

# AGENDA

## Board of Library Commissioners City of Los Angeles

Thursday, April 12, 2018

**CENTRAL LIBRARY**  
Board Room, 4th Floor  
630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071

**TIME:** 11:00 A.M.

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**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 [www.lapl.org/about-lapl/board-library-commissioners](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.

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**1. Roll Call**

**2. Approval of Minutes:**

- Minutes of the Regular Meeting – March 8, 2018
- Minutes of the Regular Meeting – March 22, 2018

**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 may 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 Items**

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 gift: (EXHIBIT "A")

\$1,395.55 From the Friends of the Northridge Library for the benefit of the Northridge Branch Library  
*(Value of Baldwin Mobile Slatwall Hanging Bag Display)*

- b. Recommendation to approve an agreement with Christine Adolph to provide professional photo archival services for the Los Angeles Public Library's Photo Collection (EXHIBIT "B")

### Board Discussion

- c. Recommendation to adopt Revised Library Rules of Conduct (EXHIBIT "C")
  - d. Library Security Update
6. **Various Communications:** None
7. **Commissioners' Comments, Announcements and Review of Matters Pending**
8. **Adjournment**

### NEXT BOARD MEETING NOTICE

The next regular meeting of the Board is scheduled for Thursday, **April 26, 2018**, at the **Central Library**, Board Room, 4<sup>th</sup> Floor, 630 W. Fifth Street, CA 90071, convening at **11:00 A.M.**

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**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.

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**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.

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**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.

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**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](http://lapl.org)

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Posted 4/9/18

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

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

April 12, 2018

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **ACCEPTANCE OF GIFT FROM THE FRIENDS OF THE NORTHRIDGE LIBRARY**

**RECOMMENDATION:**

That the Board of Library Commissioners adopts the following resolutions:

RESOLVED, That a gift of a Baldwin Mobile Slatwall Hanging Bag Display valued at \$1,395.55 received from the Friends of the Northridge Library for the benefit of the Northridge Branch Library be accepted; and

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

**FINDINGS:**

1. This gift of a Baldwin Mobile Slatwall Hanging Bag Display valued at \$1,395.55 will be used to display library materials at the Northridge Branch Library.
2. A letter of thanks should be sent to:

Ms. Marcy Orkin, President  
Friends of the Northridge Library  
9051 Darby Avenue  
Northridge, CA 91325

Prepared by: Ruth Seid, West Valley Area Manager

Reviewed by: Chad Helton, Director of Branches

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

April 12, 2018

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **APPROVAL OF AN AGREEMENT WITH CHRISTINE ADOLPH FOR PHOTO COLLECTION ARCHIVAL SERVICES**

**A. RECOMMENDATIONS:**

1. The Board of Library Commissioners award a contract, substantially in the form on file, to Christine Adolph, a sole proprietor, to provide photo collection archival services needed to organize and prepare the Los Angeles Public Library's Institutional Photo Collection for digitization and archiving.
2. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2) that the photo archival services to be provided are professional and special and are of a temporary and occasional character for which competitive bidding is not practicable or advantageous.
3. Find, in accordance with Charter Sections 371(e)(10), 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the use of competitive bidding would be undesirable or impractical because the work can be performed more economically by an independent contractor than by City employees.
4. Authorize the City Librarian and City Attorney to make technical changes if needed to the contract.
5. Authorize the President of the Board of Library Commissioners to execute the contract.
6. Adopt the attached Resolution regarding the Agreement between Los Angeles Public Library (LAPL) and Christine Adolph (Contractor), a sole proprietor.

**B. FINDINGS:**

1. Under a prior contract Christine Adolph (Contractor) provided archival services for the LAPL's Bob Baker Marionette Photo Collection. The work requested was completed to the expectation of the Library and the short-term contract has since expired.

