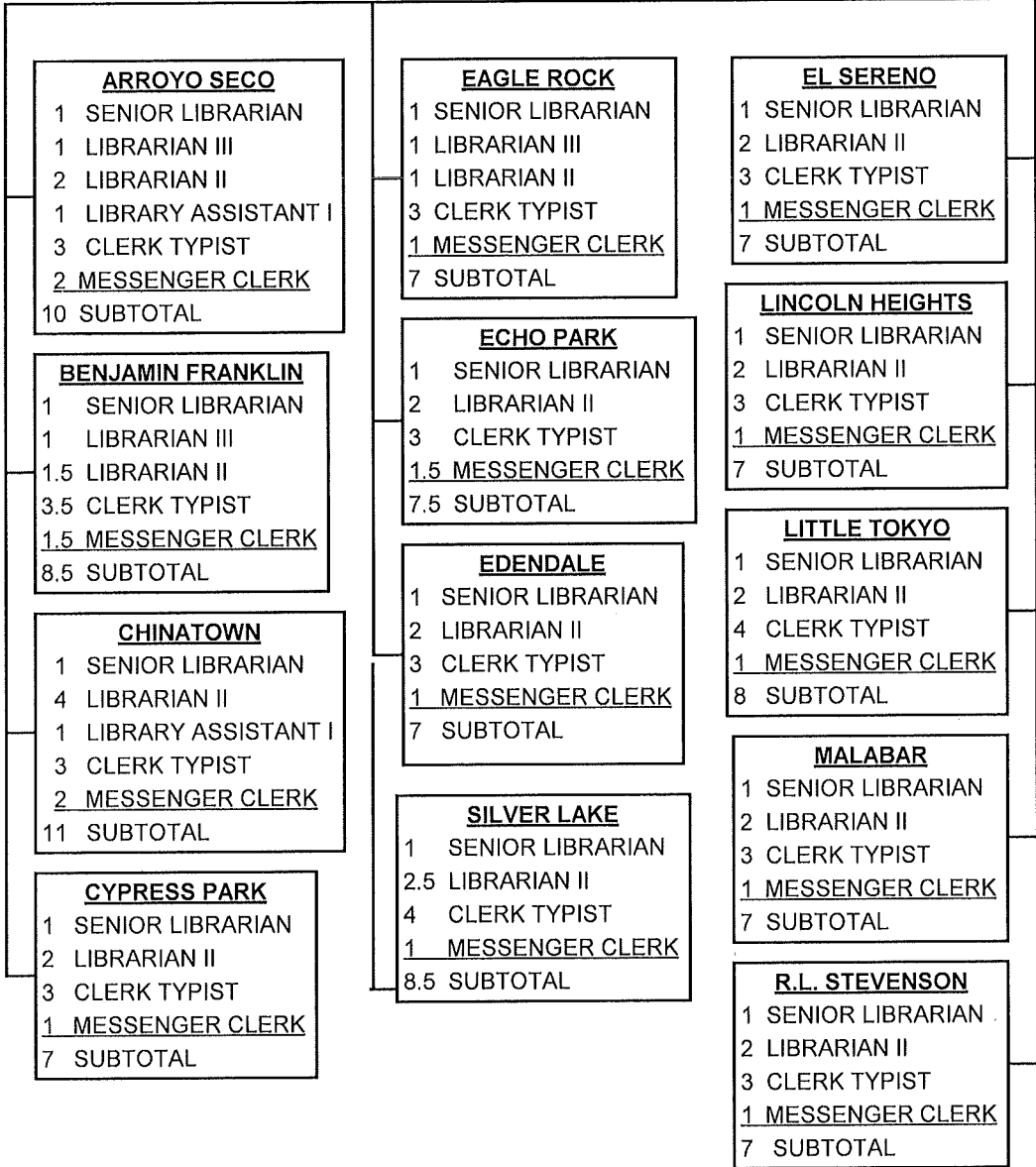
EAST VALLEY AREA
 1 PRINCIPAL LIBRARIAN
 1 LIBRARY ASSISTANT I
 2 SUBTOTAL



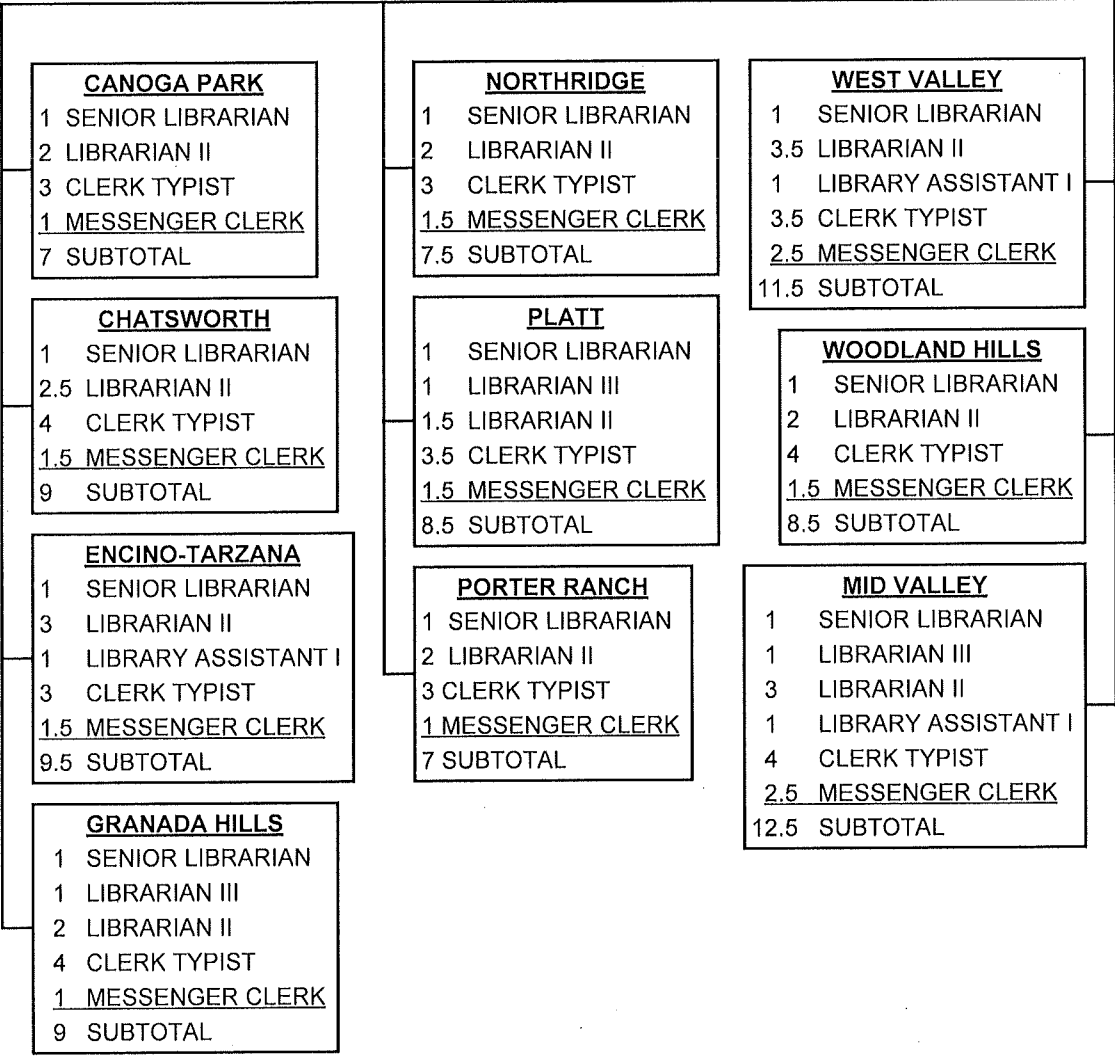
HOLLYWOOD AREA
1 PRINCIPAL LIBRARIAN
1 LIBRARY ASSISTANT I
2 SUBTOTAL



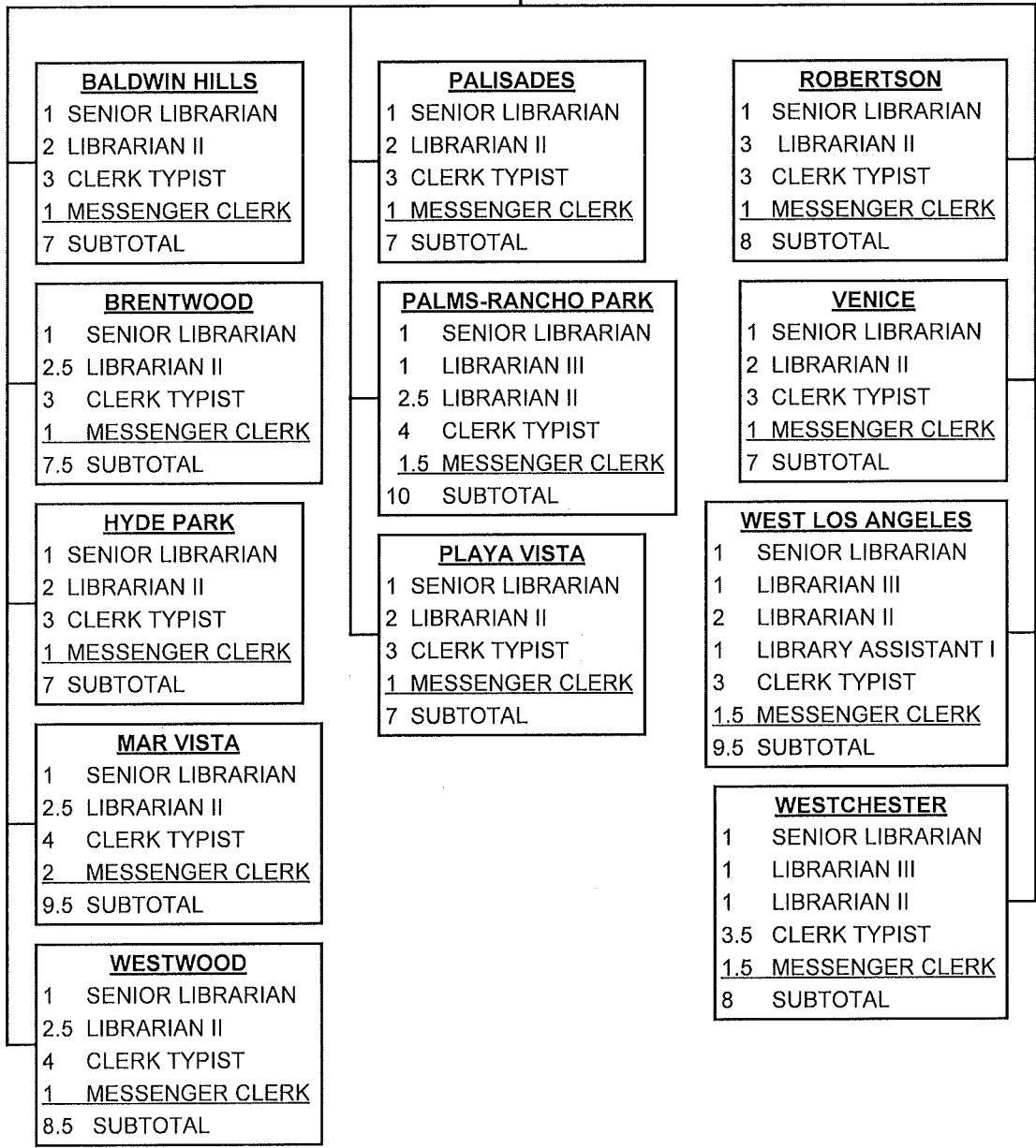
NORTHEAST AREA
 1 PRINCIPAL LIBRARIAN
 1 LIBRARY ASSISTANT I
 2 SUBTOTAL



WEST VALLEY AREA
1 PRINCIPAL LIBRARIAN
1 LIBRARY ASSISTANT I
2 SUBTOTAL



WESTERN AREA
 1 PRINCIPAL LIBRARIAN
 1 LIBRARY ASSISTANT I
 2 SUBTOTAL



CENTRAL LIBRARY SERVICES
 1 DIVISION LIBRARIAN
 1 PRINCIPAL LIBRARIAN II
 1 SECRETARY
 1 LIBRARY ASST. I
 4 SUBTOTAL

MANAGER OF YOUTH SERVICES
 1 PRINCIPAL LIBRARIAN
 1 SUBTOTAL

MANAGER OF CLIENT SERVICES
 1 PRINCIPAL LIBRARIAN
 1 SUBTOTAL

MANAGER OF TRAINING AND REFERENCE
 1 PRINCIPAL LIBRARIAN
 1 SUBTOTAL

MANAGER OF PROGRAMMING AND OUTREACH
 1 PRINCIPAL LIBRARIAN
 1 SUBTOTAL

YOUTH SERVICES
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 1 LIBRARY ASST. I
 1 CLERK TYPIST
 4 SUBTOTAL

ACCESS SERVICES
 1 SENIOR LIBRARIAN
 6 LIBRARY ASST. I
 13.5 CLERK TYPIST
 12 MESSENGER CLERK
 32.5 SUBTOTAL

ART/MUSIC/RECREATION RARE BOOKS
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 3 LIBRARIAN II
 2.5 CLERK TYPIST
 3 MESSENGER CLERK
 10.5 SUBTOTAL

