

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

May 25, 2023

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:00 a.m. on the above-written date.

1. Roll Call:

Present:	President Commissioner Commissioner Commissioner	Bích Ngọc Cao Linda Blank Valerie Lynne Shaw Hiram Sims
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Absent:	Vice-President	Kathryn Eidmann
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Also present: City Librarian John F. Szabo, Assistant City Librarian Susan Broman; Deputy City Attorney Josh Templet; Library staff and members of the public.

2. Opening Remarks: None.

3. Approval of the Minutes: No Minutes were submitted for approval.

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

The Board heard a comment from Lisa Palombi, President of the Librarians' Guild.

**5. City Librarian's Comments
and Announcements:** City Librarian John F. Szabo reported the following:

Budget Update: The Library's Fiscal Year 2023-24 Budget continues to progress. The City Council is now having budget hearings; upon council approval it is signed by the Mayor and returned to the Board for adoption at the next Board meeting to become effective July 1. Library staff will present a general overview of the budget, and it will be an opportunity for new commissioners to ask any questions, since they joined the Board after the Proposed Budget had been approved in late 2022.

New Exhibit, "Anne Frank - A History for Today": This is an international traveling exhibit currently on display at Central Library during the month of May, which is Jewish Heritage Month. The exhibit tells the story of the Holocaust through the eyes of one child, Anne Frank, and her family. LAPL partnered with *Anne Frank LA* to host a ribbon cutting event last week. Among the speakers was Dorien Grunbaum, a child Holocaust survivor. Also, awarded the winners of the "Your Story Matters" essay/video contest for Anne Frank Day. The exhibit is located in a prominent area of the library and is a

reminder of why the public library is a great place for all exhibits as it is a place about stories where diverse audiences can be engaged.

Gajin Fujita: In 2019, Gajin Fujita was the artist that designed the art for a limited edition library and his art is currently on display at a local gallery. Recently, a staff member retrieved a small supply of the limited-edition cards featuring Gajin's art and contacted the gallery about partnering. Library staff organized a Library Pop-Up with artist Gajin Fujita, the Library's Street Fleet Outreach Team brought Lime to the gallery and signed up more than 50 people whose cards were autographed by Gajin. The event had great coverage from *LA This Week* and by *Rafu Shimpō*.

RuPaul's DragCon: LAPL participated in the festivities at the L.A. Convention Center, and more than 2,900 people visited the LAPL booth, and staff issued 167 library cards and distributed more than 2,500 promotional items. Families enjoyed library crafts in the Kids Zone, where 27 short stories were shared, and 430 visitors also made their own button pins at the booth.

Teens Leading Change: This program, funded by the Library Foundation of Los Angeles, consists of a cohort of 4 or 5 branch libraries that have Teen Leading Change programs. Each team works on a particular issue or topic and it's a way for them to experience and learn about civics and how local government works. The teens and Young Adult Librarians from the Palisades, Palms-Rancho, Playa Vista and Studio City Branch Libraries participated in an event featuring their projects that touched on protecting pollinators, native plants and biodiversity, waste management and social media and mental health.

Commissioner Blank asked how many libraries are in the cohort for the Teens Leading Change program. Mr. Szabo replied that there were four present for the event featuring the current cohort but groups participated at 55 different libraries.

6. City Librarian's Reports:

Consent Item(s)

It was moved by Commissioner Blank and seconded by Commissioner Shaw to approve the following resolutions for the Consent Items. The motion passed with 4 Ayes (Cao/Blank/Shaw/Sims) Noes: 0. Absent: 1 (Eidmann).

a. Acceptance of gift from Dordick Law Corporation

LIBRARY RESOLUTION NO. 2023-22

RESOLVED, that a gift of seventy-one (71) book carts, valued at \$14,200, from Dordick Law Corporation be accepted; and

FURTHER RESOLVED, that a letter of thanks be sent to Dordick Law Corporation expressing the grateful appreciation of the Board and staff for the generous gift.