2. Library staff requests that Contractor be approved to provide the professional archival services needed to process the LAPL's Institutional Photo Collection consisting of approximately 5,000 images.
3. Contractor will organize images according to archival best practices, re-house photographic prints, negatives, and ephemera into archival safe Mylar sheets, envelopes, or folders, label all materials, conduct research to identify elements in the images, prepare select images for digitization and cataloging, and create a Finding Aid that will be available to Library staff and the public through the Online Archive of California. All of these services are more fully detailed in Section 4 (Scope of Work of the Contract).
4. Contractor has based on past experience, demonstrated the desired skills and expertise necessary to successfully perform the requested services and meet the expectations of the LAPL. Library staff anticipates this to be a one-time service to last approximately one (1) year.
5. Library staff recommends awarding a contract for photo collection archival services to Christine Adolph.

#### Attachments

Prepared by: Robert Morales, Business Office

Reviewed by: Madeleine M. Rackley, Library Business Manager

**BOARD OF LIBRARY  
COMMISSIONERS**

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PRESIDENT

**KATHRYN EIDMANN**  
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**CITY OF LOS ANGELES**  
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MAYOR

**LOS ANGELES  
PUBLIC LIBRARY**  
ADMINISTRATIVE OFFICES

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

April 12, 2018

LIBRARY RESOLUTION NO. 2018-XX (C-XX)

WHEREAS, Library staff recommended the awarding of a contract to Christine Adolph to provide photo collection archival services needed to organize and prepare the Los Angeles Public Library's Institutional Photo Collection for digitization and archiving; and

WHEREAS, on April 12, 2018, the Board of Library Commissioners found, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2) that the photo archival services to be provided are professional and special and are of a temporary and occasional character for which a competitive bidding is not practicable or advantageous; and

WHEREAS, on April 12, 2018, the Board of Library Commissioners found, in accordance with Charter Sections 371(e)(2), 1022 and Los Angeles Administrative Code Section 10.15(a)(2) that the use of competitive bidding would be undesirable or impractical because the work can be performed more economically by an independent contractor than by City employees; and

WHEREAS, Christine Adolph has based on past experience demonstrated the desired skills and expertise necessary to successfully perform the requested services and meet the expectations of the Los Angeles Public Library:

THEREFORE, RESOLVED, that the Board of Library Commissioners award a contract to Christine Adolph, a sole proprietor, to provide photo collection archival services; and

FURTHER RESOLVED, that the City Librarian and City Attorney be authorized to make technical changes if needed to the contract; and

FURTHER RESOLVED, that the City Librarian is authorized to execute the contract.

This is a true copy:

\_\_\_\_\_  
Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:

**AGREEMENT BETWEEN  
THE LOS ANGELES PUBLIC LIBRARY  
AND  
CHRISTINE ADOLPH, SOLE PROPRIETOR  
FOR  
PHOTO COLLECTION ARCHIVAL SERVICES**

**This Agreement** dated \_\_\_\_\_ 2018, is entered into by and between the City of Los Angeles, a municipal corporation, acting by and through its Board of Library Commissioners ("BOARD") of the Los Angeles Public Library ("LAPL"), and Christine Adolph ("CONTRACTOR"), a sole proprietor, to provide professional photo archival services for the LAPL's Institutional Photo Collection. The LAPL and CONTRACTOR may also be referred to herein individually as either a "Party" or collectively as the "Parties".

**RECITALS**

**WHEREAS** the LAPL maintains an Institutional Photo Collection consisting of approximately five thousand (5,000) personal photographs of historical and cultural significance to the City of Los Angeles; and,

**WHEREAS**, LIBRARY requires the services of CONTRACTOR to provide professional photo collection archival services needed to organize and prepare the collection for digitization and archiving; and,

**WHEREAS**, CONTRACTOR has based on past experience demonstrated the desired skills and expertise necessary to successfully perform the requested services and meet the expectations of the LAPL; and,

**WHEREAS**, on April 12, 2018 the BOARD found , in accordance with Los Angeles City Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15 (a)(2), that the photo archival services to be provided are professional and special and are of a temporary and occasional character for which competitive bidding is not practicable or advantageous; and,

