M I N U T E S

BOARD OF LIBRARY COMMISSIONERS
CITY OF LOS ANGELES

November 10, 2022

A Regular Meeting of the Board of Library Commissioners was held via teleconference at 11:05 a.m. on the above-written date.

1. **Roll Call:**

Present:	President	**Bích Ngọc Cao**
	Vice-President	**Kathryn Eidmann**
	Commissioner	**Arianne Edmonds**
Absent:	Commissioner	**Dale Franzen**
	Commissioner	**Josefa Salinas**

Also present via teleconference: City Librarian John F. Szabo; Asst. City Librarian Susan Broman; Deputy City Attorney Joshua Templet; Library staff and members of the public.

2. **Opening Remarks:** None

3. **Approval of the Minutes:** Regular Meeting - September 22, 2022.

It was moved by Board President Cao and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on September 22, 2022. The motion passed with 3 Ayes (Cao/Eidmann/Edmonds.) Noes: 0. Absent: Franzen/Salinas.

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:

Native American Heritage Month: November is Native American Heritage Month. Various libraries are hosting multiple events across the city including a program titled, "The Red and Black: Instruments, Culture & History of Mesoamerica" held at our Sunland-Tujunga Branch last week. The audience was invited to listen to the sounds and music of indigenous Mexico and Mesoamerica from a variety of instruments, some of which originated dating back as far as 790 CE.

America is at the Library: Mr. Szabo said he recently participated in a virtual discussion led by the Mellon Foundation, "America is at the Library – Not Just the Ballot Box" with President Dr. Elizabeth Alexander and ALA Executive Director Tracie D. Hall, who shared that her first Library card came from LAPL's Watts Branch. They addressed all the ways that libraries are at the forefront of the biggest social issues our communities

face.

Disaster Service Workers: Library staff was lauded at a recent citywide emergency preparedness meeting. Recreation and Parks General Manager Jimmy Kim spoke about the need to prepare City workers in advance about the roles and responsibilities of Disaster Service Workers and how they might be deployed if needed. He particularly mentioned that our staff helped out enormously and expressed his gratitude that he could always count on the Library. The contributions of our 520 staff members who stepped up to serve as DSWs during the pandemic did not go unnoticed.

The Source: This convenient one-stop-shop of services and resources for community members experiencing homelessness, life instability or low income returned to the Central Library last month with 14 providers and 96 participants.

Book Bike Librarian Joins CicLAvia Board: Ednita Kelly, Children's Librarian at the San Pedro Regional Library was recently appointed to CicLAvia's Board of Directors. She first developed the concept for our Book Bike which has appeared at so many L.A. events over the last few years, especially CicLAvia.

6. City Librarian's Reports:

Consent Item(s)

It was moved by Vice President Eidmann and seconded by Commissioner Edmonds to approve the following resolutions. The motion passed with 3 Ayes (Cao/Edmonds/Eidmann). Noes: 0. Absent: 2 (Franzen/Salinas).

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. Acceptance of gift from the Polin Cohanne Estate for the benefit of the John C. Fremont Branch Library: APPROVED

LIBRARY RESOLUTION NO. 2022-39 (C-33)

RESOLVED, That a gift of $10,000 to benefit the John C. Fremont Branch Library received from the Polin Cohanne Estate be accepted and deposited in Trust Fund 831, Account 274; and

FURTHER RESOLVED**,** That a letter of thanks be sent to Terrence J. O'Reilly, Attorney at Law, expressing the grateful appreciation of the Board and staff for the generous gift.

Discussion Items

c. Award of a contract to Steven McCleave dba SJ McCleave Events to provide Special Events Coordinator Services for the Library

City Librarian John F. Szabo recommended approval to award a contract to Steven McCleave, doing business as SJ McCleave Events to provide Special Events Coordinator Services for the library for a term of three (3) years on an as-needed and as-requested basis. Steven McCleave was one of the three respondents to the RFP and the committee that did the evaluation, and recommended approval.