SCIENCE/TECHNOLOGY
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 3 LIBRARIAN II
 1 LIBRARY ASST. II
 3 CLERK TYPIST
 3 MESSENGER CLERK
 12 SUBTOTAL

CHILDREN'S LITERATURE
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 3 LIBRARIAN II
 1 LIBRARY ASST. I
 2 CLERK TYPIST
 2.5 MESSENGER CLERK
 10.5 SUBTOTAL

INTERNATIONAL LANGUAGES
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 1.5 LIBRARIAN II
 2 CLERK TYPIST
 2 MESSENGER CLERK
 7.5 SUBTOTAL

LITERATURE/FICTION
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 2.5 LIBRARIAN II
 3 CLERK TYPIST
 4 MESSENGER CLERK
 11.5 SUBTOTAL

SOCIAL SCIENCE/ PHIL. & RELIGION
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 3 LIBRARIAN II
 1 LIBRARY ASST. I
 3 CLERK TYPIST
 3 MESSENGER CLERK
 12 SUBTOTAL

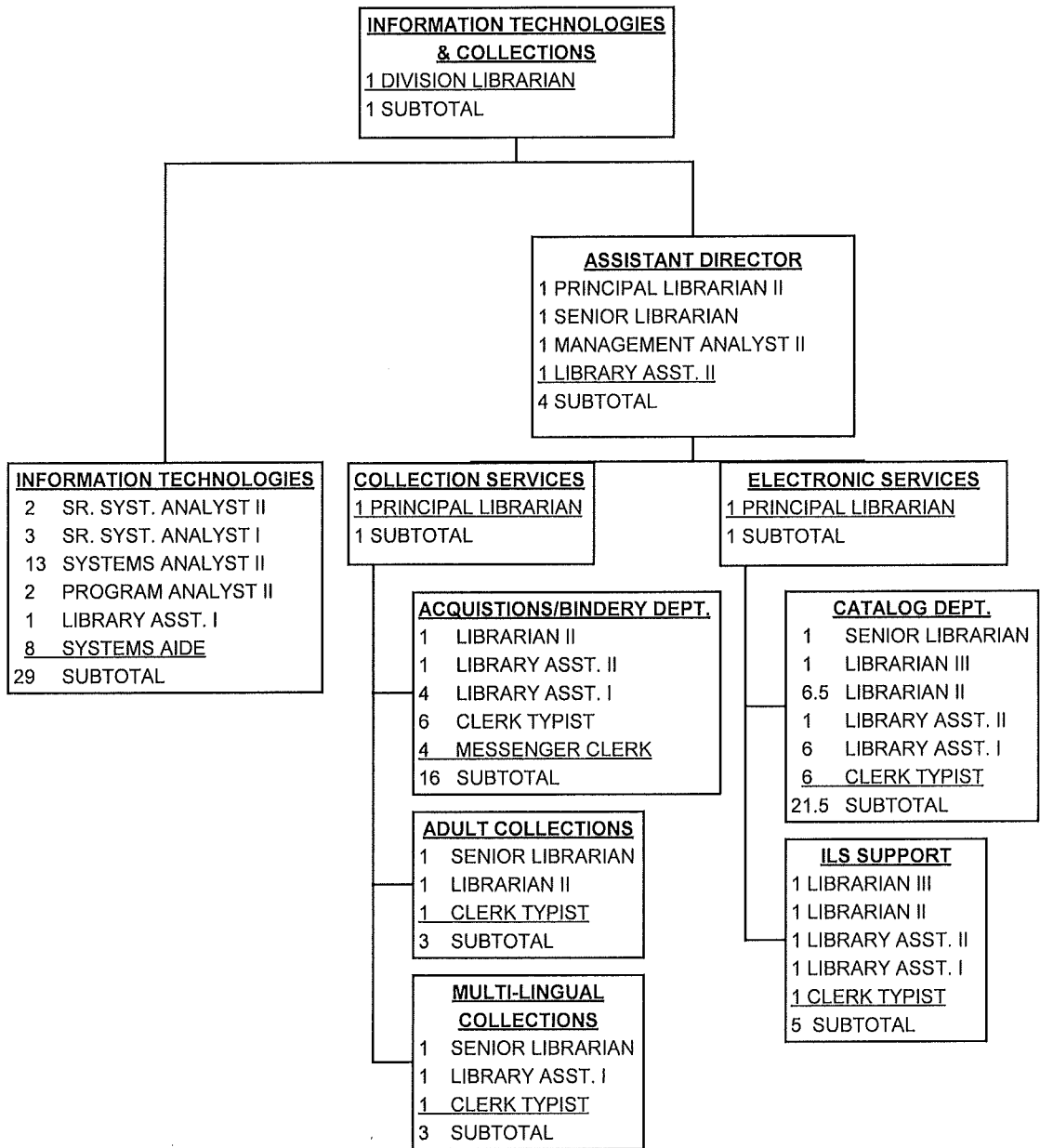
TEEN'SCAPE
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 2 LIBRARIAN II
 1 LIBRARY ASST. I
 1 CLERK TYPIST
 1 MESSENGER CLERK
 7 SUBTOTAL

INFONOW REFERENCE
 1 SENIOR LIBRARIAN
 5 LIBRARIAN II
 6 SUBTOTAL

BUSINESS & ECONOMICS
 1 SENIOR LIBRARIAN
 1 LIBRARIAN III
 3 LIBRARIAN II
 1 LIBRARY ASST. I
 2 CLERK TYPIST
 1.5 MESSENGER CLERK
 9.5 SUBTOTAL

HISTORY/GENEALOGY
 1 SENIOR LIBRARIAN
 2 LIBRARIAN III
 2 LIBRARIAN II
 1 LIBRARY ASST. I
 3.5 CLERK TYPIST
 2.5 MESSENGER CLERK
 12 SUBTOTAL