**WHEREAS**, on April 12, 2018 the BOARD found, in accordance with Los Angeles City Charter Sections 371(e)(10), 1022 and Los Angeles Administrative Code Section 10.15(a)(10) that the use of competitive bidding would be undesirable or impractical because the work can be performed more economically by an independent contractor than by City employees; and,

**WHEREAS**, funds are available to compensate CONTRACTOR for the services in accordance with this Agreement; and,

**WHEREAS**, the term of this Agreement shall be for one (1) year and the BOARD has authorized the City Librarian to execute the Agreement; and,

**NOW, THEREFORE**, in consideration of the promises, and the mutual covenants and agreements herein contained, the Parties hereto agree as follows:

SECTION 1 - DOCUMENTS

This 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 the Standard Provisions for City Contracts (Rev. 10/17 [V2]), which are attached hereto and incorporated herein by reference hereinafter as Exhibit A;
- B. Proof of Insurance to provide the photo collection archival services for the LAPL and incorporated herein by reference hereinafter as Exhibit B; and,
- C. The resume of CONTRACTOR and incorporated herein by reference hereinafter as Exhibit C.

All of the above Exhibits are on file in the Board's Office, 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.

SECTION 2 – ORDER OF PRECEDENCE

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 shall be resolved by considering the documents according to the following order of precedence:

- A. Agreement and the Standard Provisions for City Contracts (Rev. 10/17 [V2]), which are attached hereto and incorporated herein by reference hereinafter as Exhibit A;
- B. Proof of Insurance to provide the photo collection archival services for the LAPL and incorporated herein by reference hereinafter as Exhibit B; and,
- C. The resume of CONTRACTOR and incorporated herein by reference hereinafter as Exhibit C.

SECTION 3 – TERM OF AGREEMENT

The term of this Agreement shall be for one (1) year. The initial term shall begin upon date of execution of this Agreement.

Either Party may terminate this Agreement without cause by providing the other Party thirty (30) days formal written notification of its intent to terminate, served on a representative of the other Party by certified mail and/or electronic mail.

#### SECTION 4 – SCOPE OF WORK

CONTRACTOR shall be responsible for processing the LAPL's Institutional Photo Collection, consisting of approximately 5,000 images. Specific duties of CONTRACTOR shall include:

- A. Organizing the images according to archival best practices;
- B. As necessary, re-housing photographic prints, negatives, and ephemera into archival safe Mylar sheets, envelopes, or folders;
- C. Labeling all folders and boxes with file headings;
- D. Conducting research, as necessary, to identify elements in the images to be included in the final catalog records;
- E. Preparing select images to be sent to the Information Technologies & Collections (ITC) Department for digitization and cataloging. Images will be scanned by staff of the LAPL, receive full cataloging, and be made available through the LAPL Photo Database;
- F. Using an existing LAPL template, create and complete a Finding Aid, including a detailed list of items in the collection, which will be available to staff and the public through the Online Archive of California;
- G. Work collaboratively and independently under Christina Rice, Senior Librarian of the Photo Collection Section. The LAPL reserves the right to specify the days and hours of photo collection availability;
- H. Determine holdings of institutional images currently held at LAPL branches and facilitate the transferring of these images to the LAPL's main Institutional Photo Collection at Central Library.

#### SECTION 5 – LAPL's RESPONSIBILITY

The LAPL will provide the necessary space and materials as needed and as requested by CONTRACTOR and based on the availability of LAPL funding. There is no minimum amount of materials or services guaranteed by the LAPL in this Agreement.

#### SECTION 6 – WORK LOCATION

The primary location will be the Central Library located at 630 West Fifth Street, Los Angeles, CA 90071. The LAPL reserves the right to change location of the photo collection and will provide fourteen (14) days written notice to CONTRACTOR of such change.

#### SECTION 7 – INDEMNIFICATION AND INSURANCE REQUIREMENTS

The insurance and indemnification requirements of this Agreement are as provided in the Standard Provisions for City Contracts (Rev. 10/17 [v.2]) (Exhibit A). Proof of Insurance shall be as required in Exhibit B of this Agreement, and as applicable and required by the Standard Provisions for City Contract (Rev. 10/17 [V.2]) (Exhibit A).