It was moved by Vice President Eidmann and seconded by Commissioner Edmonds to approve the following resolution. The motion passed with 3 Ayes (Cao/Edmonds/Eidmann). Noes: 0. Absent: 2 (Franzen/Salinas).

LIBRARY RESOLUTION NO. 2022-40 (C-34)

WHEREAS, on August 26, 2021, the Board of Library Commissioners (Board) approved the release of a Request for Proposals for Special Events Coordinator Services (RFP) to find a qualified and experienced entity to provide professional and technical services to coordinate and oversee a wide range of special events at the Central Library and the 72 Branch Libraries on an as-needed and as-requested basis (Library Resolution No. 2021-24); and

WHEREAS, on November 5, 2021, the RFP was released; on January 5, 2022, an addendum to the RFP was released to reschedule the Mandatory Pre-Proposal Conferences to January 13, 2022, and revise the proposal due date to February 25, 2022; and on January 25, 2022, an addendum to the RFP was released to include a second mandatory pre-proposal conference on February 8, 2022, and revise the proposal due date to March 11, 2022; and

WHEREAS, on March 11, 2022, the Library received three proposals from the following organizations:

A. Davina Douthard, LLC
B. Steven McCleave, dba SJ McCleave Events
C. Utopia Worldwide

WHEREAS, Library staff reviewed the proposals and found all three to be responsive to the RFP submittal requirements. An evaluation panel of Library employees reviewed and evaluated the proposal and determined that the proposal submitted by Steven McCleave, dba SJ McCleave Events (SJ McCleave) best met the needs of the Library; and

WHEREAS, subsequent to submitting the proposal, SJ McCleave has requested that the hourly rate proposed be increased from $50 per hour to $55 per hour. This increase is lower than the rate proposed by Davina Douthard, LLC or

Utopia Worldwide and would not change the final score or ranking. SJ McCleave states there have been significant increases in the cost of doing business since the proposal was submitted in March 2022; and

WHEREAS, on November 10, 2022, 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

WHEREAS, on November 10, 2022, the Board approved the award of a contract to SJ McCleave for a term of three years in an amount not to exceed $127,500 per fiscal year (July 1 - June 30) and approved the hourly rate increase from $50 per hour to $55 per hour; and

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

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approves the contract with SJ McCleave to provide Special Events Coordinator Services as stated in the report;

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.

d. Award of five contracts for Mental Health Services and/or Social Services for the Library

City Librarian John F. Szabo recommended approval to award five contracts for mental health services and/or social services to the following providers for a term of (5) five years for work to be performed on an as-needed and as-requested basis:

1. Melissa Munn Consulting
2. St. Joseph Center
3. Urban Alchemy
4. Urban Voices Project
5. WEA CA, PC

Mr. Szabo stated that these entities submitted their proposals from the reposting of the January 27, 2022 Request for Qualifications (RFQ) approved by the Board at its October 27 Meeting, including a rolling submission due date of no later than December 6, 2022 to find additional qualified entities to provide mental health services and or social services to assist Library patrons. He said additional contracts could be submitted for approval.

Discussion

Board President Cao stated that she was pleased with these additional agencies and asked if the RFQ is still being marketed so others may apply.

Mr. Szabo replied that this RFQ has been advertised in numerous ways including through organizations, businesses, Chambers of Commerce, and so forth, to make certain the general social services community is reached.

Vice President Eidmann said she was pleased with the wide range of organizations that have responded and she asked Mr. Szabo to share some information about the range of work these organizations provide and the process for determining where some of these services will be provided.

Mr. Szabo asked Karen Pickard-Four, Lead of the Library Experience Office, to speak about these particular entities and the areas they serve.

It was moved by Vice President Eidmann and seconded by Board President Cao to approve the following resolution. The motion passed with 3 Ayes (Cao/Edmonds/Eidmann). Noes: 0. Absent: 2 (Franzen/Salinas).

