



Los Angeles County AUDIT COMMITTEE

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

November 01, 2011

#6 NOVEMBER 1, 2011

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

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Supervisors:

SUNSET REVIEW FOR THE LIBRARY COMMISSION (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Request to extend the sunset review date for the Library Commission.

IT IS RECOMMENDED THAT YOUR BOARD:

Extend the Library Commission's sunset review date to June 30, 2014.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Library Commission (Commission) was established by the Board of Supervisors (Board) on December 3, 1996. The Board approved the most recent sunset review extension on June 15, 2004, which expired on January 31, 2007.

The Commission advises the Board and the County Librarian on matters of library policy, administration, operation and service, including the County Public Library's (Library) budget and Strategic Plan, and makes suggestions and recommendations with respect to any matters that have come to their attention relating to the County Public Library.

The Commission also obtains public input and provides information on the Library to the public.

FISCAL IMPACT/FINANCING

Commission members do not receive compensation. The Library estimates that they spend

approximately \$36,600 per year to support the Commission.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Commission has 20 members; two appointed by each Supervisor and ten appointed by a "City Selection Committee", comprised of mayors and city council members from cities in the County.

The Commission meets on a monthly basis. The Commission held 24 meetings between April 2007 and December 2009 (approximately 9 meetings a year), with an average attendance of 10.7 (54%) members. The Commission recognizes its low average attendance, and is actively working to improve attendance by meeting with Board and city representatives to encourage stronger participation from their appointed Commissioners, and emphasizing the importance of attending Commission meetings. Although the Commission's average attendance was low, the Commission successfully fulfilled its duties.

During this review period, the Commission's accomplishments included:

- Advising the Board on the importance of supporting public libraries during difficult economic times.
- Raising public awareness about the negative impact of State budget cuts on library funding, resulting in hundreds of citizens sending letters to State legislators to oppose library budget cuts.
- Advising the Library on spending priorities, such as maintaining library hours and programs, ensuring public access to computers and electronic databases, and purchasing new books.
- Participating in a focus group to provide input for the Library's Strategic Financial Plan, such as advising on what library services are valued the highest by the public.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

For the next evaluation period, the Commission's objectives are to:

- Advise the County Librarian on ways to stabilize funding, and advocate at State and local levels for library funding.
- Advise the County Librarian on the changing needs of public libraries.
- Publicize library programs and services available to County residents.
- Hold Commission meetings at locations throughout the County to encourage public involvement.

The Honorable Board of Supervisors

11/1/2011

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Respectfully submitted,

A handwritten signature in black ink that reads "Lori Glasgow". The signature is written in a cursive, flowing style.

LORI GLASGOW

Chair

LG:tpk

Enclosures

c: Richard E. Colbary, Chair, Library Commission
Margaret Donnellan Todd, County Librarian
Wendy Watanabe, Auditor-Controller
Sachi A. Hamai, Executive Officer of the Board
Janet Logan, Chief of Board Operations
Angie Johnson, Chief of Commission Services



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE
AUDITOR-CONTROLLER

ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS
JOHN NAIMO
JAMES L. SCHNEIDERMAN
JUDI E. THOMAS

August 23, 2011

TO: Audit Committee

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY LIBRARY
COMMISSION**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) to extend the Los Angeles County Library Commission's sunset review date to June 30, 2014.

BACKGROUND

The Board established the Los Angeles County Library Commission (Commission) on December 3, 1996. The Board approved the most recent sunset review date extension in June 2004.

The Commission advises the Board and the County Librarian on library policy, administration, operation and service, including the County Public Library's (Library) budget and Strategic Plan, and makes suggestions and recommendations on Library issues. The Commission also obtains public input and provides information on the Library to the public.

The Commission has 20 members, two appointed by each Supervisor, and ten appointed by a "City Selection Committee" (Committee), comprised of mayors and city council members from cities in the County. The Committee appoints ten of its members (two from each Supervisorial district) to represent cities served by the Library.

The Commission is supposed to meet monthly. Commission members do not receive compensation. The Library estimates that they spend approximately \$36,000 a year to support the Commission.

JUSTIFICATION

The Commission met 24 times between April 2007 and December 2009 (approximately nine times a year), with an average attendance of 10.7 (54%) members. The Commission recognizes its low average attendance, and is actively working to improve attendance by meeting with Board and city representatives to encourage stronger participation from their appointed Commissioners, and emphasizing the importance of attending Commission meetings. Although the Commission's average attendance was low, the Commission successfully fulfilled its duties.

During this review period, the Commission's accomplishments included:

- Advising the Board on the importance of supporting public libraries during difficult economic times.
- Raising public awareness about the negative impact of State budget cuts on library funding, resulting in hundreds of citizens sending letters to State legislators to oppose library budget cuts.
- Advising the Library on spending priorities, such as maintaining library hours and programs, ensuring public access to computers and electronic databases, and purchasing new books.
- Participating in a focus group to provide input for the Library's Strategic Financial Plan, such as advising on what library services are valued the highest by the public.

The Commission's objectives for the next review period are to:

- Advise the County Librarian on ways to stabilize funding, and advocate at State and local levels for library funding.
- Advise the County Librarian on the changing needs of public libraries.
- Publicize library programs and services available to County residents.
- Hold Commission meetings at locations throughout the County to encourage public involvement.

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Please call me if you have any questions, or your staff may contact Robert Campbell at (213) 253-0101.

