AGENDA

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

THURSDAY, JUNE 13, 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: Regular Meeting – 5/9/13

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”)

   $9,980.31 From the Friends of the Encino-Tarzana Branch Library
   (Value of nine (9) lounge chairs for the Reading Room)

   $7,561.76 From the Friends of the Encino-Tarzana Branch Library
   (Value of digital projector and installation)
$6,000  From the Friends of the Mid-Valley Regional Branch Library for the “Hot Off The Press” Bestseller Program

$3,000  From the Friends of the Mar Vista Branch Library for the “Hot Off The Press” Bestseller Program

$3,000  From the Pacific Palisades Library Association for the “Hot Off The Press” Bestseller Program at Palisades Branch Library

$2,000  From Afterall LLC to the Chinatown Branch Library (for library materials, equipment and supplies)

b. RECOMMENDATION TO APPROVE AGREEMENT WITH RUSSELL PYLE FOR AUDIOVISUAL CONSULTANT SERVICES (EXHIBIT “B”)

c. RECOMMENDATION TO APPROVE GENERAL MANAGER’S EXPENSE ACCOUNT FISCAL YEAR 2013-2014 IN THE AMOUNT OF $3,500 (EXHIBIT “C”)

d. RECOMMENDATION TO APPROVE THE LIBRARY’S OPERATING BUDGET FOR FISCAL YEAR 2013-2014 IN THE AMOUNT OF $123,316,839 (EXHIBIT “D”)

e. ORAL PRESENTATION: INTERNSHIP PROGRAM AT THE LOS ANGELES PUBLIC LIBRARY

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, JUNE 27, 2013, AT THE FAIRFAX BRANCH LIBRARY, 161 S. GARDNER STREET, LOS ANGELES, CA 90036, 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 with 72 hours of the event please contact the Board Office at (213) 228-7530.

POSTED – 6/10/2013

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

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ACCEPTANCE OF GIFT FROM THE FRIENDS OF ENCINO-TARZANA BRANCH LIBRARY

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of nine lounge chairs valued at $9,980.31 received from The Friends of Encino-Tarzana Branch Library, be accepted; and

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

FINDINGS:

1. This gift of nine lounge chairs to replace the worn out chairs in the Reading Room at the Encino-Tarzana Branch Library.

2. A letter of thanks should be sent to:

   Adele Druck, President
   Friends of the Encino-Tarzana Branch Library
   18231 Ventura Blvd.
   Tarzana, CA 91356

Prepared by: Ruth E. Seid, West Valley Area Manager
Reviewed by: Cheryl Collins, Director of Branches
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 13, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE ENCINO-TARZANA BRANCH LIBRARY

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of a digital projector including installation valued at $7,561.76 received from the Friends of the Encino-Tarzana Branch Library be accepted; and

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

FINDINGS:

1. This gift of a digital projector including installation will be for use in library programming at the Encino-Tarzana Branch Library.

2. A letter of thanks should be sent to:

   Adele Druck, President
   Friends of the Encino-Tarzana Branch Library
   18231 Ventura Blvd.
   Tarzana, CA 91356

Prepared by: Ruth E. Seid, West Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches
TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE MID-VALLEY REGIONAL BRANCH LIBRARY

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of $6,000 received from the Friends of the Mid-Valley Regional Branch Library, for the benefit of the Mid-Valley Regional Branch Library be accepted; and

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

FINDINGS:

1. The gift of $6,000 is for the "Hot Off The Press" Bestseller Program.
2. A letter of thanks should be sent to:

   Ms. Jeanette Oerlemans, President
   Friends of the Mid-Valley Regional Branch Library
   16244 Nordhoff Street
   North Hills, CA 91343

Prepared by: Ruth Seid, West Valley Area Manager
Reviewed by: Cheryl Collins, Director of Branches
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 13, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE MAR VISTA 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 Mar Vista Library, for the benefit of the Mar Vista Branch Library be accepted; and

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

FINDINGS:

1. The gift of $3,000 is for the "Hot Off The Press" Bestseller Program.

2. A letter of thanks should be sent to:

   Ms. Patricia Richmond and Stephanie Wexler, Co-Presidents
   The Friends of the Mar Vista Library
   12006 Venice Blvd
   Los Angeles, CA 90066

