

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES September 23, 2021

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
	Vice-President	Kathryn Eidmann
	Commissioner	Arianne Edmonds
	Commissioner	Josefa Salinas
Absent:	Commissioner	Dale Franzen

Also present via teleconference: City Librarian John F. Szabo; Deputy City Attorney Basia Jankowski; Library staff and members of the public.

2. Opening Remarks: None.

3. Approval of the Minutes: Regular Meeting - August 26, 2021: APPROVED

It was moved by Commissioner Salinas and seconded by Commissioner Edmonds to approve the Minutes of the Regular Meeting held on August 26, 2021. The motion passed with 4 Ayes (Cao, Edmonds, Eidmann, and Salinas). Noes: 0. Absent: 1 (Franzen).

4. Public Comments on Matters

Within the Board's Jurisdiction: The Board heard one public comment for Item 7 from a patron supporting the efforts of the Adhoc Committee work on alternative solutions to library security.

5. City Librarian's Comments

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

- **Los Angeles Libros Festival:** This virtual bilingual book festival for the entire family will be streaming on Facebook and YouTube this Friday and Saturday, September 24 and 25. The festival will feature Spanish-language and bilingual storytelling, performances, workshops, and award-winning authors and illustrators. Attendees can join in on challenges associated with the LA Los Libros festival to win digital badges and books.
- **LA Untangled:** This is a new series of videos to explore people and places that are emblematic of the city's cultural and historic heritage. The first episode was recorded in the Central Library and features an interview with Elizabeth Ito about her Netflix show, *City of Ghosts*. Kelly Wallace, Librarian from the History and Genealogy Department, shares materials from the Library's archives that connect to story lines

from Ito's series in *City of Ghosts*. The Central Library plays a significant role in the series, and the Ghost Club meets at the Central Library under library tables. A character in the *City of Ghosts* describes the Central Library as "a really big castle of books."

- **Los Angeles Times "Reading by 9" Guide:** This year, Los Angeles Public Library Librarians provided all the content for this *LA Times* Children's reading guide to help encourage young readers and their families. Librarians have regularly contributed with book suggestions and information for this guide, which is issued in English and Spanish.
- **Career Online High School (COHS) program graduates selected for Ad Council global promotional campaign:** After an extensive nationwide search, two Los Angeles Public Library COHS graduates, Lydia Hernandez and David Villena, and their mentors were selected for a global campaign by the Ad Council to encourage adults of all ages to get their high school diplomas. The FinishYourDiploma.org social media campaign by the Ad Council has the potential to be viewed across the world by 500 million people and leave 2 billion impressions.
- **September is World Alzheimer's Month:** The Library is offering a series of workshops on the disease at six branch libraries running through early November, and Library staff are highlighting information from the collection about Alzheimer's disease.
- **Paint and Sip with a Twist Teen program at the Chinatown Branch Library:** Lynn Nguyen, Young Adult Librarian, who has taught painting programs at public and private venues for six years, led a group of bubble tea-sipping teens in painting a Los Angeles cityscape outdoors at the new Ord and Yale Street Park adjacent to the branch. This Chinatown Teen Council's Painting at the Park program was the first library event at the new park and the first time the Teen Council members have met in person since the pandemic.
- **The Street Fleet Outreach Team** participated with the Dodgers at a LA Dodgers Foundation Youth Development Program at Belvedere Park. Staff have engaged thousands of people at events like this, CicLAvia, and festivals all over the city. They promote the Library and sign people up for Library Cards.
- **American Spirit Magazine article on LAPL's Genealogy:** The magazine of the Daughters of the American Revolution, *American Spirit*, interviewed Genealogy Librarian Julie Huffman for the article that highlights the Los Angeles Public Library as one of the top genealogical libraries in America in "Visions of America" article.
- **Librarians featured in the Alive! Newspaper:** Keith Kessler, Social Media Librarian; Kadie Seitz, Youth Services Librarian; and Kevin Awakuni, Adult Librarian, Exploration and Creativity Department, were featured on the cover of the September issue of the *Alive!* Newspaper of the Employees Club of California. They were recognized for their work and discussed the viral success of the Linda Lindas concert, and other online programs that the Library has been offering through the pandemic.