WLW:JLS:RGC:TK

Attachments

c: Richard E. Colbary, Chair, Library Commission
Margaret Donnellan Todd, County Librarian
Janet Logan, Chief, Board Operations
Angie Johnson, Chief, Commission Services

COMMISSION SUNSET REVIEW
LOS ANGELES COUNTY LIBRARY COMMISSION
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

The stated mission is as set forth in the Board order establishing the Commission. **CONCUR.**

Section 1. Relevance. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission advises the Board and the County Librarian on library policy, administration, operation and service. The Commission brings the experience and knowledge of elected city officials and community representatives to library planning and budgeting, and unites the County Public Library (Library) to the cities it serves.

The Commission's mission appears to be **RELEVANT.**

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

The Commission is supposed to meet monthly. The Commission met 24 times between April 2007 and December 2009 (approximately nine times a year), with an average attendance of 10.7 (54%) members. The Commission recognizes its low average attendance, and is actively working to improve attendance by meeting with Board and City representatives to encourage stronger participation from their appointed Commissioners, and emphasizing the importance of attending Commission meetings. Although the Commission's average attendance was low, the Commission successfully fulfilled its duties.

The Commission's meeting frequency is **SATISFACTORY**, while the Commission's attendance is **UNSATISFACTORY.**

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

During the review period, the Commission's accomplishments included:

- Advising the Board on the importance of supporting public libraries during difficult economic times.

- Raising public awareness about the negative impact of State budget cuts on library funding, resulting in hundreds of citizens sending letters to State legislators to oppose library budget cuts.
- Advising the Library on spending priorities, such as maintaining library hours and programs, ensuring the public has access to computers and electronic databases, and purchasing new books.
- Participating in a focus group to provide input for the Library's Strategic Financial Plan, such as advising on what library services are valued the highest by the public.

The Commission's accomplishments and results are **SIGNIFICANT**.

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's objectives for the next review period are to:

- Advise the County Librarian on ways to stabilize funding, and advocate at State and local levels for library funding.
- Advise the County Librarian on the changing needs of public libraries.
- Publicize library programs and services available to County residents.
- Hold Commission meetings at locations throughout the County to encourage public involvement.

The Commission's future objectives appear **RELEVANT**.

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commissioners do not receive compensation. The Library estimates that they spend approximately \$36,000 a year to support the Commission.

The Commission's expenses appear to be **WARRANTED**.

Section 7. Recommendation.

EXTEND THE SUNSET REVIEW DATE FOR THE LOS ANGELES COUNTY LIBRARY COMMISSION TO JUNE 30, 2014.

Los Angeles County Library Commission
Attendance Record

Commissioner	Nominated by:	6/30/07	9/30/07	12/31/07	3/31/08	6/30/08	9/30/08	12/31/08	3/31/09	6/30/09	9/30/09	12/31/09	Totals	% Attended
	Number of Meetings per Quarter													
Raquel R. Galan	1st District	2	2	2	3	2	2	2	2	2	2	3	24	7
Sylvia A. Galan-Garcia	1st District	1	1	0	0	1	1	0	1	1	1	0	7	29%
Patricia Ann Lopez	1st District	0	1	0	2	1	2	1	0	0	0	2	7	37%
Velma S. Ashford	2nd District												4	80%
Revé Gipson	2nd District	1	2	1	2	1	0	1	1	1	2	2	14	58%
Margaret D. Hudson	2nd District	1	1	1	3	1							6	86%
Efrem Violin	2nd District	2	1										3	100%
Joseph A. Cislowski	3rd District	1	2	0	3	1	2	2	1	2	2	3	19	79%
Alma K. Martinez	3rd District	0	1	0	1	0	0	0	1	1	1	1	6	25%
Richard E. Colbary	4th District	2	2	1	2	2	2	1	2	2	2	2	20	83%
Herbert K. Hatanaka	4th District	1	2	1	3	2	1	2	1	2	2	2	19	79%
Susan C. Curzon	5th District	1	1	2	1	1	2	0	2	1	2	2	16	67%
Waymon E. Roy	5th District	0	1	0	1	2	1	1	1	2	2	2	13	54%
Jim Aldinger	City (a)				0	2	1	1					4	50%
Bob J. Archuleta	City (a)				2	2	1	0	2	1	1	2	11	65%
Lillie Dobson	City (a)								1	0	0	0	1	11%
Harold E. Hofmann	City (a)	2	2	1	2	2	1	2	1	2	2	3	20	83%
Tom King	City (a)								2	1	1	2	6	67%
Marsha McLean	City (a)				0	1	2	1	2	2	0	2	10	59%
Richard Montgomery	City (a)									1	0	1	2	29%
Samuel A. Pena	City (a)	2	2	1									5	100%
Julie Ruelas	City (a)	2	2	0	2	1	1	1					9	60%
Gordon Stefenhagen	City (a)	2	2	2	1						2	2	13	93%
Thomas Sykes	City (a)	0	2	0	0								2	29%
Pamela Conley Ulich	City (a)	0	2	0	1	0	0	1	1	1	2	1	9	38%
Leticia Vasquez	City (a)	0	0										0	0%
Peter S. Yao	City (a)	1	2	2	2	2	1	1	2	1	1	2	17	71%
Sally Zuniga-Flowers	City (a)	0	2	1	1	1	0	1					6	40%
Vacant	City (a)	0	0	0		0	0	0	0	0	0	0	0	0%
Vacant	City (a)												0	0%
Vacant	City (a)												0	0%
Totals		18	31	13	30	23	19	18	23	24	26	32	257	10.7

Average Attendance per Meeting

Legend:

(a) City Council Members nominated by City Selection Committee.

Vacancy filled or Commissioner not appointed.