

## MINUTES

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

**September 14, 2023**

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:03 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>Hiram Sims</b>

<b>Absent:</b>	Commissioner	<b>Kathryn Eidmann</b>
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**Also present:** City Librarian John F. Szabo, Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Templet; staff from the Westwood Branch Library; Administrative staff and members of the public.

- 2. Opening Remarks:** Vice President Blank acknowledged the staff from the Westwood Branch Library who were present at the meeting and she also reported that this past weekend over 250 people showed at the Westwood Branch for Bob Baker's Marionette Theater program.

- 3. Approval of the Minutes:** Regular Meetings - July 13, 2023 and July 27, 2023

It was moved by Vice President Blank and seconded by Commissioner Sims to approve the Minutes of the Regular Meetings held July 13, 2023 and July 27, 2023. The motion passed with 3 Ayes (Blank/Shaw/Sims); Noes: 0. Absent: 1 (Eidmann).

- 4. Public Comments on Matters**  
**Within the Board's Jurisdiction:** None.

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

Fiscal Year Budget 2024-25

City Librarian John F. Szabo reported that the proposed Budget for Fiscal Year 2024-25 will be presented to the Board for discussion and consideration in November.

- 6. City Librarian's Reports:**

Consent Items: There were no Consent Items submitted for approval.

Discussion Items:

**a. Approval of appropriation of funds from the  
Unreserved and Undesignated Fund Balance (UUFB)  
for the Fiscal Year 2023-24 within Fund 300, Department 44**

City Librarian John F. Szabo recommended approval of a transfer of funds Unreserved and Undesignated Fund Balance (UUFB) from the Library's previous Fiscal Year 2022-23 Budget to various accounts in Fund 300 for Fiscal Year 2023-24.

It was moved by Commissioner Sims and seconded by Vice President Blank to approve the following resolution. The motion passed with 3 Ayes (Blank/Shaw/Sims) Noes: 0. Absent: 1 (Eidmann).

LIBRARY RESOLUTION NO. 2023-35 (C-27)

WHEREAS, Funds are available in the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2022-2023 as a result of projects that were delayed and services which could not be completed and also salary savings from vacant positions which could not be filled; and

WHEREAS, Library staff requested that the Board of Library Commissioners (Board) approve an appropriation of \$4,714,132 from the UUFB, Fund 300, Department 44, Cash Balance, to the accounts in Fund 300, Department 44, as listed in the City Librarian's Board Report; and

WHEREAS, Library Staff requested that the Board approve an appropriation in the amount of \$3,000,000 from the UUFB, Fund 300, Department 44, Cash Balance, to the Library Budget Reserve Fund (LBRF), Department 44, Fund Number 58N; and

WHEREAS, Library Staff requested the transfer of \$400,000 from Account 7300 Furniture, Office and Technical Equipment to Account 6010 Office and Administrative within the Library's Fiscal Year 2023-24 Budget; and

WHEREAS, Library Staff requested the transfer of \$250,000 from Account 6010 Office and Administrative to Account 3040 Contractual Services within the Library's Fiscal Year 2023-24 Budget; and

WHEREAS, Library Staff requested the transfer of \$56,000 from Account 6010 Office and Administrative to Account 3040 Contractual Services within the Library's Fiscal Year 2023-24 Budget; and

WHEREAS, Library Staff requested the transfer of \$75,000 from Account 3040 Contractual Services to Account 6010 Office and Administrative within the Library's Fiscal Year 2023-24 Budget;

Library Resolution  
No. 2023-35 (C-27) Cont.

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby adopts the recommendations and findings in the City Librarian's Board Report and approves the appropriation of funds from the Unreserved and Undesignated Fund Balance (UUFB) and approves the transfer of funds within the Library's Fiscal Year 2023-24 Budget; and

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

**b. Approval of First Amendment to Contract C-143807  
with Estate 1519, Inc. dba Casalena for the  
After-Hours use of the Woodland Hills Branch Library Parking Lot.**

City Librarian John F. Szabo recommended approval of the first amendment to Contract C-143807 with Estate 1519, Inc., dba Casalena, to extend the Hours of Operation of the Woodland Hills Library Parking Lot.

It was moved by Vice President Blank and seconded by Commissioner Sims to approve the following resolution. The motion passed with 3 Ayes (Blank/Shaw/Sims) Noes: 0. Absent: 1 (Eidmann).