**b. Acceptance of the California Library Building
Forward Infrastructure Grant Award**

City Librarian John F. Szabo recommended acceptance of the California Library Building forward infrastructure grant award of \$1,693,581. He said the funds are designated for the replacement or upgrade of HVAC systems heating, but only air conditioning at 14 of branch libraries. He said LAPL had applied for this grant last year and received and it is a matching grant up to, but not to exceed 50% of the project costs, for which LAPL has allocated budget dollars. He noted that the projects on the list are based on the condition of those HVAC systems, and this work is of particular importance given that so many libraries serve as cooling centers and heating centers during that inclement weather.

LIBRARY RESOLUTION NO. 2023-23 (C-17)

WHEREAS, In Budget Year 2021, the Governor and the State Legislature provided funds for SB129 which allocated \$ 439 million in one-time funds to the California State Library to address life safety and critical maintenance needs of public library facilities throughout California; and

WHEREAS, The California State Library has been delegated the responsibility for the administration of the grant including establishing procedures; and

WHEREAS, The award of this grant at the library listed below must be accepted and approved by the Board of Library Commissioners; and

<u>Branch Name</u>	<u>Grant Award No.</u>	<u>Grant Amount</u>
Baldwin Hills	BF-1-21-194	\$ 131,095
Canoga Park	BF-1-21-195	\$ 93,692
Chatsworth	BF-1-21-196	\$ 125,595
Encino Tarzana	BF-1-21-197	\$
94,092		
Granada Hills	BF-1-21-198	\$ 128,934
John C Fremont	BF-1-21-199	\$ 109,092
John Muir	BF-1-21-200	\$ 116,792
Mar Vista	BF-1-21-201	\$ 106,150
Memorial	BF-1-21-202	\$ 127,070
North Hollywood Amelia		
Earhart	BF-1-21-203	\$ 201,297
Northridge	BF-1-21-204	\$ 122,444
Sherman Oaks – Martin		
Pollard	BF-1-21-205	\$ 127,944
Valley Plaza	BF-1-21-206	\$ 103,592
Wilshire	BF-1-21-207	\$ 105,792

Library Resolution
No. 2023-23 (C-17) Cont.

WHEREAS, LAPL will enter into an agreement with the State of California to carry out and complete these projects; and

WHEREAS, These projects must comply with California Building Standards Code and all applicable federal, state, and local laws, regulations, ordinances, policies, and guides including, but not limited to, the California Environmental Quality Act (CEQA), legal requirements for building codes, health, and safety codes, the California Labor Code, disabled access laws, and, that prior to commencement of the project, all applicable permits will have been obtained.

WHEREAS, LAPL is required to provide matching funds on a dollar-for-dollar basis for the awarded amount.

WHEREAS, That pursuant and subject to all of the terms and provisions of the California Budget Act of 2021, the City Librarian or designee is hereby authorized and directed to prepare and file an application for funding with the California State Library, and take such other actions necessary or appropriate to obtain grant funding.

WHEREAS, The City Librarian or designee is hereby authorized and directed to execute the funding agreement with the California State Library and any amendments thereto.

WHEREAS, The City Librarian or designee is hereby authorized and directed to submit any required documents, funding requests, and reports required to obtain grant funding:

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners accept and approved these grant awards of \$1,693,581 and funds be deposited in Trust Fund 419, Account 376; and

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical changes.

Discussion Items

**c. Approval to release of a Request for Qualifications
RFQ) for Information Technology (IT) Professional Services.**

City Librarian John F. Szabo recommended approval to release a Request For Qualifications for Information Technology Professional Services. He said the Library has an outstanding information technology staff providing technology support for library staff patrons. They provide certain service and management around systems development administration, cyber security infrastructure network administration main, hardware software applications, data, storage recovery and electronic access to library resources as well as our integrated library automation system and from time to time.