6. City Librarian's Reports:**Consent Item(s)**

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

- a. Acceptance of gift of materials for the
Chinatown Branch Library's Chinese Heritage Collection

LIBRARY RESOLUTION NO. 2021-25

RESOLVED, That a gift of library materials for Chinatown Branch Library's Chinese Heritage Collection valued at \$1,582.95 received from the Friends of the Chinatown Library be accepted; and

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

- b. Acceptance of California Library Literacy Services (CLLS) grant
for Library's Adult Literacy Services for Fiscal Year 2021/22

LIBRARY RESOLUTION NO. 2021-26 (C-21)

WHEREAS, On September 7, 2021 announced that the Los Angeles Public Library (LAPL) Adult Literacy Service program grant application was accepted and is eligible for a \$138,926 grant and additional \$72,250 designated for family literacy; and

WHEREAS, The entire family literacy grant (\$72,250) and 90% of LAPL's 2021/22 adult literacy CLLS award (\$125,033) is available to claim now and the remaining 10% of the award (\$13,893) will be claimed after the completion of a mid-year financial and narrative report and the total award for the fiscal year is \$211,176; and

WHEREAS, The Los Angeles Public Library and the Library Foundation of Los Angeles provide matching funds to make LAPL eligible for this grant which is determined by applying a CLLS formula. The formula includes the amount of local dollars expended by the LAPL and the LFLA on Adult Literacy Services in 2019/20 added to a per capita amount based on the adult learners enrolled for tutoring in the Adult Literacy Services program by the Los Angeles Public Library in 2019/20; and

Library Resolution
No. 2021-26 (C-21) Cont.

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

THEREFORE, BE IT RESOLVED, That the Board of Library Commissioners accept the California Library Literacy Services (CLLS) grant of \$138,926 and additional \$72,250 designated for family literacy for the Los Angeles Public Library's Adult Literacy Services for Fiscal Year 2020/21; and

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

Discussion Item(s)

- c. Approval of an appropriation of funds from the Unreserved and Undesignated Fund Balance (UUFB), approval for residual funds, and acceptance of Mitigation Fees and donation in Fund 831

_____ City Librarian John F. Szabo recommended approval for the appropriation of \$14,440,000 from the Unreserved and Undesignated Fund Balance (UUFB) account, approval for residual funds, and acceptance of Mitigation Fees and Fund 831 transfers. He noted that these funds from the UUFB account are unspent funds from the previous fiscal year.

Mr. Szabo gave an overview on how the UUFB funds would be distributed, including \$3,000,000 to the Library Budget Reserve Fund (LBRF). Additionally, the report creates a new account to move residual funds in Fund 831, accepts a donation in the amount of \$50,000 from Melissa Mathison, and accepts mitigation fees in the amount of \$129,290 for the Wilshire Branch Library, the Pio Pico Koreatown Library, and the Felipe de Neve Branch Library.

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

LIBRARY RESOLUTION NO. 2021-27 (C-22)

WHEREAS, Funds are available in the Library's Unreserved and Undesignated Fund Balance (UUFB) at the end of Fiscal Year 2020-2021 as a result of projects that were delayed, services which could not be completed due to the COVID-19 pandemic and salary savings from vacant positions which could not be filled; and

WHEREAS, Library staff requested that the Board of Library Commissioners (Board) approve an appropriation of \$14,440,000 from the UUFB, Fund 300, Department 44, Account 2539, to the accounts in Fund 300, Department 44, as listed on the City Librarian's Board Report; and

Library Resolution
No. 2021-27 (C-22) Cont.

WHEREAS, Library staff requested that the Board approve an appropriation in the amount of \$3,000,000 from the UUFB Fund 300, Department 44, Account

2539, to the Library Budget Reserve Fund (LBRF), Department 44, Fund Number 58N; and

WHEREAS, Library staff requested that the Board authorize the Chief Accounting employee to create sub-account 800 in Fund 831 to transfer residual funds of one-hundred dollars (\$100) and less, continue the transfer of residual funds to the new sub-account, and expend the funds as approved by the City Librarian or designee; and,

WHEREAS, Library staff requested that the Board approve and accept mitigation fees in the amount of \$129,290 for the Wilshire Branch Library, the Pio Pico Koreatown Library, and the Felipe de Neve Branch Library; authorize the Chief Accounting employee to create sub-account 328 in Fund 831 to receive fees; and authorize the expenditures of the funds for library materials, equipment or alterations and repairs; and,

WHEREAS, Library staff requested that the Board approve and accept a donation in the amount of \$50,000 from Melissa Mathison to sub-account 342 in Fund 831.

THEREFORE, RESOLVED, That the Board of Library Commissioners hereby adopts the recommendations and findings in the City Librarian's Board Report and approves the appropriation of from the Unreserved and Undesignated Fund Balance (UUFB) and approves the residual funds, acceptance of mitigation fees and donation in Fund 831;

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

- d. Award of a contract to the African Communities Public Health Coalition to provide immigration integration and immigration assistance consultant services to the Library

_____ City Librarian John F. Szabo recommended approval to award a contract to the African Communities Public Health Coalition to provide as-needed and as-requested immigration integration and immigration assistance consultant services to the Library through the New Americans Centers.

Discussion

Board President Cao stated she is glad the Library is able to help people that come from so many different parts of the world. Commissioners Edmonds said that she is pleased to see that the New American Initiative is expanding services with more providers.