**LIBRARY RESOLUTION NO. 2023-36 (C-28)**

WHEREAS, on June 22, 2023, the Board of Library Commissioners ("Board") awarded the contract for After-Hours Use of the Woodland Hills Library Parking Lot (RFB) to Estate 1519, Inc. dba Casalena [Library Resolution No. 2023-31(C-23)]; and

WHEREAS, the aforementioned contract was executed on July 26, 2023; and defined "Hours of Operation", during which the Lot was to be available for use by Estate 1519, Inc. dba Casalena, as 8:00 PM to 10:00 PM Monday through Thursday, 6:00 PM to 10:00 PM on Friday and Saturday, and 12:00 PM to 10:00 PM on Sunday, except during times where the Lot is being used for City- or Library-sponsored events; and

WHEREAS, on August 14, 2023, Estate 1519, Inc. dba Casalena requested to extend the Hours of Operation to 12:00 AM daily; and

WHEREAS, Library staff have requested to grant the City Librarian or designee authority to approve additional modifications to the Hours of Operation:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the first amendment to the contract with Estate 1519, Inc., dba Casalena, to extend the Hours of Operation of the Woodland Hills Library Parking Lot; and

Library Resolution  
No. 2023-36 (C-28) Cont.

FURTHER RESOLVED, that the Board authorize the City Librarian or designee be authorized to agree in writing to further modifications to the Hours of Operation; and

FURTHER RESOLVED, that the Board authorizes the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contract; and

FURTHER RESOLVED, that the Board authorizes the Board President and the Board Secretary to execute the contract upon completion of all required approvals.

**c. Approval of an agreement with Melrose Avenue Owner, LLC,  
for tieback work at the John C. Fremont Branch Library. (Taken out of Order)**

City Librarian John F. Szabo recommended approval of a proposed Tieback Agreement for a development project adjacent to the John C. Fremont Branch Library located at 6121 Melrose Avenue.

Vice President Blank asked if the project would adversely affect the library building. Mr. Szabo replied that it wouldn't affect it.

It was moved by Vice President Blank and seconded by Commissioner Sims to approve the following resolution. The motion passed with 3 Ayes (Blank/Shaw/Sims) Noes: 0. Absent: 1 (Eidmann).

**LIBRARY RESOLUTION NO. 2023-37 (C-29)**

WHEREAS, Melrose Avenue Owner, LLC (Developer) is the owner and developer of certain real property located in the City of Los Angeles (City) commonly known as 6101-6117 Melrose Avenue, 713-735 Seward Street (Development Property) and more particularly described in Exhibit A of the proposed Tieback Agreement;

WHEREAS, the City is the owner of the real property located adjacent to the Development Property, commonly known as the John C. Fremont Branch Library located at 6121 Melrose Avenue proposed Tieback Agreement (City Property) and more particularly described in Exhibit B of the proposed Tieback Agreement;

WHEREAS, the Developer plans to construct a new four-story commercial building consisting of creative office space, retail use, restrooms, open space and subterranean parking (Project) on the Development Property. In conjunction with the development of the Project, the Developer proposes to install a tieback anchor system underneath the surface of a portion of the City Property (Tieback Area);

WHEREAS, the City and the Developer desire to enter into this Tieback Agreement to set forth the terms and conditions pursuant to which the Developer and its representatives shall be permitted to temporarily insert tieback rods beneath the surface of the City Property in the Tieback Area;

Library Resolution  
No. 2023-37 (C-29) Cont.

WHEREAS, any tieback rods or anchors that are abandoned in-place (due to inability to be removed) must be detensioned. For each tieback anchor that remains within the top 20 feet of the surface elevation, the Developer shall pay the City a fee of \$5,000. All of the activities specified in this Section shall be performed by Developer at its sole expense;

WHEREAS, on September 14, 2023, the Board authorized the Chief Accounting Employee to create Sub-Account 377 in Fund 831 to deposit and expend funds related to the operation and maintenance of the John C. Fremont Branch Library:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the Tieback Agreement;

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian to execute the Tieback Agreement upon completion of all required approvals;

FURTHER RESOLVED, that the Board hereby authorizes the City Librarian and the City Attorney to make technical and clerical corrections, if needed, to the Tieback Agreement; and

FURTHER RESOLVED, that the Board hereby authorizes the Chief Accounting Employee to create Sub-Account 377 in Fund 831 to deposit and expend funds related to the operation and maintenance of the John C. Fremont Branch Library.

