

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

November 9, 2023

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:06 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

Absent: None.

Also present: City Librarian John F. Szabo; Assistant City Librarian Susan Broman; Deputy City Attorney Josh M. Temple; Administrative staff and members of the public.

2. Opening Remarks: Board President Shaw welcomed everyone to the meeting.

3. Approval of the Minutes: Regular Meeting - October 26, 2023: APPROVED.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the Minutes of the Regular Meetings held October 26, 2023. The motion passed with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

**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:

Second Cohort of LAPL Creators in Residence: The Library worked with the Library Foundation of Los Angeles to select the second cohort of LAPL Creators in Residence. They selected Andy Crocker, a designer and director, who plans to create interactive installations at branch libraries; and Shing Yin Khor, a graphic novelist, woodworker and game designer, who will work on a series of historical and personal narratives from L.A.'s queer and immigrant diaspora communities, drawing inspiration from LAPL's map and photograph collections.

Read Freely: This LAPL Initiative makes available nationally the top 13 titles of the most challenged and banned books to anyone 13 and older. This initiative is led by Jené Brown, Director of Emerging Technologies and Collections, and her team. Ms. Brown did an interview with KABC-7 to promote this initiative and LAPL's social media team has been promoting as well.

Read for the Record: This is an event in which more than 2 million readers at libraries, schools and communities worldwide read the same book on the same day to celebrate early literacy for Jumpstart's annual Read for the Record, touted as the world's largest reading experience. More than 50 third graders gathered at the Pico Union Branch Library to read, *With Lots of Love* by Jenny Torres Sanchez.

Dia de los Muertos/Day of the Dead Celebration: The Central Library celebrated with great performances, talks and book giveaways with authors and activities. The Cypress Park Branch once again was the central hub and starting point for the 9th annual Día de Los Muertos procession that drew nearly 1,000 participants. Staff at libraries throughout the system did a great job celebrating in wonderful ways with children's programs and craft activities.

Indie-Pendent Voices Event: Last weekend, LAPL hosted a group of self-publishing authors and zine makers called Indie-Pendent Voices, featuring 17 panel discussions and workshops celebrating the written word, self-expression and DIY culture. Award-winning graphic author James Spooner was the keynote speaker. The event also served as the official starting point to LAPL's year-end Reading Challenge.

6. City Librarian's Reports:

Discussion Items

a. Approval for Appropriation of Funds from UUFB for Security Cameras and Access Control Systems for the Central and Branch Libraries

City Librarian John F. Szabo recommended approval for the appropriation of \$5,100,000 from the Unreserved and Undesignated Fund Balance (UUFB) Account to the Contractual Services Account 3040 in the Library's Fiscal Year 2023-24 Budget for security cameras and access control systems for Central and all branch libraries.

Discussion

Staff responded to questions from Vice President Blank regarding access to recordings and clarified that cameras would be installed inside and outside libraries.

It was moved by Vice President Blank and seconded by Commissioner Besser to approve the following resolution. The motion was unanimously approved: 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023-42(C-33)

WHEREAS, Staff requested the appropriation of \$5,100,000 from the UUFB to the Contractual Services Account 3040 in the Library's Fiscal Year 2023-24 Budget for security cameras and access control systems for the Central and branch libraries; and

WHEREAS, Sufficient funds in the amount of \$5,100,000 are available in the Library's Unreserved and Undesignated Fund Balance (UUFB):

Library Resolution
No. 2023-42 (C-33) Cont.

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby approves an appropriation of \$5,100,000 from the Unreserved and Undesignated Fund Balance, Fund 300, Department 44, Cash Balance to Fund 300, Department 44, Account 3040 Contractual Services; and

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

**b. Approval of Amended Draft Contract
Awarded to Haworth, Inc. for Furniture
and Related Services to the Library**

City Librarian John F. Szabo recommended approval of the amended draft contract with Hayworth Inc., which was previously awarded to the company on June 20, 2023, to provide furniture, installation, and related products and services for the library. Mr. Szabo stated that the contract needed to be amended due to issues with invoicing procedures and pricing specific to the Southern California market.