PHOTO
 1 SENIOR LIBRARIAN
 1 LIBRARY ASST. I
 .75 MESSENGER CLERK
 2.75 SUBTOTAL



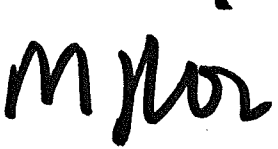
BUSINESS MANAGEMENT
1 CHIEF MGMT. ANALYST
1 SR. MGMT. ANALYST II
1 SR. MGMT. ANALYST I
2 MANAGMENT ANALYST II
1 SECRETARY
.5 CLERK TYPIST
6.5 SUBTOTAL

ACCOUNTING
1 PRINCIPAL ACCT. II
1 SR. ACCT. II
2 ACCOUNTANT II
3 ACCT. CLERK II
.5 CLERK TYPIST
1 PAYROLL SUPERVISOR
8.5 SUBTOTAL

SHIPPING/RECEIVING
1 SR. STOREKEEPER II
1 STOREKEEPER II
1 WAREHOUSE WKRS I
1 DELIVERY DRIVER III
9 DELIVERY DRIVER II
7 MESSENGER CLERK
1 SR. EVENT ATTENDANT
21 SUBTOTAL

LIBRARY DEPARTMENT
BOARD REPORT

January 12, 2012

TO: Board of Library Commissioners
FROM: Martín J. Gómez, City Librarian 
SUBJECT: **MID-YEAR STATUS REPORT ON LIBRARY DEPARTMENT GOALS**

RECOMMENDATION:

THAT The Board of Library Commissioners receive and file this status report on the progress of achieving Library Department Goals.

FINDINGS:

1. On November 18, 2010, the Library Commission adopted the two-year goals for the Library (FY 2010-11 and FY 2011-12). The attached report is a mid-year status report on the progress of achievement of the goals and initiatives during the second year.

Attachment

Prepared by: Kris Morita
Assistant General Manager

Library Department Goals Status Report for FY 2010-2011

I. INVEST IN NEW READERS

Initiatives	Description	Status	Scheduled Completion Time
<p>A. Consolidate the best practices from various early pre-school library programs to create a new campaign: "We Read Together."</p>	<p>LAPL has adopted the newest version of the national early literacy model Every Child Ready to Read, which has been researched, evaluated and proven to be an effective tool in educating parents on how to get their children ready to start school. The "We Read Together" campaign incorporates storytime, parent workshops, volunteer readers, early learning areas, materials and programs. Every children's librarian was trained on this method in July and August 2011.</p>	<p>Consideration of best practices completed</p>	<p>August 2011.</p>
<p>B. Develop an early literacy component in children's summer reading programs.</p>	<p>A Reading Club game board for ages 0 to 4 and their families was created as an early literacy component. When families complete 15 early literacy activities together (read, go to storytime, sing, tell nursery rhymes, etc.), they receive a free book as part of the program.</p>	<p>Early literacy component has been developed and completed</p>	<p>May 2011.</p>
<p>C. Create new collateral materials for early literacy.</p>	<p>A "We Read Together" promotional bookmark, booklist and a parent brochure were completed by August 2011. All materials are available in English and Spanish.</p>	<p>Collateral materials have been produced.</p>	<p>August 2011.</p>
<p>D. Establish new early learning spaces at 14 branch libraries.</p>	<p>Early learning spaces (ELS) have comfortable and colorful children's furniture, educational toys and new books for parents and children to read. By end of 2010, early learning spaces were established in 24 branches: Arroyo Seco, Ascot, Benjamin Franklin, Chatsworth, Cypress Park, Durant, Echo Park, Edendale, Exposition Park, Junipero Serra, Mar Vista, Palms Rancho, Panorama City, Pico Union, Pico Pico/Koreatown, Platt, Playa Vista, Robertson, Van Nuys, Venice, Vernon, Watts, Westchester and Wilmington.</p> <p>An additional 14 ELSs were installed between January to August 2011: Angeles Mesa, Jefferson, Mark Twain, Vermont Square, Atwater, Felipe de Neve, Baldwin Hills, Hyde Park, Lakeview Terrace, Little Tokyo, Malabar, Northridge, Sun Valley and Sylmar.</p> <p>There are 7 more in progress: Cahuenga, Canoga Park, Harbor Gateway, Lincoln Heights, Pacoima, R.L. Stevenson and West L.A. This will bring a total of 45 early learning spaces completed by Spring 2012.</p>	<p>The 2011 goal of installing 14 ELSs was accomplished by August 2011.</p>	<p>An additional 7 early learning spaces will be installed by Spring 2012.</p>

Library Department Goals Status Report for FY 2010-2011

I. INVEST IN NEW READERS

Initiatives	Description	Status	Scheduled Completion Time
<p>E. Increase the number of families enrolled in the Families for Literacy (FFL) of the Adult Literacy Program from 150 to 170 (15% increase).</p>	<p>The FFL program is open to any learner in the Adult Literacy or Limited English Proficiency Program who is a parent or caregiver of a child under age 6. An adult student learns to read a child's book in an engaging way and then receives a copy of the book. Literacy Coordinators are working closely with children's librarians to increase the number of participants as well as doing outreach to parent groups at Head Starts and preschools in neighborhoods.</p>	<p>Increasing number of families enrolled in program has been achieved.</p>	<p>Number of families participating in FFL is 202.</p>
<p>F. Improve training for Families for Literacy students to reflect current early literacy theories and practices by the winter of 2012.</p>	<p>Youth Services and Literacy staffs are developing a longer training program to include early literacy principles and practices and LAPL resources for young children. Theories have been evaluated and will be incorporated into the program.</p>	<p>Ongoing</p>	<p>Training to begin January 2012.</p>
<p>G. Increase number of adult tutors 10% by the winter of 2012 (1,000 to 1,100).</p>	<p>A plan is being developed to increase volunteer recruitment and retention. Volunteer staff infrastructure was expanded in Fall 2011 to begin plan implementation.</p>	<p>Ongoing.</p>	<p>Number of tutors to be increased by April 2012.</p>
<p>H. Explore possible partnership with First Five for sponsorship of pre-school literacy activities.</p>	<p>Over the years, LAPL has worked with First 5 LA. First 5 LA shipped copies of their bimonthly Parent Guide to the libraries. We are working together on our early literacy programs. They promoted LAPLs parent workshops on their website and in the Parent Guide. They invite LAPL Youth Services staff to speak at events. They provide LAPL free programs.</p>	<p>Ongoing.</p>	<p>Ongoing.</p>
<p>I. By spring 2011, conduct a comprehensive evaluation of the adult literacy program regarding recruitment of new adult students and tutors.</p>	<p>A preliminary evaluation of the adult literacy program was completed. Strengths of the program included the dedication of the volunteer coordinators and their skill in matching tutors with students. Improvement is needed in recruiting and retaining volunteer tutors. A full-time Volunteer Services coordinator was hired in September 2011 to help recruit more tutors.</p>	<p>Ongoing.</p>	<p>Evaluation completed March 2011.</p>

