

# **MINUTES**

## **BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES**

**August 22, 2024**

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:05 a.m. on the above-written date.

### **1. Roll Call:**

<b>Present:</b>	President	<b>Valerie Lynne Shaw</b>
	Vice President	<b>Linda Blank</b>
	Commissioner	<b>Kelly Besser</b>
	Commissioner	<b>Hiram Sims</b>
	Commissioner	<b>Mayra Valadez</b>

**Absent:** None

**Also present:** Asst. City Librarian Susan Broman; Deputy City Attorney Josh M. Templet; Administrative staff and members of the public.

### **2. Opening Remarks:** Board President Shaw welcomed everyone to the meeting.

### **3. Approval of the Minutes:**

#### **a. Regular Meeting - June 13, 2024**

It was moved by Vice President Blank and seconded by Commissioner Valadez to approve the Minutes of the Regular Meeting held June 13, 2024. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

#### **b. Special Meeting - June 13, 2024**

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the Minutes of the Special Meeting held June 13, 2024. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

#### **c. Regular Meeting - June 27, 2024**

It was moved by Commissioner Besser and seconded by Commissioner Sims to approve the Minutes of the Special Meeting held June 27, 2024. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

### **4. Public Comments on Matters Within the Board's Jurisdiction: (1)**

The Board heard one public comment from Reverend Frank Wolf from the Echo Park United Methodist Church. He offered to partner with the Edendale Library to respond to

Mayor Bass' call to all departments and all people to be involved in solving the homeless crisis.

**5. City Librarian's Comments and Announcements:**

Asst. City Librarian Susan Broman reported on past and upcoming events.

Board President Shaw requested that when the Library holds any press conference or special events to notify Board members so they may have an opportunity to participate.

**6. City Librarian's Reports:**

**Discussion Items**

**a. Approval of appropriation from the Unreserved and Undesignated Fund Balance (UUFB) for Digital Literacy and Connectivity Communications Campaign**

Asst. City Librarian Susan Broman recommended approval of the appropriation of \$920,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for a Digital literacy and Connectivity Communications Campaign. She stated that these funds were received on June 13, 2024, shortly before the new fiscal year started and they need to be re-appropriated to the current fiscal year. She said these are grant funds from the Federal government under the American Rescue Plan designated for the project with the Bureau of Street Services and the Library for which the Library is in charge of communication and outreach.

**Discussion**

Vice President Blank asked for details about the project. Ms. Broman stated that the communications campaign is designed to enhance digital literacy and connectivity in underserved areas of Los Angeles focusing on the Crenshaw Corridor where several parks that have been or are under construction, and in Canoga Park. She said this is a citywide effort to ensure residents have digital skills to access online resources.

Vice President Blank asked if this was a people to people project. Ms. Broman replied that it would be a combination of outreach via marketing and people helping people develop skills

Alia Brown, FUSE Fellow and Project Manager, stated that it would be a multi-pronged approach that would include digital literacy through workshops and focusing on libraries located in those two project areas.

President Shaw asked how these two locations were identified. Ms. Brown replied that the Bureau of Street Lighting had identified them.

Commissioner Valadez asked if the funding would be equally split. Ms. Brown said that they're two completely different projects, and that one the project funds have to be spent by the end of 2025, but funding was about equal, with a little bit more going to the Crenshaw Corridor because it's a bigger area that they're working on.

It was moved by Commissioner Valadez and seconded by Commissioner Besser to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/ Shaw/ Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-25 (C-22)**

WHEREAS, Sufficient funds in the amount of \$920,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB); and

WHEREAS, Staff requested the appropriation of \$920,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2024-25 Budget for a digital literacy and connectivity communications campaign:

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$920,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Cash Balance to Fund 300, Department 44, Account 3040 Contractual Services;

THEREFORE, FURTHER RESOLVED, That the Board hereby authorizes the City Librarian and City Attorney to make technical corrections as deemed necessary.

