

AGENDA

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, JULY 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. ELECTION OF OFFICERS – 2012/2013
3. APPROVE CONTINUANCE OF MINUTES TO 8/9/12:

Minutes of the Regular Meeting - July 12, 2012

4. 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.)

5. 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 APPROVAL OF TRANSFER OF FUNDS (EXHIBIT "A")
IN THE AMOUNT OF \$115,707 FROM LIBRARY TRUST
FUND 831 TO ACCOUNT 9010 (LIBRARY MATERIALS),
FUND 300, DEPARTMENT 44, FISCAL YEAR 2012-13 BUDGET

BOARD DISCUSSION

- b. RECOMMENDED APPROVAL OF LIBRARY DEPARTMENT SPECIAL HOLIDAY SERVICE HOURS SCHEDULE FOR 2012 (EXHIBIT "B")
 - c. RECOMMENDED RECEIVE AND FILE REPORT ON LIBRARY SERVICES ANNUAL COMPARATIVE STATISTICS (EXHIBIT "C")
 - d. STATUS REPORT ON MEMORANDUM OF UNDERSTANDING WITH THE LIBRARY FOUNDATION OF LOS ANGELES (EXHIBIT "D")
6. VARIOUS COMMUNICATIONS FOR APPROVAL: NONE
7. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING
8. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **AUGUST 9, 2012**, AT THE **PALMS-RANCHO PARK BRANCH LIBRARY**, 2920 OVERLAND AVENUE, LOS ANGELES, CA 90064, 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 – 7/23/2012

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

July 26, 2012

**LIBRARY DEPARTMENT
BOARD REPORT**

TO: Board of Library Commissioners

FROM: Susan Kent, Interim City Librarian

SUBJECT: **TRANSFER OF FUNDS**



RECOMMENDATION:

THAT The Board of Library Commissioners adopt the following resolution:

RESOLVED, That the amount of \$115,707 be transferred from Library Trust Fund 831 to the FY 2012-13 Budget, Fund 300, Department 44, Account 9010 for the purchase of library materials.

FINDINGS:

1. Various donors have donated funds to the Los Angeles Public Library for a specific branch library or Central Library Department for the purchase of library materials.
2. To facilitate the ordering and payment processing, the funds need to be transferred from Trust Fund 831 to the FY 2012-13 Budget, Fund 300, Account 9010 Library Materials.
3. Funds are available for these transfers. The list of specific accounts is attached.

Attachment


Prepared by: Kris Morita
Assistant General Manager

**FUND TRANSFER FROM TRUST FUND #831
TO FUND 300, ACCOUNT 9010**

Acct. No.	Account Name	Amount
159	Park La Brea for Fairfax	\$ 10,000
169	Lake View Terrace	5,000
226A	Westchester	5,000
246	Woodland Hills	10,000
264	Lynn Hawkins Trust for Memorial	5,000
267	Hugh Kennedy Trust for Cahuenga	5,000
273	West Valley	2,040
274	John C. Fremont	5,000
276	Lincoln Heights	1,667
277	Dorothy Frisch Estate for Children's Literature	60,000
279	Canoga Park	2,000
517	Sara Gordon Kay Endowment for Children's Literature	5,000
	TOTAL	\$115,707

July 26, 2012

**LIBRARY DEPARTMENT
BOARD REPORT**

To: Board of Library Commissioners
From: Susan Kent, Interim City Librarian 
Subject: **SPECIAL 2012 HOLIDAY SERVICE HOURS SCHEDULE**

RECOMMENDATION

RESOLVED, that the Board of Library Commissioners approves and adopts the following revision to Library Resolution No. 2003-77 (C-65) "Holiday Closure Policy for Library Facilities Open to the Public" for Christmas Eve 2012:

- All public library facilities will be closed for the entire day on Christmas Eve, Monday, December 24, 2012; and

Further RESOLVED, that the Board of Library Commissioners approves and adopts the following 2012 Holiday Service Hours schedule:

- All public library facilities will be closed to the public on Monday, December 24, Tuesday, December 25, 2012, and Tuesday, January 1, 2013.
- Special Holiday Hours: All public library facilities, except as noted below, will be open to the public as follows:
 - Wednesday – Saturday, December 26 - 29, 2012 (12:30 p.m. to 5:30 p.m.)
 - Monday, December 31, 2012 (10 a.m. to 5:00 p.m.)
- Robertson Branch Library: Consistent with its current public service hours, the branch will be closed to the public on Saturday, December 22, and Saturday, December 29, 2012; and open to the public on Sunday, December 23, and Sunday, December 30, 2012 (1:00 p.m. to 5:00 p.m.)

