

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

March 10, 2022

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

1. Roll Call:

Present:	President	Bích Ngọc Cao
	Commissioner	Arianne Edmonds
	Commissioner	Dale Franzen
	Commissioner	Josefa Salinas

Absent:	Vice-President	Kathryn Eidmann
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Also present via teleconference: City Librarian John F. Szabo; Asst. City Librarian Susan Broman; Deputy City Attorney Basia Jankowski; Library staff and members of the public.

2. Opening Remarks: None

(Commissioner Salinas joined at 11:06 a.m)

3. Approval of the Minutes: Regular Meeting - January 13, 202

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the Minutes of the Regular Meeting held on January 13, 2022. The motion passed with 4 Ayes (Cao/Edmonds/Franzen/Salinas). Noes: 0. Absent during vote: 1 (Eidmann).

4. Public Comments on Matters

Within the Board's Jurisdiction: None.

5. City Librarian's Comments

and Announcements: City Librarian John F. Szabo reported the following:

LAPL's Changing Tones Team Recognized: The Urban Libraries Council newsletter featured Changing Tones under the heading, "Spotlight on Innovation." The article cited virtual workshops presented by the Changing Tones Team, a program that grew out participating in the California State Library's Cultivating Racial Equity and Inclusion Initiative. They have held 5 workshops for staff with a total of 623 participants to build awareness and normalize conversations about race and equity.

Tax Preparation Assistance: Libraries are partnering with local AARP and VITA Organization to provide patrons with free income tax preparation and filing services. Channel 35 recently visited the Baldwin Hills Branch to highlight the program and talked about how residents can take advantage of this service.

Presentation to Mayor's Cabinet Meeting: Mr. Szabo reported that he had been asked by the Mayor's office to give a presentation on how the Library had been dealing with the reopening and the transition to providing full services. He said he spoke on how the Library met many challenges over the last couple years and how staff had stepped up to welcome patrons back to the Library. A fellow General Manager shared this with him, "LAPL eased the pandemic for me and my family in so many ways. Thank you and all the staff for everything you've done."

Contact Tracing Ends: The City's Disaster Service Worker contact tracing program will conclude on March 12. At one time, the Library had more than 70 library employees participating full-time in contact tracing assignments.

Graphic Novel Reading Challenge: This week, the Library began the "Graphic Novel Reading Challenge." Participants of all ages can register online and choose titles from online reading lists or select reading activities to earn badges. Those who earn four badges will be entered into a drawing to win a prize pack of graphic novels.

Diversity and Inclusion Apprenticeship Program: The Library is now looking for candidates for the Diversity and Inclusion Apprenticeship program for high school seniors or college students who may be interested in public service and libraries in particular. Jené Brown has led this grant program from the very beginning and it is an excellent way to provide a valuable opportunity for learning and growth.

Staff Share Expertise through Professional Development: Los Angeles Public Library (LAPL) staff prove once again that they are leaders in libraries and information science, not just through their work with LAPL, but also can be found shaping the world of libraries in leadership positions in various professional organizations. Some of them are: Jené Brown is the President of the California Library Association; Susan Broman is on the Board of the California Library Association; Candice Wing-ye Mack is a member of the Public Library Association Board of Directors; Madeline Peña and Patty Valdovinos are on the American Library Association Council.

Print Shop for the Big Top: The Majestic Poster Collection: This new exhibit is on display in the Central Library's First Floor Galleries. The Majestic Poster Press collection consists of over 200 posters donated to LAPL's Special Collections by Toby Horn, whose father and grandfather owned the Press. The exhibit celebrates the letterpress technique that was seen in print signage all across Los Angeles. The Majestic Poster Press designed hundreds of posters for local circus troupes, including Ringling Brothers and the Cole Brothers Circuses. In addition to circuses, Majestic was also commissioned to print posters and billboards, by local schools, theaters, politicians, and television stations.

Women's History Month: LAPL is celebrating Women's History Month throughout March with numerous events and activities. A special LA Made event will present, "Women in Skateboarding: Past, Present and Future." Speakers will include Cindy Whitehead, one of the first female pro skaters; Alex White, a sponsored skater who now works for NHS, one of the biggest conglomerates in skateboarding; Briana King, one of the most-recognized skateboarders today; and Monica Torres, pro skater, who won the first ever Women's Battle At The Berrics, a widely celebrated contest of the skateboard industry's best talent. The Library's website also has some great blog posts profiling

classical composer Julia Perry, Disability Rights Activist Judy Heumann, and Poems on Air, a weekly podcast by Los Angeles Poet Laureate Lynne Thompson.

Retirement Announcements: City Librarian John F. Szabo announced that Peter Persic, Director of Public Relations and Marketing, and Barbara Haywood, Executive Administrative Assistant III, would be retiring this month. He said both will be missed and wished them a happy retirement.

