



County of Los Angeles Public Library ■ [www.colapublib.org](http://www.colapublib.org)  
7400 East Imperial Hwy., Downey, CA 90242 ■ (562) 940-8400



Margaret Donnellan Todd  
County Librarian  
July 13, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVE AGREEMENT WITH THE CITY OF WEST HOLLYWOOD  
FOR THE TRANSFER OF FUNDS FOR THE NEW WEST HOLLYWOOD LIBRARY;  
AND APPROVE A RELATED APPROPRIATION ADJUSTMENT  
(SUPERVISORIAL DISTRICT 3) (3 VOTES)**

**SUBJECT**

The Public Library is recommending that the Board of Supervisors authorize and delegate authority to the County Librarian to execute an agreement with the City of West Hollywood (City) whereby the County will contribute set aside funds to the City of West Hollywood to be used towards the new Library project on the condition that the City agrees to stay within the County Library system for a minimum of five years; and approve a related appropriation adjustment.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize and delegate authority to the County Librarian to execute an agreement with the City of West Hollywood whereby the County will contribute \$2.5 million in West Hollywood set aside funds, to help finance the increased cost of designing and constructing the new West Hollywood Library, once approved as to form by County Counsel and in form substantially similar to the attached draft agreement (Attachment A).
2. Approve the appropriation adjustment (Attachment B) to transfer \$2.5 million of the West Hollywood set aside funds from the Services and Supplies account to the Other Charges account of the Public Library's Operating Budget (B06) for the contribution payment to the City of West Hollywood.
3. Instruct the County Librarian to issue a contribution payment of \$2.5 million to the City of West

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#27 JULY 13, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Hollywood against the Public Library's Fiscal Year 2010-11 Operating Budget, within 30 days from the commencement date of the final agreement.

4. Authorize and delegate authority to the County Librarian to execute future agreements with the City of West Hollywood, similar to the attached draft agreement, and disburse funds, to increase the County's contribution for the new West Hollywood Library, limited to the amount required to complete the project and the set aside funds approved by the Board of Supervisors.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Built in 1962, the existing County-owned 5,170 square feet West Hollywood Library is inadequate for the current service population, and is significantly undersized to serve the projected 2020 population of the service area. It is not economically feasible to renovate and expand the existing library due to building and site limitations.

In celebration of 25 years of cityhood, the City has embarked on a capital project to develop premiere public facilities, parks and open space. One of the major components of this capital project includes the development of a new, state-of-the-art West Hollywood Library. This 32,000 square feet library will replace the existing facility.

The City has requested a contribution of \$2.5 million in West Hollywood Library set aside funds to partially offset the increased cost of the new library project. Consistent with an established understanding between the County and the City, the Public Library concurs that this is an appropriate use of the set aside funds. The set aside funds represent the accumulated yearly difference in the amount of property tax and special tax collected from the City and reserved for the County Library, and the cost of providing library services in that area.

After the new library is completed, the County will continue to operate the City-owned new West Hollywood Library pursuant to the provisions of the lease and operating agreement approved by the Board of Supervisors (Board) in March 2003. It is anticipated that the increased operating costs of the new library, which will be almost six times larger than the existing facility, will eliminate the disparity between the cost of service and the revenues collected. The City, however, will be responsible for any additional operating costs that exceed the amount of the property and special tax collected in the City for the Library District, in accordance with the lease and operating agreement.

Service improvements at the new library will include: a large adult reading area; a homework center; designated special collection areas; a community meeting room to seat 100 people; a conference room and two additional group study rooms for adults; a teen center with dedicated study room; a spacious children's library with a storytelling area to seat 25 children; 50 public access computers; and an opening day collection of over 100,000 books and audiovisual items.

#### **Implementation of Strategic Plan Goals**

Approval of the recommended action is consistent with the County's Strategic Plan Goals in the areas of Organizational Effectiveness (1) and Community and Municipal Services (3) by investing in public infrastructure that will provide improved library services to the residents of the City.

### **FISCAL IMPACT/FINANCING**

The City is responsible for the majority of the cost for the new West Hollywood Library project. The total project cost for the new library is currently estimated at \$41.7 million. This amount is \$7.2 million higher than the project estimate of \$34.5 million previously provided to the Board in January 2004 when the resolution relating to the City's Bond Act grant application was approved. The increase in cost is due to the inflationary factors that affected the total project cost over the period since 2004 and the fact that the City was not successful in its application for State Bond Act funding which would have paid 65% of the total project cost. The County's contribution, using the West Hollywood Library set aside funds, will help finance the cost increase.

The set aside funds for the West Hollywood Library are currently in the Services and Supplies account of the Public Library's Operating Budget (Fund B06). As of Fiscal Year 2010-11, the total amount of available set aside funds is \$3,535,000.