## SECTION 8 – CONTRACTOR PAYMENT

The amount payable to CONTRACTOR for services during the term of this Agreement shall be thirty dollars (\$30.00) per hour, not to exceed forty (40) hours per week and shall not exceed Sixty-Five Thousand Dollars (\$65,000) during this term of this Agreement. The LAPL's obligation to make payments under this Agreement shall be limited to the current appropriation(s) for this Agreement. If the LAPL appropriates additional funds for this Agreement, the LAPL's payment obligations shall be expanded to the extent of such appropriation(s), subject to the terms and conditions of the Agreement. No amount of work or payment is guaranteed by the LAPL.

## SECTION 9 – BILLING AND INVOICES

- A. CONTRACTOR shall submit itemized invoices to the LAPL, indicating therein the services performed for which payment is requested. Payment of all invoices shall be subject to review and approval of the LAPL management, which approval shall not be unreasonably withheld.
- B. To ensure that services provided under personal services contracts are measured against services as detailed in this Agreement, the Controller of the City of Los Angeles has developed a policy requiring that specific supporting documentation be submitted with invoices. 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 (Library Department).
  - iii. Date of invoice and period covered.
  - iv. Agreement Number or Authority Number.
  - v. Description of completed task(s) and amount due for task(s), including:
    1. Name of personnel working on task.
    2. Hours spent on tasks and time sheet supporting charges (if applicable).
    3. Rate per hour and total amount due.
    4. Signature of duly authorized officer.
    5. 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 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 LAPL by CONTRACTOR within thirty (30) days of service or monthly. Invoices are considered completed when appropriate documentation or services provided are signed off as satisfactory by the LAPL Representative listed in Section 15. of this

Agreement. If invoice is insufficient or unsatisfactory, the LAPL Representative 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 LAPL. Invoices shall be paid by the LAPL no later than sixty (60) days after receipt by the LAPL.

6. Invoices and supporting documentation shall be prepared at the sole expense and responsibility of CONTRACTOR. The LAPL will not compensate CONTRACTOR for costs incurred in invoice preparation. The LAPL may request, in writing, changes to the content and format of the invoice and supporting documentation at any time. The LAPL reserves the right to request additional supporting documentation to substantiate costs at any time.

Invoices shall be submitted:

Los Angeles Public Library  
Attention: Christina Rice  
630 W. 5th Street  
Los Angeles, CA 90071

Failure to adhere to these procedures 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.

#### SECTION 10 - TERMINATION

Notwithstanding the provisions of Section 3 ("Term of Agreement") of this Agreement, either Party may terminate this Agreement on thirty (30) days written notice to the other Party. In the event of termination, CONTRACTOR shall be paid for work completed under this Agreement through the effective date of termination.

#### SECTION 11 – NON-EXCLUSIVE AGREEMENT

Nothing in this Agreement shall be construed to mean that CONTRACTOR providing services to LIBRARY shall be the exclusive provider of such services. The LIBRARY retains the right to engage the services of and purchase materials from other CONTRACTORS during the term of this Agreement.

#### SECTION 12 - OWNERSHIP

All documents and records (hereinafter collectively referred to as "documents") provided by the LAPL to CONTRACTOR shall remain the property of the LAPL and must be returned to the LAPL upon termination of this Agreement or at the request of the LAPL. The provisions of this article shall survive the termination of this Agreement.

SECTION 13 – DISCLOSURE INFORMATION

All documents and information provided to CONTRACTOR by the LAPL are 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 LAPL or as required by law. CONTRACTOR shall immediately notify the LAPL representative of any attempt by a third party to obtain access to documents or materials. The provisions of this section shall survive termination of this Agreement.

SECTION 14 – RATIFICATION CLAUSE

At the request of the LAPL and because of the need therefor, CONTRACTOR may have begun performance of the services required hereunder prior to the execution of this Agreement. By its execution hereof, the LAPL hereby accepts such service subject to all the terms, covenants, and conditions of this Agreement, and ratifies its Agreement with CONTRACTOR for such services.