- **Peter Persic, Director of Public Relations and Marketing**, has worked for the Library since 1991, when he came to help promote and celebrate the reopening of the Central Library. He managed media relations and community outreach during the Library's expansion effort with the Bond Campaign; and managed the Amnesty Campaign, which led to doing away with library fines; the art card campaigns and the Student Success Library Card. His team won the John Cotton Dana Award for public relations for the New Americans Initiative.
- **Barbara Haywood, Executive Administrative Assistant**, who began her career with the City of Los Angeles 35 years ago, is a consummate professional, an incredible diplomat and an exceptional communicator. She interacts with many stakeholders, Mayor's Office, City Council, donors and patrons, and she gives everyone her undivided attention. Mr. Szabo said it has been a privilege to work with Barbara and thanked her for all her work over the years.

6. City Librarian's Reports:

Consent Item(s)

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolutions. The motion passed with 4 Ayes (Cao/Edmonds/Franzen/Salinas). Noes: 0. Absent: 1 (Eidmann).

a. **Approval of Findings to Continue**

Teleconference Meetings Pursuant to AB 361: APPROVED.

(Public Hearing was held at the Regular Meeting of October 14, 2021.)

Determination in accordance with AB 361 Section 3 (e)(3) that, while the state of emergency due to the Covid-19 pandemic, as originally proclaimed by the Governor on March 4, 2020, remains active and/or state or local officials have imposed or recommended measures to promote social distancing, this legislative body has reconsidered the circumstances of the state of emergency and that the state of emergency continues to directly impact the ability of the members to meet safely in person and/or state or local officials continue to impose or recommend measures to promote social distancing.

b. **Recommendation to accept a gift from the Friends of the Chatsworth Library to be the Chatsworth Branch Library**

LIBRARY RESOLUTION NO. 2022-9

RESOLVED, That a gift of eight (8) five-tier paperback replacement towers valued at \$2,604.24, received from the Friends of the Chatsworth Library to be utilized by the Chatsworth Branch Library, be accepted; and

FURTHER RESOLVED, That a letter of thanks be sent to The Friends of Chatsworth Library, expressing the grateful appreciation of the Board and staff for the generous gift.

**c. Recommendation to accept California Library
Literacy Services (CLLS) Grant for the Los Angeles
Public Library's Adult Literacy Services for Fiscal Year 2021/22**

City Librarian John F. Szabo recommended acceptance of the California Library Literacy Services (CLLS) Adult Literacy English Language Grant of \$137,500. He noted that the funds would be used to enhance existing services with the purchase of additional workbooks, collection materials, family literacy titles, and app-based literacy learning licenses, and to launch a pilot to assist qualifying learners with overcoming barriers to accessing services and to train staff and volunteers in specialized literacy techniques for learning English language services.

LIBRARY RESOLUTION NO. 2022-10 (C-5)

WHEREAS, On January 19, 2022, the California State Library announced that the Los Angeles Public Library (LAPL) Adult Literacy English Language grant application was accepted and is eligible for \$137,500; and

WHEREAS, This grant is part of one-time funding for English language services from the California State Library that will be allocated over a five-year period and is in addition to the \$138,926 adult literacy grant and \$72,250 family literacy grant received earlier this fiscal year; and

WHEREAS, These funds must be accepted by the Board of Library Commissioners to activate this award:

Library Resolution
No. 2022-10 (C-5) Cont.

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners accept the California Library Literacy Services (CLLS) English Language grant of \$137,500 for Fiscal Year 2020/21; and

FURTHER RESOLVED, That the funds be deposited in Trust Fund 419, Account 366.

Discussion Items

**d. Recommendation to approve Agreement with
Biometrics4ALL, Inc. for professional LiveScan
fingerprinting services**

City Librarian John F. Szabo recommended approval of the agreement with Biometrics4ALL, Inc., to provide LiveScan fingerprinting services for the Library on an as-needed basis.

It was moved by Commissioner Salinas and seconded by Commissioner Franzen to approve the following resolutions. The motion passed with 4 Ayes (Cao/Edmonds/Franzen/Salinas). Noes: 0. Absent: 1 (Eidmann):

LIBRARY RESOLUTION NO. 2022-11 (C-6)

WHEREAS, the Los Angeles Public Library (LIBRARY), has a need for professional LiveScan fingerprinting services on an as-needed basis; and

WHEREAS, Biometrics4ALL, Inc. (CONTRACTOR) is a California Department of Justice (Cal-DOJ) certified provider of LiveScan fingerprinting services with the experience, expertise and the ability to provide fingerprinting services at numerous locations throughout California; and

WHEREAS, the CONTRACTOR is certified by the California Department of Justice (DOJ), and has the experience, expertise and ability to provide LiveScan fingerprinting services to meet the needs of the LIBRARY; and

WHEREAS, on March 10, 2022 the Board of Library Commissioners (BOARD) found, in accordance with Charter Section 371(e)(1) and Los Angeles Administrative Code Section 10.15(a)(1), that competitive bids are not required as the agreement involves consideration at less than \$25,000; and

WHEREAS, on March 10, 2022 the BOARD found, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10.17, that competitive bids are not practicable nor compatible with the CITY'S interest as the CITY is currently doing business with CONTRACTOR and its services are satisfactory; and

WHEREAS, On March 10, 2022, the BOARD approved the Agreement between the LIBRARY and CONTRACTOR; and

Library Resolution
No. 2022-11 (C-6) Cont.

