

February 27, 2003

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:

**ACCEPT DONATION OF SERVICE DESKS AT BRAKENSIEK LIBRARY
(Fourth District) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Accept the in-kind donation by the Friends of the Bellflower Library of two custom-built service desks installed at the Clifton M. Brakensiek Library and valued at \$45,246.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This letter requests acceptance by the Board of an in-kind donation by the Friends of the Bellflower Library valued at \$45,246. The Friends group paid for the fabrication and installation by a contract vendor of two custom-built service desks in conjunction with the recent refurbishment of the Clifton M. Brakensiek Library, which serves the City of Bellflower.

Implementation of Strategic Plan goals

Approval of the recommended action is consistent with the County's Strategic Plan in the areas of service excellence, fiscal integrity, and organizational effectiveness.

FISCAL IMPACT/FINANCING

Refurbishment of the Brakensiek Library was funded by the Fourth District. There is no direct financing impact to the Public Library for the in-kind donation of the service desks by the Friends group. However, including the donated items in the refurbishment project enabled the Department to replace outdated counters at no direct cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County policy requires that donations over \$10,000 be submitted to the Board of Supervisors for acceptance. The Public Library assisted the Friends group in selecting a vendor to complete the work at a competitive cost. Library staff also assisted the Friends in working with the vendor to design the service desks, and in managing the coordination between the vendor and our refurbishment contractors at the project site to assure a successful installation. The new desks were installed during the second week of December 2002, and the library reopened for service on December 19 following completion of the refurbishment project.

IMPACT ON CURRENT SERVICES

Replacement of the circulation desk and reference desk through this generous donation has improved the appearance and the layout of the public area in the library. In addition, the new desks, which are ADA compliant, will result in improved service to disabled customers in the library.

Respectfully submitted,

Margaret Donnellan Todd
County Librarian

Attachments

c: Auditor-Controller
Executive Officer, Board of Supervisors