Mr. Szabo stated that LAPL needs outside assistance for short, shorter term projects and services that the city's information technology agency doesn't provide or isn't prepared to provide, and so this is an RFQ to establish a list of outside businesses and entities that would provide or go to for those services. So for a lot of these short-term projects the length of time of an RFP for each of the projects is impractical. Therefore, being able to have a group of vendors that have gone through a process of selection process and having them essentially be on call it's a great advantage.

It was moved by Commissioner Shaw and seconded by Commissioner Blank to approve the following resolutions for the Consent Items. The motion passed with 4 Ayes (Cao/Blank/Shaw/Sims) Noes: 0. Absent: 1 (Eidmann).

LIBRARY RESOLUTION NO. 2023-24

WHEREAS, the Library at times requires the professional, expert and technical services of non-City Information Technology (IT) staff for short-term projects and support to upgrade, replace, and/or maintain various areas of the Library's infrastructure and network, support non-standard equipment, and systems unique to the Library (e.g., the integrated automated library system). IT manages the systems and oversees the contractors who provide expertise on specific projects;

WHEREAS, the IT Section of the Library provides technology support for Library staff and patrons, which includes: systems development and administration; cyber security; infrastructure and network administration and maintenance; hardware and software purchases, installation, and maintenance; communications; data storage and recovery; and, electronic access to Library resources;

WHEREAS, Library staff has completed a Request for Qualifications (RFQ) to solicit proposals from multiple qualified entities to provide IT professional services to create an on-call list of pre-qualified IT professionals to provide expert assistance on a wide array of systems needs would allow the Library to meet the technological needs of Library staff and patrons in a more efficient manner;

WHEREAS, the term of each of the proposed contracts will be for three years with two one-year options to renew at the discretion of the City Librarian, or designee, in an amount not to exceed \$3,000,000 per fiscal year. No minimum amount of work or compensation is guaranteed;

WHEREAS, funds are available in the Contractual Services Account 3040 to compensate the selected contractors for services and materials in accordance with the proposed contracts:

THEREFORE, BE IT RESOLVED, that the Board of Library Commissioners (Board) adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of the RFQ to provide IT Professional Services; 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 RFQ.

7. STAFF PRESENTATION: Summer with the Library

Diane Olivo-Posner, Principal Librarian from the Exploration & Creativity Department and Catherine Chenoweth, School Liaison from Library Services Department, provided a PowerPoint overview of the Library's Summer Reading Program. Mrs. Olivo-Posner said this year's theme is all about "My LA", a celebration of the city people, neighborhoods and institutions that LAPL serves and collaborates with. The art was created by LA artist Brenda Chi. The Summer with the Library runs for nine (9) weeks, from June 5 to August 5, 2023.

Ms. Chenoweth said the program is planned by the Summer Reading Committee made up of librarians and other staff in collaboration with the Engagement and Learning Division Department. Ms. Chenoweth stated that summer school is her part of the Summer Reading Program, which aims to prevent students from losing their reading skills during the summer, also known as the summer slide. She said LAPL wants everyone to be engaged in all that the Library has to offer. She talked about the incentive prizes that will be given to participants at the beginning when they sign up and they will track activities in the Beanstack App or use a printed game board. She said there's funding for each library to have paid programs, one for children, one for adults and one for teens, for a total of 219 free programs.

Ms. Chenoweth said this year's theme, "*My LA*", "*Let's celebrate your Los Angeles*"; Show us what makes your community special; Explore the city in a new way. We all have a story to tell that makes each of us say, "This is *My LA*". She said that as always, LAPL is looking at things through an equity based lens to ensure that the library is serving and reaching all of our communities that are in Los Angeles; and to do that, they are asking library staff to identify barriers in the community and to identify underrepresented areas, to think about opportunities to collaborate, and how they can bring diverse voices into the library. She pointed out that the game boards are available in 8 different languages (English, Spanish, Chinese, Korean, Japanese, Farsi, Russian and Armenian).