LIBRARY RESOLUTION NO. 2022-41 (C-35)

WHEREAS, on January 27, 2022, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to provide Mental Health Services and/or Social Services at the Library on an as-needed and as-requested basis (Library Resolution No. 2022-7); and

WHEREAS, the RFQ was released on February 18, 2022, with a proposal due date of May 18, 2022; and

WHEREAS, addendum No. 1 to the RFQ was released on April 5, 2022, and revised the due date for proposals to June 30, 2022, and changed the Mandatory Pre-Proposal Conferences date to May 18, 2022; and

WHEREAS, addendum No. 2 to the RFQ was released on May 27, 2022, and revised the due date for proposals to July 14, 2022, and scheduled an additional Mandatory Pre-Proposal Conference for June 15, 2022; and

WHEREAS, on October 13, 2022, the Board authorized staff to repost the RFQ with a rolling submission due date of no later than December 6, 2022, to allow qualified organizations that were unable to meet the first deadline an opportunity to be considered and allow staff to present contract award recommendations to the Board as the proposals are submitted, reviewed and evaluated (Library Resolution No. 2207-36 [C-30]); and

WHEREAS, on October 14, 2022, Library staff reposted the RFQ and received the following five proposals:

1. Melissa Munn Consulting
2. St. Joseph Center
3. Urban Alchemy

4. Urban Voices Project
5. WEA CA, PC

WHEREAS, Library staff reviewed the proposals and found all five proposals to be responsive to the RFQ submittal requirements and an evaluation panel of Library employees reviewed the proposals and determined that all five organizations were qualified to perform the proposed services; and

WHEREAS, on November 10, 2022, 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

WHEREAS, on November 10, 2022, the Board approved the award of contracts to the five Contractors for a term of five years in an amount not to exceed $860,267 per contract per fiscal year (July 1–June 30). No minimum amount of work or compensation is guaranteed, and all work will be performed on an as-needed and as-requested basis; and

WHEREAS, funds are available to compensate the Contractors for services in accordance with the Agreement:

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and approve the five contracts with the aforementioned organizations to provide Mental Health Services and/or Social Services for the Library as stated in the report; and

FURTHER RESOLVED, that the Board authorize the City Librarian and the City Attorney to make technical and clerical changes, if needed, to the contracts; and

FURTHER RESOLVED, that the Board authorize the Board President and Board Secretary to execute the five contracts upon the completion of all required approvals.

e. Approval of the Library Department's Proposed Budget for Fiscal Year 2023-24: APPROVED

City Librarian John F. Szabo provided a general overview of the Library's Proposed Budget for Fiscal Year (FY) 2023-2024, totalling $241,852,012. He noted this amount reflects an increase of $14,803,401 from the Fiscal Year 22-23 budget. This budget includes funding for eleven new positions, expanding the LA Libros Festival from one day to two days, additional self checkout machines, scanners, hardware replacement, and Federal e-rate projects.

Mr. Szabo said the Library Materials budget requests an increase of $1 million, bringing the total to $21 million dollars for materials. He noted that it is increasingly challenging to purchase content across multiple formats as new formats are added, and popularity of eContent grows. This budget includes funds for a Digital Asset Management System to manage images and other materials that will help the Digital Content Team and the Public Relations and Marketing Office and adds a new Data Analyst to form a data metrics team that would focus on capturing and reporting

on all of the data that measures library use such as programming, collections, and digital activity.

Mr. Szabo stated that the total budget for the Library Experience Office is $15.8 million dollars, which breaks down into three general areas: LAPD Security Services and contract security, badge access and security cameras project, and staff and training, including social services and mental health services contracts. The traditional security budget has an approximately $1.8 million increase, which includes cost of living increases to maintain the current level of services, and a small increase to assist with non-routine costs, such as firewatch, events management, and after-hours security issues.