A. Background

1. According to the City Charter sections 530 and 532, the Library Department has the power and duty to "establish, manage, control and operate a Central Library and branch libraries within the City..." Consequently, the Library has the authority to establish library service hours. Every year, Library staff presents a holiday service schedule to the Board of Library Commissioners for approval.

2. Historically, Christmas Eve, December 24, is observed by the Library Department as a non-paid half-day holiday closure per Library Resolution No. 2003-77 (C-65). Currently all staff are scheduled to work 8 hours on December 24, 2012, with all library facilities opening at 10 a.m. and closing at 12:30 p.m. Closing the library facilities for the entire day will result in a reduction in public services of 2.5 hours. It is anticipated that there will be a large number of requests for vacation or holiday time from Library employees on Christmas Eve.

B. Union Agreements

1. During Fiscal Year 2010-11 the City and the Coalition of City Unions reached an agreement that amends the Memorandums of Understanding (MOUs) that cover approximately 96 percent of Library employees. Similar to last year, included is a "Holiday Closure" provision where City departments and divisions shut down between the Christmas Day and New Year's Day holidays. For 2012, full-time employees in exchange for the elimination of the 1.75% cash payment scheduled for November 1, 2012, will receive four, eight-hour days off (32 hours) with pay between the City's 2012 Christmas Day and New Year's Day holidays. Half-time employees are not eligible for holiday time. For half-time employees, this issue is the subject of ongoing discussion between the Coalition and the CAO. Departments that are unable to shut down during the holiday period specified shall be required to submit an alternative plan to the Office of the City Administrative Officer (CAO) prior to November 1, 2012.
2. On June 12, 2012, the City Council approved successor Memoranda of Understanding (MOUs) for the Engineers and Architects Association (EAA) bargaining units that cover approximately 4 percent of Library employees. Included in the successor MOUs is the provision that all EAA-represented employees take 40 hours of unpaid time off during Fiscal Year 2012-13. This unpaid time off must be taken by June 15, 2013. The Library anticipates that many EAA-represented employees may choose to take their unpaid time off between the City's 2012 Christmas and New Year's Day holidays.

C. Experience In 2011

1. On August 25, 2011, the Board of Library Commissioners adopted Library Resolution No. 2011-41 (C-28) that approved the 2011 Holiday Service Hours Schedule that closed all Library facilities to the public from Saturday, December 24, through Monday, December 26, and from Saturday, December 31, 2011 through Monday, January 2, 2012; and open to the public Tuesday – Friday, December 27 – 30, 2011, from 12:30 p.m. to 5:30 p.m.
2. Library and union staff participated in several discussions regarding the holiday hours and agreed that the Library should stay open during Christmas week.
3. To allow flexibility in scheduling and to accommodate employee requests, labor and management agreed that Coalition employees would be allowed to take their paid time off during the Thanksgiving or Christmas holiday week; or, anytime prior to June 30, 2012.

4. The table below shows the percentage of public service division staff that took their paid time off at Thanksgiving, Christmas, or at another time during the year.

2011 Employee Holiday Time-Off Requests			
	Thanksgiving 2011	Christmas 2011	Other Time
Central Library	20%	43%	37%
Branch Libraries	26%	44%	30%

5. Management staff reported that there was sufficient staffing at the Central Library and branch libraries to meet public services needs and that no patron complaints were received specific to the holiday service hours schedule.

D. Conclusion

1. Library management and union staff met and discussed the proposed 2012 Holiday Service Hours Schedule, and both parties agree that a system-wide shut down during the Christmas holiday period is not practical. Further, the parties agree that the Library should offer a special holiday schedule that provides service to the public.
2. The proposed 2012 Holiday Service Hours Schedule will allow employees the option to take time off during the Christmas holiday week, while maintaining vital services to the residents of Los Angeles.
3. As was done in 2011, full-time Coalition employees will be allowed to take their paid time off during the Thanksgiving or Christmas holiday week; or, anytime prior to June 30, 2013.
4. The Department strongly believes that it provides a vital service to the residents of Los Angeles and that a system-wide shut down during the City's 2012 Christmas and New Year's holidays would be detrimental in light of the overwhelming voter support of Measure L.
5. This alternate holiday service schedule was developed to maximize service to the public, minimize serious service interruptions, and provide eligible Coalition employees the opportunity to take their days off during the holiday week.