Mr. Szabo pointed out that this is a local government piggyback contract on the City of Charlotte's contract, who did the procurement. He pointed out that other L.A. City departments such as GSD have piggybacked on this contract and have to do this amendment as well.

Discussion

Board President Shaw asked why the City needed to piggyback the contract on another city from another state. Ms. Rackley stated that the procurement process is very complicated and that's why many city departments choose to piggyback on contracts from other cities. Ms. Rackley pointed out that Haworth, Inc. subcontracts with local vendors to provide services.

Board President Shaw also had questions about a border wall clause in the contract. Ms. Rackley replied that the contract general provisions contain ordinances passed by Los Angeles City Council and the border wall ordinance is one of those provisions in the all city contracts.

Commissioner Besser asked who will have a say in terms of who is selected when subcontracting with local vendors. Ms. Rackley replied that Haworth, Inc. selects the vendors.

It was moved by Commissioner Besser and seconded by Vice President Blank to approve the following resolution. The motion passed unanimously with 4 Ayes (Besser/Blank/Shaw/Sims); Noes: 0. Absent: 0.

LIBRARY RESOLUTION NO. 2023- 43 (C-34)

WHEREAS, on June 22, 2023, the Board of Library Commissioners awarded a contract to Haworth, Inc., to provide furniture, installation and related products and services for the Library (Library Resolution No. 2023-32 [C-24]); and

WHEREAS, the contract was based on Contract No. 2020000606 between the City of Charlotte North Carolina and Haworth, Inc.; and

WHEREAS, Haworth, Inc. informed Library staff that changes to the draft contract were necessary prior to execution. The changes, in part, affect the Scope of Work to revise storage terms and the Contractor Pricing Sheet to adjust for the difference between the City of Charlotte market and the City of Los Angeles market; and

WHEREAS, funds are available to compensate Haworth, Inc. for services and materials in accordance with the amended draft contract:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report regarding the approval of the amended draft contract, previously awarded by the Board on June 22, 2023, to Haworth, Inc., to provide furniture, installation and related products and services for the Library.

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

City Librarian John F. Szabo provided an overview of the Library Department's Proposed Budget for Fiscal Year 2024-25, totaling \$256,501,930, and recommended Board approval. He stated that the Library's Charter-mandated appropriation would increase by \$14,649,918 in 2024-25, thus increasing the total budget to \$256,501,930.

Mr. Szabo reported that the Proposed Budget for Fiscal Year 2024-25 includes a total of 14 new positions; new and continued funding for the Library Experience Office for the mental health and social service outreach contracts, funding for LAPD security services and contract security, funding for emergency preparedness supplies for all 73 libraries; funding for programming and services system wide, including expansion of the New Americans Initiative; funding for cultural programming; funding for Facility Planning and Maintenance, alterations, improvements, and landscaping, including renovations at the Malabar and Felipe de Neve branch libraries and for Central Library projects, including Phase Two of the first floor renovation and installation of hydration stations; and increased funding for maintenance and repair of Anderson Street Warehouse.

Mr. Szabo also noted that the budget includes an increase of \$1,000,000 to raise the Library Materials budget to \$22,035,130. Lastly, in 2024-25, the Library will pay a total of \$92,830,287 (36% of the budget) for related costs of the Library's total Proposed Budget.

Discussion

Vice President Blank had questions about the Library having to pay for sidewalk repairs. Business Manager Madeline Rackley responded that the city, under a legal settlement, has an obligation to repair a certain amount of sidewalks and directed the Library to allocate funds from its budget for this purpose. She said every year the Library coordinates with the Bureau of Engineering as to which sidewalks around the libraries need repair.

President Shaw inquired about the Library Trust Fund and how those funds are used. Mr. Szabo replied that the funds are a depository of contributions, donations, and bequests from entities and other sources and those dollars are outside of the budget.

President Shaw requested a briefing on the Trust Funds and major grants before the end of the year.