SECTION 15 – AGREEMENT REPRESENTATIVES

The following representative individuals and addresses shall serve as the place to which notices and other correspondence between the Parties shall be sent. Each Party shall notify, in writing, the other Party of any changes in the following information within sixty (60) days of such change.

CONTRACTOR’S REPRESENTATIVE

Name: Christine Adolph  
Title: Contract Archivist  
Address: 302 Heminger St.  
Glendale, CA 91205  
Telephone: (818) 636-5129  
Email: christine.adolph@gmail.com

LIBRARY’S REPRESENTATIVE

Name: Christina Rice  
Title: Senior Librarian  
Address: 630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071  
Telephone: (213) 228-7403  
Email: [crice@lapl.org](mailto:crice@lapl.org)

Formal notices, demands and communications required hereunder by either Party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and shall be deemed communicated five (5) business days after mailing.

*(SIGNATURE PAGE TO FOLLOW)*

CONTRACT/AGREEMENT NO. \_\_\_\_\_

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

By \_\_\_\_\_  
JOHN F. SZABO  
City Librarian

By \_\_\_\_\_  
Christine Adolph  
A Sole Proprietor

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 \_\_\_\_\_

**ATTEST:**

HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_

Date: \_\_\_\_\_

LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT

EXHIBIT C

April 12, 2018

TO: Board of Library Commissioners

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

SUBJECT: **REQUEST TO ADOPT REVISED LOS ANGELES PUBLIC LIBRARY  
RULES OF CONDUCT**

**A. RECOMMENDATIONS:**

That the Board of Library Commissioners:

1. Adopt the revised Los Angeles Public Library Rules of Conduct, Board Policy Section 1:382, included as Attachment A of this report;
2. Authorize the City Librarian to amend the revised Rules of Conduct as needed for technical corrections;
3. Authorize the City Librarian to determine a reasonable implementation date for the revised Rules of Conduct once they are adopted; and,
4. Adopt the attached Resolution regarding the revised Los Angeles Public Library Rules of Conduct.

**B. FINDINGS:**

1. The Los Angeles Public Library (LAPL) Rules of Conduct (Rules) establish standards and courses of action to ensure a safe and welcoming environment for all library patrons and staff.
2. The LAPL periodically updates and refines its Rules to align with changes in local laws and law enforcement operations and to respond to issues that arise in LAPL facilities.
3. The LAPL Rules were last updated and adopted by the Board of Library Commissioners on July 11, 2013. Staff recommends updating the Rules at this time to provide a more comprehensive description of behavior that is appropriate for the LAPL. The proposed Rules are intended to be practical, enforceable, and relevant to the situations library staff and patrons experience currently.
4. Revisions were made based on input from staff, the Librarian's Guild, the Department on Disability, the Los Angeles Police Department (LAPD) Security Services Division, and the Office of the City Attorney. Staff also reviewed Rules of Conduct from library systems throughout the country

including New York Public Library, Chicago Public Library, San Francisco Public Library, and San Diego Public Library.

5. The most significant changes to the prior Rules are as follows:
  - a. Bag Size Limit. LAPL recommends implementing a bag size limit of 24" x 14" x 12" total per patron which is based on what could reasonably fit under a table and is comparable to other systems with specific bag size limits.
  - b. Smoking on Library Property. The proposed Rules prohibit smoking and use of any type of tobacco products, vapor, and e-cigarettes in the library and on library property.
  - c. Unattended Children or Adults Requiring Supervision. The proposed Rules add language about not leaving children and adults requiring supervision alone in the library.
  - d. Adults Using Areas Designated for Children or Teens. LAPL recommends adding language to the Rules to explain when adult patrons may use areas designated for children or teens.
  - e. Feeding Animals on Library Property. The current Rules do not mention feeding animals on library property. The proposed Rules add language that specifically prohibits feeding birds or other wildlife on library property.
  - f. Appeals Process. The proposed Rules expand the process to appeal the suspension of library privileges.
6. After the Board of Library Commissioners adopts the proposed Rules, the City Librarian will work with LAPL staff to determine a reasonable date to implement the Rules. The date will allow LAPL staff to design, print and distribute copies of the Rules in English and Spanish. In addition, staff will prepare and post notices at LAPL facilities and on the LAPL website informing patrons about the effective date of the new Rules.
7. The current Rules of Conduct are included in Attachment B.
8. The City Council is considering a Motion (C.F. 17-0363) which requests the City Attorney to prepare and present an Ordinance to protect and maintain City properties by strengthening the enforcement of use and access rules for City properties. The proposed Ordinance provides that failure to abide by the public safety, use and access rules at all City buildings and facilities, including proprietary departments, may be deemed a trespass. Once the Council adopts the proposed Ordinance, LAPL staff will update the library Rules of Conduct to include the relevant language in

the Ordinance, and then the Rules will be presented again to the Board of Library Commissioners for adoption.

**Attachments**

Prepared by: Madeleine M. Rackley, Business Manager

Reviewed by: Susan Broman, Acting Assistant City Librarian

**BOARD OF LIBRARY  
COMMISSIONERS**

**BICH NGOC CAO**  
PRESIDENT

**KATHRYN EIDMANN**  
VICE-PRESIDENT

**DALE FRANZEN**  
**MAI LASSITER**  
**JOSEFA SALINAS**

**RAQUEL M. BORDEN**  
BOARD EXECUTIVE ASSISTANT

**CITY OF LOS ANGELES**

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

**LOS ANGELES  
PUBLIC LIBRARY  
ADMINISTRATIVE OFFICES**

**RICHARD J. RIORDAN**  
CENTRAL LIBRARY  
630 WEST FIFTH STREET  
LOS ANGELES, CA 90071

(213) 228-7515 Phone  
(213) 228-7096 TDD  
(877) 488-4327 TDD  
(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

April 12, 2018

LIBRARY RESOLUTION NO. 2018-XX (C-XX)

WHEREAS, the Los Angeles Public Library (LAPL) Rules of Conduct (Rules) establish standards and courses of action to ensure a safe and welcoming environment for all library patrons and staff; and

WHEREAS, the LAPL periodically updates and refines its Rules to align with changes in local laws and law enforcement operations and to respond to issues that arise in LAPL facilities; and

WHEREAS, the LAPL Rules were last updated and adopted by the Board of Library Commissioners on July 11, 2013; and

WHEREAS, LAPL staff recommends updating the Rules at this time to provide a more comprehensive description of behavior that is appropriate for the LAPD; and

WHEREAS, revisions to the Rules were made based on input from staff, the Librarian's Guild, the Department on Disability, the Los Angeles Police Department Security Services Division, and the Office of the City Attorney; and staff also reviewed Rules of Conduct from library systems throughout the country:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the revised Los Angeles Public Library Rules of Conduct (Rules), Board Policy Section 1:382; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to amend the revised Rules as needed for technical corrections; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to determine a reasonable implementation date for the revised Rules of Conduct once they are adopted.

This is a true copy:

\_\_\_\_\_  
Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:  
NOES:  
ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
RULES OF CONDUCT**

Welcome to the library!

The Los Angeles Public Library is committed to being a safe, clean, and pleasant place for reading, learning, and other library activities. Visitors are expected to comply with the following Rules of Conduct.

**Library Safety and Respect**

**The following activities are prohibited:**

1. Engaging in activities that may result in intimidation, injury, or harm to library patrons or employees.
2. Engaging in disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, or obstructing, harassing, offending, annoying, or intimidating others, or entering non-public areas without authorization (California Penal code Section 602.1(b)).
3. Engaging in activities or behavior that result or may result in damage to library property, including the vandalizing of restrooms, or making any attempts to damage computer equipment or alter software configurations.
4. Engaging in sexual misconduct such as indecent exposure or touching, annoying, harassing, or offending another person, or touching which constitutes assault, battery, or sexual battery. Viewing or printing illegal materials such as child pornography.
5. Bringing weapons of any kind onto library property.
6. Smoking of any type or using tobacco products, vapor or e-cigarette products in the library or on library property. This includes the charging of battery-powered portable electronic smoking devices.
7. Creating unnecessary noise, including the use of cell phones, pagers, headphones, and other communication, audio and electronic devices which disturbs other patrons or staff.
8. Using loud, abusive, threatening, or profane language. (LAMC 63.93)
9. Staring at or following a patron or staff in a manner that reasonably can be expected to disturb him, her, or them.
10. Refusing to leave library premises at closing time or trespassing at any time.
11. Engaging in any activity prohibited by law.

**Library Spaces and Resources**

**The following activities are prohibited:**

12. Eating, drinking, or displaying open food or liquid containers without the consent of the library building manager, except water in resealable liquid containers.
13. Sleeping in the library.
14. Using library restrooms or water fountains for bathing, shaving, or washing clothing. Loitering in the restrooms.
15. Entering the library with hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff. Wearing or spraying highly scented products such as perfumes or air fresheners.
16. Entering the Library without wearing shoes and garments that cover the upper and lower torso of their bodies. Patrons may not remove shoes or garments covering their upper and lower torsos while in the library.
17. Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, or stairs in violation of LAMC 57.33.11.

**LOS ANGELES PUBLIC LIBRARY  
RULES OF CONDUCT**

18. Panhandling, soliciting, distributing, or selling merchandise, or conducting other business transactions on library property without the written permission of the City Librarian. Petitioning outside the library must be done in accordance with the law.
19. Bringing containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24" x 14" x 12". Musical instruments are allowed but must not be played without the consent of the library building manager and must not obstruct aisles or monopolize space. Items deemed unsanitary by the library building manager will not be permitted inside library buildings.
20. Bringing bicycles, shopping carts, or other large wheeled conveyances inside library buildings. Wheelchairs, strollers, and mobility devices are only permitted if being used as transportation for, or as a mobility device by, an adult or child. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles should be stored in designated bicycle racks.
21. Bringing any animal into library facilities, except for service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a library program may be allowed in library facilities with the consent of library staff.
22. Recording, photographing, or filming persons in the library without prior consent from the library building manager and from the person(s) being recorded, photographed or filmed.
23. Leaving children under the age of eleven (11) years old or adults requiring supervision alone and unattended in the library, except for library programming with the consent of library staff. The library is not responsible for children who are left unattended in the library or on the grounds of the library.
24. Adults using areas designated for children or teens, attending programs for children or teens, or using computers designated for children or teens without being accompanied by a child or teen or without a need to use resources in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens at the discretion of library staff.
25. Feeding birds or other wildlife animals on library property.

**Enforcement of Rules of Conduct**

To preserve the peace and provide public access to library facilities, the library may suspend access to library privileges and to all libraries for persons who fail to follow the library's established Rules of Conduct. A person whose library privileges have been suspended may appeal the suspension. To request an administrative review of a suspension of privileges, submit the request in writing to: Business Office – Hearing Officer, Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90071 or [HearingOfficer@lapl.org](mailto:HearingOfficer@lapl.org). This request must be made within ten (10) business days of receiving the Letter of Suspension. The written appeal will be reviewed by the Hearing Officer within thirty (30) business days of the receipt of the request for and administrative review. The decision of the Hearing Officer shall be final and not appealable. The suspension of privileges will remain in force during the review period.

The library reserves the right at all times to discharge immediately a patron who is dangerous or in any way threatening library staff or other patrons.

**The Los Angeles Municipal Code Section 63.93 cites additional library regulations.**

**Adopted by the Board of Library Commissioners on:** \_\_\_\_\_



LOS ANGELES PUBLIC LIBRARY

## **RULES OF CONDUCT**

Welcome to the Los Angeles Public Library. The Library's first priority is public service. Every day, thousands of people visit the Los Angeles Public Library to read, select materials, use electronic resources, attend programs and request information from staff.

The Board of Library Commissioners has established Rules of Conduct so that library users and staff have a clean, pleasant and safe environment. We need your cooperation to reach this goal.

