

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

**Special Meeting**  
**February 27, 2023**

A Special Meeting of the Board of Library Commissioners was held via teleconference at 12:34 p.m. on the above-written date.

**1. Roll Call:**

<b>Present:</b>	President	<b>Bích Ngọc Cao</b>
	Vice-President	<b>Kathryn Eidmann</b>
	Commissioner	<b>Arianne Edmonds</b>

<b>Absent:</b>	Commissioner	<b>Dale Franzen</b>
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**Also present via teleconference:** City Librarian John F. Szabo; Asst. City Librarian Susan Broman; Deputy City Attorney Michael Dundas; Library staff and members of the public.

**2. Public Comments:** None

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

**Consent Items**

It was moved by Vice President Eidmann and seconded by Commissioner Edmonds to approve findings to approve the following resolution for Exhibit A. The motion passed with 3 Ayes (Cao/Eidmann/Edmonds). Noes:0. Absent: 1 (Franzen).

**a. Acceptance of gift from the Pacific Palisades  
Library Association to the Junipero Serra Branch Library**

**LIBRARY RESOLUTION NO. 2023-10**

RESOLVED, That a gift of We Read Together furniture and play sets, valued at \$4,184.98, received from the Pacific Palisades Library Association for the benefit of the Junipero Serra Branch Library be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to the Pacific Palisades Library Association, expressing the grateful appreciation of the Board and staff of the Junipero Serra Branch Library for the generous gift.

### **Discussion Items**

**b. Approval to release of a Request for Proposals (RFP)  
for the Development of an Incident Reporting Application: APPROVED**

City Librarian John F. Szabo recommended approval to release of a Request for Proposals (RFP) for the development of an Incident Reporting Application. In 2019, Library staff developed an incident reporting system that has been a benefit over the paper used previously, but it still does not produce the kind of data needed to handle the complexity of issues libraries are handling throughout the system.

Mr. Szabo pointed out that this project is part of the Library Experience Office, who will be managing the incident information, nature of the incident, and will use the data to make informed decisions on the deployment of contract security. Most importantly, it will help inform on the kinds of issues occurring in libraries and be able to analyze data on what resources to deploy such as mental health services, social services, de-escalation training, and Library Experience Ambassadors.

Board President Cao stated she was excited about this step because the Library needs to modernize its systems and get the data needed to deploy services in the right places. She asked what are the ways the Library will promote this RFP.

Mr. Szabo replied that in addition to promoting the RFP through the typical procurement process, the Library will also share information through social media to reach out specifically to organizations of professionals within this particular arena. Also, by allowing ample time for pre-proposal conferences when necessary and making certain to answer questions that potential respondents might have about the process, walking them through the process to make certain to get a broad array of vendors.

Commissioner Edmonds asked what other library systems or even other city departments are using a similar service and what are some of the best practices the Library has been able to gather so far.

Ms. Broman said the Library Experience Office team has done a great amount of research to get to the point of issuing the RFP. They have talked with library systems that are similar in size, scope and complexity to LAPL and have looked at what they are using and carefully analyzed what specific types of features would be desirable for LAPL.

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

### **LIBRARY RESOLUTION NO. 2023-11**

**WHEREAS**, the Library requires the professional services of a qualified individual or organization to oversee the design and development of an incident reporting application to: document incidents that occur on Library property; allow for follow-up reminders and activities; distribute accurately for the appropriate action (e.g., building maintenance, security, management, etc.); develop and/or track

suspension letters, stay-away orders, and restraining orders; and, provide Library staff with tools to monitor and analyze use to improve Library operations;

**WHEREAS**, on February 27, 2023, the Board of Library Commissioners (Board) approved the release of a Request for Proposals (RFP) to find a qualified entity to develop an incident reporting application;

**WHEREAS**, on February 27, 2023, the Board found, in accordance with Charter Sections 371(e)(2), 371(e)(10), and 1022, and Los Angeles Administrative Code Sections 10.15(a)(2) and 10.15(a)(10), that the services to be provided are professional, expert, and technical services of a temporary and occasional nature for which competitive bidding is not practicable or advantageous, and that it is more feasible to have this work performed by an independent contractor than by City employees;

**WHEREAS**, it is anticipated that a contract could be executed within 12 months of releasing the RFP. The selected contractor and Library staff may then begin the necessary work to develop an incident reporting application;

**WHEREAS**, the term of the proposed agreement will be for one year with two one-year options to renew at the discretion of the City Librarian, or designee;

**WHEREAS**, funds are available in the Library Contractual Services Account 3040 to compensate the selected contractor for services in accordance with the proposed contract:

**THEREFORE, BE IT RESOLVED**, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the release of an RFP for the Development of an Incident Reporting Application; and

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

**4. Adjournment:** The meeting was adjourned at 12:45 p.m.

ATTEST:

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Bích Ngọc Cao  
President

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Raquel M. Borden  
Board Executive Assistant

Approved: 4/27/2023