Library Department Goals Status Report for FY 2010-2011

II. HELP STUDENTS SUCCEED

Initiatives	Description	Status	Scheduled Completion Time
<p>A. By Spring 2012, LAPL will develop an information literacy curriculum for students and training instruction module for staff.</p>	<p>A curriculum is being developed to teach students how to search the catalog, how to choose the pertinent databases for their homework assignments and how to use Live Homework Help.</p>	<p>In process. Several scripts and Power Point presentations are being evaluated.</p>	<p>Curriculum to be completed by Spring 2012.</p>
<p>B. Establish 66 after school homework centers by spring 2012.</p>	<p>This original goal is being scaled back. For Phase I, LAPL established homework centers in 19 branches near low performing schools and/or in at-risk neighborhoods. Every afternoon, Monday through Thursday, each center has at least two dedicated computers, reference resources, a table and homework supplies. These homework centers are located in the following branches: Angeles Mesa, Ascot, Durant, Eagle Rock, Echo Park, Exposition Park, Hyde Park, Lake View Terrace, Mark Twain, Memorial, Northridge, Pacoima, Pico Union, Sylmar, Valley Plaza, Venice, Vernon, Watts and Wilmington. Volunteer homework tutors will also be recruited. These are in addition to two existing homework centers at Playa Vista and Durant.</p> <p>Phase II branches (12) include: Arroyo Seco, Benjamin Franklin, El Sereno, Jefferson, John Muir, Junipero Serra, Mar Vista, North Hollywood, Panorama City, R.L. Stevenson, Vermont Square and Washington Irving. The goal is to establish 33 homework centers by Spring 2012.</p>	<p>Phase I completed.</p>	<p>Phase I completed in Fall 2011. Phase II (12 branches) scheduled for Spring 2012.</p>
<p>C. In fall 2011, all libraries will host a "Back to School" open house to educate parents and students about the multitude of LAPL resources available.</p>	<p>A week-long Back to School Open house was held at every library. Teachers and parents were invited to stop by after school to learn about LAPL's free resources, meet the staff, and receive packets of materials. All "open house" activities were conducted in October 2011.</p>	<p>Completed.</p>	<p>October 2011.</p>

Library Department Goals Status Report for FY 2010-2011

II. HELP STUDENTS SUCCEED

Initiatives	Description	Status	Scheduled Completion Time
<p>D. Teen councils will be established in the 43 libraries that currently do not have them by spring 2012.</p>	<p>A teen council is an advisory group of at least 5 teens who meet regularly with the Young Adult librarian to provide advice on collection development (which books, movies and music to buy), programming, displays, etc.</p> <p>Teen council members help with library programs, and also do volunteer work in the library. They also serve as liaisons between the library and the school and other community organizations. The existence of teen councils varies branches fluctuates depending on graduation, changing interests, etc. In November 2011, there were teen councils in 63 libraries: Angeles Mesa, Arroyo Seco, Ascot, Atwater, Baldwin Hills, Benjamin Franklin, Cahuenga, Canoga Park, Chatsworth, Chinatown, Cypress Park, Durant, Eagle Rock, Echo Park, Edendale, El Sereno, Encino-Tarzana, Exposition Park, Fairfax, Goldwyn Hollywood, Harbor Gateway, Jefferson, John C. Fremont, John Muir, Junipero Serra, Lake View Terrace, Lincoln Heights, Little Tokyo, Los Feliz, Mar Vista, Mark Twain, Memorial, Mid Valley, North Hollywood, Northridge, Palisades, Palms Rancho Park, Panorama City, Platt, Playa Vista, Porter Ranch, R.L. Stevenson, Robertson, San Pedro, Sherman Oaks, Studio City, Sun Valley, Sunland Tujunga, Sylmar, Valley Plaza, Van Nuys, Venice, Vernon, Vermont Square, Watts, West L.A., West Valley, Westchester, Westwood, Wilmington, Wilshire, Woodland Hills & Teen'Scape.</p> <p>Efforts are being made to start teen councils in the remaining ten libraries. Teen Councils will be established in all 73 libraries by Summer 2012.</p>	<p>In process.</p>	<p>Summer 2012.</p>
<p>E. Create an interactive web site for teachers to learn about LAPL resources and facilitate the exchange of information between library staff and educators by fall 2012.</p>	<p>The LAPL interactive website will enable teachers to obtain special booklists, send requests for librarian visits, etc. and learn about the LAPL collection and resources for students and teachers.</p>	<p>In process.</p>	<p>November 2012.</p>

Library Department Goals Status Report for FY 2010-2011

III. BUILD THE VIRTUAL LIBRARY

Initiatives	Description	Status	Scheduled Completion Time
<p>A. Determine core knowledge competency standards for staff to use as a basis for future training by winter 2011.</p>	<p>A survey was conducted in winter 2011 and the results revealed a need to provide additional staff training. The Training staff are coordinating the training of librarians in core competencies of technology, customer service, reference and research.</p> <p>The Librarian Competencies are completed and have been submitted to Human Resources for review and approval. From July 2010 to December 2011, 215 librarians attended 2 or more of the 48 technology workshops that were offered with a total head count of 402. Additional technology workshops will be offered in January 2012.</p> <p>Also, courses in developing community partnerships, engaging new readers and assisting students in electronic research and management training will be provided in early Spring 2012.</p>	<p>Ongoing.</p>	<p>December 2011</p>
<p>B. Create a new LAPL website by summer 2012.</p>	<p>In September 2011, a website design firm presented LAPL staff with several design options. The new design is being finalized. Development of new content and transition of existing content from current website will begin December 2011 and be completed by August 2012.</p>	<p>In process.</p>	<p>August 2012</p>

