AGENDA

Board Of Library Commissioners
City of Los Angeles

Thursday, December 10, 2015

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-lapl/board-library-commissioners. Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk and provided at the Board Meeting.

1. Roll Call


3. Public Comments (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”)

      $13,275.82 From the Friends of the West Los Angeles Regional Branch Library for library materials and programming for the branch

      $9,500.00 From the Friends of the Encino-Tarzana Branch Library to purchase library materials for the branch

      $6,556.66 From the Friends of the Studio City Branch Library (Value of six lounge chairs for the branch)
$2,788.56 From the Friends of the Chatsworth Branch Library
(Value of five designer roller shades for the meeting room at the branch)

$2,000.00 From the Friends of the Woodland Hills Library
to purchase young adult library materials for the branch

b. Recommendation to accept Library Services and Technology Act (LSTA) Grant of $4,990 for the “Uke Can Do It! Ukuleles” Eureka! Project at the Wilmington Branch Library

(EXHIBIT "B")

c. Recommendation to approve transfer of funds in the amount of $50,000 from Account 1010-Salaries General to Account 1090-Salaries Overtime within Fund 300, Department 44, Library Budget Fiscal Year 2015-16

(EXHIBIT "C")

d. Recommendation to approve Memorandum of Understanding between the Library Department and the Library Foundation of Los Angeles

(EXHIBIT "D")

Discussion Items

6. Various Communications: None

7. Commissioners’ Comments, Announcements and Review of Matters Pending

8. Adjournment

NEXT BOARD MEETING NOTICE

The next meeting of the Board is scheduled for Thursday, January 14, 2016 at the Central Library, 630 W. 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 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.
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.

Posted 12/7/15

For more information, contact: Library Commission Office (213) 228-7530
To: Board of Library Commissioners

From: John F. Szabo, City Librarian

Subject: Acceptance of Gift from the Friends of the West Los Angeles Regional Branch Library

Recommendation:

That the Board of Library Commissioners adopts the following resolutions:

Resolved, That a gift of $13,275.82 received from the Friends of the West Los Angeles Regional Branch Library, for the benefit of the West Los Angeles Regional Branch Library be accepted; and

Further resolved, That this gift of $13,275.82 be deposited to Trust Fund 831, Account Code 325 for the West Los Angeles Regional Branch Library.

Further resolved, That a letter of thanks be sent to the Friends of the West Los Angeles Regional Branch Library, expressing the grateful appreciation of the Board and staff for the generous gift.

Findings:

1. The gift of $13,275.82 will be used to purchase library materials and provide library programming for the West Los Angeles Regional Branch Library.

2. A letter of thanks should be sent to:

   Ms. Joanne Foley, President
   Friends of the West Los Angeles Regional Library
   11360 Santa Monica Blvd
   Los Angeles, CA 90025

Prepared by: Adam Mendelsohn, Western Area Manager

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

December 10, 2015

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 $9,500 received from the Friends of the Encino-Tarzana Branch Library, for the benefit 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. The gift of $9,500 will be used to purchase library materials for the Encino-Tarzana Branch Library.

2. A letter of thanks should be sent to:

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

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

December 10, 2015

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 6 lounge chairs valued at $6,556.66 received from the Friends of Studio City Branch Library, to be utilized by 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. This gift of 6 lounge chairs valued at $6,556.66 will be used to provide comfortable seating for patrons of the Studio City Branch Library.

2. A letter of thanks should be sent to:

   Maria Schneider, President
   Friends of Studio City Branch Library
   12511 Moorpark Street
   Studio City, CA 91604

Prepared by: Karen Pickard-Four, Interim East Valley Area Manager

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

December 10, 2015

TO:      Board of Library Commissioners
FROM:    John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE CHATSWORTH
         BRANCH LIBRARY

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That a gift of 5 Designer Roller Shades valued at $2,788.56
received from The Friends of the Chatsworth Branch Library to be utilized by the
Chatsworth Branch Library, be accepted; and

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

FINDINGS:

1. This gift of 5 Roller Shades valued at $2,788.56 will be used to darken the
   meeting room during presentations at the Chatsworth Branch Library

2. A letter of thanks should be sent to:

   Ann Vincent, President
   Friends of the Chatsworth Branch Library
   21052 Devonshire Street
   Chatsworth, CA 91311

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

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

December 10, 2015

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE WOODLAND HILLS 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 Woodland Hills Library, for the benefit of the Woodland Hills Branch Library be accepted; and

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

FINDINGS:

1. The gift of $2,000 will be used to purchase young adult library materials for the Woodland Hills Branch Library.

2. A letter of thanks should be sent to:

Ms. Bette Caraway, President
Friends of the Woodland Hills Library
22200 Ventura Blvd
Woodland Hills, CA 91364

Prepared by: Ruth 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 LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT FOR “UKE CAN DO IT! AT THE WILMINGTON BRANCH LIBRARY” PROJECT

RECOMMENDATION:

That the Board of Library Commissioners adopts the following resolution:

RESOLVED, That the Board of Library Commissioners approve acceptance of the Library Services and Technology (LSTA) grant award of $4,990 for the “Uke Can Do It! Ukuleles at the Wilmington Branch Library” Project; and

FURTHER RESOLVED, That the funds be deposited in Fund 419, Code 324

FINDINGS:

1. The Library received notification of the Library Services and Technology Act (LSTA) grant award of $4,990 for the “Uke Can Do It! Ukuleles at the Wilmington Branch Library” Project. The grant awarded through the California State Library as part of the Eureka! Leadership Program, awards grants for programs that provide targeted services to diverse populations.