Prepared by: Ken Blum, Western Area Manager
Reviewed by: Cheryl Collins, Director of Branches
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 13, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ACCEPTANCE OF GIFT FROM PACIFIC PALISADES LIBRARY ASSOCIATION

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of $3,000 received from Pacific Palisades Library Association, for the benefit of the Palisades Branch Library be accepted; and

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

FINDINGS:

1. The gift of $3,000 is for the “Hot Off The Press” Bestseller Program.

2. A letter of thanks should be sent to:

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

Prepared by: Ken Blum, Western Area Manager
Reviewed by: Cheryl Collins, Director of Branches
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 13, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF GIFT FROM AFTERALL LLC

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of $2,000 received from Afterall LLC, in appreciation for
the Nike film shoot, for donation to the Chinatown Branch Library, be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to Afterall LLC
expressing the grateful appreciation of the Board and staff for the generous gift.

FINDINGS:

1. This gift of $2,000 will be used for library materials, equipment and supplies.

2. A letter of thanks should be sent to:

Kai Ephron, Locations Manager
Afterall LLC
2217 NE Ainsworth Street
Portland, Oregon 97211

Prepared by: Sylvia Galan-Garcia, Northeast Area Manager

Reviewed by: Cheryl Collins, Director of Branches
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 13, 2013

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: APPROVAL OF AGREEMENT WITH RUSSELL PYLE FOR AUDIOVISUAL CONSULTANT SERVICES

RECOMMENDATIONS:

THAT The Board of Library Commissioners adopt the following resolutions:

RESOLVED, That the Board of Library Commissioners determines that Russell Pyle is the best proposer to provide audiovisual consultant services, and;

FURTHER RESOLVED, That an independent contractor can perform the work set forth in this agreement for audiovisual services more feasibly than City staff, and;

FURTHER RESOLVED, That the City Librarian and the City Attorney be authorized to make technical changes to the agreement prior to execution, and;

FURTHER RESOLVED, that the President of the Board of Library Commissioners is authorized to execute the contract.

FINDINGS:

1. On February 14, 2013, the Board of Library Commissioners approved the issuance of a Request for Proposals (RFP) for the services of an Audiovisual Consultant.

2. The RFP was advertised on the City’s Los Angeles Business Assistance Virtual Network (www.labavn.org). There were 42 prospective proposers who viewed the RFP and 2 downloaded the RFP documents. On March 28, 2013, the Library received one proposal submittal from Russell Pyle.

3. Russell Pyle has worked as the Audiovisual Consultant for the Los Angeles Public Library in the past. Russell Pyle has extensive technical experience with lighting, sound, equipment repair and maintenance.

4. The agreement requires the consultant to work a very flexible schedule, including weekends and many evenings, to meet the various needs of the events that are scheduled.
5. The term of this agreement is for two years with one year renewal option. Funds are available in the Library's Contractual Services Account.

6. The agreement has been reviewed by the Assistant City Attorney as to form.

Prepared by: Eloisa Sarao
Asst. Business Manager

Reviewed by: Kyle Millager
Business Manager

Kris Morita
Assistant General Manager
AGREEMENT BETWEEN THE CITY OF LOS ANGELES
AND RUSSELL PYLE
FOR AUDIOVISUAL CONSULTANT SERVICES

This Agreement is entered into by and between the City of Los Angeles, a
municipal corporation, acting by and through its Board of Library Commissioners
(hereinafter "Library"), and Russell Pyle (hereinafter "Consultant").

WHEREAS, the Library has meeting rooms and other facilities available for
public and private use which are equipped with sophisticated sound, lighting and audio-
visual equipment; and,

WHEREAS, the Library requires the services of a Consultant to coordinate,
direct and stage presentations, plan, direct, produce and manage sound, lighting, video
computer, video interface, slide, films, and technical productions and maintenance and
upgrades of equipment and venues throughout the Los Angeles Public Library system.