**b. Recommendation to approve the First Amendment to the  
Angel City Press Gift Agreement (Contract No. C-145483)**

Asst. City Librarian Susan Broman recommended approval of the First Amendment to the Angel City Press Gift Agreement which the Board approved on December 14, 2023 accepting the donation and transfer rights and obligations of the Angel City Press operation to the Library and includes reimbursements to the proprietors of Angel City Press for the expenses relating to the creation and printing of books that the library would benefit from. She noted that the calculations of the costs were based on an earlier closing date of April 30, since the process took longer, this motion is being brought forward for approval for the additional funds for that time period.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/ Shaw/ Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-26 (C-23)**

**WHEREAS**, on December 14, 2023, the Board approved a Gift Agreement to donate and transfer the rights and obligations of the Angel City Press operation from Patricia Calistro-McAuley and Scott McAuley (Proprietors) to the Library (Library Resolution No. 2023-46 [C-37]);

**WHEREAS**, the gift was made to help ensure that the Angel City Press operation would continue its vital role of providing local writers the opportunity to create books that explore all that is quintessentially Los Angeles, and provide readers with books that celebrate and deepen their understanding of the people, places and ideas that shape their city;

**WHEREAS**, the Library is committed to continuing the legacy of Angel City Press with new books, as well as extending the reach of existing titles locally, nationally and internationally;

**WHEREAS**, the Gift Agreement was executed on June 11, 2024, as Contract No. C-145483 and includes reimbursements to the Proprietors of Angel City Press for the cost and expenses of services related to books or author agreements published, and business transactions entered into, through the Proprietors' business closing date; and

**WHEREAS**, the First Amendment to the Gift Agreement will conclude the transition process finalizing the reimbursement amount and revising the Proprietors' business closing date.

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approve the First Amendment to the Gift Agreement (Contract No. C-145483); and

**FURTHER RESOLVED**, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the First Amendment to the Gift Agreement (Contract No. C-145483).

**c. Approval to award 13 contracts to provide Immigration Assistance Services and Immigrant Integration & Inclusion Projects**

Asst. City Librarian Susan Broman recommended the award of 13 contracts to provide immigration services, assisted services, and immigration or immigrant integration and inclusion projects.

**Discussion**

Vice President Blank asked if the service providers would be assigned to certain libraries or areas. Ms Broman replied that staff identifies the areas where they work in to make sure that providers are well spread out among all New American Centers and that they can provide the services that are needed in those different centers.

Vice President Blank asked how the 13 service providers would be utilized. Madeleine Ildefonso, Managing Librarian Office of Civics and Community Services Engagement and Learning Division, replied that they have a plan for all the services and for how they use the list of contractors they have. She stated that contractors receive a notice of work that delineates what the Library wants them to do and where we want them to do it. The work takes place at the New American Centers and also at pop-up New Americans services at other locations, and staff work closely with partners to strategically provide services all over the city.

Commissioner Valadez asked who was on the review panel to select the providers. Ms. Ildefonso stated that the proposals were reviewed by New Americans staff who have been doing this work since 2017.

Vice President Blank asked about the statistics on the number of people that had received services. Ms. Ildefonso said that up to May 2024, they had provided services to 13,669 people and had handled 13,976 phone calls.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**LIBRARY RESOLUTION NO. 2024-27 (C-24)**

**WHEREAS**, Los Angeles is home to immigrants from more than 140 countries who speak more than 220 languages, according to U.S. Citizenship and Immigration Services (USCIS). According to the annual “State of the Immigrants in LA County,” report published by the University of Southern California’s Equity Research Institute, there are 3.5 million immigrants living in Los Angeles County;

**WHEREAS**, in 2012, the Library launched the Path to Citizenship program, which has helped thousands of people take their first step on the way to U.S. citizenship and active participation in civic life. In 2016, the Library rebranded the Path to Citizenship program as the New Americans Initiative (New Americans) to expand support for immigrants, and the program officially relaunched in 2018. Since 2012, the Library has conducted more than 11,960 service and citizenship programs as well as assisted more than 83,671 applicants with citizen integration and preparation for naturalization;

**WHEREAS**, the Library requires the assistance of qualified professionals to provide the range of services necessary to support the Los Angeles immigrant community;

**WHEREAS**, on April 25, 2024, the Board of Library Commissioners (Board) approved a Request for Qualifications (RFQ) for Immigration Assistance Services and Immigrant Integration & Inclusion Projects. The RFQ was released on April 29, 2024, and a pre-proposal conference was held on May 22, 2024. On May 29, 2024, an addendum was released to announce an additional pre-proposal conference, which was held on June 12, 2024;

