

AGENDA

Board Of Library Commissioners City of Los Angeles

Thursday, April 28, 2016

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**
2. **Approval of Minutes:** Regular Minutes – April 14, 2016
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 a gift of \$3,000 from the Friends of Studio City Branch Library for the "Hot Off The Press" Bestseller Program at the Studio City Branch Library (EXHIBIT "A")
- b. Recommendation to approve Participation and Right of Entry Agreement between the Los Angeles Public Library and the Department of Water and Power for Installation of Electric Vehicle Level 2 Chargers (EXHIBIT "B")

Discussion Items

- c. Oral Discussion: Mayor’s Proposed 2016-17 Budget
- d. Oral Presentation: The Library’s “Made in L.A.” Initiative
- 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, **May 12, 2016** at the Atwater Village Branch Library, 3379 Glendale Boulevard, Los Angeles, CA 90039, 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 4/25/16

For more information, contact: Library Commission Office (213) 228-7530

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

April 28, 2016

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

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

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

Reviewed by: Cheryl Collins, Director of Branches

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(877) 488-4327 TDD
(TOLL FREE NO.)

JOHN F. SZABO
CITY LIBRARIAN

April 28, 2016

LIBRARY RESOLUTION NO. 2016-18 (C-14)

RESOLVED, that the gift of \$3,000 received from the Friends of Studio City Branch Library for the "Hot Off The Press" Bestseller Program at the Studio City Branch Library be accepted; and

FURTHER RESOLVED, That a letter of appreciation be sent to the Friends expressing the grateful appreciation of the Board of Library Commissioners and staff for their generous donation.

This is a true copy:

Raquel M. Borden
Board Executive Assistant


Adopted by the following votes:

AYES:
NOES:
ABSENT:

LOS ANGELES PUBLIC LIBRARY
BOARD REPORT

April 28, 2016

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **PARTICIPATION AND RIGHT OF ENTRY AGREEMENT BETWEEN THE LIBRARY DEPARTMENT AND DEPARTMENT OF WATER AND POWER FOR THE INSTALLATION OF ELECTRIC VEHICLE LEVEL 2 CHARGING UNITS AT BRANCH LIBRARIES**

A. RECOMMENDATION:

1. The Board of Library Commissioners approve the Agreement, substantially in the form attached, between the Library Department (Library) and the Department of Water and Power (LADWP) for the installation of electric vehicle (EV) level 2 charging units at branch libraries.
2. Authorize the City Librarian and City Attorney to make technical changes to the Agreement.
3. Authorize the President of the Board of Library Commissioners to execute the Agreement.
4. The Board of Library Commissioners approve the acceptance of the no cost upgrade to the existing charging units at the original five (5) branch libraries pursuant to LADWP Charger Rebate Program.
5. The Board of Library Commissioners approve the installation of EV chargers at additional branch libraries pursuant to the LADWP Charger Rebate Program.
6. Adopt the attached Resolution regarding the Agreement between the Library and the LADWP.
7. Authorize the City Librarian or his designee to administer the executed Agreement.

FINDINGS:

1. The Library installed EV charging units more than 15 years ago at the following five branch libraries: Lake View Terrace, Encino-Tarzana, Sun Valley, Valley Plaza and Studio City.
2. On January 30, 2014, LADWP, in partnership with the Library and other City departments, submitted a grant application titled "Recharge in LA" to the California Energy Commission (CEC) in response to the CEC "Electric Vehicle Charging Infrastructure" Grant Solicitation No. PON-13-606. City Council Motion 13-1623 specifically instructed City departments to pursue this CEC grant that provided a maximum award amount of \$500,000. LADWP took the position of lead agency and project manager on behalf of the City. The grant if awarded, would allow installation of twelve new EV charging stations at the following six additional branch libraries: Chatsworth, Mid-Valley Regional, Northridge, Pio Pico Koreatown, Silver Lake and Exposition Park - Dr. Mary McLeod Bethune Regional.
3. On April 4, 2014, the CEC announced under their Notice of Proposed Award that the City of Los Angeles "Recharge in LA" proposal was being recommended for the full requested award amount of \$500,000.
4. On June 10, 2014, CEC approved LADWP's application to be funded. The Agreement term is from June 30, 2014 to December 31, 2016.
5. On October 31, 2014, the Board of Water and Power Commissioners accepted the \$500,000 grant from CEC for the installation of 104 Level 2 electric vehicle charging stations on City properties. DWP is entering into agreements with the various city departments to implement the program.
6. In addition, on February 16, 2016, Board of Water and Power Commissioners approved a LADWP Electric Vehicle Charger Rebate Program for Home, Workplace, and Public Charging: Charge-Up LA!!! to provide incentives to support installation of home, workplace, and public charging. The Library Department is qualified for a \$4,000 maximum rebate for each wall mount or pedestal charger installed.
7. By entering into the attached agreement, twelve new EV charging stations will be installed in the six branch libraries listed in Finding #2. The cost to the library includes the cost of electricity for the chargers and charger maintenance. Additionally, the agreement would enable the Library to participate in the rebate program. With rebate savings, more EV chargers may be installed in additional libraries.