WHEREAS, the Board of Library Commissioners issued a Request for Proposals
on February 15, 2013 for an Audiovisual Consultant for the Los Angeles Public Library
and; and,

WHEREAS, Consultant's response is attached hereto as Exhibit B and
incorporated herein by reference as though fully set forth herein, and;

WHEREAS, the Consultant's services are professional, expert, and technical and
of a temporary and occasional character; and,

WHEREAS, it is more economical and feasible for the Consultant to perform
such services for the Library; and,

WHEREAS, City desires to contract for the services of an Audiovisual
Consultant; and,

WHEREAS, funds are available to provide Consultant services; and,

NOW, THEREFORE, in consideration of the premises, and the mutual covenants
and Agreements herein contained, the parties hereto agree as follows:
1.0 Said Agreement shall be composed of the following documents which shall be made a part hereof as though fully set forth herein:

a. This Agreement; and

b. The Request for Proposals for an Audiovisual Consultant issued on February 15, 2013, hereinafter Exhibit A

c. Consultant’s response to the Request for Proposals for an Audiovisual Consultant for Central Library and the completed attachments thereto as submitted in response to the Request for Proposals issued by the Library (hereinafter Exhibit B); and

d. Standard Provisions for City Contracts (Exhibit C)

e. Evidence of Insurance (Exhibit D)

All of which are on file in the office of the Board of Library Commissioners, and each of the parties hereto agree to carry out and fully perform each and all of the provisions of said documents which are required of it to be performed.

2.0 ORDER OF PRECEDENCE OF AGREEMENT DOCUMENTS

This Agreement contains the full and complete Agreement between the parties. No verbal agreement or conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement. Resolution of any conflicting provisions in the documents constituting this Agreement for an Audiovisual Consultant for Los Angeles Public Library shall be resolved by considering the documents according to the following order of precedence:

a. The Agreement except for Exhibits A and B identified in 1.0 of this Agreement

b. The Request for Proposals for an Audiovisual Consultant (Exhibit A)

c. CONTRACTOR’S response to the Request for Proposals for an Audiovisual Consultant (Exhibit B)


e. Evidence of Insurance (Exhibit D)
3.0 CONSULTANT'S PERFORMANCE

3.1 SCOPE OF WORK

Under the supervision of the Business Manager or his/her designee, the Consultant shall:

Coordinate, direct and stage presentations including, but not limited to, recitations, plays, musicals, mime, puppet, chamber music and meetings. Plan, design, direct, produce and manage sound, light, computer, video, slides, films and set arrangement and may coordinate construction projects. Establish the optimal artistic production capabilities of each Library venue. Recommend the most practical, suitable and economically feasible equipment needed for various events and productions and develop reliable and economically feasible sources for renting supplementary or complementary equipment which may be required.

Coordinate the use of appropriate freelance and/or other temporary personnel when and as needed to provide adequate stage support, and, schedule and train Library personnel on simple technical functions.

Consult with Library staff requiring professional, expert or technical advice relative to all types of stage venue productions.

Meet and interact with prospective corporate and governmental customers desiring to use Library facilities and equipment for meetings and events. Meet with artists to determine their production requirements.

Consultant will develop written instructions for use of audiovisual equipment and procedures for use of equipment in all Library venues. Provide written reports as needed.

Consultant will recommend scheme of work and equipment to improve the technical and audiovisual capabilities of library venues.

3.2 WORK SCHEDULE, ASSISTANCE AND PAYMENT

Consultant shall adjust his hours to best meet the demands of the programs or special events or productions within the Library Department, to assure the success of the presentations being made. If the Library desires the Consultant to work a specific event, Consultant is required to do so. If Consultant is not available to work an event, he must inform the Business Manager or his or her designee. In addition, Consultant shall set his schedule to coordinate with artists and Library staff requiring advice and assistance. Consultant shall submit to the Business Manager
a work schedule and will be available on call when necessary.

It is understood that Consultant may charge for work performed at $65.00 per hour. The work week may fluctuate in the number of hours worked if there is no impact upon any productions or special events.

Reasonable miscellaneous expenses, not to exceed $8,500 per year, shall be permitted for parking, telephone calls, materials, and minor or emergency production supplies or equipment if required.

Consultant shall submit invoices every two (2) weeks detailing costs, the productions or events worked on, and the time spent on each as well as reasonable expenses. Such invoice will be paid upon approval of the Business Manager or his/her designee.

4.0 INDEMNIFICATION AND INSURANCE REQUIREMENTS

The insurance and indemnification provisions as required by the RFP shall be provided as Exhibit D of this Agreement, and as applicable by the Standard Provisions for City Contracts.