2. The goal of “Uke Can Do It! Ukuleles at the Wilmington Branch Library” is to make music instruction available to the youth of the Wilmington community. It will create a lending library of ukuleles available to all cardholders, a class set of ukuleles for free classes for youth at the library and a supporting collection of recreational and instructional materials. The program will feature ukulele storytimes that will introduce caregivers and preschoolers to the ukulele as a tool to strengthen the early literacy benefits of music/singing. Music instruction has been shown to be a catalyst for auditory processing skills related to communication and literacy, and this creates an opportunity for local students who don’t have access to musical education. The project supports the Library’s strategic plan goals of cultivating and inspiring young library users and championing lifelong learning.

3. The project term is from January 1, 2016 to May 31, 2016, for expenditures that include: materials and supplies, honorariums/stipends for workshop facilitators, and other related activities pertaining to the project.

Prepared by: Kren Malone, Central Southern Area Manager
Reviewed by: Emily Fate, Assistant Director of Branches
TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: TRANSFER OF FUNDS

RECOMMENDATION:

THAT The Board of Library Commissioners:

Authorize the transfer of $50,000 from Account 1010 Salaries General to the Account 1090 Salaries Overtime within the Library’s Fiscal Year 2015-16 Budget, Fund 300, Department 44:

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FINDINGS:

1. In addition to substitute and part-time employees, the Library Department uses full-time staff to fill in for staff shortages due to employee illness, vacation, or jury duty. Each year, the Library transfers funds between its salaries accounts to provide sufficient funds for staff overtime costs. This transfer is necessary to ensure that our libraries are appropriately staffed.

2. Sufficient funds are available in Account 1010 Salaries General for this transfer.

Prepared by: Robert Morales, Senior Management Analyst II

Reviewed by: Madeleine Rackley, Business Manager
EXHIBIT “D”

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

December 10, 2015

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE LIBRARY AND THE LIBRARY FOUNDATION OF LOS ANGELES

RECOMMENDATION:

THAT the Board of Library Commissioners adopt the following resolution:

RESOLVED, That the Board of Library Commissioners approve the Memorandum of Understanding (MOU) between the City of Los Angeles/Los Angeles Public Library and the Library Foundation of Los Angeles.

FINDINGS:

1. The Memorandum of Understanding between the Library and the Library Foundation of Los Angeles expired on October 1, 2015.

2. The Board of Directors of the Library Foundation approved the MOU on October 27, 2015.

3. The very minor changes from the previous MOU are indicated in red and italics on the attached document.

Attachment
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into as of this 1st day of November 2012-2015 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. Both parties acknowledge that neither is able to commit the resources of the other party. Successful fundraising requires cooperation and communication between the parties. The Foundation will consult with and provide written copies to the Library of all proposals for gifts and grants in excess of $25,000 prior to the requests being made by the Foundation on the Library’s behalf for both restricted and unrestricted 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 is 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 indemnitee 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 indemnitee. In the event of an excluded claim, the Library Foundation agrees to defend, indemnify and hold harmless the City of Los Angeles.

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 Library 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 B. Additionally the Library grants the Foundation the right to use trade names, as defined in Appendix B, 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 B, for the Library's approval, which shall not be unreasonably withheld.

8. **Funding Requests.** 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 of Library Commissioners, 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 as soon as possible at a 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, 2015 and ending on October 31, 2018.

[Signature Page to Follow]
IN WITNESS WHEREOF, the parties hereto have signed this Agreement.

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

By: _______________________
Name: _______________________
Title: _______________________
Date: _______________________
ATTEST

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

By: _______________________
Name: _______________________
Title: _______________________
Date: _______________________

By: _______________________
Name: _______________________
Title: Executive Assistant Board of Library Commissioners
Date: _______________________

APPROVED AS TO FORM:

Carmen A. Trutanich Michael N. Feuer
City Attorney

By: _______________________
Name: Basia Jankowski Arletta Maria Brimsey
Title: Deputy City Attorney III
Date: _______________________

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MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS

December 10, 2015

SUBJECT

1. LIBRARY FOUNDATION PRESENTATION
   Scheduled for Board Meeting: Pending

2. STAFF HIRING ISSUES IN RELATION TO THE ADMINISTRATIVE CLERK EXAM
   Scheduled for Board Meeting: Pending

COMMISSIONERS' OVERSIGHT RESPONSIBILITY

Library Foundation of Los Angeles Board
Gregory Bettinelli, Vice President
Mai Lassiter, Board Member

Media Marketing Ad Hoc Committee
Bich Ngoc Cao, President
Mai Lassiter, Board Member

Board Policies & Procedures Committee
Chair: Vacant
Member: Vacant