Attachments

Prepared by: Eloisa Sarao, Assistant Business Manager

Reviewed by: Arletta Brimsey, Deputy City Attorney
Kris Morita, Assistant General Manager

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JOHN F. SZABO
CITY LIBRARIAN

April 28, 2016

LIBRARY RESOLUTION NO. 2016-19 (C-15)

RESOLVED, That the Board of Library Commissioners approved the Participation and Right of Entry Agreement between the Library Department and the Los Angeles Department of Water and Power for the Installation of Electric Vehicle (EV) Level 2 Charging Stations at Branch Libraries; and

FURTHER RESOLVED, That the Board of Library Commissioners approve the no-cost upgrade to the existing charging units at the five (5) branch libraries under LADWP's rebate program; and

FURTHER RESOLVED, That the Board of Library Commissioners approve the installation of EV chargers at additional branch libraries pursuant to the LADWP Charger Rebate program; 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 Agreement.

This is a true copy:

Raquel M. Borden
Board Executive Assistant

Adopted by the following votes:

AYES:
NOES:
ABSENT:

**PARTICIPATION AND RIGHT OF ENTRY AGREEMENT
BETWEEN THE LIBRARY DEPARTMENT AND THE DEPARTMENT OF
WATER AND POWER FOR THE INSTALLATION OF ELECTRIC
VEHICLE LEVEL 2 CHARGERS AT BRANCH LIBRARIES**

1.0 PURPOSE

This participation agreement (Agreement) provides terms by which the Library Department named herein (Library) can access funding, procurement, and installation services for the installation of electric vehicle (EV) chargers in accordance with a grant provided by the California Energy Commission (CEC) and the Los Angeles Department of Water and Power's (LADWP) charger rebate program. The Agreement also includes a right of entry for the LADWP and its contractor for the installation of electric vehicle chargers.

2.0 BACKGROUND

- 2.1 The LADWP applied for and received a \$500,000 grant from the CEC for the installation of 104 public EV chargers on City property, twelve (12) will be installed at six (6) branch libraries. The LADWP is administering this grant on behalf of the City of Los Angeles. The LADWP has an existing EV charger rebate program approved by Board of Water and Power Commissioners on February 16, 2016. The Library desires to participate in the grant and EV charger rebate program and agrees to the funding terms of the CEC grant and the Rebate Program.
- 2.2 The LADWP has access to an EV charger, material, and installation services contract administered by the Southern California Public Power Authority (SCPPA). This contract can be utilized through a process whereby the LADWP issues a task order to SCPPA. Payment is made by LADWP through an arrangement established with SCPPA.
- 2.3 The Library may want to fund and install additional EV chargers at branch libraries and may utilize the SCPPA contract through a cooperative purchase agreement (piggyback) which can be establish directly with SCPPA.

3.0 TERM OF AGREEMENT

- 3.1 The term of this Agreement shall be for 36 months, commencing on May 1, 2016, and expiring on April 30, 2019, unless earlier terminated pursuant to the terms hereinafter set forth. Notwithstanding any other provision herein, either party may terminate this Agreement, with or without cause, upon a sixty (60)-day advance written notice.

4.0 GENERAL TERMS OF THE AGREEMENT

- 4.1 The Library has discretion as to the charger quantity, charger specification, warranty, location, installation method, maintenance, parking limitations such as time limits, and operational issues such as charger usage fees if desired.
- 4.2 The LADWP offers to provide task orders to SCPPA and handle payments on behalf of the Library. The LADWP is not responsible for the performance or actions of the SCPPA contractor. That is at the sole risk of the Library.
- 4.3 The chargers become the property and responsibility of the Library upon installation.
- 4.4 A site worksheet, attached hereto and incorporated herein as Appendix A, Site Worksheet, will be developed for each site location.

5.0 SERVICES PROVIDED BY THE LADWP

- 5.1 Oversight, administration, and project management of the CEC grant.
- 5.2 Payments to appropriate parties in accordance with the grant provisions.
- 5.3 Technical assistance and coordination with Library on charger installations.
- 5.4 Task order administration for access to the SCPPA contract if desired by the Library.
- 5.5 Coordination and access to LADWP's Charge-Up LA! Commercial Charger Rebate Program (if applicable per the terms of the rebate program).