Prepared by:
Michael Bolokowicz, Personnel Director II
Kris Morita, Assistant General Manager

December 2012

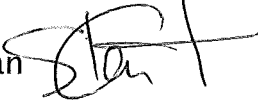
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
						OPEN TO PUBLIC*
23	24	25	26	27	28	29
CLOSED TO PUBLIC*	CLOSED TO PUBLIC	HOLIDAY CLOSED TO PUBLIC	OPEN TO PUBLIC 12:30P - 5:30P	OPEN TO PUBLIC 12:30P - 5:30P	OPEN TO PUBLIC 12:30P - 5:30P	OPEN TO PUBLIC* 12:30P - 5:30P
30	31					
CLOSED TO PUBLIC*	OPEN TO PUBLIC 10:00A - 5:00P					

* ROBERTSON BRANCH LIBRARY WILL BE CLOSED ON SATURDAY, DECEMBER 22 AND 29; AND OPEN ON SUNDAY, DECEMBER 23 AND 30 (1:00P-5:30P).

July 26, 2012

**LIBRARY DEPARTMENT
BOARD REPORT**

EXHIBIT C

TO: Board of Library Commissioners
FROM: Susan Kent, Interim City Librarian 
SUBJECT: **LOS ANGELES PUBLIC LIBRARY (LAPL) - COMPARATIVE STATISTICS**

RECOMMENDATION

THAT, The Board of Library Commissioners receives and file this report regarding LAPL usage statistics and comparative statistics with other library systems.

FINDINGS

A. Comparative Statistics of U.S. Libraries

1. LAPL serves the largest population of any U.S. city. The first two pages of the attachment compare those libraries serving cities with populations of 1,700,000 or more. The libraries are listed by size of the population served. LAPL is compared with Los Angeles County, New York, Chicago, Brooklyn, Queens Borough, Miami, Houston, Broward County and San Antonio public library systems. The Atlanta-Fulton Public Library is also included.
2. The source of these statistics is published in the annual Public Library Data Service Statistical Report. The latest statistics published are for the Fiscal Year 2010-11.
3. Of the eleven library systems listed, LAPL has the second lowest library materials per capita expenditure at \$1.80.

B. Comparative LAPL Usage Statistics

1. Pages 3 - 4 of the attachment provides an annual and Spring quarter comparison of LAPL's usage statistics: the number of service hours, number of public computer hours, number of PC reservations, number of WiFi connections, number of hits on LAPL web pages, number of cardholders, number of holds/ reservations placed, number of holds filled, circulation, number of programs and attendees, number of visits to schools, classrooms and students, and number of class visits to the libraries.

ATTACHMENT

Prepared by: Kris Morita
Assistant General Manager

COMPARATIVE STATISTICS OF LIBRARIES WITH POPULATIONS OVER 1,700,000
2010-11 STATISTICS

(1)