Library Department Goals Status Report for FY 2010-2011

IV. STRENGTHEN COMMUNITY PARTNERSHIPS

Initiatives	Description	Status	Scheduled Completion Time
<p>A. Strengthen Library support for Friends of the Library groups.</p>	<p>The Library is committed to supporting the Friends advocacy and fundraising efforts on behalf of the Library. In the past year, the City Librarian hosted citywide events (April and October 2011) and programs to enhance the relationship between the Friends and the library, and among the friends groups themselves. One event featured a presentation about maintaining or applying for non profit status by a CPA/Attorney. LAPL also provided friends groups with information toolkits to assist them in their educational outreach efforts.</p> <p>Melissa Potter, the new Acting Principal librarian in charge of Volunteer Services has attended several friends' group meetings. In 2012, she plans to meet each of the 65 friends groups, schedule applicable training and create a systemwide membership drive.</p>	<p>Ongoing.</p>	<p>Ongoing.</p>
<p>B. Create and launch a communication channel (i.e. wiki) that will enable Friends groups to share best practices by Winter 2011.</p>	<p>The Library created a Wiki for the Friends to support communication between the Friends and the Library and among the Friends groups themselves. It features a library blog, discussion forums, message boards, articles and links to the American Library Association's Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF).</p>	<p>Achieved. Wiki is being used frequently.</p>	<p>May 2011.</p>
<p>C. Assess/evaluate current volunteer opportunities at LAPL; create a new vision for the LAPL volunteer program; and secure private funding for this effort by Fall 2010.</p>	<p>Melissa Potter was appointed in September, 2011, as Acting Principal, Volunteer Services. She will begin training staff on new volunteer opportunities and guidelines in January 2012. She is updating the volunteer database to provide a baseline for the volunteer program that will enable better statistics for mandatory reporting to the Mayor and the State as well as for grant proposal opportunities, and enable better records for volunteer recognition. Once staff is trained and the baseline is established, her focus will move to volunteer recruitment.</p>	<p>Ongoing; private funding has not been secured yet.</p>	<p>Ongoing.</p>

Library Department Goals Status Report for FY 2010-2011

IV. STRENGTHEN COMMUNITY PARTNERSHIPS

Initiatives	Description	Status	Scheduled Completion Time
<p>D. Work with the Library Foundation to increase capacity for online and in-person contributions by winter 2011.</p>	<p>The Library and Foundation explored a special program that would allow people to make contributions via text messaging. Several suppliers of this service were researched. However, the high fixed-costs made implementing this service is unfeasible at this time. A new fundraiser has been hired by LFLA to explore other options.</p>	<p>Drop/reconsider in the future.</p>	<p>Drop/reconsider in the future.</p>
<p>E. Explore the development of new earned-income opportunities including fee-based services and vending and merchandising options by winter 2011.</p>	<p>Staff is exploring options to initiate a pilot project to loan laptops and iPads to the public from vending machines. Staff is continuing to do research and analysis.</p>	<p>In process.</p>	<p>Spring 2012.</p>
<p>F. Submit government grant proposals and federal earmark requests by Fall 2010 and winter 2011, depending on grant deadlines.</p>	<p>One earmark request, "Creating a Lifetime of Learning" was submitted. This request focused on bridging the digital divide in South Los Angeles neighborhoods. The Institute of Museum and Library Services awarded the grant to host the November 2011 conference of public library leaders to increase participation in the development of a national public library digitization initiative.</p>	<p>Completed. IMLS grant secured (LFLA served as fiscal agent). California Council for the Humanities grant received for California Reads.</p>	<p>Submitted on time to meet deadlines.</p>

**LIBRARY DEPARTMENT
BOARD REPORT**

January 12, 2012

TO: Board of Library Commissioners

FROM: Martín J. Gómez, City Librarian



SUBJECT: **RECOMMEND ADOPTION OF LOCAL BUSINESS PREFERENCE PROGRAM**

RECOMMENDATIONS:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Board of Library Commissioners (BLC) adopts the Local Business Preference Program for the solicitation and evaluation of bids and proposals; and

FURTHER RESOLVED, That City Librarian or Designee is authorized to adopt the guidelines and language approved by the Bureau of Contract Administration and City Attorney to use for the solicitations and evaluations of Request for Bids (RFB) and Request for Proposals (RFP).

FINDINGS:

1. On October 14, 2011, the City Council approved and passed the ordinance to add Article 21 to Division 10, Chapter 1 of the Los Angeles Administrative Code establishing a "Local Business Preference Program" for the City's procurement of goods, equipment and services when the contracts involve an expenditure that exceeds \$150,000. According to the ordinance, contract awarding authorities, including the Library Commission, are strongly encouraged to adopt the Local Business Preference Program.
2. Unemployment in the Los Angeles area is at an historical high. Los Angeles area labor costs are more than 5% higher than the hourly wages in neighboring states. Los Angeles is one of the ten most expensive places to do business. Due to these economic factors, local firms confront a less favorable cost structure when doing business in Los Angeles as compared with firms located in outlying counties or other states. Data reveals multiple benefits accrue from a local business preference program, including an increase in local jobs. The local business preference program aims to encourage businesses to locate and operate in Los Angeles. Outside firms are encouraged to hire local subcontractors to perform work under City Contracts.

3. The Department of Public Works, Bureau of Contract Administration is the Designated Administrative Agency (DAA) for purposes of administering, interpreting, supplementing, and ensuring compliance with the Local Business Preference Ordinance. The DAA will determine whether the business qualified as a local business, provisionally qualified local business, or local subcontractor. The Bureau of Contract Administration has not yet published the operational guidelines related to the ordinance.
4. In relation to the Library's existing contracts, the effect of this ordinance is minimal.
5. Attached is a copy of Ordinance No. 181910 which establishes the Local Business Preference Program .

Prepared by: Eloisa Sarao, Assistant Business Manager

Reviewed by: Kyle Millager, Business Manager

ORDINANCE NO. 181910

An ordinance adding Article 21 to Division 10, Chapter 1 of the Los Angeles Administrative Code establishing a Local Business Preference Program for the City's procurement of goods, equipment and services, including construction, when the contract involves an expenditure in excess of \$150,000.00.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

CHAPTER I, ARTICLE 21

LOCAL BUSINESS PREFERENCE PROGRAM

Section 1. Article 21 is added to Division 10, Chapter 1 of the Los Angeles Administrative Code to read as follows:

Sec. 10.47. Findings and Purpose.

