

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

June 13, 2024

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:04 a.m. on the above-written date.

1. Roll Call:

Present:	President Commissioner Commissioner	Valerie Lynne Shaw Hiram Sims Mayra Valadez
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Absent:	Vice President Commissioner	Linda Blank Kelly Besser
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Also present: Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Temple; Deputy City Attorney Vanessa Atkins; 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 - April 25, 2024

It was moved by Commissioner Sims and seconded by Commissioner Valadez to approve the Minutes of the Regular Meeting held April 25, 2024. The motion passed with 3 Ayes (Sims/Shaw/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

b. Regular Meeting - May 9, 2024

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the Minutes of the Regular Meeting held May 9, 2024. The motion passed with 3 Ayes (Sims/Shaw/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

4. Public Comments on Matters

Within the Board's Jurisdiction: None.

5. City Librarian's Comments

and Announcements: Assistant City Librarian Susan Broman reported on past and upcoming events.

6. City Librarian's Reports:

Consent Items

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the following resolution. The motion passed unanimously with 3 Ayes (Shaw/Sims/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

**a. Approval of the General Manager's
Expense Account for Fiscal Year 2024-2025**

LIBRARY RESOLUTION NO. 2024-16 (C-14)

RESOLVED, That the Board of Library Commissioners hereby authorizes the City Librarian or designee to receive an advance or be reimbursed for miscellaneous business-related expenditures such as business meals, taxi fares, parking fees, etc., in an amount not to exceed \$3,500 for the period of July 1, 2024 through June 30, 2025; and

FURTHER RESOLVED, That said amount be encumbered in the Office and Administrative Expense Account No. 6010, Library Fund No. 300.

Discussion Items

**b. Award of Contract to Resolver, Inc. for the Development
of an Incident Reporting Application for the Library and
Authorize the Assignment and Assumption Agreement
between Resolver, Inc. and its parent company, Kroll, Inc.**

Assistant City Librarian Susan Broman recommended approval of the proposed contract with Resolver, Inc. for the development of an incident reporting application for the Library. She stated that Resolver had requested that the contract be assigned to its parent company, Kroll, Inc.; therefore, she recommended the Board to also authorize the Assignment and Assumption Agreement between Resolver, Inc. and its parent company, Kroll, Inc.

Discussion

Board President Shaw asked about the types of incidents that occur and how they are categorized. Ms. Broman replied that they range from serious incidents that involve physical danger to someone shouting or causing a disturbance. She said the Library Experience Office has been working on how to report and track all types of incidents throughout the library and this system will help the library manage reporting.

President Shaw asked who would receive the information. Ms. Broman replied that the information goes to Library Security Services; however, if something requires police intervention staff should call the police, or use the panic buttons installed at all branches. Social workers and other staff from the Library Experience Office can also step in to handle various situations and provide feedback.

It was moved by Commissioner Sims and seconded by Commissioner Valadez to approve the following resolution with the amended subject line on the agenda. The motion passed unanimously with 3 Ayes (Shaw/Sims/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

LIBRARY RESOLUTION NO. 2024-17 (C-15)

WHEREAS, on February 27, 2023, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) for the Development of an Incident Reporting Application for the Library (Library Resolution No. 2023-11); and

WHEREAS, the RFP was released on March 8, 2023, with a proposal due date of May 3, 2023. An optional Pre-Proposal Conference was held on April 19, 2023; and

WHEREAS, addendum No. 1 to the RFP was released on April 21, 2023. This addendum revised the proposal due date to May 17, 2023; and

WHEREAS, on May 17, 2023, the Library received six proposals. Library staff reviewed the proposals and found all six to be responsive to the RFP submittal requirements; and

WHEREAS, a panel of Library employees evaluated the six responsive proposals and determined that Resolver, Inc. best meets the needs of the Library; and

WHEREAS, Resolver, Inc. requested that the contract be assigned to its parent company, Kroll, Inc.; and

WHEREAS, funds are available to compensate the Contractor for services in accordance with the Contract:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with the aforementioned organization and the assignment of said contract to Kroll, Inc., the parent company of Resolver, Inc.; 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 Board Secretary to execute the contract upon the completion of all required approvals.

**c. Adoption of the Library Department's
Operating Budget for Fiscal Year 2024-25**

Assistant City Librarian Susan Broman recommended adoption of the Library Department Operating Budget for Fiscal Year 2024-25 in the amount of \$265,177,905, as approved by the Mayor and City Council.

