

AGENDA

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, JANUARY 26, 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: 1/12/12
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 \$6,500 FROM THE FRIENDS OF THE WESTWOOD BRANCH LIBRARY (EXHIBIT "A")
- b. RECOMMENDED ACCEPTANCE OF \$158,000 FROM THE LIBRARY FOUNDATION OF LOS ANGELES (EXHIBIT "B")

- c. RECOMMENDED APPROVAL OF AMENDMENT TO CONTRACT NO. 736 FOR THE MAINTENANCE OF COMPACT SHELVING AT THE CENTRAL LIBRARY (EXHIBIT "C")

BOARD DISCUSSION

- d. RECOMMENDED RECEIVE AND FILE STATUS REPORT ON THE SILVER LAKE BRANCH LIBRARY ELEVATOR (EXHIBIT "D")
- e. RECOMMENDED RECEIVE AND FILE QUARTERLY COMPARATIVE USAGE STATISTICS REPORT ON THE LOS ANGELES PUBLIC LIBRARY (EXHIBIT "E")
- f. ORAL STATUS REPORT: SECURITY UPDATE

5. VARIOUS COMMUNICATIONS FOR APPROVAL: NONE

6. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING

7. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **FEBRUARY 9, 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 – 1/23/2012

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

January 26, 2012

LIBRARY DEPARTMENT
BOARD REPORT

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

RECOMMENDATION

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$6,500 received from The Friends of Westwood Branch Library, for donation to the Westwood Branch Library be accepted; and

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

FINDINGS

1. Gift of \$6,500 to be used for library materials for the Westwood Branch Library.
2. Letter of appreciation should be sent to

Laura Winikow, President
The Friends of Westwood Library
1658 Comstock Avenue
Los Angeles, CA 90024

Prepared by:
Jené Brown, Interim Western Area Manager

Reviewed by:
Cheryl Collins, Interim Director of Branches 

LIBRARY DEPARTMENT

BOARD REPORT

January 26, 2012

TO: Board of Library Commissioners
FROM: Martín J. Gómez, City Librarian *M J Gómez*
SUBJECT: **ACCEPTANCE OF FUNDS FROM LIBRARY FOUNDATION**

RECOMMENDATION:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Board of Library Commissioners approve the receipt of \$158,000 from the Library Foundation of Los Angeles (LFLA);

FURTHER RESOLVED, That the funds be deposited in the Library Trust Fund Number 831, Account Number 79, Humanities.

FINDINGS:

1. The Library Foundation administers the National Endowment of the Humanities Grant. Pursuant to the guidelines of the endowment, the funds amounting to \$148,000 will be used to support resources and programming to advance the humanities.
2. Pursuant to the guidelines of the Gluck endowment, the \$10,000 received will be used to purchase library materials.

Prepared by: Kris Morita
Assistant General Manager

LIBRARY DEPARTMENT
BOARD REPORT

January 26, 2012

TO: Board of Library Commissioners

FROM: Martín Gómez, City Librarian

**SUBJECT: RECOMMENDED APPROVAL OF AMENDMENT TO CONTRACT
NO. 736 WITH WHITE SYSTEMS FOR THE MAINTENANCE OF THE
COMPACT SHELVING AT CENTRAL LIBRARY**

RECOMMENDATIONS:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Board of Library Commissioners (BOLC) determines that White Systems, Inc., continues to provide the maintenance of the compact shelving at Central Library; and

FURTHER RESOLVED, That the BOLC approves Amendment No. 4 to Contract No. 736 with White Systems, Inc., in order to extend the term of the contract to June 13, 2013, pursuant to the provisions of City of Los Angeles Administrative Code Section 10.5 (b) 2; and

FURTHER RESOLVED, That the BOLC find that the City's Personnel Department previously determined that City employees do not have the expertise to perform the work required and the Library Human Resources concurs with the previous findings; and

FURTHER RESOLVED, That the City Librarian and the City Attorney be authorized to make technical changes to the amendment to Contract No. 736 prior to execution; and

FURTHER RESOLVED, That the President of the Board of Library Commissioners be authorized to execute the amendment to Contract No. 736.

FINDINGS:

1. On August 4, 2005, the Board of Library Commissioners approved the issuance of a Request for Bids (RFB) for the maintenance of the compact shelving at Central Library. White Systems, Inc., was the only firm to respond to the Request for Bids.
2. On October 6, 2005, the Board of Library Commissioners approved the contract between the City of Los Angeles, Library Department and White Systems, Inc., for the period June 14, 2006 through June 13, 2009.

