

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

October 10, 2024

A Regular Meeting of the Board of Library Commissioners was held at the Lake View Terrace Branch Library starting at 11:18 a.m. on the above-written date.

1. Roll Call:

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

Absent: None

Also present: Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Templet, Vice President to the Lake View Terrace Friends Group and Chair of the Foothill Trails District Neighborhood Council Josie Zarate; President of the Foothill Trails Neighborhood Council Kevin Davis; members of the public and staff.

2. Staff Presentation:

Anne Bowman, East Valley Area Manager, provided an overview of the programs and services offered through the region.

Connie Dosch, Senior Librarian, Lake View Terrace Branch Library, introduced staff and members of the Friends of the Library and Neighborhood Council, and provided an overview of the programs and services offered to the community the library serves.

The Board presented Sr. Librarian Connie Dosch with a certificate of appreciation and a pin for her 40 years of service to the Library.

3. Approval of the Minutes: There were no Minutes submitted for approval.

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

Kevin Davis, President of the Foothill Trails Neighborhood Council, stated that the Neighborhood Council meets once a month at 7p.m at this library; however, their meetings go beyond the 8 p.m. closing time and asked if the Library could accommodate their schedule.

5. Assistant City Librarian's Comments and Announcements: Asst. City Librarian Susan Broman reported on past and upcoming events.

6. City Librarian's Reports:**Discussion Items****a. Appropriation of UUFB funds for FY 2024-25 to the Library Operating Budget and the Library Reserve Fund**

Asst. City Librarian Susan Broman recommended approval to appropriate funds in the amount of \$1,622,560 from the Library's Unreserved and Undesignated Fund Balance (UUFB) to Contractual Services for alterations and improvements at branches and Central Library, the strategic plan consultant, and \$1,000,000 to the Library Budget Reserve Fund.

Vice President Blank asked if staff had already allocated where the funds would go. Ms. Broman replied that they already have specific projects for those funds. Vice President Blank asked for the list of the projects.

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

LIBRARY RESOLUTION NO. 2024-34 (C-30)

WHEREAS, Funds are available in the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2023-2024 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 \$1,622,560 from the UUFB, Fund 300, Department 44, Cash Balance, to the account 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 \$1,000,000 from the UUFB, Fund 300, Department 44, Cash Balance, to the Library Budget Reserve Fund (LBRF), Department 44, Fund Number 58N; and

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 2024-25 Budget;

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

**b. Approval of four contracts for as-needed library
landscape maintenance and/or repair services**

Asst. City Librarian Susan Broman recommended approval to use four (4) existing contracts awarded March 21, 2024 by the Department of Recreation and Parks through its RFP process for as needed landscape maintenance. She stated that the Library wishes to use those same contractors to provide as needed landscape maintenance and landscape repair services at 72 branch libraries and recommended approval.

Commissioner Valadez pointed out that on page 3 of the Board Report, Item 7 states that, “specialized marketing and public relations services,” and asked staff to replace that language with “landscape maintenance and or repair services.”

President Shaw asked if maintenance and repairs were up to date at all 72 branches. Ms. Broman replied that in addition to the landscaping contractors, the Library recently hired a Senior Gardener who helps to manage these contractors.

Eloisa Sarao, Director of Facilities, added that the Senior Gardener visits all 72 libraries and makes notations of all the improvements that need to be done on landscaping and schedules those requests.

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

LIBRARY RESOLUTION NO. 2024-35 (C-31)

WHEREAS, The Library owns various facilities throughout the City of Los Angeles and is responsible for the landscape maintenance and/or repairs of the grounds and infrastructure. The Library ensures that branch libraries within their respective communities are well maintained, clean, safe, and represent the City in a positive manner; and

WHEREAS, On March 21, 2024, the Board of Recreation and Park Commissioners awarded contracts to the following Contractors which resulted from a Request for Qualifications (RFQ) process conducted by the Department of Recreation and Parks (RAP) staff: (1) Far East Landscape & Maintenance, Inc. (RAP Contract No. 4094); (2) International Environmental Corporation (RAP Contract No. 4095); (3) Sani Group Inc., DBA BMC Landscape Management, Inc. (RAP Contract No. 4096); (4) Waste Unlimited, Inc., DBA S&D Landscaping Services (RAP Contract No. 4097). The contracts were executed on August 22, 2024; and