Pursuant to City Charter Section 371, the City Council hereby adopts a Local Business Preference Program and makes the following findings. The City has a proprietary interest in leveraging, to the greatest extent possible, the millions of dollars it spends yearly contracting with private firms for goods, equipment and services to and for the benefit of the City and its residents. The City has a proprietary interest in leveling the playing field among those entities competing for City contracts, to assure the greatest level of competition possible, to decrease local unemployment, and to increase its revenues. Significant benefits are associated with a Local Business Preference Program. These include an increase in local jobs and expenditures in the local private sector. Preference programs in other jurisdictions have been successful where the business conditions approximate the conditions currently being experienced in the Los Angeles area. For example, preference programs work best where unemployment is high. Unemployment in Los Angeles County is at an historical high. The Los Angeles area also hosts a range of local markets to manage the necessary transportation and logistical support for local contractor services.

Historically, many of the larger cities within the County, especially the City of Los Angeles itself, experience labor costs that are among the highest in the nation. Los Angeles area labor costs are more than 5% higher than the hourly wages in competing neighboring states. Business space in the Los Angeles metropolitan area is even more costly than comparable space in other counties and states. Specifically, average office rents in the Los Angeles area are 40% higher than the national average and almost 30% higher than those in neighboring counties, including San Bernardino and Riverside. On a national level, Los Angeles is one of the ten most expensive places to do business as a result of the local tax and fee structure. All corporations in California are subject to a corporate tax that is among the highest in the nation. These conditions create a very expensive climate in which local businesses must compete. The cost of doing business

in Los Angeles is more than 10% higher than other cities. Local businesses confront cost structures that are weighted much heavier, in terms of labor and costs of doing business, than competitive firms that are located in outlying counties or other states.

This narrowly tailored preference program is fashioned to encourage businesses to compete for City contracting opportunities, to locate operations in the City, and to encourage existing local businesses to refrain from relocating to different, less expensive areas.

Sec. 10.47.1. Definitions.

The following definitions shall apply to this Section:

A. **“Awarding Authority”** means any Board or Commission of the City, or any employee or officer of the City, except those of departments that control their own funds, authorized to award or enter into any Contract, as defined in this Article, on behalf of the City. The Proprietary Departments and the Departments of Recreation and Parks, Library and the Community Redevelopment Agency are strongly encouraged to adopt local preference programs consonant with the provisions in this Article.

B. **“Bid”** means any response to a City solicitation for bids pursuant to Charter Section 371.

C. **“City”** means the City of Los Angeles.

D. **“Contract”** means a written agreement involving consideration in excess of \$150,000.00 for the purchase of goods, equipment or services, including construction, by or for the benefit of the City or its residents.

E. **“Contractor”** means the person, business or entity awarded the Contract by the Awarding Authority.

F. **“County”** means the County of Los Angeles.

G. **“Designated Administrative Agency,” or “DAA,”** means the Department of Public Works, Bureau of Contract Administration.

H. **“Local Business”** means a business entity that meets all of the criteria established under this Article.

I. **“Local Subcontractor”** means a subcontractor that meets the same criteria as a “Local Business” as defined in this Article.

J. **“Proposal”** means any response to a City solicitation for Proposals pursuant to Charter Section 372.

Sec. 10.47.2. Qualified Local Business.

A Local Business for purposes of this Article must satisfy all of the following criteria, as certified by the DAA:

A. The business occupies work space within the County. The business must submit proof of occupancy to the City by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business is located within the County.

B. The business must submit proof to the City demonstrating that the business is in compliance with all applicable laws relating to licensing and is not delinquent on any Los Angeles City or Los Angeles County taxes.

C. The business must submit proof to the City demonstrating one of the following:

(1) The business must demonstrate that at least 50 of full-time employees of the business perform work within the boundaries of the County at least 60 percent of their total, regular hours worked on an annual basis, or;

(2) The business must demonstrate that at least half of the full-time employees of the business work within the boundaries of the County at minimum of 60 percent of their total, regular hours worked on an annual basis; or

(3) The business must demonstrate that it is headquartered in the County. For purposes of this Article, the term "headquartered" shall mean that the business physically conducts and manages all of its operations from a location in the County.

Sec. 10.47.3. Provisionally Qualified Local Business.

A business that has not yet established operations in Los Angeles and therefore is unable to qualify under the terms of Section 10.47.2 may, as an alternative, qualify as a Local Business on a provisional basis if the Contractor satisfies all of the following criteria, as certified by the DAA:

A. The proposed Contract between the Contractor and the City involves consideration valued at no less than \$1,000,000 and has a term of no less than three years;

B. The Contractor can demonstrate that the Contractor is a party to an enforceable, contractual right to occupy commercial space within the County and its occupancy will commence no later than 60 days after the date on which the

Contract with the City is executed. The Contractor must demonstrate proof of occupancy or an enforceable right to occupancy in the County by submitting to the City a lease, deed or other sufficient evidence; and

C. The Contractor can demonstrate that, before the Contractor is scheduled to begin performance under the Contract with the City, the Contractor will satisfy the requirements of Subsection C of Section 10.47.2. The Contractor must demonstrate proof of ability to satisfy the requirements of Subsection C of Section 10.47.2 by submitting to the City a business plan or other evidence deemed sufficient by the DAA.

Sec. 10.47.4. Local Business Preference.

Awarding Authorities shall grant an eight percent Local Business Preference to Local Businesses for Contracts involving consideration in excess of \$150,000.00. This Article is not adopted in the City's regulatory capacity.

Sec. 10.47.5. Application of The Preference to Bids And Proposals.

The Local Business Preference shall be applied to Bids and Proposals in the Following Manner:

A. When applying the Local Business Preference to a Bid, the Awarding Authority shall apply the preference to the Bid price solely for Bid evaluation purposes such that the total price bid by a Local Business shall be reduced by eight percent of the amount bid by that Local Business, and the reduced Bid amount shall be deemed the amount bid by that bidder. The Contract price shall in all events be the amount Bid by the successful bidder awarded the Contract.

B. When applying the Local Business Preference to a Proposal, the Awarding Authority shall apply the preference in the form of additional points to the Proposal's final score such that the score awarded to a Proposal submitted by a Local Business is increased by eight percent of the total possible evaluation points.

Sec. 10.47.6. Local Subcontractor Preference.

The Awarding Authority shall provide a preference of up to five percent, to a Bid or Proposal submitted by a business that does not qualify as a Local Business, but that identifies a qualifying Local Subcontractor to perform work under the Contract, provided the Local Subcontractor satisfies the criteria enumerated in Sections 10.47.2 and 10.47.7.