3. On May 28, 2009, the Board of Library Commissioners approved Amendment No. 1 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2010.
4. On March 25, 2010, the Board of Library Commissioners approved Amendment No. 2 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2011.
5. On July 7, 2011 the Board of Library Commissioners approved Amendment No. 3 to the contract between the City of Los Angeles, Library Department and White Systems, Inc., to extend the term of the contract through June 13, 2012.
6. The compact shelving requires continuous service and maintenance to be efficient. White System is the sole provider of maintenance services for this brand and model of compact shelving.
7. The term of this amendment is for one year.
8. Sufficient funds are available to provide consultant services from the Library's Contractual Services Account.

Prepared by: Eloisa Sarao, Assistant Business Manager

Reviewed by: Kyle Millager, Business Manager

AMENDMENT NO. 4 TO CONTRACT NO. 736

BETWEEN

THE CITY OF LOS ANGELES AND WHITE SYSTEMS, INC.

FOR THE MAINTENANCE OF THE COMPACT SHELVING AT CENTRAL LIBRARY

THIS AMENDMENT NO. 4 to Contract Number 736 is made and entered into by and between the City of Los Angeles, a municipal corporation, acting by and through its Board of Library Commissioners, (hereinafter referred to as Library) and White Systems (hereinafter referred to as Contractor).

WITNESSETH

WHEREAS, the Library and the Contractor have entered into an Agreement to provide service to maintain the compact shelving at Central Library, said Agreement, effective June 13, 2006, which together with all amendments and the supplemental agreement thereto, shall hereinafter be referred to as the Agreement; and

WHEREAS, the Library has a compact shelving system which consist of 637 moveable and 153 fixed carriages with safety floor assembly covering 48,319 square feet; and

WHEREAS, the Library continues to require the Contractor past its current expiration date to provide services to maintain the compact shelving system; and

WHEREAS, pursuant to Administrative Code Sections 10.15 (a)(7) and 10.17, this agreement is exempt from competitive bidding and the Contractor is the sole provider of the maintenance services of this brand and model of compact shelving system; and

WHEREAS, on May 28, 3009, the Library amended Contract No. 736 to extend the period of performance to June 13, 2010; and

WHEREAS, on June 13, 2010, the Library amended Contract No. 736 to extend the period of performance to June 13, 2011; and

WHEREAS, on July 7, 2011, the Library amended Contract No. 736 to extend the period of performance to June 13, 2012; and

WHEREAS, the Library now desires to amend Contract No. 736 to extend the period of service for one additional year through June 13, 2013; and

WHEREAS, funds are available to provide Contractor services from Library's Contractual Services Account; and

NOW THEREFORE, the Library and the Contractor agree, for good and valuable consideration that the Agreement be amended effective June 14, 2012, as follows:

1. Amend Section 7.0, Payment to read as follows:

Second Paragraph, Term of Agreement

The term of this Agreement is for one year and shall commence on June 14, 2012 and will end June 13, 2013, subject to the termination provisions herein.

The City's obligation to make payment to this contract shall be limited to the current appropriation for this contract. If the City appropriates additional funds for this contract, the City payment obligation shall be expanded to the extent of such appropriations, subject to the terms and conditions of the contract. Total appropriations shall not exceed \$127,000 on an annual basis. Notwithstanding any other provision of this Agreement, or any exhibits or attachments incorporated herein, and in order for the City to comply with its governing legal requirements, the City shall not have any obligation to make payments to the Contractor, unless the City shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in this Agreement. Contractor agrees that any services provided by Contractor, or purchases made by Contractor, or expenses incurred by Contractor, in excess of such appropriations shall be free and without charge to the City, and the City shall not have any obligation to pay for said services, purchases or expenses.

2. Ratification Clause

Due to the need for Contractor's services to be provided continuously on an ongoing basis, Contractor may have provided services prior to the execution of this Contract. To the extent that said services were performed in accordance with the terms and conditions of this Contract, those services are hereby ratified.

Except where expressly modified by this amendment, the terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

BOARD OF LIBRARY COMMISSIONERS

WHITE SYSTEMS, INC.