5.0 LIBRARY’S PERFORMANCE

Library will provide Consultant with an office, telephone, computer and supplies for the performance of the services to be provided under this Agreement.

6.0 TERM OF AGREEMENT

The term of this Agreement shall be for two years with one year renewal option. The initial term shall begin on July 1, 2013.

7.0 PAYMENT

The amount payable to Consultant during the term of this Agreement shall be $65.00 per hour. Miscellaneous Expenses, as stated in Section 3.2 of this Agreement, shall not exceed $8,500 per year.

Payment will not exceed the amount of funds available for such services.

8.0 BILLING AND INVOICES

a. Contractor shall submit itemized invoices every two (2) weeks to the Library, indicating therein the services performed for which payment is requested. Payment of all invoices shall be subject to review and approval of Library management, which shall not be unreasonably withheld. Payment shall be for personnel listed in the Contractor’s bid
submittal and project related expenses (Exhibit B), unless amended by both parties in a written document. Receipts shall be provided for all expenses for which Contractor requests reimbursement.

b. To ensure that services provided under personal services contracts are measured against services as detailed in the contract, the Controller of the City of Los Angeles has developed policy requiring that specific supporting documentation be submitted with invoices. The contractor is required to submit invoices that conform to City Standards and include, at a minimum the following information:

i. Name and address of contractor

ii. Name and address of City Department being billed

iii. Date of invoice and period covered.

iv. Contract number or authority number.

v. Description of completed task and amount due for task, including:
   - Name of personnel working on task
   - Hours spent on task and time sheet supporting charges (if applicable).
   - Rate per hour and total due.

vi. Signature of a duly authorized officer.

c. All invoices shall be submitted on contractor's letterhead, contain contractor's official logo, or other unique and identifying information such as the name and address of the contractor. Evidence that tasks have been completed, in the form of a report or other material shall be attached to all invoices. Invoices shall be submitted to the City by Contractor within thirty (30) days of service or monthly. Invoices are considered complete when appropriate documentation or services provided are signed off as satisfactory by the City manager. If invoice is insufficient or unsatisfactory, the City manager shall inform Contractor of any defect within ten (10) business days of receipt of the invoice from Contractor, and Contractor shall have five (5) business days to provide a corrected invoice to the City. Invoices shall be paid by the City no later than ninety (90) days after receipt by the City.

d. Invoices and supporting documentation shall be prepared at the sole expense and responsibility of the contractor. The City will not compensate the contractor for costs incurred in invoice preparation. The City may request, in writing, changes to the content and format of the invoice and supporting documentation at any time. The City reserves the right to request additional supporting documentation to substantiate costs at any time.
Failure to adhere to these policies may result in nonpayment or non-approval of demands, pursuant to Charter Section 262(a), which requires the Controller to inspect the quality, quantity, and condition of services, labor, materials, supplies, or equipment received by any City office or department, and approves demands before they are drawn on the Treasury.

9.0 OWNERSHIP

a. Contractor acknowledges and agrees that all documents, publications, databases, videos, reports, analyses, studies, drawings, information, or data (hereinafter collectively referred to as "materials"), originated and prepared by contractor pursuant to the terms of this agreement, are "work made for hire" and shall become the property of the City for its use in any manner it deems appropriate. Contractor assigns any and all of its respective interests and rights in such property to the City.

b. All documents and records (hereinafter collectively referred to as "documents") provided by the City to Contractor shall remain the property of the City and must be returned to the City upon termination of this agreement or at the request of the City.

c. The provisions of this article survive termination of this agreement.

10.0 DISCLOSURE INFORMATION

a. All Documents and information provided to Contractor by the City are confidential. All Materials are to be considered confidential. Contractor agrees not to provide Documents or Materials, nor disclose their content or any information therein, either orally or in writing, to any other person or entity, except as authorized by the City or as required by law. Contractor shall immediately notify City representative of any attempt by a third party to obtain access to documents or materials.

b. The provisions of this section survive termination of this Agreement.