6.0 SERVICES PROVIDED BY THE LIBRARY

- 6.1 A project manager for the installation.
- 6.2 Charger maintenance, metering, and reporting per the terms of the CEC grant.
- 6.3 Cost of electricity for the EV chargers.
- 6.4 Payments to appropriate parties in accordance with the grant provisions.

7.0 CHANGE IN SCOPE OF WORK

7.1 If unforeseen circumstances cause a change to the overall scope of work or services to be performed by the LADWP or Library pursuant to this Agreement, then the parties shall agree to negotiate additional terms, and this Agreement will be amended, in writing.

8.0 NOTICES

8.1 The representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands, requests and communications shall be given by registered or certified mail, postage prepaid, and addressed, are as follows:

For the LADWP: Marvin D. Moon
Director of Power Engineering
Department of Water and Power
111 North Hope Street, Room 1255
Los Angeles, CA 90012

For Participating
Department: John F. Szabo
City Librarian
Los Angeles Public Library
630 W. 5th Street
Los Angeles, CA 90071

Both parties agree to notify the other in writing within thirty (30) days of any change to this contact information.

9.0 GENERAL CONDITIONS

9.1 In entering into this Agreement, the LADWP and the Library recognize that it is impractical to make provisions for every contingency that may arise during the life of the Agreement. The LADWP and Library agree in principle that the Agreement shall operate between them with fairness and without detriment to the interest of either party, and if in the course of the performance of this Agreement, an infringement of this principle is anticipated or disclosed, the LADWP and Library shall promptly meet in good faith and shall determine what action needs to be taken to remove the cause or causes of such infringement.

9.2 Neither party hereto shall be considered in default in the performance of its obligation hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of

God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligation under this Agreement.

9.3 This Agreement shall constitute the entire agreement between the parties; and as such, the Agreement may only be modified by a written amendment duly executed by both the LADWP and the Library.

9.4 Hold Harmless.

9.4.1. To the fullest extent permitted by law, the LADWP and the Library shall defend, indemnify, and hold harmless each other any and all of its Boards, officers, agents, employees, assigns, and successors in interest from and against any and all lawsuits, claims, causes of action, liability, losses, damages, demands, or expenses (including, but not limited to, attorneys' fees and costs of litigation), claimed by anyone (including their agents or employees) by reason of injury to, or death of, any person (including their agents or employees), or for damage to, or destruction of, any property or for any and all other losses, founded upon or alleged to arise out of, pertain to, or relate to each party's performance of the Agreement.

9.4.2. Survival of Indemnities. The provisions of this Section 9 shall survive the termination of this Agreement.

9.5 Restrictions and Regulations.

9.5.1. The Library and its contractors shall be solely responsible for fully complying with any and all applicable present and future rules, regulations, restrictions, ordinances, statutes, laws, directives, conditions, and orders of any federal, state, or local government authority, related to the installation of the chargers.

CONTRACT NO.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

BOARD OF LIBRARY COMMISSIONERS

DEPARTMENT OF WATER AND POWER, CITY OF LOS ANGELES

By _____
BIC NGOC CAO
President

By: _____
Marvin D. Moon
LADWP
Director of Power Engineering

Date _____

Date _____

APPROVED AS TO FORM:

ATTEST:

MICHAEL N. FEUER, City Attorney

By _____
Arletta Maria Brimsey
Deputy City Attorney

By _____
RAQUEL BORDEN
Executive Assistant

Date _____

Date _____

Appendix A

Site Worksheet One worksheet per site

Site Information:

Address: _____

Participating Department: _____

Department Contact: _____ Phone: _____

Contact e-Mail: _____ Contact Address: _____

Scope of Work:

No. of Chargers: _____ Make/Model: _____

Network Services (Yes/No): _____ Maintenance Plan (Yes/No): _____ Time (Yrs.): _____

Entity Purchasing and Paying for the Chargers: _____

Entity Installing the Charger: _____

Entity Paying for the Installations: _____

Installation Details:

Site Assessment Date: _____ Notification Prior to Start of Installation (Days): _____

Estimated Start of Installation: _____

Estimated completion of Installation: _____

MATTERS PENDING
BOARD OF LIBRARY COMMISSIONERS

April 28, 2016

<u>SUBJECT</u>	<u>SCHEDULED FOR BOARD MEETING</u>
1. STAFF HIRING ISSUES IN RELATION TO THE ADMINISTRATIVE CLERK EXAM	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