Ms. Olivo-Posner reported that a California State Library Grant funding of over \$60,000 will be used to offer 21 pop up library locations, which are meal sites at Recreation and Parks, schools and other community organizations, such as Boys and Girls Clubs. The Library will be presenting storytime, information on STEAM, Neighborhood Science and other programming.

Ms. Chenoweth stated that LAPL has partnered with the Los Angeles Unified School District (LAUSD) to bring the Library to families and students of LAUSD. She said LAUSD is sharing information about LAPL's Summer with the Library, both through their website, their English Learning coordinators, teacher librarians, library aids, teachers and the Family Academy Team. The LAPL will host a webinar inviting families to learn about the importance of why a library card is so valuable along with the Explorer LA and the California State Park passes; then, conclude with four in-person programs at each of the four local districts with LAPL librarians coming to meet the families and students. She said LAUSD will be giving away books at this event.

Ms. Olivo-Posner stated that the *Your Author* Program, which is funded by the Library Foundation of Los Angeles and The Greenberg Fund, will offer over 16 in-person programs with either an author or a local illustrator, and each child attending

receives a book. She noted that during the pandemic this program was only available online and people from across the world viewed those programs.

Ms. Chenoweth said the incentives for participating in the Summer with the Library are grouped by age (Early Learners 0-4, Children 5-11, Teens 11-17 and Adults). Also, each branch library will get four (4) \$50 gift cards as well as a Universal Studios family pack of tickets and an iPad that participating can win. She said LAPL is also partnering with local bike shops to both strengthen the local economy and to bring patrons out into the community more by giving away bikes and helmets.

Ms. Olivo-Posner concluded the presentation by stating that LAPL will conduct surveys with the public and staff, both digitally and written at the end of the summer, and LAPL will use this information for donors, for the Library Board and for staff to see what can be improved. She noted that the Los Angeles Library Foundation and the State of California City funds, and over 15 generous donors have been mentioned both in print and on the LAPL website, so that LAPL can honor what they are doing to help support this year's Summer with the Library. She encouraged everyone to register on June 6.

Commissioner Shaw thanked the presenters for the wonderful presentation

Taken Out of Order:

Commissioner Sims asked if funding for the paid programs included every branch. Mrs. Olivo-Posner replied that each branch receives funding for three (3) paid performances (one for Children, one for Young Adults, and one for Adults) and they add up to 213 paid performances including Central Library.

Commissioner Blank asked who chooses the performances and what is the process if staff wanted to bring in somebody that charges. Mrs. Olivo-Posner replied that the funds received from the Library Foundation provides funding for three (3) performers per branch, and if a branch would like to add more performances, they could ask their Friends Group for funding. She noted that LAPL has city protocols to follow to have performers in libraries.

8. Commissioners' Comments and Announcements

Presentation Requests:

Commissioner Shaw requested a briefing on the overall structure of the Library system, as well as any special projects that are going, challenges and solutions that the Library is coming up with, and about the Library Foundation and what it does for the Library, and collaborations with other institutions such as LAUSD. She requested to have more presentations, two (2) or three (3) per meeting at least an hour long. She said it would be helpful so the new Board members can really understand the system and try to add as much value to the meetings.

Board President Cao concurred with Commissioner Shaw that more presentations are needed to get new Board members up to speed.

Commissioner Sims asked whom should Board members reach out to request presentations about specific departments and branches. City Librarian John F. Szabo replied that commissioners can ask the Board President, Board Office staff or Administration.

Board Meeting Schedule July - December 2023:

Board President Cao announced that the meeting schedule for July through December has been posted.

Next Board Meeting Notice

The next Regular Meeting of the Board is scheduled for Thursday, June 8, 2023, at 11:00 a.m. at the Central Library, in the Board Room. Public comment will be available via zoom for those who cannot attend in person.

9. **Adjournment:** The meeting was adjourned 11:35 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant

Approved: 7/13/23