By _____
TYREE WIEDER
President

By: _____
BRIAN URBAN
President

Date _____

Date _____

APPROVED AS TO FORM:

ATTEST:

CARMEN A. TRUTANICH, City Attorney

By _____
Basia Jankowski
Deputy City Attorney

By _____
RAQUEL BORDEN
Executive Assistant


Date _____

Date _____

**LIBRARY DEPARTMENT
BOARD REPORT**

January 26, 2012

TO: Board of Library Commissioners

FROM: Martín J. Gómez, City Librarian 

SUBJECT: **SILVER LAKE BRANCH LIBRARY ELEVATOR – RESPONSE
TO ADDITIONAL QUESTIONS**

RECOMMENDATION

THAT The Board of Library Commissioners receive and file this report as it is submitted for information purposes only.

FINDINGS

1. At their meeting of January 12, 2012, the Board of Library Commissioners requested additional information regarding the elevator maintenance and fire/life safety issues at the Silver Lake Branch Library.
2. The Department of General Services (GSD), Building Maintenance Division, shows no requests were made to repair the elevator at the Silver Lake Branch since the last disruption of service in June 2011. The branch receives monthly preventative maintenance, which may take the elevator out of service while the technician is on-site, working on the unit. We have verified with GSD that there is no record that the elevator at Silver Lake was placed out of service other than for such routine, on-site maintenance.
3. The Elevator Repair Supervisor explained that during routine maintenance, the on-site elevator technician would place the elevator offline while they are working on the unit, but will immediately restore service should there be a person who requires its use.
4. The only "service" call that was placed since June 2011 was regarding the lights being out in the Elevator Mechanical room. According to the Elevator Repair Supervisor, this would not and did not interrupt elevator service. The mechanical room is for service technicians only.
5. The branch has posted a sign at each entry door to the elevator stating, "For your safety, should this elevator be out of service, please call (323) 913-7453". This telephone number is the direct line to the Reference desk at the Silver Lake library. Library Department staff is investigating the placement of a call buzzer/bell or a direct telephone line to be placed in

the lobby area that will allow patrons to contact the Reference Desk without the need to use their personal cell phones to do so.

6. If a disabled patron is unable to access the second floor at the Silver Lake library because of an elevator outage, the patron will be able to call the Reference Desk and staff can provide services to them (i.e., retrieving and checking out books, etc.) while they wait on the first floor.
7. Staff continues to work with the vendor to purchase, install and train staff in the usage of an emergency evacuation chair for the 16 two-story library buildings that do not have access ramps.
8. As requested, correspondence has been drafted to the Office of the City Administrative Officer for the Commission President's signature requesting top priority be given to the funding of the handicap access ramp at the Silver Lake Branch Library.

Prepared by: Kyle Millager, Business Manager

Reviewed by: Kris Morita, Assistant General Manager

January 26, 2012

**LIBRARY DEPARTMENT
BOARD REPORT**

To: Board of Library Commissioners

From: Martín J. Gómez, City Librarian

Subject: **LOS ANGELES PUBLIC LIBRARY (LAPL) -
QUARTERLY USAGE STATISTICS****RECOMMENDATION**

THAT, The Board of Library Commissioners receives and file this report regarding comparative usage statistics on LAPL.

FINDINGS

1. The Library Commission requested quarterly updates that provide comparative statistics illustrating usage of LAPL.
2. The attachment provides a comparison for the last three years of the following: the number of service hours, number of public computer hours, number of PC reservations, number of wi fi connections, number of hits on LAPL web pages, number of cardholders, number of holds/reservations placed, number of holds filled, number of visitors, circulation, number of programs and attendees, number of visits to schools, classrooms and students, and number of class visits to the libraries. Additionally, usage statistics are compared with the first two quarters of FY 2010-11 to the first two quarters of FY 2011-12.
3. The comparative statistics show the significant impact on LAPL usage from the reduction of service hours over the last two fiscal years.

ATTACHMENT

Prepared by: Kris Morita
Assistant General Manager

LAPL STATISTICS

(1)

	ANNUAL COMPARISON		
	FY 2008-09	FY 2009-10	FY 2010-11
SERVICE HOURS	191,142	180,036	140,788
NO. OF PUBLIC COMPUTER HOURS	5,912,069	5,496,214	4,283,442
NO. OF PC RESERVATIONS	3,548,925	3,319,885	2,401,852
NO. OF WIRELESS CONNECTIONS	467,091	589,817	518,084
NO. OF HITS ON WEB PAGES	142,265,771	155,390,956	95,111,858
NO. OF CARDHOLDERS	1,134,619	1,368,354	1,231,764
NO. OF HOLDS PLACED	1,609,566	1,639,085	1,497,373
NO. OF HOLDS FILLED	1,375,655	1,408,833	1,312,950
NO. OF VISITORS	17,345,092	16,041,407	12,673,629
CIRCULATION			
Branches	12,363,266	12,680,954	11,070,136
Central Library	1,217,440	1,159,668	951,235
Renewals (Web & Phone)	3,250,710	2,355,114	2,112,915
Downloads	351,099	328,556	1,010,518
GRAND TOTAL	17,182,515	16,524,292	15,144,804

