

A G E N D A

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

THURSDAY, FEBRUARY 27, 2014

**MARK TWAIN BRANCH LIBRARY
9621 S. FIGUEROA STREET
LOS ANGELES, CA 90003**

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. APPROVAL OF MINUTES OF REGULAR MEETING: February 12, 2014**
 - 3. REMARKS BY THE CENTRAL SOUTHERN AREA MANAGER
AND THE MARK TWAIN BRANCH SENIOR LIBRARIAN**
 - 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 COMMENTS AND ANNOUNCEMENTS**
 - 6. 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 \$1,250 FROM LMNO PRODUCTIONS TO THE STUDIO CITY BRANCH LIBRARY (EXHIBIT "A")
- b. RECOMMENDATION TO ACCEPT TRANSFER OF \$160,000 FROM THE LIBRARY FOUNDATION OF LOS ANGELES TO THE LIBRARY DEPARTMENT TO TRUST FUND 831 AS FOLLOWS: \$150,000 TO ACCOUNT 283 (HUMANITIES) AND \$10,000 TO ACCOUNT 285 (YOUTH SERVICES) (EXHIBIT "B")

- c. RECOMMENDATION TO APPROVE AMENDMENT TO CONTRACT NO. 736 WITH WHITE SYSTEMS FOR THE MAINTENANCE OF THE COMPACT SHELVING AT THE CENTRAL LIBRARY FOR A ONE-YEAR PERIOD, FROM JUNE 14, 2014 THROUGH JUNE 13, 2015 (EXHIBIT "C")

BOARD DISCUSSION

- d. PRESENTATION ON LAPL MULTILINGUAL COLLECTIONS

7. VARIOUS COMMUNICATIONS: NONE
8. COMMISSIONERS' COMMENTS, ANNOUNCEMENTS AND REVIEW OF MATTERS PENDING
9. ADJOURNMENT

NEXT BOARD MEETING NOTICE

THE NEXT BOARD MEETING IS SCHEDULED FOR THURSDAY, **MARCH 13, 2014**, 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. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For additional information, please contact the Board Office at (213) 228-7530.

POSTED 2/24/14

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

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

February 27, 2014

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian *JS*
SUBJECT: **ACCEPTANCE OF GIFT FROM LMNO PRODUCTIONS**

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of \$1,250 received from LMNO Productions, for donation to the Studio City Branch Library, be accepted; and

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

FINDINGS:

1. This gift of \$1,250 will be used to purchase library materials for the Studio City Branch Library.
2. A letter of thanks should be sent to:

Mr. Justin Healy, Production Manager
LMNO Productions
15821 Ventura Blvd., Suite 320
Encino, California 91436

Prepared by: Emily Fate, East Valley Area Manager

Reviewed by: Cheryl Collins, Director of Branches

**LOS ANGELES PUBLIC LIBRARY
BOARD REPORT**

EXHIBIT B

February 27, 2014

TO: Board of Library Commissioners

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

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

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That the Board of Library Commissioners approve the receipt of \$150,000 from the NEH Endowment to be deposited to the Library Trust Fund, Number 831, Account Number 283, Humanities; and

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

FINDINGS:

1. The contractual agreements regarding these two endowments require the Library Foundation of Los Angeles (LFLA) to transfer earnings to the Los Angeles Public Library on an annual basis.
2. LFLA has had the National Endowment for Humanities (NEH) since 1994. \$3,000,000 is permanently endowed. Earnings are designated to be spent on library materials and services related to the humanities. The 2013-14 earnings transferred to the Library is \$150,000.
3. In 2010, the Maxwell H. and Muriel S. Gluck Endowment was created to provide funds to purchase books and support children's programs for the Los Angeles Public Library. \$500,000 is permanently endowed. The 2013-14 earnings transferred to the Library for the purchase of books are \$10,000.

Prepared by: Kris Morita, Assistant General Manager

LIBRARY DEPARTMENT
BOARD REPORT

EXHIBIT C

February 27, 2014

TO: Board of Library Commissioners

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

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. 3 to Supplemental No. 1 to Contract No. 736 with White Systems, Inc., in order to extend the term of the contract to June 13, 2015, 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 minor 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 Supplemental Agreement 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, 2012.
6. On January 26, 2012 the Board of Library Commissioners approved Amendment No. 1 to Supplemental Agreement 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, 2013.
7. On February 14, 2013 the Board of Library Commissioners approved Amendment No. 2 to Supplemental Agreement 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, 2014.
8. 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.
9. The term of this amendment is for the one year period from June 14, 2014 through June 13, 2015.
10. Sufficient funds are available to provide maintenance services from the Library's Contractual Services Account.
11. The Deputy City Attorney has reviewed the contract as to form and legality.

Prepared by: Eloisa Sarao, Assistant Business Manager

Reviewed by: Kyle Millager, Business Manager

AMENDMENT NO. 3 TO SUPPLEMENTAL AGREEMENT NO. 1

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. 3 TO SUPPLEMENTAL AGREEMENT NO. 1 to Contract No. 736 (hereinafter referred to as the "Supplemental Agreement") 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, on August 4, 2005, the Board of Library Commissioners approved the issuance of a Request for Bids for the maintenance of the compact shelving at Central Library. White Systems, Inc., was the only firm to respond to the Request for Bids; and

WHEREAS, effective June 13, 2006, the Library and the Contractor have entered into Contract No. 736 to provide service to maintain the compact shelving at the Central Library; 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, 2009, the Library amended Contract No. 736 to extend the period of performance to June 13, 2010; and

WHEREAS, on March 25, 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, on January 26, 2012 the Library amended Contract No. 736 to extend the period of performance to June 13, 2013; and

WHEREAS, on February 14, 2013 the Library amended Contract No. 736 to extend the period of performance to June 13, 2014; and

WHEREAS, the Library now desires to extend Contract No. 736 for a period of one year through June 13, 2015; and

NOW, THEREFORE, the parties hereby covenant and agree as follows:

1. Contract No. 736 is attached hereto as Exhibit 1 and incorporated herein by this reference. The terms and conditions of Contract No. 736 shall be the terms and conditions of this Supplemental Agreement, except as expressly modified herein.
2. Term: The term of this Supplemental Agreement shall be from June 13, 2006 through June 13, 2015.

The City's obligation to make payments under this contract shall be limited to \$123,897.00. If the City appropriates additional funds for this contract, the City payment obligations shall be expanded to the extent of such appropriation(s), subject to the terms and conditions of the contract.

3. 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 the Supplemental Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Supplemental Agreement, those services are hereby ratified.

Except where expressly modified by this Supplemental Agreement, all other terms and conditions included in Contract No. 736 shall remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have caused this Amendment No. 2 to Supplemental Agreement No. 1 to be executed by their respective, duly authorized representatives.

BOARD OF LIBRARY COMMISSIONERS WHITE SYSTEMS, INC.

By _____
JOSEFA SALINAS
President

By: _____
BRIAN URBAN
President

Date _____

Date _____

APPROVED AS TO FORM:

ATTEST:

MICHAEL N. FEUER, City Attorney

By _____
BASIA JANKOWSKI
Deputy City Attorney

By _____
RAQUEL BORDEN
Executive Assistant

Date _____

Date _____

**MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS
FEBRUARY 27, 2014**

SUBJECT

**SCHEDULED FOR
BOARD MEETING**

1. STRATEGIC PLAN PRESENTATION
2. MARKETING PLAN DISCUSSION

March 27, 2014

March 13, 2014

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles

- Gregory Bettinelli
- Mai Lassiter

Board Policies

- VACANT
- VACANT