Ms. Broman pointed out the adopted Budget amount had an increase of \$8,675,975 from the proposed budget of \$256,501,930 approved by the Board in November 2023. This increase is due to funds from the UUFB moved to revenue to accommodate adjustments made related to new labor agreements approved since that time, and the Cost Allocation Plan. The adjustment increased costs by \$20,175,975. In addition to adding revenue from the UUFB, additional adjustments were made to the budget.

Discussion

Commissioner Valadez stated that she had concerns about the increase in the budget for security. She noted that she was aware that the increase was due to labor agreements and salary increases, and asked if they anticipate this type of increase for the following years. Ms. Broman replied that these increases were due to the labor agreements and to pay for overtime for libraries with the most incidents, and not for new services.

Commissioner Valadez asked whether there had been an interest in participatory budgeting and interest in hearing from the community about the budget.

Madeline Rackly, Business Manager, stated that Library staff meets annually with Neighborhood Council representatives, and Ms. Broman added that this year the Library will be embarking on the strategic plan, which includes extensive community outreach.

Commissioner Sims commented that the Library's budget appropriation had increased by \$14 million and costs increased by \$20 million and asked Ms. Rackley how staff had balanced the disparity. Ms. Rackley replied that the budget team is always trying to anticipate future costs and had been building in contingency funds to cover pending labor agreements, however, the CAP rate went up significantly higher than expected and funds had to be moved from other line items to cover for that. She noted that the labor agreements are already fixed and they would be built into the next budget.

It was moved by Commissioner Sims and seconded by Commissioner Valadez to approve the following resolution. The motion passed unanimously with 3 Ayes (Shaw/Sims/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

LIBRARY RESOLUTION NO. 2024-18 (C-16)

WHEREAS, On November 9, 2023, the Board of Library Commissioners (Board) approved the Library Department Proposed Budget for Fiscal Year 2024-25 in the amount of \$256,501,930 to fund Library services and programs (Library Resolution Number 2023-44 [C-35]); and

WHEREAS, Staff recommends the adoption of the Library Department Budget for Fiscal Year 2024-25 as approved by the Mayor and City Council in the amount of \$265,177,905; and

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby adopts and certifies the Adopted Library Department Budget for Fiscal Year 2024-25 in the amount of \$265,177,905, as approved by the Mayor and City Council.

**d. Recommendation to adopt the Library Department's
Personnel Resolution for Fiscal Year 2024-2025**

Assistant City Librarian Susan Broman recommended adoption of the Personnel Resolution for Fiscal Year 2024-2025. She stated that this Resolution contains the maximum number of positions the Library is authorized to fill; however, it does not reflect how many positions are filled or vacant. She said funding for 14 new positions were approved in this year's budget and they have been incorporated in the Personnel Resolution submitted hereby for adoption by the Board.

Discussion

Commissioner Valadez asked about the difference between substitute positions and as-needed positions. Mike Bolokowicz, Personnel Director, replied that the difference between those positions is that substitute authority positions are used to address positions not budgeted for and are not funded. He said retired employees can work on substitute positions. The as-needed positions are part-time positions used to cover for when staff are off sick, vacation or short on staff and they are funded from the salaries account.

Commissioner Sims asked if library employee salaries were public information. Mr. Bolokowicz replied that they are public information and they can be found in the Controller's website.

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the following resolution. The motion passed unanimously with 3 Ayes (Shaw/Sims/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

LIBRARY RESOLUTION NO. 2024-19 (C-17)

PERSONNEL RESOLUTION

A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2024-2025.

WHEREAS, this Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for the fiscal year 2024-2025; and

WHEREAS, in accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for fiscal year 2024-2025 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Effective July 1, 2024, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached schedule "A" are hereby fixed for such classes of positions and shall be known as the 2024-2025 Library Personnel Resolution.

Library Resolution
No. 2024-19 (C-17) Cont.

2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.
3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

(The entire resolution will be included in the official Minutes Book records.)

e. Recommendation to approve revision to the Board of Library Commissioners Policies, Section 1:323-Displays in Libraries Policy and Section 1:340-Library Materials Selection Policy

Assistant City Librarian Susan Broman recommended approval of the revisions made to Board Library Commissioners Policies Sections 1:323 - Displays in Libraries Policy and 1:340 - Materials Selection Policy. She stated that the Displays in Libraries policy, which previously addressed only community bulletin board postings, had been updated to expand and incorporate language that specifically covers staff-curated physical and digital material displays within libraries and describes the purpose of displays.