LAPL STATISTICS

(2)

	QUARTERLY COMPARISON			
	7/1/10 ~ 9/30/10	7/1/11 ~ 9/30/11	10/1/10 ~ 12/31/10	10/1/11 ~ 12/31/11
SERVICE HOURS	36,574	39,210	34,005	36,789
NO. OF PUBLIC COMPUTER HOURS	967,464	1,162,872	1,101,373	1,091,071
NO. OF PC RESERVATIONS	650,269	678,465	577,314	601,142
NO. OF WIRELESS CONNECTIONS	131,198	185,052	120,223	189,826
NO. OF HITS ON WEB PAGES	24,965,530	25,995,083	23,357,213	28,073,510
NO. OF CARDHOLDERS	1,285,678	1,274,800	1,235,830	1,192,348
NO. OF HOLDS PLACED	404,588	392,244	350,326	348,720
NO. OF HOLDS FILLED	353,106	349,574	306,850	304,815
NO. OF VISITORS	3,731,593	4,068,181	3,617,792	3,607,147
CIRCULATION				
Branches	3,002,393	2,886,964	2,673,362	2,552,478
Central Library	254,449	252,291	226,512	226,607
Renewals (Web & Phone)	527,878	535,945	513,698	527,342
Downloads	148,833	325,236	220,148	385,855
GRAND TOTAL	3,933,553	4,000,436	3,633,720	3,692,282

LAPL STATISTICS - OUTREACH

(3)

	ANNUAL COMPARISON		
	FY 2008-09	FY 2009-10	FY 2010-11
CHILDREN'S PROGRAMS (Number held) (Number of Attendees)	5,532 147,776	5,116 150,813	4,868 148,113
TEEN PROGRAMS (Number held) (Number of Attendees)	3,063 40,528	3,381 39,454	3,785 44,697
ADULT PROGRAMS (Number held) (Number of Attendees)	6,282 126,404	4,434 124,777	6,791 108,577
CHILDREN'S CLASSROOM VISITS (Number of Classes) (Number of Students)	6,715 148,307	4,633 97,404	5,067 111,979
CHILDREN'S CLASS VISITS TO THE LIBRARY (Number of Classes) (Number of Students)	2,652 52,764	2,196 41,745	2,179 40,093
YOUNG ADULT CLASSROOM VISITS (Number of Classes) (Number of Students)	2,301 65,752	2,149 49,308	1,575 42,830
YOUNG ADULT CLASS VISITS TO THE LIBRARY (Number of Classes) (Number of Students)	869 14,928	591 9,361	515 9,592

LAPL STATISTICS - OUTREACH

(4)

	QUARTERLY COMPARISON			
	7/1/10 ~ 9/30/10	7/1/11 ~ 9/30/11	10/1/10 ~ 12/31/10	10/1/11 ~ 12/31/11
CHILDREN'S PROGRAMS (Number held) (Number of Attendees)	1,169 46,488	1,703 49,357	1,005 27,828	1,237 31,570
TEEN PROGRAMS (Number held) (Number of Attendees)	912 12,313	948 11,481	790 9,583	835 9,154
ADULT PROGRAMS (Number held) (Number of Attendees)	1,537 23,933	1,468 22,829	1,977 32,056	1,773 25,963
CHILDREN'S CLASSROOM VISITS (Number of Classes) (Number of Students)	268 5,570	523 11,590	1,172 26,262	1,177 26,277
CHILDREN'S CLASS VISITS TO THE LIBRARY (Number of Classes) (Number of Students)	341 5,776	434 7,319	513 11,016	552 10,735
YOUNG ADULT CLASSROOM VISITS (Number of Classes) (Number of Students)	136 4,655	191 9,708	437 9,206	324 9,303
YOUNG ADULT CLASS VISITS TO THE LIBRARY (Number of Classes) (Number of Students)	71 875	112 1,510	139 3,069	178 2,924

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
JANUARY 26, 2012**

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

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT TYREE WIEDER
- COMMISSIONER PAULA A. MADISON

Board Policies

- PRESIDENT TYREE WIEDER