Mr. Szabo stated that this budget has been developed cautiously, anticipating there would be a budget year in the near future that will not have this kind of increase or may even have a decrease. He said he anticipates coming forward in a few weeks with a recommendation for a transfer of funds to the Library Budget Stabilization Fund. He recommended approval of the Library's Proposed Budget for Fiscal Year (FY) 2023-2024 in the amount of $241,852,012 for submission to the Mayor's Office.

Discussion

Board President Cao said she was pleased that the budget remains in a growth period; however, she was concerned about the coming years. She also asked how long it would take to get the materials budget to two digits per capita.

Mr. Szabo said there's still a long way to go since they would be talking about another $20 million in the budget.

Vice President Eidmann said she was excited to see that they are continuing the funding of the new positions for the Library Experience Office and asked if the Library would be in a position to spend the funds that have been designated for the Library Experience Ambassadors and social workers during this budget year.

Mr. Szabo replied that funds in this fiscal year budget cover the 12 customer service representatives/ambassador positions and the lead social worker. He said additional social worker positions which are funded in this proposed budget would likely be coming on board during the fiscal year for which this budget represents.

Board President Cao said she hopes that funding for the Library Experience office for this year is that by this time next year, they will be able to evaluate how things are going with the new staff and how they can adjust and perhaps expand that work based on the progress made.

Commissioner Edmonds commented about the Leadership Development Office and asked for updates on how it is forming and how the Board can support it.

Mr. Szabo asked Assistant City Librarian Susan Broman to speak more about this particular office.

Ms. Broman said this idea originated with the Take the Lead Project and the Staff Development Planning Team. The Office will consolidate all of the different initiatives relating to leadership development and training. She said consistent and transparent internal communication is a focus of this department.

It was moved by Commissioner Edmonds and seconded by Vice President Eidmann to approve the following resolution. The motion passed with 3 Ayes (Cao/Edmonds/Eidmann). Noes: 0. Absent: 2 (Franzen/Salinas).

LIBRARY RESOLUTION NO. 2022-42 (C-36)

WHEREAS, On November 10, 2022, the Board of Library Commissioners (Board) approved the Fiscal Year 2023-24 Proposed Library Budget in the amount of $241,852,012 to fund existing and enhanced Library services and programs; and

WHEREAS, The Fiscal Year 2023-24 Proposed Library Budget funds the new Leadership Development Office program for leadership and professional development activities and opportunities for staff at all levels and all geographies within the Los Angeles Public Library; and

THEREFORE RESOLVED, That the Board approves for further consideration by the Mayor's Office the Fiscal Year 2023-24 Proposed Library Budget in the amount of $241,852,012 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 2023-24 Proposed Library Budget and advise the Board and the Mayor of any such changes.

7. Oral Update from the Ad Hoc Committee on Re-imagining Safety & Security

Vice President Eidmann reported that the Ad Hoc Committee on Reimagining Safety and Security met this month primarily to talk about the two items already discussed on this agenda, which are the additional RFQ responses received and the budget with respect to the Library Experience Office.

Mr. Szabo added that this oral report covers the Ad Hoc committee meetings for October. He discussed upcoming training for library staff on the use of Narcan. He stated that the Mayor's office staff is preparing documents for the Mayoral transition, including highlighting the work of the Library Experience Office.

Vice President Eidmann stated that she was pleased that this administration is so committed to the work that the Library Experience Office is doing and that there has been careful thought, time, and effort put into these new and promising strategies that makes the Board hopeful that this work will continue with even more vitality.

Board President Cao thanked the committee for the update and for the information about the Mayor's Office transition for the incoming Mayor.

8. Commissioners' Comments and Announcements

a. Election of Officers for Fiscal Year 2022-23: POSTPONED.

b. Next Board Meeting Notice
The next Regular Meeting of the Board is scheduled for Thursday, December 8, 2022, at 11:00 a.m. via Teleconference.

9. <u>Adjournment</u>: The meeting was adjourned at 11:59 a.m.

ATTEST:

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Bích Ngọc Cao	Raquel M. Borden
President	Board Executive Assistant