11.0 AMBIGUITY

Any ambiguity in this Agreement shall not be interpreted against any one party by virtue of that party being drafter of the Agreement
IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

BOARD OF LIBRARY COMMISSIONERS

By ____________________________
MARSHA HIRANO-NAKANISHI
President

Date ____________________________

RUSSELL PYLE

By: ____________________________
RUSSELL PYLE

Date ____________________________

APPROVED AS TO FORM:

CARMEN A. TRUTANICH, City Attorney

By ____________________________
Basia Jankowski
Deputy City Attorney

Date ____________________________

ATTEST:

By ____________________________
RAQUEL BORDEN
Executive Assistant

Date ____________________________
LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT  

June 13, 2013  

TO:    Board of Library Commissioners  
FROM:  John F. Szabo, City Librarian  
SUBJECT: GENERAL MANAGER’S EXPENSE ACCOUNT FOR FY 2013-2014  

RECOMMENDATION:  

THAT The Board of Library Commissioners adopt the following resolution:  

RESOLVED, That the City Librarian or designee be authorized to receive an advance or be reimbursed for such miscellaneous expenditures as may be necessary in the form of business meals, taxi fares, parking fees, etc. in an amount not to exceed $3,500 for the period July 1, 2013 to June 30, 2014; and  

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account Number 6010 of the Library Fund Number 300.  

FINDINGS:  

1. Each year the City Librarian incurs expenses for business meals, parking fees, and other miscellaneous expenses in connection with Library Department business.  

2. This action provides funds for these expenses.  

3. This amount is the same as in FY 2012-2013.  

Prepared by: Kris Morita, Assistant General Manager
LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

June 13, 2013

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: ADOPTION OF FISCAL YEAR 2013-14 BUDGET

RECOMMENDATION:

THAT the Board of Library Commissioners adopts the following resolution:

RESOLVED, That the Library Department’s operating budget for FY 2013-14 in the amount of $123,316,839, as approved by the Mayor and City Council, is hereby adopted.

FINDINGS:

1. The total operating Library Department Budget for FY 2013-14 as adopted by the Mayor and Council is $123,316,839. The budget includes funds provided by Measure L, the Public Library Charter Amendment.

2. The Measure L obligatory increase to the General Fund reimbursement for direct and indirect costs attributable to library operations is $9,162,794 over the current fiscal year amount. As such, the operating budget includes $46,333,624 or 38% for such reimbursement.

3. Also included in the operating budget is funding and position authority to restore Sunday service hours at the Central Library and eight Regional Libraries beginning in January 2014.

4. The adopted budget includes an additional 32 positions (15 librarian I’s, 15 clerk typists and 2 library assistants) to the Library’s current position count of 883 full-time equivalent (FTE) positions, for a new total of 915 positions. The Library was approved for an expedited unfreeze approval process for its positions.
5. One-time funding in the amount of $287,000 was deleted from the Office and Administrative Account. This one-time funding was provided in FY 2012-13 for the consultant services and miscellaneous one-time alteration and improvement projects.

6. Funding in the amount of $1.19 million was included to replace antiquated technology equipment including computers, printers, materials check-out and theft-prevention equipment, and network testing devices to improve customer service. It also includes funds for digitization equipment, data backup software, and servers. Funding in the Library Materials account was also increased by $1,069,398 or 13% to $8,443,466 for the purchase of books and other materials for the Library. This raises the per capita materials expenditure from $1.92 to $2.20. With the increase in the budget for library materials and technology, the Library has met the obligations of year 3 of Measure L.

7. The FY 2013-14 Adopted Budget also includes the following changes to the Mayor's Proposed Budget recommended by the Budget and Finance Committee and concurred in by the Council and Mayor:

- Deletion of $416,048 funding for Phase 1 of a replacement of the Library's antiquated and obsolete telephone systems.

Although the City Council was supportive of the phone system replacement, the funding included in the Mayor's Proposed Budget was an additional General Fund appropriation above and beyond the Measure L funding requirements. The library will work to identify a source of funding in the next fiscal year, possibly through salary savings from the current fiscal year's budget.