Ms. Broman stated that the Library Materials Selection Policy, which guides the library in its acquisitions decisions, had been revised to update terminology and language that has changed due to evolving technologies. She said the principle changes involved updating the selection criteria to include consideration of demographic data on languages spoken, collecting materials representative of the city's diverse communities, and modernizing the selection criteria for digital content.

Discussion

Commissioner Sims asked if there had been any controversy about what's on display that necessitates updating the language. Ms. Broman replied there had been some challenges about displays and materials displayed. She said that both policies are very closely aligned and needed updating.

Commissioner Valadez asked if staff had seen complaints and a rise in requests for reconsideration relating to the rise in book banning and people opposing LGBT stories and stories about Black and Brown authors. Ms. Broman replied that staff had seen a small rise, which is another reason they want to be prepared to respond and said the Library has had a policy for reconsideration for many years.

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the following resolution. The motion passed unanimously with 3 Ayes (Shaw/Sims/Valadez); Noes: 0. Absent: 2 (Besser/Blank).

LIBRARY RESOLUTION NO. 2024-20

WHEREAS, Board Policy Section 1:323 - Displays in Libraries Policy has been revised to expand the section on community bulletin boards and incorporates language that specifically covers staff-curated physical and digital material displays within libraries and describes the purpose of displays; and

WHEREAS, Board Policy Section 1:340 - Materials Selection Policy has been revised to includes updated terminology and language that has changed due to evolving technologies:

THEREFORE, BE IT RESOLVED, That the Board approves revisions to the following Board Library Commissioners Policies: Section: 1:323 Displays in Libraries Policy and Section: 1:340 Materials Selection Policy.

7. Staff Presentation: Library Materials Collections

Jené D. Brown, Director of Emerging Technologies and Collections, introduced Catherine Royalty, Manager of Collections Services to provide an overview on how library collections are developed and managed.

Catherine Royalty reported that she manages the Acquisitions, Cataloguing and Multilingual Collections of physical and digital materials, including the newest collection of the Library of Things, which allows patrons to check out non-traditional items such as tech-to-go equipment, National Park passes, and ukuleles among other things. She said that \$21 million were allocated for library materials for Fiscal Year 2023-2024, and each branch and department have their own budget allocated to order their materials. She also spoke about the process of collection development.

Ms. Royalty noted that challenges to library materials have been on the rise and explained how complaints are received and handled and said that the number of challenges is relatively small, but they are reported to the ALA who tracks this issue nationwide.

Discussion

President Shaw asked about the nature of the challenges. Ms. Royalty replied that this year, none of them have been formal, and they were mainly about book covers and requests to move books from the young adult section to the adult section.

Commissioner Sims asked if staff was mandated to send information to ALA. Ms. Royalty replied that it was voluntary to report information to ALA.

Commissioner Valadez asked if the library had a music sheet platform or any digital resources for musicians. Ms. Royalty replied that the Library offers Artist Works, which offers online classes and downloadable music.

8. Commissioners' Comments and Announcements

- President Shaw reported that she had attended the June Jubilee Celebration at the Central Library and she was very impressed with the variety of programs. She also thanked Joyce Cooper, Director of Branch Library Services, for allowing to participate in the Area Managers meeting and learn about what they do.
- Commissioner Valadez thanked Madeline Rackley, Business Manager and Heather Smith, Assistant Business Manager, for briefing her on the budget and for their work year around for the Library. She also thanked Joyce Cooper for meeting with her at the North Hollywood Branch where they discussed how important it is to have staff that are reflective of the communities it serves.
- Commissioner Sims reported that the Sims Library of Poetry had hosted an event titled, "How to get your book in the LA Public Library system," which featured Jené D. Brown, Director of Emerging Technologies and Collection, and several of the participants read from the book, "Poems in Praise of Libraries". He said there were 55 attendees in person and 60 on Zoom. He thanked Ms. Brown for speaking at the event.

Next Board Meeting Notice The next Regular Meeting of the Board is scheduled for Thursday, June 27, 2024, at 11:00 a.m., will be held at the Central Library.

- 9. Adjournment:** The meeting was adjourned at 12:17 p.m.

ATTEST:

Valerie Lynne Shaw
Vice President

Raquel M. Borden
Board Executive Assistant