Sec. 10.47.7. Application of the Local Subcontractor Preference.

The Local Subcontractor Preference shall be applied to Bids and Proposals in the following manner:

A. When applying the preference to a Bid, the Awarding Authority shall provide a one percent preference, up to a maximum of five percent, to the Bid price for every ten percent of the cost of the proposed work to be performed by the Local Subcontractor or Local Subcontractors.

B. When applying the Local Subcontractor Preference to a Proposal, the score awarded by the Awarding Authority to the Proposal submitted shall be increased by one percent of the total possible evaluation points, up to a maximum of five percent, for every ten percent of the total cost of the proposed work under the contract to be performed by a Local Subcontractor or Local Subcontractors; provided that each Local Subcontractor, the work of the Local Subcontractor and the cost of the work of the Local Subcontractor are specified clearly in the Proposal.

Sec. 10.47.8. Additional Requirements.

The preferences authorized under this Article shall be subject to the following additional requirements:

(1) The preferences awarded for services shall be applied only if the services are provided directly by the Local Business or Local Subcontractor using employees whose exclusive, primary working location is in Los Angeles County;

(2) The preferences awarded for equipment, goods or materials shall be applied only if the Local Business or the Local Subcontractor substantially acts as the supplier or dealer, or substantially designs, manufactures or assembles the equipment, goods or materials, at a business location in Los Angeles County. As used in this Section, "substantially" means not less than two thirds of the work performed under the Contract must be performed, respectively, by the Local Business or Local Subcontractor;

(3) The maximum Bid or Proposal preference shall not exceed one million dollars for any Bid or Proposal;

(4) The preferences applied pursuant to this Article shall be utilized solely for the purpose of evaluating and selecting the Contractor to be awarded the corresponding Contract. Except as provided pursuant to Section 10.47.9, the preference points shall in no way lower or alter the Contract price, which shall in the case of a Bid reflect the amount Bid by

the successful Local Business before the application of preference points or, in the case of a Proposal, reflect the amount proposed by the Local Business in the Proposal before the application of preference points;

(5) This Article neither creates a right to receive a Bid or Proposal preference, nor the duty to grant a Bid or Proposal preference;

(6) An Awarding Authority may, at anytime before the award of a Contract, determine that it is not in the City's best interest to grant a Bid or Proposal preference and award the Contract to the bidder or proposer eligible for the award without consideration of the provisions of this Article; and

(7) This Article applies only to contracts that involve the expenditure of funds entirely within the City's control and shall not apply to contracts that involve the expenditure of funds that are not entirely within the City's control, such as state and federal grant funds, that due to legal restrictions prohibit its application.

Sec. 10.47.9. Effect of Failure to Maintain Status as Local Business.

A. If for any reason the Contractor fails to qualify as a Local Business for more than 60 days during the entire term of the Contract, the Awarding Authority shall be entitled to withhold or recover funds from the Contractor in an amount that represents the value of the Bid or Proposal Preference.

B. If for any reason the Local Subcontractor, providing the basis for a Local Subcontractor Preference, is unable to, or does not, perform the work under the Contract; the Contractor shall, within 60 days, replace that Local Subcontractor with another Local Subcontractor. If the Contractor is unable to replace the Local Subcontractor specified in the Contract with another Local Subcontractor within 60 days, the Awarding Authority shall be entitled to withhold or recover funds from the Contractor in an amount that represents the value of the Bid or Proposal Preference.

C. For purposes of determining the value of the Bid or Proposal Preference in Subsections A and B herein, the Awarding Authority may withhold or recover the difference in Bid or Proposal price between the Contractor's Bid or Proposal and the Bid or Proposal of the next most competitive Bid or Proposal that did not receive the award of the Contract by the Awarding Authority. In addition, the Awarding Authority may withhold or recover the amount representing any other additional cost or detriment to the City from the Contractor's failure to maintain the Contractor's status as a Local Business for more than 60 days during the term of the Contract.

D. If a Contractor fails to maintain the Contractor's status as a Local Business for more than 60 days during the term of the Contract, as specified in Subsection A and B herein, the failure is subject to recording and reporting requirements as specified under Articles 13 and 14, Chapter 1, Division 10 of the Los Angeles Administrative Code (Contractor Performance Evaluation and Contractor Responsibility Ordinance.)

E. The remedies available to the City under this Subsection are cumulative to all other rights and remedies available to the City.

Sec. 10.47.10. Administration.

The Department of Public Works, Bureau of Contract Administration is the Designated Administrative Agency (DAA) with regard to this Article and shall have the authority to coordinate the administration of this Article. The DAA shall make determinations regarding whether a business qualifies as a Local Business, a Provisionally Qualified Local Business or Local Subcontractor. The DAA shall have broad discretion to promulgate rules to implement and supplement this Article. The DAA may audit Contractors and Subcontractors and monitor compliance, including the investigation of claimed violations.

Sec. 10.47.11. Timing of Application.

The provisions of this Article shall apply to all competitive Bid or Proposal contracts for which solicitations are issued after the effective date of the ordinance adopting this Article.

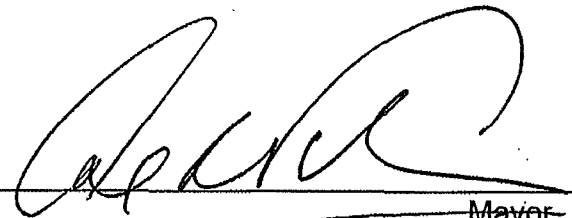
Sec. 2. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of OCT 14 2011.

JUNE LAGMAY, City Clerk

By  Deputy

Approved OCT 19 2011

 Mayor

Approved as to Form and Legality:

CARMEN A. TRUTANICH, City Attorney

By  LAUREL L. LIGHTNER
Assistant City Attorney

Date October 4, 2011

File No. 11-1673

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
JANUARY 12, 2012**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STRATEGIC PLAN DEVELOPMENT MONTHLY DISCUSSIONS	January 26, 2012
2. POLICY REVIEW RE: LIBRARY STORE LEASE AGREEMENT (Walters-9/22/11)	January 26, 2012
3. QUARTERLY COMPARATIVE STATISTICS REPORT ON SERVICES & GOALS (Hirano-Nakanishi/Wieder-9/22/11)	January 26, 2012

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT TYREE WIEDER
- COMMISSIONER PAULA A. MADISON

Board Policies

- PRESIDENT TYREE WIEDER