Prepared by: Kyle Millager, Business Manager

Reviewed by: Kris Morita, Assistant General Manager
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<thead>
<tr>
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<th>(A) Adopted Budget 2012-13</th>
<th>(B) FY 2013-14 Adjustments</th>
<th>(C) Adopted Budget 2013-14</th>
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<tr>
<td><strong>APPROPRIATIONS</strong></td>
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<tr>
<td>1 Mayor-Council Appropriation</td>
<td>$ 102,307,213</td>
<td>$ 16,659,626</td>
<td>$ 118,966,839</td>
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<td>2 Total Appropriations</td>
<td>$ 102,307,213</td>
<td>$ 16,659,626</td>
<td>$ 118,966,839</td>
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<td><strong>OTHER REVENUE</strong></td>
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<td>3 Fines and Fees</td>
<td>$ 3,450,000</td>
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<td>$ 2,800,000</td>
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<td>4 Other Receipts</td>
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<td>5 State Public Library Foundation</td>
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<td>6 Unspent Prior Year Funds from UUFB</td>
<td>1,150,000</td>
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<td>8 Total Revenue</td>
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<td>$ 123,316,839</td>
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<td><strong>EXPENDITURES</strong></td>
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<td><strong>SALARIES</strong></td>
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<td>9 General</td>
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<tr>
<td>12 Total Salaries</td>
<td>$ 58,769,639</td>
<td>$ 3,462,747</td>
<td>$ 62,232,386</td>
</tr>
<tr>
<td><strong>EXPENSE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Office Equipment</td>
<td>$ 30,462</td>
<td>--</td>
<td>$ 30,462</td>
</tr>
<tr>
<td>14 Printing and Binding</td>
<td>50,000</td>
<td>--</td>
<td>50,000</td>
</tr>
<tr>
<td>15 Contractual Services</td>
<td>3,204,917</td>
<td>$(287,000)</td>
<td>2,917,917</td>
</tr>
<tr>
<td>16 Transportation</td>
<td>77,463</td>
<td>--</td>
<td>77,463</td>
</tr>
<tr>
<td>17 Library Book Repairs</td>
<td>77,796</td>
<td>--</td>
<td>77,796</td>
</tr>
<tr>
<td>18 Office and Administrative</td>
<td>394,584</td>
<td>623,952</td>
<td>1,018,536</td>
</tr>
<tr>
<td>19 Operating Supplies</td>
<td>157,454</td>
<td>--</td>
<td>157,454</td>
</tr>
<tr>
<td>20 Total Expense</td>
<td>$ 3,992,676</td>
<td>$ 336,952</td>
<td>$ 4,329,628</td>
</tr>
<tr>
<td><strong>EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 Furniture, Office and Technical Eqpt</td>
<td>--</td>
<td>$ 659,000</td>
<td>$ 659,000</td>
</tr>
<tr>
<td>22 Total Equipment</td>
<td>$ --</td>
<td>$ 659,000</td>
<td>$ 659,000</td>
</tr>
<tr>
<td><strong>SPECIAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Library Materials</td>
<td>$ 7,374,068</td>
<td>$ 1,069,398</td>
<td>$ 8,443,466</td>
</tr>
<tr>
<td>24 Various Special/Related Costs</td>
<td>37,170,830</td>
<td>9,162,794</td>
<td>46,333,624</td>
</tr>
<tr>
<td>25 Various Special/Undesignated Salaries</td>
<td>--</td>
<td>1,318,735</td>
<td>1,318,735</td>
</tr>
<tr>
<td>26 Total Special</td>
<td>$ 44,544,898</td>
<td>$ 11,550,927</td>
<td>$ 56,095,825</td>
</tr>
<tr>
<td>27 Total Library</td>
<td>$ 107,307,213</td>
<td>$ 16,009,626</td>
<td>$ 123,316,839</td>
</tr>
</tbody>
</table>
REVENUES AND EXPENDITURES VARIANCE PAGE
FY 2013-14