### **THE FOLLOWING ARE PROHIBITED AT THE LOS ANGELES PUBLIC LIBRARY:**

1. Engaging in any activity prohibited by law.
2. Disruptive or unsafe behavior including interfering with library employees in the performance of their duties, or obstructing or intimidating patrons of the library, or entering non-public areas without authorization (California Penal Code Section 602.1(b)).
3. Use of loud, abusive, threatening or insulting language.
4. Sexual misconduct such as exposure or threatening touching.
5. Activities or behavior that may result in injury or harm to any library patron or staff member, including challenging another person to fight or engage in any fight. Weapons of any kind are prohibited on Library property.
6. Patrons with hygiene conditions, including, but not limited to, clothing odor, body odor and lice, that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff.
7. Activities or behavior that may result in damage to library property, including making any attempts to damage computer equipment or alter software configurations.
8. Eating, drinking or displaying open food or liquid containers, except in areas designated for those purposes and/or when served with prior approval of the Library.
9. Sleeping, smoking or misuse of Library restrooms or water fountains (including bathing, shaving, and changing or washing clothes).
10. Animals, except for service dogs.
11. Bicycles, shopping carts, or other large wheeled conveyances are not permitted inside library buildings. Wheelchairs and strollers are only permitted if being used for the transport of an adult or child. Skates, skateboards, and collapsible scooters must be carried while on library premises.
12. Petitioning, soliciting or distributing/selling merchandise without the express permission of the City Librarian.
13. Unnecessary noise, including the use of cell phones, pagers, headphones, and other communication, audio and electronic devices which disturbs other patrons or staff.
14. Staring at, or following, a patron or staff in a manner that reasonably can be expected to disturb him or her, including photographing or filming persons without prior approval from a senior staff member.
15. Monopolizing library space, seating, tables, stairways or equipment to the exclusion of other patrons or staff, or obstructing aisles or doorways with personal belongings.

### **IN ADDITION:**

The Library is not responsible for children who are left unattended in or on the grounds of the library. Misconduct or misuse of library property on the part of juveniles will be reported to their parents.

The Library is not responsible for personal items that are lost, stolen or damaged in or on the grounds of the library.

Patrons shall wear garments covering the upper and lower torso of their bodies. Shoes must be worn at all times.

### **ENFORCEMENT:**

The above enumerated rules are not intended to be a complete list of violations, but are intended for guidance only. Library staff and/or local law enforcement officers are authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate action(s) against any other behavior which can reasonably be deemed to be offensive to library patrons or staff.

The Los Angeles Public Library reserves the right to restrict the use of its facilities and premises to persons who do not abide by the Library's Rules of Conduct. Failure to comply with the Library's established rules and policies could result in expulsion from the Library and revocation of Library privileges for a period of one day to one year, or in arrest and prosecution under California Penal Code Section 602.1(b).

Any person whose privileges have been denied or revoked for more than 30 days shall have a right to appeal to the City Librarian. Except for violations of Rule 2, enforcement will be held in abeyance pending the appeal. The appeal must be filed within seven (7) calendar days of the date that the patron is notified that the patron's privileges have been revoked. The decision of the City Librarian shall be final and conclusive.

## BOARD OF LIBRARY COMMISSIONERS

### MATTERS PENDING

April 12, 2018

<u>SUBJECT</u>	<u>DATE ITEM WILL BE ON THE MEETING AGENDA</u>
1. Discussion on the subject of Internet usage and security (Salinas – 1/25/18)	TBD
2. Report on security issues in general (Eidmann – 1/25/18)	4/12/18
3. Presentation on the status of the marketing plan. (Cao-1/25/18)	TBD

### COMMISSIONERS' OVERSIGHT RESPONSIBILITY

#### Library Foundation of Los Angeles Board

Mai Lassiter, Board Member

Kathryn Eidmann, Board Member

#### Media Marketing Ad Hoc Committee

Bich Ngoc Cao, President

Mai Lassiter, Board Member

#### Board Policies & Procedures Committee

Chair: Vacant

Member: Vacant