PUBLIC LIBRARY SYSTEM	TOTAL INCOME	OPERATING EXPENDITURES PER CAPITA	STAFF SIZE	LIBRARY MATERIALS BUDGET	LIBRARY MATERIALS PER CAPITA EXPENDITURE	ANNUAL CIRCULATION	CIRCULATION PER CAPITA	LIBRARY HOLDINGS	HOLDINGS PER CAPITA	PUBLIC SERVICE HOURS	ANNUAL LIBRARY VISITS
<i>Los Angeles Public Library</i> serves population 3,792,621 1 Central Library / 72 Branches	\$ 83,444,942	\$22.53	849.0	\$6,823,265	\$1.80	15,144,804	3.99	6,459,552	1.70	140,788	12,673,629
New York Public Library serves population 3,439,711 1 Central Library / 87 Branches	\$ 127,434,177	\$37.05	983.8	\$12,117,853	\$3.52	27,907,670	8.11	7,001,664	2.04	208,156	15,063,180
County of LA Public Library serves population 3,340,309 No Central Library / 85 Branches	\$ 128,386,856	\$34.71	1,143	\$9,681,475	\$2.90	17,134,761	5.13	6,795,552	2.03	196,133	12,395,075
Chicago Public Library serves population 2,695,598 1 Central Library / 74 Branches	\$ 108,973,685	\$37.84	1,119	\$17,800,000	\$6.60	9,556,918	3.55	5,769,587	2.14	190,320	Not Reported
Brooklyn Public Library serves population 2,504,700 1 Central Library / 58 branches	\$ 107,081,544	\$39.74	992.5	\$6,978,394	\$2.79	20,148,596	8.04	4,233,304	1.69	127,504	12,340,500
Queens Borough Public Library serves population 2,230,722 1 Central Library / 61 Branches	\$ 105,214,454	\$45.79	1,226	\$4,964,182	\$2.23	20,609,180	9.24	6,544,609	2.93	128,448	12,965,698
Miami Dade Public Library serves population 2,147,079 1 Central Library / 48 Branches	\$ 50,428,281	\$31.11	621	\$1,599,999	\$0.75	7,091,216	3.30	3,674,651	1.71	109,514	8,245,178
Houston Public Library serves population 2,099,451 1 Central Library / 41 Branches	\$ 38,032,712	\$17.32	424	\$5,763,558	\$2.75	7,352,231	3.50	3,061,773	1.46	80,107	4,761,985
Broward County Library (FL) serves population 1,748,066 1 Central Library / 39 Branches	\$ 61,318,291	\$35.07	654	\$7,629,478	\$4.36	10,036,791	5.74	3,477,312	1.99	83,598	9,208,317
San Antonio Public Library (TX) serves population 1,714,773 1 Central Library / 25 Branches	\$ 32,922,581	\$18.37	533	\$3,408,514	\$1.99	7,206,268	4.20	2,332,975	1.36	76,440	5,247,692
Atlanta-Fulton Public Library serves population 948,883 1 Central Library / 32 Branches	\$ 29,069,671	\$30.60	363	\$2,749,188	\$2.90	3,828,763	4.04	2,362,982	4.04	81,959	3,704,394

Source: Public Library Data Service "2011/12 Statistical Report"

Published by: Public Library Association

**COMPARATIVE STATISTICS OF LIBRARIES WITH POPULATIONS OVER 1,700,000
2010-11 STATISTICS**

(2)

PUBLIC LIBRARY SYSTEM	PUBLIC SERVICE HOURS PER WEEK	SERVICE HOURS PER YEAR	ANNUAL NO. OF REFERENCE QUESTIONS	ANNUAL LIBRARY VISITS	NUMBER OF CARDHOLDERS
Los Angeles Public Library serves population 3,792,621 1 Central Library / 72 Branches	2,707	140,788	8,032,050	12,673,629	1,231,764
New York Public Library serves population 3,439,711 1 Central Library / 87 Branches	4,003	208,156	7,908,537	15,063,180	2,215,157
County of LA Public Library serves population 3,340,309 No Central Library / 85 Branches	4,048	196,133	8,767,705	12,395,075	3,343,634
Chicago Public Library serves population 2,695,598 1 Central Library / 74 Branches	3,712	190,320	Not Reported	Not Reported	1,934,728
Brooklyn Public Library serves population 2,504,700 1 Central Library / 58 branches	2,452	127,504	3,400,650	12,340,500	818,589
Queens Borough Public Library serves population 2,230,722 1 Central Library / 61 Branches	2,480	128,448	3,177,421	12,965,698	902,269
Miami Dade Public Library serves population 2,147,079 1 Central Library / 48 Branches	2,414	109,514	3,126,183	8,245,176	1,009,887
Houston Public Library serves population 2,099,451 1 Central Library / 41 Branches	1,602	80,107	679,957	4,761,985	759,378
Broward County Library (FL) serves population 1,748,066 1 Central Library / 39 Branches	1,608	83,598	2,842,459	9,208,317	1,440,082
San Antonio Public Library (TX) serves population 1,714,773 1 Central Library / 25 Branches	1,470	76,440	Not Reported	5,247,692	1,023,243
Atlanta-Fulton Public Library serves population 948,883 1 Central Library / 32 Branches	1,587	81,959	1,650,929	3,704,394	405,080