<table>
<thead>
<tr>
<th>Column</th>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(C)</td>
<td>1</td>
<td>Mayor-Council Appropriation: $118,966,839 – includes Charter-required increase of $16,659,626.</td>
</tr>
<tr>
<td>(B)</td>
<td>3</td>
<td>Fines and Fees: ($650,000) – reduction in revenue anticipated for FY 2013-14.</td>
</tr>
<tr>
<td>(B)</td>
<td>12</td>
<td>Total Salaries: $3,462,747 – sum of increase for employee compensation adjustments ($2,465,534); funding for 32 positions ($943,452) and as-needed staffing ($53,761) for restoration of Sunday service hours.</td>
</tr>
<tr>
<td>(B)</td>
<td>15</td>
<td>Contractual Services Account: ($287,000) – Deletes FY 2012-13 funding for the Strategic Plan ($200,000) and one-time Alteration and Improvement project ($87,000). Account funding includes: shared data base and cataloging services; alteration and improvements for libraries; book binding; library grounds maintenance; fire/life/safety system maintenance; CARL system annual maintenance; contract support staff for network infrastructure, servers, routers, Web services, PC support and maintenance; parking garage maintenance; photocopier rental; audiovisual and special event services; telecommunications maintenance.</td>
</tr>
<tr>
<td>(B)</td>
<td>18</td>
<td>Office and Administrative Expense Account: $623,952 – increase in funding to support the replacement of aging staff and public facing technology equipment (computers, printers, etc.) ($540,000); various branch recabling projects ($83,952).</td>
</tr>
<tr>
<td>(B)</td>
<td>21</td>
<td>Furniture, Office and Technical Equipment Account: $659,000 – increase in funding to replace aging telecommunications network equipment (servers, switches, routers, etc.).</td>
</tr>
<tr>
<td>(B)</td>
<td>23</td>
<td>Library Materials Account: $1,069,398 – increase in funding to purchase additional books and other library materials.</td>
</tr>
<tr>
<td>(B)</td>
<td>24</td>
<td>Various Special/Related Costs: $46,333,624 – Per the Charter, the Library’s contribution toward its related costs will increase by $9,162,794 (55% of the Charter-required appropriation).</td>
</tr>
<tr>
<td>(B)</td>
<td>25</td>
<td>Various Special/Undesignated Salaries: $1,318,735 – increase for mandatory cost of living adjustments. These funds may need to be transferred to Salaries-General account during FY 2013-14.</td>
</tr>
</tbody>
</table>
MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
JUNE 13, 2013

SUBJECT

1. QUARTERLY COMPARATIVE STATISTICS REPORT
   ON SERVICES & GOALS
2. STRATEGIC PLAN PRESENTATION

SCHEDULED FOR
BOARD MEETING

JUNE 2013
JUNE 27, 2013

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- PRESIDENT MARSHA HIRANO-NAKANISHI
- VACANT

Board Policies

- PRESIDENT MARSHA HIRANO-NAKANISHI
# BOARD OF LIBRARY COMMISSIONERS
## BOARD MEETING SCHEDULE
### JUNE - DECEMBER 2013

<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/13 – (Thursday) - 11:00 a.m. Central Library</td>
<td>7/11 – (Thursday) - 11:00 a.m. Central Library</td>
</tr>
<tr>
<td>6/27 – (Thursday) - 11:00 a.m. <em>Fairfax Branch Library</em></td>
<td>7/25 - (Thursday) - 11:00 a.m. Central Library</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8 - (Thursday)-11:00 a.m. Central Library</td>
<td>9/12 - (Thursday) - 11:00 a.m. Central Library</td>
</tr>
<tr>
<td>8/22 - (Thursday)-11:00 a.m. Central Library</td>
<td>9/26 - (Thursday) - 11:00 a.m. Central Library</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10 - (Thursday) - 11:00 a.m. Central Library</td>
<td>11/7 – (Thursday) – 11:00 a.m. Central Library</td>
</tr>
<tr>
<td>10/24 - (Thursday) - 11:00 a.m. Central Library</td>
<td>11/21 – (Thursday) – 11:00 a.m. Central Library</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th>HOLIDAYS OBSERVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/12 – (Thursday) – 11:00 a.m. Central Library</td>
<td>7/4 Independence Day</td>
</tr>
<tr>
<td></td>
<td>9/2 Labor Day</td>
</tr>
<tr>
<td></td>
<td>10/14 Columbus Day</td>
</tr>
<tr>
<td></td>
<td>11/11 Veterans’ Day</td>
</tr>
<tr>
<td></td>
<td>11/28-29 Thanksgiving Day</td>
</tr>
<tr>
<td></td>
<td>12/25 Christmas Day</td>
</tr>
</tbody>
</table>

**NOTE:** The Board meets regularly on the 2nd and 4th Thursday of the month at the Central Library; however, meeting dates, times, and location are subject to change or cancellation. Please contact the Board Office at (213) 228-7530 for questions regarding the schedule.

The deadline for submission of Board Reports to the Commission Office is **THURSDAY, Noon, of the week preceding the Thursday meeting.** The Agenda must be posted no later than by **11:00 a.m.** on Mondays.

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