**WHEREAS**, on June 24, 2024, the Library received 14 proposals. Library staff reviewed the proposals and found 13 proposals to be responsive to the RFQ requirements. A panel of Library employees reviewed and evaluated the proposals and determined that 13 of the proposals best fit the needs of the Library;

**WHEREAS**, on August 22, 2024, the Board approved the award of 13 contracts to provide Immigration Assistance Services and Immigrant Integration & Inclusion Projects to the Library on an as-needed and as-requested basis;

**WHEREAS**, staff will ensure that the required compliance documents are completed and submitted prior to the execution of the contracts. The contracts have been reviewed by the City Attorney and are ready to be transmitted for processing;

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian’s Board Report and authorizes the award and execution of the 13 contracts listed on Attachment A of the report to provide Immigration Assistance Services and Immigrant Integration & Inclusion Projects to the Library on an as-needed and as requested basis; and

**FURTHER RESOLVED**, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the contracts.

**7. Staff Presentation:** Diversity and Inclusion Apprenticeship

Madeline Peña, Associate Director/Principal Librarian, Community Engagement and Outreach, provided an overview of the Diversity and Inclusion Apprenticeship program (DAIA). She said this 10-week paid summer apprenticeship program is offered by LAPL to expose high school and college students to careers in librarianship through a mentored learning experience. The program structure is to match 12 apprentices to mentors for up to 20 hours per week. The program includes a capstone project that participants work on with their mentors; they are encouraged to think about how they can give back to the community and put it into action through the project.

Apprentice Michelle Miyazato, assigned to the Octavia Lab, said that her capstone project was doing a tutorial using equipment from the Octavia lab. Apprentice Gabriel Carrillo, assigned to Multilingual Collections and Volunteer Engagement, said that for his capstone project, he reach out to the Posse Foundation to host an informational session in the TeenScape Department to educate teens on Posse's full tuition scholarships and leadership program and to break down the misconceptions of applying to college. Apprentice Giazul Gonzalez, assigned to the Outreach Department, said the internship made her aware of all the different roles that librarians play, and had given her the opportunity to work with a lot of communities that she was not familiar with.

Ms. Peña stated that the Library had offered the DAIA program for the past eight years, starting in 2017 under the leadership of Jene Brown and funded with a grant from the Public Library Association, an affiliated division of the American Library Association. Currently, it is being funded from the Library's budget.

**8. Election of Officers for Fiscal Year 2024-25**

President:

It was moved by Commissioner Sims and seconded by Vice President Blank to elect Commissioner Shaw as President of the Board of Library Commissioners for Fiscal Year 2024-25. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

Vice President:

It was moved by President Shaw and seconded by Commissioner Valadez to elect Commissioner Blank as Vice President of the Board of Library Commissioners for Fiscal Year 2024-25. The motion passed with 5 Ayes (Besser/Blank/Shaw/Sims/Valadez); Noes: 0. Absent: 0.

**9. Commissioners' Comments and Announcements**

- President Shaw reported that she had a meeting with Madeline Peña, Associate Director/Principal Librarian, Community Engagement and Outreach, and Lupie Leyva,

Senior Librarian from Benjamin Franklin Branch to discuss a plan to help the libraries that don't have a Friends of the Library group.

- President Shaw reported that she had attended the Pio Pico-Koreatown park groundbreaking event, which was interesting because 20 years ago she was there as a member of the Board of Public Works for the opening of the library.
- Re-appointment of Linda Blank for the term ending June 30, 2029

President Shaw announced that the Board had received a copy of a letter from Mayor Karen Bass to Los Angeles City Council regarding the reappointment of Ms. Linda Blank to the Board of Library Commissioners for the term ending June 30, 2029.

- **Next Board Meeting Notice**

The next Regular Meeting of the Board is scheduled for Thursday, **September 12, 2024**, at **11:00 a.m.**, will be held at the Central Library.

**10. Adjournment:** The meeting was adjourned at 12:14 p.m.

ATTEST:

---

Valerie Lynne Shaw  
President

---

Raquel M. Borden  
Board Executive Assistant

Approved: 9/26/2024