

MINUTES

BOARD OF LIBRARY COMMISSIONERS CITY OF LOS ANGELES

July 25, 2024

A Regular Meeting of the Board of Library Commissioners was held at the Central Library starting at 11:01 a.m. on the above-written date.

1. Roll Call:

Present:	Vice President	Linda Blank
	Commissioner	Kelly Besser
	Commissioner	Hiram Sims
	Commissioner	Mayra Valadez

Absent:	President	Valerie Lynne Shaw
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Also present: City Librarian John F. Szabo; Assistant City Librarian Susan Broman, Deputy City Attorneys Steven H. Hong and Vanessa Atkins; Administrative staff and members of the public.

2. Opening Remarks: None.

3. Approval of the Minutes: Regular Meeting - May 23, 2024

It was moved by Commissioner Valadez and seconded by Commissioner Sims to approve the Minutes of the Special Meeting held May 23, 2024. The motion passed with 4 Ayes (Besser/Blank/Sims/Valadez); Noes: 0. Absent: 1 (Shaw).

4. Public Comments on Matters

Within the Board's Jurisdiction: None.

5. City Librarian's Comments

and Announcements: City Librarian John F. Szabo reported on past and upcoming events.

6. City Librarian's Reports:

Discussion Items

a. Approval to transfer funds within Fund 300

City Librarian John F. Szabo recommended approval to transfer funds within the Library's Fiscal Year 2024-25 Budget within Fund 300 for a total amount of \$280,000 to comply with City procurement and expenditure policies. He stated that this transfer would not affect the budget total.

It was moved by Commissioner Besser and seconded by Commissioner Valadez to approve the following resolution. The motion passed with 4 Ayes (Besser/Blank/Sims/Valadez); Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2024-23 (C-20)

WHEREAS, The Fiscal Year 2024-25 Adopted Library Budget includes funding for mobile outreach materials and supplies in Library Account 6020 Operating Supplies and funding for organizational communication and Take the Lead program services in Library Account 6010 Office and Administrative; and

WHEREAS, Library staff requested a transfer from Operating Supplies Account 6020 to Office and Administrative Account 6010 and Contractual Services Account 3040 and another transfer from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library’s Fiscal Year 2024-25 Budget to comply with City procurement and expenditure policies; and,

WHEREAS, Sufficient funds have been budgeted in the Library’s 2024-25 Adopted Budget and are available in Operating Supplies Account 6020 and Office and Administrative Account 6010 for these transfers:

THEREFORE, RESOLVED, That the Board of Library Commissioners (Board) hereby approve the following transfers of \$65,000 from Operating Supplies Account 6020 to Office and Administrative Account 6010 (\$15,000) and Contractual Services Account 3040 (\$50,000) and of \$215,000 from Office and Administrative Account 6010 to Contractual Services Account 3040 within the Library’s Fiscal Year 2024-25 Budget, Fund 300, Department 44, as follows:

From:	<u>Acct. No.</u> 6020	<u>Account Name</u> Operating Supplies	<u>Amount</u> \$65,000
To:	<u>Acct. No.</u> 6010	<u>Account Name</u> Office and Administrative	<u>Amount</u> \$15,000
	<u>Acct. No.</u> 3040	<u>Account Name</u> Contractual Services	<u>Amount</u> \$50,000
From:	<u>Acct. No.</u> 6010	<u>Account Name</u> Office and Administrative	<u>Amount</u> \$215,000
To:	<u>Acct. No.</u> 3040	<u>Account Name</u> Contractual Services	<u>Amount</u> \$215,000

FURTHER RESOLVED, That the Board authorize the City Librarian to make any necessary technical changes.

b. Approval to award 17 contracts for Information Technology (IT) Professional Services

City Librarian John F. Szabo recommended the award of 17 contracts to provide IT professional services to the Library on an as-needed and as-requested basis. These contractors would provide expertise and services on specific IT projects that cover 13 different categories. He noted that of 25 proposals submitted, 17 were selected and are hereby being recommended for approval.

Discussion

Commissioner Valadez asked how the review panel was selected and how many of the 17 companies selected were minority and/or female owned. Alex Mui, Director of Information Technology Division and Christopher Ma, Sr. Systems Analyst II, Network Support, replied that they had a 12-person review panel and each category had a three-person evaluation panel with an expert in a specific category. Mr. Mui stated that the RFQ did not include the requirement to be minority-owned business to apply, but of the proposals submitted, five were local businesses and one was a small local business.

City Librarian John F. Szabo stated that staff could review the proposals to determine which were registered as minority or female owned businesses.

It was moved by Commissioner Sims and seconded by Commissioner Besser to approve the following resolution. The motion passed with 4 Ayes (Besser/Blank/Sims/Valadez); Noes: 0. Absent: 1 (Shaw).