LAPL STATISTICS

(3)

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	4/1/11 - 6/30/11	4/1/12 - 6/30/12
SERVICE HOURS	191,142	180,036	140,788	153,430	35,652	39,265
NO. OF PUBLIC COMPUTER HOURS	5,912,069	5,496,214	4,283,442	4,550,355	1,163,357	1,164,503
NO. OF PC RESERVATIONS	3,548,925	3,319,885	2,401,852	2,542,099	589,655	641,331
NO. OF WIRELESS CONNECTIONS	467,091	589,817	518,084	898,022	143,774	291,513
NO. OF HITS ON WEB PAGES	142,265,771	155,390,956	95,111,858	114,660,066	23,490,949	30,153,154
NO. OF CARDHOLDERS	1,134,619	1,368,354	1,231,764	1,076,578	1,231,764	1,076,578
NO. OF HOLDS PLACED	1,609,566	1,639,085	1,497,373	1,482,624	367,849	366,987
NO. OF HOLDS FILLED	1,375,655	1,408,833	1,312,950	1,305,033	324,317	321,670
CIRCULATION						
Branches	12,363,266	12,680,954	11,070,136	10,702,836	2,667,908	2,596,187
Central Library	1,217,440	1,159,668	951,235	942,421	236,180	232,623
Renewals (Web & Phone)	3,250,710	2,355,114	2,112,915	2,096,885	537,570	511,425
e-Materials	351,099	328,556	1,010,518	1,594,890	410,435	448,702
GRAND TOTAL	17,182,515	16,524,292	15,144,804	15,337,032	3,852,093	3,788,937

LAPL STATISTICS

(4)

	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	4/1/11 - 6/30/11	4/1/12 - 6/30/12
CHILDREN'S PROGRAMS						
(Number held)	5,532	5,116	4,868	5,798	1,405	1,536
(Number of Attendees)	147,776	150,813	148,113	160,895	40,092	47,584
TEEN PROGRAMS						
(Number held)	3,063	3,381	3,785	3,766	1,040	918
(Number of Attendees)	40,528	39,454	44,697	44,001	11,639	12,443
ADULT PROGRAMS						
(Number held)	6,282	4,434	6,791	6,485	1,606	1,747
(Number of Attendees)	126,404	124,777	108,577	130,228	27,198	29,285
CHILDREN'S CLASSROOM VISITS						
(Number of Classes)	6,715	4,633	5,067	5,434	2,516	2,477
(Number of Students)	148,307	97,404	111,979	121,275	60,580	59,950
CHILDREN'S CLASS VISITS TO THE LIBRARY						
(Number of Classes)	2,652	2,196	2,179	2,297	782	701
(Number of Students)	52,764	41,745	40,093	43,580	13,120	13,787
YOUNG ADULT CLASSROOM VISITS						
(Number of Classes)	2,301	2,149	1,575	1,714	678	687
(Number of Students)	65,752	49,308	42,830	53,276	17,949	22,162
YOUNG ADULT CLASS VISITS TO THE LIBRARY						
(Number of Classes)	869	591	515	789	132	299
(Number of Students)	14,928	9,361	9,592	11,058	2,318	3,653

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into as of this 1st day of November 2009 by and between the City of Los Angeles, a municipal corporation, acting by and through its Board of Library Commissioners (the "Board") and the Library Foundation of Los Angeles, a California non-profit public benefit corporation (the "Foundation").

- A. The Los Angeles Public Library is a department of the City of Los Angeles, the Chief Administrative Officer of which is the City Librarian (the "Librarian").
- B. The Foundation was incorporated as a California non-profit public benefit corporation on June 1, 1992.
- C. The Foundation is governed by its Articles and Bylaws and the activities and affairs of the Foundation are conducted and all of its corporate powers are exercised by or under the direction of its Board of Directors the members of which are designated, selected and elected in accordance with the Foundation's Bylaws.
- D. The specific purposes of the Foundation are (i) the solicitation of private contributions to support various activities of the Los Angeles Public Library's collection enhancement and selected capital improvements and to expand services which provide greater access to learning for the City's population, and (ii) to provide funding for projects which complement, but do not supplant, the responsibility of the City of Los Angeles for continued maintenance of the Los Angeles Public Library system – facilities, staff, and programming as well as various provisions as may be specified under state and/or federal statutes or regulations.
- E. The establishment of the Foundation for the foregoing purposes was approved by the Board in Library Resolution No. 1992-24, February 27, 1992.
- F. The purpose of this Memorandum of Understanding is to establish a written memorandum of understanding between the Foundation and the Board to define the respective roles, responsibilities and financial relationship between the Library Department of the City of Los Angeles (the "Library") and the Foundation.