A portion of the available set aside funds will be provided to the City to be used towards the increased cost of designing and constructing the new library, including the purchase of fixtures, furnishings and equipment. The remaining balance will be utilized by the Public Library to purchase library materials and information technology equipment, and to fund the installation of telecommunication services to be provided by the Internal Services Department for the new facility.

The attached appropriation adjustment will transfer \$2.5 million of the available set aside funds from the Services and Supplies account to the Other Charges account of the Public Library's Operating Budget (B06) for the County's contribution payment to the City.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On March 18, 2003, the Board of Supervisors approved a land sale agreement as well as a lease and operating agreement for the construction of a new West Hollywood Library.

On January 4, 2004, the Board of Supervisors approved the City's application for grant from the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000. The City was not successful in its application for Bond Act funding. However, the City identified alternative sources of funding and made the decision to proceed with the library construction project.

On April 1, 2008, the Board of Supervisors passed a motion by Supervisor Yaroslavsky which instructed the CEO to negotiate an amendment to the Purchase and Sale agreement that would include the elimination of the condition that the City obtain the Bond Act grant funding, and instructed the Executive Office, Board of Supervisors to execute the amended agreement with the City.

The attached draft agreement was approved as to form by County Counsel.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not subject to the California Environmental Quality Act (CEQA) because they do not constitute a project according to Section 15378 of CEQA.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The existing West Hollywood Library will remain open during the construction of the new Library with full services available.

Respectfully submitted,

A handwritten signature in black ink that reads "Margaret Donnellan Todd". The signature is written in a cursive style with a large initial 'M' and 'D'.

MARGARET DONNELLAN TODD  
County Librarian

MDT:TM:FH:MR:bf

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller

Date

The Honorable John Heilman  
Mayor  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069

Dear Mr. Mayor:

**LETTER OF AGREEMENT FOR THE TRANSFER OF  
\$2.5 MILLION FOR THE NEW WEST HOLLYWOOD LIBRARY**

On \_\_\_\_\_ (date), the Los Angeles County Board of Supervisors approved the transfer of funds from the County of Los Angeles Public Library's (County Library) Operating Budget account to the City of West Hollywood (City). This transfer is under the condition that the funds be spent exclusively on the space that the New West Hollywood Library will occupy, and that the City agrees to stay within the County Library system for a minimum of five years.

The City and the County of Los Angeles (County), now therefore, agree that the entire amount of \$2,500,000 will be spent towards the completion of the New West Hollywood Library, to be occupied by the County Library, and that in the event that the City elects to withdraw from the County Library system before five years from the date the funds are transferred to the City, the City shall return to the County Library \$1,369.86 for each calendar day from the day after the City gives notice of its intent to leave the County Library system through the last day of the five year period.

By signing and returning this letter of agreement, the City agrees to the terms herein. The person signing on behalf of the City warrants under penalty of perjury that he/she is authorized to bind the City.

Sincerely,

Margaret Donnellan Todd  
County Librarian

MDT:TM:FH:MR:bf

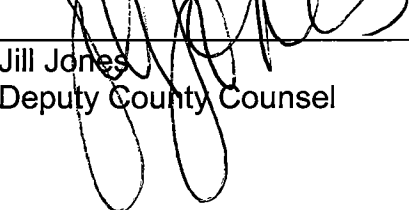
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c: Chief Executive Officer  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller

The Honorable John Heilman  
Date  
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APPROVED AS TO FORM

Andrea Sheridan Ordin  
County Counsel

By:   
\_\_\_\_\_  
Jill Jones  
Deputy County Counsel

6/25/10  
\_\_\_\_\_  
Date

**ACCEPTANCE OF TERMS**

\_\_\_\_\_  
John Heilman  
Mayor  
City of West Hollywood

\_\_\_\_\_  
Date

APPROVED AS TO FORM

By: \_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF PUBLIC LIBRARY

DEPT'S. NO. 461

June 25, 2010

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2010-2011

3 - VOTES

SOURCES

USES

Public Library
Services and Supplies
B06-PL-2000-41200
\$2,500,000
Decrease Appropriation

Public Library
Other Charge
B06-PL-5500-41200
\$2,500,000
Increase Appropriation

SOURCES TOTAL: \$ 2,500,000

USES TOTAL: \$ 2,500,000

JUSTIFICATION

To transfer appropriation from Services and Supplies to Other Charges to fund the contribution payment to the City of West Hollywood to help finance the increased cost of designing and constructing the new library.

ADOPTED
BOARD OF SUPERVISORS

[Handwritten Signature]
AUTHORIZED SIGNATURE Ting Fanti, Budget and Fiscal Services

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

27 JUL 13 2010

[Handwritten Signature]
SACHI A. HIRAWANI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

- ACTION
RECOMMENDATION

- APPROVED AS REQUESTED
APPROVED AS REVISED

AUDITOR-CONTROLLER

BY Karen Gulcumbe
June 29 2010

CHIEF EXECUTIVE OFFICER

BY [Handwritten Signature]
6/29 2010

B.A. NO. 002