Commissioner Besser requested a presentation on the Racial Equity Plan mentioned in the proposed budget and how it ties with Mayor Bass' Equity Plan compliance.

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

LIBRARY RESOLUTION NO. 2023- 44 (C-35)

WHEREAS, On November 9, 2023, the Board of Library Commissioners (Board) approved the Fiscal Year 2024-25 Proposed Library Budget in the amount of \$256,501,930 to fund existing and enhanced Library services and programs:

THEREFORE RESOLVED, That the Board approves for further consideration by the Mayor's Office the Fiscal Year 2024-25 Proposed Library Budget in the amount of \$256,501,930 to fund existing and enhanced Library services and programs; and

FURTHER RESOLVED, That the Board authorizes the City Librarian to make any necessary technical revisions to the Fiscal Year 2024-25 Proposed Library Budget and advise the Board and the Mayor of any such changes.

7. Staff Presentation: LAPL Translation Teams

Ana Avalos, Senior Librarian, Multilingual Collections, and Madeline Peña, Associate Director/Principal Librarian of Community Engagement and Outreach provided an overview of the Library's Translation Teams. They reported that the Spanish-language Translation Team was officially established in 2018 with six staff members; and in 2020, the Team officially expanded to include other languages such as Armenian, Japanese,

Persian, Chinese, Korean, and Russian. Currently, 24 staff members are part of seven Translation Teams, who aside from their regular duties also do translation work.

Ms. Avalos reported that the Translation Teams create original content, translate and review policies, forms, web pages, and press releases to ensure standardization and accuracy. The Spanish-language Translations Team is now contributing with content in Spanish for the Library's website, and supporting collection development efforts as well as assisting the Public Relations Office with promoting library services to Latinos.

Ms. Peña stated that during COVID-19 pandemic, the LAPL's Translations Team became a vital reference to the city and the public, which took a leading role in providing transparency, critical information through social media and translated more than 70 COVID-19 signage for all city departments, from Recreation and Parks to City Hall to help prevent the spread of the virus. The Library was also instrumental as the city worked to establish guidelines for language access and LAPL became a model to follow. The team was present when former Mayor Garcetti issued Directive Number 32, Strengthening Language Access to the City of Los Angeles, for which the team has been involved with the development of the city-wide language access plan and it is currently in its early stages of implementation.

Discussion

Board President Shaw thanked the presenters for providing a very impressive overview of the great work they do and congratulated the teams for all they have accomplished.

Vice President Blank told the presenters that the work they do is a very important service for the community because it brings the Library and the community together in an innovative way.

Commissioner Sims asked if the teams receive specific language translation requests relative to branches. Ms. Avalos replied that the Translations Team supports all library locations and staff uses an online form to make their translation requests.

Commissioner Besser asked what type of materials are most requested for translation. Ms. Avalos answered that it is mainly promotional materials for events.

8. Commissioners' Comments and Announcements

- Board President Shaw stated she had mentioned to Eva Mitnick, Director of Lifelong Learning, that she had worked for all levels of government, but she had never met so many content and happy people as she had in the library.
- Commissioner Sims reported that he and Board President Shaw had visited the Hyde Park-Miriam Matthews Branch Library and highlighted that Librarian Yago Cura is curating a poetry series at that branch.
- Commissioner Sims stated that while he was visiting the Vermont Square Branch Library, he had witnessed how connected Senior Librarian Martha Sharod is to the community. She had expressed concern for someone who volunteers there and he

thought that she had incredible dedication to the people who volunteer there and to those who visit that branch.

- **January - June 2024 Board Meeting Schedule:** Board President Shaw asked the Board Members to review the dates of the new January-June 2024 meeting schedule and to notify the Board Secretary if they anticipate being absent.
 - **Next Board Meeting Notice:** Thursday, December 14, 2023, at 11:00 a.m. Central Library.
9. **Adjournment:** President Shaw wished everyone a Happy Thanksgiving and adjourned the meeting at 12:30 p.m.

ATTEST:

Valerie Lynne Shaw
President

Raquel M. Borden
Board Executive Assistant

Approved: 12/14/2023