The Board and Foundation hereby agree that the understanding between them as to the respective roles, responsibilities and financial relationship between the Library and the Foundation is as follows:

1. Fundraising
 - a. Authority to Raise Funds. The Foundation is authorized to raise funds in furtherance of its specific purposes.
 - b. Donor Recognition. The Foundation is authorized to provide recognition to donors consistent with Library Resolution No. 1992-24, February 27, 1992, as amended by Library Resolution 2000-52, June 1, 2000, copies of which Resolutions are attached hereto as Appendix A and incorporated herein by reference. If such Donor Recognition Policy changes, the most current Policy approved by the Board will be adhered to by the Foundation.
2. Employment Practices. The foundation will make all hiring, retention and compensation decisions with respect to its employees. All such decisions shall be subject to all applicable laws. The Foundation will maintain its own employee handbook. The Foundation's employees are employees of the Foundation and are not employees of the Board, The Los Angeles Public Library or the City of Los Angeles.
3. Office Space, Equipment and Supplies. The Library will provide office space, surplus office furniture and telephone equipment with connectivity through the Library switchboard to the Foundation without charge for use by the Foundation in conducting Foundation Business. All other office equipment, photocopying, postage and supplies used by the Foundation will be obtained, maintained and owned by the Foundation at its own expense. On an annual basis, the Library will supply the Foundation with an accounting of the in-kind financial support it provides to the Foundation.
4. Library Store. The arrangements between the Library and the Foundation with respect to the Library Store will be set out in a written lease between the Library and the Foundation executed by the City of Los Angeles acting by and through the Library Board of Commissioners and approved in writing by the City Attorney.
5. Other uses of Library Facilities. The Library will make such other uses of Library facilities, including use of the Mark Taper Auditorium, available to the foundation for carrying out its purposes at such times and under such terms and conditions as the Foundation and the Librarian shall mutually agree and subject to all applicable laws, rules and regulations of the City of Los Angeles.

6. Indemnification. Pursuant to an action of the City Council (C.F. 92-1888), the City of Los Angeles agrees to defend, indemnify and hold harmless the Library Foundation of Los Angeles from loss or liability, actual or alleged, which may arise from the acts or omissions of the Foundation, its officers, directors or employees on behalf of the City of Los Angeles. It requires that the indemnities exercise an ordinary standard of care in the performance of their duties. It excludes claims arising from malfeasance, active negligence or willful misconduct of the indemnities.

It is understood and agreed that the City of Los Angeles will not defend or indemnify the Foundation for liability arising from the serving of alcohol at Foundation events. When liquor is served on City property, Foundation further agrees to hire a licensed professional server who shall carry no less than \$1,000,000 Liquor Liability Insurance. Prior to entering into any Agreement with a club, hotel, restaurant or other private facility, the Foundation will verify the existence of Liquor Liability Insurance as specified in this paragraph.

7. Intellectual Property. The arrangements between the Library and the Foundation with respect to intellectual property rights for use of works of art associated with the Library's Central Library store are set out in a license agreement between the Library and the Foundation attached as Appendix C. Additionally the Library grants the Foundation the right to use trade names, as defined in Appendix C, for fundraising and event promotion on behalf of the Los Angeles Public Library. The Foundation shall, at the Library's request, provide a sample of promotional materials prior to any event or promotion bearing a trade name, as defined in Appendix C, for the Library's approval, which shall not be unreasonably withheld.
8. The City Librarian will provide the Foundation, from time to time, with information of the Library's needs for funding after the Library Department's request for funding priorities from the Foundation for the next fiscal year is approved by the Board, which the Board of Directors of the Foundation shall take into account in determining the use of the Foundation's assets.
9. Financial Statements. Annual, audited financial statements for the Foundation will be provided to the Librarian of the City of Los Angeles and to the Board.
10. Disposition of Assets Upon Liquidation. The Foundation agrees to amend its Articles of Incorporation at its next regular meeting of the Board of Directors to provide that upon dissolution of the Foundation, the assets of the Foundation will be transferred to a donor-advised fund.


Disbursements from the fund shall be directed by a group of three (3) former Foundation Directors to be appointed by the outgoing Foundation Chairman, one of the three of whom shall be a member of the Board of Library Commissioners who has served on the Foundation's Board of Directors. Any disbursement authorized must be consistent with the original intent of the donors of the assets and in support of the Library.

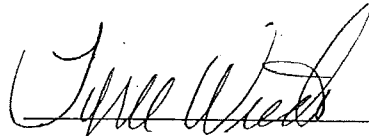
11. Term: The term of this Memorandum of Understanding shall be for a period of 3 years, beginning on November 1, 2009 and ending on October 31, 2012.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement.

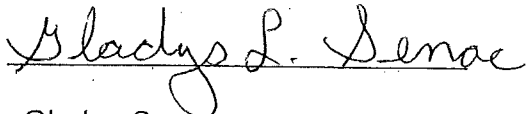
LIBRARY FOUNDATION OF LOS ANGELES
A California non-profit public benefit Corporation

CITY OF LOS ANGELES
Municipal corporation, acting by and through the Board of Library Commissioners

By: 
Name: Jeffrey P. Brown
Title: Chairman
Date: 11-17-09

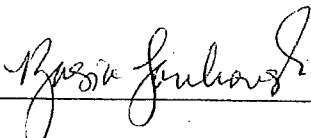
By: 
Name: Tyree Wieder
Title: President
Date: 11-19-09

ATTEST

By: 
Name: Gladys Senac
Title: Executive Assistant
Board of Library Commissioners
Date: 11-19-09

APPROVED AS TO FORM:

Carmen A. Trutanich
City Attorney

By: 
Name: Basia Jankowski
Title: Deputy City Attorney III
Date: 11-19-09

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

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STRATEGIC PLAN DEVELOPMENT MONTHLY DISCUSSIONS	TO BE SCHEDULED
2. QUARTERLY COMPARATIVE STATISTICS REPORT ON SERVICES & GOALS (Hirano-Nakanishi/Wieder-9/22/11)	AUGUST 2012
3. REPORT ON PRIORITY OF COMPUTER AIDES/CYBERNAUTS FOR BRANCH LIBRARIES (Walters-7/12/12)	AUGUST 2012

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT TYREE WIEDER
- COMMISSIONER PAULA A. MADISON

Board Policies

- PRESIDENT TYREE WIEDER

**BOARD OF LIBRARY COMMISSIONERS
BOARD MEETING SCHEDULE**

JULY - DECEMBER 2012

<u>JULY</u>	<u>AUGUST</u>
7/12 – (Thursday) - 11:00 a.m. Central Library	8/9 - (Thursday)-11:00 a.m. Palms-Rancho Park Branch
7/26 - (Thursday) - 11:00 a.m. Central Library	8/23 - (Thursday)-11:00 a.m. Central Library
<u>SEPTEMBER</u>	<u>OCTOBER</u>
9/13 - (Thursday) - 11:00 a.m. Central Library	10/11 - (Thursday) - 11:00 a.m. Central Library
9/27 - (Thursday) - 11:00 a.m. Central Library	10/25 - (Thursday) - 11:00 a.m. Central Library
<u>NOVEMBER</u>	<u>DECEMBER</u>
11/8 – (Thursday) – 11:00 a.m. Central Library	12/13 – (Thursday) – 11:00 a.m. Central Library
11/22 – (Thursday) – 11:00 a.m. Central Library (Cancelled)	

The Board of Library Commissioners meets regularly on the 2nd and 4th Thursday of the month. There is only one regular meeting in December. The schedule is subject to change.

The Agenda is posted on the Central Library Lobby and on the LAPL website by 11:00 a.m. on Mondays of the meeting week.

HOLIDAYS OBSERVED

- 7/4 (Independence Day)
- 9/3 (Labor Day)
- 10/8 (Columbus Day)
- 11/12 (Veterans' Day)
- 11/22-23 (Thanksgiving Day)
- 12/25 (Christmas Day)

For additional information contact the Library Commission Office – (213) 228-7530
Los Angeles Public Library – 630 W. 5th Street Los Angeles, 90071