Vice President Eidmann asked if the partner organizations were onsite and associated with particular branch libraries. Mr. Szabo replied that under normal circumstances assistance is offered in person at any of the seven New Americans Centers by the accredited partner contractors. He noted that the Initiative started with four contractors and now has expanded to eleven organizations that have the

capacity in a variety of languages and cultural backgrounds, geography and so forth and they can connect virtually.

Commissioner Salinas noted that California would be receiving Afghan refugees and there is a possibility that some of them would be landing in Los Angeles and asked if there is an organization that would be able to assist that particular group.

Mr. Szabo asked Madeleine Idefonso, Managing Librarian, Office of Civics and Community Services, to provide information.

Ms. Idefonso reported that Library staff met with the partners to work on a series of presentations to welcome refugees. The presentations will be done in Farsi and they will be recorded to be used frequently, but they will always be accompanied by a live speaker to answer any questions, to help them understand what resources they can find at the Library in the languages they can read.

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

LIBRARY RESOLUTION NO. 2021-28 (C-23)

WHEREAS, On June 25, 2020, the Board of Library Commissioners (Board) approved the release of a Request for Qualifications (RFQ) to establish a pre-qualified list of qualified consultants to provide on-call and as-needed immigration integration and immigration assistance services for the Library (Library Resolution No. 2020-22); and,

WHEREAS, On August 26, 2020, the Library received twelve (12) proposals in response to the RFQ, including the African Communities Public Health Coalition, and an evaluation committee found all twelve (12) proposals to be responsive to the RFQ requirements; and,

Library Resolution
No. 2021-28 (C-23) Cont.

WHEREAS, The Board found, in accordance with Charter Section 1022, that it is more economical and feasible for independent contractors to perform services than using City staff; and,

WHEREAS, On September 23, 2021, Library staff recommended that the Board award a contract to the African Communities Public Health Coalition to provide as-needed and as-requested immigration integration and immigration assistance services to the Library for a term of three (3) years with a contract amount not to exceed \$500,000 per contract year. No amount of work will be guaranteed and the work shall be awarded on an as-needed basis; and,

WHEREAS, the proposed contract includes a process that Library staff will utilize to select a contractor for specific immigration integration and immigration assistance work during the contract term; and,

WHEREAS, Sufficient funds are available in the Contractual Services Account 3040 of the Library's operating budget to compensate the contractor for services; and,

THEREFORE, RESOLVED, That the Board adopts the Board Report's Recommendations and Findings and awards a contract to the African Communities Public Health Coalition to provide as-needed and as-requested immigration integration and immigration assistance services for the Library; and,

FURTHER RESOLVED, That the City Library and City Attorney be authorized to make technical changes, if needed, to the contract; and,

FURTHER RESOLVED, That the Board President is authorized to execute the contract in accordance with City policies and guidelines.

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

Vice President Eidmann reported that the Adhoc Committee on Safety and Security met this week to discuss the progress on the timeline and process for the hiring of Library Experience Ambassadors and social workers. She asked City Librarian John F. Szabo to provide further information.

City Librarian John F. Szabo reported that staff continues working with the City's Personnel Department on specific duties for the social worker positions leading up to the civil service test, noting that the position classification already exists for the city, but the examination has not been conducted in a very long time. As reported at the last Board Meeting, the Library Experience Ambassador positions will be hired through the Bridge to Jobs Program and according to the city's Personnel Department this process takes three to four months.

Mr. Szabo stated that the funding for these positions that are in the current fiscal year budget might go unspent and the committee discussed bringing forward to the Board an item the reappropriation of some of those funds to be used for another Library Experience Office effort, whether it be for mental health services contracts or another area.

Mr. Szabo reported that Karen Pickard-Four, Acting Principal II, and Helen Neal, Library Assistant II, from the Library Experience Office provided a presentation to all Library managers throughout the system, they hold office hours for library staff members, and offer speaker programs to make certain that staff feels connected to the office, and that they are aware of what is going on and have the ability provide input.

Commissioner Salinas asked if there had been any progress on the survey that will be sent via email to Library card holders to ask their opinion. Mr. Szabo replied that a draft is ready and it asks about expectations of services as we are coming out of the pandemic. Board President Cao thanked Mr. Szabo for the information provided.

8. Commissioners' Comments and Announcements:

- Commissioner Salinas wished everyone a happy Hispanic Heritage Month and she said the libraries are doing really awesome programs.
- The next Regular Meeting of the Board is scheduled for Thursday, October 14, 2021, at 11:00 a.m. via Teleconference.

10. Adjournment: The meeting was adjourned at 11:59 a.m.

ATTEST:

Bích Ngọc Cao
President

Raquel M. Borden
Board Executive Assistant