LIBRARY RESOLUTION NO. 2024-24 (C-21)

WHEREAS, the Library's Information Technology (IT) Section provides technology support for Library staff and patrons, which includes: systems development and administration; cyber security; infrastructure and network administration and maintenance; hardware and software purchases, installation, and maintenance; communications; data storage and recovery; and, electronic access to Library resources;

WHEREAS, the Library at times requires the professional, expert and technical services of non-City IT staff for short-term projects and support to upgrade, replace, and/or maintain various areas of the Library's infrastructure and network, provide non-standard equipment, and systems unique to the Library. IT manages the systems and oversees the contractors who provide expertise on specific projects;

WHEREAS, as technology advances at an ever-increasing pace, it becomes difficult to provide upgrades and repairs in a timely manner by having projects put out to bid one project at a time. Further, the Information Technology Agency no longer provides technical or project assistance to the Library;

WHEREAS, on May 25, 2023, the Board of Library Commissioners (Board) approved a Request for Qualifications (RFQ) for IT Professional Services. The RFQ was released on May 26, 2023. A pre-proposal conference was held on June 14, 2023;

Library Resolution
No. 2024-24 (C-21) Cont.

WHEREAS, on July 13, 2023, the Library received 30 proposals. Library staff reviewed the proposals and found 26 proposals to be responsive to the RFQ requirements. A panel of Library employees reviewed and evaluated the proposals and determined that 17 of the proposals best fit the needs of the Library;

WHEREAS, on July 25, 2024, the Board approved the award of 17 contracts to provide IT professional services to the Library on an as-needed and as-requested basis.

THEREFORE, BE IT RESOLVED, that the Board adopts the recommendations and findings of the City Librarian's Board Report and authorizes the award and execution of the 17 contracts listed on Attachment A of the report to provide IT professional services to the Library on an as-needed and as requested basis; and

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

7. Staff Presentation: "Your Author Series"

Diane Olivo-Posner, Principal Librarian/Associate Director, Exploration & Creativity Department, provided an overview of the "Your Author" series. She said the goal of this program is to inspire and motivate young readers by giving them the opportunity to meet and connect with award-winning authors and illustrators. The program began in 2016 with a donation from the Lenore S. & Bernard A. Greenberg Fund, which is managed by the Library Foundation of Los Angeles.

Ms. Olivo-Posner reported that from 2016 to 2019, they have offered over 200 programs with 130 authors, 6,000 attendees, and 6,000 plus books handed out. She said that between 2020 to 2024, they offered about 50 virtual programs that had 14,000 views from across the world; and between 2022 to 2024, they had over 40 in-person programs with 750 attendees, and 1,000 plus books given away. She pointed out that for virtual programs, they get many views from LAUSD, since they are able to share LAPL's YouTube offerings in their classrooms.

Discussion

Commissioner Sims asked if the program was only focused on children. Ms. Olivo-Posner replied that the series are for children and young adults, 18 and under, and author programs for adults are offered through the L.A. Made.

Commissioner Sims asked if participants received a free copy of the book from the program and if authors were allowed to sell their books at the events. Ms. Olivo-Posner stated that usually they have copies available, which they distribute at the event by doing an opportunity drawing. She said that books are generally sold through the Library Store, not directly from the author.

Commissioner Sims asked about how authors are selected, and if it was based on local authors, nationwide acclaim, or popularity. Ms. Olivo Posner replied that initially they focused on local authors because they wanted kids to connect to someone in their community, but during the pandemic they expanded nationally. She noted that offering virtual programming allows authors to participate from wherever they are.

Vice President Blank asked if the program was only offered during the summer or if it was offered year around. Ms. Olivo-Posner replied that initially it was offered in conjunction with the summer reading program, but currently it is offered year round.

8. **Election of Officers for Fiscal Year 2024-25:** Postponed.

9. **Commissioners' Comments and Announcements**

- Commissioner Valadez reported that she had recently met with Ann Bowman, East Valley Area Manager, at the North Hollywood Branch. She stated that she had also met branch staff from the Studio City Branch Library and one of the apprentices from the Diversity & Inclusion Apprenticeship program (DAIA), and found out that they grew up in Pacoima and went to the same high school. She said she was just grateful to have met all of them and wanted to express gratitude for their time and dedication to the library.
- **Next Board Meeting Notice** The next Regular Meeting of the Board is scheduled for Thursday, **August 8, 2024**, at **11:00 a.m.**, will be held at the Central Library.

10. **Adjournment:** The meeting was adjourned at 11:56 a.m.

ATTEST:

Linda M. Blank
Vice-President

Raquel M. Borden
Board Executive Assistant