WHEREAS, Funds are available in the LIBRARY's Contractual Service Account 3040 to compensate CONTRACTOR for services provided in accordance with the Agreement.

THEREFORE, RESOLVED, That the BOARD adopts the recommendations and findings of the City Librarian's Board Report and approves an Agreement with Biometrics4All, Inc., to provide LiveScan fingerprinting services for the LIBRARY on an as-needed basis; and

FURTHER RESOLVED, That the City Librarian and City Attorney are authorized to make technical changes, if needed, to the agreement; and

FURTHER RESOLVED, That the BOARD President is authorized to execute the agreement in accordance with CITY policies and guidelines.

e. Recommendation to approve Supplemental Agreement No. 2 to Contract No. 728 (C-133081) with The Library Corporation (TLC) to continue service and maintenance of the Library's Integrated Automated Library System (IALS)

It was moved by Commissioner Franzen and seconded by Commissioner Salinas to approve the following resolutions. The motion passed with 4 Ayes (Cao/Edmonds/Franzen/Salinas). Noes: 0. Absent: 1 (Eidmann).

LIBRARY RESOLUTION NO. 2022-12 (C-7)

WHEREAS, The Library's Integrated Automated Library System is the backbone application for the entire library system that provides the following mission critical functions: basic library circulation functions; bibliographic maintenance; acquisitions of materials; web renewals of materials; patron-placed holds; public access catalog; and integration with third-party vendors for the computer reservation system, self-checkout workstations, automated Email, provisions of E-commerce, and collection services; and

WHEREAS, On August 25, 2004, the Board of Library Commissioners (Board) and The Library Corporation (TLC) entered into Contract No. 728 (C-133081) (Council File 04-0841) for TLC to continue to provide hardware and software licensing, maintenance, and enhancements to the Library's Integrated Automated Library System (IALS) for a period of three (3) years with seven (7) one-year renewal options, set to expire August 24, 2014; and

WHEREAS, On September 26, 2013, the Board approved the First Amendment to Contract No. 728 (C-133081) (Library Resolution No. 2013-44 [C-36]) to include four (4) one-year renewal options to allow TLC to continue to provide services. The First Amendment to Contract No. 728 (C-133081) was executed on August 14, 2014, expired on August 24, 2018; and

Library Resolution
No. 2022-12 (C-7) Cont.

WHEREAS, On November 8, 2018, the Board approved Supplemental Agreement No. 1 to Contract No. 728 (C-133081) (Library Resolution No. 2018-47 [C-36]) to allow TLC to continue to provide services for an additional one (1) year with two (2) one-year options to renew. The Supplement Agreement No. 1 was executed on April 18, 2019 and is set to expire on April 17, 2022; and

WHEREAS, The IALS is the backbone application for the entire library system and provides critically required functions for the Library; and

WHEREAS, On March 10, 2022, the Board found, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(7), that the services to be provided are exclusive to TLC and the Board determined that TLC is a sole source provider for the Library's IALS; and, approved staff's recommendation for TLC to continue to provide hardware and software licensing and maintenance,

provide continuous remote server and data maintenance, and continue to provide and maintain the Library's capability for full disaster recovery; and,

WHEREAS, TLC has demonstrated the necessary skills and expertise to successfully perform the requested services and meet the expectations of the Library; and

WHEREAS, Funds are available in the Library's Contractual Services Account 3040 to compensate TLC in accordance with Supplemental Agreement No. 2 to Contract No. 728 (C-133081):

THEREFORE, BE IT RESOLVED, That the Board adopts the recommendations and findings of the City Librarian's Board Report and approves Supplemental Agreement No. 2 to Contract No. 728 (C-133081) between the Library and TLC; and

FURTHER RESOLVED, That the City Librarian and City Attorney be authorized to make any technical changes, if needed, to Supplemental Agreement No. 2 to Contract No. 728 (C-133081); and

FURTHER RESOLVED, That the Board President is authorized to execute Supplemental Agreement No. 2 to Contract No. 728 (C-133081) upon the approval of the Mayor and City Council.

7. Commissioners' Comments and Announcements

Board President Cao announced that the next Regular Meeting of the Board is scheduled for Thursday, March 24, 2022, at 11:00 a.m., via Teleconference.

8. Adjournment: The meeting was adjourned at 11:40 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant