

A G E N D A

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, JANUARY 24, 2013

**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: 12/13/12**
- 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 COMMENTS AND ANNOUNCEMENTS**
- 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. **RECOMMENDATION TO ACCEPT THE FOLLOWING GIFTS:** (EXHIBIT "A")
 - \$3,000 FROM THE FRIENDS OF THE STUDIO CITY BRANCH LIBRARY FOR THE "HOT OFF THE PRESS" PROGRAM AT THE STUDIO CITY BRANCH LIBRARY
 - \$2,000 FROM THE FRIENDS OF THE ATWATER VILLAGE BRANCH LIBRARY FOR THE BENEFIT OF THE ATWATER VILLAGE BRANCH LIBRARY

- b. RECOMMENDATION TO ACCEPT GIFT OF BOOKS, (EXHIBIT "B")
VALUED AT \$19,975, FROM THE CULINARY HISTORIANS
OF SOUTHERN CALIFORNIA FOR DONATION TO THE
CENTRAL LIBRARY, SCIENCE, TECHNOLOGY & PATENTS
COLLECTION
- c. RECOMMENDATION TO ACCEPT TRANSFER OF \$150,000 (EXHIBIT "C")
FROM THE LIBRARY FOUNDATION OF LOS ANGELES TO
THE LIBRARY DEPARTMENT, TRUST FUND 831, ACCT. 283,
HUMANITIES AND ACCOUNT 285, YOUTH SERVICES
- d. RECOMMENDATION TO APPROVE TRANSFER OF \$1,225,000 (EXHIBIT "D")
FROM ACCT. 1010, SALARIES-GENERAL TO THE FOLLOWING
ACCOUNTS WITHIN THE LIBRARY'S FISCAL YEAR 2012-13
BUDGET: \$1,200,000 TO ACCT. 1070, SALARIES AS-NEEDED,
AND \$25,000 TO ACCT. 3310, MILEAGE/TRANSPORTATION
EXPENSE

BOARD DISCUSSION

- e. RECOMMENDATION TO RECEIVE AND FILE STATUS (EXHIBIT "E")
UPDATE ON LIBRARY CONTRACTS AND AGREEMENTS
- f. ORAL PRESENTATION: LAPL MAP COLLECTION
UPDATE ON LIBRARY CONTRACTS AND AGREEMENTS

6. VARIOUS COMMUNICATIONS: NONE

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

8. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **FEBRUARY 14, 2013**, 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 – 1/18/2013

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

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

January 24, 2012

TO: Board of Library Commissioners
FROM: John F. Szabo, 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 the benefit of 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. Gift of \$3,000 for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:

Ms. April Howard, President
Friends of Studio City Branch Library
Studio City, CA 91604


Prepared by: Paul Montgomerie, Interim East Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

January 24, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, 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 \$2,000 received from The Friends of the Atwater Village Branch Library, for the benefit of 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. Gift of \$2,000 for fiction materials.
2. A letter of thanks should be sent to:

Patricia L. Desmarais, President
Friends of the Atwater Village Branch Library
3371 Glendale Blvd. Unit 103
Los Angeles, CA 90039-1825


Prepared by: Ruth E. Seid, Hollywood Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

January 24, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **ACCEPTANCE OF GIFT FROM THE CULINARY HISTORIANS
OF SOUTHERN CALIFORNIA**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of books for the cookery collection totaling \$19,975 purchased by the Culinary Historians of Southern California be accepted and added to the collection of the Science, Technology & Patents Department of the Central Library; and

FURTHER RESOLVED, That a letter of thanks be sent to the Culinary Historians of Southern California expressing the grateful appreciation of the Board and staff for the gift, which has augmented a vital part of the collection for the Central Library and the patrons of the Los Angeles Public Library.

FINDINGS:

1. That the gift donation of \$19,975 of books is to be added to the collection for the Science, Technology & Patents Department.
2. A letter of appreciation should be sent to:

Donna Chaney, Treasurer
Culinary Historians of Southern California
1241 North Holliston Avenue
Pasadena, CA 91104

Prepared by: Bob Timmermann, Senior Librarian
Science, Technology & Patents Department

Reviewed by: Giovanna Mannino, Director of Central Library

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

January 24, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian *JS*

SUBJECT: **ACCEPTANCE OF FUNDS FROM THE LIBRARY FOUNDATION
OF LOS ANGELES**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That the Board of Library Commissioners approve the receipt of \$150,000 from the Library Foundation of Los Angeles (LFLA); and

FURTHER RESOLVED, That the amount of \$140,000 from the NEH grant be deposited to the Library Trust Fund, Number 831, Account Number 283, Humanities; and

FURTHER RESOLVED, That the amount of \$10,000 from the Gluck Endowment be deposited to the Library Trust Fund, Number 831, Account Number 285 for Youth Services.

FINDINGS:

The contractual agreements regarding two endowments require the Library Foundation of Los Angeles (LFLA) to transfer earnings to the Library.

NATIONAL ENDOWMENT FOR HUMANITIES GRANT

1. In 1989, the Library was awarded a \$1 million National Endowment for Humanities (NEH) Challenge grant on conditions that the Library raise an additional \$3 million within three years.
2. The grant funds were to be used to enhance the Library's humanities collection impacted by the 1986 arson fire.
3. The Library was required to create an endowment fund with the matching funds from which earnings would be expended for library materials and services related to the humanities.

4. The Library raised a portion of the required matching funds but was not able to raise the entire \$3 million by the NEH deadline. The Library and the Library Foundation (LFLA) requested the NEH to transfer the NEH grant to the Foundation as they had the capability to raise the matching funds. Since that time, LFLA has administered the NEH grant.
5. Pursuant to the guidelines of the endowment, the earnings for FY 2012-13 amount to \$140,000. LFLA is transferring this amount to LAPL so the monies can be used to support resources and programming to advance the humanities.

GLUCK ENDOWMENT

In 2009, the Gluck Endowment was created to provide funds to purchase books for the Los Angeles Public Library. The amount of \$10,000 is being transferred pursuant to the guidelines of the endowment.

Prepared by: Kris Morita, Assistant General Manager

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

EXHIBIT D

January 24, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian



SUBJECT: **TRANSFER OF FUNDS**

RECOMMENDATION:

THAT The Board of Library Commissioners adopt the following resolution:

RESOLVED, That \$1,225,000 be transferred from Account 1010 Salaries-General to the following accounts within the Library's Fiscal Year 2012-13 Budget, Fund 300, Department 44:

<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
1070	Salaries As-Needed	\$1,200,000
3310	Mileage (Transportation)	<u>25,000</u>
	Total	\$1,225,000

FINDINGS:


1. The Library Department has used substitute librarians and clerks to staff public service desks or in other functions to fill-in for vacancies or when employees are sick, on jury duty or on vacation. Each year, the Library transfers funds between its salaries accounts to provide sufficient funds for substitute staffing. In fiscal year 2012-2013, the Library Department restored service hours for Monday and Wednesday nights at branches and at the Central Library. Due to delays in hiring permanent staffing, the Library has had to rely on substitute staffing to backfill the unfilled positions authorized in this fiscal year for this purpose. This transfer of funds is necessary to ensure that public desks are staffed.
2. The Transportation Expense Account is used to reimburse employees for use of their personal vehicles for City business. The Los Angeles Administrative Code and labor/management Memoranda of Understanding mandate reimbursement to employees for mileage claims, carfare, and parking expenses. A transfer of funds is required to fully fund employee reimbursements for this fiscal year.
3. Sufficient funds are available for this transfer.

Prepared by: Philip Tse, Fiscal Systems Specialist

Reviewed by: Kyle Millager, Business Manager

BOARD REPORT

January 24, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian 
SUBJECT: **STATUS UPDATE ON LIBRARY CONTRACTS AND AGREEMENTS**

RECOMMENDATION:

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

FINDINGS:

1. At its meeting of December 13, 2012, the Board of Library Commissioners requested a report on existing Library contracts. In addition, the Board requested a schedule showing when expiring contracts will be submitted to the Commission for approval.
2. Staff has provided the list and schedule and it is attached hereto as Attachment A.

Attachment

Prepared by: Kyle Millager, Business Manager

Reviewed by: Kris Morita, Assistant General Manager

ATTACHMENT A
LIST OF LIBRARY CONTRACTS/AGREEMENTS

(A) Line #	(B) Proposed Scope of Work	(C) Name of Contractor and Contract #	(D) Expiration Date of Existing Contract	(E) For Approval by Board of Library Commissioners
1	To provide maintenance and repair of the compact shelving in the Central Library	White Systems Contract #736	06/13/2013	February 2013
2	To provide audio visual services	Russell Pyle Contract #754	06/30/2013	February 2013
3	Maintenance of the Central Library landscape	Library Square Associates, LLC Contract #758	10/03/2013	April 2013
4	To provide special event coordination services	Attention to Detail Contract #755	10/20/2013	March 2013
5	To provide public photo copiers at Central Library and branches	Xerographic Copier Service Contract #743	11/30/2013	April 2013
6	License Agreement with the Library Foundation for use of works of art for the Library Store	Library Foundation Contract #761	07/01/2014	February 2014
7	Lease Agreement with the Library Foundation for use of floor space for the Library Store	Library Foundation Contract #760	07/01/2014	February 2014
8	To provide hardware and software maintenance for the Library's integrated automated library system and new products and services.	The Library Corporation Contract #728	08/20/2014	January 2014
9	After hours use of the Woodland Hills parking lot	Makhani, Inc. Villa Piacere Contract #744	10/22/2014	May 2014

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
JANUARY 24, 2013**

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STRATEGIC PLAN DEVELOPMENT DISCUSSIONS	MONTHLY
2. QUARTERLY COMPARATIVE STATISTICS REPORT ON SERVICES & GOALS (OCT-DEC) (HIRANO-NAKANISHI/WIEDER-9/22/11)	FEBRUARY 2013
3. REPORT ON THE IN-KIND FINANCIAL SUPPORT THE LIBRARY DEPARTMENT PROVIDES TO THE LIBRARY FOUNDATION OF LOS ANGELES (WIEDER-8/9/12)	TO BE DETERMINED

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT MARSHA HIRANO-NAKANISHI
- COMMISSIONER TYREE WIEDER

Board Policies

- PRESIDENT MARSHA HIRANO-NAKANISHI