**d. Approval to award of a contract to Resolver, Inc. to Develop  
an Incident Reporting Application for the Library Department: CONTINUED.**

**7. STAFF PRESENTATIONS**

Madeline Peña, Principal Librarian and Manager of the Community Engagement & Outreach Department, provided an overview of the Community Engagement Unit and Volunteer Engagement Unit, which includes volunteer management, oversight of the Friends of the Library groups, the Diversity and Inclusion Apprenticeship Program, outreach programs, community partnerships, and the mobile outreach fleet. Since January, they have either led, held, or participated in 269 programs/events in the communities, issued over 8,000 new library cards, and have had over 80,000 interactions with the public, at major events such as the *LA Times Festival of Books*, or smaller events like computer classes. She noted that of the 80,000, about 20,000 were bilingual interactions.

**Summer Lunch Pop-up Libraries for Kids**

Angi Brzycki, Senior Librarian/Community Outreach Manager, reported that this summer the Library provided pop-up libraries at 23 local schools as well as 76 community groups and recreation sites, and gave away books for kids. The Outreach Team works with branch libraries and with community partners such as LA Best, Boys and Girls Club, Recreation and Parks, and LAUSD. Books, supplies and programming for the community sites were grant funded

Dr. Jennifer Noble, Branch Manager at the Westwood Branch Library, and Tatiana Ortiz Cordonero, Bilingual Outreach Coordinator, reported that they are on the committee for an initiative to expand equity in pop-up libraries at community meal sites with funding from a State Library grant for engaging community voices and making equity-based decisions, engaging systematically marginalized communities and expanding opportunities.

Dr. Noble stated that librarians are experts of their communities and that they do outreach with schools during the school year. They plan to apply for the 2024 Pop-Up Libraries at Community Meal Sites Grant to be able to keep engaging, prioritizing and strengthening the connection with community partners.

Board President Shaw thanked the presenters and everyone involved in the program.

Vice President Blank applauded the work staff is doing with this outreach program. She said that it is critical for the communities to know what a library can do and what librarians can do beyond the four walls of their branch. She said she hopes the program expands because that gets the library back to having more kids come in and more opportunities for them to take advantage of all the things that are available to them.

*(Commissioner Blank left at 11:38 a.m.)*

### **Los Angeles Libros Festival**

Phoebe Guiot, Acquisitions Manager, and Edwin Rodarte, Emerging Technologies Manager, co-chairs of this year's Los Angeles Libros Festival, provided an overview of the plans for this two-day free event that offers Spanish and bilingual storytelling performances, art workshops, and award-winning authors and illustrators from across the United States and Spanish-speaking countries in celebration of Spanish language and bilingual books.

The Los Angeles Libros Festival planning committee has more than 30 committee members and 17 subcommittees, including Central Library and Branch staff, who work together year round to coordinate the event, from logistics to author selections, decorations, programming, volunteers, School Day subcommittee, community partnerships, public relations and social media. Among this year's goals include partnering with 25 schools and reaching 50 classrooms for the Virtual School Day on Friday and to have 3,000 in-person attendees on Saturday.

The 2023 Los Angeles Libros Festival will offer over 40 programs with over 30 authors and performers, representing Spain, Mexico, El Salvador, and Colombia. Friday, September 29, will be a Virtual School Day program streaming on YouTube; and Saturday, September 30, it will be in-person at the Central Library. Partners and sponsors of the event include Center Theatre Group, Self Help Graphics and Art, Tia Chu Cha's Centro Cultural & Bookstore, Skirball, LA Zoo, LACMA, and Porto's.

Board President Shaw stated that she was very impressed by the efforts put into this event, which brings everybody together and really connects people, and it is a great service to the community.

Commissioner Sims asked how long it takes to plan this event. Mr. Rodarte replied that planning starts as soon as the festival is over, because popular authors and performers are booked years in advance.

Commissioner Sims asked if there was a pathway highlighted to learning two languages since this was a celebration of bilingualism. Mr. Rodarte replied that they have been intentional about reaching out to dual language schools for the programming for Friday, which is exclusively in Spanish. In terms of library resources, LAPL has several language learning resources for patrons whether it is Spanish or French or another language and those resources are highlighted at the event.

**8. Commissioners' Comments and Announcements**

Board President Shaw made the following announcements:

- a. The Board received a letter dated August 14, 2023, from Mayor Karen Bass to City Council regarding the appointment of Kelly Besser to the Board of Library Commissioners for the term ending June 30, 2028.
- b. Next Board Meeting Notice  
The next Regular Meeting of the Board is scheduled for Thursday, **September 28, 2023**, at **11:00 a.m.**, at the Central Library

**9. Adjournment:** The meeting was adjourned 12:07 p.m.

ATTEST:

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Valerie Lynne Shaw  
President

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Raquel M. Borden  
Board Executive Assistant

Approved: 10/26/2023