WHEREAS, On October 10, 2024, Library staff recommended that the Board of Library Commissioners (Board) award and execute contracts with the four aforementioned RAP Contractors to provide landscape maintenance and/or repair services at the seventy-two branch libraries. The term of the contracts shall begin on the date of execution and shall expire on August 21, 2027, with a contract amount not to exceed \$1,200,000 per fiscal year (July 1 – June 30). Duties include, but are not limited

to, the following: mowing of lawns; pruning of shrubs and bushes; stump removal; tree trimming and/or removal; irrigation installation, replacement or repairs; and removal of trash and other debris; and

WHEREAS, On October 10, 2024, the Board found, in accordance with Charter Sections 371(e)(10) and 1022, and Los Angeles Administrative Code Section 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature, and that it is more feasible to have this work performed by an independent contractor than by City employees; and that the Library is able to enter into contracts with the Contractors pursuant to Charter Section 371(e)(8) and Los Angeles Administrative Code Section 10.15(a)(8) as the contracts are based on RAP contracts, which are current and in effect, and meet the needs of the Library; and

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 four contracts to provide landscape maintenance and/or repair services at the seventy-two branch libraries on an as-needed 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: Branch Library Services

Joyce Cooper, Director of Branch Library, and Emily Fate, Asst. Director, provided an overview of the programs and services provided at its all 72 library locations, which are divided into six regions. They spoke of the systemwide coordination with the various departments to ensure that patrons receive services in all regions of the city, including over 1,200 computers and free Wi-Fi; five New American Centers, 18 Adult Literacy Centers. They mentioned that many services are also provided in partnership with city and community service organizations to address many needs of patrons, such as partnering with the Emergency Management Department to provide services during extreme weather conditions, and partnering with LA County Registrar-Recorder to offer voting centers at 11 library locations and ballot dropboxes at all locations.

Discussion

Commissioner Sims asked about the coordination with other departments. Ms. Cooper stated that they work with several of them, but for programming they work most closely with the Engagement and Learning Division because they develop programs and Branch Library Services coordinates the logistics.

President Shaw asked the Area Managers, aside from homelessness issues, what other major challenges were they facing in their areas.

Ms. Cooper replied that the main challenge has to do with the aging infrastructure, which can cause facilities to be closed due to repairs and resulting in disrupted services.

President Shaw asked Ms. Broman if they would be working on a future bond program to try to remedy this situation. Ms. Broman replied that the regular budget does not provide for larger capital improvements; however, they are working on a facilities master plan that will have recommendations for funding capital improvement projects.

Kian Daizadeh, Northeast Area Manager, stated that safety in general was a concern, and having the Library Experience Office helps out a lot.

Ann Bowman, East Valley Area Manager, stated that some issues are tied into the infrastructure, and they need to think about the way buildings are constructed for safety as well as being able to meet the technological needs of the community.

Shirley Ashe, West Valley Area Manager, said that the biggest challenge is not necessarily working with people who are homeless, but managing patrons who may have mental challenges.

Laura Barnes, Western Area Manager, said she wanted to highlight the work that the Constellation Therapy Group does. The social workers in the West Los Angeles Branch and the Westwood Branch are able to make incredible connections and offer help; the life-changing work that they're doing every day getting people into housing, and giving people help has been really wonderful to see.

President Shaw asked if the Library had safety consultants. Ms. Broman replied that the Library works with LAPD Security Services to provide security as well as the Library Experience Office, which includes social service and mental health services, as well as staff who are responsible for security, security cards, etc.

President Shaw asked if they had specific safety plans for specific branches.

Ms. Broman that it is part of what they do. They look at the experiences that the branch reports, look at statistics and determine where to place security officers. There are approximately 60 security guards throughout the branches, but it's something that they're constantly working on.

8. Commissioners' Comments and Announcements

- Commissioner Valadez commented that the Lake View Terrace Branch was her home branch where she would do her high school assignments because she didn't have Wi-Fi at home, and this was the library where she came to apply to college. She thanked Senior Librarian Connie Dosch and her staff for welcoming the Board and for hosting the meeting.

- **Next Board Meeting Notice:** The next Regular Meeting of the Board is scheduled for Thursday, October 24, 2024, at 11:00 a.m., at the Central Library.

9. **Adjournment:** The meeting was adjourned at 12:44 p.m.

ATTEST:

Valerie Lynne Shaw
President

Raquel M. Borden
Board Executive Assistant

Approved: 11/14/2024